

PERSONALIZED SPELLING LIST

1. Keep a list of all those words that you misspell as well as those words that you look up in the dictionary because you are uncertain of the correct spelling.
2. Keep your spelling list on a 3 x 5 index card. When you have filled the front and the back of the card, begin another.
3. Carry the list with you at all times, keeping it in the same location, such as a shirt pocket, purse, or checkbook.
4. Whenever you have a minute or two to wait, such as in line at a bank, between classes, or during a television commercial, review your list. Say the words slowly, carefully enunciating each syllable, and then spell the word.

This method takes very little extra time since you use those minutes that you might otherwise let slip by.

SPELLING RULES

	EXAMPLES	EXCEPTIONS
RULE 1 Remember this verse: Use <i>i</i> before <i>e</i> , Except after <i>c</i> , Or when sounded like <i>a</i> , As in <i>neighbor</i> or <i>weigh</i> .	<i>*friend, fiend;</i> <i>piece, tie;</i> <i>*receipt, deceive</i>	<i>ei</i> exceptions: <i>either, foreign,</i> <i>forfeit, height,</i> <i>leisure, neither</i> <i>ie</i> exceptions: <i>ancient, efficient</i>

RULE 2 Form the plurals of nouns and the -s forms of verbs ending in <i>y</i> in these ways:	
a. When a noun or verb ends in <i>y</i> preceded by a consonant, change the <i>y</i> to <i>i</i> and - <i>es</i>	<i>*mystery, mysteries;</i> <i>berry, berries;</i> <i>carry, carries</i>
b. When a word ends in <i>y</i> preceded by a vowel, add - <i>s</i>	<i>*boy, boys; key, keys;</i> <i>pay, pays</i>
c. When a proper noun ends in <i>y</i> , add	<i>*Kennedy, Kennedys</i>

RULE 3

Do the following when adding a suffix to a word that ends in a silent *e*:

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| a. When the suffix begins with a vowel, drop the silent <i>e</i> | <i>*live, living, livable;</i>
<i>bake, baker, baking</i> | |
| b. When a word ends in <i>ce</i> or <i>ge</i> , keep the silent <i>e</i> when it is needed to maintain the soft sound of <i>c</i> or <i>g</i> | <i>*manage, manageable;</i>
<i>replace, replaceable</i> | |
| c. When the suffix begins with a consonant, keep the final <i>e</i> | <i>*care, careful;</i>
<i>aware, awareness</i> | <i>judge, judgment;</i>
<i>acknowledge,</i>
<i>acknowledgment</i> |
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RULE 4

When adding a suffix that begins with a vowel, it sometimes is necessary to double the consonant.

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| a. When a one-syllable word ends with a consonant preceded by a single vowel, double the consonant. (Applies only when the suffix begins with a vowel.) | <i>*hop, hopping;</i>
<i>win, winner;</i>
<i>star, starred;</i> | |
| b. When a word of two or more syllables ends in a single consonant preceded by a single vowel, and when the final syllable is accented, double the consonant when adding a suffix. | <i>*rebel, rebellious;</i>
<i>control, controlled</i> | |
| c. When a word of two or more syllable does not have the accent on the final syllable, the consonant should not be doubled. | <i>*travel, traveler;</i>
<i>jewel, jeweler</i> | |
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RULE 5

To form noun plurals and the third-person singular form of present tense verbs

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| a. In most cases, add -s | <i>*pencil, pencils;</i>
<i>jump, jumps</i> | |
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- b. When the word ends in *s, sh, ch, x,* *brush, brushes;
or *z,* add *-es* *box, boxes; watch, watches*

