

BULLETED LIST:

- Brief.
- Easy to read.
- Address important points.
- Use simple round bullets.
- Don't mix phrases and complete sentences.
- If the list begins with an introductory phrase or stem, finish it using same part of speech. (See example below)
- Use capital at beginning and period of each bulleted item.

Example:

ESSENTIALS TO PLAYING LACROSSE

A lacrosse player needs to learn:

- Warming –up exercises.
- Cradling the ball in the pocket.
- Catching the ball.
- Passing the ball.
- Chasing the ball.
- Face-offs and draws.

Text Set of Books with Bulleted Information:

- Achoo! The Most Interesting Book You'll Ever Read About Germs. By Trudee Romanek.
- Rolypolyology By Michael Elsohn Ross
- How to Babysit an Orangutan by Tara Darling and Kathy Darling
- Aliens From Earth: When Animals and Plants Invade Other Ecosystems by Mary Batten
- Mrs. Frizzle's Adventures: Medieval Castle by Joanna Cole
- Safari Beneath the Sea: The Wonder World of the North Pacific Coast by Diane Swanson