

Reporting: Paraphrasing, summarizing and synthesizing

1. Paraphrasing:

A. Definition

Paraphrasing is the process of restating information from a source in your own words while retaining the original meaning. It involves altering the sentence structure and vocabulary of the original text, but the paraphrased version must remain accurate and faithful to the original idea.

Paraphrasing is a critical skill for academic writing, allowing you to incorporate ideas from other sources without directly quoting, which helps avoid plagiarism and demonstrates your understanding of the material.

B. Techniques for Effective Paraphrasing

1. Understand the Source Material

- Read the original text carefully to fully understand its meaning.
- Identify the main idea and supporting details.

2. Change Sentence Structure

- Reorganize the information by changing the sentence structure.
- For example, turn active voice into passive voice or vice versa.

Original: "Researchers discovered a new treatment for the disease."

Paraphrased: "A new treatment for the disease was discovered by researchers."

3. Use Synonyms

- Replace key words with synonyms while maintaining the context.
- Avoid changing technical terms or phrases that lack synonyms.

Original: "The experiment yielded surprising results."

Paraphrased: "The study produced unexpected outcomes."

4. Change Word Forms

- Convert nouns to verbs, adjectives to adverbs, or vice versa.

Original: "There was a significant improvement in test scores."

Paraphrased: "Test scores improved significantly."

5. Break Complex Sentences

- Split long, complex sentences into shorter ones for clarity.

Original: "The study, which was conducted over ten years, found a correlation between exercise and mental health."

Paraphrased: "The ten-year study found a link between exercise and mental health."

6. Combine Ideas

- Combine shorter sentences from the original text into a more concise version.

Original: "The weather was cold. The roads were icy."

Paraphrased: "The cold weather caused the roads to become icy."

7. Simplify Ideas

- Use simpler language or fewer words to convey the same idea without altering its meaning.

Original: "The utilization of renewable energy sources has surged in recent years due to environmental concerns."

Paraphrased: "The use of renewable energy has increased recently because of environmental worries."

8. Maintain the Original Meaning

- Ensure that the paraphrased version accurately reflects the intent and details of the original text.

C. Practice:

Activity I: *Paraphrase the following sentences, maintaining a formal, academic tone.*

1. *The experiment failed due to unexpected variables.*
2. *Researchers have noted a significant increase in the use of renewable energy sources.*
3. *The report highlights the importance of developing new strategies to combat climate change.*

Activity II: *paraphrase the following short paragraph in your own words.*

Studying a foreign language can help improve cognitive abilities. It encourages the brain to think in different ways and solve problems creatively. Many studies suggest that bilingual people have better memory and multitasking skills.

Activity III: *Read the following longer paragraph and rewrite it, using your own words:*

With the rise of social media, many people now get their news from platforms like Twitter and Facebook. While these platforms allow for instant access to information, they also have the downside of spreading misinformation quickly. Unlike traditional news outlets, social media lacks thorough fact-checking processes, leading to the rapid circulation of false or misleading stories.

D. Answer key:

Activity I:

1. The study was unsuccessful as a result of unforeseen factors.
2. Scholars have observed a considerable rise in the utilization of renewable energy technologies.
3. The document emphasizes the necessity of formulating innovative approaches to address climate change.

Activity II:

Learning another language can enhance cognitive functions by promoting creative thinking and problem-solving. Research shows that bilingual individuals often have improved memory and are better at multitasking.

Activity III:

Social media platforms, such as Twitter and Facebook, have become a primary source of news for many. Although they provide quick access to information, they also contribute to the rapid spread of misinformation. Unlike traditional media, social networks often lack detailed fact-checking, which leads to the easy distribution of inaccurate or false news.

2. Summarizing:

A. Definition

Summary is the process of condensing the main ideas or key points of a text into a shorter version,

using your own words. It involves excluding unnecessary details, examples, and elaborations while retaining the core message and essential facts of the original content.

Summarizing is useful for presenting an overview of a source, helping readers grasp the most important information quickly.

B. Techniques for Effective Summary Writing

1. Read the Text Carefully

- Read the entire text to understand its main ideas and purpose.
- Look for headings, topic sentences, and concluding sentences to identify key points.

2. Identify the Main Ideas

- Highlight or underline the most important information, such as the thesis statement, arguments, and conclusions.
- Ignore minor details, examples, or redundant information.

3. Use Your Own Words

- Restate the main ideas without copying phrases directly from the source.
- Use synonyms and rephrase sentences while maintaining the original meaning.

4. Focus on Key Points

- Eliminate any background information, illustrations, or extra details.
- Keep only the content that is crucial to understanding the main message.

5. Keep it Concise

- Write as briefly as possible while covering all critical points.
- A summary should be significantly shorter than the original text.

