

## Spelling

### LEARN SIX RULES FOR SPELLING

**Rule 1:** Place *-i* before *-e*, except after *-c* or when sounded like *-ay* as in *neighbor* and *weigh*

<b>-i before -e:</b>	<i>achieve, believe, relieve, siege</i>
<b>except after -c:</b>	<i>ceiling, perceive, receive</i>
<b>or when sounded like -ay:</b>	<i>neighbor, sleigh, vein</i>
<b>exceptions:</b>	<i>ancient, conscience, counterfeit, foreign, heir, leisure, seize, weird</i>

**Rule 2:** To change the ending on a word that ends in *-y*, first change *-y* to *-i* if the *-y* follows a consonant (any letter but *a, e, i, o, u*).

penny	+	less	=	penniless
cry	+	ed	=	cried
beauty	+	ful	=	beautiful

But keep the *-y* if it follows a vowel (*a, e, i, o, u*).

attorney	+	s	=	attorneys
buoy	+	ed	=	buoyed
donkey	+	s	=	donkeys

Always keep the final *-y* in a word when you add *-ing*:

justify	+	ing	=	justifying
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**Rule 3:** To add *-able*, *-ed*, or *-ing* to a word ending in a consonant, double that consonant only if the sound before it is short.

<i>hope</i>	+	<i>ing</i>	=	<i>hoping</i>	<i>hop</i> + <i>ing</i>	=	<i>hoping</i>
				<b>BUT</b>			
<i>scare</i>	+	<i>ed</i>	=	<i>scared</i>	<i>scar</i> + <i>ed</i>	=	<i>scarred</i>

**Rule 4:** If the final *-e* in a word is not pronounced, drop that *-e* when you add an ending that begins with a vowel (*a, e, i, o, u*).

<i>fame</i>	+	<i>ous</i>	=	<i>famous</i>
<i>solve</i>	+	<i>ing</i>	=	<i>solving</i>
<i>clone</i>	+	<i>ing</i>	=	<i>cloning</i>

But keep the *-e* when you add an ending that begins with a consonant (any letter but *a, e, i, o, u*).

*time* + *ly* = *timely*  
*pave* + *ment* = *pavement*

## EXCEPTIONS

*responsible* + *ly* = *responsibly*  
*true* + *ly* = *truly*

**Rule 5:** Follow seven guides for forming plurals.

a. In general, add *-s* or *-es*:

*building*                      *buildings*  
*flash*                         *flashes*  
*machine*                      *machines*

b. Form the plural of an acronym by adding *-s*. An acronym is a word made up of the first letters of a name or title:

*VCRs, TVs, BTU's*

c. If a noun ends in a *-y* that follows a consonant, change the *-y* to *-i* and add *-es*:

*society*                      *societies*  
*treaty*                        *treaties*

But if the *-y* follows a vowel, just add *-s*:

*attorney*                      *attorneys*  
*bay*                             *bays*

d. If a word ends in *-f* or *-fe*, change the ending to *-v* and add *-es*:

*knife*                         *knives*  
*thief*                         *thieves*

e. Add *-s* to some words that end in *-o*, *-es* to others:

*piano*                         *pianos*  
*tomato*                      *tomatoes*

**CAUTION:** The plural of *hero* is *heros* or *heroes*.

*heroes* = brave people  
*heros* = long sandwiches

- f. To form the plural of a word with hyphens, add –s or –es to the first noun in the group:

*editor – in – chief*                      *editors – in – chief*  
*father – in – law*                        *fathers – in – law*

- g. Irregular nouns don't follow the rules. Some even change their spellings in the plural:

*child*                                        *children*  
*woman*                                      *women*

Some are spelled the same in the plural and the singular:

*deer*                                        *deer*

**Rule 6:** Create contractions by joining two words with an apostrophe.

*can*            +    *not*    =    *can't*            *it*    +    *is*    =    *it's*  
*will*           +    *not*    =    *won't*           *they* +    *are*    =    *they're*

**CAUTION:** In made with *not*, put the apostrophe between the *n* and the *t*.

<b>Not</b>	<b>But</b>
<i>could'nt</i>	<i>couldn't</i>
<i>are'nt</i>	<i>aren't</i>

Sample Quiz questions:

- Click on the item that is correct.
  - Gettysburg is famous because more American lives were lost in the Civil War battle fought there than in any other single battle.
  - Gettysburg is fameous because more American lives were lost in the Civil War battle fought there than in any other single battle.
  - Gettysburg is famous because more American lifes were lost in the Civil War battle fought there than in any other single battle.

Answer: a. Gettysburg is famous because more American lives were lost in the Civil War battle fought there than in any other single battle.

- Click on the item that is correct.
  - Like radar, ultrasound, which is a medical technique, relies on echos.
  - Like radar, ultrasound, which is a medical technique, relies on echoes.
  - Like radar, ultrasound, which is a medical technique, relays on echoes.

Answer: b. Like radar, ultrasound, which is a medical technique, relies on echoes.