SPELLING TABLES										
Homophones are words that are pronounced the same but spelled differently. Many spelling errors result from an incorrect choice of homophones. If you are unsure which word is which in a pair, look the word up in a dictionary.										
aisle	isle	fair	fare	lead	led	real	reel	stake	steak	
ant	aunt	flea	flee	loan	lone	right	write	stationary	stationery	
ate	eight	flour	flower	made	maid	road	rode	steal	steel	
bare	bear	foul	fowl	mail	male	role	roll	tail	tail	
be	bee	guest	guessed	meat	meet	sail	sale	their	there	they're
blew	blue	heal	heel	night	knight	scene	seen	threw	through	
brake	break	hear	here	one	won	sees		to	too	two
buy	by	heir	air	pail	pale	sew	sow	vain	vane	vein
capital	capitol	hole	whole	pair	pare	pear	shone	shown	waist	waste
cell	sell	hour	our	peace	piece	sight	site	cite	wait	weight
cellar	seller	in	inn	plain	plane	soar	sore	way	weigh	
cent	sent	scent	its	it's	pray	prey	sole	soul	week	weak
chord	cord	knew	new	principal	principle	some	sum	whose	who's	
dear	deer	knot	not	rain	rein	son	sun	wood	would	
die	dye	know	no	read	red	stair	stare	your	you're	

Commonly misspelled words. The words on the following list are often misspelled. In some cases this list indicates suffixes that can be added without other spelling changes. Thus, for example, the list's *anxious, -ly* indicates the correct spellings of two words, *anxious* and *anxiously*.

absence	athlete	clothe, -s	divide, -d	generous	juicy	parallel	roommate
absolutely, -ly	athletic	clothing	doctor	genuine	knowledge	particular	sandwich
accept, -ance	attorney	college	doubt	government	laugh	peculiar	sanitary
accident, -ally	audience	comfortable	duplicate	governor	league	peninsula, -r	satellite
accurate, -ly	awkward	competition	easily	grammar	length	perspiration	scene
ache	balance	complexion	effect, -ive	grateful	liable	physical	schedule
achieve	balloon	compliment	eighth	grocery	library	physician	science
acknowledge	bandage	confidence	either	guarantee	license	picnic, -king	scissors
across	bargain	confident	electricity	guess	lightning	possession	secretary
actual	bass	conscience	embarrass, -ing, -ment	guilt, -y	liquid	possibility	seize
advantage	beauty	control, -led	enemy	gymnasium	liquor	practice	sense
advice	beginning	cooperate	enough	handkerchief	literature	precede	separate
advise	behavior	cough	envelope	happiness	loneliness	prefer, -red	shoulder, -s
afraid	belief	could	especially	height	lonely	prejudice, -d	siege
against	believe	courage, -ous	evidence	heroes	lose, -r	probably	similar
alcohol	bicycle	courtesy	exceed, -ed	holiday	lovable	procedure	sincere, -ly
all right	breath	cousin	excellent, -ly	honor	machine	proceed	solemn
already	breathe	daily	exception	huge	magazine	psychology	sophomore
altogether	brief	deceive	exercise, -d	humor	marriage	pursue, -r	specific
among	broad	decision	experience	hundredth	mileage	pursuit	sphere
ancient	bruise	defense	explanation	imagine	mirror	qualified	statue
anniversary	burglar	definite, -ly	familiar	imitation	mischief	quite	straight
answer	bury	definition	favorite	immediate, -ly	miserable	realize	strenuous
antenna	business	delicious, -ly	February	importance	missile	receipt	suburb
anxiety	busy	desert, -ed	Federal	interest	muscle	receive	success
anxious	captain	design, -ing	foreign, -er	interrupt	necessary	recognize, -d	sugar
appear, -ance	celebrate	dessert	forty, -ment	investigate	necessity	recommend	suggestion
appetite	cemetery	develop, -ed,	forward	invitation	nickel	refrigerator	suit
appreciate	certain, -ly	diamond	fourth	island	relieve	restaurant	surprise
approval	character	difference	freight	jealous	religious	rhythm	syllable
arctic	chief	difficult, -y	friend	jewelry	responsibility	symbol, -ize	
area	chocolate	disappear	garage	journal, -ism	nuisance	synonym	
article	climate	disappoint, -ed	gasoline	journey	occur, -red	system	
artificial	climb	disease		judgment	opposite	technical	

temperature
temporary
theater
therefore
thief
though
thought
tobacco
tomorrow
tongue
transistor
truly
tying
typical
usual, -ly
valuable
variety
vegetable
vicinity
view
villain
visible
Wednesday
weight
weird
whether
whose
width
witch
withhold
yield

Writing Center