6. Preserve the Original Meaning

- Avoid altering the intent, tone, or facts of the original material.
- Be objective and do not include personal opinions or interpretations.

7. Use Linking Words

- Use transitions like *therefore*, *however*, *additionally*, or *in summary* to maintain coherence and flow.

8. Write in Logical Order

- Present the summarized information in the same sequence as it appears in the original text for clarity.

9. Check for Accuracy

- Review your summary to ensure it captures the essence of the original and excludes unnecessary content.
- Confirm there are no misinterpretations or omissions of critical points.

C. Practice:

Activity IV: Summarize the following paragraph in one or two sentences.

Many schools have adopted online learning platforms to allow students to study from home. This change has offered flexibility, but it also presents challenges like maintaining focus and staying motivated.

Climate change is becoming a serious issue worldwide. Rising temperatures, increasing sea levels, and extreme weather patterns are all evidence of the changing climate. Many experts believe that immediate action is necessary to prevent further environmental damage and protect

future generations.

Urbanization has rapidly increased in the past century, leading to the development of megacities. While cities offer better job opportunities, education, and healthcare, they also face problems like overpopulation, pollution, and insufficient housing. Governments must address these issues to ensure sustainable urban growth.

D. Answer key

Paragraph 1:

Online learning platforms provide flexibility for students to study from home but also pose challenges such as maintaining focus and motivation.

Paragraph 2:

Climate change, evidenced by rising temperatures, sea levels, and extreme weather, requires urgent action to mitigate environmental damage and safeguard the future.

Paragraph 3:

Urbanization has led to the rise of megacities with benefits like better job opportunities and education but also challenges such as overpopulation, pollution, and inadequate housing that require sustainable solutions.

3. Synthesizing:

A. What is Synthesis?

Synthesis is the process of combining information from multiple sources to create a comprehensive and unified understanding of a topic. It requires analyzing various perspectives, identifying common themes, and integrating these points into a cohesive response. In academic writing, synthesis is used to draw connections across different texts, compare and contrast viewpoints, and develop a more nuanced argument or conclusion.

B. Steps for effective Synthesis:

The 7 Cs of Synthesis are:

1. Clarify Purpose: Know why you're synthesizing – to explain, argue, or connect ideas.
2. Collect Sources: Gather and assess credible, relevant materials.
3. Connect Ideas: Spot links, patterns, and contrasts among sources.
4. Craft a Thesis: Define your main argument or theme.
5. Create Structure: Outline by themes, comparisons, or chronology.
6. Compose Cohesively: Write with flow, blending evidence and analysis.
7. Check and Cite: Revise for clarity and ensure proper citations.

C. Practice:

Activity V: Read the two short texts in every set and synthesize the main points into one paragraph:

Text pair 1:

Renewable energy sources such as solar and wind power are becoming more popular due to their environmental benefits.

However, these energy sources still face challenges, such as high costs and the need for infrastructure development.

Text pair 2:

Social media platforms are commonly used for communication and staying updated with news. However, these platforms are also criticized for spreading misinformation.

To combat the spread of misinformation, many platforms have started using fact-checking tools and algorithms to flag inaccurate content.

Text pair 3:

Many believe that technological advances have improved our lives by making communication faster and easier.

Others argue that the overuse of technology has caused people to become more disconnected and isolated from face-to-face interactions.

D. Answer Key**Text Pair 1:****1. Main Idea:**

Renewable energy sources like solar and wind power are gaining popularity due to their environmental benefits but still face challenges such as high costs and infrastructure needs.

2. Cause and Effect Relationship:

- **Cause:** Renewable energy sources are environmentally friendly.
- **Effect:** They are becoming more popular.
- **Challenge (Effect):** High costs and infrastructure requirements limit their widespread use.

3. Contrast Identified:

- Popularity and environmental benefits vs. High costs and infrastructure challenges.

Text Pair 2:**1. Main Idea:**

Social media platforms are widely used for communication and news updates but are also criticized for spreading misinformation, prompting platforms to use fact-checking tools to address the issue.

2. Cause and Effect Relationship:

- **Cause:** Social media spreads misinformation.
- **Effect:** Platforms have implemented fact-checking tools and algorithms to flag inaccuracies.

3. Contrast Identified:

- Benefits of social media (communication, updates) vs. Criticisms (misinformation).

Text Pair 3:**1. Main Idea:**

While technology has improved communication by making it faster and easier, it has also led to concerns about social disconnection and isolation.

2. Cause and Effect Relationship:

- **Cause:** Technological advances have made communication more efficient.
- **Effect (Positive):** Easier and faster communication.
- **Effect (Negative):** Increased disconnection and reduced face-to-face interaction.

3. Contrast Identified:

- Improved communication vs. Increased social isolation.