

QUOTING, PARAPHRASING, AND SUMMARIZING

Characteristics: What is it?

<i>Quotation</i>	<i>Paraphrase</i>	<i>Summary</i>
Matches the source word for word	Matches the source in terms of meaning	Sums up the central point of the source
Set off by quotation marks	Uses your own words	Uses your own words
	Approximately the same length, though often shorter and sometimes a little longer than the source	Much shorter than the source

Purpose: Why use it?

<i>Quotation</i>	<i>Paraphrase</i>	<i>Summary</i>
To provide credibility for what you are saying (you support your point by quoting an authority)	To get down the meaning of someone else's words in situations where their exact words are not important or their exact words are not appropriate or are not useful	To get down the gist of someone's words