

## **Lecture 1and 2**

# **PARAPHRASING**

- Paraphrasing
- Correct Techniques of Paraphrasing
- Change Word Form:
- Change the Word Order:
- Use Synonyms of Phrases and Words
- Recommended Methods of Paraphrasing
- Paraphrasing Long Passages
- Paraphrase vs Indirect Quotation
- Paraphrase vs Summery
- Examples on Paraphrasing Methods

### **Paraphrasing**

**The** prefix "para-" means similar or helping to do a similar thing. Paraphrasing means expressing an idea using new different words. That is to redefine some of the words in a sentence or use their synonyms. The techniques used in paraphrasing do not usually require changing the structure of the sentences, but they do require full understanding and comprehensive grasp of the meaning. Paraphrasing is to keep the original meaning of the text with new rewording.

When we hear stories and want to tell them to our friends, we use our own words to recount the storyline, the events, the characters and the main points. This is "paraphrasing" using our own words to

express others' ideas or messages. In paraphrasing, the main ideas of the text need to come through, but the wording has to be our own.

## **Correct Techniques of Paraphrasing**

Correct paraphrasing is to focus on the meaning of the text and not on the words. Paraphrase in your own words to shed traces of your intellectual personality on them. Some of the following techniques are used to paraphrase correctly:

### **Change word form:**

Ex. Iraqi news coverage is ..... paraphrased to when Iraqi media covers.....

### **Change the word order:**

Ex. Students are admitted to colleges before they graduated from high school, under the early admission system. paraphrased to Under the early admission System, universities accept students before their high school graduation.

### **Use reversals or negatives that do not change the meaning:**

Ex. This unusual species is only found underwater. Paraphrased to This species is not found on land.

### **Substitute a word or phrase that conveys similar meaning and use contrast, cause or effect:**

Ex: Lack of money in the state budget resulted in higher university tuition costs. Paraphrased to Higher tuition costs at universities are due to budget shortfalls at the state level.

**Keep concept words, special terms or proper names without charge:**

Ex: Higher-energy photons that do not have mass or charge form Gamma rays. **Paraphrased to** Gamma rays consists of high energy photons that have neither mass nor charge.

**When it is appropriate change passive voice to active and move phrases and modifiers:**

Ex: The entrance exam was failed by over one-fourth of the students. **Paraphrased to** Over one-fourth of the students failed the entrance exam.

**Use synonyms of phrases and words**

Ex: Original version: At the beginning of the 1970's the incidence tuberculosis increased.

Paraphrase version: There was a resurgence of tuberculosis at the start of the decade.

## **Recommended Methods of Paraphrasing**

The following are some recommended methods of paraphrasing:

### **1- Use synonyms**

Try to make difficult words easier to understand, by using words or phrases of the same meaning. However, do not change concept words, technical terms and proper nouns.

Ex: original sentence: Hidden-video cameras are becoming increasingly popular.

**Paraphrasing sentence 1:** Hidden-video cameras are becoming more popular.

**Paraphrasing sentence 2:** Hidden-video cameras are becoming more frequently used.

## **2- Change ideas order**

Rearrange ideas in a new different order, still keep them making sense.

Ex: original sentence: Baghdad is the Capital of Iraq.

**Paraphrasing sentence 1:** The Capital City of Iraq is Baghdad .

**Paraphrasing sentence 2:** Iraq's capital city is Baghdad.

## **3- Combine and simplify the structure of two sentences**

Ex: original sentence: when playing soccer, you can talk to people you are playing with. Also, you can make friends with them.

**Paraphrasing sentence:** You can talk and make friends with people you are playing soccer with.

## **4. Change word forms**

You may change the word forms to vary the sentence structure

**a: change the main verb into a noun such as (Improve -----Improvement)**

Ex: original version: One result of playing word puzzle and trivia games is that, they can improve children's speech.

**Paraphrase version :** The improvement of children's speech is one result of playing word puzzle and trivia games.

**b: change a noun into a verb such as (restriction -----restrict)**

Original version: Parents should put restriction on their children's use of computer games.

**Paraphrased version:** Parents should restrict their children's use of computer games.

### **5- Change transitions**

Paraphrase by changing transition tools such as : however, because, although.....

