



DIRECT QUOTATION & SUMMARY

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DIRECT QUOTATION



- Direct quotations are commonly used when another writer's language is particularly memorable and will add interest and liveliness to your paper.



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DIRECT QUOTATION



- Quoting a source directly is also useful when the writer's language is so clear and economical than your paraphrased version which sounds ineffective when compared to the writer's original language.



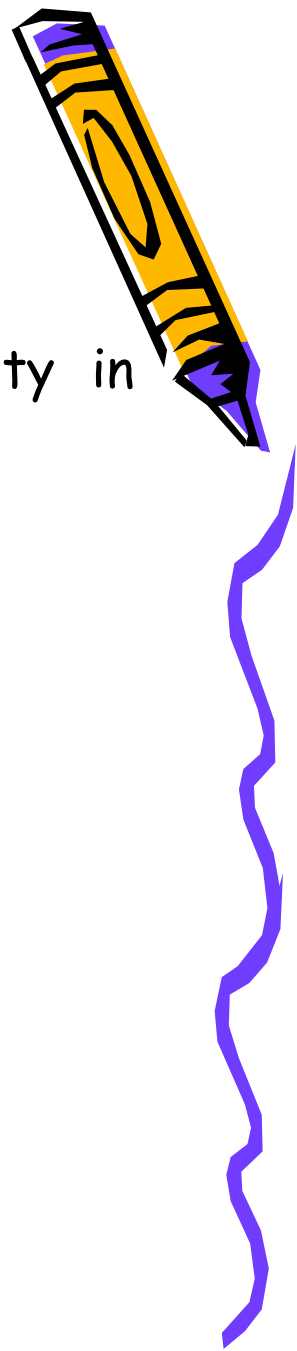
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REMEMBER!

- Quotations are **not** used when you just have difficulty in paraphrasing or just to spend less time and effort.



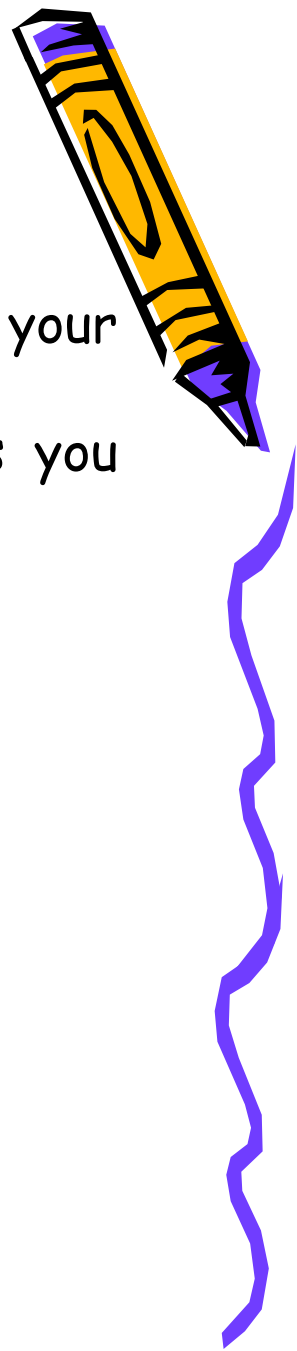
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REMEMBER!

- Quoting authority opinions increases the credibility of your own writing to some extent, but remember that essays you write should be your own - for the most part:
 - Your own language
 - Your own argument
 - Your own inferences
 - Your own conclusions.

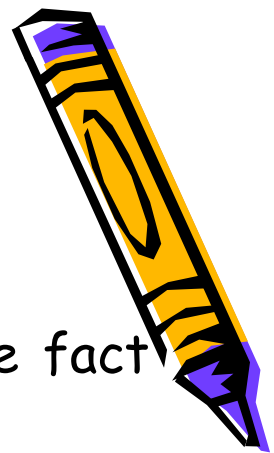


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DIRECT QUOTATION - Guidelines



- 1) Limit the use of direct quotations. Be well aware of the fact that you can summarize and paraphrase information in many instances.

