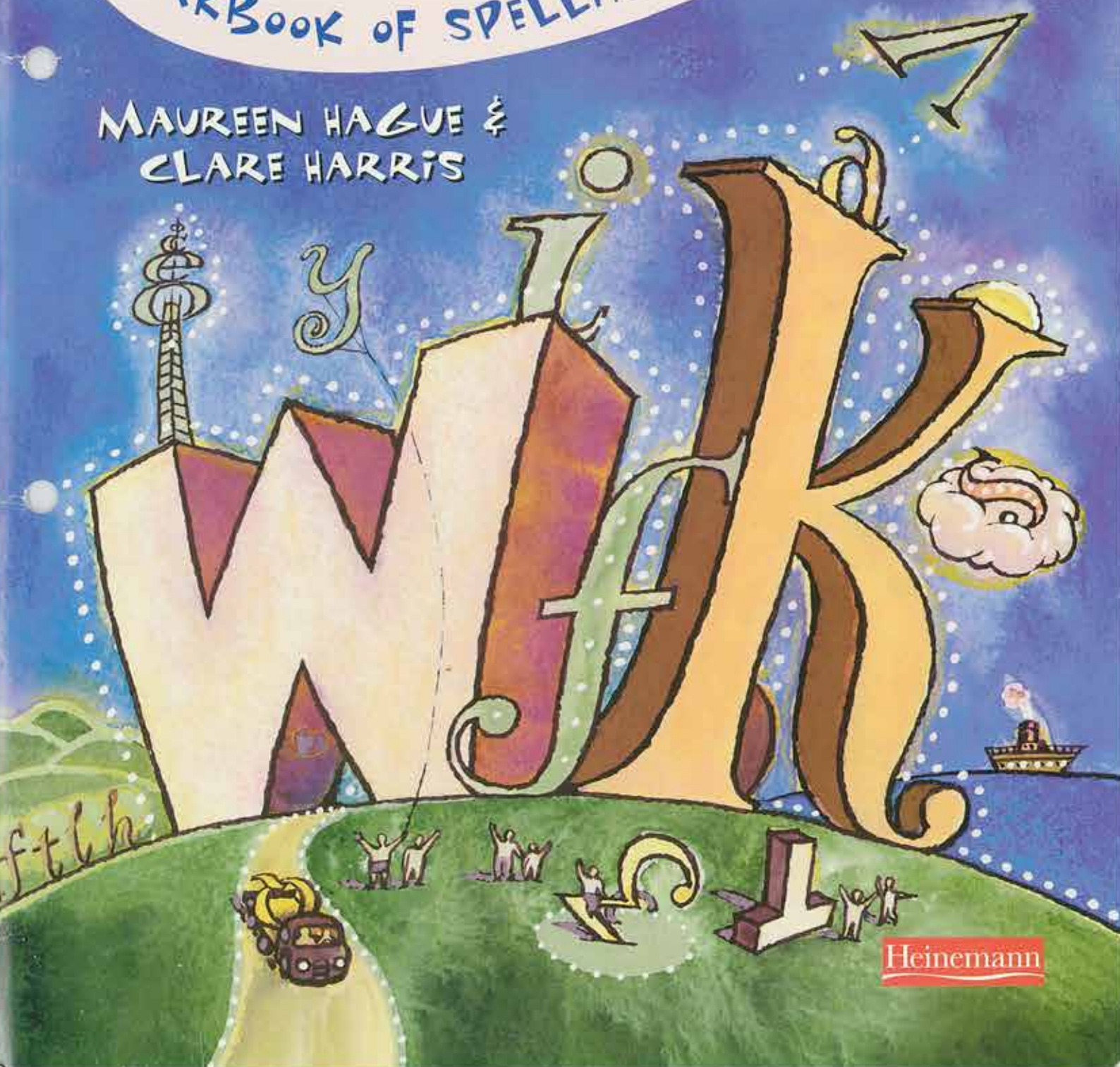


Spelling Works

A WORKBOOK OF SPELLING STRATEGIES

MAUREEN HAGUE &
CLARE HARRIS



Heinemann

Spelling Works

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MAUREEN HAGUE
AND CLARE HARRIS

ILLUSTRATED BY
SHANE NAGLE

Heinemann

To the Reader

Hi!

Do you just need to brush up your spelling skills? Or is spelling a major catts . . . catass . . . catastrophe for you? Whichever it is, you're holding the answer in your hands right now. (Yes, this book!)

We couldn't find a spelling book that was adult, easy-to-read and fun – so we decided to write one ourselves!

If you decide to keep reading, what can you expect from this book?

- *You can expect to have fun!*
- *You'll develop an interest in words around you, which will help you with spelling.*
- *You'll learn a whole range of spelling strategies and discover which ones work best for you.*
- *You'll improve your spelling confidence.*

You can choose how you use this book: in class, at home, with friends . . . You can start at the beginning and work through to the end, or you can just look up the bits that interest you. There are lots of activities in each chapter, so pace yourself – a chapter a week is about right for most people.

We hope you enjoy yourself (and maybe you'll end up as interested in spelling as we are)!

Maureen

Clare



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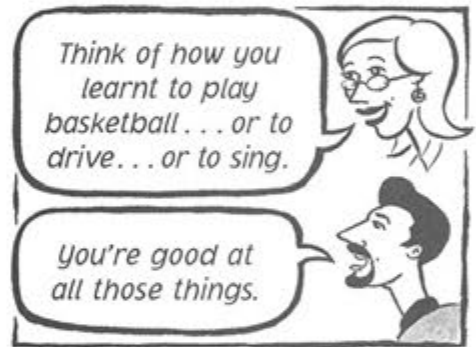
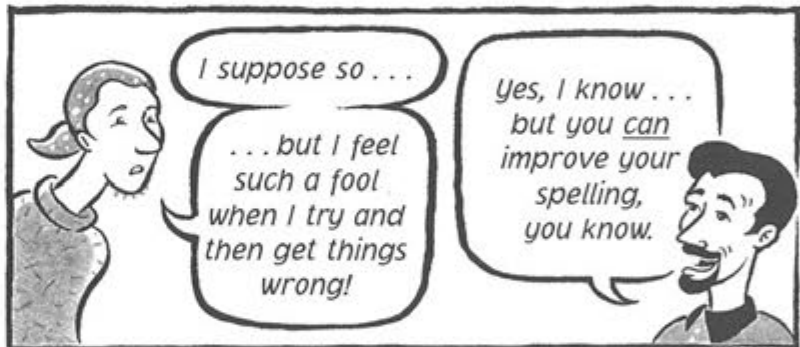
ANSWERS

	88
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chapter ONE



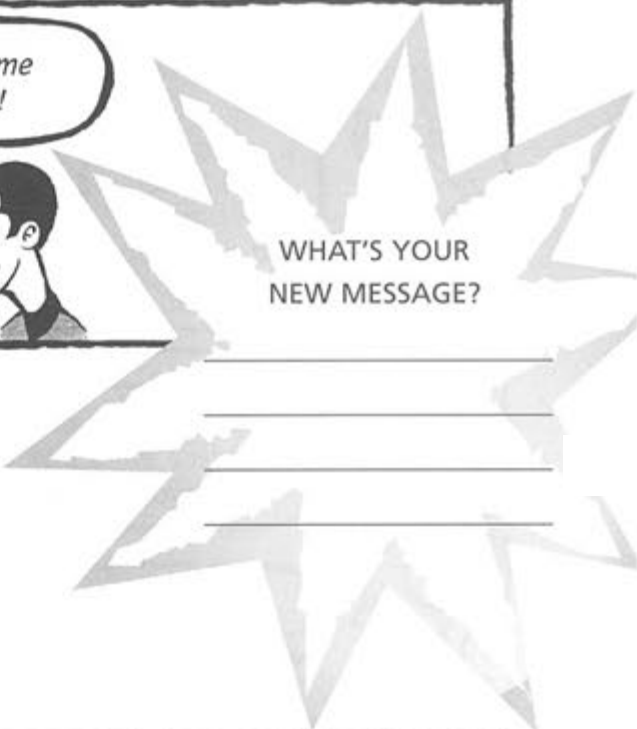
LEARNING HOW TO LEARN



WHAT ARE YOU GOOD AT?



HOW DID YOU LEARN TO BE GOOD AT IT?



This book will give you strategies and techniques to improve your spelling. However, you will need to make a commitment to yourself to keep practising. If you work on a lesson a week, you should make real progress over four to six months of study.

My commitment to myself is _____



WHAT DOES A GOOD SPELLER DO?

These are some of the things good spellers do. Tick the ones you do.



They proofread (they check everything they write).

Then they often write a second draft.

They use dictionaries.

How do you spell 'separate'?

They ask other people.

'A rat is separate from me.'

They use memory strategies.

They use electronic spelling checkers.

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

but 'weird'

They know some rules and they know there are some exceptions.

magikal
magicabe
magical ✓

They write a word a few ways to see which spelling looks right.

night light bright
sight fright

They look for patterns (they think about words that are spelt the same way).

They focus on the spelling that's important to them. (They don't expect to be able to spell every word in the English language.)

sign → signature

They think about words with related meanings.

PROOFREADING

Let's take another look at one thing we said good spellers do . . .

In order to check, you have to have sharp eyes!

Have you got sharp eyes? Can you find the ten differences between these two pictures?



They proofread (they check everything they write).



[Answers are on page 88.]



Clew (AC Press)



Try some other 'Sharp Eyes' tests. Now you're looking at how words are spelt.

1

To all staff,
Plese note that the fire
drill skeduled for Teusday
morning has been posponed.
It will now be held on
Wensday afternoon at

This is the first draft of a memo that Bob wrote to the staff in his workplace.

To all staff,
Please note that the fire
drill scheduled for Tuesday
morning has been postponed.
It will now be held on
Wednesday afternoon at

This is a second draft. He checked the first draft and changed some words.

Circle the five errors in Bob's first draft of this letter. How quickly can you find them?

Time taken _____

2 Try another one. Circle the six errors.

Dear Nan,

Just riting to let you know that my brithday prezent arived safely. I was thrilled, becose I've been pestering Dad for a new wach for ages!

first draft

Dear Nan,

Just writing to let you know that my birthday present arrived safely. I was thrilled, because I've been pestering Dad for a new watch for ages!

second draft

Time taken _____

3 Try one more. Circle the six errors.

Dear Mr Plowrite,

I am returning your cheqe for \$75.15, as the amount oewd is \$175.15. Please coud you send the corect amount before the end of Febury.

first draft

Dear Mr Plowrite,

I am returning your cheque for \$75.15, as the amount owed is \$175.15. Please could you send the correct amount before the end of February.

second draft

Time taken _____

4 Can you find seven errors this time?

Histroy of Bali

It apears Bali was not populated during the Ston Age. Stone inscriptions were the earlyest rekords found in Bali. At this time, the Balinese used an irrigation sitem which is similair to the

first draft

History of Bali

It appears Bali was not populated during the Stone Age. Stone inscriptions were the earliest records found in Bali. At this time the Balinese used an irrigation system which is similar to the

second draft

Time taken _____

[Answers are on page 88.]

Do it Yourself:

Developing your 'Spotter's Eyes'

1



*I've got what
it takes...
I've got what
it takes...*

My new message to myself is _____

Repeat this message to yourself as often as you can and back it up with some action!

2

Start noticing words around you.
Collect five interesting spellings.



3

Develop your 'Spotter's Eyes'. How long does it take you to find the ten differences?

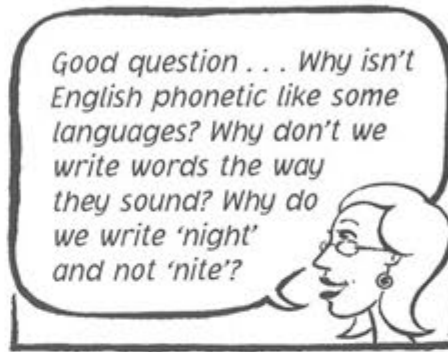


Clew (AC Press)

[Answers are on page 88.]



chapter TWO



ARE YOU THE KIND OF PERSON WHO ALWAYS ASKS 'WHY'?

yes no

If you are, the next few pages may help you understand the 'why' of English spelling.

HOW DID MODERN ENGLISH DEVELOP?

*'Lytle hwile leaf beoð grene ;
ðonne hie eft fealewiad, feallad on eorðan
and forweorniað, weorðað to duste.'*



Can you make sense of this Old English? (The translation is shown on the right.)

If you'd lived 1200 years ago, this is the English you would have used. Why is modern English so different? The development of the English language is a fascinating story of invasion, conquest and political skulduggery. There were also less dramatic but equally intriguing influences such as the arrival of the printing press, the Great Vowel Shift (when pronunciation changed but spelling didn't) and the publication of the first English dictionary.

*'For a little while
the leaves are green.
Then they turn
yellow, fall to earth,
and perish, turning
to dust.'*

(The *ð* is a 'th' sound.)



Let's look again at your interesting spellings.

Match each word with its history, in this little quiz.

Write these words in the speech bubbles.



1 _____
This word was spelt 'scol' in Old English, and 'scole' in Middle English. The 'ch' spelling, used for a 'k' sound, was introduced later, to show that the word originally came from Ancient Greek 'schole'.

The original meaning of the Greek word 'schole' was 'leisure' or 'studies done in leisure time'!

2 _____
After the Norman invasion of England in 1066, French became the official language in England. English words beginning with 'ci-' or 'ce-' were pronounced with an 's' sound, just as they were in French!



3 _____
This word has been borrowed straight from French. It means 'someone who appreciates good food and wine'. In French, an '-et' ending is pronounced 'ay', so here we have borrowed the spelling and the different pronunciation.



4 _____
This is one example of an English word where the pronunciation has changed, but the spelling has stayed the same. (The 'gh' once had a 'k' or 'g' sound!)

The 'k' in 'know' and 'knight' was also once pronounced!

5 _____
This word was spelt 'gast' in Old English. Dutch printers introduced the 'gh' spelling in the fifteenth century. They were simply following Dutch spelling rules!



[Answers are on page 88.]

Are you interested in the history of English and English spelling? Look in your local library for books such as these:

The Cambridge Encyclopedia of the English Language by David Crystal, Cambridge University Press
The Story of English by Robert McCrum, William Cran & Robert MacNeil, Penguin Books

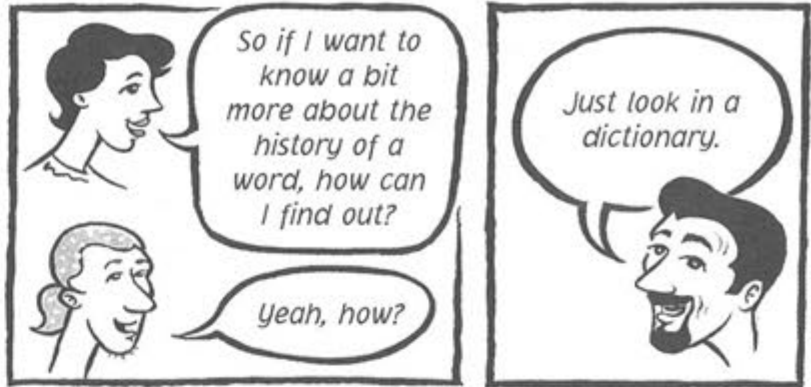
Or look for magazine columns such as:

'That's Language' by Frank Devine in *The Australian Magazine*



WORD ORIGINS

diary (say die-a-ree) *noun*
 1. a book in which one records experiences, feelings, thoughts, etc. day by day.
 2. a book in which a record of appointments, etc. is kept.
Word Family: **diarist**, *noun*, a person who keeps a diary.
 [Latin *diarius* daily]



Word origin: *Spell* comes from Old French *espeler*, to spell, from a now-lost Frankish word meaning to tell (and thus related to *spell*?). The Germanic peoples of the late Roman Empire and the Dark Ages following it were fascinated by writing and endowed letters with magical properties. Thus *spelling* or 'telling' letters or runes was synonymous with casting *spells*.

(Reader's Digest Word Finder)

The origin, or history, of a word is known as its **etymology**. Some dictionaries show the etymology of words, as well as their pronunciation and meaning. (You may not find all this in a pocket dictionary or learner dictionary.)

Can you find out the origins of these words?

Language it comes from

Original word and meaning

medicine _____

silly _____

telephone _____

Wednesday _____

muscle _____

Now look up the etymologies of the five interesting words you wrote for Question 2 on page 6.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

TIP!

You know, people who are interested can remember football scores, race results, politicians' names . . . who won the cricket in 1932 . . .

Taking an interest in something can help your memory!



STARTING TO LOOK AT SPELLING PATTERNS



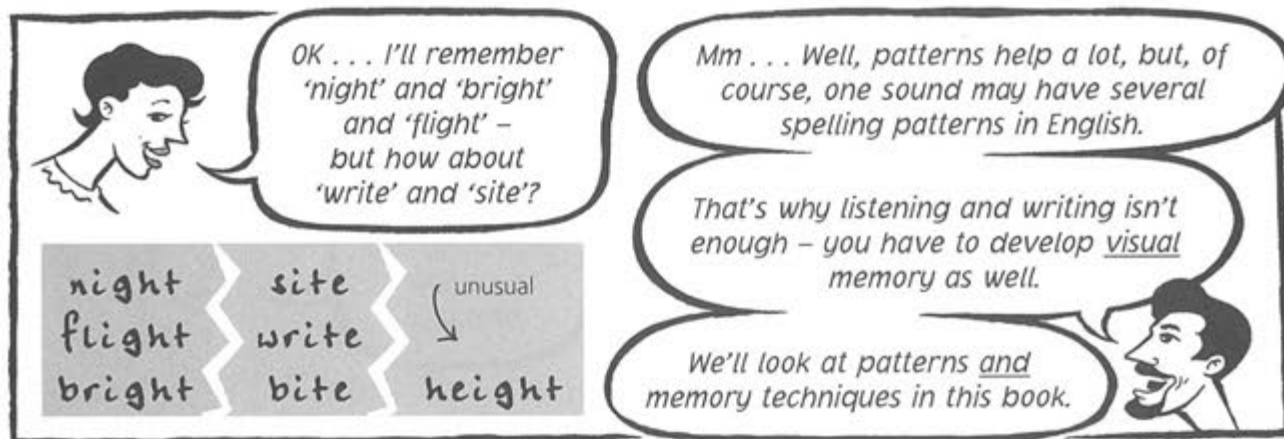
Which of these words follow the same spelling pattern? Group the words in the table below. (Add any others you know.)

ghetto	bright	technical	ghoulish	fight
	valet	cell	cinema	ghastly
ballet	centre	flight	buffet	mechanic

End with '-ight'	Contain 'ch' that sounds like 'k'	Begin with 'gh-'
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Begin with 'c-' that sounds like 's-'	Have the French '-et' ending
_____	_____
_____	_____
_____	_____
_____	_____

[Answers are on page 88.]



WORDS ADOPTED FROM OTHER LANGUAGES

English is a 'hybrid' that has been influenced by the pronunciation, grammar and vocabulary of many other languages. In fact, English has adopted (stolen?) lots of words from other languages. Sometimes this explains the unexpected spelling of words.



These English words are adopted from other languages. Put each word in the correct box.

- blitz siesta chef bunyip boutique
 boomerang champagne patio sushi waltz vodka
 guitar judo restaurant kimono kindergarten
 kamikaze kangaroo hamburger sputnik

French	Japanese	Spanish
_____	_____	_____
_____	_____	_____
Australian Aboriginal languages	German	Russian
_____	_____	_____
_____	_____	_____

[Answers are on page 88.]

Do you **KNOW** any more?

You probably know some other words from these languages, and you may also know words from languages such as Italian, Chinese or Maori.



Do you know any 'international' words which other languages have borrowed from English?

computer weekend

Do it Yourself:

Finding a learning partner

1 Complete the checklist.

I know alphabetical order and can look up words in a dictionary.

yes

no

I've got a good dictionary, or I know where there's one I can use.

yes

no

If you ticked 'no', ask someone for help: a teacher, your learning partner (see Question 3 below), a tutor, a friend . . . you'll find that people like to share what they know!



2 Where do these words come from? Have their meanings changed?

Language it comes from

Original word and meaning

bizarre _____

cocoa _____

computer _____

island _____

mongoose _____

synthetic _____

3 Find a learning partner.

A learning partner! What's that?



Two potentially great learning partners

It's always useful to have someone to talk to about what you're learning . . .

. . . to compare notes with, read out words for each other to spell, talk through problems, encourage each other. Try to meet and talk regularly each week!



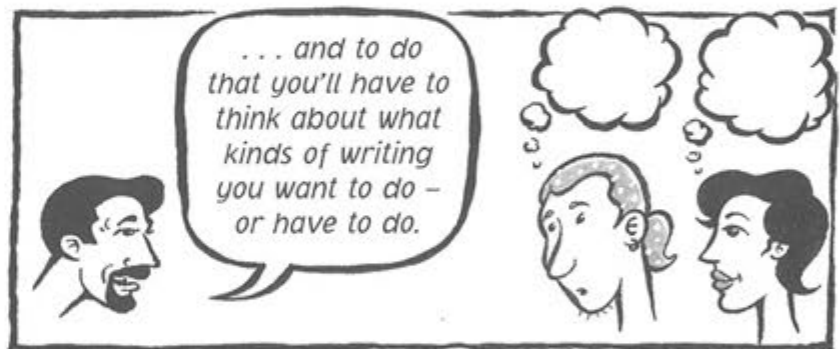
chapter THREE



AND YOU?

If you haven't been able to find a learning partner, do you have a teacher, tutor or friend that you could ask to help you?

