

Writing Strategy: Summarizing & Quoting

Select an article from *Made with Words* to practice summarizing and quoting, important strategies for academic writers. Complete all or a selection of the questions listed below.

1. In one or two sentences, identify the author and the title of the essay and explain what the author's central claim is.
2. When should you use a quotation in your essay, and when should you simply summarize the writer's ideas?
3. What is plagiarism? Give a general definition, and then suggest two different ways that a writer might plagiarize when *attempting* to summarize or quote.
4. Write a paragraph in which you explain how the author came to his or her point of view (or central claim). In this paragraph use a **signal phrase** to introduce a short quote (one sentence or less) from the author. This quote should help *you* make your point. (Be sure to appropriately cite the source, using quotation marks, parentheses, and appropriate pagination.)
5. Take a paragraph from the reading and excerpt it using the **ellipsis mark**, as discussed in Hacker. Be sure to introduce the quotation with some words of your own, and an appropriate **signal phrase** (different from what you have used before).
6. Search the reading for an important section that is long enough to require that you use a **block or indented quote** (review definition and details in Hacker). Be sure to introduce the quote with some words of your own, and an appropriate **signal phrase** (different from what you used above). Pay attention to formatting and make the appropriate decisions regarding quotation marks (do you use them?), page identification, and formatting of margins. And, as discussed in Hacker, write a concluding sentence after the block or indented quote.
7. In a brief paragraph, **summarize** what we have learned from the author. Use a signal phrase (different from what you used above), and be sure to choose the appropriate page number formation, and to place the number exactly where it needs to go.
8. Write a few sentences in which you explain *your* view of the topic that the writer addresses, and in which you reference the author in your explanation. When you refer to the author, include a phrase which indicates why he or she is an **authority**, someone readers might think is a useful person to reference for this topic.