

Paraphrasing and Summarizing

Paraphrasing is when you rewrite a text or passage in your own words using different vocabulary and sentence structure than the original source without changing the original meaning. Summarizing also involves restating a text in your own words. However, a summary only restates the main points, and, therefore, is usually much shorter than the original.

Paraphrasing and summarizing tips

- Read the source material several times and take notes as you read.
- Identify any words from the original that are essential terminology and cannot or should not be changed.
- Check your understanding of any unfamiliar words and concepts in a dictionary.
- Before writing your paraphrase or summary, jot down the main idea of the passage. You might imagine that you are explaining the passage to a friend or family member. What are the author's main points? What is their conclusion? This can help you not only confirm your understanding of the text, but also figure out what "your own words" actually are.
- Write your paraphrase or summary without looking at the source.
- Compare your paraphrase or summary to the original to ensure it accurately conveys the main ideas in your own words and revise it if necessary.
- Integrate the paraphrase or summary into your assignment, making sure it is properly cited.

Examples

Original Text

Organization designs involve complex trade-offs and contingencies. Clearly, one design approach does not fit all organizations. As new business models emerge, new approaches and organizational forms spring up to deal with the complex requirements that organizations must address. These new models include complex partnerships, globally integrated firms, customer-focused designs, and network organizations. Furthermore, multibusiness corporations are recognizing that different businesses exist in different markets and face varying requirements.

Source: Lawler, E., & Boudreau, J. W. (2009). *Achieving excellence in human resources management: An assessment of human resource functions*. Stanford Business Books.
<https://web.s.ebscohost.com/ehost/detail?sid=7f56de08-1aea-4e40-8776-cb5020a46853@redis&vid=0&format=EB&rid=1#db=e000xna&AN=395751>

Paraphrase

According to Lawler and Boudreau (2009), there is no one-size-fits-all with regard to organization design; different companies require different organization design approaches.

Original Text

Businesses that successfully navigated the post-COVID-19 environment found ways to balance virtual teams, remote client engagement, and more prevalent digital experiences, while also dealing with the realities of ongoing restructuring. Maintaining this type of business environment required genuine concern and care for the needs of the people who make up the business. A new paradigm for corporate culture has evolved, post-pandemic— one that prioritizes employees’ mental well-being and purpose, while establishing bilateral trust between workers and management.

Source: Schreane, K. C. (2021). *Corporations compassion culture: Leading your business toward diversity, equity, and inclusion*. John Wiley & Sons.
<https://ebookcentral.proquest.com/lib/cbu/detail.action?docID=6478264>

Paraphrase

Many businesses have adopted more versatile and empathetic practices, adapting to new digital landscapes while also emphasizing employees’ mental health, in the wake of the COVID-19 pandemic (Schreane, 2021).

Original Text

Communication is at the core of most international business operations. Organizations are created, managed, lead, and dissolved through communication, which plays a major role in the exchange of knowledge, the development and maintenance of relationships, the negotiation of deals, and the establishment and preservation of partnerships. Increasingly, successful communication is recognized as a critical factor in the operations of multinational corporations (MNCs), at the interpersonal, group, and organizational level.

Source: Szkudlarek, B., Osland J. S., Nardon, L., & Zander, L. (2020). Communication and culture in international business – Moving the field forward. *Journal of World Business* 55(6), Article 101126.
<https://doi.org/10.1016/j.jwb.2020.101126>

Paraphrase

As Szkudlarek et al. (2020) state, effective communication impacts every aspect of a business, from one-on-one interactions to broader administrative correspondences.