THE WORDS YOU HAVE TO SPELL



For example, learning 'night' teaches 'bright', 'tight', 'might', 'right', 'sight', 'flight', 'blight' ... but not 'Vegetemite'!

WHAT YOU WANT TO WRITE

What would you like to write? Tick the boxes below and add anything else you think of.

Work writing



- notes
- memos
- letters
- telephone messages
- minutes of meetings
- reports
- faxes
- signs

Study writing



- essays
- notes
- science reports

Personal writing

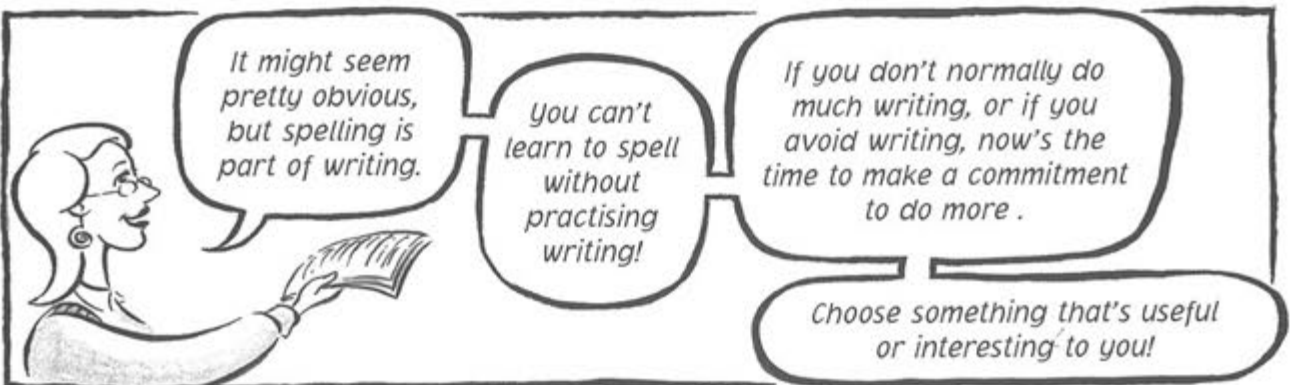


- personal letters
- notes
- instructions
- recipes
- classified ads
- postcards
- lists
- labels
- cards

Creative writing



- stories
- 'Baby's First Year'
- photo captions
- articles for club newsletters
- poems
- 'My Life'



GETTING STARTED WITH WRITING (MIND-MAPPING AND DRAFTING)

I often have problems getting started ...
... then I get stuck over spelling!

Well, there are several ways to help yourself.

Imagine planning an extension to your house ...

... and stained glass.

First, you'd talk and think about it.

You'd probably look at other people's extensions.

You'd make a rough sketch and probably change it a few times.

Then, you might make a neater drawing to show to a builder - and make a few more changes.

So, for writing:

- 1 Think or talk about what you want to write.

I'm going to help out with the junior basketball camp - I said I'd draw up a notice ...

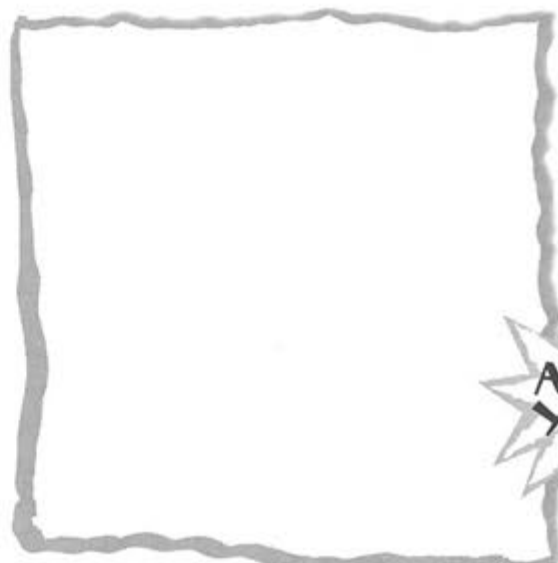
- 2 Mind-map, or think of the different points you need to cover.



3 Make a draft. Don't worry about spelling. You can check it at the end.

Are you serious about ~~basketball~~ ^{improving} ~~your~~ basketball skills? If you want to be good at basketball, come to join us for a week of ~~top~~ ^{top} coaching with Mike Devine (of the Cresta Cougars) ^{check famous}. It's also a chance to have fun & ~~make~~ ^{make} ~~some~~ new friends. Mike has played for the Cresta.

Dates: Jan ^{uary} 10-14
Ages: 8-12
Venue: Oldtown Sports Centre
Cost: (find out!!)



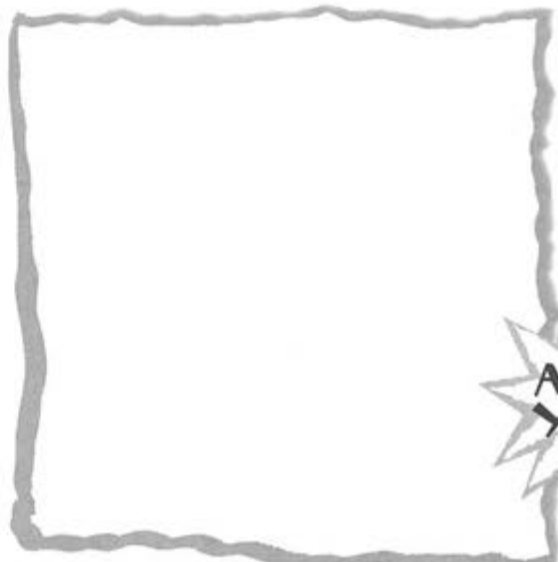
4 If you have time, put the draft aside for at least twenty-four hours, and then check it again.

 **SUMMER BASKETBALL CAMP**

Are you serious about improving your basketball skills? Join us for a week of top coaching with Mike Devine (of the famous Cresta Cougars!).

It's also a chance to have fun and make some new friends!

Dates: January 10-14
Ages: 8-12
Venue: Oldtown Sports Centre
Cost: \$\$\$



5 Finally, show it to someone else. You may want to make one more 'good copy'.

*Not enough space?
Use your own paper!*

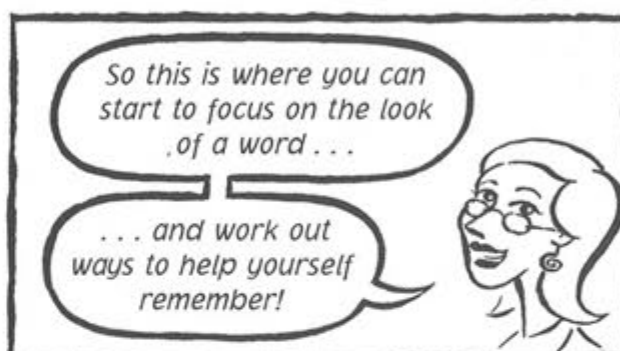
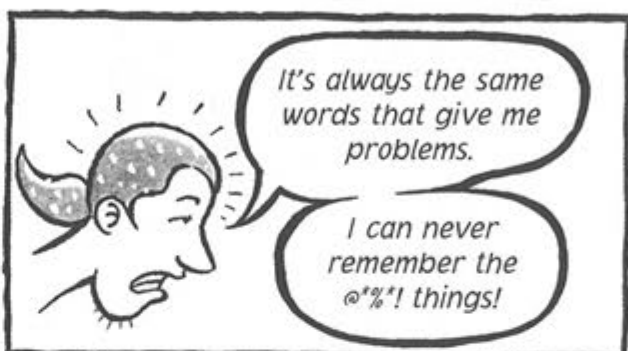


Of course, this is for writing that other people will see – not notes and lists for yourself!

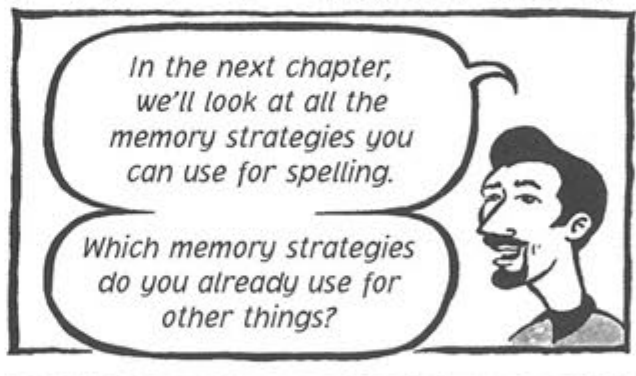
List the words you had problems with in the previous activity. Highlight the part or parts of the word that gave you trouble.

serious your
make week
some top
friends chance
venue

YOUR WORDS



HOW YOU REMEMBER THINGS



How do you remember things?
Tick the boxes below.



Write lists?



Write them on your hand?



Say them over in your head?



Visualise?



Associate them with other things?

HOW ARE YOU GOING TO REMEMBER YOUR PROBLEM WORDS?

Do it Yourself:

Keeping up your commitment

1



I know I should do some writing, but I just need to tidy up my room.



Anyway, this is a waste of time. I'm too old to learn now.



This is never true!

Do you have a negative voice, a saboteur? Are you still using your positive message?

How are you going to keep your commitment up? (Making a deal with your learning partner can be helpful here.)

This week I'm writing _____



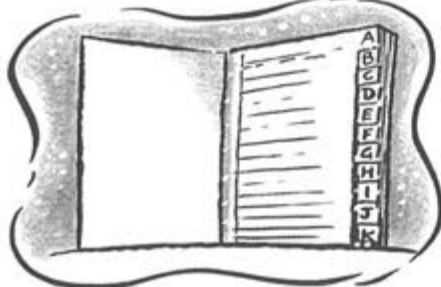
OK, this week I'm writing . . .

and _____

2 Choose some writing that interests you and do it. Remember not to worry about spelling in your first draft. Then go back and highlight any words you think may be wrong. Ask your learning partner to help you.

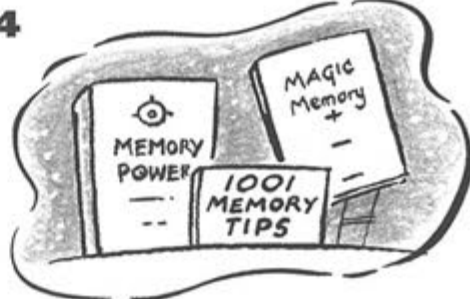
Now pick out some of the words you got wrong (no more than five or six) and concentrate on how you could remember them.

3



Buy an indexed notebook (like an address book). You'll need this book in Chapter 4.

4



Go to a bookshop or library and look at books on improving your memory.

chapter 2 FOUR



Dear Uncle Brian,
Finally writing
to thank you for
the cheque you sent
for my birthday.



KNOWING WHEN WORDS 'LOOK WRONG'

Sometimes the spelling of a word just 'looks wrong'.

Good spellers often try writing a word a few ways, until they find the one that 'looks right'.

Remember, it's usually only part of a word that's causing the problem.

cheque
~~cheeque~~
~~cheqev~~
cheque ✓

Did you know that Americans spell this word 'check'?

Recognising that a word looks wrong shows that you have some visual memory of the word, even if you're not sure how to spell it. This chapter will look at different kinds of spelling mistakes and at ways to improve your memory.

I must improve my memory... I must improve my memory.

cheque birthday writing

There are better ways than these!

DIFFERENT KINDS OF SPELLING PROBLEMS

Below is the first draft of a letter that Magda wrote to her friend Helga. Can you help Magda find the words that 'look wrong'? (There are five.) Just circle the word or part of the word that looks wrong. Cover up the bottom of the page while you do this – then uncover to check your answers!



Dear Helga,
 I'm riting to tell you I'm having
 a brithday party in Orgust. I'll be
 21 – the big one! It's qite exiting –
 all the old gang will be there!

Did you spot all the problem words? Now, try to match the kind of problem with the word.



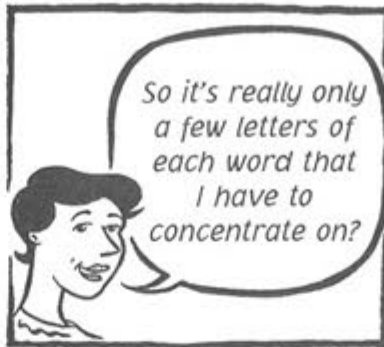
Use a pencil and read all the clues before you decide on your answer. The first kind of problem has been matched for you.

- | | | | |
|----------|---|------------------------|-------------------------------------|
| 1 | She forgot a 'silent' letter. | (q)ite → quite | <input type="checkbox"/> |
| 2 | She got all the right letters, but in the wrong order. | (e)xiting → exciting | <input type="checkbox"/> |
| 3 | She wrote the word the way it sounds. | (r)iting → writing | <input checked="" type="checkbox"/> |
| 4 | She forgot the rule that 'q' is always followed by 'u'. | (b)ri(h)day → birthday | <input type="checkbox"/> |
| 5 | She missed out a letter (and wrote a different word!) | (O)rgust → August | <input type="checkbox"/> |

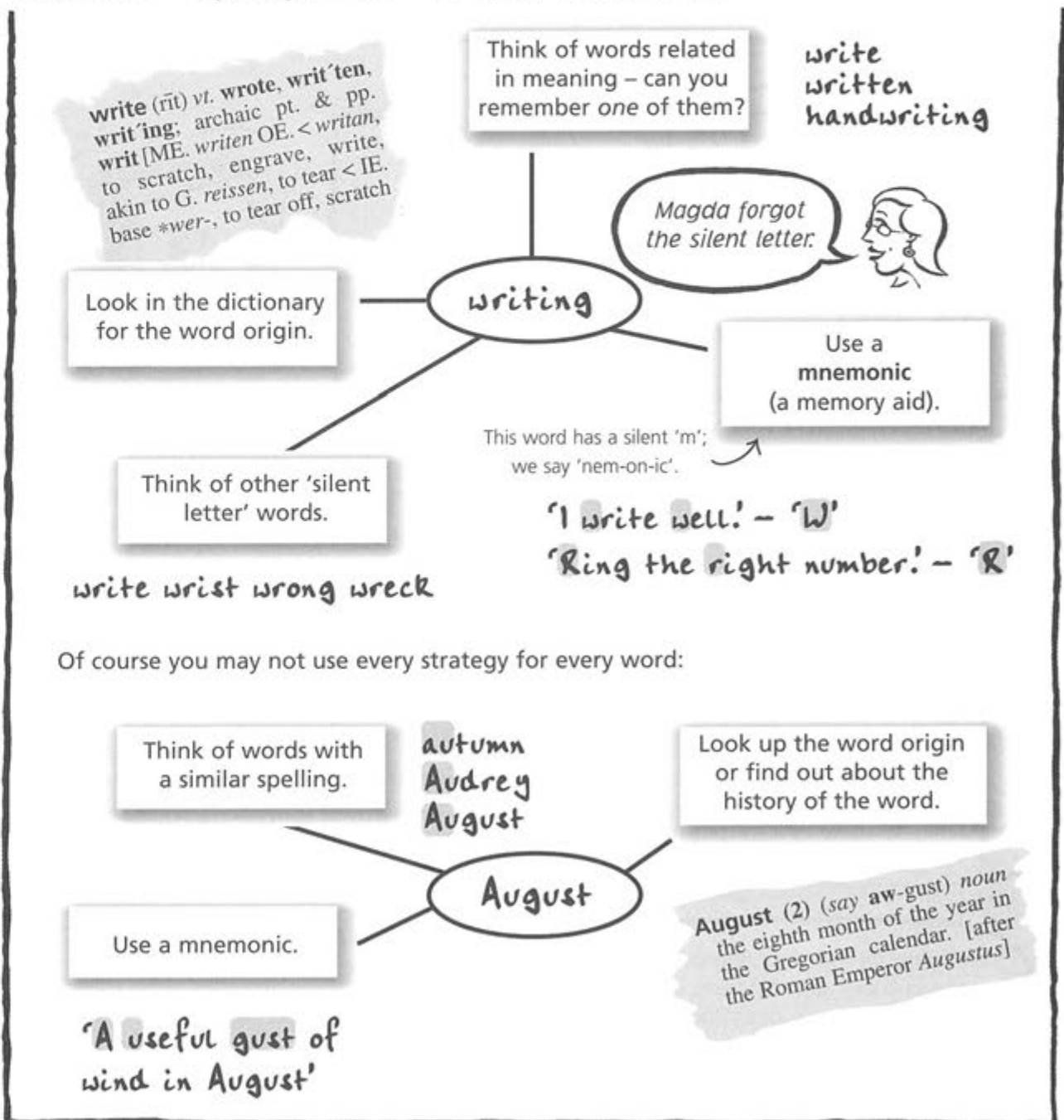
[Answers are on page 88.]

Dear Helga,
 I'm (r)iting to tell you I'm having
 a (b)ri(h)day party in (O)rgust. I'll be
 21 – the big one! It's (q)ite (e)xiting –
 all the old gang will be there!

Did you notice that Magda actually got most of her spelling right? Even with her 'problem words', it was only two or three letters that were wrong!



USING MEMORY STRATEGIES



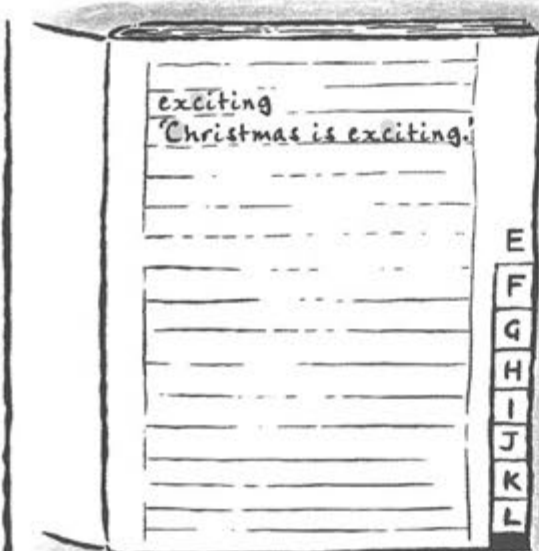
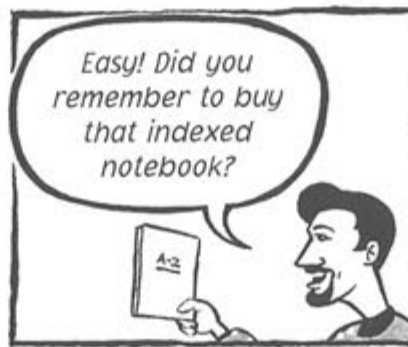
Can you think of ways Magda could remember these two words?

exciting

birthday

[Suggested answers are on page 89.]

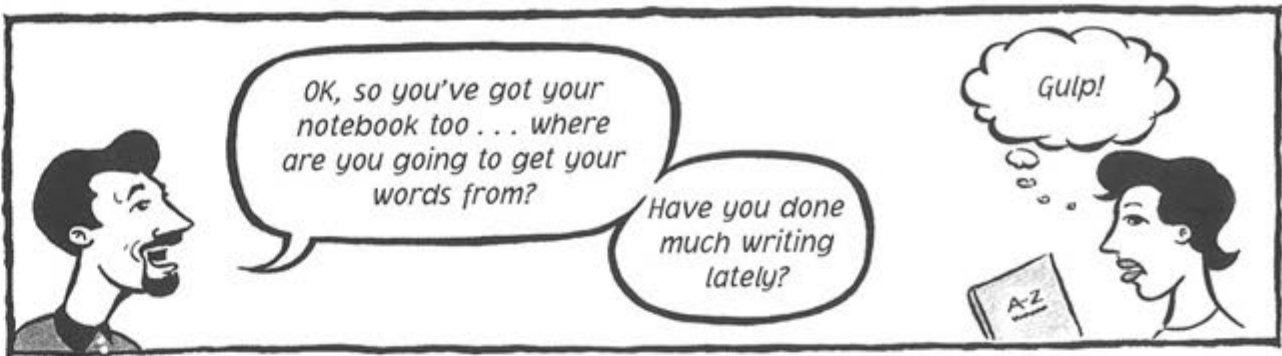
A SPELLING NOTEBOOK



- 1 Choose the page according to the first letter of the word you want to learn. For instance, 'exciting' begins with 'e', so write it on the 'e' page.
- 2 Highlight the part of the word that's hard to remember.
- 3 Write down your best memory strategy for that word.
- 4 Carry the book with you so when you're writing something you can use it to check your spelling. (You won't need it every time.)
- 5 On the bus, or waiting in a queue, you can use it to test your spelling.

Can't find an indexed notebook?
Look in a big supermarket or chain store. Try a newsagent.
(An address book will do at a pinch!)





KEEPING GOING WITH WRITING

If you're really finding it hard to write, just start by copying this passage (or find something else that interests you).

If English spelling is so complex, why don't we simplify it? Well, since the sixteenth century, people have tried to work out new spelling systems. The American spelling system was simplified in the last century by Noah Webster, who compiled the famous *Webster's* dictionary. In Great Britain, a bill to introduce a simplified spelling system was defeated by only three votes in Parliament in 1949. Who'll try next?

Writing tips

1 Think.



2 Mind-map.

3 Draft. Check and find words you had problems with.



4 Make a good copy.

5 List problem words in your notebook.



Try to copy in chunks, rather than letter by letter. Copy a whole word, or a few words at a time, if you can.

Do it Yourself:

Speed copying



*Here's a fun way to improve your visual memory.
It's called speed copying.*

- 1** Choose something interesting to copy. (It should be only three or four lines long.)
- 2** Copy it once and time yourself. (Don't worry about neat handwriting!) Copy in chunks, rather than letter by letter. You might copy half a word at a time, or a sentence at a time.

