

SPELLING STUDY GUIDE

HOW TO STUDY SPELLING...

SEE - SAY - WRITE

This method is one that will help all students learn effectively:

1. Look at the word.
2. Say the word to yourself, noticing syllables, silent letters, and likely “trouble” spots.
3. Write each word, taking care to see the difficult spots. (Some students close their eyes and spell the word aloud or silently, or they trace the word with their fingers on the table.)
4. Check the word.
5. Copy the word.
6. Cover the word.
7. Write the word again.
8. If correct, go on to the next word. If wrong, repeat the steps.

Another technique that may be helpful is to check the word meanings and pronunciation in a dictionary. This often helps us remember the word and its spelling.

Some Spelling Patterns:

1. **ff ll ss zz**

In a one-syllable word with a short vowel, double the final f, l, s, and z after a single vowel
e.g. **miss, staff, buzz**

Exceptions: **bus, gas**

2. **ck** or **k**

Use **ck** to spell the [k] sound after one short vowel at the end of a one-syllable word and also in a few two-syllable words.

If the [k] sound follows immediately after the vowel, then use **ck**. **back**

If the [k] sound follows a consonant, then use **k**. **bank**

3. **tch** or **ch**

Use **tch** to spell the [ch] sound after one short vowel at the end of a one-syllable word and also in a few two-syllable words.

Generally think of the rule above for [ck].

If the [ch] sound follows immediately after the vowel, then use **tch**. **fetch**

Exception: which

If the [ch] sound follows a consonant, then use **ch**. **bench**

4. **dge** or **ge**

This is similar to the rule for **tch** or **ck**.

Use **dge** to spell the [j] sound after one short vowel on the end of a one-syllable word and also in a few two-syllable words.

If the [j] sound follows immediately after the short vowel, then use **dge**.

badge **lodge**

If the [j] sound follows a consonant, then use **ge** **plunge** **tinge**

ble, tle, fle, etc.

If the short vowel is alone, double the letter. **bubble, huddle, battle**

If the short vowel is followed by a consonant, then use a single letter.

handle **candle**

5. **ble, tle, fle**, etc.

If the short vowel is alone, double the letter. **bubble, huddle, battle**

If the short vowel is followed by a consonant, then use a single letter.

handle **candle**

6. **Change y to i**

Change final **y** to **i** when the word ends in **y** and the letter before the **y** is a consonant.

noisy + ly = noisily

fly + er = flier

- except when the suffix begins with a **y** or an **i**.

cry + ing = crying

fly + ing = flying

If the letter before the y is a vowel, the y never changes.

joy	+	ful	=	joyful
play	+	ing	=	playing

Some Spelling Rules

1. Prefixes

➤ Add Prefix to root

dis	+	appear	=	disappear
un	+	usual	=	unusual
im	+	mortal	=	immortal
dis	+	appoint	=	disappoint
mis	+	spent	=	misspent
re	+	elect	=	re-elect (or reelect)

2. Suffixes

➤ Add Suffix to root

real	+	ly	=	really
manage	+	ment	=	management
like	+	ly	=	likely
like	+	ness	=	likeness
use	+	ful	=	useful
care	+	fully	=	carefully
safe	+	ty	=	safety
entire	+	ly	=	entirely
immediate	+	ly	=	immediately
formal	+	ly	=	formally
usual	+	ly	=	usually
wool	+	ly	=	woolly

Note: If the root (desire) ends in a vowel and the suffix begins with a vowel (a), drop the final vowel of the root before adding the suffix (desirable)

combine	+	ation	=	combination
fame	+	ous	=	famous
scarce	+	ity	=	scarcity
lose	+	ing	=	losing
write	+	ing	=	writing
shine	+	ing	=	shining
move	+	able	=	movable

Words ending in **ce** or **ge** usually keep the **e** before a suffix beginning with **a** or **o** in order to retain the soft sound of the **c** or **g**:

change	changeable
advantage	advantageous
knowledge	knowledgeable
courage	courageous
service	serviceable

