

Spelling Rules

Learning some spelling rules will help to improve your spelling. While there are exceptions to the rules, it is better to be right most of the time. I'll refer to **Vowels** (A E I O U) and **Consonants** (all other alphabet letters). There are many more rules, but attention to the basic four plus the use of a range of other strategies to imprint a photographic image of what the correctly spelled word looks like, may be the best approach. when correctly

Rule #1: When to use "ie"

You've probably heard this rule at school way back in primary classes and it's still going strong.

I before E except after C.

- achieve, believe, bier, brief, chief, fiend, friend, grief, grieve, hygiene, mischief, patience, pierce, priest, thief, yield
- **ceiling**, **conceit**, **conceive**, **deceit**, **deceive**, **perceive**, receipt, receive

But then things get complicated: it doesn't work with words pronounced "A" as in neighbour so someone made up a longer rhyme

Use I before E

Except after C,

Or for the sound A

As in neighbour and weigh.

- eight, freight, beige, reindeer, sleigh, vein and weight

The combination '**ci**' is also an exception to the rhyme. The 'sh' sound of the letters '**cie**' should alert you to this combination in words such as

- **conscientious**, **deficient**, **efficient**, **proficient**, **sufficient**

Some exceptions to the rule have to be learnt:

- **either**, **neither**, **caffeine**, **codeine**, **counterfeit**, **foreign**, **forfeit**, **height**, **heir**, **leisure**, **weird**, **seize**, and **seizure**, **their**

Rule #2: "Adding Prefixes"

Generally, adding a prefix to the beginning of a word does not change its spelling. **dissatisfied**, **disinterested**, **illegal**, **illicit**, **misinform**, **unnecessary**

Rule #3: "Dropping Final Y"

When word ends in 'y' preceded by a consonant, you usually change 'y' to 'i' before adding the ending.

- supply becomes **supplies** **thirty** **thirties**
worry **worried** **early** **earlier**

This does not apply to the endings that already begin with 'i' such as "-ing"

They keep the 'y' (except for -ise, -ize)

- **crying** **studying** **thirtyish** **but** **memorise**

Nor does it apply when the final *y* is preceded by a vowel.

- Obeyed displayed preyed
 saying straying greying

Rule #4: “Dropping Final E”

When adding an ending to a word that ends with a silent *e*, drop the final *e* if the ending begins with a vowel – A E I O U:

- advance/advancing judge/judging distribute/distribution

However, if the ending begins with a consonant, keep the final *e*:

- advance/advancement involve/involvement

If the silent *e* is preceded by another vowel, drop the *e* when adding any ending.

- argue/argument argue/argued true/truly

Exceptions: to avoid confusion and mispronunciation, the final *e* is kept in words such as *mileage* and words where the final *e* is preceded by a soft *g* or *c*: changeable, courageous, manageable, management, noticeable. For example, without that *e* after the *g*, the word *management*, would be pronounced with a hard *g* sound.

Use the suggestions and word lists in this package to improve your spelling. Policing students may opt to contact a Learning Skills Adviser to discuss their progress.

Goulburn Police College Ph 02 4823 2567

CSU campuses at Albury/Thurgoona, Bathurst, Dubbo, Orange and Wagga Wagga:

Student Services Help Desk. Ph 02 6338 4678