Time taken _____

Number of mistakes _____

- 3** Check what you wrote.
- 4** Next day, try again. Remember to record your time and check for mistakes. The aim is to increase your speed and reduce the number of mistakes.

Time taken _____

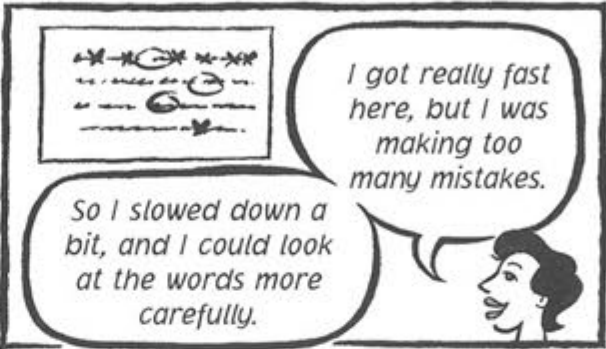
Number of mistakes _____

- 5** Keep this up for the next five days. You should see an improvement by the end of the week. Choose something different to copy the following week.

*No more space . . . ?
Find some paper.*



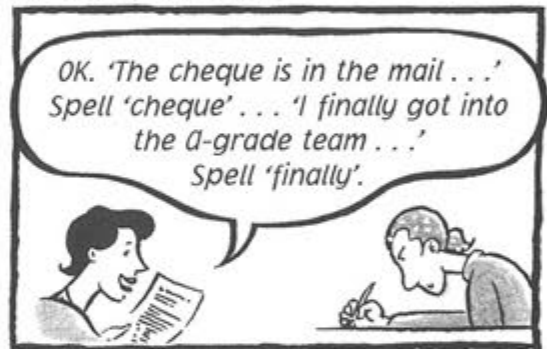
chapter FIVE



HOW DID YOU GO WITH THE SPEED COPYING?

- useful very useful
 not very useful

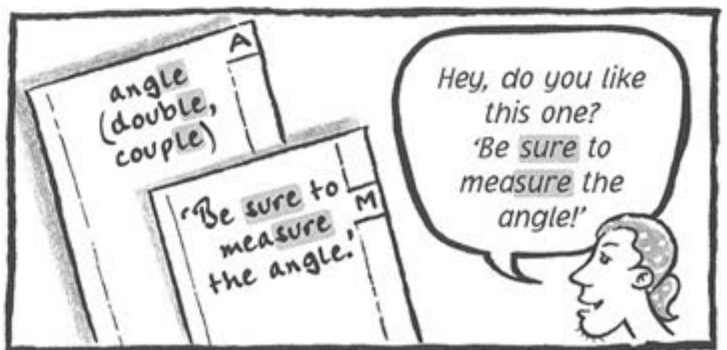
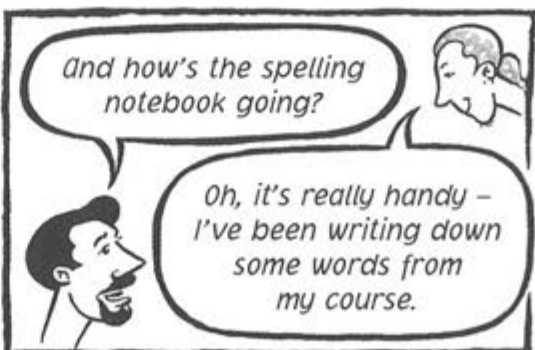
TESTING YOURSELF ON SPELLING



Now YOU TRY!

Ask your learning partner to test you on the words you've been memorising. Write them in the space here.

TIP! If you haven't got a learning partner, record your words on cassette, then listen and test yourself.



tangent

I'm having problems with this one, though.

It sounds like 'tan-junt' to me!

Yes, well, remember we talked about this before.

The sound of a word in English usually isn't enough to help you guess the spelling.

Once you get beyond 'The cat sat on the mat' you've got to rely on other strategies.

It's hard when you're trying to spell the part of a word which isn't stressed...

... but the end of the word is confusing - you can't work out the spelling from the sound.

We say 'tan-gent', so it's easy to spell the first part of the word...

FINDING WORDS WITHIN WORDS

Luckily there are other ways to remember - usually visual strategies.

tangent → tan gent → Think of a tanned gent

Finding small words inside bigger words can help you remember spelling.

Can you find small words inside these words?

beverage
heart
fragrance

AND YOU?

Um...

Hey, I did that already with 'Be sure to measure'.

This is a good way of focussing on how a word looks.

The more you look at words the more you'll improve your visual memory.

beverage → Bev Vera
 ever rage
 era age rag be

heart → ear art
 hear he

fragrance → rag ran
 'Gran'

Now
**YOU
TRY!**

Find smaller words inside these words.

Madagascar _____

reputable _____

amateur _____

colonel _____

miniature _____

vegetable _____

disappear _____

misdemeanour _____

kerosene _____

suitable _____

[Answers are on page 88.]

Thinking about words within words is another memory strategy to use when you're trying to remember spellings. Try it this week and see if it's useful for you.

YOUR BEST MEMORY STRATEGIES

Tick the memory strategies you find helpful!

Remember, different people find different strategies helpful.



Think of words with related meanings.

sign signature

Find patterns.

night light
brighter
sight-seeing

Use rules.

'q' is always followed by 'u'
(except in 'Qantas')

Look at the origin of the word.

August after the Roman Emperor Augustus

Find out if the word has been borrowed from another language.

gourmet ← French word

Use mnemonics.

'I write well.'
'Ring the right number.'

Find out if the word has an interesting history. Has the spelling or pronunciation changed?

ghost 'gh' added by Dutch printers

SYLLABLES

Can you see what the problem is with Wendy's spelling?

I'm Wndy. I'm mrried with three childrn.

↓

I'm Wendy. I'm married with three children.

WHAT DO YOU THINK?

She's missing out letters like 'a' and 'e'.

Yeah.

That's because she didn't know the rule...

Every syllable needs a vowel.

Every what needs a what?

OK. Let's look at syllables.

If you were singing these words, how many beats would they have?

night cinema muscle centimetre

peace medicine spell scientific

gym aboriginal gourmet three

alphabetical married children

TIP! Sing the word or tap out the beat on a tabletop.

[Answers are on page 88.]

The number of beats is the number of syllables, right?

Yep...

And look again at the words... Can you see how every syllable has at least one vowel?

That's 'a', 'e', 'i', 'o', 'u', and sometimes 'y', or a combination of letters like 'ee', or 'ou', or 'ie'.

By the way, any letter that's not a vowel is called a consonant.

So if Wendy had known the rule, it would have helped...

Wen-dy - mar-ried... child-ren.



Knowing about syllables can also help you to spell really long words.

Even though it's the look of a word that's important, sounding out a long word can help you make sure you've got all of it!

Cover the words below, and then say them slowly as you write them.

mul-ti-pli-ca-tion _____

am-bi-dex-trous _____

Kun-un-ur-ra _____

poss-i-bil-i-ty _____

But just watch out!
There are a couple of catches here . . .



So what's new?



1 There are some words where people often don't pronounce every syllable, like 'Wednesday' (everyone says 'Wens-day'). And lots of people say 'li-bry' (for 'library') and 'Feb-u-ry' (for 'February').

As a memory strategy some people like to think of 'Wed-nes-day', 'li-bra-ry' and 'Feb-ru-a-ry'.

2 Trying to break words into syllables *isn't* a good idea with short words. It can be easy to hear an extra syllable where there isn't one.

As a memory strategy, it can help to know that in English only some consonant blends are possible. For example, it's OK to have blends like 'pl', 'pr', 'st', 'str' and 'cl'. But some consonant blends are not possible.

please
string
street
price
cream

} all have only one syllable and begin with consonant combinations, or blends.

You can't begin words with 'mr' or 'wn' – so 'mried' and 'Wndy' have to be wrong!



Do it Yourself:

Getting interested in words

1



Do you know why 'Wednesday' has such an unusual spelling?

It comes from 'Woden's Day' – Woden was the Norse God of Thunder.

Some of the other days of the week were named after gods – can you find out which ones?

Wensday Wenesday
Wednesday ✓

Use a dictionary to help you!

2

Look again at words you've been collecting in your notebook. Can you find any unusual consonant blends? Any unexpected spellings?

splatter

unusual consonant blend

police

unusual spelling
(the unstressed part of the word!)



The more you focus on interesting features of the way words are spelt . . .

. . . the easier you'll find it to remember them!

It'll also help you to predict other spelling.



3

Collect some long words you'd like to spell. Write them in your notebook. Try these two strategies to remember them.

a Tap out the syllables:

e.g. app-li-ca-tion

b Find words within the word:

e.g. correspondence



Remember to keep your notebook going!



4

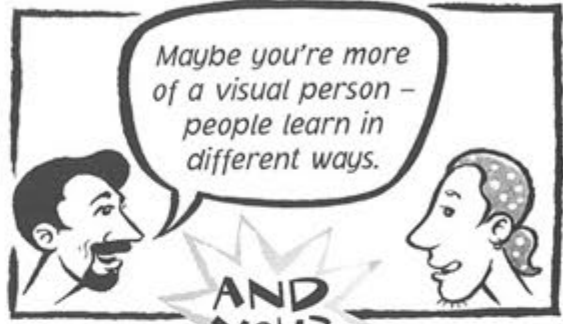
Here's a proofreading exercise for you to try. Cover up the correct version on the right while you find the mistakes. This time, you're not just comparing drafts. Try to spot the mistakes by yourself! The first one's done for you.

Dear Cathy,
I can't meet you tommrow,
but how about Wensday -
oppsite the cinma strait
after work? Pleas bring my
umbrella - I left it in your car.
Rinda

Dear Cathy,
I can't meet you tomorrow,
but how about Wednesday -
opposite the cinema straight
after work? Please bring my
umbrella - I left it in your car.
Rinda

[Answers are on page 89.]

chapter six



YOUR LEARNING STYLE

Suppose you wanted to lay some tiles in your bathroom, and you'd never done it before. Would you prefer to learn by:

watching someone else do it?

listening to a friend explain how they did it?

reading books on how to do it?

doing it yourself while someone supervises you?

Of course, you might prefer to pay someone to do it for you, but that won't work with spelling - unless you have a secretary who's a perfect speller!

Ask your learning partner which methods they preferred. Different people have different learning styles - it's the same with spelling.



If I visualise a word written in neon lights, that helps me remember how to spell it.



If I trace words on my hand, or on a table, I can remember them.



If I spell the word aloud, that helps me.



I like reading about the history of spelling and where words come from - that helps me.

AND YOU?

AND YOUR LEARNING PARTNER?

You know, English spelling is very visual.

You have to have an idea of what words should look like . . .

and reading can help you feel more confident about this.

Oh, I hate reading! I'd much rather watch TV!

~~fritened~~ frightened ✓ ~~frightened~~

ENJOYING READING

Maybe you got turned off by having to read things that didn't interest you.

DO YOU READ FOR PLEASURE?

yes

no

Turn to page 34.

Here are some tips to help you start reading more and enjoying it!

- Choose reading that really interests you.
- Start with something short that you can finish at one sitting.
- Your local library should have books with cassettes.
- Photos and pictures can keep you interested.



Match these titles and first paragraphs. Tick the ones you'd like to read more of! (Which ones grab you?)

1 I was born in 1894 at Maidstone, Victoria. My father left for Western Australia just after this, taking with him my two older brothers, Joseph and Vernon. Gold had been discovered in the West and thousands believed that a fortune was to be made. At that time there were seven children in our family: I had four brothers and two sisters.

2 It all started with the stars. For thousands of years people imagined going on a journey through space to visit the planets and the distant stars. Little did they know that it would be the longest journey ever taken, one that would never end.

3 I found Sherlock Holmes seated on the terrace at the back of his villa. He was slumped amongst the cushions in a roomy wicker chair, looking totally relaxed and, seemingly, doing no more than enjoy the sunshine of the hot June morning.

4 **'Abandon ship!'**
It all happened very quickly. Dougal Robertson was studying a sea chart. His wife, Lyn, was cleaning up the schooner. On deck, Sandy, one of the twin boys, was fishing. Douglas, Dougal's 17-year-old son, was steering. Neil, Sandy's twin brother, was

5 No one is very sure exactly when the early Games began. It is possible that they began as early as 1300 BC, but the first written reports are of the Games held in 776 BC. Some people believe that Mount Olympus, home of the Greek gods, was also the home of the early Games, but this is not true. The Games were held in four different Greek cities – Olympia, Nemea, Delphi and Corinth, each city taking its turn to hold the Games. The Games at Olympia, held once

The History of Space Travel

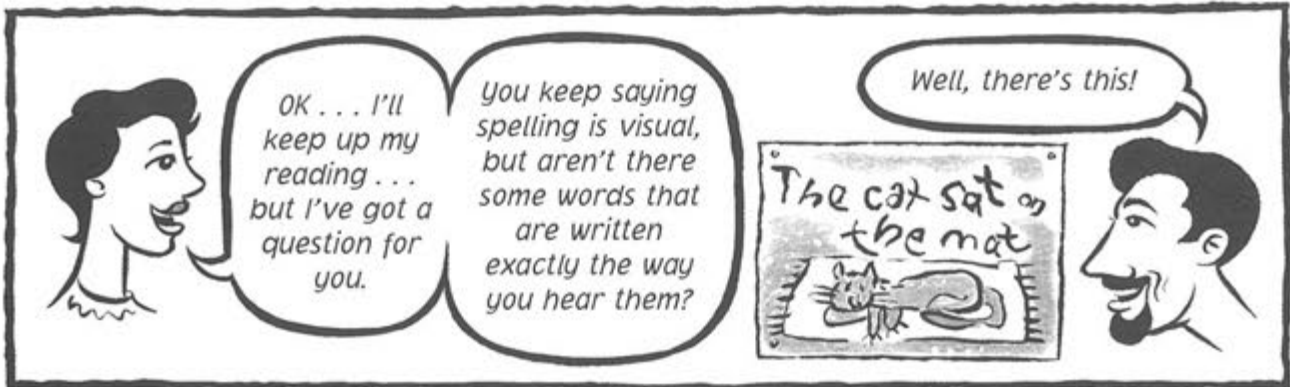
A Fortunate Life

Sherlock Holmes: The Case of the Dancing Bees

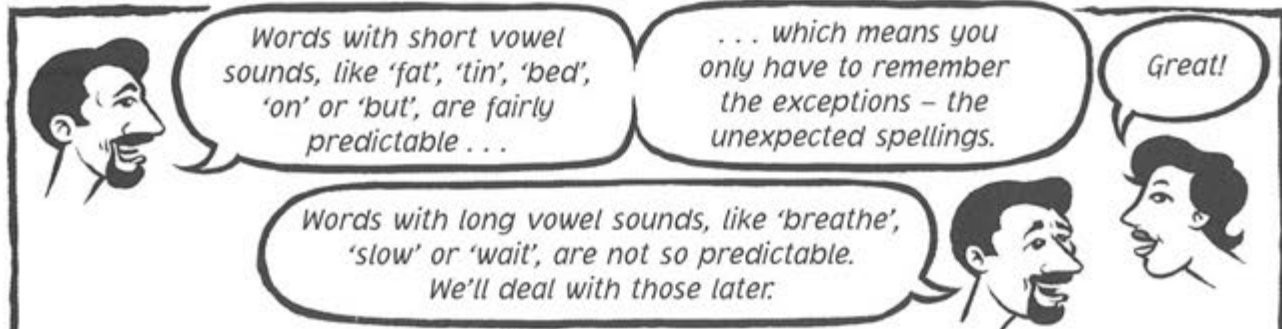
Spotlight on the Olympics

Survive the Savage Sea

[Answers are on page 89.]



SPELLING SHORT VOWEL SOUNDS



The short vowel sounds

'a' sound (as in cat, hand, bank)	'e' sound (as in leg, men, tent)	'i' sound (as in bit, bill, win)	'o' sound (as in stop, hot, job)	'u' sound (as in bus, cut, rubbish)	'u' sound (as in put, pull, push)
	leisure	build			good book

These words are exceptions. Can you put each one in the right column according to its sound?

front book ✓ women busy guess
 because said leisure ✓ woman guarantee
 should friend mother build ✓ was
 pretty cough good ✓ crystal

[Answers are on page 89.]

A CASE AGAINST PHONETIC SPELLING



Of course, another reason for not relying on the sound of a word . . .

. . . is that there are so many different accents!

One of the reasons for *not* changing our spelling system so that words are spelt more like they sound, is that English is spoken with so many different accents. For example, how would you spell 'fish and chips'? Would you spell it the way an Australian says it, or the way a New Zealander says it? How about 'bus'? Would you spell it like a Londoner says it, or like someone from the north of England says it? Think about how an American pronounces the word 'coffee'. Should we spell that word 'cahfee'? Even within Australia, there are some differences. How do *you* say 'dance'? Have you heard a different pronunciation? What about 'pool' and 'school'?

MORE WRITING PRACTICE



It's time to do some writing, but I'll give you a choice.

You can speed copy the passage above (look back at page 24 if you need help) . . .

or do some writing of your own. It's up to you!

or choose something you'd like to copy . . .

Time taken _____

Number of mistakes _____

Do it Yourself:

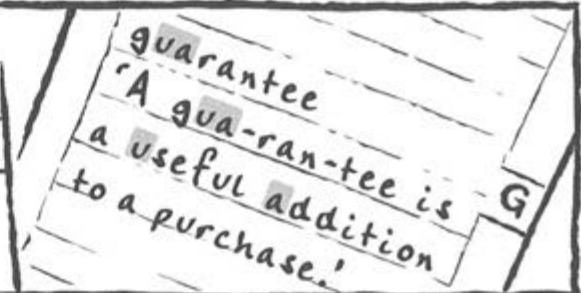
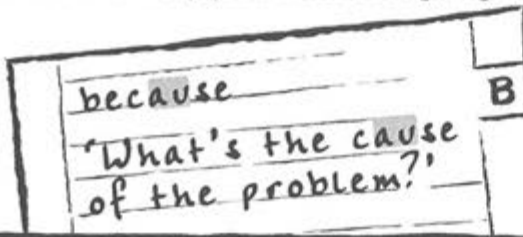
Finding something to read

1 Go to a library, newsagent or bookshop. Find something you'd really like to read!



- Find 20 minutes every day to read.
- Ask someone to recommend something they've enjoyed reading.
- Read a couple of paragraphs before you decide what to read. If it's too hard, you'll give up; if it's too easy, you'll get bored!
- Some books have cassettes, so you can look and listen at the same time, or you can just listen for a while, then read for a while.

2 Remember to keep your notebook going.



3 List ten words for your learning partner to test you on. What memory strategy will you use for each word?

Word	Memory strategy
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



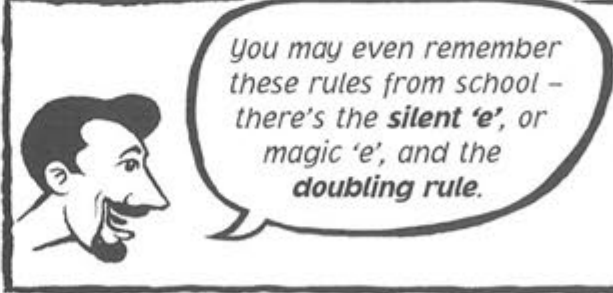
chapter SEVEN

HOW IS YOUR READING GOING?

- Great. I found something good to read and I'm enjoying it.
- Not so good. I couldn't find anything interesting.




SILENT 'E' AND DOUBLING



Does this look familiar?

<p>hop 'He's hopping mad.'</p>	➔	<p>hope 'I'm hoping to see you soon.'</p>
------------------------------------	---	---

If you know about silent 'e' and doubling, you may want to skip the next three pages.




Let's look at silent 'e' . . .
Read these words aloud
and see if you can work
out the rule.

fat	win	fate	wine
sit	dun	site	dune
	strip		stripe
pet	hop	Pete	hope


The rule is that a silent 'e' on the end
of a word makes the vowel sound:

shorter longer

[Answer is on page 89.]



How about 'have' and
'give' and 'love' – are
they exceptions?



Well done! They
certainly are. But let's
get back to the rules.



I'm not too good on rules . . .

hope	→	hoped
invade	→	invading
wide	→	wider
fine	→	finest



Hey, this
part's easy.
Just remember
you don't need the
silent 'e' when you're
adding an ending like '-ed' or '-ing'
or '-er' or '-est' . . . you don't
want to write 'hopeed'.



OK, I got it . . .
I won't ever write 'hopeed' or 'stripeed', I promise!



OK.



See, rules aren't so
bad. Now let's look at
the doubling rule for
those short vowel
words, like 'hop'
and 'fat'.



Now, how about if you want to add an '-ed', or '-ing', or '-er', or '-est' ending to a word like 'hop' or 'fat'?

I know, I know - I think I've got it!



If I just added '-ed' to 'hop' I'd get 'hoped' - with a long vowel sound - that's the wrong word!



That's right . . . so you double that last letter . . . 'hopped'.

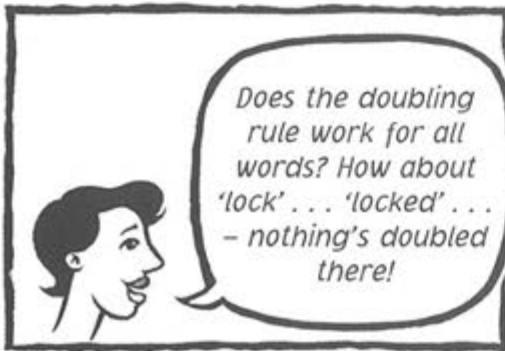
hop	→	hopped
occur	→	occurring
thin	→	thinner
hot	→	hottest

That way, the vowel stays short, and you get the word you want . . . no confusion between 'hoped' and 'hopped', 'wining' and 'winning', 'striped' and 'stripped'!

