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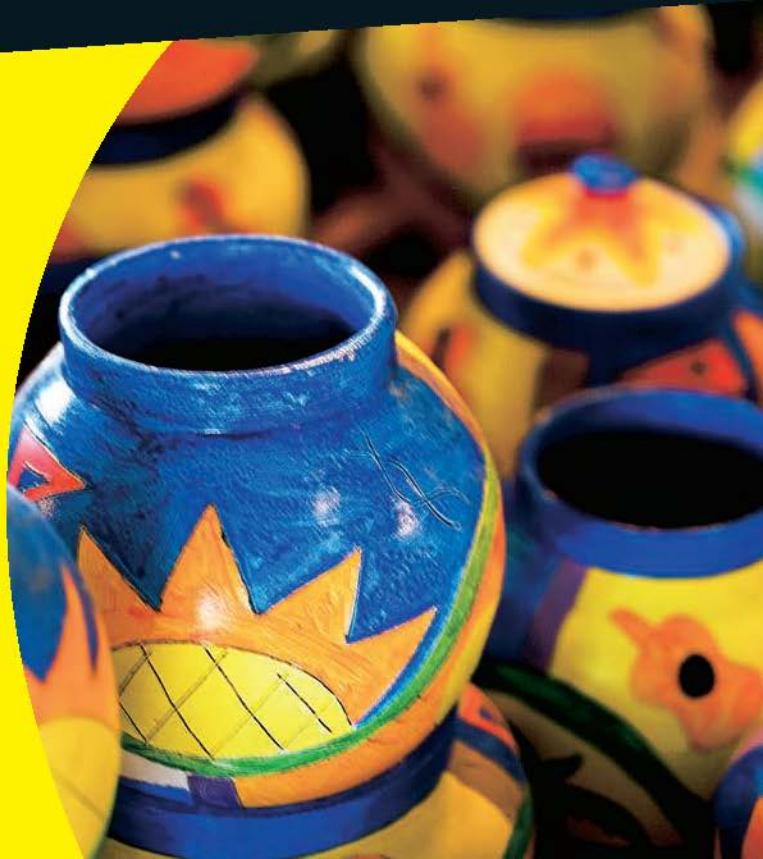
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- Spanish For Dummies
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Spanish
ALL-IN-ONE
FOR
DUMMIES®

**by Cecie Kraynak
with Gail Stein, Susana Wald,
Jessica M. Langemeier, Berlitz**



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Dedication

To my children, Nick and Ali, who have opened my eyes anew through their explorations of Spanish language and culture and who make great travel companions. — Cecie Kraynak

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Introduction

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Gaining mastery over your first language is as easy as learning to walk. One day it's all goo-goo gaga, and the next you're stringing together words like a born orator. Picking up a second language, particularly when you're not immersed in it, is quite a bit more challenging. You have to set aside the conventions of your own language and get up to speed on new rules, structures, and vocabulary all at the same time.

Sure, you can pick up a handful of phrases overnight and perhaps recite the alphabet and count to ten by the end of the week, but that's not going to get you through a normal dinner conversation or enable you to understand foreign soap operas. You need some serious training to reach that point. Fortunately, *Spanish All-in-One For Dummies*, along with some practice, can get you there.

About This Book

Spanish All-in-One For Dummies is a comprehensive guide to acquiring Spanish as a second (or third or fourth or fifth) language that delivers the information and instruction in easily digestible, bite-sized chunks. It's the closest thing to a Spanish language immersion program you can get off a bookshelf — addressing both spoken and written Spanish and presenting it in the context of real-life situations. Think of it as your own personal tutor, reference book, and workbook all rolled into one.

This book is not a class that you have to drag yourself to twice a week for a specified period of time. You can use *Spanish All-in-One For Dummies* however you want to, whether your goal is to pick up a few common words and phrases, write a Spanish-speaking pen pal, or travel to a Spanish-speaking country. We set no timetable, so proceed at your own pace, reading as much or as little at a time as you like. You don't have to trudge through the chapters in order, either; just read the sections that interest you.

And don't forget to practice by using the CD at the back of this book for help in pronunciation. The only way to really know and love a language is to speak it. Throughout the book, we give you lots of words, phrases, and dialogues,

complete with pronunciations. Only a sampling of them are on the CD, but we've provided a broad selection that should serve most of your basic needs.

Conventions Used in This Book

To make this book easy for you to navigate, we've set up a couple of conventions:

- ✓ Spanish terms are set in **boldface** to make them stand out.
- ✓ English pronunciations, set in *italics*, accompany the Spanish terms.
- ✓ Whenever we include the phonetic pronunciation of a Spanish word, we also use italics to denote any stress you add to that word. (See Book 1, Chapter 1 for more on pronunciation and stress.)
- ✓ As you begin to use this book, you will no doubt notice that we chose a rather conventional method to introduce the different verb conjugations — a *conjugation box*, which looks like this:

pedir (e to i) (<i>to ask for</i>)	
pedo	pedimos
pides	pedís
pide	piden

This handy little tool acts like a mental billboard. It displays the Spanish verb, its English meaning, and then conjugates the verb, presenting the three singular conjugations in the left column (for I; you informal singular; and he, she, it/you formal singular) and the three plural conjugations (we, you informal plural, and they/you formal plural) in the right column. Some even include an example sentence below the conjugations at no extra charge.

- ✓ **Vocabulary chart:** Vocabulary charts provide a quick rundown of common words or expressions, typically providing the Spanish word in the left column with its English equivalent in the right column. In some cases, the charts contain additional columns to illustrate different forms, such as a present participle.

Language learning is a peculiar beast, so this book includes a few elements that other *For Dummies* books don't, such as the Talkin' the Talk dialogue. One of the best ways to learn a language is to see and hear how it's used in conversation, so we include dialogues throughout Books I and IV. The

dialogues come under the heading “Talkin’ the Talk” and show you the Spanish phrases, the pronunciation, and the English translation.

Also note that because each language has its own ways of expressing ideas, the English translations that we provide for the Spanish terms may not be exactly literal. We want you to know the gist of what’s being said, not just the words that are being said. For example, you can translate the Spanish phrase **de nada** (deh nah-dah) literally as *of nothing*, but the phrase really means *you’re welcome*. This book gives the *you’re welcome* translation.

Foolish Assumptions

To write this book, we had to make some assumptions about who you are and what you want from a book called *Spanish All-in-One For Dummies*. Here are the assumptions we’ve made about you:

- ✓ You know little or no Spanish — or if you took a Spanish class some years ago, you don’t recall much of what you knew.
- ✓ You’re looking for more than your average conversational Spanish lesson, but you want that, too.
- ✓ You want to have fun and pick up a little bit of Spanish at the same time.

If these statements apply to you, you’ve found the right book!

How This Book is Organized

This book is actually six books in one, each of which tackles Spanish and Spanish language acquisition in a different way. In the following sections, we provide a brief description of what you can expect to find in each book.

Book 1: Speaking in Everyday Settings

This book focuses on the spoken word and allows you to get your feet wet and wade in slowly. We begin with the bare basics, including some guidance on proper pronunciation; introduce words for numbers, colors, dates, and time; show you how to initiate conversations with greetings and small talk; and then place you in various situations where you pick up Spanish in everyday settings, including grocery stores, restaurants, department stores, and even in emergency situations.

Book II: Grasping Basic Grammar Essentials

In Book II, we get more formal as we introduce you to the various rules and regulations that govern the Spanish language. Don't worry, we start out very slowly with the building blocks — the parts of speech, including nouns, verbs, adjectives, and adverbs — before moving on to slightly more involved topics like conjugating verbs in the simple past, present, and future tenses. In very short order, you'll be constructing your own original expressions in complete sentences! You also discover how to ask questions, spice up your expressions with adjectives and adverbs, and build your own prepositional phrases.

Book III: Mastering More Advanced Grammar Essentials

Consider this book a more advanced course in Spanish grammar than Book 2. Here, you discover how to issue commands with the imperative mood, take action on object pronouns, talk about yourself with the reflexive, wish and hope with the subjunctive, and double the number of verb tenses with the helping verb **haber**.

Book IV: Spanish at Work

Even if you're fairly fluent in everyday Spanish, you may have trouble communicating with customers or colleagues at work because the words and phrases you need so specific to your line of work. To assist you with your Spanish on the job, we've included several chapters that deal with various professions and workplace scenarios:

- ✓ Healthcare workers
- ✓ Law enforcement professionals
- ✓ Educators and administrators
- ✓ Banking and financing professionals
- ✓ Office workers
- ✓ Hotel and restaurant managers
- ✓ Builders, mechanics, and factory workers
- ✓ Real estate professionals
- ✓ Gardeners and landscapers

Book V: Appendices

At the very back of this book, just before the index, we provide four appendices for quick reference:

- ✓ **Appendix A:** Verb conjugations for regular and irregular verbs
- ✓ **Appendix B:** Spanish-to-English dictionary
- ✓ **Appendix C:** English-to-Spanish dictionary
- ✓ **Appendix D:** About the CD

Icons Used in This Book

You may be looking for particular information while reading this book. To make certain types of information easier for you to find, we've placed the following icons in the left-hand margins throughout the book:



This icon highlights tips that can make learning Spanish easier.



Languages are full of quirks that may trip you up if you're not prepared for them. This icon points to discussions of these weird grammar rules.



If you're looking for information and advice about culture and travel, look for these icons. They draw your attention to interesting tidbits about the countries in which Spanish is spoken.



The audio CD that comes with this book gives you the opportunity to listen to real Spanish speakers so that you can get a better understanding of what Spanish sounds like. This icon marks the Talkin' the Talk dialogues you can find on the CD.



Remember icons call your attention to important information about the language — something you shouldn't neglect or something that's out of the ordinary. Don't ignore these paragraphs.

Where to Go from Here

Like all *For Dummies* books, this one is designed for a skip-and-dip approach. You can skip to any chapter or section that catches your eye and find a mini-lesson on the topic du jour. If you've never had any instruction in Spanish or much exposure to it, we encourage you to begin with the first four chapters of Book I. These chapters form the foundation on which you can start building your knowledge.

Books I and IV present a more conversational, situational approach, for when you need to know a few key words and phrases and you don't have time for the rules or you need some specialized vocabulary you can't find anywhere else.

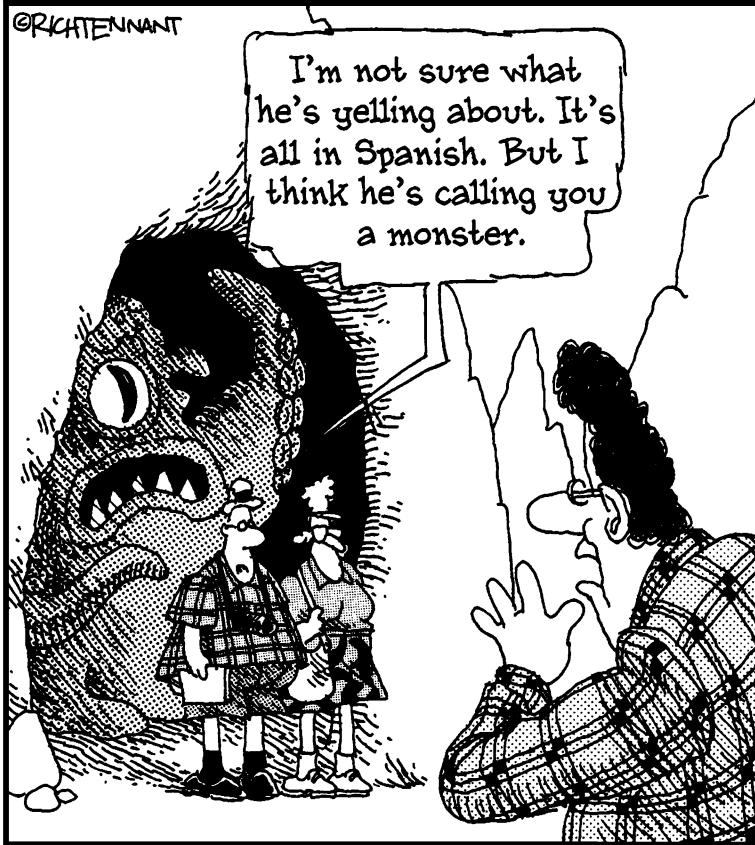
When you do have time for the rules, spend some time cozying up to Books II and III, where true Spanish mastery is laid and hatched. This stuff is the meat-and-potatoes Spanish . . . or should we say rice and beans?

Book I

Speaking in Everyday Settings

The 5th Wave

By Rich Tennant



In this book . . .

When you're just getting started with a new language, sampling a few appetizers can whet your appetite for more. In this book, we warm you up with some basics, including rules on pronunciation and stress (without stressing you out too much). We cover numbers, colors, dates, and time; engage you in some Spanish small talk; and then place you in common situations in which you pick up the language quite naturally.

Here are the contents of Book I at a glance:

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Chapter 1

Warming Up with the Bare Basics

In This Chapter

- ✓ Recognizing the little Spanish you know
- ✓ Pronouncing the Spanish alphabet
- ✓ Adding stress to the correct syllables
- ✓ Utilizing Spanish punctuation and pause-filters

The learning curve for Spanish is steep enough to give most people vertigo and convince some people to throw in the towel before their first conversation. The key to success in acquiring any language, even your first language, is to take baby steps. Start slowly and try to gain some momentum.

This chapter starts you out very gradually, introducing you to the Spanish language by pointing out some words and phrases you're probably already familiar with, leading you through the process of reciting your Spanish ABCs and then encouraging you to stretch your abilities by reaching for some words and phrases that may not be so familiar.

Starting with What You Already Know

The English language is ever evolving. It evolved from other older languages and continues to be influenced by other languages old and new. As a result, English has many words that are identical or very similar to foreign words. These words can cause both delight and embarrassment. The delight comes in the words that look and sound alike and have similar meanings. The embarrassment comes from words that have the same roots but mean completely different things.

Among the delightful similarities are words like **soprano** (soh-prah-noh) (*soprano*), **pronto** (prohn-toh) (*right away; soon*), and thousands of others that differ by just one or two letters such as **conclusión** (kohn-kloo-see-ohn)

(*conclusion*), **composición** (kohm-poh-see-see-ohn) (*composition*), **invención** (een-bvehn-see-ohn) (*invention*), and **presidente** (preh-see-dehn-teh) (*president*).

Don't let the false cognates fool ya

False cognates are words in different languages that look very similar and even have the same root yet mean completely different things. One that comes to mind is the word *actual*. In English, *actual* means *real; in reality; or the very one*. Not so in Spanish. **Actual** (ahk-tooahl) in Spanish means *present; current; belonging to this moment, this day, or this year*. When you say *the actual painting* in English, you're referring to the real one — the very one people are looking at or want to see. But, when you say **la pintura actual** (lah peen-too-rah ahk-tooahl) in Spanish, you're referring to the painting that belongs to the current time, the one that follows present day trends — a modern painting.

Another example is the adjective *embarrassed*. In English, *embarrassed* means *ashamed*. In Spanish, **embarazada** (ehm-bvah-rah-sah-dah) comes from the same root as the English word, but it's almost exclusively used to mean *pregnant*. So you can say in English that you're a little *embarrassed*, but in Spanish you can't be just a little **embarazada**. Either you're pregnant or you're not.

Noting common similarities

Word trouble ends at the point where a word originating in English is absorbed into Spanish or vice versa. The proximity of the United States to Mexico produces a change in the Spanish spoken there. An example is the word *car*. In Mexico, people say **carro** (kah-rroh). In South America, on the other hand, people say **auto** (ahoo-toh). In Spain, people say **coche** (koh-cheh). Here are just a few examples of Spanish words that you already know because English uses them, too:

- ✓ You've been to a **rodeo** (roh-deh-oh) or a **fiesta** (fee-ehs-tah).
- ✓ You've probably taken a **siesta** (see-ehs-tah) or two.
- ✓ You probably know at least one **señorita** (seh-nyoh-ree-tah), and you surely have an **amigo** (ah-mee-goh). Maybe you'll see him **mañana** (mah-nyah-nah).
- ✓ You already know the names of places like **Los Angeles** (lohs ahn-Heh-lehs) (*the angels*), **San Francisco** (sahn frahn-sees-koh) (*St. Francis*), **La Jolla** (la Hoh-yah) (*the jewel*), and **Florida** (floh-ree-dah) (*the blooming one*).

- ✓ You've had a **tortilla** (tohr-tee-yah), **taco** (tah-koh), or **burrito** (bwoo-rree-toh).
- ✓ You fancy the **tango** (tahn-goh), **bolero** (bvo-leh-roh), or **rumba** (room-bvah).

Book I
Speaking
in Everyday
Settings

Reciting Your ABC's

Correct pronunciation is key to avoiding misunderstandings. The following sections present some basic guidelines for proper pronunciation.



Next to the Spanish words throughout this book, the pronunciation is in parentheses (*pronunciation brackets*). Within the pronunciation brackets, we separate all the words that have more than one syllable with a hyphen, like this: (*kah-sah*). An italicized syllable within the pronunciation brackets tells you to stress that syllable. We say much more about stress later in this chapter.

In the following section we comment on some letters of the alphabet from the Spanish point of view. The aim is to help you to understand Spanish pronunciations. Here is the basic Spanish alphabet and its pronunciation:

a (ah)	b (bveh)	c (seh)	d (deh)
e (eh)	f (<i>eh-feh</i>)	g (Heh)	h (ah-cheh)
i (ee)	j (<i>Hoh-tah</i>)	k (kah)	l (eh-leh)
m (<i>eh-meh</i>)	n (<i>eh-neh</i>)	ñ (<i>eh-nyeh</i>)	o (oh)
p (peh)	q (koo)	r (<i>eh-reh</i>)	s (<i>eh-seh</i>)
t (teh)	u (oo)	v (bveh)	w (<i>doh-bleh</i> bveh) (<i>oo-bveh</i> <i>doh-bvleh</i>) (Spain)
x (<i>eh-kees</i>)	y (<i>ee-gree-eh-gah</i>)	z (<i>seh-tah</i>)	

Spanish also includes some double letters in its alphabet: **ch** (cheh), **ll** (*eh-yeah* or *ye*), and **rr** (*a trilled r*).

We don't go through every letter of the alphabet in the sections that follow, only those that you use differently in Spanish than in English. The differences can lie in pronunciation or the way they look, or in the fact that you seldom see the letters/don't pronounce them at all.

Consonants

Consonants tend to sound the same in English and Spanish. Only a few consonants in Spanish differ from their English counterparts. The following sections look more closely at the behavior and pronunciation of these consonants.



Inside the Spanish-speaking world, consonants may be pronounced differently than in English. For example, in Spain the consonant **z** is pronounced like the *th* in the English word *thesis*. (Latin Americans don't use this sound; in all other Spanish-speaking countries, **z** and **s** sound the same.)

In the Spanish speaker's mind, a consonant is any sound that needs a vowel next to it when you pronounce it. For example, saying the letter **t** by itself may be difficult for a Spanish speaker. To the Spanish ear, pronouncing **t** sounds like "te" (teh). Likewise, the Spanish speaker says **ese** (eh-seh) when pronouncing the letter **s**.

The letter K

In Spanish, the letter **k** is used only in words that have their origin in foreign languages. More often than not, this letter is seen in **kilo** (kee-loh), meaning "thousand" in Greek. An example is **kilómetro** (kee-loh-meh-troh) (*kilometer*) — a thousand-meter measure for distance.

The letter H

In Spanish, the letter **h** is always mute unless it follows **c** as in **ch** (cheh), discussed earlier in this chapter. Following are some examples of the Spanish **h**:

- ✓ **hada** (ah-dah) (*fairy*)
- ✓ **hola** (oh-lah) (*Hello*)
- ✓ **huevo** (ooeh-bvoh) (*egg*)

The letter J

The consonant **j** sounds like a guttural **h**. Normally, you say **h** quite softly, as though you were just breathing out. Now, say your **h** but gently raise the back of your tongue as if you were saying **k**. Push the air out real hard, and you get the sound. Try it! There — it sounds like you're gargling, doesn't it?

To signal that you need to make this sound, we use a capital letter **H** within the pronunciation brackets. Now try the sound out on these words:

- ✓ **Cajamarca** (kah-Hah-mahr-kah) (the name of a city in Peru)
- ✓ **cajeta** (kah-Heh-tah) (a delicious, thick sauce made of milk and sugar)
- ✓ **cajón** (kah-Hohn) (big box)

- ✓ **jadeo** (Hah-deh-oh) (*panting*)
- ✓ **Jijón** (Hee-Hohn) (the name of a city in Spain)
- ✓ **jota** (Hoh-tah) (the Spanish name for the letter j; also the name of a folk dance in Spain)
- ✓ **tijera** (tee-Heh-rah) (*scissors*)

The letter C

The letter **c**, in front of the vowels **a**, **o**, and **u**, sounds like the English **k**. We use the letter **k** in the pronunciation brackets to signal this sound. Following are some examples:

- ✓ **acabar** (ah-kah-bvahr) (*to finish*)
- ✓ **café** (kah-feh) (*coffee*)
- ✓ **casa** (kah-sah) (*house*)
- ✓ **ocaso** (oh-kah-soh) (*sunset*)

When the letter **c** is in front of the vowels **e** and **i**, it sounds like the English **s**. In the pronunciation brackets, we signal this sound as **s**. Following are some examples:

- ✓ **acero** (ah-seh-roh) (*steel*)
- ✓ **cero** (seh-roh) (*zero*)
- ✓ **cine** (see-neh) (*cinema*)

In much of Spain — primarily the northern and central parts — the letter **c** is pronounced like the **th** in *thanks* when placed before the vowels **e** and **i**.



The letters S and Z

In Latin American Spanish, the letters **s** and **z** always sound like the English letter **s**. We use the letter **s** in the pronunciation brackets to signal this sound. Following are some examples:

- ✓ **asiento** (ah-seeehn-toh) (*seat*)
- ✓ **sol** (sohl) (*sun*)
- ✓ **zarzuela** (sahr-sooeh-lah) (*Spanish-style operetta*)

In Spain, **z** also has the sound of the **th** in *thanks*, rather than the **s** sound prevalent in Latin America.



The letters *B* and *V*

The letters **b** and **v** are pronounced the same, the sound being somewhere in-between the two letters. This in-between is a fuzzy, bland sound — closer to **v** than to **b**. If you position your lips and teeth to make a **v** sound, and then try to make a **b** sound, you have it. To remind you to make this sound, we use **bv** in our pronunciation brackets, for both **b** and **v**. Here are some examples:

- ✓ **cabeza** (kah-*bveh-sah*) (*head*)
- ✓ **vida** (b*vee-dah*) (*life*)
- ✓ **violín** (b*veeh-leen*) (*violin*)

The letter *Q*

Spanish doesn't use the letter **k** very much; when the language wants a **k** sound in front of the vowels **e** and **i**, it unfolds the letter combination **qu**. So when you see the word **queso** (keh-soh) (*cheese*), you immediately know that you say the **k** sound. Here are some examples of the Spanish letter combination **qu**, which we indicate by the letter **k** in pronunciation brackets. Check out these examples:

- ✓ **Coquimbo** (koh-keem-*bvoh*) (*the name of a city in Chile*)
- ✓ **paquete** (pah-keh-teh) (*package*)
- ✓ **pequeño** (peh-keh-nyoh) (*small*)
- ✓ **tequila** (teh-kee-lah) (*Mexican liquor, spirits*)

The letter *G*

In Spanish the letter **g** has a double personality, like the letter **c**. When you combine the letter **g** with a consonant or when you see it in front of the vowels **a**, **o**, and **u**, it sounds like the **g** in *goose*. Here are some examples:

- ✓ **begonia** (b*veh-goh-neeah*) (*begonia*)
- ✓ **gato** (gah-toh) (*cat*)
- ✓ **gracias** (grah-seeahs) (*thank you*)

The **g** changes personality in front of the vowels **e** and **i**. It sounds like the Spanish **j**, which we signal with the capital **H** in our pronunciation brackets.

- ✓ **agenda** (ah-*Hehn-dah*) (*agenda; date book*)
- ✓ **gerente** (Heh-rehn-teh) (*manager*)

To hear the sound **g** (as in *goat*) in front of the vowels **e** and **i**, you must insert a **u**, making **gue** and **gui**. To remind you to make the goat sound (**g**, not “mmehehe”) we use **gh** in our pronunciation brackets. Some examples:

- ✓ **guía** (*ghee-ah*) (*guide*)
- ✓ **guiño** (*ghee-nyoh*) (*wink*)
- ✓ **guerra** (*gheh-rrah*) (*war*)

Double consonants

Spanish has two double consonants: **ll** and **rr**. They’re considered singular letters, and each has a singular sound. Because these consonants are considered singular, they stick together when you separate syllables. For example, the word **calle** (*kah-yeh*) (*street*) appears as **ca-ll-e**. And **torre** (*toh-rreh*), (*tower*) separates into **to-rre**.

The letter LL

The **ll** consonant sounds like the **y** in the English word *yes*, except in Argentina and Uruguay.



Argentineans and Uruguayans pronounce this consonant as the sound that happens when you have your lips pursed to say **s** and then make the **z** sound through them. Try it. Fun, isn’t it? But really, the sound isn’t that difficult to make, because you can find the English equivalent in words like *measure* and *pleasure*. The way you say those **s** sounds is exactly how **ll** is pronounced in Argentina and Uruguay.

Throughout this book, we use the sound like the English **y** in the word *yes*, which is how **ll** is pronounced in 18 of the 20 Spanish-speaking countries. In the pronunciation brackets, we use **y** to signal this sound.

