Lesson 1: Do we spell with “cial” as in “social” or with “tial” as in “essential”?

Rule: Spell with “cial” after a vowel as in “social” and with “tial” after a consonant as in “essential.”

Details: The “cial” and “tial” endings occur in approximately 38 words.

Practice:

vowel +cial in 11 words
fa·cial ra·cial gla·cial of·fi·cial
ben·e·fi·cial ar·ti·fi·cial su·per·fi·cial ju·di·cial
spe·cial cru·cial so·cial

consonant + tial in 20 words
res·i·den·tial pres·i·den·tial cre·den·tial pru·den·tial
con·fi·den·tial po·ten·tial ex·is·ten·tial in·flu·en·tial
ref·er·en·tial es·sen·tial se·quen·tial con·se·quen·tial
sub·stan·tial cir·cum·stan·tial ex·pe·ri·en·tial par·tial
mar·tial nup·tial pre·nup·tial tan·gen·tial

Exceptions: Memorize these seven exceptions—the word “controversial” contradicts all the rules because it is spelled with an “s.”

fi·nan·cial com·mer·cial pro·vin·cial in·i·tial
spa·tial pa·la·tial con·tro·ver·sial

Read the above 38 words aloud as many times as needed until you memorize their spelling.
Copy these words and do not try to guess their spelling. Look at each word before you begin to copy it and do not look away from it until you are 100% confident that you can spell it:

<table>
<thead>
<tr>
<th>facial</th>
<th>racial</th>
<th>glacial</th>
<th>official</th>
</tr>
</thead>
<tbody>
<tr>
<td>beneficial</td>
<td>artificial</td>
<td>superficial</td>
<td>judicial</td>
</tr>
<tr>
<td>special</td>
<td>crucial</td>
<td>social</td>
<td>residential</td>
</tr>
<tr>
<td>presidential</td>
<td>credential</td>
<td>prudential</td>
<td>confidential</td>
</tr>
<tr>
<td>potential</td>
<td>existential</td>
<td>influential</td>
<td>referential</td>
</tr>
<tr>
<td>essential</td>
<td>sequential</td>
<td>consequential</td>
<td>substantial</td>
</tr>
<tr>
<td>circumstantial</td>
<td>partial</td>
<td>martial</td>
<td>nuptial</td>
</tr>
<tr>
<td>prenuptial</td>
<td>financial</td>
<td>commercial</td>
<td>provincial</td>
</tr>
<tr>
<td>initial</td>
<td>spatial</td>
<td>palatial</td>
<td>controversial</td>
</tr>
<tr>
<td>initially</td>
<td>controversially</td>
<td>potentially</td>
<td>experiential</td>
</tr>
</tbody>
</table>


Fill in the blanks using the endings “cial” or “tial” or “sial”:

so _ _ _ _ essen _ _ _ _ spe _ _ _ _
fa _ _ _ _ offi _ _ _ _ substan _ _ _ _
creden _ _ _ _ residen _ _ _ _ artifi _ _ _ _
consequen _ _ _ _ ra _ _ _ _ poten _ _ _ _
confiden _ _ _ _ circumstanc _ _ _ _ cru _ _ _ _
pruden _ _ _ _ gla _ _ _ _ referen _ _ _ _
benefi _ _ _ _ influen _ _ _ _ judi _ _ _ _
nup _ _ _ _ par _ _ _ _ mar _ _ _ _
prenup _ _ _ _ spa _ _ _ _ pala _ _ _ _
ini _ _ _ _ finan _ _ _ _ commer _ _ _ _
provin _ _ _ _ contraver _ _ _ _ so _ _ _ _ ly
essen _ _ _ _ ly spe _ _ _ _ ly offi _ _ _ _ ly
par _ _ _ _ ly ini _ _ _ _ ly finan _ _ _ _ ly
commer _ _ _ _ ly commer _ _ _ _ ized existen _ _ _ _
extisten _ _ _ _ ism existen _ _ _ _ ist cru _ _ _ _ ly
congen _ _ _ _

3
Lesson 2: Do we spell with “f” as in “font,” “ph” as in “geography,” or “gh” as in “enough”?

**Rule**  
The letter “f” is not allowed in long words, and if a word is long (more than one or two syllables) as in “geography,” then the sound of “f” is spelled with a “ph.” Note that the origin of the “ph” is derived from the Greek language. **As in “enough,” the “gh” that sounds like an “f” occurs in approximately seven words.**

### Practice

<table>
<thead>
<tr>
<th>gh occurs in 7 words</th>
</tr>
</thead>
<tbody>
<tr>
<td>e·nough</td>
</tr>
<tr>
<td>cough</td>
</tr>
<tr>
<td>trough</td>
</tr>
</tbody>
</table>

The following 39 words are examples of a countless number of long words that contain a “ph.” Remember that the “f” is not allowed in long words:

<table>
<thead>
<tr>
<th>ge·og·ra·phy</th>
</tr>
</thead>
<tbody>
<tr>
<td>phi·los·o·phy</td>
</tr>
<tr>
<td>bi·og·ra·phy</td>
</tr>
<tr>
<td>au·to·bi·og·ra·phy</td>
</tr>
<tr>
<td>a·pos·tro·phe</td>
</tr>
<tr>
<td>pe·riph·er·al</td>
</tr>
<tr>
<td>hy·phen·at·ed</td>
</tr>
<tr>
<td>neph·ew</td>
</tr>
<tr>
<td>at·mos·phere</td>
</tr>
<tr>
<td>eu·phe·mism</td>
</tr>
<tr>
<td>phy·si·cian</td>
</tr>
<tr>
<td>Phi·la·del·phi·a</td>
</tr>
<tr>
<td>Phi·lip·pine</td>
</tr>
<tr>
<td>am·phib·i·an</td>
</tr>
<tr>
<td>am·phi·the·a·ter</td>
</tr>
<tr>
<td>so·phis·ti·cat·ed</td>
</tr>
<tr>
<td>graph·ics</td>
</tr>
<tr>
<td>el·e·phant</td>
</tr>
<tr>
<td>phar·ma·cy</td>
</tr>
<tr>
<td>phar·ma·cist</td>
</tr>
<tr>
<td>al·pha·bet</td>
</tr>
<tr>
<td>em·pha·size</td>
</tr>
<tr>
<td>em·pha·sis</td>
</tr>
<tr>
<td>sym·pho·ny</td>
</tr>
<tr>
<td>pho·nol·o·gy</td>
</tr>
<tr>
<td>pho·bic</td>
</tr>
<tr>
<td>phon·ics</td>
</tr>
<tr>
<td>pho·net·ic</td>
</tr>
<tr>
<td>pho·neme</td>
</tr>
<tr>
<td>met·a·phor</td>
</tr>
<tr>
<td>pho·to·graph</td>
</tr>
<tr>
<td>tri·umph</td>
</tr>
<tr>
<td>par·a·graph</td>
</tr>
<tr>
<td>pam·phlet</td>
</tr>
<tr>
<td>oph·thal·mol·ogy</td>
</tr>
<tr>
<td>di·ph·thong</td>
</tr>
<tr>
<td>schiz·o·phre·ni·a</td>
</tr>
<tr>
<td>par·a·phrase</td>
</tr>
<tr>
<td>Eu·phra·tes</td>
</tr>
</tbody>
</table>
Exceptions: The following 21 words are exceptions because they are relatively long, yet spelled with an “f,” not with a “ph.” Either memorize these words or know that the stem “fer” is Latin, not Greek and we do not use a “ph” in Latin words. In addition, the “f” in these words may be followed by a consonant as in “fluency,” while the “ph” is normally followed by a vowel except in the three words phrase, schizophrenia, and Euphrates. Note that in this book a long word means a word that has more than one or two syllables.

f occurs in 21 relatively long words

re·fer pre·fer trans·fer
fel·o·ny fem·i·nine fi·nite
fi·del·i·ty in·fant fa·nat·ic
fab·u·lous fa·cil·i·tate fam·i·ly
fan·ta·sy fal·la·cy fan·tas·tic
fam·ine com·fort fu·gi·tive
fu·ri·ous fur·ni·ture ref·uge

Read all the above words aloud as many times as needed until you memorize their spelling.

