

How Do You Paraphrase?

Put
the text
in your
**own
words.**

**Avoid
copying**
the original
text word for
word.

Rearrange
any text
so that it is
different from
the original
text.

Put It in Your Own Words

Avoid Copying Word for Word

Rearrange the Text

Ask the Three Important Questions

Ask yourself the following questions:

- Is my text shorter than the original?
- Have I included the important parts?
 - Does my text make sense?



How Do You Summarise?

Write
the
original text
in a **shorter
version.**

Use
your
own words
to restate the
important
points.

Include
the **main
point.**

Shorter Version of Original

Use Your Own Words

Main Point

