**Adult Education**

**Tutor Reference Guide**

Tutors should refer to this guide to provide consistent, straightforward instruction of the following:

- How to read an unfamiliar word
- Correct a misread word
- Help Student understand an unknown word
- How to spell phonetic words

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# BREAK IT DOWN

## Step 1: Look for Chunks

- **Are there any smaller words within the larger word?**
  EX:     consultation, seamstress, unladylike, tomfoolery

- **Is there a prefix? If so, how does it change the base word?**
  EX:     dishonor, pretest, reactivity, unsavory
  *See page 5 for a list of common prefixes and their meanings.*

- **Are there one or more suffixes? If so, how is the base word affected?**
  EX:     odorless, hopeful, ladies, respectfully, carelessness
  *See page 7 for a list of common suffixes and how they affect parts of speech.*

- **Does the word have any familiar patterns or look like a known word?**
  Think of common words with similar parts, or any words that rhyme with a part of the word.
  EX:     preen probably rhymes with *seen*; blarney looks like *Barney*

## Step 2: Divide into Syllables

***** Tutor Note: Before attempting syllable division, specifically state the following:

- All words are made up of syllables
- A syllable is a single part of a word
- Every syllable must have at least one vowel
- The syllable type will usually determine how the vowel is read
  *See SOUND IT OUT section for information on syllable types.*

  ### Syllable Division Rules

  1. **Find the base word.**
     - Notice prefixes and suffixes; divide the syllables in the base word separately from affixes.
       EX:     renewable, unyielding, unbreakable

  2. **Leave the first syllable open**.
     - When there is one consonant between vowels, divide after the vowel. This makes the first syllable "Open"; the vowel will be long (it will say its own name).
       EX:     o-pen, ra-dar, lo-cate, hu-man, pi-lot, e-ven

     - If that doesn't sound right, divide after the consonant. This will make the vowel short. *See the SOUND IT OUT section for vowel sounds.*
       EX: com-ic, lim-it, rap-id, sol-id, cab-in

**BREAK IT DOWN**

**Syllable Division Rules, continued**

3. **Divide between consonants.**
   - When there are two consonants between the vowels:
     - If they are the same consonant, divide between them (makes the vowel short). EX: pal-let, bun-ny, muf-fin, kit-ten

     - If they can blend together, divide before them (makes the vowel long). EX: pro-gram, re-cline, mi-grate, hy-brid, re-spond

     - Don't split digraphs. EX: rock-et, fash-ion, with-in

   - More than two consonants between the vowel:
     - Divide between digraphs or blends. EX: eth-nic, in-struct, ex-tract

4. **Notice vowel teams, vowels followed by –r, and consonant-le syllables.**
   - *See SOUND IT OUT section for generalizations about these syllable types.*

**Step 3: Be flexible with accent/emphasis.**
   - Stressing different syllables will produce different-sounding words.
   - General Guideline:
     - In two- and three-syllable words, accent the first syllable and pronounce the vowel according to the syllable type; if that doesn't make a recognizable word, accent the second syllable and pronounce the second vowel according to its syllable type
   - *See page 10 for more on Accent Patterns.*

## BREAK IT DOWN

### Common Prefixes

- Prefixes are added to the beginning of a base word or root; they affect the meaning of the word

| Prefix | Meaning | Examples |
|---|---|---|
| a | on, in, to | apart, arise, around, asleep, awake, away |
| ambi | both | ambidextrous, ambiguous |
| aqua | water | aquatic, aqueduct |
| bene | well, good | benefit, benefactor |
| bio | life | biography, biology |
| cata | downward, against | catacomb, catastrophe |
| de | down, away from | defeat, deflect, deplane, deport |
| extra | beyond, outside | extraordinary, extrasensory |
| for | away, against | forbid, forget, forgive, forsake |
| fore | before | foresee, foresight, foretell, forewarn |
| inter | between | interfere, intersect, intervene |
| manu | hand | manuscript, manufacture |
| mega | large, great | megaphone, megaton |
| meta | after, along with | metamorphosis, metastasize |
| micro | small, tiny | microscopic, microphone |
| mid | middle | midnight, midpoint, midsection |
| mono | one | monologue, monorail |
| neo | new | neonatal, neoclassic |
| omni | all | omnivore, omnipresent |
| out | beyond | outlaw, outback, outfit, outgrow |
| para | beside | parallel, paralegal, paraphrase |
| physi | nature | physical, physiology |
| post | after | posttest, postgame |
| pre | before, earlier | pregame, preheat, precede, predate, predict |
| pro | for | proponent, propose, promote |
| pseudo | false, pretending | pseudonym |
| re | back, again | remove, reorder, repay |
| sub | under, beneath | submarine, subtract, subway |
| trans | across, beyond | transfer, transform, transmit, transport |
| under | below | underage, underachieve, undercoat |

# BREAK IT DOWN

## Common Prefixes, continued

## Prefixes that Change a Word's Meaning to its Opposite

| Prefix | Meaning | Examples |
| --- | --- | --- |
| anti | against | antisocial, antifreeze |
| dis | not, away from | dishonest, disagree |
| mis | wrong | misfortune, misbehave |
| non | not | nonviolent, nonsense |
| ir | not | irresponsible, irreversible |
| il | not | illegal, illegitimate |
| im | not | impossible, immature |
| in | not | incorrect, incapable |
| un | not | unkind, uncomfortable |

## Number Prefixes

| Prefix | Meaning | Examples |
| --- | --- | --- |
| uni, mono | one | unicycle, unit, monotone, monorail |
| bi, di, du | two | bicycle, bifocal, dialogue, dichotomy, dual, duplex |
| tri | three | trio, triangle, trimester |
| qua | four | quarter, quartet, quadrant |
| pent | five | pentagon, pentathlon |
| hex | six | hexagon |
| sept | seven | septuplets |
| oct | eight | octagon |
| novem, nona | nine | nonagon |
| dec | ten | decathlon, decade |
| cent | hundred | century, centipede |
| kilo | thousand | kilogram, kilometer |
| semi | half | semicircle, semiannual |
| multi | many | multimedia, multicolored |

# BREAK IT DOWN

## Common Suffixes

- **Suffixes**: Added to the end of a base word for any of these reasons:

  - To make a base word plural (cat**s**, dish**es**, ladi**es)**

  - To imply action (drive**s**, provide**s**, jump**ing** )

  - To change the part of speech (*bliss* is a noun, *bliss**ful*** is an adjective; *sing* is a verb, *sing**er*** is a noun)

  - To change verb tense (kill**ed**, insist**ed**, splash**ed)**

| Suffix | Meaning; Part of Speech | Examples |
|---|---|---|
| -able, -ible | can do; adjective | approachable, enjoyable, reversible |
| -age | collection or relationship; noun | acreage, mileage, parentage |
| -al, -ial | relating to or characterized by; adjective | betrayal, denial, educational, national, territorial, colonial |
| -an, -ian | relating to; adjective or noun | American, African, suburban, Canadian, civilian, Italian |
| -ant* | action or state; noun | accountant, immigrant, tenant |
| -ant* | adjective | arrogant, distant, tolerant, truant |
| -ary* | relating to, place where; noun | dictionary, missionary, boundary |
| -ary* | adjective | cautionary, honorary, primary |
| -ate* | cause or make; verb | dictate, hydrate, vaccinate |
| -ate* | adjective | appropriate, desperate, private |
| -cide | kill; noun | germicide, homicide, insecticide |
| -cy | state, condition, or quality; noun | secrecy, celibacy, privacy, literacy |
| -dom | quality, realm, or state; noun | boredom, freedom, wisdom |
| -ed | past tense; verb | bonded, called, boxed, respected |
| -ee | one who receives the action; noun | addressee, employee, examinee, payee |
| -eer | one associated with; noun | engineer, pioneer, volunteer |
| -en* | to make; verb | cheapen, dampen, darken, ripen |
| -en* | made of; adjective | broken, frozen, drunken, golden, wooden |
| -ent* | referent; noun | accident, dependent, student |
| -ent* | adjective | absorbent, evident, obedient |

