

## Vocabulary Part – II

### Spelling Rules

#### Word Endings

➤ Words ending in **ce** and **ge**

When you want to add a suffix starting **with a or o** leave **the e in**.

• **For example:-**

manage + able	manageable
notice + able	noticeable
courage + ous	courageous

**Exceptions:**

prestige + ous	prestigious
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➤ Words ending in **'ie'**

When you want to add **ing** to verbs ending in **ie**, drop the **e** and change the **i** to a **y**.

**For example:-**

die	-	dying
lie	-	lying
tie	-	tying

➤ Words ending in **'een'**

▶ **"-een"**,

**Ex:-** Atween, Baleen, Between, Careen, Canteen, Fifteen, Green, Lateen, Screen, Queen

▶ **"-ough"**,

**Ex:-** Although, Afterthought, Bough, Clough, Doughboys, Doughface, Enough, Furlough, Thoroughly, Toughness

▶ **"-tion"**,

**Ex:-** Detonation, Inspiration, Organization, Pronunciation, Registration, Separation, Application, Duration, Combination

1. "-f" to "-ves" or "-s"

Most words ending in "-f" or "-fe" change their plurals to "-ves"

calf – calves,      half – halves,      knife – knives,      leaf – leaves,      loaf – loaves  
life – lives,      wife – wives,      shelf – shelves,      thief – thieves  
yourself – yourselves

Some words can have both endings -ves or -s:

scarf - scarfs/scarves,      dwarf - dwarfs/dwarves,      wharf - wharfs/wharves  
handkerchief - handkerchiefs/handkerchieves

Words ending in -ff you just add -s to make the plural.

cliff – cliffs,      toff – toffs,      scuff – scuffs,      sniff – sniffs

Some words ending in -f add -s:

Nouns which end in two vowels plus -f usually form plurals in the normal way, with just an -s

chief – chiefs,      spooof – spooofs,      roof – roofs,      chief – chiefs,      oaf – oafs

**EXCEPTIONS:** thief - thieves, leaf - leaves

## 2. Words ending in -ful

The suffix -FUL is always spelt with one L, for example:

grate + ful = grateful,      faith + ful = faithful,      hope + ful = hopeful  
careful,      helpful,      useful,      grateful,      beautiful

**(notice the "y" becomes "i")**

## 3. Adding -ly

When we add -ly to words ending in -ful then we have double letters

Gratefully,      Faithfully,      Hopefully

We also add -ly to words ending in 'e'

love + ly = lovely,      like + ly = likely,      live + ly = lively,  
complete + ly = completely,      definite + ly = definitely

BUT not truly (true + ly) This is a common misspelled word.

We change the end 'e' to 'y' in these -le words

gentle > gently,                      idle > idly,                      subtle > subtly



- No English word ends in 'v' except spiv. Use 've' instead.
- No English word ends in 'j'. Use 'ge' or 'dge' instead.
- No English word ends in 'i'. Use 'y' instead.  
Exceptions: macaroni, spaghetti, vermicelli (Italian) and taxi (short for taxicab).
- The word endings 'dge', 'tch' may only be used after a short vowel e.g. badge, hedge, lodge, fetch, Dutch, catch. Exception to this rule are: much, such, rich, which.
- We double 'l', 'f', 's' and 'z', after a single vowel at the end of a short word. e.g. **call, tell, toss, miss, stiff, stuff, fizz, jazz**. Exceptions to this spelling rule: us, bus, gas, if, of, this, yes, plus, nil, pal.

### ➤ **Two-syllable words that end with 's'.**

Many words that end with 's' have the stress on the first syllable, e.g. crisis, crocus, circus, litmus and fungus.... These follow the rule the use only one's at the end of the word.

If the stress is on the **final syllable of a disyllabic** word, the final's 'is' doubled, e.g. address, redress, discuss, unless, dismiss, undress, remiss, amiss, recall, rebuff. Also, the letters 're', **'dis' and 'un' in the examples** above are prefixes, and the rule when adding these prefixes is to keep the base word the same and just add the prefix.

### ➤ **Two-syllable words that end with 'l'.**

With regard to final 'l', and final 'f', the rule concerning prefixes applies, e.g. refill, recall, rebuff.

In words where there is no prefix, the question of where the stress lies does not apply. 'Fulfil' and 'until' have the stress on the final syllable and many words, e.g. pistol, petrol, petal, metal, lintel, lentil and pencil have the stress on the first syllable.

The letters 'ck' are used at the end of one-syllable base words that have a single short vowel, e.g. sack, stick, clock.

Use only a single letter 'c' at the end of words like picnic, cubic, metric and arithmetic.

## PREFIXES AND SUFFIXES

- **The "ch" sound:** At the beginning of a word, use "*ch*." At the end of a word, use "*tch*." When the "*ch*" sound is followed by *ure* or *ion*, use *t*. Examples: choose, champ, watch, catch, picture, rapture.

