

## Summary, Paraphrase, Analysis

### Summary:

1. Purpose is to present the main idea only.
2. Always shorter than the original
3. All your own words
4. No opinions or judgments; just the author's point(s)

### Paraphrase:

1. Purpose is to clarify complex or jargon-filled passages.
2. Not necessarily shorter
3. All your own words—and sometimes your own order
4. No opinions but could add some clarifying information

### Analysis:

1. Purpose is to find meaning
2. Length is not an issue—usually considerably longer
3. Your own thoughts and words; could use quotes sparingly
4. Judgments required