Paraphrasing

Paraphrasing Steps

The simplest way to paraphrase is by following these steps.

1. **Restructure the sentence.**
   If you can’t start with what’s at the beginning, start with what’s in the middle or at the end. Rewire the sentence.

2. **Identify shared language.**
   Circle or highlight.

3. **Reword the sentence.**
   Rewrite, changing all words except shared language.

4. **Add the citation.**

**Words You Can Use (YAY!)**

- **Shared language:** Words that are exclusive to a particular industry or field of study
- **Common knowledge:** Paraphrasing may change meaning (sun, river, flamingo)
- **Some forms of ‘to be’:** is, are, was, etc.
- **Articles and small conjunctions and prepositions:** a, an, the, and, or, of, for (none over 4 letters)
- **Proper nouns and adjectives:** Deloitte, Chinese

**Example**

**Original Text:** Long known for squeezing its vast network of suppliers, Wal-Mart Stores Inc. is about to step up the pressure.

**Restructured:** Wal-Mart Stores Inc., is about to step up the pressure on suppliers, even though the company has been long known for squeezing its vast network of suppliers.

**Shared Language:** No shared language is in the sentence.

**Reworded:** Wal-Mart Stores Inc. is increasing demands on its many vendors even though the company already has a reputation for high expectations.

**Citation:** Wal-Mart Stores Inc. is increasing demands on its many vendors even though the company already has a reputation for high expectations (Boyle, 2017).