

---

---

January, 2004

***BELLSOUTH***

**VERBAL SPELLING  
TEST**

**STUDY GUIDE**

Copyright © 2004 by BellSouth  
All rights reserved. Printed in the U.S.A.

AN EQUAL OPPORTUNITY EMPLOYER

BellSouth will consider requests for testing accommodations from individuals covered by the Americans with Disabilities Act. Documentation of the need for the accommodation may be required.

---

---

## **Test Overview**

The BellSouth Verbal Spelling Test is a brief test that measures your spelling ability. During the test you will be asked to spell words that are commonly provided to BellSouth National Directory Assistants and Operators by customers in their requests for telephone numbers. Satisfactory spelling ability is necessary for job incumbents in order to access the telephone numbers from the database by keying in the correctly spelled name or location.

## **Test Description**

Your total score is the number of words you spell correctly. The test administrator will say the word and use it in a sentence. For example, the test administrator might say “silhouette” and then say, “A silhouette is an outline of an object that appears dark against a light background.” You would then be given a few seconds to try and spell “silhouette” correctly, before moving on to the next word. The test should take no more than 20 minutes to complete.

## **Retest Policy**

If you qualify on the Verbal Spelling Test, your scores are valid for five years, provided job requirements and test standards do not change. If you do not qualify on the Verbal Spelling Test, you are eligible to be retested, at your request, in six months, if this is the *first time you have taken this test, or in one year if you have taken the test before.*

## **Materials to Help You Prepare**

### ***Books:***

*303 Dumb Spelling Mistakes.....and What You Can Do about Them*

Author: David Downing

NTC Publishing Group, 1989

ISBN: 0844254754

*1001 Commonly Misspelled Words: What Your Spell Checker Won't Tell You*

Author: Robert Magnan and Mary Lou Santovec

McGraw-Hill, 2000

ISBN: 007135736X

### **Websites:**

- <http://dissc.tees.ac.uk/Mistakes/Spelling/SpellMenu.html>
- <http://webster.commnet.edu/grammar/spelling.htm>
- <http://www.sentex.net/~mmcadams/spelling.html>
- <http://www.brad.ac.uk/acad/civeng/skills/spelling.htm>
- <http://www.spelling.hemscott.net/>

---

---

## Spelling Tips

1. Remember Spelling Rules (these work with few exceptions)
  - a. “i” before “e”, *except* after “c”  
**OR** when the above letter combination sounds like an “a” (as in “**Ne**ighbor” or **W**eigh”)
    - Exception: **Ne**iman Marcus
  - b. “q” is followed by “u”
2. Listen carefully. However, spelling errors may result from listening to poor enunciation. Pronounce the word correctly. Spell it by syllables. For example:
  - a. In-de-pen-dent
  - b. Con-tent
  - c. Gov-ern-ment
3. Make a list of words that cause you difficulty. Be sure to spell the words correctly. Review your list as often as necessary in order to visualize and memorize the correct spelling.
4. Use memory tricks that can help you remember the correct spelling of tricky words. For example:
  - Piece → a piece of **pie**
  - Desert → Sahara (one “s”)
  - Dessert → Strawberry Shortcake (two “s’s”)
  - Angel → Heavenly
  - Angle → 90 Degrees
  - ◆ The best tricks are the ones you think of yourself to help you remember how to spell the words that are causing the most problems.
5. Read widely. Read the directory.