SPELLING RULES

ADDING ENDINGS:

1. When a word ends in ch, sh, s, z or x, add es to form the plural of the noun (churches) or the third person singular of the verb (patches).

2. When there is a consonant in front of y, change y to i before adding es.
   - berry becomes berries
   - try becomes tries
   - bury becomes buries
   - empty becomes empties

   Exception: Do not change y to i when adding the suffix ing.
   - Study becomes studying
   - try becomes trying
   - fly becomes flying

3. When a word ends with a silent e, drop the e before adding an ending which starts with a vowel.
   - come becomes coming
   - lose becomes losing

4. When a one-syllable word ends in a single consonant with a single vowel in front of it, double the final consonant before adding a suffix beginning with a vowel (-ed, -ing, -age, -ish, -er, -ar, and -y).
   - win becomes winning
   - swim becomes swimmer, swimming
   - man becomes mannish
   - but, manly
   - bag becomes baggage

   This rule applies to words of more than one syllable if the accent is on the final syllable.
   - begin becomes beginning
   - occur becomes occurring
   - prefer becomes preferred
   - but, preference (note change in accent)
   - benefit becomes benefited (note accent is not on first syllable)

   Note that this rule applies only to words ending in consonants. Compare:
   - hop/hopping
   - hope/hoping
   - rat/ratting
   - win/winning
   - wine/winning
   - mop/mopping
   - mope/moping

   (A pronunciation rule accompanies this rule: the final e usually indicates that the preceding vowel is a long vowel. Note the differences in pronunciation in the above list.)

5. When adding a prefix to a word ending in a consonant, spell the word as it is and then add the prefix.

   - dis + satisfy = dissatisfy
   - mis + spell = misspell
   - un + necessary = unnecessary
   - re + elect = reelect (or re-elect)

DECIDING ON IE/EI:

- i before e . . . believe friend chief view field siege
- except after e . . . receive eight perceive reign freight veil
- or when sounded as a . . . neighbor weigh