

MUNI
CJV

Summary and paraphrase

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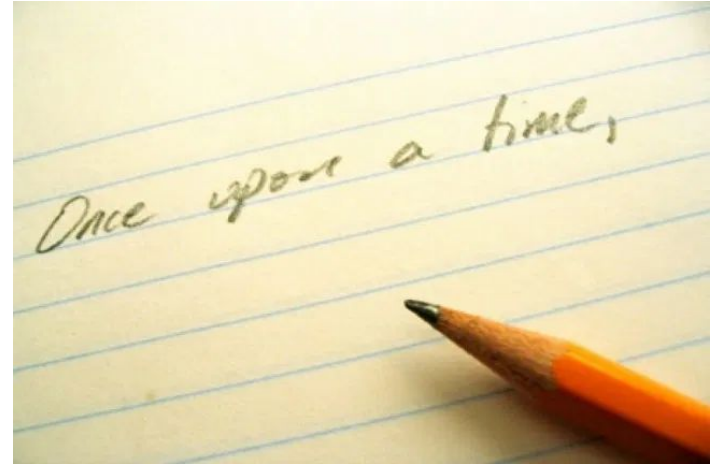
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Summarising

Summary task

- Listen to my story ‘How I ended up teaching English at Masaryk University in Brno’
- Take notes while you listen
- Write a summary (academic style)



How did you do it?

What steps did you go through to summarise?

1. ...
2. ...
3. ...
4. ...
5. ...

How good is it?

Review your summary. How many questions can you answer YES to?

- Is all the content relevant?
- Have the main ideas been included?
- Is it well organised?
- Is it easy to understand?
- Have I used my own words?
- Is the content neutral?
- Is the summary shorter than the original version?
- Have I cited the source correctly?

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Paraphrasing

Paraphrase task

- Write down your thoughts on studying at the Faculty of Economics and Administration, Masaryk University:

Green = positive

Pink = negative

- Include your last name and the year (2019)

Example

There's so much reading to do for each class and I often struggle with the vocabulary in academic texts.

(Gerrard, 2019)

How did you do it?

What steps did you go through to paraphrase?

1. ...
2. ...
3. ...
4. ...
5. ...

How good is it?

Meaning				
0	1	2	3	4
The meaning has completely changed through errors or misrepresentation of the original.	The paraphrase has significant errors or changes that confuse the meaning of the original.	The main ideas from the original are recognizable, but the paraphrase has some changes in meaning.	Most of the main ideas are correct, but there are some differences in word meaning or stance from the original.	The paraphrase and original convey exactly the same meaning and stance (positioning/attitude)

Language features				
0	1	2	3	4
The paraphrase has very few vocabulary and grammar changes from the original. No citation of the original source.	Most of the grammatical structures are the same, but some vocabulary have been changed. No, incomplete, or inaccurate citation of the original source.	Some language features from the original are recognizable, but the paraphrase has some changes in vocabulary and/or grammar. Includes an accurate citation of the original source.	The paraphrase has significant grammar and vocabulary changes but still some recognizable features from the original (not including special terminology & proper nouns). Includes an accurate citation of the original source.	There are few, if any, recognizable vocabulary or clausal structures recognizable from the original (except special terminology & proper nouns). Includes an accurate citation of the original source.

(Marr, 2019)

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Summarising vs. paraphrasing

Summarising vs. paraphrasing

Think about the two writing tasks you've done today:

- What are the similarities/differences between summarising and paraphrasing?
- Why is it important to summarise or paraphrase ideas in our writing?

