

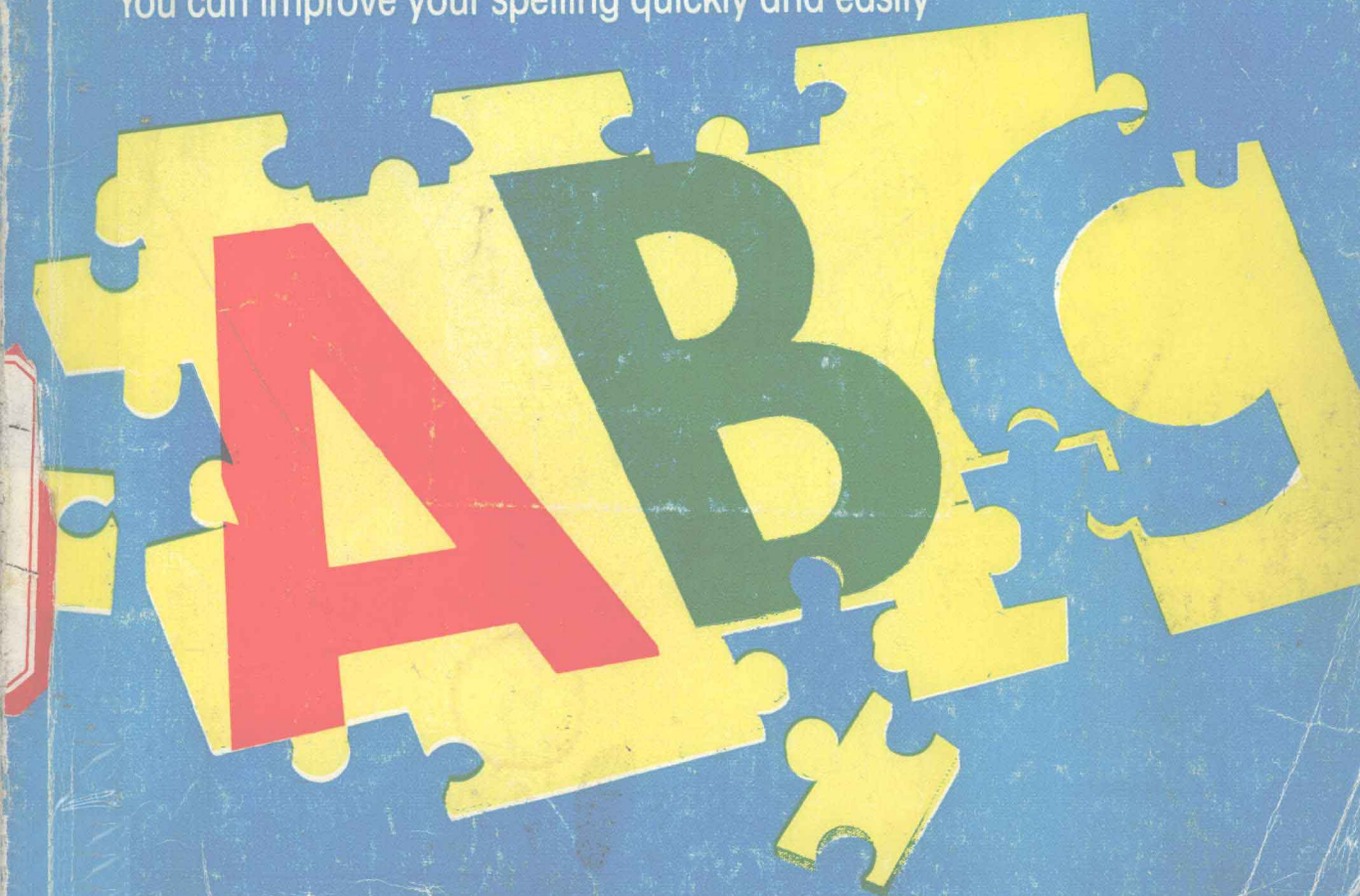
Spelling Made Simple

Revised Edition

Stephen V. Ross

Revised by Sheila Henderson

You can improve your spelling quickly and easily



Spelling Made Simple

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Edited and prepared for publication by The StoneSong Press, Inc.

**A MADE SIMPLE BOOK
DOUBLEDAY**

NEW YORK LONDON TORONTO SYDNEY AUCKLAND

A MADE SIMPLE BOOK

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How to Use This Book

Everyone is capable of correct spelling. Of course, for some it is easier than for others, but correct spelling lies within *everyone's* reach. The key is motivation—and the motivation to spell correctly originates with you. If you sincerely want to become a good speller, *Spelling Made Simple* provides the information, tools, and methods you need to achieve the goal you seek.

Instruction

Thirteen chapters of *Spelling Made Simple* focus exclusively on instruction in the principles governing the English language:

Part I consists of five chapters covering the rules governing most basic spelling situations in American English, as well as the inevitable exceptions to those rules.

Part II consists of three chapters covering the troublesome effects of pronunciation on spelling, including the problems caused by common mispronunciations.

Part III consists of three chapters covering the basic building blocks of language—roots, prefixes, and suffixes—and the ways in which they combine to create different meanings and to serve different functions.

Part IV consists of two chapters covering the tricky rules of punctuation that affect the spelling of many English words.

Four chapters at the end of the book offer instruction in building your vocabulary, learning correct pronunciation, using the dictionary, and developing a powerful memory.

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Part IV consists of two chapters covering the tricky rules of punctuation that affect the spelling of many English words.

Four chapters at the end of the book offer instruction in building your vocabulary, learning correct pronunciation, using the dictionary, and developing a powerful memory.

Core Vocabulary

Following each of the thirteen instructional chapters is a special section called the Core Word List. Each Core Word List contains 50 words that are frequently misspelled. The 650 words in the core lists were selected and organized in a sequence that puts the more commonly used words in the earlier Core Word List sections and the less commonly used words in the later sections. *All* the core words are difficult to spell correctly, but those presented in the first several Core Word List sections are *misspelled* most often simply because they are *used* most often. By mastering the correct spelling of these words, you will improve your overall spelling by as much as 75 percent!

Specialized Vocabulary

The eight chapters of Part V are designed specifically to introduce you to words that belong to the specialized vocabularies of various fields of knowledge—from business and law to psychology and religion. This part of the book also includes a chapter covering words and phrases that originated in another language but have come into fairly common use in English. It also includes a chapter covering the correct spelling of commonly used abbreviations. In every chapter except the one on abbreviations, the correct pronunciation of the word is also given.

Practice and Testing

Practice is *essential* to improve your spelling. Both exercises and tests have been included in this book to help sharpen your understanding of the information presented. Each instructional chapter includes practice exercises for every significant section of material covered. The same material is covered in the end-of-chapter mastery tests. The chapters on specialized vocabulary also conclude with mastery tests that examine your understanding of both the spellings and the meanings of these words. Each of the thirteen Core Word List sections concludes with a mastery test covering the words introduced in that section. To help you measure your improvement in spelling, two comprehensive Core Word tests have been included: A pre-test follows this introduction and a post-test follows Chapter 25. Answers to the exercises and tests are included in appendices at the back of the book.

Comprehensive Word List

All words introduced in *Spelling Made Simple*—either in the Core Vocabulary or in the Specialized Vocabulary—are listed alphabetically in a comprehensive word list at the back of the book. This list can serve as a quick reference guide when you want to verify the spelling of a word that you have studied in this book.

Pronunciation Key

A number of chapters in this book provide pronunciation guides for the words contained therein. These pronunciation guides follow a simple system of phonetic respelling. Familiarize yourself with this key and refer back to it whenever you are unclear about a pronunciation.

Vowel Sounds

Vowel sounds are indicated through vowel-vowel and vowel-consonant combinations.

Sound Symbol	Sample Word	Phonetic Spelling
EE	team	TEEM
AY	freight /freɪt/n. 货船运费	FRAYT
Y	buy	BY
OH	no	NOH
OO	look	LOOK
EW	cruise /kruɪz/n. 巡航	KREWZ
AW	taught	TAWT
AH	farm /fɑɪn/n. 蕨纲植物	FAHRM
UR	fern	FURN
OY	toy	TOY
OW	house	HOWS
YEW	use	YEWZ
I	seive	SIV
A	bat	BAT
E	end	END
O	hot	HOT (This sound varies from short AH to short AW.)
U	cup	KUP.

The vowels of unaccented syllables are weak and have only part of the quality of the original or else are completely blurred or indeterminate in quality. For these, the original spellings are usually retained — for example, alone (a-LOHN), system (SIS-tem), easily (EE-zi-lee), honor (ON-or), campus (KAM-pus).

Consonant Sounds

These letters have their usual sound: **b, d, f, h, k, l, m, n, p, r, s, t, v, w, y** (before vowels, as in **yes**), and **z**. The remaining consonants are indicated as follows:

Sound Symbol	Sample Word	Phonetic Spelling
G	ghost	GOHST
J	trudge trudj	TRUHJ
TCH	chief	TCHEEF
NG	sing	SING
SH	sure	SHUR
ZH	measure	MEZH-ur
TH	thin	THIN
TH	than	THAN
KW	quick	KWIK
GZ	exact	EG-zact
KS	complex	COM-pleks

W is used for words spelled with **wh**, since this sound may be a **W**, a voiceless **W**, or an **HW**.

Syllables and Accents

Syllables are separated by dashes—for example, finger (FIN-ger). The syllable that receives the primary accent is indicated by all capital letters—for example, going (GOH-ing), demoniacal (dee-mo-NY-a-kal). The secondary accent is not indicated because it usually does not present a problem.

Core Word Pre-Test

Circle the correctly spelled word(s) in each of the following groups.

- loseing, losing, lossing
- proceed, procede, proseed, prosede
- hieght, heighth, height, hieghth
- oppinion, opinion, oppinnion, oppinnion
- writing, writeing, writting, writteing

- | | |
|--|---|
| <p>6. proffessor, profesor, proffesor, professor <i>professor</i></p> <p>7. therefor, therefore, therfor, therefore</p> <p>8. foriegn, forein, forien, foreign</p> <p>9. marraige, marridge, marriage, marrage</p> <p>10. allright, alright, allright, all rite</p> <p>11. heros, heroez, heroes, herroes <i>heros</i></p> <p>12. refered, referred, reffered, referred <i>referred</i></p> <p>13. amachoor, amatoor, amatur, amateur</p> <p>14. atheist, athiest, atheast, athaest</p> <p>15. ninty, ninety, ninedy, ninnety <i>ninty</i></p> <p>16. advertisement, advertizment, advertisement, advertizement</p> <p>17. leasure, leesure, lejsure, liesure</p> <p>18. labratory, laborattory, laboratory, labaratory <i>laboratory</i></p> <p>19. irestistible, irresistable, irresistible, irresistible</p> <p>20. discription, description, description, discription <i>description</i></p> <p>21. efficeint, eficient, eficeint, efficient</p> <p>22. rhythm, rythm, ryrhm, rhytm</p> <p>23. embarass, embarrass, emberress, emmbarass <i>embarrass</i></p> <p>24. enviroment, environent, environment, environnment</p> <p>25. exaggerate, exagerate, exagerrate, exegarrate</p> <p>26. prevalent, privebant, preveland, prevelent</p> <p>27. irrevelant, irrelevant, irrelevant, irrelevant <i>irrelevant</i></p> <p>28. ocurence, occurance, occurence, occurrence</p> <p>29. accidentally, accidentaly, accidentally, accidentilly</p> | <p>30. adolesence, adolecense, adolesense, adolescence</p> <p>31. wierd, weard, weird, weiard</p> <p>32. advantagous, advantageous, advanttagous, advantageous</p> <p>33. paralel, pararel, parallel, paralell</p> <p>34. imediately, imeddiately, immediately, immediatly</p> <p>35. beneficcial, beneficcial, beneficail, beneficial</p> <p>36. criticism, criticizm, critticism, critticizm</p> <p>37. occassion, occasion, ocassion, ocasion</p> <p>38. lonliness, lonelyness, loneliness, lonlyness</p> <p>39. charcteristic, chrackteristic, characteristic, characteristick</p> <p>40. beleif, beleaf, belief, bellief</p> <p>41. acomodate, accomadate, acommodate, accommodate</p> <p>42. dissapoint, disappoint, dissappoint, disapoint</p> <p>43. grammer, gramar, grammar, gramer</p> <p>44. athelete, athlete, athleet, athlete</p> <p>45. intrest, interest, interrest, intirest</p> <p>46. controversial, contraversial, controversail, contriversial</p> <p>47. separite, seperate, separate, sepparate</p> <p>48. maintainance, maintenance, maintenence, maintainence</p> <p>49. arguement, argumment, argument, arrgument</p> <p>50. villein, villain, villian, villin</p> |
|--|---|