Make a copy of page 16, which is a lined page, and then copy all the above words in lesson 2. Know that anytime you are asked to copy words, do not try to guess their spelling. Instead, look at each word before you begin to copy it and do not look away from it until you are 100% confident that you can spell it.
Fill in the blanks using f, ff, ph, or gh:

photogra __  sym __ ony  sa __ e

cou __  _ __ armacist  geogra __ y

enou __  _ ree  __ ysician

Christo __ er  al __ abet  ele __ ant

__ iloso __ y  lau __  __ onics

meta __ or  paragra __  autobiogra __ y

tou __  __ ew  ne __ ew

so __ isticated  Je __  am __ itheater

am __ ibian  trans __ er  __ ase

com __ ort  rou __  mu __ ler

schizo __ renia  para __ rase  di __ icult

Ste __ anie  rou __  hy __ en

__ ont  pre __ er  pre __ erred

re __ erence  pre __ erence  __ ur

__ urniture  __ antastic  __ abulous

cou __ ing  lau __ ing  rou __ ly

stu __  stu __ ed  stu __ ing
Lesson 3: Do we spell with **tion** as in **nation**, **sion** as in expression, or **cian** as in **musician**?

**Rule**: • **cian**: As in “musician,” we use “cian” in approximately 17 words that describe a person’s profession or hobby. • **sion**: We use “sion” in approximately 27 words that already end with an “ss” as in express→expression and in 10 other words that contain the word “mission” as in “admission.” • **tion**: We use “tion” in the rest of such words as in “action.”

**Details**: Spell with “**tion**” as is “**nation**” 99% of the time, spell with “**sion**” as in “expression” in 47 words, and spell with “**cian**” as in “musician” in 16 words.

**Practice**

### cian occurs in 17 words
- music→musician
- electric→electrician
- politic→politician
- mathematic→mathematician
- arithmetic→arithmetician
- pediatric→pediatrician
- clinic→clinician
- technique→technician
- diet→dietician

### sion occurs in 47 words
- express→expression
- oppress→oppression
- repress→repression
- suppress→suppression
- aggress→aggression
- congress→congressional
- impress→impression
- depress→depression
- progress→progression
- regress→regression
- egress→egression
- recess→recession
process → procession  
success → succession
access → accession  
excess → excision
obsess → obsession  
confess → confession
profess → profession  
profess → professional
possess → possession  
discuss → discussion
concuss → concussion  
pass → passion
compass → compassion  
percussion
session
concession

Memorize nine words that contain the word “mission”:

<table>
<thead>
<tr>
<th>mission</th>
<th>admission</th>
<th>intermission</th>
</tr>
</thead>
<tbody>
<tr>
<td>transmission</td>
<td>emission</td>
<td>remission</td>
</tr>
<tr>
<td>commission</td>
<td>commissioner</td>
<td>permission</td>
</tr>
</tbody>
</table>

Eight of these words are preceded by “en” and two are preceded by “an”:

<table>
<thead>
<tr>
<th>ten·sion</th>
<th>in·ten·sion</th>
<th>ex·ten·sion</th>
</tr>
</thead>
<tbody>
<tr>
<td>pre·ten·sion</td>
<td>pen·sion</td>
<td>ap·pre·hen·sion</td>
</tr>
<tr>
<td>com·pre·hen·sion</td>
<td>di·men·sion</td>
<td>man·sion</td>
</tr>
</tbody>
</table>

Exceptions

<table>
<thead>
<tr>
<th>sus·pi·cion</th>
<th>com·plex·ion</th>
<th>fa·shion</th>
</tr>
</thead>
<tbody>
<tr>
<td>o·cean</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
tion for the rest of such words

