Punctuating bulleted lists

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Punctuating bulleted lists

Bulleted lists are a great way of breaking down complicated information. There are different ways to punctuate lists. Here are the most common ways of punctuating them.

A list in which each point is a complete sentence
The Managing Director made three comments about using information technology.
• All IT equipment needs to be kept up to date.
• Staff must be trained to use new IT equipment.
• Don’t think that technology will cure all our problems – it won’t.

A list which is a continuous sentence
If you want to keep your office tidy, please remember to:
• put your rubbish in the bin;
• clean up after you make the tea; and
• take your food out of the fridge.

A list of very short points
Any good office should have:
• a kettle
• a teapot
• a microwave, and
• a fridge.

Or

Any good office should have the following.
• A kettle
• A teapot
• A microwave
• A fridge