Now try the **ll** sound, using the **y** sound, in the following examples:

- ✓ **brillo** (*bree-yoh*) (*shine*)
- ✓ **llama** (*yah-mah*) (*flame; also the name of an animal in Peru*)
- ✓ **lluvia** (*yoo-bveeah*) (*rain*)

The letter RR

The **rr** sounds like a strongly rolled **r**. In fact, every **r** is strongly rolled in Spanish, but the double one is the real winner. To roll an **r**, curl your tongue against the roof of your mouth as if you were pronouncing the double **d** in the word *ladder* and direct your outward airflow over the top of your tongue. This should cause the tongue to vibrate against the roof of your mouth, making the trill sound.



An easy way to make this sound is to say the letter **r** as though you were pretending to sound like an outboard motor. There. You have it!

Spanish speakers take special pleasure in rolling their **rrs**. One fun fact about **rr** is that no words begin with it. Isn't that a relief! In pronunciation brackets, we simply signal this sound as **rr**.

Play with these words:

- ✓ **carrera** (kah-rreh-rah) (*race; profession*)
- ✓ **correo** (koh-rreh-oh) (*mail, post*)
- ✓ **tierra** (teeeh-rrah) (*land*)

The letter Y

This letter represents sounds that are very similar to those of **ll**. The people of both Argentina and Uruguay pronounce this sound differently from the rest of Latin America. We advise that you pronounce it as the English **y** in *yes* and *you*. In the pronunciation brackets, we signal this sound as **y**. Following are some examples:

- ✓ **playa** (plah-yah) (*beach*)
- ✓ **yema** (yeh-mah) (*yolk; also fingertip*)
- ✓ **yodo** (yoh-doh) (*iodine*)



In Spanish, the letter **y** is never a vowel, always a consonant.

The letter Ñ

When you see a wiggly line on top of the letter **n** that looks like **ñ**, use the **ny** sound that you use for the English word *canyon*. The wiggly line is called a *tilde* (teel-deh). In pronunciation brackets, we show this sound as **ny**. Here are some examples:

- ✓ **cuñado** (koo-nyah-doh) (*brother-in-law*)
- ✓ **mañana** (mah-nyah-nah) (*tomorrow*)
- ✓ **niña** (nee-nyah) (*girl*)

Vowels

If you want your Spanish to sound like a native's, you have to concentrate on your vowels. The biggest difference between English and Spanish is almost certainly in the way the vowels are written and pronounced. By now, you may be well aware that one vowel in English can have more than one sound.

Look, for instance, at *fat* and *fate*. Both words have the vowel **a**, but they're pronounced much differently from each other. The good news is that in Spanish, you always say the vowels one way and one way only.

The upcoming sections discuss the five vowels — which are the only vowel sounds in Spanish. They're **a** (ah), **e** (eh), **i** (ee), **o** (oh), and **u** (oo). Spanish sees each of these vowels by itself and makes other sounds by combining the vowels in pairs.



The Spanish vowels **a**, **e**, **i**, **o**, and **u** are pronounced staccato, as in the music notation that requires you to hit a note with a short, hard stroke with no trailing sound. For example, although English speakers would pronounce *trail* almost like "tray-ill," Spanish speakers would never draw out the vowel sound. They would still pronounce the long **a**, but it would stop short, more like *trehl*.

The vowel A

As children, almost everybody sings the ABC's. In Spanish, the English **a** that starts off the song is pronounced *ah*. The easiest way to remember how to pronounce the letter **a** in Spanish is to sing the chorus of the Christmas carol "Deck the Halls" to yourself. You remember the chorus, don't you? Fa la la la la, la la, la la. We write this sound as **ah** in the pronunciation brackets.

Following are some sample words to practice. Remember that you pronounce each and every **a** exactly the same way.

- ✓ **Caracas** (kah-rah-kas) (a city in Venezuela)
- ✓ **mapa** (mah-pah) (*map*)
- ✓ **Guadalajara** (gooah-dah-lah-Hah-rah) (a city in Mexico)

The vowel E

To get an idea of how the Spanish **e** sounds, smile gently, open your mouth a bit and say "eh." The sound should be like the **e** in the English word pen. In our pronunciation brackets, this vowel appears as **eh**. Try these:

- ✓ **pelele** (peh-leh-leh) (*rag doll; puppet*)
- ✓ **pelo** (peh-loh) (*hair*)
- ✓ **seco** (seh-koh) (*dry*)

The vowel I

In Spanish the vowel **i** sounds like the **ee** in *seen*, but just a touch shorter. To give you an example, when English speakers say *feet* or *street*, the Spanish speaker hears what sounds like almost two **i**'s. We signal this sound as **ee** in our pronunciation brackets. Following are some examples:

- ✓ **irritar** (ee-rree-tahr) (*to irritate*)
- ✓ **piña** (pee-nyah) (*pineapple*)
- ✓ **pintar** (peen-tahr) (*to paint*)

The vowel O

The Spanish put their mouths in a rounded position, as if to breathe a kiss over a flower, and keeping it in that position, say o. It sounds like the o in *floor*, but a bit shorter. We signal this sound as **oh** in the pronunciation brackets. Try practicing the sound on these words:

- ✓ **coco** (koh-koh) (*coconut*)
- ✓ **Orinoco** (oh-ree-noh-koh) (*a river in Venezuela*)
- ✓ **Oruro** (oh-roo-roh) (*a city in Bolivia*)
- ✓ **toronja** (toh-rohn-Hah) (*grapefruit*)

The vowel U

The fifth and last vowel in Spanish is the u, and it sounds like the oo in *moon* or *raccoon*, but just a touch shorter. Oo, we think you've got it! We write this sound as **oo** in the pronunciation brackets. Here are some examples of the u sound:

- ✓ **cuna** (koo-nah) (*cradle*)
- ✓ **cuñado** (koo-nyah-doh) (*brother-in-law*)
- ✓ **cúrcuma** (koor-koo-mah) (*turmeric*)
- ✓ **curioso** (koo-reeoh-soh) (*curious*)
- ✓ **fruta** (froo-tah) (*fruit*)
- ✓ **luna** (loo-nah) (*moon*)
- ✓ **tuna** (too-nah) (*prickly pear*)

Diphthongs

Diphthong comes from Greek, where **di** means *two*, and **thong** comes from a very similar word meaning *sound* or *voice*. (Don't worry, we had to look it up in the dictionary ourselves.) Very simply, it means "double sound." There. That's easier.

The Spanish word is **diptongo** (deep-tohn-goh). **Diptongos** are the combination of two vowels, from the Spanish-speaking point of view. For instance, **i** and **o** combine to make **io** as in **patio** (*pah-teeoh*) (*courtyard or patio.*)

Joining the weak to the strong



Diptongos are always made up of a weak and a strong vowel. Calling vowels “weak” or “strong” is a convention of the Spanish language. To the Spanish-speaker, **i** and **u** are weak vowels, leaving **a**, **e**, and **o** as strong ones. The convention comes from the fact that the so-called strong vowel is always dominant in the diphthong.



To visualize this weak or strong concept, consider a piccolo flute and a bass horn. The sound of the piccolo is definitely more like the Spanish **i** and **u**, and the base horn sounds more like the Spanish **a**, **e**, and especially **o**.

Any combination of one strong and one weak vowel is a **diptongo** (deep-tohn-goh), which means that they belong together in the same syllable. In fact, they’re not only together, they’re stuck like superglue; they can’t be separated.

In the **diptongo**, the stress falls on the strong vowel (more about stress later in this chapter). An accent mark alerts you when the stress falls on the weak vowel. In the combination of two weak vowels, the stress is on the second one. Try these examples of diphthongs:

- ✓ **bueno** (bvooh-noh) (*good*)
- ✓ **cuando** (kooahn-doh) (*when*)
- ✓ **fiar** (feeahr) (*to sell on credit*)
- ✓ **fuera** (fooeh-rah) (*outside*)
- ✓ **suizo** (sooee-soh) (*Swiss*)
- ✓ **viudo** (bveeoo-doh) (*widower*)

Separating the strong from the strong

When two strong vowels are combined, they don’t form a diphthong. Instead, the vowels retain their separate values, so you must put them into separate syllables. Here are some examples:

- ✓ **aorta** (ah-ohr-tah) (*aorta*) (*See! Just as in English!*)
- ✓ **feo** (feh-oh) (*ugly*)
- ✓ **marea** (mah-reh-ah) (*tide*)
- ✓ **mareo** (mah-reh-oh) (*dizziness*)

Did you notice in the previous list how changing one letter, in **marea** and **mareo**, for example, can change the meaning of a word? This letter phenomenon occurs in Spanish, just as in English. Finding such words is fun. In the case of the previous list, at least the two words come from the same root **mar** (mahr) (*sea*). And, associating the tide to one's dizziness isn't all that difficult. But in other places you can have oceans of difference. Here are some more examples: **casa** (*kah-sah*) (*house*) and **cosa** (*koh-sah*) (*thing*); and **pito** (*pee-toh*) (*whistle*), **pato** (*pah-toh*) (*duck*), and **peto** (*peh-toh*) (*bib or breastplate*.)

Honing Your Pronunciation Skills

In Spanish, one syllable always gets more stress — that is, you say it louder than the others. In single-syllable words, finding the stress is easy. But many words have more than one syllable, and that's when the situation becomes . . . well, stressful.

Looking for stress in the usual places

Can you believe that you're looking for stress? In Spanish, the right stress at the right time is a good thing, and fortunately, stress in Spanish is easy to control. If you have no written accent, you have two rules to follow:

- ✓ You stress the word on the next to last syllable if it ends in a vowel, an **n**, or an **s**. Here are some examples:
 - **camas** (*kah-mahs*) (*beds*)
 - **mariposas** (*mah-ree-poh-sahs*) (*butterflies*)
 - **pollo** (*poh-yoh*) (*chicken*)
- ✓ You stress the word on the last syllable when it ends in a consonant that isn't an **n** or **s**. Look at these examples:
 - **cantar** (*kahn-tahr*) (*to sing*)
 - **feliz** (*feh-lees*) (*happy*)

If a word doesn't follow one of these two rules, it has an accent mark on it to indicate where you place the stress.



Adverbs ending in **-mente** (equivalent to the English *-ly*) have two stressed syllables, because they keep the stress of the root word and the stress in the suffix, **-mente**; for example, **generalmente** (*hehn-ehr-ahl-mehn-teh*). Many compound words also have two stressed syllables, as in the case of **eléctromagnético** (*ee-lehk-troh-mag-neh-tee-coh*).

Scouting out accented syllables



One good point about having the accent mark on a syllable is that you can tell immediately where the stress is just by looking at the word.



The accent mark doesn't affect how you pronounce the vowel, just which syllable you stress. Here are some examples of words with accent marks:

- ✓ **balcón** (bvahl-kohn) (*balcony*)
- ✓ **carácter** (kah-rahk-tehr) (*character, personality*)
- ✓ **fotógrafo** (foh-toh-grah-foh) (*photographer*)
- ✓ **pájaro** (pah-Hah-roh) (*bird*)

The accent mark isn't always an indication of stress on a syllable. It's also used in some single-syllable words to distinguish the meanings of two words that are otherwise identical; Table 1-1 gives you some examples:

Table 1-1 One-Syllable Words That Change Meaning Under Stress

Accented	Means	Unaccented	Means
dé	give (subjunctive of <i>dar</i>)	de	of/from
él	he, him	el	the
más	more	mas	but
mí	me	mi	my
sé	I know, be	se	one's self
sí	yes	si	if
té	tea	te	you
tú	you	tu	your
ívél	gol	ve	sees

Discovering accents on diphthongs

An accent in a diphthong shows you which vowel to stress. Take a look at these examples:

- ✓ ¡Adiós! (ah-deeohs) (*Good-bye!*)
- ✓ ¡Buenos días! (bvooh-nohs dee-ahs) (*Good morning!*)
- ✓ ¿Decía? (deh-see-ah) (*You were saying?*)
- ✓ tía (tee-ah) (*aunt*)

See “Diphthongs” earlier in this chapter for more on these vowel combos.

Getting Familiar with Punctuation Rules

You may notice unfamiliar punctuation in phrases like ¡**Buenos días!**, ¿**Decía?**, and ¡**Adiós!**? Spanish indicates the mood (or tone) of what you’re saying both at the beginning and at the end of the phrase that is a question or an exclamation, as in ¿**Decía?** (deh-seeah) (*You were saying?*) or ¡**Decía!** (dehsee-ah) (*You were saying!*).



As far as we know, Spanish is the only language that provides this sort of punctuation. However, this punctuation is very useful when you have to read something aloud because you know beforehand how to modulate your voice when the phrase is coming up. This punctuation is the verbal equivalent of making gestures, which you can see in the following examples:

- ✓ ¿**Dónde está?** (dohn-deh ehs-tah) (*Where is it?*)
- ✓ ¡**Qué maravilla!** (keh mah-rah-bvee-yah) (*How wonderful!*)

Brushing Up on Basic Phrases

The following phrases can get you through a number of awkward pauses as you think of the right word:

- ✓ ¡**Olé!** (oh-leh) (*Great!/Superb!/Keep going!*) This very Spanish expression is used during bullfights in Mexico and Peru.
- ✓ ¿**Quiubo?** (kee-oo-bvoh) (*Hello, what's happening?*)
- ✓ ¿**De veras?** (deh bveh-rahs) (*Really?*) This phrase signals slight disbelief.
- ✓ ¡**No me digas!** (noh meh dee-gahs) (*You don't say!*) This phrase also indicates disbelief.

Chapter 2

Uno, Dos, Tres: Numbers, Colors, Dates, and Time

• •

In This Chapter

- ✓ Counting to ten and beyond
 - ✓ Knowing your colors
 - ✓ Setting dates and writing them down
 - ✓ Figuring out what time it is
- •

Functioning in any language requires that you be able to recite your ABC's, count to ten, describe items in very basic terms, and deal with schedules and appointments.

Though Book I, Chapter 1 covers the ABC's, this chapter deals with all the other basics, including counting, naming your colors, naming the days of the week and months of the year, and telling time.

Counting with Ordinal and Cardinal Numbers

One of the first skills you acquire, usually long before you tackle kindergarten, is to count in your native language — it's one of the few skills that falls in both the language and math categories. Likewise, one of the first skills you need to pick up in Spanish is the ability to count, at least up to ten.

The following sections show you how to count in Spanish — both with cardinal numbers (*one, two, three*) and ordinal numbers (*first, second, third*).

Cardinal numbers

You can get by with asking for one thing, or more than one thing, or even some things . . . for a while. But eventually you'll want to ask for two things, or ten things, or even more. When numbers are important, you need to know how to say them, so we show you how to count from one to two million in Spanish:

Number	Spanish	Number	Spanish
0	cero (<i>seh-roh</i>)	17	diecisiete (<i>deeh-see-seeh-teh</i>)
1	uno (<i>oo-noh</i>)	18	dieciocho (<i>deeh-see-oh-choh</i>)
2	dos (<i>dohs</i>)	19	diecinueve (<i>deeh-see-nooeh-bveh</i>)
3	tres (<i>trehs</i>)	20	veinte (<i>bveheen-teh</i>)
4	cuatro (<i>kooah-troh</i>)	21	veintiuno (<i>bveheen-tee-oo-noh</i>)
5	cinco (<i>seen-koh</i>)	22	veintidós (<i>bveheen-tee-dohs</i>)
6	seis (<i>sehees</i>)	23	veintitrés (<i>bveheen-tee-trehs</i>)
7	siete (<i>seeeh-teh</i>)	24	veinticuatro (<i>bveheen-tee-cooah-troh</i>)
8	ocho (<i>oh-choh</i>)	25	veinticinco (<i>bveheen-tee-seen-koh</i>)
9	nueve (<i>nooeh-bveh</i>)	26	veintiséis (<i>bveheen-tee-sehees</i>)
10	diez (<i>deeehs</i>)	27	veintisiete (<i>bveheen-tee-seeeh-teh</i>)
11	once (<i>ohn-seh</i>)	28	veintiocho (<i>bveheen-tee-oh-choh</i>)
12	doce (<i>doh-seh</i>)	29	veintinueve (<i>bveheen-tee-nooeh-bveh</i>)
13	trece (<i>treh-seh</i>)	30	treinta (<i>treheen-tah</i>)
14	catorce (<i>cah-tohr-seh</i>)	40	cuarenta (<i>kooah-rehn-tah</i>)
15	quince (<i>keen-seh</i>)	50	cincuenta (<i>seen-kooehn-tah</i>)
16	dieciséis (<i>deeh-see-sehees</i>)	60	sesenta (<i>seh-sehn-tah</i>)

70	setenta (seh-tehn-tah)	900	novecientos (noh-bveh-seeehn-tohs)	Book I Speaking in Everyday Settings
80	ochenta (oh-chehn-tah)	1.000	mil (meel)	
90	noventa (noh-bvehn-tah)	2.000	dos mil (dohs meel)	
100	cien (ciento) (seeehn) (seeehn-toh)	100.000	cien mil (seeehn meel)	
101	ciento uno (seeehn-toh oo-noh)	1.000.000	un millón (oon mee-yohn)	
200	doscientos (doh-seeehn-tohs)	2.000.000	dos millones (dohs mee-yoh-nehs)	
500	quinientos (kee-neeehn-tohs)	1.000.000.000	mil millones (meel mee-yoh-nehs)	
700	setecientos (seh-teh-seeehn-tohs)	2.000.000.000	dos mil millones (dohs meel mee-yoh-nehs)	



English speakers generally write the number 1 in one short, downward stroke. In the Spanish-speaking world, however, the number 1 has a little hook on top, which makes it look like a 7. So, in order to distinguish a 1 from a 7, you put a line through the 7, which makes it look like this: 7.

Remember the following rules when using cardinal numbers in Spanish:

- ✓ **Uno (one)**, used only when counting, becomes **un** before a masculine noun and **una** before a feminine noun, whether the noun is singular or plural (for more about gender issues, check out Book II, Chapter 2):
 - **uno, dos, tres (one, two, three)**
 - **un niño y una niña (a boy and a girl)**
 - **sesenta y un dólares (61 dollars)**
 - **veintiuna (veinte y una) personas (21 people)**
- ✓ You use the conjunction **y (and)** only for numbers between 16 and 99. You don't use it directly after hundreds:
 - **ochenta y ocho (88)**
 - **doscientos treinta y siete (237)**
- ✓ You generally write the numbers 16 through 19 and 21 through 29 as one word. The numbers 16, 22, 23, and 26 have accents on the last syllable:
 - 16: **dieciséis**
 - 22: **veintidós**

- 23: **veintitrés**
- 26: **veintiséis**

✓ When used before a masculine noun, **veintiún** (21) has an accent on the last syllable:

- **veintiún días** (*21 days*)
- **veintiuna semanas** (*21 weeks*)

✓ Ciento (100) becomes cien before nouns of either gender and before the numbers mil and millones. Before all other numbers, you use **ciento**. Un (*one*), which you don't use before **cien**(*to*) or **mil**, comes before **millón**. When a noun follows **millón**, you put the preposition **de** between **millón** and the noun. **Millón** drops its accent in the plural (**millones**):

- **cien sombreros** (*100 hats*)
- **cien blusas** (*100 blouses*)
- **cien mil millas** (*100,000 miles*)
- **cien millones de dólares** (*100 million dollars*)
- **ciento noventa acres** (*190 acres*)
- **mil posibilidades** (*1,000 possibilities*)
- **un millón de razones** (*1,000,000 reasons*)

✓ In compounds of **ciento** (**doscientos**, **trescientos**), there must be agreement with a feminine noun:

- **cuatrocientos pesos** (*400 pesos*)
- **seisientas pesetas** (*600 pesetas*)

With numerals and decimals, Spanish uses commas where English uses periods, and vice versa:



<i>English</i>	<i>Spanish</i>
6,000	6.000
0.75	0,75
\$14.99	\$14,99

Ordinal numbers

You may identify what you did during the day by reciting what you did first, second, third, and so on. Those very words *first*, *second*, and *third* are *ordinal numbers*. They tell you order and sequence.

Book I

Speaking
in Everyday
Settings

When given directions, you hear a lot of phrases describing locations like the third block to the left or the fourth floor. So ordinal numbers are extremely useful. Here are the first ten:

- ✓ **primero** (pree-meh-roh) (*first*)
- ✓ **segundo** (seh-goon-doh) (*second*)
- ✓ **tercero** (tehr-seh-roh) (*third*)
- ✓ **cuarto** (kooahr-toh) (*fourth*)
- ✓ **quinto** (keen-toh) (*fifth*)
- ✓ **sexto** (sehks-toh) (*sixth*)
- ✓ **séptimo** (sehp-tee-moh) (*seventh*)
- ✓ **octavo** (ohk-tah-bvoh) (*eighth*)
- ✓ **noveno** (noh-bveh-noh) (*ninth*)
- ✓ **décimo** (deh-see-moh) (*tenth*)

Here are some phrases to help you practice using ordinal numbers:

- ✓ **Vivo en el octavo piso.** (bvee-bvoh ehn ehl ohk-tah-bvoh pee-soh) (*I live on the eighth floor.*)
- ✓ **En la tercera calle hay un museo.** (ehn lah tehr-seh-rah kah-yeh ahy oon moo-seh-oh) (*At the third street there is a museum.*)
- ✓ **Este es el cuarto cine que veo aquí.** (ehs-teh ehs ehl kooahr-toh see-neh keh bveh-oh ah-kee) (*This is the fourth cinema I've seen here.*)
- ✓ **En el primer piso hay una florería.** (ehn ehl pree-mehr pee-soh ahy oo-nah floh-reh-ree-ah) (*On the first floor there is a flower shop.*)
- ✓ **Voy a bajar al segundo piso.** (bvohy ah bvah-Hahr ahl seh-goon-doh pee-soh) (*I'm going down to the second floor.*)
- ✓ **La terraza está en el décimonoveno piso.** (lah teh-rrah-sah ehs-tah ehn ehl deh-see-moh-noh-bveh-noh pee-soh) (*The terrace is on the nineteenth floor.*)

The following list outlines everything you must remember when using ordinal numbers in Spanish:

- ✓ Spanish speakers rarely use ordinal numbers after 10th. After that, they usually use cardinal numbers in both the spoken and written language:
 - **el séptimo mes** (*the seventh month*)
 - **el siglo quince** (*the 15th century*)
- ✓ Ordinal numbers must agree in gender (masculine or feminine) with the nouns they modify. You can make ordinal numbers feminine by changing the final **-o** of the masculine form to **-a**:
 - **el cuarto día** (*the fourth day*)
 - **la cuarta vez** (*the fourth time*)
- Primero and tercero drop the final **-o** before a masculine singular noun:
 - **el primer muchacho** (*the first boy*)
 - **el tercer hombre** (*the third man*)
- ✓ The Spanish ordinal numbers may be abbreviated. You use the superscript **º** for masculine nouns and the superscript **ª** for feminine nouns. And you use **er** only for the abbreviations of **primer** and **tercer**:
 - **primero(a): 1º(a)**
 - **segundo(a): 2º(a)**
 - **tercero(a): 3º(a)**
 - **cuarto(a): 4º(a)**
 - **primer: 1^{er}**
 - **tercer: 3^{er}**
- ✓ A cardinal number that replaces an ordinal number above 10th is always masculine, because the masculine word **número** (*number*) is understood:

la calle (número) ciento y dos (*102nd Street*)
- ✓ In dates, **primero** is the only ordinal number you use. All other dates call for the cardinal numbers:
 - **el primero de mayo** (*May 1st*)
 - **el doce de enero** (*January 12th*)
- ✓ In Spanish, cardinal numbers precede ordinal numbers:

las dos primeras escenas (*the first two scenes*)
- ✓ You use cardinal numbers when expressing the first part of an address:

mil seiscientos Avenida Pennsylvania (*1600 Pennsylvania Avenue*)

Adding a Touch of Color

The colors in Spanish-speaking countries are sun-warmed and vibrant. Whether you're describing something or shopping for an item and need to express a color preference, you need to be able to name at least the basic colors. Table 2-1 gives you a handle on the Spanish color palette:

Table 2-1

Selecting Your Colors

<i>Color</i>	<i>Pronunciation</i>	<i>Translation</i>
blanco	<i>bvlahn-koh</i>	white
negro	<i>neh-groh</i>	black
gris	<i>grees</i>	grey
rojo	<i>roh-Hoh</i>	red
azul	<i>ah-sool</i>	blue
verde	<i>bvehr-deh</i>	green
morado	<i>moh-rah-doh</i>	purple
violeta	<i>bveeh-luh-tah</i>	violet, purple
café	<i>kah-feh</i>	brown
marrón	<i>mah-rrohn</i>	brown (Argentina)
amarillo	<i>ah-mah-ree-yoh</i>	yellow
naranja	<i>nah-rah-nHah</i>	orange
rosado	<i>roh-sah-doh</i>	pink
celeste	<i>seh-lehs-teh</i>	sky blue
claro	<i>klah-roh</i>	light
oscuro	<i>ohs-koo-roh</i>	dark

Making Dates

Dates are important parts of everyday life (in more ways than one!). If you're writing a paper with a strict due date, leaving on vacation and need flight confirmations, or scheduling appointments for your clients and customers, you need to know how to express dates. To write out dates in Spanish, which you see how to do later in this section, you have to practice the days of the week, the months of the year, and numbers (see the previous section).

