

L0: 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.

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Let's look at the other side of the argument from yesterday.

What language features can you find? Use the list to help you.

Layout Features

- ☐ Title explaining what the argument is about
- ☐ Introduction to put the argument in context
- ☐ Argument organised into paragraphs
- ☐ Conclusion to summarise argument

Language features

- ☐ Written from one viewpoint (for or against)
- ☐ Argument is developed to include several points
- ☐ Arguments are linked across paragraphs
- ☐ Counter-arguments shown (although some people say...most disagree...)
- ☐ Emotive, powerful language
- ☐ Rhetorical questions (Who wouldn't want...?)
- ☐ Opinions presented as facts (everyone knows that...)
- ☐ Ambiguous statements (probably, may, perhaps...)
- ☐ Statistics (75% of people say, half of schools...)
- ☐ Variety of sentence types and structures
- ☐ Variety of cohesive devices
- ☐ Variety of punctuation

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What are the main points of the argument?

We are going to write them as a bullet point list.

First lets make sure we know how to use bullet points correctly.

CCTV cameras should not be installed in all classrooms in the UK

Over the past two decades, Closed Circuit Television (CCTV) cameras have been widely introduced into shops, streets and public spaces in order to attempt to reduce crime. In the United Kingdom, there are an estimated four million cameras in use – more than any other country in the world. It was hoped that CCTV would help cut crime, but, despite the billions of pounds spent on this technology, crime rates have not fallen since the introduction of cameras. A recent study shows just 3% of street crime in London was solved using evidence from CCTV cameras.

Most secondary schools in the UK have over twenty CCTV cameras, allegedly to help everyone feel safer. However, although cameras may help to identify a person who has committed a crime (although people can hide their faces if they want to) they do not help to *prevent* it from happening. It is a fact that the majority of schools do not have the budget available to employ a team of people to watch what is happening on monitors and therefore stop crimes in progress. One person can only efficiently watch eight CCTV screens at a time, so the average school would need to employ three people just to watch screens, and an additional member of staff to allow those three people to have breaks.

Some people argue that introducing CCTV greatly reduces the incidence of antisocial crimes such as graffiti, therefore saving schools thousands of pounds each year. However, the expense of buying the camera system and employing security staff far outweighs any supposed savings. Surely schools should spend this money on better facilities for their students? Students who attend schools with better facilities and more clubs are much less likely to commit crimes in school.

In addition to the clear cost implications of CCTV, the issue of privacy must be considered. Some schools even have CCTV cameras installed in toilets and changing rooms! It has been argued that CCTV cameras in changing rooms help to prevent bullying, but a teacher is always in charge of a class during a P.E. lesson, and that teacher is also present and in charge of student safety in the changing rooms. Some people argue that cameras should be installed into all classrooms in the UK as this will improve pupil behaviour. Yet it is a fact that schools already have effective systems of managing pupil behaviour, and that CCTV is likely to simply distract pupils from learning and teachers from teaching.

In summary, CCTV cameras have proved totally ineffective in schools; they do not prevent crime and are a huge waste of money which could be better spent. Furthermore, they are an invasion of the privacy of students and staff, who have the right to learn and teach without being watched at every turn. The time has come to insist that cameras are not installed in classrooms, and are actually removed from all schools in the UK.

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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

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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.

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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...



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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.

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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?

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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.**

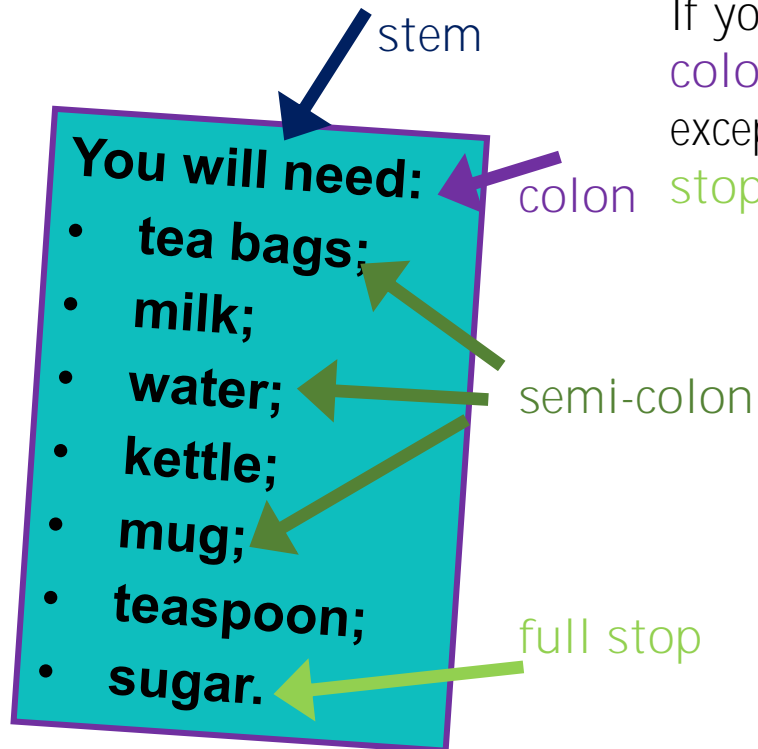
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Listing things or items

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**.



You will need:

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

Diagram labels: stem (points to 'You will need:'), colon (points to the colon after the stem), semi-colon (points to the semicolons after each item), full stop (points to the period after the last item).



Football tournament

- ☐ 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.

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Overview

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!**

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For & Against	
CCTV cameras <u>should</u> be installed in all classrooms in the UK:	CCTV cameras <u>should not</u> be installed in all classrooms in the UK:

Your task is to use bullet points consistently to make a list of the main points for and against having CCTV cameras in classrooms

Put your lists in order - starting with the point you feel is the most important.