

BULLET POINTS



Bullet points are used to make it easy for the reader to identify key facts and issues. These are normally written in a list.



Plan for the weekend:

- do homework
- play with friends
- watch TV

Plan for the weekend:

- do homework,
- play with friends,
- watch TV.

My plan for the weekend:

- I will do my homework on Saturday morning.
- After lunch, I will play with my friends in the park.
- I will watch TV with my family on Saturday and Sunday evenings.



- ✓ The text introducing the list of bullet points should end with a colon.
- ✓ A verb (is, are etc.) should not be used before the colon.
- ✓ If the text that follows the bullet point is not a proper sentence, it does not need to start with a capital letter and end with a full stop BUT you must be consistent throughout the bullet pointed list.
- ✓ If commas or semi-colons are used at the end of bullet points, then a full stop must end the last bullet point.
- ✓ If the text that follows the bullet point is a complete sentence, it should begin with a capital letter and end with a full stop.