

1 Chapter One

Spelling rules

The English alphabet is a set of 26 letters.

The consonants of the alphabet are ***B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y & Z***. The vowels are ***A, E, I, O, and U***.

Note that the letter “y” is classified as a consonant, but sometimes acts like a vowel. It depends on its pronunciation.

- When it is the first letter, it makes a consonant sound. For example, in these words, it makes a consonant sound-*yes/yam/yell/yellow/yogurt*
- When “y” comes in the middle or at the end, it makes a vowel sound like A, E, or I. For an example in these words, it makes vowel sound-*gym/my/cycle/baby/hairy/sky*

Spelling rules for making a plural of a noun

Noun = Name of person, place, or thing. e.g.- Mona, London, pen, etc.

Singular noun & plural noun - Singular means “only one” and plural means “more than one” e.g.- tomato (singular) tomatoes (plural).

Rule 1. Add-*es* to nouns ending in *s, ss, sh, ch, o, x & z*

glass-glasses	horse-horses	buzz-buzzes	dish-dishes
tomato-tomatoes	bush-bushes	witch-witches	switch-switches
bench-benches	pass-passes	box-boxes	branch-branches
church-churches	wish-wishes	fox-foxes	match-matches

Exception-

(i) ox-oxen

(ii) If the-ch ending is pronounced with a ‘k’ sound, you add *s* epoch-epochs

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Rule 2. Most nouns can be pluralized simply by adding an - s at the end.

edge-edges	girl-girls	song-songs	bag-bags
boy-boys	day-days	cat-cats	paper-papers

Rule 3. For some nouns ending in **f** or **fe**, replace the ending f or fe with ves

calf-calves	elf-elves	half-halves	hoof- hooves	thief-thieves
leaf-leaves	life-lives	loaf-loaves	scarf-scarves	knife-knives
self-selves	wife-wives	wolf-wolves	shelf-shelves	dwarf-dwarves

Rule 4. In the word that ends with “y” preceded by consonant immediately, drop the “y”, and replace it with “i” for making plural.

poppy-poppies	story-stories	lady-ladies	baby-babies
activity-activities	spy-spies	daisy-daisies	candy-candies

But if ‘y’ is preceded by a vowel (a, e, i, o, u) just add s

day-days	toy-toys	key-keys	essay-essays
boy-boys	play-plays	alley-alleys	joy-joys

Rule 5. Nouns ending in o

For words ending in the letter **o**, sometimes they are pluralized by adding **s** or **es** under. These words must be memorized.

echo-echoes	embargo-embargoes	hero-heroes
tomato-tomatoes	torpedo-torpedoes	potato-potatoes

If the singular noun ends with consonant + **o**, add **es**

potato-potatoes	radio-radios	echo-echoes
hero-heroes	studio-studios	kangaroo-kangaroos

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Most nouns ending in **o** preceded by a vowel are pluralized by adding **s**. Some other **o** nouns do this, too:

auto-autos	folio-folios	cameo-cameos	portfolio-portfolios
kilo-kilos	photo-photos	zoo-zoos	memo-memos
solo-solos	pro-pros	studio-studios	kangaroo-
tattoo-tattoos	video-videos	piano-pianos	soprano-sopranos

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Nouns adopted from other languages in which the singular form ends in **is** & plural form ends in **es**.

hypothesis-hypotheses	diagnosis-diagnoses	ellipsis-ellipses
paralysis-paralyses	synopsis-synopses	basis-bases
synthesis-syntheses	analysis-analyses	thesis-theses
emphasis-emphases	oasis-oases	crisis-crises

Singular ends in– UM Plural ends in a :

bacterium-bacteria	datum-data
curriculum-curricula	medium-media
memorandum-memoranda	ovum-ova
symposium-symposia	erratum-errata
addendum-addenda	stratum-strata
spectrum-spectra	honorarium- honoraria

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Singular ends in –on Plural ends in -a

- criterion-criteria / phenomenon-phenomena / automation-automata

Singular ends in –a Plural ends in -ae

amoeba-amoebae	formula-formulae	nebula-nebulae	alga-algae
vertebra-vertebrae	antenna-antennae	larva-larvae	vita-vitae

Singular ends in -ex or –ix & Plural ends in – ices:

appendix-appendices	index-indices	matrix-matrices
vertex-vertices	cervix-cervices	vortex-vortices
apex-apices	axis-axes	-----

Singular ends in –us & Plural ends in – i :

alumnus-alumni	bacillus-bacilli	cactus-cacti
focus-foci	stimulus-stimuli	octopus- <i>octopuses</i> /octopi
radius-radii	nucleus-nuclei	terminus-termini

Irregular Plural Nouns -These nouns have unique plural forms.

fireman-firemen	mouse–mice	fungus-fungi
species-species	penny-pence	person-people
runner up-runners up	tooth-teeth	goose-geese
a die-dice (for playing games)	louse-lice	one-many
brother in law-brothers in law	foot-feet	man-men
gentleman-gentlemen	woman-women	child-children

Possessive Plurals- For possessive plural nouns ending in the letter *s*, add only the apostrophe.

