

Name: _____

Per. _____

ENGL 1010

Textbook reading: Ch. 49

DIRECTIONS: Read the assigned chapter and annotate meaningful information for yourself. Answer the following questions from what you learned and internalized, not a hunt-and-find exercise.

Ch. 49: Quoting, Paraphrasing, and Summarizing (Start on p. 480)

What general guidelines can you follow in deciding whether to use a direct quote from a source?

What general guidelines can you follow in deciding whether to paraphrase a source?

What general guidelines can you follow in deciding whether to summarize source material?

What are APA guidelines about incorporating quoting within your text?

Note the formatting of in-text documentation shown in the example (Graff) at the top of p. 481.

When and how is a quotation set off in block style?

How and why are ellipses and brackets used when incorporating quotes within a paper? (Note: don't begin a quotation with an ellipsis; start with the actual words being quoted.)

Where are periods and commas placed with quoted material?

Read the guidelines about paraphrasing and then the examples of unacceptable paraphrasing and patch writing on pp. 483-85. **Note:** *Your report should **not** look like these examples when you view the similarity report on Turn It In after submitting your essay on Canvas.* In your own words, explain what you see happening in these examples:

Compare these to the acceptable paraphrase example on p. 486. Note how attribution is given to the source in the paraphrase. In your own words, explain what you noticed and learned about paraphrasing from this example:

How is summarizing different from paraphrasing (pp. 486-87), and what three guidelines should be followed?

Read the bottom of p. 487 through p. 488 and note what three essential purposes signal phrases serve in integrating source material in an essay. What are these three purposes?

Note: Read the paragraphs and the example on p. 488 for the concept of attribution in your essays, but we will use APA style in giving the date of publication of an article or study, as shown in the example on p. 489.

Note and mark the list of common signal verbs on p. 489 and the examples of verb tense use on pp. 489-90. What is the difference in verb tense use between MLA style and APA style?