Days

If you hear *¿Qué día es hoy?* (keh dee-ah ehs ohy) someone must have forgotten what day of the week it is. You should respond with **Hoy es . . .** (ohy ehs) (*Today is . . .*) and then provide the name of one of the days listed here:

<i>English</i>	<i>Spanish</i>
Monday	lunes (loo-nehs)
Tuesday	martes (mahr-tehs)
Wednesday	miércoles (meeehr-koh-lehs)
Thursday	jueves (hooeh-bvehs)
Friday	viernes (bveeehr-nehs)
Saturday	sábado (sah-bvah-doh)
Sunday	domingo (doh-meen-goh)



Unlike the English calendar, the Spanish calendar starts with Monday. Here are two more guidelines for talking about days of the week in Spanish:

- ✓ Unless you use them at the beginning of a sentence, you don't capitalize the days of the week in Spanish:
 - **Lunes es un día de vacaciones.** (loo-nehs ehs oon dee-ah deh bvah-kah-seeoh-nehs) (*Monday is a vacation day.*)
 - **Lunes y martes son días de vacaciones.** (loo-nehs ee mahr-tehs sohn dee-ahs deh bvah-kah-seeoh-nehs) (*Monday and Tuesday are vacation days.*)
- ✓ You use **el** to express *on* when referring to a particular day of the week and **los** to express *on* when the action occurs repeatedly:
 - **No trabajo el sábado.** (noh trah-bvah-Hoh ehl sah-bvah-doh) (*I'm not working on Saturday.*)
 - **No trabajo los sábados.** (noh trah-bvah-Hoh lohs sah-bvah-dohs) (*I don't work on Saturdays.*)



With the exception of **sábado** and **domingo**, the plural forms of the days of the week are the same as the singular forms:

<i>Singular</i>	<i>Plural</i>	<i>Book I</i>
lunes	lunes	Speaking in Everyday Settings
martes	martes	
miércoles	miércoles	
jueves	jueves	
viernes	viernes	
sábado	sábados	
domingo	domingos	

Months

If you hear *¿En qué mes . . .?* (ehn keh mehs), someone is asking you in what month a certain event takes place. The curious person may be asking about the beginning or end of the school year, a special holiday celebration, the occurrence of a business meeting, or expected travel plans. The following table provides the names of the months in Spanish:

<i>English</i>	<i>Spanish</i>
January	enero (eh-neh-roh)
February	febrero (feh-bureh-roh)
March	marzo (mahr-soh)
April	abril (ah-bureel)
May	mayo (mah-yoh)
June	junio (hoo-neeoh)
July	julio (hoo-leehoh)
August	agosto (ah-gohs-toh)
September	septiembre (sehp-teeehm-bvreh) or setiembre (seh-teeehm-bvreh)
October	octubre (ohk-too-bvreh)
November	noviembre (noh-bveeehm-bvreh)
December	diciembre (dee-ceeehm-bvreh)

Like days of the week, the months aren't capitalized in Spanish:



Junio es un mes agradable. (hoo-neeoh ehs oon mehs ah-grah-dah-bvleh) (*June is a nice month.*)

Junio y julio son meses agradables. (hoo-neeoh ee hoo-leehoh sohn meh-sehs ah-grah-dah-bvlehs) (*June and July are nice months.*)

In Spanish, the seasons are masculine except for **la primavera** (lah pree-mah-bveh-rah) (*the spring*):

el invierno (ehl een-bveeehr-noh) (*the winter*)

la primavera (lah pree-mah-bveh-rah) (*the spring*)

el verano (ehl bveh-rah-noh) (*the summer*)

el otoño (ehl oh-toh-nyoh) (*the autumn/fall*)

Writing dates

If you want to ask a passerby or an acquaintance about the date, politely inquire **¿Cuál es la fecha de hoy?** (kooahl ehs lah feh-chah deh ohy) (*What is today's date?*) The person should respond with **Hoy es . . .** (ohy ehs . . .) (*Today is . . .*) and then use the following formula to express the correct date:

day + (el) + cardinal number (except for **primero**) + **de** + month + **de** + year

The following is an example translation, using this formula:

Sunday, April 15, 2008: **Hoy es domingo, el quince de abril de dos mil ocho.** (ohy ehs doh-meen-goh ehl keen-seh deh ah-bvrel dohs meel oh-choh)

Now that you have a handy formula, you need to know a few more details about writing dates in Spanish:

✓ You express the first day of each month with **primero** (pree-meh-roh). You use cardinal numbers for all other days:

- **el primero de enero** (ehl pree-meh-roh deh eh-neh-roh) (*January 1st*)
- **el siete de enero** (ehl seeeh-teh deh eh-neh-roh) (*January 7th*)
- **el treinta de octubre** (ehl treheen-teh deh ohk-too-bvreh) (*October 30th*)

✓ Use **el** (ehl) to express *on* with Spanish dates: **Partimos el once de octubre.** (pahr-tee-mohs ehl ohn-seh deh ohk-too-bvreh) (*We are leaving on October 11th.*)



✓ In Spanish, you express years in thousands and hundreds, not only in hundreds:

1492: mil cuatrocientos noventa y dos (meel kooah-troh-seehn-tohs noh-bvehn-tah ee dohs) (*fourteen hundred ninety-two*)

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In Spanish, when dates are written they follow the sequence day/month/year. So when dates are written in Spanish as numbers, they also follow the sequence day/month/year, which may prove confusing to English speakers — especially for dates below the 12th of the month:

You write *February 9th* as 2/9 in English, but in Spanish it's **el 9 de febrero** or 9/2.

When speaking of dates in everyday language, the words and expressions that follow may come in handy:

<i>English</i>	<i>Spanish</i>	<i>English</i>	<i>Spanish</i>
a day	un día (oon dee-ah)	day before yesterday	anteayer (ahn-teh-ah-yehr)
a week	una semana (oo-nah seh-mah-nah)	yesterday	ayer (ah-yehr)
a month	un mes (oon mehs)	today	hoy (ohy)
a year	un año (oon ah-nyoh)	tomorrow	mañana (mah-nyah-nah)
in	en (ehn)	tomorrow morning	mañana por la mañana (mah-nyah-na pohr lah mah-nyah-nah)
ago	hace (ah-seh)	tomorrow afternoon	mañana por la tarde (mah-nyah-nah pohr lah tahr-deh)
per	por (pohr)	tomorrow night	mañana por la noche (mah-nyah-nah pohr lah noh-cheh)
during	durante (doo-rahn-te)	day after tomorrow	pasado mañana (pah-sah-doh mah-nyah-nah)
next	próximo(a) (prohk-see-moh)	from	desde (dehs-deh)

last	pasado(a) (pah-sah-doh/dah)	a week from today	de hoy en una semana (deh ohy ehn oo-nah seh-mah-nah)
last (in a series)	último(a) (ool-tee-moh/mah)	two weeks from tomorrow	de mañana en dos semanas (deh mah-nyah-nah ehn dohs seh-mah-nahs)
eve	la víspera (lah bvees-peh-rah)	within one (two) week(s)	dentro de una (dos) semana(s) (dehn-troh deh oo-nah/dohs seh-mah-nahs/nahs)

Spanish holidays

Spanish-speaking countries celebrate many holidays and feasts that have their origin in Christian religion and mythology. These Christian myths, together with those of pre-Columbian times and the ones brought from Africa, are the origin of the new and peculiar ones that have shaped what nowadays make the great holidays, including the following:

- **Año Nuevo:** Throughout the Spanish-speaking world, people celebrate the **Fiesta de Año Nuevo** (feeehs-tah deh ah-nyoh nooeh-bvoh) (*New Year's Eve Party*). Wherever you go during the night of December 31, and into the morning of January 1, parties and revelers surround you, helping you cheer in the New Year in Spanish. People sing and shout ¡**Salud!**!, ¡**Feliz Año Nuevo!** (sah-lood feh-lees ah-nyoh nooeh-bvoh) (*Cheers, happy New Year!*).
- **La Fiesta de Reyes:** In Spain and most of Latin America, children get their holiday presents on January 6, which is **La Fiesta de Reyes** (lah fee-ehs-tah deh reh-yehs) (*The Kings' Holiday*). In Spain, this holiday is called **la epifanía** (lah eh-peefah-nee-ah) (*the epiphany*). January 6th celebrates the Three Kings' visit to Bethlehem. Because the Kings brought presents to the infant Jesus, children participate in the celebration by getting their own presents. All business and normal endeavors stop, and families spend the holiday with their children. It's good to be a child at the time of Reyes. Adults don't get gifts.
- **Paradura del Niño:** In many parts of Spanish-speaking America, the fun times surrounding the birth of Jesus start at Christmas and don't end until the beginning of February. In the Andean Region of Venezuela, people have a special way of enjoying this time by celebrating **La Paradura, Robo, y Búsqueda del Niño** (lah pah-rah-doo-rah roh-bvoh

ee bvoos-keh-dah dehl *nee-nyoh*) (*The Hosting, Stealing, and Searching for the Child*). The figure of Jesus as a Child is “stolen” from the manger representation in someone’s house, instigating a search. Of course, the person “stealing” the Child is some neighbor, and the place the Child is hidden in is a secret, the same way hide-and-seek is played. The neighbor or family member that finds the Child has to host a party on February 2nd, on the **Fiesta de la Candelaria** (fee-ehs-tah deh lah kahn-deh-lah-reeah) (*Candelmas*) also called **Fiesta de la Purificación** (fee-ehs-tah deh lah poo-ree-fee-kah-seeohn) (*The Feast of Purification*).

- ✓ **Carnaval:** Countless places in the Spanish-speaking world — from Oruro (oh-roo-roh) in Bolivia and Cartagena (kahr-tah-Heh-nah) in Colombia, on to Veracruz (bveh-rah-kroos) in Mexico and Ciudad Real (thiu-dahd reh-ahl) and Santa Cruz de Tenerife (teh-neh-ree-feh) in Spain — celebrate **Carnaval** (kahr-nah-bvahl) (*Shrovetide*, or *Mardi Gras*) just before the arrival of Lent. **Carnaval** is a feast of dancing, singing, and excess before the time of moderation and fasting.
- ✓ **Viernes Santo:** **Viernes Santo** (bveeehr-nehs sahn-toh) is *Good Friday*. On this day, many Spanish-speaking communities in Latin America and Spain display exceptional ceremonies and events. This remembrance of the crucifixion of Jesus is accompanied in some places by real enactments of the event. Whole communities reenact the Biblical Story like one large play, in which all participate. One person is chosen to take the part of Jesus and is “crucified” while other village actors recite the New Testament texts.
- ✓ **Día de la Madre:** *Mother’s Day*, **Día de la Madre** (dee-ah deh lah mah-dreh) isn’t celebrated anywhere quite like the way it’s celebrated in Mexico on May 10. People travel thousands of miles to come home, because on this day they must be there. Nothing is more sacred to Mexicans than their mothers, and they show it abundantly on this day. Mothers are feasted, toasted, and showered with presents. If a woman is also a mother, she is celebrated — even by people outside her family. People send each other’s mothers gifts and greetings. And the family itself gathers for this day, the way families in the United States and Canada gather for Christmas.
- ✓ **Día de los Muertos:** On November 2, in the Andean countries and in Mexico, people celebrate **El Día de los Muertos** (ehl deeah deh lohs mooehr-tohs) (*the Day of the Dead*), an event also celebrated in Spain. People in these countries believe that deceased family members come to visit on this day. They receive these relatives with offerings of all the things the departed liked during their lifetimes. This remembrance of the dead is also a celebration of the harvests and of plenty. (Imagine inviting dead relatives to your Thanksgiving dinner and you have the right idea.)

Telling Time

Knowing how to understand, speak, and write time-related words and phrases is a must for anyone who's studying a foreign language and planning to put these studies to use (to do some traveling one day, for instance).

If you hear *¿Qué hora es?* (keh oh-rah ehs), someone wants to know the time. You should start by responding with the following:

Es la una (ehs lah oo-nah) (for the 1:00 hour) or **Son las** (sohn lahs) + any other time

To express the time after the hour (but before half past the hour), use **y** (ee) (*and*) and the number of minutes. Use **menos** (meh-nohs) (*less*) + the number of the following hour to express the time before the next hour (after half past the hour).

You can also express time numerically (as shown in the third example here):

Es la una y media. (ehs lah oo-nah ee meh-deeah) (*It's 1:30.*)

Son las cinco menos veinte. (sohn lahs seen-koh meh-nohs bveheen-teh) (*It's 4:40.*)

Son las cuatro y cuarenta. (sohn lahs kooah-troh ee kooah-rehn-tah) (*It's 4:40.*)

If you want to discuss *at* what time a particular event will occur, you can use a question — *¿A qué hora . . . ?* (ah keh oh-rah . . .) — or answer with **A la una** (ah lah oo-nah) or **A las** (ah lahs) + any time other than 1:

¿A qué hora vienen? (ah keh oh-rah bveehn-ehn) (*At what time are they coming?*)

A la una. (ah lah oo-nah) (*At 1:00.*)

A las tres y cuarto. (ah lahs trehs ee kooahr-toh) (*At 3:15.*)

The following chart shows how to express time after and before the hour:

<i>Time</i>	<i>Spanish</i>
1:00	la una (lah oo-nah)
2:05	las dos y cinco (lahs dohs ee seen-koh)
3:10	las tres y diez (lahs trehs ee deeehs)
4:15	las cuatro y cuarto (lahs kooah-troh ee kooahr-toh) or las cuatro y quince (lahs kooah-troh ee keen-seh)

5:20	las cinco y veinte (lahs <i>seen-koh ee bveheen-teh</i>)	Book I
6:25	las seis y veinticinco (lahs <i>sehees ee bveheen-tee-seen-koh</i>)	Speaking in Everyday Settings
7:30	las siete y media (lahs <i>seeeh-teh ee meh-deeah</i>) or las siete y treinta (lahs <i>seeeh-teh ee treheen-teh</i>)	
7:35	las ocho menos veinticinco (lahs <i>oh-choh meh-nohs bveheen-tee-seen-koh</i>) or las siete y treinta y cinco (lahs <i>seeeh-teh ee treheen-tah ee seen-koh</i>)	
8:40	las nueve menos veinte (lahs <i>nooeh-veh meh-nohs bveheen-teh</i>) or las ocho y cuarenta (lahs <i>oh-choh ee kooah-rehn-tah</i>)	
9:45	las diez menos cuarto (lahs <i>deeehs meh-nohs kooahr-toh</i>) or las nueve y cuarenta y cinco (lahs <i>nooeh-veh ee kooah-rehn-tah ee seen-koh</i>)	
10:50	las once menos diez (lahs <i>ohn-seh meh-nohs deeehs</i>) or las diez y cincuenta (lahs <i>deeehs ee seen-kooehn-tah</i>)	
11:55	las doce menos cinco (lahs <i>doh-seh meh-nohs seen-koh</i>) or las once y cincuenta y cinco (lahs <i>ohn-seh ee seen-kooehn-tah ee seen-koh</i>)	
noon	el mediodía (ehl <i>meh-deeoh-dee-ah</i>)	
midnight	la medianoche (lah <i>meh-deeah-noh-cheh</i>)	

Exploring Common Expressions of Time

When expressing time, the words and expressions in the following table may come in handy:

English	Spanish
a second	un segundo (oon <i>seh-goon-doh</i>)
a minute	un minuto (oon <i>mee-noo-toh</i>)
a quarter of an hour	un cuarto de hora (oon <i>kooahr-toh deh oh-rah</i>)
an hour	una hora (oo-nah <i>oh-rah</i>)
a half hour	una media hora (oo-nah <i>meh-deeah oh-rah</i>)
in the morning (a.m.)	por la mañana (pohr lah <i>mah-nyah-nah</i>)
in the afternoon (p.m.)	por la tarde (pohr lah <i>tahr-deh</i>)
in the evening (p.m.)	por la noche (pohr lah <i>noh-cheh</i>)
at what time?	¿a qué hora? (ah keh <i>oh-rah</i>)
at exactly 9:00	a las nueve en punto (ah lah <i>nooeh-bveh ehn poon-toh</i>)

at about 2:00	a eso de las dos (ah eh-soh deh lahs dohs)
in an hour	en una hora (ehn oo-nah oh-rah)
in a while	dentro de un rato (dehn-troh deh oon rah-toh)
until 10:00	hasta las diez (ahs-tah lahs deeehs)
before 9:00	antes de las nueve (ahn-tehs deh lahs nooeh-bveh)
after 7:00	después de las siete (dehs-pooehs deh lahs seeeh-teh)
since what time?	¿desde qué hora? (dehs-deh keh oh-rah)
since 8:00	desde las ocho (dehs-deh lahs oh-choh)
one hour ago	hace una hora (ah-seh oo-nah oh-rah)
early	temprano (tehm-prah-noh)
late	tarde (tahr-deh)
late (in arriving)	de retraso (deh reh-trah-soh)

Chapter 3

Greetings, Salutations, and Farewells

In This Chapter

- ✓ Mastering formal and informal greetings
- ✓ Getting a handle on the Spanish naming system
- ✓ Knowing the difference between **ser** (sehr) (*to be*) and **estar** (ehs-tahr) (*to be*)
- ✓ Waving good-bye

Meeting and greeting go hand in hand! This chapter shows you how to greet both friend and stranger, as well as address folks with complicated-looking names. You also discover the difference between the *be* verbs **ser** and **estar**. When you're ready to end the conversation, we give you several ways to say "sayonara" (okay, **adiós**).



In Latin America especially, how you greet people matters a great deal. Latin Americans tend to be very respectful of each other and of strangers. So as a rule, when you greet someone for the first time in Latin America, it's best not to say "Hello!" — a greeting that is quite informal.

Greetings in Formal or Friendly Settings

As you begin a relationship, Latin Americans believe that keeping a certain distance is best. Only when you already know the person should you use the friendlier, informal phrases. Because Latinos look at building relationships this way, try to respect that view when you're in Spanish-speaking countries or with Latinos in the United States. It's just being polite, Latin-style. A relationship with a customer in a business situation, however, is always formal.



Latinos don't use **tú** (too), the informal *you* (refer to Book II, Chapter 1) when addressing someone they respect and have never met. And they don't greet each other informally on the first occasion they meet.

Latin Americans know that people in the States tend to treat each other very informally, so some may treat you as someone they already know. You may feel a bit leery of this behavior, though: The uncharacteristic informality may make you wonder whether there's some special reason for treating you with such familiarity. On the other hand, an overly friendly Spanish-speaker may simply be trying to put you at ease.

The following sections give you the lowdown on all sorts of Spanish greetings.

Meeting on formal terms

Introducing yourself formally means that you don't talk in a chummy, informal way to a person with whom you have no relationship as yet. It's a way of showing respect toward a new acquaintance and should not be considered cold or distant.

People who don't know each other use **usted** (*oos-tehd*) — the formal form of *you* — and its verb form when addressing one another. The following dialogue shows you just such an encounter.

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In a more formal situation, people introduce each other differently. Listen to Pedro García Fernández as he approaches a table at a sidewalk cafe with a person already sitting there.

Pedro: **¿Me permite?**
 meh pehr-mee-teh
 May I?

Jane: **Sí, ¡adelante!**
 see, ah-deh-lahn-teh
 Yes, [go] ahead!

Pedro: **Buenas tardes. Me llamo Pedro García Fernández.**
 bvooh-nahs tahr-dehs meh yah-moh peh-droh
 gahr-see-ah fehr-nahn-dehs
 Good afternoon. My name is Pedro García Fernández.

Capitalize abbreviations

Only in abbreviations (as well as proper names) do Spanish-speakers use capitals. Here's how it goes:

Señor (*seh-nyohr*) **Sr.** **Mr.**

Señora (*seh-nyohr-rah*) **Sra.** **Mrs.**

Señorita (*seh-nyoh-ree-tah*) **Srta.** Miss or Ms.

Usted (*oos-tehd*) **Ud.** you (formal)

Ustedes (*oos-teh-dehs*) **Uds.** you (plural formal)

Jane: **Mucho gusto, señor García.**
moo-choh goos-toh seh-nyohr gahr-see-ah
Nice to meet you, Mr. García.

Pedro: **Y usted, ¿cómo se llama?**
ee oos-tehd koh-moh seh yah-mah
And you, what's your name?

Jane: **Me llamo Jane Wells.**
meh yah-moh Jane Wells
My name is Jane Wells.

Pedro: **Mucho gusto.**
moo-choh goos-toh
A pleasure.

When you're talking to a child, you speak less formally. The adult speaker may be identified by the insertion of **don** (dohn) in front of his name. Calling someone **don** (or the feminine form, **doña** [*doh-nyah*]) can be a way of showing that you're addressing an older and respected person. (To the child, the adult looks old.)

The dialogue that follows demonstrates how various groups of people greet each other depending on their relationships.

Talkin' the Talk



Sr. Rivera and Sra. Salinas work in the same building. Here's how they might greet each other in the hallway.

Sra. Salinas: **Buenos días, Sr. Rivera. ¿Cómo está?**
bvooh-nohs dee-ahs seh-nyohr ree-veh-rah koh-moh
ehs-tah
Good morning, Mr. Rivera. How are you?

Sr. Rivera: **Muy bien. ¿Y Ud.?**
moo-ee bveeahn ee oos-tehd
Very well. And you?

Sra. Salinas: **Bien, gracias.**
bveeahn, grah-seeahs
Well, thank you.

Recent acquaintances John and Julia meet again by accident a few days later while on their way to school.

John: **Buenos días. ¿Qué tal?**
bvooh-nohs dee-ahs keh tahl
Good morning. How are things?

Julia: **¡Ah, hola, John! ¿Cómo estás?**
ah oh-lah john koh-moh ehs-tahs
Ah, hello, John! How are you?

John: **Bien. ¿Y tú?**
bveeahn ee too
Well. And you?

Julia: **Bien.**
Bveeahn
Well.

This dialogue presents a sample introduction.

Talkin' the Talk



In this conversation, Pepe is formally introducing Lucía and Fernando to Mr. Kendall.

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Pepe: **Buenas tardes. ¿El señor Kendall?**
bvooh-nahs tahr-dehs ehl seh-nyohr Kendall
Good afternoon. Mr. Kendall?

Mr. Kendall: **Sí, me llamo Kendall.**
see meh yah-moh Kendall
Yes, my name is Kendall.

Pepe: **Permítame que le presente al señor Fernando Quintana Martínez.**
pehr-mee-tah-me keh leh preh-sehn-teh ahl
seh-nyohr fehr-nahn-doh keen-tah-nah
mahr-tee-nehs
Allow me to introduce Mr. Fernando Quintana Martínez.

Mr. Kendall: **Mucho gusto.**
moo-choh goos-toh
A pleasure.

Pepe: **Esta es la señora de Kendall.**
ehs-tah ehs lah seh-nyoh-rah deh Kendall
This is Mrs. Kendall.

Esta es la señora Lucía Sánchez de Quintana.
ehs-tah ehs lah seh-nyoh-rah loo-see-ah sahn-ches
deh keen-tah-nah
This is Mrs. Lucía Sánchez de Quintana.

Mrs. Kendall: **Mucho gusto, señora.**
moo-choh goos-toh seh-nyoh-rah
A pleasure, ma'am.

Making more solemn introductions

Some situations call for a certain level of solemnity. An example is when you're being introduced to a very important or famous person.

Like English, a few, specific phrases signal this formality, as the following examples demonstrate:

- ✓ **¿Me permite presentarle a . . .?** (meh pehr-mee-teh preh-sehn-tahr-leh ah) (*May I introduce. . . ?*)
- ✓ **Es un gusto conocerle.** (ehs oon goos-toh koh-noh-sehr-leh) (*It's a pleasure to meet you.*)
- ✓ **El gusto es mío.** (ehl goos-toh ehs mee-oh) (*The pleasure is mine.*)

Getting chummy: Informal greetings

When you're greeting someone you're familiar with (or you're being introduced to a child), you can use a more informal greeting without fear of offending the other person.

This dialogue shows you how young people meeting for the first time interact.

Talkin' the Talk



Listen to how John and Julia, two teenagers, greet each other informally.

John: **IHola! ¿Cómo te llamas?**
 oh-lah! koh-moh teh yah-mahs
 Hi! What's your name?

Julia: **Me llamo Julia. ¿Y tú?**
 meh yah-moh Hoo-leeah ee too
 My name is Julia. And yours?

John: **Yo me llamo John.**
 yoh meh yah-moh John
 My name is John.

Addressing Others by Name or Surname

Latin Americans are generally easygoing people who love to converse. Feel free to initiate contact with them, using the greetings we present in this

chapter. If you feel interest on both your part and theirs to keep the contact going, you can introduce yourself, but wait for your acquaintance to give you his or her name. Only if the other person doesn't give you his or her name should you ask what it is. In some specific situations, a third person introduces you, but usually you're expected to introduce yourself. In this chapter, we show you several ways that introductions can happen.



As we get into the names issue, we need to clear up one little thing. When you meet someone, he or she probably will tell you just his or her first name, or maybe only part of it — Carmen (*kahr-mehn*), rather than María del Carmen (*mah-ree-ah dehl kahr-mehn*). But, as you get to know people better, you'll learn their surnames, as well.

A new acquaintance usually expresses some caution in the beginning by giving you only a partial name. When you receive the full name and the two surnames, you know you have a complete introduction.

These little maneuvers take place because, in the Spanish-speaking world, it isn't customary to wait to be introduced to someone before you talk to him or her. An introduction as such isn't necessary. When a third party does introduce you, it's just meant to make your contact with the new acquaintance much faster.

