

Government Polytechnic,Nashik

Science & Humanities Department

Course: Communication Skills

Course Code:21101

Unit No-2 Rules of Spelling

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Lecturer In English



Unit-2

Rules of Spelling

Course Outcome:-Formulate grammatically correct sentence with the use of relevant words.

Why to learn Spelling Rules?

- Everyone should know the roots of words and its origin to make proper use of vocabulary.
- Understanding key spelling rules is the best way to master new words.
- It help to learn new spelling in several different ways.
- It shows connections between unfamiliar words and words you already know
- It explain how new words are built using prefixes and suffixes.

Basic Spelling Rules

- The letter Q is always followed by U.(The letter S never follow X)
- There are two type of letter in English. Vowel(A,E,I,O,U) and consonants (all the other letters).If a word ends in Y,and before Y there is a consonant then Y is removed, and IES is added

For Example:-Fly-flies, Spy-Spies, try-tries

- Some words which end in consonants double the last letter when suffixes are added to the end of the word.

For Example:-hot-hotter,swim-swim-y,we change –y ming,travel-traveller,big-biggest

If the word ends in a consonant +

Basic Spelling Rules

- A number of words are pronounced with an /s/ sound after the letter "x," which often leads to spelling mistakes. The rule is that the letter "s" never follows "x" in a word. Instead, the letter "c" is used to achieve the /s/ sound in the word, as is the case with words like **excise** and **excite**.
- For words that end with a /k/ sound, you'll need to know when to use "ck" vs. just a "k" on its own. The rule is to use "ck" immediately after a short vowel, such as with **duck**, **sick**, or **tick**. Otherwise, the word should end with a "k," as with silk, balk, beak, or peak.
- The letter "s" is also usually doubled at the end of a single-syllable word, though there are more exceptions for "s" than for "f" and "l." Words like **bliss**, **kiss** and **class** are examples of terms that require two s's at the end.

Basic Spelling Rules

- There are no commonly used words that end with the letter "v" or "j." If you're spelling a word that ends with a /v/ sound, you can be sure that there's a silent "e" on the end, as with **hive** or **jive**. Words that end with a /j/ sound are typically spelled with *-dge* and the end, such as **judge** or **edge**. If you're writing a word that is used in ordinary communication, it won't end with a "v" or "j."
- The word *all* has two l's at the end when written alone, but the prefix *-al* has only one "l." Words that begin with the prefix *-al* should not be spelled as if they are compound words that feature the full word "all." Words with *-al* as a prefix include **almost**, **also**, **altogether**, and **always**.
- Proper apostrophe placement in contractions is an important part of spelling. An apostrophe should be placed in the exact spot where there is a missing letter (or multiple missing letters). For example, the apostrophe in the word "can't" signifies the missing letters "n" and "o" from the word cannot.

Basic Spelling Rules

When writing numbers less than ten, they should be written in word form not in digit form. Numbers greater than ten can be written in digit form.



2 → Two

5 → Five

8 → Eight

I will own **three** dogs next year.

To indicate ownership by a person whose name ends in an "s" or plural noun, add an apostrophe (').



Iris → Iris'

Chris → Chris'

Students → Students'

Iris' laptop is overheating.

Basic Spelling Rules

When adding “-ly” to words ending in “-ful”,
it becomes “-fully”.



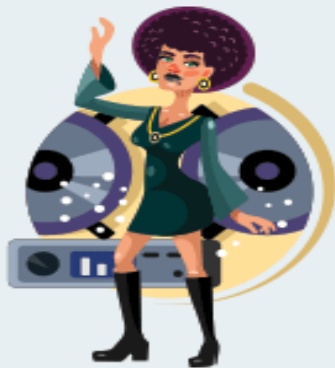
Hopeful → Hopefully

Careful → Carefully

Beautiful → Beautifully

Hopefully it will be warm enough to play basketball outside.

For decades, spell them out in word form and use lowercase.



40s → forties

80s → eighties

90s → nineties

I enjoy music from the **eighties**.