

# 7x7x7 Paraphrasing Skills: Summary

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## 7 Paraphrase Process Check list

1. Be sure you understand the text and the ideas suit your purpose
2. Cross out unnecessary info/ details that don't need to be included in your paraphrase.
3. Circle the key words/ specific vocabulary for the topic  
They are necessary, so you don't need to change them
4. Break the sentences into meaningful Thought Groups (AKA Grammatical Chunks)
5. Paraphrase: Change the wording (see 7 strategies below)
6. Compare the original and your paraphrase to ensure they have the same meaning
7. Recognize the source (author or idea prominent or blend)

## 7 Common Strategies for Paraphrasing

- Use synonyms for the words that are not specific to the topic
- Change the order of ideas.  
You can put the ideas in a different order, but you can't copy 4+ sequential words
- Change word forms. You will likely have to change the sentence grammar.
- Change the idea into an opposite one (ex: negative → positive)
- Change the way to express numbers and statistics (ex: 2003 → the early 2000s)
- Change the verb tense and/or voice from active to passive (or passive to active)
- Use different connecting words (transitions) to combine ideas (ex: because → so)

## 7 Important notes to remember

- Combine ideas from the whole context – not just sentence by sentence
- Keep the names of people and places (proper nouns) and be careful about dates (ex: “last month” → needs the name of the month)
- Stay objective: Do not add your own ideas or opinion.
- Notice length: The length of the paraphrase is close to the length of the original.
- Keep the same tone (If the original is cautious, the reporting word must reflect that)
- Determine the MAIN POINT of a quote in the source. Use reported speech if necessary and use “cited in” or “quoted in” in the internal citation. In this case, the paraphrased part will likely be shorter than the original.
- Paraphrasing is a challenging academic skill for native and non-native English communicators because it involves attention to detail, excellent reading comprehension, competent grammatical skills and a vast vocabulary. Do not give up!