



Yr Level:	Subject: ICT	Unit:	1 of __
Name:		Date:	

### Numbering and Bullets

Type the following text.

Everybody likes to blow out the candles on the birthday cake during his or her birthday party. Candles create a special atmosphere on this special occasion. Candles are handy too when there is power failure.

Treat the candles well; they bring you joy and happiness. Treat them carelessly; they bring fire into home!

Here are some guidelines on candle safety:

- Double-check they're out when you do not need them.

Keep clothes and hair away from them.  
Keep children and pets away.  
Put them on a heat-resistant surface.  
Put them in a proper holder.  
Keep them away from inflammable materials like curtains.  
Take care with votive or scented candles.  
Use a snuffer or a spoon to put them out.  
Don't put them under shelves.  
Don't move them when they're burning.  
Don't leave them burning while you are out.  
Don't keep candles too close to each other.

Type in the blue box below.

**Use bullets** from the items starting from "Double-check..."