Source: http://www4.caes.hku.hk/plagiarism/reference.htm

**Paraphrasing Guided Notes**

In this activity, you will learn more about effective research and writing, about a topic, in your own words.

**Instructions:**

1. Write your name on the top of your printed document.

2. Follow this link to access the necessary information: http://www4.caes.hku.hk/plagiarism/introduction.htm

3. The website navigation is along the left side of the screen. Begin with the “Introduction” page.

4. Follow the guided notes below to fill in the missing information.

5. Turn in your notes after completing this assignment.

6. A quiz covering the content of this assignment will take place in the near future.

The information on this website will begin by talking about plagiarism. This is because plagiarism and paraphrasing are related topics. Paraphrasing is a way to avoid plagiarism.

**Introduction**

What is Plagiarism?

1. The University of Hong Kong defines plagiarism as,

2. In other words, we are talking about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Why Avoid Plagiarism?

3. One should avoid plagiarism because, if you do plagiarize, you are risking

What This Site is About

4. The way to avoid plagiarism is to be a better

5. The website is a complete course on academic writing…the intention is to get you started in thinking about and practicing

6. Contrary to what you might feel sometimes, your teachers want you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. So if you are ever in doubt about your writing

7. The information on the website will be broken into 4 sections:

a. First –

b. Second –

c. Third –

d. Fourth –

**Techniques**

8. In academic writing you must show that

9. BUT not by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what they say.

10. The ideas are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the writer.

11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a way that makes the ideas appear to be your own is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Technique 1: Paraphrasing (re-writing in your own words)

12. Books and articles should be used as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of information from which you write, in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ words, what you believe are the important points.

13. As well as stating the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ points, you should also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the points, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the views of different authors you have read, and add your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ comments on the topic under discussion.

14. By doing these things, you go beyond merely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the information which you have found.

15. Repeating information shows only that the information has been read and possibly memorized. The addition of explanations, comparisons, contrasts and comments is better because it shows that the information has been read, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Technique 2: Follow the rules when quoting (copying directly from a text)

16. There are times when you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ directly from your source material. However, you must follow certain rules:

a. Direct copying of part of a passage (e.g. a whole paragraph) must occur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your writing and, once copied, should not represent a large portion of your own text. It should be clearly distinguished from the rest of your text in a way which makes it clear that it is a quotation.

b. Very short parts of a source text (part of a sentence) can be copied when needed, but the copied words must be immediately \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the reader.

c. The exact source of your quotation must be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This must be done in a way which shows clearly how much is copied.

17. Examples of when you might want to copy directly are:

a. When the exact words are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your argument/discussion

b. When something is expressed in a way which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. When re-writing would cause a loss of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Opinions**

18. When quoting information you have an opportunity to express your own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about it.

19. This is usually done by careful selection of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you use to report the information.

20. Be sure to view the examples provided on the website.

21. In the space below, list the “Reporting Verbs” that were provided on the site (you should list 21 verbs):

**References**

22. Whether you are using footnotes, endnotes or brief references in the text, you must supply full information about the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you are referring to.

23. The information supplied about each publication must contain the following elements:

a.

b.

c.

d.

24. Other information may also be necessary:

a. For a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ also add the name, issue number and the page numbers of the journal.

b. For an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ also add the title of the collection and the name of the editor.

c. For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ add the web address and when you viewed it.

25. Be sure to view the examples provided on the website.

26. Remember, there are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ formats for reference lists but the main information is always the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.