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Missing Letters

☞ A question in your examination is usually asked in the following two ways.

1. Complete the following words by inserting a/e/i/o/u in the blank spaces.

(a) m_th_r

(b) st_d_nt

(c) act_n

(d) v_ll_g_

(e) gr_t

(f) q_st_n

Ans. (a) mother

(b) student

(c) action

(d) village

(e) great

(f) question

2. Rearrange the following letters to make meaningful words.

(a) yob

(b) reftha

(c) woc

(d) npe

(e) erhe

(f) tshi

Ans. (a) boy

(b) father

(c) cow

(d) pen

(e) here

(f) this

☞ To solve such questions, you must learn up as much meanings as possible. There are some compound words in which two words are combined together. There are some rules to join such words together to form a compound word. These rules are being given below, which will be helpful for you in judging the spelling of a given word, correctly.

Rule 1. If 'full' is added to any word, then the last 'l' is dropped. As :

wonder + full = wonderful

faith + full = faithful

Rule 2. When words have 'll' at their end and if something is added to them, then one 'l' is dropped. As:

well + come = welcome

Rule 3. If any word is having 'y' at its end, then 'y' is converted to 'i' while adding 'full' to it. As :

beauty + full = beautiful

Rule 4. If a word is having 'l' at its end and a vowel precedes it, then 'l' is written as 'll' and it is further followed by a 'vowel'. As :

quarrel + ed = quarrelled

Rule 5. If there is 'e' at the end of verb, then this 'e' is omitted while adding 'ing' to the verb. **As**

come + ing = coming

write + ing = writing

Rule 6. If verb is having a vowel (a, e, i, o, u) before the last alphabet, then this last alphabet is written in double while adding 'ing' to the verb. **As** :

run + ing = running

sit + ing = sitting

Note : If words have h, q, u, w, y and x at their end, then the last alphabet does not get 'doubled', while adding 'ing' to it, **As** :

grow + ing = growing

lay + ing = laying

box + ing = boxing

brush + ing = brushing

Rule 7. When the words have 'y' or 'll' at their end, then these alphabet, 'y' or 'll' are not eliminated while adding 'ing' to words. **As** :

play + ing = playing

cry + ing = crying

call + ing = calling

Rule 8. If a word is having two vowels before the last alphabet then the last alphabet is not made double, while adding 'ing' to it. **As** :

read + ing = reading

rain + ing = raining

eat + ing = eating

Rule 9. When verbs have 'ie' at their end and 'ing' is to be added, then we replace 'ie' by 'y'. **As** :

lie + ing = lying

die + ing = dying

Rule 10. -s, -f, -c, -l, -z will not appear alone at the end of the word, if it is of single syllable and a vowel precedes it. **As** :

miss, buzz, kiss, fill, staff

Rule 11. If there is only one vowel in the word of a single syllable, then at its end-single 'c' will not appear. It shall be '-ck' in its place. **As** :

luck, stick, lick, lack

In a question asked in examination on 'spelling missing', some letters are left missing and these missing letters are to be filled in. As :

Question : You are my br_th_r.

Here some letters are missing and the missing letter 'o' is to be put after 'br' and 'e' is to be written after 'th', so that it becomes brother. And thus the complete sentence is :

You are my brother.

