

Fast Five

Add commas in the correct place in the sentences below:

1. I went to the shops to buy bread milk and cheese.
2. I like penguins crocodiles apes and tigers.
3. Participation in sport teaches many important values including perseverance teamwork and dedication.
4. She wore a dark red skirt a woollen jumper a scarf with matching hat thick socks and black boots.

Fast Five Answers

1. I went to the shops to buy bread, milk and cheese.
2. I like penguins, crocodiles, apes and tigers.
3. Participation in sport teaches many important values, including perseverance, teamwork and dedication.
4. She wore a dark red skirt, a woollen jumper, a scarf with matching hat, thick socks and black boots.

Can I use bullet points correctly?

Success Criteria:

- I know that bullet points can be used for several purposes.
- I can say when my bullet points contain sentences or proper nouns.
- I use capitals, full stops and question marks in my bullet points appropriately.

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. In addition, it could be a shopping list, notes taken from a presentation, a list of questions or the resources needed for your science investigation.

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.

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

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

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

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.

Punctuating Bullet points

Why do we need punctuation in a bullet point list? Aren't the bullet points the punctuation?

Well, no – they're just a way of laying out your information more clearly for the reader.

However, the information on *some* bullet point lists needs to follow specific punctuation rules.

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 Space Facts

- Because of Mars's lower gravity, you would weigh less there than you do on Earth.
- Venus spins in the opposite direction to the other planets.
- Uranus takes 84 Earth years to orbit the sun.

Listing Proper Nouns

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

Names:

- * Sam
- * Ellie
- * Whitney
- * Alex
- * Isobel

Tasks

You will now read a text and summarise its main points using bullet points.

You must remember to:

- Read all the information carefully.
- Think which parts are the most important.
- Write them out as bullet points in your book.
- Ensure your spelling and punctuation are correct.