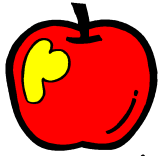
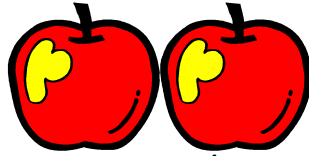


# PLURAL RULE ONE

Most words add 's' to make the plural



one apple



two apples

desk	→	desks	teacher	→	teachers
name	→	names	park	→	parks
town	→	towns	month	→	months
card	→	cards	truck	→	trucks

Try these ...

pencil	→	_____	cup	→	_____
book	→	_____	pad	→	_____
tree	→	_____	plant	→	_____

# PLURAL RULE TWO

Add 'es' to words ending in 'ch', 'sh', 's', 'ss', 'x' or 'z' to make the plural



one box



many boxes

beach	→	beaches	wish	→	wishes
fox	→	foxes	bus	→	buses
cross	→	crosses	waltz	→	waltzes
pitch	→	itches	hutch	→	hutches

Try these ...

church	→	_____	quiz	→	_____
gas	→	_____	wax	→	_____
class	→	_____	dish	→	_____

# PLURAL RULE THREE

When the letter before a 'y' is a consonant, change the 'y' to an 'i' before adding an 'es'



one baby



two babies

city → cities  
pony → ponies  
filly → fillies

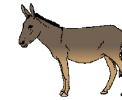
berry → berries  
reply → replies  
belly → bellies

Try these ...

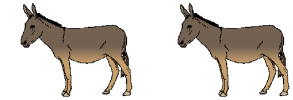
family → _____	lady → _____
daisy → _____	jelly → _____
army → _____	party → _____
nappy → _____	cherry → _____

# PLURAL RULE FOUR

When words end in 'ay', 'ey', 'iy', 'oy' and 'uy' add an 's' to make the plural



one donkey



two donkeys

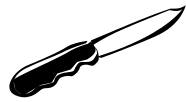
boy → boys	play → plays
pulley → pulleys	grey → greys
relay → relays	alley → alleys

Try these ...

day → _____	satay → _____
monkey → _____	valley → _____
tray → _____	delay → _____
trolley → _____	key → _____

## PLURAL RULE FIVE

When words end in 'f' or 'fe' change the 'f' or 'fe' to a 'v' before adding 'es'



one knife



two knives

leaf	→	leaves	wolf	→	wolves
wife	→	wives	elf	→	elves
thief	→	thieves	life	→	lives

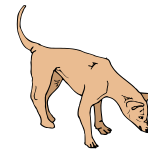
Try these ...

half	→	_____	hoof	→	_____
loaf	→	_____	shelf	→	_____
self	→	_____	calf	→	_____

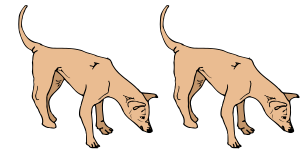
Exceptions – cliffs, chiefs, roofs, dwarfs & handkerchiefs

## PLURAL RULE SIX

When a word ends in 'o' and comes after a consonant, add 'es' to make the plural



one dingo



two dingoes

cargo	→	cargoes	mango	→	mangoes
potato	→	potatoes	hero	→	heroes
avocado	→	avocados	buffalo	→	buffaloes

Try these ...

volcano	→	_____	tomato	→	_____
domino	→	_____	echo	→	_____
mosquito	→	_____	torpedo	→	_____

Exceptions – pianos, solos, banjos, Eskimos and radios

# PLURAL RULE SEVEN

Sometimes, a word may completely change its form when a plural is made



one child



two children

person	→	people	criterion	→	criteria
goose	→	geese	nucleus	→	nuclei
fungus	→	fungi	man	→	men

Try these ...

foot	→	_____	woman	→	_____
mouse	→	_____	cactus	→	_____
tooth	→	_____	dice	→	_____

