# LITERACY BASICS: <br> SPELLING WORKSHEETS 3 

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## ——_INTRODUCTION

The pack Literacy Basics: Spelling Worksheets 3 provides consolidation and practice in spelling rules. It can be used independently or in conjunction with the Chalkface packs Literacy Basics: Spelling Worksheets 1 and Literacy Basics: Spelling Worksheets 2.

## Student suitability

The pack is aimed at KS3 and KS4 students. Because the pack is
photocopiable, you can use it flexibly - with individual students, small or large groups, or across a whole year set.

Using the pack We suggest you use the sheets in this pack for consolidation and practice once the spelling topics have been taught. The sheets are suitable for classwork, homework, revision and testing purposes. If you have a query about how best to use the pack, we are happy to help; please write to us at the address below.

## Other linked Chalkface packs

Literacy Basics: Spelling Worksheets 1 and Literacy Basics: Spelling Worksheets 2 provide work on problem word forms, confusing words, forming word endings and use of apostrophes. Spelling Worksheets 1 covers the same topics as the second pack, but at a simpler level suitable for lower ability students. You may also find the following packs useful: Literacy Basics: Grammar Worksheets, Literacy Basics: Punctuation Worksheets, Literacy Basics: Sentence Worksheets, Literacy Basics: Word Worksheets.

The people Anat Arkin, the author of this pack, is a freelance journalist and former involved teacher of English and Communication. Stuart Sillars, the author of the other two Spelling Worksheets packs, is a writer and freelance lecturer. This pack was illustrated by James Cochrane, Susan Quilliam was the series editor, Hazel Clarke the editor, and June Bulley the layout artist.

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## __THE FRAMEWORK FOR TEACHING ENGLISH

Spelling comes under the word level objectives in the Framework for Teaching English: Years 7, 8 and 9 .

| Word level <br> - Spelling <br> - Spelling strategies <br> - Vocabularies | Sentence level <br> - Sentence construction \& punctuation | Text level: Reading | Text level: Writing | Text level: Speaking |
| :---: | :---: | :---: | :---: | :---: |
|  |  | - Research \& study skills | - Imagine, explore, entertain | . Speaking |
|  |  |  |  |  |
|  | . Paragraphing \& | - Reading for meaning | - Inform, explain, describe | - Listening |
|  | cohesion | - Study of literary | - Persuade, argue, | - Group discussion \& interaction |
|  | - Stylistic conventions | texts | advise | - Drama |
|  | conventions <br>  | - Understanding the author's craft | - Analyse, review, comment |  |
|  | language variation |  | - Plan, draft \& present |  |

The overall aim of the Framework is to enable all pupils to develop sophisticated literacy skills. By the end of Year 9, each pupil is expected to be:

A shrewd and fluent independent reader:

- orchestrating a range of strategies to get at meaning in text, including inferential and evaluative skills;
- sensitive to the way meanings are made;
- reading in different ways for different purposes, including skimming to quickly pick up the gist of a text, scanning to locate specific information, close reading to follow complex passages and re-reading to uncover layers of meaning;
- reflective, critical and discriminating in response to a wide range of printed and visual texts.

A confident writer:

- able to write for a variety of purposes and audiences, knowing the conventions and beginning to adapt and develop them;
- able to write imaginatively, effectively and correctly;
- able to shape, express, experiment with and manipulate sentences;
- able to organise, develop, spell and punctuate writing accurately.

An effective speaker and listener:

- with the clarity and confidence to convey a point of view or information;
- using talk to explore, create, question and revise ideas, recognising language as a tool for learning;
- able to work effectively with others in a range of roles;
- having a varied repertoire of styles, which are used appropriately.

The following lesson structure is highly recommended to teachers using the Framework:
1 Short lesson starter activity (e.g. spelling, vocabulary) lasting 10-15 minutes.
2 Introduce the main teaching points (e.g. teacher exposition or questioning).
3 Develop the main teaching points (e.g. through group activity).
4 Plenary to draw out the learning (e.g. through feedback and presentation), lasting 5-10 minutes.

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32 YOUR, YOU'RE

1 Complete the words in these sentences by adding either ie or ii.
a) He kicked the ball across the $f$ $\qquad$ Id.
b) That c $\qquad$ ling needs painting.
c) Did you rec __ ie my message?
d) There was a br__f interval in the middle of the film.
e) The shop assistant would not give him a refund because he had lost his rec $\qquad$ pt.
f) She heard the news with great rel $\qquad$ f.
g) The th __f who stole my bag has been caught.
h) I've got two nephews and one n $\qquad$ ce.


2 Now do the same with these sentences, completing the words by adding either ie or ii.
a) I bel $\qquad$ we you are trying to dec $\qquad$ ve me.
b) She rec $\qquad$ ved the bad news in silence but it caused her $\mathrm{gr} \_$f.
c) The prisoner was rel___ved to hear he had been given a repr__ve.
d) When she found out that he had dec $\qquad$ wed her, she tore his letter into little p $\qquad$ cos.
e) The winner of this year's dog show is a golden rear $\qquad$ per.
f) The police thought it was inconc $\qquad$ vale that the th $\qquad$ f would be able to get away.
g) Although it was dark, he soon perc___ved that he was not alone in the room.
h) There is no need to look so conc $\qquad$ ted just because you can do this exercise!


3 See if you have learnt the rule by doing this crossword puzzle. All the clues will give you words with ie or ii in the middle.


## Clues Across

1 Short.
2 Someone who takes what does not belong to him or her.
3 Dishonesty.
4 What you get after you've paid for something.

