

**the Academic Writing, Paraphrasing  
and Summarizing  
18<sup>th</sup> Lecture**

Academic writing, as the name implies, is the kind of writing that you are required to do in college or university. It differs from other kinds of writing, such as personal, literary, journalistic, or business writing. Its differences can be explained in part by its particular **audience**, **tone**, and **purpose**.

Whenever you write, consider your specific **audience**, that is, the people who will read what you have written. In academic writing, your audience is primarily your professors or instructors. Second, consider the **tone** of your writing, your style or manner of expression. It is revealed by your choice of words and grammatical structures and even the length of your sentences. The tone of a piece of writing can be, for example, serious, amusing, personal, or impersonal. Academic writing is formal and serious in tone. Finally, the **purpose** of a piece of writing determines its organizational pattern. A persuasive essay will be organized in one way and a comparison-contrast essay in another way.

Writing is a process of creating, organizing, writing, and polishing. In the first step of the process, you create ideas. In the second step, you organize the ideas. In the third step, you write a rough draft. In the final step, you polish your rough draft by editing it and making revisions.

# Academic Writing

Its parts:

**Audience**

Your professors or  
instructors

**Tone**

- Your style or manner of Expression
- Serious and formal
- Grammar should be complicated

**Purpose**

A piece of writing will determine its organizational pattern  
ex. Narrative has different organization from Argumentative.

# Academic Writing

Writing is a process of

Step 1

**Creating**

You create ideas

Step 2

**Organizing**

You organize the ideas

Step 3

**Writing**

You write a rough draft

Step 4

**Polishing**

You polish your rough draft by editing it and make revisions

# Paraphrasing

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When you paraphrase, you rewrite information from an outside source in your own words without changing the meaning. Because you include in your rewriting all or nearly all of the content of the original passage, a paraphrase is almost as long as the original. (A summary, by contrast, is much shorter than the original.)

## *How to Write a Good Paraphrase*

There are three keys to writing a good paraphrase:

1. Use your own words and your own sentence structure.
2. Make your paraphrase approximately the same length as the original.
3. Do not change the meaning of the original.

### **Original Passage**

Language is the main means of communication between peoples. But so many different languages have developed that language has often been a barrier rather than an aid to understanding among peoples. For many years, people have dreamed of setting up an international universal language which all people could speak and understand. The arguments in favor of a universal language are simple and obvious. If all peoples spoke the same tongue, cultural and economic ties might be much closer, and good will might increase between countries (Kispert).<sup>1</sup>

### **Paraphrase**

Humans communicate through language. Because there are so many different languages, however, people around the world have a difficult time understanding one another. Some people have wished for a universal international language that speakers all over the world could understand. Their reasons are straightforward and clear. A universal language would build cultural and economic bonds. It would also create better feelings among countries (Kispert).

## Writing Technique Questions

1. How many sentences are there in the original passage? In the paraphrase?
2. Compare the original passage and the paraphrase sentence by sentence. Analyze how the sentence structure and words differ by answering the following questions.
  - a. What is the first word of the first sentence in the original passage?  
Where does this word appear in first sentence of the paraphrase?
  - b. What is the first word of the second sentence in the original passage?  
What word replaces it in the second sentence of the paraphrase?
  - c. What words replace *have dreamed of* in the third sentence? What word replaces *arguments in favor of* in the fourth sentence?
  - d. Which sentence in the original becomes two sentences in the paraphrase?