10.7 Bullet Points and Their Punctuation: 10-minute Pack

about 10 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions.

Getting Ready for Sports Day

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Class 6 were given an information sheet before Sports Day so that everyone knew exactly what to expect. Miss Reyes wanted every child to feel prepared and confident on the big day.

Every child should bring the following items to school on the morning of Sports Day:

- a labelled water bottle

- a spare pair of socks

- a warm jumper for the sitting-out area

- sun cream if the forecast is hot

The PE department also listed the events that would run before lunch:

- The sprint races will start the morning session.

- Relay teams will be announced at nine o'clock.

- The long jump pit will open once the sprints have finished.

- Field events will pause for a short break at half past ten.

Mr Douglas, the head of PE, reminded parents that the afternoon programme depended entirely on the weather. If rain was forecast, the whole event would move indoors and the running order would change completely. Nobody wanted that to happen, because the children had been practising for weeks.

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1 Bullet points are usually introduced by a sentence that ends with a colon (:), never a comma, semicolon or full stop. Look at each pair of versions below and write the letter of the version that punctuates the introduction correctly.

(a) Version A: **(1)**

Bring the following kit for Sports Day.
- trainers
- a water bottle

Version B:

Bring the following kit for Sports Day:
- trainers
- a water bottle

(b) Version A: **(1)**

The PE cupboard contains two items,
- cones
- bibs

Version B:

The PE cupboard contains two items:
- cones
- bibs

(c) Version A: **(1)**

Every runner needs two things
- energy
- focus

Version B:

Every runner needs two things:
- energy
- focus

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(d) Version A: **(1)**

The list below shows the morning events;

- sprint
- relay

Version B:

The list below shows the morning events:

- sprint
- relay

2 Tick the two true statements about punctuating bullet points.

- [ ] A) A colon is normally used to introduce a bulleted list.
- [ ] B) Every bullet point in a list must always start with a capital letter.
- [ ] C) All the bullet points in the same list should follow the same grammatical pattern.
- [ ] D) A full stop must always be used at the end of every bullet point.

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3 Six phrases are shown in the box below. Some are written in the short-phrase bullet style (a lowercase phrase with no end punctuation) and some are written in the full-sentence bullet style (a capital letter and a full stop). Sort each phrase into the correct column of the table.

Word bank: a spare pair of socks | The relay will begin at ten o'clock. | a bottle of water | Parents should arrive by nine o'clock. | sun cream for hot weather | The long jump pit will open after lunch.

Short-phrase bullet style	Full-sentence bullet style

(6)

4 The notice below has three punctuation mistakes in its bulleted list. Find and correct all three mistakes.

Before you leave for Sports Day, check that you have
- a filled water bottle
- Sun cream if it is sunny
- a spare jumper.

(3)

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Mark scheme · 10.7 Bullet Points and Their Punctuation: 10-minute Pack

Question 1

(a) B identified as correctly punctuated cao **B1**

(a) Answer: **B**

(b) B identified as correctly punctuated cao **B1**

(b) Answer: **B**

(c) B identified as correctly punctuated cao **B1**

(c) Answer: **B**

(d) B identified as correctly punctuated cao **B1**

(d) Answer: **B**

Question 2

A ticked (A colon is normally used to introduce a bulleted list.) cao **B1**

C ticked (All the bullet points in the same list should follow the same grammatical pattern.) cao **B1**

Answer: **A and C**

Question 3

a spare pair of socks sorted as Short-phrase bullet style cao **B1**

a bottle of water sorted as Short-phrase bullet style cao **B1**

sun cream for hot weather sorted as Short-phrase bullet style cao **B1**

The relay will begin at ten o'clock. sorted as Full-sentence bullet style cao **B1**

Parents should arrive by nine o'clock. sorted as Full-sentence bullet style cao **B1**

The long jump pit will open after lunch. sorted as Full-sentence bullet style cao **B1**

Answer:

Short-phrase bullet style	Full-sentence bullet style
a spare pair of socks	The relay will begin at ten o'clock.
a bottle of water	Parents should arrive by nine o'clock.
sun cream for hot weather	The long jump pit will open after lunch.

Question 4

colon inserted after have, before the list cao **B1**

Sun cream changed to lowercase sun cream cao **B1**

full stop removed from the end of a spare jumper cao **B1**

Answer:Before you leave for Sports Day, check that you have:
- a filled water bottle
- sun cream if it is sunny
- a spare jumper

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