

Paraphrasing tips

Paraphrasing tips

1. Read the original carefully for a general idea of its meaning.
2. Circle the key words or phrases, ideas that you cannot leave out.
3. Change the grammar, vocabulary and sentence structure of the original (using a combination of the six paraphrasing tools described below)
4. Compare your paraphrase with the original to see if it fits the criteria of a good paraphrase.

Paraphrasing tool 1

Find synonyms for some of the words.

Original: Adolescent employees sometimes argue with their employers.

Revised: Teenage workers sometimes disagree with their supervisors.

Paraphrasing tool 1

Now Try Tool 1 (find synonyms)

Original: Paraphrasing involves taking a set of facts or opinions and rewording them.

Revised: _____

Paraphrasing tool 2

Make an opposite verb negative.

Original: In times of crisis, politicians may ignore public opinion

Revised: In times of crisis, politicians may not acknowledge public opinion.

Paraphrasing tool 2

Now Try Tool 2 (negative opposite verb)

Original: When paraphrasing, it is important to keep the original meaning.

Revised: _____

Paraphrasing tool 2

Try combining tools 1 & 2 (synonyms and negative opposite verb)

Original: When paraphrasing, it is important to keep the original meaning.

Revised again: _____

Paraphrasing tool 3

Change voice: Make active sentences passive and passive ones, active.

Original: The voucher was sent by the testing service on August 3rd.

Revised: The testing service sent the voucher on August 3rd.

Paraphrasing tool 3

Now Try Tool 3 (Active ↔ Passive)

Original: The writer presents the original idea in a new form.

Revised: _____

Paraphrasing tool 3

**Now Try Combining Tool 3 with Tools 1 and/or 2
(active\passive, synonyms, negative opposite verb)**

Original: The writer presents the original idea in a new form.

Revised again: _____

Paraphrasing tool 4

Change parts of speech: Change nouns into verbs, verbs into nouns, etc.

Original: The teacher helped the student finish her class registration form.

Revised: The teacher helped the student register for classes.

Paraphrasing tool 4

**Now Try Tool 4 (change parts of speech)
and try combining it with the previous tools**

Original: Writers can learn how to manipulate language for their own benefit.

Revised: _____

Paraphrasing tool 5

Combine sentences: Combine shorter phrases and sentences using connecting words or clauses.

Original: The movie was shot in New York City. Many actors choose to live in New York.

Revised: The movie was shot in New York City, where many actors choose to live.

Paraphrasing tool 5

**Now Try Tool 5 (combine sentences)
and try to combine it with other tools**

Original: Paraphrasing is a skill students need to learn.
It is an important part of writing.

Revised: _____

Paraphrasing tool 6

Move phrases: Move parts of a sentence to change the sentence structure.

Original: To fight a damaging disease, the farmers began to grow genetically modified crops.

Revised: The farmers began to grow genetically modified crops to fight a damaging disease.

Paraphrasing tool 6

**Now Try Tool 6 (move phrases)
and try combining it with other tools**

Original: Many students aren't able to paraphrase well without using a dictionary.

Revised: _____

Practice various tools to rewrite the sentences

1. The president spoke to the angry crowd, hoping to pacify them.
2. An architect has to be able to envision the buildings she or he designs.
3. He always tries to dominate the conversation, so it's difficult for anyone else to talk.
4. In spite of the strong wind that blew in the window, everything on my desk is still intact.
5. It is not easy to find a homogeneous group of students because all students have different backgrounds and different ideas.