PLURAL RULE ONE

Most words add ‘s’ to make the plural

one apple  ➔  two apples

desk ➔ desks
name ➔ names
town ➔ towns
card ➔ cards

teacher ➔ teachers
park ➔ parks
month ➔ months
truck ➔ trucks

Try these …
pencil ➔  
book ➔  
tree ➔  
cup ➔  
pad ➔  
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
fox ➔ foxes
cross ➔ crosses
pitch ➔ pitches

Try these …
chuch ➔  
gas ➔  
class ➔  
quizz ➔  
wax ➔  
dish ➔  

Add “es” to words ending in “ch”, “sh” “s”, “ss”, “x” or “z” to make the plural
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  berry ➔ berries
pony ➔ ponies  reply ➔ replies
filly ➔ fillies  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  pulley ➔ pulleys
reply ➔ replies  grey ➔ greys
pony ➔ ponies  alley ➔ alleles
filly ➔ fillies  belly ➔ bellies

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
wife ➔ wives
thief ➔ thieves

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 dingo(es)
cargo ➔ cargoes
potato ➔ potatoes
avocado ➔ avocados

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
goose ➔ geese
fungus ➔ fungi
criterion ➔ criteria
nucleus ➔ nuclei
man ➔ men

Try these …
foot ➔ _______
women ➔ _______
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
aircraft ➔ aircraft
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
- criterion → criteria
- antenna → antennae
- bureau → bureaux
- attorney general → attorneys general

Try these …
- octopus → ________
- formula → ________
- datum → ________

* 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 ➔ dropped  trim ➔ trimmed
admit ➔ admitted  shop ➔ shopped
occur ➔ occurred  flip ➔ flipped

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 ➔ crosses  catch ➔ catches
wax ➔ waxes  relax ➔ relaxes
fish ➔ fishes  reach ➔ reaches

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
- try ➔ tries
- carry ➔ carries

Try these …
- hurry ➔ _______
- fly ➔ _______
- worry ➔ _______

- tidy ➔ tidies
- copy ➔ copies
- fry ➔ fries

---

**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
- wrap ➔ wrapping
- step ➔ stepping
- fry ➔ fries

Try these …
- trap ➔ _______
- rip ➔ _______
- chop ➔ _______

- dry ➔ _______
- dirty ➔ _______
- apply ➔ _______

- slam ➔ slamming
- nod ➔ nodding
- skip ➔ skipping

- beg ➔ _______
- map ➔ _______
- 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
- taste ➔ tasking
- race ➔ racing
- hide ➔ hiding
- chase ➔ chasing
- wipe ➔ wiping

Try these …

- love ➔ ________
- change ➔ ________
- hope ➔ ________

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
- bump ➔ bumping
- wash ➔ washing
- copy ➔ copying
- work ➔ working
- dust ➔ dusting

Try these …

- carry ➔ ________
- spy ➔ ________
- camp ➔ ________

For words ending in ‘y’ leave the ‘y’ and add ‘ing’

- hurry ➔ ________
- bend ➔ ________
- scratch ➔ ________
SPOTTING 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 ➔ ___________

SPOTTING RULE EIGHT
Often ‘ly’ is added to base words to turn them into adverbs, adjectives or describing words

Rynell bungy jumped carefully from the tower.

<table>
<thead>
<tr>
<th>love</th>
<th>lovely</th>
<th>smart</th>
<th>smartly</th>
</tr>
</thead>
<tbody>
<tr>
<td>slow</td>
<td>slowly</td>
<td>pure</td>
<td>purely</td>
</tr>
<tr>
<td>main</td>
<td>mainly</td>
<td>nice</td>
<td>nicely</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Word</th>
<th>Change</th>
<th>New Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>happy</td>
<td>happily</td>
<td>haddily</td>
</tr>
<tr>
<td>merry</td>
<td>merrily</td>
<td>merriily</td>
</tr>
<tr>
<td>easy</td>
<td>easily</td>
<td>easyly</td>
</tr>
<tr>
<td>busy</td>
<td>busily</td>
<td></td>
</tr>
<tr>
<td>pretty</td>
<td>prettily</td>
<td></td>
</tr>
<tr>
<td>cosy</td>
<td>cosily</td>
<td></td>
</tr>
</tbody>
</table>

Try these …

- hungry ➔ ______
- weary ➔ ______
- heavy ➔ ______
- necessary ➔ ______
- day ➔ ______
- 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.

