	Spelling	Statutory requirements	Rules and guidance (non-statutory)	Examples
E	ee sound spelt ei	words with the ee sound spelt ei after c	The 'i before e except after c' rule applies to words where the sound spelt by ei is ee. Exceptions: protein, caffeine, seize (and either and neither if pronounced with an ee sound)	ceiling conceit deceive perceive receive receipt conceited conceive deceit
hyphenated words		use of the hyphen	Hyphens can be used to join a prefix to a root word, especially if the prefix ends in a vowel letter and the root word also begins with one. Compounds with these prefixes are sometimes (but not always) hyphenated to avoid doubling a vowel or tripling a consonant, and sometimes even to prevent initial misreading or mispronunciation.	To avoid doubling a vowel: co-opt anti-administration de-emphasise co-ordinate re-enter co-operate co-own To avoid tripling a consonant: shell-like To prevent initial reading or mispronunciation: re-cover vs recover: I will re-cover the sofa when I recover from the flu.
ough	making ort sound making uf sound making off making o sound making oo sound making uh sound making ow sound	words containing the letter string ough.	ough is one of the trickiest spellings in English. It can be used to spell a number of different sounds.	ought bought thought nought brought fought rough tough enough cough though although dough through breakthrough thorough borough plough bough

Spelling	Statutory requirements	Rules and guidance (non-statutory)	Examples
homophones and near homophones	homophones and other words that are often confused	In these pairs of words, nouns end in ce and verbs end in se. Advice and advise provide a useful clue as the word advise (verb) is pronounced with a z sound, which could not be spelt with a c: advice/advise device/devise licence/license practice/practise prophecy/prophesy	aisle/isle aloud/allowed affect/effect altar/alter ascent/assent bridle/bridal cereal/serial descent/dissent led/lead compliment/complement steal/steel desert/dessert draft/draught father/farther guest/guessed heard/herd morning/mourning past/passed precede/proceed principal/principle profit/prophet stationary/stationery wary/weary who's/whose
silent letters	words with 'silent' letters (letters whose presence cannot be predicted from the pronunciation of the word) Rules and guidance (non-statutory): Some letters which are no longer sounded used to be sounded hundreds of years ago.	a: artistically logically musically romantically b: bomb dumb lamb numb thumb doubt debt climb comb crumbs numb subtle tomb c: abscess ascend ascent conscience conscious crescent descend descent disciple fascinate fluorescent incar isosceles d: Wednesday sandwich handsome edge bridge handkerchief e: breathe g: sign champagne gnaw reign align assign benign campaign cologne consign design feign foreign gnarl gnas gnaw gnome gnu resign h: honest ghoul ghastly Ghana heir hour what whether rhubarb rhyme ache anchor archaeology archi archives chaos character characteristic charisma chemical chemist chemotherapy chlorine choir cholera che choreograph chorus Christian Christmas chrome echo leprechaun lock mechanical melancholy monarch monochrome orchestra orchid psychic scheme school stomach technical technique technology i: business k: knead knife knight knock knot know knack knapsack knave knee knew knickers knit knowledge knuckle l: would should calf half salmon talk yolk folk calm calf half	

Suffixes				
Spelling	Statutory requirements	Rules and guidance (non-statutory)	Examples	
	Adding suffixes beginning with vowel letters to words ending in fer	The r is doubled if the fer is still stressed when the ending is added.	conferring deferring inferring misreferring preferring referring retransferring transferring	
			conferred deferred inferred misreferred preferred referred retransferred transferred	
fer		The r is not doubled if the fer is no longer stressed when the ending is added.	referencing refereeing buffering differing offering proffering reoffering suffering interfering buffered differed offered pilfered proffered reoffered suffered unbuffered circumference conference deference difference indifference inference interference preference reference teleconference	
		A connecting i commonly precedes the suffix ty.	nudity reality certainty	
ty		When adding the suffix ty to a word ending in ous, the u is dropped from the ous suffix and a connecting i is needed before the ty.	pompous/pomposity	

