

# Nope, don't quote it

## PARAPHRASE WHEN...

*What* the expert said is powerful, but *how* he said it isn't. If the original words are not special enough to quote, paraphrase the idea and attribute it to the person.

The gist of the idea is good, but it goes on and on. If the writer can say it in fewer words, paraphrase the idea and attribute it to the person.

The text itself is what is most important. If having the text title represented in the writing is important, paraphrase something and attribute it to the source.

(Argument only)  
The text provides support for the opposition. (Save the power of direct quotations for the writer's thesis/claims.) Paraphrase a relevant point and attribute it to the source.

## 4 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.