

Contents

Introduction	4
Spelling Steps Checklist	5
Unit 1 Lesson 1 Checking Answers	6
Lesson 2 Prefix <i>un-</i>	7
Lesson 3 Prefixes <i>in-</i> and <i>re-</i>	10
Lesson 4 Prefixes <i>con-</i> , <i>com-</i> , and <i>de-</i>	14
Lesson 5 Prefixes <i>dis-</i> and <i>pre-</i>	19
Unit 1 Review	23
Unit 2 Lesson 1 Prefixes <i>pro-</i> , <i>ex-</i> , and <i>sub-</i>	26
Lesson 2 Prefixes <i>anti-</i> , <i>mis-</i> , and <i>semi-</i>	31
Lesson 3 Prefixes <i>post-</i> , <i>inter-</i> , and <i>super-</i>	35
Lesson 4 Prefixes <i>ab-</i> , <i>ad-</i> , and <i>bi-</i>	39
Lesson 5 Prefixes <i>tri-</i> , <i>non-</i> , and <i>en-</i>	44
Unit 2 Review	49
Unit 3 Lesson 1 Suffixes <i>-er</i> and <i>-est</i>	56
Lesson 2 Suffixes <i>-let</i> and <i>-hood</i>	60
Lesson 3 Suffixes <i>-ism</i> and <i>-ist</i>	66
Lesson 4 Suffixes <i>-er</i> and <i>-or</i>	70
Lesson 5 Suffixes <i>-ance</i> and <i>-ion</i>	76
Unit 3 Review	82
Unit 4 Lesson 1 Suffixes <i>-ness</i> and <i>-ment</i>	87
Lesson 2 Suffixes <i>-ity</i> , <i>-ant</i> , and <i>-ent</i>	92
Lesson 3 Suffix <i>-ful</i>	96
Lesson 4 Suffixes <i>-ous</i> and <i>-ish</i>	101
Lesson 5 Suffixes <i>-able</i> and <i>-al</i>	105
Unit 4 Review	110
Unit 5 Lesson 1 Suffix <i>-less</i>	115
Lesson 2 Suffixes <i>-en</i> and <i>-ly</i>	120
Lesson 3 Synonyms	124
Lesson 4 Antonyms	129
Lesson 5 Homophones	134
Unit 5 Review	138
Answer Keys	142
Master Spelling List	165
Record of Progress	170
Class Chart	171
Certificate of Achievement	172

INTRODUCTION

Spelling Steps teaches students to spell the words they need for life situations. The vocabulary is drawn largely from a list developed from an analysis of adult reading materials including newspapers, magazines, novels, scientific journals, and other media.

The four-binder spelling program is based on a careful plan for teaching spelling skills. It ensures that students not only learn to spell the vocabulary words presented, but also master the skills needed to learn to spell new words in the future.

Each student progresses through the program at his or her own rate. Students may grade their own lesson tests and record their scores. This method is recommended for older students and independent study.

Each unit concludes with a review lesson and a unit test. The format for unit tests is left open so that teachers may adapt the test to the needs of each student. The teacher may select which words to include and may determine the length and style of the unit test.

Spelling Steps includes a wide variety of learning activities designed to reinforce and extend spelling skills. Attention is given to providing learning activities that are of interest to middle, secondary, and adult students.

About Checking and Recording

Teachers are encouraged to have students check their answers after completing each lesson. Students may record their scores on the Record of Progress chart for each unit review, beginning with Unit 3, Book 1. To allow students to check their own work, the answer keys may be reproduced and distributed.

A completed progress chart can be helpful for diagnosing a student's strengths and weaknesses. Parents might also like to see how progress is monitored. The process of self-checking, scoring, and monitoring is for analysis by both student and teacher to determine which skills need greater reinforcement.

Following the answer keys and individual student progress chart, a class progress chart is provided to help track up to 30 students' progress through the book. Finally, there is a reproducible certificate of achievement that can be awarded to students when a book is completed.

SPELLING STEPS CHECKLIST

- 1. Look at the word.**
- 2. Say the word out loud.**
- 3. Close your eyes and "see" the word in your mind. Spell the word out loud.**
- 4. Open your eyes. Look at the word to see if you spelled it correctly.**
- 5. Cover the word and write it.**
- 6. Check your spelling. If you made a mistake, start over with step 1.**
- 7. Cover the word and write it again.**

LESSON • 1

Checking Answers

- In *Spelling Steps*, you will check your own answers. This lesson gives you practice in checking your work. Read the sentences below. Then write the correct answer in each blank.
- The months of the year are:

January**February****March****April****May****June****July****August****September****October****November****December**

- Write the month of the year that comes after *January*. _____
- Write the month of the year that comes after *March*. _____
- Write the month of the year that comes before *December*. _____
- Write the words in the box in alphabetical order. The first two have been done for you.

bell**cat****all****feed****egg****did**a. allb. bell

c. _____

d. _____

e. _____

f. _____

✓ **CHECK YOUR ANSWERS!**

Check your answers. If you had any errors, reread the questions. Find out why you missed each question.

LESSON • 2

Prefix un-

- Read the **Everyday Spelling Words**. These words are about making purchases and applying for credit.

EVERYDAY SPELLING WORDS

cash	credit	clerk	budget	payment
balance	rating	finance	type	spouse
social	security	birth	zip	area

PRETEST

At the beginning of most of the spelling lessons in **Spelling Steps 3**, you will take a pretest. This will show you how many words you *already* know how to spell.

Before you do this lesson, have someone call out the **Everyday Spelling Words** and the **Skill-Building Words**. Write the words on notebook paper. Check your spelling.

When you study the spelling words at the end of this lesson, study only the words you missed on this pretest.

Now, answer the questions about the Everyday Spelling Words, even if you already know how to spell many of them. Then answer the questions about the Skill-Building Words, even if you know how to spell many of them, too. Always answer *all* the questions in each lesson.

1. Underline each Everyday Spelling Word in the following sentences. Notice that these words are about making purchases and applying for credit.
 - a. The motel clerk asked, “Will you pay your bill with cash, or will you use a credit card?”
 - b. The bank will not finance a loan for me until it checks my credit rating.
 - c. The minimum payment on the balance I owe the store is \$12.50.
 - d. In my household budget, half of my paycheck goes to pay for food and rent.