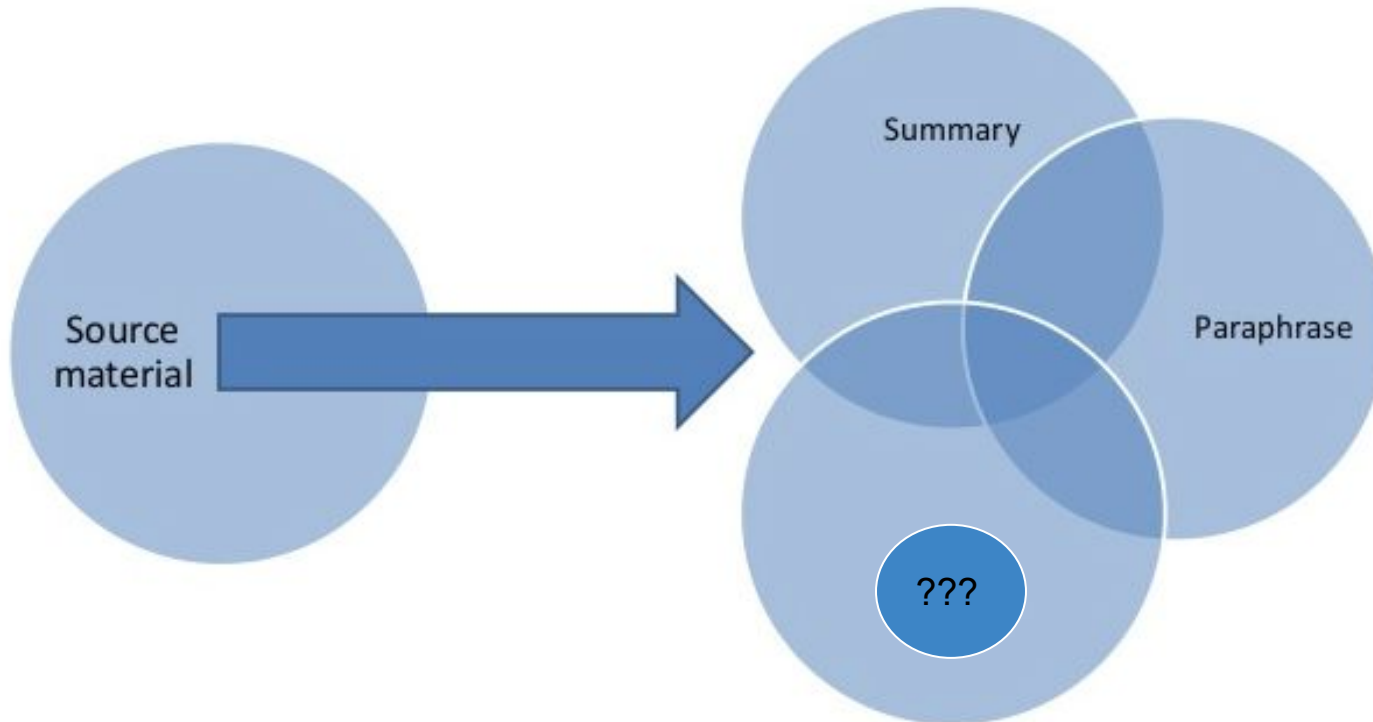
Summarising or paraphrasing? (1)

