

Punctuating Bullet Points Activity

Teacher notes

For each of the following bullet lists, your students need to choose the appropriate symbols to punctuate it from the set on the last page.

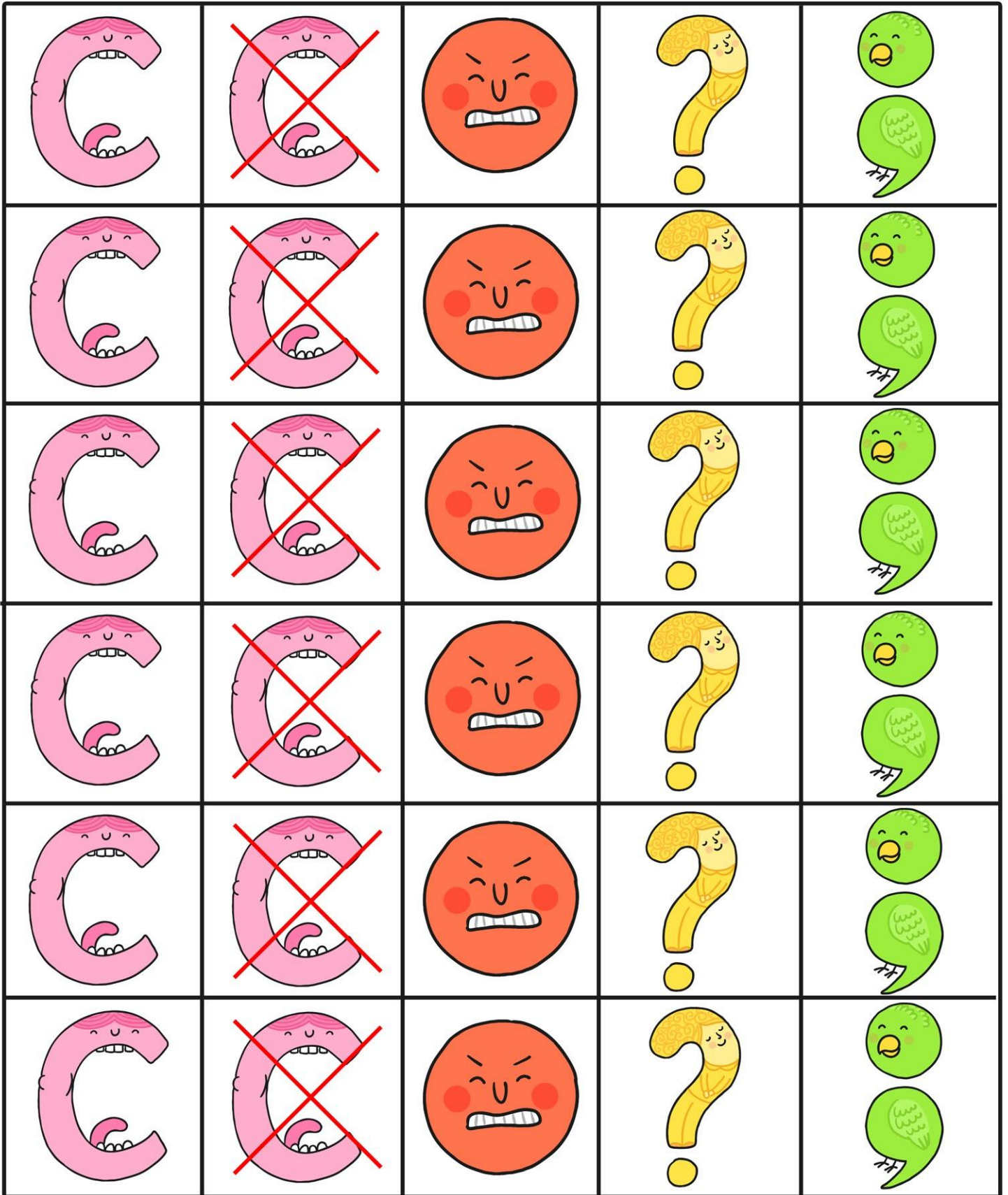
To make it **more of a challenge**, cut up the stems and items and mix them up. Get your groups to sort out which items belong together, as well as choosing the punctuation.

Allow a **hint for less able pupils** by giving them the bullet list type headings for each one. Leave these out of the cut up pieces for more able children. You could also leave out the colon and semi-colon punctuation characters for the less able groups, so that simple item lists have no punctuation at all.

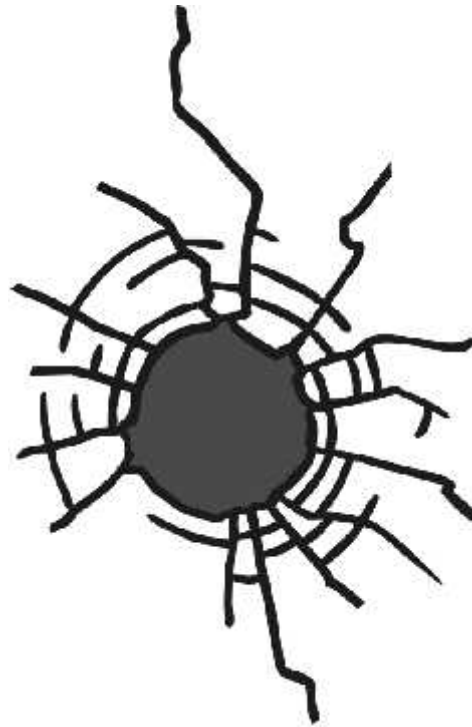
Extension: when the lists and punctuation have been sorted, ask each child/group to add a suitable extra item to each list, appropriately punctuated. Make sure more able children exchange the final full stop in the items list for another semi-colon before they add their extra item.

