

## Unit 7

### Summarizing and Paraphrasing



In this unit, you will learn how to paraphrase and summarize what you have read. You will be introduced to learn the difference between quoting and paraphrasing and to study paraphrasing examples. More importantly, you will learn summarizing guidelines and study example summaries. Practice paraphrasing and summarizing information are included.

You may be asked to write about something you have read or write a report using information from various sources in English. Therefore, it is important to learn how to paraphrase and summarize. Paraphrasing and summarizing are study skills that require you to reprocess information and express it in your own words. Both skills are supported by active reading to enhance comprehension and express understanding by writing.

#### **Difference between paraphrasing and summarizing**

Paraphrasing is a skill to rewrite the ideas of published authors in your own words without changing the original meaning. A good paraphrase records all the important details of a passage and conveys the same ideas and information as the original text, but in different words. The length of the paraphrase may be similar to the original, but the grammar and vocabulary are usually not the same. Key

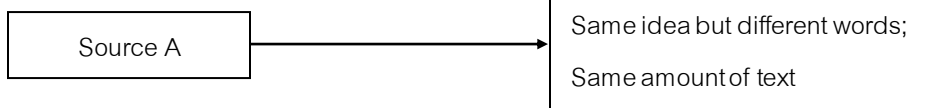
vocabulary, which may be technical, is often the same because there may not be another word to use.

Summarizing is a study skill that shows how you understand the text you read. As a student, learning to summarize the original text involves a good writing and understanding. It is useful to learn how to summarize when you read something worth noting and remembering. A summary is always shorter than the original and based primarily on main idea. It condenses the original and contains only the most important information: the gist, the key ideas, and the main points. In other words, summarizing refers to condense a passage to the main ideas.

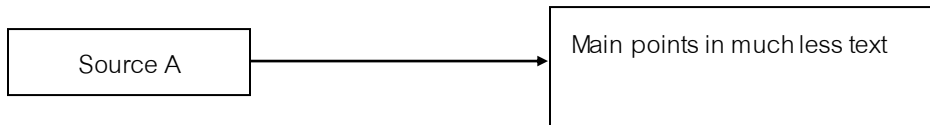
A good summary should give the reader a clear and concise understanding of the original text without reading the original.

**Activity 1:** Study the diagram and discuss the difference between paraphrasing and summarizing.

**Paraphrasing:**



**Summarizing:**



### Be careful what you write

**Plagiarism** is unacceptable at any time. When you read and use information from print and electronic sources, such as books, web sites, magazines, and newspaper, you can use such information in two ways: a) the first way is to use **quotation marks** around the exact words and b) the second way is to **paraphrase**. Both ways show that you borrow the information and avoid plagiarism.

### What is plagiarism?

*Plagiarism is stealing* someone else's writing and ideas as your own. Sometimes you find information from a book or a web site that you want to use for writing a report, homework and assignment. You may plagiarize without intention. If you copy someone else's work without citing the original author, you plagiarize. You'd better learn paraphrasing and summarizing.

### Quoting

Now take your time to study how to avoid plagiarism by quoting. Put quotation marks (“ ”) around the exact words.

#### Example A

The obese people had a 7% higher risk of stroke and a 96% increased risk of heart failure and these figures remained accurate even when factors such as smoking were taken into account.

Source: Institute of Applied Health Research

**Quoting:** According to a study by Institute of Applied Health Research, “The obese people also had a 7% higher risk of stroke and a 96% increased risk of heart failure and these figures remained accurate even when factors such as smoking were taken into account.”

From Example A, it involves introducing information from an outside source. One way is to use the phrase *According to* followed by the author's name or the name of the book. Then the writer puts quotation marks around the words from original text. By this way, it indicates that you borrow the ideas of others.

**Exercise 1: Rewrite the given information by quoting to show you use information from the outside sources exactly.**

1. Thailand ranked 62<sup>nd</sup> out of 70 countries surveyed which means their English ability is among the worst in the world. (source: EF English Proficiency Index)

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2. Thailand sends 6,000 and 8,500 students to study at higher education institutions in the UK and US each year, respectively. (source: Education Ministry, Thailand)

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3. The Paris deal was signed by 195 countries to limit the global rise in temperature attributed to emissions. (source: BBC news report)

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4. A huge tree more than 100 years old was split in two during a fierce storm and fell onto a school building. (source: Bangkok post news report)

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5. Several people have died and more than 50 people are in hospital after huge fire engulfed a west London tower block on Tuesday night. (source: BBC news report)

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In addition, you should know how to use punctuation correctly, such as periods (.) commas (,) and quotation marks (“ ”). We use quotation marks for various purposes, such as to show direct quotes, to indicate dialogue and to set off exact thoughts. Quotation marks are needed when you want to introduced borrowed words or information. There are two types of quotation marks: *single quotation marks* ( ‘ ’ ) and *double quotation marks* ( “ ” ). Sometimes quotation marks are called inverted commas.

### Single quotation marks

We mainly use single quotation marks to enclose a quotation within a quotation such as the title (article, story, or poem). Look at the following examples and notice how the writer puts punctuation.

