





# Error Spotting Capsule 13 in PDF - Spelling Rules Part 1

If you are preparing for competitive exams of **Banking**, **SSC**, **etc**. like IBPS Clerk, IBPS PO, SBI Clerk, SBI PO, SSC CGL, RRB NTPC, RBI, LIC AAO, etc. you will encounter English Language and Comprehension sections. One of the most important aspects of the English section, in any exam, is to **learn to Spot Errors and Correct Sentences**. These **Error Spotting** and **Sentence Correction Grammar** Capsules are aimed at helping you learn a little bit of Grammar every day. Let us start with Error Spotting Capsule 13 which deals with the concept of **'Spelling Rules'**.

# Error Spotting Capsule 13 - Spelling Rules Part 1

Learning how to spot spellings errors in sentences can drastically improve your score in the English section of various Bank and SSC exams. Here are **some spelling rules and different cases** which can help you become a good speller. Read these rules one by one and download them as PDF to revise and keep a track of your revision!

# Case #1 Plurals of Nouns based on their Suffix

# Rule 1

A noun, usually forms its plural by adding **'-s'** at the end. E.g. dog - dog**s**, pigeon - pigeon**s** 

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#### Rule 2

Most nouns ending in 'f' or 'fe' change into '-ves'.







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**E.g.** leaf - lea**ves**, knife – kni**ves** <u>Exceptions</u>: staffs, cliffs, chiefs, roofs, safes

### Rule 3

Nouns ending in 'y' add **'s'** if the 'y' follows a vowel.

E.g. toy - toys, ray - rays

#### Rule 4

Nouns ending in 'y' change the 'y' to **'-ies'** if the 'y' follows a consonant. E.g. baby – bab**ies**, story – stor**ies** 

### Rule 5

Most nouns ending in 'o' form their plurals by adding **'-es'**. E.g. tornado – tornado**es**, echo – echo**es** <u>*Exceptions: pianos, solos, bamboos*</u>

#### Rule 6

Nouns ending in 's', 'ss', 'ch', 'sh', 'x', or 'z' add **'es'** to form plurals. E.g. gas – gas**es**, grass – grass**es**, branch – branch**es** 









## Case #2: The 'EE' Sound – Receive or Receive?!!

#### Rule 7

- When the sound is *ee* and alphabets used are 'i'and 'e':

1) 'e' comes first, when they come after 'c'

E.g. de<u>cei</u>ve, re<u>cei</u>ve

2) 'i' comes first in all other cases

E.g. <u>pie</u>, <u>grie</u>f

<u>Exceptions</u>: seize, weird

## Case #3: ALL & FULL

#### Rule 8

- When the words 'all' and 'full' are used to make up longer words, one 'l' is dropped.

E.g. always, cheerful





**3 |** P a g e







## Case #4: Adding 'DIS' and 'MIS'

#### Rule 9

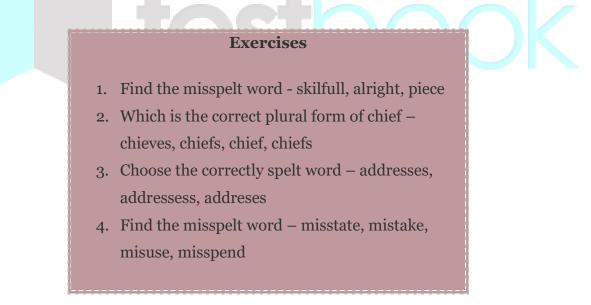
- When adding 'dis' and 'mis' to other words, the 's' is always kept, even if the other word begins with an 's'.

E.g. **Mis**spell

Now that you know all the rules, let's try a few exercises.

# Error Spotting Capsule 13 - Exercises & Solutions

While solving these questions, make sure you do not look at the explanations given below:













#### Here are the explanations!

- <u>Skilfull</u> According to rule 8, when the words 'all' and 'full' are used to make up longer words, **one 'l' is dropped**. Skilful is the correct spelling.
- <u>Chiefs</u> Although most nouns ending in 'f' or 'fe' change 'f' or 'fe' to 'ves', there are certain exceptions to this rule (refer rule 2)
- <u>Addresses</u> Nouns ending in 's', 'ss', 'ch',
  'sh', 'x', or 'z' add 'es' to form plurals.
- 4. <u>*Mistate*</u> When adding '**dis**' and '**mis**' to other words, the 's' is always kept, even if the other word begins with an 's'. Misstate is the correct spelling.

We hope you find Error Spotting Capsule 12: Subordinating Conjunctions Part 2, helpful. Go through some of the following articles to improve your spoken and written English:

Word Power Made Easy PDF Capsule 90

Error Spotting Capsule 11 in PDF

Error Spotting Capsule 12 in PDF





