

SPELLING

When you are developing the content of a paper, you may have difficulty paying attention to spelling. For that reason, you should spend a few minutes proofreading your final draft for spelling errors. Pay attention to EVERY word, not just the ones that you find hard to spell. Assuming that "easy" words are spelled correctly often leads to such errors as *to* for *too* or *beleive* for *believe*.

You can improve your spelling by using the steps given in your book on pages 531-537 and by studying the section on commonly confused words on pages 536-546. You may also refer to Chapter 9, Objective 38, and Chapter 13, Objective 59, of the AllWrite computer program for further assistance.

The following rules can also improve your spelling ability.

Rule 1: Placing *i* before *e*.

Keep *i* before *e* except after *c* or when sounded like *ay* as in *neighbor* and *weigh*.

<i>i</i> before <i>e</i> :	achieve, believe, friend, mischief, relieve, tries, siege
after <i>c</i> :	ceiling, deceive, perceive, receive
sounded like <i>ay</i> :	neighbor, sleigh, weigh, vein
exceptions:	ancient, conscience, society, counterfeit, either, foreign, leisure, seize, weird

Rule 2: Changing *-y* to *-i*.

If you want to put an ending on a word that ends in *-y*, first change *-y* to *-i* if *-y* follows a consonant (any letter but *a, e, i, o, u*).

cry + ed	=	cried
fly + er	=	flier
try + es	=	tries
beauty + ful	=	beautiful
penny + less	=	penniless
happy + ness	=	happiness

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

delay + ed	=	delayed
monkey + s	=	monkeys

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

copy + ing	=	copying
delay + ing	=	delaying
cry + ing	=	crying

exceptions to changing *-y* to *-i* rule:

day + ly	=	daily
pay + ed	=	paid
lay + ed	=	laid
say + ed	=	said

Rule 3: Adding an ending.

If you add *-able*, *ed*, or *-ing* to a word ending in a consonant, double that consonant when

- a. the last three letters of the word are a consonant-vowel-consonant pattern,
- b. the ending being added begins with a vowel,
- c. the word is short (only one syllable [stop + ed = stopped]) or is accented on the last syllable of a multi-syllabled word (begin + ing = beginning).

hop + ing = hopping	BUT	hope + ing = hoping
scar + ed = scarred	BUT	scare + ed = scared

Rule 4: Dropping/Keeping final -e.

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*).

like + ed	=	liked
confuse + ing	=	confusing
wave + ing	=	waving
remove + able	=	removable
fame + ous	=	famous

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

love + ly	=	lovely
shame + ful	=	shameful
pave + ment	=	pavement
time + ly	=	timely

exceptions:

notice + able	=	noticeable
argue + ment	=	argument
judge + ment	=	judgment
true + ly	=	truly
die + ing	=	dying
awe + ful	=	awful

Rule 5: Forming plurals.

Be especially careful with plural nouns; follow the seven guidelines (a-g) that follow.

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

automobile/automobiles	rose/roses
bank/banks	pet/pets
bench/benches	
class/classes	

BUT for nouns that end in *s, sh, ch, or x*, form the plural by adding *-es*.

kiss/kisses	tax/taxes	church/churches
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Verbs take an *-s* or *-es* in the third person singular (*he, she, or it*).

He sings in the choir. She talks a lot. It looks like rain.

- 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.

CDs, PTAs, BTUs, VCRs

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

country/countries	fly/flies	marry/marries
glory/glories	lady/ladies	
party/parties	fry/fries	

BUT if the *-y* follows a vowel, just add *-s*.

attorney/attorneys
day/days

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

knife/knives
wife/wives
half/halves

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

piano/pianos	radio/radios	soprano/sopranos	solo/solos
potato/potatoes	do/does	echo/echoes	

CAUTION: The plural of hero is heros or heroes.

heroes = brave people; heros = long sandwiches
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When in doubt about whether to use *-os* or *-oes*, check the dictionary.

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

sister-in-law/sisters-in-law
editor-in-chief/editors-in-chief

g. Learn to spell irregular nouns one by one. Irregular nouns don't follow the rules. Some even change their spellings in the plural.

woman/women
tooth/teeth

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

deer/deer

Rule 6: Spelling contractions.

Contractions join two words into one with an apostrophe.

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

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

<i>NOT:</i>	<i>BUT:</i>
could'nt	couldn't
are'nt	aren't