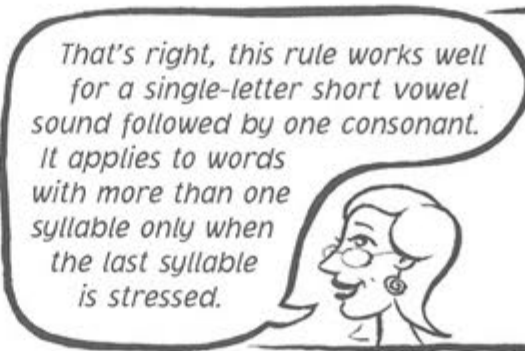
Now use the silent 'e' rule and the doubling rule to write the missing words.

- 1 Yesterday was the _____ day for thirty-five years.
(hot) + (-est)
- 2 One of my favourite hobbies is _____ and _____.
(wine) + (-ing) (dine) + (-ing)
- 3 Have you heard the _____ news about the unfortunate driver who
(late) + (-est)
ran over the speed camera instead of _____?
(stop) + (-ing)
- 4 I must stop eating chocolate. I'm getting _____ and _____.
(fat) + (-er) (fat) + (-er)
- 5 He _____ off to reveal his _____ underwear.
(strip) + (-ed) (stripe) + (-ed)
- 6 Bisodo washes _____!
(white) + (-er)

[Answers are on page 89.]



Does the doubling rule work for all words? How about 'lock'... 'locked'... - nothing's doubled there!



That's right, this rule works well for a single-letter short vowel sound followed by one consonant. It applies to words with more than one syllable only when the last syllable is stressed.

hop
ship
tan
begin
emit

The doubling rule doesn't apply when you have:

- 1 a single-letter short vowel sound followed by two consonants
- 2 a two-letter long vowel sound followed by one consonant
- 3 a two-syllable word where the first syllable is stressed.

melt → melting
 eat → eating
 widen → widened

The rule becomes rather complex for longer words - I often use a dictionary to check my spelling!

OK!

Crossword

Down clues

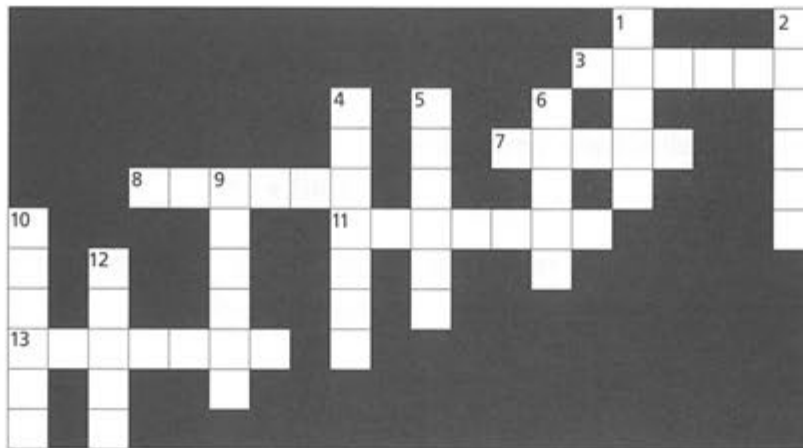
- 1 All accident reports are _____ under 'a'.
- 2 After the film was _____ all the good bits were gone.
- 4 Marble Bar is one of the _____ places in Australia.
- 5 I think he's _____ eyes at me!
- 6 The doubles tennis court is _____ than the singles.
- 9 A secretary's job used to involve _____ and shorthand. Now it's all computer skills.
- 10 Paul Jennings is my young brother's favourite _____.
- 12 She _____ to get a Gameboy for Christmas.

Across clues

- 3 He _____ his drink bottle with gin.
- 7 Before we came to Sydney, we _____ in Melbourne.
- 8 They always wear the _____ fashion. They must have heaps of money!
- 11 If you get any _____, you'll fade away!
- 13 In American restaurants you're expected to leave a tip, but in Australia _____ is optional.

Words

making, latest, filled, hoped, hottest, lived, thinner, filed, wider, tipping, writer, typing, edited



[Answers are on page 89.]

PAINLESS DICTIONATION



1 Find a passage, a letter, a story – something useful and interesting. Choose a paragraph.



2 Read through it once, to make sure you know what it's about.



3 Then look through it for any unusual spellings – don't test yourself until you're confident!



4 Now you have a choice.



5 Ask your learning partner to read the passage, a few words at a time, while you write.

or

Read the passage yourself onto a cassette, in the same way. Then listen to yourself and write.



OK... first sentence... 'The Cresta Cougars seriously dented the Panther's championship title hopes last night...' Now, are you ready? 'The Cresta Cougars... The Cresta Cougars... seriously dented... seriously dented...'

How YOU TRY!

6 When you finish, check what you wrote against the original. (Ask someone to double check it if you can.)

7 Write any difficult words in your notebook to help you remember them. (Include your choice of memory strategy or pattern.)

8 A few days later, try the same dictation again (a cassette tape is good for this). Are your strategies working?

Do it Yourself:

Word games



Try this
word sleuth.

Playing with words can help you learn.
It's fun and guaranteed to help your
spelling!

Word sleuth puzzle



All these words
are somewhere in
the puzzle.



Sometimes the
words overlap!

basketball night signature Tuesday cheque writing ✓
birthday gourmet circle ghost school medicine
hopped ✓ laughing winning ✓ diameter dreamed
locked ✓ striped August exciting dined sausage

[Answers are on page 89.]

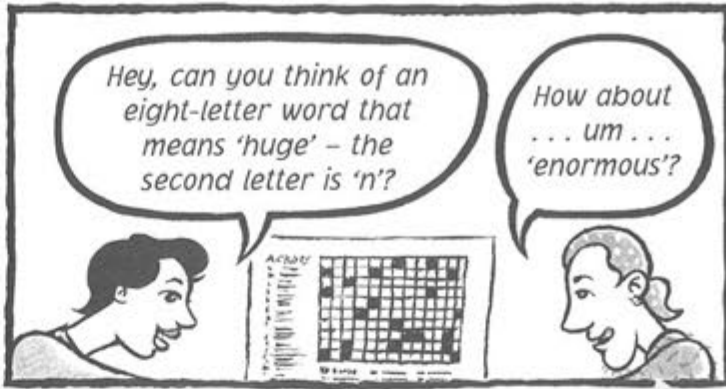


Look for crosswords, wonderwords,
anagrams, word sleuths (also known as
word finds) and other word quizzes.

You'll find them in magazines
or newspapers and in books
of word puzzles.

You could also try word games
like Scrabble™, Boggle™,
Pictionary™ or Word
Mastermind™. Have fun!



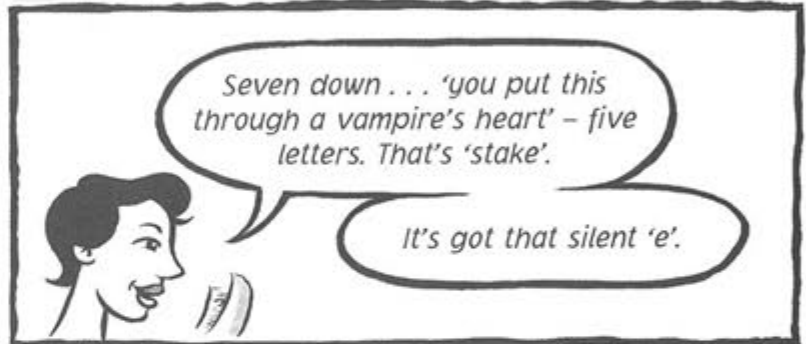


chapter EIGHT

WHICH WORD GAMES HAVE YOU TRIED?

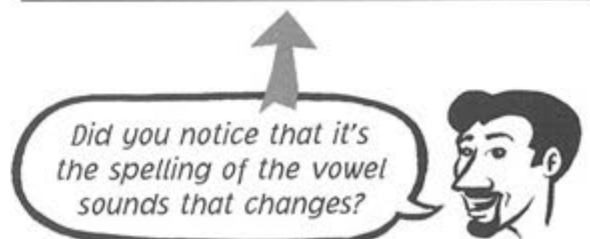
- crosswords word finds anagrams
 _____ _____

HOMOPHONES



Homophones

steak	stake
ate	eight
bear	bare
bean	been
caught	court
die	dye
meet	meat
loan	lone
read	reed
sail	sale



SPELLING THE LONG 'A' SOUND



Now let's look at some common long vowel sounds, and the different ways they can be spelt.

'Steak' . . . that 'ea' is actually a pretty unusual way to spell that long 'a' sound.

In fact, if you're into betting, be consoled that the odds are much greater that a word with the long 'a' sound will have an 'a', 'ai' or 'ay' spelling.

Common spellings for the long 'a' sound

'a' spelling	'ai' spelling	'ay' spelling
fame	pain	day
made	afraid	play
stake	claim	payment
danger	maintain	pray
_____	_____	_____
_____	_____	_____
_____	_____	_____



Can you find two more words for each spelling pattern?

Less common spellings for the long 'a' sound

'ei' spelling	'ey' spelling	Other spellings
vein	obey	great
eight	grey	steak
		café
_____	_____	_____
_____	_____	_____

Well, at least it's not an unlimited choice!



It's good to know that there are only three really common spellings for that sound – but how do I remember which is which?



payment ~~paiment~~ ~~pament~~

This is where the visual part comes in. Which one looks right?



You've had a lot of practice at focussing on what words look like – and at using strategies.



'The steak was great.'
'Make the stake from wood.'



How would you remember these spellings:

vain _____ vein _____

ate _____ eight _____

brake _____ break _____

SPELLING THE LONG 'E' SOUND



Now for the long 'e' sound. Again, there are three really common spelling patterns.

These ones are much less common...

Common spellings for the long 'e' sound

'e' spelling	'ea' spelling	'ee' spelling
these	please	three
complete	sea	freedom
emotion	scream	cheese
_____	_____	_____
_____	_____	_____



Less common spellings for the long 'e' sound

'ie' spelling	'ei' spelling	'i' spelling	Other spellings
chief	ceiling	police	people
believe	deceit	machine	key
piece			quay



SPELLING THE LONG 'I' SOUND



The long 'i' sound is easy... It's usually spelt with 'i' or 'y' (and it's usually 'y' at the end of a word!).

But look out for 'ie' and 'ye'...

... and the really unusual ones, 'uy' and 'ey'.

Common spellings for the long 'i' sound

'i' spelling	'y' spelling
fine	my
bite	type
quite	apply
client	
_____	_____
_____	_____



Less common spellings for the long 'i' sound

'ie' spelling	'ye' spelling	'uy' spelling	'ey' spelling
die pie	goodbye	buy	eye



How would you remember this:

by _____

buy _____

bye _____



Rent-a-date? Buy-a-guy?

SPELLING THE LONG 'O' SOUND



For the long 'o' sound, you'll see there are only three main spelling patterns again...

... and some unusual ones!

Common spellings for the long 'o' sound

'o' spelling	'oa' spelling	'ow' spelling
go	boat	slow
no	road	show
hope	oak	own
_____	_____	_____
_____	_____	_____



Less common spellings for the long 'o' sound

'ough' spelling	'ew' spelling
although	sew
dough	



Watch out! That 'ough' is pronounced in a lot of different ways in different words... cough... dough... tough. See the poem on page 48!

How's the word hunting going? Are you finding the same words as your learning partner?

SPELLING THE LONG 'U' SOUND



Now for words with the long 'u' sound... is that a 'yoo' sound, or an 'oo' sound?

These are the 'yoo' words...

... and these are the 'oo' words.

Common spellings for the long 'u' ('yoo') sound

'u' or 'ue' spelling	'eu' or 'ew' spelling
tune pupil	few
computer	neutral
Tuesday	renew
_____	_____
_____	_____

Less common spellings for the long 'u' ('yoo') sound

beautiful
nuisance
view



Common spellings for the long 'u' ('oo') sound

'oo' spelling	'u' spelling	'o' spelling	'ew' spelling
spoon	June	do	blew
food too	rude	move lose	crew
_____	_____	_____	_____
_____	_____	_____	_____

Less common spellings for the long 'u' ('oo') sound

fruit
group
shoe
blue



Have A Go!

How would you remember 'sew'/'so' and 'blew'/'blue'?

THE ART OF PUTTING WORDS ON PAPER

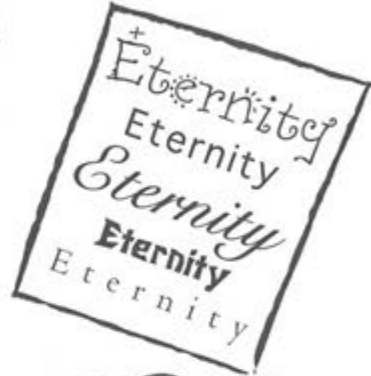
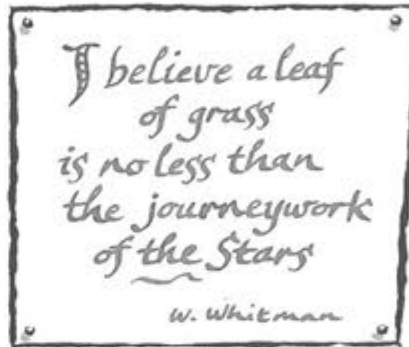


Oh, I'm exhausted!

Well, let's take a break and do something different . . .



Have you ever thought of the process of putting words onto paper as art?



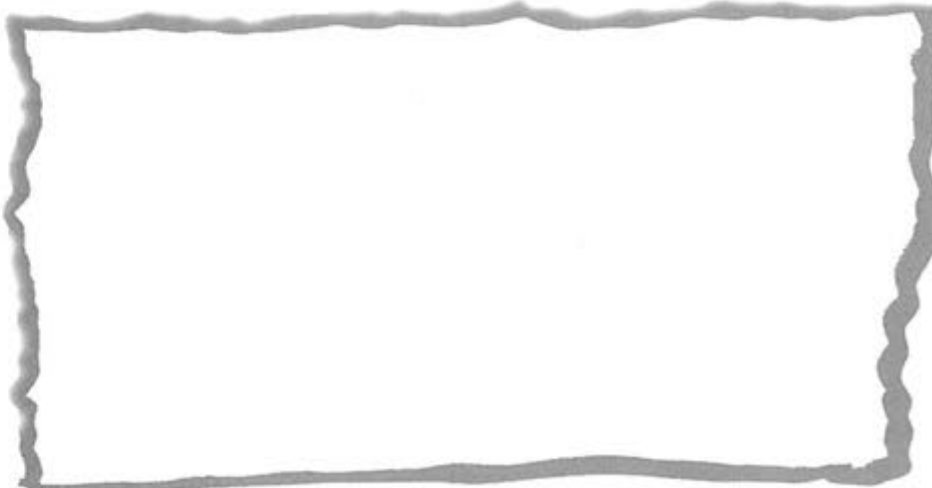
Copy and illustrate a poem or part of a poem.

Or buy books or go to classes on calligraphy and use your skills to copy a quotation or poem.

Or if you are using a computer, choose an interesting font to present a quotation, a poem or just a word that interests you.



- Use the space below.
- Remember that short quotations often have more impact than longer ones (and there aren't so many words to check!).
- Remember the old trick of ruling faint pencil lines to make your handwriting straight?
- Quotations can be found in all sorts of places – on a friend's fridge, in greeting cards, in diaries, on posters or in a dictionary of quotations at your local library.



Have a go. Ask someone to check your spelling when you finish.



Do it Yourself:

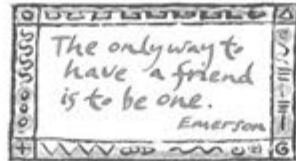
Amazing English spelling

1



Make and send a card to someone.

or



Make a poster for your home or work.

or



Illustrate a poem for a child (you could even write your own poem!).

2 Create your own signs.



3 Read this poem aloud, or get someone to read it aloud for you.

I take it you already know
Of tough and bough and cough and dough?
Others may stumble, but not you
On hiccough, thorough, laugh and through!
I write in case you wish perhaps
To learn of less familiar traps:

Beware of heard, a dreadful word,
That looks like beard but sounds like bird.
And dead. It's said like bed not bead;
For goodness sake don't call it deed!
Watch out for meat and great and threat
(They rhyme with suite and straight and debt).
A moth is not a moth in mother,
Nor both in bother, broth in brother.
And here is not a match for there,
Nor dear for bear, or fear for pear.
There's dose and rose, there's also lose
(Just look them up) – and goose! and choose!
And work and cork, and card and ward,
And font and front, and word and sword,
And do and go and thwart and cart . . .
Come, come – I've barely made a start!
A dreadful language? Man alive,
I mastered it when I was five!!

(Anonymous)

Are there any words in the poem that you need to practise spelling? Write them here.

Remember to write these words in your notebook. Which memory strategies are working for you?

chapter NINE

Hey, what do you think of this . . . I'd never have guessed how to spell 'chaos'.



It's true . . . If you didn't know it started with 'ch', you'd never find it in the dictionary!

The good thing is – now you'll never forget how to spell it!

You're right – I've never forgotten how to spell 'pterodactyl' – when I was a kid, I was crazy about dinosaurs!

Ah – and that's a spelling which also comes from Ancient Greek . . . 'Ptero' means 'winged' or 'feathered' and 'dactyl' means 'toes' or 'fingers'.

When the dinosaur fossils were discovered, scientists used Greek and Latin word stems to create new names.

UNEXPECTED SPELLINGS & SILENT LETTERS



So, take a look at these words . . . if you didn't know how to spell them, would you ever guess?

Tick the words you think you could spell!

- scissors
- chlorophyll
- whether
- sword
- psychotic
- rhythm
- thyme
- gnaw
- phone
- wrist
- knee
- pterodactyl

How could you remember the ones you didn't tick?



Sometimes the unusual spelling is because the word comes from another language – for example, words spelt with ‘ph’ for an ‘f’ sound come from Ancient Greek.

And do you remember ‘ghost’ from page 8?

Sometimes English pronunciation has changed, but the spelling hasn’t. ‘Know’ was once said with a ‘k’ sound – now the ‘k’ is silent.



Oh, it's all too much!



Hey, come on – take a look in your dictionary – you’ll probably only find a few words with each of these unusual spellings that you want to write.



Fill in the gaps in the table below (it continues on the next page). Just write in words you want to remember!

‘ch’ (= ‘k’ sound)	‘ph’ (= ‘f’ sound)	‘gn’ (= ‘n’ sound)	‘wr’ (= ‘r’ sound)
chlorophyll (green leaf)	phosphagen	gnarled	write
_____	_____	_____	_____
_____	_____	_____	_____

Word Hunt



You might want to make a note of the original meaning.

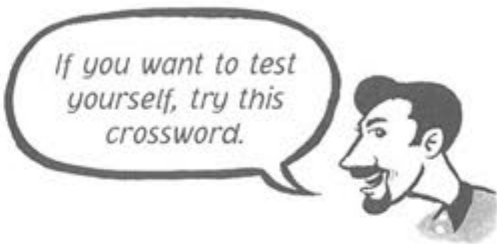
‘kn’ (= ‘n’ sound)	‘rh’ (= ‘r’ sound)
knead	rhythm
_____	_____
_____	_____

You’ll notice that a lot of these words have got silent letters. Can you work out which letters are silent?



'sc' (= 's' sound)	'ps' (= 's' sound)	'th' (= 't' sound)	'wh' (= 'w' sound)
scissors	psychotic	thyme	whether
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

'sw' (= 's' sound)	'pt' (= 't' sound)
sword	pterodactyl
_____	_____



Crossword

Words

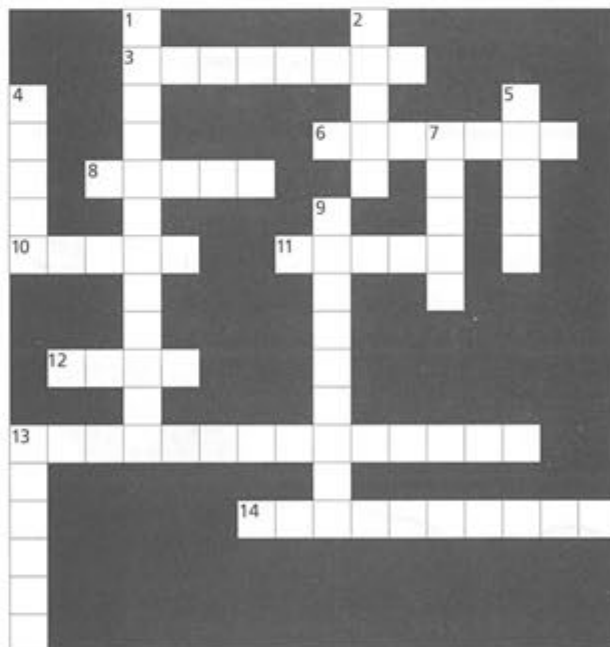
rhyme, knead, thyme, gnawing, photosynthesis, knit, scissors, physiology, gnash, wreck, phobia, wring, wheel, chemistry, psychiatrist

Down clues

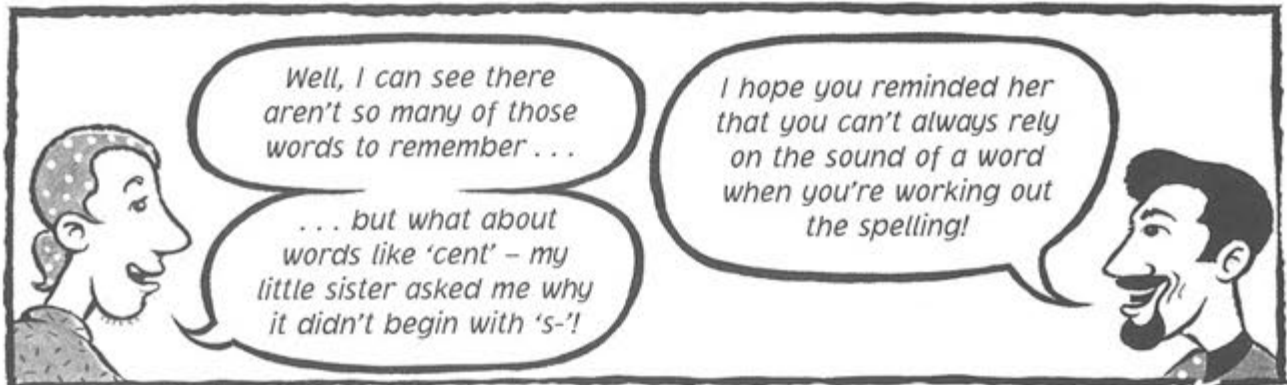
- 1 A doctor who specialises in mental health.
- 2 You make me feel nervous when you _____ your hands like that.
- 4 Five tow truck drivers argued over who would tow the _____ away.
- 5 To bite and rub the teeth together.
- 7 He ploughed into a brick wall after falling asleep behind the _____.
- 9 They have a state-of-the-art _____ lab at that new school.
- 13 He has a _____ about spiders.