## Clues Down

1 To get something back.
2 An open space where you play games or grow crops.

## _-I AND E EXCEPTIONS

1 Fill in the gaps in these words by adding ie or ei. Some of the words follow the ie rule and some of them break it.
a) gr $\qquad$ f (sadness)
b) th $\qquad$ $r$ (belonging to them)
c) rec $\qquad$ ve (to get)
d) $p \ldots \quad c e$ (a bit of something)
e) $y$ $\qquad$ Id (to give in)
f) s $\qquad$ ze (to snatch)
g) h___ght (how tall something is)
h) shr $\qquad$ k (to scream)


2 Fill the gaps in these sentences with either ie or ei.
a) If you eat all those sweets you are bound to put on w $\qquad$ ght.
b) I could not bel___ve my luck when my number came up in the raffle.
c) He suddenly s__zed her arm.
d) There were only seven or $\qquad$ ght people at the party when I arrived.
e) He knew he was surrounded but he would not y $\qquad$ Id.
f) The w $\qquad$ r stopped the river from flooding.
g) I rang her up for a br $\qquad$ $f$ chat.
h) We've got exams in maths and sc___nce this week.


3 Now do the same with the gaps in these sentences.
a) The plane was flying at a $h$ $\qquad$ ght of 30,000 feet when it was s $\qquad$ zed by a gang of armed men.
b) The athlete rec___ved an award for his outstanding ach $\qquad$ vements.
c) $\mathrm{Sc} \quad$ ntists are putting all th_r_r efforts into finding a cure for this deadly disease.
d) The film was about some w $\qquad$ rd aliens who could walk on the C___ling without falling off.
e) We climbed to the top of the anc $\qquad$ nt tower to look at the v w.
f) The shop assistant looked carefully at the $£ 20$ note she had rec $\qquad$ ved to make sure it was not counterf t.
g) This is my $n$ ce Sh $\qquad$ la and my nephew $K$ $\qquad$
h) The n__ghbours were always complaining about th $\qquad$ r noisy parties.

## PLURALS WITH S

1 Turn these words into plurals by adding $\mathbf{s}$ or es.
book - stitch - potato - tree
bench - shop - video - box
Now make a list of three other plurals that end in $\mathbf{s}$ and three that end in es.


2 Complete the words in these sentences by adding $\mathbf{s}$ or es.
a) I think those bird $\qquad$ are finch .
b) The park bench $\qquad$ have all been vandalized.
c) Some of these word $\qquad$ are quite hard to spell.
d) The light switch__ in my room are not working.
e) She put some sandwich $\qquad$ in their lunch box $\qquad$ .
f) His jokes always have me in stitch $\qquad$ .
g) There are usually more student $\qquad$ in this class.
h) I hope your wish $\qquad$ all come true.


3 Now turn the words in the following sentences into plurals. Change any letters that you need to.
a) I bought some potato $\qquad$ tomato $\qquad$ and egg _.
b) Lorry___ are supposed to keep to the slow lane on motorway $\qquad$ _.
c) She keeps losing her key $\qquad$ and her glass $\qquad$
d) Most of the factory__ in this town have closed down over the last couple of year $\qquad$ .
e) I like going to disco _ but my boyfriend always wants to stay in and watch video $\qquad$ .
f) The angry tourist__ complained about delay $\qquad$ at the airport.
g) Those guy__ spend all their time playing computer game $\qquad$
h) The cry _ of the hungry baby $\qquad$ were getting louder and louder.

## ——PLURALS WITHOUT S

1 Write the plurals of the following words.
mouse - goose - Frenchman
aircraft - deer - woman
man - bureau
Can you think of any other plural words that end without an s? Make a list of as many words as you can, and then compare your list with another student's.


2 Now complete these sentences by changing the words in brackets to plurals.
a) The (deer) were grazing quietly in the park.
b) Those chocolate (gateau) were delicious.
c) The (spacecraft) were getting ready for take-off.
d) I am terrified of spiders and (mouse).
e) There are two Citizens' Advice (Bureau) in this town.
f) The noise of the (hovercraft) startled the (goose).
g) Have you seen those two (woman) before?
h) Counting (sheep) is supposed to help you get to sleep but it's never helped me.


3 Do the same with the following sentences.
a) They are grown (man) but they behave like (child).
b) I bought some (orange) and (grapefruit) at the supermaket.
c) In the autumn you can often see (flock) of (goose) and other birds flying south for the winter.
d) (Pilot) are trained to fly their (aircraft) in bad weather.
e) There were two French (woman) and several (German) in the group of visitors.
f) Our geography teacher explained that flat (area) on top of hills or mountains are called (plateau).
g) At the end of the meal the waiter brought us a selection of (cheese) and (gateau).
h) (Man), (woman) and (child) gazed in astonishment as the fleet of (spacecraft) landed in the middle of the shopping centre.

## - ADDING ABLE, IBLE, UBLE-

1 Change the following words by adding able. Remember to take off the $\mathbf{e}$ if you need to, and to watch out for words ending in $\mathbf{y}$.
break - love - manage - laugh
excite - change - enjoy - rely
Now change these words by adding ible. Miss off the last letter if you need to.
sense - flex - terror


2 Complete the words in these sentences by adding able, ible or uble. Change or miss out letters if you need to.
a) These chocolates are irresist $\qquad$ .
b) If I don't improve my spelling I will be unemploy $\qquad$ .
c) The chemist gave her some sol $\qquad$ tablets.
d) The party was quite enjoy $\qquad$ .
e) This car is very rely $\qquad$ .
f) He has a horror $\qquad$ temper.
g) That was the most incred $\qquad$ film I have ever seen.
h) This exercise is quite difficult, but it's manage $\qquad$ .