*\* Starred suffixes may result in multiple parts of speech.*

**BREAK IT DOWN**

**Common Suffixes, continued**

| Suffix | Meaning; Part of Speech | Examples |
|---|---|---|
| -er* | one who, that which; noun | banker, dancer, hanger, sprinkler |
| -er* | comparative degree; adjective | bigger, colder, fatter, happier, shorter, smaller, simpler |
| -est | superlative degree; adjective | biggest, coldest, fattest, happiest, shortest, smallest, simplest |
| -ette | small; noun | cigarette, dinette, rosette |
| -ful | full of; adjective | beautiful, careful, doubtful, helpful, faithful, wishful, plateful |
| -fy | make; verb | beautify, dignify, purify, testify |
| -cian | person with a certain skill; noun | magician, optician, musician |
| -ic | pertaining to; adjective | historic, microscopic, symbolic |
| -ing* | action, process; noun | gathering, painting, meeting |
| -ing* | verb | thinking, seeing, believing |
| -ion (-tion, -sion) | act of or result of; noun | confession, invasion, adoption, exception, tension, probation |
| -ish | origin, nature, or resembling; adjective | babyish, foolish, selfish, Spanish |
| -ism | system, condition, act, or characteristic; noun | capitalism, Catholicism, criticism, optimism, terrorism |
| -ist | person who does or believes something; noun | artist, Baptist, dentist, florist, pharmacist, scientist, tourist |
| -ive | causing or making; adjective | active, creative, defensive, expensive, positive, receptive |
| -ize | make; verb | apologize, fertilize, memorize, realize, verbalize, organize |
| -less | without; adjective | careless, helpless, lifeless, painless, priceless, tireless |
| -ly | like or manner of; adverb | blindly, badly, deadly, foolishly, gladly, likely, lonely, madly, nicely, safely, proudly, quickly |
| -ment | act of, state of, or result of an action; noun | achievement, commitment, employment, government, shipment |
| -ness | state of; noun | happiness, sadness, promptness |
| -or | one who, that which; noun | actor, educator, collector, juror |

*Starred suffixes may result in multiple parts of speech.*

**BREAK IT DOWN**

**Common Suffixes, continued**

| Suffix | Meaning; Part of Speech | Examples |
|---|---|---|
| -ory* | relating to, or place where; noun | factory, history, memory, territory, dormitory, directory |
| -ory* | pertaining to or characterized by; adjective | auditory, mandatory, predatory, sensory, supervisory |
| -ous | full of, or having; adjective | adventurous, dangerous, joyous, nervous, thunderous, vigorous |
| -s, -es | nouns become plural; action indicated in verbs | cars, dogs, dishes, babies, keys, jumps, sings, dances, paints |
| -ship | state, skill, profession; noun | championship, leadership, friendship, relationship |
| -ty, -ity | state or quality of; noun | cruelty, electricity, stupidity |
| -y | inclined to; adjective | cloudy, creepy, fishy, funny, rainy, muddy, silky, shiny, windy |

*Starred suffixes may result in multiple parts of speech.*

## BREAK IT DOWN

**Accent Patterns**

**Definitions**

- **Accent:** Emphasis or stress on a part of a word

- **Accented Syllable**: An accented syllable is pronounced with a clear vowel sound according to its syllable type
  EX:     ăc'-tive, com-**plēte'**, **ser'**-vant, **loy'**-al

- **Unaccented Syllable:** An unaccented syllable is pronounced with a schwa (indistinct) or short "i" /ĭ/ vowel sound regardless of its syllable type
  EX:     **rib'**-bon, **op'**-po-site, de-**pen'**-dent

**General Guidelines**

- In two- and three-syllable words, accent the first syllable and pronounce the vowel according to the syllable type
- If that doesn't make a recognizable word, accent the second syllable and pronounce the second vowel according to its syllable type

**Accent Patterns for Two-Syllable Words**

1. **Accent on the first syllable (__' __)**

   The accent is usually on the first syllable in two-syllable words
   EX:     **stan'**-dard, **sis'**-ter, **dol'**-lar

2. **Accent on the second syllable (__ __')**

   Two-syllable words that have a prefix in the first syllable and a root in the second syllable are usually accented on the second syllable
   EX:     ex-**tend'**, con-**fuse'**, pre-**dict'**

3. **Accent on either the first or second syllable (__' __) or (__ __')**

   If a word can function as both noun and verb, the noun is accented on the first syllable (**sus'**-pect: person thought to be guilty) and the verb is accented on the second syllable or root (sus-**pect'**: to think someone is guilty)

# BREAK IT DOWN

**Accent Patterns, continued**

**Accent Patterns for Three-Syllable Words**

1. **Accent on the first syllable (__' __ __)**

   The accent is usually on the first syllable in three-syllable words. The unaccented middle syllable has a schwa sound.
   EX:      **vis'**-i-tor, **char'**-ac-ter

2. **Accent on the second syllable (__ __' __)**

   In a word that contains a prefix, root, and suffix, the accent is usually on the root (second syllable).
   EX:      de-**stroy'**-er, in-**vent'**-or

**Accent Patterns for Four-Syllable Words**

1. **Accent on the second syllable (__ __' __  __)**

   The accent is usually on the second syllable in four-syllable words.
   EX:      in-**tel'**-li-gence, sig-**nif'**-i-cant

*****Tutor Note: There are many other special accent patterns; they do not need to be memorized. Instead, encourage your Student to be flexible with accent placement.

## SOUND IT OUT

### Syllable Types

- All words are made up of syllables, or individual parts
- Every syllable must have at least one vowel
- The syllable type will usually determine how the vowel is read *(does not apply to unstressed syllables)*
- There are six (6) types of syllables in English; each type also has "exceptions"

