

# Lesson 2 Week 5

Can I punctuate bullet points consistently?

# Fast Five

Punctuate these sentences.

1. one warm sunny day buddy and holly went to the zoo when they arrived they visited the monkeys
2. i like the zoo said buddy holly looked up and saw a monkey had stolen his lunchbox
3. do we have any money to buy more food asked buddy
4. holly replied no now we dont have anything for lunch
5. dont worry, a voice called from behind them it was the zookeeper who was holding their lunchbox with a big smile on his face

# Fast Five Answers

1. One warm, sunny day Buddy and Holly went to the zoo. When they arrived, they visited the monkeys.
2. 'I like the zoo,' said Buddy. Holly looked up and saw a monkey had stolen her lunchbox!
3. 'Do we have any money to buy more food?' asked Buddy.
4. Holly replied 'No! Now we don't have anything for lunch!'
5. 'Don't worry,' a voice called from behind them. It was the zookeeper, who was holding their lunchbox, with a big smile on his face.

# Where do you find bullet points?

Bullet points are little markers at the start of a line which are used to separate items in a list. For example, you might be listing names in a class or team, shopping you need to buy or things to do

## Buy:

- o cereal;
- o milk;
- o bread;
- o tea bags;
- o flour;
- o shower gel.

## Things to do

- o wash up
- o tidy bedroom
- o homework
- o play with little brother

# Why use bullet points?

Bullet points, like numbered lists, help to break down a set of key ideas or items so that the reader can see them all easily. We use bullets instead of numbers when the items in the list don't need to go in any particular order.

## Let's try again...

**We can see bullet points in lots of places, such as:**

- shopping lists;
- names in a class or team;
- presentation notes;
- survey questions;
- science resources list.

An introduction phrase or title for the list is often called the **stem**.

Make sure each point is clearly different from the others.

Bullet points don't have to be dots, but they should all be the same in one list.

# Listing Facts

You could put some individual facts about a topic into a bullet point fact box, for example in a report.

Facts are usually given as statements in a sentence. And what does a statement sentence always need?

That's right – capital letter and full stop.

## Fascinating Facts about Earth

- Earth is the third closest planet to the Sun.
- Earth takes 24 hours to rotate once
- It takes Earth 365.25 days to orbit the Sun.

# How to be consistent with bullet point punctuation

## Do

- Use capital letters and a full stop when the bullet point is a full sentence (like this one).
- Use capital letters for proper nouns.
- Either start each new point with a capital letter **OR** a lowercase letter
- Make sure you are consistent with all of the bullet points

## Don't

- Use capital letters and full stops for general lists, such as a shopping list or a resource list.
- Have some points that start with capital letters and others with lowercase.

Have a go...

List 5 things about yourself and use bullet points



# Listing Facts

## Facts about David Beckham

- He is married to pop-star Spice Girl, Victoria Beckham.
- He was inducted into the English Football Hall of Fame in 2008.
- The movie *Bend it Like Beckham* was about a girl football player who wanted to play like David.
- He has scored a goal in three different World Cups.
- His house in England is sometimes referred to as Beckingham Palace

Don't forget the capital letter and full stop.

# Listing Proper Nouns

When you make a list of names, for example people in a team or languages of the world, each name **must** have a **capital letter** at the start.

## Football team

- ✓ Carly Telford
- ✓ Steph Houghton
- ✓ Lucy Bronze
- ✓ Toni Duggan
- ✓ Nikita Parrish
- ✓ Bethany England
- ✓ Ellen White

## Five most spoken languages in the world:

- English;
- Mandarin;
- Hindi;
- Spanish;
- French.

# **Have a go...**

Make a bullet point list of your friends and use bullet points

# Listing Proper Nouns

## My Family

- Mum
- Dad
- Helen
- Richard
- Helen
- Michael
- Jagoda

Make sure you use capital letters

## My friends:

- Simon;
- Susan;
- Adrian;
- Tammy;
- Louise.

# Listing things or items

A bullet point list is a really clear way to show a set of resources or equipment needed.

These items are usually just words or phrases, so they don't need sentence punctuation.

If your list has a **stem** followed by a **colon**, each item needs a **semi-colon** except the last, which has a **full stop**.

**You will need:**

- tea bags;
- milk;
- water;
- kettle;
- mug;
- teaspoon;
- sugar.

Diagram labels: **stem** (points to "You will need:"), **colon** (points to ":"), **semi-colon** (points to ";" after water, kettle, mug, and teaspoon), **full stop** (points to "." after sugar).

**Football tournament**

- blow-up goalposts
- footballs
- cones
- whistles
- stopwatches

You don't have to use : and ; in your list of items. The most important thing is to be **consistent**. Stick to one style only in each list.

# Putting a list in chronological order

- If you want to put your list in chronological (time) order you can use numbered bullet points.
- This makes it very easy for the reader to understand the sequence.
- Importantly, you can use this to give instructions. The reader can follow the commands step by step. For example:

## Getting up in the morning

1. get out of bed
2. brush your teeth
3. wash
4. get changed