3 Now complete the words in the following passage by adding able, ible or uble. Again, you will have to change or miss out letters in some of the words.

Bonzo was an ador $\qquad$ puppy, but as he grew older, he became so excite $\qquad$ that he was quite unmanage $\qquad$ . First he chewed up my Dad's reverse $\qquad$ jacket and then he had to be rushed to the vet because he'd swallowed some sol $\qquad$ tablets. When he buried a bone under the back seat of our neighbour's convert $\qquad$ car, we decided to take him to dog training classes, which he seemed to find very enjoy $\qquad$ . But the woman who ran the classes said it was imposs $\qquad$ to train Bonzo, even though he was so lov $\qquad$ .

## ADDING ING

1 Change these words by adding ing. Take off or change letters at the end of the word if you need to.
laugh - cry - tell - read - age - see


2 Now complete the words in these sentences by adding ing. Take off or change any letters you need to.
a) That boy is always tell___ tales.
b) I've just been read___ a really good book.
c) They were argue $\qquad$ so loudly, you could hear them across the road.
d) We've been live___ here since last year.
e) I'm revise $\qquad$ for my exams.
f) They are fly $\qquad$ to Spain in the morning.
g) Kevin and Sandra are tie $\qquad$ the knot this Saturday.
h) This face cream is supposed to stop signs of age $\qquad$ .


3 Do the same with the words in the following sentences, adding ing and taking off or changing any letters you need to.
a) They say scientists are bring dinosaurs back to life, but I think see $\qquad$ is believe $\qquad$ .
b) See $\qquad$ all the people queue $\qquad$ outside the shop, he went over to see what all the fuss was about.
c) The headteacher is try __ to stamp out bully___ at the school.
d) With his die $\qquad$ breath, the old man revealed the secret he had been keep $\qquad$ all these years.
e) Those two are always argue $\qquad$ and shout $\qquad$ at each other.
f) She is study__ hard and try $\qquad$ to improve her grades.
g) He was drive $\qquad$ so fast, it was make $\qquad$ me nervous.
h) Mrs Jones is a very care $\qquad$ , understand $\qquad$ person.

## ADDING LY

1 Add ly to these words. Delete, add or change any letters you need to.
sweet - brave - smooth - cold dreamy - happy - busy - angry
usual - beautiful - public automatic

2 Now complete the words in these sentences by adding ly. Change letters if you need to.
a) She looked at me cold $\qquad$ .
b) The room was dim $\qquad$ lit.
c) He shouted angry $\qquad$ .
d) They stared at our food hungry $\qquad$ .
e) The children were playing happy $\qquad$ .
f) Jane spoke airy__ about her plans for the future.
g) I am now active $\qquad$ looking for a job.
h) The astronaut stepped bold___ out of her spaceship.


3 Now complete the words in the following sentences by adding ly. Change any letters you need to.
a) She always drives slow $\qquad$ and careful $\qquad$ .
b) II speak English and Urdu fluent $\qquad$ , she said angry $\qquad$ -
c) Those doors usual open automatic___ but they seem to be stuck today.
d) He announced the news public $\qquad$ .
e) After the play, the stage seemed strange $\qquad$ empty and odd $\qquad$ silent.
f) Lucky $\qquad$ the house was not too bad $\qquad$ damaged by the flood.
g) Occasional $\qquad$ he does behave thoughtful $\qquad$ .
h) Diana smiled sweet and looked true $\qquad$ pleased with her present.

## NEGATIVES

1 Change these words into negatives by adding un or im.
likely - able - usual - possible
Now change these words by adding in or ir.
responsible - formal - sincere - direct


2 Complete these sentences by filling in the gaps with un, im, in or ir.
a) It was $\qquad$ possible to say who was telling the truth.
b) He was $\qquad$ able to answer the question.
c) This pudding is completely $\qquad$ edible.
d) She was $\qquad$ patient with the noisy children.
e) I tried to $\qquad$ do the damage I had caused.
f) Their behaviour was $\qquad$ responsible.
g) Snow in August is very $\qquad$ usual.
h) I know that my fear of spiders is __rational.
o


3 Now complete the following passage, filling in the gaps with un, im, in or ir.

My first day on work experience was an ___believable disaster. I was ___able to get to the restaurant on time because my bus was caught up in traffic and remained $\qquad$ mobile for about half an hour.
The boss was $\qquad$ reasonably angry when I arrived and listened ___patiently while I explained what had happened. Then as soon as I started doing the washing up, I broke a plate which she said was replaceable.
Later a customer complained that the food was $\qquad$ edible and said he had found a fly in his soup. When I said that the fly seemed $\qquad$ visible, he told me I was an $\qquad$ polite,
$\qquad$ helpful and $\qquad$ responsible young so-and-so. He was so ___kind, it was bearable. I rushed out feeling $\qquad$ adequate and leaving my work $\qquad$ finished.

1 Change the words in these sentences by adding dis or il.
a) People who cannot read or write are called $\qquad$ literate.
b) It is $\qquad$ legal to park in this road.
c) $\qquad$ agree with everything you have said.
d) Her handwriting is completely legible.
e) The referee $\qquad$ allowed United's goal.
f) The shopping centre has facilities for people with $\qquad$ abilities.
g) They seem to $\qquad$ like each other.
h) The employee was sacked for being __loyal.

