

Spelling

1. Words for discussing spelling

- **VOWELS**—a, e, i, o and u are vowels.
- **CONSONANTS**—the other 21 letters of the alphabet.
- **PREFIX**—element added to the front of a word (e.g. un/in=not, pre=before, anti=against)
- **SUFFIX**—element added to the end of a word (e.g. -ing, -able, -ed, -ly, -ful, -ment, -tion)
- **SYLLABLE**—a word or section of a word with a single sound (e.g. read, fa_mous, dif_fi_cult)
- **STRESS**—the emphasis is given to a syllable (see underlined syllables: famous, focus, occur, infer)

2. Ten common spelling rules

Rule	Examples	Memorise
1. 'ie' or 'ei' i) Write i before e, except after c ii) Write ie after c for words with a shensound. iii) Write ei when the vowels sounds like an a as in 'weigh'	i) achieve, believe, friend receive, receipt, perceive ii) ancient, efficient, sufficient, conscience iii) neighbour, vein, reign, rein, deign	Exceptions: Words like counterfeit, either, neither, height, leisure, forfeit, foreign, science, species, seize, weird
2. 's' or 'es' i) Add es if a word ends in ch, sh, ss, x or z ii) Add es for most words ending in o	i) arch > arches, clash > clashes, class > classes, box > boxes, quiz > quizzes ii) tomato > tomatoes, hero > heroes, go > goes, do > does, echo > echoes	Exceptions: Words like altos, duos, pianos, radios, solos sopranos, studios, videos, typos
3. 'y' to 'i' or not i) For words ending in y preceded by a vowel, retain the y when adding s or a suffix. ii) For words ending in y, retain the y when adding ing. iii) For words ending in y, preceded by a consonant, change the y to i before any other suffix	i) convey > conveys, employ > employer ii) try > trying, justify > justifying, certify > certifying, study > studying iii) try > tried, justify > justifies, certify > certifiable, mystify > mystified, laboratory > laboratories	Exceptions: Words like dryness, shyness
4. drop the final 'e' i) DROP the e when the suffix starts with a vowel. ii) DROP the e when the word ends indge. iii) DROP the final e when adding -ing	i) save > savable, use > usable ii) judge > judgment iii) save > saving, manage > managing, trace > tracing, emerge > emerging	Exceptions: DO NOT DROP the e if the word ends in ce or ge (e.g. manage > manageable, trace > traceable)
5. 't' or 'tt' when adding -ing, -ed and	i) rot > rotting, rotted, rotten fit > fitting, fitted knot > knotting, knotted	Exceptions: DO NOT DOUBLE the t for verbs of one syllable with a double

<p>some suffixes to verbs</p> <p>i) DOUBLE the t for verbs of one syllable with a single vowel, or a short vowel sound.</p> <p>ii) DOUBLE the t for verbs of more than one syllable when the stress is on the last syllable.</p>	<p>ii)abet > abetting, abetting allot > allotting, allottedcommit > committing, committed emit > emitting, emittedforget > forgetting, forgotten (but forgetful)</p>	<p>vowel or a long vowel sound (e.g. treat > treating, treated; greet > greeting, greeted)</p>
<p>6. 'r' or 'rr' when adding -ing, - ed and some suffixes to verbs</p> <p>i)DOUBLE the r for verbs of one syllable when the final r is preceded by a single vowel.</p> <p>ii)DOUBLE the r for words of more than one syllable when the stress does not fall on the first syllable.</p>	<p>i)star > starring, starred, starry tar > tarring, tarredwar > warring, warred (but warfare) scar > scarring, scarredstir > stirring, stirred</p> <p>ii)concur > concurring, concurred, concurrence occur > occurring, occurred, occurrence defer > deferring, deferred, (but deference) deter > deterring, deterring, deterrentinfer > inferring, inferred, (but inference) prefer > preferred, preferring, (but preference) refer > referred, referring, referral</p>	<p>Exceptions:DO NOT DOUBLE the r for verbs of one syllable when the final r is preceded by a double vowel (e.g. fear>fearing, feared)DO NOT DOUBLE the r for words of more than one syllable, when the stress falls on the first syllable (e.g. prosper > prospered, prospering)</p>
<p>7. 'l' or 'll' when adding -ing,-ed and some suffixes to verbs</p> <p>DOUBLE the l when it is preceded by a single vowel.</p>	<p>cancel > cancelling, cancelled, cancellation enrol > enrolling, enrolled (but enrolment) fulfil > fulfilling, fulfilled, fulfillmentlevel > levelling, levelledtravel > travelling, travelled, traveller</p>	<p>Exceptions: DO NOT DOUBLE the l when it is preceded by a double vowel (e.g. conceal> concealing, concealed)</p>
<p>8. Dropping letters</p> <p>Many words drop a letter when adding a suffix, but it is not always the final letter</p>	<p>argue > argument; proceed > procedure; humour > humorous; disaster > disastrous; repeat > repetition; administer > administration</p>	<p>There is no reliable rule covering these words, so they simply have to be memorised.</p>
<p>9. Word endings such as able/ible, ant/ance; ent/ence</p>	<p>negligible, incredible, invisible, sensible, admirable, preventable, suitable, dependable attendance, ignorance, nuisance, importance sentence, difference ,independence, intelligence</p>	<p>There is no reliable rule covering these words, so they simply have to be memorised.</p>
<p>10. Silent letters</p> <p>Some words include letters which are not pronounced when the word is spoken.</p>	<p>advertisement, campaign, column, debt, design, doubt, gauge, ghetto, heir, knife, knowledge, island, mortgage, often, pneumatic, rhythm, solemn, subtle</p>	<p>There is no reliable rule covering these words, so they simply have to be memorised.</p>