# **Grow with**

# NOVUS FOUNDATIONS FOR CHANGE ®

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# Entry Level 3, Book 1 GLH 3

# **Spelling**

Name	
Number	
Location	
Date Issued	





# Introduction

This booklet is part of your learning programme.

Remember to read carefully and try your best. Don't worry if you get stuck, make a note on the booklet and move on to the next task. Try coming back to it later, see if you can work it out then.

If you are still stuck, remember to make a note at the end of the booklet.

Throughout the booklet, you will see that some words have been printed **blue and bold**. You will find more detailed explanations of each of these words in the 'Glossary' at the back of the booklet.



**Glossary** is a list of often difficult or specialised words with their definitions, placed at the back of a book. You may also know this as a word bank.

By working through this booklet, you will practise spelling trickier words, some of which you will need to know for your final assessment. By learning these skills, you will develop your knowledge of different spelling strategies.

## What Do the Symbols in this Booklet Mean?



Where you see this symbol, there is a skills practice or activity for you to complete.



Information, explanations and case studies are shown with this icon.



This shows you there is a glossary or word bank with the meaning and correct spelling of key words.



This icon shows where to write comments for your tutor to read.



This symbol lets you know there are some key points to remember.







You are studying Entry Level 3 English, which is taught over 55 Guided Learning Hours (GLH).

The programme covers the units listed below. The unit that you're working on today is ticked.

	Booklet	GLH	
1	Spelling	3	<b>✓</b>
2	Punctuation		
3	Commas, Compound Sentences and Writing Detailed and Longer Texts		
4	Spelling with Prefixes, Suffixes and Homophones		
5	Finding the Meaning of Words		
6	Plurals and Grammar		
7	Use Appropriate Language for Purpose and Audience		
8	Logical Order, Paragraphs, Subheadings and Narrative Writing		
9	Using Bullet Points, Writing Reports and Using Layout Features to Find Information		
10	Text and Purpose		
11	Reading to Identify and Extract Main Points and Ideas		
12	Recap and Summary		

# Outcomes

These are the outcomes you can achieve by completing the learning activities in this booklet.



Create mnemonics to remember tricky spellings.



Recognise spelling patterns in words.



Identify spelling patterns with silent letters.



Proofread letters to check and correct spelling mistakes.



Organise words in alphabetical order by the first, second and third letter.

# Recap



A **recap** is an effective way of helping you to remember and apply what you have learnt. If this is your first booklet, it may help you to think about what you know already about this subject. Can you answer the following questions?



What was the last booklet you completed?



Can you remember what you learnt about?



Can you remember three key points from the booklet?

- 1
- (2)
- (3)

# >

### **Spelling Common Words**



Common words are the words that we use often when we are writing, however, it is quite common for people to make mistakes when spelling these words. At this level, you are expected to be able to write all or most of these words correctly.

Throughout this booklet, some tasks will contain an 'easy', 'medium' and 'hard' section. You should aim to complete each section – however, if you find the words become too hard, you should write a note on the page to let your tutor know.

There are many strategies to help you spell new or complicated words. One of the favourites is:

Look

Cover

Copy

- You start by reading the word that you need to learn.
- You then cover the word and try to write it from memory.
- Uncover the word and check your attempt.
- If you made any mistakes, you should repeat the first three steps straight away.
- If you made no mistakes, you should move on to the next word. However, you should then return to this same word the following day or hours later to check that you have learnt this spelling.



# **Spelling Common Words – Easy**

In these tasks, you will practise using the 'Look, Cover and Copy' method. Follow the steps on the previous page to practise spelling the words given to you.



Word	1st Attempt	2nd Attempt	Final Attempt
because			
Tuesday			
Wednesday			
school			
between			
until			
before			
together			
behind			
something			
anything			
address			

# Spelling Common Words – Easy



Task 2 Pick three of these words and write a sentence using each of them. Try to use the words you found the most difficult.

Remember to start and end your sentences with the correct punctuation.

1.	
2.	
3.	

# >

## Spelling Common Words – Medium



Some of these words contain the 'ough' spelling. Many people find this tricky as it contains some silent letters. Remember these silent letters and you will find spelling these words much easier!

