


Collecting information and presenting it as a list

We often need to write lists to remind ourselves about things - for instance, preparing a shopping list or a 'things to do' list.

In the examples above, it is not always important to arrange the information in any particular order. However, in other situations, lists need to be organised differently.

For example, a snack menu in a café might list what food is available under headings such as 'hot food', 'sandwiches' and 'drinks'. Descriptions of items and their prices would then be listed under each of these headings, but not necessarily in order of their cost. Listing items under headings make it easier to read.

Joe's snack menu

Hot food		
Soup of the day with roll and butter	£1.90	
Jacket potato with one filling	£1.50	
Jacket potato with two fillings	£1.95	
Pizza slice	£1.60	
Freshly made sandwiches		
Cheese and tomato	£1.80	
Ham and mustard	£1.95	
Prawn	£2.20	
Drinks		
Tea	£0.50	
Coffee	£0.65	
Soft drinks	£0.80	

What main features do lists have?

- **Heading:** to tell you what the list is about.
- **Subheadings:** to split the information up into parts.