

Have students read the introductory paragraph. Elicit from students when they have used paraphrasing. They may remember paraphrasing when taking notes or rewriting definitions in their own words. Emphasize that a paraphrase must have the same meaning as the original text.

❑ METHODS OF PARAPHRASING

Discuss the different ways material can be paraphrased. Have volunteers read each method of paraphrasing. Supply sample sentences from books students are using and have students use each method to paraphrase them.

Investigation A: DEFINING TERMS

Have students read the instructions. They will write definitions on the next page.



Curriculum Connection

Sketching and Outlining: Discuss sketching in art as a function similar to outlining in writing. Have students consider the ways in which visual outlines are the same as and different from written outlines.

An outline is a diagram of a passage. It shows the relationships among different levels of ideas. Parallel structure makes the relationships clear. In order to develop parallel structure, you must be able to paraphrase. In this lesson, you will use five different methods of paraphrasing.

❑ METHODS OF PARAPHRASING

To write key word notes from a passage, you must paraphrase. **Paraphrasing** is saying or writing in your own words what someone else has said or written.

Paraphrasing can be done in the following ways:

1. **Shortening** — leaving out all but the most important or essential words. Adverbs, adjectives, and sometimes verbs should be omitted (left out).
2. **Combining** — expressing phrases or groups of words with a single word.
3. **Substituting** — using a more familiar synonym for a difficult word or a long phrase.
4. **Omitting** — leaving out added information or information already stated. Once a subject is named in an outline heading, it is usually left out of the subheadings and detail notes.
5. **Changing the form of words** — using a different form of a word so that it fits in with other words that you are using; that is, using parallel structure.

Investigation A: DEFINING TERMS

- ❑ Study the definition and methods of paraphrasing. Then, without looking back, complete the sentences on the next page.