

A COMPLETE BOOK OF

SPELLING

*With Spelling Rules, Troublesome Spellings, British
and American Spelling Rules & Lists*

**A COMPREHENSIVE AND PERFECT BOOK FOR EVERYONE,
ALL LEVELS & EVERY EXAM**

By

Naveed Iqbal

*(M.Phil. Education; M.A English; M.B.A; Masters in Education.; PGD in TEFL; Masters In TEFL;
B.Ed.; C.A Engineer)*

Chief Executive, Perfect Educators Education System
Chief Executive, British Colleges

Ex. Principal, Army Public Schools and Colleges System, Baluchistan

Chief Executive, Perfect Educators Post Graduate College, Kotli(A.K)

Administrator, Virtual University of Pakistan Kotli Campus

Chief Executive, Virtual University of Pakistan Rawalakot Campus

Chief Executive, VCOMSATS, Mirpur Campus

Chief Executive, VCOMSATS, Kotli Campus

Resource person, Coordinator AIOU for TEFL, Masters in Education, MBA etc.

Chief Editor, THE PEN, International Magazine

V. Faculty Member, University of Kotli

C.E, VISE: Virtual Institute of Skills & Education

R.D, Direct Assessment Services, Pakistan

IRCA Certified Lead Auditor

Ex. Principal, Army Public Schools and Colleges System, Kotli (A.K)

Ex. Principal, Army Public Schools and Colleges System, (Miranshah)

Ex. Principal, Army Public Schools and Colleges System, Hajira (A.K)



SPELLING

“It is a scientific law of language that if enough people make a mistake, the mistake becomes acceptable usage. That law applies to pronunciation, to grammar, to word meanings, but not to spellings.” (Norman Lewis)

We form a word by writing or naming the letters in the correct order. So **‘spelling is the act of spelling words correctly’**.

In English, there is no simple relationship between speech sounds and their graphic representation, a single sound may be written in a number of different ways. For example, the homonyms ‘to’, ‘too’, and ‘two’ have differing syntactic and semantic functions; ‘night’ and ‘knight’ are both nouns, but mean different things. So the spelling of English, so far as its relation to the spoken word is concerned, is “quite crazy”.

Everyone who has difficulty with spelling words correctly can derive some comfort from knowing that some very good writers have been notoriously bad spellers. It's also comforting to bad spellers to know that this business of spelling seems to have little to do with intelligence. It has more to do with how we remember things.

Some people, once they've seen a word spelled correctly, will never misspell that word again. Those are the people who, if you ask them how to spell a word, will first say, "Wait a second. Let me write it down." If you are not a strong visual learner, but learn in other ways, you will have to learn some other tricks to become a strong speller.

Why do you need to learn to spell correctly?

- **poor spelling creates a bad impression**

- it's the first thing a reader notices
 - examiners, teachers, prospective employers, often place undue weight on spelling
- anxiety about spelling inhibits a child's writing
 - especially their choice of words
- even in these days of word processors there are still times when we need to write

To improve and develop your spelling you need to:

- develop an interest in words
- feel safe about trying new words
- learn about
 - the way words are built up using syllables
 - basic spelling patterns of English
 - memorising strategies
 - the meanings of words
 - prefixes and suffixes
- write for their own enjoyment
 - without the fear that they will be criticised
- read for pleasure

We can improve our spellings by:

- *Reading intelligently.*
- *Referring to a good dictionary.*
- *Memorizing strategies, relying sometimes on 'memory phrases' and sentences to help fix spellings in our mind.*
- *Writing in notebook words frequently mis-spelt.*
- *developing an interest in words*
- *feeling safe about trying new words*
- *learning about*
 - * *the way words are built up using syllables*
 - * *basic spelling patterns of English*

- * the meanings of words*
- * prefixes and suffixes*

Remembering how to spell new words

When you come across a new word ALWAYS use the LOOK - THINK - COVER - WRITE - CHECK method to

memorize it. No doubt you learned this trick in your; primary school days but it will be just as useful when you are twenty-six as when you were six!

