

Practice Problem a: Listing

Listing Information with Bullets

Organizing information in a vertical list makes the text more noticeable than when information is written as a series of paragraphs. Each item in a list should begin with a *bullet*, a symbol used to call attention to the beginning of each item.

- Use different bullets for various levels of detail.
- Use a tab about 0.25" after the bullet (depending on the font size being used). The default tab of 0.5" on most software creates too much space after the bullet when it is used in the body of a document, as in this example.
- Make the text hang under the first letter (not under the bullet) when the information is too long for one text line. This technique will make the beginning of each item stand out more.
- Write the information so that it is parallel in grammatical form:
 - Begin each item with a verb (as in this list).
 - Begin each item with a noun.
 - Begin each item with a gerund (verb ending in *ing*).

Practice Problem b: Ad 1

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SALE

SALE

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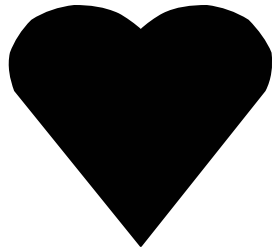
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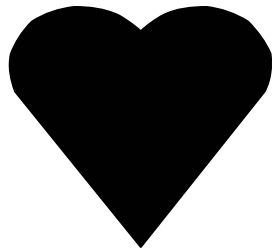
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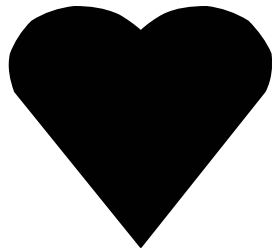
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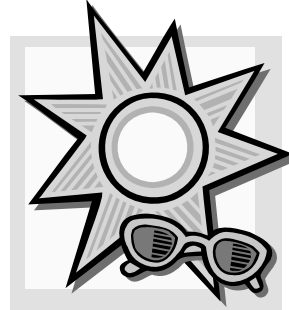
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