

1/ What is Paraphrasing?

In academic writing, **paraphrasing** is a set of techniques used to express another person's ideas in your own words. It stands for **restating** information from another source in your own words without changing the meaning. Therefore, each time material is paraphrased it must include an **in-text citation** and **end of text reference**. To use someone else's ideas without giving appropriate credit is call **plagiarism** and may incur academic penalties.

2/ How to Paraphrase?

1. Start by reading the passage several times to gain understanding.
2. Note down key concepts as you read.
3. Write your own version of the passage, without looking at the original. This will test if the key concepts have been remembered yet you are capable of putting the ideas into your own words.
4. Compare the two texts (the original with your own) and edit any sections that may be too close to the original wording.

3/ Paraphrasing Tips

1. Start at a different point in the original passage (re-order the material).
2. Use synonyms.
3. Change the sentence structure, e.g., active / passive voice.
4. Break up long sentences or combine shorter ones.

4/ Paraphrasing Examples

The original text: The real estate developers invested over \$40 million USD into the development of a new senior living community.

The Paraphrased text: \$40 million USD was invested in the development of a new senior living community.