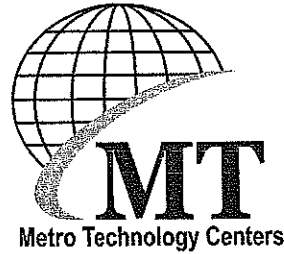


STUDY GUIDE



HEALTH CAREERS CENTER

SPELLING REVIEW

SPELLING RULES

1. To form the plural of most singular nouns, add an "s" to the end of the word.
Example: year becomes years - ring becomes rings
2. To form the plural of most singular nouns that end in "s," "x," "ch," or "sh," add "es" to the end of the word.
Example: box becomes boxes - crutch becomes crutches
3. To form the plural of most singular nouns that end in a consonant and "y," change the "y" to an "i" and add "es".
Example: lady becomes ladies - company becomes companies
4. To form the plural of a noun that ends in a vowel and "y," add "s" to the end of the word.
Example: monkey becomes monkeys - trolley becomes trolleys
5. To form the plural of most nouns that end in a consonant and "o," add "s" to the end of the word.
Example: piano becomes pianos - zoo becomes zoos

There are exceptions to this rule. For some nouns that end in a consonant and "o," the plural is formed by adding "es."

Example: hero becomes heroes - torpedo becomes torpedoes

For other nouns that end in a consonant and "o," the plural may be formed by adding either "s" or "es".

Example: zero becomes zeroes - soprano becomes sopranos

6. To form the plural of MOST nouns that end in "f" or "fe," add an "s" to the end of the word.
Example: roof becomes roofs - belief becomes beliefs

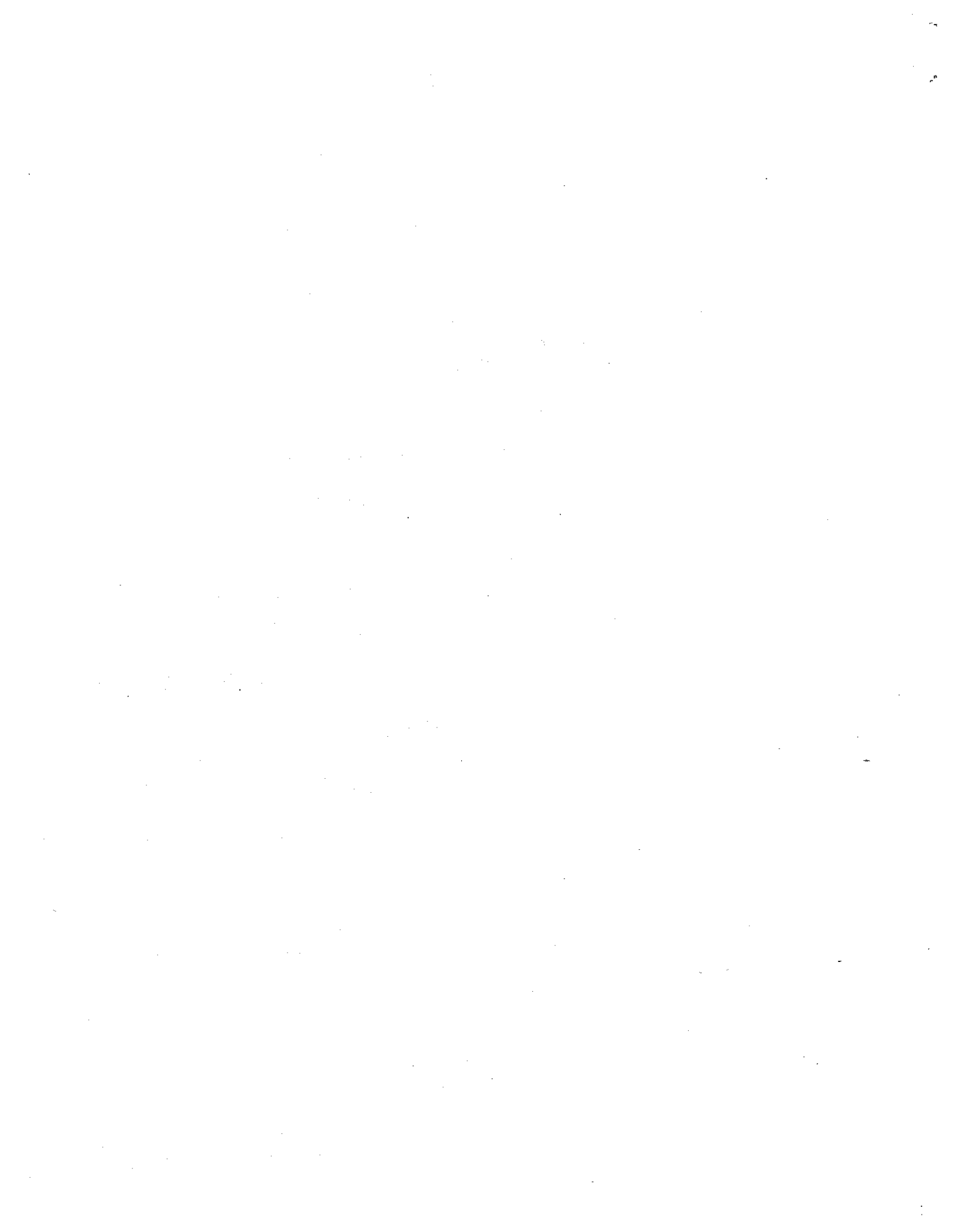
To form the plural of SOME nouns that end in "f" or "fe," change the "f" or "fe" to "v" and add "es."

