

job review summary examples Ebook

Job review summary examples play a vital role in helping employees, managers, and HR professionals understand workplace dynamics, employee satisfaction, and areas for improvement. Crafting an effective job review summary not only provides clarity on individual performance but also contributes to organizational growth by highlighting strengths and identifying opportunities for development. In this comprehensive guide, we will explore various examples of job review summaries, discuss best practices for writing impactful summaries, and provide templates to help you create compelling evaluations that support professional growth and organizational success.

Understanding the Purpose of Job Review Summaries

Before diving into specific examples, it's important to understand why job review summaries are essential in the workplace.

Key Objectives of Job Review Summaries

- Provide a clear overview of an employee's performance over a specific period.
- Highlight achievements, strengths, and contributions.
- Identify areas for improvement and development.
- Align individual goals with organizational objectives.
- Support decisions related to promotions, raises, or training needs.

A well-constructed review summary ensures that feedback is balanced, constructive, and actionable. It fosters open communication and helps motivate employees to reach their full potential.

Common Components of Job Review Summaries

Effective job review summaries typically include the following elements:

1. Introduction

- Brief overview of the review period.
- Purpose of the review.

2. Performance Highlights

- Key achievements.
- Notable contributions.
- Successful projects or initiatives.

3. Strengths

- Skills and qualities demonstrated.
- Positive behaviors and attitudes.

4. Areas for Improvement

- Challenges faced.
- Specific skills or behaviors needing development.

5. Goals and Recommendations

- Short-term and long-term objectives.
- Suggested training or support.
- Next steps for growth.

Examples of Job Review Summary Statements

Below are curated examples illustrating how different job roles and performance levels can be summarized effectively.

Example 1: Customer Service Representative

Review Period: January 2023 ? June 2023

Summary: Jane has consistently demonstrated excellent customer service skills, maintaining a 95% customer satisfaction rating. She effectively resolves issues with professionalism and empathy, contributing to positive client feedback. Her ability to handle high call volumes with patience and efficiency has been commendable. Moving forward, Jane is encouraged to develop her upselling techniques to increase revenue opportunities.

Example 2: Software Developer

Review Period: March 2023 ? August 2023

Summary: John successfully led the development of the new mobile app feature, which received positive user feedback and increased app engagement by 20%. He exhibits strong coding skills and collaborates well within the team. To enhance his growth, John should focus on improving his project management skills and participating in leadership training opportunities.

Example 3: Marketing Manager

Review Period: April 2023 ? September 2023

Summary: Sarah has developed and executed a comprehensive digital marketing campaign that resulted in a 30% increase in online sales. She demonstrates strategic thinking, creativity, and effective team leadership. To further advance, Sarah should work on data analysis skills to better measure campaign ROI and optimize future initiatives.

Example 4: Administrative Assistant

Review Period: June 2023 ? December 2023

Summary: Michael has shown reliability and organizational skills, managing schedules and correspondence efficiently. His attention to detail has minimized errors in reports and documentation. For continued growth, Michael is encouraged to enhance his proficiency with new office management software and take on additional responsibilities to prepare for supervisory roles.

Best Practices for Writing Effective Job Review Summaries

Creating impactful review summaries requires a thoughtful approach. Here are some key practices:

1. Be Specific and Evidence-Based

- Use concrete examples to illustrate points.
- Quantify achievements where possible (e.g., sales increased by 15%).

2. Maintain Balance

- Highlight strengths alongside areas for improvement.
- Use positive language to motivate rather than discourage.

3. Be Clear and Concise

- Avoid jargon or vague statements.
- Focus on relevant information to keep the summary focused.

4. Align with Organizational Goals

- Connect individual performance with company objectives.
- Emphasize contributions to team or organizational success.

5. Set Actionable Goals

- Define specific, measurable, achievable, relevant, and time-bound (SMART) objectives.
- Provide recommendations for development opportunities.

Templates for Job Review Summaries

To streamline the process, here are versatile templates you can adapt for different roles.

Template 1: General Job Review Summary

Employee Name: _____

Position: _____

Review Period: _____

Performance Highlights:

- _____
- _____
- _____

Strengths:

- _____
- _____

Areas for Improvement:

- _____
- _____

Goals and Recommendations:

- _____
- _____

Overall Comments: _____

Template 2: Role-Specific Job Review Summary

Employee Name: _____

Position: _____

Review Period: _____

Performance Summary:

The employee has demonstrated [insert role-specific strengths, e.g., technical expertise, leadership, creativity], contributing to [specific achievements].

