



## Using bullet points and numbers in lists

### Bulleted points

You can use bullet points for a list of points or to highlight key issues. You would usually use bulleted lists when it's **not** important that items on the list are in any particular order.

If you're using a word processor you can choose from different styles of bullet points. For example:

- this is the most commonly used bullet point
  - dashes
  - \* asterisks

There are lots of different styles for bulleted lists. For example, sometimes bulleted lists start with a capital letter but don't have a full stop at the end of the word or sentence. Whatever style you choose, you need to be **consistent** so that your lists look the same. The list often follows a piece of text known as the stem. When you read the stem and a bullet point together, the text should make sense.

For example, for the school trip next Thursday, children will need to bring:

- waterproof clothing in case of rain
- packed lunch and drink
- notebook and pen
- trainers or walking shoes

### Numbered points

Numbered points are very similar in format to bulleted points except that you usually use numbers when the order of the list **is** important - for example the agenda for a meeting. You can also use letters for this.

For example, here is the agenda for next week's Parent Teacher Association meeting:

1. Apologies for absence
2. Minutes from last meeting
3. Fund-raising initiatives
4. Any other business
5. Date of next meeting