

WORDS COMMONLY MISSPELLED & PUNCTUATION RULES

You should make lists of the words you most frequently misspell. The words listed here are all spelled correctly. NOTICE WHICH LETTERS ARE DOUBLED AND WHICH ARE NOT. ALSO, LOOK AT VOWELS CAREFULLY.

accommodation, address, advertisement, beginning, committee, conscience, curiosity, desperate, disappear, disappointed, embarrassed, faithfully, favourite, forbidden, government, guarantee, immediately, independent, jealous, journey, manufacture, marriage, medicine, necessary, pollution, prefer, preferred, pronounce, pronunciation, quiet, quite, receive, but believe / deceive / retrieve, recommend, responsibility, separate, sincerely, successful, truly, unconscious, unfortunately, unnecessary, writing

WORDS WITH SIMILAR SPELLING BUT DIFFERENT MEANINGS

Altogether	This means 'completely'.
all together	This describes a group of things or people in one place.
effect verb:	bring about, make; noun: result
affect	have an effect on
lose verb:	fail to have or find
loose adjective:	not tight
specially	for a special purpose
especially	particularly
stationery	paper, envelopes, etc (collective noun)
stationary	not moving (used formally of vehicles)
principle	general truth or standard
principal	head of college or school

WORDS WITH THE SAME PRONUNCIATION BUT DIFFERENT SPELLING AND MEANING. THERE ARE MANY OF THESE:

allowed - aloud

bear - bare

fair - fare

hair - hare

pear - pair

piece - peace

practice (n) - practise (v)

stair - stare
their - there
weather - whether

PUNCTUATION - COMMAS

Commas are used to separate items in lists, before question tags, to separate clauses, after and around certain linking words.

I've been to Dallas, New Orleans, Kansas and Tampa Bay.
Sue is a lovely girl, isn't she?
If you see Kevin, tell him his photocopies are ready.
Broadly speaking, I agree with what you are saying.
I do not, however, agree with your last point.

Note that commas are not used between a subject and its verb, or in defining relative clauses.

The lady standing over there at the bus stop is my next-door neighbour.
Will the pupil who threw that paper dart please stand up now.

APOSTROPHES (')

Apostrophes are used to indicate letters omitted, possession and plurals of letters and figures.

Letters omitted: It's warm today.
Possession: Jack's car, the player's entrance, the people's decision
Possessive: its does not have an apostrophe.
Plurals: There are two l's in 'specially'. Are these 7's or 3's?

COLONS (:))

Colons introduce examples, lists, and statements which give in detail what has been stated in general.

There were two possible courses of action: borrowing from the bank, or asking for more time to find the money elsewhere.

SEMI-COLONS (;)

These divide parts of long sentences or long phrases in a list; it is usually possible to divide one sentence into shorter ones, so that semi-colons are unnecessary.

EXERCISE ONE Add the necessary commas, (semi) colons and apostrophes to these texts.

I've been to the following Italian cities Rome Florence Genoa and Pisa. I thought Rome was incredible the food was great the views were fantastic and I will never forget the vivacious people. The Italians' legendary hospitality was nowhere more

evident than in the capital city. But my all-time favourite is probably Genoa with its fabulous hill-top houses and its dusty mountains reverberating to the sound of grasshoppers. I spent many a happy hour looking down on the seething city below and the sea beyond. Best of all the city's location at the heart of the Italian Riviera meant that fabulous resorts like Portofino and Camogli were only a train ride away.

Water is becoming a more and more precious commodity so save as much as you can. Flushing the toilet accounts for a third of all household water use so don't flush wastefully. If you are only getting rid of a tissue for example resist the habit of reaching for the handle or chain. Take a shower rather than a bath it uses about a third of the water. And don't keep the water running all the time when you wash or clean your teeth. If you have a garden try to find ways of saving water outside such as using a water butt to collect rain water rather than using a hosepipe to water your flowers. A simple pipe connecting external gutters to a water butt can save an awful lot of water.

EXERCISE TWO For each pair of sentences, find two words with the same sound but different spelling in the box below.

sees / seize - sight / site - paste / paced - bear / bare - waste / waist

EXAMPLE:

a) *I cannot ..bear. to see any animal suffering.*

The giant pulled the roof off the house with his ...bare. hands.

b) As soon as the policeman was out of _____, one of the men broke a window.

This spot you are standing on was once the _____ of a great battle.

c) The dress showed off Maria's beautiful slender _____.

Quite frankly, this whole scheme has been a _____ of time and money.

d) In the novel, Cruz is a clever servant who always _____ through his master's plots.

Armed police were sent to the house to _____ the gang's weapons.

e) Mix the apples and almonds into a fine _____ and pour it into a jug.

The Inspector _____ up and down the room, considering his next move.

EXERCISE THREE

In most lines of this text, there is either a spelling or punctuation error. For each line, underline the wrongly spelt word and write the correctly spelled word on the numbered line, or show the correct punctuation. Indicate correct lines with a tick ✓. Three examples* are given.

It is an accepted part of everyday nostalgia to assume *0 ✓
that in the past food was *somehow better, than it is today.

