**Plagiarism** is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. The idea remains problematic with unclear definitions and unclear rules.

**What are the differences among quoting, paraphrasing, and summarizing?**

These three ways of incorporating other writers' work into your own writing differ according to the closeness of your writing to the source writing.

**Quotations** must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

**Paraphrasing** involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

**Summarizing** involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

**Why use quotations, paraphrases, and summaries?**

Quotations, paraphrases, and summaries serve many purposes. You might use them to:

* Provide support for claims or add credibility to your writing
* Refer to work that leads up to the work you are now doing
* Give examples of several points of view on a subject
* Call attention to a position that you wish to agree or disagree with
* Highlight a particularly striking phrase, sentence, or passage by quoting the original
* Distance yourself from the original by quoting it in order to cue readers that the words are not your own
* Expand the breadth or depth of your writing

Writers frequently intertwine summaries, paraphrases, and quotations. As part of a summary of an article, a chapter, or a book, a writer might include paraphrases of various key points blended with quotations of striking or suggestive phrases as in the following example:

     In his famous and influential work *The Interpretation of Dreams*, Sigmund Freud argues that dreams are the "royal road to the unconscious" (page #), expressing in coded imagery the dreamer's unfulfilled wishes through a process known as the "dream-work" (page #). According to Freud, actual but unacceptable desires are censored internally and subjected to coding through layers of condensation and displacement before emerging in a kind of rebus puzzle in the dream itself (page #).

**How to use quotations, paraphrases, and summaries**

Practice summarizing the essay found [here](http://owl.english.purdue.edu/owl/resource/563/03/), using paraphrases and quotations as you go. It might be helpful to follow these steps:

* Read the entire text, noting the key points and main ideas.
* Summarize in your own words what the single main idea of the essay is.
* Paraphrase important supporting points that come up in the essay.
* Consider any words, phrases, or brief passages that you believe should be quoted directly.

There are several ways to integrate quotations into your text. Often, a short quotation works well when integrated into a sentence. Longer quotations can stand alone. Remember that quoting should be done only sparingly; be sure that you have a good reason to include a direct quotation when you decide to do so. You'll find guidelines for citing sources and punctuating citations at our documentation guide pages.

**Paraphrasing is a valuable skill because...**

* it is better than quoting information from an undistinguished passage.
* it helps you control the temptation to quote too much.
* the mental process required for successful paraphrasing helps you to grasp the full meaning of the original.

**6 Steps to Effective Paraphrasing**

1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your paraphrase on a note card.
3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

**Some examples to compare**

**The original passage:**

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.

**A legitimate paraphrase:**

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

**An acceptable summary:**

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

**A plagiarized version:**

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.

## REPHRASING ENGLISH GRAMMAR EXERCISES

Rephrase the following sentences using the ‘Starters’ given so that they express the same as the original sentences.

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|  |  |
| --- | --- |
| **1. I would rather take Indian Medicine than Allopathic pills. (I’d prefer)**  **ans : I’d prefer Indian medicine to Allopathic pills.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **2. Andy is the cleverest boy in the class. (No other)**  **ans : No other boy in the class is so clever as Andy.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **3. I want to have that dictionary. (Could)**  **ans : Could I have that dictionary?** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **4. I put the key in the lock and at once the dog sprang at me. (Hardly)**  **ans : Hardly had I put the key in the lock when the dog sprang at me.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **5. Scratch my back and I’ll scratch yours. (If)**  **ans : If you scratch my back I’ll scratch yours.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **6. I reached the station on time because he helped me. (But for)**  **ans : But for his help I would not have reached the station on time.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **7. He is not only a thief but also a murderer. (Besides)**  **ans : Besides being a thief he is a murderer.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **8. Your father is not so tall as you. (Your father)**  **ans : Your father is not so tall as you are.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **9. She rarely left the house alone. (Seldom)**  **ans : Seldom did she leave the house alone.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **10. I have rarely seen anything so beautiful. (Rarely)**  **ans : Rarely have I seen anything so beautiful.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **11. In no other way can you succeed. (Only)**  **ans : Only in this way can you succeed.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **12. The door flew open suddenly. (Suddenly)**  **ans : Suddenly the door flew open.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **13. When she will meet me next is uncertain. (If)**  **ans : It is uncertain when she will meet me next.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **14. I think it’s going to rain. (It’s quite)**  **ans : It’s quite possible that it will rain.** | [**Answer**](http://www.grammarinenglish.com/rephrasing/?lesson=exercises) |
| **15. Could you tell me anything about the blast in the central market? (Do you have)**  **ans : Do you have any idea about the blast in the central market?** |  |

##### **:**

A phrasal verb is made up of a verb and an adverbial or a prepositional particle. It is used idiomatically to convey a special meaning completely different from the meaning expressed by the verb or the particle. The same verb followed by different particles conveys different meanings.

**Phrasal verbs** are consist of two or three parts - an ordinary verb and another word or words like in, for or off. They are very common in English.

