A. When adding a suffix, double the final consonant:

1. In a one-syllable word if
   a. it ends in a single consonant preceded by a single vowel.
   b. it does not end in x.
   c. the suffix begins with a vowel or is the suffix y.

   EX. cup-cupped, cupful
       link-linked (two consonants at end)
       hail-hailed (two vowels)

2. For words of more than one syllable, the preceding rule applies if the stress (accent) is on the last syllable.

   EX. compel-compelled
       instill-instilled
       exploit-exploited (two vowels)
       benefit-benefited (accent wrong)

   EXCEPTIONS: equip-equipped, equipping, equipage
               chagrin-chagrined (means mental distress)
               excel-excellence, excellent (even though the accent shifts)
               refer-reference, referred (accent shifts for reference)

B. Final E

1. When a suffix beginning with a vowel is added to a word that ends in a silent e, usually the e is dropped.

   EX. desire-desiring
       dense-density

   EXCEPTIONS: Some silent e words with soft g and soft c retain the ge and ce before certain suffixes, like able and ous.

   EX. change-changeable, changing, changed
       manage-manageable, managing
       notice-noticeable, noticing

2. When a suffix beginning with a consonant is added, generally the e is retained

   EX. use-using
       advertise-advertisement

   EXCEPTIONS: nine-ninth
               argue-argument, arguing, arguable

3. Words ending in oe follow the general rule for keeping the e before a suffix that begins with a consonant. Also keep the e when adding ing.

   EX. shoe-shoeing, shoes, shod
       canoe-canoeing

4. Due, true, and whole follow the rule for a suffix beginning with a consonant, except for ly.

   EX. true-truly
       due-duly

C. Final Y
1. When the final \( y \) is preceded by a vowel, keep the \( y \) before adding the suffix.

   EX. journey-journeyed, journeying
       enjoy-enjoyable

D. **IE or EI**

1. If a word has a long \( e \) sound and the consonant preceding it is not \( c \), then use \( ie \). If the consonant is \( c \), use \( ei \).

   EX. piece-deceive
       chief-receive

2. These words are exceptions; link them with the \( ei \) after \( c \) rule:

   EX. weird-seize-either
       leisure-neither-seizure

3. Words with the long \( a \) sound, use the \( ei \) combination.

   EX. sleigh, neighbor, reign, weight, and height (though it doesn't fit)

4. Words with a short \( i \) use \( ei \).

   EX. counterfeit, foreign, sovereign

5. Words that have a shent sound use the letters \( cie \).

   EX. efficient, sufficient

E. **Plurals**

1. Most words take the letter \( s \) to make the word plural. Words that use \( es \) to form the plural end in these letters or sounds: \( s, sh, tch, x, z, soft ch \).

2. Words ending in \( o \) or \( a \) usually add the letter \( s \) to make the word plural.

   EXCEPTIONS: echo, hero, negro, potato, tomato, torpedo, and veto. (Add \( es \)).

3. Some nouns, Latin in origin, take the Latin plural ending. Words ending in \( um \), such as datum, take \( a \) to form the plural: data. Words ending in \( is \), such as crisis, take \( es \) to form the plural: crises.

   EX. hypothesis-hypotheses
       analysis-analyses
       medium-media

**Some general rules . . . . . .**

1. You can remember stationery (that you write on) by associating it with the word paper. Just remember that both end in \( er \).

2. The principal is your \( pal \).

3. They're = they are
   
   There has "here" in it. Both refer to places.
   
   Their has an "heir." Both refer to persons.

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