Adding a prefix to a word doesn't **usually change the spelling of the stem of the word**.

- **For example:-**

anti + septic	antiseptic
auto + biography	autobiography
de – sensitize	desensitize
dis – approve	disapprove
im – possible	impossible
inter – mediate	intermediate
mega – byte	megabyte
mis – take	mistake
micro – chip	microchip
re – used	reused
un – available	unavailable

## Prefixes

The letters 'al' is a prefix followed by another syllable in words like.

also	already	always	although
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Although the word 'all' has two lls, the prefix 'al' has only one 'l'.

**Other prefixes are:**

Prefixes	Words	
re	think	Rethink
pre	set	Preset
de	activate	Deactivate
in	capable	Incapable
im	possible	Impossible
un	decided	Undecided
en	slave	Enslave
under	achieve	Underachieve
over	book	Overbook
dis	continue	Discontinue

**Using 'soft' C and 'soft' G**

- When 'c' is followed by 'e', 'i', or 'y', it says 's'. Otherwise it says 'k',.

city	center
ceiling	circle
cycle	receive
access	

- When 'g' is followed by 'e', 'i', or 'y' it says 'i'. Otherwise it says 'g' as in gold.

gentle	giant
gymnastic	gyroscope
<b>Exception</b>	
get	begin
girl	give
gear	gees

**For using 'w' and 'qu'**

- When 'w' or 'qu' comes before 'a' it often says (wo) or (kwa).

wash	want	wander	wallet
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- When 'w' comes before 'or' it often says (wer).

warm	word	work	worth	worship
<b>Exception:-</b>				
worry	worried	wore	worn	

- When 'w' or 'qu' come before 'ar', it often says (wor) or (quor).

war	ward	wander	quarter	quart
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- The sound (kw) is written as 'qu'. It never stands by itself. The letter u is a "silent" partner. It is not a "sounded vowel" when used after the letter q.

## Suffix

Adding a suffix to a word often changes the spelling of the stem of the word. The following may help you work out the changes. Again there are exceptions, so if you're not sure - look it up in your dictionary.

### ➤ Words ending in a consonant

When the **suffix** begins with a consonant, just add the ending without any changes.

**For example:-**

treat + ment	treatment
advertise+ment	advertisement
environ+ment	environment
pay+ment	payment
state+ ment	statement

- **Do not** double the final consonant when the base word has two vowels or two final consonants.

leaf	leafy
shout	shouting
fool	foolish
self	selfish
mend	mending

- Drop the final 'e' from a root word before adding a suffix beginning with a vowel, but keep it before a consonant suffix.

love	loving	lovely
taste	tasting	tasty
bubble	bubbling	bubbly
drive	driving	driver
rattle	rattling	rattled

- 'Ful' is a suffix added onto the end of a root (or base) word. It has only one 'l'.

Hopeful	Useful	Cheerful
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Because this suffix begins with a consonant, just add it to the base (root) word, without changing the root word. Notice that we keep the silent e in 'hopeful' and 'useful' above.

- Other consonant suffixes follow the same rule as above.

Include	Make word
Ment	statement
Ly	lonely
Ty	cruelty
ness	lateness
less	homeless

- If a base word ends with the letters 'oy', 'ay', or 'ey', do not change the final 'y' to 'i' when adding any vowel suffix.

Annoying	Played	Displayed	Surveyed	Boyish
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### Exceptions:

Some words ending in **r, x, w** or **y** are exceptions to the doubling rule

tear + ing	tearing
blow + ing	blowing
box + er	boxer
know + ing	knowing

And if your main **word has two consonants at the end**, or more than one vowel, don't double the consonant.

rain + ing (two vowels a + i)	raining
keep + er (two vowels e + e)	keeper
break + ing (two vowels e + a)	breaking
hang + er (two consonants n + g)	hanger





## Silent Letters

### ❖ What is a silent letter?

A silent letter is a letter that must be included when you write the word even though you don't pronounce it. Over half the alphabet can appear as silent letters in words. They can be found at the beginning, end or middle of the words and, from the sound of the word, you wouldn't know that they were there.-

Words beginning **with a silent K or G**, and even homophones (**words that sound the same but have different meanings and/or spellings**).

- words beginning with a silent K
  - Knack, Knock, Knowledge, Knuckle, Knot
- words beginning with a silent G
  - Gnome, Gnat, Gnu, Gnash, Gnarled

### Example:-

**a** - treadle, bread  
**b** - lamb, bomb, comb  
**c** - scissors, science, scent  
**d** - edge, bridge, ledge  
**h** - honour, honest, school  
**k** - know, knight, knowledge  
**l** - talk, psalm, should  
**n** - hymn, autumn, column  
**p** - pneumatic, psalm, psychology  
**s** - isle, island, aisle  
**t** - listen, rustle, shistle  
**u** - biscuit, guess, guitar  
**w** - write, wrong, wrist

### ❖ Silent e

Silent e is the most commonly found silent letter in the alphabet.

