

Summarizing and Paraphrasing Techniques

1. Summarizing

I. What is Summarizing? (ما هو التلخيص)

A summary is a brief restatement of someone else's ideas in your own words; it does not include your reaction. It contains the main points in the text and is written in your own words. It is a mixture of reducing a long text to a short text and selecting relevant information. Consequently, a good summary shows that you have understood the text. The purpose of summarizing is to briefly present the key points of a theory or work in order to provide context for your argument/thesis. In addition, it teaches students how to discern the most important ideas in a text, how to ignore irrelevant information, and how to integrate the central ideas in a meaningful way. Teaching students to summarize improves their memory for what is read. Summarization strategies can be used in almost every content area.

II. How to use Summarizing? (كيفية استخدام التلخيص)

To write a summary, follow these steps:

1. Read the original text and annotate it.
2. Ask the following framework questions:
 - ✓ *What are the main ideas?*
 - ✓ *What are the crucial details necessary for supporting the ideas?*
 - ✓ *What information is irrelevant or unnecessary?*
3. Referring to your annotated text, write the body of your summary, using complete sentences and including all the main points.
4. Do not add any of your own opinions.

III. Why use Summarizing? (لماذا نستخدم التلخيص)

- It helps students to improve both reading and writing skills.
- It helps students learn to determine essential ideas and consolidate important details that support them.
- It enables students to focus on key words and phrases of an assigned text that are worth noting and remembering.
- It teaches students how to take a large selection of text and reduce it to the main points for more concise understanding.

IV. Example of Summarizing

Original text: (النص الأصلي)

There are times when the night sky glows with bands of color. The bands may begin as cloud shapes and then spread into a great arc across the entire sky. They may fall in folds like a curtain drawn across the heavens. The lights usually grow brighter, then suddenly dim. During this time the sky glows with pale yellow, pink, green, violet, blue, and red. These lights are called the Aurora Borealis. Some people call them the Northern Lights. Scientists have been watching them for hundreds of years. They are not quite sure what causes them. In ancient times was afraid of the Lights. They imagined that they saw fiery dragons in the sky. Some even concluded that the heavens were on fire.

Summary: (ملخص)

The Aurora Borealis, or Northern Lights, are bands of color in the night sky. Ancient people thought that these lights were dragon on fire, and even modern scientists are not sure what they are.

2. Paraphrasing

I. What is Paraphrasing? ((ما هو الاقتباس))

Paraphrasing is presenting ideas and information in your own words and acknowledging where they come from. By using your own words, you demonstrate your understanding and your ability to convey this information. Paraphrasing is an alternative to quoting. In academic writing, it's usually better to paraphrase instead of quoting. It shows that you have understood the source, reads more smoothly, and keeps your own voice front and center.

II. How to Paraphrase? (كيفية الاقتباس)

Putting an idea into your own words can be easier said than done, but how do you say the same thing without using the same words?

✓ The following steps will help you to paraphrase:

1. Read the original text until you understand it.
2. Note down key concepts.
3. Write down your version of the text without looking at the original.
4. Compare your paraphrased text and make adjustments to ensure that it does not remain too similar.

✓ There are also few tips:

- 1) Start your first sentence at a different point from the original source.
- 2) Use synonyms.
- 3) Change the form of words.
- 4) Change the sentence structure.

III. Examples of Paraphrasing

Original passage:

In *The Sopranos*, the mob is besieged as much by inner infidelity as it is by the federal government. Early in the series, the greatest threat to Tony's Family is his own biological family. One of his closest associates turns witness for the FBI; his mother colludes with his uncle to contract a hit on Tony, and his kids click through Web sites that track the federal crackdown in Tony's gangland.

Paraphrased passage:

In the first season of *The Sopranos*, Tony Soprano's mobster activities are more threatened by members of his biological family than by agents of the federal government. This familial betrayal is multi-pronged. Tony's closest friend and associate is an FBI informant, his mother and uncle are conspiring to have him killed, and his children are surfing the Web for information about his activities.