

Research Project
Summarizing, Paraphrasing, and Quoting
Source Material

Name: _____
 Period: _____
 Date: _____

Overview: Once you have collected materials (at least five sources, three different types), you are ready to acquire information, to take notes on your sources. You can present your information in three different ways: summarizing, paraphrasing, and quoting.

Summarizing	Paraphrasing	Quoting
<ul style="list-style-type: none"> • does not match source word for word 	<ul style="list-style-type: none"> • does not match source word for word 	<ul style="list-style-type: none"> • matches the source word for word
<ul style="list-style-type: none"> • involves putting the main ideas in your own words 	<ul style="list-style-type: none"> • involves putting a passage from a source into your own words 	<ul style="list-style-type: none"> • is usually a brief segment of the text
<ul style="list-style-type: none"> • presents a broad overview so is much shorter than the original text 	<ul style="list-style-type: none"> • changes the words or phrasing of a passage but retains the original meaning 	<ul style="list-style-type: none"> • appears between quotation marks

Summarizing: To **summarize** from a source you will need to put the main ideas of the source material *into your own words* as accurately and briefly as possible. Summarize whenever you need to reduce or condense a lengthy text to its most important ideas. Think about and then write down **what you have learned** from the source you're reviewing. State the main idea but leave out details and examples.

Even though summarizing can be challenging, do *not* resort to copying from the text directly. Think about the information you have gained by consulting this particular source, and—again—use your own words. Here you are reading on both the literal and inferential levels (Levels 1 & 2). Reminders: A summary statement is based upon an understanding of *an entire work*. A summary statement is *not* a summary of the paraphrases you write or the quotations you choose (see below).

Paraphrasing: To **paraphrase** from a source, you will need to look at important sections of a text, and put the ideas *into your own words*. This strategy is particularly helpful when you have found a source which is technical and/or requires prior knowledge to understand. Paraphrasing helps you create more user-friendly information. You may paraphrase from different parts of an article or chapter.

Quoting: To **quote** a source, find a brief piece of information from the source that provides strong evidence to support your research question. In addition, a quotation should be strong enough to communicate key information in a very short amount of space. Once you have selected a passage from the text, take the direct phrase or spoken sentence from the source, and write down the words exactly as they appear, complete with opening and closing quotation marks.

Practice Instructions:

To give you an idea about how to summarize and quote from a particular source, you are going to practice by reading an article which appeared in Newsweek in December of 2000. Follow the format on the opposite side of this sheet. Because this step is incredibly important in the research process, you should work carefully, and ask for help if you need it.

_____ Castro Valley High