Summarize, Paraphrase, and Quote:
When and How

SUMMARIZE

Use When:
- A brief overview offers sufficient support.
- You can easily describe the essence of the information without many details.

Steps to a Summary:
- Read & review the information.
- Prepare a short statement that includes the main idea(s) you want to convey.

From *Fast Food Nation* – p. 259-60

(Original wording in the book) – The starting wage of a part-time worker at In-N-Out is $8 an hour. Full-time workers get a benefits package that includes medical, dental, vision, and life insurance. The typical salary of an In-N-Out restaurant manager is more than $80,000 a year. The managers have, on average, been with the chain for more than thirteen years. The high wages at In-N-Out have not lead to higher prices or lower-quality food. The most expensive items on the menu costs $2.45. There are no microwaves, heat lamps, or freezers in the kitchens at In-N-Out restaurants. The ground beef is fresh, potatoes are peeled everyday to make the fries, and the milk shakes are made from ice cream, not syrup.

(Summarized information) – The In-N-Out Burger restaurants buck the trend of typical fast-food establishments by paying their employees well plus offering freshly-prepared food while holding down the price of menu items (Schlosser 259-60).

PARAPHRASE

Use When:
- A main idea + supporting details are essential for making a point.

Steps to a Paraphrase:
- Note the creator’s unique ideas and angle/attitude on the topic.
- Put away the original work.
- Write an interpretation using your words in a different arrangement from the original.
- Review the original and your description, making sure that they are not too similar.
Use When:
- A creator’s unique wording is necessary to express ideas adequately.
- Precise research data or conclusions deliver high impact support.

Steps to a Quote:
- Make certain you use only a select number of quotations to preserve your voice in the work.
- Use a minimum amount of original text to support an important point.

From *Fast Food Nation* – p. 54

*(original wording in the book)* – A significant number of teenage boys are now drinking five or more cans of soda every day. Each can contains the equivalent of about ten teaspoons of sugar.

*(quoted information)* – In a canned soft drink, you can find “about ten teaspoons of sugar” (Schlosser 54).

Examples are taken from:
Note taking information from: