

IMPROVING SPELLING

HOW TO BE A BETTER SPELLER

1. Keep a list of the words you usually have trouble with: Write the word correctly spelled; underline the troublesome letters; and make up some way of remembering the word.
2. Write troublesome words several times, saying the letters aloud.
3. Trace the letters with your fingers after you think you know the spelling.
4. Use a dictionary to find the correct spelling. Note the syllables.
5. If you cannot find the word in the dictionary, don't assume that the dictionary left out the word. Try as many possible letter combinations as you can.

For example, imagine that you had real trouble spelling the word *conscious*. First you look under the letter *k* (it often makes the same sound as the letter *c* at the beginning of a word), but when you find no *kon* combination, you have to look for another possibility: *con* starts many words. If you had trouble with letters after *con*, you might look at *sh* (it makes the same sound as the *sci* here). But when you find no *consh*, you need to think of other possibilities: maybe even *consch*. If you follow these suggestions, you will often locate the correct spelling. When you find the spelling that looks right to you, **read the definition** to make sure that the spelling offered is the correct one for the word you want.

6. Learn the spelling demons, words most frequently misspelled by many people. One hundred and fifty appear below.
7. Learn spelling rules for the most difficult problems.

Spelling Demons: Group A

1. *abundance* have a bun, then dance
2. *accommodate* two c's, two m's
3. *achievement* i before e
4. *adolescence* -scence
5. *allowed* Look for all.
6. *analyze* -yze
7. *apparent* double p, -ent
8. *appreciate* double p, -iate
9. *arrangement* Don't drop the e.
10. *attendance* two t's, end in dance
11. *available* Ail is in this word.
12. *becoming* Drop the e in become, only one m.
13. *benefited* Look for the fit after bene.
14. *business* The bus is in so add -ess.
15. *category* an e between cat and gory
16. *cigarette* two t's surrounded by e's

17. <u>competition</u>	Make the last <u>e</u> in <u>compete</u> an <u>i</u> , add <u>-tion</u> .
18. <u>conscious</u>	<u>sc</u> + <u>ious</u>
19. <u>cruel</u>	<u>u</u> + <u>e</u>
20. <u>dependent</u>	<u>-ent</u> ending
21. <u>dilemma</u>	<u>Emma</u> has a <u>dilemma</u> .
22. <u>discipline</u>	<u>-sci</u>
23. <u>eliminate</u>	<u>e</u> + <u>lim</u> + <u>i</u> + <u>nate</u>
24. <u>environment</u>	<u>nm</u> combination
25. <u>exaggerate</u>	two <u>g</u> 's
26. <u>existence</u>	exist + <u>ence</u>
27. <u>familiar</u>	The word <u>liar</u> is in familiar.
28. <u>grammar</u>	Hint: <u>ram</u> and <u>mar</u> are the same letters reversed.
29. <u>guiding</u>	Drop the <u>e</u> in guide.
30. <u>hoping</u>	only one <u>p</u> in hope
31. <u>independence</u>	<u>-ence</u> at the end
32. <u>jealousy</u>	Jealousy is <u>lousy</u> .
33. <u>loneliness</u>	Drop the <u>y</u> on lonely, and <u>i</u> + <u>-ness</u> .
34. <u>management</u>	Add <u>ment</u> to <u>manage</u> .
35. <u>mischief</u>	The Indian <u>chief</u> does <u>mischief</u> .
36. <u>organization</u>	drop the <u>e</u> in organize, add <u>-ation</u>
37. <u>particular</u>	<u>i-c-u</u> are particular
38. <u>persuade</u>	Add <u>-suade</u> to <u>per</u> .
39. <u>precede</u>	pre + <u>cede</u>
40. <u>presence</u>	Lose the <u>t</u> on <u>present</u> and add <u>-ce</u> .
41. <u>proceed</u>	The church <u>needs</u> the <u>proceeds</u> .
42. <u>receive</u>	Use <u>i</u> before <u>e</u> except after <u>c</u> .
43. <u>rhythm</u>	<u>rhy</u> + <u>thm</u>
44. <u>satisfied</u>	<u>-fied</u>
45. <u>separate</u>	Separate means <u>part</u> .
46. <u>sincerely</u>	Keep the last <u>e</u> .
47. <u>succeed</u>	two <u>c</u> 's, two <u>e</u> 's
48. <u>thorough</u>	a <u>rough</u> word to spell
49. <u>thought</u>	<u>-ought</u>
50. <u>unnecessary</u>	two <u>n</u> 's, two <u>s</u> 's

Step 1: Practice with Group A Words. Fill in the blanks with correct letters to complete the words below.