When reading each word, try to pronounce them correctly. This will help you hear the different sounds each **syllable** makes.

Word	1st Attempt	2nd Attempt	Final Attempt
though			
although			
minute			
picture			
opposite			
enough			
purpose			
increase			
occasion			
especially			
available			
knowledge			

# Spelling Common Words – Medium



Task 4 Pick four of these words and write a sentence using each of them. Try to use the words you found the most difficult.

Remember to start and end your sentences with the correct punctuation.

1.	
2.	
3.	
4.	

# >

## **Spelling Common Words – Hard**



Similar to the first group of words you attempted, some of these words contain double letters, which people often find confusing. For example, the 'c' and 'ss' in 'necessary' often has people using 'cc' and 'ss'.

Also, the use of 'ful' on the end of 'skilful' and 'successful' is often spelt incorrectly as we are used to spelling the word 'full' instead.

Word	lst Attempt	2nd Attempt	Final Attempt
necessary			
separately			
business			
sincerely			
interrupt			
skilful			
successful			
disappear			
professional			
occasionally			
disappoint			
independent			

# Spelling Common Words – Hard



Task 6

Pick four of these words and write a sentence using each of them. Try to use the words you found the most difficult.

Remember to start and end your sentences with the correct punctuation.

1.	
2.	
3.	
4.	

# Mnemonics

Look, Cover and Copy was one method we could use to spell new and difficult words. Let's look at a second method...



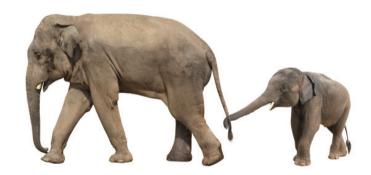
**Mnemonics** (pronounced new-mon-ics) is another strategy that we use to remind us of trickier spellings. We often use little phrases or images to help remind us of the letters in words.

#### **Example:**

The word 'because' is a word some people find difficult, as the letters in the word don't match the sound we make when we say it. Therefore, we often see people write it in many different ways (becos, becoz, coz or cuz).

# Some people use this memorable phrase to remind them of each letter in 'because';

В	<b>B</b> ig	
E	<b>E</b> lephants	
С	Can	
Α	<b>A</b> lways	
U	<b>U</b> nderstand	
S	<b>S</b> mall	
E	<b>E</b> lephants	



Another is 'necessary'. Many people find the 'c' and 'ss' difficult to remember or get them mixed up. You practised this earlier; however here are two useful mnemonics to help you remember this spelling.



Necessary =

1 coffee with 2 sugars



Necessary =

A shirt has **1 c**ollar with **2 s**leeves



# **Mnemonics**



Task 7 Mnemonics are useful when spelling words which contain silent letters.

Use this page to create your own mnemonics for words you find difficult.

Challenge yourself by picking some of the words from the 'hard' section on page 14.

# Word Families

We can now look at the third method that you can use to help you with your spelling.

Many words contain similar sounds, which use the same pattern of letters. If you learn how to spell these sounds, you may find it easier to remember the spelling patterns.

<b>-ight</b> Word Family List		
f <b>ight</b> kn <b>ight</b>		
light	sl <b>ight</b>	
n <b>ight</b>	del <b>ight</b>	
t <b>ight</b>	br <b>ight</b>	
m <b>ight</b>	he <b>ight</b>	
fr <b>ight</b> twil <b>ight</b>		

<b>-ou</b> Word Family List		
ab <b>ou</b> t	<b>ou</b> t	
sh <b>ou</b> t	tr <b>ou</b> t	
m <b>ou</b> th	am <b>ou</b> nt	
spr <b>ou</b> t	n <b>ou</b> n	
ann <b>ou</b> nce	f <b>ou</b> nd	
acc <b>ou</b> nt	m <b>ou</b> nd	

#### -ear Word Family List

The '-ear' spelling is tricky, because it can have different sounds.

sounds.		
These contain the sound you make in 'earth'.	These contain the sound you make in 'clear'	
p <b>ear</b> l	ear	
pear	<b>ear</b> ring	
earn	h <b>ear</b>	
h <b>ear</b> d	t <b>ear</b>	
s <b>ear</b> ch	dear	
l <b>ear</b> n		

<b>-ain</b> Word Family List				
m <b>ain</b>	p <b>ain</b>			
r <b>ain</b>	br <b>ain</b>			
ch <b>ain</b>	dr <b>ain</b>			
gr <b>ain</b> tr <b>ain</b>				
g <b>ain</b>	pl <b>ain</b>			

## **Word Families**



Task 8 On this page, you should think about matching spelling patterns in words.

