



TISHK International University

FASE | Accounting, Banking & Finance & IRD Departments
ACC 153/IRD 155 - Academic Research and Writing

Chapter 6:

Synthesis, Summary and Paraphrasing

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Synthesis/Synthesizing

- Synthesis or synthesizing simply means combining. Instead of summarizing the main points of each source in turn, you put together the ideas and findings of multiple sources in order to make an overall point. At the most basic level, this involves looking for similarities and differences between your sources.
- Synthesis or synthesizing means putting together separate parts to make a whole. When you are asked to synthesize something in a literary sense, it most commonly means taking information presented in multiple texts and putting it together to form one new text that includes information from separate sources.

Summary

- What is a Summary?
- What are the characteristics of a Summary?
- What are the steps in summarizing?

Summary: Meaning

Summary is a brief statement or account of the main points of something. For example, a summary of Chapter Three of a given document.

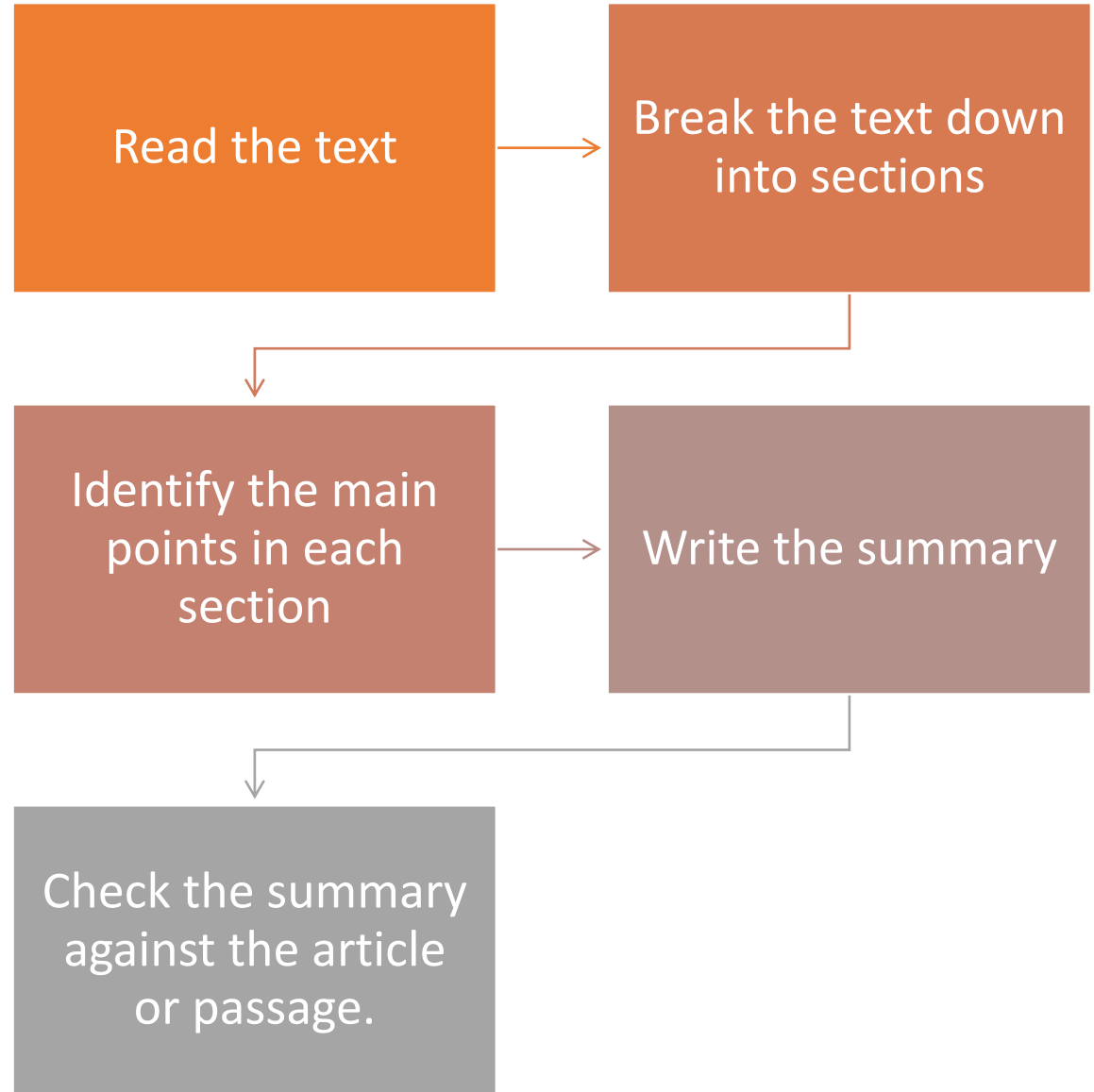
A summary is also a brief statement or restatement of the main points, especially as a conclusion to a work.

