

Paraphrasing, summarising and synthesising: Exercises

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Activity A: Change the form of the word, using the prompt in brackets.

E.g. development (change to verb) - to develop

1. To analyse (change to noun)
2. Evaluation (change to verb)
3. Theoretical (change to verb)
4. Problem (change to adjective)
5. To expect (change to noun)
6. To agree (change to opposite verb)
7. To prove (change to noun)
8. To prove (change to opposite verb)

Activity B: Finish these paraphrased sentences by changing the word/word type and grammar.

E.g. We studied the statistics then applied for funding.

After _____ the statistics, we made an _____ for funding.

After **studying** the statistics, we made an **application** for funding.

1. The council cut funding so we could not provide free parking.
 - Because of council funding _____, there was no _____ for free parking.
2. His proposal was a failure as it was too theoretical.
 - His proposal _____ because it relied too much on _____.
3. As the emphasis was only on the UK, there were weaknesses in the evidence.
 - By _____ the UK only, the evidence was _____.

Activity C: Decide which paraphrase is better.

1. Adverts are a major part of everyday life.

Paraphrase 1

Advertising is an important feature of daily life.

Paraphrase 2

The influence of adverts can be felt in all aspects of our lives.

2. Adverts for the soft drink, Tango, have recently been banned for possibly encouraging playground bullying.

Paraphrase 1

Advertising for the fizzy drink, Tango, have been disallowed recently for potentially leading to school bullying.

Paraphrase 2

A ban on Tango adverts has been implemented recently, as some felt the content could encourage school bullies.

Activity D: Paraphrase the following:

1. For many people across Europe, the introduction of the Euro has led to price rises in many everyday goods.
2. Women have traditionally been seen as mothers and home makers and it is only in recent years that they have been making significant inroads into the job market. There is still a long way to go before they achieve complete equality with men but the situation has definitely improved.

Activity E: Summarise the following paragraph in the number of words in brackets.

One restriction would arguably be on food advertising. 95% of these during children's television programmes were for products high in fat, salt or sugar (Grissom, 2010) and many, including the World Health Organisation, believe that there is a link between such foods and increasing levels of obesity and high blood pressure. Yet for every \$1 spent by the WHO to combat these effects of a poor diet, the global food industry spends \$500, part of an annual industry worth \$25 billion (WHO, 2009). It is obviously not a fair fight and as children's health is at stake, there is a strong case for a limitation on food advertising to the young. (30 words)

Activity F: Paraphrase and summarise the following paragraph

...there is indeed considerable overlap between ethics and law. In fact, the law is essentially an institutionalisation or codification of ethics into specific social rules, regulations, and proscriptions. Nevertheless, the two are not equivalent. ... The law might be said to be a definition of the minimum acceptable standards of behaviour. However, many morally contestable issues, whether in business or elsewhere, are not explicitly covered by the law. ... In one sense then, business ethics can be said to begin where the law ends. Business ethics is primarily concerned with those issues not covered by the law, or where there is no definite consensus on whether something is right or wrong.

(Extract from Crane, A. and Matten, D. (2007) Business Ethics. pp5, 7)

Suggested answers

Activity A

analysis; to evaluate; to theorise; problematic; expectation; to disagree; proof; to disprove

Activity B

1. Because of council funding cuts, there was no provision for free parking.
2. His proposal failed because it relied too much on theory.
3. By emphasising the UK only, the evidence was weak.

Activity C

1. Paraphrase 2 (paraphrase 1 just word substitution, not changed enough)
2. Paraphrase 2 (paraphrase 1 just word substitution, not changed enough)

Activity D

1. For the majority of the European population, the Euro resulted in higher prices for many daily items.
- 2a. As women have moved into the job market, they have left behind their traditional roles as housewives and mothers, and seen their situation generally improve, though equality with men is still some way off.
- 2b. Though not yet equal to men in the job market, women are generally in a stronger position now than in the past when they were more restricted to traditional roles in the home.

Activity E

Given growing health problems in children, there is an argument for banning adverts for unhealthy food, especially as the food industry far outspends those trying to promote a more balanced diet. (31 words)

Activity F

When describing what business ethics is, it is essential to clarify that it is not synonymous with the law or with morals in general. Although the law overlaps with ethics, it usually only regulates the lowest level of acceptable behaviour (Crane and Matten, 2007). In fact, business ethics is mainly concerned with issues and areas of business conduct which are not specifically covered by the law and which are therefore vulnerable to exploitation and to what is viewed as immoral behaviour, even though it may be legal (ibid).