# PLURAL RULE EIGHT

Sometimes, a word may stay the same in both its singular and plural form



one fish



two fish

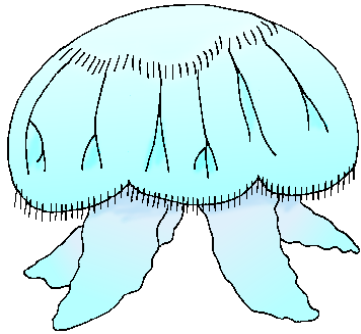
bream	→	bream	series	→	series
aircraft	→	aircraft	trout	→	trout
salmon	→	salmon	moose	→	moose

Try these ...

species	→	_____	sheep	→	_____
deer	→	_____	perch	→	_____
offspring	→	_____	tuna	→	_____

## PLURAL RULE NINE

It maybe confusing making compound words into plural forms. In all cases the **first word** is made plural.



Maxine is terrified of men of war jelly fish.

brother in law → brothers in law  
court martial → courts martial  
attorney general → attorneys general

Try these ...

son in law → \_\_\_\_\_  
heir apparent → \_\_\_\_\_  
passer by → \_\_\_\_\_

## PLURAL RULE TEN

Many words, particularly from other languages have **exceptions** when making them plural



one analysis of data – two analyses of data

Other examples are ...

curriculum → curricula    appendix → appendices  
criterion → criteria    index → indices  
antenna → antennae    focus → foci  
bureau → bureaux    corpus → corpora \*

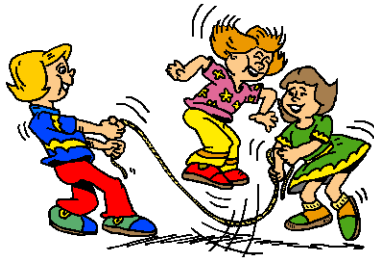
Try these ...

octopus → \_\_\_\_\_    basis → \_\_\_\_\_  
formula → \_\_\_\_\_    gateau → \_\_\_\_\_  
datum → \_\_\_\_\_    crisis → \_\_\_\_\_

\* quite tricky and uncommon

# SPELLING RULE ONE

When a word ends with a **short vowel** followed by a consonant, double the last consonant before adding 'ed'



The girls skip.

The girls skipped.

drop	→	dro <u>pped</u>	trim	→	trim <u>med</u>
admit	→	admit <u>ted</u>	shop	→	shop <u>ped</u>
occur	→	occur <u>red</u>	flip	→	flip <u>ped</u>

Try these ...

trip	→	_____	trot	→	_____
mop	→	_____	rub	→	_____
submit	→	_____	prefer	→	_____

# SPELLING RULE TWO

When action words end with an 'sh', 'ch', 'ss', 'x', or a 'z' and 'es' is added to make the present tense.



Fiona waltzes most Tuesday nights with Jim.

cross	→	cross <u>es</u>	catch	→	catch <u>es</u>
wax	→	wax <u>es</u>	relax	→	relax <u>es</u>
fish	→	fish <u>es</u>	reach	→	reach <u>es</u>

Try these ...

buzz	→	_____	tax	→	_____
watch	→	_____	pass	→	_____
push	→	_____	fix	→	_____

## SPELLING RULE THREE

When an action word ends with a consonant followed by a 'y', change the 'y' to an 'i' before adding 'es'



The pirate buries his treasure with great care.

empty	→	empties	tidy	→	tidies
try	→	tries	copy	→	copies
carry	→	carries	fry	→	fries

Try these ...

hurry	→	_____	dry	→	_____
fly	→	_____	dirty	→	_____
worry	→	_____	apply	→	_____

## SPELLING RULE FOUR

Double the consonant before adding 'ing' to words that have a short vowel followed by a consonant at the end



Grandad was sitting in his chair all morning.

stop	→	stopping	slam	→	slamming
wrap	→	wrapping	nod	→	nodding
step	→	stepping	skip	→	skipping

Try these ...

trap	→	_____	beg	→	_____
rip	→	_____	map	→	_____
chop	→	_____	rub	→	_____

# SPELLING RULE FIVE

When a word ends in a silent 'e', drop the 'e' before adding an 'ing'. The magic 'e' runs away!



Ian loves platform diving on his weekends.

