PLURAL RULE ONE
Most words add ‘s’ to make the plural

one apple

two apples

desk ➔ desks
name ➔ names

town ➔ towns

card ➔ cards

teacher ➔ teachers
park ➔ parks

town ➔ towns
truck ➔ trucks

Try these …
pencil ➔ ________
book ➔ ________
tree ➔ ________
cup ➔ ________
pad ➔ ________
plant ➔ ________

PLURAL RULE TWO
Add ‘es’ to words ending in ‘ch’, ‘sh’
‘s’, ‘ss’, ‘x’ or ‘z’ to make the plural

one box

many boxes

beach ➔ beaches
fox ➔ foxes

cross ➔ crosses
pitch ➔ pitches

wish ➔ wishes
bus ➔ buses

waltz ➔ waltzes
hutch ➔ hitches

Try these …
church ➔ ________
gas ➔ ________
class ➔ ________
quiz ➔ ________
wax ➔ ________
dish ➔ ________
PLURAL RULE THREE
When the letter before a ‘y’ is a consonant, change the ‘y’ to an ‘i’ before adding an ‘es’

one baby

two babies

city ➔ cities
pony ➔ ponies
filly ➔ fillies
berry ➔ berries
reply ➔ replies
belly ➔ bellies

Try these …
family ➔ _________
daisy ➔ _________
army ➔ _________
nappy ➔ _________

PLURAL RULE FOUR
When words end in ‘ay’, ‘ey’, ‘iy’, ‘oy’ and ‘uy’ add an ‘s’ to make the plural

one donkey
two donkeys

boy ➔ boys
pulley ➔ pulleys
relay ➔ relays

Try these …
day ➔ _________
day ➔ _________

Monkey ➔ _________
Tray ➔ _________
Trolley ➔ _________

Play ➔ plays
Grey ➔ greys
Alley ➔ alleys

Satay ➔ _________
Valley ➔ _________
Delay ➔ _________
Key ➔ _________
**PLURAL RULE FIVE**
When words end in ‘f’ or ‘fe’ change the ‘f’ or ‘fe’ to a ‘v’ before adding ‘es’

- one knife
- two knives

<table>
<thead>
<tr>
<th>singular</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>leaf</td>
<td>leaves</td>
</tr>
<tr>
<td>wife</td>
<td>wives</td>
</tr>
<tr>
<td>thief</td>
<td>thieves</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Try these …
- half ➔ ______
- loaf ➔ ______
- self ➔ ______

Exceptions – cliffs, chiefs, roofs, dwarfs & handkerchiefs

---

**PLURAL RULE SIX**
When a word ends in ‘o’ and comes after a consonant, add ‘es’ to make the plural

- one dingo
- two dingo(es)

<table>
<thead>
<tr>
<th>singular</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>cargo</td>
<td>cargoes</td>
</tr>
<tr>
<td>potato</td>
<td>potatoes</td>
</tr>
<tr>
<td>avocado</td>
<td>avocados</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Try these …
- volcano ➔ ______
- domino ➔ ______
- mosquito ➔ ______

Exceptions – pianos, solos, banjos, Eskimos and radios

---
### PLURAL RULE SEVEN
Sometimes, a word may completely change its form when a plural is made

<table>
<thead>
<tr>
<th>One</th>
<th>Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>child</td>
<td>children</td>
</tr>
</tbody>
</table>

- person -> people
- goose -> geese
- fungus -> fungi

Try these …
- foot -> ________
- mouse -> ________
- tooth -> ________
- criterion -> criteria
- nucleus -> nuclei
- man -> men

### PLURAL RULE EIGHT
Sometimes, a word may stay the same in both its singular and plural form

<table>
<thead>
<tr>
<th>One</th>
<th>Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>fish</td>
<td>fish</td>
</tr>
</tbody>
</table>

- bream -> bream
- aircraft -> aircraft
- salmon -> salmon
- bream series -> series
- trout series -> series

Try these …
- species -> ________
- deer -> ________
- offspring -> ________
- salmon moose -> moose
- tuna -> ________
PLURAL RULE NINE
It maybe confusing making compound words into plural forms. In all cases the first word is made plural.