| Syllable Types | Description | Examples |
|---|---|---|
| Closed | A Closed syllable has only one vowel and ends in a consonant; this makes the vowel short. | ăt, ĭt, lĕt, păd, rŏt, bĭn, fŭn, năpkĭn, mŭffĭn, făntăstĭc |
| Closed Exceptions | The following combinations have one vowel and end in a consonant, but the vowel is long: **-ild, -ind, -old, -oll, -olt, -ost** | chīld, fīnd, gōld, tōll, bōlt, mōst, wīld, mīnd, cōld, rōll, vōlt, hōst, bedpōst |
| | | |
| Vowel-Consonant-E | A Vowel-Consonant-E syllable has one vowel followed by one consonant or digraph, followed by "e"; the "e" is silent and the vowel is long. | sāfe, hōme, pīne, Pēte, mūle, rüle, bāthe, clōthe, sīdeswīpe, valentīne, administrāte |
| Vowel-Consonant-E Exceptions | Since the letter "v" cannot end a word, a silent "e" is added after it, but it does not always make the vowel long. When the following combinations occur at the end, the vowel may be schwa: **-ace, -ate, -age, -ice, -ile, -ine, -ite** | hăve, gĭve, olĭve, actĭve, pi**rate**, en**gine**, gar**bage**, frag**ile**, of**fice**, sen**ate**, pack**age**, men**ace**, deli**cate**, oppo**site** |
| | | |
| Open | An Open syllable has one vowel at the end of the syllable; the vowel is long. | gō, shē, hī, flü, mīgrate, ācorn, ērase, sīlent, ōpen, vācant, pūpil, hellō |
| Open Exceptions | When the letter "a" ends a first or last syllable in a multisyllabic word, it is *schwa*; it sounds like /ŭ/. When the letter "i" is in a middle syllable, it sounds short. | **a**wake, **a**rise, yog**a**, extr**a**, pres**i**dent, an**i**mal, dom**i**no |
| | | |
| R-Controlled | When the letter "r" follows a vowel, it *controls* the sound it makes: -ar says /ar/; -or says /or/; -er, -ir, and -ur say /er/. | c**ar**, f**or**, h**er**, b**ir**d, t**ur**n, p**ar**tn**er**, b**or**d**er**, c**ir**cle |
| R-Controlled Exceptions | When the vowels "a" and "e" are followed by -rr or -r and another vowel, it sounds like /air/. When the vowel "i" is followed by -rr, it sounds like /ear/. | c**arr**ot, **err**and, m**err**y, p**arr**ot, t**err**ible, K**ar**en, M**ar**y, sh**er**iff, gen**eric**, **irr**itate, **irr**esponsible, **irr**igation |

# SOUND IT OUT

## Syllable Types, continued

## Double-Vowel Syllables
- A Double-Vowel syllable has two vowels that together make one sound
- In some cases, the consonants "w" and "y" serve as part of a vowel team
- Vowel teams and the sounds they make should be memorized

| Vowel Teams | Generalizations | Examples |
|---|---|---|
| ai and ay = /ā/ | "ai" is usually followed by a consonant sound; "ay" is usually found at the end of a syllable | b**ai**t, m**ai**n, compl**ai**n, curt**ai**l, pl**ay**, sw**ay**, subw**ay**, portr**ay** |
| ee and ey = /ē/ | "ee" is usually followed by a consonant sound; "ey" is usually found at the end of a syllable | t**ee**n, sw**ee**p, scr**ee**n, discr**ee**t, k**ey**, monk**ey**, turk**ey**, chimn**ey** |
| eu and ew<br>ue and ui<br> = /ū/ or /ü/ | "eu" and "ui" are usually followed by a consonant sound; "ue" and "ew" are usually found at the end of a syllable | f**eu**d, d**eu**ce, s**ui**t, j**ui**ce, sl**eu**th, br**ew**, curf**ew**, mild**ew**, neph**ew**, tr**ue**, bl**ue**, aven**ue**, contin**ue** |
| oa and oe = /ō/ | "oa" is usually followed by a consonant sound; "oe" is usually found at the end of a syllable | b**oa**t, c**oa**ch, thr**oa**t, railr**oa**d, t**oe**, w**oe**, f**oe**, al**oe**, mistlet**oe** |
| oi and oy = /ōy/ | "oi" is usually followed by a consonant sound; "oy" is usually found at the end of a syllable | c**oi**n, p**oi**nt, c**oi**l, n**oi**se, tabl**oi**d, b**oy**, enj**oy**, depl**oy**, conv**oy** |
| au and aw = /aw/ | "au" is usually followed by a consonant sound; "aw" is usually found at the end of a syllable (sometimes followed by -l, -n) | f**au**lt, P**au**l, s**au**ce, **au**tograph, s**aw**, r**aw**, cl**aw**, dr**aw**n, br**aw**l |
| ea = /ē/, /ĕ/, and /ā/ | "ea" sound most commonly like /ē/, sometimes like /ĕ/, and rarely like /ā/ | t**ea**, m**ea**t, dr**ea**m, **ea**gle, l**ea**der, d**ea**r, ben**ea**th, d**ea**th, thr**ea**d, pl**ea**sant, f**ea**ther, st**ea**k, gr**ea**t |
| ie = /ē/ and /ī/ | "ie" sounds most commonly like /ē/ and rarely like /ī/ | p**ie**ce, br**ie**f, prem**ie**r, goal**ie**, cook**ie**, cash**ie**r, f**ie**ld, d**ie**, p**ie** |
| ei = /ē/ and /ā/ | "ei" sounds most commonly like /ē/ and sometimes like /ā/ | **ei**ther, prot**ei**n, perc**ei**ve, w**ei**rd, s**ei**ze, v**ei**n, b**ei**ge, surv**ei**llance |
| igh = /ī/ | "igh" sounds like /ī/ | h**igh**, l**igh**t, br**igh**t, fr**igh**ten |
| eigh = /ā/ | "eigh" sounds like /ā/ | **eigh**t, w**eigh**, n**eigh**bor, fr**eigh**t |
| ou = /ow/ and /ü/ | "ou" is usually followed by a consonant sound | **ou**ch, l**ou**d, **ou**t, r**ou**nd, c**ou**nty, y**ou**th, s**ou**p, c**ou**gar, ac**ou**stic |
| ow = /ow/ and /ō/ | "ow" is usually found at the end of a syllable (sometimes followed by -l, -n) | c**ow**, br**ow**, all**ow**, d**ow**n, h**ow**l, sn**ow**, yell**ow**, wind**ow**, narr**ow** |
| oo = /ü/ and /ů/ | "oo" can sound like /ü/ or /ů/, *but will never sound like /ō/* | n**oo**n, f**oo**l, m**oo**se, st**oo**p, p**oo**l, g**oo**d, b**oo**k, h**oo**k, driftw**oo**d |

***** Tutor Note: If these vowels appear in reverse order, divide between them.

# SOUND IT OUT

**Syllable Types, continued**

**Double-Vowel Exceptions**

The following combinations will never be vowel teams (divide between them):
- "ao" (cha-os)
- "eo" (ne-on)
- "ia" (tri-al)
- "io" (li-on)
- "iu" (tri-umph)
- "ua" (tru-ant)
- "uo" (ten-u-ous)

**Consonant-LE Syllables**
- A Consonant-LE syllable has one consonant followed by -le
- The "e" is silent; it is there because every syllable needs a vowel
- This syllable must be at the end of a word
- Divide before the consonant-le:
  EX:      ta-ble, ap-ple, ea-gle, sim-ple, un-cle, ket-tle, gig-gle

**Consonant-LE Exception**
- The letters "stle" are the exception to this syllable type
- Divide between the "s" and the "t"
- The "s" stays with the preceding syllable to produce a short vowel sound; the "t" and "e" are both silent:
  EX:      cas-tle, hus-tle, wres-tle, rus-tle, jos-tle

# SOUND IT OUT

## Sounds of "a"

/ă/: "a" is short in Closed syllables

/ā/: "a" is long in Vowel-Consonant-E syllables, Open syllables, and the vowel teams "ai", "ay"; the vowel team "ea" sometimes says /ā/

/ə/: "a" is schwa in an unstressed Open syllable (usually the first or last syllable in the word)

