**Quoting, Paraphrasing, and Summarizing**

**What is quoting, paraphrasing and summarizing?**

These three ways of incorporating other writers’ work into your own writing/speech differ according to the closeness of your writing/speech to the source writing.

**\*Quotations** must be identical to the original, using a narrow segment of the source. They must match

the source document word for word and must be attributed to the original author.

**\*Paraphrasing** involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a

somewhat broader segment of the source and condensing it slightly.

**\*Summarizing** involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

**Why use quotations, paraphrases, and summaries?**

Quotations, paraphrases, and summaries serve many purposes. You might use them to...

\*provide support for claims or add credibility to your writing/speech

\*refer to work that leads up to the work you are now doing

\*give examples of several points of view on a subject

\*call attention to a position in which you wish to agree or disagree

\*highlight a particularly striking phrase, sentence, or passage by quoting the original

\*distance yourself from the original by quoting it in order to cue readers/audiences that the words are not your own

\*expand the breadth or depth of your writing

**How to use quotations, paraphrases, and summaries...**

~Read the entire text, noting the key points and main ideas.

~Summarize in your own words what the single main idea of the essay is

~Paraphrase important supporting points that come up in the essay.

~Consider any words, phrases, or brief passages that you believe should be quoted directly.

**Introducing quotes**

\*John Doe writes, “. . . “ (Barkley, 25)

\*According to the Webster dictionary, “. . . “ (Ralf, 145)

\*Argues, refers, pointed out, concludes, notes, implies, reveals, explains, counters, maintains, states, suggests,

claims, insists, says, demonstrates, observes

**Citing Sources in a Speech**

To have a credible speech, you must say where you obtained your information within the speech. You must also still have a typed

bibliography/works cited page. Here are some guidelines.

1 – No “Magic list of sources” at end.

2 – you must cite your sources internally

**Ex. Magazine**

*“According to \_\_\_\_\_\_\_\_ in her article entitled \_\_\_\_\_\_\_\_\_\_in the June 2005 issue of Newsweek, we see that . . . (information)*

**Ex: Book**

*“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ writes in his 2001 book entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (information).*

**Ex: Web**

*“According to “cowsrule.com,” last updated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (information*).

There are a variety of ways to cite:

* information last
* information first
* information in the middle