Maxine is terrified of **men of war** jelly fish.

- brother in law → **brothers in law**
- court martial → **courts martial**
- attorney general → **attorneys general**

Try these ...
- son in law → __________
- heir apparent → __________
- passer by → __________

PLURAL RULE TEN
Many words, particularly from other languages have **exceptions** when making them plural.

- **One analysis of data** – **two analyses of data**

Other examples are ...
- **curriculum** → **curricula**
- **appendix** → **appendices**
- **criterion** → **criteria**
- **index** → **indices**
- **antenna** → **antennae**
- **focus** → **foci**
- **bureau** → **bureaux**
- **corpus** → **corpora**

Try these ...
- **octopus** → __________
- **formula** → __________
- **datum** → __________

* quite tricky and uncommon
SPELLING RULE ONE

When a word ends with a short vowel followed by a consonant, double the last consonant before adding ‘ed’

The girls skip. The girls skipped.

drop ➔ dropped
admit ➔ admitted
occur ➔ occurred

Try these ...

trip ➔ _______ trot ➔ _______
mop ➔ _______ rub ➔ _______
submit ➔ _______ prefer ➔ _______

SPELLING RULE TWO

When action words end with an ‘sh’, ‘ch’, ‘ss’, ‘x’, or ‘z’ and ‘es’ is added to make the present tense.

Fiona waltzes most Tuesday nights with Jim.

cross ➔ crosses
wax ➔ waxes
fish ➔ fishes

Try these ...

buzz ➔ _______ tax ➔ _______
watch ➔ _______ pass ➔ _______
push ➔ _______ fix ➔ _______
**SPELLING RULE THREE**

When an action word ends with a consonant followed by a 'y', change the 'y' to an 'i' before adding 'es'

The pirate bur**ies** his treasure with great care.

<table>
<thead>
<tr>
<th>Action Word</th>
<th>New Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>empty</td>
<td>empties</td>
</tr>
<tr>
<td>try</td>
<td>tries</td>
</tr>
<tr>
<td>carry</td>
<td>carries</td>
</tr>
<tr>
<td>hurry</td>
<td>__________</td>
</tr>
<tr>
<td>fly</td>
<td>__________</td>
</tr>
<tr>
<td>worry</td>
<td>__________</td>
</tr>
</tbody>
</table>

**SPELLING RULE FOUR**

Double the consonant before adding 'ing' to words that have a short vowel followed by a consonant at the end.

Grandad was sit**ting** in his chair all morning.

<table>
<thead>
<tr>
<th>Action Word</th>
<th>New Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>stop</td>
<td>stopping</td>
</tr>
<tr>
<td>wrap</td>
<td>wrapping</td>
</tr>
<tr>
<td>step</td>
<td>stepping</td>
</tr>
<tr>
<td>trap</td>
<td>__________</td>
</tr>
<tr>
<td>rip</td>
<td>__________</td>
</tr>
<tr>
<td>chop</td>
<td>__________</td>
</tr>
</tbody>
</table>

Try these …

<table>
<thead>
<tr>
<th>Action Word</th>
<th>New Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>dry</td>
<td>__________</td>
</tr>
<tr>
<td>dirty</td>
<td>__________</td>
</tr>
<tr>
<td>apply</td>
<td>__________</td>
</tr>
<tr>
<td>beg</td>
<td>__________</td>
</tr>
<tr>
<td>map</td>
<td>__________</td>
</tr>
<tr>
<td>rub</td>
<td>__________</td>
</tr>
</tbody>
</table>
**SPELLING RULE FIVE**

When a word ends in a **silent** ‘e’, drop the ‘e’ before adding an ‘ing’. The magic ‘e’ runs away!