Before suffixes beginning with **i**, the **e** is usually chopped:

force	forcing
reduce	reducible
finance	financial

Exceptions:

age	ageing
singe	singeing

When to double a final consonant before adding a suffix:

i) One syllable words ending in a consonant

drag	+ ed	=	dragged
hid	+ en	=	hidden
shop	+ er	=	shopper
stun	+ ing	=	stunning

Note: The reason we do this is to “protect” the short vowel sound of the root word.

ii) Multi-syllable words that have the stress on the last syllable.

begin	+ ing	=	beginning
abhor	+ ent	=	abhorrent
refer	+ al	=	referral
occur	+ ence	=	occurrence
regret	+ able	=	regrettable

Note: The following multi-syllable words do NOT have the stress on the last syllable and therefore, do NOT have the last consonant of the root doubled before adding a suffix.

edit	+ ed	=	edited
benefit	+ ed	=	benefited
profit	+ ed	=	profited

iii) Double a final single consonant before a suffix beginning with a vowel (*a*) if the consonant ends a stressed syllable or a word of one syllable and (*b*) if the consonant is preceded by a single vowel. Otherwise, do not double the consonant.

One-syllable words:

drag	dragged
hid	hidden
shop	shoppers
stun	stunning
wet	wettest

Words stressed on the last syllable:

abhor	abhorrent
begin	beginning
occur	occurrence
regret	regrettable
unwrap	unwrapped

Compare: benefited, reference [stressed on first syllable]

As a rule, change final **y** to **i** before adding a suffix, but keep the **y** before adding **-ing**

apply	applies, applied, appliance	but: applying
study	studies, studied	but: studying
happily	happily, happiness, happier, happiest	

Exceptions: Verbs ending in **y** preceded by a vowel do not change the **y** before **-s** or **-ed**:

stay, stays, stayed

Following the same pattern of spelling, nouns like joys or days have **y** before **s**.

The following irregularities in spelling are especially troublesome:

lays, laid pays, paid [Compare says, said]

Add **ly** even when the root ends in **l**

formal	formally
real	really
usual	usually
wool	woolly

3. **Plurals:**

As a rule, form the plural of nouns by adding **s** or **es** to the singular.

Form the plural of most nouns by adding **s** to the singular:

- two boys, many nations, a few scientists, several safes, three cupfuls, all the radios
both sisters-in-law [chief word pluralized]
the Dudleys and the Berrys [proper names pluralized]

Note: To form the plural of most nouns ending in **f** or **fe**, change the ending to **ve** before adding the **s**: a thief, two thieves; one life, our lives.

b. Add **es** to singular nouns ending in **s**, **ch**, **sh**, or **x**.

many losses; these mailboxes; the Rogerses

two approaches; a lot of ashes; two Dorises

[Note that each plural above makes an extra syllable]

c. Add **es** to singular nouns ending in **y** preceded by a consonant, after changing the **y** to **i**.

eighty	eighties
strawberry	strawberries
company	companies
industry	industries

Note: Although **es** is often added to a singular noun ending in **o** preceded by a consonant, usage varies:

echoes	heroes	tomatoes	potatoes	vetoed	[-es only]
autos	memos	radios	pimentos	pros	[-s only]
nos/noes	mottos/mottoes	zeros/zeroes			[-s or -es]

Exceptions: Irregular plurals (including retained foreign spellings) are not formed by adding **s** or **es**:

Singular:	woman	goose	analysis	alga	species	cactus	index
Plural:	women	geese	analyses	algae	species	cacti	indexes or indices

“Schwa” ə (indicated here as #)

The **“schwa”** sound is that indefinite vowel sound that sometimes sounds like “a” (academy ≈ acad#my), sometimes like “e” (deficit ≈ def#cit), sometimes like “i” (aristocracy ≈ aristocr#cy) and sometimes like “u” (arithmetic ≈ #rithmetic).