- na·tion
- co·op·er·a·tion
- im·mi·gra·tion
- con·sid·er·a·tion
- var·i·a·tion
- veg·e·ta·tion
- con·ver·sa·tion
- ap·pli·ca·tion
- ev·o·lu·tion
- mo·tion
- au·di·tion
- su·per·sti·tion
- con·ven·tion
- auc·tion
- fic·tion
- in·duc·tion
- in·struc·tion
- a·dop·tion
- i·mag·i·na·tion
- cor·po·ra·tion
- in·te·gra·tion
- con·grat·u·la·tion
- e·val·u·a·tion
- mo·ti·va·tion
- ve·g·e·ta·tion
- im·mi·gra·tion
- in·te·gra·tion
- reg·is·tra·tion
- co·op·er·a·tion
- sep·a·ra·tion
- im·mi·gra·tion
- in·te·gra·tion
- re·la·tion
- var·i·a·tion
- e·val·u·a·tion
- ad·ap·ta·tion
- im·mi·gra·tion
- in·te·gra·tion
- dis·trib·u·tion
- ev·o·lu·tion
- pol·lu·tion
- cau·tion
- e·mo·tion
- pro·mo·tion
- co·a·li·tion
- in·ten·tion
- in·ven·tion
- ac·tion
- di·rec·tion
- at·trac·tion
- frac·tion
- sanc·tion
- in·duc·tion
- de·duc·tion
- sub·trac·tion
- per·fec·tion
- ex·cep·tion
- por·tion
- di·ges·tion

Read all the above words aloud as many times as needed until you memorize their spelling.
Copy these words and do not try to guess their spelling. Look at each word before you begin to copy it and do not look away from it until you are certain that you can spell it:

<table>
<thead>
<tr>
<th>musician</th>
<th>magician</th>
<th>politician</th>
<th>physician</th>
</tr>
</thead>
<tbody>
<tr>
<td>electrician</td>
<td>statistician</td>
<td>mathematician</td>
<td>logician</td>
</tr>
<tr>
<td>arithmetician</td>
<td>optician</td>
<td>obstetrician</td>
<td>pediatrician</td>
</tr>
<tr>
<td>patrician</td>
<td>technician</td>
<td>beautician</td>
<td>dietician</td>
</tr>
<tr>
<td>expression</td>
<td>impression</td>
<td>oppression</td>
<td>depression</td>
</tr>
<tr>
<td>repression</td>
<td>progression</td>
<td>suppression</td>
<td>regression</td>
</tr>
<tr>
<td>aggression</td>
<td>egression</td>
<td>congressional</td>
<td>recession</td>
</tr>
<tr>
<td>procession</td>
<td>succession</td>
<td>accession</td>
<td>excision</td>
</tr>
<tr>
<td>obsession</td>
<td>confession</td>
<td>profession</td>
<td>obsession</td>
</tr>
<tr>
<td>possession</td>
<td>discussion</td>
<td>concussion</td>
<td>passion</td>
</tr>
<tr>
<td>compassion</td>
<td>percussion</td>
<td>session</td>
<td>concession</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>mission</td>
<td>admission</td>
<td>intermission</td>
<td>transmission</td>
</tr>
<tr>
<td>emission</td>
<td>remission</td>
<td>commission</td>
<td>commissioner</td>
</tr>
<tr>
<td>permission</td>
<td>tension</td>
<td>intension</td>
<td>extension</td>
</tr>
<tr>
<td>pretension</td>
<td>pension</td>
<td>apprehension</td>
<td>comprehension</td>
</tr>
<tr>
<td>dimension</td>
<td>mansion</td>
<td>expansion</td>
<td>missionary</td>
</tr>
<tr>
<td>suspicion</td>
<td>complexion</td>
<td>complexions</td>
<td>ocean</td>
</tr>
<tr>
<td>nation</td>
<td>imagination</td>
<td>operation</td>
<td>cooperation</td>
</tr>
<tr>
<td>corporation</td>
<td>application</td>
<td>interpretation</td>
<td>immigration</td>
</tr>
</tbody>
</table>
Fill in the blanks using “tion,” “cian,” or “sion”:

