10.7 Bullet Points and Their Punctuation: 30-minute Pack

about 30 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 work best when every item in the list is punctuated the same way. Write the letter of the version in each set that punctuates the bulleted list consistently.

(a) (1)

A) Pack the following:
- trainers
- Socks

B) Pack the following:
- trainers
- socks.

C) Pack the following:
- trainers
- socks

(b) (1)

A) The kit bag should contain:
- Spare socks
- a jumper

B) The kit bag should contain:
- spare socks,
- a jumper

C) The kit bag should contain:
- spare socks
- a jumper

(c) (1)

A) The morning schedule includes:
- The sprint heats
- team photos

B) The morning schedule includes:
- the sprint heats
- team photos.

C) The morning schedule includes:
- the sprint heats
- team photos

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2 The bulleted list below mixes two different grammatical patterns. Rewrite the list so that every item is a lowercase phrase, then explain in one sentence why the list should be grammatically consistent.

Before the race, runners should:
- warm up thoroughly
- Eating a good breakfast
- stretch their legs

(2)

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3 Look back at the two bulleted lists in the passage above. State two ways in which the punctuation of the kit list is different from the punctuation of the events list, using an example from each list to support your answer.

(3)

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4 In the passage, the events that run before lunch are presented as a bulleted list rather than combined into one long sentence. Explain the effect of this choice on the reader.

(2)

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5 Look at the two versions of the same list below. Write the letter of the version where every bullet point follows the same grammatical pattern, then explain in one sentence why this matters for the reader.

Version A:
To help on the day, volunteers should:
- Wear a high-visibility jacket
- A working stopwatch
- Stand near the finish line

Version B:
To help on the day, volunteers should:
- wear a high-visibility jacket
- carry a working stopwatch
- stand near the finish line

(2)

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6 Write your own bulleted list of three items about a school event of your choosing (for example, a class trip, a book day or a sports club). Introduce the list with a colon, and write each item as a short, lowercase phrase with no end punctuation.

(3)

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7 Write a short paragraph (two to three sentences) introducing a bulleted list about a school event of your choosing, then write the list itself in the full-sentence bullet style: at least three items, each starting with a capital letter and ending with a full stop. Make sure your introductory sentence ends with a colon.

(4)

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8 Each bulleted list below has one punctuation mistake. Find and correct the mistake in each one.

(a) The kit list for Sports Day **(1)**
- shorts
- a T-shirt
- trainers

(b) The winning house will receive: **(1)**
- A shield
- a certificate
- extra playtime

(c) Parents are asked to follow these rules: **(1)**
- Arrive ten minutes early.
- Park in the side road.
- Bring a chair if possible

(d) The judges will be looking for: **(1)**
- fast starts
- good teamwork
- and clear finishes

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9 Insert the missing colon in each sentence below to correctly introduce the bulleted list beneath it.

(a) Every athlete must remember three things **(1)**
- a competitor number
- trainers
- a water bottle

(b) The equipment box holds four items **(1)**
- cones
- a whistle
- a stopwatch
- bibs

(c) Class 6 packed everything on the checklist **(1)**
- hats
- jumpers
- spare socks

(d) There were two rules for the afternoon session **(1)**
- stay with your group
- listen for the whistle

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10 Each bulleted list below has been punctuated inconsistently. Rewrite each list so that every item follows the short-phrase style: a lowercase phrase, with no full stop and no 'and' before the last item.

(a) Bring: **(2)**
- Trainers
- a water bottle.
- and a hat

(b) Remember to pack: **(2)**
- Your kit bag
- spare socks,
- and a jumper.

11 Choose the sentence from the box that best completes each bulleted list. Remember that every item in a full-sentence bullet list needs a capital letter and a full stop.

Word bank: The medals will be given out at three o'clock. | Every runner should warm up first. | The final race will start the afternoon session.

(a) Before the races begin, remember: **(1)**
- Check the noticeboard for your heat.
- Wear the correct house colours.
- ___

(b) At the end of the day: **(1)**
- The results will be added up by the judges.
- ___
- Everyone will collect their belongings from the field.

(c) The afternoon programme runs as follows: **(1)**
- Field events continue after lunch.
- ___
- Younger classes will watch from the stand.

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12 Rewrite each sentence below as a bulleted list. Use a colon to introduce the list, and write each item as a short, lowercase phrase on its own line.

(a) Children need to bring a water bottle, a hat and spare socks to Sports Day. **(2)**

(b) The PE cupboard stores cones, bibs, a whistle and a stopwatch. **(2)**

13 Circle the version in each pair that punctuates the bulleted list consistently.

(a) **(1)**

A) Remember these safety rules:
- Wait for the whistle
- Walk to your position.

B) Remember these safety rules:
- Wait for the whistle.
- Walk to your position.

(b) **(1)**

A) The stalls will sell:
- Bottled water
- fruit

B) The stalls will sell:
- bottled water
- fruit

(c) **(1)**

A) Every helper should bring:
- a clipboard
- and a pen

B) Every helper should bring:
- a clipboard
- a pen

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Mark scheme · 10.7 Bullet Points and Their Punctuation: 30-minute Pack

Question 1

(a) C identified cao **B1**

(a) Answer: **C**

(b) C identified cao **B1**

(b) Answer: **C**

(c) C identified cao **B1**

(c) Answer: **C**

Question 2

Eating a good breakfast corrected to eat a good breakfast (or an equivalent phrase matching the pattern of the other two items) cao **B1**

valid explanation given, e.g. a consistent grammatical pattern makes a list clearer and easier to read because every point continues the introductory sentence in the same way (oe) **B1**

Answer:Before the race, runners should:
- warm up thoroughly
- eat a good breakfast
- stretch their legs

A consistent grammatical pattern makes the list clearer and easier to read, because every point continues the introductory sentence in the same way.