2 Now change the words in these sentences by adding ill- or non-.
a) She is an $\qquad$ natured person.
b) I enjoy reading novels but I don't like fiction.
c) The factory produces $\qquad$ toxic chemicals.
d) We danced ___stop until midnight.
e) I think your behaviour was __timed.
f) The ___smokers can now sit in a separate part of the restaurant.
g) You would be $\qquad$ advised to disturb him when he is busy.
h) There is no need to be so ___mannered.


3 Fill in the gaps in the following sentences by adding dis, il, ill-, nonor ab.
a) I think your idea is a $\qquad$ starter. It is probably $\qquad$ legal and definitely
$\qquad$ honest.
b) The official behind the desk was
$\qquad$ courteous and __tempered.
c) That cat is ___normally large.
d) I __ like people who are __loyal.
e) You are doing yourself a ___service by behaving in this $\qquad$ mannered way.
f) The lorry travelled $\qquad$ stop from Cardiff to London carrying hazardous chemicals.
g) I thought her arguments were ___logical and I told her I $\qquad$ agreed with what she had said.
h) The $\qquad$ smokers complained about the $\qquad$ comfort of sharing a room with the smokers.

## APOSTROPHES

1 Shorten these pairs of words by using apostrophes.
a) I am
b) he is
c) I have
d) she has
e) they are
f) I shall
g) he will
h) you have


2 Now use apostrophes to shorten the words in brackets in the following sentences.
a) (You are) the last person I expected to meet here.
b) She said (we would) have to wait and see what would happen.
c) (I shall) see you later.
d) He says (he has) lost his football kit.
e) (It is) quite warm today.
f) (You will) be late unless you hurry.
g) Janice said (she had) already read that book.
h) (I would) keep quiet about that if I were you.


3 Do the same with the words in brackets in the following sentences.
a) (I would) have done the dishes if (you had) asked me.
b) She says (she has) passed her driving test but (I am) not sure I believe her.
c) (I would) have come to the party if (I had) had something to wear.
d) You should have seen her face when I told her (she had) won.
e) (That is) it! (I have) had enough.
f) (You will) have to watch out now that (he has) found out where you live.
g) (I would) have gone to buy it last week, but (it is) too late now.
h) They should have won the cup last year, but (they have) no chance of winning it this year.

## USING NaT

1 Put an apostrophe in the right place in the following pairs of words.
a) I wasnt
b) it int
c) they werent
d) he shant
e) it didnt
f) we couldnt
g) you shouldnt
h) she wast


3

2 Now use apostrophes to shorten the words in brackets.
a) I (would not) do this job if I could find a better one.
b) She (can not) come to the party.
c) We (have not) finished this exercise yet.
d) David (does not) live here any more.
e) I (shall not) be there tomorrow.
f) It (is not) fair that you are allowed to stay out late.
g) (Do not) do that!
h) Apostrophes (are not) that difficult to use.


3 Do the same with the following sentences. In some cases you will have to change some letters.
a) He (should not) have said that, even if he (did not) mean it.
b) It (is not) surprising that you're always tired if you (do not) go to bed until two in the morning.
c) I (have not) got much time now, so I (will not) tell you the whole story.
d) She (could not) understand why they (had not) arrived yet.
e) (Do not) worry; I (will not) be long.
f) I (would not) have remembered that you owed me money if you (had not) mentioned it.
g) (Could you not) pick her from her house? It (is not) far from where you live.
h) I (shall not) be able to see you tomorrow because my parents (will not) let me go out in the middle of the week.

## - OWNING APOSTROPHES -

1 Put apostrophes in the right places in the following phrases to show ownership.
the cars tyres - a students report womens magazines - childrens toys Johns birthday - Queens Park the mans clothes - Janes books


2 Now put apostrophes where they are needed in the following sentences.
a) The students common room was very crowded.
b) The company turned down the workers demands.
c) The workers friends went to help him when they saw he was hurt.
d) I borrowed my friends cassette.
e) Kevins dog has hurt its paw.
f) All the books covers need dusting.
g) That books title is a little strange.
h) The childrens party was getting very rowdy.


3 Again, put apostrophes where they are needed in the following sentences - but watch out for one sentence that does not need any apostrophes at all!
a) The shops manager refused to hear the customers complaint.
b) The vets waiting room was crowded with animals and their owners.
c) There were some good price reductions in the womens dress department.
d) Sandras parents were invited into the headteachers office.
e) There was a mouthwatering display of oranges, apples, cherries and strawberries on the stall.
f) The solicitors desk was piled high with letters and clients files.
g) This years womens final was very exciting but the mens final was disappointing.
h) The bus drivers patience with his passengers behaviour began to wear thin.

## - ACCEPT, EXCEPT, EXPECT -

1 Fill in the gaps in the following sentences with accept or except.
a) Everyone $\qquad$ Steve will be at the match.
b) He could not $\qquad$ the job offer.
c) It was a difficult situation to
d) This top is just what I wanted, for the colour.
e) I enjoy all the subjects I am taking, for maths.
f) We packed everything $\qquad$ the kitchen sink.
g) The waitress refused to $\qquad$ a tip.
h) I decided to $\qquad$ the invitation.

2 This time fill in the gaps with except or expect.
a) 1 $\qquad$ to see you in the morning.
b) We went to Benidorm every year
$\qquad$
c) $\qquad$ for James, they were all pleased.
d) It's always best to $\qquad$ the worst.
e) I did not $\qquad$ to see him again.
f) Is it too much to $\qquad$ you to help with the washing up?
g) I saw a film called 'Great ations'.
h) There is always one $\qquad$ ion to the rule.


