

The background of the slide features a green-to-yellow gradient with a pattern of overlapping, semi-transparent hexagons. A solid brown rectangle is positioned in the top right corner. The main content area is white, framed by a thin green border on the left and bottom.

TYPES OF LISTS

STW UNIT 03

LIST AS A TECHNICAL WRITING TOOL

- Different types of lists are a significant feature of professional technical writing.
- Content-wise, lists help readers understand, remember, review key points, and follow a series of events.
- Format-wise, lists provide a different arrangement of space on the page which helps to break the monotony followed by long texts.

TYPES OF LISTS

- **Bulleted List**
- **Numbered List**
- **In-Sentence List**
- **Simple Vertical List**
- **ORed List**
- **Two-Column List**
- **Labelled List/ List with Headings**
- **Nested List**
- **Embedded List**

BULLETED LIST

- Also known as *unordered* list, because if the items are rearranged, the emphasis on the items remains constant.
- Introduce the list with a lead-in phrase or clause followed by a colon.
- Use asterisks or hyphens if you have no access to an actual bullet.
- Use sentence-style capitalization on list items.
- Begin run-over lines under the text of the list item, not the bullet. This format is called the *hanging-indent* style.
- Use 0.25 inches for the hanging-indent (between the bullet and the text of the list item).
- Either start list items flush left or indent them no more than half an inch.

BULLETED LIST

- Use 'compact' list format – no vertical space between list items – if each list item is only a single line.
- Use a 'loose' format – vertical space between list items – if the list items are multiple lines long.
- For sub-list items, use a less prominent bullet, and indent the sub-list items to the text of higher-level items.
- Punctuate bulleted list items only if they are complete sentences.
- When possible, omit articles (*a*, *an*, *the*) from the beginning of list items.

NUMBERED LIST

- Use numbered lists when the order of the listed items is important
- Use numbered lists when ideas must be expressed in sequential order
e. g. a series of steps in instructions, or the items need to be discussed in a certain order.
- In a list of more than eight items, consider breaking up the list in two or more stages or categories (Steps in Stage 1, Steps in Stage 2, etc.).
- Further instructions are the same as those of the Bulleted List, but with numbers instead of bullets.

IN-SENTENCE LIST

- Use in-sentence lists when you want to (a) keep paragraph style; (b) avoid having too many lists on one page; and when (c) the list items are relatively short and can be expressed in a sentence clearly.
- Avoid putting more than four items in this kind of list.
- **Sample In-Sentence List:**
- The report should a) communicate clearly, correctly, and courteously; b) be concise; and c) address the audience's needs.

IN-SENTENCE LIST

- Use a colon to introduce the list items *only* if a complete sentence precedes the list.
- Use opening and closing parentheses on the list item numbers or letters: (a) item, (b) item, etc.
- Use either regular Arabic numbers or lowercase letters within the parentheses, but use them consistently.
- Use lowercase for the text of in-sentence lists items, except when regular capitalization rules.
- Punctuate the in-sentence list items with commas if they are not complete sentences; with semicolons, if they are complete sentences.
- Place the in-sentence list at the *end* of the sentence.

IN-SENTENCE LIST

INCORRECT

For this project, you need: tape, scissors, and white-out. ❌

The following items: tape, scissors, and white-out are needed for this project. ❌

CORRECT

For this project, you need tape, scissors, and white-out. 😊

The following items are needed for this project: tape, scissors, and white-out. 😊

SIMPLE VERTICAL LIST

- Introduce the list with a lead-in phrase or clause (not necessarily a complete sentence).
- Punctuate the lead-in with a colon.
- Use simple vertical lists when the list items do not need to be emphasized and are listed vertically only for ease of reading.
- Further instructions are the same as those of the Bulleted List.

ORed LIST

- An ORed list is simply a bulleted list with an ‘or’ between the list items for visual emphasis e. g.

Deleting messages. There are various ways of discarding mail once it is no longer needed. If you wish to delete the message after reading it, you should:

- From within the message window, click the **Trash** icon in the toolbar or open the Message menu and select **Delete**.
- or*
- From the In box list of mail, highlight the message by clicking it, and then click the **Trash** icon in the toolbar or open the Message menu and select **Delete**.

TWO-COLUMN LIST

- Use two-column lists when there is a series of paired items, for example, terms and definitions.
- Introduce the list with a lead-in sentence that is a complete sentence. Punctuate the lead-in sentence with a colon.
- Align all items, and column headings (optional), to the left margin.
- Further instructions are the same as those of the Bulleted List.

TWO-COLUMN LIST

VTS components. For professional-quality video teleconferencing systems (VTS), a number of equipment components, including the following, are usually required:

Broadband modem	Connects an office to a high-speed internet service. A standard modem is insufficient; a great deal of bandwidth is required for a VTC.
Router	Manages the connectivity and traffic that occurs when VTC participants in an office connect to a broadband modem.
Webcam	Records the video signal that is sent to participants during a live session. Incorporates autofocus capability.
CODEC	Translates video and audio signals for transmission.
Monitors	High-quality displays are necessary for conducting professional-level conferencing.
Speakers and microphones	Good quality speakers and microphones are necessary, both for room-based systems and personal computers.

Lead-in to the list punctuated with a colon

Secretly, this two-column list is a table with the grid lines turned off.

The two-column items are a mix of predicates and complete sentences—all starting with an initial capital and punctuated with a period.

LABELLED LIST

- This is a vertical list with labels or short headings at the beginning of the items.
- You can use bold or italics for the actual label (italics is used in the figure).

Stem Cell Development

Stem cells are simply “primitive” cells occurring in an organism’s early developmental stages that give rise to other types of cells. There are three primary stem cell types:

- *Totipotent* – cells with the potential to form a complete organism or differentiate into any of its tissues or cells
- *Pluripotent* – cells with the potential to form many types of cells but not all needed for fetal development
- *Multipotent* – cells with the potential to develop into specialized cell types

Lead-in to the list punctuated with a colon

Labels for the list items can be bold; a period or semicolon can be used to punctuate the labels.

NESTED LIST

- A *nested* list contains two or more levels of list items.
- Nested lists can contain every combination of list type: numbered, lettered, bulleted and other combinations of these.

7. Optionally, click **Delivery Options** and select one of the following delivery options:

- Define the importance of a message
- Confirm delivery of a message
- Change the delivery priority of a mail message
- Prevent copying or forwarding of a mail message
- Spell check the message
- Prevent receipt of out-of-office messages from others
- Add a mood stamp to a mail message

8. Click **Send**.

Notice the the bullets align to the text of the parent item (the numbered items).

This is a *bulleted* sublist because the items are in no necessary order.



THANK YOU!