- |       |   |         |       |   |         |
|-------|---|---------|-------|---|---------|
| move  | → | moving  | hide  | → | hiding  |
| taste | → | tasking | chase | → | chasing |
| race  | → | racing  | wipe  | → | wiping  |

Try these ...

- |        |   |       |       |   |       |
|--------|---|-------|-------|---|-------|
| love   | → | _____ | store | → | _____ |
| change | → | _____ | drive | → | _____ |
| hope   | → | _____ | stare | → | _____ |

Exception – be → being

# SPELLING RULE SIX

When a word ends in double consonant, do not double the last letter before adding an 'ing'.



Kellie has been thinking about marrying Ridge.

- |        |   |           |      |   |         |
|--------|---|-----------|------|---|---------|
| report | → | reporting | copy | → | copying |
| bump   | → | bumping   | work | → | working |
| wash   | → | washing   | dust | → | dusting |

Try these ...

- |       |   |       |         |   |       |
|-------|---|-------|---------|---|-------|
| carry | → | _____ | hurry   | → | _____ |
| spy   | → | _____ | bend    | → | _____ |
| camp  | → | _____ | scratch | → | _____ |

For words ending in 'y' leave the 'y' and add 'ing'



# SPELLING RULE SEVEN

For action words that end in 'ie', change the 'ie' to a 'y' before adding an 'ing'



Bryan enjoys lying on his back to watch clouds.

Try these ...

tie → \_\_\_\_\_  
lie → \_\_\_\_\_  
die → \_\_\_\_\_

# SPELLING RULE EIGHT

Often 'ly' is added to base words to turn them into adverbs, adjectives or describing words



Rynell bungee jumped carefully from the tower.

love → lovely      smart → smartly  
slow → slowly      pure → purely  
main → mainly      nice → nicely

Try these ...

rude → \_\_\_\_\_      kind → \_\_\_\_\_  
quick → \_\_\_\_\_      loud → \_\_\_\_\_  
soft → \_\_\_\_\_      glad → \_\_\_\_\_

# SPELLING RULE NINE

When adding 'ly' to words which end in 'y', change the 'y' to an 'i' before adding the 'ly'



Kirsty scored the goal quite daintily.

happy	→	happily	busy	→	busily
merry	→	merrily	pretty	→	prettily
easy	→	easily	cosy	→	cosily

Try these ...

hungry	→	_____	necessary	→	_____
weary	→	_____	day	→	_____
heavy	→	_____	angry	→	_____

# SPELLING RULE TEN

When the suffix 'full' is added to the end of a base word, one of the 'ls' has to be dropped



Janelle paints colourful works of art.

hope	→	hopeful	taste	→	tasteful
cheer	→	cheerful	use	→	useful
thank	→	thankful	force	→	forceful

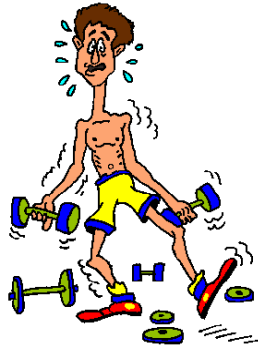
Try these ...

truth	→	_____	peace	→	_____
play	→	_____	dread	→	_____
fear	→	_____	joy	→	_____

eg; 'thankful' means full of thanks

# SPELLING RULE ELEVEN

Before adding 'er' and 'est' to words ending in a consonant, followed by a 'y', change the 'y' to an 'i'



Dean is the skinniest member at the local gym.

lazy	→	lazier	salty	→	saltiest
lovely	→	loveliest	funny	→	funnier
mighty	→	mightier	heavy	→	heaviest

Try these ...

sandy	→	_____	crazy	→	_____
happy	→	_____	fancy	→	_____
curly	→	_____	dry	→	_____

These new words are called degrees of comparison

# SPELLING RULE TWELVE

Double the last letter before adding 'er' or 'est' to words that have a short vowel followed a single consonant



Lyne has become a great ocean swimmer.

