

## **Steps to Effective Paraphrasing and to Effective Summarizing**

### **6 Steps to Effective Paraphrasing**

1. Read the material that you plan to paraphrase. Read it several times so that you understand it well.
2. Set the original aside, and write your paraphrase on a note card.
3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. Compare the length of what you've written to the original text. They should be the same length. Remember, a paraphrase does not condense material.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

*Note: The paraphrase should make sense in its own right. This means that you are writing a sentence or paragraph so it should still read like one. If the paraphrase doesn't make sense, revise it.*

### **7 Steps to Effective Summarizing**

1. Read the article.
2. Re-read the article. Underline important ideas. Circle key terms. Find the main point of the article. Divide the article into sections or stages of thought, and label each section or stage of thought in the margins. Note the main idea of each paragraph if the article is short.
3. Write brief summaries of each stage of thought or if appropriate each paragraph. Use a separate piece of paper for this step. This should be a brief outline of the article.
4. Write the main point of the article. Use your own words. Be careful not to use the author's words or to follow the sentence structure of the original passage. This should be a sentence that expresses the central idea of the article as you have determined it from the steps above.
5. Write your rough draft of the summary. Combine the information from the first four steps into paragraphs. Make sure that you are faithful to the meaning of the source and that you have accurately represented the main ideas.
6. Edit your version. Be concise. Eliminate needless words and repetitions. (Avoid using "the author says...", "the author argues...", etc.)
7. Compare your version to the original.

## Handout 3.12

### References:

Dembkowski, S., Eldridge, F., & Hunter, I. (2006). *The Seven Steps of Effective executive Coaching*. Retrieved August 5th, 2010  
<http://steps+to+Effective+Paraphrasing+and+to+Effective+Summarizing>

Kies, D. (2010). Summarizing and Paraphrasing Successfully. *The hyper Text Book*. Retrieved August 5<sup>th</sup>, 2010 from Document URL:  
<http://papyr.com/hypertextbooks/comp2/summary.htm>



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