



ANSWERS

bullet points

- Have the appeal and impact of a mini-headline
- Highlight key elements to be understood
- Present information simply and concisely
- Be related thematically
- Use parallel grammatical structure
- Be symmetrical in their presentation
- Be used sparingly

numbered lists

- Should be used to present information like steps which need to be done in sequential order.

both bullet points and numbered lists

- both are organizational tools in writing
- both are a way of presenting lists of related information