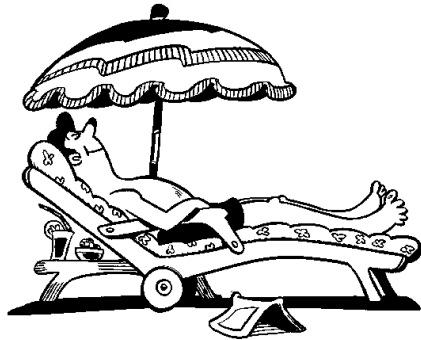
fit	→	fittest	travel	→	traveller
slim	→	slimmest	win	→	winner
rob	→	robber	slip	→	slipper

Try these ...

spin	→	_____	run	→	_____
sit	→	_____	begin	→	_____
drum	→	_____	stop	→	_____

# SPELLING RULE THIRTEEN

Double the last letter of words ending in a short vowel followed by a single consonant before adding a 'y'



Vanessa enjoys laying back on a sunny day.

rag	→	raggy	wit	→	witty
shag	→	shaggy	fog	→	foggy
cat	→	catty	fun	→	funny

Try these ...

run	→	_____	mud	→	_____
wool	→	_____	skin	→	_____
fur	→	_____	bad	→	_____

# SPELLING RULE FOURTEEN

Just add a 'y' to words ending in two consonants to form describing words



The last few days have been quite windy in Rocky.

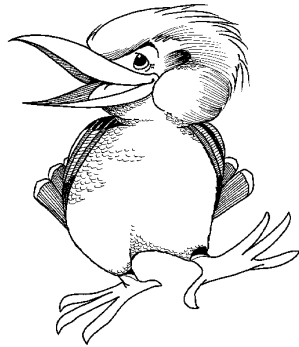
dirt	→	dirty	trick	→	tricky
might	→	mighty	health	→	healthy
thirst	→	thirsty	sand	→	sandy

Try these ...

rock	→	_____	filth	→	_____
wealth	→	_____	smart	→	_____
chill	→	_____	fuss	→	_____

## SPELLING RULE FIFTEEN

For words ending in a silent 'e', you must first drop the 'e' before adding a 'y'



Kookaburras are very noisy birds.

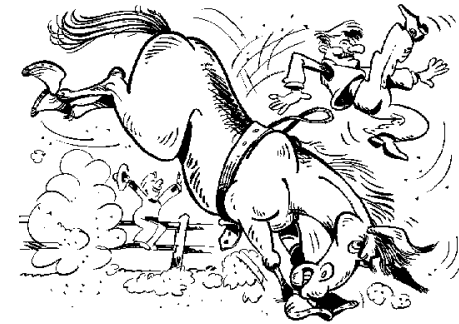
bone	→	bony	smoke	→	smoky
ice	→	icy	stone	→	stony
rose	→	rosy	race	→	racy

Try these ...

flake	→	_____	scare	→	_____
taste	→	_____	nose	→	_____
spike	→	_____	laze	→	_____

## SPELLING RULE SIXTEEN

To indicate possession or ownership by a person or object, an apostrophe (') followed by an 's' is added



Peter's horse bucked him at the rodeo.

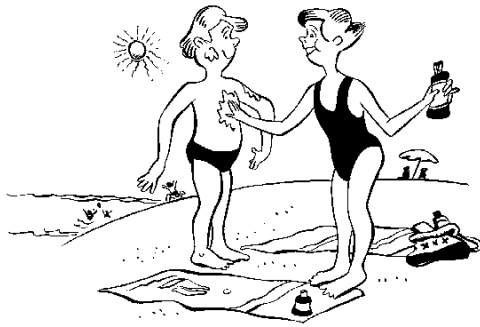
horse	→	horse's	Billy	→	Billy's
Jenny	→	Jenny's	bird	→	Bird's
office	→	office's	Nigel	→	Nigel's

Try these ...

