

## SPELLING RULES

1. Words like 'useful', 'grateful', 'wonderful' etc. have only one 'l'. When changed into Adverbs, the 'l' is doubled, e.g. usefully.
2. Verbs which end in a consonant plus 'e', drop 'e' before adding 'ing'. The letter before 'e' is not doubled.  
e.g. come – coming, lose – losing.
3. Verbs which end in 'y', do not drop 'y' before adding 'ing'.  
e.g. carry – carrying, study – studying, marry – marrying.
4. Words of one syllable, such as 'rob', 'hit', 'step', 'fat', 'big', which end in a single consonant with a single vowel before the final consonant, double the final consonant before adding 'ed', 'ing', 'er', 'est'.  
e.g. rob, robbed, robbing, robber: hit, hitting; step, stepping, stepped: fat, fatter, fattest: big, bigger, biggest: beg, begging, begged.
5. If a Noun or a Verb ends in 'y' and the letter before 'y' is a consonant, change 'y' to 'i' and add 'es'. But if the letter before 'y' is a vowel, add 's'. e.g.

city	cry	enemy	buy	monkey	play
cities	cries	enemies	buys	monkeys	plays
6. Verbs like 'lie', 'tie', & 'die' change 'ie' into 'y' before adding 'ing'.  
e.g. lying, tying, dying.
7. If the letters 'i' & 'e' come together in a word and give the sound 'ee', put 'i' before 'e' unless the letter 'c' is directly in front.  
e.g. thief, believe, chief, field: **but** receive, deceive, ceiling.  
**exception:** seize.

8. Notice the spelling of the following words:

With 'ou' – ought, bought, brought, fought, thought, sought.

With 'au' – caught, taught, daughter.

9. Numbers such as 'twenty-one', 'sixty-five' etc have a hyphen: but there is no hyphen before or after 'and' e.g. one hundred and sixty-five.

10. The following are spelt as one word:

Myself, himself, ourselves, yourself, yourselves, themselves, herself, itself, oneself (There is no word 'theirselves') something, anything, everything, somebody, anybody, everybody, somewhere, anywhere, everywhere, nowhere, whenever, wherever, however, whatever, whichever, whoever, somehow, anyhow, another, inside, outside, within, therefore, nowadays, afterwards, otherwise, earthquake, today, tomorrow, afternoon, whereas, cannot, into, throughout, without, nevertheless, football, Englishman etc.

Everyone } When they mean 'everybody' and  
Anyone } 'anybody'; but not in a sentence such  
as: Take every (any) one of them.

11. The following are separate words:

in order to  
in spite of  
in addition to  
in front of  
in charge of  
in view of  
in favour of  
in fact  
in short  
in future

at last  
at length  
at least  
at once  
at all  
of course  
as well  
all right  
every day  
could not

Sometimes (He is sometimes late for class)

Some time (e.g. after some time: some time later)

Note: an everyday affair (one word when used as an Adjective)