Punctuating Bullet Points Activity

Proper nouns	Proper nouns
Rainbow group	Largest UK cities
• suhila	• london
• melissa	• birmingham
• george	• leeds
• amaan	• bradford
Notes	Item List
Blue Whales	Ingredients for sponge cake
• biggest animal ever lived	• self-raising flour
• baby = calf	• eggs
• mammal – breathes air	• butter
• heart size of small car	• caster sugar
• louder than jet engine	• jam
Questions	Statements
• what do you eat at mealtimes	• its proper name is Commonwealth of Australia
• do you go to school	• the capital city is Canberra
• what is your home like	• over one third of its area is desert
• what toys do you have	• the Aborigine people have lived there for about 50,000 years
• do you have to do any work	• many Australian animals are found nowhere else in the world



Let's Keep to the Point!



An informative PowerPoint about
punctuating bullet points consistently

LO: to punctuate bullet points consistently

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.
- I know when I can use : and ; in a bullet list.

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.

Buy:

- butter;
- milk;
- bread;
- tea bags;
- Sausages;
- frozen peas.

Netball team

- Jamie D
- Stefano
- Alex
- Katie W
- Kodi
- Maia
- Izzie

Elephants

- biggest land mammals
- weigh > car
- African bigger than Asian
- trunk = nose
- tusks = v long teeth

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.

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.

Let's take a look...



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 Questions

A bullet point list is a good way to organise a set of questions you want to ask – tick them off as you go through. Questions are typically in sentences, so they need a capital letter and question mark.

Questions for Queen Victoria

- How many children do you have?
- Which is your favourite palace?
- Do you like riding in your carriage?
- Have you got any pets?
- Why have you got a smaller crown than the kings and queens before you?

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.

Netball team

- ✓ Jamie D
- ✓ Stefano
- ✓ Alex
- ✓ Katie W
- ✓ Kodi
- ✓ Maia
- ✓ Izzie

Six largest countries in the world:

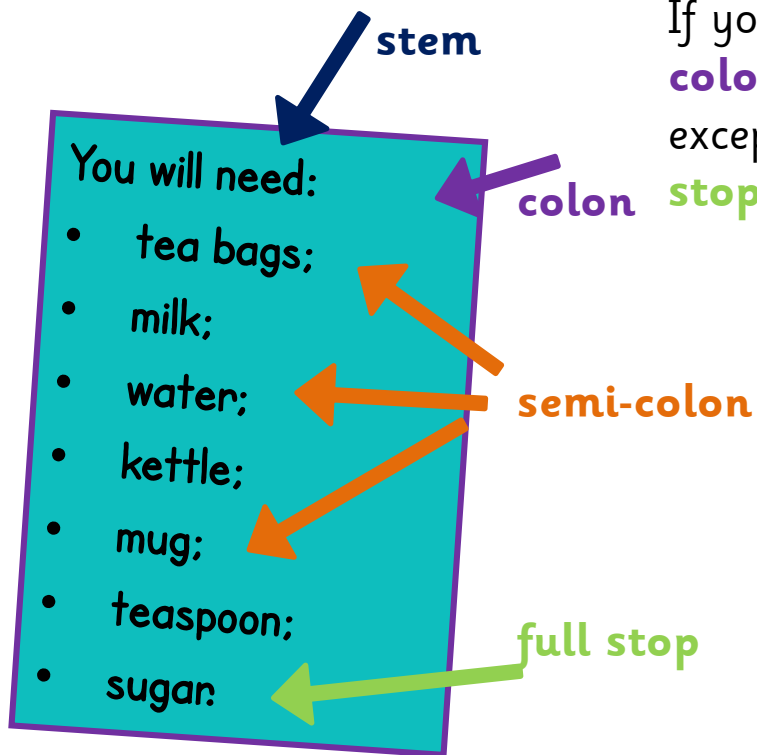
- Russia;
- Canada;
- USA;
- China;
- Brazil;
- Australia.

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**.



The diagram shows a list titled "You will need:" with the following items: tea bags, milk, water, kettle, mug, teaspoon, and sugar. Colored arrows point to the punctuation marks: a blue arrow points to the title "You will need:" labeled "stem"; a purple arrow points to the colon after the title labeled "colon"; orange arrows point to the semi-colons after "tea bags", "milk", "water", and "kettle" labeled "semi-colon"; and a green arrow points to the full stop after "sugar" labeled "full stop".