Santa	→	_____	car	→	_____
Tavern	→	_____	Mary	→	_____
Peter	→	_____	shoe	→	_____

## SPELLING RULE SEVENTEEN

To indicate **ownership** by a person whose name ends in an 's' or a plural noun, just add an apostrophe (')



Venetta rubbed the sunscreen on Les' chest.

poets	→	poets'	Gladys	→	Gladys'
gases	→	gases'	babies	→	babies'
Lewis	→	Lewis'	Ross	→	Ross'

Try these ...

flowers	→	_____	Chris	→	_____
Dennis	→	_____	bottles	→	_____
class	→	_____	boss	→	_____

## SPELLING RULE EIGHTEEN

An apostrophe (') is also used to create a contraction, indicating where a letter or letters have been left out



She's really looking forward to the ballet recital.

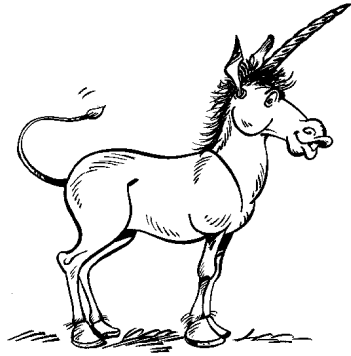
I am	→	I'm	they had	→	they'd
she would	→	she'd	do not	→	don't
who is	→	who's	let us	→	let's

Try these ...

you are	→	_____	where is	→	_____
it is	→	_____	he is	→	_____
can not	→	_____	she will	→	_____

# SPELLING RULE NINETEEN

'i' before 'e' except after 'c'



Many people believe unicorns exist.

rel__ve	→	rel <u>i</u> eve	c__ling	→	ce <u>i</u> ling
dec__t	→	dece <u>i</u> t	v__n	→	ve <u>i</u> n
w__rd	→	w <u>i</u> erd	glac__r	→	glac <u>i</u> er

Try these ...

rec__ve	→	_____	th__r	→	_____
n__ghbour	→	_____	fr__nd	→	_____
anc__nt	→	_____	rec__pt	→	_____

Remember ... there are **ALWAYS** exceptions !

# SPELLING RULE TWENTY

CAPITAL LETTERS are used at the beginning of names and places



Uluru is a well known Australian landmark.

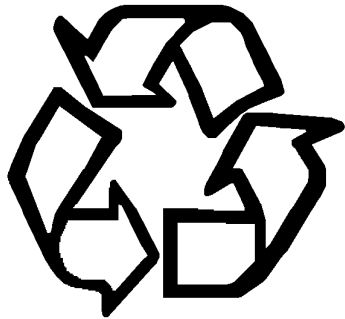
brisbane	→	<u>B</u> risbane	rebecca	→	<u>R</u> ebecca
luke	→	<u>L</u> uke	yeppoon	→	<u>Y</u> eppoon
mackay	→	<u>M</u> ackay	kath	→	<u>K</u> ath

Try these ...

adelaide	→	_____	phillip	→	_____
donald	→	_____	gladstone	→	_____
perth	→	_____	alex	→	_____

## SPELLING RULE TWENTY ONE

Prefixes can be added to base words to create new words.  
Prefixes ending in vowels are added directly to base words.



It is important to recycle any items we can.

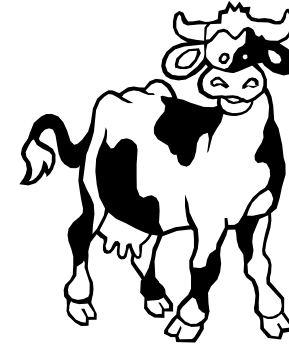
re+move	→	<u>re</u> move	tele+vision	→	<u>tele</u> vision
de+frost	→	<u>de</u> frost	re+gain	→	<u>re</u> gain
para+chute	→	<u>para</u> chute	giga+byte	→	<u>giga</u> byte

Try these ...

<u>tri</u> +angle	→	_____	de+void	→	_____
<u>kilo</u> +metre	→	_____	re+align	→	_____
auto+graph	→	_____	multi+age	→	_____

## SPELLING RULE TWENTY TWO

Sometimes negative prefixes are added to words to create new words and change their meaning



Some people say it's impossible for cows to talk.