- **LOOK** carefully at the new word. How can you break it into smaller bits? Do any of the smaller bits remind you of the patterns of letters from other words?
- **THINK** about the parts of the words, which might cause problems - double letters for instance, or a vowel that isn't pronounced as you would expect.
- **COVER** the word and close your eyes. Try to see it in your mind's eye.
- **WRITE** the word down without looking back.
- **CHECK** to see if you're right. If not, look carefully at where you went wrong and try again.

More Hot Tips

* Whenever you have to copy a new word from the blackboard, from a book, or from the dictionary, always try to write the whole word in one go.

Don't keep looking back after every few letters.

* Try finger writing: while you're thinking about the word, pretend to write it with your finger, on your desk or on your hand.

SPELLING RULES

1. When the sound is like 'ee' (meet), we use 'i' before 'e' except 'c'.

Examples:

Belief, relief,

Receive, perceive

Exceptions: Seize, weird, counterfeit

This rule, designed to help us remember how to spell words such as *receive* and *chief*, seems so promising in its simplicity at first.

- achieve, believe, bier, brief, hygiene, grief, thief, friend, grieve, chief, fiend, patience, pierce, priest
- ceiling, conceive, deceive, perceive, receipt, receive, deceit, conceit

But then things get complicated: it doesn't work with words pronounced "ay" as in *neighbor, freight, beige, sleigh, weight, vein, and weigh* and there are many exceptions to the rule: *either, neither, feint, foreign, forfeit, height, leisure, weird, seize, and seizure*.

Still, the rule is relatively simple and worth remembering.

2. Words ending in -y preceded by a consonant change the 'y' into 'i' before any suffix except -ing.

Examples:

Try – tries – tried – trier, but trying.

Marry – marries – married – marriage, but marrying.

Study – studies – studied – studious, but studying.

Exceptions: Shyness, shyly, dryness

3. Words ending in -y preceded by a vowel retain the -y before any

suffix.

Examples:

Employ – employs – employed – employer – employee – employing.

Exceptions: **Lay – layer – laying, but laid;**

Say – sayer – saying, but said;

Pay, but paid – repaid;

Day – days, but daily.

4. In words of one syllable that end in a single consonant preceded by a single vowel, we double the consonant when we add a suffix beginning with a vowel.

Examples:

Beg – begging – beggar;

Slip – slipper – slippery.

Note: **We do not double the consonant if the word ends in two consonants (Butt – butted; fast – fasted), or if it has a double vowel (Feel – feeling – feeler; brief – briefer – briefly) , or if the suffix begins with a consonant (Plan – planning – planner, but planless; fit – fitter – fittest – fitting – fitted, but fitful – fitness; star – starred – starring, but starless – starlet.**

Exceptions: Bus – buses, gas – gases, wool – woollen.

5. When adverbs in –ly are formed from words ending in –l or –ll, the Ending should always be –lly.

Examples:

Full – fully, beautiful – beautifully, level – levelly, shrill – shrilly.

6. Words ending in a single ‘e’ drop the ‘e’. When adding a suffix beginning with a vowel, and retain it when adding a suffix beginning with a consonant.

Examples:

**Love – loving – lovable , but lovely;
Bore – boring – bored , but boredom**

***Exceptions:* Those words ending in ‘-ce’ or ‘-ge’, e.g.**

Notice – noticeable; courage – courageous.

***Other exceptions are :* awe – awful, judge – judgment, true – truly, due – duly, dye – dyeing, whole – wholly.**

7. All the words ending in ‘le’ drop the ‘le’ when adding ‘ly’ to form the adverb.

Examples:

Gentle – gently, able – ably, notable – notably.

8. The verbs advise, devise, license, practise, prophesy all take ‘c’ in the noun form: some advice, that device, your licence, this practice.

9. Some monosyllabic words lose an ‘l’ in forming certain compounds.

All: Almost, alone, already, almighty, altogether, always,

Full: Beautiful, careful, tactful, hopeful, fulfil etc.

Still: Distil, instil.

Till: Until

Well: Welcome, welfare

There are dozens that keep the double ‘ll’ e.g nightfall, pitfall, waterfall, Snowball, recall, install, mis-spell, retell, foretell, undersell, windmill etc.