1. We must all pro____d to el_m____te the un_c____ary pollution of the env__n__nt if we are ever tho____ly to ap____c____te our ex_st____ce.
2. We must encourage sincer____y courses such as gram__r, which have ben_f____ted people in the past.
3. That p_rti____lar musical r__t__m satisf____d my lon_l____ness, and I was glad the proc____ds of the performance would help the organi____tion in beco_ing strong.

4. A f_____l_r dil__ma of adoles__n_e is a choice between the need for ach_v_____t and ind_p_____ce on the one hand and for dis__pline and comp_t_t__n on the other hand.
5. We rec__ve complaints annually about ci_ar__tes from those trying to p_rs__de us to stop smoking in public places.

Spelling Demons: Group B

1. acceptance accept + ance
2. accompanied two c's + -ied
3. acquaintance ac + quaint + ance
4. advertisement tise
5. all right two words like "all wrong"
6. annually double n
7. appearance An ear is part of your appearance.
8. approach a double p before the roach
9. article -le ending
10. attitude double t
11. basis ends in is
12. behavior Don't forget the I.
13. breathe We have to breathe to take a breath.
14. career two e's
15. certainly cer-tain-ly
16. coming Drop the e in come.
17. condemn Don't forget the silent n.
18. convenience con + ven + ience
19. deceive Use i before e except after c.
20. description des
21. disappoint dis + appoint
22. discussion discuss + ion
23. embarrass two r's, two s's
24. equipment Look for the quip.
25. excitable Drop the e in excite, add -able.
26. experience -ence at the end
27. fascinating sc after the a and before the i
28. guarantee guar as in guard, two e's at the end
29. height -ei in the middle
30. hungrily Make the y in hungry an i, add -ly.
31. intelligence Can you tell he has intelligence?
32. knowledge Did you know the ledge was there?
33. losing Drop the e in lose.
34. marriage Drop the y in marry; add i + age.
35. morale Ale will lift a soldier's morale.
36. parallel Are all lines parallel?
37. peculiar A liar is peculiar.
38. pleasant Drop the e in please and add an ant.

- | | |
|-------------------------|---|
| 39. <u>preferred</u> | Start with a <u>pre</u> , double <u>r</u> at the end. |
| 40. <u>principle</u> | A <u>principle</u> is a <u>rule</u> . |
| 41. <u>psychology</u> | <u>psy</u> to open |
| 42. <u>recommend</u> | one <u>c</u> , two <u>m</u> 's |
| 43. <u>ridicule</u> | <u>rid</u> + <u>i</u> + <u>cule</u> |
| 44. <u>schedule</u> | <u>s</u> + <u>ch</u> |
| 45. <u>significance</u> | - <u>ance</u> |
| 46. <u>studying</u> | study + ing |
| 47. <u>surprise</u> | no <u>z</u> in this word |
| 48. <u>tragedy</u> | no <u>d</u> before the <u>g</u> |
| 49. <u>valuable</u> | Drop the <u>e</u> in value, add <u>able</u> . |
| 50. <u>weather</u> | I can't <u>bear</u> the <u>weather</u> . |

Step 2: Practice with Group B Words. Unscramble the following list of jumbled letters in order to spell correctly the words, all taken from the above lists. (Hint: The first letter of each word is in **boldface**; the second letter is underlined.)

- | | |
|-----------------------------------|-------|
| 1. c e m e r d m o n | _____ |
| 2. a e c a n t q a c n i u | _____ |
| 3. l u n i y h g r | _____ |
| 4. l l e l a r p a | _____ |
| 5. r e a u n t e g a d | _____ |
| 6. e e e v c i d | _____ |
| 7. h o y g l s p y c o | _____ |
| 8. b a l a v u l e | _____ |
| 9. t e e h a r b | _____ |
| 10. n l e t i l i e g c n e | _____ |

Step 3: More Group B Practice. Looking for Smaller Words. In the above list, there are many words that contain another word of five letters or more. Write none of these words below and underline the smaller word contained in each. Example:

- | | |
|----------------------|-----------|
| 1. <u>acceptance</u> | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Spelling Demons: Group C

