

This checklist is designed for teachers who want to train their students in accurate paraphrasing. It highlights the essential criteria for successful paraphrasing and the most common errors learners make.

■ Criteria for Accurate Paraphrasing:

1. Vocabulary Change: Replace key words with synonyms or alternative expressions without losing meaning.
2. Structural Change: Alter the grammatical structure of the sentence (active/passive, clause reordering, etc.).
3. Meaning Preservation: Ensure the paraphrase conveys exactly the same idea as the original sentence.
4. Coherence: The paraphrased sentence must fit logically within the paragraph or discourse.
5. Academic Style: Use formal and appropriate register when necessary (especially for IELTS and academic writing).

■■ Common Errors to Avoid:

1. Word-for-Word Substitution: Merely changing individual words without adjusting the structure.
2. Incorrect Synonyms: Using a synonym that alters or distorts the original meaning.
3. Grammatical Errors: Producing incorrect sentences after changing the structure.
4. Semantic Shift: Changing the original idea or emphasis of the sentence.
5. Overcomplication: Making the paraphrased version too complex or unnatural.

■ Teacher Tip:

Use this checklist in class by giving students short sentences and asking them to paraphrase while checking each criterion. Encourage peer review using the same list.