3 Now complete these sentences with accept, except or expect.
a) 1 $\qquad$ I'll end up $\qquad$ ing
his offer. . red
b) She $\qquad$ ed all the presents with pleasure, $\qquad$ for the one from Bob.
c) $\qquad$ for the last part of the story, it was just what he had $\qquad$ to hear.
d) 1 $\qquad$ that I can't really $\qquad$ any better from you.
e) She $\qquad$ ed that there was a problem, but she couldn't $\qquad$ his solution.
f) They $\qquad$ to see him every day this week $\qquad$ for Wednesday.
g) He refused to $\qquad$ anything
$\qquad$ his asking price for the house.
h) It is never easy to $\qquad$ defeat.

## BOUGHT, BROUGHT

1 Fill in the gaps in the following sentences with bought.
a) What have you $\qquad$ ?
b) 1 $\qquad$ a pair of shoes and a jacket.
c) You seem to have $\qquad$ the whole shop.
d) I only $\qquad$ what I needed. Now fill in the gaps in these sentences with brought.
e) Kate $\qquad$ a friend with her to the party.
f) They $\qquad$ some food with them.
g) John $\qquad$ the records.
h) I only myself.
$\qquad$


3 See if you have understood the difference between bought and brought by writing three sentences using bought and three using brought.
a) He $\qquad$ some new clothes in the sales.
b) I should have $\qquad$ my swimming things with me.
c) I wish I hadn't gone into that shop and $\qquad$ the cake.
d) They $\qquad$ a new car.
e) Steve $\qquad$ his new girlfriend to my house.
f) He was $\qquad$ up in France.
g) They $\qquad$ more than they could afford.
h) I am sorry I $\qquad$ up the subject.

| 1 <br> 2 <br> 3 <br> 1 <br> 2 <br> 3 |
| :--- |

## HERE, HEAR

1 Fill in the gaps in the following sentences with hear.
a) The music is so loud, I can't myself think.
b) As you grow older, your $\qquad$ ing may deteriorate.
c) 1 $\qquad$ you are moving house soon.
d) She couldn't $\qquad$ the television.

Now fill in the gaps in these sentences with here.
e) Come $\qquad$ .
f) we are, home at last.
g) They've lived around $\qquad$ for a long time.
h) Your coat is over $\qquad$ _.


2 Fill in the gaps in these sentences with either hear or here.
a) I can $\qquad$ you loud and clear.
b) Have you seen my $\qquad$ ing aid? It must be $\qquad$ somewhere.
c) She couldn't $\qquad$ a word he was saying.
d) The fans were all shouting, $\qquad$ we go! $\qquad$ we go!'
e) Some animals can $\qquad$ much more than we can.
f) My uncle is a little hard of
$\qquad$ ing.
g) Now look $\qquad$ . We can't both
stay $\qquad$ .
h) $\qquad$ they have decided to move
$\qquad$ _. -

3 Now see if you can tell the difference between hear and here by writing three sentences with hear and three with here.

| 1 <br> 2 <br> 3 <br> 1 <br> 2 <br> 3 |
| :--- |

## ITS, ITS

1 Fill in the gaps in the following sentences with its.
a) You can't tell a book by $\qquad$ cover.
b) The dinosaur stood up on $\qquad$ hind legs.
c) Her car failed $\qquad$ M.O.T.
d) I think this cheese is past $\qquad$ sell-by date.

Now fill in the gaps in these sentences with it's.
e) $\qquad$ not a bad idea.
f) I think ___ going to rain.
g) $\qquad$ not fair!
h) $\qquad$ a pity you wont be able to join us tomorrow.


2 Fill in the gaps in the following sentences with either its or it's.
a) $\qquad$ hurt $\qquad$ paw, the poor thing!
b) $\qquad$ too bad that $\qquad$ raining again.
c) My coat has lost all ___ buttons and looking very shabby.
d) The tree is beginning to shed $\qquad$ leaves.
e) $\qquad$ only fair to warn you that $\qquad$ still a serious problem.
f) The company has had to lay off some of $\qquad$ staff.
g) ___ difficult to say if the team will be able to repeat $\qquad$ success this season.
h) That parrot looks dead on $\qquad$ perch.

3 See if you can tell the difference between its and it's by writing three sentences with its and three with it's.

| 1 |
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| 3 |

1 Fill in the gaps in the following sentences with lead.
a) I'm teaching my dog to walk on a
$\qquad$ -
b) You $\qquad$ the way and the rest of us will follow.
c) The cyclist in the red shirt was in the
d) He is a $\qquad$ ing expert on crime.
Now fill in the gaps in these sentences with led.
e) He $\qquad$ me up the garden path.
f) The guide $\qquad$ the tourists towards the castle.
g I am sorry if I mis $\qquad$ you.
h) The women $\qquad$ the protest march.


2 Fill in the gaps in the following sentences with lead or led. But remember, lead has several different meanings.
a) Un $\qquad$ ed petrol is cheaper than the kind that contains $\qquad$ .
b) Fido always tugs at his $\qquad$ because he wants to be the er of the pack.
c) As they $\qquad$ the prisoner from the dock, he was still denying that he had $\qquad$ anyone astray.
d) He tried to $\qquad$ the others along the road that $\qquad$ to safety.
e) He is a born $\qquad$ er, which is why he doesn't like being $\qquad$ .
f) The $\qquad$ from the window panes was missing, which $\qquad$ me to realize that someone had broken into the house.

| $\frac{1}{2}$ |
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3 Now see if you can tell the difference between lead and led by writing three sentences with lead and three with led. Try to bring out the different meanings of lead.

