Spelling

Spelling is important so that a reader can process the communication as quickly and easily as possible. The following are some commonly misspelt words.

accommodation    gauge    queue
accidentally    humorous    rhythm
acquire    jewellery    seize
argument    library    sincerely
benefited    maintenance    successful
calendar    necessary    surprise
definitely    occasion    weird
embarrass    parallel    woollen

If any of these words or other words prove difficult, try spelling them on paper. It may help to see the word rather than just to spell it aloud.

Use the LOOK, SAY, COVER, WRITE, CHECK method to help remember. This is:
• look and write correctly
• say aloud several times, pronouncing the word clearly
• cover, and say again, trying to picture the word
• write it
• uncover and check
• repeat if incorrect.

Rule a page making three columns

Fold along these lines

Write the word in this space and then fold the paper at the centre lines so you can no longer see this column.

Write the word in this space with the first column covered.

If you were not correct in the middle column, try writing the word again here.
Look at these rules about making plurals:

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 1</td>
<td>With most singular nouns you add ‘s’ to form the plural.</td>
<td>car + s = cars, boat + s = boats, cat + s = cats</td>
</tr>
<tr>
<td>Rule 2</td>
<td>When words end in ‘ch’, ‘sh’, ‘ss’, and ‘x’, you add ‘es’ for the plural.</td>
<td>box + s = boxes, boss + s = bosses, punch + s = punches, push + s = pushes</td>
</tr>
<tr>
<td>Rule 3</td>
<td>Words ending in ‘f’ or ‘fe’. For most of these words to make the plural you change the ‘f’ or ‘fe’ to ‘v’ and add ‘es’.</td>
<td>Hoof + s = hooves, Thief + s = thieves, Calf + s = calves</td>
</tr>
<tr>
<td></td>
<td>There are some exceptions to the rule where you simply add ‘s’</td>
<td>Giraffe + s = giraffes</td>
</tr>
<tr>
<td>Rule 4</td>
<td>Remember that in English there are always exceptions. Certain nouns are also their own plural.</td>
<td>sheep, caribou, deer!</td>
</tr>
</tbody>
</table>

Tips to help you spell well

**Have an ownership of the words**
- Use them in conversation and writing
- Understand the meaning

**Use a variety of strategies**
- Have a mental picture of the word.
- Focus on the sounds the word makes (pronounce it correctly if that helps, wrongly if that helps).
- Break the word down into parts (syllables, root word + suffix/prefix).
- Look for patterns (eg. night, sight, light).
- Memorise if useful.
- Use mnemonic devices (eg. I like a bargain because I gain).
- Link the word to a similar word you know.

**Check your work carefully**
- Proofread and redraft paying attention to the errors you have made.
- Use a spell check (but don’t rely on it!).
- Focus on the spelling that is important to you (no-one can spell every word!)

**Read often and widely**
- This reinforces spelling as well as vocabulary and structure.

**Trust your intuition!**
### Spelling rules

<table>
<thead>
<tr>
<th>Words that sound alike but are spelt differently</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is essential that you learn these words separately and fully check their meaning in the dictionary to avoid using the wrong spelling when constructing a sentence.</td>
</tr>
<tr>
<td>Example</td>
</tr>
<tr>
<td>there and their</td>
</tr>
<tr>
<td>fair and fare</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Words with ‘ei’ and ‘ie’</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘i’ comes before ‘e’ except after ‘c’. There are some exceptions to this rule.</td>
</tr>
<tr>
<td>Example</td>
</tr>
<tr>
<td>leisure, height, weight</td>
</tr>
<tr>
<td>Here are some examples of ‘ie’ words:</td>
</tr>
<tr>
<td>wield and field</td>
</tr>
<tr>
<td>Here are some examples of ‘ei’ words:</td>
</tr>
<tr>
<td>deceive, receive</td>
</tr>
</tbody>
</table>

### Rules for words with a silent ‘e’

**Rule 1**
If a word ends with a silent ‘e’, drop the ‘e’ before adding an ending that begins with a vowel.

Some of the endings that begin with a vowel are: ed, er, en, ing, ous

**Example**
ripe + en = ripen
tape + ed = taped
take + ing = taking

**Rule 2**
If a word ends in ‘ce’ or ‘ge’ you keep the ‘e’ when you add ‘us’ or ‘able’.

Example
marriage + able = marriageable
service + able = serviceable
outrage + ous = outrageous

### Doubling the last consonant

In single syllable words ending in a consonant that follows a single vowel, you double the consonant when adding ‘ed’, ‘er’, ‘est’, ‘ing’.

**Example**
Tap + ing = tapping
Rub + ed = rubbed
Remember this is only the case when a single consonant follows a single vowel.

**Example**
Feel + ing = feeling

### Words ending with ‘ful’

When ‘full’ is added to a word you drop the final ‘l’.

**Example**
hand + full = handful
rest + full = restful

If you add ‘ly’ to any word ending with ‘ful’ you keep the existing ‘l’.

**Example**
Restful + ly = restfully

### Prefixes

Letters added to the beginning of a word to make a new word are called prefixes.

**Example**

| mis + take = mistake |
| back + ground = background |


### Suffixes

Letters added to the end of a main word are called suffixes.

**Example**

| Harm + less = harmless |