Logo, company name

Description automatically generated

Lists

## Lists are defined as ‘a series of words, phrases or names that are grouped together for a reason’ (BBC Bitesize, 2021)

Information is often written in a list to improve readability. Two types of lists are used in writing.

1. **Vertical Lists**

Practical or factual lists (like a shopping list or a to-do list) are usually written vertically. They can often be shown using **numbers**, **letters** or **bullet points**. The information should be presented to the reader in a way that is easy to understand and doesn't interrupt the flow. A vertical list should be preceded by a complete sentence that gives an overview of the points being listed.

**For example:**

1. Check references
2. Type up Reference List
3. Proofread assignment
4. Submit assignment via Turnitin

Use **bullet points** to list items when the order is unimportant

1. **Horizontal Lists**

If a list is incorporated into a sentence, it is referred to as a horizontal or run–in list. Horizontal lists are separated using **commas** and usually feature **'and'** or **'or'** before the last item.

**For example:**

The main reasons for the closure were low enrolment, poor learning material, staff recruitment problems **and** inadequate funds.asons

When a complete sentence is followed by a list of items, separate the sentence from the list with a **colon**.

**For example:**

The brains has three main parts**:** the cerebrum, cerebellum and brainstem.