

HOW TO PARAPHRASE

1. Choose a passage of text from a source you plan to use for a written assignment.
2. **Read the text carefully** and make sure you understand the passage – you may need to read it several times.
3. **Identify** the important words and phrases.
4. Think about the **attitude of the author**, i.e. critical, supportive, certain, uncertain. How could you convey the author's point of view in your own words?
5. Put the **text to one side** and write what you have just read in **your own words**. Try to capture the 'essence' of the passage - what are the main points the author is making?
6. Return to the original passage and **compare** it with your paraphrased version. Check that you have successfully **captured the meaning**.
7. If you have directly quoted any phrases from the original passage, ensure you put them in quotation marks.

Make sure:

- you have **not copied** any text
- the meaning is the **same** as the original
- the style of writing is your **own**
- your paraphrase is approximately the **same length** as the original
- you **acknowledge** your sources by citing (referencing) in the text

Useful websites:

The Open University website has exercises to help you write in your own words (paraphrase) <http://www.open.ac.uk/skillsforstudy/writing-in-your-own-words.php>

Use the Academic Phrasebank at Manchester University <http://www.phrasebank.manchester.ac.uk/> to help you introduce concepts within your assignment with phrases such as:

Jones (2001) suggests...
or Smith (1998) believes...
or research conducted by Jones (2009) found that.

References:

Gillett, A., Hammond, A. and Martala, M. (2009), *Successful Academic Writing*. Harlow: Pearson Educational Limited.
Shields, M. (2010), *Essay Writing. A Student's Guide*. London: Sage Publications Ltd.

Mae'r ddogfen hon ar gael yn y Gymraeg