

APPENDIX B

SPELLING RULES

In English most related words are built from the same root by adding different prefixes or suffixes is added at the beginning of a word to modify or change its meaning. A suffix is added at the end of a word and usually changes the part of speech. However, the suffix by itself does not always indicate to which part of speech a word belongs. The use of the word in a sentence has to be considered too.

Example : The beginning of the play was boring.
noun **adjective**

He is beginning to play.
verb

This monotonous work is boring me
verb

A prefix or a suffix may or may not change the form class (part of speech) of the word to which it is added. However, in most cases, it does, and these variations make spelling difficult. In order to help you spell the derived form (made by adding a suffix or a prefix) correctly, some rules are given below as a guide.

The first set is the General Spelling Rules, which can be applied when most suffixes are added. The second set is the Specific Spelling Rules, which cover only particular suffixes. The latter rules may be limited only to the vocabulary items given in the exercises.

GENERAL RULES

I. When to double a final consonant

- A. In a one-syllable word ending in a single consonant (b, d, f, g, k, l, m, n, p, r, s, t, v,) preceded by a single vowel, the consonant is doubled before adding a suffix that begins with a vowel.

One-syllable word	Double the consonant	Add the suffix beginning with a vowel	= New Word
cut	(cutt)	+ -ING	= cutting
beg	(begg)	+ -AR	= beggar
But: quiz	(quizz)	+ -ES	=quizzes

- B.** The final consonant is also doubled in a word of two syllables if the stress is on the second syllable.

Two-syllable word with stress on the second	Double the consonant	Add the suffix beginning with a vowel	= New Word
prefer	(preferr)	+ -D	= preferred
begin	(beginn)	+ -ER	= beginner
forget	(forgett)	+ -ING	= forgetting
regret	(regrett)	+ -ABLE	= regrettable
admit	(admitt)	+ -ANCE	= admittance
excel	(excell)	+ -ENT	= excellent

But: prefer - preference refer - reference interfere - interference

II. When to drop final e:

- A.** In a word ending with final **e**, generally e is dropped before adding a suffix beginning with a vowel or **y**.

Word ending in -e	Drop -e	Add the suffix beginning with a vowel of -y	= New Word
write	(writ)	+ -ING	= writing
imitate	(imitat)	+ -ION	= imitation
nature	(natur)	+ -AL	= natural
ice	(ic)	+ -Y	= icy

But: Europe - European like - likeable mile - mileage
 sale - saleable dye - dyeing use - useable

- B.** If the suffix begins with a consonant, final e is usually kept.

Word ending in -e	Add the suffix with a consonant	= New Word
excite	+ -MENT	= excitement
tire	+ -SOME	= tiresome
false	+ -HOOD	= falsehood
life	+ -LIKE	= lifelike
love	+ -LY	= lovely

But: produce - production argue - argument judge - judgment
 wide - width true - truly wise - wisdom

- C. In a word ending in **-ee**, **-ce**, or **-ge**, the final **-e** is kept before suffixes beginning with the vowels **a** or **-o**.

Word ending in -ee , -ce , or -ge	Add the suffix beginning in a vowel	= New Word
agree	+ -ABLE	= agreeable
notice	+ -ABLE	= noticeable
courage	+ -OUS	= courageous

But: space - spacious

grace - gracious

- D. In a word ending in **-ie**, generally **-e** dropped and **-i** is changed to **-y** when adding **-ING**:

Word ending in -ie	Drop -e and change -i to -y	Add -ING	= New Word
die	(dy)	+ -ING	= dying
tie	(ty)	+ -ING	= tying

III. When to change final **-y** to **-i**:

- A. If **-y** is preceded by a vowel, there is usually no change.

Word ending with a vowel and -y	Add the suffix	= New Word
joy	+ -FUL	= joyful
pay	+ -MENT	= payment
buy	+ -ER	= buyer
annoy	+ -ING	= annoying

But: pay - paid
say - said

day - daily
gay - gaily

- B.** In a word ending in -y preceded by a consonant, y is usually changed to i before any suffix except one beginning with i, such as -ISH, -IZE, -IST. If the suffix begins with **i**, the final **y** is either dropped or retained as **y**.

Word ending in constant and -y	Change -y to -i .	Add the suffix	= New Word
ordinary	(ordinari)	+ -LY	= ordinarily
ceremony	(ceremon)	+ -AL	= ceremonial
modify	(modifi)	+ -ABLE	= modifiable
classify	(classifi)	+ -ACTION	= classification
beauty	(beauti)	+ -FUL	= beautiful
signify	(signifi)	+ -CANT	= significant
envy	(envi)	+ -OUS	= envious

But: **-y** retained

thirty - thirtyish
copy - copyist

-y dropped

beauty - beautify
economy - economize
biology - biologist

- C.** In a one - syllable word if y is preceded by a consonant and pronounced as /ay/, **-y** does not change to **-i**

One-syllable word ending in a consonant and -y	Add the suffix	= New Word
shy	+ -LY	= shyly
dry	+ -NESS	= dryness

- D.** When adding -SHIP, -LIKE, **-y** does not change.

Noun ending in -y	Add the suffix .	= New Word
secretary	+ -SHI	= secretaryship
lady	+ -LIKE	= ladylike

IV. If a word ends in -c, the letter k is usually added before -ED and -ING.

Word ending in -c	Add -k .	Add the suffix	= New Word
panic	(panick)	+ -ED	= picknicking
picnic	(picnick)	+ -ING	= panicked

V. A suffix is added only to the singular form of a noun.

Singular noun	Add the suffix.	=	New Word
Tooth	+ -LESS	=	toothless