Across clues

- 3 A tailor needs sharp _____.
- 6 The puppy was _____ my new shoes!
- 8 _____ is a useful and sweet-smelling herb.
- 10 _____ the bread well if you want it to rise.
- 11 They called it 'Wuss', to _____ with 'Puss'.
- 12 I'm going to _____ a warm jumper for next year's skiing season.
- 13 The way in which green plants make their own food.
- 14 The study of how people's bodies function.



[Answers are on page 89.]



SPELLING THE 'S' SOUND

Here's a useful tip!

At the beginning of a word an 's' sound is *usually* spelt with an 's'. Now, you know it can occasionally be 'sc-' or 'ps-'. It can also be spelt 'ce-', 'ci-' or 'cy-'.

The 's' sound at the beginning of a word

'ce-' spelling	'ci-' spelling	'cy-' spelling
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



By the way, at the end of words that 's' sound can be spelt '-ss', '-s' or '-ce'.

kiss bus police

SPELLING THE 'J' SOUND

Here's another useful tip.

At the beginning of a word the 'j' sound is *usually* spelt with a 'j'. It can also be spelt 'ge-', 'gi-' or 'gy-'.

The 'j' sound at the beginning of a word

'ge-' spelling	'gi-' spelling	'gy-' spelling
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



At the end of words the 'j' sound can often be spelt '-dge'!

Which words do you need to remember? (Use a dictionary if you want to check their meanings.)

Here's a final (very) useful tip.

Remember the strategy of writing a word several ways to see which way 'looks' right!





Now you have a go.

1 Choose one of the photos below and find the word to describe it. Try spelling the word yourself. Do it any way you can.

2 Check the spelling in a dictionary.



Um...

'Kris' ... 'cris' ...
'krys' ... 'chris' ...
'chrys' ... Which looks right?

Where's my dictionary ... ?
It's not under 'cr'.

Could it be like
'Christmas'?

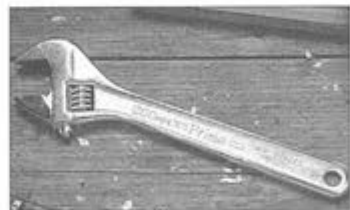
Can someone help me spell this?

Hey, does it start with a 'ch'?



Only the first part is hard ...
'chry-san-the-mum'.

I'm going to use a memory trick to remember this word!



alis



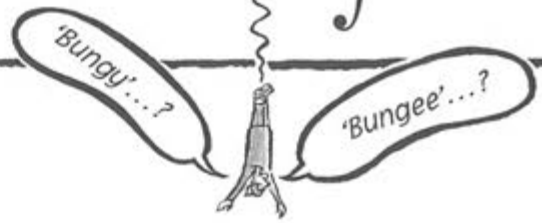
land

[Answers are on page 89.]

Do it Yourself:

Avoiding boring words

- 1 Take a risk! You don't have to use the same words all the time. Try some new ones!


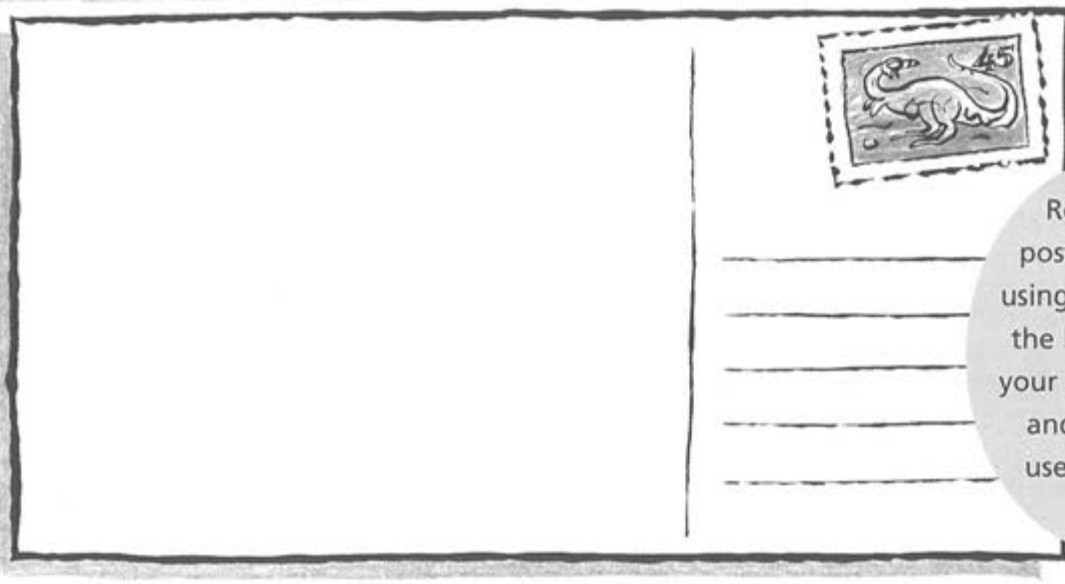


Hi Dad,
This is a nice holiday. We've got a nice room with a nice view. The mountains are very big and the pool is big too. I went to the market today - it was really nice.
Love, Peter



Mr P. Hart
4 Stratton St
Beatville
WA 6006
Australia

excellent breathtaking
huge magnificent
wonderful enormous
terrific vast unbelievable
amazing fascinating
exquisite



Rewrite the postcard shown using the words in the box, or write your own postcard and be sure to use interesting words.

- 2 Listen for words you've never tried writing down. Use your strategies to work out the spelling. Then check in the dictionary or with someone.

The atmospheric pressure . . .



chapter TEN

You know how we were going to try writing down words we hadn't written before?

I was writing something about gym, and I wanted to spell 'manoeuvre'.

WHAT WORDS DID YOU TRY?

So what strategies did you use?

Well . . . spelling it different ways . . . but none of them looked right. And I asked someone . . .

Yeah, but I didn't know.

In the end, I just typed it and used the spelling checker.

I typed 'manooover' and it told me that was wrong, and gave me the right spelling - easy!

manooover
manoeuvre

CHANGE
ADD
IGNORE

SPELLING CHECKERS AND THEIR PITFALLS

Yes, spelling checkers on computers are great - they can proofread for you, pick out words that don't look right . . .

But you've got to do the work - decide which word you really want - it's not always so easy!

Yeah, I found that!

I was typing something for the basketball newsletter . . . and the spelling checker kept telling me 'Cresta' was wrong! I knew it was right!

Then there were some things it didn't even spot - like when I typed 'from' instead of 'form' . . .

. . . the newsletter editor went crazy!

HAVE YOU TRIED A SPELLING CHECKER? DID YOU HAVE ANY PROBLEMS?

Well, let's look at how spelling checkers can help you.

Choosing the right word

Not every spelling checker program is the same. Some programs are phonetic. They assume that people try to spell words the way they sound. If you type in a word the way it sounds, and your spelling is wrong, the computer will suggest the correct spelling.

Other programs just assume you've hit the wrong keys on the keyboard. If you type in a word the way it sounds, and your spelling's wrong, the computer will suggest a word that looks most like the word you typed, and this may not be the word you meant to write.

Just to show this, I tried two programs. I spelled 'topple' wrong – I spelled it 'tope' – and look what I got.

tope tope
topee
towel
tipple
topple

CHANGE
ADD
IGNORE

This program highlighted the word 'tope' – 'topple' was right down the list.

The computer suggested a word that looked similar to the word I'd typed.

topel topple
tope

CHANGE
ADD
IGNORE

This program gave me 'topple' as the suggested choice.

The computer suggested a word that sounded similar, rather than looked similar, to the word I'd typed.

So you can see, you can't just choose 'change' (or 'replace' on some computers) and be sure you've got the right word, because the suggested choice may not be the word you want.

You really need to have some idea of what the word looks like.

Try these. Can you select the right word? The first one is done for you.

- 1 He never smiles. He's so cerious.
- 2 One of his greatest defence skills is the way he antisipates the ball.
- 3 Jonelle Foster erned her place in last night's team by consistently scoring an eighty per cent average.
- 4 Mc Nair was dropped from the team because of a sor throat.

cerious ceres
cerous
cherries
serious
series

CHANGE
ADD
IGNORE

antisipates anticipates
underrates

CHANGE
ADD
IGNORE

erned erred
earned

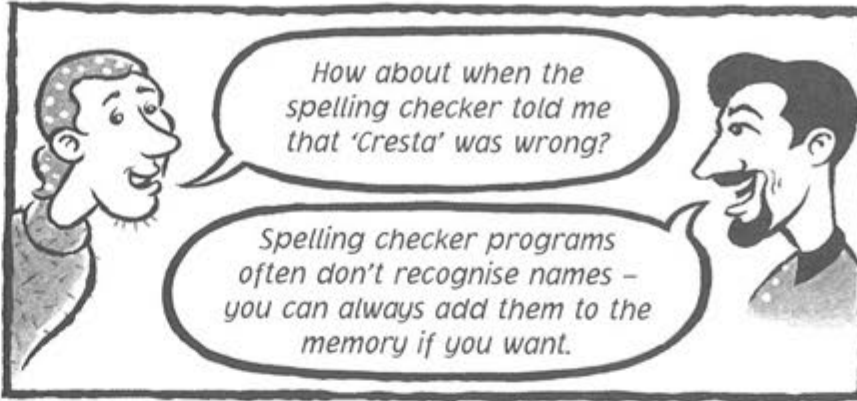
CHANGE
ADD
IGNORE

sor or
so
sour
Sr
sore
soar

CHANGE
ADD
IGNORE

[Answers are on page 89.]

Spotting hidden mistakes



There's another problem with spelling checkers, illustrated very well by this poem . . .

Can you spot the mistakes?
Can you see what the problem is?

Spellbound

I have a spelling checker,
It came with my PC;
It plainly marks four my revue
Mistakes I cannot sea.
I've run this poem threw it,
I'm sure your please too no,
Its letter perfect in it's weigh,
My checker tolled me sew.

[Answers are on page 90.]

It's those homophones again.

I had trouble with them in my basketball report as well – altogether, there were eight mistakes that the spelling checker didn't pick up!

Can you find the eight mistakes?

HOW YOU TRY!

Can you work out why the checker didn't pick up these mistakes?

Cresta Cougars were in top from last night for there quarterfinal against Bay Bulls. Near the and of the fist quarter, the Cougars lead twenty there to twenty tow. By the end of the first half, Bulls were way out in front, leading buy thirty points.

[Answers are over the page.]

Look again at the words the spelling checker missed.

Cresta Cougars were in top from last night for there quarterfinal against Bay Bulls. Near the and of the fist quarter, the Cougars lead twenty there to twenty tow. By the end of the first half, Bulls were way out in front, leading buy thirty points.

There are three types of problem here that spelling checkers can't help with...



Can you identify the type of problem? The first three words are done for you.

- | | | | |
|---|---------|--------|-------------------------------------|
| 1 Typing the wrong letter or leaving a letter out and making a different word. | from → | form | <input checked="" type="checkbox"/> |
| | there → | their | <input checked="" type="checkbox"/> |
| | and → | end | <input checked="" type="checkbox"/> |
| 2 Typing all the right letters but in the wrong order and making a different word. | fist → | first | <input type="checkbox"/> |
| | lead → | led | <input type="checkbox"/> |
| | there → | -three | <input type="checkbox"/> |
| 3 Typing a homophone of the word wanted. | tow → | -two | <input type="checkbox"/> |
| | buy → | by | <input type="checkbox"/> |

[Answers are on page 90.]



So... a couple of tips for using spelling checkers...



Firstly, make sure you choose the right word from the list of words the computer suggests!

top, from, ast



Secondly, after you finish, proofread for mistakes the computer may have missed!



That 'choosing the right word' tip is important for me...

Me too - I don't want to be mixing up words like 'earn' and 'urn'!



earn - urn
bored - board



I want to be sure of those words myself.

OK - let's take a quick look at spelling words with those 'ar', 'er' and 'or' sounds.



SPELLING THE 'AR', 'ER' AND 'OR' SOUNDS



There are a few possible ways to spell words with these sounds – so remember your strategies!



Let's begin with words with an 'ar' sound.

Can you word hunt some examples of the most common spellings?

And some less common ones?

Common spellings for the 'ar' sound

'ar' spelling	'a' spelling
part	father
_____	_____

Less common spellings for the 'ar' sound

_____	_____
_____	_____



You'll need those memory strategies for words with the 'er' sound ... Word hunt the three most common spelling patterns ...

... but watch out for others, especially 'or' ...

Common spellings for the 'er' sound

'er' spelling	'ir' spelling	'ur' spelling
herb	bird	burn
_____	_____	_____

Less common spellings for the 'er' sound

'or' spelling	Other spellings
worse word world	_____
_____	_____



Now for words with an 'or' sound – word hunt these spelling patterns ...

... and watch out for these –

Common spellings for the 'or' sound

'or' spelling	'au' or 'aw' spelling	'a' spelling
port	sauce jaw	tall water
_____	_____	_____

Less common spellings for the 'or' sound

'ar' spelling	Other spellings
quarter warm	_____
_____	_____



Here are some words to go in those 'Less common spellings' boxes. Can you sort them out?

your heart four aunt learn
 laugh board sergeant earth
 bought earn journey court
 were door you're ward worm

[Answers are on page 90.]

Do it Yourself:

Teaching someone else a strategy

- 1** Try using a computer spelling checker, or try a hand-held spelling checker. (If you can't type, have you thought of learning? You can use a typing tutor program on a computer.)

Are there any words that you need to write which aren't in your spelling checker program? Add these words to the program's memory.



- 2** Experiment with graphics, columns and border options on your computer. Try writing an invitation or making up your own greeting cards.



- 3** Keep up your notebook. Make a special homophones section. (Use an 'h' page and only list the words you need to write.)



- 4** Keep up your strategies for remembering words. Try teaching someone else a strategy that works for you.



separate

My best strategy is _____

I taught it to _____

Look . . . to write 'separate', just think of 'a rat', OK?

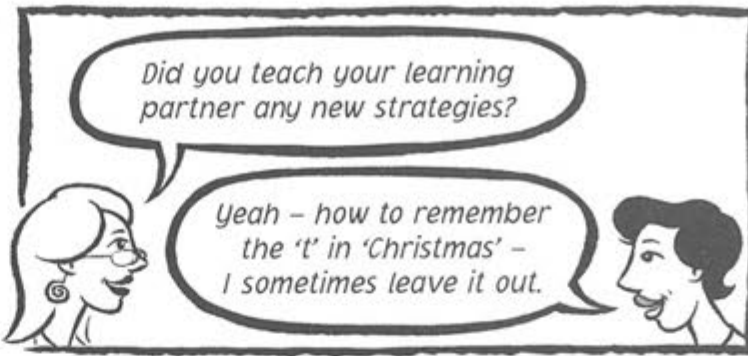


You can do that with lots of words.

Oh . . .




chapter ELEVEN



DIFFERENT MEMORY STRATEGIES

Here are some of the memory strategies I've used.

In the box below on the left you can see the names of some memory strategies. Look at the seven words on the right and identify the type of strategy used to remember each word. The first three are done for you.

	Word	Strategy
mnemonic <input checked="" type="checkbox"/>	1 Christmas	Chris  mas
visual <input checked="" type="checkbox"/>	2 beautiful	'My baby's eyes are unique.'
pattern <input checked="" type="checkbox"/>	3 stalk	walk, chalk, talk
family <input type="checkbox"/>	4 fortification	for-ti-fi-ca-tion
syllables <input type="checkbox"/>	5 Saturday	the Roman god (and planet) Saturn
word origin <input type="checkbox"/>	6 quark	'q' + 'u' = 'kw' sound at the beginning of a word
rule <input type="checkbox"/>	7 nation	national, nationality, nationalise

[Answers are on page 90.]

WHICH STRATEGIES ARE HELPFUL FOR YOU?

HAVE YOU TRIED ALL THESE STRATEGIES? OR ANY OTHERS?

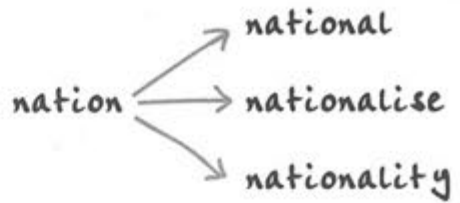
Did you know that the 'qu' spelling is a French import - 'queen' was once spelt 'cwen'.



MORE WORD ORIGINS



Let's look again at that strategy of remembering words related in meaning, or belonging to the same family.



One of the arguments against simplifying English spelling so that it reflects the way words sound is that some words related in meaning would no longer look the same.

For example, if we wrote 'sine' instead of 'sign' the connection between 'sign', 'signal' and 'signature' wouldn't show.



What do you think? Should English spelling be simplified?



WI NOT?
WE WUD ORL
HAV AN EEZEEA
TYME AT SKULE!



Mm . . . I'm not so sure . . . Anyway, I like hunting down word origins and using the spelling to work out the meaning.



Well, you might like to try this word hunt, then . . .

Can you find some words which have these Greek and Latin stems? One is filled in for you.

Latin

scriptum (= written)	locus (= place)	rota (= wheel)	primi, primo (= first)
prescription	_____	_____	_____
_____	_____	_____	_____

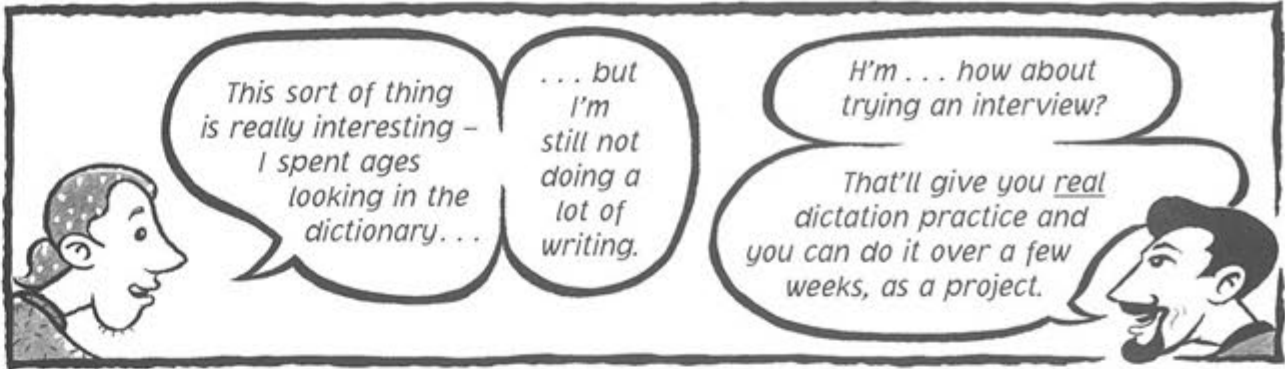
Greek

politikos (= civil or political)	techni (= art or skill)	tele (= from a distance)	hydro (= water)
_____	_____	_____	_____
_____	_____	_____	_____



[Suggested answers are on page 90.]

MORE WRITING: DOING AN INTERVIEW



This sort of thing is really interesting - I spent ages looking in the dictionary...

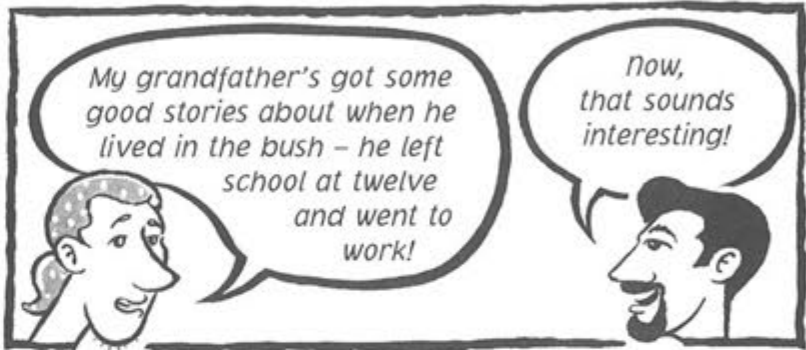
... but I'm still not doing a lot of writing.

H'm... how about trying an interview?

That'll give you real dictation practice and you can do it over a few weeks, as a project.



You could interview a sports star - or ask an older person about their life.



My grandfather's got some good stories about when he lived in the bush - he left school at twelve and went to work!

Now, that sounds interesting!

So, if you're going to be a good interviewer, you'll have to think up some good questions. Like...



Record the interview on a small cassette recorder.
or

Write the questions on paper (with plenty of room in between them) and take notes as you go. (Don't worry about spelling - you can get your first draft checked!)

I will interview _____

I will ask them _____

- What were you doing when you were my age?
- How was your life different from mine?
- Can you tell me about something very funny that once happened to you?
- How about something sad?
- And something you wish you'd done differently?
- And something you'll never forget?



TIP! Ask for photos. If you're interviewing a relative you could make up a booklet to give your grandchildren one day.



Or keep going with your own writing.

SPELLING THE 'OU' SOUND - AS IN 'ABOUT'



I'm writing a question:
'Tell me about the first house you lived in ...'
How do you spell 'about'?

OK ... let's take a quick look at a couple more word patterns - and you can do a word hunt!
The 'ou' sound - as in 'about' - is easy.
Choose from 'ou' or 'ow' spelling!



And at the end of a word, it's always 'ow'!

Fill in the missing letters ('ou' or 'ow').

- 1 Tell me ab__t one of your recurring dreams.
- 2 How do you pron__nce 'epitome'?
- 3 You'll need a p__er drill for that job.
- 4 I love freshly gr__nd coffee.
- 5 There was a huge cr__d at Saturday's game.
- 6 I know h__ to spell 'Wednesday'.

The 'ou' sound

'ou' spelling	'ow' spelling
_____	_____
_____	_____
_____	_____



[Answers are on page 90.]

Of course, 'ou' and 'ow' are used to spell other sounds ... 'know', 'show', and 'four' ... but you know that!



SPELLING THE 'OI' SOUND



Another easy sound to spell is 'oi' - as in 'poison'.

It's either 'oi' or 'oy' - and 'oy' at the end of words!

The 'oi' sound

'oi' spelling	'oy' spelling
_____	_____
_____	_____
_____	_____



How about the great psychoanalyst, Sigmund Freud?

Oh, trust you to find an exception! That's a German spelling ... like 'Deutsche Mark'!





Ready to give yourself a bit of a test?

Word sleuth puzzle

Saturday ✓ nation politician multiply graph
 scientific ✓ telematics yeast
 memorable poisonous boiled pronounce
 voyage enjoy appoint annoy
 train automatic conclude finally ✓

This time, the words are hidden this way →

or like this



or diagonally!



And remember, the words sometimes overlap!

S	A	T	B	G	S	C	I	E	S	E	M	R	E	S	A	I	M	O	S
S	A	T	U	R	D	A	Y	N	T	E	T	H	A	P	P	O	I	N	T
C	H	R	I	A	I	L	L	A	I	R	L	E	S	R	F	F	J	A	R
I	M	E	R	P	O	L	T	V	O	Y	A	G	E	O	A	P	A	I	S
E	S	D	I	H	O	O	M	E	L	T	S	I	R	N	W	R	O	C	H
N	E	U	G	R	R	W	T	P	O	I	S	O	N	O	U	S	O	I	N
T	E	L	E	M	A	T	I	C	S	J	N	O	O	U	W	R	V	T	H
I	D	C	A	N	A	T	I	O	N	Z	Y	S	T	N	O	E	S	I	O
F	I	N	A	L	L	Y	K	B	O	I	L	E	D	C	R	A	S	L	Y
I	I	O	A	U	T	O	M	A	T	I	C	M	Q	E	E	N	J	O	Y
C	O	C	M	E	M	O	R	A	B	L	E	Y	O	Y	S	T	A	P	E

[Answers are on page 90.]

Do it Yourself:

Increasing your vocabulary

- 1** Increase your vocabulary by reading. There are over 500 000 words in English. New words are appearing all the time, so no one knows all of them.

Yes, half a million!

She was a most wonderful woman for prowling about the house. How she got from story to story, was a mystery beyond solution. A lady so decorous in herself, and so highly connected, was not to be suspected of dropping over the banisters or sliding down them, yet her extraordinary facility of locomotion suggested the wild idea. Another noticeable circumstance in Mrs Sparsit was, that she was never hurried. She would shoot with consummate velocity from the roof to the hall, yet would be in full possession of her breath and dignity on the moment of arrival there.

Read this passage from a nineteenth-century novel, *Hard Times* by Charles Dickens. Are there any words you don't recognise? What do you think they mean? Check with your learning partner or a dictionary. Also, did you notice the unusual spelling of 'storey'?

- 2** Keep playing with words. Just for fun, try this vocabulary quiz. Only one meaning for each word is correct. You can make up more quizzes like this and test your learning partner. Use a dictionary to check your answers.

- | | |
|--|--|
| a rhinoplasty | c sardonic |
| <input type="checkbox"/> the study of large animals | <input type="checkbox"/> friendly |
| <input type="checkbox"/> plastic surgery of the nose | <input type="checkbox"/> mocking or scornful |
| <input type="checkbox"/> the study of plant root systems | <input type="checkbox"/> like a sardine |
| b loquacious | d rubato |
| <input type="checkbox"/> talkative | <input type="checkbox"/> a vegetable |
| <input type="checkbox"/> nearby | <input type="checkbox"/> a reddening agent |
| <input type="checkbox"/> a small, fruit-bearing tree | <input type="checkbox"/> a musical term |

- 3** How will you keep writing?

I'll keep going with that interview project.

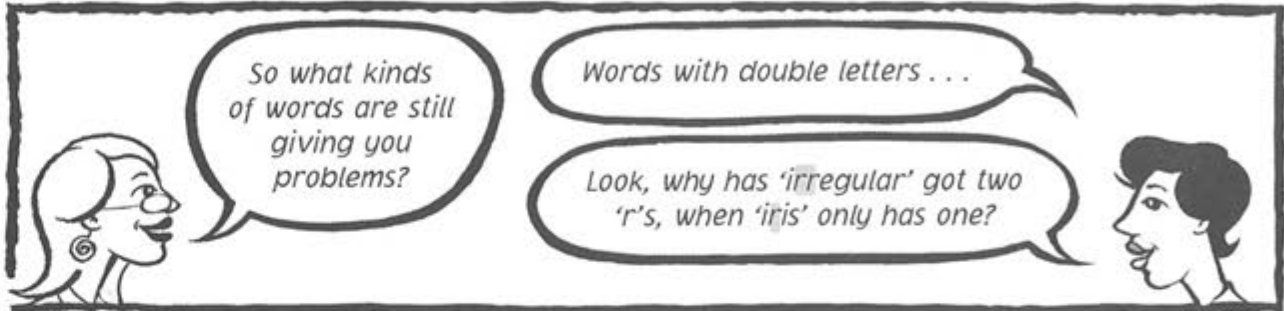
I'll keep a diary.

I'll do some creative writing!

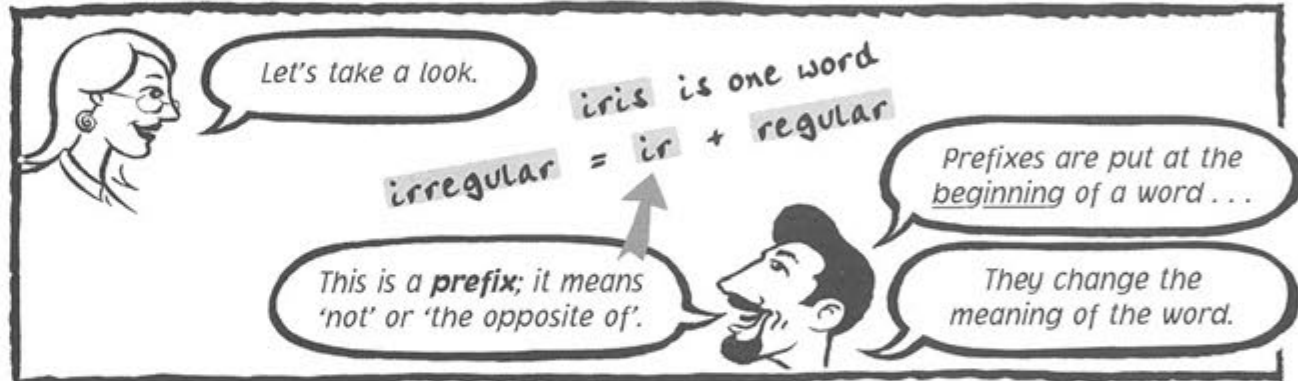
No problem – I have so many assignments!

I've got some other ideas. _____

chapter TWELVE



PREFIXES

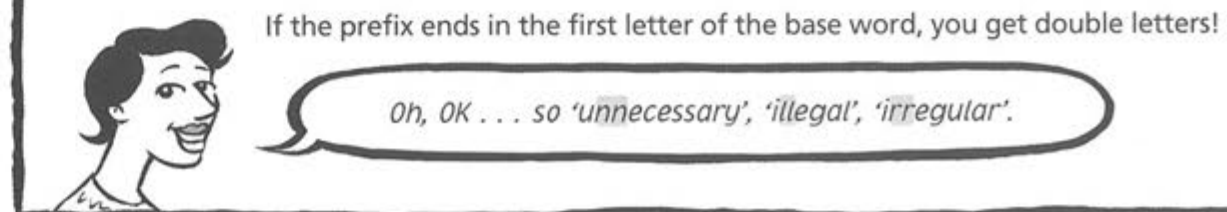


Some prefixes, when they're added to a base word, make a new word with the opposite meaning. There are some examples in the table below.

Can you think of other words which have the opposite meaning when you add these prefixes? Write them in the table.

Prefix	Example	Your example/s
dis	appear — disappear	_____
il	legal — illegal	_____
im	possible — impossible	_____
un	happy — unhappy	_____
in	discreet — indiscreet	_____
ir	regular — irregular	_____

Word Hunt



Of course, there are lots of prefixes with different meanings.

Prefixes

de, re, neo, anti, mal, ante, pre, co

Meanings

against, down, away from, with, together, new, again, bad, before (1), before (2)

Can you match the meanings with the prefixes?
Can you think of any more?

[Answers are on page 90.]

Can you think of other words which use prefixes?



replay antiseptic
 descend international
 antenatal malpractice
 neonatal preview



So how does this help me spell?

OK...



Knowing about prefixes:

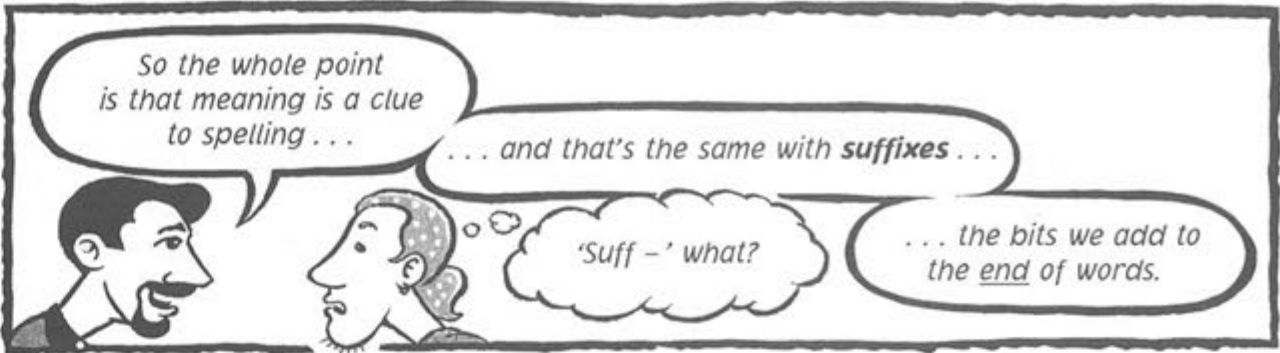
- 1** helps you with some types of double letters.
 For example, knowing that the word 'address' originally came from the Latin prefix 'ad', meaning 'to', and the word 'directus', meaning 'straight', will help you to remember the double 'd'.
- 2** can help you spell a word you think you don't know.
 For example, if you needed to spell 'maltreat' it might help to know that it contains the prefix 'mal', which means bad. Think of 'malpractice' and 'maladjusted', for instance. Do you know any other words that contain 'mal' as a prefix?



Just watch out... Don't get confused with words which don't have prefixes...

'address' but 'adult'

SUFFIXES

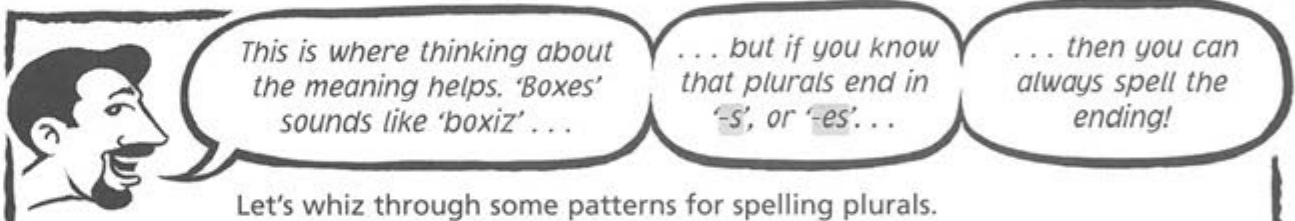


Look at these words. How does the ending change the meaning or give us extra information?

actor fixed
teacher hopeful boxes
hopeless advertisement
creation famous

Well... 'hopeful' and 'hopeless'... 'full of hope' and 'no hope'.
And the '-es' in 'boxes' means there's more than one.

Forming plurals



Let's whiz through some patterns for spelling plurals.

- 1** can → cans
 drink → drinks
 wave → waves
 fox ^{but} → foxes
 watch → watches
 dish → dishes
 kiss → kisses

So:
 witch _____
 bus _____
 burger _____

- 2** baby → babies ← '-y' changes to '-ies'
 city → cities
 tray ^{but} → trays ← '-ay', '-ey' and '-oy' take the normal ending
 key → keys
 boy → boys

So:
 berry _____
 way _____
 trolley _____
 fly _____

Hey, how many irregular plurals do you know?
 There's 'children', 'men', 'women', 'sheep', 'mice'... Any others?

[Answers are on page 90.]

Forming the past tense



It's the same for past tense words like 'fixed' or 'opened' or 'mended'...

You know that the end of the word will be spelt '-ed', even if it sounds like '-id' or '-t' or '-id'.

But some exceptions are 'burnt', 'spelt', 'learnt' and 'dreamt'.

Here are just a few quick patterns for forming the past tense.

1 You remember:

hop → hopped
hope → hoped

So:

trip _____
wade _____

2

try → tried play → played
fry → fried ^{but} stay → stayed
key → keyed
toy → toyed

↑
'-y' changes to
'-ied'

↑
'-ay', '-ey' and '-oy' take
the normal ending

So:
cry _____ apply _____
stray _____ employ _____

[Answers are on page 90.]



Most suffixes are pretty reliable in their spelling. For example, you know it's got to be 'advertisement' (not 'mint' or 'munt').

commit → commitment
argue → argument
pay → payment

Word Hunt

Here's some practice at adding suffixes to base words. Join the base word and the suffix.

Base word	Suffix	New word
pay	dom	_____ freedom _____
protect	ment	_____
kind	age	_____
free	ist	_____
volt	ion	_____
art	ness	_____

[Answers are on page 90.]

SPELLING THE 'SHUN' ENDING



Hey . . . I can remember '-ment' and '-ness' . . .

. . . but how about 'station', 'recession', 'division' and 'magician'? How am I supposed to know how to spell those endings?



Well, that 'shun' sound that you hear in 'station' is usually spelled '-tion'.

Find some examples of the 'tion' ending.



The '-ssion' words you can work out from looking at the base word.

process → procession

progress → progression

_____ → _____

The '-cian' words you can probably remember – it's easy to see where the 'c' comes from!

magic → magician

technical → technician

politics → _____

music → _____

The '-sion' words have a different 'zhun' sound.

division confusion decision

'Mansion' is an exception!



My brain's a bit full of word endings. Can we do something else for a while?

Why not write down the last joke you heard, then swap it with your learning partner . . .



And onto your own paper . . .

Do it Yourself:

Writing poetry



Why not have a real break
from word patterns . . .

. . . and write a poem . . .

What, me!
Write poetry?

. . . or maybe the
words to a song?



Anyone can write a limerick. Read it aloud to get the rhythm.

A wonderful bird is the pelican,
His beak can hold more than his belican.
He can take in his beak,
Enough food for a week –
I'm blowed if I know how the helican.

(Merritt)

It can be fun to write a poem for a special occasion. It doesn't have to be perfect – this is a poem that one of the authors, Maureen, wrote for her eight-year-old nephew, after she nearly lost something very important!

A Message from the Tooth Fairy

For Ryan, aged eight

I heard a story 'bout a boy
who lost a molar.

He left it in a glass for me
to change it to a dollar.

But oh my god! Alas! Alack!

Before he got his wishes
his aunty chucked the glass and tooth
in that machine for washing dishes.

But never fear, I brought your dollar –
in fact I brought you two –
for giving me the chance to snorkel
and to scuba dive a little too!

Yes, that's right,

I had to search in the machine.
But you can bet your last two dollars
that your tooth was *squeaky clean!*



chapter THIRTEEN



I wrote a poem for my auntie's birthday – it was pretty funny. It started 'Laura, Laura, we all adore her / Pity Elvis never saw her', because she's an Elvis fan . . .

But, you know, I do better on the long words. I get stuck with some really easy ones . . .

. . . like 'there' and 'their', and 'to' and 'too'.



Well, sometimes you can start operating on automatic pilot!

Have you ever found yourself heading in the wrong direction on a Saturday?

You were going shopping, or to a friend's place, but you find yourself heading for school or work . . . you're just not concentrating!

WORDS THAT ARE EASY TO CONFUSE (THERE/THEIR/THEY'RE; TO/TOO; IT'S/ITS)



Yeah, this often happens when you write short, easy words – you write them without thinking.

So you have to switch off the automatic pilot, change to manual, get your brain engaged and really think about what you're doing . . .

. . . especially about the meaning of what you're writing!



How about a quick revision of some short words we use a lot?

What's the difference between 'there', 'their' and 'they're'?



OK . . . 'They're' is short for 'they are'.

And 'their' . . . that's like 'her' or 'our'.

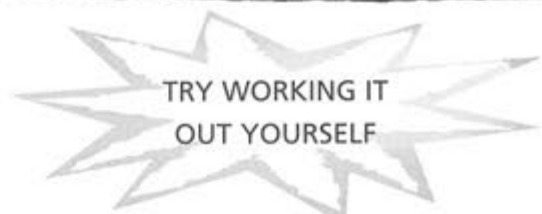
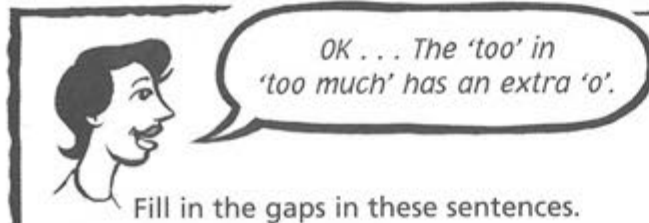
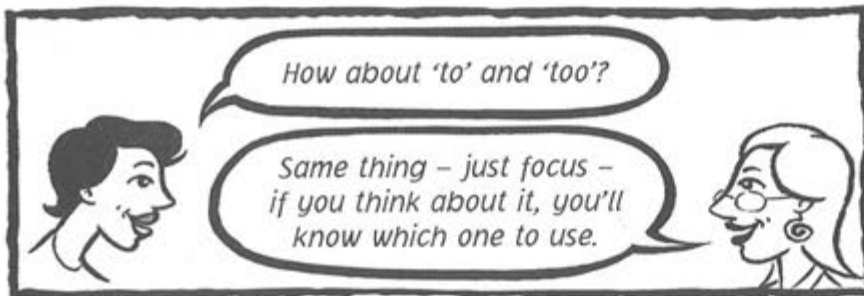


And 'there' you can use in 'there is' or 'over there' – it's spelled like 'here'.

Now
YOU
TRY!

Fill in the gaps in the following sentences.

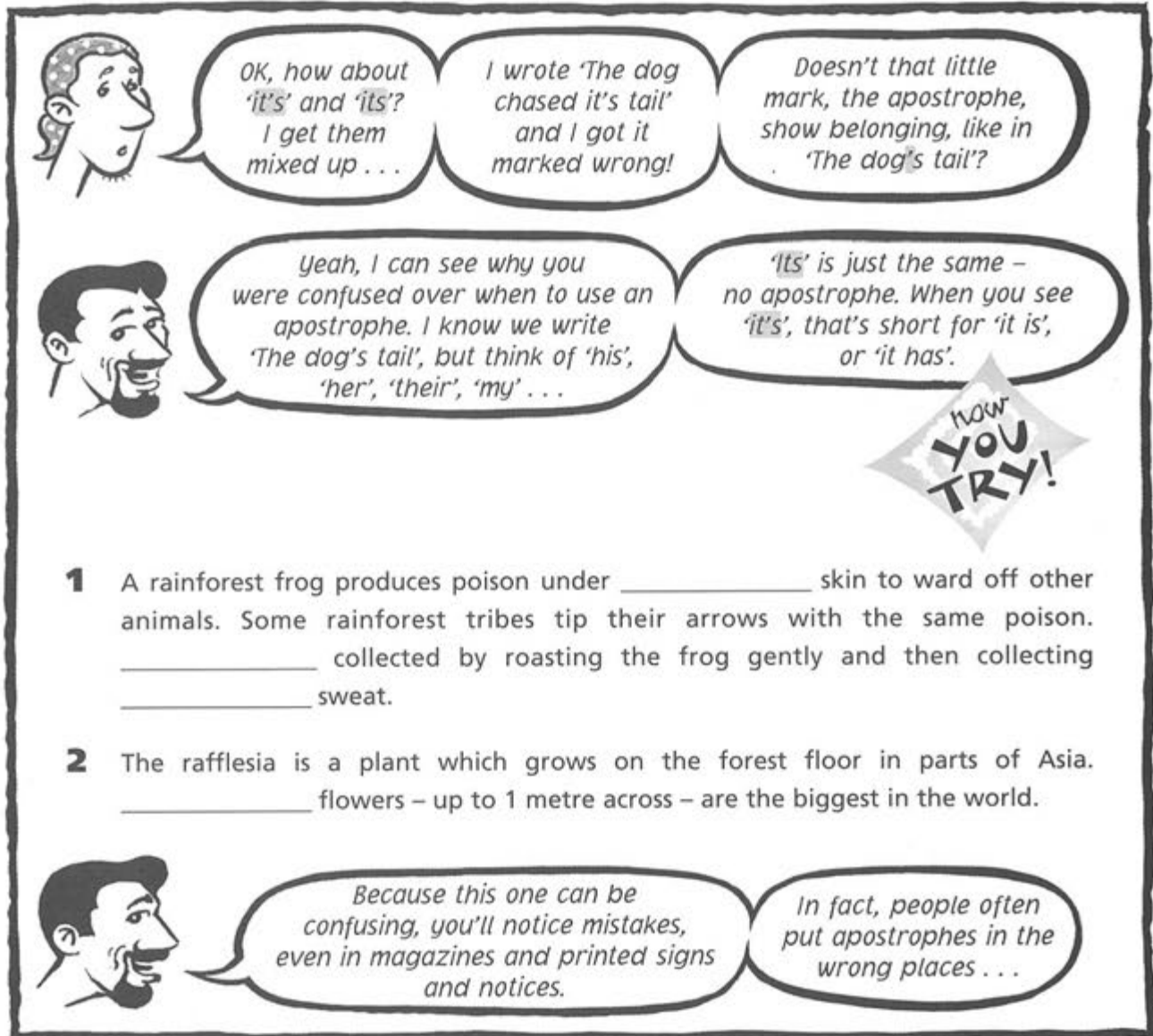
- 1 Look at those guys over _____! They think _____ so cool with _____ mirror sunglasses.
- 2 Hummingbirds use _____ long, thin bills to get nectar from flowers. _____ flying experts and are interesting for _____ ability to fly backwards.



Fill in the gaps in these sentences.

- 1 It's never _____ late _____ learn something new.
- 2 If you add _____ much green mulch _____ your garden, the soil may become _____ nitrogenous.

[Answers are on page 90.]



- 1 A rainforest frog produces poison under _____ skin to ward off other animals. Some rainforest tribes tip their arrows with the same poison. _____ collected by roasting the frog gently and then collecting _____ sweat.
- 2 The rafflesia is a plant which grows on the forest floor in parts of Asia. _____ flowers - up to 1 metre across - are the biggest in the world.

[Answers are on page 91.]

APOSTROPHES



Here are some typical mistakes I've seen . . .

What do you think these should be?

- 1 PLEASE DO'NT SMOKE IN HERE _____
- 2 FRESH CARROT'S 79c _____
- 3 The female spider devours it's mate. _____
- 4 Its a great way to go! _____
- 5 WHO'S CAR - MY CAR! _____
- 6 Whose been eating my porridge? _____



And why did people make these mistakes, do you think?



Maybe they were on automatic pilot and got confused?

[Answers are on page 91.]

1 ~~DO'NT~~ $\xrightarrow[\text{be}]{\text{should}}$ DON'T

They should have thought about where the missing letter was: 'do n'ot'.



2 ~~CARROT'S~~ → CARROTS

No need . . . it's just 'carrots', the plural.



3 ~~it's~~ → its

Ah . . . if you're not saying 'it is', or 'it has', there's no need for an apostrophe.



4 ~~Its~~ → It's

So here you do need one: 'it is' equals 'it's'.



5 ~~WHO'S~~ → WHOSE

You don't say 'who is car'? This must be 'whose'.



6 ~~Whose~~ → Who's

Now, this time it's short for 'who has', so you do need an apostrophe.



ABBREVIATIONS

Just one more thing to mention. We sometimes leave out letters to show how we speak – like *don't* . . .

. . . instead of *do not*. But sometimes it's to save time – like writing *'etc.'* to show *'and so on'*.

We call these short forms of words **abbreviations**.

Yeah, why do we write *'etc.'* at the end of lists?

You couldn't really guess unless you knew Latin. *'Etc.'* is short for *'et cetera'*, which is Latin for *'and other things'*.

Of course, this kind of thing was easy in the past . . .

. . . when anyone who went to school would have studied some Latin.

Of course, you can always look in a dictionary!

Or you could try this exercise. Can you match the abbreviations with the Latin words and meanings?

Abbreviation	Latin word and meaning	Do you know any other abbreviations?
i.e.	et cetera (and other things)	_____
e.g.	versus (against)	_____
vs.	ante meridian (before noon)	_____
etc.	post meridian (after noon)	_____
p.m.	id est (that is)	_____
a.m.	exempli gratia (for example)	_____



[Answers are on page 91.]

Did you know any other abbreviations – old or new?

Could you find out what they mean?

Look in a dictionary to find the origins and meanings of these abbreviations.

Yeah, I found *'re'* which means *'about'*. It's from Latin *'res'* – that means *'thing'*.

I've got a new one. *'PC'* can mean *'Personal Computer'* or *'Politically Correct'*.

- viz. AD BC pp. circa fax CD ROM

Classified ads



When you're writing an advertisement for a newspaper column, another reason to use abbreviations is to save money, because you pay for every line you want printed!

Buying? Selling? Looking for a place to live? Or a soulmate?



G/G to share mod
f/f t/hse with 2 guys
u/30. N/S.

C/VAN 32', own fac,
rev cyc air cond,
annexe furn. \$10 000
ONO.

Prof 42 yo fin sec
n/s, s/d, gsoh seeks
f/ship then perm
r/ship.



How can I work out what the abbreviations are short for?

Why not get a newspaper and read a whole lot of ads. You'll get a feel for the language!



Can you work out these abbreviations? (You'll notice there are no full stops in these abbreviations – more and more abbreviations are being printed without full stops.)

- | | | |
|-------------|------------------------|---------------|
| G/G _____ | C/VAN _____ | fin sec _____ |
| mod _____ | fac _____ | n/s _____ |
| f/f _____ | rev cyc air cond _____ | s/d _____ |
| t/hse _____ | furn _____ | gsoh _____ |
| u/30 _____ | ONO _____ | f/ship _____ |
| N/S _____ | Prof _____ | perm _____ |
| | yo _____ | r/ship _____ |

[Answers are on page 91.]



You'll notice when you look at ads that people sometimes write abbreviations in different ways.

F/F
Fully Furn
F/Furn

Interested? Write your own ad in twenty-five words! Write one word or abbreviation in each box.

Do it Yourself:

Collecting other people's mistakes

1 What Australian abbreviations do you use? _____



2 Look around you at signs and notices. It's not unusual to see apostrophes in the wrong place. How many examples can you find? Look for other spelling mistakes too.



3 Do you know what an acronym is? New acronyms are always appearing (and sometimes disappearing!) Some are listed below. What words do they stand for? Can you find any others?

snag _____ sensitive new age guy _____

AIDS _____

dinky _____

Qantas _____

Anzac _____

Yeah, I get it . . .
An acronym is a
word made from
the first letters of
other words!



[Answers are on page 91.]

4 Collect classified ads that interest you. Do you recognise all the abbreviations? If not, see if you can work them out with some help from your learning partner.

LADY 25, sgle mum not
into pubs, sks a gent with
view to rel. Box no. 4122.

BARGAIN Bluebird 82,
stn wgn, man., no rust, vgc,
\$1500 ONO.
Ph. 2123 6199.

BEDROOM SUITE
White with gold trim,
b/head with 4-drwr side
tbls, dressing table with
drwrs, 3 w/robes, exc cond
\$400 ono. 245 8777 BH.



chapter FOURTEEN

SELF ASSESSMENT

What can you do now that you couldn't do when you started working on this book?

	yes	I need more practice	no
1 I can have a go at spelling new words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 I know some rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 I can use memory strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 I keep a spelling notebook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 I can use spelling checkers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 I'm reading more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 I'm writing more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 I understand more about English spelling and where words come from.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What advice would you give these people?



I don't know when to use double letters . . . like in 'spitting'.

1



I get annoyed because English words aren't spelt the way they sound – there's no system!

2



There are just a few words I can never remember, like 'separate' and 'necessary'.

3



My handwriting looks so awful! What with that and my spelling, I never bother writing.

4



Yeah, I'm enjoying this book, but I think I need heaps more practice.

5

[Suggested answers are on page 91.]

WORD ENDINGS: MORE RULES & STRATEGIES



Here's my problem. I still get muddled with word endings sometimes . . .
 . . . like '-le' and '-al' - why is it 'table', but 'normal'?

Well, again, this is where looking at the meaning and how the word is used can help.



Sort these words into nouns and adjectives, and you'll see a pattern.

legal vehicle normal
 table punctual internal
 bicycle apple lateral uncle
 fanatical circle magical

Nouns (naming words)	Adjectives (describing words)



There are exceptions to the pattern . . . words like 'hotel' and 'sandal'. And 'principal' can be a noun or an adjective . . . But it's a useful pattern!

[Answers are on page 91.]



Well, that helps . . . And what about '-able' and '-ible' . . .

. . . as in 'incredible' and 'possible', and 'measurable' and 'taxable'?



Look, this book can't cover every possible rule.

Thank goodness!



But I want to know!



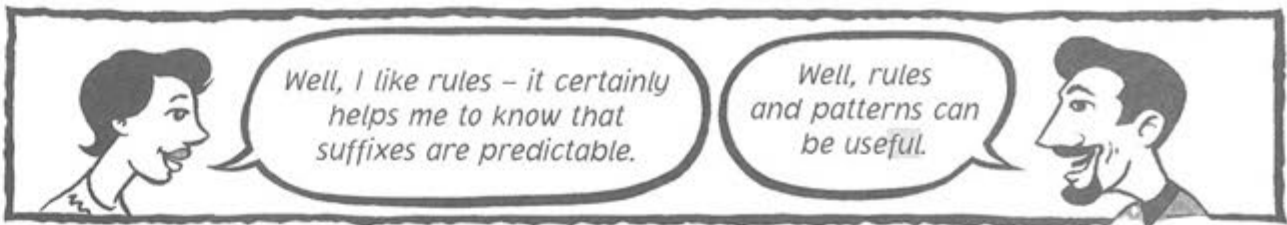
OK. If you're a person who likes rules there are plenty of books around which give lots of rules. You could hunt them down!



And if you don't like too many rules, just work out which '-ible' and '-able' words you want to remember, and use a strategy - maybe exaggerate the sound when you think of them.

Just remember that for every rule there are usually a few exceptions!

sensible is like sensitive



Well, I like rules – it certainly helps me to know that suffixes are predictable.

Well, rules and patterns can be useful.



Hey, that's another rule!

'Useful', 'careful' and 'hopeful' only have one 'l', but it's 'usefully', 'carefully' and 'hopefully'.

Yes, that's a good one to remember. But some rules are a bit more complicated...

And '-ent' or '-ant', and '-ence' or '-ance'.

Like when to use '-er' or '-or'...

importance
eloquence intelligent
significant

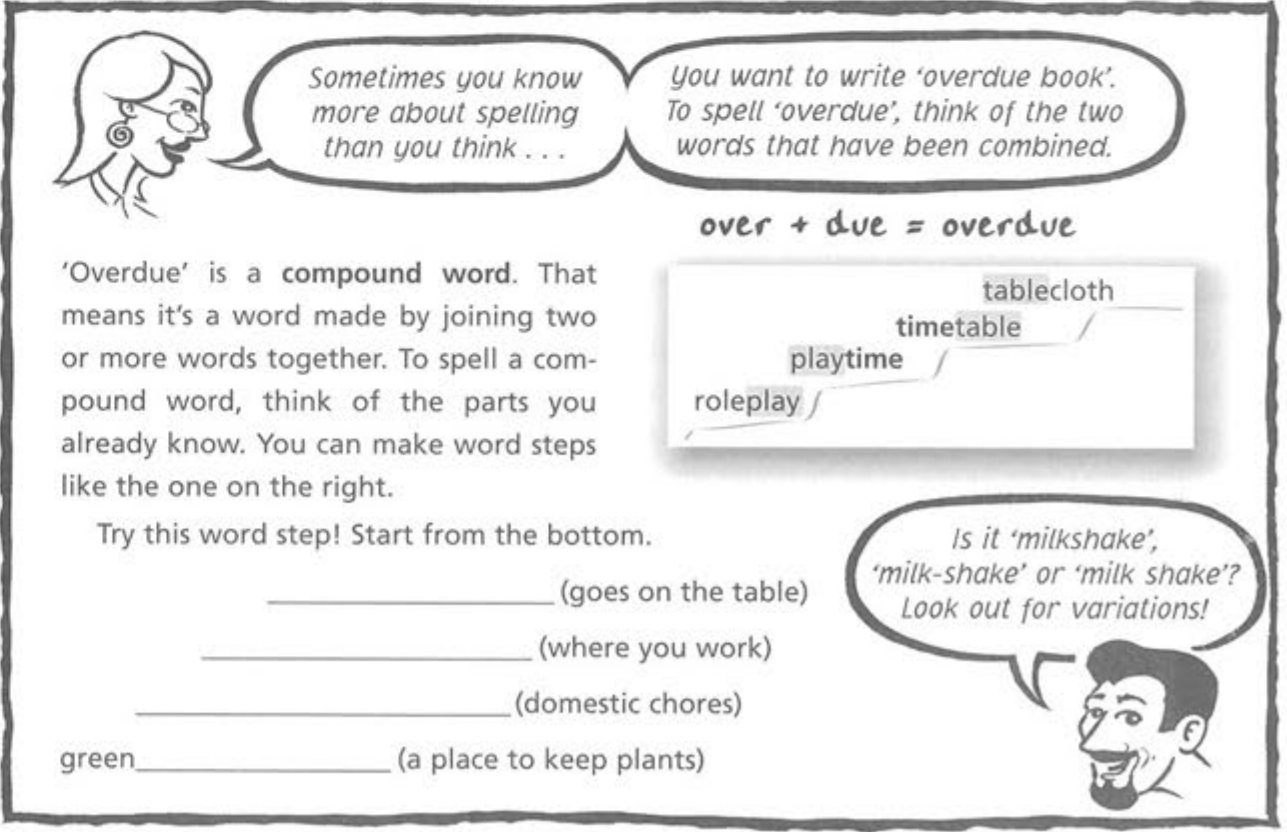
actor
teacher inspector
lecturer

I'll just remember the words I need!

I'll look in some more spelling books!

AND YOU?

COMPOUND WORDS



Sometimes you know more about spelling than you think...

You want to write 'overdue book'. To spell 'overdue', think of the two words that have been combined.

over + due = overdue

'Overdue' is a compound word. That means it's a word made by joining two or more words together. To spell a compound word, think of the parts you already know. You can make word steps like the one on the right.



Try this word step! Start from the bottom.


- _____ (goes on the table)
- _____ (where you work)
- _____ (domestic chores)
- green _____ (a place to keep plants)

Is it 'milkshake', 'milk-shake' or 'milk shake'? Look out for variations!



[Answers are on page 91.]

BLENDED WORDS



What about a word like 'ginormous'?

No, the original two words have been blended.

That's not a compound word, is it?

gigantic + enormous = ginormous

'Ginormous' is a **blended word**. With blended words two or more words are joined together, just like in compound words. But the difference is that in blended words bits are taken out too.

breakfast + lunch = brunch
blended word

sea + food = seafood
compound word

Which words were formed by blending these words?

motor + hotel _____ simultaneous + broadcast _____

breath + analyser _____ television + marathon _____

motorcycle + crosscountry _____ smoke + fog _____

[Answers are on page 91.]

Of course, words like 'ginormous' come from spoken language - we don't often write them down.

Sometimes there's no agreement when they are written down.

veg out
vege out? OK
Okay?

Kiddiccino ← That's cappuccino for kids!
Kiddie Cino?

With words like these, we're in the same situation as 200 years ago - when words were first put into a dictionary. That was when a standard spelling started to be used, but it still took a long time for people to agree on which spelling was the standard!

Use the space below to write down some slang words you use. Look to see if they're in the dictionary yet. Are they old words with new meanings, or new words?

Wicked? You mean it's bad?

Do it Yourself:

Looking out for new words

1 How would you remember these common homophones?

stationary _____

stationery _____

principal _____

principle _____

caught _____

court _____

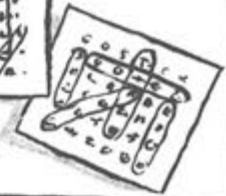
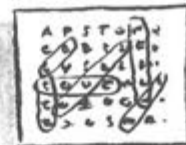
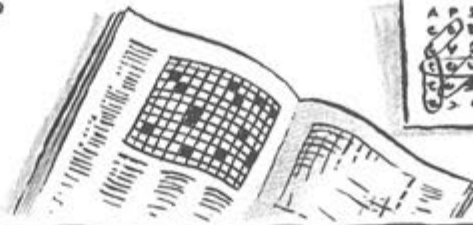
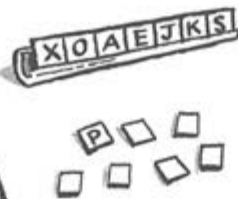
*I think of a stationary car,
then I think of paper
and stationery.*



Are there other homophones you want to remember?

2 Collect some compound and blended words, especially new words. (Look at names of businesses – they can be very clever examples of compound or blended words!)

3 Play some more word games – whatever appeals to you.



4 If you have younger sisters or brothers, or kids of your own, look at their writing and how their spelling is developing – it's fascinating! You might notice that they try to spell words the way they sound, or miss out vowels. Sometimes they over-apply a rule they've learnt (for example, they've learnt 'boxes' so they write 'dogses').

*My brttha
is zevn*

Happy brth day!

Chapter FIFTEEN



When I was out looking for compound words, I found some unusual spellings.

I'd seen them before, but hadn't really thought about them.

SIMPLIFIED SPELLING



Good spotting! You know, product names and shop signs often have this simplified spelling.

It's a bit of an eyecatcher – and it saves space!



But you can't use this kind of spelling in other situations, can you?



How would you normally spell the words below?



WHAT DO YOU THINK?
WHEN CAN YOU
USE THIS KIND OF
SPELLING?



MOZZIE-GARD _____

HI-LITE _____

NITWEAR _____

LO-COST _____

RITE-WAY _____

LITE BIX _____

PANTZ _____

BI-BEST _____

KIDZ SOX _____

DIET DELITE _____

Can you think of other examples of simplified spelling?

[Answers are on page 91.]



It's always good to keep on looking at language . . . What's new? What's on the way out?

New

Word plays: 'INXS', 'U2'

Words about new technology: 'bits', 'bytes'

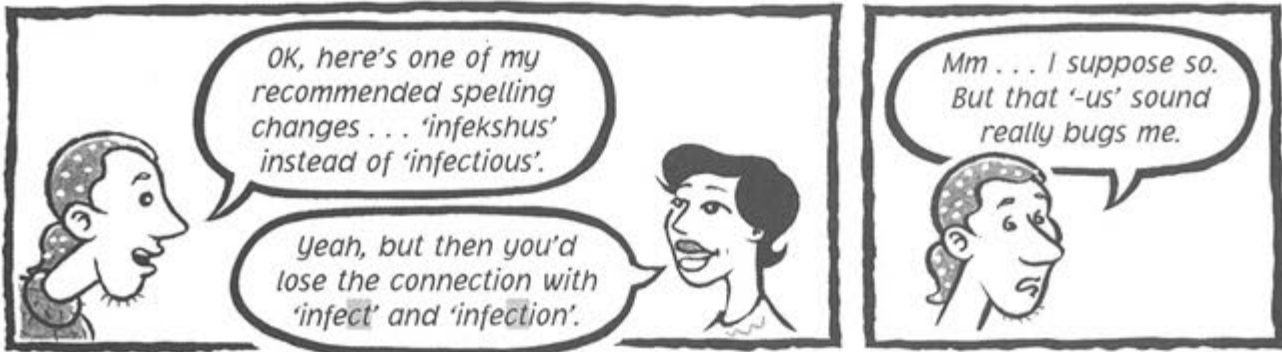
Going out

Gender-specific words: 'actress', 'chairman', 'manhole'

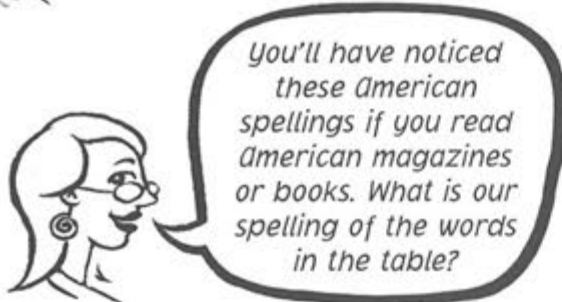


If you were writing a dictionary, which words would you like to simplify?

