



INFORMATION LITERACY PROGRAM
of Robert W. Sterling Sr. Memorial Library

PARAPHRASING

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I. Definition: Rewriting ideas from a source in different words without changing its original meaning.

II. Strategies for paraphrasing:

1. *Synonyms* (a word that has the same meaning as another word)

Original: 65 is the traditional age for **workers** to retire in the U.S.
Paraphrase: 65 is the traditional age for **employees** to retire in the U.S.

2. *Condensation* (describing in a simpler way)

Original: 65 is the traditional **age for workers to retire** in the U.S.
Paraphrase: 65 is the traditional **retirement age** in the U.S.

3. *Circumlocution* (use of many words where a few would do)

Original: 65 is the traditional age for worker to **retire** in the U.S.
Paraphrase: 65 is the traditional age for workers to **end their professional career** in the U.S.

4. *Phrase Reversal*

Original: 65 is the traditional age for workers to retire **in the U.S.**
Paraphrase: **In the U.S.**, the traditional age for workers to retire is 65.

5. *Active-Passive Voice* (active = subject performs the action
passive = subject is acted upon)

Original: The company **fired** 15 workers.
Paraphrase: 15 workers **were fired by** the company.



8 Parts of Speech

NOUN

A **noun** names a person, place, things or idea.

Examples

dog, cat, horse, student, teacher, apple, Mary and etc...

VERB

A **verb** is a word or group of words that describes an action, experience.

Examples

realize, walk, see, look, sing, sit, listen and etc...

PREPOSITION

A **preposition** is used before a noun, pronoun, or gerund to show place, time, direction in a sentence.

Examples

at, in, on, about, to, for, from and etc...

PRONOUN

Pronouns replace the name of a person, place, thing or idea in a sentence.

Examples

he, she, it, we, they, him, her, this, that and etc...

ADVERB

An **adverb** tells how often, how, when, where. It can describe a verb, an adjective or an adverb.

Examples

loudly, always, never, late, soon etc...

ADJECTIVE

An **adjective** describes a noun or pronoun.

Examples; red, tall, fat, long, short, blue, beautiful, sour, bitter and etc...

CONJUNCTION

Conjunctions join words or groups of words in a sentence.

Examples; and, because, yet, therefore, moreover, since, or, so, until, but and etc...

INTERJECTION

Interjections express strong emotion and is often followed by an exclamation point.

Examples

Bravo! Well! Aha! Hooray! Yeah! Oops! Phew!

Punctuation Rules Chart

| Punctuation Mark | This mark is used | Example |
|------------------------------|--|---|
| Capital Letter ABC | at the beginning of a sentence. | The man walked down the road. |
| | at the beginning of a person's name. | Margaret |
| | when writing I. | I am happy. |
| | at the beginning of the first word inside quotation marks. | "I will come," he said. |
| | at the beginning of days and months. | It is on a Wednesday, in May. |
| | at the beginning of any place name. | London |
| | at the beginning of the name of anything with a unique identity (eg book or movie). | Star Wars |
| Full Stop . | at the end of a sentence. | She walked down the road. |
| | after the quotation marks, if the spoken words are at the end of the sentence. | Margaret said, "I will come". |
| Question Mark ? | at the end of a sentence that asks a question. | Did you buy the flowers? |
| Exclamation Mark ! | at the end of a sentence that should be read with strong emotion. | Stop! "Let me go!" she yelled. |
| | | |
| Commas , | to separate items in a list. | I saw elephants, lions, tigers and camels at the zoo. |
| | to introduce the words spoken by a speaker, when the speaker's name is given first. | Margaret said, "I will come". |
| | to replace a full stop inside quotation marks, when the words spoken are written at the start of the sentence. | "I will come," he said. |
| Quotation Mark " | to enclose the actual words spoken by a speaker. | "I will come," he said. |
| Apostrophe 's | to shorten words. It is placed where the letters have been left out. | Cannot becomes can't. You are becomes you're. |
| | to show ownership. | The man's shirt is red. |
| Apostrophe , | to show ownership when the word is a plural and ends in s, es or ies. | The girls' dresses are orange. |