A Summary is a short account of something, in which the main points are given, but not the details.

Summary: Characteristics

- The following are the main characteristics or features of a good summary:
 1. Conciseness
 2. Accuracy
 3. Objectivity
 4. Independence
 5. Comprehensiveness

Summary: 5 Steps



A calendar with a red cover and a yellow tab, showing dates from 1 to 28. The calendar is tilted and has a white background with black numbers. The days of the week are labeled at the top: TUE, WED, THU, FRI, SAT, SUN. The numbers 1 through 28 are arranged in a grid. The numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 are visible. The numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 are visible. The numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 are visible.

Summary: 8 Steps

1. Divide and conquer
2. Read
3. Reread or read again
4. One sentence at a time
5. Write a thesis statement (The big or main idea that says what the whole summary is about)
6. Ready to write
7. Check for accuracy
8. Revise

Take Note of the following Rules:

1

Write in the present tense

2

Make sure to include the author and title of the work

3

Be concise/brief: a summary should not be equal in length to the original text

4

If you must use the words of the author, cite them – put them in quotation marks and include a reference in brackets (surname of author, date article was published/e.g., Musa, 2023).

5

Don't put your own opinions, ideas or interpretations into the summary. The purpose of writing a summary is to accurately represent what the author wanted to say, not to provide a critique.

Outline

Paraphrasing:
What is it?

Steps for
Paraphrasing

Reasons for
Paraphrasing

Paraphrasing: What is it?

- Paraphrasing means turning someone's original words or ideas into another thing, using your own words, but the actual content or idea remains, stays or stands.
- Paraphrasing means formulating someone else's ideas in your own words.
- To paraphrase a source, you must rewrite a passage without changing the meaning of the original text.
- Paraphrasing is an alternative to quoting, where you copy someone's exact words and put them in quotation marks.

Paraphrasing

Paraphrasing means to tell the *meaning* of a message in *your own words*.

Example: "Don't forget that you need to bring your money for the field trip, as well as a lunch, next Tuesday."

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"Bring money and lunch next Tuesday for the field trip."

[www.ZuttenvilleSLP.blogspot.com](#) 2013

Cont...

Paraphrase /'pærəfreɪz/ means a restatement of the meaning of a text or passage using other words. The term itself is derived via Latin paraphrasis from Greek παράφρασις (παράφρασις, literally 'additional manner of expression').

The act of paraphrasing is also called paraphrasis.

Examples:

| Source text | Paraphrase |
|---|--|
| While many governments have taken steps to implement privatisation programmes, progress has been slower than was anticipated in the early 1980's. | According to Bayliss (2003), although the implementation of privatisation programmes has been a priority for many governments, progress in the area has not been as rapid as expected in the early 1980's. |

| Paraphrase | Direct Quote |
|---|--|
| In his 2012 study, Miller discusses recent innovations in interferon drugs. He writes that increasing levels of tumor hypoxia significantly reduced the uptake of Regorafenib (Miller, 2012). | As Miller (2012) notes, "uptake of 300cc injected Regorafenib was reduced by one-third for each .05% of increased hypoxia in the tumored organ." |

Cont...

ORIGINAL QUOTE

“... there are opportunities for Australian designers to have a positive effect through selecting textiles and finishes with a lower environmental and social impact.”
(Payne 2011, 241)

PARAPHRASE

There are positive flow-on effects for the environment, industry and textile consumption practices when Australian designers incorporate sustainable materials and processes into their work.

(Payne 2011, 241)



Cont...

Paraphrasing Example

5

Original Text

Willy Wonka was
famous for his
delicious candy.
Children and adults
loved to eat it.

Paraphrase

Willy Wonka was
known throughout
the world because
people enjoyed
eating the **tasty**
candy he made.

Steps for Paraphrasing

1

Read the text

2

Reread it (Read it again)

3

Understand or comprehend the text

4

Use synonyms, where applicable

5

Write the text in the paraphrased manner

6

Review the text

Cont...

5 Steps to Paraphrasing Author Ideas

Step 1: **Read** the text.

Step 2: **Remove** the text.

Step 3: **Explain** the idea out loud.
(Repeat Steps 1-3, if necessary.)

Step 4: **Write/Type** the explanation.

Step 5: **Return** to the original text to confirm accuracy in names, numbers, spellings, sourcing, etc.

Reasons for Paraphrasing



1. Avoidance/Prevention of Plagiarism



2. Logical Clarity



3. Integration of Ideas



4. Development of Communication Skills



5. Enhancement of Creativity or Cognitive Ability of the Human Mind



6. Boosting of Confidence



Thank You!