Mr. Smith said, “‘The Lord of the Rings’ is my all-time favorite movie.” or

“‘The Lord of the Rings’ is my all-time favorite movie,” Mr. Smith said.

“Why did he call that girl a ‘sugarpie’?”

### Double quotation marks

Double quotation marks are used in many ways. They are usually used to punctuate the direct quotation.

“I think knowing English is very important nowadays,” said Jane.

Mike replied, “Yes, I’m going to practice English more.”

The prime minister claimed, “We promote English skills to Thai students.”

**Exercise 2: Use quotation marks, capital letters, and any other punctuation necessary to rewrite the following sentences.**

1. anna said I like the song called versace on the floor

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2. where do you study mr james asked me

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3. how many years do you have experiences the manager asked

\_\_\_\_\_

4. I know what I'm going to do after my graduation whispered jenny

\_\_\_\_\_

5. iron man used to be my favorite movie he said

\_\_\_\_\_

### Paraphrasing

Study the following guidelines and examples to paraphrase another writer's ideas in your own words.

#### Example B

The obese people had a 7% higher risk of stroke and a 96% increased risk of heart failure and these figures remained accurate even when factors such as smoking were taken into account.

Source: Institute of Applied Health Research

**Paraphrase 1:** A recent study by Institute of Applied Health Research reveals that the obese people had an accurate higher risk of stroke and heart failure than the healthy people of a normal weight even when factors were taken into account.

**Paraphrase 2:** A study by Institute of Applied Health Research revealed that overweight people had a risk of stroke and heart failure higher than normal weigh people accurately even factors such as smoking were included.

Another way to introduce information from an outside source is to use the name of the source with a verb, such as *state, say, argue, believe, reveal, conclude, report, or suggest*, that indicates a sharing of the information. These words are sometimes used in the present tense rather than the past tense; however, both tenses have the same meaning.

From **Example B**, it shows the length of the paraphrase which may be similar to the original, but the writer uses different grammar and vocabulary. When you paraphrase, you also change sentence structure. Sometimes the writer paraphrases because of avoiding quoting from sources too much. You can express your own thoughts how you understand the information and gain more knowledge by paraphrasing than quoting.

Remember that paraphrasing and summarizing are not the same process. When you paraphrase, there is more than one way to paraphrase according to your style of writing. Study the given steps and guidelines for paraphrasing.

### **Steps of paraphrasing process**

1. Read and make sure you fully understand the original text. Check the meaning of any keywords if you are not sure of. You cannot paraphrase until you understand the meaning of the text.
2. Put the original text aside and make some notes from memory.
3. Compare your notes with the original text to make sure that you cover all the key information.
4. Place quotation marks around any information you have borrowed directly from the source.
5. Recheck to make sure that your paraphrase conveys the same meaning as the original text.
6. Ensure you note down the source's details to properly cite the material.

### Useful guidelines for paraphrasing

1. Read the original text, underline important details or circle the specialized words.
2. Put those details in your own words.
3. Replace the original words with synonyms. Use different vocabulary with the same meaning (synonyms) of the original. It's OK to use technical words as there often will not be appropriate synonyms for them.
4. Rearrange the order of words or clauses and use various sentence patterns
5. Create your own sentence structure for your paraphrase.
6. Check your paraphrase whether you keep ideas from the original, no missing ideas or new ideas added. Re-reading the text.

**Exercise 3: Read the original sentence. Then read the two possible paraphrases. Write G for good and P for poor paraphrasing.**

1. Selling a product successfully in another country often requires changes in the product.
  - \_\_\_\_\_ a. The most successful exporting companies have succeeded because they made important changes in their products.
  - \_\_\_\_\_ b. To sell a product successfully in another country, you need to change the product.
2. Despite the differences in these characters, perhaps it is their similarities that have attracted so many millions of moviegoers to *Pretty Woman* and *Erin Brockovich*.
  - \_\_\_\_\_ a. Julia Roberts played *Erin Brockovich* and *Vivian Ward*, who were similar characters in two movies.
  - \_\_\_\_\_ b. The main characters played by Julia Roberts in both *Pretty Woman* and *Erin Brockovich* were different yet possible alike enough to draw many flim patrons.



3. States of hunger, pain, or discomfort that cause crying and fussing are common at this stage.

\_\_\_\_\_a. Babies normally cry and protest during this phase because they hurt in some way or are hungry.

\_\_\_\_\_b. States of hunger, pain, or discomfort that cause crying and protest are uncommon at this stage.

**Exercise 4: Paraphrase the given sentences using your own words.**

**Example**

**Original:** Working from home can lead to employees feeling isolated and dissatisfied. (source: King, 2009)

**Paraphrase:** King (2009) suggests that workers can be lonely and unhappy to work away from the office.

1. Most university students need the Internet for most of their assignment. (source: Smith, 2016)

Paraphrase: \_\_\_\_\_  
\_\_\_\_\_

2. Thailand is the only country in south-east Asia that hasn't been colonized by Europeans. (source: Thai Wikipedia)

Paraphrase: \_\_\_\_\_  
\_\_\_\_\_

3. A large majority of students fail to reach even 50 percent in core subjects such as English and Mathematics. (source: Aramnet, 2014)

Paraphrase: \_\_\_\_\_  
\_\_\_\_\_

4. English language learning in Thai schools will never be successful as long as students have a few opportunities to communicate in English. (source: Nation, 2015)

Paraphrase: \_\_\_\_\_  
 \_\_\_\_\_

5. South Korean students feel greater stress than those in any other developed country. (source: Smith, 2014)

Paraphrase: \_\_\_\_\_  
 \_\_\_\_\_

## Summarizing

Study the given examples and how to summarize another writer's ideas in your own words.