10. Verbs ending in ‘c’, like ‘frolic’, ‘mimic’, ‘panic’, ‘traffic’, add a ‘k’ before ‘-ed’, ‘-y’, ‘-ing’, ‘-er’ to keep the ‘c’ hard in sound,

Examples:

Mimic- mimicked; panic - panicking – panicky;

picnic- picnicking- picnicker.

11. Nouns that are derived from verbs ending in ‘te’ usually take ‘tion’.

Arbitrate - arbitration

Nouns that are derived from verbs ending in ‘ss’, ‘se’ or ‘mit’ usually take ‘sion’

Admit - admission

Discuss - discussion

Precise - precision

12. For short sounding words (one syllable words) that do not end in ‘e’, Double the last letter when adding ‘-ed’, ‘-er’ or ‘-ing’.

Examples:

Ban - banned; jog - jogger; fit - fitting.

13. Vowels that can be doubled are ‘e’ (been) and ‘o’ (moon) and Sometimes ‘u’ (vacuum); ‘a’ and ‘i’ are not doubled in English words.

14. Consonants that can be doubled in the middle of a word are b, d, f, g, l, m, n, r, s, t and z.

15. ‘Q’ is always followed by ‘u’ in English words.

Example:

Quotation, question, and query.

16. No English words end in ‘j’ or ‘v’.

17. If ‘g’ or ‘h’ come together, ‘g’ is always before ‘h’, e.g. eight, enough.

18. ‘ck’ never starts a word.

TROUBLE SOME SPELLINGS

A

Absence	Academic
Accidentally	Accommodate
Address	Adolescence
Advantageous	Advisable
Aerial	Agreeable
Aero plane	Ache
Almost	All right
Apologize	Argument
Asylum	Atheist
Attendance	Autumn
Awkward	

B

Bachelor	Balloon
Banquet	Bazaar
Beggar	Benefited
Biscuit	Bomb
Breathe	Buried
Business	Bicycle

C

Calendar	Campaign
Canoe	Caravan
Castle	Catalogue
Cathedral	Cease
Characteristic	Charcoal
Chocolate	Cigarette
Column	Committee
Conscientious	Continuous
Correspondence	Christmas

Curiosity	Courtesy
Colonel	
D	
Debtor	Decease
Deceive	Definite
Delicious	Dependant
Dilemma	Discipline
Dwarf	
E	
Efficiency	Eccentric
Elbow	Embarrass
Emphasize	Entertainment
Environment	Essence
Exaggerate	Escape
Extravagant	Extremely
Extraordinary	
F	
Fascinate	Fatigue
February	Fiery
Finally	Foreign
Funeral	Furious
G	
Guarantee	Gaiety
Generosity	Genuine
Gorgeous	Ghost
Government	Grammar
Gauge	

H

Handkerchief	Harass
Hypocrisy	Humorous
Hundred	Hurriedly
Hyphen	

I

Identity	Illiterate
Illuminate	Immediately
Influential	Interference
Invincible	Irresistible
Irritable	

J

Jaundice	Jealousy
Jeweller	Juice
Juvenile	

K

Keeness	Kidnapper
Knowledge	

L

Laboratory	Language
Laughter	Laziness
Lieutenant	Leisure
Listen	Livelihood
Loosely	Luxury
Luxuriant	

M

Magazine	Magnificent
Maintenance	Marriage

Masculine	Massacre
Mathematics	Medicine
Melancholy	Murmur
Millionaire	Mimicked
Miniature	Mischievous
Miscellaneous	Mysterious
Mystic	Misled
Monotonous	Mountaineer
Moustache	
N	
	Nauseous
Neighbour	Niece
Neuter	Neither
Nymph	Ninety
Ninetieth	Numbness
Nuisance	
O	
Obedient	Obvious
Occasion	Omitted
Omission	Opportunity
Original	Organization
Orchestra	
P	
Package	Pageant
Pamphlet	Passenger
Pastime	Permanent
Perseverance	Persuade
Photograph	Picnicking
Picturesque	Precipice
Privilege	Professor
Pronunciation	Propaganda