## NOT, KNOT

1 Fill in the gaps in the following sentences with not.
a) She's $\qquad$ going out with him any more.
b) The cafe does $\qquad$ open until six.
c) This programme is $\qquad$ very good.
d) Ism $\qquad$ too bothered about that. Now fill in the gaps in these sentences with knot.
e) This $\qquad$ is very tight.
f) My stomach always gets tied up in s before an exam.
g) The boy scouts learned to tie different kinds of $\qquad$ s.
h) This is a $\qquad$ ty problem.


2 Fill in the gaps in these sentences with either not or knot.
a) He could $\qquad$ undo the $\qquad$ .
b) We are getting through our money at a rate of $\qquad$ s.
c) I do $\qquad$ think this $\qquad$ will come loose.
d) She tried to brush the $\qquad$ s out of her hair.
e) That's $\qquad$ the way to tie a
f) There were $\qquad$ -holes in the plank of wood.
g) He could $\qquad$ explain what had happened without getting himself tied up in $\qquad$ s.
h) That is $\qquad$ such a $\qquad$ ty problem as you seem to think.

3 See if you can tell the difference between not and knot by writing three sentences with not and three with knot.

| 1 <br> 2 <br> 3 <br> 1 <br> 2 <br> 3 |
| :--- |

## NO, KNOW, NOW

1 Fill in the gaps in the following sentences with no or know.
a) Dol $\qquad$ you?
b) $\qquad$ , you don't.
c) There is $\qquad$ time to lose.
d) $\qquad$ ing that she would be late, she started running.
e) Do you $\qquad$ what I mean?
f) You must $\qquad$ that this can't go on.
g) There is $\qquad$ way that I can buy that bike.
h) There is $\qquad$ exit on that side of the building.
'I used to ${ }^{*}{ }^{*}$ how to do that ${ }^{*}$ dance, but I ${ }^{\text {* }}$ dort ........ .

$d r$

2 Now fill in the gaps in these sentences with know or now.
a) 1 $\qquad$ who you are.
b) $\qquad$ that we each other $\overline{\text { better, you can tell me the truth. }}$
c) 1this is a difficult decision for you.
d) Please let me have an answer
e) He $\qquad$ $s$ there is $\qquad$ no
hope of escape.
f) Do you $\qquad$ what the time is
g) $\bar{I}$ used to $\qquad$ how to do that dance, but I don't $\qquad$
h) $\qquad$ see what you've done!

3 See if you can tell the difference between no, know and now by using each word in three sentences of your own.

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1 There is a mistake in one of the following sentences. Can you tell which one?
a) I could have walked.
b) She shouldn't of done that.
c) They have finished the job.
d) Have you seen that box of


1 Fill in the gaps in the following sentences with of.
a) I'll have a carton $\qquad$ milk, please.
b) There are a lot $\qquad$ people here today.
c) A piece $\qquad$ the jigsaw is missing.
d) We're going to the Isle $\qquad$ Wight next week.

Now fill in the gaps in these sentences with off.
e) The little girl fell $\qquad$ the swing.
f) Get $\qquad$ that chair.
g) We set $\qquad$ at dawn.
h) $\mathrm{He}^{\prime} \mathrm{s}$ $\qquad$ work today.


2 This time, fill in the gaps with either of or off.
a) $\qquad$ course you can have a day $\qquad$ .
b) He fell $\qquad$ his bike.
c) She took a bottle $\qquad$ wine $\qquad$ the shelf.
d) You look a bit $\qquad$ colour today.
e) We were full $\qquad$ dread as we set to find her.
f) $\overline{\text { Take }}$ $\qquad$ the lid and help yourself to a slice $\qquad$ cake.
g) He jumped $\qquad$ the diving board into the middle $\qquad$ the pool.
h) Those eggs have been in the fridge so long they've gone $\qquad$ .


3 Now see if you can tell the difference between of and off by writing three sentences of your own using of and three using off.

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## OUR，ARE

1 Fill in the gaps in the following sentences with our．
a） $\qquad$ Kevin has passed all his exams．
b）That＇s $\qquad$ new teacher．
c） $\qquad$ train leaves in a minute．
d）Look at it from $\qquad$ point of view．

Now fill in the gaps in these sentences with are．
e） $\qquad$ you ready yet？
f）They $\qquad$ waiting for a bus．
g）Mike and Peter $\qquad$ applying for the same job．
h）You $\qquad$ awful．

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going
e hare頻
 $\sum$ ir told．$C$ 多

2 This time，fill in the gaps with either our or are．
a） We $\qquad$ going to have $\qquad$ fortunes told．
b） $\qquad$ you saying that you have lost
$\qquad$ files？
c） $\qquad$ instructions $\qquad$ quite clear．
d）I think they $\qquad$ trying to catch
$\qquad$ attention．
e）Adults $\qquad$ not always aware of $\overline{\text { problems．}}$
f） We $\qquad$ going out now if you
$\qquad$ ready
g）I am not sure that those things $\qquad$
$\qquad$
h） $\qquad$ opinions $\qquad$ the same．

3 Now see if you can tell the difference between our and are by writing three sentences with our and three with are．

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## QUIET, QUITE

1 Fill in the gaps in the following sentences with quiet.
a) Be $\qquad$ !
b) You seem very $\qquad$ today.
c) They were speaking $\qquad$ ly.
d) I'd like some peace and $\qquad$ .

Now fill in the gaps in these sentences with quite.
e) You are $\qquad$ right.
f) I'm not $\qquad$ sure where he is.
g) This is not $\qquad$ what we had in mind.
h) She looks $\qquad$ happy.


