

Paraphrasing Information

Objective: by the end of this lesson, learners will be able to use paraphrasing techniques to rewrite information from handouts.

1-Definition: To paraphrase is to put in one's own words what has been written or said by another person.

2-Objectives: a- to clarify and explain a message. b- to make the message relevant to one's audience.

c-to support an argument or a viewpoint. d- to give the message a greater impact.

e- to keep a consistent style of writing or speech.

3- Paraphrasing Steps

Step one: read and understand.

Step two: highlight key words and points.

Step three: reorganize information, separate ideas and decompose longer and complex sentences.

Step four: change the words and the structure

1- Find equivalent words or phrases (synonyms). A dictionary, thesaurus or online search can be useful Remark: preserve the meaning of the original text, particularly if you're dealing with technical or scientific terms.

2- Change the words form of the words e.g. turn a verb into a noun.

3- Change the grammatical structure and the word order.

Step five: write from memory what you have understood from the text.

Step six: compare your writing to the original text. Make sure that you have included all the necessary details.

Remark: Paraphrased material should keep its original meaning and (approximate) length.

Task1: Paraphrase the last paragraph of the text ' Information Overload'.