Spelling Rules

Spelling basics you must follow when spelling various words

1. I after E except after C
   Examples- Believe (I after E), Receive (except after C)

2. If the sound is ‘ay’ it is spelt ‘ei’- these are usually found within a word and not at
   the end. Say the word out loud
   Examples- Eight, Neighbour

3. Prefixes- Two words added together to make a new word. With a prefix, the two
   words you use are not changed in order to create one new word.
   Examples- Mis and Step = Misstep
   Pre and Eminent = Preeminent

4. A word of more than one syllable ending in a single consonant (any letter other
   than a, e, I, o, u) after a single vowel (a, e, I, o, u) doubles the consonant before
   adding –ed or –ing

   Examples- occur (r is a consonant so it needs to be doubled) = occurring, begin =
   beginning, control = controlling
   BUT you must remember- Words of more than one syllable have their consonants
   doubled only when the final syllable is stressed- to understand this, say the word
   out loud.
   Examples- begin = beginning BUT open = opening
   Defer = deferring BUT offer = offering

5. If the earlier vowel is not stressed, then do not double the consonant before
   adding –ing or –ed
   Examples- enter/entering, visit/visiting
   Exceptions- worship/worshipping, kidnap/kidnapping, handicap/handicapped

6. Final consonants are not doubled before suffixes beginning with a consonant.
   Examples- enrol/enrolment, commit/commitment, fulfil/fulfilment

7. Words of more than one syllable ending in “L” double the “L” even if stress does
   not fall on the last syllable before you add –ing or -ed. Say the word out loud
   Examples- cancel/cancelled, travel/travelling
   Exceptions- appeal/appealing, parallel/paralleled

8. Keep the final “e” of the base word before adding a suffix beginning with a
   consonant (-ment, -ful, -ness, -less)
   Examples- commencement, pronunciation, amusement
   Exceptions- argument, awful, truly, wholly
9. If the suffix or verb (doing word) ending begins with a vowel, drop the “e”.
   Examples- commence/commencing, pronounce/pronouncing, amuse/amusing

10. To obtain the ‘s’ sound of a ‘c’ and the ‘g’ sound of a ‘j’ in words ending in ‘ce’
    and ‘ge’, we keep the final ‘e’ at the end of the word.
    Examples- peace = peaceable, replace = replaceable, arrange = arrangement

11. A word ending in two vowels (‘a’ and the final ‘e’) obtains ‘e’ before adding a
    suffix.
    Examples- see = seeable, shoe = shoeing, canoe = canoeing

12. For words that end in “c”, add “k” before adding –ing or –y
    Examples- picnic = picnicking, traffic = trafficking, panic = panicking

13. If the word has a consonant before “y”, and when adding –ed or –er after “y”,
    change the “y” to “l”!
    Examples- mercy = merciless, fly = flier, carry = carried

    If the word has a vowel before the “y” or when adding –ing, keep the “y”
    Examples- employ = employed, annoy = annoyed, carry = carrying

14. If a known ends in ‘o’ add –es
    Examples- potato/potatoes, echo/echoes, hero/heroes
    Exceptions- studio/studios, piano/pianos, kangaroo/kangaroos, zoo/zoos

15. The sounds –ian and –tion sound familiar, but they do not have the same meaning
    Examples- -ian is used at the end of a word describing a person
       Music/Musician
       -tion is never used for people

16. If the root word ends in ‘t’, use –tion
    Examples- complete/completion

17. If the root word ends in ‘s’ or ‘d’ use –sion
    Examples- extend/extension, suppress/suppression

18. If you can hear the sound ‘zhun’ to a word, use -sion not -zion
    Examples- confusion, vision, adhesion
    Exceptions- The Ending- -mit becomes ‘mission’ - permit/permission,
    omit/omission, submit/submission, commit/commission

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