Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

When taking information from a source to include in an answer, whether it’s for a short response question or an essay, a writer must give credit to the original author. This is known as **citing the source**. If a writer does not cite his/her source and tries to pass off someone else’s ideas as his/her own, it is a grievous misconduct known as **plagiarism**.

Ways to Include Details in a Response

There are two ways to include **concrete details** in a response: **direct quotations** and **paraphrasing.**

Direct Quotation: The detail is word for word from the reading; must be placed in quotation marks.

Paraphrase: The writer takes the original information and writes it in his/her own words. Quotation marks are NOT used. Changing one or two words from the original is NOT a paraphrase.

Whether a writer uses a direct quote or paraphrases, he/she MUST cite the source to avoid plagiarism. This can be something as simple as writing *According to Dahl*, or *On page 47 of Harry Potter…*.

Framing a Quote / Paraphrase

When you use a direct quotation or a paraphrase, you need to smoothly **integrate** it into the rest of the paragraph to let your reader know whose words you are quoting. Framing a quotation supplies your reader with the **context** of the quotation and places the quotation into a longer sentence that fits in with the paragraph. Using transitional words and phrases (**Grammar Guide**, pg. 17) like *for example*, *such as*, *according to*, and *for instance* followed by a line or page number is a great way to simply introduce a detail and cite the source at the same time.

**\*SEE “PROVE IT” NOTES**

Good Example

In the short story "The Landlady" by Roald Dahl, the landlady is most certainly deranged. For example, in the beginning of the story, on line 108, Dahl writes "the old girl is slightly dotty...."

Bad Example

The landlady is deranged. “The old girl is slightly dotty...." This proves that the old lady is dotty.

1. Quote: A piece of the text that supports your thesis statement.

* Use quotation marks around the author’s words
* Cite the page #

1. Discuss the quote. Explain what it means in your own words
2. Commentary: Hook it back to your thesis statement. (Angle your discussion of the quote so it supports your thesis.)