Example: wolf becomes wolves - leaf becomes leaves

There are exceptions to this rule. Some words that end in "f" have plurals that can be spelled either way (with an "s" at the end of the word or by changing the "f" to a "v" and adding "es.")

Example: calf becomes calfs or calves - dwarf becomes dwarfs or dwarves

7. Some nouns have irregular plural forms. These plural forms should be memorized.
Example: child becomes children - mouse becomes mice
Example: sheep remains sheep - moose remains moose
8. If a word ends with two consonants, add the suffix to the end of the word.
Example: toss becomes tossed - crawl becomes crawled



9. If a one-syllable word ends with two vowels and a consonant add the suffix to the end of the word.

Example: cool becomes coolest - eat becomes eating

10. If a word end in a vowel and a consonant, double the final consonant before adding a suffix that begins with a vowel.

Example: trap becomes trapped - knit becomes knitting

11. If a word ends with a silent "e" and the suffix begins with a consonant, keep the "e" and add the suffix.

Example: care becomes careful - brave becomes bravely

12. If a word ends in a silent "e" and the suffix begins with a vowel, drop the "e" and add the suffix.

Example: make becomes making - ride becomes riding

13. For most words that end in a consonant and "y," change the "y" to "i" before adding the suffix.

Example: pretty becomes prettiest - reply becomes replied

There are exceptions to this rule. Leave the final "y" unchanged when adding "ing" to the end of some words.

Example: carry becomes carrying - buy becomes buying

14. If a word ends in a vowel and "y," leave the "y" unchanged when adding a suffix to the end of the word.

Example: pray becomes praying - enjoy becomes enjoyed

15. Some words that end in "sede," "ceed," and "cede" need to be memorized to avoid spelling mistakes.

Example: supercede is the only word in the English language to end in "cede

Only three English words end in with "ceed" - exceed, proceed and succeed

Several words end in "cede" such as - concede, precede, antecede and recede

16. Some words that end in "ent," "ence," "ant," and "ance" need to be memorized to avoid spelling mistakes.

Example: confident and confidence - different and difference

Some of these words end with a vowel and "r" need to have the final "r" doubled before adding the suffix "ent" or "ence."

**Example: occur becomes occurrent and occurrence
deter becomes deterrent and deterrence**



Becoming a STAR Speller!

Refresher Packet Education Enhancement Center

The major goal of the Spelling refresher packet is to help prospective students gain confidence in refreshing some of the most common spelling rules that may have become rusty from lack of use. By reviewing this packet, your memory of those skills learned in the past will improve.

TOPICS:

- _____ 1. Spelling Rules
- _____ 2. Involving the Senses
- _____ 3. List of Most Common Spelled Words
- _____ 4. List of Frequently Misspelled Words
- _____ 5. Prefixes
- _____ 6. Suffixes
- _____ 7. I Before E, Except After C Rule

Each topic presents materials and some will give you a practice exercise. An answer key is provided over each exercise so that you may check your own work.

18. Use "I" before "e" except after "c" when the "I" and the "e" form a long "e" sound.

Example: piece - belief - ceiling - deceive

There are exceptions to this rule: For long "e" sounds, use "I" before "e" EXCEPT after "c."

After a "c" the "e" usually comes first. However, if the "c" sounds like "sh" the "I" comes first.

Example: ancient - deficient - efficient - sufficient

Another exception to this rule: Words that once had a long "a" sound but are now pronounced with a long "e" sound. these words are spelled "e" before "I."

