



## Listing information

We often need to write lists to remind ourselves about things: for instance, to prepare for a shopping trip or make a note of things to do.

It's not always important to arrange the information in any particular order. However, lists need to be organised in some situations.

For example, a snack menu in a café might list what type of food is available under headings such as 'hot food', 'sandwiches' and 'drinks'. (Descriptions of items and their prices are 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?

- **A heading:** to tell you what the list is about.
- **Subheadings:** to divide the information into parts.