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



The diagram shows a list titled "Football tournament" with the following items: blow-up goalposts, footballs, cones, whistles, and stopwatches. Each item is preceded by a square checkbox, and there is no punctuation between items.

- 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.

Just taking notes?

Bullet points are great for keeping your notes separate when you are researching a topic. If a set of points are just being jotted down for your own reference, you don't need to worry about grammar, spelling and punctuation; it's only your notebook after all!

Elephants

- biggest land mammals
- weigh > car
- African ele bigger than Asian
- trunk = nose
- tusks = v long teeth

Your turn!

Look at the lists you've been given. Can you decide what sort of punctuation (if any) each list needs?

Plenary

What have we learned about punctuating bullet points?

- When bullet points mark a list of **statements**, we use capital letters and full stops.
- If the list is a set of **questions**, we use capital letters and question marks.
- **Proper nouns** always need capital letters.
- Lists of **items** can have:
 - no punctuation at all;
 - OR**
 - colon, semi-colons and full stop.
- **BE CONSISTENT!**





THE END

Learning Objective: UKS2 - Punctuate Bullet Points Consistently

Idea	Differentiation
The punctuation in a bullet point list could vary widely. However, whatever style you have decided on in your school, model it at every opportunity with your class. When gathering feedback from a discussion onto a bullet point list on the board, make sure you always use the same format. Talk it through as you're writing their ideas down – even though you may only be making notes, they'll get a good demonstration.	Encourage the more able children to correct your bullet lists, making deliberate mistakes by leaving out capitals/full stops/semi-colons or whatever you're focusing on.
Our bullet point punctuation posters inside this pack show a range of styles you might want to use in different writing situations. Keep them in your literacy toolkits or use for display.	For lower ability writers , it may well be a struggle to choose the correct form. Consistency is the keyword in this 2014 curriculum LO, so you may want to concentrate on making the statement and question versions correct but not worry about using : and ; in lists of items.
Use the bullet point punctuation PowerPoint inside this pack to help get the point (sorry, we couldn't resist that one!) across.	When it comes to the 'your turn' slide, give out our bullet point punctuation activity inside this pack . For more able children , you could increase the challenge by cutting up the stems and lists. They then have to find the sets of items as well as deciding what punctuation to use.
Encourage the use of bullet points in lots of different genres , so your pupils are used to seeing and using them in all sorts of writing.	You may want to add something like 'bullet point fact box' to your planning frame for less able writers , so they are reminded to use bullet points.
Add vocabulary/phrases/statements/etc. to your working walls as bullet point lists, always using your chosen style.	Nominate good writers & spellers to add to the working wall for you
When your class writes up their science investigation , insist that they record the resources and equipment as a bullet point list, using your specified punctuation style.	We have lots of great science investigation templates to support your class in setting up and recording their work.

Consistent Bullet Point Punctuation



-  lists of equipment or resources
Regent Studies | www.regentstudies.com
-  lists of names
-  questions to ask
-  fact box information

Bullet Points

Bullet points can be used for listing equipment and resources, perhaps on a science investigation or instruction text.

If you head your list with a colon, use lower case and a semi-colon for each point except the last.

Here's an example.

For a cup of tea, you will need:

- kettle;
- tea bags;
- sugar;
- mug;
- spoon;
- milk.

If you use a sub-heading, you don't need any punctuation for each point.

Here's an example.

Resources/Equipment

- 3 plastic cups
- different types of soil
- water
- measuring beaker
- seeds





Bullet Points

Bullet points can be used for listing proper nouns (special names of people or places), maybe in a class team list or a piece of geography research about countries.

In this case, you should always use capital letters for the beginning of each name. Here are some examples.

Team A

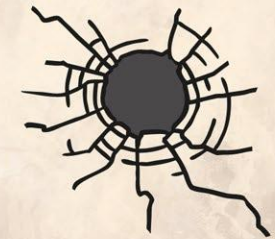
- Jessica
- Sam T.
- Simran
- Alyash
- Mohammad
- Jake

European Countries

- United Kingdom
- France
- Poland
- Austria
- Greece
- Denmark

Famous Car Brands

- Peugeot
- Ford
- Ferrari
- Vauxhall
- Honda
- Renault



Bullet Points

Bullet points can help you organise a set of questions you want to investigate. If you ask a question, remember that you'll need to start with a **capital letter** and end with a **question mark**. Here is an example.

Questions we could investigate about light

- Does light travel in a straight line?
- Can you see light through solid objects?
- Where does light come from?
- What happens if light is blocked?



Bullet Points

Bullet points are great for all those extra bits of information you want to put in a fact box.

Write your facts as statements, using **capital letters** and **full stops**. Here are some example fact boxes.

Elephant Statistics

- Elephants are the largest living land mammals.
- Females are called cows; males are called bulls.
- An elephant baby is called a calf and is about 1m tall at birth.
- Elephants can use their trunk to suck up water which they then spray into their mouth.

Quick Olympic Facts

- In ancient Greece, only men were allowed to take part.
- The modern Olympic Games started in Athens in 1896.
- Tug-of-war was once an Olympic sport.
- London 2012 was the first Olympics to include women's boxing.