Example: seize - protein - weird - codeine - leisure

19. When the letters "e" and "i" are together they form a long "a" sound, the "e" comes before "I".

Example: weight - neighbor - vein - eight

There are exceptions to this rule. There are some words that have "e" before "I" and are pronounced with a long "e" sound.

Example: protein - caffeine - either - neither

20. Some English words contain consonants and vowels which are no longer pronounced. These letters can be found at the beginning, middle, or the end of the word.

Example: "a" in "instead" - "k" in "know" - "b" in "thumb" - "e" in "game"

21. In the English language, a sound can be represented by different consonants or sets of consonants.

Example: "kn" in "know" has an "n" sound - "g" in "rigid" has a "j" sound

"sch" in "schedule" has a "sk" sound - "ph" in "alphabet" has a "f" sound

22. Different combinations of vowels can represent the same sound in the English language.

Example: action - tension red - sweater

Sets of letters that sound alike: ei -le camel battle ou - ow - out -cow

SPECIAL TIPS ON LEARNING HOW TO SPELL

If you are like most people, certain words seem to be a "pain in the neck." For some reason, these words just taunt you with their difficult spellings. You're certainly not alone. All of us have those words that just seem to rise out of the dust to plague us with their quirks that make spelling them more difficult than other commonly used words.

In your refresher packet, I've included a list of the most commonly used and frequently misspelled words. These are the words we see every day in the newspaper and magazines and have to spell. As you look over and learn these words, try to involve as many of the senses as possible. Studies have shown that involving these senses will help you to learn anything new or difficult. While you don't want to smell the newsprint or taste the pages, the other senses can be involved, as I'll demonstrate below.

Sight Speech Sound Touch Practice



INVOLVING THE SENSES

Sight Look carefully at the word and note its exact spelling. Note any silent letters or any unusual letter combinations that cause misspelling. Check to determine if there is any device (association) to help you remember the word's spelling. For example, the word *license* is a problem because of the *c* and the *s*. Look at the word and note that *c* comes before *s* in the dictionary and also in *license*.



Speech

Check the correct pronunciation in the dictionary if the word is unknown. Say the word aloud, syllable by syllable. Think of its meanings and associate the meaning with the pronunciation. For example, the word asphyxiate, which means to suffocate. Checking the dictionary, you'll note the pronunciation is a sfik' se at. Think of it's meaning as you pronounce the word.



Sound

Listen carefully to the correct pronunciation of the word with your eyes closed. Visualize the word. Try that with the word asphyxiation, which is the process of suffocation.



Touch Write the word from memory. Decide whether it looks right. Refer to the dictionary, or other reference material to determine if you spelled the word correctly. If an error was made, restudy the word. Write two words: *accommodate* and *recommend*. Did you write the *c*'s and *m*'s correctly? Check the spelling. If you had problems, rewrite the words.



Practice Although it is not one of the senses, your spelling ability will be assisted by constant practice. Construct a sentence in which the word is correctly and creatively used. Then use the word in oral and written communication as often as possible. For example, the words *familiar* and *similar*. Practice writing the words several times. Note one word ends with *-iar* while the other ends with *-ar*. Use these words in a sentence or each word in two sentences, such as "I know your face is familiar, but I can't recall your name. I've had similar experiences."

Apply these practice tips to other troublesome words which cause you particular problems ... and spelling will become easier day by day.

LIST OF 1,000 MOST COMMONLY USED WORDS IN ENGLISH LANGUAGE

These are the 1,000 most commonly used words in the English Language. The first 100 make up about 50 percent of all written material, and the whole 1,000 make up about 90 percent of all written material. Obviously, everyone should be taught to recognize them instantly.

This list is widely published in elementary schools and reading labs throughout the United States to teach sight words and spelling lists. The words are written in order of frequency of occurrence and are said to be a valuable and well-researched list of words for use in teaching reading or in spelling lessons. Would be fun to see how many you can spell.

As you can see - most are quite easy.

1. the	25. from	49. their	73. write
2. of	26. or	50. if	74. go
3. and	27. one	51. will	75. see
4. a	28. had	52. up	76. number
5. to	29. by	53. other	77. no
6. in	30. words	54. about	78. way
7. is	31. but	55. out	79. could
8. you	32. not	56. many	80. people
9. that	33. what	57. then	81. my
10. it	34. all	58. them	82. than
11. he	35. were	59. these	83. first
12. was	36. we	60. so	84. water
13. for	37. when	61. some	85. been
14. on	38. your	62. her	86. called
15. are	39. can	63. would	87. who.
16. as	40. said	64. make	88. oil
17. with	41. there	65. like	89. its
18. his	42. use	66. him	90. now
19. they	43. an	67. into	91. find
20. I	44. each	68. time	92. long
21. at	45. which	69. has	93. down
22. be	46. she	70. look	94. day
23. this	47. do	71. two	95. did
24. have	48. how	72. more	96. get

97. come	138. any	179. picture	220. eyes
98. made	139. same	180. again	221. light
99. may	140. tell	181. change	222. thought
100. part	<i>First 100 words = 50% of all</i>		<i>written material</i>
101. over	141. boy	182. off	223. heard
102. new	142. following	183. play	224. under
103. sound	143. came	184. spell	225. story
104. take	144. want	185. air	226. saw
105. only	145. show	186. away	227. left
106. little	146. also	187. animals	228. don't
107. work	147. around	188. house	229. few
108. know	148. form	189. point	230. wild
109. place	149. three	190. page	231. along
110. years	150. small	191. letters	232. might
111. live	151. set	192. mother	233. close
112. me	152. put	193. answer	234. something
113. back	153. end	194. found	235. seemed
114. give	154. does	195. study	236. next
115. most	155. another	196. still	237. hard
116. very	156. well	197. learn	238. open
117. after	157. large	198. should	239. example
118. things	158. must	199. American	240. beginning
119. our	159. big	200. world	241. life
120. just	160. even	201. high	242. always
121. name	161. such	202. every	243. those
122. good	162. because	203. near	244. both
123. sentence	163. turned	204. add	245. paper
124. man	164. here	205. food	246. together
125. think	165. why	206. between	247. got
126. say	166. asked	207. own	248. group
127. great	167. went	208. below	249. often
128. where	168. men	209. country	250. run
129. help	169. read	210. plants	251. important
130. through	170. need	211. last	252. until
131. much	171. land	212. school	253. children
132. before	172. different	213. father	254. side
133. line	173. home	214. keep	255. feet
134. right	174. us	215. trees	256. car
135. too	175. move	216. never	257. miles
136. means	176. try	217. started	258. night
137. old	177. kind	218. city	259. walked
	178. hand	219. earth	260. white

261. sea	302. music	343. products	384. notice
262. began	303. color	344. happened	385. south
263. grow	304. stand	345. whole	386. sing
264. took	305. sun	346. measure	387. war
265. river	306. questions	347. remember	388. ground
266. four	307. fish	348. early	389. fall
267. carry	308. area	349. waves	390. king
268. state	309. mark	350. reached	391. town
269. once	310. dog	351. listen	392. I'll
270. book	311. horse	352. wind	393. unit
271. hear	312. birds	353. rock	394. figure
272. stop	313. problem	354. space	395. certain
273. without	314. complete	355. covered	396. field
274. second	315. room	356. fast	397. travel
275. later	316. knew	357. several	398. wood
276. miss	317. since	358. hold	399. fire
277. idea	318. ever	359. himself	400. upon
278. enough	319. piece	360. toward	401. done
279. eat	320. told	361. five	402. English
280. face	321. usually	362. step	403. road
281. watch	322. didn't	363. morning	404. half
282. far	323. friends	364. passed	405. ten
283. Indians	324. easy	365. vowel	406. FLY
284. really	325. heard	366. true	407. gave
285. almost	326. order	367. hundred	408. box
286. let	327. red	368. against	409. finally
287. above	328. door	369. pattern	410. wait
288. girl	329. sure	370. numeral	411. correct
289. sometimes	330. become	371. table	412. on
290. cut	331. top	372. north	413. quickly
291. cut	332. ship	373. slowly	414. person
292. young	333. across	374. money	415. became
293. talk	334. today	375. map	416. shown
294. soon	335. during	376. farm	417. minutes
295. list	336. short	377. pulled	418. strong
296. song	337. better	378. draw	419. verb
297. being	338. best	379. voice	420. stars
298. leave	339. however	380. seen	421. front
299. family	340. low	381. cold	422. feel
300. it's	341. hours	382. cried	423. fact
301. body	342. black	383. plan	424. inches

425. street	466. though	507. felt	548. wall
426. decided	467. language	508. suddenly	549. forest
427. contain	468. shape	509. test	550. probably
428. course	469. deep	510. direction	551. legs
429. surface	470. thousands	511. center	552. sat
430. produce	471. yes	512. farmers	553. main
431. building	472. clear	513. ready	554. winter
432. ocean	473. equation	514. anything	555. wide
433. class	474. yet	515. divided	556. written
434. note	475. government	516. general	557. length
435. nothing	476. filled	517. energy	558. reason
436. rest	477. heat	518. subject	559. kept
437. carefully	478. full	519. Europe	560. interest
438. scientists	479. hot	520. moon	561. arms
439. inside	480. object	521. region	562. brother
440. wheels	481. object	522. return	563. race
441. stay	482. am	523. believe	564. present
442. green	483. rule	524. dance	565. beautiful
443. known	484. among	525. members	566. store
444. island	485. noun	526. picked	567. job
445. week	486. power	527. simple	568. edge
446. less	487. cannot	528. cells	569. past
447. machine	488. able	529. paint	570. record
448. base	489. six	530. mind	571. record
449. ago	490. size	531. love	572. finished
450. stood	491. dark	532. cause	573. discovered
451. plane	492. ball	533. rain	574. wild
452. system	493. material	534. exercise	575. happy
453. behind	494. special	535. eggs	576. beside
454. ran	495. heavy	536. train	577. sky
455. round	496. fine	537. blue	578. glass
456. boat	497. pair	538. wish	579. million
457. game	498. circle	539. drop	580. west
458. force	499. include	540. developed	581. lay
459. brought	500. built	541. window	582. weather
460. understand	501. can't	542. difference	584. root
461. warm	502. matter	543. distance	584. instruments
462. common	503. square	544. heart	585. meet
463. bring	504. syllables	545. sit	586. third
464. explain	505. perhaps	546. sum	587. months
465. dry	506. bill	547. summer	588. gone

589. paragraph	630. bed	671. speed	712. England
590. raised	631. copy	672. count	713. burning
591. represent	632. free	673. cat	714. design
592. soft	633. hope	674. someone	715. joined
593. whether	634. spring	675. sail	716. foot
594. clothes	635. case	676. rolled	717. law
595. flowers	636. laughed	677. bear	718. ears
596. shall	637. nation	678. wonder	719. grass
597. teacher	638. quite	679. smiled	720. you're
598. held	639. type	680. angle	721. grew
599. describe	640. themselves	681. fraction	722. skin
600. drive	641. temperature	682. Africa	723. valley
601. cross	642. bright	683. killed	724. cents
602. speak	643. lead	684. melody	725. key
603. solve	644. everyone	685. bottom	726. president
604. appear	645. method	686. trip	727. brown
605. metal	646. section	687. hole	728. trouble
606. son	647. lake	688. poor	729. cool
607. either	648. consonant	689. let's	730. cloud
608. ice	649. within	690. fight	731. lost
609. sleep	650. dictionary	691. surprise	732. sent
610. village	651. hair	692. French	733. symbols
611. factors	652. age	693. died	734. wear
612. result	653. amount	694. beat	735. bad
613. jumped	654. scale	695. exactly	736. save
614. snow	655. pounds	696. remain	737. experiment
615. ride	656. although	697. dress	738. engine
616. care	657. per	698. iron	739. alone
617. floor	658. broken	699. couldn't	740. drawing
618. hill	659. moment	700. fingers	741. east
619. pushed	660. tiny	701. few	742. pay
620. baby	661. possible	702. least	743. single
621. buy	662. gold	703. catch	744. touch
622. century	663. milk	704. climbed	745. information
623. outside	664. quiet	705. wrote	746. express
624. everything	665. natural	706. shouted	747. mouth
625. tall	666. lot	707. continued	748. yard
626. already	667. stone	708. itself	749. equal
627. instead	668. act	709. else	750. decimal
628. phrase	669. build	710. plains	751. yourself
629. soil	670. middle	711. gas	752. control

