

Paraphrasing

Adapted from: *Weaving It Together* by Milada Broukal

Here are some useful **steps** to follow when paraphrasing.

1. Read the selection of the book or article over several times until you fully understand it.
2. Underline words you do not understand. Look them up in a dictionary or use a thesaurus to find a good synonym.
3. Begin your paraphrase with a reference to the author and/or title of the book or article.
4. Rewrite each sentence, simplifying the structure and using synonyms. Rewrite each sentence one after the other.
5. Review your paraphrase. Make sure it sounds natural and like your own writing. Check to see that you have included all the information in the original, and that you have not changed the meaning in any way.

Exercise: Paraphrase the following selections. Use a dictionary or thesaurus to find synonyms. Follow the steps above.

Selection 1

In the networked professional environment of the digital era, you must manage and guard your reputation – at the office and online. How you present yourself in the virtual world, meaning how well you communicate and protect your “brand,” may very well determine how successful your career will be. Thoughtful blog posts, astute comments on LinkedIn and Facebook, as well as competent e-mails will help you make a positive impression and show your professionalism. (Guffey and Loewy, *Essentials of Business Communication*, p. 355)

Selection 2

Since career experts advise not to ask about salary or benefits during a first interview, job candidates often feel disadvantaged during the recruitment process. Many organizations conceal their job salaries out of fear that higher qualified employees won't apply, or that less-qualified employees will expect the high end of the salary range. Thankfully, job seekers aren't stuck in the dark. Web sites such as salary.com and payscale.com provide accurate salary information for most jobs by profession and region. By taking time to research salaries, candidates can empower themselves to make better career choices. (Guffey and Loewy, *Essentials of Business Communication*, p. 479)