

*Smokin'*

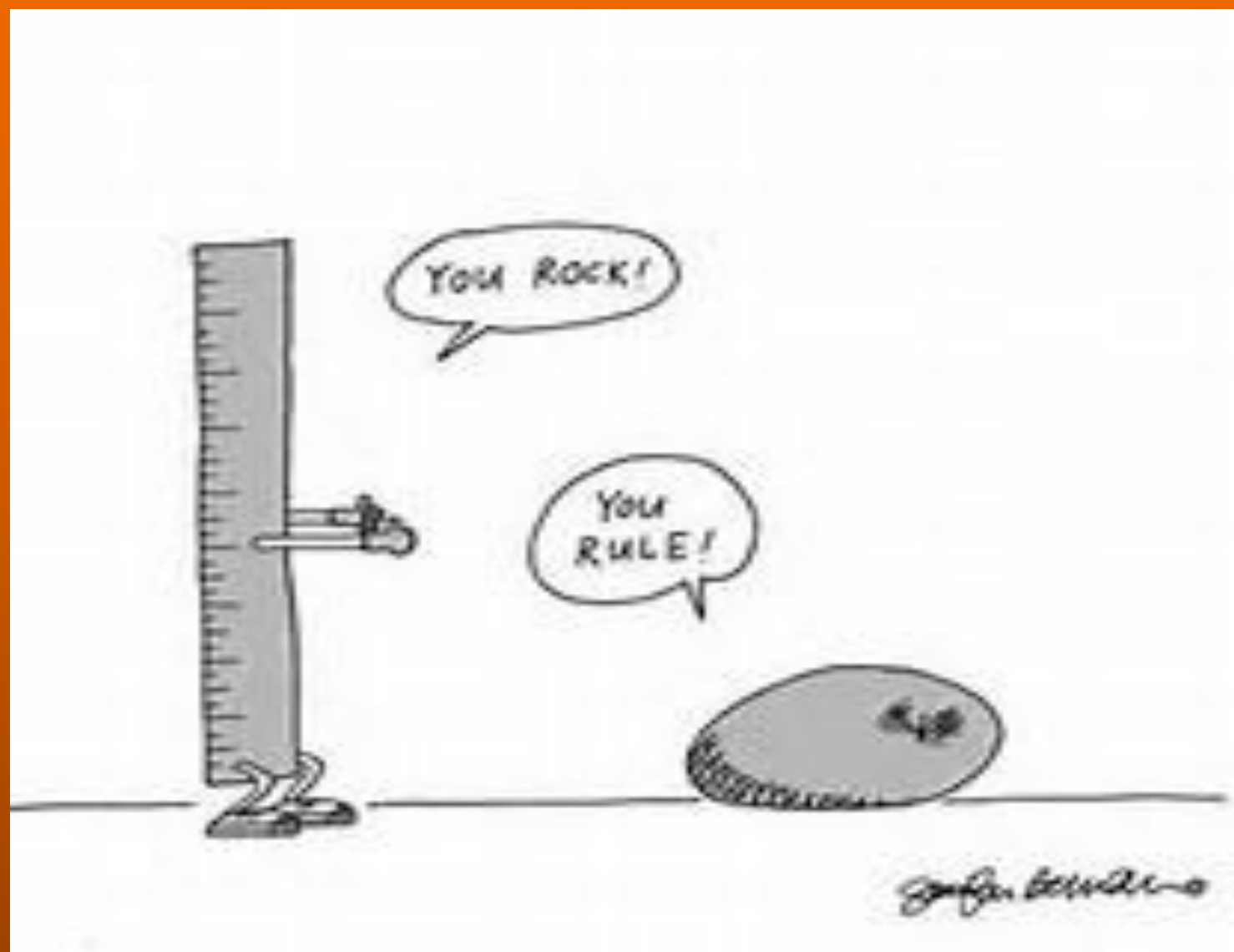
*Hot*

*Spelling*

*Grammar*

*Writing*

*Proofreading*



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**“My teacher isn’t qualified to teach spelling!  
She spells U ‘y-o-u’. She spells BRB ‘r-e-t-u-r-n’.  
She spells BFN ‘g-o-o-d-b-y-e’...”**

