**Using Bullet Points Effectively**

1. Useful for:
   1. Clarifying a series,
   2. Presenting a list,
   3. Adding emphasis, and
   4. Drawing attention to important information.
2. Disrupt the flow of reading so use them judiciously.
3. May be one word (unusual), short phrases, single sentences, or one or more paragraphs in length.
4. Use numbers or letters when you want to indicate sequence, priority or to be able to refer to the point by number.
5. Often complete a sentence. *For example:* Construction will begin when:
   1. Final drawings are approved,
   2. Funding is secured, and
   3. A project manager is hired.

**OR**

In this simple example, it works just as well to leave it as a sentence: Construction will begin when final drawings are approved, funding is secured, and a project manager is hired.

1. Almost always begin with a capital letter.
2. Usually end with punctuation:
   1. Except for single words or very short lists.
   2. Use commas for short points.
   3. Use semi-colons for longer phrases that are not complete sentences, especially where you have used commas.
   4. Use periods for complete sentences and paragraphs.
   5. When using semi-colons, use “and” after the final punctuation of the penultimate (second to last) bullet, followed by a comma.
   6. When using commas, use “and” after the final punctuation of the penultimate (second to last) bullet, and no punctuation after “and”.
   7. Do not use “and” at the end of a bullet if you are using full sentences or paragraphs.
   8. If you are using end punctuation, always place a period at the end of the final bullet.
3. Use parallel construction. Your bullets will be easier to read and understand if all items listed begin with the same part of speech, are approximately the same length, and are given a similar format. It doesn’t matter which grammatical construction you use in listing as long as you are consistent. Action verbs are a good way to begin items in a list.
   1. Do not mix clauses and sentences when creating bullet points. Use one or the other.

**Examples**

The objectives of this project are to:

* Estimate the net traffic increase that would be generated by the proposed project,
* Examine the current traffic operations at the access and egress points of the existing site, and
* Identify any traffic demand management measures necessary upon completion of the project.

The objectives of this project are to:

* Estimate the net traffic increase that would be generated by the proposed project, the strip mall across the street, and the housing development planned for Phase 3;
* Examine the current traffic operations at the access and egress points of the existing site, on the east-west connector street adjacent to the site, and from the laneway to the north of the site; and,
* Identify any traffic demand management measures necessary upon completion of the project.

This is a very important event for our organization, and we rely on our members to come out and support their industry association! At our AGM we take care of business such as:

* Vote in our board of directors, who make important decisions about the direction of Music BC.
* Hear reports on all the projects and opportunities that we provided for the 2012/2013 year.
* Bring up your suggestions on what we could do to improve the services to our members.
* Review and approve the association’s financials.

(Music BC Industry Association)

CORRECT THE FOLLOWING EXAMPLES:

(answer in Word or on paper)

The most notable promises or commitments that the document makes is that the company will:

* + - Respect Aboriginal and Treaty Rights and seek to understand the local perspectives on those rights
    - Undertaking early, timely and culturally appropriate engagement with Aboriginal peoples,  including within the environmental assessment process, to ensure their interests in a project  and its potential impacts are understood
    - To develop agreements for participation, where appropriate, either directly with local  Aboriginal communities or in conjunction with governments

For example, in their agreement with the Williams Lake Indian Band (WLIB) on the Gibraltar Project, the agreement included:

* + - Environmental management
    - Training
    - Employment
    - Contracting

Taseko should consult with the First Nations in every step of their project and early consultation

* Signals respect for Aboriginal Rights
* Provides the opportunity for Aboriginal Peoples to protect their rights ([www.fngovernance.org](http://www.fngovernance.org))

USE BULLET POINTS TO IMPROVE THE READABILITY OF THE FOLLOWING SENTENCE:

The Environmental Assessment Act states that consultation provides Aboriginal groups with an opportunity to comment on potential environmental effects of the project and how they should be included in the environmental assessment and the potential impacts of a project on potential or established Aboriginal or Treaty rights as well as mitigation measures and follow-up programs. ([www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca))