

Quoting, Paraphrasing, and Summarizing

Quoting

- ❖ Identical to original source
- ❖ Match source word for word
- ❖ Must credit original author

Paraphrasing

- ❖ Put source into own words
- ❖ Shorter than original source
- ❖ Must credit original author

Summarizing

- ❖ Put main ideas into own words
- ❖ Shorter than the original source
- ❖ Must credit original author

Sample passage

The Learning Resource Center provides a variety of services to promote the enhancement of the students' academic goals. Three of the primary services we offer are walk-in tutoring, testing, and computer usage. In addition, resource handouts are available to assist students with study skills, term papers, and a selection of other academic tasks.

Quote

The MSJC Learning Resource page explains that, "The Learning Resource Center provides a variety of services to promote the enhancement of the students' academic goals."

Paraphrase

The LRC provides tutoring, testing, and computers.

Summary

The Learning Resource Center helps students' reach goals, provides resources such as computers and tutoring and supplies handouts that cover many different subjects.