Nashunai  
Assosheashun of  
Edukashunai  
Offus  
Profeshunais



# Spelling Test



1. acomodate \_\_\_\_\_
2. miniture \_\_\_\_\_
3. remembrd \_\_\_\_\_
4. disapoint \_\_\_\_\_
5. mischivus \_\_\_\_\_
6. sovren \_\_\_\_\_
7. iliterate \_\_\_\_\_
8. ocasion \_\_\_\_\_
9. excessiv \_\_\_\_\_
10. professr \_\_\_\_\_
11. unparaleld \_\_\_\_\_
12. gardian \_\_\_\_\_
13. psycology \_\_\_\_\_
14. disipln \_\_\_\_\_
15. recomend \_\_\_\_\_
16. technicly \_\_\_\_\_
17. financeal \_\_\_\_\_
18. argueing \_\_\_\_\_
19. enforcable \_\_\_\_\_
20. hopefull \_\_\_\_\_
21. mimicced \_\_\_\_\_
22. franchize \_\_\_\_\_
23. analize \_\_\_\_\_
24. defendent \_\_\_\_\_
25. dependable \_\_\_\_\_
26. occuring \_\_\_\_\_

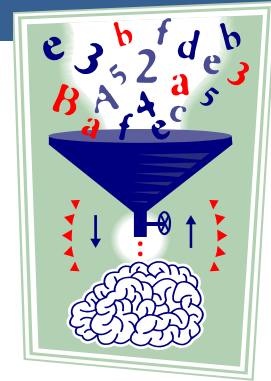


**DON'T GO UP IN  
FLAMES-  
BE A SUPER SPELLER!**

### **GENERAL RECOMMENDATIONS**

1. Your computer's spell checker will pick up many common mistakes. There are, however, specific incorrect usages and look-alike or sound-alike words that spell checkers cannot identify. Therefore, you should not depend completely on a spell checker.
2. Create a list of your most typically misspelled words, and learn rules for consistent problems.
3. Read hard copy backward so that you don't get into the habit of skimming when you proofread.
4. Watch your pronunciation and say words correctly so that you hear all the appropriate sounds. Mispronunciation leads to misspelling.
5. Touch a word as you check it to help you focus on a single word at a time.
6. Be careful of words that have two acceptable spellings. The preferred spelling is always listed first in the dictionary. Become comfortable with your dictionary and thesaurus.
7. Pay special attention to long words—writers often leave out a letter or two in the middle.
8. Learn specific spelling rules.
9. Be careful of similar suffixes such as *er*, *ed en*, and *es*. Fast typists may hit the wrong key, and a spell checker won't necessarily catch it. <sup>1</sup>
10. Create a mental association with a difficult part of the word.

# Mnemonics



A superintendent **ent** collects **rent**.

A principal **pal** is a **pal** to all.

**All right** is the opposite of **all wrong**. (There is no word 'alright' just as there is no 'alwrong'.)

A friend sticks to the **end**.

Cut me a **piece** of **pie**.

A letter is written on station**ery**. You stand still when you are station**ary**.

Supers**ede** is the only word in the English language that ends in **sede**.

She is irresist**ible** when wearing **lipstick**.





I BEFORE E

EXCEPT  
AFTER C

EXCEPT FOR...

THE COMMITTEE THAT WRITES RULES  
FOR ENGLISH LANGUAGE SPELLING,  
GRAMMAR AND SYNTAX AT WORK

LINDA  
CAUSEY  
2007

WWW.APERFECTWORLD.ORG

# SIX RELIABLE SPELLING RULES

## 1. Double the final consonant before adding *ed*, *er*, or *ing* when:

- ✓ The word has one syllable
- ✓ The accent falls on the last syllable
- ✓ The consonant has a vowel before it

bid + ing	bidding
step + ed	stepped
begin	beginner

## 2. When a word ends in *ic*, add a *k* before adding *ed*, *er*, or *ing*.

picnic	picnicking
panic	panicked
mimic	mimicker

## 3. When a word ends in *e*, usually drop the *e* when adding an ending that begins with a vowel.

argue	arguable
grieve	grievance
store	storage

- ✓ **Exceptions:** courageous, chargeable, advantageous, noticeable, manageable, enforceable.

