

# Summarizing, paraphrasing, reporting verbs, cohesion, sources

## Summarizing

Warmer: Think of a film/episode of your favourite show. Take a minute to write down the key moments. How would you summarise it to your colleague? What will be your strategy for summarizing the source?

**Brainstorming:** Why do you need these skills?

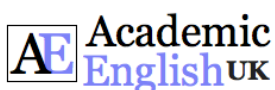
### Task 1

Imagine you have found an interesting article in your field and you need to summarise it, what will you do?

How to summarise	YES	NO
I will quickly read the article and note down the main ideas and relevant supporting details.		
I will note down a lot of examples, statistics and figures.		
I will not mention the author and where I found the article.		
I will include my personal opinion.		
I will use my own words occasionally. I will mostly copy the original text.		
I will try to represent the ideas in the article as accurately as possible, but I will use my own words doing so.		
I will keep the key words or specialised terms.		
I will reference my source.		
I do not need to proofread my summary; it is fine as it is.		

→ Compare with your partner and then check with the table below.

1.	Read the source text.	Read the article as many times as you need to. You won't be able to write a good summary if you don't understand the source text.
2.	Make notes.	Note down the key information and important supporting details, but <b>avoid examples, dates, numbers, statistics and data.</b>
3.	Write the summary from your notes.	Use your own words but keep the key words of the original text, and use transition words to link ideas. <b>Don't add your own opinion.</b>
4.	Add the reference.	Check what referencing system your school uses (Vancouver, Harvard, APA) and then add the in-text citation and the full reference.
5.	Reread the original.	Check you haven't forgotten important information and check you haven't misunderstood any of the ideas.
6.	Proofread and edit.	Read through your summary carefully. Can it be made more concise? Are there any language errors?



Source: [www.academic-englishuk.com](http://www.academic-englishuk.com)

## Task 2

Complete the gaps in the summary definition using a word from the box. Compare with your partner when you've finished.

third	understood	points	text	words	relevant
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A summary is a synthesis of the main ..... of an article written in your own ..... It is a combination of selecting the ..... information and condensing it so that it is no more than a .....of the length of the original ..... A good

summary illustrates that you have ..... the text clearly.

### Task 3

**Rewrite the summary definition in one sentence. Compare with a small group. Who has the best one? Why?**

## Paraphrasing

Paraphrasing is the ability to adapt another writer's work to show the reader you have understood the source to be able to use it to support your own writing. Although the original text is modified with a number of strategies, the meaning remains the same.

### Task 4: TRUE/FALSE statements. Do you agree or disagree? Why?

- Paraphrasing means copying the exact words from a source but changing a few of them. T/F
- When paraphrasing, you should try to express the original idea in your own words without changing its meaning. T/F
- Paraphrasing is important because it allows you to avoid plagiarism while still using someone else's ideas. T/F
- Paraphrasing should be done in a way that keeps the original sentence structure the same. T/F
- If you paraphrase correctly, you should use the same length of sentences as the original. T/F
- Paraphrasing is a way to show that you understand a source by expressing its ideas in a different way. T/F
- Paraphrasing can sometimes involve changing the order of information in the original text, as long as the meaning stays the same. T/F
- When paraphrasing, it's not necessary to cite the original source if the ideas are written in your own words. T/F
- Paraphrasing should always involve replacing every word in the original text with a synonym. T/F
- A good paraphrase will always use different words and structures but will keep the meaning of the original text intact. T/F

## Paraphrasing strategies

Reporting Verbs: Use these verbs in the spaces below (remember that grammar is important too!)

**States, conclude, claim, argue, mention, note, reject, suggest, question, emphasize, discuss, point out, explain**

0. Wills (2020) **states** that genetically modified (GM) food can be harmful for the body. (*says directly*)

1. Jones (2018) \_\_\_\_\_ the importance of building restoration to a country's economy. (*refers to briefly*)

2. Harris (2021) \_\_\_\_\_ that Bitcoin has no value whatsoever. (*says indirectly that something is true*)

3. Ackroyd et al. (2020) \_\_\_\_\_ whether the use of facial recognition software is ethical. (*suggests it is inaccurate*)

4. Krashen (1981) \_\_\_\_\_ that language acquisition does not need extensive use of grammar rules. (*to examine the key points*)

5. Samuel and Preston (2021) \_\_\_\_\_ that the increase spending for councils in England is not adequate enough to address the issues in the care sector. (*they give reasons for their view*)

6. Watson (2021) \_\_\_\_\_ that he has had a major breakthrough in the fight against cancer. (*says something is true directly, and firmly, often used when others disagree*)

7. Asprey (2018) \_\_\_\_\_ that exercise is a powerful anti-aging tool. (*to highlight an important point*)

8. Banks (2021) \_\_\_\_\_ how the UK government plans to launch a rocket into orbit next year. (*give clear details about something*)

9. Parker (2019) \_\_\_\_\_ that a reduction in the manufacturing of single-use plastics is necessary to reduce plastic pollution. (*the final point or summary*)

10. Robinson and Williams (2022) \_\_\_\_\_ the claims that 5G technology poses a threat to humans. (*disagree with somebody or a theory*)

11. Dawes et al. (2021) \_\_\_\_\_ that a quarter of all adults in the UK used mobile payments in 2020. (*states but does not develop at length*)

12. Madley (2022) \_\_\_\_\_ that robots will be an important investment in most industries. (*to say just briefly*)

**Task 6: Study the strategies for paraphrasing and then complete the exercise below.**

1. **use synonyms** = words that have a similar meaning

A large number of researchers are working to find **a cure for** Alzheimer's disease.

→ Many researchers are working to find **a drug to cure** Alzheimer's disease.

