

SECTION 6: LISTS

STAGE 1: IDENTIFY THE TASK

Read the question and work out exactly what you are required to do and what the list is to be used for. The instruction at the bottom of the question normally reads "Write the list."

STAGE 2: LAYOUT

A list should have a title and numbered points. Sub-headings can be used and should be emboldened or underlined. Two examples of layout for lists are shown below:

TITLE OF LIST

- 1 **First Heading**
 - point 1
 - point 2
- 2 **Second Heading**
 - Sub-heading 1
 - point 1
 - point 2
 - point 3
 - Sub-heading 2
 - point 1
 - point 2
- 3 **Third Heading**
 - point 1
 - point 2

TITLE OF LIST

- 1 Write the first point on your list.
- 2 Write the next point on your list.
- 3 Write the next point on your list.
- 4 Write the next point on your list.
- 5 Write the next point on your list.
- 6 Write the next point on your list.
- 7 Write the final point on your list.

STAGE 3: IDENTIFY RELEVANT INFORMATION

Read the question and decide what information should be included in the list. It should be enough so that nothing essential is left out.

STAGE 4: GROUP/ORDER RELEVANT INFORMATION

The information given is often in a suitable order. If it is mixed up or repeated, make sure information concerning the same theme is grouped together.

STAGE 5: WRITE THE LIST

The language used in lists is to the point. It is often for someone to refer to at a meeting so should be brief but contain all the information, so that the reader can talk from it.

STAGE 6: CHECK YOUR WORK

CHECKLIST: LISTS

- 1 Have you completed the task? (Will the person who has to read it have all the information necessary?)
- 2 Is the layout correct?
- 3 Have you given the list a title?
- 4 Have you used numbered points and headings if appropriate?
- 5 Have you included all the relevant information?
- 6 Have you ordered the information in the best way?
- 7 Is the language appropriate for a list?
- 8 Have you checked spelling, grammar and punctuation?

COMPLETED EXAMPLE

Situation: You work for Hearnsey Castle Gardens Ltd.

This evening you are going to give a talk to a group of visiting French tourists. Use the information below and make a list to refer to during your talk.

Hearnsey Castle Gardens are situated two and a half miles from the town centre on the B3258 road. The gardens are open 7 days a week throughout the year. Bookings from organised groups are welcome.

During the summer months, which is from the end of March to the end of October, the gardens are open from 11am – 5.30pm, and visitors can enjoy the Walled and Wild Gardens, Woodland Walks, Restaurant, other attractions and events. Season tickets are available during the summer season. In the winter months, from the end of October to March, visitors can enjoy the Walled and Wild Gardens and Woodland Walks during daylight hours.

The large Domestic Garden is on a grand scale and lies at the centre of this traditional estate occupying a beautiful position on the River Severn. The garden is surrounded by magnificent hills and planted with a wide variety of mature specimen trees. Within the Walled Garden are greenhouses, which house many unusual species of plants, and an enchanting rose garden. The 12 acres of Wild Garden feature Woodland and Riverside Walks and provides a rich variety of colour and charm for both the keen gardener, or for the visitor simply wanting to enjoy a beautiful garden in peaceful surroundings.

Other attractions include a Gift Shop, Children's Corner, Art Gallery and Tearoom/Restaurant. The Art Gallery is situated in the courtyard opposite the Restaurant and has regular exhibitions of invited artists throughout the summer. The Tearoom/Restaurant serves morning coffee, lunches and afternoon teas, 11am – 5.30pm. Bookings for lunch are advisable. Coach parties and evening parties can be admitted by arrangement. Special events are held throughout the summer. Information can be obtained from the estate office or from the local press.

During the summer months the admission charge is £2 for adults and 50p for children (aged between 5 and 14). During the winter months the charge is £1 for adults and 50p for children (5 – 14). There is no charge for children under 5.

Hearnsey is not a National Trust garden, but is privately owned and run by the Hearnsey family.

We hope you will enjoy it with us.

Write the list.

STAGE 1: IDENTIFY THE TASK

Write the list.

STAGE 2: LAYOUT

A list requires a title and numbered points.

STAGE 3: IDENTIFY RELEVANT INFORMATION

- located 2.5 miles from town centre on B3258
- gardens open 7 days a week all year
- bookings from organised groups welcome
- summer season opening
 - end Mar - end-Oct (11 - 5.30)
 - walled gardens, wild gardens, woodland walks, restaurant, other attractions and events
 - season tickets available
- winter season opening
 - end Oct - Mar (daylight hours)
 - walled & wild gardens and woodland walks
- domestic garden
 - large, grand scale at centre of estate
 - beautiful position on River Severn
 - surrounded by magnificent hills
 - wide variety of mature specimen trees
- walled garden
 - greenhouses
 - many unusual species of plants
 - rose garden (enchanting)
- wild garden
 - 12 acres
 - woodland and riverside walks
 - provide a variety of colour and charm for keen gardener
 - beautiful garden in peaceful surroundings for visitor
- other attractions
 - Gift Shop
 - Children's Corner
 - Art Gallery
 - regular exhibitions through summer
 - Tearoom/Restaurant
 - morning coffee, lunches and afternoon teas (11 - 5.30)
 - bookings for lunch advisable
 - coach parties / evening parties by arrangement
- general
 - special events held throughout the summer
 - information from estate office or local press
- prices
 - Summer: £2 / Children (5 – 14) 50p / Under 5 free
 - Winter: £1 / Children (5 – 14) 50p / Under 5 free
- Hearnsey not a National Trust garden, but privately owned and run by the family

STAGE 4: GROUP/ORDER RELEVANT INFORMATION

- 1 Location
- 2 Gardens
 - Domestic Garden
 - Walled Garden
 - Wild Garden
- 3 Other attractions
 - Art Gallery
 - Tearoom/Restaurant
- 4 Opening times
 - Summer season
 - Winter season
- 5 General
- 6 Prices

STAGE 5: WRITE THE LIST

1	Location	2.5 miles from town centre on B3258			
2	Gardens	<u>Domestic Garden</u> • large, grand scale • beautiful position on River Severn • surrounded by magnificent hills • wide variety of mature specimen trees <u>Walled Garden</u> • greenhouses with many unusual plant species • enchanting rose garden <u>Wild Garden</u> • 12 acres • Woodland and Riverside Walks • variety of colour/charm for keen gardener • beautiful garden in peaceful surroundings for visitors			
3	Other attractions	<u>Gift Shop</u> <u>Children's Corner</u> <u>Art Gallery</u> • regular exhibitions throughout summer <u>Tearoom/Restaurant (11 - 5)</u> • morning coffee, lunches and afternoon teas • bookings for lunch advisable • coach parties / evening parties by arrangement			
4	Opening times	• gardens open 7 days a week all year • bookings from organised groups welcome <u>Summer season (end March - end-October)</u> • 11am – 5.30pm • Walled and Wild Gardens, Woodland Walks, • Restaurant, other attractions and events • Season tickets available <u>Winter season (end October - March)</u> • daylight hours • Walled & Wild Gardens and Woodland Walks			
5	General	• special events held throughout the summer • information from the office or from the local press • Hearnsey not a National Trust garden • privately owned and run by the family			
6	Prices	• Summer: • Winter:	Adults £2 Adults £1	Children (5 – 14) 50p Children (5 – 14) 50p	Under 5's free Under 5's free

CHECKLIST: LISTS

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- 2 Is the layout correct?
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- 5 Have you included all the relevant information?
- 6 Have you ordered the information in the best way?
- 7 Is the language appropriate for a list?
- 8 Have you checked spelling, grammar and punctuation?

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