Psychology	Puncture
Q	
Quarrelling	Quay
Query	Queue
Quintessence	
R	
Ransack	Receive
Relieve	Renunciation
Repentance	Repetition
Representative	Respectability
Responsibility	Restaurant
Revolution	Ridicule
Rogue	Routine
Rhyme	Rhythm
S	
Sacrifice	Sadness
Psalm	Scarcely
Scholar	Schooner
Scrupulous	Secretary
Scene	Separate
Sergeant	Seventieth
Shining	Simultaneous
Sincerely	Scissors
Sixtieth	Skilful
Smoky	Solicitor
Sovereign	Specimen
Squirrel	Strength
Studying	Succeed
Superstitious	Suspicion
Swollen	Syllable
Synonym	Scythe

T	
Tactics	Temporarily
Temperament	Thorough
Together	Tomorrow
Tournament	Tortoise
Tranquillity	Transferred
Traveler	Treasure
Truly	Triumph
Twentieth	Tyranny
U	
Ugliness	Unanimous
Unnatural	Undoubtedly
Until	Unusual
Usually	Utilize
V	
Vaccinate	Valuable
Vehicle	Velvet
Villain	Vivid
Vocabulary	Voluntary
Volcano	Virgin
W	
Wafer	Walnut
Wednesday	Whistle
Wound	Writer
Writing	Written
Y	
Yield	Yesterday
Yacht	
Z	
Zealous	Zenith

BRITISH SPELLING AND AMERICAN SPELLING

(England and America are two countries separated by a common language.)

There are a number of differences between the spellings of words in American English and that of British English. Some of the most important of these are listed below:

1. Some verbs ending in 'l' and 'p', which in British English double their final consonant before -ing, -ed and -er /-or, do not do so in American English: for example, British English travelling, kidnapped, equalled, counsellor, but American traveling, kidnaped, equaled, counselor. This difference applies to certain nouns and adjectives also: for example the normal American spellings carburetor (British carburettor) and woolen (British woollen).
2. With verbs that may be spelt -ise or -ize, Americans prefer -ize. Most words which in British English end in -our end in -or in American English, e.g. color, humor. Saviour and glamour are exceptions.
3. Many words, which in British English end in '-re', are spelt '-er' by Americans: center, theater, fiber, specter, meager. Exceptions to this are generally words ending in '-cre' or '-gre': acre, massacre, agree are correct in both British and American English.
4. Among the other words which are spelt differently in American English are axe (Amer. Ax), catalogue (Amer. Catalog), cheque (Amer. Check), plough (Amer. Plow), programme (Amer. Program), sceptic (Amer. Skeptic), tyre (Amer. Tire).

BRITISH ENGLISH

adviser

analyse

apologise/apologize

axe

behaviour

catalogue

centre

cheque

colour

councillor

counsellor

defence

dialogue

favour

favourite

enrol

fulfil

grey

honour

humour

instal

AMERICAN ENGLISH

advisor

analyze

apologize

axe/ax

behavior

catalog/catalogue

center

check

color

councilor

counselor

defense

dialog/dialogue

favor

favorite

enroll

fulfill

gray

honor

humor

install

jeweller	jeweler
jewellery	jewelery
kerb (edge of pavement)	curb
labelled	labeled
labour	labor
liqueur	liquor
litre	license
marvellous	liter
metre	marvelous
neighbour	meter
organize/organise	neighbor
plough	organize
practise (verb)	plow
practice (noun)	practice (verb and noun)
programme	Program
pyjamas	pajamas
quarrelled	quarreled
realise/realize	realize
signalled	signaled
skilful	skillful
theatre	theater
through	through, thru

travelled, -lling	traveled, -ling
tyre (on a wheel)	tire
BRITISH ENGLISH	AMERICAN ENGLISH
Buildings in General	Buildings in General
block of flats	apartment building
first floor	second floor
flat	apartment
ground floor	first floor
lift	elevator
Household Furniture	Household Furniture
camp bed	cot
chest of drawers	dresser
cot	crib
cupboard	closet
curtains	drapes
dresser (for plates)	hutch
roller blind	shade
standard lamp	floor lamp
In the Kitchen	In the Kitchen
baking tray	cookie sheet