2 This time, fill in the gaps with either quiet or quite.
a) He was $\qquad$ ly strumming a guitar.
b) It's $\qquad$
$\qquad$ in here today.
c) I was $\qquad$ surprised when he started shouting in the $\qquad$ waiting room.
d) He felt $\qquad$ tired after trying to get the class to be $\qquad$ .
e) I am hoping for a $\qquad$ Christmas this year.
f) Have you $\qquad$ finished?
g) He moved $\qquad$ ly through the house.
h) This CD is not $\qquad$ as expensive as the others.


3 Now see if you can tell the difference between quiet and quite by writing three sentences with quiet and three with quite.

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## -STATIONARY, STATIONERY-

1 Fill in the gaps in the following sentences with stationary.
a) Don't get out until the train is
b) I walked along the row of cars.
c) After walking all day, it was a relief to be $\qquad$ .
d) Police surrounded the $\qquad$ vehicle.

Now fill in the gaps in these sentences with stationery.
e) The $\qquad$ cupboard is empty.
f) I bought some paper, envelopes and other $\qquad$ .
g) His father owns a $\qquad$ shop.
h) I must order some more
$\qquad$


2 This time, fill in the gaps with stationary or stationery.
a) The $\qquad$ van was full of
b) There was so much traffic that we were $\qquad$ for an hour.
c) The $\qquad$ shop is across the road.
d) The traffic warden approached the vehicle.
e) The cat stalked the mouse so slowly, it seemed almost $\qquad$ .
f) She waited until the train was
$\qquad$ and then jumped off.
g) You can buy $\qquad$ from the mobile shop when it is $\qquad$ -
h) The lorry stopped so suddenly that all the boxes of $\qquad$ it was carrying spilled out onto the
$\qquad$ vehicles nearby.

3 Now see if you can tell the difference between stationary and stationery by writing three sentences of your own with stationary and three with stationery.

| 1 <br> 2 <br> 3 <br> 1 <br> 2 <br> 3 |
| :--- |

## THERE, THEY'RE, THEIR

1 See if you can tell the difference between there, they're and their by doing this crossword puzzle.

## Clues Across

1 Belonging to them.
2 In that place.

## Clues Down

1 They are (remember to include the apostrophe).
2 Something you say several times


2 Fill in the gaps in the following sentences with there or their.
a) It's over $\qquad$ .
b) I think $\qquad$ is going to be some trouble here.
c) $\qquad$ parents have come to pick them up.
d) Is $\qquad$ anything the matter?
Now fill in the gaps in these sentences with there or they're.
e) $\qquad$ are two sides to every argument.
f)
 going out with each other.
g) think $\qquad$ staying here tonight.
h) $\qquad$ both over $\qquad$ .

3 This time fill in the gaps with there, they're or their.
a) $\qquad$ getting $\qquad$ exam results today.
b) Is $\qquad$ any reason why Gary and Sangita are not $\qquad$ ?
c)
d) $\overline{\mathrm{Ar}}$ on $\qquad$ way home.
d) Are $\qquad$ any people who want to
e) $\qquad$ pictures? up $\qquad$ mess.
f) Don't worry. I'm sure $\qquad$ by now.
g) $\qquad$ lost dog was found over
h) $\qquad$ by the canal.
$\qquad$
$\qquad$ ${ }^{\prime}$ ' $\qquad$ ,' she said when the child showed her his bruised knee.

## THERE'S, THEIRS

1 Fill in the gaps in the following sentences with there's.
a) $\qquad$ something strange going on.
b) $\qquad$ a train due in five minutes.
c) $\qquad$ gold in those hills.
d) He says $\qquad$ nothing left to do. Now fill in the gaps in these sentences with theirs.
e) That's not ours; it's $\qquad$ .
f) It took us an hour to get from our house to $\qquad$ .
g) $\qquad$ is the car with the missing wing mirror.
h) I think $\qquad$ is the winning number.


2 This time, fill in the gaps with there's or theirs.
a) $\qquad$ no reason to wait.
b) I hear $\qquad$ a match on tomorrow.
c) $\qquad$ no point in arguing, because the money is $\qquad$ .
d) Are you sure those clothes are
$\qquad$ ?
e) $\qquad$ more to this than meets the eye.
f) This is our room and that one is
g)
$\qquad$ been an accident involving three cars, and I think one of them is
h) The fault is $\qquad$ and $\qquad$ alone.

3 Now see if you can tell the difference between there's and theirs by writing three sentences of your own with there's and three with theirs.

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## THREW, THROUGH

1 Fill in the gaps in the following sentences with threw.
a) She $\qquad$ the ball in the air.
b) 1 $\qquad$ out the rubbish.
c) Tracy $\qquad$ a tantrum.
d) After eating too many cream cakes, he $\qquad$ up.

Now fill in the gaps in these sentences with through.
e) I recognized him as soon as he walked $\qquad$ the door.
f) The sign read 'No $\qquad$ Road ${ }^{\prime}$.
g) She got $\qquad$ her work in record time.
h) Cross the road and then go
$\qquad$ the park.

2 This time, fill in the gaps with either threw or through.
a) The ball flew $\qquad$ the air and then straight $\qquad$ the window.
b) I just can't get $\qquad$ to you today.
c) She has been successful completely
$\qquad$ her own efforts.
d) They $\qquad$ me off my guard when they arrived without warning.
e) I don't know how I managed to get
$\qquad$ that exam.
f) John $\qquad$ up his hands in horror when he realized he had gone all his money.
g) He searched $\qquad$ the pile of clothes and $\qquad$ them all to one side.
h) I think he's a liar $\qquad$ and
John his money.