Deconstructing Spanish names

Suppose that you meet a woman named María del Carmen Fernández Bustamante (*mah-ree-ah dehl kahr-mehn fehr-nahn-dehs bvoos-tah-mahn-teh*). You can tell that you may call her *señorita* (*seh-nyoh-ree-tah*), or *Miss Fernández* (*fehr-nahn-dehs*) because of the three-part structure of her name. (In an English-speaking country, she would rearrange her name to María del Carmen Bustamante Fernández because English speakers put the father's name at the end and use the person's last name as a reference.)

So far, so good. But if Miss Fernández marries, she adds on more names. In our example, she marries *señor* (*seh-nyohr*) (*Mr.*) Juan José García Díaz (*Hooahn Hoh-seh gahr-see-ah deeahs*). She is still called Fernández, but after her father's name she adds *de* (*deh*) (*of*) and her husband's surname, which is García. Now, she is *señora* (*seh-nyoh-rah María del Carmen Fernández de García* (*mah-reeah dehl kahr-mehn fehr-nahn-dehs deh gahr-see-ah*)).

Note that Spanish-speakers capitalize *señor* or *señora* when abbreviated the way people in the States capitalize *Mr.* and *Mrs.*



Within the social circles of some countries, the surname of a married woman's husband gets more emphasis; in other places, her father's surname is stressed. For example, you hear the husband's surname used more often in Argentina than in Mexico.

The effect of these conventions is that women keep their family names, which are considered very important and meaningful. A child's surnames indicate both his or her father and mother. **Señor García**, in our example, has a child, Mario, by a previous marriage to a woman whose surname was Ocampo. Because children carry the surnames of both parents, Mario is called Mario García Ocampo. And when **señor García** and **María del Carmen Fernández de García**'s daughter, Ana, is born, her name is **Ana García Fernández**. Ana and Mario are siblings, having the same father and different mothers. The Spanish use of both the father's and mother's surnames immediately indicates the relationship between the siblings.

Among Spanish-speaking peoples, using both parents' first names for their same-sex children is customary. So, in a family where the mother, **Marta Inés**, has three daughters, she may call one **Marta Julieta**, another **Marta Felicia**, and the third **Marta Juana**. When the father's name is used for the son, the two are called identical names, because **Jr.** isn't used in Spanish. But you can tell the men apart because their mother's surnames are different.

Introducing yourself with the verb **llamarse**

Now is a good time to include the conjugation of **llamarse** (*yah-mahr-seh*), the equivalent of *name is*, which you use when you introduce yourself.



The verb **llamar** is a regular -ar verb; however, the **se** at the end of it tells you that the verb is reflexive. A *reflexive verb* is one that acts on the noun (or subject) of the sentence. For instance, the sentence **yo me llamo** (*yo meh yah-moh*) literally means *I call myself*. In this case, "I" is the subject of the sentence and "call myself" reflects back to "I." Anytime you see the **se** at the end of a verb, you simply put the reflexive pronoun (**me** in the example sentence) in front of the verb. For more on reflexive verbs, see Book III, Chapter 3.

Take a look at the following table for the conjugation of **llamarse** in the present tense. Pay attention to the reflexive pronouns — they stay the same for all reflexive verbs.



My name is Is, isn't it?

When, in English, you say, *I introduce myself*, you're using a reflexive form of the verb *introduce*, and so you say *myself*. Likewise, when Pedro says **me llamo Pedro** (meh yah-moh peh-droh), the word **me** (meh) means *myself*. (See Book III, Chapter 3 for details about reflexive verbs.)

Often, beginning Spanish-speakers say, **Me llamo es**, using a mistakenly literal translation of *My name is*. But, note that **me** in Spanish means "to me" or "myself" — it never means "I." **Llamo** is the first person of the singular of a verb, so **me llamo** can be translated as *I call myself*. Even in English, you don't add *is* to that.

Conjugation

yo me llamo

tú te llamas

él, ella, ello, uno, usted se llama

nosotros nos llamamos

vosotros os llamáis

ellos, ellas, ustedes se llaman

Pronunciation

yoh meh yah-moh

too teh yah-mahs

ehl, eh-yah, eh-yoh, oo-noh, oos-tehd
seh yah-mah

noh-soh-trohs nohs yah-mah-mohs

bvoh-soh-trohs ohs yah-mah-ees

eh-yohs, eh-yahs, oos-teh-dehs seh
yah-mahn

Asking "How Are You?"

In Spanish, you have two ways to ask, *To be or not to be?* You can say **¿Ser o no ser?** (sehr oh noh sehr), when the state of being is unlikely to change (you'll always be a person, for example). You use **¿Estar o no estar?** (ehs-tahr o no ehs-tahr) if the state of being is changeable (you won't always be tired).

Being in a permanent way with *ser*

Ser refers to a kind of being that is permanent, like the fact that you're you. The word also refers to all things that are expected to be permanent, such as places, countries, and certain conditions or states of being, such as shape, profession, nationality, and place of origin. This permanent "to be" in Spanish is **ser** (sehr):

- ✓ **Soy mujer.** (sohy moo-*Hehr*) (*I'm a woman.*)
- ✓ **Soy Canadiense.** (sohy kah-nah-dee-ehn-seh) (*I'm Canadian.*)
- ✓ **Soy de Winnipeg.** (sohy de Winnipeg) (*I'm from Winnipeg.*)
- ✓ **Ellos son muy altos.** (eh-yohs sohn mooy ahl-tohs) (*They're very tall.*)
- ✓ **¿Ustedes son Uruguayos?** (oos-teh-dehs sohn oo-roo-gooah-yohs) (*Are you [formal] Uruguayan?*)
- ✓ **Ella es maestra.** (eh-yah ehs mah-ehs-trah) (*She's a teacher.*)
- ✓ **Eres muy bella.** (eh-rehs mooy bveh-yah) (*You're very beautiful.*)
- ✓ **Eres muy gentil.** (eh-rehs mooy Hehn-teel) (*You're very kind.*)

The verb **ser** (sehr) (to be) is the one most frequently used in Spanish. And, of course, just like the English “to be,” it’s an irregular verb. (We discuss irregular verbs in Book II, Chapter 3.) The following table shows how **ser** is conjugated.

<i>Conjugation</i>	<i>Pronunciation</i>
yo soy	yoh sohy
tú eres	too eh-rehs
él, ella, ello, uno, usted es	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd ehs
nosotros somos	noh-soh-trohs soh-mohs
vosotros sois	bvoh-soh-trohs sohees
ellos, ellas, ustedes son	eh-yohs, eh-yahs, oos-teh-dehs sohn

Being right now with estar

Remember that Spanish is a very precise language. In Spanish, you have two forms of “to be,” each with a different meaning, to supply more precision to your statements. Unlike in English, when you talk about *being* in Spanish, the verb you use removes any guesswork about what your meaning is.

As we discuss in the preceding section, when you speak of permanently being someone or something in Spanish, you use the verb **ser** (sehr). But when you’re talking about a state of being that isn’t permanent — such as being someplace (you won’t be there forever), or being some temporary way (being ill, for instance) — you use the verb **estar** (ehs-tahr). The following table conjugates the present tense of the verb **estar**:

<i>Conjugation</i>	<i>Pronunciation</i>	Book I Speaking in Everyday Settings
yo estoy	yoh ehs-tohy	
tú estás	too ehs-tahs	
él, ella, ello, uno, usted está	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd ehs-tah	
nosotros estamos	noh-soh-trohs ehs-tah-mohs	
vosotros estáis	bvoh-soh-trohs ehs-tahhees	
ellos, ellas, unos, ustedes están	eh-yohs, eh-yahs, oo-nohs, oos-teh-dehs ehs-tahn	

We use this verb a great deal in this book, so we give you the simple past and future tenses, also. The following table provides conjugation of the past (preterit) tense:

<i>Conjugation</i>	<i>Pronunciation</i>
yo estuve	yoh ehs-too-bveh
tú estuviste	too ehs-too-bvees-teh
él, ella, ello, uno, usted estuvo	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd ehs- too-bvoh
nosotros estuvimos	noh-soh-trohs ehs-too-bvee-mohs
vosotros estuvisteis	bvoh-soh-trohs ehs-too-bvees-tehees
ellos, ellas, unos, ustedes estuvieron	eh-yohs, eh-yahs, oo-nohs, oos-teh-dehs ehs-too-bveeh-rohn

Here's how you conjugate the future tense of **estar**:

<i>Conjugation</i>	<i>Pronunciation</i>
yo estaré	yoh ehs-tah-reh
tú estarás	too ehs-tah-rahs
él, ella, ello, uno, usted estará	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd ehs- tah-rah
nosotros estaremos	noh-soh-trohs ehs-tah-reh-mohs
vosotros estaréis	bvoh-soh-trohs ehs-tah-rehees
ellos, ellas, unos, ustedes estarán	eh-yohs, eh-yahs, oos-teh-dehs ehs- tah-rahn

The following dialogue shows you how to use **estar**.

Talkin' the Talk



Here's a dialogue to help you practice this new way of being, the one that isn't forever. While having a cup of coffee in a neighborhood café, you overhear the following conversation.

Guillermo: **¿Cómo están ustedes?**
koh-moh ehs-tahn oos-teh-dehs
How are you?

Sra. Valdés: **Estamos muy bien, gracias.**
ehs-tah-mohs mooy bveeehn grah-seeahs
We're very well, thank you.

Guillermo: **¿Están de paseo?**
ehs-tahn deh pah-seh-oh
Are you talking a walk?

Sra. Valdés: **Estamos de vacaciones.**
ehs-tah-mohs deh bvah-kah-seeoh-nehs
We're on vacation.

Guillermo: **¿Están contentos?**
ehs-tahn kohn-tehn-tohs
Are you content?

Sra. Valdés: **Estamos muy felices.**
ehs-tah-mohs mooy feh-ee-sehs
We're very happy.

Guillermo: **¿Cómo está su hija?**
koh-moh ehs-tah soo ee-Hah
How is your daughter?

Sra. Valdés: **Más o menos, no está muy feliz.**
mahs oh meh-nohs noh ehs-tah mooy feh-ees
So-so, she's not very happy.



Americans all

You probably like to tell people where you're from, and you like to know where the people you meet are from, too.

Almost everyone likes to talk about nationalities. And when you talk about nationalities with Latin Americans, you're wise to remember one crucial point: Latin Americans are Americans,

too. So to say **americano** (ah-meh-ree-*kah*-noh) when you mean someone from the United States doesn't quite cover the ground. You make yourself better understood if you say **norteamericano** (nohr-teh-ah-meh-ree-*kah*-noh), meaning *North American* or **estadounidense** (eh-stah-doh-oo-nee-dehn-seh), meaning *U.S. citizen*.

The dialogue that follows demonstrates how to use **estar** in a very important situation.

Talkin' the Talk



Everyone, at one time or another, needs to find a bathroom. Here's a sample of how such a conversation might sound. You are again at the cafe, this time in the back, near the bathroom.

Renata: **¿Está libre este baño?**
 ehs-tah lee-bvreh ehs-teh bvah-nyoh
 Is the bathroom free?

Elena: **No, está ocupado.**
 noh ehs-tah oh-koo-pah-doh
 No, it's occupied.

Renata: **¿Está libre el otro baño?**
 ehs-tah lee-bvreh ehl oh-troh bvah-nyoh
 Is the other bathroom free?

Elena: **Sí, está libre.**
 see ehs-tah lee-bvreh
 Yes, it's free.

Saying “¡Adios!”

Whenever you're done talking and are ready to part company, you want to have a few good-byes or see-ya-laters. Here are some common ways to say *good-bye* in Spanish:

- ✓ **Adiós.** (ah-deeohs) (*Goodbye.*)
- ✓ **Chau.** (chahoo) (*Goodbye, informal*)
- ✓ **Hasta luego.** (ahs-tah looeh-goh) (*See you later.*)
- ✓ **Hasta pronto.** (ahs-tah prohn-toh) (*See you soon.*)
- ✓ **Hasta mañana.** (ahs-tah mah-nyah-nah) (*See you tomorrow.*)
- ✓ **Hasta viernes.** (ahs-tah bveeehr-nehs) (*See you on Friday.*)
- ✓ **¡Que tenga un buen día!** (keh tehn-gah oon bvooehn deeah) (*Have a good day!*)
- ✓ **¡Buena suerte!** (bvooeh-nah sooehr-teh) (*Good luck!*)
- ✓ **¡Cúidate/Cuídense!** (kooee-dah-teh/cooee-dehn-seh) (*Take care!*
singular/plural)

Chapter 4

Engaging in a Little Chitchat

In This Chapter

- ✓ Starting with simple questions
- ✓ Talking about yourself and your family
- ✓ Discussing weather, temperature, and seasons
- ✓ Understanding diminutives and common expressions
- ✓ Keeping your Spanish skills sharp

Meeting new people and getting to know them can be stressful, especially when you have to converse in a language that isn't your own. Small talk is the universally recognized means of joining a new situation by discussing common, easily understood interests and concerns. Through small talk, you can better understand how the people you come to know live and go about their lives.

This chapter helps you make small talk with your Spanish-speaking neighbors so that you can begin to achieve a better understanding all around.

Sparkling Conversations with Questions

You may have heard about "The Five Ws," which represent the questions that you need to ask to cover the basic information about a situation (who, what, where, when, and why). We've added three more questions to this group that you may find useful when you meet someone. Here are the key questions:

- ✓ **¿Quién?** (keeehn) (*Who?*)
- ✓ **¿Qué?** (keh) (*What?*)
- ✓ **¿Dónde?** (dohn-deh) (*Where?*)

- ✓ **¿Cuándo?** (kooahn-doh) (*When?*)
- ✓ **¿Por qué?** (pohr keh) (*Why?*)
- ✓ **¿Cómo?** (koh-moh) (*How?*)
- ✓ **¿Cuánto?** (kooahn-toh) (*How much?*)
- ✓ **¿Cuál?** (kooahl) (*Which?*)

The following are examples of how to use these words:

- ✓ **¿Quién es él?** (keeehn ehs ehl) (*Who is he?*)
- ✓ **¿Qué hace usted?** (keh ah-seh oos-tehd) (*What do you do?*)
- ✓ **¿Dónde viven?** (dohn-deh bvee-bvehn) (*Where do you [plural]/they live?*)
- ✓ **¿Cuándo llegaron?** (kooahn-doh yeh-gah-rohn) (*When did you [plural]/they arrive?*)
- ✓ **¿Por qué está aquí?** (pohr keh ehs-tah ah-kee) (*Why are you [formal] here? Why is he/she/it here?*)
- ✓ **¿Cómo es el camino?** (koh-moh ehs ehl kah-mee-noh) (*What's the road like?*)
- ✓ **¿Cuánto cuesta el cuarto?** (kooahn-toh kooehs-tah ehl kooahr-toh) (*How much is the room?*)
- ✓ **¿Cuál hotel es mejor?** (kooahl oh-tehl ehs meh-Hohr) (*Which hotel is better?*)

You may notice that some of the words have accent marks. Why did those words, which were used in questions, have an accent? The reason is to help you, and readers of Spanish in general, distinguish how the word is being used. For example,

You can use a word such as **quien** (keeehn), which means *who*, in two ways:

- ✓ In a sentence to refer to someone who did this or that. **Quien** has no accent when you use it this way.
- ✓ As a question — *Who did it?* — or as an exclamation — *Who could have said that?* To call your attention to the fact that who is being used as a question or an exclamation, it carries an accent, as in **¡quién!** or **¿quién?**

The treatment is the same for other words you use to make a question or an exclamation, such as *when?* **¿cuándo?** (kooahn-doh); *what!* **¡qué!** (keh); *where?* **¿dónde?** (dohn-deh); *why?* **¿por qué?** (pohr keh); *how?* **¿cómo?** (koh-moh); and *which?* **¿cuál?** (kooahl).

Three useful sentences amid all the other talk

Sometimes, you may not understand what someone is saying. Or you may bump into someone and need to excuse yourself. The following courtesy phrases can come in handy:

✓ **No entiendo.** (noh ehn-teeehn-doh) (*I don't understand.*)

✓ **Lo lamento.** (loh lah-mehn-toh) (*I regret it; I'm sorry.*)

✓ **¡Perdone!** (pehr-doh-neh) (*Excuse me!*)
Say this when you bump into someone.

The accents don't change the way the words sound; you use them only in the written form of the language. When speaking, your *inflection*, or tone of voice, tells listeners how to interpret these words.

The following dialogue shows you an example of someone making small talk with an unfamiliar person.

Talkin' the Talk

Carlos is on Flight Number 223, from Mendoza to Buenos Aires. He has introduced himself to his seatmates, so he knows their names, but he wants to make small talk about himself. Here's how such a conversation might go.

Carlos: **¡Qué vuelo tan agradable!**
 keh bvooh-loh tahn ah-grah-dah-bvleh
 Such a pleasant flight!

Juan: **Sí, es un viaje tranquilo.**
 see ehs oon bveeah-Heh trahn-kee-loh
 Yes, it's a peaceful trip.

Carlos: **¿Viaja a menudo en avión?**
 bveeah-Hah ah meh-noo-doh ehn ah-bveeeohn
 Do you fly often?

Juan: **No, éste es mi primer vuelo.**
 noh, ehs-teh ehs mee pree-mehr bvooh-loh
 No, this is my first time flying.

Carlos: **¿De dónde es usted?**
 deh dohn-deh ehs oos-tehd
 Where are you from?

- Juan: **Soy de Buenos Aires. ¿Y usted?**
sohy deh bvooeoh-nohs ahee-rehs ee oos-tehd
I'm from Buenos Aires. And you?
- Carlos: **Yo soy de Nueva York .**
yoh sohy deh nooeh-bvah yohrk
I'm from New York
... **¿Cómo es Buenos Aires?**
koh-moh ehs bvooeoh-nohs ahee-rehs
... *what's Buenos Aires like?*
- Juan: **Es una ciudad grande y maravillosa.**
ehs ooh-nah seeoo-dahd grahn-deh ee
mah-rahbvee-yoh-sah
It's a large and wonderful city.
-

Chatting about the Weather

Weather is an obsession in temperate countries where conditions vary a great deal, and where it often gets to be, as Canadians like to say, “inclement.” In warmer climates, weather is much less of an issue. Some cities in southern Mexico, for example, don’t even do weather reports. Even so, the weather is always a relatively safe topic of conversation, wherever your travels take you. The following dialogue presents a sample weather-based conversation.

Talkin’ the Talk



Mario has just returned from a six-month assignment in Argentina. Now back at his home office, Mario and his co-worker Rosa talk about the weather in Buenos Aires.

- Rosa: **¿Cómo es el clima de Buenos Aires?**
koh-moh ehs ehl klee-mah deh bvooeoh-nohs
ahee-rehs
What's Buenos Aires' climate like?

- Mario: **Es muy agradable y templado.**
ehs mooy ah-grah-dah-bvleh ee tehm-plah-doh
It's very pleasant and temperate.

Rosa:	¿Llueve mucho? yooeh-bveh moo-choh <i>Does it rain a lot?</i>	Book I Speaking in Everyday Settings
Mario:	Sí, llueve todo el año, pero no mucho. see, yooeh-bveh toh-doh ehl an-nyoh, peh-roh noh moo-choh <i>Yes, there's rain all year round, but not too much.</i>	
Rosa:	¿Y también hay sol? ee tahm-bveeehn ah yoh sohl <i>And is it also sunny?</i>	
Mario:	Sí, hay sol casi todos los días. see ahy sohl kah-see toh-dohs lohs dee-ahs <i>Yes, it's sunny almost every day.</i>	
Rosa:	¿No nieva nunca? noh neeeh-bvah noon-kah <i>Does it ever snow?</i>	
Mario:	No, en Buenos Aires nunca nieva. noh ehn bvooh-nohs ahee-rehs noon-kah neeeh-bvah <i>No, in Buenos Aires it never snows.</i>	

Discussing Work, Hobbies, and Activities

Work and professions are always useful subjects for small talk. And when discussing these topics, you want to be sure that you understand each other, so you use the irregular verb **entender** (ehn-tehn-dehr) (*to understand*). Because **entender** is irregular, you conjugate it in the present tense as shown in the following table:

<i>Conjugation</i>	<i>Pronunciation</i>
yo entiendo	yoh ehn-teeehn-doh
tú entiendes	too ehn-teeehn-dehs
él, ella, ello, uno, usted entiende	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd ehn-teeehn-deh
nosotros entendemos	noh-soh-trohs ehn-tehn-deh-mohs
vosotros entendéis	bvoh-soh-trohs ehn-tehn-dehees
ellos, ellas, ustedes entienden	eh-yohs, eh-yahs, oos-teh-dehs ehn- teeehn-dehn



An understanding proverb

A buen entendedor, pocas palabras. (ah bvooehn ehn-tehn-deh-dohr poh-kahs pah-lah-bvrahs.) (*Who knows, knows. [Literally: To the one who understands, few words.]*)

This proverb comes in handy when you assume that the other person already knows about the issue you're discussing.

If we had to explain it with body language, we would say it's the equivalent of a knowing wink.

Here are some examples to help you use the irregular verb entender:

- ✓ **Yo entiendo de enfermería.** (yoh ehn-teeehn-doh deh ehn-fehr-meh-ree-ah) (*I know about nursing.*)
- ✓ **Francisca entiende de cocina.** (frahn-sees-kah ehn-teeehn-deh deh koh-see-nah) (*Francisca knows about cooking.*)
- ✓ **Nosotros entendemos el problema.** (noh-soh-trohs ehn-tehn-deh-mohs ehl proh-bvleh-mah) (*We understand the problem.*)
- ✓ **Pedro no entiende.** (peh-droh noh ehn-teeehn-deh) (*Pedro doesn't understand.*)
- ✓ **Ellos entienden lo que decimos.** (eh-yohs ehn-teeehn-dehn loh keh deh-see-mohs) (*They understand what we are saying.*)

The following dialogue follows two strangers chatting about their work.

Talkin' the Talk



Listen to Jane and Pedro in a café talking about their jobs.

Jane:

¿Dónde trabaja usted?
dohn-deh trah-bvah-Hah oos-tehd
Where do you work?

Pedro:

Trabajo en México; soy ingeniero.
trah-bvah-Hoh ehn meh-Hee-koh sohy
een-Heh-neeeh-roh
I work in Mexico [City]; I'm an engineer.

Jane:	¿Para qué compañía trabaja? pah-rah keh kohm-pah-nyee-ah trah-bvah-Hah <i>What company do you work for?</i>	Book I Speaking in Everyday Settings
Pedro:	Soy empresario independiente. sohy ehm-preh-sah-reeh een-deh-pehn-deeehn-teh <i>I'm an independent entrepreneur.</i>	
Jane:	¿Cuántos empleados tiene? kooahn-tohs ehm-pleh-ah-dohs teeuh-neh <i>How many employees do you have?</i>	
Pedro:	Tengo nueve empleados. ¿Y usted qué hace? tehn-goh nooeh-bveh ehm-pleh-ah-dohsee oos-tehd keh ah-seh <i>I have nine employees. What do you do?</i>	
Jane:	Soy dentista. sohy dehn-tees-tah <i>I'm a dentist.</i>	
Pedro:	¿Y dónde tiene su consultorio? ee dohn-deh teeuh-neh soo kohn-sool-toh-reeoh <i>And where do you work?</i>	
Jane:	En Puebla. ehn pooeh-bvlah <i>In Puebla.</i>	

Discussing Family Matters and Relatives

The individual is the basic element of U.S. and Canadian societies. In Latin America, on the other hand, the family is the basic unit. People work, live, and function in consonance with their families. When visiting your Spanish-speaking neighbors, therefore, you'll be more comfortable if you pay attention to the way that Latinos stress the importance of the family and of family relationships.

The following list gives basic names for family members:

- ✓ **padre** (*pah-dreh*) (*father*)
- ✓ **madre** (*mah-dreh*) (*mother*)
- ✓ **hijo** (*ee-Hoh*) (*son*)

- ✓ **hija** (ee-Hah) (*daughter*)
- ✓ **hermano** (ehr-mah-noh) (*brother*)
- ✓ **hermana** (ehr-mah-nah) (*sister*)
- ✓ **yerno** (yehr-noh) (*son-in-law*)
- ✓ **nuera** (nooeh-rah) (*daughter-in-law*)
- ✓ **nieto** (neeeh-toh) (*grandson*)
- ✓ **nieta** (neeeh-tah) (*granddaughter*)
- ✓ **cuñado** (koo-nyah-doh) (*brother-in-law*)
- ✓ **cuñada** (koo-nyah-dah) (*sister-in-law*)
- ✓ **primo** (pree-moh) (*cousin [male]*)
- ✓ **prima** (pree-mah) (*cousin [female]*)
- ✓ **padrino** (pah-dree-noh) (*godfather*)
- ✓ **madrina** (mah-dree-nah) (*godmother*)
- ✓ **tío** (tee-oh) (*uncle*)
- ✓ **tía** (tee-ah) (*aunt*)
- ✓ **abuelo** (ah-bvooeh-loh) (*grandfather*)
- ✓ **abuela** (ah-bvooeh-lah) (*grandmother*)

You may notice a certain amount of ceremony in the way people invite others into their homes; the following dialogue shows you how one friend invites another to his family's house.

Talkin' the Talk

Shirley is visiting a family at their home for the first time.

Juan Carlos: **Mire, le invito a que conozca mi casa.**
*mee-reh leh een-bvee-toh ah keh koh-nohs-kah mee
kah-sah*
Look, I'm inviting you to see my house.

Shirley: **Por favor, no quiero molestarle.**
pohr fah-bvohr noh keeeh-roh moh-lehs-tahr-leh
Please, I don't want to bother you.

Juan Carlos: **No es ninguna molestia, y así le presento mi familia.**
*noh ehs neen-goo-nah moh-lehs-teeah ee ah-see leh
preh-sehn-toh mee fah-mee-leeah*

It's no bother, and this way I can introduce you to my family.