Ian loves platform diving on his weekends.

**Try these …**
- move ➔ moving
- taste ➔ tasking
- race ➔ racing
- love ➔ __________
- change ➔ __________
- hope ➔ __________

Exception – be ➔ being

---

**SPELLING RULE SIX**

When a word ends in double consonant, **do not double** the last letter before adding an ‘ing’.

Kellie has been thinking about marrying Ridge.

**Try these …**
- report ➔ reporting
- bump ➔ bumping
- wash ➔ washing
- love ➔ __________
- change ➔ __________
- hope ➔ __________

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

- hurry ➔ __________
- bend ➔ __________
- scratch ➔ __________
**SPELLING RULE SEVEN**

For **action words** that end in ‘ie’, change the ‘ie’ to a ‘y’ before adding an ‘ing’

Bryan enjoys lying on his back to watch clouds.

**Try these …**
- tie → __________
- lie → __________
- die → __________

---

**SPELLING RULE EIGHT**

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

Rynell bungy jumped carefully from the tower.

**Try these …**
- love → lovely
- slow → slowly
- main → mainly
- rude → ______
- quick → ______
- soft → ______
- smart → ______
- pure → ______
- nice → ______
- kind → ______
- loud → ______
- glad → ______
**SPELLING RULE NINE**

When adding ‘ly’ to words which end in ‘y’, change the ‘y’ to an ‘i’ before adding the ‘ly’

Kirsty scored the goal quite daintily.

**Try these …**

- happy ➔ happily
- merry ➔ merrily
- easy ➔ easily
- hungry ➔ ________
- weary ➔ ________
- heavy ➔ ________
- busy ➔ busily
- pretty ➔ prettily
- cosy ➔ cosily
- necessary ➔ ________
- day ➔ ________
- angry ➔ ________

**SPELLING RULE TEN**

When the suffix ‘full’ is added to the end of a base word, one of the ‘ls’ has to be dropped

Janelle paints colourful works of art.

**Try these …**

- hope ➔ hopeful
- cheer ➔ cheerful
- thank ➔ thankful
- hungry ➔ ________
- weary ➔ ________
- heavy ➔ ________
- necessary ➔ ________
- day ➔ ________
- angry ➔ ________
- taste ➔ tasteful
- use ➔ useful
- force ➔ forceful
- truth ➔ ________
- play ➔ ________
- fear ➔ ________
- peace ➔ ________
- dread ➔ ________
- joy ➔ ________

eg; ‘thankful’ means full of thanks
**SPELLING RULE ELEVEN**

Before adding ‘er’ and ‘est’ to words ending in a consonant, followed by a ‘y’, change the ‘y’ to an ‘i’.

Dean is the skinniest member at the local gym.

- lazy ➔ lazier
- lovely ➔ loveliest
- mighty ➔ mightier

Salty ➔ saltiest
Funny ➔ funnier
Heavy ➔ heaviest

Try these …

- sandy ➔ _______ crazy ➔ _______
- happy ➔ _______ fancy ➔ _______
- curly ➔ _______ dry ➔ _______

These new words are called **degrees of comparison**.

**SPELLING RULE TWELVE**

Double the last letter before adding ‘er’ or ‘est’ to words that have a short vowel followed a single consonant.

Lyne has become a great ocean swimmer.

- fit ➔ fittest
- slim ➔ slimmest
- rob ➔ robber

Travel ➔ traveller
Win ➔ winner
Slip ➔ slipper

Try these …

- spin ➔ _______ run ➔ _______
- sit ➔ _______ begin ➔ _______
- drum ➔ _______ stop ➔ _______
SPELLING RULE THIRTEEN

Double the last letter of words ending in a short vowel followed by a single consonant before adding a ‘y’

Ricky enjoys lying back on a sunny day.