It is important to note that the “schwa” sound is **always** an unaccented short vowel sound and that your ear does not always give a clue to the correct vowel; it is a neutral sound. Think of the word medicine: does that first “i” sound like “a”, “e”, “i”, or “u”?

The trick is to **unmask** the “schwa” by finding a related word in which the vowel in question appears in an accented syllable.

məd#cin	...	med í cin al	...	i
acad#my	...	a cad ém ic	...	e
auth#r	...	auth ór it y	...	o
cust#dy	...	cust ó di an	...	o
neutr#l	...	neu trál it y	...	a
rem#dy	...	rem é di al	..	e

Now try these – change to find the correct vowel for each of the following:

brut l ity	origin l ity
civ l ian	par nt al
edit r ial	person l ity
hum n ity	simil r ity
idi t ic	tot l ity
leg l ity	tut r ial
org n ic	

Answers

brutality	brutal
civilian	civil
editorial	editor
humanity	human
idiotic	idiot
legality	legal
organic	organ
originality	origin
parental	parent
personality	personal
similarity	similar
totality	total
tutorial	tutor

Spelling ie/ei words

- 1) Many of you may remember this from elementary school –

“i before e except after c
and when it sounds like A,
as in neighbour and weigh”

This rhyme works well for most words as a guideline:

e.g. pie, believe, friend, relief, field, niece, piece, achieve,
fierce, pier, thief, cashier, siege

e.g. After ‘c’
ceiling, conceive, receipt, deceive, deceit

e.g. When the sound is A
eight, weight, rein, neighbour, freight, vein, beige

- 2) There are some important exceptions:

weird (tip: we are weird)

either, neither (tip: try spelling them the other way...Strange!)

seize (tip: see it and seize it)

foreign

their (tip: belongs to them = they own it)

leisure

caffeine

science/financier (tip: the ‘i’ is sounded first: sci ence, fi nan ci er

ancient (tip: the ‘e’ is sounded second: an ci ent)

species

EI/IE Spelling Rules - Practice 1:

1. I have not (recieved, received) a letter since Saturday.
2. Have you ever been on a (sleigh, sliegh) ride?
3. Her (neice, niece) is going to come to (grief, greif).
4. She (shrieked, shreiked) in surprise when he dropped the ice cube down her back.
5. Drop that silver, you (theif, thief)!
6. I don't (beleive, believe) he is so (conceited, conciated).
7. Look at that spider on the (ceiling, cieling).
8. I'll need a (receipt, reciept) for this purchase.
9. How could he have (deceived, decieved) us as he did?
10. That (peice, piece) of limburger cheese really smells!

Write in either *ie* or *ei* to complete the words below.

11. ach____ve
12. misch____vous
13. cash____r
14. f____ld
15. fr____ght
16. h____r
17. suffic____nt
18. fr____nd
19. f____ry
20. rel____f

Answers:

1. received
2. sleigh
3. niece
4. grief
5. shrieked
6. believe , conceited
7. ceiling
8. receipt
9. deceived
10. piece
11. achieve
12. mischievous
13. cashier
14. field
15. freight
16. heir
17. sufficient
18. friend
19. fiery
20. relief

Frequently Misspelled Words

absence	arrangement	cemetery	defeat
academic	arrival	certain	definite
accept	ascent	chairs	definitely
accidentally	assistant	champagne	definition
accommodate	assistance	changeable	delightfully
accompanied	asthma	character	describe
accompanying	athletics	chasing	description
accurately	atmosphere	chauffeur	desert
acquaintance	attempt	chemistry	desirable
across	attract	choose	despair
address	authority	cigarette	desperate
advertisement	average	climbed	dessert
advice	awareness	clothes	develop
advise	awful	coarse	development
affect	awkward	coincidence	devote
aggressive	bargain	college	diagnosis
aisles	beautiful	column	dictator
a lot (of money)	because	comfortable	different
allege	behalf	coming	disappear
allocate	beneficial	commitment	disappear
allowed	benefit	committee	disappoint
all ready	bleeding	communities	disapprove
all right	brilliant	compelled	disastrous
along	beginning	competent	discipline
almost	belief	completely	discussed
already	believe	conceive	discrepancy
alright	Britain	conference	dispute
although	building	confidential	disturbed
always	bulletin	confirm	diving
amateur	bureau	consensus	doctor
analyze	buried	conscience	doesn't
ancestor	business	conscientious	doubt
anecdote	busy	consistent	drains
annoying	cafeteria	continuous	during
answer	calendar	convenience	education
anxious	campaign	corporation	eighth
apparatus	cancel	courageous	equipped
appearance	candles	course	embarrass
applied	capital	courteous	empty
appointment	captain	courtesy	encounter
appreciate	carbon	criticism	endeavour
approach	caricature	daughter	enough
approve	catalogue	deceased	entitled
arctic	category	deceive	environment
arduous	caution	decided	equipment
argument	ceiling	decision	escape