/aw/: "a" says /aw/ when it comes after "w" or "qu", and when it comes before "ll", "w", and "u"

| Sounds of "a" | When | Examples |
|---|---|---|
| a = /ă/<br>(short "a") | Closed syllables: "a" is followed by one consonant or digraph to end the syllable | **hat, bad, catnap, pan han**dle, **can**did, **Atlan**tic |
| | | |
| a = /ā/<br>(long "a") | Vowel-Consonant-E syllables: "a" is followed by one consonant or digraph, then "e" – this makes the "a" say its own name (long) | **cake, state, bathe, jade**, compen**sate**, illus**trate** |
| | Open syllables: "a" is long when it ends a syllable | **ba**sic, **la**bel, **vaca**tion, **a**men, in**va**sive, **ha**lo |
| ai = /ā/ | Vowel team "ai" when followed by a consonant or digraph | **paint, maid, gain**, com**plain**, re**main, faith** |
| ay = /ā/ | Vowel team "ay" at the end of a syllable | **say, spray, pay**ment, **hay**stack, dis**play** |
| ea = /ā/ | Vowel team "ea" when followed by a consonant (uncommon) | **steak, great, break, swear** |
| | | |
| a = /ə/<br>(schwa) | Unstressed Open syllables | **a**lone, **a**wake, **a**while, Tam**pa,** Don**na**, ex**tra, a**side |
| | | |
| a = /aw/ | "a" says /aw/ after "w" and "qu" | **wash, wa**ter, **wan**der, **qual**ity, **squash,** a**qua**tic |
| all, au, aw = /aw/ | "a" says /aw/ when followed by "ll", "u" and "w" | **call, saw, Au**gust, **stall, draw, au**dit, **pawn, mall, fraud, sauce** |

## SOUND IT OUT

### Sounds of "e"

/ĕ/: "e" is short in Closed syllables

/ē/: "e" is long in Vowel-Consonant-E syllables, Open syllables, and the vowel teams
"ee", "ey", "ea", "ie", "ei"; at the end of a word, "y" says /ē/

| Sounds of "e" | When | Examples |
|---|---|---|
| e = /ĕ/ (short "e") | Closed syllables: "e" is followed by one consonant or digraph to end the syllable | **bed, deck, set, meth**od, in**vent, ex**tract, dis**cred**it |
| | | |
| e = /ē/ (long "e") | Vowel-Consonant-E syllables: "e" is followed by one consonant or digraph, then "e" – this makes the "e" say its own name (long) | **these, Steve, Pete, theme,** con**crete,** stam**pede,** incom**plete** |
| | Open syllables: "e" is long when it ends a syllable | **me, we, she, be**have, **re**tire, **fe**male, **de**cline, tux**e**do |
| ee = /ē/ | Vowel team "ee" in a single syllable or when followed by a consonant | **see, tree, fleet,** es**teem,** cof**fee,** employ**ee, bee**hive |
| ey = /ē/ | Vowel team "ey" at the end of a word or in a compound word | **key,** tur**key,** kid**ney,** med**ley, key**chain, jer**sey,** al**ley**way |
| ea = /ē/ | Vowel team "ea" (most common sound of "ea" is long e) | **eat, dea**con, en**treat, deal**er, **feast, steal,** de**crease** |
| ie = /ē/ | Vowel team "ie" | **piece, field,** cook**ie, brief,** be**lief,** cash**ier** |
| ei = /ē/ | Vowel team "ei" | **ceil**ing, **nei**ther, **weird,** pro**tein,** re**ceive** |
| | | |
| y = /ē/ | "y" says /ē/ at the end of a word with two or more syllables | ti**ny,** pup**py,** dad**dy,** la**zy,** can**dy,** sil**ly,** econo**my,** ebo**ny** |
| | | |

## SOUND IT OUT

**Sounds of "i"**

/ĭ/: "i" is short in Closed syllables, in unstressed Open syllables, and in some Vowel-Consonant-E syllables *(known as V-E Exceptions)*; "y" says /ĭ/ as the vowel in Closed syllables

/ī/: "i" is long in Vowel-Consonant-E syllables, Open syllables, some Closed syllables *(known as Closed Exceptions),* and the combination "igh"; "y" says /ī/ at the end of some Open syllables

/ē/ and /y/: "i" can say /ē/ in some Open syllables and /y/ before some vowels

| Sounds of "i" | When | Examples |
|---|---|---|
| i = /ĭ/ (short "i") | Closed syllables: "i" is followed by one consonant or digraph to end the syllable | **fit, pick, mix, with, dis**rupt, plas**tic, in**spect |
| | "i" is short in unstressed Open Syllables *(usually in a middle syllable)* | com**pli**ment, an**i**mal, pres**i**dent, at**ti**tude, plat**i**num, des**ti**ny |
| | V-E Exceptions: "i" is often short when the following combinations occur at the end of long words: "ive", "ite", "ine", "ice", "ile" | **give,** ol**ive,** act**ive,** impress**ive,** expen**sive,** ser**vice,** of**fice,** favor**ite,** oppo**site,** en**gine,** Jas**mine,** femin**ine,** fer**tile** |
| y = /ĭ/ | "y" sounds like a short "i" when it is the only vowel in a Closed syllable | **gym, sys**tem, **crys**tal, **hyp**nosis, **sym**pathetic, **mys**tical |
| i = /ī/ (long "i") | Vowel-Consonant-E syllables: "i" is followed by one consonant or digraph, then "e" – this makes the "i" say its own name (long) | **life, Mike, prize, stripe,** de**cline,** mid**wife,** valen**tine,** recog**nize** |
| | Open syllables: "i" is long when it ends a syllable | **hi, pi, di**late, **bi**son, **cri**sis, **i**tem |
| | Closed Exceptions: "i" is usually long in these combinations: "ild", "ind" | **wild, mild, child, kind, mind, find** |
| ie = /ī/ | Vowel team "ie" in a few words *(uncommon)* | **pie, lie, die** |
| igh = /ī/ | Vowel team "igh" says /ī/ *(Caution: "eigh" says /ā/)* | **light, fight, sigh, high,** de**light, night**mare, **thigh, bright** |
| y = /ī/ | "y" says /ī/ at the end of an Open syllable | **my, cry, fly, shy, sky**line, **hy**brid, **ny**lon |
| i = /ē/ | In some Open syllables, "i" can sound like a long "e" | or**i**ent, **pi**ano, Mar**i**a, al**i**en, ra**di**o, In**di**an, me**di**um, **tri**o |
| i = /y/ | "i" can sometimes sound like /y/ before some vowels (ia, io, iu) | gen**ius,** un**ion,** mil**lion,** Dan**iel,** opin**ion,** ju**nior,** sa**vior,** se**nior,** bril**liant,** Califor**nia** |

## SOUND IT OUT

### Sounds of "o"

/ŏ/: "o" is short in Closed syllables

/ō/: "o" is long in Vowel-Consonant-E syllables, Open syllables, and the vowel teams "oa", "oe", "ow"