Shirley: **Pues si no le parece un abuso . . .**
 pooehs see noh leh pah-reh-seh oon ah-bvoo-soh
Well, if you don't think I'm abusing [your hospitality] . . .

Juan Carlos: **No, para nada, le insisto . . .**
 noh pah-rah nah-dah leh een-sees-toh
Not at all, I insist . . .

Talking about Where You Live

It's natural after you've been invited to someone's house to invite them back to yours. And "where do you live?" is as frequent a question as "where do you work?" when making small talk. The verb **vivir** (bvee-bveer) is a regular verb, and it means *to live*. You can see how to conjugate its present tense in the following table.

<i>Conjugation</i>	<i>Pronunciation</i>
yo vivo	yoh bvee-bvoh
tú vives	too bvee-bvehs
él, ella, ello, uno, usted vive	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd bvee-bveh
nosotros vivimos	noh-soh-trohs bvee-bvee-mohs
vosotros vivís	bvoh-soh-trohs bvee-bvees
ellos, ellas, ustedes viven	eh-yohs, eh-yahs, oos-teh-dehs bvee-bvehn

In the following dialogue, a friend remarks on another friend's house as she sees it for the first time.

Talkin' the Talk

Shirley has been invited into a beautiful, middle-class family house.

Juan Carlos: **Bueno, ya llegamos a la casa de mis padres.**
 bvooeh-noh yah yeh-gah-mohs ah lah kah-sah deh
 mees pah-drehs
Well, we're at my parents' house.

Shirley: **¡Qué bella casa! Parece muy antigua.**
 keh bveh-yah kah-sah pah-reh-seh mooy
 ahn-tee-gooah
What a beautiful house! It seems very old.

Juan Carlos: **Sí, es una casa del siglo diecisiete.**
 see ehs oo-nah kah-sah dehl see-glooh
 deehh-see-seeeh-teh
Yes, it's a seventeenth-century house.

Shirley: **¡Qué patio tan bello!**
 keh pah-teeoh tahn bveh-yoh
What a beautiful patio!

Juan Carlos: **Sí, el patio es muy tradicional.**
 see ehl pah-teeoh ehs mooy trah-dee-seeoh-nahl
Yes, it's very traditional.

This dialogue follows new acquaintances as they chat about living arrangements and make plans for tomorrow.

Talkin' the Talk

After Shirley is introduced to the family, they will want to know where she lives, and they will invite her to come again.

Family member: **¿Dónde vives?**
 dohn-deh bvee-bvehs
Where do you live?

Shirley: **Busco un departamento pequeño.**
 bvoos-koh oon deh-pahr-tah-mehn-toh peh-keh-nyoh
I'm looking for a small apartment.

Family member: **A la vuelta, arriendan un departamentito.**
 ah lah bvooehl-tah ah-rreeehn-dahn oon
 deh-pahr-tah-mehn-tee-toh
Around the corner, they rent a little apartment.

Shirley: **Bueno, voy a verlo.**
 bvooeh-noh bvoy ah bvehrl-loh
Good, I'm going to see it.

- Family member: **Te va a gustar.**
teh bvah ah goos-tahr
You'll like it.
- Shirley: **Bueno, no quiero molestar más, tengo que irme.**
bvooeoh-noh noh keeeh-roh moh-lehs-tahr mahs
tehn-goh keh eer-meh
Well, I don't want to bother you any more, I have to go.
- Family member: **Aquí tienes tu casa.**
ah-kee teeuh-nehs too kah-sah
This is your home.
- Shirley: **Muchas gracias.**
moo-chahs grah-seeahs
Thanks a lot.
- Family member: **Te invito a que vengas mañana a tomar el tecito con nosotros.**
teh een-bvee-toh ah keh bvehn-gahs mah-nyah-nah
ah toh-mahr el teh-see-toh kohn noh-soh-trohs
I invite you to come tomorrow for [a small] tea [with us].
- Shirley: **Lo haré con mucho gusto.**
loh ah-reh kohn moo-choh goos-toh
I'd love to.

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Engaging in “Small” Talk with Diminutives



In English when you want to say that something is small, you have to add the adjective *small* or *little* in front of the noun. Not so in Spanish. In Spanish, you add a few letters to the noun, called a *suffix*, meaning that you paste it to the end of the word. With that suffix, you create a diminutive, and people know that you're talking about something or someone small. The suffixes you add to the words are **-ito** (ee-toh) or **-ita** (ee-tah). A **niño** (nee-nyoh) (*boy/child*) turns little when you add the suffix **niñito** (nee-nyee-toh) (*little boy/child*).

Diminutives are used in Spain and other Spanish-speaking countries, but not as profusely as in some Latin American countries — especially the ones near the Andes Mountain range, such as Chile, Peru, and Ecuador.

In all Latin American countries, children are an important part of the family. See how Shirley takes this fact into consideration in the following dialogue.

Talkin' the Talk

Shirley chats about kids with her hosts.

Florencia: **Dime Shirley, ¿tienes hijos?**
dee-meh Shirley teeeh-nehs ee-Hohs
Tell me Shirley, do you have children?

Shirley: **Tengo un hijo. Aquí está su foto.**
tehn-goh oon ee-Hoh ah-kee ehs-tah soo foh-toh
I have a son. Here's his photo.

Florencia: **A ver . . . Un muchacho muy buen mozo.**
ah bvehr oon moo-chah-choh mooy booehn moh-so
Let's see . . . A good-looking boy.

Shirley: **Sí. ¿Y tú?**
see ee too
Yes. And you?

Florencia: **Yo tengo una hija y un hijo.**
yoh tehn-goh oo-nah ee-Hah ee oon ee-Hoh
I have a daughter and a son.

Shirley: **¿Cuántos años tienen?**
kooahn-tohs ah-nyohs teeeh-nehn
How old are they?

Florencia: **Mi hija tiene seis años y mi hijo tres. Allí viene mi hija.**
mee ee-Hah teeeh-neh sehees ah-nyohs ee mee
ee-Hoh trehs ahee bveeh-neh mee ee-Hah
My daughter is six and my son three. There comes my daughter.

Shirley: **Hola, ¿cómo te llamas?**
oh-lah koh-moh teh yah-mahs
Hello, what's your name?

Rosita:	Me llamo Rosita. meh yah-moh roh-see-tah <i>My name is Rosita.</i>	Book I Speaking in Everyday Settings
Shirley:	¡Qué bello nombre, me gusta mucho! keh bveh-yoh nohm-breh meh goos-tah moo-choh <i>What a beautiful name, I like it very much!</i>	

Brushing Up on Common Expressions

When you're engaged in small talk, you can often get by with a few standard expressions, such as the following:

- ✓ **Muchas gracias.** (*moo-chahs grah-seeahs*) (*Thank you very much.*)
- ✓ **No, gracias.** (*no grah-seeahs*) (*No, thank you.*)
- ✓ **Nada, gracias.** (*nah-dah grah-seeahs*) (*Nothing, thanks.*)
- ✓ **Lo siento.** (*loh seeehn-toh*) (*I'm sorry.*)
- ✓ **Mi culpa.** (*mee kool-pah*) (*My fault.*)
- ✓ **Con permiso.** (*kohn pehr-mee-soh*) (*Excuse me. [in the way]*)
- ✓ **Discúlpeme.** (*dees-kuhl-peh-meh*) (*Excuse me. [interrupt]*)
- ✓ **¿Qué necesita usted?** (*keh neh-seh-see-tah oos-tehd*) (*What do you need?*)
- ✓ **Quiero unas baterías.** (*keeeh-roh oo-nahs bah-tehr-ee-ahs*) (*I want some batteries.*)
- ✓ **¿Habla usted inglés?** (*ah-bvlah oos-tehd een-glehs*) (*Do you speak English?*)
- ✓ **Hablo inglés.** (*ah-bvloh een-glehs*) (*I speak English.*)
- ✓ **¿Habla usted español?** (*ah-bvlah oos-tehd eh-spah-nyohl*) (*Do you speak Spanish?*)
- ✓ **Hablo español.** (*ah-bvlah eh-spah-nyohl*) (*I speak Spanish.*)
- ✓ **No entiendo.** (*noh ehn-teeehn-doh*) (*I don't understand.*)
- ✓ **No hablo mucho español.** (*no ah-bvloh moo-choh eh-spah-nyohl*) (*I don't speak much Spanish.*)
- ✓ **¿Repita, por favor?** (*reh-pee-tah pohr fah-bvohr*) (*Can you repeat that, please?*)

- ✓ **Necesito información, por favor.** (neh-seh-see-toh een-fohr-mah-see-ohn pohr fah-bvohr) (*I need information, please.*)
- ✓ **Necesito ayuda.** (neh-seh-see-toh ah-yoo-dah) (*I need some help.*)
- ✓ **¿Adónde va usted?** (ah-dohn-deh bvah oos-tehd) (*Where are you going?*)
- ✓ **No sé.** (noh seh) (*I don't know.*)

Use It or Lose It: Practicing What You Know

The best way to master any skill is to practice it until it becomes as natural as tying your shoelaces. The same is true when you're acquiring a new language. We encourage you to practice speaking Spanish as much as possible. The following list provides you with some suggestions to help you identify opportunities without necessarily traveling outside the country:

- ✓ **Visit Spanish-speaking places:** This information probably comes as no surprise, but the absolute best way, by far, to learn Spanish is to be in an environment where everybody speaks the language and no one speaks yours. Finding this sort of environment is pretty simple if you can afford to travel. Consider submerging yourself in the language by giving yourself a Spanish-speaking vacation. With Spanish-speaking places appearing just as you come across the southern border of the United States, travel by car, bus, or plane is generally inexpensive.
- ✓ **Scope out your neighborhood:** You may be able to find Spanish-speaking people in your own neighborhood or town. And among these people, you may find some who are willing to spend a few hours a week with you, doing everyday activities. You may join one of their clubs or volunteer in one of their community centers. In addition to honing your language skills, you can also explore a fascinating new culture.
- ✓ **Tune in to Spanish radio and TV:** Because so many people in North, Central, and South America speak Spanish, you may be lucky enough to find a radio station or a TV channel in your area that offers Spanish programming. By listening to and watching these programs, you add new vocabulary, gain an understanding of the body language and idioms of Spanish-speaking people, and gain insight into their idea of fun.
- ✓ **Rent Spanish-speaking video flicks:** Video centers in your area may offer films in Spanish. To get the effect of being in a Spanish-speaking country, choose a film that has no dubbing or subtitles. You'll be amazed at how much you understand even the first time you see the

movie, but the good thing about video is that you can play the film as many times as your whim and time allow.

- ✓ **Check out your library's offerings:** Your local library may house books, tapes, and other materials about Spanish and Spanish-speaking countries. Every bit of information you get counts in building up your mental Spanish library. Here are some things you're looking for:
 - Atlases and maps of Spanish-speaking North, Central, and South American countries.
 - Travel guides and books that describe Spanish-speaking areas.
 - Novels that describe Spanish places. Most of these are translations of texts by authors from countries that speak Spanish, but others are written in English.
- ✓ **Read the liner notes:** The liner notes you find in CDs and cassette tapes often have the song lyrics printed on them. Try buying albums by your favorite Spanish singer and then check the liner notes. Eventually, liner notes or not, you're bound to find yourself singing along — in Spanish!
- ✓ **Explore the Internet:** Look up your favorite Spanish-speaking countries, sample online tutorials and other offerings, and perhaps even strike up conversations with native speakers in online chat rooms and discussion forums. (You can even practice searching the Web in Spanish! Instead of going to www.google.com, try searching from www.google.es to browse Spanish Web sites.)
- ✓ **Make up games:** You can make up games of your own. For example, you may decide to make a game of learning a sentence a day:
 1. Put the sentence with little stickers on your refrigerator, next to your phone, on your bathroom mirror, or other places you choose.
 2. Every time you open the refrigerator, hang up your phone, or look into the mirror, read and repeat the sentence aloud. Use your imagination and have fun!
- ✓ **Label all your stuff in Spanish:** On little stickers, write the Spanish word for all the things in one room of your house. Put each sticker on the correct item. Say the Spanish word aloud every time you use the object. As you feel comfortable with the words, remove the stickers, but continue saying the name aloud. If you forget the name, replace the sticker. When the majority of stickers are gone, move to another room.
- ✓ **Practice your script:** You hear a Spanish phrase in a film, you sing a line in Spanish of a song, or you catch a Spanish sentence in an ad. These are treasures, and your goal is to use and polish them all the time. Several times a day, repeat those words and phrases aloud. So that you know

what you're repeating, you may consult a dictionary, which can be the very one in Appendix B of Book V. Soon, the treasure is yours to keep.

- ✓ **Take a Spanish class:** Although *Spanish All-in-One For Dummies* contains everything you need to know to get started, it can't possibly replace the classroom experience, where you can obtain feedback from a teacher who knows the language. Consider signing up for a Spanish class at a nearby college or university. In addition to improving your Spanish language skills and pronunciation, you can receive credit for your studies that can help in future job searches.

Chapter 5

Speaking of Food . . .

In This Chapter

- ✓ Getting food and drink
- ✓ Asking simple questions at the restaurant
- ✓ Making reservations and paying the check
- ✓ Eating moles (the sauces, not the critters) and other delicacies: food and utensil vocabulary
- ✓ Comparing prices and other fun at the market

Food is an important element of any culture. Each country and region in Latin America has different-tasting food, making restaurant hopping and trying new dishes there among the most diverse experiences possible. The same is true in sunny Spain, where deep-fried fish, mountain-cured ham, and a variety of other tasty treats await you.

In this chapter, we bring you up to speed on table talk, so you can order meals (and drinks) at your favorite Mexican restaurants and shop for food at the market, fairly confident that you're getting what you want.

Getting Up to Speed on Table Talk

To this day, food remains the universal language and one of the best tools for introducing students to new languages and cultures. Knowing some basic words and phrases before sitting down for a meal can make the experience more enjoyable and certainly improves the opportunities for engaging in stimulating dinner conversation.

When shall we eat what?

Sometimes the same word has a different meaning from country to country. **Desayuno** in Argentina is a light breakfast—what hotels call a Continental breakfast. In Mexico, a **desayuno** is even lighter, often just a cup of coffee or juice. So, in Mexico, around ten o'clock or so, people sit down to a meal that is a lot like breakfast in the United States: juice or fruit, eggs with sauces, steak, plus lots of tortillas. Mexicans call this meal **almuerzo**.

In South America, **almuerzo** is simply lunch, and it's eaten around noon or one o'clock. In Spain, **almuerzo** is a late breakfast. In Uruguay

an **almuerzo** is soup, a main dish with meats or fish, and a dessert.

Comida in Chile is a meal that you eat in the evening, and may again be soup, a main dish, and dessert. The same word in Mexico signifies a meal taken between two and four o'clock in the afternoon. It's a hearty affair, with appetizers, soup, main dish, and dessert, and leads to an immediate siesta. In Spain, **comida** is lunch.

Cena is supper, eaten late, between eight and ten in the evening. In some countries, you have just fruit at this time, but some families do eat a main dish and dessert.

Table terms

You may find these phrases useful when you plan a meal:

- ✓ ¡A poner la mesa! (ah poh-nehr lah meh-sah) (*Set the table!*)
- ✓ Aquí están los platos y los vasos. (ah-kee ehs-tahn lohs plah-tohs ee lohs bvah-sohs) (*Here are the dishes and glasses.*)
- ✓ ¿Qué cubiertos? (keh koo-bveeehr-tohs) (*What cutlery?*)
- ✓ Cuchara, cuchillo, tenedor, y cucharita. (koo-chah-rah koo-chee-yo teh-neh-dohr ee koo-chah-ree-tah) (*Spoon, knife, fork, and coffee or demitasse spoon.*)
- ✓ Aquí están las servilletas. (ah-kee ehs-tahn lahs sehr-bvee-yeh-tahs) (*Here are the napkins.*)
- ✓ Más sal en el salero. (mahs sahl ehn ehl sah-leh-roh) (*More salt in the salt shaker.*)

Phrases for food and drink

Here are some common terms connected with meals:

- ✓ **almuerzo** (ahl-mooehr-soh) (*lunch*)
- ✓ **cena** (seh-nah) (*supper*)
- ✓ **comida** (koh-mee-dah) (*dinner*)
- ✓ **desayuno** (deh-sah-yoo-noh) (*breakfast*)
- ✓ **tengo sed** (tehn-goh sehド) (*I'm thirsty*)
- ✓ **tiene hambre** (teeeh-neh ahm-bvreh) (*he's/she's hungry*)

You may hear these phrases, or speak them yourself, when giving or receiving foods and beverages:

- ✓ **¡Buen provecho!** (bvooehn proh-bveh-choh) (*Enjoy your meal!* — the equivalent of the French *Bon appetit!*)
- ✓ **¿Con qué está servido?** (kohn keh ehs-tah sehr-bvee-doh) (*What does it come with?*)
- ✓ **Está caliente.** (ehs-tah kah-leeehn-teh) (*It's hot [temperature].*)
- ✓ **Está frío.** (ehs-tah freeoh) (*It's cold.*)
- ✓ **Está picante.** (ehs-tah pee-kahn-teh) (*It's hot [flavor/spice].*)
- ✓ **Es sabroso.** (ehs sah-bvohs-soh) (*It's tasty.*)
- ✓ **Lamento, no tenemos . . .** (lah-mehn-toh noh teh-neh-mohs) (*Sorry, we don't have . . .*)
- ✓ **¿Qué ingredientes tiene?** (keh een-greh-deeehn-tehs teeeh-neh) (*What are the ingredients?*)
- ✓ **¿Qué más trae el plato?** (keh mahs trah-eh ehl plah-toh) (*What else is in the dish?*)

These words can help you when you're ordering something to drink:

- ✓ **Escoger un vino.** (ehs-koh-Hehr oon bvee-noh) (*Choose a wine.*)
- ✓ **¡Salud!** (sah-lood) (*Cheers!*)
- ✓ **Tomar un refresco.** (toh-mahr oon reh-frehs-koh) (*Drink a soda pop.*)
- ✓ **Tomar un trago.** (toh-mahr oon trah-goh) (*Have a drink [alcoholic].*)
- ✓ **Un vaso de agua.** (oon bvah-soh deh ah-gooah) (*A glass of water.*)
- ✓ **Un vaso de leche.** (oon bvah-soh deh leh-cheh) (*A glass of milk.*)

Eating and Drinking: Three Must-Know Verbs

In Spanish, you talk about drinking with two verbs. One is **tomar** (toh-mahr); the other is **beber** (bveh-bvehr).

Take and drink with **tomar**

Tomar (toh-mahr) means literally *to take* and often means exactly that. But when you say **tomar un refresco** (toh-mahr oon reh-frehs-koh), you're talking about *drinking a soda*, not literally taking one, and you know that's what you mean because **tomar** is followed by something you drink.

Tomar is a regular verb of the -ar (ahr) group. The root of the verb is **tom-** (tohm), as you can see from the table that follows:

<i>Conjugation</i>	<i>Pronunciation</i>
yo tomo	yoh toh-moh
tú tomas	too toh-mahs
él, ella, ello, uno, usted toma	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd toh-mah
nosotros tomamos	noh-soh-trohs toh-mah-mohs
vosotros tomáis	bvoh-soh-trohs toh-mah-hees
ellos, ellas, ustedes toman	eh-yohs, eh-yahs, oos-teh-dehs toh-mahn

Drink up with **beber**

In the case of the verb **beber**, you can have no doubts: This verb applies to drinking only.

Beber (bveh-bvehr) is also a regular verb; it's from the -er (ehr) group. The root of the verb is: **beb-** (bvehbv), as you can see in the following table:

<i>Conjugation</i>	<i>Pronunciation</i>
yo bebo	yoh bveh-bvoh
tú bebes	too bveh-bvehs

él, ella, ello, uno, usted bebe	ehl, <i>eh-yah, eh-yoh, oo-noh oos-tehd bveh-bveh</i>	Book I
nosotros bebemos	noh-soh-trohs bveh-bveh-mohs	Speaking in Everyday Settings
vosotros bebéis	bvoh-soh-trohs bveh-bvehées	
ellos, ellas, ustedes beben	<i>eh-yohs, eh-yahs, oos-teh-dehs bveh-bvehn</i>	

Chow down with comer

Comer (kohm-ehr) means *to eat*. A regular verb from the -er (ehr) group, the root of this verb is com (kohm), as the following table shows:

<i>Conjugation</i>	<i>Pronunciation</i>
yo como	yoh <i>koh-moh</i>
tú comes	too <i>koh-mehs</i>
él, ella, ello, uno, usted come	ehl, <i>eh-yah, eh-yoh, oo-noh, oos-tehd koh-meh</i>
nosotros comemos	noh-soh-trohs <i>koh-meh-mohs</i>
vosotros coméis	bvoh-soh-trohs <i>koh-mehees</i>
ellos, ellas, ustedes comen	<i>eh-yohs, eh-yahs, oos-teh-dehs koh-mehn</i>

Sampling the Exotic Cuisine

A menu in a foreign language can be intimidating. But Latin America has many tasty and exotic foods that you don't want to miss. This list identifies the most popular ones:

- ✓ **Agua** (*ah-gooah*) in Mexico can mean *water*, which is its exact translation, but it can also be a beverage made with water, fruit, and sugar. All fruits, and even some vegetables, make refreshing **aguas** (*ah-gooahs*).
- ✓ In Chile, **aguita** (*ah-gooee-tah*) (*little water*) can be an herb tea served after a meal.
- ✓ **Empanada** (*ehm-pah-nah-dah*) actually means *in bread*. In Mexico, an **empanada** is a folded and stuffed corn tortilla. You can get **empanadas** made out of wheat dough, which is then folded and stuffed, in Argentina and Chile. Argentinians like theirs small. Chileans make theirs big. Either way, they're delicious!

- ✓ In Spain, a **tortilla** (tohr-tee-yah) is a potato, onion, and egg omelette that's often served at room temperature.
- ✓ In Mexico, **elote** (eh-loh-teh) is the name of tender corn, the kind you eat from the cob. The same thing in Argentina, Chile, Peru, and Bolivia is called **choclo** (choh-kloh).
- ✓ Green beans in Mexico are called **ejotes** (eh-Hoh-tehs). In South America, you find them under names like **porotos verdes** (poh-roh-tohs bvehr-dehs), or **porotitos** (poh-roh-tee-tohs). When the beans are dry, they're called **porotos** (poh-roh-tohs) in most of Spanish-speaking America, except in Mexico, where they're known as **frijoles** (free-Hoh-lehs). Nowhere else can you see as great a variety of beans as in a Peruvian market. They come in enough colors and shapes and sizes to make your mouth water. You may want to try them all.
- ✓ In Chile, **filete** (fee-leh-teh) is the cut of beef called **sirloin** in the United States. In Argentina, the same cut is called **lomo** (loh-moh).
- ✓ The basic Argentinean meal is **bife, con papas y ensalada** (bvee-feh kohn pah-pahs ee ehn-sah-lah-dah), which translates to *grilled steak, with potatoes and salad*. On an Argentinean grill, you're likely to find a number of meats familiar to you, along with others that you probably never have eaten. Among the more exotic are **chinchulín** (cheen-choo-leen), which is braided and grilled beef bowels. ¡Delicioso! Another delicacy is **molleja** (moh-yeh-Hah), which is the thyroid gland of a cow.
- ✓ In Mexico, however, **molleja** (moh-yeh-Hah) is chicken gizzard. And in Chile, the same chicken gizzard is **contre** (kohn-treh).
- ✓ The liver that you eat in Chile is called **pana** (pah-nah); in most other places in Latin America, liver is **hígado** (ee-gah-doh).
- ✓ In Spain, **jamón serrano** (Ha-mohn seh-rran-oh), salt cured ham typical of the mountain regions, is a great delicacy.

If you love fish and seafood, the places to go are Chile and Peru. The best fish in the world swim in the Humboldt Current, coming from Antarctica.

- ✓ You find delights such as **loco** (loh-koh), a truly gigantic scallop, and **congrio** (kohn-greeoh), or **conger eel**, a type of fish.
- ✓ You can also find **albacora** (ahl-bvah-koh-rah) (*swordfish*), **cangrejo** (kahn-greh-Hoh) (*giant crab*), **jaiba** (Hahee-bvah) (*small crab*), **langosta** (lahn-gohs-tah) (*lobster*); **langostino** (lahn-gohs-tee-noh) (*prawn*), **camarón** (kah-mah-rohn) (*shrimp*), and other delights to crowd your **sopa marinera** (soh-pah mah-ree-neh-rah) (*fish soup*).
- ✓ In Peru, they make **ceviche** (seh-bvee-cheh) out of raw fish or raw seafood. Ceviches come in many varieties. One commonality is that Latinos like their ceviche very hot. In **ceviche**, raw fish or seafood is marinated in lemon juice, salt, and hot peppers. The fish or seafood is still raw after this treatment, but it looks less transparent, as though it were cooked. Sensational!

