**4 Steps for Using Sources**

**Steps**

- **"Signal"**
  Signal that source material is about to be used.

- **"Provide"**
  Provide the source material.

- **"Translate"**
  Translate the source material if necessary.

- **"Explain"**
  Explain how the source material supports your main idea.

**Example**

When asked by a parent about the plans the administration had to improve the school's teaching methods, Principal Smith responded, "We're gravitating away from the conventional teacher-talks-student-listens approach to a more student-centered approach where the teacher is given the autonomy to select the method for delivering instruction" (Binkley 24). In other words, the school is moving from the traditional form of education-lecturing to a form which allows teachers more freedom in choosing how they want to teach and gets students involved in the lesson. Teachers can benefit from this freedom because it will allow them to adjust their teachings to meet the needs of their students. Students can also benefit because the lesson taught by their teachers will be focused on encouraging student to participate in the learning process.

**You could...**

- Make a reference to the Author/Work, or
- Give the context of the source material.

- Summarize - Restate the main ideas of an entire work, or a large section work, in a shorter passage of your own work.
- Paraphrase - Restate the main ideas of a small section of work into a passage of your own words that is relatively the same size as the original.
- Quote - Repeat the author's exact words within quotation marks.
*Remember to use appropriate citation.

- Say, "That means...," or, "In other words..." Then restate the source material in your own words
- Provide an explanation for key terms or ideas in the source material.

- Write a few sentences that answer the following questions:
  - Why did you use this?
  - How does this fit into your argument?
  - How does this support your main idea or thesis statement?
  - What point does the source material prove?