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# SPELLINGS AND PUNTUATIONS

## Spelling

Spelling is important for exactly the same reason that grammar and punctuation are important: poor spelling makes for poor communication. Academic writing requires a high degree of accuracy, and this is reflected in the quality of the writing. Sloppy spelling gives the impression that you don't care about the assignment

### *Words to watch*

#### **To and too**

To is used with the infinitive (to watch, to run, etc.) or with an indirect object (I gave the book to the student) or as a preposition (The Manager ran to the Fire Exit) Too is an adverb – it adds information to a verb: 'that athlete was too slow to win the race'. In addition, it can be used in the sense of also: 'The teacher, too, was puzzled by this suggestion'.

#### **Their, there and they're**

Their is a possessive form (something belonging to 'them') There is an adverb, indicating location (over there) They're is a contraction of 'they are'

#### **It's and its**

it's is a contraction of 'it is' Its is a possessive pronoun (it belongs to it: its properties, etc.)

## **Accept and except**

Accept is a verb, meaning to receive something (I accept that gift, they accepted this idea) Except can be a verb, except it is often used as a preposition meaning 'but' (I would accept that idea, except it is wrong.)

## **Affect and effect**

Affect is a verb meaning to influence (Holiday arrangements have been badly affected by the weather conditions) Effect is the outcome of a chain of events (cause and effect)

Separate not seperate occasional not ocassional incidentally not incidently

Desperate not desparate definitely not definitaly dependence not dependence

## ***Some Odd Spelling Rules***

### **What to do with 'e'**

There are exceptions to all the rules about 'e' – including the classic "'i' before 'e', except after 'c'" (e.g. weird, science, etc.). There are a few useful general tips, however:

### **Dropping the 'e'**

Words ending in 'e' often lose the 'e' when a suffix (the ending which is added to a word) begins with a vowel or when a 'y' is added. For example: desire + able = desirable

**criticise + ing = criticising**

**advise + ory = advisory**

**educate + ion = education**

**arrive + al = arrival**

**close + ure = closure**

noise + y = noisy

### **Keeping the 'e'**

Inevitably, there are exceptions to this general rule, and the 'e' is kept.

#### **For example:**

like + able = likeable

stripe + y = stripey

The 'e' is also kept when the suffix begins with a consonant, as in -ness, -ly, ment, -ful, -less etc.

#### **For example:**

sincere + ly = sincerely

late + ly = lately

polite + ness = politeness

place + ment = placement

complete + ly = completely

blame + less = blameless

But (of course!), there are also exceptions to this rule. In some cases, the 'e' is dropped before the consonantal suffix.

#### **For example:**

argue + ment = argument

## **PUNCTUATIONS**

Punctuation is simply about a series of conventions that make it easier for readers to follow your train of thought. A complete sentence (one thought or idea) is indicated by a full stop (.). A pause in the flow of thought, for example, to allow additional information, is indicated by a comma (,). A semicolon (;) is used to indicate a fuller pause than a comma, but not the final end of the sentence. A colon (:) is used to indicate the beginning of a list.

### **Full Stops:-**

Full stops are used to divide text and create boundaries by marking the end of a sentence.

- Make sure that your full stops look like full stops and that they are distinct from commas.
- Make sure that the letter following a full stop is always a capital letter and looks like one.
- Remember, feedback from your lecturers that points out that there are too many commas in your writing may well mean that your commas are doing the wrong job. After you have completed one sequence of thought, indicate this with a full stop. Then move on to the next one.

### **Commas:-**

Commas are used to divide up groups of words within a sentence. They are extremely important and help to keep units of writing together. This helps to clarify understanding and avoids frustrating the reader.

The main function of the comma is to:

- Break up parts of longer sentences - for example:

After the main points had been presented, the students were asked for their comments.

(N.B. The comma in this example neatly divides the meaning into two parts. If there were no comma, the reader would read, “presented the students6.” As a word group, and this would not make sense without re-reading for clarification.)

There would, however, be no comma in the following sentence:

They decided to go to the library and find further information about the topic of the essay.

## **Colons and Semi-Colons:-**

### **Colons**

Colons should be used only:

- To introduce a list. For example:

An essay usually includes the following components: an introduction, a main body of text and a conclusion.

- To show a link between the units of meaning, like a hinge. For example:

The results of the referendum were very clear: there was a need for a change in policy.

### **Semi-colons**

Semi-colons are extremely useful in long sentences, but be careful not to over-use them. They are typically used as follows:

In the library there were several students reading journal articles; a couple of lecturers checking the stock, and a librarian returning books to the shelves.

- To provide a break in a sentence, while showing the relationship between the two parts. For example:

Night was falling; he knew all was lost.

- To express an idea which is too short to merit a new sentence. For example:

Wherever possible, students should try to organise their academic work by using 'planning tools'; these can help to clarify ideas.

## **Apostrophes:-**

Incorrect use of the apostrophe in students' writing is a very common mistake, and very irritating! Apostrophes should be used: • When letters have been left out of a word. For example:

The library's still open. (meaning "The library is still open.")

It won't be necessary. (meaning "It will not be necessary.")

- To show possession (belonging to). For example:

Einstein's theory (meaning "The theory of Einstein")

When you are using an apostrophe to show possession, then the position of the apostrophe depends on whether you have a singular or plural noun to denote the possessor.

In these examples, the apostrophe is attached to a singular noun:

That pen is Simon's.

Jasmine's examination papers

In these cases, apostrophe 's' is added after the noun to show possession. This is the correct position for a singular noun.

(Note: there is no apostrophe in the word "papers" above - this is because this is a simple plural- there are no letters missing and no possession is shown!)

If the relevant noun is in the plural, the apostrophe is placed after the 's':

The students' belongings ...

Psychologists' theories have suggested ...

**Reference link:**

<https://www.kent.ac.uk/learning/resources/studyguides/grammarspellingandpunctuation.pdf>