

## QUOTING, PARAPHRASING, AND SUMMARIZING

### Characteristics: What is it?

| <i>Quotation</i>                 | <i>Paraphrase</i>   | <i>Summary</i>                          |
|----------------------------------|---|---|
| Matches the source word for word | Matches the source in terms of meaning  | Sums up the central point of the source |
| Set off by quotation marks       | Uses your own words   | Uses your own words                     |
|                                  | Approximately the same length, though often shorter and sometimes a little longer than the source | Much shorter than the source            |

### Purpose: Why use it?

| <i>Quotation</i>  | <i>Paraphrase</i>  | <i>Summary</i>  |
|---|--|---|
| To provide credibility for what you are saying (you support your point by quoting an authority) | To get down the meaning of someone else's words in situations where their exact words are not important or their exact words are not appropriate or are not useful | To get down the gist of someone else's work                 |
| To get someone's exact words (when HOW something is said is as important as WHAT is said)       | To shorten a section from the source that is too long to quote   | To give your audience a general introduction to the source  |
|   |  | To refresh the readers' memory if they have read the source |

### Method: How do you do it?

| <i>Quotation</i>   | <i>Paraphrase</i>   | <i>Summary</i>  |
|--|---|---|
| Copy the source's words exactly. Enclose in quotation marks. | Read carefully the section of the source you are going to paraphrase. Put it away and write down in your own words what the source is saying. Then go back and check to see if you missed anything. | Read carefully the section of the source you are going to summarize. Put it away and write down the main point(s) of the source. Do not be a slave to the source's organization--you decide what the main points are. |

Remember that all references to other sources--whether quoted, paraphrased, or summarized--must be documented parenthetically within the text and in a bibliographic entry at the end of the essay.