



ANSWERS

1. organizational tool in writing
2. When the text introducing the bulletized list is a complete sentence, it should end with a colon. If it is not a complete sentence, no end punctuation is necessary.
3. Numbered lists should be used to present information like steps which need to be done in sequential order.
4. parallel grammatical structure
5. will vary; correct answers include:

Bullet points should:

- 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