

Skill 6 Citing and Paraphrasing

For most responses on the Direct to TOEFL iBT™, you will use indirect quotes or paraphrase to refer to the author's or the lecturer's points. When you use the words of the author or lecturer, you should cite the author or speaker to let the reader know where the ideas originated.

A direct quote is the author's exact words; it uses quotation marks (“ . . .”). An indirect quote uses a clause, often with *says that*. A paraphrase has the same meaning, but uses different grammatical structures and different vocabulary. Compare these examples.

Original (from the reading):

The costs of maintaining a solar energy system are very low.

Direct quote: The author states, “The costs of maintaining a solar energy system are very low.”

Indirect quote: The author says that the costs of maintaining a solar energy system are very low.

Paraphrase: Solar energy maintenance costs are low.

Tip

Be careful not to simply copy text from the reading passage. Your score will be lowered if you copy.

Tip

When you refer to a reading passage, you can use *author* or *writer*. When you refer to a lecture, you can use words like *speaker*, *lecturer*, or *professor*. You can also use *man* or *woman* (depending on the speaker's gender).

These verbs are useful for citing.

Useful words

assert	describe	report
according to	explain	state
believe	note	say
claim	point out	suggest
confirm	propose	tell
contend	remark	think
deny	remind	warn

Practice

Rewrite the original statement as a direct quote, an indirect quote, and a paraphrase. Use as many different verbs as possible.

1. Original (from the reading): *Parents can inquire about what their children are doing in class.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

2. Original (from the lecture): *Many homeowners simply don't have the financial ability to install solar panels.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

3. Original (from the reading): *Aromatherapy has proven to be a popular form of treatment for both psychological and physical ailments.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

4. Original (from the lecture): *The only effect shown was that lemon oil appears to have a positive effect on mood.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

5. Original (from the reading): *Forest fires can have natural or human causes.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

6. Original (from the lecture): *For these reasons, a modern approach to forest fire management has developed, that recommends fighting only those fires caused by human activity or that threaten places where people live.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

7. Original (from the reading): *Industrial agriculture approaches food production in much the same way a factory approaches the production of manufactured goods.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____

8. Original (from the lecture): *Crop rotation, in addition to maintaining soil health, also helps control pests by interrupting their breeding cycle.*

Direct quote: _____

Indirect quote: _____

Paraphrase: _____