This task has been split into easy, medium and hard sections. Try each section, even if you can't complete the whole table! Some have been completed for you to get you started.

#### Easy

-ack	-ate	-ame	-eat
Back	Gate	Game	Treat
Crack	Crate	Shame	Heat

#### Medium

-ought	-aught	-dge	-age
Brought	Taught	Badge	Baggage
Bought	Distraught	Bridge	Luggage

#### Hard

terr-	ped-	sign-	-tion
Terrace	Pedicure	Signpost	Position
Terrain	Pedal	Signature	Promotion





,	
,	
,	



## Feedback





WWW (Wha	t Went Well)	
BI (Even Be	tter If)	
.Bi (Even Be		
lave stans		
lext steps		
	<b>back</b> (Please provid g the comments th	

# Syllables



This is the fourth method you can use to help you with spellings.

Syllables are the chunks of sounds we hear when we pronounce a word.

#### **Example:**

Say the word

#### Rug

You should only hear one sound. This is a word with one syllable.

However, now say the word

#### Rugged

Rugged can be broken into two sounds

#### Rug – ged

This is a word with two syllables.

By breaking words down into syllables, we can hear the sounds of letters easier. This makes attempting to spell these words easier as we are less likely to miss letters.

We can also remember the spelling of each of the shorter parts of a word to help us spell longer words.

#### **Example:**

When we say 'interview' we can hear three sounds.

#### in - ter - view

Instead of having to remember the whole word and know how to spell it, you can remember it in three parts.

## **Syllables**



Task 9 In this task, read the words and write how many syllables you can hear. Try saying the word out loud, rather than in your head.

Word	How many syllables can you hear?
pleasure	
debt	
knowledge	
average	



Task 10 In this task, you should try and find words which have one, two, three and four syllables.

You may want to look through this book to find words or look at things around you to make this easier.

One syllable	Two syllables	Three syllables	Four syllables
golf	tutor	furniture	television
ball	breakfast	library	supermarket

# Silent Letters



We write silent letters in words but do not pronounce them.

Below are some examples – around 60% of words in the English language contain a silent letter!

The English language has been developed over 1,400 years and it is still growing and changing now. During this time, there have been many changes to how we pronounce words. This has happened as we borrowed words from other languages, including German, Greek and Latin.

This table contains some of the more common words that contain silent letters.



	н	Ache	Ch	aos	Ε¢	cho	Sche	me	Sch	100	I	Ghost
	G	Design	Si	gn	Col	ogne	Alig	gn	Assi	gn	Ch	ampagne
	K	Knock	Kr	not	Kr	nead	Knig	ht	Knov	vle	dg	e Know
	С	Ascend	Mu	scle	Sc	ent	Sciss	ors	Scie	nc	е	Scene
Letters	D	Wednes	day	Sa	ndw	vich .	Hanc	lker	chief	⊢	lan	dsome
	Р	Psycholo	ogy	Rece	eipt	Psy	chic	Pne	eumor	nia	Ps	sychotic
Silent	L	Calf	Wo	uld	-	lalf	Salm	non	Col	uld		Calm
	U	Biscuit	Вι	uilt	Gu	ıess	Disgu	uise	Circ	cuit	-	Guilt
	В	Bomb	Cli	mb	Plu	mber	Lim	nb	Cru	mk		Debt
	т	Castle	Wh	istle	Ru	ıstle	List	en	Fas	ter	)	Soften
	W	Answer	Wr	eck	Wr	rong	Wres	stle	Wr	ite		Wrap

# Silent Letters

Look at the list on the previous page of words with silent letters. Some of them have letter patterns, which may help you to remember their spelling.

In the task below, you should try to explain some of these spelling patterns and provide examples to show that you have understood spelling patterns and silent letters.

These tasks have been split into easy, medium and hard. Challenge yourself by attempting all three sections!