* 0 better than

The fruit and vegetables were more naturally grown and this * 0 naturally

was not seen as an extra bonus which added ten per cent on to the price. 1 _____

Most food was fresh, not frozen, and you had the chance to examine it to see
whether you wanted it. 2 _____ When you 3 _____
went shopping you could ask for exactly what piece of meat you 4 _____
wanted and see the butcher cutting, it instead of finding it 5 _____
ready-wrapped in plastic. And your local tradesman soon got to 6 _____
know what you wanted, and provided it for you, otherwise he 7 _____
would have gone out of business. Of course, unless we invent 8 _____
time-travel we shall never know, whether this is all true. 9 _____
Survivors from those distant days naturally tend to dislike 10 _____
today's convenience foods, and to prefer the Good Old Days 11 _____
when a joint of beef filled the oven, produced thick red juice 12 _____
instead of water when cooked, and cost the same as a can of 13 _____
Coke. What is always forgotten is that then as now the quality 14 _____
of your food depended very much, upon who you were, 15 _____
how well-off you happened to be, and where you lived. 16 _____
Shopping then demanded considerable skill, and shoppers had 17 _____
to be able to tell the fresh from the not so fresh. There was 18 _____
no sell-by date to act as a guide. If you were hard up then 19 _____
frozen meat and canned foods' would have been on the menu, 20 _____
just as they are today.

EXERCISE FOUR

Underline and correct any spelling mistakes in the following sentences. Some sentences are correct.

a) Example: The sunlight shining on my desk is really effecting my concentration.

affecting

b) It's not necessary to do anything at this stage

c) The doctor recommended gargling with diluted aspirin.

d) I'm doing the stationery order now, if anyone's short of anything

e) Mum and Dad went to see a marriage counsellor

- f) The boxer was knocked unconscious.
- g) My watch has a six-year gaurantee
- h) As far as I'm concerned, the marketing is a seperate issue.
- i) As if by magic, the strange man dissappeared
- j) Too much sun can cause premature ageing of the skin

EXERCISE FIVE

In most lines of this text, there is either a spelling or punctuation error. For each line, write the correctly spelled word, or show the correct punctuation. Indicate correct lines with a tick ✓. Three examples are given.

A river in the west of England, made famous by the best-seller 0 ✓
 'Tarka the Otter' has, once again become safe for otters after ten 0 Otter, has
 years of what had been thought a loosing battle against pollution 0 losing
 from chemicals. The River Torridge in North Devon was the 1 _____
 setting for Henry Williamsons book, the success of which has 2 _____
 led to the area calling itself Tarka Country, and becoming a 3 _____
 popular tourist spot. Since 1927 when the book was written, 4 _____
 the human population of the area has however increased three-fold, 5 _____
 and increased use of pestisides and fertilizers lead to the river being 6 _____
 declared 'dead' in the early nineteen eighty's. Otters are shy creatures 7 _____
 and the river provides them with numerous places to hide along the river vallies, 8 _____

 and the fear was that they had been elliminated because 9 _____
 of the clearing away of undergrowth and trees, and the affects of chemicals 10 _____
 On their breeding capabilities, not to mention otter hunting, though 11 _____
 this has now ceased. However, a number of projects desined to 12 _____
 cleanse the river area seem to have borne fruit, despite a 13 _____
 pesimistic announcement earlier this year. The Tarka Project, 14 _____
 which includes local councils and environmental groups, now 15 _____
 says that the otter poppulation is healthy and thriving in North 16 _____
 Devon. Signs of otter habitation have been found in a number 17 _____
 of places, and more and more sitings of otters have been recorded. 18 _____
 But the otter is by no means widespred in other parts of the country. 19 _____

EXERCISE SIX

In most lines of this text, there is either a spelling or punctuation error. For each line, write the correctly spelled word, or show the correct punctuation. Indicate correct lines with a tick. Three examples are given.

The common cold, as it is technically known, still resists the 0 technically
 efforts of science to control and cure it, and has given rise to a 0 correct
 rich popular mythology. As the name suggests the assumption 0 correct

is that you catch a cold because you go out in the cold or get we 1 _____
As we now that a cold is a virus, and that we actually catch it 2 _____
from being in contact with others', this is not strictly true. 3 _____
Shakeing hands with people, kissing them or just being in the 4 _____
same room, can pass on the virus. It is now generally beleived 5 _____
that cold viruses; and there is more than one type, are always 6 _____
present in the throat, but only become active when the bodys 7 _____
resistence to infection is lowered. The activated cold virus then 8 _____
attacks the membranes in the nose and throat, who's tissues 9 _____
become weakened and thus suseptible to infection by types of 10 _____
bacteria which are generally also present in the body. 11 _____
Sudden chilling, or getting soked to the skin, promote 12 _____
conditions in nose and throat membranes that permitt the cold 13 _____
virus to invade the body, although some individuals seem to be 14 _____
resistant to this. Just being out in the cold is not enough, and 15 _____
studys conducted in wartime among troops living in the open 16 _____
found that the incidence of colds' was no greater. As far as 17 _____
prevention and cure are concerned, nearly everyone has there 18 _____
own favourite remedy. Doctors have been unable to produse an 19 _____
affective vaccine against colds, although strong claims have beer 20 _____
put forward for vitamin C.