

Adapted from: **Elementary Language Practice** by Michael Vince**Explanations****How to improve your spelling**

Always use a dictionary to check the spelling of new words. Use the spelling of other words you know to help you. Make lists of the words you usually spell wrongly. When you come across words which are difficult to spell, follow these four steps. First, look at the correct spelling. Then cover it. Next write the word. Finally check your word.

Adding -ing to verbs

One syllable words which end in one vowel (**a, e, i, o, u**) and one consonant - *double the last consonant*.

swim = swimming put = putting

Compare these words which do not double the consonant:

shoot = shooting lift = lifting

Two syllable words which end in one vowel and one consonant - *double the last consonant* when the stress is on the second syllable.

begin = beginning control = controlling

Compare these words with the stress on the first syllable:

wonder = wondering threaten = threatening

Exceptions to this rule in British English are verbs ending in **-l**.

travel = travelling cancel = cancelling

Words which end in one vowel, one consonant and **-e** drop the final **-e**.

write ————— writing drive ----- driving

Words ending in -ful

The suffix **-ful** has only one **-l**.

beautiful successful

When **-ly** is added for adverbs, the **l** is doubled.

beautifully successfully

ie or ei?

There is a useful rule: **i** before **e** except after **c**, when the sound is /i:/.

field niece but receive receipt

commonly misspelled words 1

<i>accommodation</i>	<i>believe</i>
<i>address</i>	<i>biscuit</i>
<i>advertisement</i>	<i>careful</i>
<i>almost</i>	<i>chocolate</i>
<i>answer</i>	<i>diary</i>
<i>argument</i>	<i>different</i>
<i>beautiful</i>	<i>disappear</i>
<i>beginning</i>	<i>disappointed</i>

