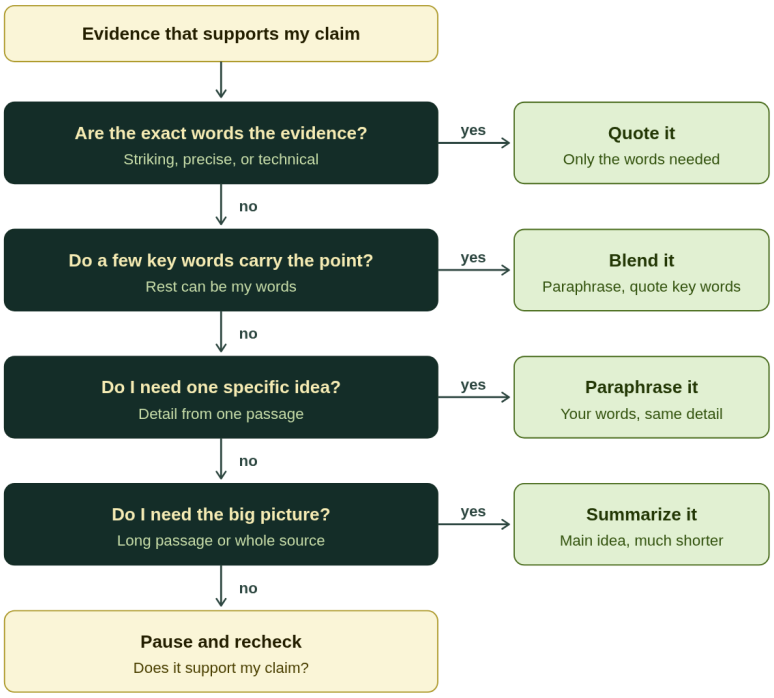
lilyPD
Grab-N-Go

Quote, Paraphrase, or Summarize Decision Tree

Task: Use the decision tree to determine whether to quote, paraphrase, or summarize.

Decision Tree



Self-Checks

Before you quote

Could I paraphrase it and lose nothing?
Did I quote only the words that matter?

Before you blend

Is the sentence still mostly my own?
Are the quoted words short and exact?

Before you paraphrase

Did I change more than a few words?
Is the author's meaning unchanged?

Before you summarize

Is it much shorter than the original?
Does it leave out my own opinion?

Every time

Did I cite the source, and explain how this evidence supports my claim?

Grab-N-Go © 2026