

How to PARAPHRASE

Here are some examples

Example 1: Short paragraph

Original text

The costs of labour and materials that go into building a new house or building spaces increase with inflation and time. Newer buildings, costing more to build, combined with the higher cost of the land they sit on, ensure that the price of your property appreciates with time. Reported by Candice Cai, 2014.

Two main points:

- 1 The cost of labour and materials increase with inflation and time
- 2 Therefore the cost of property will appreciate with time

Paraphrased text

According to Candice Cai, (2014) property should be a good long term investment because its value rises. The supporting factors are constant increase in costs of workers, materials and land.

Example 2: Short sentence

Original sentence

'Until recently, Tuesdays' promotion will enable you to get a discount for up to 4 items'.

Paraphrased sentence

'You can now purchase a maximum of 4 discounted items on Tuesdays'

Learning points:

Specific key words (nouns) that have no synonyms include 'Library members', 'DNA', 'Tuesday', 'Encyclopaedia' etc.

What are the recommended steps?

Step 1

Read

- Read the article to obtain the main ideas, subjects and meaning

Step 2

Scan

- Look through the article and identify specific keywords and unique phrases
- Obtain ideas from graphs, statistics, charts, title and headings
- Zoom in on definitions, abbreviations and names (if any)

Step 3

Take notes

- Be clear of what information you have obtained (from the reading and scanning activities)
- Record the main ideas and subjects
- Try to replace the key words (which you have identified) with synonyms

Step 4

Rewrite

- Express the main ideas and subjects by constructing the sentence structure and vocabulary in your own words
- Ask this question "Have I retained the main ideas and subjects?" Remember, you still have to retain the main ideas and subjects
- For writing of research paper, it is only right to credit the author (where possible) by including his or her name

You might have plagiarised unknowingly when you ...

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Learn more on citing references and paraphrasing via online tutorial accessible on S.U.R.E's Elearn Centre at <http://www.nlb.gov.sg/sure/elearn-centre/>. The title of the tutorial is "Cite it right to avoid plagiarism".

References:

Oxford dictionary online. Retrieved on 5 June 2014 from <http://www.oxforddictionaries.com/definition/english/paraphrase>

Harvard college writing programme. Harvard guide to using sources. Retrieved on 5 June 2014 from <http://usingsources.fas.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page350378>