Key Achievements:

- _____
- _____

Development Areas:

- _____
- _____

Next Steps:

- Set measurable goals for the next period.
- Identify training or mentorship opportunities.

Final Comments: _____

Conclusion

Effective job review summary examples serve as valuable tools for fostering communication, recognizing achievements, and guiding professional development. By adhering to best practices and utilizing structured templates, managers and HR professionals can craft summaries that motivate employees, align individual efforts with organizational strategies, and promote continuous improvement. Remember, the goal of a job review summary is not only to evaluate but also to inspire growth and engagement within the workplace.

Implementing well-written, balanced, and specific reviews creates a positive cycle of feedback that benefits both employees and the organization. Use the examples and templates provided to develop your own impactful review summaries that support a thriving, productive work environment.

Job review summary examples are essential tools for both employees and employers to evaluate, reflect on, and communicate performance and workplace experiences effectively. These summaries serve as concise yet comprehensive snapshots of an individual's contributions, strengths, areas for improvement, and overall job satisfaction. Well-crafted job review summaries can foster transparency, motivate employees, guide professional development, and enhance organizational culture. Whether used in formal performance appraisals, LinkedIn recommendations, or internal feedback reports, having exemplary examples at hand can help shape impactful and constructive evaluations.

In this article, we'll explore various job review summary examples, analyze their structure, highlight their key features, and discuss how to craft effective summaries tailored to different contexts. By the end, you'll have a clearer understanding of how to write compelling job review summaries that convey meaningful insights and foster growth.

Understanding the Purpose of Job Review Summaries

Before diving into examples, it's vital to grasp why job review summaries matter. They serve multiple functions, including:

- Performance Evaluation: Providing a snapshot of employee achievements and challenges.
- Feedback Mechanism: Offering constructive criticism and recognition.
- Career Development: Identifying strengths and opportunities for growth.
- Documentation: Maintaining records for HR processes or future references.
- Motivation: Recognizing contributions to boost morale.

A well-structured review summary balances objective data with qualitative insights, offering a holistic view of an employee's performance.

Key Components of Effective Job Review Summaries

Before examining specific examples, it's helpful to understand the typical elements included in a good job review summary:

- Introduction

- Brief overview of the employee's role and tenure.
- Context setting for the review period.

- Performance Highlights

- Major accomplishments.
- Skills demonstrated.
- Goals achieved.

- Areas for Improvement

- Challenges faced.
- Development opportunities.

- Overall Evaluation

- Summary judgment on performance.
- Recommendations or future goals.

- Closing Remarks

- Encouragement or motivational comments.
- Next steps or follow-up actions.

Features to consider:

- Clarity and conciseness.
- Use of specific examples.
- Balanced tone?honest yet respectful.
- Actionable insights.

Sample Job Review Summary Examples

Below are several examples of job review summaries tailored for different roles and contexts. These samples illustrate how to incorporate the key components effectively.

Example 1: Customer Service Representative

John has been a dedicated Customer Service Representative for the past two years. During this review period, he consistently demonstrated exceptional communication skills and a strong commitment to resolving customer issues efficiently.

Performance Highlights:

- Resolved an average of 50+ customer inquiries daily, maintaining a 95% satisfaction rate.
- Developed a new FAQ resource that reduced call times by 15%.
- Recognized twice as Employee of the Month for outstanding service.

Areas for Improvement:

- Needs to improve handling difficult customer interactions by employing more de-escalation techniques.
- Could benefit from additional training in CRM software to streamline data entry.

Overall Evaluation:

John's positive attitude and problem-solving skills significantly contribute to the team's success. With targeted training on conflict resolution, he can elevate his performance further.

Next Steps:

- Enroll in conflict management workshops.
- Set monthly goals for reducing call handling times.

Pros:

- Specific metrics and examples.
- Balanced praise and suggestions.
- Clear development plan.

Cons:

- Slightly lacks mention of teamwork or collaboration skills.

Example 2: Software Developer

Emily has been a key member of the software development team for over three years. Her technical expertise and proactive approach have driven several successful projects.