/ow/: Vowel teams "ow" and "ou" can say /ow/

/ü/: Vowel teams "oo" and "ou" can say /ü/

/ů/: Vowel team "oo" can say /ů/

| Sounds of "o" | When | Examples |
| --- | --- | --- |
| o = /ŏ/ (short "o") | Closed syllables: "o" is followed by one consonant or digraph to end the syllable | **hot, mop, box, dock, on**set, **com**ic, im**mod**est, **cos**metic |
| | | |
| o = /ō/ (long "o") | Vowel-Consonant-E syllables: "o" is followed by one consonant or digraph, then "e" – this makes the "o" say its own name (long) | **stole, quote, clothe,** lime**stone,** en**throne,** indis**pose** |
| | Open syllables: "o" is long when it ends a syllable | **no, go, so, lo**cate, ze**ro, mo**tel, **pro**test, **o**pen, he**llo** |
| oa = /ō/ | Vowel team "oa" when followed by a consonant | **boat, roast, oak, loaf,** over**load,** cross**road** |
| oe = /ō/ | Vowel team "oe" at the end of a word or syllable | **toe, Joe, woe,** al**oe,** tip**toe,** Ros**coe** |
| ow = /ō/ | Vowel team "ow" | **show, snow, blow, own,** yel**low,** pil**low,** fol**low** |
| | | |
| ow = /ow/ | Vowel team "ow" | **how, now, cow, town, chow**der, **pow**er, **drow**sy |
| ou = /ow/ | Vowel team "ou" when followed by a consonant | **found, coun**ty, ac**count, thou**sand, **out**line, a**loud** |
| | | |
| ou = /ü/ | Vowel team "ou", usually when followed by a consonant | **you, group, soup, tour, cou**gar, re**coup** |
| oo = /ü/ | Vowel team "oo", usually when followed by a consonant | **noon, boom, fool,** car**toon, smooth, roo**ster, mush**room** |
| | | |
| oo = /ů/ | Vowel team "oo", usually when followed by a consonant | **good, book, look, foot**ball, under**stood,** child**hood** |

## SOUND IT OUT

### Sounds of "u"

/ŭ/: "u" is short in Closed syllables

/ū/ and /ü/: "u" has two long sounds; "u" is long in Vowel-Consonant-E syllables, Open syllables, and the vowel teams "ue", "ui", "eu", "ew", "ou", "oo"

| Sounds of "u" | When | Examples |
|---|---|---|
| u = /ŭ/ (short "u") | Closed syllables: "u" is followed by one consonant or digraph to end the syllable | **but, sun, must, hun**dred, chip**munk**, dis**rupt, up**hold, hand**cuff** |
| | | |
| u = /ū/ or /ü/ (long "u") | Vowel-Consonant-E syllables: "u" is followed by one consonant or digraph, then "e"; the "u" will be long | **mule, rule, tune, cute, rude, prune**, pol**lute**, in**clude**, con**fuse**, im**mune** |
| | Open syllables: "u" is long when it ends a syllable | **flu, pu**pil, **hu**man, **u**nite, **tu**lip, **du**ty, do**cu**ment, **pru**dent |
| ue =/ū/ and /ü/ | Vowel team "ue" | **blue, true, due**, ar**gue, Tues**day, contin**ue** |
| eu =/ü/ and /ü/ | Vowel team "eu" | **feud, deuce, eu**logy, **Eu**gene, **neu**ter |
| ew =/ü/ and /ü/ | Vowel team "ew" | **new, few, crew, stew, threw**, neph**ew**, cork**screw** |
| | | |
| ui =/ü/ | Vowel team "ui" | **suit, fruit, bruise** |
| ou = /ü/ | Vowel team "ou", usually when followed by a consonant | **you, group, soup, tour, cou**gar, re**coup** |
| oo = /ü/ | Vowel team "oo", usually when followed by a consonant | **food, mood, noon, gloom**y tat**too, boost, sooth**ing |
| | | |
| ou = /ow/ | Vowel team "ou" when followed by a consonant | **found, coun**ty, ac**count, thou**sand, **out**line, a**loud** |

# SOUND IT OUT

## Sounds of R-Controlled Vowels

/ər/: All R-Controlled vowels make this sound: "er", "ir", and "ur" always say /ər/; "ar" and "or" say /ər/ in unstressed final syllables

/ar/: In an R-Controlled syllable, "ar" says /ar/

/or/: In an R-Controlled syllable, "or" says /or/

/air/: In an R-Controlled exception, "arr" and "err" say /air/; "ar" and "er" sometimes say /air/ when followed by a vowel

/ear/: In an R-Controlled exception, "irr" says "ear"

| Sounds of vowel-r | When | Examples |
|---|---|---|
| er = /ər/ | R-Controlled Syllables: "er" says /ər/ | **her, verb, term, fern,** en**ter,** blis**ter, Ger**many, su**per** |
| ir = /ər/ | R-Controlled Syllables: "ir" says /ər/ | **bird, first, birth, girl, stir, thir**ty, **Vir**go, **skir**mish |
| ur = /ər/ | R-Controlled Syllables: "ur" says /ər/ | **burn, curl, church, hurt, sur**prise, ab**surd,** dis**turb** |
| ar = /ər/ | In unstressed, final R-Controlled syllables, "ar" says /ər/ | beg**gar,** so**lar,** regu**lar,** dol**lar,** simi**lar,** popu**lar** |
| or = /ər/ | In unstressed, final R-Controlled syllables, "or" says /ər/ | doc**tor,** ac**tor,** ma**jor,** mo**tor,** tu**mor,** spon**sor** |
| | | |
| ar = /ar/ | R-Controlled Syllables: "ar" says /ar/ | **car, start, harm, spark, ar**my, **part**ner, **mar**ble |
| | | |
| or = /or/ | R-Controlled Syllables: "or" says /or/ | **for, horn, pork, north, or**der, a**corn,** per**form** |
| | | |
| arr & err = /air/ | R-Controlled Exceptions: "arr" and "err" say /air/ | c**arr**y, ch**err**y, p**arr**ot, b**err**y, **err**and, L**arr**y, J**err**y |
| ar-vowel & er-vowel = /air/ | R-Controlled Exceptions: "ar" and "er" followed by vowels say /air/ | p**are**nt, sh**eri**ff, M**ary,** **Eri**c, K**are**n, gen**eri**c, m**ari**gold, **ari**d, **aro**matic |
| | | |
| irr = /ear/ | R-Controlled Exceptions: "irr" says /ear/ | **irr**itate, **irr**igation, **irr**esponsible |

## SOUND IT OUT

**Sounds of "y"**

/y/: As a consonant, "y" sounds like /y/

/ē/: As a vowel at the end of a multisyllabic word, "y" usually sounds like a long "e"

/ĭ/:  As the vowel in Closed syllables, "y" sounds like a short "i"

/ī/: "y" says /ī/ in Vowel-Consonant-E syllables, at the end of some Open syllables,
    and sometimes at the end of a multisyllabic word

| Sounds of "y" | When | Examples |
|---|---|---|
| y = /y/ | As a consonant in any syllable type, y says "y" | **y**es, **y**et, **y**ellow, **y**arn, **y**awn, **y**esterday |
| y = /ē/ (long e) | "y" says /ē/ at the end of a word with two or more syllables | ba**by**, pup**py**, dad**dy**, la**zy**, can**dy**, sil**ly**, econo**my**, ebo**ny** |
| y = /ĭ/ (short i) | "y" sounds like a short "i" when it is the only vowel in a Closed syllable | **gym**, **sys**tem, **crys**tal, **hyp**nosis, **sym**pathetic, **mys**tical |
| y = /ī/ (long i) | "y" says /ī/ at the end of an Open syllable | **my**, **cry**, **fly**, **shy**, **sky**line, **hy**brid, **ny**lon |
| | Vowel-Consonant-E syllables: "y" as the vowel says /ī/ | **type**, **hype**, **style**, anal**yze**, en**zyme**, proto**type** |
| | "y" can sometimes say /ī/ at the end of a multisyllabic word | Ju**ly**, re**ply**, sup**ply**, classi**fy**, re**ly**, multi**ply** |

