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