Performance Highlights:

- Led the development of the new mobile app, resulting in a 20% increase in user engagement.
- Consistently writes clean, efficient code, with minimal bugs reported.
- Mentored junior developers, fostering a collaborative team environment.

Areas for Improvement:

- Needs to improve time management to meet tight project deadlines.
- Should engage more in cross-departmental communication to better understand client needs.

Overall Evaluation:

Emily's technical skills and leadership qualities are assets to the organization. Focused efforts on improving project planning will enhance her overall performance.

Next Steps:

- Attend time management and project planning workshops.
- Participate in client meetings to gain broader insights.

Features:

- Emphasizes leadership and technical skills.
- Provides actionable next steps.
- Recognizes mentorship role.

Example 3: Sales Manager

Mark has successfully managed the sales team for the past year, exceeding targets and fostering a motivating environment.

Performance Highlights:

- Achieved 110% of quarterly sales goals consistently.
- Implemented new training programs that increased team productivity.
- Built strong relationships with key clients, leading to repeat business.

Areas for Improvement:

- Needs to delegate more to avoid burnout.
- Should focus on data analysis to identify emerging market trends.

Overall Evaluation:

Mark's strategic approach and leadership have yielded measurable results. Developing delegation skills and analytical capabilities will further strengthen his management effectiveness.

Next Steps:

- Attend leadership development courses.
- Schedule regular data review sessions with the team.

Features:

- Quantitative achievements.
- Emphasis on leadership development.
- Clear future focus.

Tips for Writing Effective Job Review Summaries

Creating impactful review summaries involves more than listing achievements. Here are some best practices:

- Be Specific: Use concrete examples and measurable results.
- Maintain Balance: Highlight strengths and acknowledge areas for growth.
- Use a Professional Tone: Respectful and constructive language encourages improvement.
- Align with Goals: Connect feedback to organizational or personal objectives.
- Be Forward-Looking: Suggest next steps or development opportunities.

Conclusion

Job review summary examples serve as vital tools for fostering employee development, recognizing achievements, and guiding organizational growth. Well-crafted summaries combine clear structure, specific examples, balanced feedback, and actionable recommendations. Whether you are a manager preparing performance evaluations or an employee seeking to understand how to communicate your contributions, studying effective review examples can significantly enhance the quality of feedback.

By understanding the key components and features of impactful summaries, you can tailor your reviews to be more meaningful and motivating. Remember, the ultimate goal of a job review summary is not just to evaluate but to inspire continuous improvement and professional excellence.

In summary, leveraging well-designed job review summaries helps build a culture of transparency, accountability, and growth. Use the examples and tips provided to craft your own compelling evaluations that recognize achievements, identify opportunities, and set the stage for future success.

Question What are some key components to include in a job review summary example? A comprehensive job review summary should include employee achievements, skills demonstrated, areas for improvement, overall performance rating, and future development goals. How can I make my job review summary more impactful? Use specific examples and measurable outcomes to

highlight accomplishments, maintain a professional tone, and focus on both strengths and opportunities for growth. What are some common mistakes to avoid in a job review summary? Avoid vague language, excessive negativity, lack of supporting details, and failing to balance positive feedback with constructive criticism. Can you provide a sample job review summary for a sales associate? Certainly! 'Jane consistently exceeded her sales targets by an average of 15% over the past quarter, demonstrating excellent customer service skills and deep product knowledge. She showed strong teamwork and is encouraged to develop her leadership abilities further.' How should I tailor a job review summary for a managerial role? Focus on leadership qualities, team management, strategic contributions, achievement of business goals, and initiatives led. Highlight how the manager has driven team performance and organizational success. What is the benefit of using a template for job review summaries? Templates ensure consistency, save time, and help cover all important aspects of performance, making the review process more efficient and professional. How often should job review summaries be updated and reviewed? Typically, job review summaries are updated annually or biannually, but ongoing feedback should be provided regularly to support continuous improvement and engagement.

Related keywords: job feedback samples, performance review templates, employee evaluation examples, work performance summary, professional review snippets, staff appraisal samples, employee feedback templates, work review comments, performance assessment examples, job performance summaries

Newspaper article summary template

Newspaper Article Summary Template

Newspaper Article Summary Template: Crafting Clear and Concise Summaries

newspaper article summary template is an essential tool for anyone looking to distill

complex news stories into clear, digestible formats. Whether you're a student, journalist,

or content creator, mastering the art of summarizing newspaper articles can save time

and enhance understanding while maintaining the core message of the original piece. In

this article, we'll explore how to create an effective newspaper article summary template,

discuss key elements to include, and share practical tips to make your summaries both engaging and informative.

