

# Shesman's Steps to Avoid Plagiarism:

1. READ carefully – CONCENTRATE– you cannot be talking at the same time! (Or texting, on Facebook, watching TV, etc...)
2. THINK – about what you are reading! Stop to process it – make sure you understand it. If you don't understand it – break it into smaller chunks, read it again, look up a word you don't know, ask a friend or teacher. IF you aren't understanding most of it – consider getting another source that is more on your reading level.
3. COVER UP the original and jot down the facts that you've learned in your own words. It is much harder to plagiarize if you aren't even looking at the original. If you forget something (a date, name, etc...) look back for a second and then cover it up again.
4. YOUR VERSION – should not necessarily go in the same order as the original, include every fact that was in the original, or have the same sentence structure as the original.
5. YOU CAN use words you didn't know before reading as long as you explain what they mean. (Ex: A wind turbine has three parts – the tower, the nacelle, and the blades. You can use the term "nacelle" as long as you include a sentence like this: The nacelle is the casing that holds the working parts of the turbine.)
6. YOU CAN also state simple, commonly known facts in the exact words of the original – however, try to word them your own way if possible. (Ex: Barack Obama was born on August 4, 1961.)
7. EVENTUALLY – you will work toward taking notes this way from several sources and then writing your paper or completing your project directly from your notes. You will consolidate all your notes to come up with your own completely original version of the facts!