**4. When a word ends in e, keep the final e before adding *ly* and *ment*.**

sincere	sincerely
excite	excitement
immediate	immediately

**5. When adding a prefix, the base word is always spelled the same. If the prefix ends with the same letter as the beginning letter of the base word, keep the double letter.**

Anti + aircraft	antiaircraft
in + numerable	innumerable
mis + spell	misspell

**6. Remember *i* before *e* except after *c*.**

believe, thief, fierce
ceiling, receive, deceive

# Homophones

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**“All new employees are required to establish compatibility with our computer’s spell-checking system. We’re having your name legally changed from Eileen Daley to I Lean Daily.”**

# Capitalization



Insert capitalization key

# Five Principles for Professional Titles

1. Capitalize the title if placed before a person's name.

*President Harry Smith      Harry Smith, president*

2. Job titles are usually capitalized.

*The Sales Manager is responsible for those figures.*

3. Job descriptions are never capitalized.

*The newspaper just hired movie reviewer Jerry Bills.*

4. Capitalize a government title, in direct address only, when it refers to a specific person.

*Senator Smith, I'm looking forward to your conference address.*

5. If the job title is part of an address, it is considered part of the proper noun and is capitalized.

*Thank you, Doctor Jones, for coming.*

# Expressing Numbers





# *Expressing Numbers*

Employees with three years of experience receive 12 vacation days.

45 million

8,236,491

Eight hundred employees will receive a salary increase.

Yes, you can (I have a graduate degree in writing). According to the MLA (Modern Language Association) style guidelines (the manual used on a post-secondary level in academic English), you may not begin a sentence with a figure EXCEPT when beginning the sentence with a year:

<http://owl.english.purdue.edu/owl/resource/735/02/>

The charge for a consultation is \$125.

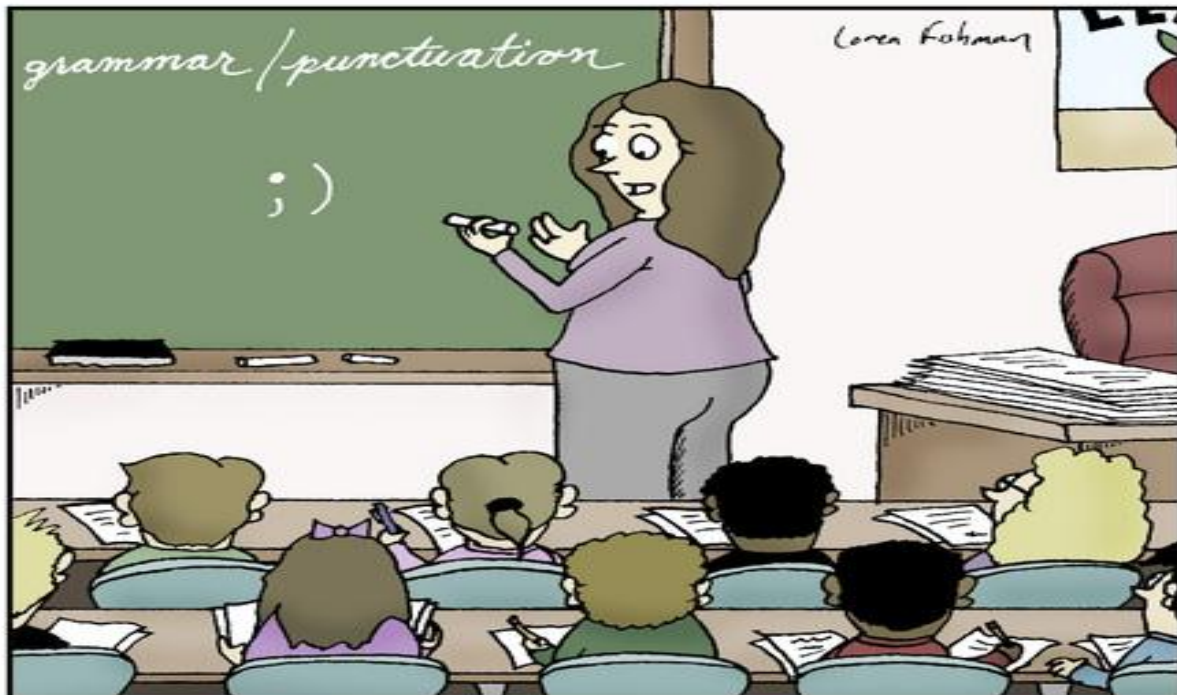
92 percent

4:40 a.m.; noon-4:30 p.m.