<u>un</u> +well	→	unwell	<u>mis</u> +spell	→	misspell
<u>dis</u> +miss	→	dismiss	<u>im</u> +patient	→	impatient
<u>in</u> +ferior	→	inferior	<u>mal</u> +treat	→	maltreat

Create new words using these prefixes ...

non+	→	_____	anti+	→	_____
sub+	→	_____	dys+	→	_____
ab+	→	_____	mis+	→	_____



## SPELLING RULE TWENTY THREE

Prefixes can be added to **roots** to form new words.  
Roots often have meanings from other languages.



Mr Smith may predict\* a hot summer again.

di+vide	→ divide	inter+cept	→ intercept
audi+ble	→ audible	de+tach	→ detach
pro+ceed	→ proceed	auto+matic	→ automatic

Try these ...

chron+ic	→ _____	ex+ceed	→ _____
cred+ible	→ _____	per+mit	→ _____
meta+phor	→ _____	poly+gon	→ _____

\* 'pre' means 'before' and 'dict' means 'speak'

## SPELLING RULE TWENTY FOUR

When adding a vowel suffix to words ending in a silent 'e', drop the 'e' and add the suffix.



Vikings lived many, many years ago.

store+age	→ storage	live+ed	→ lived
forgive+en	→ forgiven	manage+er	→ manager
pale+est	→ palest	amaze+ing	→ amazing

Try these ...

nice+est	→ _____	like+en	→ _____
grave+ity	→ _____	use+ing	→ _____
arrive+al	→ _____	forge+ery	→ _____

Remember ... there are always exceptions to the rule!

## SPELLING RULE TWENTY FIVE

The letter 'g' may have a soft or hard sound.

A soft 'g' is usually followed by an 'i' or 'e'.

A hard 'g' is usually followed by a consonant or an 'a', 'o' or 'u'



'g' in 'golf' is hard



'g' in 'gem' is soft

gypsy → soft  
goat → hard  
goose → hard

general → soft  
gel → soft  
goblet → hard

Which are hard and which are soft ?

gym	→	_____	gutter	→	_____
ginger	→	_____	giant	→	_____
gas	→	_____	gather	→	_____

## SPELLING RULE TWENTY SIX

The letter 'c' may have a soft or hard sound.

When 'c' meets an 'a', 'o' or 'u' its sound is hard.

When 'c' meets an 'e', 'i' or 'y' its sound is soft.



cards (hard c)



centipede (soft c)

candle → hard c  
cymbals → soft c  
cave → hard c

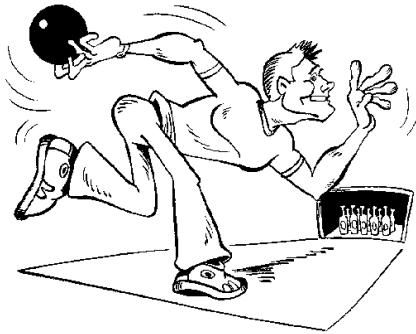
cuddle → hard c  
circus → soft c  
curly → hard c

Identify which are hard and soft ?

<u>caring</u>	→	_____	<u>cycle</u>	→	_____
<u>citizen</u>	→	_____	<u>cat</u>	→	_____
<u>comedy</u>	→	_____	<u>circle</u>	→	_____

## SPELLING RULE TWENTY SEVEN

CAPITAL letters are used to spell the names of proper nouns, including people and places



Les is an accomplished bowler in Rocky.

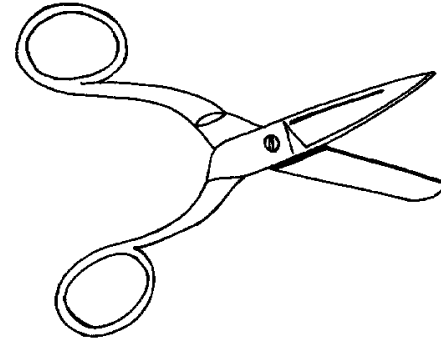
adelaide	→	<u>A</u> delaide	qantas	→	<u>Q</u> antas
luke	→	<u>L</u> uke	mazda	→	<u>M</u> azda
lion's park	→	<u>L</u> ion's <u>P</u> ark	english	→	<u>E</u> nglish

Try these ...