rag ➞ raggy
shag ➞ shaggy
cat ➞ catty

Try these …
run ➞ _____
wool ➞ _____
fur ➞ _____

SPELLING RULE FOURTEEN

Just add a ‘y’ to words ending in two consonants to form describing words

The last few days have been quite windy in Moura.

dirt ➞ dirty
might ➞ mighty
thirst ➞ thirsty

Try these …
rock ➞ ______
wealth ➞ ______
chill ➞ ______

mud ➞ ______
skin ➞ ______
bad ➞ ______

trick ➞ tricky
health ➞ healthy
sand ➞ sandy

filth ➞ ______
smart ➞ ______
fuss ➞ ______
SPOTTING RULE FIFTEEN

For words ending in a silent ‘e’, you must first drop the ‘e’ before adding a ‘y’

Kookaburra are very noisy birds.

- bone → bony
- ice → icy
- rose → rosy

Try these …
- flake → ______
- taste → ______
- spike → ______

- smoke → smoky
- stone → stony
- race → racy

SPOTTING RULE SIXTEEN

To indicate possession or ownership by a person or object, an apostrophe (‘) followed by an ‘s’ is added

Billy’s horse bucked him at the rodeo.

- horse → horse’s
- Jenny → Jenny’s
- office → office’s

Try these …
- Santa → ______
- Moura → ______
- Peter → ______

- Billy → Billy’s
- bird → Bird’s
- Nigel → Nigel’s

Try these …
- car → ______
- Mary → ______
- shoe → ______
SPELLING RULE SEVENTEEN

To indicate ownership by a person whose name ends in an ‘s’ or a plural noun, just add an apostrophe (’)

Camilla rubbed the sunscreen on Charles’ chest.

poets → poets’
gases → gases’
Lewis → Lewis’

Try these …

flowers → ________
Dennis → ________
class → ________

Gladys → Gladys’
babies → babies’
Ross → Ross’

SPELLING RULE EIGHTEEN

An apostrophe (’) is also used to create a contraction, indicating where a letter or letters have been left out

She’s really looking forward to the ballet recital.

I am → I’m
she would → she’d
who is → who’s
I they had → they’d
do not → don’t
let us → let’s

Try these …

you are → ________
it is → ________
can not → ________
where is → ________
he is → ________
she will → ________
SPOTTING RULE NINETEEN

‘i’ before ‘e’ except after ‘c’

Many people believe unicorns exist.

rel__ve ➔ relieve
dec__t ➔ deceit
w__rd ➔ weird
c__ling ➔ ceiling
v__n ➔ vein
glac__r ➔ glacier

Try these …

rec__ve ➔ ________
n__ghbour ➔ ________
anc__nt ➔ ________

Remember … there are ALWAYS exceptions!

SPOTTING RULE TWENTY

CAPITAL LETTERS are used at the beginning of names and places

Uluru is a well known Australian landmark.

<table>
<thead>
<tr>
<th>Brisbane</th>
<th>Brisbane</th>
<th>rebecca</th>
<th>Rebecca</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brisbane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moura</td>
<td>Moura</td>
<td>Mikarla</td>
<td>Mikarla</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adelaide</td>
<td></td>
<td>Phillip</td>
<td></td>
</tr>
<tr>
<td>Donald</td>
<td></td>
<td>Gladstone</td>
<td></td>
</tr>
<tr>
<td>Mackay</td>
<td></td>
<td>Alex</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prefixes can be added to base words to create new words. Prefixes ending in vowels are added directly to base words.

Try these ...

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

Create new words using these prefixes ...

- un+well ➔ unwell
- dis+miss ➔ dismiss
- in+ferior ➔ inferior
- mis+spell ➔ misspell
- mal+treat ➔ maltreat

Sometimes negative prefixes are added to words to create new words and change their meaning.

Some people say it's impossible for cows to talk.
SPREADING RULE TWENTY THREE
Prefixes can be added to roots to form new words. Roots often have meanings from other languages.

