Article Outline and Research Templates

Five article structures with worked examples and reusable planning pages. Use this toolkit to decide what your article needs to do, organise the evidence behind it and prepare a draft that follows a clear sequence.

What you can build

• A practical how-to that takes a reader through a task.

• An explainer that makes a process or idea understandable.

• An opinion article that supports a specific argument.

• A profile built around a person, scene and meaningful change.

• A reported feature that connects individual experience with a wider question.

What is included

Each structure has one worked guide and one reusable planner. Additional pages cover a research brief, source records, source checking, a claims and evidence map, headline development, paragraph planning and a final structure review.

Use the format that fits your work

Print this PDF for handwriting. Edit the DOCX to type into the same worksheets and duplicate the pages you need. The plain-text edition contains the full guidance and fields for use in your preferred writing app. The PDF is printable, not an interactive form.

Edition 1.0 | English | Individual writing and client projects

All worked examples in this toolkit are fictional teaching examples. The people, places, quotations and events are invented and are not material for publication as reporting.

How to article

Help a reader complete a defined task and recognise whether it worked.

Worked structure

Fictional worked outline: setting up a small book swap at a community meeting.

Open with the outcome Describe the finished swap: a labelled table where attendees can leave or take a book. Define the small event this guide covers.

State the starting conditions Confirm permission to use the table, an agreed time window and who will remove unclaimed books. List only materials the task actually needs.

Put actions in dependency order Choose a location, set the exchange rules, label the table, announce the swap, then check the table during the event. Each step produces the input for the next.

Show a decision point If space is tight, accept only a small number of books per person. Explain the reason so the reader can adapt the rule rather than copy it blindly.

Handle a predictable problem Explain what to do with unsuitable or damaged items and who makes that call. Avoid promising that every donated book will find a new owner.

End with a completion check The table is cleared, leftover books have an agreed destination and the organiser has recorded what to change next time.

Ask someone unfamiliar with the task to follow your outline. A missing prerequisite, unclear action or untestable finish is a structural problem to fix before polishing sentences.

REUSABLE WORKSHEET 1 OF 5

How to article planner

Working title _____ Date _____

Reader and starting point

Who is doing this, what can they already do and what do they have available?

Finished result

Describe the outcome the reader can check. State the scope and any prerequisite.

Steps in order

List up to six actions. Put each prerequisite before the action that needs it.

Decision or variation

Where will the reader need to choose? State the condition and the reason.

Common snag and recovery

Describe a likely obstacle and an appropriate next action.

Completion check

What observable result shows the task is finished?