Spelling Rules

Important Note

These spelling rules have been compiled so that similar wording is used throughout the entire primary schooling of our students.

They are included in this policy so that activities can be developed for students to expose them to the spelling rules, rather than using them for rehearsal and rote learning.

Base word spelling:

1. Use ‘ck’ after a short vowel at the end of a one syllable word (to say “k”)
   e.g. pack  deck  brick  lock  duck

2. Use “k” before “e” “i” or “y” to say “k”
   e.g. key  kit  sky

3. Use “k” after a consonant at the end of a one syllable word (to say “k”)
   e.g. bank  sink  drink  pork  mask

4. Compound words are two words joined together.
   (They retain all the parts of both words)
   e.g. foot + ball =football  house + boat =houseboat  seat +belt =seatbelt

5. “Magic, Fairy or Bossy e” the ‘e’ makes the vowel sound long
   (If there is only one consonant in between)
   e.g. make  delete  mine  cone  ute

6. After a short vowel double ‘s’, ‘l’ ‘f’ and ‘z’ in a one syllable word.
   e.g. kiss  miss  fill  full  cliff  sniff  buzz  fuzz

7. Never end a word in “v” always use “ve”
   e.g. have, gave, love, save, five,
   live, live (one has a long vowel and obeys the “Magic e” rule, the other obeys the “v”e rule)
8. “c” before ‘e’, ‘i’ or ‘y’ says ‘s’
   e.g. city circle cent cellular cycle cyclone

9. “g” before ‘e’, ‘i’ or ‘y’ says ‘j’
   e.g. giant giraffe gent gentle gym gypsy

10. Put ‘d’ before ‘ge’ to keep the vowel short
    e.g. badge edge fridge lodge sludge

11. Put ‘t’ before ‘ch’ to keep the vowel short
    e.g. catch fetch itch notch hutch

12. Two syllable words ending in “ic” are spelt “ie”
    (Use c at the end of 2 or 3 syllable words)
    e.g. picnic panic topic basic metric

13. Words ending in “consonant – le” double the consonant to keep the vowel short
    e.g. cattle peddle little bottle cuddle
    (Note: table, Bible, noble -only have one consonant as they have a long vowel sound)

14. ‘i’ before ‘e’ except after ‘c’ when the sound is ‘e’ or ‘i’ (Long vowel sound).
    e.g. believe thief piece fierce
         receive deceive receipt ceiling

In these examples the sound is “a” (long vowel sound) and so the rule is not obeyed:
    e.g. neigh weigh reindeer neighbour

**Contractions:**

1. When two words are joined together and shortened we use an apostrophe where the
   letter has been left out
   e.g. it + is = it’s we + are = we’re they + will = they’ll
        have + not = haven’t they + have = they’ve I + am = I’m

See page 3 for “Possessive apostrophe”
Possessive apostrophe:

1. The apostrophe goes exactly after the owner or owners
   e.g. One cat has a tail = The cat’s tail
        Many cats have tails = The cats’ tails
        One student has some books = The student’s books
        Many students have books = The students’ books
        The class has some books = The classes’ books
        Many children have books = The children’s books
        Several men have hats = The men’s hats
        Many babies have their bottles = The babies’ bottles
        One baby has a bottle = The baby’s bottle

   Oddity: If the word ends in “s”
   e.g. James has a coat = James’ coat

Suffix Rules:

1. Most words add ‘s’ when you want to show more than one (to make them plural).
   e.g. crabs  ships  lamps

2. Use the suffix ‘ed’ to make words in the past tense
   e.g. hop – hopped  stop – stopped  create – created

   e.g. church – churches  lunch - lunches
        brush – brushes  splash – splashes
        miss – misses  kiss – kisses
        gas – gases  bus – buses
        buzz – buzzes  fizz – fizzes
        fox – foxes  box – boxes

4. To make words that end in ‘f’ or ‘fe’ plural
   change to ‘v’ before adding ‘es’
   e.g. leaf – leaves  shelf – shelves  knife – knives

5. Just add the suffix ‘ful’ to a base word (It only has one “l”)
   (It is a consonant suffix so we can just add it)
   e.g. restful  handful  hopeful  careful  delightful

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6. When a one syllable word has a short vowel with only one consonant at the end, double the last consonant before adding a vowel suffix (‘ed’, ‘er’, ‘y’ and ‘ing’)  
(One, one doubling rule: One syllable, one vowel and one consonant)  
e.g.  bag – bagged – bagging - baggy  
      step – steppd - stepping - stepper  
      slip – slipper – slipping – slippy – slipped  

(b) Words that have two vowels only need one consonant  
e.g.  shoot – shooting  
      sprout – sprouting  
      seal – sealing  

7. When ‘ly’, ‘ness’, ‘ment’, ‘less’ and ‘ty’ are added the base word remains unchanged  
(consonant suffixes)  
e.g.  silent – silently  
      still – stillness  
      establish – establishment  
      care – careless  
      rain - raining  

8. For one syllable words that end in two consonants, do not double the last letter when adding ‘ed’, ‘er’, ‘y’ and ‘ing’  
e.g.  crash – crashed – crashing  
      haunt – haunted - haunting  
      band – banded – bandy – banding  
      dawn – dawned - dawning  
      dirt – dirty  
      wind – windy – winding  
      damp – damped – damper – damping  

9. Words ending in “ic” add “k” when adding “ing”  
e.g.  picnic + ing = picnicking  
      panic + ing = panicking  
      mimic + ing = mimicking  

10. When a word ends in a silent “e” drop the “e” before adding ‘ing’, ‘ed’, ‘y’ and ‘er’  
(As the vowel does the work of the silent “e”)  
e.g.  hope – hoping - hoped  
      write – writing - writer  
      hose – hosing – hosed  
      craze – crazy  
      joke – joking – joked – joker  
      ice - icy  

11. When the suffix begins with ‘i’ drop the ‘e’ as the suffix will still make the “c” say ‘s’  
e.g.  race – racing  
      pace – pacing  
      dance – dancing  
      dice - dicing
Suffixes to words ending in y:

(a) When there is a consonant before the y, change the ‘y’ to an ‘i’ before adding a suffix (‘es’, ‘ed’ and ‘ly’)
   e.g. try – tries  fly – flies  dry – dries  spy – spies - spied
   try – tried  strawberry – strawberries
   copy – copies – copied  happy – happily

(b) When adding ‘ing’ keep the y (or you will get two “i’s” together)
   e.g. try – trying  fly – flying  copy – copying

(c) When the vowel and y work together, leave the ‘y’
   e.g. say – saying  joy – joyful  enjoy – enjoying  key – keying
   relay - relaying