Suffixes (continued)				
Spelling	Statutory requirements	Rules and guidance (non-statutory)	Examples	
			gracious vicious spacious malicious	
	Endings which sound like shus.		conscious precious unconscious	
cious		Not many common words end like	suspicious delicious subconscious	
cious		this. If the root word ends in ce the	ferocious judicious vivacious luscious	
		shus sound is usually spelt as cious. If	atrocious precocious tenacious	
	Endings which sound like shus.	the root word ends in tion, then the	auspicious audacious	
		shus sound is usually spelt tious.	ambitious cautious contentious	
tious		Exception: anxious	infectious conscientious nutritious	
tious			pretentious fictitious superstitious	
			fractious facetious surreptitious	
			social special official crucial judicial	
cial			artificial racial beneficial superficial	
Cidi			unofficial facial glacial sacrificial	
		cial is common after a vowel letter	prejudicial antisocial multiracial	
		tial is common after a consonant	potential essential substantial spatial	
	Endings which sound like shal.	letter	residential presidential partial martial	
		Exceptions: initial palatial financial	influential differential confidential	
tial		commercial provincial	sequential impartial circumstantial	
			preferential consequential prudential	
			torrential inconsequential evidential	
			insubstantial quintessential celestial	

Suffixes (continued)				
Spelling	Statutory requirements	Rules and guidance (non-statutory)	Examples	
ant		use ant and ance/ancy if there is a related word with an a or an e in the	important significant defendant servant assistant hesitant tolerant expectant migrant observant constant sergeant relevant tenant pleasant consultant merchant infant instant applicant brilliant participant accountant dominant warrant distant covenant elegant unpleasant elephant pregnant reluctant inhabitant claimant irrelevant attendant descendant occupant informant ignorant dependant extravagant pollutant triumphant	
ance	words ending in ant/ance/ancy	right position. ation endings are often a clue. There are many words, however, where the above guidelines don't help. These words will just have to be learnt.	performance importance finance distance insurance balance advance appearance circumstance dance glance significance assistance resistance alliance entrance substance allowance acceptance instance enhance assurance appliance attendance ambulance relevance guidance compliance inheritance disturbance ignorance renaissance romance nuisance utterance clearance surveillance tolerance resemblance abundance observance reassurance annoyance avoidance elegance grievance reliance maintenance	
ancy			hesitancy expectancy pregnancy redundancy buoyancy consultancy tenancy discrepancy vacancy accountancy occupancy infancy truancy malignancy conservancy ascendancy constancy militancy poignancy vibrancy	
ent		use ent and ence/ency after soft c sound, soft g sound and qu, or if	government development different element movement management department president patient frequent comment agreement environment treatment parent statement incident component investment employment argument requirement decent parliament equipment establishment prevent current document recent present experiment accident confident innocent payment assessment involvement commitment arrangement content independent appointment settlement	
ence	words ending in ent/ence/ency	there is a related word with a clear tial sound in the right position. There are many words, however, where the above guidelines don't help. These words will just have to be learnt.	experience evidence difference obedience innocence influence defence science conference reference silence presence sentence confidence existence audience absence consequence violence sequence offence licence intelligence preference independence essence residence incidence competence prevalence correspondence conscience interference pence dependence negligence occurrence emergence obedience coincidence patience convenience commence insistence excellence inference	
ency			agency emergency currency efficiency tendency frequency decency constituency presidency consistency deficiency urgency dependency contingency insolvency potency transparency proficiency complacency delinquency residency fluency competency leniency	

Suffixes (continued)				
Spelling	Statutory requirements	Rules and guidance (non-statutory)	Examples	
able	Statutory requirements	The able/ably endings are far more common than the ible/ibly endings. As with ant/ance/ancy, the able ending is used if there is a related	adorable advisable agreeable avoidable capable breakable changeable comfortable disposable employable enjoyable laughable fashionable identifiable inexcusable loveable manageable miserable noticeable portable probable reliable remarkable replaceable respectable sociable valuable vegetable	
ible		word ending in ation. If the able ending is added to a word ending in ce or ge, the e after the c or g must be kept as those letters would otherwise have their 'hard' sounds	accessible audible credible destructible edible flexible horrible impossible indestructible invincible legible possible responsible reversible sensible susceptible terrible visible	
ably	words ending in able and ible words ending in ably and ibly these suffixes mean is and can be	(as in cap and gap) before the a of the able ending. The able ending is usually but not always used if a complete root word can be heard before it, even if there is no related word ending in ation. The rules already learnt apply. The ible ending is common if a complete root word can't be heard before it but it also sometimes occurs when a complete word can be heard (e.g. sensible).	probably presumably reasonably inevitably considerably notably invariably remarkably comfortably preferably suitably arguably understandably uncomfortably unreasonably noticeably conceivably reliably irritably miserably predictably unmistakably undeniably unquestionably inextricably regrettably justifiably unbelievably profitably admirably inexplicably improbably unavoidably uncontrollably impeccably inescapably agreeably amiably appreciably	
ibly		(2-8. 23.13.27.	possibly terribly audibly forcibly sensibly visibly ostensibly horribly imperceptibly impossibly plausibly irresistibly indelibly invisibly responsibly flexibly perceptibly incredibly	