

SPELLING – TEN COMMON SPELLING RULES

1	Rule	Exceptions
	<ul style="list-style-type: none"> – Write <i>i</i> before <i>e</i> except after <i>c</i> - achieve, believe, friend, receive, receipt, perceive. – Write <i>ie</i> after <i>c</i> for words with a <i>shen</i> sound - ancient, efficient, sufficient, conscience. – Write <i>ei</i> when the vowels sounds like an <i>a</i> as in <i>weigh</i> - neighbour, vein, reign, deign. 	<ul style="list-style-type: none"> – counterfeit, either, neither, height, leisure, forfeit, foreign, science, species, seize, weird.
2	<ul style="list-style-type: none"> – Add <i>es</i> if a word ends in <i>ch, sh, ss, x</i> or <i>z</i> – arch, arches, clash, clashes, class, classes, box, boxes, quiz, quizzes. – Add <i>es</i> for most words ending in <i>o</i> – tomato, tomatoes; hero, heroes; go, goes; do, does; echo, echoes. 	<ul style="list-style-type: none"> – altos, duos, pianos, radios, solos sopranos, studios, videos, typos.
3	<ul style="list-style-type: none"> – For words ending in <i>y</i> preceded by a vowel, retain the <i>y</i> when adding <i>s</i> or a suffix – convey, conveys; employ, employer. – For words ending in <i>y</i>, retain the <i>y</i> when adding <i>ing</i> – try, trying; justify, justifying; certify, certifying; study, studying. – For words ending in <i>y</i>, preceded by a consonant, change the <i>y</i> to <i>i</i> before any other suffix – try, tried; justify, justifies; certify, certifiable; mystify, mystified; laboratory, laboratories. 	<ul style="list-style-type: none"> – dryness, shyness.
4	<ul style="list-style-type: none"> – Drop the <i>e</i> when the suffix starts with a vowel – save, savable; use, usable. – Drop the <i>e</i> when the word ends in <i>dge</i> – judge, judgment. – Drop the final <i>e</i> when adding <i>-ing</i> save, saving; manage, managing; trace, tracing; emerge, emerging. 	<ul style="list-style-type: none"> – DO NOT DROP the <i>e</i> if the word ends in <i>ce</i> or <i>ge</i> (e.g. <i>manage, manageable; trace, traceable</i>).
5	<ul style="list-style-type: none"> – ‘<i>t</i>’ or ‘<i>tt</i>’ when adding <i>-ing, -ed</i> and some suffixes to verbs – DOUBLE the <i>t</i> for verbs of one syllable with a single vowel, or a short vowel sound – rot, rotting, rotted, rotten; fit, fitting, fitted; knot, knotting, knotted. – DOUBLE the <i>t</i> for verbs of more than one syllable when the stress is on the last syllable – abet, abetting, abetting; allot, allotting, allotted; commit, committing, committed; emit, emitting, emitted; forget, forgetting, forgotten, (but forgetful). 	<ul style="list-style-type: none"> – DO NOT DOUBLE the <i>t</i> for verbs of one syllable with a double vowel or a long vowel sound (e.g. <i>treat, treating, treated; greet, greeting, greeted</i>).
6	<ul style="list-style-type: none"> – ‘<i>r</i>’ or ‘<i>rr</i>’ when adding <i>-ing, -ed</i> and some suffixes to verbs – DOUBLE the <i>r</i> for verbs of one syllable when the final <i>r</i> is 	<ul style="list-style-type: none"> – DO NOT DOUBLE the <i>r</i> for

	<p>preceded by a single vowel – star, starring, starred, starry; tar, tarring, tarred; war, warring, warred (but warfare); scar, scarring, scarred; stir, stirring, stirred.</p> <p>– DOUBLE the <i>r</i> for words of more than one syllable when the stress does not fall on the first syllable, concur, concurring, concurred, concurrence; occur, occurring, occurred, occurrence; defer, deferring, deferred, (but deference); deter, deterring, deterring, deterrent; infer, inferring, inferred, (but inference); prefer, preferred, preferring, (but preference); refer, referred, referring, referral.</p>	<p>verbs of one syllable when the final <i>r</i> is preceded by a double vowel (e.g. <i>fear</i> > <i>fearing</i>, <i>feared</i>).</p> <p>– DO NOT DOUBLE the <i>r</i> for words of more than one syllable, when the stress falls on the first syllable (e.g. <i>prosper</i> > <i>prospered</i>, <i>prospering</i>).</p>
7	<p>– ‘<i>l</i>’ or ‘<i>ll</i>’ when adding <i>-ing</i>, <i>-ed</i> and some suffixes to verbs DOUBLE the <i>l</i> when it is preceded by a single vowel –cancel, cancelling, cancelled, cancellation; enrol, enrolling, enrolled (but enrolment); fulfil, fulfilling, fulfilled, fulfilment; level, levelling, levelled; travel, travelling, travelled, traveller.</p>	<p>– DO NOT DOUBLE the <i>l</i> when it is preceded by a double vowel (e.g. <i>conceal</i> > <i>concealing</i>, <i>concealed</i>).</p>
8	<p>– Dropping letters - many words drop a letter when adding a suffix, but it is not always the final letter – argue, argument; proceed, procedure; humour, humorous; disaster, disastrous; repeat, repetition; administer, administration.</p>	<p>– There is no reliable rule covering these words, so they have to be memorised.</p>
9	<p>– Word endings such as able/ible, ant/ance; ent/ence - negligible, incredible, invisible, sensible, admirable, preventable, suitable, dependable, attendance, ignorance, nuisance, importance, sentence, difference, independence, intelligence.</p>	<p>– There is no reliable rule covering these words, so they have to be memorised.</p>
10	<p>– Some words include letters which are not pronounced when the word is spoken -advertisement, campaign, column, debt, design, doubt, gauge, ghetto, heir, knife, knowledge, island, mortgage, often, pneumatic, rhythm, solemn, subtle.</p>	<p>– There is no reliable rule covering these words, so they have to be memorised.</p>

For further help with academic writing you can refer to ‘English Handbook and Study Guide A Comprehensive English Reference Book’ by Beryl Lutrin and Marcelle Pincus.

Students can also book a time with Mrs Esparraga in the English staffroom who can offer one-on-one help with their written assignments.