753. practice	794. hunting	835. indicate	876. major
754. report	795. flow	836. except	877. observe
755. straight	796. lady	837. expect	878. tube
756. rise	797. students	838. flat	879. necessary
757. statement	798. human	839. seven	880. weight
758. stick	799. art	840. interesting	881. meat
759. party	800. feeling	841. sense	882. lifted
760. seeds	801. supply	842. string	883. process
761. suppose	802. corner	843. blow	884. army
762. woman	803. electric	844. famous	885. hat
763. coast	804. insects	845. value	886. property
764. bank	805. crops	846. wings	887. particular
765. period	806. tone	847. movement	888. swim
766. wire	807. hit	848. pole	889. terms
767. choose	808. sand	849. exciting	890. current
768. clean	809. doctor	850. branches	891. park
769. visit	810. provide	851. thick	892. sell
770. bit	811. thus	852. blood	893. shoulder
771. whose	812. won't	853. lie	894. industry
772. received	813. cook	854. spot	895. wash
773. garden	814. bones	855. bell	896. block
774. please	815. tail	856. fun	897. spread
775. strange	816. board	857. loud	898. cattle
776. caught	817. modern	858. consider	899. wife
777. fell	818. compound	859. suggested	900. sharp
778. team	819. mine	860. thin	901. company
779. God	820. wasn't	861. position	902. radio
780. captain	821. fit	862. endured	903. we'll
781. direct	822. addition	863. fruit	904. action
782. ring	823. belong	864. tied	905. capital
783. serve	824. safe	865. rich	906. factories
784. child	825. soldiers	866. dollars	907. settled
785. desert	826. guess	867. send	908. yellow
786. increase	827. silent	868. sight	909. isn't
787. history	828. trade	869. chief	910. southern
788. cost	829. rather	870. Japanese	911. truck
789. maybe	830. compare	871. stream	912. fair
790. business	831. crowd	872. planets	913. printed
791. separate	832. poem	873. rhythm	914. wouldn't
792. break	833. enjoy	874. eight	915. ahead
793. uncle	834. elements	875. science	916. chance

LIST OF MOST FREQUENTLY MISSPELLED WORDS

Abscess	Challenge	Disappear	Height	Murmur
Acceptance	Characteristic	Disappoint	Hemorrhage	Mutual
Accommodate	Circuit	Discipline	Hydraulic	Necessarily
According	Civilized	Dissipate	Hygiene	Ninety
Accustomed	Collateral	Distinguish	Hypocrisy	Noticeable
Achievement	Colloquial	Dormitory	Icicle	Occasionally
Acquaintance	Colonel	Effervescent	Immediately	Occurred
Acquire	Commitment	Efficacy	Immense	offense
Adequate	Committee	Efficiency	Inalienable	Official
Adjourned	Comparatively	Eligible	Incidentally	Omitted
Affidavit	Complaint	Eliminate	Inconvenience	Opportunities
Analysis	Condemn	Ellipse	Indelible	Ordinarily
Anesthetic	Condescend	Encouraging	Indictment	Pamphlet
Antarctic	Confidential	Enthusiasm	Indispensable	Paradise
Anticipation	Conscience	Equipped	Inevitable	Parallel
Anxiety	Conscious	Esteemed	Inferred	Parenthesis
Appetite	Consensus	Exaggerating	Initial	Partial
Approximately	Consequently	Except	Installation	Participate
Arctic	Continuous	Exceptionally	Intellectual	Peaceable
Artificial	Controversy	Excessive	Intermittent	Peculiar
Assassin	Convenience	Executive	Intimate	Perceive
Assess	Corporation	Exhibition	Irrelevant	Peril
Athletics	Correlate	Exhilarating	Irresistible	Perpendicular
Attorneys	Correspondence	Existence	Jeopardize	Perseverance
Auxiliary	Counsel	Facilities	Journal	Petition
Bankruptcy	Counterfeit	Fallacy	Laboratory	Philosophy
Benefit	Courteous	Fascinating	Leisure	Physician
Bough	Crisis	Feasible	License	Plateau
Brief	Criticism	Fictitious	Lieutenant	Plausible
Bureau	Curiosity	Financial	Livelihood	Pneumonia
Cafeteria	Cylinder	Foliage	Maintenance	Politician
Campaign	Debtor	Forego	Management	Possess
Cancellation	Definitely	Fortunately	Manufacturer	Practically
Candidate	Descend	Gauge	Mathematics	Precisely
Capacity	Despair	Guarantee	Miniature	Predecessor
Casserole	Diaphragm	Handkerchief	Molecule	Prior
Census	Dilemma	Haphazard	Monotonous	Probability
cessation	Dining	Harass	Mortgage	Privilege

Psychology	Simultaneous	Tragedy		
Pursuit	Skiing	Transferred		
Receipt	Solemn	Unanimous		
Receiving	Sorority	Undoubtedly		
Recommend	Specific	Unique		
Referred	Spontaneous	Unison		
Reign	Statistics	Unmanageable		
Relevant	Statutes	Unnecessary		
Remembrance	Strength	Utilize		
Reminisce	Substantial	Vacancy		
Remiss	Succeeded	Vague		
Remittance	Succession	Veil		
Rendezvous	Sufficient	Warrant		
Representative	Supplement	Weird		
Requisition	Surveillance	Wretched		
Restaurant	Suspicion	Wrought		
Reticence	Sustenance			
Ridiculous	Sympathy			
Satisfactorily	Synchronous			
Schedule	Temporarily			
Scissors	Tentative			
Seize	Terrestrial			
Separate	Thoroughly			
Shepherd	Tournament			
Sheriff	Tourniquet			

PREFIXES AND SUFFIXES

This topic will introduce you to the basic spelling rules involved in adding a prefix or a suffix to a word. As you will learn, adding a prefix to a word is almost never a spelling problem. However, many words change their spelling when certain suffixes or endings are added to them.