#### Example question: what pattern do you see with 'silent k'?

'Silent k' tends to be at the start of a word and is followed by the letter 'n'

**Example: Knight, Knot, Knowledge** 



There are more questions on the next page.

## **Silent Letters**



Task 11

<b>3.</b> Hard: w	/hat patte	ern do you	see with	silent u''?	
Example:					
		ern do you	see with '	silent g'?	
		ern do you	see with '	silent g'?	
		ern do you	see with '	silent g'?	



## Spelling Rules with Suffixes - Recap

In this part of the workbook, you will learn and practise different spelling rules for using suffixes.

Before we do this, let's recap on suffixes.



A suffix is a letter or small group of letters that goes on the end of a word to change the meaning of it.

#### **Example:**

Original Word	Definition
Home	The place where one lives permanently.

After adding '-less' suffix	Definition
Home <b>less</b>	The state of being unhoused or unsheltered, sometimes living on the streets.

Some suffixes have specific uses. Such as:

- Adding 'ing' can change a noun into a verb, e.g, 'garden' is a noun, 'gardening' is a verb.
- Adding 'ed' can change a verb to being in the past tense,
   e.g. 'jump' becomes 'jumped'.

They can sometimes change the original word's spelling. For example, we may have to double the last letter of the word before adding a suffix or change the last letter to another before adding a suffix.

In this next part, we will look at some of the rules you can learn about adding suffixes.

# >

### **Spelling Rules with Suffixes**



Double or not to double when we add a suffix to the end of a word?

If a word ends in a consonant (all of the alphabet except a, e, i, o and u as these are vowels), you would double the final consonant before adding a suffix that begins with a vowel or 'y'.

#### **Example:**

**swim** = swimmer, swimming

shop = shopper, shopping, shopped

If a one syllable word ends with two consonants or two vowels and one consonant, you do not double the final consonant before adding a suffix that begins with a vowel.

#### **Example:**

help = helper, helping, helped

**read** = reading

rush = rushing, rushed

laugh = laughing, laughed

If a one syllable word has a short vowel sound, do not double the final consonant before adding a suffix that begins with a consonant.

#### **Example:**

sad = sadly

**fit** = fitness

**glad** = gladly

Use the information above to answer these questions.



12

Which is the correct spelling? Circle your answer.

actualy actually stopped stoped

diging digging fater fatter

rotten roten fittness fitness





**Silent 'e'.** Drop a silent e before adding a suffix that begins with a vowel.

#### **Example:**

hope = hoping
joke = joking

**ride** = riding

believe = believable

If a word ends with a silent e, do not drop the e when adding a suffix that begins with a consonant.

#### **Example:**

care = careless

care = careful

**care** = carefree

**home** = homeless

Use the information above to answer these questions.



Which is the correct spelling? Circle your answer.

likeing	liking	usful	useful
statment	statement	driving	driveing
peaceful	реастиі	racing	raceing
peaceful	peacful	racing	raceing
ow, write two	sentences using		
ow, write two			
ow, write two			





Adding the suffix 'ly'. When ly is added to a word, the spelling of the root word does not usually change.

#### **Example:**

kind = kindly slow = slowly active = actively

There are some exceptions.

#### **Example:**

**terrible** = terribly **true** = truly

whole = wholly

Plus, some others.



Task 14

Use the information above to answer these questions.

Add the suffix 'ly' to these words and write a sentence using them. The first one has been completed for you.

1. Quick	
He completed his tasks quickly.	
2. Perfect	
3. Nice	
	,
4. Careful	





**Adding the suffix 'ful'.** When we add 'ful' to words, it never has two I's and the spelling of the root word usually does not change.

#### **Example:**

thank = thankful

forget = forgetful

spoon = spoonful



Task 15 Use the information above to answer these questions.

Add the suffix 'ful' to these words and write a sentence using them. The first one has been completed for you.

I.	Colour
	The wall was covered in colourful artwork.
2.	Respect
3.	Power
4.	Thought



Changing 'y' to 'i'. If a word ends in a 'y', change the 'y' to an 'i' when adding a suffix.

#### **Examples:**

easy = easier = easiest

happy = happiness

**fancy** = fanciest

Keep the ' $\mathbf{y}$ ' if a vowel comes before it.