2. **change word form**, e.g. instead of using a noun phrase, use a verb phrase:

Usually, a crisis **has a considerable influence on** scientific advancement.

→ Usually a crisis **greatly influences** scientific advancement.

3. **change the word order or sentence structure**

Fullerenes **were discovered by Sussex and Rice University researchers** in 1985.

→ **Sussex and and Rice University researchers discovered fullerenes** in 1985.

**A** certain characteristics

**B** new trend

**C** significant differences

**D** a fast decrease

**E** various roles

**F** complicated question

- 1 Even though they are related, there are **considerable variations** between these two plant species.
- 2 Catalysts may have **several different functions** in a chemical reaction.
- 3 There has been a **rapid decline** in insect populations.
- 4 The researchers found that certain gene variations may contribute to **particular traits** related to temperament.
- 5 Finding out whether gene manipulation will have a detrimental effect on health is a **complex issue**.
- 6 A conscious effort to conserve and protect "global" biodiversity is a fairly **recent phenomenon**.

### Task 7

**Study the sentences about learning languages. Paraphrase them using the words in brackets.**

- 1 Finnish is the hardest language to learn. (most difficult, to master)

Finnish is considered

- 2 Most children starting school are linguistically able enough to succeed in learning another language. (majority of, have, the linguistic ability, successful)

When they start

- 3 The study looked at how well a second language speaking task was performed when it was prepared. (planning, affected, performance of)

The study investigated

Source: Dummet, P., Hird. J. (2015). Oxford EAP: A Course in English for Academic Purposes B1. Oxford University Press.

## Using cohesive devices

What are cohesive devices?

a)	recently discovered molecules similar to fullerenes which have promising material properties
b)	connectors that are used to make your text logically organised
c)	the deepest zones in the ocean where no light has ever entered

Definition: **Cohesion** refers to the way texts use grammar and vocabulary to 'stick' or 'glue' ideas together. This is done through articles (a/an/the), pronouns (it/this/these/that/those/etc..), word families (analyse/ analysis) / summary nouns (approach/trend/issue) and synonyms (effect/consequence).

Definition: **Coherence** is concerned with how a writer guides the reader through the argument using logical connectors. It can be achieved by using signposting phrases. A signpost is a phrase that a writer or speaker uses to indicate different stages or parts of a written or spoken text

### Task 8

Choose the correct expression to complete the text.

#### A) Pronouns

Put these pronouns in the gaps: It / this / these / that / those / they

Example: Bristol is situated in the South west of the U.K. It has a population of 530,000 people.

1. There is evidence to suggest that life can exist on Mars. If \_\_\_\_\_ is true, human beings could be living there in the next 50 years.
2. There are two important questions to address this issue. Once \_\_\_\_\_ questions are answered, then the process can move forward.
3. Cultural explanations are important in understanding lifestyles. \_\_\_\_\_ are also important in defining the cultural differences in behaviour.
4. The government is introducing a new law on privacy. If \_\_\_\_\_ is passed, this legalisation would offer more protection to celebrities.

5. Social classes are made up of two distinct groups. \_\_\_\_\_ who see themselves as working class and \_\_\_\_\_ who are middle class.
6. 1921 saw a great movement towards feminism. In \_\_\_\_\_ days, women's rights were not really discussed.

## B) Incorporation

Incorporation offers several advantages to businesses and their owners. For instance, / The most important aspect / In particular, ownership is easy to transfer. The business is able to maintain a continuous existence even when the original owners are no longer involved (Brown, 1999). In addition, / Subsequently, / Despite the stockholders of a corporation are not held responsible for the business's debts (Henry, 2009). If the XYZ Corporation defaults on a \$1 million loan, in comparison / for instance, / however, its investors will not be held responsible for paying that liability. Incorporation also enables a business to obtain professional managers with centralised authority and responsibility; as a consequence / such as / therefore, the business can be run more efficiently (Schwartz, 2010). In conclusion / Finally / One last thing, incorporation gives a business certain legal rights so it can enter into contracts, own property, and borrow money (Brown, 1999).

Adapted from: <http://owl.massey.ac.nz/pdf/studyup-essays-2-handout.pdf>

## Task 9

**Work in pairs. Write a summary of between 90-150 words of the following paragraph using the summary writing techniques discussed above. You will then read another pair's summary and give each other feedback on the following:**

Criteria	Y	N	Comment
Key points (Did the authors include key ideas conveying the main message of the text?)			
Coherence (Is the text well-structured and easy to follow?)			
Cohesion (Does the text have a good flow?)			
Accurate representation (Do the authors convey the key points accurately?)			



Paraphrasing (Do the authors copy the original text or use their own words?)			
Citing (Do the authors refer to the original text? How?)			

## Smart watches

Wearable technology, in particular smart watches, has become increasingly mainstream over the last decade, as a result of exponential growth in the personal fitness monitoring industry. Smart watches are designed to monitor a person's heart rate through the use of green light, also known as photoplethysmography. As red blood vessels expand, they absorb more green light, and less when they contract. Via a software algorithm, the smart watch can then convert the differences in light intensity into a pulse rate. There is, however, some scepticism surrounding the reliability of these algorithms, as skin pigmentations could also be the cause of variations in light intensity. Another key feature of the most advanced smart watches is pulse oximetry, which monitors the oxygen saturation of blood through red and infrared light sources. The smart watch is able to measure if more infrared light is absorbed than red light, and therefore calculate if the haemoglobin is oxygenated, or deoxygenated if infrared light is allowed to pass through. Experts believe this is especially important for those who suffer from sleep apnoea, as if it is left untreated, it could lead to high blood pressure, diabetes and cardiovascular disease (O'Donoghue, 2021).