



Tomorrow's Leaders Program

University Preparation Course Advanced Academic & Study Skills

3. Writing Skills – Basics of Writing *Quoting, Paraphrasing & Summarizing*



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OUTLINE:

Basic writing skills = quoting, paraphrasing, & summarizing

- **differences between them**
- **integrate them in writing**

(based on: Elbow, Peter. Writing is hard. Writing is easy. A Community of Writers, pages xxvii-xxviii)

What are the considerations to be paid attention to regarding using sources?

Make sure:

- 1. What you are saying is true and relevant**
- 2. You understand what you are using/saying/writing from the source**
- 3. Your ideas are well organized**
- 4. You have identified your target audience very well (probable, hidden, target, and/or known audience)**

Why use a source?

The Purposes of Quoting, Paraphrasing, & Summarizing

- Provide support for your claims
- Add credibility to your ideas
- Give examples of several points of view on a subject
- Call attention to a position that you wish to agree or disagree with
- Expand the depth of your writing

What are ways to use a source?

The meaning of Quoting, Paraphrasing, & Summarizing

1. **Quotations** must be identical to the original, using a narrow segment of the source. They must match the source word for word and must be attributed to the original author.
2. **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 sometimes longer than the original. It is, taking a segment from the source and slightly condensing it in your own words in a way that shows your understanding of the content of the original text.

What are ways to use a source?

The meaning of Quoting, Paraphrasing, & Summarizing

- 3. Summarizing** involves putting the idea(s) of the original text in 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.

The problem is not in understanding the differences; the problems are in integrating quotations in our writing, and in creating paraphrases & summaries that are really different from the original source.

What are ways to use a source?

Creating & integrating Quoting, Paraphrasing, & Summarizing

The problem is not in understanding the differences; the problems are in integrating quotations in our writing/speaking, and in creating paraphrases & summaries that are really different from the original source.

Handling sources

Why use a quote?

- **Highlight a particularly striking phrase, sentence, or passage by quoting the original**
- **Distance yourself from the original by quoting it to show the audience that the words are not your own**

Handling sources: How to use/integrate a quote?

The Original:

"The twenties were the years when drinking was against the law, and the law was a bad joke because everyone knew of a local bar where liquor could be had. They were the years when organized crime ruled the cities, and the police seemed powerless to do anything against it. Classical music was forgotten while jazz spread throughout the land, and men like Bix, Louis Armstrong, and Count Basie became the heroes of the young. The flapper was born in the twenties, and with her bobbed hair and short skirts, she symbolized, perhaps more than anyone or anything else, America's break with the past." From Kathleen Yancey, *English 102 Supplemental Guide* (1989): 25.

Quoting:

The 20th century witnessed the major revolutionary break away from the traditions of thought and behaviour. This has happened on the scale of both small countries and continent-size nations like America. The departure from conformity to the usual did not happen in a smooth manner; it was rather like a feverish act of deforming the societal existence and defaming the self. An excellent description of what happened in America is the following review given by Kathleen Yancey about the leap that occurred in the two different fields of crime and music. (THE QUOTE) It can be deduced, then, that (YOUR OWN CONCLUSION/OPINION THAT YOU GOT THE QUOTE TO SUPPORT)

Handling sources: How to use/integrate a quote?

The Original:

"The twenties were the years when drinking was against the law, and the law was a bad joke because everyone knew of a local bar where liquor could be had. They were the years when organized crime ruled the cities, and the police seemed powerless to do anything against it. Classical music was forgotten while jazz spread throughout the land, and men like Bix Beiderbecke, Louis Armstrong, and Count Basie became the heroes of the young. The flapper was born in the twenties, and with her bobbed hair and short skirts, she symbolized, perhaps more than anyone or anything else, America's break with the past." From Kathleen Yancey, *English 102 Supplemental Guide* (1989): 25.

Paraphrase:

During the twenties, lawlessness and social nonconformity prevailed. In cities, organized crime flourished without police interference, and in spite of nationwide prohibition of liquor sales, anyone who wished to buy a drink knew where to get one. Musicians like Louis Armstrong become favorites, particularly among young people, as many turned away from highly respectable classical music to jazz. One of the best examples of the anti-traditional trend was the appearance of young "flappers," women who rebelled against custom by cutting off their hair and shortening their skirts (Yancey, 1989).

The paraphrase has simpler words, shorter sentences, and more direct structure.

***Thank you!
Good Luck***