

# Tools for Teaching Use of Sources

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## Introduction

[The Harvard Guide to Using Sources](#) and the [Purdue Online Writing Lab \(OWL\)](#) are both excellent resources for teaching use of sources to students.

The short exercises below ask students to demonstrate summarizing, paraphrasing, and using direct quotations. You can provide your students with a short (1-2 page) academic text from any discipline to use for these exercises. The exercises may be modified to conform to the text you provide. You may find additional information on these topics on the Harvard Guide's [Summarizing, Paraphrasing, and Quoting](#) webpage.

## Exercises

### Summarizing

A summary is a succinct overview of the most important parts of a source. Summaries should be brief and contain necessary details only. Summaries must always include citation.

Directions:

First, read the Harvard Guide's section on [summarizing](#). Next, read the text provided by your instructor and write a brief summary. Ask yourself the following questions:

1. Who is my audience, and how much prior knowledge should I assume they have about this source or subject?
2. What are the most important points in the text; what are the main points from the text that I want to convey?
3. Have I correctly cited the source using my instructor's preferred citation style?

### Paraphrasing

Paraphrasing involves restating another person's information and ideas in your own words. Your wording must differ substantially from that of your source. Changing a word or even a few words is not sufficient. Paraphrased material must always include citation.

Directions:

First, read the Harvard Guide's section on [paraphrasing](#). Next, read the text provided by your instructor and paraphrase it. Ask yourself the following questions:

1. Have I completely and accurately restated all of the information presented in the original text?
2. Have I used only my own words?
3. Have I correctly cited the source using my instructor's preferred citation style?

## Quoting

When you use a direct quotation, you are using the exact words from a source within your own writing. Quotations should be used sparingly, and only when it is essential for your readers to see the original words of the author. Quotations must always include citation.

Directions:

First, read the Harvard Guide's section on [quotation](#). Next, read the text provided by your instructor and select a sentence or two that you think is essential. Ask yourself the following questions:

1. Does this quotation convey something that I am unable to convey by paraphrasing or summarizing?
2. Did I use proper punctuation to indicate that I have quoted directly from a source?
3. Have I correctly cited the source using my instructor's preferred citation style?

## Works Cited

*Harvard Guide to Using Sources*. Harvard College Writing Program. Harvard College, 2014. Web. 30 July 2014.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2014. Web. 30 July 2014.