- The farmers' farms Singers' voices The thieves' guild

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For plural nouns not ending in the letter *s*, add an apostrophe and *s*.

For example : Women's soccer Children's books

Some nouns end in *-s* but have no singular (these are called aggregate nouns)

These are traditionally plural, but are also used for singular forms :

accommodations	bread	amends	tea	vespers	antipodes
communications	cheese	jam	archives	victuals	billiards
congratulations	soup	soap	contents	police	dregs
headquarters	stairs	cotton	wood	nuptials	gallows
knowledge	water	goods	oats	bellows	binoculars
obsequies	series	species	barracks	thanks	information
crossroads	means	snow	annals	furniture	premises
aborigines	assets	advice	news	clippers	spectacles

Some nouns ending with *s* only have a plural form with certain meanings.

- customs (at the airport, not practises),
- guts (courage, not intestines)
- quarters (lodgings, not 1/4s),
- goods (merchandise, not the opposite of bad),
- arms (weapons, not limb)

Few nouns have two plurals with a different meaning

- cloth—cloths (a type of cloths) / clothes (ready to wear garments)
- fish—fish (collectively in bulk) / fishes (individuals or kinds)

Some nouns have an identical form for singular and plural that both end with *s*.

e.g., barracks, means, headquarters, crossroads, species

- A TV series—many TV series
- Newspapers and TV are means of mass-communication.
- There is one species of humans but many species of cats.

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Many nouns have identical forms for both singular and plural.

- A sheep, six sheep / A deer, Six deer / A moose, Six moose
- A fish, six fish. (fishes, if used for different species of fish)
- A dozen roses, six dozen roses. (dozens of roses)
- One hundred men, six hundred men. (hundreds of men)

Some nouns only have a plural form ending with s

- A Pants , jeans, shorts, scissors, glasses, trousers,

Some nouns end with s but are usually singular.

- Diseases like measles and rabies.
- Fields of study and occupation like economics, politics, physics, and gymnastics.
- Games like billiards and tennis.

Some nouns have an identical form for singular and plural that both end with s.

- A TV series, there are many TV series.
- There is one species of humans but many species of cats.

Nouns with no plural forms

Some nouns do not have a plural form. i.e. scenery, furniture, wheat, information, dust, news, luggage, bread, advice, chess, chewing gum, grass, equipment, permission, publicity, rubbish, traffic, etc.

- Switzerland is known for its **scenery**. (NOT sceneries)
- We bought some furniture **yesterday**. (NOT furnitures)
- Have you received any **information**? (NOT informations?)
- I packed my **luggage**. (NOT luggages)

Note- Spelling in English follows some basic rules and the majority of English words (around 75%) follow these rules. However there are many exceptional words which do not follow these rules. So do not be confused if specific word is not following these spelling rules.

spelling rules

Words ending in-sion

- If the ending is pronounced as in **revision** it should be spelled -sion.
Examples: *collision*; *division*; *persuasion*; *explosion*
- When the ending comes after an -l, it's always spelled -sion:
compulsion; *revulsion*; *expulsion*; *emulsion*; *propulsion*.
- When the ending follows an -n or -r, it's often spelled -sion, especially if the word is related to one that ends in -d or -se.
Examples- *immersion* (from *immerse*);
comprehension (from *comprehend*)
More examples- *aversion*; *conversion*; *apprehension*; *diversion*
- Nouns based on words that end in -ss or -mit always end in -sion
permission comes from *permit* and *discussion* comes from *discuss*
- More examples- *commission*; *expression*; *aggression*; *admission*

Words ending in-tion

- If the ending is pronounced as in *station*, then it's spelled -tion.
Eg.- *addition*; *duration*; *nation*; *solution*; *ambition*; *edition*; *caution*
- If the noun is related to a word ending in -ate, then the ending will be -ation, Example: *donation* (from *donate*) or *vacation* (from *vacate*).
Examples- *accommodation*; *location*; *creation*; *rotation*; *education*
- If the ending comes after any consonant apart from -l, -n, or -r, then the ending is spelled -tion: e.g.- *action*, *connection*, *reception*, *affection*, *interruption*, *description*, *collection*, *infection*, *deception*.
- After -n and -r, the ending can be -tion or -sion. It's more likely to be -tion if the word's related to another one that ends in -t or -tain, e.g. *assertion* (from *assert*) or *retention* (from *retain*). Here are some more examples: *exertion*; *distortion*; *abstention*; *invention*.

