Smart Cub Learning

11+ TOPIC PACK

Spelling and Punctuation

English

60 questions from warm-up to exam level, with worked solutions

SAMPLE

Smart Cub Learning topic packs are original practice material. We are not affiliated with GL Assessment, CEM, Quest Assessments, Kent County Council or any school.

How to do it

Spelling and punctuation are the small details that make writing clear. Tests ask you to spot a wrong letter or a missing mark. Careful checking wins these marks.

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Learn the method

1. Read the question. Decide what kind it is: a spelling mistake, a word to choose, or a sentence to punctuate.
2. Spelling: say each word in small chunks and check every letter. N means no mistake. Some sentences have none, so choose N only if every word is right.
3. Adding an ending: drop a final e before ing or ed. Make becomes making. Keep the e in words ending ee, ye or oe: see becomes seeing.
4. Adding an ending: a consonant then y changes y to i before most endings. Heavy becomes heaviest. Keep the y before ing: carry becomes carrying.
5. Adding ing, ed, er or est: a short word ending in one vowel then one consonant doubles the consonant. Hop becomes hopping. Never double w, x or y: fix becomes fixing. Before ly, nothing doubles: sad becomes sadly.
6. Word choice: put the meaning into the sentence. For an apostrophe word, say the long form, such as it is or you are.
7. Punctuation: check capital letters, commas, speech marks and apostrophes one at a time. Cross out each choice that breaks a rule.

Worked example 1

Each sentence is split into four parts. One part may have a spelling mistake. Mark the letter of that part. If there is no mistake, mark N.

The referee will	probaly blow	the whistle before	Lucas scores.	no mistake
A	**B**	**C**	**D**	**N**

How to work it out

1. The mistake is in part B: “probaly” should be spelt “probably”.
2. Probably is probable with the e swapped for a y: proba-BLY.
3. The b is the letter people drop.

The answer is B: probaly blow

Worked example 2

Answer these questions about grammar and choosing the right word. Read every option before you choose.

Choose the word that completes the sentence. We sat in the ___ until teatime.

A sons **B** son **C** sun **D** sunny

How to work it out

1. “sun” is the star that lights the day.
2. That meaning fits this sentence.
3. It reads: “We sat in the sun until teatime.”

The answer is C: sun

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★ Top Tip

Hard words often have a tricky chunk. Say the word slowly with every chunk, like res-tau-rant, and check that chunk first.

▲ Watch Out

- Do not skim. One missing comma, capital letter or letter is enough to make a choice wrong.
- An apostrophe does not make a word plural. It shows that letters are missing, or that something belongs to someone.
- Words that sound the same are not the same word. Check the meaning, not the sound.

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Exam Tip

Do not just look for the right answer. Cross out each wrong choice as you find the fault, then check the one left.

Watch

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Explore

Want more practice? **Practise this skill online.**
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Key words

apostrophe	The mark ' . It shows missing letters, as in it's, or that something belongs to someone.
contraction	Two words joined into one with an apostrophe, such as you're for you are.
possession	Owning something. One owner: add apostrophe then s. Many owners ending in s: add the apostrophe after the s.
homophone	A word that sounds the same as another word but has a different meaning. Tail and tale are homophones.
parenthesis	Extra information in a sentence. A pair of commas can go round it.
speech marks	The marks around the exact words someone says. The end mark of the speech goes inside them.
ending	Letters added to the end of a word, such as ing, ed, er, est or ly.
consonant	Any letter that is not a, e, i, o or u.

Part 1 Warm up

15 questions. Circle the letter of your answer. Use spare paper for your working.

Each sentence is split into four parts. One part may have a spelling mistake. Mark the letter of that part. If there is no mistake, mark N.

1	Leila tried to **A**	discribe the **B**	sculpture in the **C**	entrance hall. **D**	no mistake **N**
2	Please keep **A**	the kitten food **B**	seperate from **C**	the sandwiches. **D**	no mistake **N**
3	The class calender **A**	hung beside **B**	the whiteboard in **C**	the corridor. **D**	no mistake **N**

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Answer these questions about punctuation. Look closely at every mark.

28 Which sentence is punctuated correctly?

A Callum asked, “What time does the match start?”

B Callum asked, What time does the match start?

C Callum asked, “what time does the match start?”

D Callum asked “What time does the match start?”

29 Which sentence is punctuated correctly?

A Miss Boateng asked, “Who opened the window”?

B Miss Boateng asked. “Who opened the window?”

C Miss Boateng asked “Who opened the window?”

D Miss Boateng asked, “Who opened the window?”

30 Which sentence uses a pair of commas correctly?

A Everyone had expected Anya, the reigning champion, to win by a mile.

B Everyone had expected Anya the, reigning champion to, win by a mile.

C Everyone had expected Anya the reigning champion to win by a mile.

D Everyone had expected Anya, the reigning, champion to win by a mile.

Score: _____ / 15

Part 3 Stretch

15 questions. Circle the letter of your answer. Use spare paper for your working.

Answer these questions about how words end. Say each word slowly in your head.

31 Add “ness” to “happy”. Which spelling is correct?

A hapiness **B** happines

C happyness **D** happiness

32 Add “ed” to “smile”. Which spelling is correct?

A smileed **B** smiled

C smilled **D** smile-ed

33 Add “ing” to “hike”. Which spelling is correct?

A hikking **B** hikeing

C hike-ing **D** hiking

34 Add “ed” to “dry”. Which spelling is correct?

A drieed **B** dried

C dry-ed **D** dryed

35 Add “ing” to “save”. Which spelling is correct?

A saveing **B** savving

C save-ing **D** saving

36 Add “ly” to “angry”. Which spelling is correct?

A angryly **B** angriely

C angrily **D** angry-ly

37 Add “ed” to “spot”. Which spelling is correct?

A spot-ed **B** spoted **C** spotted

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