How to Paraphrase

1. Read the entire paragraph or section of text. Think about the main point the author makes.

2. Put the text aside.

3. Write the central or main idea from the text in your own words.

4. Reread the original text. Ask yourself:
   - Does the paraphrase have the same meaning as the original text?
   - Should I add or correct any details?
   - Did I use any exact phrases or unique words from the original text? Do these have quotation marks around them?

Quotation

"Whether you think that you can, or that you can't, you are usually right."

Henry Ford (industrialist and inventor)

Quotation	Paraphrase
"Whether you think that you can, or that you can't, you are usually right." Henry Ford (industrialist and inventor)	As industrialist and inventor Henry Ford observed, a person's attitude toward a task is often the biggest reason for success or failure.

Paraphrasing Quotations

Quotation	Paraphrase
"Education is learning what you didn't even know you didn't know." Daniel J. Boorstin (historian, author)	
"Not everything that can be counted counts, and not everything that counts can be counted." Albert Einstein (physicist)	
"Do, or do not. There is no 'try.'" Yoda (character in *Star Wars: The Empire Strikes Back*)	
"The covers of this book are too far apart." Ambrose Bierce (author)	
"A ship in port is safe, but that is not what ships are for. Sail out to sea and do new things." Rear Admiral Dr. Grace Hopper (computer scientist)	
"Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed it is the only thing that ever has." Margaret Mead (anthropologist)	