10 Quick Rules for Spelling

1. Drop final “e” when a suffix which begins with a **vowel** is added.
   - bake + ing = baking
   - smile + ing = smiling
   - make + er = maker
   - prove + en = proven

2. Keep final “e” if preceded by “c” or “g” when the suffix begins with an “a” or “o.”
   - dance + able = danceable
   - manage + able = manageable
   - courage + ous = courageous

3. Keep final “e” if the suffix begins with a consonant.
   - lame + ness = lameness
   - shame + ful = shameful
   - state + hood = statehood

4. Keep final “y” if a vowel comes before the “y.”
   - delay + ing = delaying
   - buy + er = buyer

5. Change final “y” to “i” if a consonant comes before the “y.”
   - happy + ly = happily
   - funny + est = funniest
   (Rule doesn’t work if suffix is “ing”)
   - study + ing = studying

6. Keep both “l’s” when adding “ly” to words ending in “l.”
   - actual + ly = actually
   Keep both “n’s” when adding “ness” to words ending in “n.”
   - thin + ness = thinness

7. Prefixes do **not** change the spelling of a word.
   - un + happy = unhappy
8. Most words that end with a “sed” sound, are spelled “cede.”
   precedent
   recede
   concede
   Only three words use “ceed.”
   succeed
   exceed
   proceed

9. “i” before “e” except after “c” (or when the sound is like an “a” as in “weigh”).
   receive
   field

10. Double the final consonant before adding a suffix beginning with a vowel when the consonant is preceded by one vowel.
   big + er = bigger
   hit + er = hitter
   Do not double the final consonant when it is preceded by two vowels.
   heat + ed = heated
   read + ing = reading
   keep + ing = keeping