Words ending in -cion

There are just two common nouns that end in -cion : *suspicion* and *coercion*.

Adding -ful or -fully

The suffix *-ful* can form nouns or adjectives, like *plateful* or *cheerful*.

Note that it's always spelled with just one *-l*:

- dreadful, faithful, skilful, powerful
- cupful, mouthful, spoonful

The related ending *-fully* forms adverbs.

Remember that this suffix is always spelled with two *l*'s:

- dreadfully, faithfully, skilfully, powerfully

-ize or -ise?

Many verbs that end in *-ize* can also end in *-ise*: both endings are correct in British English.

For example- finalize/ finalise organize/ organiserealize/ realise.

There is a small set of verbs that must always be spelled with *-ise* at the end and never with *-ize*. Here are the most common ones:

- advertise, compromise, exercise, revise, advise, excise, promise, supervise

The plurals of words which have come into English from Latin or Greek often have two possible spelling as under:

Word	Latin plural	English plural	Word	Latin plural	English plural
antenna	antennae	antennas	millennium	millennia	millenniums
appendix	appendices	appendixes	referendum	referenda	referendums
cactus	cacti	cactuses	stadium	stadia	stadiums
curriculum	curricula	curriculum	terminus	termini	terminuses
formula	formulae	formulas	<i>aquarium</i>	<i>aquaria</i>	<i>aquariums</i>
index	Indices	indexes	vortex	vortices	vortexes

- **Using capital letters**

You should always use a capital letter in the following situations:

In the names of people, places, or related words

Use a capital letter when you are writing the names of people, places, and words relating to them:

Africa–African Buddha-Buddhism Shakespeare-Shakespearean

- **At the beginning of a sentence**

Use a capital letter at the beginning of a sentence:

The museum has huge potential. It will be a great boost to the area and we are really excited about it.

- **In the titles of books, films, organizations, etc.**

Use a capital letter in the titles of books and other publications, films, organizations, special days, etc. In such cases, you need a capital letter for all the main words but not for connecting words such as *a, an, the, or, and*, etc

Pride and Prejudice / Christmas Day / the Houses of Parliament.

- **In abbreviations**

If you're using the first letter of the abbreviated words, every letter should be a capital, e.g.:

BBC (**B**ritish **B**roadcasting **C**orporation)

USA (**U**nited **S**tates of **A**merica)

MP (**M**ember of **P**arliament)

Spelling rules of-‘S’ form

English verbs have **five** basic forms: the **base form**, the **S form**, the **ing form**, the **past form**, and the **past participle form**.

e.g. to go (base form), goes (S form), going (ing form), went (past form), gone (past participle form).

S form is very commonly used for verbs in the **simple present tense** when the subject is **he, she, or it**.

1. Add-s to the base form when the base form ends in e:

aches, bakes, breathes, cares, caches, dives, edges, fiddles, files, glares, hates, jokes, lives, makes, notes, pastes, races, hopes

Notice that- s is also added when the base form ends in **consonants**

adds, beats, calls, claps, cheats, cleans, digs, drops, eats, fills, finds, fits, gets, grabs, hops, kills, knits, links, lists, means, needs, opens.

In addition, notice this spelling is used with the small number of verbs ending in two vowels (including- **ie**):

agrees, argues, flees, glues, sees, shoes, tees, dies, lies, ties

2. Add-**es** to the base form. This happens in two situations:

a. when the base form ends in the vowel **o**:- does, goes, solos

b. when the base form ends in **ss, sh, ch, zz** and **x**:

assesses, blesses, caresses, kisses, misses, passes, tosses, blushes, dashes, flashes, mashes, pushes, rushes, splashes, washes, wishes

3. Change **y** to **i** and add- **es**.

This happens when a verb ends in a **consonant** immediately before **y**.

apply/applies	bury/buries	carry/carries
copy/copies	cry/cries	try/tries
fly/flies	fry/fries	hurry/hurries

But if ‘y’ is preceded by a vowel (a, e, i, o, u) just add s

buy/buys	employs/employs	enjoy/enjoys	lay/lays
pay/pays	play/plays	say/says	spray/sprays

Participle

1. A present participle (verb + ing) can be used in the same way as an active relative clause :

- The man driving the car is my friend .
- Who was the girl wearing the red dress?