Avoid using direct quotations when you can accurately restate the information in a documented paraphrase.



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DIRECT QUOTATION - Guidelines



2. Link the direct quotations into your essay.

- Quotations should not appear as isolated statements. Integrate a quotation into your text with *a signal* and *an assertion*.
- *A signal* refers to the author's name and/or a reference to the work.
- *An assertion* is a smooth connection (usually verbs) that indicates the relationship of the quotation to your text.



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Notice the signal and the assertion in the following excerpt:

Signal

Assertion

In his "The Atatürk I knew", John F. Kennedy (1963) explains his personal opinion of the great Turkish leader and gives detailed account of Atatürk's rationality and value of others' opinion. The leader's "primary concern was not to tell us what he was thinking but to learn what we thought, to hear the country's various voices" (p. 286). He maintains that after hours of conversation, Atatürk would arrange what had been said, and produce a clear and logical synthesis.

Below you can find some of the verbs which you can make use of while smoothly integrating the information you have borrowed:



REPORTING VERBS

| | | | | |
|-------------|-------------|-------------|------------|-----------|
| acknowledge | claim | criticize | highlight | reason |
| add | comment | declare | illustrate | refute |
| admit | compare | demonstrate | imply | reject |
| affirm | confirm | deny | indicate | respond |
| agree | contend | dispute | insist | show |
| argue | criticize | emphasize | note | state |
| assert | declare | endorse | observe | support |
| believe | demonstrate | explain | point out | underline |

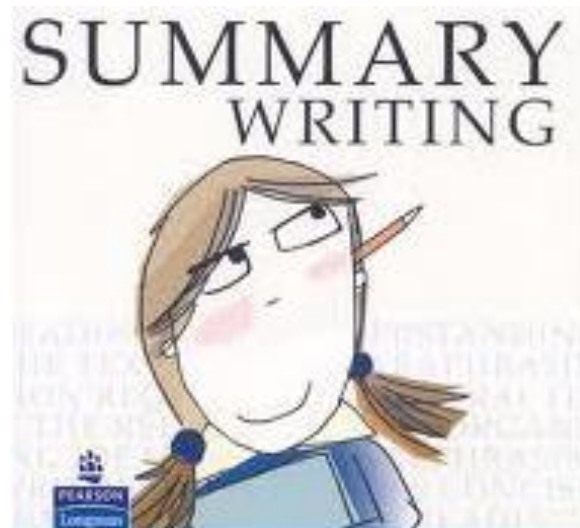


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Summary

- A summary is a shorter version of a longer piece of writing. The summary captures all the most important parts of the original, but expresses them in a [much] shorter space.



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Summary

- Summarizing is a useful skill when gathering information or doing research.



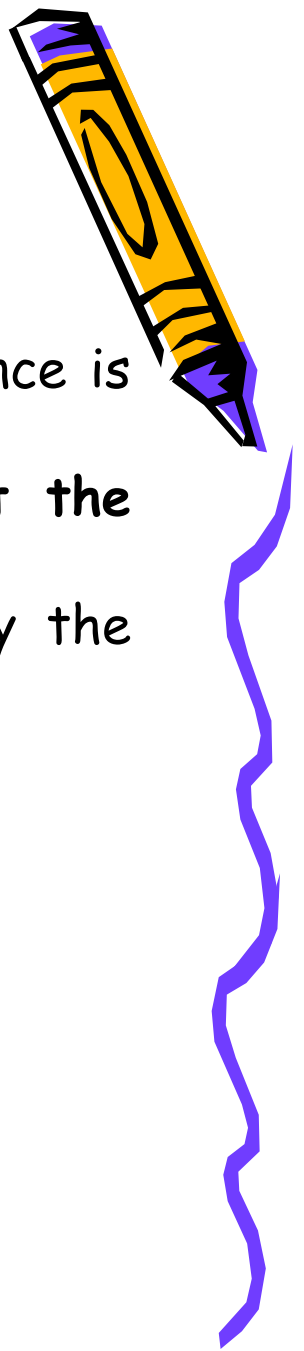
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Summary

- A summary is very similar to a paraphrase. The difference is that while the summary is a **shorter version without the details** of the original, the paraphrase is approximately the same length as the original.

