

## Avoiding Common Spelling Mistakes

**Directions:** Read the instructions at the beginning of each of the sections below on an aspect of proper spelling, then complete the practice exercises which follow.

### Part A: Abbreviations

Abbreviations are shortened forms of longer words. Use the internet or a dictionary to look up the abbreviations of each of the following words that you don't already know.

- |                   |                    |
|-------------------|--------------------|
| 1. Mister         | 11. Missus         |
| 2. Doctor         | 12. Reverend       |
| 3. Professor      | 13. Et cetera      |
| 4. Kilogram       | 14. Millimetre     |
| 5. Centimetre     | 15. Kilometre      |
| 6. North America  | 16. Mexico         |
| 7. Ante meridian  | 17. Road           |
| 8. Incorporated   | 18. Science        |
| 9. Post meridian  | 19. Nota bene      |
| 10. United States | 20. United Kingdom |

If you don't know what longer words these abbreviations are for, you can use the internet or a dictionary to look them up.

- |             |           |
|-------------|-----------|
| 1. Jr.      | 9. M.L.A. |
| 2. Sr.      | 10. Ph.D. |
| 3. R.S.V.P. | 11. i.e.  |
| 4. Km/h     | 12. ch.   |
| 5. p.       | 13. Ltd.  |
| 6. CBC      | 14. BRB   |
| 7. B.A.     | 15. OBO   |
| 8. lb.      | 16. mi    |

Find the two letter postal abbreviations for each of the territories and provinces in Canada.

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|------------------------------|--------------------------|
| 1. Alberta                   | 7. Nova Scotia           |
| 2. British Columbia          | 8. Nunavut               |
| 3. Manitoba                  | 9. Ontario               |
| 4. New Brunswick             | 10. Prince Edward Island |
| 5. Newfoundland and Labrador | 11. Québec               |
| 6. Northwest Territories     | 12. Saskatchewan         |
|                              | 13. Yukon                |

## Part B: Homophones

Homophones are words that sound alike, but have different meanings and are spelled differently. They are easy to confuse! But using the wrong word in your writing makes it look sloppy and detracts from your intended meaning. Use a dictionary for help if you need it to write a short definition of each of the following homophones.

1. Accept/Except
2. Affect/Effect
3. Aloud/Allowed
4. Brake/Break
5. Capital/Capitol
6. Coarse/Course
7. Complement/Compliment
8. Desert/Dessert
9. Hole/Whole
10. Its/It's
11. Lead/Led
12. Loose/Lose
13. Passed/Past
14. Principal/Princpal
15. Rain/Reign/Rein
16. Stationary/Stationery
17. Than/Then
18. Their/They're/There

19. To/Too/Two

21. Who's/Whose

20. Weather/Whether

22. Your/Your're

### Part C: Plurals

The plural form of the noun is used to represent quantities of something greater than one. For most nouns simply add an *s* to the end of the word. For example, **dog** becomes **dogs**. If a singular noun ends in *s*, *sh*, *ch*, or *x*, you add *es* to the end. So, **fox** becomes **foxes**, and **bench** becomes **benches**.

Correctly spell the plurals of each of these nouns.

1. Church

11. Ranch

2. Parish

12. Box

3. Moss

13. Grass

4. Frog

14. Home

5. Day

15. Horse

6. Jacket

16. Parcel

7. Lip

17. Song

8. Lunch

18. Bark

9. Mash

19. Clash

10. Piece

20. Drop

When the noun you want to spell as a plural ends in *o* add *s* when the *o* is preceded by a vowel. So, **video** becomes **videos**. But when the *o* is preceded by a consonant, add *es* to the end. So, **tomato** becomes **tomatoes**. There are some exceptions to this rule.

Correctly spell the plurals of each of these nouns.

- |           |             |
|-----------|-------------|
| 1. Radio  | 8. Hero     |
| 2. Zero   | 9. Taco     |
| 3. Potato | 10. Logo    |
| 4. Piano  | 11. Curio   |
| 5. Veto   | 12. Tornado |
| 6. Solo   | 13. Silo    |
| 7. Rodeo  | 14. Zoo     |

Some words change their spelling completely when they form plurals. **Mouse** becomes **mice**. Others use the same word for both the singular and plural form: one pair of **jeans** or six pairs of **jeans**.

Correctly spell the plural form of each of these nouns, using a dictionary to look up how to spell any plurals you don't already know how to do.

- |          |          |
|----------|----------|
| 1. Louse | 5. Man   |
| 2. Fish  | 6. Sheep |
| 3. Woman | 7. Child |
| 4. Goose | 8. Deer  |

## Part D: Possession

The possessive form of a noun is used to show ownership of something. We show that ownership by adding an apostrophe and s ('s) to the end of most words, but if the word already ends in s, then you can just put an apostrophe at the end. So, the cat belonging to Roger is **Roger's cat**, while the boa constrictor belonging to Jess is Jess' boa constrictor.

Rewrite each of these phrases to show possession using apostrophes.

1. The rattle belonging to the baby
2. The car belonging to your auntie
3. The book belonging to Sarah
4. The work Amarjit does
5. The grunting of the hippos
6. The cries of the auctioneer
7. The marking of the teacher
8. The coat of Cass
9. The singing of the children
10. The roar of the jet engine

## Part E: Commonly Misspelled Words

The following list of words is frequently misspelled. If the word is spelled correctly, write CORRECT in the space, and if it is wrong, write the correctly spelled word. You can always use a dictionary for help if you need it.

1. Accommodate
2. Acommplish
3. Accummulate
4. Acquire
5. Address
6. Agravate
7. Annual
8. Answer
9. Arctic
10. Arguement
11. Athelete
12. Beginning
13. Beleive
14. Benefitted
15. Business
16. Calendar

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|------------------|-----------------|
| 17. Changable    | 34. Necessary   |
| 18. Coming       | 35. Noticable   |
| 19. Comittment   | 36. Obstacle    |
| 20. Conceivable  | 37. Ocurrred    |
| 21. Dining       | 38. Parralel    |
| 22. Dissappear   | 39. Prefered    |
| 23. Embarass     | 40. Privalege   |
| 24. Extremely    | 41. Receive     |
| 25. Fourty       | 42. Recommend   |
| 26. Friend       | 43. Reference   |
| 27. Gaurd        | 44. Referred    |
| 28. Height       | 45. Repetition  |
| 29. Immediately  | 46. Seize       |
| 30. Irellevant   | 47. Sincerly    |
| 31. Irresistable | 48. Succede     |
| 32. Lonelyness   | 49. Transferred |
| 33. Maintenance  | 50. Weird       |