- magi _ _ _ _
- mis _ _ _ _
- musi _ _ _ _
- expres _ _ _ _
- logi _ _ _ _
- confes _ _ _ _
- impres _ _ _ _
- applica _ _ _ _
- tradi _ _ _ _
- subtrac _ _ _ _
- oppres _ _ _ _
- depres _ _ _ _
- repres _ _ _ _
- electri _ _ _ _
- discus _ _ _ _
- physi _ _ _ _
- mathemati _ _ _ _
- admis _ _ _ _
- exten _ _ _ _
- politi _ _ _ _
- pediatri _ _ _ _
- obstetri _ _ _ _
- transmis _ _ _ _
- techni _ _ _ _
- beauti _ _ _ _
- dieti _ _ _ _
- progres _ _ _ _
- mis _ _ _ ary
- commis _ _ _ _
- reces _ _ _ _
- aggres _ _ _ _
- egres _ _ _ _
- intermis _ _ _ _
- profe _ _ _ _
- emis _ _ _ _
- remis _ _ _ _
- permis _ _ _ _
- obses _ _ _ _
- posses _ _ _ _
- compas _ _ _ _
- concus _ _ _ _
- percus _ _ _ _
- ten _ _ _ _
- pen _ _ _ _
- dimen _ _ _ _
- man _ _ _ _
- excep _ _ _ _
- expan _ _ _ _
Lesson 4: We spell the sound of “sion” as in “vision” with “sion.”

Rule  
The ending “sion” as in “vision” has a special sound, which is different from the sound of “sion” as in “expression.” When you hear yourself saying this special sound of “sion” as in “vision,” spell it with “sion.”

Details  
The “sion” as in “vision” occurs in approximately 38 words and a few of these words have to do with seeing “visual” through the eyes as in “television” or through the mind as in “envision.”

Practice

vi·sion  
tel·e·vi·sion  
en·vi·sion  
re·vi·sion  
su·per·vi·sion  
di·vi·sion  
de·ci·sion  
in·ci·sion  
pre·ci·sion  
col·li·sion  
con·fu·sion  
dif·fu·sion  
in·fu·sion  
trans·fu·sion  
con·clu·sion  
in·clu·sion  
ex·clu·sion  
pre·clu·sion  
in·tru·sion  
il·lu·sion  
e·lu·sion  
de·lu·sion  
ex·plo·sion  
e·ro·sion  
cor·ro·sion  
oc·ca·sion  
in·va·sion  
e·va·sion  
ab·ra·sion  
le·sion  
ver·sion  
a·ver·sion  
in·ver·sion  
sub·ver·sion  
sub·mer·sion  
con·ver·sion  
im·mer·sion  
ex·cur·sion  
[Per·sian]

Read aloud the above 39 words in Lesson 4 and then use one copy of page 16 to copy all the words that you read.
Lesson 5: Do we spell with “ege” as in “college” or “age” as in “cabbage”?

Rule The “ege” as in “college” is in approximately three words and the ending “age” as in “cabbage” is in the rest of such words.

Practice

ege occurs in 3 words

col·lege   priv·i·lege   cor·tege

age for the rest of such words

lan·guage   cab·bage   bag·gage
mort·gage   dam·age   rum·mage
man·age   or·phan·age   sav·age
sal·vage   post·age   hos·tage
short·age   out·age   volt·age
foot·age   front·age   her·itage
cot·tage   ad·van·tage   pack·age
wreck·age   mile·age   vil·lage
car·tile·age   ban·dage   ad·age
sau·sage   mes·sage   mas·sage
pas·sage   us·age   av·er·age
cov·er·age   lev·er·age   for·age
hem·or·rhage   cour·age   dis·cour·age
cour·age·ous   car·riage   mar·riage

Note: These three words contain a silent d: knowl·edge, ac·knowl·edge, car·tri·edge

Read aloud the above 48 words in Lesson 5 and then use one copy of page 16 to copy the same words that you read.
Fill in the blanks using “age” or “ege”:

langu _ _ _
cabb _ _ _
coll _ _ _
mortg _ _ _
privil _ _ _
dam _ _ _
man _ _ _
salv _ _ _
post _ _ _
short _ _ _
herit _ _ _
advant _ _ _
pack _ _ _
marri _ _ _
vill _ _ _
saus _ _ _
carri _ _ _
mess _ _ _
mass _ _ _
aver _ _ _
discour _ _ _
cour _ _ _ ous
cour _ _ _ ously
privil _ _ _ s
pack _ _ _ s
advent _ _ _ s
advent _ _ _ ous
knowl _ d _ _
acknowl _ d _ _
acknowl _ d _ _ ment