Module 2 Unit 4
Summary: Quoting and paraphrasing

Summary

Take a strategic approach to quoting. Use quotes to maximise the impact of your arguments on the reader.

Make sure every quote is working for you. If you cannot justify using a quote in terms of the arguments you are building and supporting, don’t use it.

Never use quotes simply to repeat what you have said, state the obvious or what is generally known, satisfy the word limit or impress the reader.

Find out about the conventions required in your discipline for formatting, presenting and referencing quotes before you start writing. Use these correctly or you will lose marks.