

Source: <http://www.uefap.com/writing/writfram.htm>

Paraphrasing is writing the ideas of another person in your own words. When paraphrasing, you need to change the words and the structure but keep the meaning the same.

The following stages may be useful:

1. find alternative words, or synonyms. Keep specialised vocabulary and common words.

Memory is the **capacity** for storing and **retrieving information**.

Memory is the **facility** for keeping and **recovering data**.

2. Identify the meaning relationships in the text and express them in a different way.

Similarly, the **muscles will not grow** in length **unless they are attached** to tendons and bones so that as the bones lengthen, they are stretched.

Likewise, if the **muscles are not attached** to tendons and bones so that as the bones lengthen, **they are stretched, they will not grow in length**.

3. Change the grammar of the text:
 - a) change nouns to verbs

This rewriting of history was not so much a matter of **a new start**.

This rewriting of history was not so much a matter of **starting** again.

- b) change verbs to nouns

The Normans **invaded** in 1066.

The Norman **invasion** took place in 1066.

- c) change adverbs to adjectives

Politically, it was a bad decision.

From a **political** point of view, it was a bad decision.

- d) change active verbs to passive

We can relate a study of this kind to texts in other media too

A study of this kind **can be related** to texts in other media too.

- e) break up sentences

Given the extent to which deforestation increased markedly in the four southern states during 1987 and 1988, it is heartening news that during the early part of the 1989 dry season the burning seemed to have been curtailed somewhat, due to a combination of policy changes, better controls on burning, and most important of all an exceptionally wet "dry" season.

Deforestation increased markedly in the four southern states during 1987 and 1988. On account of this, it is heartening news that during the early part of the 1989 dry season the burning seemed to have been curtailed somewhat. The reason for this is a combination of

policy changes, better controls on burning, and most important of all an exceptionally wet "dry" season.