Prefixes and suffixes are letter combinations like the *un-* in *unable* and the *-ly* in *nicely* that can be added to a word to change its meaning or its grammatical function. They are extremely important in English, since many of our most common words contain a prefix or a suffix. For example, here are some of the suffix-containing words in the first sentence on this page.

basic	(base + ic)
spelling	(spelling + ing)
rules	(rule + s)
involved	(involve + ed)
adding	(add + ing)

In the English language, we often change the meaning or the grammatical function of a word by adding a letter or letter group to the beginning or the end of the word. For example, look at these additions to the word *spell*:

misspell
respell
spelling
speller
unspellable

Letter groups like *mis-* or *re-* that can be added to the beginning of a word are called *prefixes*. A prefix usually changes the meaning of the word.

Letter groups like *-ing* or *-er* that can be added to the end of word are called *suffixes*. A suffix usually changes the grammatical function of a word. For example, *-er* changes the verb *spell* to the noun *speller*.

The word to which the prefix or suffix is added is called the *base* or *root*. Thus a word like *unspellable* consists of the prefix *un-*, the base *spell*, and the suffix *-able*.

Many common spelling mistakes occur when certain prefixes or suffixes are added to certain base words. This next exercise will show you how to avoid many of these mistakes. First, however, you should be able to recognize prefixes, suffixes, and bases when they occur in words you write. This exercise that follows will give you practice in doing this.

EXERCISES

Each of the following words consists of a base word plus a prefix. Write the base word in each example.

1. Untie _____
2. Replace _____
3. Monoplane _____
4. Distaste _____
5. Superman _____

The following words all contain suffixes. Write the base for each.

6. hardly _____
7. doing _____
8. rounded _____
9. doubtful _____
10. shipment _____

The following words may contain a prefix, a suffix, or both. Find the base of each word and write it.

11. selfish _____
12. prepayment _____
13. careless _____
14. replay _____
15. unknowing _____

When a suffix is added to a base, the spelling of the base sometimes changes. For example, when the suffix -ful is added to the base beauty, you get beautiful. The letter y changes to an i.

The spelling of the base of each of the following words changes when a suffix is added. Decide what the base of each word is and write it.

16. flier _____
17. reddish _____
18. valuable _____
19. hopping _____
20. hoping _____

ANSWERS

1. tie 2. place 3. plane 4. taste 5. man 6. hard 7. do
8. round 9. doubt 10. ship 11. self 12. pay 13. care
14. play 15. know 16. fly 17. red 18. value 19. hop 20. hope

SUFFIX SPELLING CHOICES

Reasonable choices for -er

- er added to one syllable word for people or things that do.
- or added to two syllable word for people or things that do.
- ar most often used as an adjective ending.
- ure all other words

Noun endings meaning people

1. -ist = artist
2. -ee = employee
3. -cian = physician
4. -ster = youngster
5. -an = Lutheran
6. -eer = engineer
7. -ier = soldier
8. -ess = hostess
9. -ian = Canadian
10. -ese = Japanese

Common prefixes and suffixes with their meanings.

Prefixes

- dis = not; opposite of
- in, im, un, = not
- semi = half; partly
- pre = before; earlier
- re = back; again

Suffixes

- less = without
- able = able to be
- en = to make
- er, or, ist = one who

Using the prefixes and suffixes above to help you figure out the meaning of each word. Write the meaning after the word.