Ex: Original version: Hidden-video cameras are becoming increasingly popular because they are effective in recording abuse by babysitters.

**paraphrased version:** Hidden-video cameras are becoming increasingly popular due to their effectiveness in monitoring abusive by babysitters.

### **6- Change from passive voice to active voice and vice-versa**

Ex: original version: The college of engineering adopted new regulations on the entrance exam.

**Paraphrasing version:** New regulations were adopted (by the college of engineering) on the entrance exam.

## **Paraphrasing Long Passages**

To paraphrase a long passage, outline the passage first, then take notes and finally write your paraphrase from your notes and go back to the original passage.

The following guidelines can be helpful:

- Read the passage as many times until you are sure you understand it.
- Write the main ideas in your own words and write what the source says, no more.

- Observe how the writer uses the words in their exact sense.
- Synchronize the main ideas in your work and the original, but change any word or phrase that match the original.
- Use quotation marks to identify any unique term you have borrowed from the source.
- Cite the source accurately by including a citation for the source of the information.

Using the above guideline, pay attention to the following:

- Change the words, not the meaning
- Use a good dictionary to find synonyms
- Do not change the tone
- Do not leave anything out
- Do not add information
- Put your own voice in the paraphrasing and try to sound "You"
- Include all the citation information

## **Paraphrase vs Indirect Quotation**

As a matter of fact, paraphrasing is a form of indirect Quotation. It restates the thoughts you have borrowed from another person in your own words and style.

Paraphrases are more flexible than quotations and they fit more smoothly into your text.

## **Paraphrase vs Summery**

The difference between paraphrase and summary is that summary is a shortened version of the original text while paraphrase is

approximately the same length as the original and involves a text in your own words.

## **Examples on Paraphrasing Methods**

### **Use of Synonyms**

Ex1: Original: My car needs gasoline

**Synonyms:** My automobile needs fuel.

Ex2: Original: The Iraqi government has an enormous debt.

**Synonyms:** The federal government has a huge debt.

Ex3: Original: Overuse of ground water would lead to pervasive drought.

**Synonyms:** Overuse of ground water would cause widespread dryness.

## **Change Sentence Structure**

### **1- Use: There+verb to be+noun phrase**

Ex: Original: The number of hungry people has increased in the last decade.

**Synonyms:** There has been a growing number of starving population in the last decade.

Note: "has" in the original **becomes** "There has been " in the Synonyms

### **2- Use: It is+adjective +to+infinitive**

Ex: original: You need the most up to date antivirus programs to ensure your hard drive and e-mail are not infected

**Synonyms:** It is important that you must have the most modern antivirus programs to protect your hard drive and e-mail.

**Note:** After "it is" choose an adjective from "important, essential, necessary, difficult, easy, common, usual, possible, likely....."as appropriately fit into the meaning.

**3- Reduce a clause to a phrase with appropriate changes**

Ex: Original: Technology is now so potent and pervasive that it seems to be the main driver of social change.

**Synonyms:** At present, powerful and widely used technology appears to be the main driving force of social change.

**4- Use a participle phrase to combine two clauses(sentences) that have the same subject**

**a-** The Verb must be put in the correct participial form. Delete the relative pronoun (who,which, that.....) and change the verb to a participle form.

Ex: Original: Police held back protesters who attempted to break through the barricades.

**Synonyms:** Police held back demonstrators trying to break through the barriers.

**b-** If two clauses (sentences) has a relationship in time, the one which happens before could be changed into a practical phrase.

Ex: Original: After Tom bought the famous painting, he discovered it was a fake.

**Synonyms:** After paying for the well-known painting Tom found out it was a reproduction.

**c-** If sentences imply the cause-result relationship, the one which indicates the cause could be changed into a participial phrase.



Ex: Original: The owner of a petrol station could not verify the sources of petrol. As a result, he was alleged to illegally stock up an oil.

**Synonyms:** failing to verify the petrol sources, the petrol station owner was charged with illegal stockpile of oil.

### **5. Use active or passive verb forms**

Paraphrasing can be enriched by changing between active and passive sentences. Although there is a subject shift, the overall meaning of the sentence remains the same.