## SOUND IT OUT

### Sounds of "c" and "g"

- c = /k/ most often
- c = /s/ when followed by "e", "i", and "y"
- g = /g/ before many letters
- g = /j/ when followed by "e", "i", and "y"

| Sounds of "c" | When | Examples |
|---|---|---|
| c = /k/ | Usually | **c**at, **c**loth, **c**urtain |
| c = /s/ | Followed by "e", "i", or "y" (always) | fa**ce**, **c**ity, **c**ent, **c**ertain, **c**ycle |
| | | |
| **Sounds of "g"** | **When** | **Examples** |
| g = /g/ | Often | **g**o, **g**rass, **g**et, **g**irl |
| g = /j/ | Followed by "e", "i", or "y" (usually) | a**ge**, **g**in, **g**entle, **g**igantic, **g**yrate |

### Sounds of "a" and "o" after "w"

- The letter "w" will change the sounds of the vowels "a" and "o"
- "qu" contains the /w/ sound, so it will have the same effect on "a" and "o"

| Sounds of "a" | When | Examples |
|---|---|---|
| wa = /wau/ | "w" changes the sound of "a" | **wash, wan**der, **wa**ter, **want, wasp, swat, swamp** |
| qua = /kwau/ | "qu" changes the sound of "a" | **squash, qual**ify, **squal**or, **squat** |
| war = /wor/ | In an R-Controlled syllable, "w" changes "ar" to sound like /or/ | **warm,** a**ward, war**ranty, **swarm** |
| quar = /kwor/ | In an R-Controlled syllable, "qu" changes "ar" to sound like /or/ | **quar**ter, **quartz, quar**rel |
| | | |
| **Sounds of "o"** | **When** | **Examples** |
| wor = /wer/ | In an R-Controlled syllable, "w" changes "or" to sound like /er/ | **worm, wor**thy, **world, work, word, worst** |

# SOUND IT OUT

## Digraphs & Trigraphs

### Definitions
- **Digraph:** Two letters that make one sound
  - sh = /sh/
  - th = /th/
  - wh = /w/
  - ck = /k/
  - ph = /f/
  - ch = /ch/, /k/, and /sh/

- **Trigraph:** Three letters that make one sound
  - tch = /ch/
  - dge = /j/

| Digraphs | When | Examples |
|---|---|---|
| sh = /sh/ | In any syllable type, "sh" says /sh/ | **sh**ip, ma**sh**, hot**sh**ot |
| th = /th/ | In any syllable type, "th" says /th/ | **th**at, wi**th**, seven**th**, **th**irsty |
| wh = /w/ | At the beginning of a word, "wh" says /w/ | **wh**en, **wh**ich, **wh**at, **wh**ere, **wh**y |
| ck = /k/ | At the end of a Closed syllable, "ck" says /k/ | **pick, stack, Mick**ey, **jack**et |
| ph = /f/ | In any syllable type, "ph" says /f/ | **ph**one, **ph**onics, **ph**otogra**ph** |
| ch = /ch/ | In any syllable type, "ch" says /ch/ | **ch**in, mu**ch**, pun**ch**, **ch**art |
| ch = /k/ | In words of Greek origin, "ch" says /k/ | **ch**orus, e**ch**o, s**ch**ool, **Ch**ris, stoma**ch**, a**ch**e, s**ch**edule |
| ch = /sh/ | In words of French origin, "ch" says /sh/ | **ch**ef, **Ch**icago, ma**ch**ine, bro**ch**ure,  Mi**ch**igan |

| Trigraphs | When | Examples |
|---|---|---|
| tch = /ch/ | Following a short vowel, "tch" says /ch/ | ca**tch**, di**tch**, ma**tch**, ki**tch**en, cru**tch**es, ske**tch**, swi**tch** |
| dge = /j/ | Following a short vowel, "dge" says /j/ | fu**dge**, e**dge**, ba**dge**, ju**dge**, bri**dge**, ple**dge** |

## SOUND IT OUT

**Sounds of "ti", "ci", and "si"**

/sh/: "ti" and "ci" say /sh/ when followed by vowel suffixes such as: -on, -ent, -al, -an, -ous

/shən/: "tion", "sion", and "cian" sound like /shən/;
        "sion" can also sound like /zhən/

/shəl/: "tial" and "cial" sound like /shəl/

/shə/: "tia" and "cia" sound like /shə/; "sia" sounds like /zhə/

/shē/: If "ci" or "ti" is followed by a Vowel-Consonant-E syllable, the letters will say /shē/

| Sounds of "ti" | When | Examples |
|---|---|---|
| tion = /shən/ | "ti" says /sh/ when followed by vowel suffixes | sta**tion**, ac**tion**, collec**tion**, igni**tion**, obstruc**tion**, fic**tion**, prote solu**tion**, emo**tion** |
| tious = /shəs/ | | cau**tious**, nutri**tious**, infec**tious**, flirta**tious** |
| tient = /shənt/ | | pa**tient**, quo**tient** |
| tial = /shəl/ | | par**tial**, ini**tial**, poten**tial**, substan**tial**, presiden**tial** |
| tia = /shə/ | | mili**tia**, demen**tia** |
| | | |
| **Sounds of "ci"** | **When** | **Examples** |
| cian = /shən/ | "ci" says /sh/ when followed by vowel suffixes | musi**cian**, electri**cian**, politi**cian**, physi**cian** |
| cious = /shəs/ | | deli**cious**, pre**cious**, suspi**cious**, gra**cious** |
| cient = /shənt/ | | defi**cient**, effi**cient**, |
| cial = /shəl/ | | so**cial**, cru**cial**, fa**cial**, offi**cial**, finan**cial**, spe**cial**, ra**cial** |
| cia = /shə/ | | Patri**cia**, Mar**cia** |
| ci or ti = /shē/ | If "ci" or "ti" is followed by a Vowel-Consonant-E syllable, the letters will say /shē/ | appre**ci**ate, nego**ti**ate, ini**ti**ate, asso**ci**ate, differen**ti**ate, depre**ci**ate |
| | | |
| **Sounds of "si"** | **When** | **Examples** |
| sion = /shən/ | "si" says /sh/ when followed by vowel suffixes | man**sion**, pas**sion**, reces**sion**, permis**sion**, exten**sion** |
| sion = /zhən/ | "sion" sometimes says /zhən/ | vi**sion**, abra**sion**, le**sion**, illu**sion**, exclu**sion**, preci**sion** |
| sia = /zhə/ | "sia" says /zhə/ | A**sia**, amne**sia**, Indone**sia** |

## SOUND IT OUT

### Sounds of "tu" and "ture"

/chü/: In multisyllabic words, "tu" will often sound like /chü/

/chür/: In multisyllabic words, "ture" will often sound like /chür/

| Sounds of "tu" | When | Examples |
|---|---|---|
| tu = /chü/ | In multisyllabic words, "tu" will often sound like /chü/ | ac**tu**al, for**tu**ne, sta**tu**e, spa**tu**la, vir**tu**e, vir**tu**al, ri**tu**al, si**tu**ation |
| | | |
| **Sounds of "ture"** | **When** | **Examples** |
| ture = /chür/ | In multisyllabic words, "ture" will often sound like /chür/ | na**ture,** adven**ture,** fu**ture,** cap**ture,** furni**ture,** nur**ture,** pic**ture,** fix**ture,** pos**ture,** lec**ture,** mix**ture,** tempera**ture** |

### Sounds of "que" and "ique"

/k/: In multisyllabic words of French origin, the letters "que" will sound like /k/

/ēk/: In multisyllabic words of French origin, the letters "ique" will sound like /ēk/

| Sounds of "que" | When | Examples |
|---|---|---|
| que = /k/ | In multisyllabic words of French origin, "que" will sound like /k/ | pla**que,** con**que**r, cli**que,** eti**que**tte, grotes**que** |
| | | |
| **Sounds of "ique"** | **When** | **Examples** |
| ique = /ēk/ | In multisyllabic words of French origin, "ique" will sound like /ēk/ | un**ique,** ant**ique,** techn**ique,** phys**ique,** crit**ique** |

## USE THE CLUES

**Deciphering Strategies**

- Read the sentence more than once
- Read the sentence aloud and say "blank" when you come to the word you don't know
- Keep reading past the unfamiliar word and look for clues; sometimes the definition of the word appears later in the sentence, often after a comma or in parentheses
- Look for context clues; the same idea might be worded differently in another part of the text
- Think about what word might make sense in the sentence; try the word and see if the sentence makes sense
- If the word is repeated later in the passage, compare the second sentence to the first; what word might make sense in both?