You also may want to order some of these specialties:

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- ✓ Called **aguacate** (ah-gooah-kah-teh) in Mexico and **palta** (pahl-tah) in Argentina, Uruguay, and Chile, it's still the same *avocado*.
- ✓ In the south of Mexico, when you say **pan** (pahn), meaning *bread*, people usually think of something that the baker made to taste sweet. In South America, **pan** is closer to what you eat in the States.
- ✓ **Torta** (tohr-tah) in Mexico is a sandwich in a bun (a **sandwich** is made with bread baked in a mold and sliced.) But most everywhere else in Latin America, **torta** (tohr-tah) means *cake*, and **sandwich** means *sandwich* (no matter how it's served).
- ✓ **Memelas** (meh-meh-lahs) in Mexico are tortillas that are pinched on the side to form a hollow, which is filled with pastes and delicacies.
- ✓ **Gazpacho** (gahs-pah-choh), is a chilled vegetable soup from Spain flavored with olive oil, garlic, and vinegar.
- ✓ In Spain, **paella** (pah-eh-yah) is a favorite dish made of seafood and saffron rice.

How do you like your salsa?

Some people say that what's truly special about Latin American foods is the sauce. This statement is especially true of the sauces served in Mexico, which have an infinite variety of flavors and textures.

Mole: Truly hot sauces

Mole (moh-leh), a word used in Mexico, means *sauce*. These Mexican moles are served hot with meats and chicken:

- ✓ **Mole negro** (moh-leh neh-groh) (*black mole*) looks black — naturally! — and is made with all toasted ingredients: cocoa, chilies, almonds, onions, garlic, and bread. It can be very spicy or less so.
- ✓ **Mole colorado** (moh-leh koh-loh-rah-doh) (*red mole*) looks red and is made with chilies. It's spicy hot! The sauce is also called **coloradito** (koh-loh-rah-dee-toh).
- ✓ **Mole amarillo** (moh-leh ah-mah-ree-yoh) (*yellow mole*) is orangy yellow. You make it with almonds and raisins, among other ingredients. Generally, it's only mildly spicy.
- ✓ **Mole verde** (moh-leh bvehr-deh) (*green mole*) is made with green tomatoes, green chilies (hot peppers), and coriander (cilantro) and looks green. It can be very spicy or mildly hot.

Mexicans don't eat moles every day. These delicacies are served only on special occasions. Tourists are luckier — they can find them all the time.

Chilled hot sauces

Mexicans bring some cold sauces to the table to add more spice to your food.

- ✓ **Pico de gallo** (*pee-koh deh gah-lyoh*), which translates as *rooster's beak*, is made totally with vegetables. It looks red, green, and white, because it's made with tomatoes, jalapeño peppers, coriander, and onions. Hot!
- ✓ **Guacamole** (*gooah-kah-moh-leh*) needs no translation. It's the dip made with avocado, chili (*chee-lee*) "hot pepper," coriander (*cilantro*), lemon, and salt. It's sometimes spicy hot.
- ✓ **Salsa verde** (*sahl-sah bvehr-deh*) green sauce is made with green tomatoes, chilies, and coriander. Hot!
- ✓ **Salsa roja** (*sahl-sah roh-Hah*) red sauce is made with red tomatoes and chilies. Hot!

Making a restaurant reservation



The following dialogue provides the terminology typically needed to make a restaurant reservation.

The vast majority of restaurants in Latin America don't require reservations.

Talkin' the Talk



Señor Porter wants to take his wife to a nice restaurant on her birthday. Listen in as he calls the restaurant to make reservations.

Señor
Porter: **Quiero reservar una mesa para dos personas.**
 keeeh-roh reh-sehr-bvahr oo-nah meh-sah pah-rah
 dohs pehr-soh-nahs
 I want to reserve a table for two people.

Waiter: **¡Cómo no! ¿Para qué hora será?**
 koh-moh noh pah-rah keh oh-rah seh-rah
 Of course! At what time?

Señor:
Porter **Para las ocho de la noche.**
 pah-rah lahss oh-choh deh lah noh-cheh
 At eight o'clock in the evening.

Waiter:	¿A nombre de quién? ah nohm-bvreh deh keeehn <i>Under what name?</i>	Book I Speaking in Everyday Settings
Señor Porter:	El señor Porter. ehl seh-nyoahr Porter <i>Mr. Porter.</i>	
Waiter:	Bien, les esperamos. bveeehn lehs ehs-peh-rah-mohs <i>Good, we'll look forward to seeing you.</i>	
Señor Porter:	Muchas gracias. moo-chahs grah-seeahs <i>Many thanks.</i>	

Ordering up some grub with the verb querer

The verb **querer** (keh-rehr) is often used to convey *to want* or *to wish*.

Querer is an irregular verb. Notice that the root **quer-** (kehr) is transformed into **quier-** (keeehr) with most subject pronouns.



<i>Conjugation</i>	<i>Pronunciation</i>
yo quiero	yoh keeeh-roh
tú quieres	too keeeh-rehs
él, ella, ello, uno, usted quiere	ehl, eh-yah, eh-yoh, oo-noh, oos-tehd keeeh-reh
nosotros queremos	noh-soh-trohs keh-reh-mohs
vosotros queréis	bvoh-soh-trohs keh-rehees
ellos, ellas, ustedes quieren	eh-yohs, eh-yahs, oos-teh-dehs keeeh-rehn

The following dialogue shows you **querer** in action.



Calling a waiter

A waiter in Argentina is a **mozo** (*moh-soh*) or *young man*.

But, calling someone **mozo** in Chile is offensive. In Chile, you say **garzón** (*gahr-sohn*), which is derived from the French word for *young man* — the similarly spelled and identically pronounced **garçon**.

If you call the waiter by either of these terms in Mexico, he may not react. You can better

get his attention by saying **joven** (*Hoh-bvehn*), meaning *young*, even if he isn't so young.

In Spain, a **waiter** is a **camarero** (*kah-mah-reh-roh*).

When a woman is serving you, call her simply **señorita** (*seh-nyoh-ree-tah*), *Miss*, no matter where you are.

Talkin' the Talk

If you want to order a beverage to drink with your food, you may participate in a conversation similar to this one.

Waiter: **¿Quieren algo para beber?**
 keeeh-rehn ahl-goh pah-rah bveh-bvehr
 Do you want anything to drink?

¿Se sirven un agua de frutas?
 seh seer-bvehn oon ah-gooah deh froo-tahs
 Would you like a diluted fruit juice?

Señora **No, yo quiero un vaso de vino tinto.**
 noh yoh keeeh-roh oon bvah-soh de bvee-noh
 teen-toh
 No, I want a glass of red wine.

Waiter: **Muy bien, ¿y usted?**
 mooy bveeehn ee oos-tehd
 Very well, and you?

Señor **Yo quiero una cerveza.**
 yoh keeeh-roh oo-nah sehr-bveh-sah
 I want a beer.

Waiter: **¿Lager o negra?**
 lah-gehr oh neh-grah
 Lager or dark?

Señor
Porter: **Prefiero negra.**
preh-feeeē-roh neh-grah
I prefer dark.

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The following dialogue shows you a sample restaurant order exchange.

Talkin' the Talk

Now for great eating! You can use the following conversation as an example to order some soup or salad.

- | | |
|-------------------|---|
| Waiter: | ¿Están listos para ordenar?
ehs-tahn lees-tohs pah-rah ohr-deh-nahr
<i>Are you ready to order?</i> |
| Señora
Porter: | Yo quiero una ensalada mixta.
yoh keeeē-roh oo-nah ehn-sah-lah-dah meeks-tah
<i>I want a mixed [several vegetables] salad.</i> |
| Señor
Porter: | Y para mí una sopa de mariscos.
ee pah-rah mee oo-nah soh-pah deh mah-rees-kohs
<i>And for me, seafood soup.</i> |
| Waiter: | ¿Y de plato fuerte?
ee deh plah-toh fooehr-teh
<i>And as the main course?</i> |
| Señor
Porter: | ¿Qué nos recomienda?
keh nohs reh-koh-meeehn-dah
<i>What do you suggest?</i> |
| Waiter: | Tenemos dos platos especiales: mole amarillo con carne de res y huachinango a la veracruzana.
teh-neh-mohs dohs plah-tohs ehs-peh-seeah-lehs moh-leh ah-mah-ree-yoh kohn kahr-neh deh rehs ee ooah-chee-nahn-goh ah lah bveh-rah-kroo-sah-nah
<i>We have two specials: yellow mole with beef and red snapper Veracruz style.</i> |
| Señora
Porter: | ¿Qué es el huachinango a la veracruzana?
keh ehs ehl ooah-chee-nahn-goh ah lah bveh-rah-kroo-sah-nah
<i>What is red snapper Veracruz style?</i> |

Waiter: **Es pescado con tomates, chile, cilantro, y cebolla.**
 ehs pehs-kah-doh kohn toh-mah-tehs chee-leh
 see-lahn-troh ee seh-bvoh-yah
It's fish with tomatoes, hot peppers, coriander (cilantro), and onions.

Señora
 Porter: **Yo quiero pollo frito.**
 yoh keeh-roh poh-yoh free-toh
I want fried chicken.

Waiter: **No tenemos pollo frito. Tenemos pollo asado en salsa de mango.**
 noh teh-neh-mohs poh-yoh free-toh teh-neh-mohs
 poh-yoh ah-sah-doh ehn sahl-sah deh mah-n-goh
We don't have fried chicken. We have broiled chicken with mango sauce.

Señora
 Porter: **¿Con qué está acompañado?**
 kohn keh ehs-tah ah-kohm-pah-nyah-doh
What does it come with?

Waiter: **Con elotes frescos, y calabazas entomatadas.**
 kohn eh-loh-tehs frehs-kohs ee kah-lah-bvah-sahs
 ehn-toh-mah-tah-dahs
With fresh corn, and zucchini in tomato sauce.

Señora
 Porter: **Bueno, voy a probar el pollo con mango.**
 bvooh-noh, bvoohy ah proh-bvahr ehl poh-yoh kohn
 mah-n-goh
Good, I'll try the chicken with mango.

Paying the bill

When paying the bill, one typically asks the waiter for **la cuenta** (lah kooehn-tah) or check. The following dialogue covers getting the check and leaving a tip.

Talkin' the Talk

You may have an exchange like the following as you pay your bill.

Señor
 Porter: **Joven, ¿nos trae la cuenta por favor?**
 Hoh-bvehn nohs trah-eh lah kooehn-tah pohr
 fah-bvohr
Waiter, will you bring us the check please?

Taking a bathroom break

Inevitably, you want to wash your hands, freshen your makeup, or do something else that requires the use of a public bathroom. Bathrooms in Latin America are very similar to those in the States and Canada — the more expensive the restaurant, the more elegant the bathroom. The following phrases can help you find the room you need.

✓ **¿Dónde están los baños?** (dohn-deh ehs-tahn lohs bvah-nyohs) (*Where are the bathrooms?*)

- ✓ **Los baños están al fondo, a la derecha.** (lohs bvah-nyohs ehs-tahn ahl fohn-doh ah lah deh-reh-chah) (*The bathrooms are at the back, to the right.*)
- ✓ **¿Es este el baño?** (ehs ehs-teh ehl bvah-nyoh) (*Is this the bathroom?*)
- ✓ **No, este no es el baño. Es ese.** (noh ehs-teh noh ehs ehl bvah-nyoh ehs eh-se) (*No, this isn't the bathroom. It's that one.*)

Waiter:

Ya vuelvo con la cuenta.

yah bvooehl-bvoh kohn lah kooehn-tah
I'll be back with the check.

Señor

¿Aceptan tarjetas de crédito?

ah-sehp-tahn tahr-Heh-tahs deh kreh-dee-toh
Do you accept credit cards?

Waiter:

No, lo lamento mucho, aquí no aceptamos tarjetas de crédito.

noh loh lah-mehn-toh moo-choh ah-kee noh
ah-sehp-tah-mohs tahr-Heh-tahs deh kreh-dee-toh
No, I'm very sorry; we don't take credit cards.

A bit later:

Señora

¿Ya pagamos la cuenta?

yah pah-gah-mohs lah kooehn-tah
We paid the check already?

Señor

Ya la pagué.

yah lah pah-gheh
I paid it already.

Señora

¿Dejamos propina?

deh-Hah-mohs proh-pee-nah
Did we leave a tip?

Señor

Sí dejé propina.

see deh-Heh proh-pee-nah
Yes, I left a tip.

Going to Market

In this section, you visit markets that may be open or under a roof, but are more informal than supermarkets. Also, vendors in these markets are salespeople, not just cashiers, and they may approach you to sell you goods you may or may not want. When you don't want something, you can simply say one of the following:

- ✓ **Ahora no, gracias.** (ah-oh-rah noh grah-seeahs) (*Not now, thank you.*)
- ✓ **Ya tengo, gracias.** (yah tehn-goh grah-seeahs) (*I already have some [or it], thanks.*)
- ✓ **No me interesa, gracias.** (no meh een-teh-reh-sah grah-seeahs) (*It doesn't interest me, thank you.*)
- ✓ **Más tarde, gracias.** (mahs tahr-deh grah-seeahs) (*Later, thank you.*)
- ✓ **No me gusta, gracias.** (noh meh goos-tah grah-seeahs) (*I don't like it, thanks.*)
- ✓ **No me moleste, ¡por favor!** (noh meh moh-lehs-teh pohr fah-bvohr) (*Don't bother me, please!*)



When you go to the market, it's a good idea to bring your own shopping bags or baskets to carry away the stuff you buy. Supermarkets provide bags, of course, but at the more informal markets, the vendor simply packs the stuff you buy but doesn't provide a larger container to carry it away. Wherever this is the rule, you can find stalls that sell bags or baskets of all sizes. More often than not, you want to take these bags home with you — many of them are handmade and quite beautiful.

Shopping with the verb *comprar*

Comprar (kohm-prahr) means *to shop*, and **ir de compras** (eer deh kohm-prahs) means *to go shopping*. **Comprar** is a regular verb of the -ar (ahr) group. The root of the verb is **compr-** (kohmpr). Here's how you conjugate **comprar** in the present tense:

Conjugation

yo compro

tú compras

él, ella, ello, uno, usted compra

Pronunciation

yoh kohm-proh

too kohm-prahs

ehl, eh-yah, eh-yoh, oo-noh, oos-tehd
kohm-prah

nosotros compramos

noh-soh-trohs kohm-prah-mohs

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vosotros compráis

bvoh-soh-trohs kohm-prah-hees

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kohm-prahn

These phrases, based on **ir de compras** (eer deh *kohm-prahs*) (*to go shopping*), can help you at the market.

- ✓ **Fue de compras.** (fooeh deh *kohm-prahs*) (*She or he is out shopping.*)
- ✓ **¡Voy de compras!** (bvoi deh *kohm-prahs*) (*I'm going shopping!*)
- ✓ **¡Vamos de compras al mercado!** (bvah-mohs deh *kohm-prahs ahl-mehr-kah-do*) (*Let's go shopping at the market!*)

Selecting fruit

Here are the names of fruits you find at the market:

- ✓ **la cereza** (lah seh-reh-sah) (*the cherry*)
- ✓ **la ciruela** (lah see-ro-eh-lah) (*the plum*)
- ✓ **el durazno** (ehl doo-rahs-noh) (*the peach*)
- ✓ **la fresa** (la freh-sah) (*the strawberry*) [Mexico, Central America, and Spain]
- ✓ **la frutilla** (lah froo-tee-yah) (*the strawberry*) [from Colombia to the South Pole]
- ✓ **la guayaba** (lah gooah-yah-bvah) (*the guava*)
- ✓ **el higo** (ehl ee-goh) (*the fig*)
- ✓ **la lima** (lah lee-mah) (*the lime*)
- ✓ **el limón** (ehl lee-mohn) (*the lemon*)
- ✓ **el mango** (ehl mahng-goh) (*the mango*)
- ✓ **la manzana** (lah mahn-sah-nah) (*the apple*)
- ✓ **el melocotón** (ehl meh-loh-koh-tohn) (*the peach*) [in Spain]
- ✓ **el melón** (ehl meh-lohn) (*the melon*)
- ✓ **la mora** (lah moh-rah) (*the blackberry*)
- ✓ **la naranja** (lah nah-rahn-Hah) (*the orange*)
- ✓ **la papaya** (lah pah-pah-yah) (*the papaya*)

- ✓ **la pera** (lah *peh-rah*) (*the pear*)
- ✓ **el plátano** (ehl *plah-tah-noh*) (*the banana*)
- ✓ **el pomelo** (ehl *poh-meh-loh*) (*the grapefruit*) [in Mexico]
- ✓ **la sandía** (lah *sahn-dee-ah*) (*the watermelon*)
- ✓ **la toronja** (lah *toh-rohn-Ha*) (*the grapefruit*) [in Mexico]
- ✓ **la tuna** (lah *too-nah*) (*the prickly pear*)
- ✓ **la uva** (lah *oo-bvah*) (*the grape*)

Picking out veggies

Fresh vegetables are always tasty. You can easily find the following:

- ✓ **las acelgas** (lahs *ah-sehl-gahs*) (*the swiss chard*)
- ✓ **el aguacate** (ehl *ah-gooah-kah-teh*) (*the avocado*)
- ✓ **el ají** (el *ah-Hee*) (*the hot pepper*) [in South America]
- ✓ **el ajo** (ehl *ah-Hoh*) (*the garlic*)
- ✓ **el brócoli** (ehl *bruh-koh-lee*) (*the broccoli*)
- ✓ **la calabacita** (lah *kah-lah-bvah-see-tah*) (*the zucchini*) [in Mexico]
- ✓ **las cebollas** (lahs *seh-bvoh-yahs*) (*the onions*)
- ✓ **el chile** (ehl *chee-leh*) (*the hot pepper*) [in Mexico and Guatemala]
- ✓ **el chile morrón** (ehl *chee-leh moh-rrohn*) (*the sweet pepper*) [in Mexico]
- ✓ **la col** (lah *kohl*) (*the cabbage*) [in Mexico]
- ✓ **la coliflor** (lah *koh-lee-flohr*) (*the cauliflower*)
- ✓ **la espinaca** (lah *ehs-pee-nah-kah*) (*the spinach*)
- ✓ **la lechuga** (lah *leh-choo-gah*) (*the lettuce*)
- ✓ **las papas** (lahs *pah-pahs*) (*the potatoes*); **patatas** (pah-*tah-tahs*) [in Spain]
- ✓ **la palta** (lah *pahl-tah*) (*the avocado*) [in South America]
- ✓ **el pimentón** (ehl *pee-mehn-tohn*) (*the sweet pepper*) [in Argentina, Chile, and Uruguay]
- ✓ **el repollo** (ehl *reh-poh-yoh*) (*the cabbage*) [in Argentina and Chile]
- ✓ **la zanahoria** (lah *sah-nah-oh-reeah*) (*the carrot*)
- ✓ **el zapallito** (ehl *sah-pah-yee-toh*) (*zucchini*) [in Uruguay and Argentina]

Fishing for seafood

These terms can help you when you're selecting seafood:

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- ✓ **el camarón** (ehl kah-mah-rohn) (*shrimp*); *gambas* (gahm-bahs) in Spain
- ✓ **el huachinango** (ehl ooah-chee-nahn-goh) (*red snapper*)
- ✓ **el langostino** (ehl lahn-gohts-tee-noh) (*prawn*)
- ✓ **el marisco** (ehl mah-rees-koh) (*seafood*)
- ✓ **el pescado** (ehl pehs-kah-doh) (*fish*)
- ✓ **la trucha** (lah troo-chah) (*trout*)

The following dialogue shows you how to get what you need at the fish market.

Talkin' the Talk

Latin Americans prepare fish and seafood in a variety of ways, all of them delicious. Here's how Amalia shops for fish.

- | | |
|---------|--|
| Amalia: | ¿Cuánto cuesta el pescado?
kooahn-toh kooehs-tah ehl pehs-kah-doh
<i>How much is the fish?</i> |
| Vendor: | Treinta pesos el kilo.
treheen-tah peh-sohs ehl kee-loh
<i>Thirty pesos per kilo.</i> |
| Amalia: | Lo quiero fileteado, sin espinas.
loh keeeh-roh fee-leh-teh-ah-doh seen ehs-pee-nas
<i>I want it filleted, boneless.</i> |
| Vendor: | ¿Se lleva la cabeza para la sopa?
seh yeh-bvah lah kah-bveh-sah pah-rah lah soh-pah
<i>Will you take the head for soup?</i> |
| Amalia: | Sí, aparte, por favor.
see ah-pahr-teh pohr fah-bvohr
<i>Yes, separately, please.</i> |

Knowing your weights and volumes

The United States is one of the few countries that hasn't fully adopted the metric system, so you need to get up to speed on metric weights and volumes before you go to market. A **kilo** (kee-loh) is a bit more than two pounds. *Kilo* actually comes from the word **kilogram**, which means one thousand grams. One gram is **un gramo** (oon grah-moh) — roughly equivalent to the weight of the water filling a thimble. A **litro** (lee-troh) or *liter*, is a bit more than a quart or exactly half as much as you get in one of those two-liter soda bottles. Here's a list of other quantities:

- ✓ **una docena** (oo-nah doh-seh-nah) (*a dozen*)
- ✓ **media docena** (meh-deeah doh-seh-nah) (*a half dozen*)
- ✓ **una cincuentena** (oo-nah seen-kooehn-teh-nah) (*fifty; 50*)
- ✓ **una centena** (oo-nah sehn-teh-nah) (*one hundred; 100*)
- ✓ **un millar** (oon mee-yahr) (*one thousand; 1,000*)

The following dialogue demonstrates how you discuss these measures with vendors at the market.

Talkin' the Talk



Listen as Amalia bargains with a vendor over oranges at a fruit and vegetable stand.

Amalia: **¿A cuánto las naranjas?**
 ah kooahn-toh lahs nah-rahn-Hahs
 How much for the oranges?

Vendor: **A diez pesos las veinticinco.**
 ah deeehs peh-sohs lahs bveheen-tee-seen-koh
 Ten pesos for twenty five.

Amalia: **¿A cuánto los aguacates?**
 ah kooahn-toh lohs ah-gooah-kah-tehs
 How much for the avocados?

Vendor: **Quince pesos el kilo.**
 keen-seh peh-sohs ehl kee-loh
 Fifteen pesos for one kilo.

Amalia:	¡Es muy caro! ehs mooy kah-roh <i>It's very expensive.</i>	Book I Speaking in Everyday Settings
Vendor:	Es más barato que ayer. ehs mahs bvah-rah-toh keh ah-yehr <i>It's cheaper than yesterday.</i>	
Amalia:	¿Tiene plátanos? teeeh-neh plah-tah-nohs <i>Do you have bananas?</i>	
Vendor:	¿Sí, de cuáles? see deh kooah-lehs <i>Yes, which kind?</i>	
Amalia:	De esos. ¿Cuánto cuestan? deh eh-sohs kooahn-toh kooehs-tahn <i>Those. How much do they cost?</i>	
Vendor:	Tres pesos el kilo. trehs peh-sohs ehl kee-loh <i>Three pesos per kilo.</i>	
Amalia:	Medio kilo, por favor. Los ajos, ¿a cuánto? meh-deeoh kee-loh porh fah-bvohr. lohs a-Hos ah kooahn-toh <i>A half kilo please. How much is the garlic?</i>	
Vendor:	A cinco pesos el ramillete. ah seen-koh peh-sohs ehl rah-mee-yeh-teh <i>5 pesos per bunch [of heads.]</i>	

Shopping at the Supermercado

Of course, you can also buy groceries at the **supermercado** (soo-pehr-mehr-kah-doh) (*supermarket*), where you proceed very much as you do in the United States. You may also find food there that you're more accustomed to. The supermarket is a good place to go for things like cereals and canned goods.

Following are some words and phrases that can help you at the supermarket:

- ✓ **el arroz** (ehl ah-rrohs) (*the rice*)
- ✓ **el atún** (ehl ah-toon) (*the tuna*)
- ✓ **el fideo** (ehl fee-deh-oh) (*the pasta*)
- ✓ **los cereales** (lohs seh-reh-ah-lehs) (*the cereals*)
- ✓ **las galletas** (lahs gah-yeh-tahs) (*the cookies or crackers*)
- ✓ **la leche** (lah leh-cheh) (*the milk*)
- ✓ **pagar** (pah-gahr) (*to pay*)
- ✓ **el pasillo** (ehl pah-see-yoh) (*the aisle*)
- ✓ **las sardinas** (lahs sahr-dee-nahs) (*the sardines*)
- ✓ **el vino** (ehl bvee-noh) (*the wine*)
- ✓ **el vuelto** (ehl bvooehl-toh) (*change [as in money back]*); **la vuelta** (lah bvooehl-tah) (*in Spain*)
- ✓ **las ollas** (lahs oh-yas) (*pots*)
- ✓ **el tercer pasillo** (ehl tehr-sehr pah-see-yoh) (*the third aisle*)
- ✓ **al fondo** (ahl fohn-doh) (*at the back*)
- ✓ **Gracias, aquí está su vuelto.** (grah-seeahs ah-kee ehs-tah soo bvooehl-toh) (*Thanks, here's your change.*)

Chapter 6

Going Shopping

In This Chapter

- ✓ Shopping at department stores, specialty stores, and traditional markets
- ✓ Asking for help and trying things on
- ✓ Checking sizes, colors, materials, items
- ✓ Using the verbs **probar** and **llevar**
- ✓ Expressing comparatives, superlatives, and emphasis

En even experienced shoppers can enjoy new ways to shop and new stores to shop at. Shopping beyond the borders of the United States can be entertaining, and you can find some great bargains. But whether shopping is fun or hard work for you, in this chapter, we explain how to go about it Latin style!

In Latin American cities, you are likely to find that the shopping process resembles what you're used to. A worldwide trend seeks to make shopping faster, more abundant, and more varied. In larger cities like **Buenos Aires** (bvooh-nohs ahee-rehs), **Caracas** (kah-rah-kahs), and **Santiago de Chile** (sahn-teeah-goh deh chee-leh), stores and marketplaces have clothes and objects in styles that may be new and different from what you have already seen. And if you like to shop the way you're used to, you usually find department stores and supermarkets that carry merchandise that feels exotic but is still familiar.