1. disorganized _____
2. immature _____
3. parachutist _____
4. reexamine _____
5. penniless _____
6. prepaid _____
7. designer _____
8. semicircle _____
9. brighten _____
10. counselor _____

11. cartoonist _____
12. misinform _____
13. semidry _____
14. disbeliever _____
15. immovable _____
16. unforgettable _____
17. tighten _____
18. inactive _____

ANSWERS

1. not organized
2. not mature
3. one who parachutes
4. examine again
5. without a penny
6. paid before or earlier
7. one who designs
8. half circle
9. to make bright
10. one who counsels
11. one who draws cartoons
12. incorrectly inform
13. party dry
14. one who does not believe
15. not able to move
16. not able to forget
17. to make tight
18. not active

MAIN POINTS OF SPELLING PLURALS

1. As a general rule, add *-s* to a noun to form its plural: dog, dogs.
2. If the noun ends in *s*, *z*, *sh*, *ch*, or *x*, add *-es* to form the plural: boss, bosses.
3. If the noun ends in a consonant + *y*, change *y* to *i* and add *-es*: baby, babies.
4. Many nouns ending with a consonant + *o* form plurals by adding *-es*; others, particularly proper nouns and nouns having to do with music, add an *-s*: potato, potatoes; solo, solos; Eskimo, Eskimos.
5. Certain nouns ending in *f* or *fe* change the *f* or *fe* ending to a *v* and add *-es*: wolf, wolves.
6. A few nouns have irregular plurals or plurals which have the same form as the singular. These must be memorized.
Examples: man=men; woman=women; child=children;
tooth=teeth; foot=feet; mouse=mice; goose=geese
7. Symbols, such as letters and numbers, add an apostrophe plus *-s* to form the plural: 4, 4's.
8. Compound nouns usually pluralize the most important part of the compound: sister-in-law, sisters-in law.
9. The *-s* or *-es* present tense form of most verbs is formed like the plural of a noun, except that rules 5 and 6, above, do not apply to verbs. Example: knife-She had two *knives* (noun).
Used as a verb: She *knives* through the water.

PUT I BEFORE E, EXCEPT AFTER C

There is a simple rhyme that will tell you how to spell most words that contain the letter combination ie or ei. The first part of the rhyme is:

Put i before e,
Except after c.

Examples of the first line of the rhyme are:

Believe quiet handkerchief

The order reversed after the letter c. After c, the letter e comes before i.

Deceive receipt conceit

Of course, to use this rhyme, you must first know that a word contains an ei or ie letter combination. If you think that believe is spelled beleve or beleeve, the rhyme cannot help you. You will find in most cases, however, that you are familiar with many common ie and ei words. If you remember the rhyme, you will spell them correctly. Let's practice!

EXERCISE

Each of the following words contains the letter combination of ie or ei in the spaces made by the dashes. Decide for each word whether it should be spelled with an ie or an ei. Then write the entire word on the line provided.

1. ch__f_____
2. d__t_____
3. th__f_____
4. rec__ver_____
5. n__ce_____
6. br__f_____
7. f__ld_____

8. fr __ ndliness _____
9. conc __ t _____
10. c __ ling _____

ANSWERS

1. Chief
2. Diet
3. Thief
4. Receiver
5. Niece
6. Brief
7. Field
8. Friendliness
9. Conceit
10. Ceiling

OR WHEN SOUNDED LIKE A

You have just learned the first part of the "ie" rhyme. The complete rhyme is:

Put I before e
Except after c,
Or when sounded like a
As in neighbor and weigh.

The last two lines of the rhyme suggest, when the vowel combination is pronounced as in neighbor and weigh, the e goes before the i.

If you have not memorized this rhyme, do so now before you forget it. When you think you have it memorized, look away from the study guide and try saying it to yourself. And be sure you know what the rhyme means. Remember, in the English language there are always "exceptions to the rule" and we have exceptions

with the *i* before *e* rule. For more in-depth information, look in any spelling guide for all exceptions.

EXERCISE

Look at the words below. In the spaces provided, write *ie* or *ei*, whichever is correct.

- | | |
|---------------------|-----------------------|
| 1. fr __ nd _____ | 12. __ ther _____ |
| 2. gr __ ving _____ | 13. bel __ ver _____ |
| 3. n __ ghbor _____ | 14. v __ l _____ |
| 4. th __ r _____ | 15. rec __ ve _____ |
| 5. rel __ ved _____ | 16. s __ ze _____ |
| 6. for __ gn _____ | 17. sc __ nce _____ |
| 7. dec __ ver _____ | 18. f __ ld _____ |
| 8. h __ ght _____ | 19. w __ rd _____ |
| 9. w __ ght _____ | 20. conc __ ted _____ |
| 10. br __ fly _____ | |
| 11. __ ghty _____ | |

ANSWERS

1. Friend 2. grieving 3. neighbor 4. their 5. relieved 6. foreign
7. deceiver 8. height 9. weight 10. briefly 11. eighty 12. either
13. believer 14. veil 15. receive 16. seize 17. science 18. field
19. weird 20. conceited

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