

Spelling Rules Handout

Functional Skills English Entry 3 Writing

Why spelling matters

Good spelling helps the reader understand your message. In Entry 3 Writing, spelling is checked in the spelling task and in your written answers.

Spelling routine: Look, Say, Cover, Write, Check

Step	What to do
1. Look	Look carefully at the whole word and notice the tricky part.
2. Say	Say the word slowly and clearly.
3. Cover	Cover the word so you cannot copy it.
4. Write	Write it from memory.
5. Check	Check each letter and correct any mistake.

Common spelling rules

Rule	Explanation	Examples
Add -s or -es	Most plurals add -s. Add -es after s, sh, ch or x.	book→books, box→boxes, watch→watches
Change y to i	If a word ends consonant + y, change y to i before -es or -ed.	city→cities, baby→babies, try→tried
Keep y after a vowel	If a word ends vowel + y, keep the y.	key→keys, play→played, day→days
Drop final e	Drop final e before adding -ing.	make→making, write→writing, receive→receiving
Double consonant	In short words with one vowel + one final consonant, double before -ed/-ing.	stop→stopped, plan→planning, rub→rubbing
Silent letters	Some letters are written but not clearly spoken.	knife, knee, debt, doubt, listen, island
Homophones	Same sound, different spelling and meaning.	there/their/they're, to/too/two

Useful Entry 3 spelling words to practise

Word group	Examples
Silent letters	knife, knee, knowledge, debt, doubt, listen, autumn, thumb
Longer words	dictionary, explanation, communicate, qualification, particular
Tricky vowels	receive, believe, achieve, definite, separate
Everyday words	medicine, enough, different, purpose, experience

Exam tip

Do not only copy words. Say them, cover them, write them and check them. Keep a personal spelling list from your own mistakes.

Mini practice

Correct the mistakes:

1. The familys are planing a trip. → _____
2. I am writeing an email. → _____
3. They left there books in the classroom. → _____