

EB01

The English Alphabet

The alphabet A-Z

<u>A a</u>	<u>B b</u>	<u>C c</u>	<u>D d</u>	<u>E e</u>	<u>F f</u>	<u>G g</u>	<u>H h</u>
<u>I i</u>	<u>J j</u>	<u>K k</u>	<u>L l</u>	<u>M m</u>	<u>N n</u>	<u>O o</u>	<u>P p</u>
<u>Q q</u>	<u>R r</u>	<u>S s</u>	<u>T t</u>	<u>U u</u>	<u>V v</u>	<u>W w</u>	<u>X x</u>
<u>Y y</u>	<u>Z z</u>						

Vowels

A **E** **I** **O** **U**

Short sound

Aa reads a a a ant cap	Ee reads e e e egg leg	Ii reads i i i ink bin	Oo reads o o o octopus cop	Uu reads u u u umbrella cup
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Long sound

Aa reads ey ey ey yu cape cute	Ee reads ii i Pete meet	Ii reads ay ay ay Mike ride bike	Oo reads ow ow ow old goat rope	Uu reads yu yu Duke Luke
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Consonants

B	C	D	F	G	H	J	K
L	M	N	P	Q	R	S	T
V	W	X	Y	Z			

The Rhyming Alphabet

The following letters rhyme with each other:-

ä sound	ë sound	e sound	ï sound	o	yü sound	R Z
A	B	F	I		Q	
H	C	L	Y		U	
J	D	M			W	
K	E	N				
	G	S				
	P	X				
	T					
	V					

The Phonetic Alphabet

When spelling (especially over the phone) use the phonetic alphabet to avoid confusion.

A	Alpha	B	Bravo
C	Charlie	D	Delta
E	Echo	F	Foxtrot

G	Golf	H	Hotel
I	India	J	Juliet
K	Kilo	L	Lima
M	Mike	N	November
O	Oscar	P	Papa
Q	Quebec	R	Romeo
S	Sierra	T	Tango
U	Uniform	V	Victor
W	Whisky	X	X-Ray
Y	Yankee	Z	Zulu

Common Symbols

Symbol	Word (common term in brackets)
.	full stop
,	comma
?	question mark
!	exclamation mark
:	colon
;	semi-colon
-	hyphen (dash)
&	ampersand
/	virgule (forward slash)
\	reversed virgule (backward slash)
@	at
#	hash
£	pound symbol
€	euro symbol
\$	dollar symbol
'	apostrophe
~	tilde
*	asterisk
´	acute accent
˘	grave accent
"	quotation mark

()	left / right parentheses
[]	left / right square bracket
{ }	left / right brace
< >	left / right angle bracket

Capitalisation

When spelling a word for someone it is sometimes necessary to let the person know when letters need to be written in **CAPITALS** and when they need to be written **small**.

["How do you spell UNESCO please?"](#)

"**Capital** U-N-E-S-C-O."

"How do you spell T-Online please?"

"**Capital T dash capital O small** n-l-i-n-e."

"How do you spell 1&1 Profi please?"

"The number one then an **ampersand** another one, followed by **capital P small** r-o-f-i."