

# SUMMARY, PARAPHRASE, AND QUOTATION

Using outside sources is a powerful way to support ideas and build credibility in writing. There are three ways to present that information: summary, paraphrase, and quotation. It is important to know the differences between them and when and how to use them. As you learn to appropriately incorporate outside sources, your writing will improve.

## SUMMARY

A summary condenses the overall concepts of another author's work, leaving out any details that aren't relevant to your argument. So, a summary does the following:

- captures the essence of an original idea in a shorter fashion
- indicates where the information originated via citation

**Example:** In his article, Jones discusses the importance of appropriate use of summary, paraphrase, and direct quotation, claiming that it will improve writing.

## PARAPHRASE

A paraphrase rewords an original passage without necessarily condensing it. You paraphrase when you wish to use a different tone, audience, or approach. So, a paraphrase does the following:

- retells, in your words, the concept of the original quotation
- makes the passage more accessible to different audiences
- indicates where the information originated via citation

**Example:** Mother said, "Please clean your room before your friends get here" (Jones).  
Mom told me I had to clean my room before my friends come over (Jones).

*Remember: A paraphrase has to be entirely your words (not just a few changed words). It is plagiarism to use any of the authors' words without quotation marks, so, when paraphrasing, be sure that you are using only your words.*

## DIRECT QUOTATION

Direct quotations state exactly what the original author said. However, they should be used sparingly, only when you can't summarize or paraphrase the author's words in a better way. So, a direct quotation does the following:

- quotes completely accurately using quotation marks to indicate the original author's words
- uses brackets to add information ([ ]), ellipses to cut information (. . .), and [sic] to recognize errors