PARAPHRASE

The goal of a paraphrase is to simplify the language of a text. It presents a rewording of the text that follows the same organization as the original text. It is rare that a paraphrase will be a standalone assignment; often paraphrase is incorporated in a longer work in place of a quote.

SUMMARY

Summaries tell readers WHAT A TEXT SAYS. They identify the most important claims, subclaims, and evidence in a text to offer readers a clear, simplified, version of the author’s argument. Summaries often reorganize the ideas presented in the original text.

ANALYSIS

Analyses tell readers HOW A TEXT WORKS. They examine the choices made by the author (what evidence is used, how the text is organized, what tone or vocabulary, the author relies on) and they offer a theory about why the author made these choices.

CRITIQUE

Critiques tell readers WHY A TEXT WORKS (or doesn’t). They evaluate both the argument and the way it is made and use this evidence to persuade readers that the argument is or is not compelling.

LITERATURE REVIEW

Literature Reviews FOCUS ON TOPICS, NOT TEXTS. They combine summary, analysis, and critique to provide readers with an overview of the scholarly conversation about a topic. Literature Reviews are often designed to highlight an error or gap in previous scholarship that the author of the review will address with their own original research.