

Summarizing, Paraphrasing, and Quoting

Summarizing, paraphrasing, and quoting are three ways of using information for researching a report/project/paper. It is important to summarize, paraphrase, and quote correctly to avoid the problem of plagiarism. However, these techniques take practice.

Directions: The following paragraph is reproduced from an interdisciplinary unit on Native Americans published by Teacher Created Resources, Inc. The author is Jo Green. Assume you found this paragraph while doing your research and want to incorporate it into your research report/project/paper.

Long ago in Middle America, there were small, wandering groups of hunters who were equipped with flaked knives, pebble tools, and choppers. Half or more of their food they got from hunting, and the rest was from wild vegetable sources which included species that would later become domesticated plants such as gourds, pumpkins, peppers, and runner beans. Shortly after 6500 B.C., some inhabitants began to cultivate cotton, chili peppers, and a type of squash. The people became dependent on these plants, and as they did, they began to adjust their hunting patterns to seasonal changes. This encouraged two or three families to settle down together each year in order to cooperatively harvest these vegetable foods.

Practice summarizing, paraphrasing, and quoting by doing the following:

1. To **summarize**, read this passage and without looking at it again, rewrite the main points in your own words. Do not include your own interpretations. Do not add your own ideas. After finishing, check your accuracy. This should be one or two sentences.

TURN OVER

2. To **paraphrase**, read this passage. **Rewrite and PARAPHRASE the FIRST 3-4 sentences in YOUR own words. Go BEYOND just changing a couple of words in each sentence.** Do not offer your own ideas or interpretations. After finishing, check for accuracy. REMINDER: you need to provide a citation even for PARAPHRASED facts in a research paper. The author is Jo Green so the citation should look like this: (Green). Reminder the period goes AFTER the ().

3. To **quote**, copy the author's words exactly and place them within quotation marks. Include all punctuation and capitals. Put the third sentence in quotations. (**lead into /introduce the quote** and **provide a citation**)

REMINDERS: put a citation at the end of the paraphrased section AND direct quote. NOTE: Any time you provide specific facts that are not widely known EVEN IF you put it in your own words, you should provide a citation. If you forgot how to cite a source using MLA documentation, use CITATION MACHINE and/or EASY BIB. See these links on my website either on my calendar or under the Research Unit page.

NOT more than 10% of your paper should be quotes. The rest is paraphrased or summarized.

REMINDER: If you plagiarize, it will result in a ZERO that can not be made up. Everyone signed a plagiarism pledge at the beginning of the academic year each year regardless of who their teacher was.

GROUPS of 1-3

Taken from: Teacher Created Resources, Inc.