

PARAPHRASING

PRELIMINARY INFORMATION

You will paraphrase 15 of your 19 notes.

That means that you get 4 notes that you DON'T have to paraphrase. Two reminders about those 4 notes:

- Highlight the 4 notes that you don't paraphrase in orange.
- Each of those 4 notes must be in a different section of your outline. In other words, you cannot have more than one orange in the same section.

WHAT IS EFFECTIVE PARAPHRASING?

A good paraphrase changes . . .

- The phrasing
- The sentence structure
- The order of ideas

In other words, a good paraphrase looks completely different than the original note but still conveys the same ideas.

STEP 01

- Cross out a chunk of text using Alt+Shift+5
- Break that chunk into ideas (optional: use highlighting if it helps you visualize)
- Rephrase each chunk / mix up the order of ideas as you rephrase
 - Try to capture the IDEA instead of just changing each individual word
 - Remember that because of shared language, you will never be able to rephrase every single word
 - Avoid looking up synonyms BUT use the internet to look up words/phrases that you don't know or understand (because you can't rephrase something that you don't understand in the first place)
 - **Do not use AI to paraphrase.**
- Highlight your new version in blue

STEP 02

Reassemble the chunks, and use these strategies as you reassemble them:

- Reorder the chunks
- Use [sentence-combining techniques](#)
- Do the beginning/ending check (make sure that your paraphrase begins and ends with different ideas that the original does)

STEP 03

Your paraphrases should NOT be in quotation marks.

Your paraphrases should end with the same parenthetical citation that the original note ended with. All formatting rules still apply (no period before the citation, one space before the citation, one period after the citation).