LIST OF PHRASAL VERBS

e.g.

|  |  |  |
| --- | --- | --- |
| account for | fixed up | get out of |
| back out | keep in | make up |
| deal with | ran after | looked after |
| care about | watching for | work out |
| got on with | left off | made up |
| feel out | my mind | join up |
| keep up with | looked up | hold on |
| get out | ask after | asked for |
| help up | keep down | hold off |
| died away | drew back | took out |
| set in | worked up | threw away |

#### A GROUP OF PHRASAL VERBS AND THEIR MEANINGS

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **BACK** | |
| back up | support |
| back out | withdraw |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **BEAR** | |
| bear down | defeat, overcome, crush |
| bear out | carry |
| bear up | have courage |
| bear with | endure, tolerate |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **BLOW** | |
| blow out | extinguish |
| blow up | explode |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **BREAK** | |
| break up | disperse, shatter |
| break down | fall, stop working / collapse |
| break in / into | enter by force |
| break out | appear and force out escape, spread suddenly |
| break thro’ | penetrate |
| break off | end |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **BRING** | |
| bring forth | produce |
| bring about | happen |
| bring down | fall |
| bring out | publish |
| bring up | educate, rear |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **CALL** | |
| call for | demand, wanted |
| call in | request to help, summon |
| call off | cancel |
| call out | shout |
| call on | to pay a short visit to a person |
| call at | to pay a short visit to a place |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **CARRY** | |
| carry off | win, snatch |
| carry on | continue |
| carry out | execute |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **COME** | |
| come round | recover |
| come over | affected |
| come about | happen, occur |
| come cross | to meet by chance, discover |
| come off | take place |
| come on | hurry |
| come up | move to a higher level or position |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **DROP** | |
| drop in | visit |
| drop out | discountinue |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **FALL** | |
| fall for | admire |
| fall off | decrease |
| fall out | quarrel |
| fall through | fail to be successfully completed, collapse |
| fall upon | attack |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **GET** | |
| get away | escape |
| get on | make progress, climb |
| get over | overcome, recover |
| get round | persuade |
| get through | pass |
| get up | rise |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **GIVE** | |
| give in | surrender, collapse |
| give out | announce |
| give up | discountinue |
| give way | yield |
| give away | present, distribute |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **GO** | |
| go about | preform, do |
| go after | chase, follow |
| go down | to be recorded, believe will be remembered |
| go into | examine, investigate |
| go on | continue, hurry |
| go through | endure |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **HOLD** | |
| hold on | catch |
| hold out | give, offer |
| hold back | withhold |
| hold up | delay |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **KEEP** | |
| keep back | with hold |
| keep down | control, repress |
| keep going on | continue |
| keep on | continue |
| keep to | adhere to |
| keep it up | continue, maintain |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **LAY** | |
| lay by | save |
| lay down (arm) | surrender |
| lay down (life) | sacrifice |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **LOOK** | |
| look back | contemplate, reflect |
| look after | take care of |
| look down | despise, hate |
| look for | to try to find / search |
| look into | examine |
| look over into | examine, investigate |
| look on | consider, regard |
| look out | watchful, beware |
| look to | depend on |
| look up (book) | scarch for, refer |
| look upto | respect |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **MAKE** | |
| make after | follow |
| make for | setout |
| make away | steal |
| make out | understand |
| make up | compensate / invent |
| make fast | secure |
| make off | run away |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **PASS** | |
| pass away | die |
| pass for | considered as |
| pass off | falsely present, ignore |
| pass through | undergo |
| pass out | faint |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **PUT** | |
| put across | narrate |
| put by | save |
| put down | crush / write |
| put forth | announce |
| put off | postpone, delay |
| put on | wear |
| put out | extinguish |
| put through | implement |
| put up | stay / provide |
| put up with | endure, tolerate |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **RUN** | |
| run across | meet |
| run after | chase, seek |
| run down | decline, collide, deteriorate |
| run out | exhaust, expire, completely used up |
| run over | overflow |
| run on | hurry |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **SEE** | |
| see about | deal |
| see off | witness one’s departure |
| see through | detect / penetrate |
| see to | attend |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **SET** | |
| set against | oppose |
| set about / on | start |
| set in | begin |
| set out / off | start |
| set up | establish |
| set to | with determination, fight, active |
| set aside | disregard |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **STAND** | |
| stand up | rise |
| stand by | support, wait |
| stand up | oppose, noticeable |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **TAKE** | |
| take down | write |
| take out | extract |
| take after | resemble |
| take in | deceive |
| take on | fight with, assume |
| take up | occupy, raise at |
| take off | leave, remove |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **THROW** | |
| throw away | waste |
| throw up | resign |

|  |  |
| --- | --- |
| **PHRASAL VERB** | **MEANING** |
| **TURN** | |
| turn against | dislike |
| turn away | refuse admission |
| turn down | reject, refuse |
| turn on | cause ot flow by unscrewing water, gas etc., gas |
| turn off | stop |
| turn out | produce |
| turn up | arrive, appear |
| turn in | sleep |
| turn upon | attack |

Bottom of Form

https://www.grammarly.com/plagiarism-checker