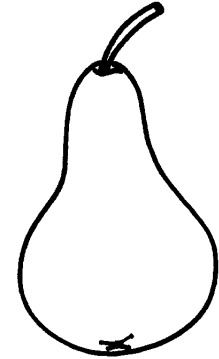
biloea	→	_____	jessica	→	_____
christmas	→	_____	july	→	_____
rover	→	_____	australia	→	_____

## SPELLING RULE TWENTY EIGHT

Homophones are words that have the same sound but a different meaning and spelling.



A pair of scissors.



The pear is a sweet fruit.

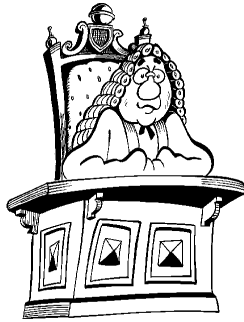
route	→	root	principal	→	principle
allowed	→	aloud	maid	→	made
pause	→	paws	days	→	daze

Write another word that sounds the same as ...

practise	→	_____	main	→	_____
male	→	_____	threw	→	_____
four	→	_____	not	→	_____

## SPELLING RULE TWENTY NINE

A homographs is a word that may have more than one meaning or pronunciation.



A calculator is a useful object. The Lawyer said, "I object!"

### Other examples ...

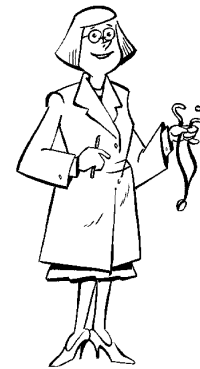
- bow → The front of a ship; to bend or a knot
- wind → A breeze or to turn around
- desert → To leave people or a dry, arid place

### Can you identify the different meanings ?

- close → \_\_\_\_\_
- excuse → \_\_\_\_\_
- wound → \_\_\_\_\_

## SPELLING RULE THIRTY

Sometimes when writing, words may be shortened. These are known as abbreviations.



I need to make an appointment to see Dr Phillips.

### Other examples ...

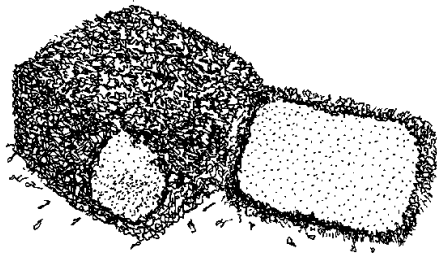
- kilometre → km
- centimetre → cm
- Australia → Aust
- Street → St
- Anonymous → anon
- ante meridian → a.m.

### Try these ...

- kilogram → \_\_\_\_\_
- example → \_\_\_\_\_
- approximately → \_\_\_\_\_
- page → \_\_\_\_\_
- Queensland → \_\_\_\_\_
- second → \_\_\_\_\_

## SPELLING RULE THIRTY ONE

When writing numbers less than ten, they should be written in word form not in digit form. Numbers greater than ten can be written as digits.



I ate **nine** lamingtons before lunch yesterday.

Other examples ...

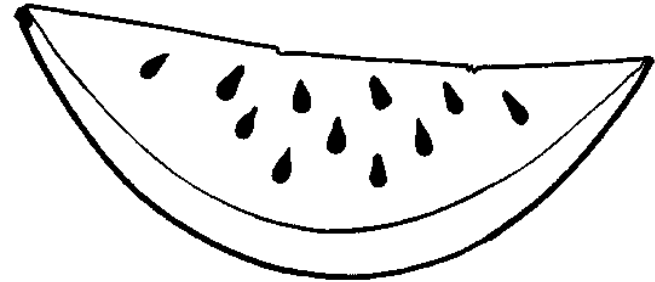
9	→	nine	4	→	four
7	→	seven	8	→	eight
6	→	six	2	→	two

Try these ...

1	→	_____	5	→	_____
12	→	_____	19	→	_____
3	→	_____	23	→	_____

## SPELLING RULE THIRTY TWO

Always spell out simple fractions and use a hyphen with them.



**One-half** of the water melon has been eaten.

Other examples ...