Why Use a Newspaper Article Summary Template?

Summarizing news articles isn't just about shortening text; it's about capturing the essence without losing critical information. A structured newspaper article summary template helps organize thoughts, ensures consistency, and improves comprehension. By using a template, you can quickly identify the main points, supporting details, and overall significance of the article.

Templates also come in handy for educators assigning summary tasks or professionals who need to synthesize news for reports or presentations. They promote clarity and prevent information overload, making complex news stories accessible to wider audiences.

Key Components of an Effective Newspaper Article Summary

Template

When designing or using a newspaper article summary template, certain elements are crucial to cover the story adequately:

1. Headline and Byline

Start your summary by noting the original headline and the author's name. This anchors the summary to the source and provides context for readers.

2. Publication Details

Including the publication date and newspaper name helps establish the timeliness and

reliability of the article.

3. Main Idea or Thesis

Identify the central theme or the primary argument of the article. This is often found in the lead paragraph and sets the tone for the summary.

4. Supporting Points

Highlight key facts, statistics, quotes, or examples that support the main idea. These details flesh out the summary and give readers a clearer understanding without reading the full article.

5. Conclusion or Implications

Summarize the article's concluding remarks or the broader implications of the news story. This helps readers grasp the significance of the information.

Creating Your Newspaper Article Summary Template

A simple yet flexible template can make the summarization process smoother. Here's an example structure you might use or adapt according to your needs:

Article Title: _____

1.

Author: _____

2.

Publication: _____

3.

Date: _____

4.

Main Idea: _____

5.

Supporting Details: _____

6.

Important Quotes: _____

7.

Conclusion/Implications: _____

8.

This template encourages a thorough yet concise approach, allowing you to capture essential information without overwhelming the summary with unnecessary details.

Tips for Writing an Engaging Newspaper Article Summary

Writing a summary that is both accurate and engaging requires a bit of finesse. Here are some tips to elevate your newspaper article summaries:

Focus on Clarity and Brevity

Avoid adding personal opinions or extraneous information. Stick to the facts presented in the article and express them clearly and succinctly.

Use Your Own Words

Paraphrasing demonstrates understanding and helps avoid plagiarism. While maintaining the original meaning, try to rewrite sentences in a fresh, accessible way.

Highlight the Most Relevant Information

Not every detail deserves equal attention. Prioritize points that contribute significantly to the article's main message or help explain its context.

Maintain Logical Flow

Arrange your summary logically, usually starting with the main idea, followed by supporting details, and ending with the conclusion. This makes the summary easier to follow.

Include Key Terms and Vocabulary

Incorporate important keywords or phrases from the article to keep the summary connected to the original content. This also benefits SEO if you're publishing online.

Common Mistakes to Avoid When Using a Newspaper Article

Summary Template

Even with a great template, certain pitfalls can compromise the quality of your summary:

Overloading with Details: Including too many facts can overwhelm readers. Stick

1.
to the essentials.

Adding Personal Opinions: A summary should be objective and neutral.

2.

Misrepresenting the Original Message: Ensure your paraphrasing accurately

3.

reflects the author's intent.

Ignoring Context: Sometimes background information is necessary to understand

4.

the article's importance.

Poor Grammar and Spelling: Errors can distract and reduce credibility.

5.

Being mindful of these common errors will improve the effectiveness of your newspaper article summaries.

Adapting Newspaper Article Summary Templates for Different Uses

Newspaper article summaries are versatile and can be tailored for various audiences and purposes. For example:

Academic Settings

Students often use summaries for book reports or research assignments. Here, a more formal tone and citation details are important.

Journalistic Work

Reporters might use summaries to quickly brief editors or readers. In this context, brevity and accuracy are paramount.

Business and Marketing

Companies may summarize news for internal newsletters or external communications.

Highlighting industry-relevant points and implications helps keep stakeholders informed.

Digital Content Creation

Bloggers and content writers can transform news summaries into engaging posts.

Incorporating SEO strategies and keywords related to current events enhances visibility.