In smaller places, or in villages and other areas where traditional ways of exchanging goods at an open-air market are still in use, you enter a new kind of shopping world — one full of surprises. At times, the merchandise may seem unfamiliar to the point of making it difficult to recognize what an item is and what it's used for. And the shopping style also differs from what you're used to. This is what we call a fun time!

Checking Out the Local Department Stores

When you daydream about traveling to foreign lands, you probably imagine the locals doing most of their shopping in open-air markets or small boutiques. The fact of the matter, however, is that in larger cities all around the world, people shop in department stores much as they do in the United States. When visiting foreign lands, consider scheduling a shopping trip to a major department store. This excursion is a great way to see how and where the locals get their clothes and other necessities. In department stores, you also find the prices clearly posted and labeled. And you can surely find items that have local flavor.

By contrast, if you want exotic items sold the old-fashioned way, a department store isn't the best place to go. Exotic clothes and objects are sold in markets where the whole shopping operation is different. We cover traditional markets later in this chapter.



Labels aren't taken as seriously in all countries as they are in Canada or the States. Often, you may find merchandise that doesn't have all the information you need. Information the salesperson gives you may be just as fuzzy, simply because the United States and Canada put more emphasis on certain things than other countries do. Trust your senses and your experience.

These phrases can help you at a department store:

- ✓ **¿Dónde está la entrada?** (*dohn-deh ehs-tah lah ehn-trah-dah*) (*Where's the entrance?*)
- ✓ **¿Dónde está la salida?** (*dohn-deh ehs-tah lah sah-lee-dah*) (*Where's the exit?*)
- ✓ **empuje** (*ehm-poo-Heh*) (*push*)
- ✓ **tire** (*tee-reh*) (*pull*)
- ✓ **jale** (*Hah-leh*) (*pull [in Mexico]*)
- ✓ **el ascensor** (*ehl ah-sehn-sohr*) (*the elevator*)
- ✓ **la escalera mecánica** (*lah ehs-kah-leh-rah meh-kah-nee-kah*) (*the escalator*)
- ✓ **el vendedor** (*ehl bvehn-deh-dohr*) or **la vendedora** (*lah bvehn-deh-doh-rah*) (*the salesperson [male and female]*)
- ✓ **la caja** (*lah kah-Hah*) (*the check out stand*)

The vocabulary in Table 6-1 can help you as you shop.

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Table 6-1 Shopping Terms

Spanish	Pronunciation	English
ayudar	ah-yoo-dahr	to help
probar	proh-bvahr	to try
medir	meh-deer	to measure
más	mahs	more
menos	meh-nohs	less
liso	lee-soh	plain; flat
apretado	ah-preh-tah-doh	tight
suelto	sooehl-toh	loose
grande	graahn-deh	large
pequeño	peh-keh-nyoh	small
la talla	lah tah-yah	the size
el probador	ehl proh-bvah-dohr	the fitting room

Suppose you're planning your day and you want to know the store's hours. Here's how to ask for that information:

- ✓ **¿A qué hora abren?** (ah keh oh-rah ah-bvrehn) (*At what time do you [formal] open?*)
- ✓ **¿A qué hora cierran?** (ah keh oh-rah seeeh-rrahn) (*At what time do you [formal] close?*)

In the United States and Canada, you are probably used to browsing and shopping by yourself. In some places in Latin America, the salesperson wants to help you as soon as you enter the department. If you find the person insistent, our advice is to let yourself be helped. The salespeople aren't trying to impose anything on you; quite to the contrary, they can be very involved and helpful. Let yourself feel like royalty, being pampered as you shop.

On the other hand, if you only want to browse, be firm about refusing help; the following dialogue shows you an example of just such a situation.

Talkin' the Talk

Here's how to tell a salesperson that you want just to browse around the store.

Salesperson: **¿Busca algo en especial?**
bvoos-kah ahl-goh ehn ehs-peh-seeah!
Looking for something special?

Silvia: **Quiero mirar, no más.**
keeh-roh mee-rahr noh mahs
I just want to look.

Salesperson: **Me llama cuando me necesita.**
meh yah-mah kooahn-doh meh neh-seh-see-tah
Call me when you need me.

Silvia: **Sí, le voy a llamar, gracias.**
see leh bvohy ah yah-mahr grah-seeahs
Yes, I'll call you, thank you.

Sampling the Goods with Probar (to Try)

The verb **probar** (proh-bvahr) (*to try, to try on, or to taste*) is one that you may use quite a lot when shopping.



Probar's root changes from **pro-** (proh) to **prue-** (prooeh) in some tenses, so it's an irregular verb. (For more about spelling-changing verbs, see Book II, Chapter 3 and Appendix A.) Here is the conjugation:

Conjugation

- yo pruebo**
- tú pruebas**
- él, ella, ello, uno, usted prueba**
- nosotros probamos**
- vosotros probáis**
- ellos, ellas, ustedes prueban**

Pronunciation

- yoh prooeh-bvoh
- too prooeh-bvahs
- ehl eh-yah eh-yoh oo-noh oos-tehd prooeh-bvah
- noh-soh-trohs proh-bvah-mohs
- bvoh-soh-trohs proh-bvahhees
- eh-yohs eh-yahs oos-teh-dehs prooeh-bvahn

After you know how to use **probar**, you can ask to try on anything before you buy it, which is important to do when shopping in Latin America. Different people have different shapes, and some cuts may look different on Latinos than on you.

The following dialogue shows you how to find the store department you need.

Talkin' the Talk

You want the section of the store with the goods you are looking for. Here's how you can ask where it is:

Silvia: **¿Dónde están los vestidos de señora?**
 dohn-deh ehs-tahn lohs bvehs-tee-dohs deh
 seh-nyoh-rah
 Where are the ladies' clothes?

Salesperson: **En el quinto piso.**
 ehn ehl keen-toh pee-soh
 On the fifth floor.

Silvia: **¿Dónde está la ropa de hombre?**
 dohn-deh ehs-tah lah roh-pah deh ohm-bvreh
 Where are the men's clothes?

Salesperson: **En el cuarto piso.**
 ehn ehl kooahr-toh pee-soh
 On the fourth floor.

Silvia: **¿Dónde encuentro artículos de tocador?**
 dohn-deh ehn-kooehn-troh ahr-tee-koo-lohs deh
 toh-kah-dohr
 Where do I find toiletries?

Salesperson: **Al fondo, a la izquierda.**
 ahl fohn-doh ah lah ees-keeehr-dah
 At the back, to the left.

Silvia: **Busco la sección de ropa blanca.**
 bvoos-koh lah sehk-seeohn deh roh-pah bvlahn-kah
 I'm looking for sheets and towels.

Salesperson: **Un piso más arriba.**
 oon pee-soh mahs ah-rree-bvah
 One floor up.

Silvia: **¿Venden electrodomésticos?**
 bvehn-dehn eehl-ehk-troh-doh-mehs-tee-kohs
 Do you sell appliances?

Salesperson: **Sí, en el último piso.**
 see ehn ehl ool-tee-moh pee-soh
 Yes, on the top floor.



Before heading out to the market, brush up on your numbers and colors, as covered in Book I, Chapter 2.

The following dialogue demonstrates how to ask a salesperson for help.

Talkin' the Talk



Silvia accidentally split her skirt bending down to pick up some boxes at work. She needs a new one quick — one with pockets to hold the art supplies she needs as a graphic designer. She asks a salesperson for help:

Silvia: **¿Me ayuda por favor?**
 meh ah-yoo-dah porh fah-bvohr
 Will you help me, please?

Busco una falda con bolsillos.
 bvoos-koh oo-nah fahl-dah kohn bvoohl-see-yohs
 I'm looking for a skirt with pockets.

Salesperson: **¿Qué talla tiene?**
 keh tah-yah teeuh-neh
 What's your size?

Silvia: **Talla doce americana.**
 tah-yah doh-seh ah-meh-ree-kah-nah
 Size twelve, American.

Salesperson: **¿Me permite medirla, para estar seguras?**
 meh pehr-mee-teh meh-deer-lah pah-rah ehs-tahr
 seh-goo-rahs
 May I take your measurements to be sure?

Ah, su talla es treinta y ocho.
 ah sootah-yah ehs treheen-tah ee oh-choh
 Ah, your size is 38.

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¿Qué color busca?
 keh koh-lohr bvoos-kah
What color are you looking for?

Silvia: **Rojo.**
 roh-Hoh
Red.

Salesperson: **¿La quiere con flores?**
 lah keeeh-reh kohn floh-rehs
Do you want it with flowers?

Silvia: **No, lisa, por favor.**
 noh lee-sah pohr fah-bvohr
No, plain, please.

Shopping for clothes

A word of wisdom: Men's shirts seem to come in the same sizes in Spanish-speaking countries as they do in the United States and Canada. But just in case, checking the fit is a good idea.

In some areas, people are smaller and sizes vary; the medium there may be what you consider a small. Your best bet is to try on the shirt before you leave the store. The following dialogue presents a sample fitting-room exchange.

Talkin' the Talk

Here's how you may ask to try on pants:

Claudio: **¿Puedo probarme este pantalón?**
 pooeh-doh proh-bvahr-meh ehs-teh pahn-tah-lohn
May I try on these trousers?

Salesperson: **Cómo no, por aquí.**
 koh-moh no pohr ah-kee
Of course, this way.

Claudio: **Me queda grande.**
 meh keh-dah grahn-deh
They are too big. (Literally: It fits me large.)

Salesperson: **Le busco otro.**
 leh bvoos-koh oh-troh
I'll find you another.

Claudio: **Este aprieta aquí.**
 ehs-teh ah-preeeh-tah ah-kee
This one is tight here.

Salesperson: **A ver este.**
 ah bvehr ehs-teh
Let's see this one.

Claudio: **¿Lo tiene en verde?**
 loh teeeh-neh ehn bvehr-deh
Do you have it in green?

Salesperson: **Este, ¿a ver?**
 ehs-teh ah bvehr
This one, let's see?

Claudio: **Queda muy bien.**
 keh-dah mooy bveeehn
It fits very well.

Discussing fibers and fabrics

When shopping, you may notice that poorer regions favor fabrics made with artificial fibers and that the prices for these fabrics aren't lower than those of natural fibers. These terms help you ask about the fibers (or fabrics) of which the garments are made:

- ✓ **pura** (poo-rah) (*pure*)
- ✓ **la lana** (lah lah-nah) (*the wool*)
- ✓ **el algodón** (ehl ahl-goh-dohn) (*the cotton*)
- ✓ **la fibra** (lah fee-bvrah) (*the fiber*)
- ✓ **por ciento** (pohr seeehn-toh) (*percent; percentage*)

And here are typical questions you may ask about fabrics:

- ✓ **¿Este pantalón es de pura lana?** (ehs-teh pahn-tah-lohn ehs de poo-rah lah-nah) (*Are these pants made of pure wool?*)
- No, es de lana con nylon.** (noh ehs deh lah-nah kohn nahee-lohn) (*No, they are made of wool and nylon.*)

- ✓ **¿La camisa es de puro algodón?** (lah kah-mee-sah ehs deh *poo-roh ahl-goh-dohn*) (*Is the shirt made of pure cotton?*)
- No, es de algodón con poliéster.** (noh, ehs deh ahl-goh-dohn kohn poh-leeehs-tehr) (*No, it's made of cotton and polyester.*)
- ✓ **¿Cuánto algodón tiene esta tela?** (kooahn-toh ahl-goh-dohn teeuh-neh ehs-tah teh-lah?) (*How much cotton is there in this fabric?*)
- Tiene cuarenta por ciento.** (teeuh-neh kooah-rehn-tah pohr seeehn-toh) (*It has forty percent.*)
- ✓ **Busco ropa de fibras naturales.** (bvoos-koh roh-pah deh *fee-bvrahs nah-too-rah-lehs*) (*I'm looking for natural fiber clothes.*)
- También tenemos.** (tahm-bveeehn teh-neh-mohs) (*We have them also.*)

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Take That! The Verb *Llevar*

Whenever you go shopping, be sure to take along the verb *llevar*.

In Spanish *to wear* and *to take with you* are the same verb — *llevar* (yeh-bvahr). Good news! This is a regular verb of the group ending in *-ar* (ahr); its root is *llev-* (yehbv-).

Conjugation

yo llevo	
tú llevas	
él, ella, uno, usted lleva	
nosotros llevamos	
vosotros lleváis	
ellos, ellas, ustedes llevan	

Pronunciation

yoh yeh-bvoh	
too yeh-bvahs	
ehl eh-yah oo-noh oos-tehd yeh-bvah	
noh-soh-trohs yeh-bvah-mohs	
bvoh-soh-trohs yeh-bvaees	
eh-yohs eh-yahs oos-teh-dehs yeh-bvahn	

Count on these examples to help you keep track of this dressing and tracking verb:

- ✓ **Me llevo esta camisa.** (meh yeh-bvoh ehs-tah kah-mee-sah) (*I'll take this shirt.*)
- ✓ **El vestido que llevas es bellísimo.** (ehl bvehs-tee-doh keh yeh-bvahs ehs bveh-yee-see-moh) (*The dress you have on is very beautiful.*)
- ✓ **Llevo un regalo para ti.** (yeh-bvoh ooh reh-gah-loh pah-rah tee) (*I'm taking a present for you.*)



- ✓ **Los llevo a la escuela todos los días.** (lohs yeh-broh ah lah ehs-kooeh-lah toh-dohs lohs dee-ahs) (*I take them to school every day.*)
- ✓ **Siempre llevo un uniforme en mi trabajo.** (seeehm-preh yeh-bvoh oon oo-nee-fohr-meh ehn mee trah-bvah-Hoh) (*I always wear a uniform at my job.*)
- ✓ **La llevo.** (lah yeh-bvoh) (*I'll take it.*)

Another way to say to wear is **vestir** (bvehs-teer) (*to dress*), which comes from **vestido** (bves-tee-doh) (*dress*).

In the following dialogue, a customer tries on a garment with help from a salesperson.

Talkin' the Talk

The skirt is the right color, so Silvia wants to try it on to be on the safe side before she makes a final decision.

Salesperson: **Pase al probador, por favor.**
pah-seh ahl proh-bvah-dohr pohr fah-bvohr
Please go into the fitting room.

Silvia: **¿Dónde está?**
dohn-deh ehs-tah
Where is it?

Salesperson: **Por aquí.**
pohr ah-kee
This way.

¿Le quedó bien?
leh keh-doh bveeehn
Did it fit?

Silvia: **No, está muy apretada.**
noh ehs-tah mooy ah-preh-tah-dah
No, it's very tight.

¿Puede traer una de talla más grande?
pooeh-deh trah-ehr oo-nah tah-yah mahs grahn-deh
Can you bring a larger size?

Comparing Products: Good, Better, Best

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When you compare one thing to another, you talk in comparatives and superlatives. In Spanish, most of the time you use the word **más** (mahs) (*more*) for comparisons and **el más** (ehl mahs), which literally means *the most*, for superlatives. An example is the word **grande** (grahn-deh), which means *large* in English. **Más grande** (mahs grahn-deh) means *larger*, and **el más grande** (ehl mahs grahn-deh) means *the largest*.



In English, you usually change the word's ending; in Spanish, you just add **más** or **el más**. English has a similar system of adding comparatives and superlatives for longer words, such as *expensive*, where the comparative adds *more* before *expensive*, and the superlative adds *most*. For more about forming comparisons, check out Book II, Chapter 7.

Here are some examples of Spanish comparatives and superlatives:

- ✓ **grande** (grahn-deh) (*big; large*)
más grande (mahs grahn-deh) (*bigger; larger*)
el más grande (ehl mahs grahn-deh) (*biggest; largest*)
- ✓ **pequeño** (peh-keh-nyoh) (*small*)
más pequeño (mahs peh-keh-nyoh) (*smaller*)
el más pequeño (ehl mahs peh-keh-nyoh) (*smallest*)
- ✓ **chico** (chee-koh) (*small; short; young*)
más chico (mahs chee-koh) (*smaller; shorter; younger*)
el más chico (ehl mahs chee-koh) (*smallest; shortest; youngest*)
- ✓ **apretado** (ah-preh-tah-doh) (*tight*)
más apretado (mahs ah-preh-tah-doh) (*tighter*)
el más apretado (ehl mahs ah-preh-tah-doh) (*tightest*)
- ✓ **suelto** (sooehl-toh) (*loose*)
más suelto (mahs sooehl-toh) (*looser*)
el más suelto (ehl mahs sooehl-toh) (*loosest*)
- ✓ **caro** (kah-roh) (*expensive*)
más caro (mahs kah-roh) (*more expensive*)
el más caro (ehl mahs kah-roh) (*most expensive*)
- ✓ **barato** (bvah-rah-toh) (*cheap*)
más barato (mahs bvah-rah-toh) (*cheaper*)
el más barato (ehl mahs bvah-rah-toh) (*cheapest*)



Just as in English, a few exceptions exist, in which the comparative form doesn't require the word **más**, such as the following examples. Notice that the English translations are also exceptions to the English rules for forming comparatives and superlatives.

- ✓ **bueno** (bwooeh-noh) (*good*)
mejor (meh-Hohr) (*better*)
el mejor (ehl meh-Hohr) (*best*)

- ✓ **malo** (mah-loh) (*bad*)
peor (peh-ohr) (*worse*)
el peor (ehl peh-ohr) (*worst*)

Adding Even More Emphasis

Spanish speakers love to exaggerate. What may seem to non-Spanish speakers to be an excessive way to talk simply adds a bit more emphasis in the Spanish-speaking mind.



Exaggeration is something you see everywhere, even in classical Spanish poetry. For example, **Francisco de Quevedo y Villegas** (frahn-sees-koh deh keh-bveh-doh ee bvee-yeh-gahs), the Spanish poet of the Golden Century (who lived from 1580 to 1645), says in his poem "**A una nariz**" (ah oo-nah nah-rees) (*to a nose*) to a person with a very large one:

"muchísima nariz" (moo-chee-see-mah nah-rees) (*a whole lotta nose*)

So in Spanish, you can not only compare things but also express an exaggerated state of things.

To say that something is exaggeratedly this or that, you add **-ísimo** (ee-see-moh) or **-ísima** (ee-see-mah) to an adjective or an adverb. For example, to say that something *good*, **bueno** (bwooeh-noh), is exaggeratedly *so*, you say **buenísimo** (bwooeh-nee-see-moh) (*exceptionally good*).

Here are some examples:

- ✓ **La película es buenísima.** (lah peh-lee-koo-lah ehs bwooeh-nee-see-mah) (*The film is exceptionally good.*)
- ✓ **La ciudad es grandísima.** (lah seeoo-dahd ehs grahn-dee-see-mah) (*The city is huge.*)
- ✓ **Los perros son bravísimos.** (los peh-rrrohs sohn bvrab-bvee-see-mohs) (*The dogs are extremely fierce.*)
- ✓ **El hotel es malísimo.** (ehl oh-tehl ehs mah-lee-see-moh) (*The hotel is really bad.*)

- ✓ **El postre está dulcísimo.** (ehl pohs-treh ehs-tah dool-see-see-moh) (*The dessert is sickeningly sweet.*)
- ✓ **Los colores son vivísimos.** (losh koh-loh-rehs sohn bvee-bvee-see-mohs) (*The colors are exceedingly bright.*)
- ✓ **El bus andaba lentísimo.** (ehl bvoos ahn-dah-bvah lehn-tee-see-moh) (*The bus advanced extremely slowly.*)
- ✓ **La tienda cobraba carísimo.** (lah teeuhn-dah koh-bvrah-bvah kah-ree-see-moh) (*The shop was exorbitantly expensive.*)

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Shopping in Specialty Stores

You may want to shop in the specialized stores or galleries generally located on the more elegant boulevards, streets, and avenues in all Latin American countries. Seeking the finest artistic, cultural, or fashion items may include buying original art or silver in **Lima, Peru** (*lee-mah peh-roo*) and Mexico City, or shopping for paintings, sculpture, fine shoes, leather objects, and exquisite collectibles in **Buenos Aires, Argentina** (*bvooeh-nohs ahee-rehs ahr-Hehn-tee-nah*).

Table 6-2 lists the types of specialty items you may be shopping for.

Table 6-2

Specialty Items

Spanish	Pronunciation	English
el alfiler	ehl ahl-fee-lehr	the pin
los aretes	lohs ah-reh-tehs	the earrings
el broche	ehl broh-cheh	the brooch
el colgante	ehl kohl-gahn-teh	the pendant
el collar	ehl koh-yahr	the necklace
los diamantes	lohs dee-ah-mahn-tehs	the diamonds
la escultura	lah ehs-kool-too-rah	the sculpture
los gemelos	lohs heh-meh-lohs	the cuff links
el grabado	ehl grah-bvah-doh	the etching
los huaraches	lohs ooah-rah-chehs	the leather sandals
el huipil	ehl ooee-peel	the (traditional) sleeveless blouse or dress
la joyería de oro	lah Hoh-yah-ree-ah deh oh-roh	the gold jewelry

(continued)

Table 6-2 (*continued*)

Spanish	Pronunciation	English
la joyería de plata	lah Hoh-yah-ree-ah deh <i>plah-tah</i>	the silver jewelry
las máscaras	lahs mahs-kah-rahs	the masks
la perla	lah pehr-lah	the pearl
la pintura	lah peen-too-rah	the painting
la pulsera	lah pool-seh-rah	the bracelet
el reloj	ehl reh-loh	the watch

You can use these phrases when shopping at a specialized store or gallery:

- ✓ **Busco grabados de Rufino Tamayo.** (*bvoos-koh grah-bvah-dohs deh roo-fee-noh tah-mah-yoh*) (*I'm looking for etchings by Rufino Tamayo.*)
- ✓ **¿Tiene broches de plata?** (*teeeh-neh bvroh-chehs deh plah-tah*) (*Do you have silver brooches?*)
- ✓ **¿Cuánto cuesta el collar que tiene en la ventana?** (*kooahn-toh kooehs-tah ehl koh-yahr keh teeuh-neh ehn la bvehn-tah-nah*) (*How much is the necklace you have in the window?*)
- ✓ **¿Y la pintura?** (*ee lah peen-too-rah*) (*And the painting?*)
- ✓ **¿Vende perlas del sur de Chile?** (*bvehn-deh pehr-lahs dehl soor deh chee-leh*) (*Do you sell pearls from the south of Chile?*)
- ✓ **¿De quién es la escultura en la vitrina?** (*deh keeehn ehs lah ehs-kool-too-rah ehn lah bvee-tree-nah*) (*By whom is the sculpture in the display case?*)
- ✓ **¿Lo embalamos y mandamos a su domicilio?** (*loh ehm-bvah-lah-mohs ee mahn-dah-mohs a soo doh-mee-see-leeoh*) (*Shall we pack it and send it to your address?*)

Sticking with Traditional Markets

You can find typical clothes and objects in the traditional markets, many of which are open every day and all year round, where bargaining and haggling are the norm. In these markets, you probably won't find any labels stating the prices, because the prices aren't really fixed. (That's what the bargaining and haggling are all about.)

Sampling typical market items

As you travel around the marketplaces of Latin America, you can end up with treasures such as these:

- ✓ **Un bol de madera tropical de Asunción, Paraguay** (oon bvohl deh mah-deh-rah troh-peh-kahl deh ah-soon-seeohn pah-rah-gooahy) (*A bowl made from tropical wood, from Asunción, Paraguay*)
- ✓ **Una alfombra de lana de Otavalo, Ecuador** (oo-nah ahl-fohm-bvrah deh lah-nah deh oh-tah-bvah-loh eh-kooah-dohr) (*A rug made of wool, from Otavalo, Ecuador*)
- ✓ **Una tabla con jeroglíficos de la Isla de Pascua, Chile** (oo-nah tah-bvlah kohn Heh-roh-glee-fee-kohs deh lah ees-lah deh pahs-kooah chee-leh) (*A wooden board covered with hieroglyphs, from Easter Island, Chile*)
- ✓ **Una chaqueta hecha de tela de lana tejida a mano y bordada con seda, de Antigua, Guatemala** (oo-nah chah-keh-tah eh-chah deh teh-lah deh lah-nah teh-Hee-dah ah mah-noh ee bvohr-dah-dah kohn seh-dah deh ahn-tee-gooah gooah-teh-mah-lah) (*A jacket made of handwoven wool embroidered in silk, from Antigua, Guatemala*)

In the markets, you find color in the merchandise, in the conversation, in the shopping style. You also find handcrafted goods, made in the manner of preindustrial times, where the human hand has left its mark unmatched in feeling by machine production. You find the informality that comes from the precariousness of open markets and which also makes for displays of the goods in original ways — without display cases or marketing tricks.



Like the bazaars of *A Thousand and One Nights*, the markets of **Otavalo** (oh-tah-bvah-loh), **Ecuador**; **Lima** (lee-mah), **Perú**; **Antigua** (ahn-tee-gooah) in **Guatemala**; or **Tlacolula** (tlah-koh-loo-lah) in the State of **Oaxaca** (oh-ah-Hah-kah) in Mexico, are really magical, fun places that put you in touch with life as it used to be and still is for many people in Latin America.

Haggling for a better deal



If you shop in traditional markets, getting there early is a good idea. Many merchants feel that they must make a first sale to kick off their day. If you find yourself in such a situation, you may notice that the merchant doesn't want you to leave without buying something and is therefore more willing to reduce the price to make a sale, and you can end up with a bargain.