bread bin

clothes peg

cooker

cutlery

flex

hoover

(to Hoover)

liquidizer / blender

napkin / serviette

tap

tea towel

tin opener

wash up

washing up liquid

waste bin

worktop

Fruits and vegetables

aubergine

beetroot

spring onion

courgette

marrow

bread box

clothes pin

stove

silverware

electric cord

vacuum cleaner

(to vacuum)

blender

napkin

faucet

dish towel

can opener

do the dishes

dish washing liquid

waste basket

counter

Fruits and vegetables

eggplant

beet

green onion

zucchini

squash

runner bean

Meat

minced meat

Snacks

biscuits

chips

crisps

sweets

sweetshop

Automobile / Car

accelerator

aerial

bonnet

boot

gear level

handbrake

indicator switch

mudguard

petrol cap

puncture

rear light

side-light

string bean

Meat

ground meat (hamburger)

Snacks

cookies

French fries

chips

candies

candy store

Automobile / Car

gas pedal

antenna

hood

trunk

gear shift

emergency break

turn signal / blinker

splash guard (mud flaps)

gas cap

blow-out (flat)

tail-light

parking-light

windscreen

wing

wing mirror

Motor Vehicles

coach

estate car

lorry

sallon

Near Roads

car park

crossroads

cycle path

diversion

flyover

lay by

middle lane

motorway

pavement

pedestrian / crossing

roundabout

sleeping policeman

slip road

windshield

fender

rearview mirror

Motor Vehicles

bus

station wagon

truck

sedan

Near Roads

parking lot

intersection

bicycle route

detour

overpass

rest area

center lane

freeway / highway

sidewalk

crosswalk

traffic circle

speed bump

on ramp

subway

underground

Driving

change up into gear

overtake

reverse down

Shops / Stores

bookshop

chemist's chemist

fishmonger's

greengrocer's

grocer's

jeweller's

newsagent's

off-licence

stationer's

Clothes

anorak

braces

dinner jacket

dressing gown

polo neck jumper

underpass

subway

Driving

shift into gear

pass

back down

Shops / Stores

bookstore

drugstore / pharmacy

druggist / pharmacist

fishstore

fruit and vegetable stand

jewelry store

news dealer

liquor store

stationary / office supply

Clothes

parka

suspenders

tuxedo

robe

turtleneck sweater

suspenders

tights

trousers

turn-ups

vest

waistcoat

Shoes

court shoes

flip-flops

football boots

plimsolls

trainers

wellington boots

Travel

buffet car

engine driver

hire / rent a car

luggage trolley

railway carriage

railway station

return ticket

single ticket

garters

pantyhose

pants

cuffed pants

undershirt

vest

Shoes

pumps

thongs

soccer shoes

sneakers

sneakers / tennis shoes

rubber boots

Travel

café car

engineer

rent a car (hire a person)

baggage cart

railroad car

railroad station

round-trip ticket

one way ticket

Telephone

dialing / STD code
directory enquiries
it's engaged / busy
reverse the charges

Miscellaneous

autumn
bank note
candyfloss
carrycot
fortnight / two weeks
high street
hire purchase
holiday
interval
nappy
petrol
petrol / filling station
polling day
caretaker
postbox / letterbox
postman

Telephone

area code
information
it's busy
call collect

Miscellaneous

fall
bill
cotton candy
porta crib
two weeks
main street
installment plan
vacation
intermission
diaper
gas
gas station
election day
janitor
mailbox
mailman

postcode	zip code
queue	line
rubber	eraser
rubbish	garbage
secondary school	high school
sellotape	Scotch tape
skipping rope	jump rope
term	semester
university	university / college
wardrobe	closet
(TV) aerial	(TV) antenna
dustbin	garbage / trash can

naveediq@gmail.com
www.naveediqbalkhan.com
<https://www.facebook.com/naveediqbalwriter>