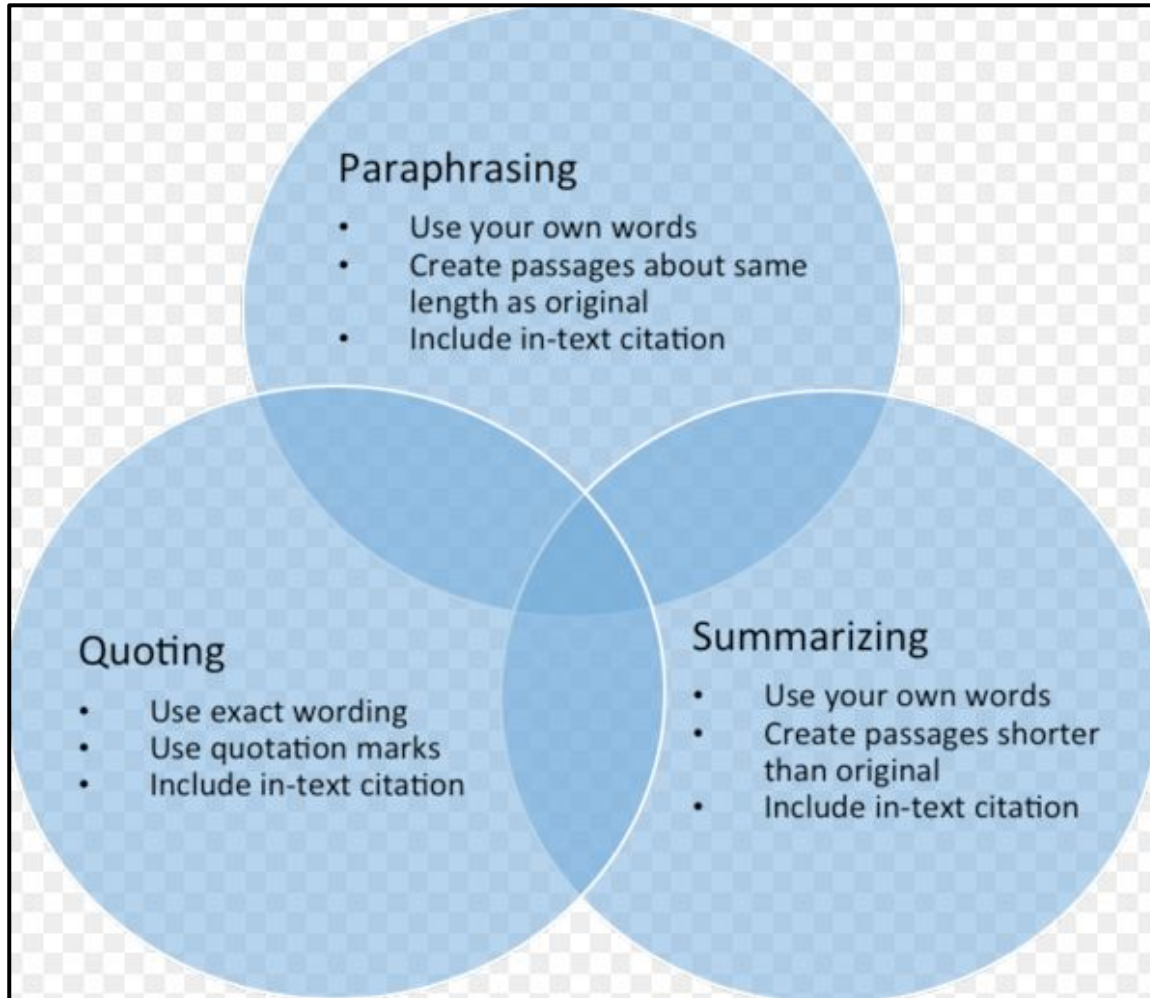
- **Paraphrasing** is when you put the ideas of another author into your own words. To avoid plagiarism, it is essential that you do not include too many words from the original text.
- **Summarising** is when you use your own words to draw out the key points or main arguments of the original text, significantly reducing its length.

Summarising or paraphrasing? (2)

- **Summarising** is done to mention only the major points without any kind of further explanation about the matter.
- **Paraphrasing** may be done for the purpose of simplifying the original work.
- **Paraphrasing** is almost equal to or somewhat less than the original text while **summarising** is substantially shorter than the original.

In academic writing you can use...





Some ideas: summarising

- Highlight the main ideas in the text you want to summarise (do not include any minor details)
- Combine these ideas together in your own words
- Make sure you understand the content well
- Do not include your own opinion or add extra information
- Use your own words (unless using quotation marks)
- Remember to cite your source
- Keep reminding the reader that you are summarising the work of someone else:

The author goes on to say that...

The text further states that...

Some ideas: paraphrasing

- Read the text several times to understand the meaning
- Extract the main idea from the sentence(s) and think about it on its own
- Frame the idea in a new sentence
- You could try and structure the sentence differently (try starting with the main idea)
- Now return to the original and make sure that the meaning is still the same and that nothing has been misinterpreted
- Remember to cite your source

Want more practice?

Paraphrasing, summarising and quoting



Introduction

In your assignments you will be expected to draw on the writing of experts in your field of study to demonstrate your understanding of key concepts, ideas and debates. You will also use this material as evidence to support your arguments and justify your claims.

Care is needed when incorporating the work of others into your assignments to avoid plagiarism. The techniques that will assist you to achieve this are: paraphrasing, summarising and quoting combined with correct referencing.