especially	grammar	laboratory	occurred
essential	gradations	language	occurring
esteemed	gregarious	laughter	often
evidence	grief	leisure	omitted
exaggerated	guarantee	length	opinion
exceedingly	guess	library	opportunity
exceptions	guidance	listen	opposite
exercise	guilty	literature	original
excessive	handsome	loose	paid
excited	happiness	lose	pamphlet
exclusive	hardware	losing	parallel
experience	heard	magazine	parliament
extension	height	magnificent	particular
extraordinary	holiday	maintenance	pastime
extremely	human	manufacturer	peculiar
effect	humorous	marriage	perfume
efficient	hungry	material	perhaps
electricity	hygiene	mathematics	permanent
eligible	identification	meant	permission
emphasize	illusion	measure	persuade
excellent	imagine	mechanical	philosophy
except	immature	medicine	physical
faithfully	immediately	memory	physician
familiar	incessant	method	piece
fascinating	incidentally	military	planned
fastidious	incline	mineral	pleasant
fatigue	indefinite	minimum	plumbing
fault	independent	minute	pneumonia
favourable/favorable	indigestion	miscellaneous	poison
le	individual	mischievous	popular
favourite/favorite	instead	misspell	possess
February	interchangeable	morning	postpone
federal	interested	mortgage	practically
finally	interfere	municipal	preference
firmly	independent	muscle	prejudice
flexible	installed	mysterious	prepared
foreign	interrupt	naturally	principal
forty	introduce	necessary	principle
fought	irrelevant	nickel	privilege
freight	irritated	niece	probably
friend	issued	nineteen	process
fourth	itemized	ninety	professional
frightened	its	nocturnal	prodigy
gains	it's (it is)	northern	professor
generally	jealous	notice	profitable
genius	jewellery	noticeable	promise
genuine	judgment/judgement	nuisance	pronunciation
groceries	nt	obstacle	propriety
government	knowledge	ocean	psychology
governor	laid	occasion	punctuation

purchase	sentence	typical
purpose	separate	unity
quantity	several	until
quarrel	sheriff	used to
quiet	shining	usually
quite	significance	vacuum
reality	sincerely	valuable
realize	similar	vegetable
really	speech	voice
recently	spontaneous	weather
recipe	sophomore	Wednesday
recognize	stomach	whether
recommend	straight	whose
recommendation	strength	woman
reference	studying	writing
referred	succeed	written
referral	success	yield
regular	sufficient	
relative	superintendent	
reliable	surprise	
relief	surely	
relieve	surveillance	
religious	subtle	
remained	spontaneous	
remember	symbol	
repetition	tariff	
representative	technique	
resources	telephone	
respectfully	temperament	
responsible	their	
restaurant	theory	
reticent	there	
reverse	they're	
review	thoroughly	
rhythm	thought	
rough	through	
safety	tier	
salmon	to	
sandwich	together	
sane	tomorrow	
Saturday	tongue	
sausage	too	
saving	tragedy	
scenario	transferred	
schedule	tried	
scissors	tries	
scrap	truly	
secretary	Tuesday	
seize	twelfth	
sensible	two	