**Lecture Three: Techniques of Using Materials (Paraphrasing)**

**2. Paraphrasing**

This technique can be defined as using one’s own words to restate the ideas of a given author. Sometimes, too much quoting may question the uniqueness of what we are writing. This is the reason why, writing paraphrases can be the best choice. In paraphrasing a given sentence or short passage, these steps can be followed:

* Read and reread the material in an attempt to grasp its meaning and memorise the main ideas;
* Write down some words that are synonymous to the words in the original passage;
* Put the material aside and try to rewrite it in your own wording;
* Check with the original material for ideas and exact words, and change if needed;
* In case, you find it necessary to borrow some words or phrases, use the quotation marks;
* Acknowledge the author.

Let consider the example below:

**Original sentence:**

There can be few animals whose importance in the planet’s ecosystems is as great as the Antarctic krill (Piper, 2007, p.4).

* Main idea: the significance of the Antarctic krill.
* Synonyms: value, extensive
* Borrowed words: Antarctic krill, animal

**Paraphrase:**

In comparison with other animals, the value of the Antarctic krill in the community of animal living creatures is extensive (Piper, 2007).

Paraphrasing effectively is no easy task; students need to use some techniques in relation to the wording of the material including:

* Changing the word i.e. finding synonyms: character personality
* Changing the word order:

 The solutions to global warming are investigated Investigating the solutions to
 global warming

* Changing the word class:

 Introduce (verb) the chapter Introduction (noun) to the chapter

**References**

Piper, R. (2007). Extraordinary *animals: An encyclopedia of curious and unusual animals*. Westport, Connecticut : Greenwood Press.