

Grammar revision

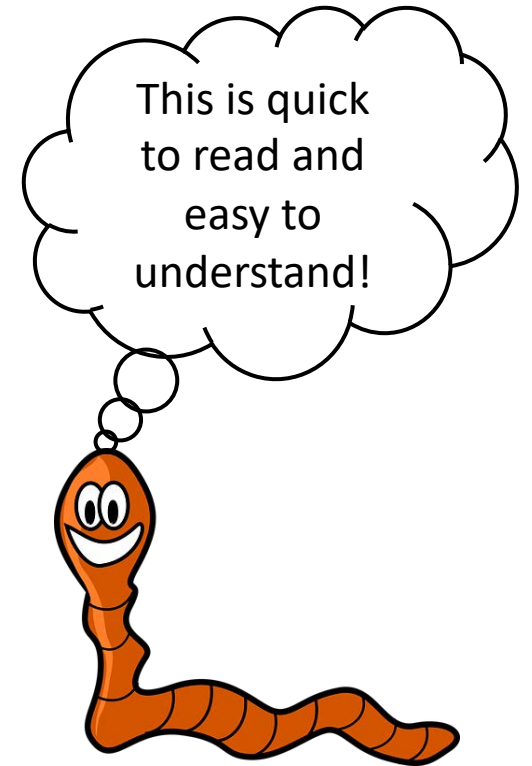
Bullet points

Bullet Points

Bullet points help to give information in a **clear** and **concise** way.

Bullet points are useful for:

- *making lists*
- *drawing a reader's eye to key points*
- *organising information concisely*
- *listing when the order is not important.*



Colons introduce a bullet pointed list

Ingredients: ← A colon indicates that the list is coming.

- *350g plain flour, plus extra for rolling out*
- *1 tsp bicarbonate of soda*
- *2 tsp ground ginger*
- *1 tsp ground cinnamon*
- *125g butter*
- *175g light soft brown sugar*
- *1 free-range egg*
- *4 tbsp golden syrup*

Bullets show each separate item or point.

The list is introduced by a word, phrase or sentence – a bit like a title.

Each new item is listed on a new line with a **bullet point**.



Bullet Points

If the bullets are not complete sentences, we do not usually use sentence punctuation.

Tips for winning:

- *reading carefully*
- *checking oven is on*
- *timing precisely*
- *practising beforehand*
- *keeping calm*

No capital letters
No full stops

If bullets are complete sentences, they start with capital letters...

...and end in full stops, or other end-of-sentence punctuation.

Tips for winning:

- Read the instructions carefully. ←
- Remember to switch on the oven. ←
- Keep an eye on the time. ←
- Practise each recipe beforehand. ←
- Try to keep calm! ←

Bullet Points

Your task

In his pocket, he always carried a set of keys, a tissues, a lip balm, a guitar pick and his wallet.

The table was cluttered with a number of items including a notepad and pen, a pile of books waiting to be read, a set of headphones and a takeaway leaflet.

Can you turn these paragraphs into bulleted lists?

HINT: try not to change any words.