2. A past participle can be used in the same way as simple passive relative clause

- We read the email sent by the manager.
- This vase, made in China in the 14th century is very valuable.
- She only eats cakes made by her mother.

3. The perfect participle is a compound verb form consisting of an auxiliary (in the-ing form) and a verb.

For example: Having studied for the exam, Mike went to play football.

Important note- Using the perfect participle emphasizes that the first action was completed before the second action started.

In the above example, the action of studying was before the action of going to play football. It is sometimes correct (and more natural) to use the present participle instead of perfect participle.

e.g.- Having tied one end of the rope to the wardrobe, Ramesh threw the other end out of the window.

Instead, we would write:-Tying one end of the rope to the ward-robe, Ramesh threw the other end out of the window.

To avoid confusion, it is often better to use the perfect participle rather than the present participle.

The perfect participle is, however, necessary when there is an interval of time between the two actions:

- Having failed twice, he didn't want to try again.
- Having been his own boss for such a long time, he found it hard to accept orders from another.

Present participle

1. If the verb ends with an *e* that isn't pronounced (as in *bake* or *smile*), (silent e) then you need to drop this final *-e* before adding *-ing*:

- bake- baking smile- smiling

Verbs ending in *-ee*, *-ye*, and *-oe* (such as *free*, *dye*, and *tiptoe*) do not drop the final *-e* when adding *-ing*:

- free-freeing / dye- dyeing

A very few verbs keep the final *-e* when adding *-ing*

singe-singeing dye(colour)-dyeing but **die** (pass away)-dying

2. When a verb ends in *ie*, drop the *ie*, replace it with *y*, and add *ing*.

- die-dying, lie-lying, tie-tying, vie-vying
- Susan **was tying** her shoelaces while she **was lying** on her bed.
- The reality show contestants **will be vying** for the first prize.

3. **The doubling rule:** one vowel + one consonant(double the consonant).

- swim-swimming / hit-hitting / get-getting

Exceptions-

(i) The letters **h,w,x,y** are never doubled (*fix-fixing*) (ii) visit-visiting

4. In anything else-add "ing".

- say-saying / go-going / walk-walking

5. Special Cases- The following special cases are relevant when adding either *ed* or *ing*, as explained below.

[A] Add **k** after the final *c* in verbs such as **to panic**, **to traffic**, **to frolic**, and **to picnic** in order to retain the original /k/ sound of the letter *c*.

- After he heard about the **trafficking** of drugs, he completely **panicked**.

Exception- arc-arc~~e~~d, arc~~e~~ing

[B] The letter **L** is doubled in **British** English.

One vowel + L = double L	Two vowel + L = Single L
travel-travelling, rival-rivalling	boil- boiling, school-schooling

Past form & past participle

1. Add only **d** to the verb which ends in **e**

- change- changed dance-danced indicate-indicated

This rule is not applicable to irregular verbs. Past tense of the verb “make” is “made” and not *mak*ed. List of such irregular verbs is given in this book as an independent chapter, which must be remembered typically.

2. In the verb that ends with “Y” (preceded by consonant immediately), drop the “y”, replace it with “i” and add “ed”.

- Ramesh studied a lot for his test (study-“y” preceded by “d”)

But if ‘y’ is preceded by vowel (a, e, i, o, u), just add **ed**

Suresh played cricket (play- “y” preceded by “a”)

Some other examples- cry-cried / dry-dried / try-tried / worry-worried

Exceptions– pay-paid say-said lay-laid

3. The doubling rule-When a verb ends with a letter sequence of consonant-vowel-consonant (cvc pattern), double the final consonant.

Example: **stop**-stopped Exception-visit-visited

There is a change in the spelling of so many words in the U.S style also as under.

British (double L)	U.S (single L)
travelled, signalled, rivalling, cancelled	traveled, signaled, rivaling, canceled

4. The letters ***h, w, x, y*** are never doubled- *fix-fixed*, snow-snowed

Notes-

1. If the word has double ‘LL’, one L will be dropped while suffixing ‘ful’

Example– skill + ful = skilful will + full = wilful

2. In the spelling of English words, the letter ***q*** is always followed by the vowel ***u***

- queue / quiz / acquaintances / quash / frequent tranquil