Ex1:

**Active** : I did not kill a snake.

**Passive** : A snake was not killed by me.

Ex2:

**Active** : I am not writing a letter.

**Passive** : A letter is not being written by me.

Ex3:

**Active** : Has she finished her work?

**Passive:** Has her work been finished ?

Ex4:

**Active:** was he driving a car?

**Passive:** Was a car being driven by him?

## **PLAGIARISM**

- What is Plagiarism
- How to Avoid Plagiarism
- What Plagiarism Means
- Forms of Plagiarism
- (Word For Word) Quotation Without Clear Acknowledgement
- Specifically, Using Internet Downloaded Material without Clear Acknowledgements
- Paraphrasing
- Collusion
- Inaccurate Citation
- Failure to Acknowledge Assistance
- Use of Professional Agencies Literature.
- Auto-Plagiarism
- Why Does Plagiarism Matter?
- Why Should You Avoid Plagiarism?
- Preventing Plagiarism
- Intentional vs Unintentional Plagiarism
- Guidelines for Plagiarism Prevention
- Avoiding Plagiarism
- Copyright Laws
- Academic Punishment for Plagiarism
- Recommendations for Writing

## **What is Plagiarism**

Plagiarism is using other peoples' works and incorporating it as your own without full Acknowledgement. This definition includes all published and unpublished printed or electronic materials. Acknowledgement of others' works must apply not only to text, but also to computer codes, graphs, illustrations and data drawn from books and journals or any academic work downloaded from websites.

Plagiarism may be intentional, unintentional or reckless. Under the regulations, all these cases are disciplinary offence.

Nevertheless, plagiarism is also defined as :

- Borrowing facts, statistics, or illustrative works.
- Offering materials collected by others without acknowledgement.
- Adopting or reproducing theories, ideas or graphics of another person without acknowledgment.
- Not giving credit to the originality of others when directly quoting, using or paraphrasing another person's ideas, opinions or theories.

## **How to Avoid Plagiarism**

- Paraphrase appropriately
- Learn how to write good notes
- Summarize effectively
- Organize your sources
- Use direct quotation appropriately
- Reference your sources correctly
- Use “ common knowledge “

## What Plagiarism Means

According to Merriam-Webster dictionary to “plagiarize” is to :

- steal and pass off the ideas or words of others as one's own,
- use other's production without crediting the source
- commit literary theft
- present as new and original an idea or product derived from an existing source.

It is clear from the above meaning that plagiarism involves stealing others' works and lying about it .

Thus, plagiarism is an act of **fraud**.

Based on the above meaning all of the following cases are considered plagiarism:

- Submitting other people's work as your own.
- Copying someone else's ideas or words without acknowledgement.
- Failing to do quotation properly.
- Failing to report the source of quotation correctly.
- Copying the sentence structure of a source but changing only the words without acknowledgement.
- Using others' works unfairly and overwhelmingly
- Not citing the essential idea of an original source

However, most cases of plagiarism can be avoided by simply citing, acknowledging the borrowed material and providing readers with the necessary information to find that source.

## **Forms of Plagiarism**

There are many cases that can be classified as possible Plagiarism:

### **1- Word for word (wfw) quotation without clear acknowledgement.**

It must be always clear to the reader concerning the borrowed part of one's work. Thus quotations must be identified by quotation marks or parenthesis with full referencing to the original source.

### **2- Specifically using internet downloaded material without clear acknowledgement.**

It is important to evaluate carefully , reference adequately and include in a bibliography information derived from the internet.

### **3- Paraphrasing**

Paraphrasing is not just altering few words and changing their order to prevent plagiarism. Mere Mentioning of the original author is not enough to accept the work. You should write a brief summary of the original argument in your own words to ensure your firm grasp of the argument.

### **4- Collusion**

Failure to attribute assistance received when working in groups is plagiarism. It is your responsibility to ensure that you are entirely clear about which parts of the work is your own and the extent of collaboration permitted within the group.

### **5- Inaccurate citation**

It is important to cite sources accurately by using footnotes or in-text references. Sources must be indicated and traced to the primary one.

### **6- Failure to acknowledge assistance**

All assistances received must be acknowledged clearly. This assistance could come from a fellow student or a lab. Assistant. Supervisor's assistance or proofreading are excluded.

