

SPELLING RULES

Here is a summary of familiar spelling rules:

- (1) Put *i* before *e* except after *c*. Remember: *believe* (*ie*) but *receive* (*cei*).

ie: achieve, believe, chief, grief, niece, piece (of pie), relieve

cei: ceiling, conceited, conceive, perceive, receive, receipt

Exceptions: (*ei*) either, leisure, neither, seize, weird; (*cie*) financier, species

- (2) Double the consonant at the end of the word if you add an ending that starts with a vowel:

-ed, -er, -est, -ing. The doubled consonant must follow a short, single, stressed vowel.

Doubling:

plan—planned	admit—admitted	stop—stopped
red—redder	begin—beginning	ban—banning
prefer—preferred	occur—occurrence	trip—tripped

No doubling: hate—hating, boat—boating | refer—reference, prefer—preference

- (3) Change the *-y* at the end of a word to *ie* before *-s*. Change it to *i* before other endings with the exception of *-ing*.

ie: family—families, fly—flies, study—studies, try—tries, quantity—quantities

i: beauty—beautiful, bury—burial, busy—business, copy—copied, dry—drier, noisy—noisily

y: burying, copying, studying, trying, worrying

Keep the *y* if it is part of a double vowel: *delays, plays, enjoys*. Exceptions: *daily, said, paid, gaily*.

- (4) Drop a silent *-e* if you add an ending that begins with a vowel.

bore—boring (<i>but</i> boredom)	like—liking (<i>but</i> likely)
hate—hating (<i>but</i> hateful)	love—loving (<i>but</i> lovely)

Exceptions: *-ge* and *-ce* in words like *advantageous, changeable, courageous, noticeable*

Other exceptions: *argue—argument, due—duly, dye—dyeing* (as against *die—dying*), *mile—mileage, true—truly, whole—wholly*

(5) For words like the following, try to remember a tie-in with a related word:

definite (<i>finish</i>)	permissible (<i>permissive</i>)	confident (<i>confidential</i>)
separate (<i>separation</i>)	existence (<i>existential</i>)	brilliant (<i>brilliance</i>)
dispensable (<i>dispensary</i>)	attendant (<i>attendance</i>)	

In the following sentences, combine the two parts of each incomplete word.

1. It would have been much more 1) *advantage + ous* to rely 1. _____
2) *sole + ly* on our own resources 2. _____
2. If he were less 1) *conc__ted + ie* or *ei*, he would 1. _____
2) *perc____ve + ie* or *ei* his own faults. 2. _____
3. The sheriff could have 1) *stop + ed* the disturbances by 1. _____
2) *prohibit + ing* all public gatherings. 2. _____
4. 1) *Busy + ness* has been much better since we started 1. _____
2) *copy + ing* the methods of our competitors. 2. _____
5. He 1) *regret + ed* that we had not thought of stating our 1. _____
2) *prefer + ance* or *ence* earlier. 2. _____
6. Our efforts have not yet made the place 1) *beauty + ful*, 1. _____
but we keep 2) *try + ing*. 2. _____
7. Though none of the players was 1) *brilli + ant* or *ent*, the 1. _____
coach's 2) *confid + ance* or *ence* was unshaken. 2. _____
8. We could not help 1) *love + ing* a place that was 1. _____
unsurpassed in 2) *lovely + ness*. 2. _____
9. I asked whether he was 1) *indispens + able* or *ible*, but I 1. _____
did not get a 2) *defin + ate* or *ite* answer. 2. _____

10. Father was 1) *noisy + ly* celebrating the reconciliation of the two 2) *family + s*.
1. _____
2. _____
11. In spite of our 1) *ach_____vements + ie or ei*, this is no time for 2) *l_____sure + ie or ei*.
1. _____
2. _____
12. By 1) *create + ing* a planning commission, the mayor solved many hitherto 2) *unmanage + able or ible* problems.
1. _____
2. _____
13. A 1) *begin + er* needs to learn that almost any paper can be improved by careful 2) *edit + ing*.
1. _____
2. _____
14. When I last 1) *pay + ed* her a visit, I found her overcome with 2) *bore + dom*.
1. _____
2. _____
15. There has been a 1) *notice + able or ible* change in your behavior, and I do not find it to my 2) *like + ing*.
1. _____
2. _____
16. He always said he was unavoidably 1) *delay + ed* when he could have simply 2) *admit + ed* that he was late.
1. _____
2. _____
17. 1) *N_____her + ie or ei* I nor anybody else thought she would be 2) *courage + ous* enough to consent.
1. _____
2. _____
18. Though they raised the 1) *fat + est* hogs in the county, they ate only the 2) *lean + est* cuts of meat.
1. _____
2. _____
19. We were 1) *hope + ing* for speedy approval of the project, but someone 2) *interfere + ed*.
1. _____
2. _____
20. He 1) *fear + ed* he would not succeed in securing the necessary 2) *quantity + s* at a reasonable price.
1. _____
2. _____