Question 3

identifies that the kit list uses short, lowercase phrases with no end punctuation, e.g. a labelled water bottle **B1**

identifies that the events list uses full sentences with a capital letter and a full stop, e.g. Relay teams will be announced at nine o'clock. **B1**

makes a clear, accurate comparison between the two styles, referring to both examples **B1**

Answer: **The kit list uses short, lowercase phrases with no end punctuation, such as 'a labelled water bottle', whereas the events list is written in full sentences, each starting with a capital letter and ending with a full stop, such as 'Relay teams will be announced at nine o'clock.'**

Question 4

identifies that the bulleted list separates the events clearly instead of joining them into a single, harder-to-follow sentence **B1**

identifies an effect on the reader, e.g. makes the information quick and easy to scan or find, or helps the reader remember the order of events (oe) **B1**

Answer: **Presenting the events as a bulleted list breaks the information into short, separate points, making it quicker and easier for a busy reader to scan and find the detail they need than if it were written as one long sentence.**

Question 5

B identified as the consistent version cao **B1**

valid explanation given, e.g. every item in B is a verb phrase that continues naturally from should, so the list reads smoothly and consistently (oe) **B1**

Answer: **B; in Version B every item begins with a verb (wear / carry / stand) that continues naturally from 'volunteers should', so the whole list reads smoothly, whereas Version A's middle item breaks this pattern.**

Question 6

introductory sentence ends with a colon directly before the list begins **B1**

all three items are written as lowercase phrases with no end punctuation and no and before the final item **B1**

all three items follow the same grammatical pattern as each other (e.g. all noun phrases, or all beginning with the same type of word) **B1**

Answer:Example: For our class trip to the science museum, remember to bring:
- a packed lunch
- a waterproof coat
- a notebook and pencil

Question 7

introductory paragraph of two to three connected sentences, ending with a sentence that introduces the list **B1**

introductory sentence ends with a colon directly before the list begins **B1**

at least three list items, each written as a complete sentence with a capital letter and a full stop **B1**

all list items follow a consistent grammatical pattern (e.g. a similar subject-plus-verb structure) **B1**

Answer:Example: Our class is holding a book day next month, and every pupil has been asked to get involved. Miss Reyes has asked everyone to remember the following:
- Every pupil should dress as their favourite book character.
- The library will be open all day for quiet reading.
- Each class will vote for the best costume at three o'clock.

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Question 8

(a) colon inserted after list cao **B1**

(a) Answer:The kit list for Sports Day:
- shorts
- a T-shirt
- trainers

(b) A changed to lowercase a cao **B1**

(b) Answer:The winning house will receive:
- a shield
- a certificate
- extra playtime

(c) full stop added after possible cao **B1**

(c) Answer:Parents are asked to follow these rules:
- Arrive ten minutes early.
- Park in the side road.
- Bring a chair if possible.

(d) and removed from before clear finishes cao **B1**

(d) Answer:The judges will be looking for:
- fast starts
- good teamwork
- clear finishes

Question 9

(a) colon inserted after things, before the list cao **B1**

(a) Answer:Every athlete must remember three things:
- a competitor number
- trainers
- a water bottle

(b) colon inserted after items, before the list cao **B1**

(b) Answer:The equipment box holds four items:
- cones
- a whistle
- a stopwatch
- bibs

(c) colon inserted after checklist, before the list cao **B1**

(c) Answer:Class 6 packed everything on the checklist:
- hats
- jumpers
- spare socks

(d) colon inserted after session, before the list cao **B1**

(d) Answer:There were two rules for the afternoon session:
- stay with your group
- listen for the whistle

Question 10

(a) Trainers changed to lowercase trainers and the full stop removed from a water bottle cao **B1**

(a) and removed from before the final item, giving a hat cao **B1**

(a) Answer:Bring:
- trainers
- a water bottle
- a hat

(b) Your kit bag changed to lowercase your kit bag and the comma removed from spare socks cao **B1**

(b) and removed and the full stop removed from a jumper cao **B1**

(b) Answer:Remember to pack:
- your kit bag
- spare socks
- a jumper

Question 11

(a) Every runner should warm up first. chosen cao **B1**

(a) Answer: **Every runner should warm up first.**

(b) The medals will be given out at three o'clock. chosen cao **B1**

(b) Answer: **The medals will be given out at three o'clock.**

(c) The final race will start the afternoon session. chosen cao **B1**

(c) Answer: **The final race will start the afternoon session.**

Question 12

(a) colon used to introduce the list, e.g. Children need to bring the following items to Sports Day: cao **B1**

(a) three items correctly separated onto their own lines as lowercase phrases with no and and no end punctuation cao **B1**

(a) Answer:Children need to bring the following items to Sports Day:
- a water bottle
- a hat
- spare socks

(b) colon used to introduce the list, e.g. The PE cupboard stores the following equipment: cao **B1**

(b) four items correctly separated onto their own lines as lowercase phrases with no and and no end punctuation cao **B1**

(b) Answer:The PE cupboard stores the following equipment:
- cones
- bibs
- a whistle
- a stopwatch

Question 13

(a) B circled cao **B1**

(a) Answer: **B**

(b) B circled cao **B1**

(b) Answer: **B**

(c) B circled cao **B1**

(c) Answer: **B**

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