### **7- Use of professional agencies literature**

It is vital to the quality and integrity of your academic training and intellectual development that you should undertake the research process on your own without any external help.

### **8- Auto-plagiarism**

Making use of a previous work as a fulfillment of new research or degree course is prohibited. Previous published work must be referenced clearly.

## **Why does Plagiarism Matter**

Plagiarism is a breach of intellectual honesty. It is unethical and can have serious consequences on your future career. It means poor scholarship and failure to complete the learning process.

All members of the academic community should acknowledge the work they borrow. Passing of other people's work as yours will undermine the standards of your own institution and it places a stigma on the degrees it conferred.

## **Why should You Avoid Plagiarism**

There are many reasons to avoid plagiarism or stealing someone else's work and submit a genuine and honest work. To mention a few :

- You come to school not to reproduce other peoples' works and bury yourself in shame.
- You come to university to speak out your own ideas and thoughts with pride and dignity.
- Expressing your work in your own ideas will help you develop a distinguished academic road for your own future.
- No matter how difficult it may sound to develop your own ideas, putting your hands in the hot academic waters will shape-up your future academic personality.
- Plagiarism will always make you inferior from standing academically tall and achieving high quality work.
- Steering away from plagiarism will help you demonstrate the commitment to the principle of Intellectual honesty in scholarship.

## **Preventing Plagiarism**

Addressing plagiarism is considered an important step to prevent it among students. As a guideline light must be shed on the following:

- Reasons behind plagiarism
- Identifying the different forms of plagiarism
- Educating students about plagiarism and its prevention techniques.

## **Intentional vs Unintentional Plagiarism**

**Intentional plagiarism:** There are many reasons why a student commits plagiarism intentionally. To mention a few:

- Their words are better.
- Searching is easier than researching.
- Making a better grade.
- Everyone else is doing it.
- Poor planning on the side of the student.
- Thrill of deception.

**Unintentional plagiarism :** unintentional plagiarism can occur and sometimes even the most well-intentioned writer organizes the work of others without proper authority. Among the reasons:

- Confusion on how to cite
- Paraphrasing, but actually it is plagiarism
- Copying old notes and research
- Couldn't find the source
- Ignorance on how to cite facts

## **Guidelines for Plagiarism Prevention**

- Define and explain "plagiarism".
- Explain the wrong doing behind plagiarism.
- Make the punishment and consequences clear.
- Assign specific question or topics.
- Require students to submit drafts with introductions, themes and thesis statements.
- Assign oral presentations.



- Require a list of all references.
- Assign a paragraph on the composition process.
- Encourage concision.

## **Avoiding Plagiarism**

To avoid plagiarism, you must give credit when:

- Using another person's theory or ideas.
- Using facts, statistics, graphics or drawings.
- Using quotations of written or spoken words of others.
- Paraphrasing another person's spoken or written words.

## **Copyright Laws**

Copyright laws make it illegal to reproduce someone else's ideas, research or information without permission in order to protect intellectual property. According to these laws, the copyright is protected. Thus, anyone who reproduces copyrighted material improperly can be prosecuted in a court of law. Any borrowed material that is shown to be substantially similar to the original one, may be considered a violation of the copyright act.

## **Academic Punishment for Plagiarism**

Academic punishment could mean expulsion from school or at least failure of the course.

All Iraqi universities have zero tolerance for plagiarism. In fact academic standards of intellectual dignity are often more serious than even governmental copyright laws.

**Student resources:** preventing plagiarism, student must come up with his/her own genuine work and at the same time make

reference to the works of others. To prevent plagiarism, we recommend the following:

- Take effective and comprehensive notes.
- Plan your paper in an orderly manner
- Seek your instructor's advice
- When necessary, cite sources clearly
- Learn how to paraphrase properly
- Evaluate your references.

### **Recommendations for Writing**

- State your ideas first; then go back to the author's original work.
- Credit the authors and use quotation marks when you copy exact wording.
- Paraphrase your own words instead of copying directly.
- Give credit to the author even when you paraphrase.
- Make sure to use citation and references properly, improper use of style can result in plagiarism.