

## Comparing Paraphrase and Summary

<p>Paraphrase</p> <ul style="list-style-type: none"> <li>• Reports your understanding to your reader.</li> <li>• Records a relatively short passage.</li> <li>• Records every point in the passage.</li> <li>• Records these points consecutively.</li> <li>• Includes no interpretation.</li> </ul>	<p>Summary</p> <ul style="list-style-type: none"> <li>• Reports your understanding to your reader.</li> <li>• Records a passage of any length.</li> <li>• Selects and condenses, recording only the main ideas.</li> <li>• May change the order of ideas, when necessary.</li> <li>• May include some interpretation, depending on the purpose of the summary.</li> </ul>
<p>A paraphrase must be accurate.</p> <p>A paraphrase must be complete.</p> <p>A paraphrase must be written in your own words.</p> <p>A paraphrase must make sense by itself.</p>	<p>A summary is comprehensive.</p> <p>A summary is concise.</p> <p>A summary is coherent.</p> <p>A summary is independent.</p>

A general rule of thumb is that a summary is roughly 25% the length of the original.