Act IV, Article III, Chapter 5, Grade 3, Room 6

One-third, two-fifths

# Punctuation



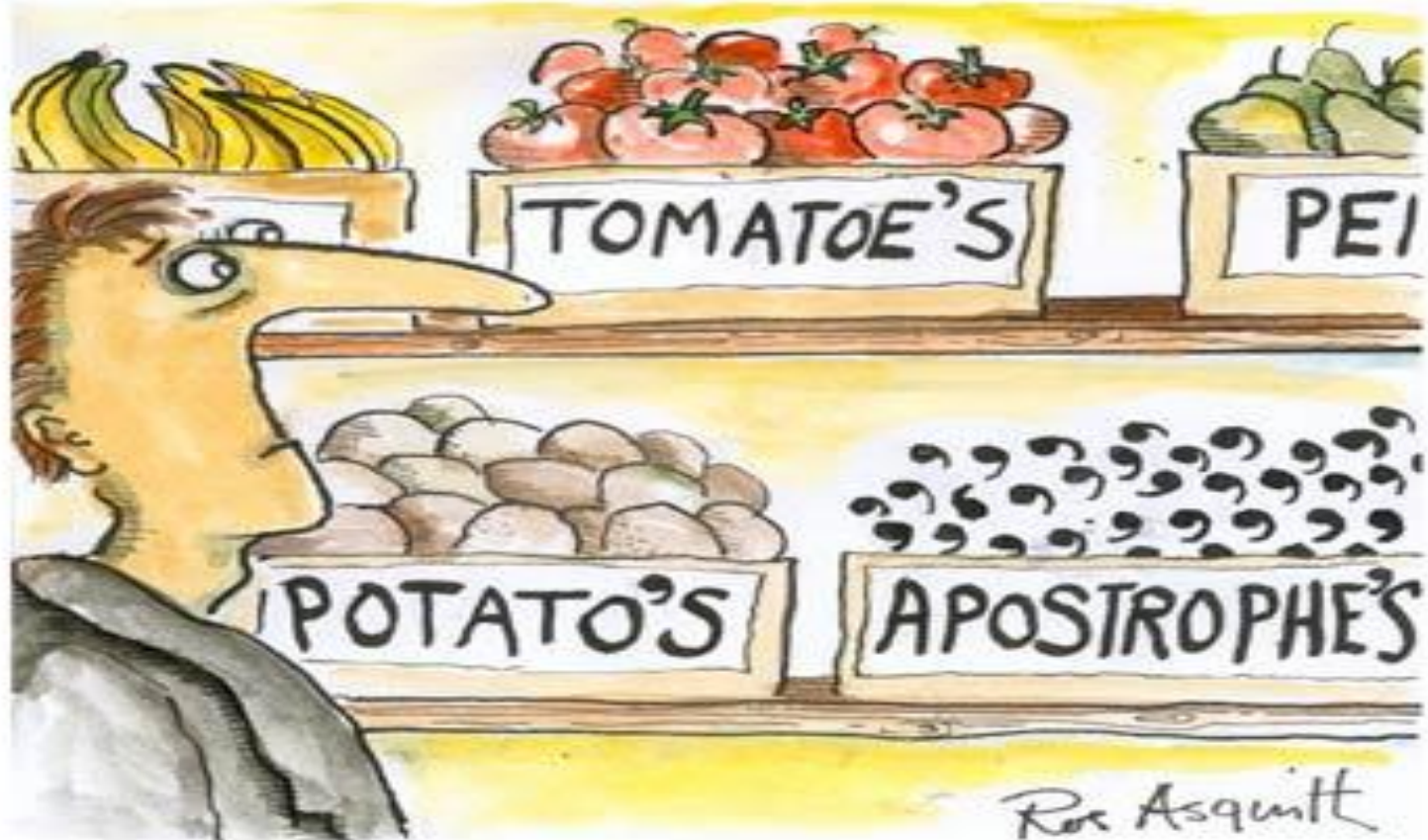
“Yes, a winky face is correct... But in ancient times, the semicolon was actually used to separate archaic written devices known as ‘complete sentences.’”

# *Demon Word Pairs*



flaunt	credible	e.g.	its
flout	creditable	i.e.	It's
farther	which	lend	assure
further	that	loan	ensure
raise	emigrate	hanged	principle
rise	immigrate	hung	principal
valuable	affect	lay	
Invaluable	effect	lie	