**Meaningful Parts**

Look for the following meaningful parts and understand how they affect the word:

- **Prefixes:** Added to the front of a base word; these change the meaning of the word
  EX: **pre**test - *pre* means before, so *pretest* means to test before something; **un**tidy - *un* makes the base word mean its opposite, so *untidy* means the opposite of tidy (messy)
  *See page 5 for a list of common prefixes and their meanings.*

- **Suffixes:** Added to the end of a base word for any of these reasons:

  - To make a base word plural
    EX:      cat**s**, dish**es**, ladi**es**

  - To imply action
    EX:      drive**s**, provide**s**, jump**ing**

  - To change the part of speech (i.e., from a verb to a noun)
    EX:      *bliss* is a noun, *bliss**ful*** is an adjective; *sing* is a verb, *sing**er*** is a noun

  - To change verb tense (i.e., from present to past tense)
    EX: kill**ed**, insist**ed**, splash**ed**

  *See page 7 for a list of common suffixes and how they affect base words.*

## USE THE CLUES

**Latin & Greek Roots**

Roots are small parts of words that have a general meaning, to which we add a
variety of affixes to make words with similar meanings

EX:     **scrib** and **script** mean "to write"; **scrib**ble, pre**script**ion, in**scrib**e, tran**script**

| Root | Definition | Examples |
|------|-----------|----------|
| annui, annu, enni | year | **anni**versary, **annu**al, mill**enni**um |
| arch | chief or ruler | matri**arch**, **arch**bishop, mon**arch**y |
| aud | to hear or listen | **aud**ible, **aud**ience, **aud**io |
| auto | self | **auto**graph, **auto**matic, **auto**biography |
| chron, chrono | time | **chron**ic, **chrono**logical, syn**chron**ize |
| cred | to believe | **cred**ible, **cred**it, in**cred**ible |
| cycl, cyclo | wheel or circle | bi**cycl**e, re**cycl**e, **cycl**ical |
| dic, dict | to say, to tell | contra**dict**, de**dic**ation, **dict**ionary |
| ectomy | cut out | append**ectomy**, hyster**ectomy**, tonsill**ectomy** |
| form | to shape | con**form**, re**form**, trans**form** |
| geo | earth | **geo**graphy, **geo**logy |
| gno, gnosi | to know | i**gno**rance, dia**gnosi**s, pro**gnosi**s |
| gram, graph | written or drawn | **graph**ic, para**graph**, sono**gram** |
| hemi, semi | half | **semi**circle, **hemi**sphere, **semi**final |
| hydr, hydra, hydro | water | **hydra**te, de**hydra**te, **hydra**nt |
| hyper | over, above | **hyper**active, **hyper**tension, **hyper**ventilate |
| hypn, hypno | sleep | **hypno**sis, **hypno**tism, **hypno**tize |
| hypo | under | **hypo**dermic, **hypo**crite, **hypo**thermia |
| kine, cine | movement | **cine**ma, **kine**tic, **cine**mascope |
| leg | law | **leg**al, privi**leg**e, **leg**islate |
| magna | great | **magn**ificent, **magn**ify |
| mater, matri | mother | **mater**nal, **mater**nity, **matri**mony |
| log, logo, logue | speech or word | dia**logue**, **log**ic, eu**logy** |
| meter, metr | measure | baro**meter**, geo**metr**y, thermo**meter** |
| micro | small | **micro**film, **micro**scope, **micro**manage |
| mit, miss | to send | ad**mit**, dis**miss**, **miss**ion, trans**mit** |
| mon, mono | one | **mon**ogamy, **mono**tone, **mono**logue |
| neo | new | **neo**natal, **neo**classical, **neo**phyte |
| nym, onym | name | ano**nym**ous, syn**onym**, pseud**onym** |
| ology | science or the study of | astr**ology**, bi**ology**, psych**ology** |

## USE THE CLUES

### Latin & Greek Roots, continued

| Root | Definition | Examples |
|------|-----------|----------|
| patr, pater | father | **pater**nal, **pater**nity, **patr**iot |
| ped | foot | centi**ped**e, **ped**al, **ped**estrian, **ped**icure |
| phobia, phobic, phobe | fear or hatred | claustro**phobic**, agora**phobia**, homo**phobic** |
| phon, phono | sound | **phon**ics, sym**phon**y, **phon**etic |
| pol, polis, polit | city or government | **pol**icy, metro**polit**an, **pol**ice |
| poly | many | **poly**gamy, mono**poly**, **poly**ester |
| port | to carry | trans**port**, de**port**, sup**port** |
| psych | mind or soul | **psych**ic, **psych**ology, **psych**otic |
| rect, recti | straight or right | cor**rect**ion, e**rect**, incor**rect** |
| rupt | to break or burst | dis**rupt**, bank**rupt**, **rupt**ure |
| scrib, script | to write | pre**script**ion, **script**ure, **scrib**e |
| sec, sect | to cut | inter**sect**ion, dis**sect**, **sect**ion |
| stru, struct, stry | to build | con**struct**, in**struct**ion, **struct**ure |
| the, theo | god | **theo**logy, a**the**ist, mono**the**istic |
| therm | heat or hot | **therm**ostat, hypo**therm**ia, **therm**ometer |
| tele | distant | **tele**gram, **tele**phone, **tele**vision |
| vid, vis | to see | e**vid**ence, **vis**ual, super**vis**e |
| vit / vita, viv/ vivi | to live | re**viv**e, **vit**al, sur**viv**al |

## SPELL IT OUT

**Spelling Rules & Generalizations**

1. **Find the base word.**

   Look past any affixes; figure out the base word and work on spelling that first, then follow any relevant rules to add the affixes.

2. **Spell one syllable at a time.**

   The structure, or letter make up, of the syllable will provide spelling clues. To spell a long vowel sound followed by a consonant, use vowel-consonant-e or a vowel team. *See page 32 for a list of spelling generalizations for vowel teams.*

3. **Reasons to Double Consonants**

   a. **The ff, ll, ss Rule:**
      If a single closed syllable ends in /f/, /l/, or /s/, double the final consonant.
      
      | EX: | -ff | -ll | -ss |
      |-----|-----|-----|-----|
      | | puff | hill | miss |
      | | whiff | fell | lass |
      | | buff | mull | kiss |
      | | off | fill | chess |

   b. **To keep the preceding vowel short:**
      EX:      ra<u>bb</u>it, tra<u>ff</u>ic, bu<u>bb</u>le, bu<u>nn</u>y, lo<u>bb</u>y, Ke<u>ll</u>y

   c. **When adding a prefix or suffix with the same letter**
      EX:      mi<u>ss</u>pell, u<u>nn</u>erve, di<u>ss</u>ervice, thi<u>nn</u>ess, helpfu<u>ll</u>y

   d. **Double-Letter Rule**
      When adding a vowel suffix to a Closed syllable, double the final consonant (to keep the vowel short)
      EX:      ho<u>pp</u>ing, ski<u>pp</u>ed, outfi<u>tt</u>ed, begi<u>nn</u>er

Note: Do not double the final consonant if the suffix begins with a consonant.