### Example C

The bride and groom had hired a microlight plane to fly past and throw the bouquet to a line of women guests, *Corriere della Sera* reported. However, the flowers were sucked into the plane's engine causing it to catch fire and explode. The aircraft plunged into a hostel. One passenger on the plane was badly hurt. But about 50 people who had been in the hostel escaped unscathed, as did the pilot.

(source: BBC news report)

**Summary:** BBC news reported the bride bouquet sucked into the plane's engine caused an airplane crash. In this accident, one passenger on the plane was badly injured and others were escaped.

From **Example C**, it shows the length of the summary is shorter than the original. The summary contains the main ideas and important details. Some unnecessary details are avoided in your summary. When you summarize, you do not include all the information from the source. You use only the most important parts instead. Write your summary concisely.

Remember that quoting and paraphrasing are techniques you can use to include information from another source in your writing. Another way to include information from another source is summarizing. It involves not only writing but also reading and critical thinking. Study the following guidelines for summarizing.

### **Steps of summarizing process**

1. Read the original text and understand it well.
2. Decide which parts of the original are the most important.
3. Put the important parts in the same order they appear in the original.
4. Paraphrase – use different grammar and vocabulary. You must write information in your own words.
5. If the original states a point and then gives multiple examples, include a general statement with just one example.
6. Use verbs that indicate that you are summarizing information from a source (and not from your own head) such as *suggest, report, argue, tell, say, ask, question, and conclude*.

### **Useful guidelines for summarizing**

1. Pull out the main ideas and focus on key details.
2. Break down the larger ideas and write enough to convey the gist.
3. Make sure you use your own words.
4. Do not include opinions or personal information in your summary.
5. Check your summary against the original such as grammar, spelling, and punctuation.

### Characteristics of good and poor summary

Good summary	Poor summary
<ol style="list-style-type: none"> <li>1. It can be very short.</li> <li>2. It covers the main ideas.</li> <li>3. It communicates only the main ideas and leaves out supporting ideas and examples.</li> <li>4. It is a true summary, not an exact repeat of the specific examples.</li> <li>5. It includes some new grammar and new vocabulary, use different words to the original.</li> </ol>	<ol style="list-style-type: none"> <li>1. It is about the same length as the original, not really a summary.</li> <li>2. It includes many details, supporting ideas and examples.</li> <li>3. It includes almost the same grammar and same vocabulary (copy words by words).</li> </ol>

**Exercise 5: Read and use your ideas to summarize the original passage.**

#### Passage 1

Pronunciation is perhaps the first difference that people notice between American and British English. Some individual sounds are consistently different. For example, PoTAYto in American English comes out as poTAHto in British English. WateR in American English is pronounced as wateH in British English.

**Your summary:**

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**Passage 2**

Although many people in Europe and Asia still smoke, this habit is becoming more and more taboo. Lawmakers are now prohibiting smoking in public areas. These countries are realizing the actual risk that cigarette smoke has to nonsmokers. A steep decline in public smoking areas will definitely improve people's health.

**Main idea:** \_\_\_\_\_

**Key words:** \_\_\_\_\_

**Your summary:**

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**Passage 3**

While some vegetarians make the choice not to eat meat for ethical and environmental reasons, others are concerned with personal health. The health benefits of not eating meat are undisputed, even among the most traditional and conservative medical doctor today.

**Main idea:** \_\_\_\_\_

**Key words:** \_\_\_\_\_

**Your summary:**

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**Passage 4**

Coffee is best known as the powerful stimulant that helps people stay awake during night driving and cramming before final exams. Its caffeine is capable of boosting energy, increasing alertness, and quickening reaction time. It is also a mood elevator and may help mild depression.

**Main idea:** \_\_\_\_\_

**Key words:** \_\_\_\_\_

**Your summary:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Passage 5**

When trying to finish a term paper or other homework, university students may need to drink caffeinated beverages or even take amphetamines to stay awake. Giving in to the urge to sleep however, by taking a short “cat nap,” may in fact be just what you need to refresh yourself and be more productive.

**Main idea:** \_\_\_\_\_

**Key words:** \_\_\_\_\_

**Your summary:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Conclusion**

English study skills are important for every student. Since you’ve been studying know how to comprehend the texts by finding the main ideas and details of what you read, you get the information to summarize and paraphrase them. In this unit, you’ve been introduced how to quote, paraphrase, and summarize the reading texts to avoid plagiarism. These study skills are also writing strategies to help you express what you comprehend from reading the texts. They are necessary for learning and you’d better use these study skills to be successful in learning English.

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