



Using bulleted lists

Bulleted lists are useful for planning your writing. For example, Maz wanted to create a poster advertising a salsa evening at his local college. He wrote a list of all the points he wanted to include in the poster:

Salsa club open evening

- Day and time: 8th November at 7pm.
- Location: college student bar.
- Events during the evening: try your hand at salsa dancing!
- Live salsa band.
- The evening is free.
- Spanish food to try.
- Open to everyone - family and friends.
- Salsa instructors on hand to answer questions.
- Picture or image to make poster eye-catching.

Consider using bulleted lists when planning your writing.