# Plurals



report	reports
committee	committees
manager	managers

copy	copies
disability	disabilities
liability	liabilities
attorney	attorneys
delay	delays
boy	boys

process	processes
tax	taxes
brush	brushes
church	churches
buzz	buzzes

tattoo	tattoos
ratio	ratios
portfolio	portfolios

report	reports
committee	committees
manager	managers

auto	autos
ego	egos
memo	memos

potato	potatoes
echo	echoes
hero	heroes

cargo	cargoes, cargos
innuendo	innuendos, innuendos
zero	zeros, zeroes

alto	altos
cello	cellos
soprano	sopranos
piano	pianos

belief	beliefs
proof	proofs

knife	knives
life	lives
wife	wives
self	selves

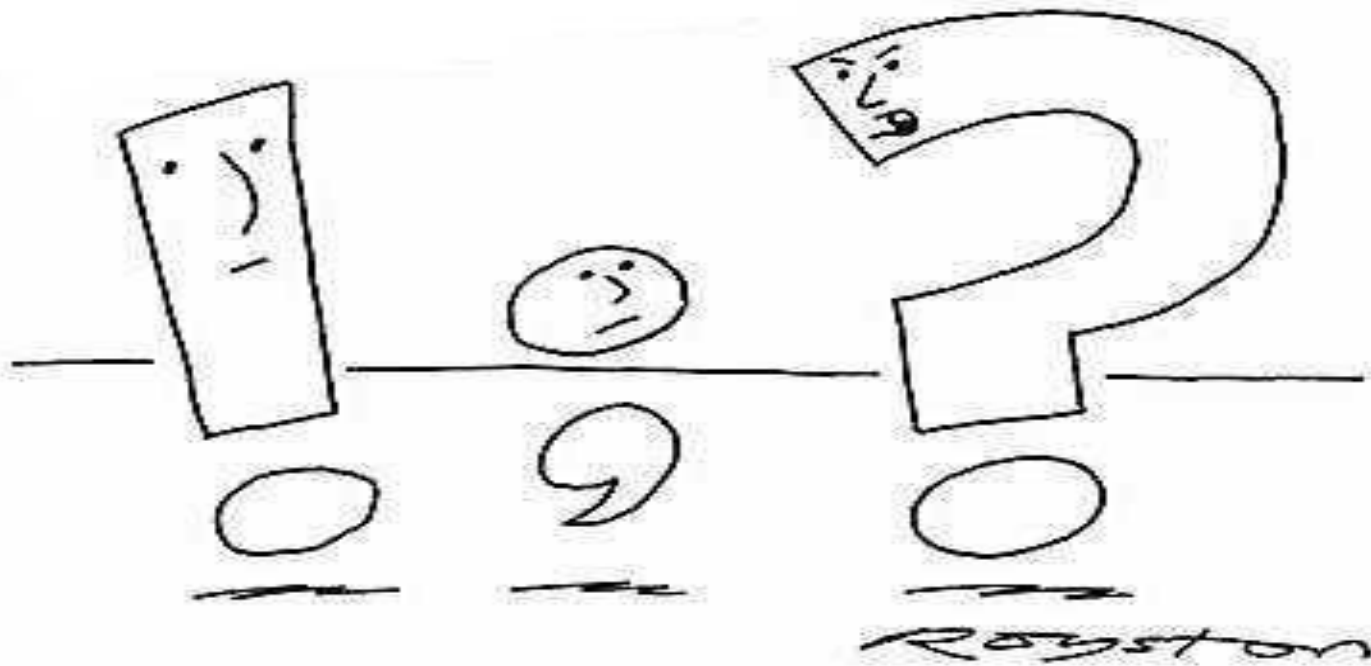
Three VIPs  
CEOs  
Ph.D.s  
PTAs

Mouse	mice
Woman	women
Foot	feet

Ox	oxen
Child	children



# Possessives



"I can't believe I went out with an apostrophe.  
He was so possessive."

- boss assistant (one boss)
- **boss's assistant**
- bosses assistants (several bosses)
- **bosses' assistants**
- mother-in law house
- **mother-in-law's house**
- people coats (coats of several people)
- **people's coats**
- manager report (one manager)
- **manager's report**
- managers reports (several managers)
- **managers' reports**

# Subject and Verb Agreement



"My subject and verb have agreed to disagree."

Insert video

## CONJUGATION OF THE VERB *BE*

Person	Subject	Present Tense	Past Tense
First/Singular	I	am	was
First/Plural	we	are	were
Second/Singular	you	are	were
Second/Plural	you	are	were
Third/Singular	he, she, it	is	was
Third/Plural	they	are	were

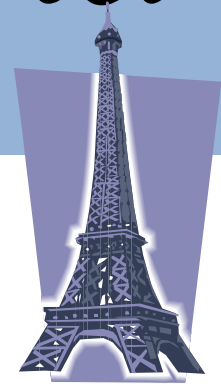
# Proofreading



Due to his grammar mistake, Wilbur found a position. It just wasn't the one he wanted.