3 Now see if you can tell the difference between threw and through by writing three sentences of your own with threw and three sentences with through.

| 1 <br> 2 <br> 3 <br> 1 <br> 2 <br> 3 |
| :--- |

## TO, TOO, TWO

1 See if you can tell the difference between to, too and two by doing this crossword puzzle.

## Clues Across

1 One and one.
2 I'm going $\qquad$ leave.

## Clues Down

1 More than enough 0
$\qquad$ much).


2 Fill in the gaps in the following sentences with to or too.
a) We're going $\qquad$ the disco.
b) There's $\qquad$ much noise here.
c) I'd like some coffee $\qquad$ _.
d) He wants $\qquad$ stay in tonight.
e) This task is $\qquad$ important $\qquad$ rush.
f) It's $\qquad$ early $\qquad$ go out.
$\qquad$ many cooks spoil the broth.
h) Are you going $\qquad$ buy one $\qquad$ ?


3 Now fill in the gaps in these sentences with to, too or two.
a) Those $\qquad$ girls are $\qquad$ young $\qquad$ see that film.
b) Are you going $\qquad$ take him $\qquad$ the doctor?
c) It's $\qquad$ soon $\qquad$ tell if the operation has been successful.
d) Are you $\qquad$ ready $\qquad$ go out yet?
e) I think there were $\qquad$ of them, but it was $\qquad$ dark $\qquad$ be certain.
f) It's $\qquad$ much of a coincidence that people should come up with the same excuse.
g) Tariq is going $\qquad$ join the team and Alan is $\qquad$ -
h) Since when did $\qquad$ plus $\qquad$ equal five?

## WEAR, WHERE

1 Fill in the gaps in the following sentences with wear.
a) I am not going to $\qquad$ that shirt again.
b) She never $\qquad$ s the same thing twice.
c) These old shoes are beginning to
$\qquad$ out.
d) I like $\qquad$ ing comfortable clothes.

Now fill in the gaps in these sentences with where.
e) $\qquad$ are you going?
f) I don't know $\qquad$ Sue is today.
g) $\qquad$ did you put that book?
h) The man is still standing
$\qquad$ we saw him before.

2 This time, fill in the gaps with either wear or where.
a) She is $\qquad$ ing the ring I gave her.
b) It's the kind of party $\qquad$ you can
$\qquad$ whatever you like.
c) My patience is beginning to $\qquad$ thin.
d) The carpet is $\qquad$ ing out $\qquad$ people keep walking on it.
e) $\qquad$ 's my bag? I don't remember I left it.
f) He noticed a place $\qquad$ the water had started to $\qquad$ away the river bank.
g) I haven't got a thing to $\qquad$ .
h) $\qquad$ is she going $\qquad$ ing that old coat?

3 Now see if you can tell the difference between wear and where by writing three sentences of your own with wear and three sentences with where.

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## WEATHER, WHETHER

1 Fill in the gaps in the following sentences with weather.
a) The $\qquad$ has been fine all week.
b) I would like a job as a forecaster.
c) It's fine $\qquad$ for ducks.
d) If the $\qquad$ changes soon, we can go out.
Now fill in the gaps in these sentences with whether.
e) You've got to do it $\qquad$ you want to or not.
f) I wonder $\qquad$ he'll be on time.
g) Ask him $\qquad$ he'd like another cup of tea.
h) I don't know $\qquad$ I'm coming or going.


2 This time fill in the gaps with either weather or whether.
a) There is no way of knowing
$\qquad$ the $\qquad$ will $\overline{\text { remain fine. }}$
b) She did not know $\qquad$ or not to agree with his suggestion.
c) I couldn't tell $\qquad$ they'd seen me or not.
d) I'm sure we can $\qquad$ this storm.
e) He looked outside to see $\qquad$ the $\qquad$ had cleared up.
f) $\qquad$ or not the builders can finish the job today depends on the
g) Find out $\qquad$ they want to join us.
h) I wonder $\qquad$ it'Il snow this Christmas.

3 Now see if you can tell the difference between weather and whether by writing three sentences of your own with weather and three with whether.

| 1 <br> 2 <br> 3 <br> 1 <br> 2 <br> 3 |
| :--- |

## WHO'S, WHOSE

1 Fill in the gaps in the following sentences with who's.
a) $\qquad$ made all this mess?
b) $\qquad$ going to meet her?
c) There's the man $\qquad$ won the pools.
d) I looked up our local MP in a book called ' $\qquad$ Who'.

Now fill in the gaps in these sentences with whose.
e) $\qquad$ bag is this?
f) That's the woman $\qquad$ car was stolen.
g) I don't know $\qquad$ work this is.
h) $\qquad$ house is that?


2 This time, fill in the gaps with either who's or whose.
a) $\qquad$ going to pay for this damage?
b) $\qquad$ coat is that?
c) There's the man $\qquad$ son has won the race.
d) I know $\qquad$ book this is, but
$\qquad$ read it?
e) $\qquad$ going to help them? $\qquad$ responsibility is it?
f) Mike, $\qquad$ bike is missing, wants to know $\qquad$ taken it.
g) $\qquad$ interested in what I do?
h) $\qquad$ business is it? let the cat out of the bag?


3 Now see if you can tell the difference between who's and whose by writing three sentences with who's and three with whose.

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## YOUR, YOU'RE

1 Fill in the gaps in the following sentences with your.
a) This is $\qquad$ choice.
b) $\qquad$ tea is ready.
c) Take $\qquad$ time.
d) Which is $\qquad$ book?

Now fill in the gaps in these sentences with you're.
e) $\qquad$ always arguing.
f) I hope $\qquad$ going to join us.
g) Where do you think $\qquad$ going?
h) $\qquad$ not serious, are you?