*****Tutor Note: The consonants **h, j, k, v, w, x,** and **y** do not double in English words.

## SPELL IT OUT

**Spelling Rules & Generalizations, continued**

### 4. Plurals

**a. Most words that end in a consonant: add –s**
EX:　　　bug<u>s</u>, ship<u>s</u>, book<u>s</u>

**b. Words that end in s, x, z, ch, and sh: add –es**
EX:　　　inch<u>es</u>, dish<u>es</u>, box<u>es</u>, kiss<u>es</u>

**c. Words that end in ay, ey, and oy: add -s**
EX:　　　monkey**s**, ray**s**, boy**s**

**d. Words that end in y that sounds like /ē/: change y to i and add –es**
EX:　　　baby – bab<u>ies</u>, company – compan<u>ies</u>, penny – penn<u>ies</u>

**e.　–fe and f: change to v and add –es**
EX:　　　shelf – shel<u>ves</u>, leaf – lea<u>ves</u>, life – li<u>ves</u>

**f. Some words ending in o: add –es rather than –s**
EX:　　　veto – veto<u>es</u>, potato – potato<u>es</u>

**g. Some irregular plurals must be memorized**
EX:　　　foot – feet, child – children, goose – geese

### 5. Suffix Endings

**a. Words that end in a silent -e:**
Drop the -e before adding a suffix that starts with a vowel

EX:　　　take - taking; stone - stony

**b. Double-Letter Rule**
When adding a vowel suffix to a Closed or R-Controlled syllable, double the final consonant

EX:　　　ho<u>pp</u>ing, ski<u>pp</u>ed, outfi<u>tt</u>ed, begi<u>nn</u>er, starring, charred

Note: Do not double the final consonant if the suffix begins with a consonant.

# SPELL IT OUT

## Spelling Rules & Generalizations, continued

### Suffixes, continued

**c. Words that end in "y":**
Change the "y" to "i" before adding a vowel suffix, unless the suffix begins with  the letter "i"

EX:        fly - flies; cry - cried - crying; copy - copied - copying


**6. Spelling Options for "C" & "G"**

**a.** The letter "c" sounds like /s/ when followed by the vowels "e", "i", and "y"; therefore, to spell /s/ before any other letter, use "s"

**b.** Use -ck to spell /k/ immediately after a short vowel at the end of a one-syllable word

**c.** The letter "g" usually sounds like /j/ when followed by the vowels "e", "i", and "y"; therefore, to spell /j/ before any other letter, use "j"

**d.** The letter "j" cannot end a word; to spell /j/ at the end of a word:
      i.  Following a long vowel sound, use -ge
     ii.  Following a short vowel sound, use -dge

## SPELL IT OUT

**Spelling Generalizations for Vowel Teams**

- **ai & ay = /ā/**

  - /ā/ at the end of a word is usually spelled **ay** (pray, display)
  - /ā/ at the end of a syllable in a multisyllabic word is usually spelled **a** (vacation)
  - /ā/ followed by a consonant sound is usually spelled **a-e** (plane) or **ai** (plain)
  - /ā/ can be spelled **ay** within compound words (haystack) or when a suffix is attached (payment)

- **ee & ey = /ē/**

  - /ē/ at the end of a multisyllabic word is usually spelled **y** or **ey** (candy, donkey)
    - **y** is the <u>most common</u> spelling of /ē/ at the end of multisyllabic words
  - /ē/ at the end of a one-syllable word is spelled **e** (be, me) or **ee** (bee, see)
  - /ē/ at the end of a syllable in a multisyllabic word is usually spelled **e** (remote)
  - /ē/ followed by a consonant sound is usually spelled **ee** (keep) or **e-e** (Pete)
    - **ee** is the <u>most common</u> spelling when /ē/ precedes a consonant sound

- **oa & oe = /ō/**

  - /ō/ at the end of a one-syllable word is usually spelled **oe** (toe) or **o** (go)
    - **oe** is the <u>most common</u> spelling of /ō/ at the end of one-syllable words
  - /ō/ at the end of a multisyllabic word is usually spelled **o** (tomato)
  - /ō/ at the end of a syllable in a multisyllabic word is usually spelled **o** (program)
  - /ō/ followed by a consonant sound is usually spelled **oa** (coat) or **o-e** (tote)
    - **oa** is the <u>most common</u> spelling when /ō/ precedes a consonant sound

## SPELL IT OUT

**Spelling Generalizations for Vowel Teams, continued**

- **ue = /ū/ or /ü/**

    - /ū/ or /ü/ at the end of words is usually spelled **ue** (true)
    - /ū/ or /ü/ followed by a consonant sound in a syllable is usually spelled **u-e** (tune)
    - /ū/ or /ü/ at the end of a syllable in a multisyllabic word is usually spelled **u** (pupil)

- **oi & oy = /oi/**

    - **/oi/** at the beginning of a syllable or followed by a consonant sound is usually spelled **oi** (oil, coin)
    - **/oi/** at the end of a word is usually spelled **oy** (boy, enjoy)

- **au & aw = /aw/**

    - **/aw/** at the end of a word is usually spelled **aw** (claw)
    - **/aw/** at the beginning of a syllable or followed by a consonant sound is usually spelled **au** (auto, laundry)
        - Sometimes **/aw/** followed by certain consonants is spelled **aw** (lawn, hawk)

- **ow = /ō/ or /ow/, ou = /ow/ or /ü/**

    - **ou** must be followed by a consonant sound (trout, soup); therefore, if **/ow/** is at the end of a word, it must be spelled **ow**
    - **ow** can be at the end of a word or syllable (snow, plow), or in the middle of a syllable if it's followed by **n** or **l** (town, fowl)

- **oo =/ü/ or /ů/**

    - **oo** can sound like **/ü/** (food, room) or like **/ů/** (good, book), *but it will never sound like a long o!*

## SPELL IT OUT

### Spelling Generalizations for Vowel Teams, continued

- **ea = /ē/ or /ĕ/ or /ā/**

    - For reading, try the **/ē/** sound first because it is the most common, try **/ĕ/** next, and try **/ā/** last because it is least common
    - **/ē/** followed by a consonant sound can be spelled **ea** (beat)
    - **ee** and **ea** are the most common spellings of **/ē/**, but **e-e** is also a possibility

- **ew = /ū/ or /ü/, eu = /ū/ or /ü/, ui = /ü/**

    - **ew** will be used at the end of words; therefore, if **/ū/** or **/ü/** are followed by a consonant sound, try **eu** first
    - **eu** and **ui** are not very common

- **ie = /ē/**

    - **ie** says /ē/ (piece)
    - **ie** can be used at the end of a word to say /ē/ (cookie), but is less common than using **y** or **ey**
    - Although **ie** says /ī/ in a handful of words, those are considered sight words (lie)

- **ei = /ē/ or /ā/**

    - **ei** should be used after "c" and followed by consonant sounds (receive)
    - **ei** usually says /ē/ (ceiling), but can sometimes say /ā/ (vein)

- **igh = /ī/**

    - **igh** always says /ī/ and is usually followed by the letter "t" (light)

- **eigh = /ā/**

    - **eigh** always says /ā/ (weigh)