1. accidentally two c's, two l's
2. accustom double c
3. admittance two t's
4. aggravate two g's
5. amateur e u r
6. apologized Look for the log; add i z e d.
7. applying two p's. Don't drop the y at the end!
8. argument Drop the e in argue.
9. athlete Don't forget the e in "let." No e after h.
10. audience At such a bad show the audience almost died.
11. beautiful y in beauty changes to i
12. believe Don't believe a lie.
13. brilliance two l's, + iance
14. carried double r.
15. changeable Leave the e in change.
16. committee two m's, two t's, two e's
17. conscientious a scientist is conscientious.
18. criticize -cise
19. definitely Look for the finite.
20. difference two f's; ence
21. disastrous no e between the t and r
22. efficient -ient after c
23. emphasize Does it emphasize your size?
24. especially This word has something special: double l.
25. exercise no -z here!
26. extremely The m stands between two e's.
27. genius -ius not ious
28. guidance Put gui before dance.
29. heroes Add es to hero.
30. ignorance He ran in ignorance.
31. interest in + ter + est
32. leisure -ei + sure
33. magnificent Drop the y in magnify, add i + -cent
34. miniature mini + a + ture
35. noticeable Was not ice able to freeze the lock?
36. paralyze -yze
37. performance -ance after perform
38. possession two double s's
39. prejudice Look for the dice.
40. privilege Privilege is vile.
41. pursue two u's
42. relieve Lie down to relieve your pain.
43. sacrifice sacrifice
44. seize The -e comes before the -i.
45. similar ilar

46. *sufficient* double f; -cient
 47. *transferred* two r's
 48. *unusually* three u's all in one word
 49. *villain* The villain had lain on the street.
 50. *writing* Drop the e in write.

Step 4: Group C Practice. In each of the following sets of words, one is misspelled. Write that word, correctly spelled, in the space provided at the left.

- | | | | | |
|-------|-----------------|------------|---------------|------------|
| _____ | 1. beautiful | amateur | criticize | heroes |
| _____ | 2. pursue | admittance | writting | seize |
| _____ | 3. audience | athelete | possession | difference |
| _____ | 4. privilege | villain | argument | paralize |
| _____ | 5. efficient | ignorance | definatly | exercise |
| _____ | 6. performence | unusually | genius | leisure |
| _____ | 7. trans ferred | noticeable | aggravate | guidence |
| _____ | 8. brilliance | beleive | conscientious | accustom |
| _____ | 9. apologized | committee | similiar | interest |
| _____ | 10. magnificent | priviledge | sufficient | changeable |

Step 5: Mastering Spelling Demons. Fill in the blanks to complete correctly the words (taken from Groups A, B, and C) in the following phrases.

1. the b_____ is for ac_____vement
2. the anal____e the ar____ment
3. unable to acco_____date the aud____nce
4. an amat_____ ath____te
5. a successful b____iness car____r
6. appl____ng the princip_____
7. a be____t____ful des____iption
8. to criti_____e the commit____e
9. to exa____erate the d____le____a
10. a d____ast____us exper____nce
11. to el____m____ate compet____ion
12. the p____chology of human behav_____
13. to s____ze val____ble gem

14. the man_____ment of an organ_____tion
15. a cr____l ex____t_____
16. a fa____inating per_____m____nce
17. no rid____le pre____dice
18. her magn_____cent appe_____nce
19. must have suff_____ent exer_____e
20. an eff_____ent sch____d____le
21. a pecul____r vill____n
22. to surp_____e her ac____dent_____y
23. pl____sant w____ther
24. a di____us____ion about mar____age
25. the e_____pment is gu____ant____ed
26. the pr____v____lege of his a____uaint____nce
27. It was cert____nly a great tr____edy.
28. to p____sue knowl_____e
29. con_____entious stud____ing
30. a cigar____te advert____ement
31. to re_____ve their indep____nd____nce
32. the lon____l____ness of adol____c____nce
33. to proc____d with the ar____ang____ment
34. an ext____mely good env____ro____ent
35. hop____ng to suc____d
36. to sac____f____ce his pos____e____ion
37. They are def____nit____ly sim____l____r.
38. a chang____able a____itude
39. We conde____ his j____lo____sy.
40. He al____o____ed them to sep____r____te.
41. Sat____sf____d with his grades in gra_____r

SOME SPELLING RULES FOR DIFFICULT PROBLEMS

Rule 1. Solving -ie Headaches

1. *i* usually comes before *e*.