<table>
<thead>
<tr>
<th>Word</th>
<th>Change</th>
<th>New Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>hope</td>
<td>hopeful</td>
<td></td>
</tr>
<tr>
<td>cheer</td>
<td>cheerful</td>
<td></td>
</tr>
<tr>
<td>thank</td>
<td>thankful</td>
<td></td>
</tr>
<tr>
<td>use</td>
<td>useful</td>
<td></td>
</tr>
<tr>
<td>force</td>
<td>forceful</td>
<td></td>
</tr>
</tbody>
</table>

Try these …

- truth ➔ ______
- play ➔ ______
- fear ➔ ______
- peace ➔ ______
- dread ➔ ______
- 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
- lovely → loveliest
- mighty → mightier

**Try these …**
- sandy
- happy
- curly

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
- slim → slimmest
- rob → robber
- spin
- sit
- drum

**Try these …**
- travel
- win
- slip

These new words are called **degrees of comparison**
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
shag ➔ shaggy
cat ➔ catty

Try these …
run ➔ ______
wool ➔ ______
fur ➔ ______

witty ➔ witty
fog ➔ foggy
fun ➔ funny

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
might ➔ mighty
thirst ➔ thirsty

Try these …
rock ➔ ______
wealth ➔ ______
chill ➔ ______
mud ➔ ______
skin ➔ ______
bad ➔ ______
dirty ➔ dirty
mighty ➔ mighty
thirsty ➔ thirsty

sand ➔ sandy
health ➔ healthy

Try these …
filth ➔ ______
smart ➔ ______
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
ice ➞ icy
rose ➞ rosy

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
Jenny ➞ Jenny’s
office ➞ office’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’
gases ➔ gases’
Lewis ➔ Lewis’

Gladys ➔ Gladys’
babies ➔ babies’
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
she would ➔ she’d
who is ➔ who’s
they had ➔ they’d
do not ➔ don’t
let us ➔ let’s

Try these …
you are ➔ ______
it is ➔ ______
can not ➔ ______
where is ➔ ______
he is ➔ ______
she will ➔ ______
**SPELLING RULE NINETEEN**

‘i’ before ‘e’ except after ‘c’

Many people believe unicorns exist.

real\_ve $\rightarrow$ relieve
dec\_t $\rightarrow$ deceit
w\_rd $\rightarrow$ word
c\_ling $\rightarrow$ ceiling
v\_n $\rightarrow$ vein
gl\_c\_r $\rightarrow$ glacier

Try these …

rec\_ve $\rightarrow$ ______ th\_r $\rightarrow$ _______
n\_ghbour $\rightarrow$ ______ fr\_nd $\rightarrow$ _______
anc\_nt $\rightarrow$ ______ rec\_pt $\rightarrow$ _______

Remember … there are **ALWAYS** exceptions!

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**SPELLING RULE TWENTY**

CAPITAL LETTERS are used at the beginning of names and places

Uluru is a well known Australian landmark.

brisbane $\rightarrow$ Brisbane
l uke $\rightarrow$ Luke
mackay $\rightarrow$ Mackay
mackay $\rightarrow$ Mackay

Try these …

adelaide $\rightarrow$ ______ philip $\rightarrow$ ______
donald $\rightarrow$ ______ gladstone $\rightarrow$ ______
perth $\rightarrow$ ______ alex $\rightarrow$ ______
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 try to recycle any items we can.

- re+move → remove
- de+frost → defrost
- para+chute → parachute
- tele+vision → television
- re+gain → regain
- giga+byte → giga byte

Try these …
- tri+angle → ______
- kilo+metre → ______
- auto+graph → ______
- de+void → ______
- re+align → ______
- 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.

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

Create new words using these prefixes …
- non+ → ______
- sub+ → ______
- ab+ → ______
- anti+ → ______
- dys+ → ______
- 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 \(\rightarrow\) divide
- audi+ble \(\rightarrow\) audible
- pro+ceed \(\rightarrow\) proceed

Try these …

- chron+ic \(\rightarrow\) ______
- cred+ible \(\rightarrow\) ______
- meta+phor \(\rightarrow\) ______

*‘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.

- divide \(\rightarrow\) divide
- aud+ible \(\rightarrow\) aud+ible
- pro+ceed \(\rightarrow\) pro+ceed

Try these …

- store+age \(\rightarrow\) storage
- forgive+en \(\rightarrow\) forgiven
- pale+est \(\rightarrow\) pale+est

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 ➔
ginger ➔
gas ➔
gutter ➔
giant ➔
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
cycle ➔
circular ➔
circle ➔

cuddles ➔
circus ➔
curly ➔
cat ➔

care ➔
cat ➔
circle ➔

care ➔
cat ➔
circle ➔
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 ➔ Adelaide qantas ➔ Qantas
luke ➔ Luke mazda ➔ Mazda
lion’s park ➔ Lion’s Park english ➔ English

Try these ...
biloela ➔ ______ 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
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-eights  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?**

____________________________________

____________________________________
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 \( \rightarrow \) eighty-nine
52 \( \rightarrow \) fifty-two
26 \( \rightarrow \) twenty-six

Try these …
44 \( \rightarrow \) 
37 \( \rightarrow \) 
92 \( \rightarrow \) 

47 \( \rightarrow \) forty-seven
69 \( \rightarrow \) sixty-nine
98 \( \rightarrow \) ninety-eight

Try these …
55 \( \rightarrow \) 
29 \( \rightarrow \) 
74 \( \rightarrow \) 

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 \( \rightarrow \) 
76 \( \rightarrow \) 
9 \( \rightarrow \) 

22 \( \rightarrow \) 
50 \( \rightarrow \) 
6 \( \rightarrow \) 