Mr Smith may predict * a hot summer again.

divi+de ➔ divide  inter+cept ➔ intercept
da+ible ➔ audible  de+tach ➔ detach
pro+ceed ➔ proceed  auto+matic ➔ automatic

Try these …
chron+ic ➔ ______  ex+ceed ➔ ______
cred+ible ➔ ______  per+mit ➔ ______
meta+phor ➔ ______  poly+gon ➔ ______

* ‘pre’ means ‘before’ and ‘dict’ means ‘speak’

SPREADING RULE TWENTY FOUR
When adding a vowel suffix to words ending in a silent ‘e’, drop the ‘e’ and add the suffix.

Vikings lived many, many years ago.

store+age ➔ storage  live+ed ➔ lived
forgive+en ➔ forgiven  manage+er ➔ manager
pale+est ➔ palest  amaze+ing ➔ amazing

Try these …
nice+est ➔ ______  like+en ➔ ______
grave+ity ➔ ______  use+ing ➔ ______
arrive+al ➔ ______  forge+ery ➔ ______

Remember … there are always exceptions to the rule!
STELLING RULE TWENTY FIVE

The letter ‘g’ may have a soft or hard sound.
A soft ‘g’ is usually followed by an ‘i’ or ‘e’.
A hard ‘g’ is usually followed by a consonant or an ‘a’, ‘o’ or ‘u’

‘g’ in ‘golf’ is hard
‘g’ in ‘gem’ is soft

The letter ‘c’ may have a soft or hard sound.
When ‘c’ meets an ‘a’, ‘o’ or ‘u’ its sound is hard.
When ‘c’ meets an ‘e’, ‘i’ or ‘y’ its sound is soft.

gypsy ➔ soft ➔ general ➔ soft

Which are hard and which are soft?
gym ➔ _________ gutter ➔ _________
ginger ➔ _________ giant ➔ _________
gas ➔ _________ gather ➔ _________

cards (hard c) ➔ cuddle (hard c)
cymbals ➔ soft c ➔ circus ➔ soft c
candle ➔ hard c ➔ cute ➔ hard c
cave ➔ hard c ➔ curly ➔ hard c

cycle ➔ _________
cat ➔ _________
circle ➔ _________

Identify which are hard and soft?

Identify which are hard and soft?

caring ➔ _________
citizen ➔ _________
comedy ➔ _________
**SPELLING RULE TWENTY SEVEN**

CAPITAL letters are used to spell the names of proper nouns, including people and places

Lloyd is an accomplished bowler in Moura.

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

Try these …

biloela ➔  ________  jessica ➔  ________
christmas ➔  ________  july ➔  ________
rover ➔  ________  australia ➔  ________

**SPELLING RULE TWENTY EIGHT**

Homophones are words that have the same sound but a different meaning and spelling.

A pair of scissors. The pear is a sweet fruit.

route ➔ root  principal ➔ principle
allowed ➔ aloud  maid ➔ made
pause ➔ paws  days ➔ daze

Write another word that sounds the same as …

practise ➔  ________  main ➔  ________
male ➔  ________  threw ➔  ________
four ➔  ________  not ➔  ________
**SPELLING RULE TWENTY NINE**

A homographs is a word that may have more than one meaning or pronunciation.

A calculator is a useful object. The Lawyer said, “I object!”

Other examples …
- bow ➔ The front of a ship; to bend or a knot
- wind ➔ A breeze or to turn around
- desert ➔ To leave people or a dry, arid place

Can you identify the different meanings?
- close ➔ ____________________________
- excuse ➔ ____________________________
- wound ➔ ____________________________

**SPELLING RULE THIRTY**

Sometimes when writing, words may be shortened. These are known as abbreviations.

I need to make an appointment to see Dr Phillips.

Other examples …
- kilometre ➔ km
- centimetre ➔ cm
- Australia ➔ Aust
- ante meridian ➔ a.m.

Try these …
- kilogram ➔ page
- example ➔ Queensland
- approximately ➔ second