Examples: *field* *yield* *achievement* *believe*

2. If the letter immediately before the *-ie* combination is *c*, the *e* usually comes before the *i*.

Examples: *deceive* *receive* *conceive*

3. The *e* also comes before the *i* if the combination of letters sounds like the *a* in *say* or *clay*.

EXCEPTIONS: FOR YOU TO MEMORIZE

<i>either</i>	<i>foreign</i>	<i>leisure</i>	<i>science</i>
<i>seize</i>	<i>neither</i>	<i>height</i>	<i>efficient</i>

The following jingle will help you to remember the above rule:

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

Step 1. Using -ie Correctly. Fill in *ie* or *ei* in the words below.

- | | | | |
|----------------|------------------|------------------|-----------------|
| 1. dec___ve | 6. w___ght | 11. effic___ntly | 16. n___ce |
| 2. rec___pt | 7. n___ghborhood | 12. r___gn | 17. for___gn |
| 3. bel___vable | 8. s___zure | 13. y___ld | 18. sc___ntific |
| 4. l___surely | 9. rec___ve | 14. rel___f | 19. sh___ld |
| 5. w___rd | 10. misch___vous | 15. n___ther | 20. conc___ved |

Rule 2. Changing *y* to *i*

1. If a word ends in *y* and the *y* is directly preceded by a consonant (any letter other than *a*, *e*, *i*, *o*, and *u*), the *y* is changed to *i* before an ending (suffix) is added.

Examples: *fly* + *es* = *flies*

carry + *ed* = *carried*

The *y* is preceded by the consonant *l*.

The *y* is preceded by the consonant *r*.

(*es* is the new ending)

(*ed* is the new ending)

2. However, when the ending begins with *i* as in *-ing*, the *y* is *not* changed.

Examples: *study* + *ing* = *studying*

try + *ing* = *trying*

EXCEPTIONS: FOR YOU TO MEMORIZE

lay + *ed* = *laid*

say + *ed* = *said*

pay + *ed* = *paid*

Step 2. Adding Words that end in -y. Using the above rule, add the suffixes indicated to the following words.

	<i>-ed</i>	<i>-ing</i>	<i>-(e)s</i>
1. apply	_____	_____	_____
2. marry	_____	_____	_____
3. stay	_____	_____	_____
4. try	_____	_____	_____
5. destroy	_____	_____	_____

Step 3: More Practice. Add the indicated endings to the following words.

1. carry + <i>ed</i>	_____	6. beauty + <i>ful</i>	_____
2. destroy + <i>ed</i>	_____	7. rely + <i>ing</i>	_____
3. supply + <i>ing</i>	_____	8. portray + <i>ed</i>	_____
4. lonely + <i>ness</i>	_____	9. scurry + <i>ing</i>	_____
5. bounty + <i>s</i>	_____	10. deny + <i>al</i>	_____

Rule 3. Words that Drop the Final *e*

1. Words ending in silent *e* usually drop the *e* before a suffix beginning with a vowel.

EXCEPTIONS: FOR YOU TO MEMORIZE

argue + <i>ment</i> = argument	change + <i>able</i> = changeable
judge + <i>ment</i> = judgment	courage + <i>ous</i> = courageous
true + <i>ly</i> = truly	canoe + <i>ing</i> = canoeing
notice + <i>able</i> = noticeable	mile + <i>age</i> = mileage

Step 4: Working with the Final -e. Using the above rule, add suffixes indicated to the following words.

	<i>-ing</i>	<i>-ment</i>	<i>-able</i>
1. arrange	_____	_____	_____
2. achieve	_____	_____	_____
3. state	_____	_____	_____
4. manage	_____	_____	_____
5. advise	_____	_____	_____

Step 5. More Practice. Add the suffixes to the following words.

- | | | | |
|---------------------------|-------|-------------------------|-------|
| 1. prescribe + <i>ing</i> | _____ | 6. judge + <i>ment</i> | _____ |
| 2. love + <i>ly</i> | _____ | 7. replace + <i>ing</i> | _____ |
| 3. excite + <i>able</i> | _____ | 8. outrage + <i>ous</i> | _____ |
| 4. name + <i>less</i> | _____ | 9. write + <i>ing</i> | _____ |
| 5. survive + <i>al</i> | _____ | 10. safe + <i>ly</i> | _____ |

Rule 4. Doubling the Final Consonant

1. When you add a suffix to a word, the final consonant of that word is doubled if the following are true:

The suffix begins with a vowel.

Example: rot + *ing* = rotting

The word is one syllable *or* is accented on the last syllable.

Examples: sit + *-ing* = sitting (This is one syllable.)
control (con-trol) + *ed* = controlled (The accent is on the last syllable.)
offer (of-fer) + *ed* = offered (The accent is *not* on the last syllable and so the final consonant is *not* doubled.)