Leveraging Technology to Streamline Summary Writing

With advancements in artificial intelligence and natural language processing, several tools can assist in generating newspaper article summaries. Software like summarizers and content analyzers can quickly identify key points, saving time and effort.

However, it's important to review and refine AI-generated summaries to ensure they maintain the nuance and accuracy of the original article. Using a newspaper article summary template alongside technology can provide the best of both worlds: efficiency with human insight.

Mastering a newspaper article summary template is a valuable skill that helps you communicate news effectively and efficiently. By understanding the core components, avoiding common mistakes, and tailoring your approach to your audience, you can create summaries that inform, engage, and resonate. Whether you're summarizing breaking news or in-depth reports, a well-crafted summary is your gateway to clearer understanding and better communication.

Question

Answer

What is a newspaper article

summary template?

A newspaper article summary template is a structured format designed to help readers or students condense the main points of a newspaper article into a brief, clear summary.

Why is using a newspaper article

summary template beneficial?

Using a summary template helps organize key information such as the who, what, when, where, why, and how, making it easier to understand and remember the article's main ideas.

What are the essential

components included in a

newspaper article summary

template?

Essential components typically include the

headline, author, date, main idea, key details, and the article's conclusion or impact.

How can I create an effective

newspaper article summary using

a template?

To create an effective summary, read the article thoroughly, identify the main points, fill out the template sections accurately, and write concise sentences that capture the essence of the article.

Are there printable newspaper

article summary templates

available online?

Yes, many educational websites and teaching resources offer free, printable newspaper article summary templates in various formats such as PDF and Word.

Can a newspaper article summary

template be used for different

types of articles?

Yes, while templates are often designed for news articles, they can be adapted to summarize opinion pieces, features, or editorials by focusing on relevant components.

How does a newspaper article

summary template help students

improve reading comprehension?

By guiding students to identify and summarize key

information, the template enhances critical

thinking, attention to detail, and the ability to

extract main ideas from texts.

What is the difference between a

newspaper article summary

template and a general summary

template?

A newspaper article summary template is tailored

to journalistic writing with specific fields like

headline and source, whereas a general summary

template may be more flexible and less structured.

Can digital tools integrate

newspaper article summary

templates for easier use?

Yes, many digital platforms and apps allow users to

fill out and save summary templates electronically,

making it easier to organize and share summaries.

Where can teachers find resources

to teach students how to use

newspaper article summary

templates?

Teachers can find resources on educational

websites, teaching blogs, curriculum guides, and

platforms like Teachers Pay Teachers that offer

lesson plans and printable templates.

Newspaper Article Summary Template: A Professional Guide to Effective Summarization

newspaper article summary template serves as an essential tool for journalists,

students, educators, and professionals who regularly engage with news content.

Summarizing a newspaper article requires grasping its core elements while maintaining

brevity and clarity. The template functions not only as a structural guide but also as a

method to enhance comprehension and communication of news stories. This article

explores the intricacies of newspaper article summary templates, analyzing their

components, benefits, and best practices, while integrating relevant keywords such as

news summary format, article synopsis outline, and journalistic summary framework.

Understanding the Importance of a Newspaper Article Summary

Template

In an age flooded with information, the ability to distill complex news stories into concise

formats is invaluable. The newspaper article summary template offers a standardized

approach to condensing articles without compromising the integrity or critical details of the original piece. It streamlines the process, making it easier for readers to grasp essential facts quickly. This template is particularly useful in academic settings, newsroom environments, and media monitoring services where time efficiency and accuracy are paramount.

A well-crafted summary template focuses on key journalistic elements such as the headline, lead, main body points, and conclusion. These components help keep the summary focused on the who, what, when, where, why, and how of the news story. Incorporating these elements in a structured way ensures that the summary is comprehensive yet succinct.

Core Elements of a Newspaper Article Summary Template

At its core, an effective newspaper article summary template includes several critical sections:

Headline: Captures the essence of the article in a brief phrase or sentence.

1.

Byline: Identifies the author and publication date, anchoring the summary in its

2.

original context.

Lead Sentence: Condenses the article's primary message or most important fact.

3.

Main Points: Summarizes key arguments, events, or data presented in the article.

4.

Supporting Details: Includes relevant statistics, quotes, or examples that

5.

reinforce the main points.

