Quote, Summarise and Paraphrase

When Do You Quote?

- To quote is to reproduce or repeat the exact words or certain segments of another speaker or author.
- Quotes are most suitable when the author’s text cannot be paraphrased without distorting or losing its meaning.
- It’s like cut and paste but you must put the words in inverted commas.
- An in-text citation is used to reference the author and page number from which the exact sentence was obtained.

Example:

- Mary Karr explains, ‘I spent way many years…’
- ‘Climate is controlled by the long term balance of energy of the earth and its atmosphere’ (Peterson et al. 2010).
- According to the study on new treatment for diabetes, ‘Over 77 percent of the patients were “very happy” with the results’ (Johnson 2014, p.45).

IMPORTANT:
It is a necessity to mention or cite the original author(s) when you are quoting, summarising or paraphrasing.
When Do You Summarise?

- To summarise is to capture the key idea(s) of another author(s) with far fewer words than the original.
- To summarise means to distil (collect) only the most essential points of someone else’s work.
- Summaries are much longer than one sentence and is a shortened version of the text.
- It is a condensation of the passage.

**Steps in Writing a Summary**
1. Read and understand the passage.
2. Give the passage a title to help understanding of the passage.
3. Identify the topic sentences.
4. Identify the main ideas.
5. Identify supporting details.
6. Link the summary sentences to form a cohesive paragraph.
7. Write out the final copy.

**Example: Original Text**

Hong Kong’s Polytechnic University

Hong Kong’s Polytechnic University has constructed Hotel ICON, a luxury 262-bedroom hotel with three restaurant that was built for its School of Hotel and Tourism Management at a cost of HK$800 million (£60 million). Opened in 2011, the hotel integrates teaching, learning and research in a ‘full-service environment’.

Courses that make use of it include PhD in hotel and tourism management and an executive master’s in global hospitality and leadership.

The same school also contains the ‘Vinoteca Lab’, where students learn everything from the skillful pairing of food and wine to the history and culture of the wine industry. Meanwhile, Bistro 1979, which can seat 66 diners, allows students to hone their hospitality skills in a working restaurant. All these premises are owned by Hong Kong Polytechnic University (or PolyU, as it is known).


**Example: Summary**

In recent years, Hong Kong Polytechnic University has invested to the tune of tens of millions of pounds in facilities and projects, including a new 262-bedded hotel, within its School of Hotel and Tourism Management (Parr 2014). The new buildings provide a range of teaching environments for course levels up to and including doctorates where students learn the theory and practical elements of their chosen profession.
When Do You Paraphrase?

- To **paraphrase** means to take another author’s ideas or text and to restate them using your own words.
- When paraphrasing a longer passage, you can **break up or chunk the original text** into more manageable pieces. Then condense each chunk slightly.
- You need to **avoid superficial changes** such as replacing with words from a thesaurus (dictionary). You must **change the sentence structure** as much as possible.

**Steps in Paraphrasing**

1. Read and understand the text.
2. After you read each paragraph, list what you think the most important sentence is.
3. Then write a sentence that explains the sentence.
4. Change the structure of the text.
5. Rewrite the main ideas in complete sentences.
6. Check your work has a similar meaning.

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**Example:**

<table>
<thead>
<tr>
<th>Original Sentence</th>
<th>Effective Paraphrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>The office of International Students and Scholars at Sunway College is located in HOSTEC.</td>
<td>HOSTEC hosts the International Students and Scholar office.</td>
</tr>
<tr>
<td>The teacher sauntered into the canteen.</td>
<td>The instructor strolled into the cafeteria.</td>
</tr>
<tr>
<td>Smith et al. (2010) note that ‘wind and ocean currents redistribute heat over the surface of the earth.’</td>
<td>The continuous distribution of warmth is through wind and ocean currents across the periphery of the planet (Smith et al. 2010).</td>
</tr>
<tr>
<td>Peterson et al. (2010) point out that ‘climate is controlled by the long term balance of energy of the earth and its atmosphere.’</td>
<td>According to Peterson et al. (2010), the lasting equilibrium of energy between the earth and the atmosphere is regulated by the climate.</td>
</tr>
</tbody>
</table>