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.

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

Continued on back
From Fast Food Nation – p. 81

(original wording in the book) – Many of the customers look down on fast food workers and feel entitled to treat them with disrespect. Sweet-faced Elisa is often yelled at by strangers angry that their food’s taking too long or that something is wrong with their order.

(paraphrased information) – Fast food restaurant working conditions frequently require employees to face arrogant customers, upset about the service or their food.

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.”

Examples from:

Note taking information from: