SPELLING RULES (that work most of the time)

I. I before E except after C and when sounding like A as in neighbor and sleigh.

<table>
<thead>
<tr>
<th>i before e:</th>
<th>except after c:</th>
<th>sounding like a:</th>
</tr>
</thead>
<tbody>
<tr>
<td>chief</td>
<td>ceiling</td>
<td>weigh</td>
</tr>
<tr>
<td>lenient</td>
<td>deceive</td>
<td>reign</td>
</tr>
<tr>
<td>piece</td>
<td>receive</td>
<td>eight</td>
</tr>
</tbody>
</table>

BUT, the shent sound is spelled -ient.
Examples: ancient sufficient deficient

There are many exceptions to this rule, so be careful. When in doubt, use i before e.

II. Adding suffixes to words ending with y.

A. If there is a consonant before the y, change the y to i, then add the suffix.
   Examples: reply—replies deny—denies decry—decries

B. If there is a vowel before the y, the y stays the same when adding a suffix.
   Examples: key—keys boy—boys stay—staying

C. When adding -ing to words ending in y, the y stays the same.
   Examples: study—studying stay—staying play—playing

D. If a word ending in y has only one syllable, the y stays the same when adding -ness and -ly.
   Examples: dry—dryness dry—dryly shy—shyness shy—shyly coy—coyness coy—coyly

E. If a word ending in y has more than one syllable, the y changes to i when adding -ness and -ly.
   Examples: arbitrary—arbitrariness arbitrary—arbitrarily pretty—prettiness pretty—prettily dreamy—dreaminess dreamy—dreamily

III. Plural Endings

A. Words ending in a sound that can be smoothly joined with s form their plural by adding s.
   Examples: mistake—mistakes car—cars trip—trips
If a word cannot join smoothly with s, add -es instead. Words that end in s, x, z, ch, and sh take -es.
Examples: box—boxes
          peach—peaches
          dish—dishes

B. If a word ends in y preceded by a vowel, add -s to form the plural.
Examples: journey—journeys
          monkey—monkeys
          toy—toys

If a word ends in y preceded by a consonant, change the y to i and add -es.
Examples: party—parties
          jelly—jellies
          try—tries

C. For words ending in o, add -es.
Examples: potato—potatoes
          echo—echoes
          hero—heroes

IV. Suffixes

A. If a word ends with -dge, and the suffix begins with a consonant, drop the e and add the suffix.
Examples: acknowledge—acknowledgment
          judge—judgment
          argue—argument

B. If a word ends with -ce or -ge and the suffix begins with a vowel, leave the e.
Examples: knowledge—knowledgeable
          outrage—outrageous
          notice—noticeable

C. If a one-syllable word ends in a consonant-vowel-consonant pattern and the suffix begins with a vowel, the last consonant of the word is doubled.
Examples: CVC
          plan—planning
          CVC
          swim—swimming
          CVC
          beg—begging
If a two or more syllable word ends with a vowel-consonant pattern, double the last consonant **only** if the last syllable is stressed.

Examples: VC
- occur—occurring
- refer—referring
- begin—beginning

D. If a word ends in consonant -e pattern and the suffix begins with y or a vowel, drop the e and add the suffix.

Examples: Ce
- adore—adorable
- love—lovable
- desire—desirable

E. If a word ends in a consonant -e pattern and the suffix begins with a consonant, leave the e.

Examples: Ce
- love—lovely
- sparse—sparsely
- severe—severely

V. There is only one word in the English language that ends with –sede. That word is **supersede**. There are only three words that end in –ceed. They are **exceed**, **proceed**, and **succeed**. All the other words with the “seed” sound end in –cede. There are no exceptions to this rule.

Examples: recede
- precede
- secede