#### **Examples:**

**joy** = joyful

play = player

pay = payment

Keep the 'y' if adding the suffix 'ing'

#### **Examples:**

**study** = studying

pay = paying

**cry** = crying



Which is the correct spelling? Use the information above to answer these questions and circle your answer.





Task 17 Add the suffix to these words and write a sentence using them. The first one has been completed for you.

1.	fly + es
	There were flies by the bin.
2	corry Lod
۷.	carry + ed
3.	play + ing
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,



# Homophones

In the next task, you will identify spelling mistakes in a piece of writing. Some of these mistakes are with the spelling of **homophones**. Before moving on to this task, take a moment to read the information below and complete the task about homophones.



Homophones are words that sound the same but have different meanings and different spellings. There are some homophones that can be confusing.



These words are spelt differently and have different meanings, but they sound the same. Say them aloud to yourself.

	Definition
were	Past tense of 'are'.  'They were busy.'
where	Explains the place or position something or someone is in.  'Where do you live?'
wear	When something is on someone's body, such as clothes.  'He will wear a suit to his interview.'
we're	The contraction of 'we are'.  'We're going to have a good day.'

	Definition
to	Is used to show motion. 'I am going to the shop.'
too	Means 'also' or 'extremely'.  'She is coming too.' and 'It is too cold.'
two	Refers to the number 2.  'We have two children.'

## **Homophones**





Task 18 Match the meaning of these homophones with the correct spelling.

Homophones

**Definitions** 

would

The material from trees and shrubs.

wood

Past tense of 'will'.

are

The plural, present tense form for 'be'.

our

Something belonging to someone/thing.

witch

Used to ask questions or give more information.

which

A woman thought to have magic powers.

be

To explain when something occurs.

bee

A stinging winged insect.

know

Used to give a negative response.

no

To be aware of information.

right

The opposite of left or when something is a fact.

write

The action of making words on paper or screen.

# **Proofreading**

Your final task is a **proofreading** one. Find the mistakes and correct them by writing the correct spelling above the word or use a different colour pen if you have one. If you find a word that you think is incorrect, but you do not know the correct spelling, put a circle around it!

You can choose to do the easy, medium or hard sections. Try to challenge yourself – you may surprise yourself!

#### Easy



19

Deer Governor.

I am riting to you becos I wood like you to consider my app for a sell move because I wood like to shair with my frend. This is verry important becoz we go to the saime classes in educashon and we will be able to help each other with hour studiing. We are both triing hard to pass are English and maths egsams so we can get a beter job.

How many mistakes did you spot?



#### Medium



Task 20

Deer Governor,

I am riting to you becos I wood like you to consider my app for a sell move because I wood like to shair with my frend. This is verry important becoz we go to the saime classes in educashon and we will be able to help each other with hour studiing. We are both triing hard to pass are English and maths egsams so we can get a beter job.

Continued on next page

## Proofreading

#### Medium continued

It is reely important two us becos we want to set up a busyness wen we are released witch will bee in to months time. We hav been saveing our canteen so we can by sum paper, pens and envelopes to right letters in the evening and too plan wot we are going to do.

How many mistakes did you spot?

#### Hard



Task 21 Deer Governor,

I am riting to you becos I wood like you to consider my app for a sell move because I wood like to shair with my frend.

This is verry important becoz we go to the saime classes in educashon and we will be able to help each other with hour studiing. We are both triing hard to pass are English and maths egsams so we can get a beter job.

It is reely important two us becos we want to set up a busyness wen we are released witch will bee in to months time. We hav been saveing are canteen so we can by sum paper, pens and envelopes to right letters in the evening and too plan wot we are going to do.

We reely want too bee successfull and our hopefull you will support us as we are both committed to makeing a fresh start and no our idea will work.

How many mistakes did you spot?

### **Alphabetical Order**

When you know the beginning of the spelling, you can use a dictionary to support you to spell a word.

If you are able to use alphabetical order, you will find it easier to use a dictionary.



Alphabetical order is a way of arranging words into the same **sequence** as the letters of the alphabet.