Step 6. Doubling Practice. Add the indicated suffixes to the following words.

- | | | | |
|-------------------------|-------|-------------------------|-------|
| 1. quit + <i>ing</i> | _____ | 11. plan + <i>ing</i> | _____ |
| 2. prefer + <i>ed</i> | _____ | 12. benefit + <i>ed</i> | _____ |
| 3. occur + <i>ed</i> | _____ | 13. admit + <i>ing</i> | _____ |
| 4. begin + <i>ing</i> | _____ | 14. whip + <i>ed</i> | _____ |
| 5. depend + <i>ence</i> | _____ | 15. stop + <i>ed</i> | _____ |
| 6. forget + <i>ful</i> | _____ | 16. commit + <i>ed</i> | _____ |
| 7. swim + <i>ing</i> | _____ | 17. beg + <i>ed</i> | _____ |
| 8. big + <i>est</i> | _____ | 18. visit + <i>ing</i> | _____ |
| 9. profit + <i>able</i> | _____ | 19. travel + <i>ing</i> | _____ |
| 10. lessen + <i>ing</i> | _____ | 20. forbid + <i>en</i> | _____ |

Step 7. Mastering the Spelling Rules. Test your mastery of the preceding spelling rules by adding the indicated suffixes to the following words. The numbers in parentheses refer to the spelling rule that applies to that word.

- | | | | |
|------------------------|-----------|--------------------------|-----------|
| 1. study + <i>ing</i> | _____ (2) | 4. manage + <i>ing</i> | _____ (3) |
| 2. judge + <i>ment</i> | _____ (3) | 5. differ + <i>ence</i> | _____ (4) |
| 3. spare + <i>ing</i> | _____ (3) | 6. accompany + <i>ed</i> | _____ (2) |

- | | | | |
|---------------------------|-----------|---------------------------|-----------|
| 7. benefit + <i>ed</i> | _____ (4) | 24. profit + <i>able</i> | _____ (4) |
| 8. lonely + <i>ness</i> | _____ (2) | 25. destroy + <i>ed</i> | _____ (2) |
| 9. unwitting + <i>ing</i> | _____ (4) | 26. transfer + <i>ed</i> | _____ (4) |
| 10. move + <i>able</i> | _____ (3) | 27. entire + <i>ly</i> | _____ (3) |
| 11. annoy + <i>ed</i> | _____ (2) | 28. arrange + <i>ment</i> | _____ (3) |
| 12. argue + <i>ment</i> | _____ (3) | 29. prefer + <i>ed</i> | _____ (4) |
| 13. forbid + <i>en</i> | _____ (4) | 30. receive + <i>ing</i> | _____ (3) |
| 14. deny + <i>al</i> | _____ (2) | 31. pay + <i>ed</i> | _____ (2) |
| 15. event + <i>ful</i> | _____ (3) | 32. write + <i>ing</i> | _____ (3) |
| 16. slip + <i>ed</i> | _____ (4) | 33. admit + <i>ing</i> | _____ (4) |
| 17. try + <i>ing</i> | _____ (2) | 34. true + <i>ly</i> | _____ (3) |
| 18. concur + <i>ed</i> | _____ (4) | 35. forget + <i>ful</i> | _____ (4) |
| 19. use + <i>ing</i> | _____ (3) | 36. apply + <i>ing</i> | _____ (2) |
| 20. spy + <i>es</i> | _____ (2) | 37. care + <i>ful</i> | _____ (3) |
| 21. portray + <i>ed</i> | _____ (2) | 38. equip + <i>ment</i> | _____ (4) |
| 22. offer + <i>ed</i> | _____ (4) | 39. excite + <i>ing</i> | _____ (3) |
| 23. beauty + <i>ful</i> | _____ (2) | 40. bury + <i>ed</i> | _____ (2) |

Fill in *ie* or *ei* in the words below. To check your spelling, refer to rule 1.

- | | | |
|---------------|--------------|--------------|
| 1. f____ld | 5. rec____ve | 8. dec____ve |
| 2. aud____nce | 6. bel____ve | 9. s____ze |
| 3. n____ghbor | 7. sl____gh | 10. f____gn |
| 4. l____sure | | |

YOUR OWN DEMON LIST: WORDS YOU MISTAKE

Fill in the columns with your own troublesome spelling words. Study the examples. Continue your list, if necessary, on your own paper.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____