There are some hard and fast rules for spelling when a word ends with a silent e.

When you wish to add a suffix to a word and it ends with a silent e, if the **suffix begins** with a **consonant** you don't need to change the stem of the word.

**For example:**

force + **ful** = **forceful**  
 manage + **ment** = **management**  
 sincere + **ly** = **sincerely**

If however the suffix begins with a vowel or a y, drop the e before adding the suffix.

**For example:**

fame + ous = famous  
 nerve + ous = nervous  
 believable + y = believably  
 criticise + ism = criticism

**Exceptions:**

mileage, agreeable

**Note:-**

1. **C** always softens to /s/ when followed by E, I, or Y. Otherwise, C says /k/.  
 Keep, Keel, King, Kick, Like, Making, Dance, Glance, Prince
2. **G** may soften to /j/ only when followed by E, I, or Y. Otherwise, G says /g/.  
 Age, Large, Page
3. English words do not end in **I, U, V, or J.**

Dolch Words	More Words	More Words
way	Gray	Player
may	Pay	Waiter
day	Wait	Layer
play	Paint	Sailing
say	Mail	Mailing
rain	Main	Raining
	Train	Waiting

**Syllable:** A word or a part of a word which consists of a vowel sound is known as a syllable. Ex-  
EXA-MI-NA-TION

There are four syllables in the word “examination”.

1. A E O U usually say their names at the end of a syllable.

Dolch Words	More Words	More Words
he	even	result
be	began	resist
me	begin	fever
we	event	meter
	demand	
	relax	

2. I and Y may say /ɪ/ or /ī/ at the end of a syllable.

Dolch Words	Dolch Words	More Words
I	fire	mile
	time	nine
	ride	smile
	like	fine
		timer
		diner
		violin

3. I and O may say /ɪ/ and /ō/ when followed by two consonants.

Dolch Words	More Words	Dolch Words	More Words
hold	mind	both	child
cold	wild		remind
old	blind		retold
kind	gold		almost

find	told	roll
	post	toll
	most	scroll
	sold	stroll
	fold	gross

4. AY usually spells the sound /ā/ at the end of a base word.

▶ allay	🌸 decay	🌸 okay
🌸 alway	🌸 display	🌸 pay
🌸 anyway	🌸 essay	🌸 relay
🌸 betray	🌸 gray	🌸 say
🌸 bray	🌸 holiday	🌸 foray
🌸 chambray	🌸 may	🌸

5. When a word ends with the phonogram A, it says /ă/.

A may also say /ä/ after a W or before an L.

Dolch Words	More Words	Dolch Words	More Words
want	me	water	wall
	pa	all	mall
	swan	ball	tall
	swamp	fall	wallet
	swat	small	wander
		call	comma
		was	pasta
		always	sofa

6. Q always needs a U; therefore, U is not a vowel here.

More Words	DolchWords	More Words
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quiz	squirrel	quick
quit		queen
quilt		quiet
quest		squeal
		squeak
		qualify

7. Silent Final E Rules

- a) The vowel says its name because of the E.
- b) English words do not end in V or U.

Dolch Words	More Words	Dolch Words	More Words
give	solve	five	brave
have	olive	gave	cave
live	active	live	cove
	twelve		forgive
	valve		carve
			thrive
			native
			serve

- c) Every syllable must have a written vowel.

Dolch Words	More Words	Dolch Words	More Words
little	bottle	table	able
apple	Cattle		cable
	settle		maple
	uncle		stable
	example		noble
	middle		tickle
	simple		eagle

giggle

doodle

d) Add an E to keep singular words that end in the letter S from looking plural.

Dolch Words	More Words
horse	goose
	moose
	mouse
	house
	pause
	raise
	rinse
	cheese

- e) Add an E to make the word look bigger.
- f) TH says its voiced sound /TH/ because of the E.
- g) Add an E to clarify meaning.

Dolch Words
Please
Good-bye

11. Drop the silent final E when adding a vowel suffix only if it is allowed by other spelling rules.

**Example:-**

make - making, have - having, write - writing, love - loving, come - coming, use - using...

12. Double the last consonant when adding a vowel suffix to words ending in one vowel followed by one consonant only if the syllable before the suffix is accented.\*

\*This is always true for one-syllable words.

➡ stop ⇒ **stopped**, **stopping**

- ~~stoped~~
- ~~stoping~~

➡ refer ⇒ **referred**, **referring**

- ~~referred~~
- ~~referring~~

Sometimes, however, we **don't** double the last letter, as with the verb *visit*:

➡ visit ⇒ visited, visiting

- ~~visitted~~
- ~~visitting~~

13. Single vowel Y changes to I when adding any ending, unless the ending begins with I.

happy – happiness, beauty – beautiful, busy – business, mystery – mysterious, luxury – luxurious, fancy – fanciful, envy – envious, mercy – merciless, ordinary - ordinarily