Conclusion: Reflects any final remarks or implications offered by the article.

6.

This structure helps maintain fidelity to the original content while enabling a quick overview, which is essential for editors, researchers, and readers alike.

Comparative Analysis: Newspaper Article Summary Templates

vs. Other Summary Formats

While the newspaper article summary template shares similarities with general summary formats, it is tailored specifically to the conventions of journalistic writing. Unlike academic abstracts or executive summaries, which may delve more deeply into analysis or recommendations, newspaper article summaries prioritize clarity and objectivity. The news summary format is designed to present facts neutrally, avoiding subjective interpretation or editorializing.

Moreover, the newspaper article summary template is often more concise than other summary types, reflecting the fast-paced nature of news consumption. Typical summaries range from a single paragraph to a few hundred words depending on the publication's

style guide. This contrasts with academic summaries, which might extend longer to cover methodology or theoretical frameworks.

In terms of SEO optimization, employing a newspaper article summary template can enhance content discoverability by integrating relevant keywords naturally. For example, phrases like "news story synopsis," "journalistic summary format," and "concise news overview" can be woven into summaries without disrupting readability. This approach benefits digital news outlets and bloggers aiming to improve search engine rankings while maintaining professional standards.

Features That Make a Newspaper Article Summary Template Effective

An effective newspaper article summary template is characterized by several key features:

Clarity: The summary must be easy to understand, avoiding jargon unless

1.
necessary for context.

Accuracy: All information should reflect the original article without distortion or

2.
omission of critical details.

Conciseness: Summaries should be brief yet informative, capturing the essence

3.
without unnecessary elaboration.

Neutral Tone: Maintaining objectivity ensures the summary remains factual and

4.

impartial.

Logical Flow: Information should be organized coherently, typically following the

5.

order of the original article.

These characteristics not only improve reader comprehension but also align with journalistic ethics and best practices.

Implementing Newspaper Article Summary Templates in

Professional Settings

Many professionals rely on newspaper article summary templates to manage the overwhelming volume of news content. Editors use them to decide which stories merit full publication or further investigation. Media analysts employ such summaries to track trends and public sentiment. Educators incorporate them into curricula to teach critical reading and writing skills.

Digital platforms also benefit from standardized summary templates. News aggregators, for instance, present condensed versions of articles to users, enabling efficient content browsing. Using a consistent template ensures uniformity across diverse sources, improving user experience.

Pros and Cons of Using a Newspaper Article Summary Template

Pros:

1.

Enhances speed and efficiency in processing news content.

1.

Promotes consistency and standardization across summaries.

2.

Facilitates easier comparison between multiple articles.

3.

Supports SEO efforts by naturally including relevant keywords.

4.

Cons:

2.

May oversimplify complex stories or omit nuanced perspectives.

1.

Risk of losing the original article's tone or style.

2.

Relies on the summarizer's skill to avoid bias or misinterpretation.

3.

Balancing these advantages and drawbacks is essential. Tailoring the template to specific contexts or audiences can mitigate potential downsides.

Best Practices for Crafting Newspaper Article Summaries Using

Templates

To maximize the effectiveness of a newspaper article summary template, practitioners should consider several best practices:

Read the Entire Article Thoroughly: A complete understanding of the content

1.
prevents misrepresentation.

Identify Key Messages: Focus on the article's main ideas and essential facts.

2.

Maintain Objectivity: Refrain from inserting personal opinions or editorial bias.

3.

Use Clear and Concise Language: Opt for straightforward wording that conveys

4.
meaning efficiently.

Incorporate Relevant Keywords Naturally: Enhance SEO without compromising

5.
readability.

Review and Edit: Ensure accuracy, grammatical correctness, and adherence to

6.
the template.

Employing these steps helps produce summaries that are both informative and engaging,

serving the dual purpose of reader comprehension and digital visibility.

Newspaper article summary templates remain a cornerstone of journalistic practice and information management. Their structured approach to condensing news stories enables clearer communication and supports various professional needs. As media consumption continues to evolve in the digital era, the role of effective summarization frameworks will only grow more significant in ensuring that audiences can navigate news efficiently and accurately.

newspaper summary format, article summary template, news article outline, newspaper report template, news summary worksheet, article summary example, newspaper article analysis, news summary format, newspaper writing template, article summary structure

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