

# Complete Rules for Scoring Correct Letter Sequences

## Omissions. When required letters are not written.

goat		
written as		
goat	$^g^o^a^t^$	CLS = 5
got	$^g^o t^$	CLS = 3
gt	$^g t^$	CLS = 2

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## Double Letters. When one letter in a double letter combination (tt, ll, oo) is omitted, it usually works best to count treat the first as the first of the 2 letters.

cool		
written as		
cool	$^c^o^o^l^$	CLS = 5
col	$^c^o l^$	CLS = 3
fell		
written as		
fell	$^f^e^l^l^$	CLS = 5
fel	$^f^e^l^$	CLS = 3

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## Insertions. When extra letters are written.

top		
written as		
top	$^t^o^p^$	CLS = 4
tope	$^t^o^p e^$	CLS = 3
toap	$^t^o a p^$	CLS = 3
taped		
written as		
taped	$^t^a^p^e^d^$	CLS = 6
tapped	$^t^a^p p e^d^$	CLS = 5
tapped	$^t^a^p p i e^d^$	CLS = 5

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## Capitalized Words Proper nouns must be capitalized.

July		
written as		
July	$^J^u^l^y^$	CLS = 5
july	$j u^l^y^$	CLS = 3

Fred  
 written as  
 Fred             $\wedge F \wedge r \wedge e \wedge d \wedge$     CLS = 5  
 fred              $f r \wedge e \wedge d \wedge$         CLS = 3

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**Hyphenated Words The hyphen is counted as a letter.**

re-aim  
 written as  
 re-aim         $\wedge r \wedge e \wedge - \wedge a \wedge i \wedge m \wedge$     CLS = 7  
 re aim         $\wedge r \wedge e \wedge a \wedge i \wedge m \wedge$         CLS = 5

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**Abbreviations A period(s) contained within the word is counted as a letter.**

Mrs.  
 written as  
 Mrs.             $\wedge M \wedge r \wedge s \wedge . \wedge$         CLS = 5  
 Mrs              $\wedge M \wedge r \wedge s$             CLS = 3

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**Apostrophes Are Counted As Letters**

won't  
 written as  
 won't          $\wedge w \wedge o \wedge n \wedge ' \wedge t \wedge$         CLS = 6  
 wont           $\wedge w \wedge o \wedge n \wedge t \wedge$         CLS = 4

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**Incorrect Splits. When single words are written as two or more words, each space results in the loss of 1 CLS.**

iceberg  
 written as  
 iceberg         $\wedge i \wedge c \wedge e \wedge b \wedge e \wedge r \wedge g \wedge$     CLS = 8  
 ice berg         $\wedge i \wedge c \wedge e \wedge b \wedge e \wedge r \wedge g \wedge$     CLS = 7