$1/3$	→	one-third	$2/4$	→	two-quarters
$5/8$	→	five-eighths	$4/5$	→	four-fifths
$1/6$	→	one-sixth	$2/10$	→	two-tenths

Try these ...

$1/4$	→	_____	$3/12$	→	_____
$2/3$	→	_____	$2/5$	→	_____
$5/9$	→	_____	$4/8$	→	_____

## SPELLING RULE THIRTY THREE

A **hyphen** is used to create compound words.  
Many compounds are written as one **solid** word.



The **scarecrow** had managed to save our crops.

### Other examples ...

along side → alongside  
before hand → beforehand  
mean time → meantime

### Try these ...

road block → \_\_\_\_\_  
every thing → \_\_\_\_\_  
up date → \_\_\_\_\_

## SPELLING RULE THIRTY FOUR

A **hyphen** can also be used to join words that form a compound noun.



Truck driving is undertaken by **owner-drivers**.

### Other examples ...

go ahead → go-ahead  
city state → city-state  
air conditioned → air-conditioned

### Try these ...

eye opener → \_\_\_\_\_  
break in → \_\_\_\_\_  
well being → \_\_\_\_\_

## SPELLING RULE THIRTY FIVE

Always write **decimals** in number form with a **0** before the decimal point.



The plant has only grown **0.5** of a metre so far.

### Other examples ...

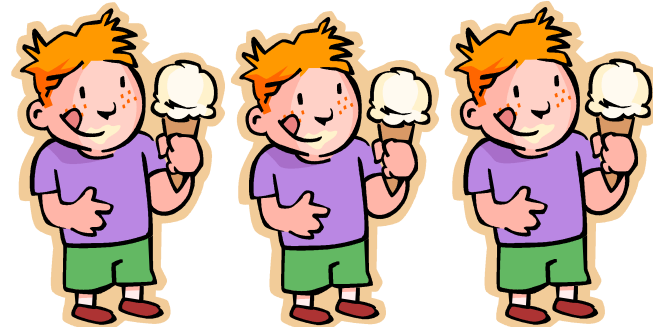
one tenth of a metre → 0.1 of a metre  
half a kilometre → 0.5 of a kilometre  
one quarter of a kilogram → 0.25 of a kilogram

### Try these ...

one third of a gram → \_\_\_\_\_  
two quarters of a metre → \_\_\_\_\_  
three quarters of a kilogram → \_\_\_\_\_

## SPELLING RULE THIRTY SIX

When combining numbers, the first number is always written in word form.



They have **three** 6 year olds.

### Other examples ...

One in eight 12 year olds require glasses.  
Nineteen 15 year olds were injured in the crash.  
I asked for seven 6 metre lengths of timber.

### Can you think of other examples ?

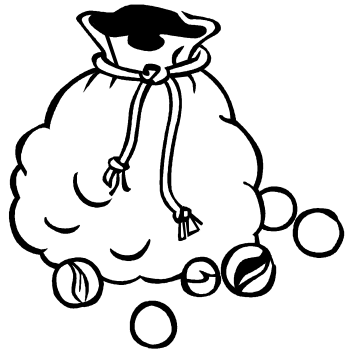
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## SPELLING RULE THIRTY SEVEN

Always hyphenate all compound numbers from **twenty-one** through to **ninety-nine**



There were **twenty-one** marbles in the bag.

Other examples ...

89 →	eighty-nine	47 →	forty-seven
52 →	fifty-two	69 →	sixty-nine
26 →	twenty-six	98 →	ninety-eight

Try these ...

44 →	_____	55 →	_____
37 →	_____	29 →	_____
92 →	_____	74 →	_____

## SPELLING RULE THIRTY EIGHT

Always write a number in word form if it **begins** a sentence.



**Eight** students received awards this week.

Other examples ...

**Seven** apples were rotten in the fruit bowl.  
**Forty-three** people came to the special service.  
**Three** boys and one girl entered the event.

Try these ...

4 →	_____	22 →	_____
76 →	_____	50 →	_____
9 →	_____	6 →	_____



