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 \textit{y} is a vowel, the \textit{y} never changes.

joy + ful \hspace{0.5cm} = \hspace{0.5cm} joyful

play + ing \hspace{0.5cm} = \hspace{0.5cm} playing

\textbf{Some Spelling Rules}

1. \textbf{Prefixes}
   
   \begin{itemize}
   
   \item Add Prefix to root
   
   dis + appear \hspace{0.5cm} = \hspace{0.5cm} disappear
   
   un + usual \hspace{0.5cm} = \hspace{0.5cm} unusual
   
   im + mortal \hspace{0.5cm} = \hspace{0.5cm} immortal
   
   dis + appoint \hspace{0.5cm} = \hspace{0.5cm} disappoint
   
   mis + spent \hspace{0.5cm} = \hspace{0.5cm} misspent
   
   re + elect \hspace{0.5cm} = \hspace{0.5cm} re-elect (or reelect)
   
   \end{itemize}

2. \textbf{Suffixes}
   
   \begin{itemize}
   
   \item Add Suffix to root
   
   real + ly \hspace{0.5cm} = \hspace{0.5cm} really
   
   manage + ment \hspace{0.5cm} = \hspace{0.5cm} management
   
   like + ly \hspace{0.5cm} = \hspace{0.5cm} likely
   
   like + ness \hspace{0.5cm} = \hspace{0.5cm} likeness
   
   use + ful \hspace{0.5cm} = \hspace{0.5cm} useful
   
   care + fully \hspace{0.5cm} = \hspace{0.5cm} carefully
   
   safe + ty \hspace{0.5cm} = \hspace{0.5cm} safety
   
   entire + ly \hspace{0.5cm} = \hspace{0.5cm} entirely
   
   immediate + ly \hspace{0.5cm} = \hspace{0.5cm} immediately
   
   formal + ly \hspace{0.5cm} = \hspace{0.5cm} formally
   
   usual + ly \hspace{0.5cm} = \hspace{0.5cm} usually
   
   wool + ly \hspace{0.5cm} = \hspace{0.5cm} woolly
   
   \end{itemize}

\textbf{Note:} \hspace{0.5cm} If the root (desire) ends in a vowel and the suffix begins with a vowel \textit{(a)}, drop the final vowel of the root before adding the suffix (desirable)

combine + ation \hspace{0.5cm} = \hspace{0.5cm} combination

fame + ous \hspace{0.5cm} = \hspace{0.5cm} famous

scarce + ity \hspace{0.5cm} = \hspace{0.5cm} scarcity

lose + ing \hspace{0.5cm} = \hspace{0.5cm} losing

write + ing \hspace{0.5cm} = \hspace{0.5cm} writing

shine + ing \hspace{0.5cm} = \hspace{0.5cm} shining

move + able \hspace{0.5cm} = \hspace{0.5cm} 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.

<table>
<thead>
<tr>
<th>One-syllable words:</th>
<th>Words stressed on the last syllable:</th>
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</thead>
<tbody>
<tr>
<td>drag</td>
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<tr>
<td>hid</td>
<td>hidden</td>
</tr>
<tr>
<td>shop</td>
<td>shoppers</td>
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<tr>
<td>stun</td>
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<td>wet</td>
<td>wettest</td>
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<td>abhor</td>
<td>abhorrent</td>
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<tr>
<td>begin</td>
<td>beginning</td>
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<tr>
<td>occur</td>
<td>occurrence</td>
</tr>
<tr>
<td>regret</td>
<td>regrettable</td>
</tr>
<tr>
<td>unwrap</td>
<td>unwrapped</td>
</tr>
</tbody>
</table>

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          |
| study               | studies, studied                    |
| happy               | happily, happiness, happier, happiest|
| but: applying       | but: studying                       |
|                     |                                     |

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:

a. 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 vetoes [-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”, “é”, “éi”, 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.

```
med#cine ... 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, concieted).
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
<table>
<thead>
<tr>
<th>Frequently Misspelled Words</th>
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<td>absence</td>
<td>arrangement</td>
<td>cemetery</td>
<td>defeat</td>
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<td>academic</td>
<td>arrival</td>
<td>certain</td>
<td>definite</td>
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<td>accept</td>
<td>ascent</td>
<td>chairs</td>
<td>definitely</td>
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<td>assistant</td>
<td>champagne</td>
<td>definition</td>
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<td>assistance</td>
<td>changeable</td>
<td>delightfully</td>
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<td>asthma</td>
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<td>atmosphere</td>
<td>chauffeur</td>
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<td>attract</td>
<td>choose</td>
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<td>beautiful</td>
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<td>dictator</td>
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<td>because</td>
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<td>different</td>
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especially
essential
esteemed
evidence
exaggerated
exceedingly
exceptions
exercise
excessive
excited
exclusive
experience
extension
extraordinary
extremely
effect
efficient
electricity
eligible
emphasize
excellent
except
faithfully
familiar
fascinating
fastidious
fatigue
fault
favourable
favourite
February
federal
finally
firmly
flexible
foreign
forty
fought
freight
friend
fourth
frightened
gains
generally
genius
genuine
groceries
government
governor

grammar
gradations
gregarious
grief
guarantee
guess
guidance
guilty
handsome
happiness
hardware
heard
height
holiday
human
humorous
hungry
hygiene
identification
illusion
imagine
immature
immediately
incessant
incidentally
incline
indefinite
independent
indigestion
individual
instead
interchangeable
interested
interfere
independent
installed
interrupt
introduce
irrelevant
irritated
issued
itemized
its
it's (it is)
jealous
jewellery
judgment
judgement
knowledge
laid

laboratory
language
laughter
leisure
length
library
listen
literature
loose
lose
losing
magazine
magnificent
maintenance
manufacturer
marriage
material
mathematics
meant
measure
mechanical
medicine
memory
method
military
mineral
minute
miscellaneous
mischievous
misspell
morning
mortgage
municipal
muscle
mysterious
naturally
necessary
nickel
niece
nineteen
ninety
nocturnal
northern
notice
noticeable
nuisance
obstacle
ocean
occasion

occurred
occurring
often
omitted
opinion
opportunity
opposite
original
paid
pamphlet
parallel
parliament
particular
pastime
peculiar
perfume
perhaps
permanent
permission
persuade
philosophy
physical
physician
piece
planned
pleasant
plumbing
poison
popular
possess
postpone
practically
preference
prejudice
prepared
principal
privilege
probably
process
professional
prodigy
professor
profitable
promise
pronunciation
propriety
psychology
punctuation