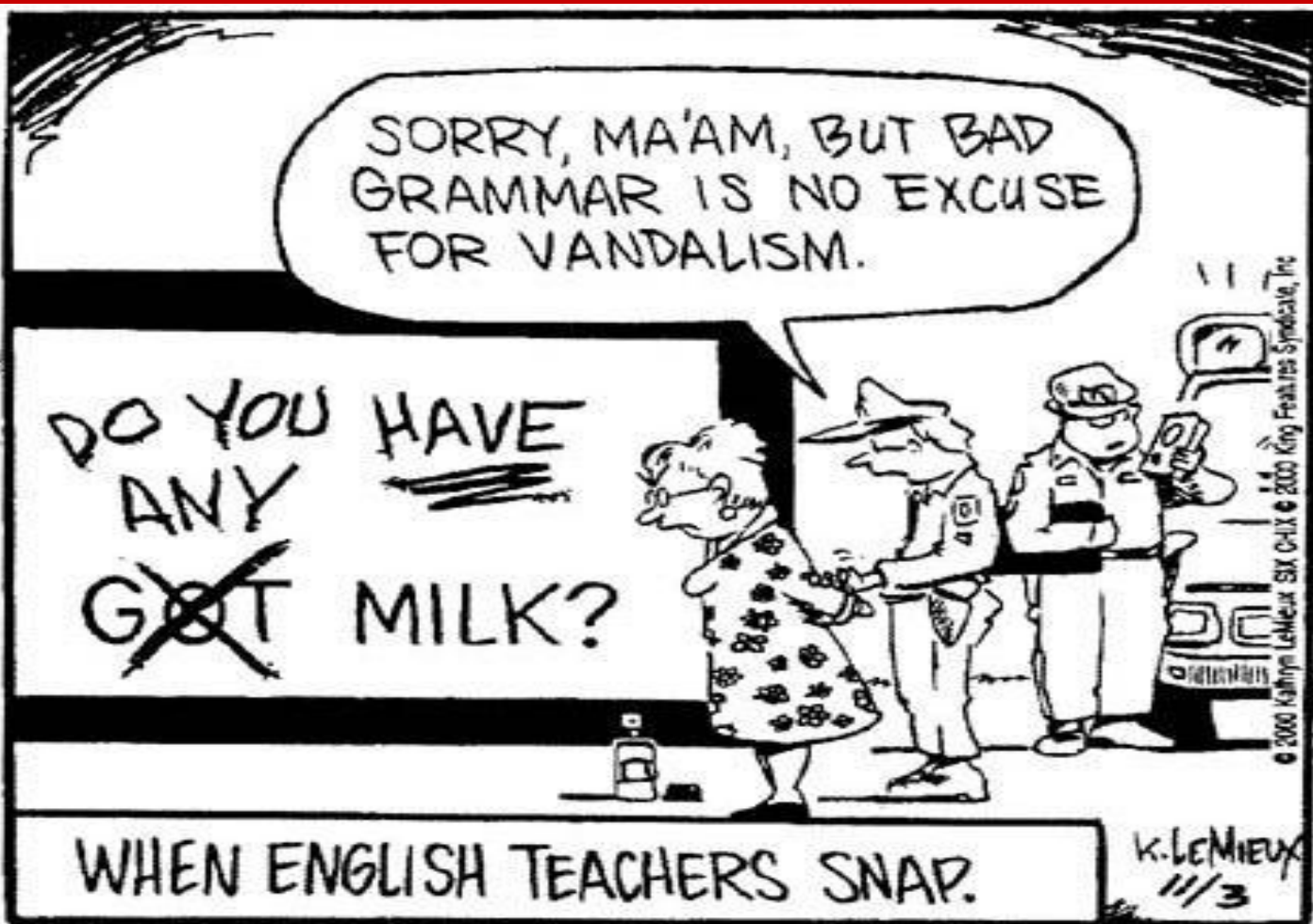
# Ode to the Typographical Error

Paris  
In the  
the Spring



The typographical error is a slippery thing and sly;  
You can hunt till you are dizzy, but it somehow will get by.  
Till the forms are on the press, it is strange how still it keeps.  
It shrinks down in a corner, and it never stirs or peeps -  
That typographical error, too small for human eyes -  
Till the ink is on the paper, when it grows to mountain size.  
The boss, he stares with horror, then grabs his hair and  
groans;  
The copyreader drops her head upon her hands and moans.  
The remainder of the issue may be clean as clean can be,  
But the typographical error is the only thing you see.

---Anonymous



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*Go Out in a Blaze of*

*Glory*

*Ignite*

*Your Potential*