

## SPELLING

### Commonly Misspelled Words:

accidentally	definite	fulfill			
achieve	desperate	government	misspelled	quantity	secretary
apparent	develop	grammar	neither	quiet	separate
appearance	dilemma	harass	ninth	quite	sergeant
attendance	embarrass	height	occasion	receive	sincerely
believe	emphasize	independent	occur	reference	specimen
benefited	existence	license	occurrence	referred	succeed
business	familiar	maintenanc	precede	repetition	tendency
calendar	February	e	prevalent	ridiculous	thorough
cemetery	friend	maneuver	privilege	safety	tragedy
		marriage	procedure	salary	writing

### Spelling Rules

Place “i” before “e” except after “c” and when sounding like “a” as in neighbor and weigh.

Examples → relief, perceive

Exceptions → either, neither, foreign forfeit, height, leisure, weird, seize, sheik.

When adding prefixes, don’t change the root word

Examples → mis + spell = misspell

mis + diagnosed = misdiagnosed

When in doubt, use a different word or look it up!

Correct the following spelling errors:

1. Should we develop a new customer service handbook?
2. I think the independant auditor suggested that we have a tendency to react too slowly to customer complaints.
3. It would be a privalege to work with you on the project.
4. We could compile our ideas seperately and then compare them.
5. We could really acheive something important.
6. I took a thorough look through the files, but I found no record of the specimen.
7. Remember, this is a goverment requirement; we must consider the occassion.
8. I didn’t mean to embarrass you; I know that you’re careful with your appearance.
9. Have you finished the maintenence on the heart monitor?