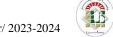


University of Mohamed Khider, Biskra Faculty of economics, commercial and management sciences

Level: 1st year master

2nd semester/ 2023-2024

Department of economics Major: Monetary and financial economics+ international economics+ energy economics+ business economics+ digital economics



Quoting, Paraphrasing, Summarising

1. Quoting:

Quotations are the exact words of an author, copied directly from a source, word for word. Quotations must appear with quotation marks.

To Over quoting is a common problem in academic writing and as you move further into your education; you will be expected to paraphrase instead of quote.

2. Paraphrasing:

Paraphrasing is stating an idea or a passage in your own words. You must significantly change the wording, phrasing, and sentence structure of the source.

A paraphrase is a detailed restatement in your own words of a written or sometimes spoken source material. Apart from the changes in organization, wording, and sentence structure, the paraphrase should be nearly identical in meaning to the original passage. It should also be near the same length as the original passage and present the details of the original.

3. Summarizing:

Summarizing involves putting the main idea(s) into your own words, including only the main point(s).

A summary is a condensed version of a passage. Similar to paraphrasing, summarizing involves using your own words and writing style to express another author's ideas. Unlike the paraphrase, which presents important details, the summary presents only the most important ideas of the passage; it is significantly shorter than the original.

Paraphrasing Use your own words Create passages about same length as original Include in-text citation Summarizing Quoting Use your own words Use exact wording Create passages shorter Use quotation marks than original Include in-text citation Include in-text citation Thanks for attending the session Rahmane Amal