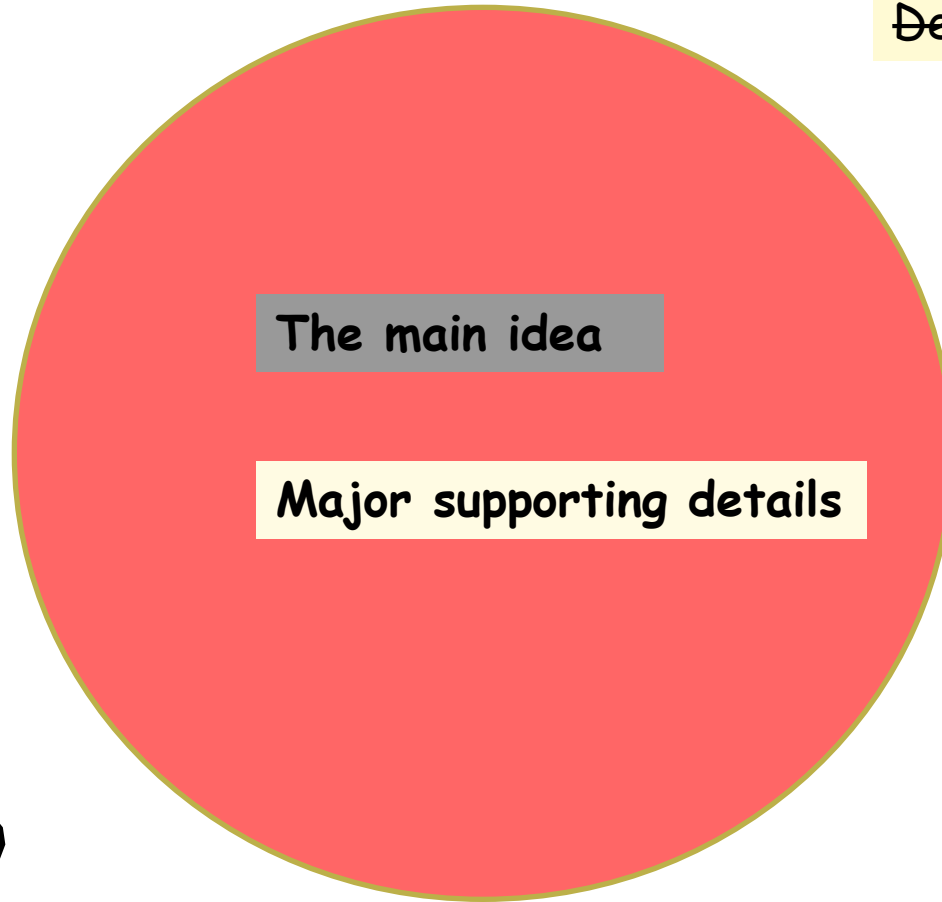


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Summary



Details

Explanations

Examples



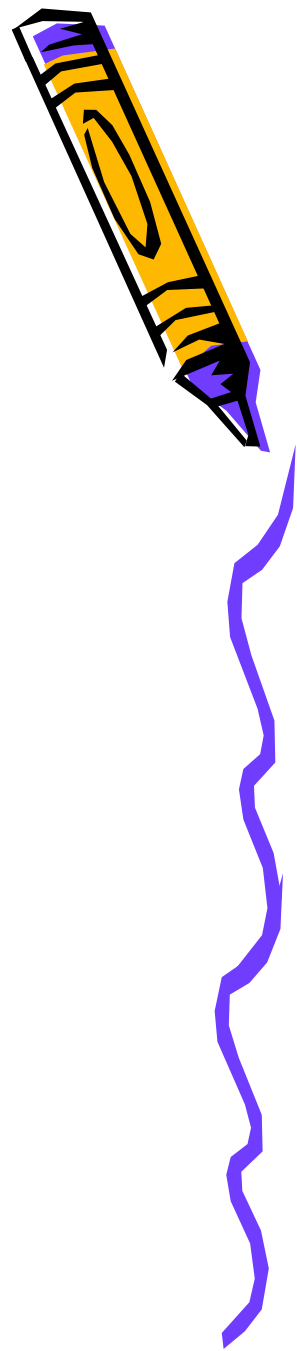
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Summary

- Change the vocabulary and,
- Change the grammar of the original text,
- Give in-text reference.



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SHORT-TEXT SUMMARY



- How to summarize when summarizing a well-organized paragraph:

- Read the source and understand it well.
- Condense the main idea and major supports.
- Exclude the minor supports and concluding sentence(s). Be precise.
- Do not include your comments.
- Paraphrase the original.
- Do not forget to include an in-text reference in your summary.



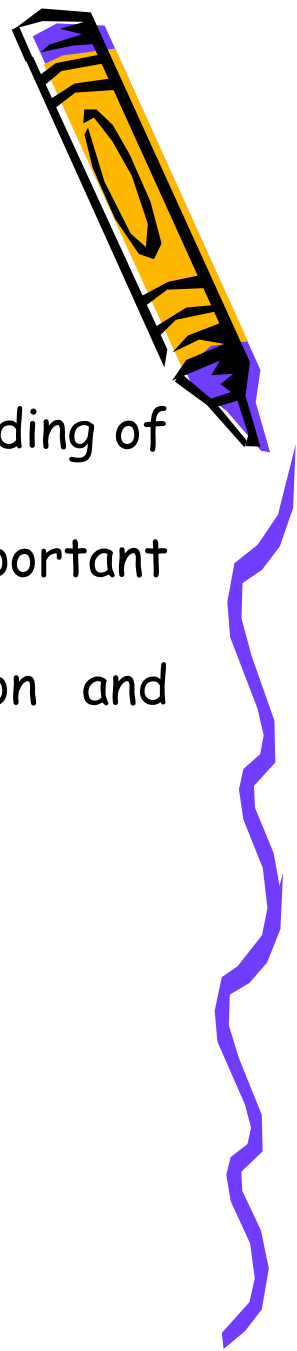
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While summarizing a long text, consider the following steps:

- Read through the entire original text to get an understanding of the whole piece. Reread or underline or **highlight** the important ideas which you can usually find in the introduction and conclusion sections.



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While summarizing a long text, consider the following steps:



- Once you locate the thesis statement, or the main idea, which governs the entire text, you need to locate the topic sentences of all the remaining paragraphs and include them in your summary.
- In a well-organized paragraph, write your summary which includes only the main points essential for the text.



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While summarizing a long text, consider the following steps:

- Keep the author's original sequence of ideas.
- Be sure to include clear transitions among the ideas so that the reader can understand the connections.



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While summarizing a long text, consider the following steps:

- Do not include your comments.
- Paraphrase the original.
- Do not forget to include an in-text reference in your summary.



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Task

- **SAMPLE SUMMARY**

A study carried out by the University of Michigan shows that leadership behavior among managers can be classified into two. The first one is job-centered behavior. Managers of this type keep a close check on the employees in order to control their work. Job-centered managers show no interest in the feeling of their workers so long as these feelings have a negative impact on the work done. The second type is employee-centered behavior. Managers of this type create a feeling of team spirit among their employees and are concerned with their happiness. The study also shows that employee-centered managers are better leaders (Connelly, 2007, p.200).



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