We use alphabetical order:

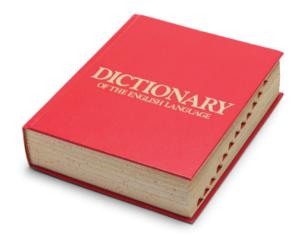
- · looking through our phone contacts to find a certain name
- sifting through computer files
- locating a book at the library
- using an index in a book
- looking up a word in the dictionary

We sort letters and words in alphabetical order. This means to order them as they appear in the alphabet.

When sorting words into alphabetical order, we look at the first letter of the word.

### **Example:**

The word **car** comes before the word **door**, because '**c**' comes before '**d**' in the alphabet.



If two words begin with the same first letter, we then look at the second letter to decide on the alphabetical order.

#### **Example:**

The word **cat** comes before the word **country** because 'a' comes before 'o' in the alphabet.

If a word has the same first two letters, we look at the third letter.

### **Alphabetical Order**



Task

Can you help Sunny? Sunny has broken her mobile phone. She has just bought a new one and all of her contacts need to be updated in her new phone in alphabetical order.

Can you put the names in the correct alphabetical order?

Old Phone – Original Order			
Eric	Lydia	<b>A</b> ndrea	Bob

I can see that A comes before B. Complete the table to show what would come next.

New Phone – Alphabetical Order			er
Andrea	Bob		

However, we may have to sort words with the same first letter. If this happens, we look at the second letter in these words.

Old Phone – Original Order				
Linda	L <b>e</b> onard	L <b>a</b> rry	Lucas	

I can see that A comes before E. Complete the table to show what would come next.

New Phone - Alphabetical Order			er
Larry	Leonard		

If the second letter of the words are all the same then we move to the third letter. If the third letter of all of the words are the same then we would move to the fourth letter. Can you see a pattern?

Old Phone – Original Order				
El <b>i</b> se	El <b>l</b> a	El <b>o</b> ise	El <b>e</b> anor	
New Phone - Alphabetical Order				

### **Alphabetical Order**



Task 23

Practise putting words into alphabetical order.

Try to do this using the alphabet from memory. It might help to write the alphabet on this page if you know it (you could even do this in the exam!).

ever de eme m eme examin,				
Original Order				
hammer	nails	screwdriver	ruler	
Alphabetical Order				
	Origina	l Order		
interview	application	assessment	questions	
	Alphabet	ical Order		
	Origina	l Order		
caller	cancel	customer	cash	
	Alphabet	ical Order		
	Origina	l Order		
paragraphs	bullet points	bold	subheadings	
Alphabetical Order				

### Feedback





EBI (Even Better If)	
Next steps	
<b>Learner feedback</b> (Please provide son tutor following the comments that you your work.)	

# Glossary



Homophone	Words that sound the same when pronounced but have a different spelling and meaning.  Some of the most common homophones are 'there', 'they're' and 'their'.
Mnemonics	A mnemonic is a tool that helps us remember certain facts or large amounts of information. They can come in the form of a song or rhyme.
Proofreading	Proofreading is when you check writing for mistakes so that you can correct them.
Recap	Sum up, restate or state again; to repeat the main points of an explanation or a description.
Strategies	Used for describing a plan.
Syllables	A unit of pronunciation having one vowel sound, with or without surrounding consonants, forming the whole or a part of a word.  There are two syllables in water - wa-ter.
	There are three syllables in inferno - in-fer-no.
Sequence	A following of one thing after another.

# Next Steps

Now you have completed Booklet 1, please return this to your tutor/trainer.

Your tutor/trainer will mark the work and provide you with some feedback showing what you have done well and suggestions on improvements.

The next booklet will be provided to you.



## **Have Your Say**



We would be interested in your opinion of this booklet.

1.	Was there anything you found easy in this workbook? If you answered yes, what did you find easy?	Yes	No
2.	Was there anything you found hard? If you answered yes, what did you find hard?	Yes	No
3.	Is there anything that you would like your tutor to go over again? If you answered yes, what is this?	Yes	No
4.	If your tutor provided learning aids, did you use them? If you answered yes, how were they useful?	Yes	No
5.	Would you like more support? If you answered yes, one of our Support Staff will get in touch with you.	Yes	No
6.	Do you have any questions?		
<b>7.</b>	What have you learnt from this booklet?		