Old spelling	New spelling
_____	_____
_____	_____
_____	_____



AMERICAN SPELLING



US spelling	Our spelling
humor	_____
color	_____
center	_____
estrogen	_____

Do you know any other examples of American spelling?

[Answers are on page 91.]

WORDS FROM NAMES OR PLACES



Spelling isn't just random.
There are reasons or a story
behind everything!

sandwich
braille caesarian
pasteurise



Use the highlighted part of each word above to complete these sentences. Do you know any other words that come from people's names or from places?

- 1 Julius _____'s mother died in childbirth and he had to be cut from her body.
- 2 Louis _____ developed a method of boiling to sterilise.
- 3 The Earl of _____ was so busy gambling, that he didn't have time for meals. Instead, he ordered a slice of meat between two pieces of bread.
- 4 Louis _____ went blind at the age of three but went on to develop a reading system for the blind.

[Answers are on page 91.]



AND YOU?

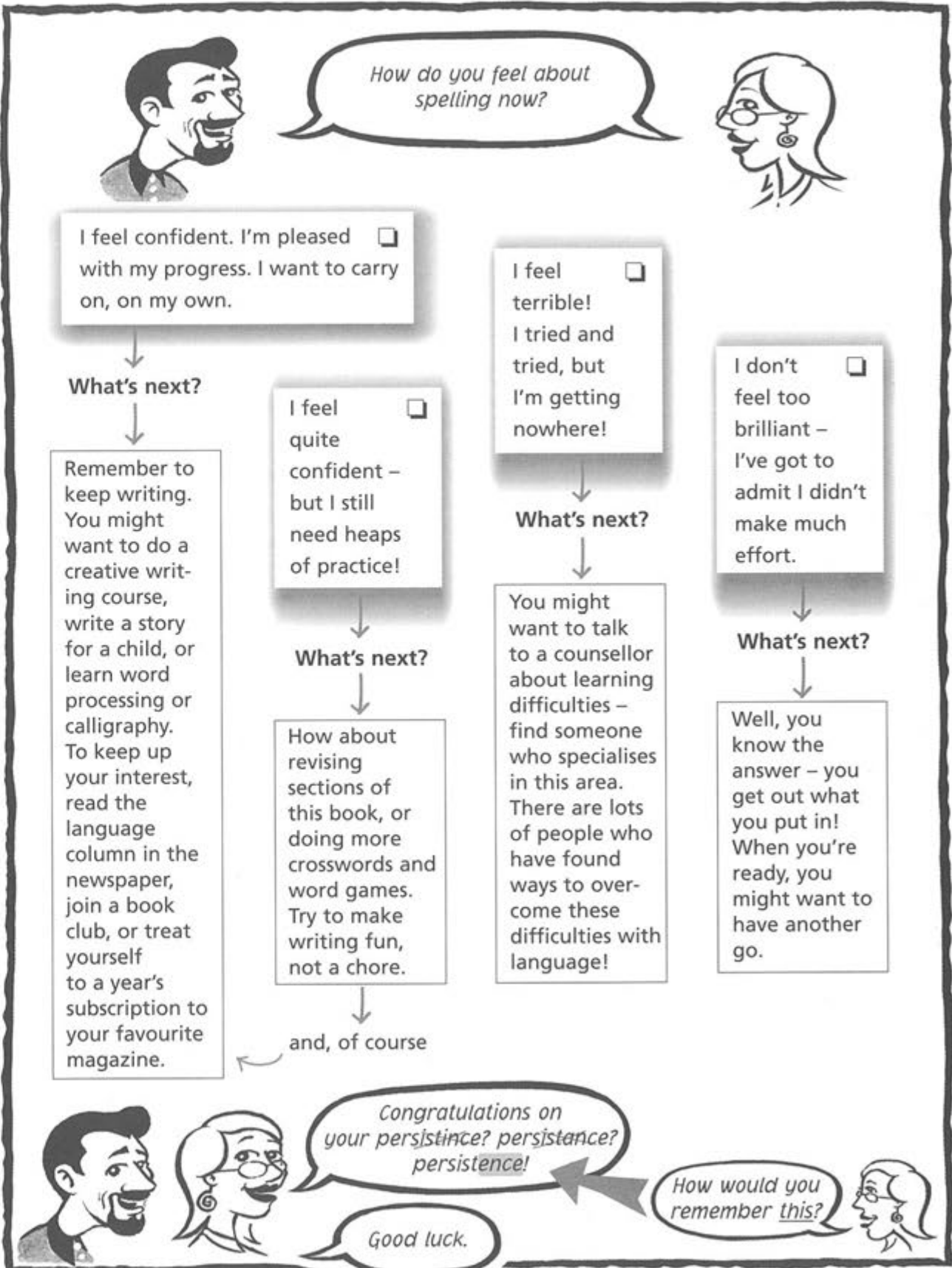
STRATEGY CHECKLIST

Here is a list of questions good spellers ask themselves. Now you've tried all these strategies, tick the ones you're using regularly.

- Do I know words that follow the same pattern? e.g. 'night' looks like 'bright'
- What are the parts that will be hard to remember? e.g. the 'au' in 'because'
- Are there words with related meaning that could help me? e.g. 'signature' comes from 'sign'
- Does sounding out the word into syllables help? e.g. port-fo-li-o
- Can I:
 - use a visual memory strategy? e.g. picture a **cup** hanging under a **board** to remember 'cupboard'
 - use an auditory memory strategy? e.g. say 'cup-board' to remember 'cupboard'
 - use a mnemonic? e.g. remember 'Put the cup in the **cup**board' to remember 'cupboard'
- Is there an interesting origin to the word? e.g. the 'h' in 'ghost' was added by Dutch printers
- Are there words inside words? e.g. 'ran' in 'guarantee'
- Are there prefixes or suffixes that I could remember are always spelt the same way? e.g. 'ment' as a suffix in 'excitement'
- Could I:
 - ask someone?
 - use a dictionary?
 - use a spelling checker?
 - write the word several ways to see which spelling looks right?
- Is there a rule I could use? e.g. the doubling rule to form 'winning' from 'win'

Do it Yourself:

What's next?



ANSWERS

Chapter 1

Page 4

From right to left: glass contains beer, only one rung on chair back, reversed umbrella handle, hat vanished behind door, number on door opposite changed, extra 'z' emerging from sleepwalker's mouth, thicker stripe on his pyjama top, smaller handle on jug, burnt candle, deeper pelmet on curtain.

1

To all staff,
Plese note that the fire drill skeduled for Teusday morning has been posponed. It will now be held on Wensday after-noon at

Page 5

2

Dear Nan,
Just riting to let you know that my brithday prezent arived safely. I was thrilled, becose I've been pestering Dad for a new wach for ages!

3

Dear Mr Plowrite,
I am returning your cheqe for \$75.15, as the amount oewd is \$175.15. Please coud you send the corect amount before the end of Febury.

4

History of Bali

It appears Bali was not populated during the Ston Age. Stone inscriptions were the earlyest rekords found in Bali. At this time, the Balinese used an irrigation sistem which is similair to the

Page 6

3 From right to left: bracket under bookshelf is smaller, a groove in radiator has vanished, one spot fewer on vase on TV set, extra flower appears in vase, arm of chair in left foreground projects further, edge of kitchen table top is black, saucepan on table has longer handle, pattern of kitchen curtains is different, a loop in cable under TV, lamp in right foreground has bigger light reflection.

Chapter 2

Page 8

1 school 2 circle 3 gourmet
4 night 5 ghost

Page 10

End with 'ight': flight, bright, fight

Contain 'ch' that sounds like 'k': technical, mechanic

Begin with 'gh-': ghetto, ghastly, ghoulish

Begin with 'c' that sounds like 's': centre, cinema, cell

Have the French '-et' ending: ballet, buffet, valet

Page 11

French: chef, boutique, champagne, restaurant

Japanese: sushi, judo, kamikaze, kimono

Spanish: siesta, patio, guitar

Australian Aboriginal languages: bunyip, boomerang, kangaroo

German: blitz, waltz, hamburger, kindergarten

Russian: vodka, sputnik

Chapter 4

Page 20

1 4 2 5 3 7 4 2 5 3

Page 22 (suggestions only)

Exciting:

'The exit isn't exciting.'

excite /ək'saɪt, ek-/ v.t., -cited, -citing. [ME. *excite*(n), from L. *excitare*, frequentative of *excitare*, call forth, rouse]

'Christmas is exciting.'

exceed, except, excess

Birthday:

birth, mirth, girth

probably from Old Norse 'byrthr'

'Do birds have birthdays?'

'his first birthday'

Chapter 5

Page 27

Madagascar: mad, ad, Ada, dag, gas, as, scar, car

amateur: am, ma, mat, mate, ate

miniature: mini, in, at

disappear: is, sap, appear, pea, pear, ear

kerosene: 'kero', Eros, rose

reputable: rep, put, ta, tab,

table, able

colonel: colon, lone, one

vegetable: get, ta, table, able

misdemeanour: is, demean,

demeanour, me, mean, an, no, our

suitable: suit, it, ta, tab, table, able

Page 28

night 1; cinema 3; muscle 2;

centimetre 4; peace 1; medicine 3;

spell 1; scientific 4; gym 1;

aboriginal 5; gourmet 2; three 1;

alphabetical 5; married 2;

children 2

Dear Cathy,
 I can't meet you
 tommrow, but how about
 Wensday - oppsite the
 cinma strait after work?
 Pleas bring my umbrlla -
 I left it in your car.
 Rinda

Chapter 6

Page 33

- The History of Space Travel [2]
- Sherlock Holmes: The Case of the Dancing Bees [3]
- Survive the Savage Sea [4]
- A Fortunate Life [7]
- Spotlight on the Olympics [5]

Page 34

- 'a' sound (as in 'cat', 'hand', 'bank'): guarantee
- 'e' sound (as in 'leg', 'men', 'tent'): leisure, said, friend, guess
- 'i' sound (as in 'bit', 'bill', 'win'): build, busy, women, pretty, crystal
- 'o' sound (as in 'stop', 'hot', 'job'): was, cough, because
- 'u' sound (as in 'bus', 'cut', 'rubbish'): front, mother
- 'u' sound (as in 'put', 'pull', 'push'): good, book, woman, should

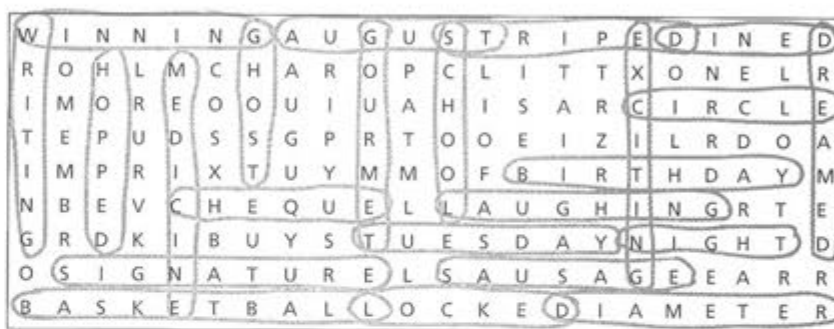
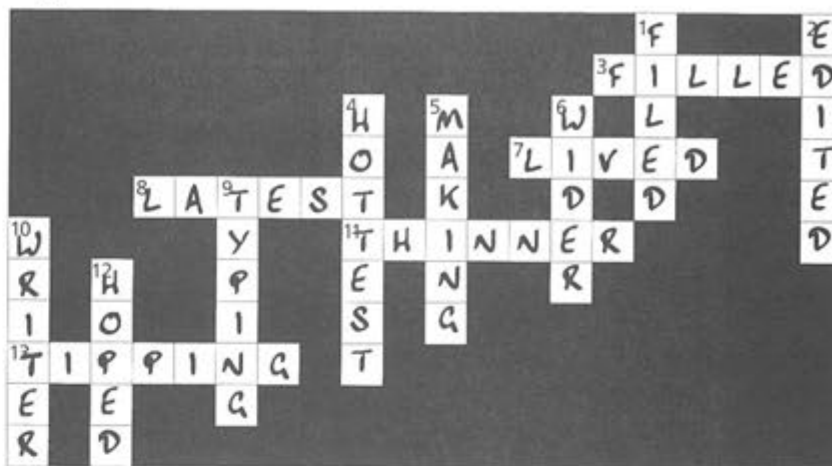
Chapter 7

Page 38

longer

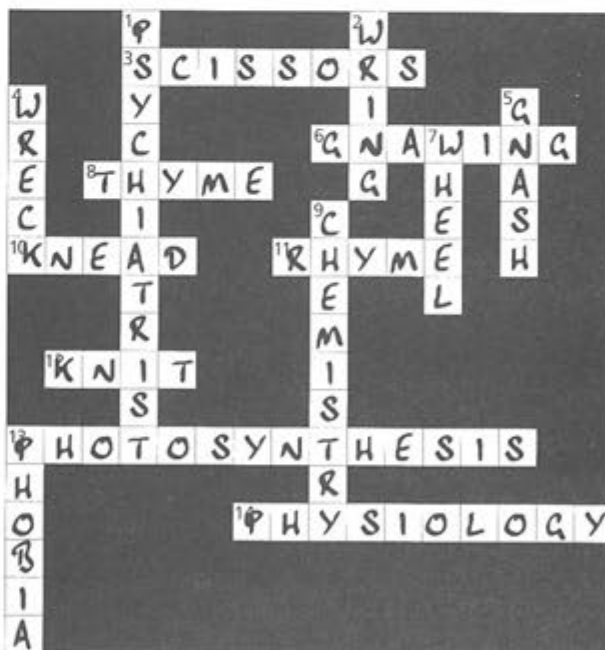
Page 39

- 1 Yesterday was the hottest day for thirty-five years.
- 2 One of my favourite hobbies is wining and dining.
- 3 Have you heard the latest news about the unfortunate driver who ran over the speed camera instead of stopping?
- 4 I must stop eating chocolate. I'm getting fatter and fatter.
- 5 He stripped off to reveal his striped underwear.
- 6 Bisodo washes whiter!



Chapter 9

Page 51



- knife, gnome, scissors, chrysalis, wrench, photocopier, rhinoceros, Thailand, wreath

Chapter 10

Page 56

- 1 serious
- 2 anticipates
- 3 earned
- 4 sore

Page 57

four → for, revue → review,
 sea → see, threw → through,
 your → you're,
 please-too → pleased to,
 no → know, its → it's, it's → its,
 weigh → way, tolled → told,
 sew → so

Page 58

fist → first 7
 lead → led 3
 there → -three 2
 tow → -two 2
 buy → by 3

Page 59

Less common spellings for the 'ar' sound
 heart, aunt, laugh, sergeant

Less common spellings for the 'er' sound
 'or' spelling: worm
 Other spellings: learn, earth, earn, journey, were

Less common spellings for the 'or' sound
 'ar' spelling: ward
 Other spellings: your, four, board, bought, court, door, you're

Chapter 11

Page 61

family 7; syllables 4; word origin 5; rule 6

Page 62 (suggestions only)

Latin

scriptum (= write): scribble, inscribe, manuscript, inscription, description
 locus (= place): location, local, locate, locum, locomotion, locomotive
 rota (= wheel): rotation, rotate, rotor, Rotary, rotator
 primi, primo (= first): primary, primate, prime, primeval, primitive, primordial

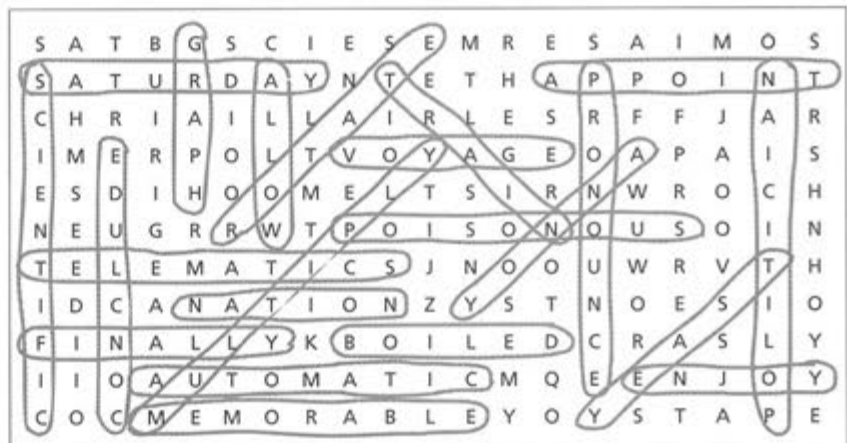
Greek

politikos (= civil or political): politics, political, politician, politicise
 techni (= art or skill): technical, technician, technique, technology,
 tele (= from a distance): telephone, television, telematics, telegraph, telepathy
 hydro (= water): hydroponics, hydrophobia, dehydrate, rehydrate, hydraulic

Page 64

- 1 Tell me about one of your recurring dreams.
- 2 How do you pronounce 'epitome'?
- 3 You'll need a power drill for that job.
- 4 I love freshly grovnd coffee.
- 5 There was a huge crowd at Saturday's game.
- 6 I know how to spell 'Wednesday'.

Page 65



Chapter 12

Page 68

de: down, away from
 re: again
 pre: before
 mal: bad
 co: with, together
 ante: before
 anti: against
 neo: new

Page 69

witches, buses, burgers
 berries, ways, trolleys, flies

Page 70

tripped, waded
 cried, strayed, applied, employed

freedom
 payment
 voltage
 artist
 protection
 kindness

Chapter 13

Page 73

- 1 Look at those guys over there! They think they're so cool with their mirror sunglasses.

Page 73

- 2 Hummingbirds use their long, thin bills to get nectar from flowers. They're flying experts and are interesting for their ability to fly backwards.

Page 74

- 1 It's never too late
to learn something new.
- 2 If you add too much green mulch to your garden, the soil may become too nitrogenous.
- 1 A rainforest frog produces poison under its skin to ward off other animals. Some rainforest tribes tip their arrows with the same poison. It's collected by roasting the frog gently and then collecting its sweat.
- 2 The rafflesia is a plant which grows on the forest floor in parts of Asia. Its flowers – up to 1 metre across – are the biggest in the world.

Page 75

- 1 PLEASE DON'T SMOKE IN HERE
- 2 FRESH CARROTS 79c
- 3 The female spider devours its mate.
- 4 It's a great way to go!
- 5 WHOSE CAR – MY CAR!
- 6 Who's been eating my porridge?

Page 76

i.e.: id est (that is)
e.g.: exempli gratia (for example)
vs.: versus (against)
etc.: et cetera (and other things)
p.m.: post meridian (after noon)
a.m.: ante meridian (before noon)

Page 77

G/G Girl/Guy
mod modern
f/f fully furnished
t/hse town house
u/30 under 30
N/S non-smoker
C/VAN caravan
fac facilities
rev cyc air cond reverse cycle air conditioning

furn furnished
ONO or nearest offer
Prof Professional
yo year old
fin sec financially secure
n/s non-smoker
s/d social drinker
gsoh good sense of humour
f/ship friendship
perm permanent
r/ship relationship

Page 78

snag: sensitive new age guy
AIDS: Acquired immune deficiency syndrome
dinky: double income no kids yet
Qantas: Queensland and Northern Territory Aerial Services
Anzac: Australian and New Zealand Army Corps

Chapter 14

Page 79 (suggestions only)

1 *Remember how silent 'e' or magic 'e' makes a short vowel long ... you need the double 't' in 'spitting' to keep the vowel short.*

2 *Once you start looking at patterns, you'll realise there is a system – sure it's not as simple as every letter corresponding to a particular sound, but it's not random!*

3 *Don't forget memory strategies ... mnemonics ... like 'a rat is separate from me'.*

4 *This is an easy one! Get some keyboarding skills – if you've got access to a computer, then you can use a spelling checker as well!*

5

OK, have fun with crosswords, word puzzles and word games ... Why not write poems, design greeting cards or posters? Look back at the Do It Yourself pages!

Page 80

Nouns (naming words): vehicle, table, bicycle, uncle, circle, apple
Adjectives (describing words): legal, normal, punctual, internal, lateral, magical, fanatical

Page 81

placemat
workplace
housework
green house

Page 82

motel
breathalyser
motocross
simulcast
telethon
smog

Page 84

MOSQUITO-GUARD
NIGHTWEAR
RIGHT-WAY (OR WEIGH?)
PANTS
KIDS' (CHILDREN'S) SOCKS
HIGHLIGHT
LOW-COST
LIGHT BISCUITS
BUY-BEST
DIET DELIGHT

Page 85

humour, colour, centre, oestrogen

Page 86

- 1 Caesar
- 2 Pasteur
- 3 Sandwich
- 4 Braille

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SpellingWorks

7 WORKBOOK OF SPELLING STRATEGIES

SpellingWorks is a workbook of spelling strategies designed to help a wide range of learners improve their spelling. Its picture-strip format presents the material in a direct and entertaining way to motivate all learners, with an emphasis on encouraging them to develop their own 'help yourself' techniques. SpellingWorks provides strategies for spelling—it is not simply a series of word lists or a collection of spelling rules.

SpellingWorks works because it breaks down the spelling process into a series of practical steps which develop spelling skills and strategies. It offers a range of different spelling strategies and provides many opportunities to put these into practice.

Other features:

- the book offers a structured spelling program for a range of learning contexts, including the classroom and independent study
- each chapter contains a week's work with independent activities as follow-up
- it is flexible enough to be used with any English program and with courses of different lengths.

About the authors

Maureen Hague and Clare Harris are both very experienced teachers of English language and literacy. They have also written a number of widely used texts in this area.



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