

Tikrit University
College of Education for Humanities
Department of English



Subject: Essay

Class: 3rd

Using Outside Sources

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Using Outside Sources

Outside sources are materials you refer to other than your own knowledge and experience support your ideas. Outside sources can include information you gain from reliable online websites, books, other print materials such as newspapers, or interviews. There are three ways to insert outside information into your own writing: You can quote it; you can paraphrase it; or you can summarize it. Whichever way you choose, you must tell your readers where you found the information you use.

Plagiarism

When you use information from an outside source without acknowledging that source, you are guilty of plagiarism. Plagiarism is using someone else's words or ideas as if they were your own, and it is a serious offense. To avoid plagiarism, you should always put quotation marks around words that you copy exactly. You do not need to use quotation marks if you change the words. However, whether you copy the words exactly or state an idea in your own words, You must cite the source. To cite a source means to tell where you got the information.

Correct Citations

The purpose of a citation is not only to avoid plagiarism, but also to refer your readers to the source of your information. That way, they can read the original source if they want to learn more about the topic. It is important to be accurate in your citations. There are a number of different ways of citing information. However, for most of your academic work, you will find this two-stage process useful and sufficient for citing your sources:

1. Insert a short reference in parentheses at the end of each piece of borrowed information. This short reference is called an in text citation.
2. Prepare a list describing all your sources completely. This list is titled "Works Cited" and appears as the last page of your paper.

Quotations

Quotations from reliable and knowledgeable sources are good supporting details. There are two different types of quotations: direct and indirect. When you use a direct quotation in academic writing, you copy another person's exact words (spoken or written) and enclose them in quotation marks. When you use an indirect quotation, the speaker's or writer's words are reported indirectly, without quotation marks. For this reason, indirect quotations are sometimes called reported speech. In academic writing, you should never use an indirect quotation without paraphrasing, or rephrasing information in your own words.

Reporting verbs and phrases

To introduce borrowed information, direct quotation, indirect quotation, or specific facts or ideas from someone else's work, use the phrase *according to* or a reporting verb such as *comment* or one of these verbs: *assert, claim, declare, insist, maintain, mention, note, report, say, state, suggest, write*.

CHANGING DIRECT QUOTATIONS TO INDIRECT QUOTATIONS

When you change a direct quotation to an indirect quotation, use this method:

- **Omit** the quotation marks.
- Add the subordinator **that**.
- **Change the verb tense** if necessary. Follow the sequence of tenses rules.
- **Change pronouns** (and **time expressions** if necessary) to keep the sense of the original.

Notes: These are a few additional points about indirect quotations.

- When the reporting verb is simple present, present perfect, or future, the verb tense in the quotation does not change.

He **says**, "I can finish it today."

He **says** that he can finish it today.

- When the reporting phrase is **according to**, the verb tense does not change.
- The lawyer said, "My client **is** innocent."

According to the lawyer, his client **is** innocent.

- When the quoted information is a **fact** or **general truth**, the verb tense in the quotation does not change.

He said, "Stars **shine** at night."

He said that stars **shine** at night.

Paraphrasing

When you paraphrase, you rewrite information from an outside source in your own words without changing the meaning. In addition, when you paraphrase, you convey the author's idea but change the author's words and sentence structure. You think about the message the author is trying to send in the text, and then try to express that idea in your own way. A paraphrase may be shorter and more concise than the original, but only slightly. Because you include in your rewrite all or nearly all of the content of the original passage-including many of the details a paraphrase is almost as long as the original.

WRITING A SUCCESSFUL PARAPHRASE

To paraphrase correctly, you first need to make sure that you fully understand the original passage. Use this method to write a good paraphrase:

- Read the original passage several times until you understand it fully. Underline the key words. Look up unfamiliar words and find synonyms for them. It is not always possible to find synonyms for every word, especially technical vocabulary.
- Take notes while you read. Write down only a few words for each idea-not complete sentences. Write your paraphrase from your notes. Don't look at the original while you are writing.
- Check your paraphrase against the original to make sure you have not copied vocabulary or sentence structure too closely. Make sure that you have not changed the meaning of the original or given any wrong information.
- Add in-text citations. Also add a works-cited list if appropriate.

Summarizing

Another way to use borrowed information from an outside source is to summarize the material. What is the difference between a paraphrase and a summary?

When you retell a story that someone has told you, you repeat the story in your own words if our retelling is about the same length as the original and includes many of the detail it is a paraphrase. If you shorten the story retelling only the most important points and leaving out the details it is a summary.

WRITING A SUCCESSFUL SUMMARY

These are strategies for writing a good summary.

- Remember that a summary is much shorter than a paraphrase. Include only the main points and main supporting points, leaving out most details.
- Do not change the meaning of the original. The method for writing a summary is similar to the one for writing a paraphrase.
- Read the original passage several times until you understand it fully. Look up any words that you don't understand.

- Decide what the most important points are. It helps to underline them. It also helps to take notes on the passage. Write down only a few words for each idea-not complete sentences.
- Write your summary from your notes. Don't look at the original while you are writing.
- Include a sentence that sums up the main idea of the article.
- Use transition signals between sentences as needed.
- Check your summary against the original to make sure you have used different words but have not changed the meaning.
- Add an in-text citation at the end of the summary.

"The syllable is a basic unit in speech that can be defined as a unit containing one and only one vowel either alone or surrounded by consonants in certain number and certain arrangements". (O'Connor,1973:200)

Roach (2000:70) classifies stress in English into two main types: word stress and sentence stress. Word stress is used essentially on syllables of words like verbs, nouns, adjectives and adverbs. While sentence stress tends to be placed on the word which is the most important to the meaning of a sentence as a whole.