Advice for the bargainer

In a traditional market or on the streets, when you're offered something you're interested in and price is mentioned, offer half. Of course, this is really outrageous and the merchant reacts to that price with outrage. And thus a social game begins.

So after offering half, you get an answer from the merchant stating a sum slightly less than what was first asked for. At this point you know the game is on. So you offer a bit more than your

first amount. And the game goes on until you feel or believe that the merchant will go no further and the price is what you can afford.

Bargaining like this is a very satisfying activity for the seller and can also be so for the buyer. You establish a certain relationship while you bargain that shows your determination and that of the seller in addition to your ability to follow a certain rhythm in the operation.

The following phrases help you when you need to haggle in the market place:

- ✓ **¿Cuánto cuesta?** (kooahn-toh kooehs-tah) (*How much is it?*)
- ✓ **¿Cuánto vale?** (kooahn-toh bvah-leh) (*How much is it worth?*)
- ✓ **¿A cuánto?** (ah kooahn-toh) (*How much?*)
- ✓ **Es barato.** (ehs bvah-rah-toh) (*It's cheap/inexpensive.*)
- ✓ **Es caro.** (ehs kah-roh) (*It's expensive.*)

Use these phrases to provide emphasis. You won't be using these all the time, especially the second and third ones, yet they are fun to use and help you express a certain level of emotion:

- ✓ **¡Una ganga!** (oo-nah gahn-gah) (*A bargain!*)
- ✓ **¡Un robo!** (oon roh-bvoh) (*A rip-off!*)
- ✓ **¡Un asalto!** (oon ah-sahl-toh) (*An insult!*)

The following dialogue shows you haggling in action.

Talkin' the Talk



Bargaining is sometimes a little difficult in a department store, but in traditional market places in Latin America, it is part of the deal. Listen to how Sylvia haggles over a nice rug that she's spotted at an outdoor market.

- Sylvia: **Este tapete, ¿cuánto cuesta?**
 ehs-teh tah-peh-teh kooahn-toh kooehs-tah
How much is this rug?
- Merchant: **Quinientos pesos.**
 kee-neeehn-tohs peh-sohs
500 pesos.
- Sylvia: **¿Tiene otros más baratos?**
 teeuh-neh oh-trohs mahs bvah-rah-tohs
Do you have cheaper ones?
- Merchant: **Tengo este, más pequeño.**
 tehn-goh ehs-teh mahs peh-keh-nyoh
I have this smaller one.
- Sylvia: **No me gusta el dibujo.**
 noh meh goos-tah ehl dee-bvoo-Hoh
I don't like the pattern.
- Merchant: **Este en blanco y negro, a trescientos.**
 ehs-teh ehn bvlahn-koh ee neh-groh ah
 trehs-seeehn-tohs
This black and white one, for 300.
- Sylvia: **Me gusta. ¿A doscientos?**
 meh goos-tah ah dohs-seeehn-tohs
I like it. 200?
- Merchant: **No puedo. Doscientos cincuenta. Último precio.**
 noh pooeh-doh dohs-seeehn-tohs seen-kooehn-tah
 ool-tee-moh preh-seeh
I can't. 250. Last price.
- Sylvia: **Bueno, me lo llevo.**
 bvooeh-noh meh loh yeh-bvoh
Good. I'll take it.

Shopping for copper, glass, clay, and wood goods

Latin American artisans are well known for their fine work in copper, glass, wood, textiles, and clay, and items made of these substances are highly sought after by collectors and lovers of their typical beauty. Here's some vocabulary worth knowing:

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- ✓ **el cobre** (ehl koh-bvreh) (*the copper*)
- ✓ **el vidrio** (ehl bvee-dreeoh) (*the glass*)
- ✓ **soplar** (soh-plahr) (*to blow*)
- ✓ **hecho a mano** (eh-choh ah mah-noh) (*handmade*)
- ✓ **la cerámica** (lah seh-rah-mee-kah) (*the ceramic*)

Copper is beautiful and lasting but heavy to carry. However, you can't resist these beautiful pieces . . . or the delicate glass . . . or the colorful but breakable clay pot. You see wooden spoons, and these intricately painted darling things aren't as fragile as glass or clay, nor as heavy as the copper. What to buy?

These phrases can help you when you shop for these specialty items:

- ✓ **¿Dónde venden objetos de cobre?** (dohn-deh bvehn-dehn ohbv-Heh-tohs deh koh-bvreh) (*Where do they sell copper objects?*)
- ✓ **Busco objetos de vidrio.** (bvoos-koh ohbv-Heh-tohs deh bvee-dreeoh) (*I'm looking for glass objects.*)
- ✓ **Allí hay cerámica hecha a mano.** (ah-yee ahy seh-rah-mee-kah eh-chah ah mah-noh) (*There are some handmade ceramics.*)
- ✓ **Estas ollas de barro sirven para cocinar.** (ehs-tahs oh-yahs deh bvah-rroh seer-bvehn pah-rah koh-see-nahr) (*These clay pots are suitable for cooking.*)

Shopping for embroidered clothes

Who has time to embroider any more? Well, in Latin America, you can find some wonders of embroidery skill. Here are some phrases that can help you make a good selection:

- ✓ **¡Qué bello este bordado!** (keh bveh-yoh ehs-teh bvohr-dah-doh) (*What beautiful embroidery!*)
- ✓ **¿Tiene blusitas para niña?** (teeeh-neh bloo-see-tahs pah-rah nee-nyah) (*Do you have little blouses for a girl?*)
- ✓ **¿Tiene vestidos para mujer?** (teeeh-neh bvehs-tee-dohs pah-rah moo-Hehr) (*Do you have ladies' dresses?*)

Shopping for baskets

Actually, you can pack everything you buy in one of those large, colorful baskets and then use them at home for storage and as decorative accents. Because baskets come in so many materials, shapes, and sizes and are generally quite long lasting, they make a beautiful addition to any home. The following sentences help you purchase baskets:

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- ✓ **Estos son canastos de mimbre.** (ehs-tohs sohn kah-nahs-tohs deh meem-bvreh) (*These are wicker baskets.*)
- ✓ **¿Tiene canastos para la ropa?** (teeeh-neh kah-nahs-tohs pah-rah lah roh-pah) (*Do you have laundry baskets?*)
- ✓ **Estos canastos son de totora.** (ehs-tohs kah-nahs-tohs sohn deh toh-toh-rah) (*These baskets are made from a reed [found in the Andean Region].*)
- ✓ **Estos canastos son de totomoztle.** (ehs-tohs kah-nahs-tohs sohn deh toh-toh-mohs-tleh) (*These baskets are made from corn leaves. [Mexico]*)

Chapter 7

Conversing Over the Phone

In This Chapter

- ✓ Describing common phone activities
- ✓ Answering the phone and delivering your greeting
- ✓ Encouraging fast talkers to slow down and spell it out
- ✓ Conjugating common phone-related verbs



Talking on the phone, arranging things over the phone, and even having social lives on the phone are activities that people in the United States and Canada often take for granted.

In the United States and Canada, you can get and place phone calls quite easily, with practically no delay. This isn't the case everywhere in Latin America. In larger cities, a good deal of business is done on the phone, and people use it frequently. But in smaller places, where getting a phone can take years and cost heaps of money, people aren't used to relying on them. In those places, you use the phone mostly to set up appointments, and then you conduct your business in person.

If you travel to a Latin American country, you may notice that some places still primarily have rotary dial phones instead of touch tone ones. Nevertheless, talking on the phone hasn't changed much in the last half century, and this chapter gives you a pretty accurate idea of what you may say and hear no matter what kind of phone you use.

Placing a Call

Before you even think about talking on the phone in Spanish, you need to know how to talk about placing a phone call.

These terms are relevant when using the phone:

- | ✓ **llamar** (yah-mahr) (*to call*)
- | ✓ **marcar** (mahr-kahr) (*to dial*)

- ✓ **colgar** (kohl-gahr) (*to hang up*)
- ✓ **responder** (rehs-pohn-dehr) (*to answer*)
- ✓ **hablar** (ah-bvlahr) (*to talk*)
- ✓ **escuchar** (ehs-koo-chahr) (*to listen to; to hear*)
- ✓ **preguntar** (preh-goon-tahr) (*to ask [a question]*)
- ✓ **el número** (ehl noo-meh-roh) (*the number*)
- ✓ **la línea** (lah lee-neh-ah) (*the line*)
- ✓ **libre** (lee-bvreh) (*free*)
- ✓ **ocupada** (oh-koo-pah-dah) (*busy [as in “the line is busy”]*)

The following phone use phrases can come in handy when you need to place a call:

- ✓ **llamar por teléfono** (yah-mahr pohr teh-leh-foh-noh) (*make a phone call*)
- ✓ **marcar el número** (mahr-kahr ehl noo-meh-roh) (*dial/punch in the number*)
- ✓ **colgar** (kohl-gahr) (*hang up*)
- ✓ **la línea está libre** (lah lee-nehah ehs-tah lee-bvreh) (*The line is open.*)
- ✓ **la línea está ocupada** (lah lee-nehah ehs-tah oh-koo-pah-dah) (*The line is busy.*)
- ✓ **el teléfono no responde** (ehl teh-leh-foh-noh noh rehs-pohn-deh) (*There's no answer.*)

Delivering an Effective Opening Line

So you punch in or dial a phone number — now what? Now, the person you called needs to answer the phone and deliver a greeting. Following are typical greetings you're likely to hear depending on the country. Respond in kind before introducing yourself and explaining why you called:

- ✓ Argentineans say ¡**Holá!** (oh-lah).
- ✓ Chileans say ¡**Aló!** (ah-loh).
- ✓ Mexicans say ¡**Bueno!** (bvooeh-noh).
- ✓ In Spain, you hear ¡**Sí!**

These words all mean *Hello!* Most Spanish-speaking countries use **aló**, in the Chilean way.

Slowing Down and Spelling It Out

When you're conversing with a Spanish-speaker over the phone, you need to make adjustments not only for the differences in language but also for the *way* you speak. You don't see the person and she can't see you, so you don't get the gist of the communication from body language or facial expressions.

In the following sections, we show you how to slow down and spell out certain words or names to avoid confusion.

Slowing down fast talkers

When learning a language, you may find that some people you talk to speak too quickly for you. You can't make out the words; everything seems mushy, like porridge. On the phone, fast talking is even more of a problem.

Don't be too hard on yourself. Gently request that the other person repeat the sentence more clearly. You're not being rude in the least; you simply didn't get the whole message, so you're asking for a repeat. No harm there.

The person you're talking to may have similar difficulties, even if the language is his own, so please be just as patient with him as you'd like him to be with you. The following dialogue gives you some handy phrases you can use when the conversation turns to porridge.

Talkin' the Talk

Clarisa tries to contact Juanita.

Clarisa: **I Bueno! ¿Hablo con Juanita?**
 bvooh-noh ah-bvloh kohn Hooah-nee-tah
 Hello! Am I speaking to Juanita?

Voice on
other side: **Mzfg utrc eeruet.**
 (Not intelligible.)

Clarisa: **Perdone, no le escucho.**
 pehr-doh-neh noh leh ehs-koo-choh
 Excuse me, I can't hear you.

Voice on
other side: **N st mmet o st.**
 (Not intelligible.)

Clarisa: **Está muy mala la línea, ¿lo repita por favor?**
 ehs-tah mooy mah-lah lah /ee-neh-ah loh reh-pee-tah
 pohr fah-bvohr
The line is very bad, will you please repeat what you said?

Voice on other side: **En este momento no está.**
 ehn ehs-teh moh-mehn-toh noh ehs-tah
She's not here at the moment.

Clarisa: **Llamo más tarde, gracias.**
 yah-moh mahs tahr-deh grah-seeahs
I'll call later, thanks.



The word **tarde** (tahr-deh), without the article **la**, means (*late*). But when you hear the article **la** (*the*) in front of it, as in **la tarde**, you know that the speaker is talking about *the afternoon*.

Spelling it out for clarity's sake



Because English spelling is erratic, you may automatically spell out your name or other information you give out. Spanish has more regular spelling rules, however, so generally no one asks to have a Spanish name like Rodríguez spelled out — the spelling is obvious. As a result, many Spanish speakers aren't used to spelling out information or taking down information that is being spelled out. Therefore, if asked to spell your name, try to do so veeeery sloooowly so that people can absorb the unusual situation.

The following dialogue lets you practice spelling out names. Book I, Chapter 1 has the complete Spanish alphabet, so head that way if you need it. (And for numbers, days, hours, months, and other date and calendar words, refer to Book I, Chapter 2).

Talkin' the Talk

Sheryl wants to leave a message and spells out her name to avoid miscommunication.

Sheryl Lyons: **Quisiera dejar un mensaje.**
 kee-seeh-rah deh-Hahr oon mehn-sah-Heh
I'd like to leave a message.

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El mensaje es que la señora Lyons va a llegar hoy a las cinco de la tarde.

ehl mehn-sah-Heh ehs keh lah seh-nyoh-rah /ee-ohns bvah ah yeh-gahr ohy ah lahs seen-koh deh lah tahr-deh

The message is that Mrs. Lyons will arrive today at five in the afternoon.

Voice: **¿Me puede repetir su apellido, por favor?**
 meh pooeh-deh reh-peh-teer soo ah-peh-yee-doh
 pohr fah-bvohr
 Can you repeat your last name, please?

Sheryl Lyons: **Me llamo Lyons.**
 meh yah-moh lee-ohns
 My name is Lyons.

Voice: **¿Cómo se escribe?**
 koh-moh seh ehs-kree-bveh
 How do you spell it?

Sheryl Lyons: **Ele, i griega, o, ene, ese.**
 eh-leh ee greeeh-gah oh eh-neh eh-seh
 L-Y-O-N-S.

Voice: **Ah, Lyons. Gracias. ¿Cómo es su nombre?**
 ah /ee-ohns grah-seeahs koh-moh ehs soo
 nohm-bvreh
 Ah, Lyons, thank you. What's your first name?

Sheryl Lyons: **Es Sheryl. Ese, hache, e, ere, i griega, ele.**
 ehs sheh-reel eh-seh ah-cheh eh eh-reh ee greeeh-gah
 eh-leh
 It's Sheryl. S-H-E-R-Y-L.

Voice: **Ah, Sheryl, gracias. Diré que llamó la señora Sheryl Lyons, y que va a llegar a las cinco de la tarde.**
 ah sheh-reel grah-seeahs dee-reh keh yah-moh lah
 seh-nyoh-rah sheh-reel /ee-ohns ee keh bvah a yeh-gahr ah lahs seen-koh deh lah tahr-deh
 Ah, Sheryl, thanks. I'll say Mrs. Sheryl Lyons phoned, and that she'll arrive at 5 p.m.



In some countries, calling long-distance can cost twice as much as the same call in the United States or Canada. If you travel in Spanish-speaking America, remember that collect calls can save you quite a bit of money. The following dialogue shows you how.

Talkin' the Talk



Lucy wants to make a collect call to her parents because she's short on change.

Lucy: **I Bueno!, operadora, quisiera hacer una llamada por cobrar.**
*bvooh-noh oh-peh-rah-doh-rah kee-seeh-rah
ah-sehr oo-nah yah-mah-dah pohr koh-bvrahr.
Hello, operator, I'd like to make a collect call.*

Operator: **¿A qué número?**
*ah keh noo-meh-roh
To what number?*

Lucy: **Al 4372-2351.**
*ahl kooah-troh trehs seeeh-teh dohs dohs trehs
seen-koh oo-noh
To 4372-2351.*

Operator: **¿Y el código del área?**
*ee ehl koh-dee-goh dehl ah-reh-ah
And the area code?*

Lucy: **El 11.**
*ehl ohn-seh
11.*

Operator: **¿Cómo se llama usted?**
*koh-moh seh yah-mah oos-tehd
What's your name?*

Lucy: **Lucy Sánchez.**
Lucy Sánchez.

Operator: **Muy bien, un momento . . .**
*mooy bveeehn oon moh-mehn-toh
Very well, one moment . . .*

La línea no responde. Llame más tarde, por favor.
*lah lee-neh-ah noh rehs-pohn-deh yah-meh mahs
tahr-deh pohr fah-bvohr
The line doesn't answer. Call later, please.*

This dialogue demonstrates how you can discuss your weekend activities with a friend:

Talkin' the Talk

Jorge and Felipe discuss Felipe's weekend.

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Jorge: **Hola Felipe, ¿cómo te fue en el fin de semana?**
oh-lah feh-lee-peh koh-moh teh fooeh ehn ehl feen
deh seh-mah-nah
Hello, Felipe, how was your weekend?

Felipe: **Ahora, pienso que muy bien. Ayer todavía no sabía.**
ah-oh-rah peeehn-soh keh mooy bveehn ah-yehr
toh-dah-bvee-ah noh sah-bvee-ah
Now, I think it went very well. Yesterday I wasn't sure.

Jorge: **¿No sabías qué?**
noh sah-bvee-ahs keh
You weren't sure about what?

Felipe: **Quién era la persona que encontré en el club.**
keeehn eh-rah lah pehr-soh-nah keh ehn-kohn-treh
ehn ehl kloobv
Who the person was that I met at the club.

Jorge: **¿Y quién era?**
ee keeehn eh-rah
And who was it?

Felipe: **Gonzalo Ramírez, el director del diario.**
goahn-sah-loh rah-mee-rehs ehl dee-rehk-tohr dehl
deeah-reeoh
Gonzalo Ramírez, the manager of the newspaper.

Jorge: **¿Qué dijo?**
keh dee-Hoh
What did he say?

Felipe: **Que iba a dejar el diario.**
keh ee-bvah ah deh-Hahr ehl deeah-reeoh
That he's going to leave the newspaper.

Jorge: **¿Quién va a reemplazarlo?**
keeehn bvah a rehehm-plah-sahr-loh
Who will replace him?

- Felipe: **Me dijó que me recomendaría, y hoy me llamaron para una entrevista.**
 meh dee-Hoh keh meh reh-koh-mehn-dah-ree-ah ee
 ohy meh yah-mah-rohn pah-rah oo-nah
 ehn-treh-bvees-tah
 He said he would recommend me, and today they called me for an interview.
- Jorge: **¡Muy buena noticia!**
 mooy bvooeh-nah noh-tee-seeah
 Very good news!

Calling, Listening, Hearing, and Other Phone-y Verbs



The verb **llamar** (yah-mahr) means *to call*. So why is that verb in Book I, Chapter 3, which covers names? Because when asked for their names, Spanish speakers respond with **me llamo** (meh yah-moh), which literally means, *I call myself* or *I give myself the name*.

In this section, however, we talk about calling as a way of trying to reach someone with words and messages. We also talk about calling someone on the phone. Llamar also means *to phone*.

Here are some examples:

- ✓ **Mañana te llamo por teléfono.** (mah-nyah-nah teh yah-moh pohr teh-leh-foh-noh) (*Tomorrow, I'll call you.*)
- ✓ **Hoy no nos llamó nadie.** (ohy noh nohs yah-moh nah-deeeeh) (*Nobody called us today.*)
- ✓ **Ella llama a su madre todos los días.** (eh-yah yah-mah ah soo mah-dreh toh-dohs lohs dee-ahs) (*She phones her mother every day.*)
- ✓ **Llamamos para saber el horario.** (yah-mah-mohs pah-rah sah-bvehr ehl oh-rah-reeoh) (*We're calling to ask about the schedule.*)

See Book I, Chapter 3 for more about the verb **llamar**.

In Spanish as in English, phone calls involve some standard activities, such as placing a call, leaving a message, and listening to what the other person has to say. The good news is that in Spanish, the verbs for all these activities are regular, belonging to the -ar group. If you take off the -ar, you get the root of each verb. And, when you conjugate **llamar**, **dejar** (deh-Har) (*to leave*), and

escuchar (ehs-koo-*char*) (*to listen to; to hear*), the words end the same way for each pronoun. So, if we give you the conjugation for **llamar**, you can also conjugate **dejar** and **escuchar**.

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<i>Conjugation</i>	<i>Pronunciation</i>
yo llamo	yoh <i>yah-moh</i>
tú llamas	too <i>yah-mahs</i>
él, ella, ello, uno, usted llama	ehl <i>eh-yah eh-yoh oo-noh oos-tehd yah-mah</i>
nosotros llamamos	noh-soh-trohs <i>yah-mah-mohs</i>
vosotros llamáis	bvoh-soh-trohs <i>yah-mah-hees</i>
ellos, ellas, ustedes llaman	<i>eh-yohs, eh-yahs, oos-tehd-es yah-mahn</i>

Don't forget to try your own conjugation. Check the verb tables in Appendix A of Book V if you're stumped.

Of course, when you're on the phone, you're not always talking about what's happening right now. You may need to discuss past and possible future events. The following sections show you how to form the past tense of **llamar**, **dejar**, and **escuchar**. For more about conjugating verbs in all tenses, check out Books II and III and Appendix A.

You called? The past tense of **llamar**

Use the root of **llamar** (*yah-mahr*), which is **llam-**, to conjugate for the past tense.

<i>Conjugation</i>	<i>Pronunciation</i>
yo llamé	yoh <i>yah-meh</i>
tú llamaste	too <i>yah-mahs-teh</i>
él, ella, ello, uno, usted llamó	ehl <i>eh-yah eh-yoh oo-noh oos-tehd yah-moh</i>
nosotros llamamos	noh-soh-trohs <i>yah-mah-mohs</i>
vosotros llamásteis	bvoh-soh-trohs <i>yah-mahs-tehees</i>
ellos, ellas, ustedes llamaron	<i>eh-yohs eh-yahs oos-tehd-dehs yah-mah-rohn</i>

If you missed a call, you may hear the following:

- **Te llamaron por teléfono.** (teh *yah-mah-rohn pohr teh-leh-foh-noh*)
(*You had a phone call.*)
- **Le llamé ayer.** (leh *yah-meh ah-yehr*) (*I called you [formal] yesterday.*)

- ✓ **Ayer no me llamaste.** (ah-yehr noh meh yah-mahs-teh) (*Yesterday you [informal] didn't call me.*)
- ✓ **Cuando te llamé me colgaron.** (kooahn-doh teh yah-meh meh kohl-gah-rohn) (*When I called you [informal], they hung up on me.*) (*Literally: they hung me up*)
- ✓ **Si hoy me llamaste, no me enteré.** (see ohy meh yah-mahs-teh noh meh ehn-teh-reh) (*If you called me today, I didn't know about it.*)

A popular book title that uses the verb **llamar** is Jack London's *The Call of the Wild*, which in Spanish reads ***El llamado de la selva*** (ehl yah-mah-doh deh lah sehl-bvah).

Did you leave a message? The past tense of dejar

Here is the past tense of **dejar** (deh-Hahr), that "leaving and allowing" verb. The root is **dej-** (deh-).

Conjugation

yo dejé	yoh deh-Heh
tú dejaste	too deh-Hahs-teh
él, ella, ello, uno, usted dejó	ehl eh-yah eh-yoh oo-noh oos-tehd deh-Hoh
nosotros dejamos	noh-soh-trohs deh-Hah-mohs
vosotros dejásteis	bvoh-soh-trohs deh-Hahs-tehees
ellos, ellas, ustedes dejaron	eh-yohs eh-yahs oos-teh-dehs deh-Hah-rohn

Pronunciation

These examples use forms of the verb **dejar**:

- ✓ **Te dejé un recado.** (teh deh-Heh oon reh-kah-doh) (*I left you a message.*)
- ✓ **¿Dejaste un mensaje largo?** (deh-Hahs-teh oon mehn-sah-Heh lahr-goh) (*Did you [informal] leave a long message?*)
- ✓ **El mensaje que dejaron es breve.** (ehl mehn-sah-Heh keh deh-Hah-rohn ehs bveh-bveh) (*The message they left is brief.*)
- ✓ **Dejamos tres mensajes.** (deh-Hah-mohs trehs mehn-sah-Hehs) (*We left three messages.*)
- ✓ **Dejó el número de teléfono.** (deh-Hoh ehl noo-meh-roh deh teh-leh-foh-noh) (*He/She left the telephone number.*)

Have you heard? The past tense of escuchar

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In the case of the verb **escuchar** (ehs-koo-chahr) (*to listen to*), the conjugation is very similar to the previous two verbs because they're all regular verbs with -ar endings. For **escuchar**, the root is **escuch-** (ehs-kooch).

<i>Conjugation</i>	<i>Pronunciation</i>
yo escuché	yoh ehs-koo-cheh
tú escuchaste	too ehs-koo-chahs-teh
él, ella, ello, uno, usted escuchó	ehl eh-yah eh-yoh oo-noh oos-tehd ehs-koo-choh
nosotros escuchamos	noh-soh-trohs ehs-koo-chah-mohs
vosotros escuchásteis	bvoh-soh-trohs ehs-koo-chahs-tehees
ellos, ellas, ustedes escucharon	eh-yohs eh-yahs oos-teh-dehs ehs-koo-chah-rohn

Test your hearing-verb abilities with the following phrases:

- ✓ **Aló, ¿me escuchaste, Juan?** (ah-loh me ehs-koo-chahs-teh Hooahn)
(Hello, did you hear me, Juan?)
- ✓ **No te escuché nada.** (noh teh ehs-koo-cheh nah-dah) (I didn't hear anything.)
- ✓ **¿Así escuchó bien?** (ah-see ehs-koo-choh bveeehn) (Did he/she hear well this way?)
- ✓ **Así te escuchamos un poco mejor.** (ah-see teh ehs-koo-chah-mohs oon poh-koh meh-Hohr) (This way we heard you [informal] a little better.)
- ✓ **Así escucharon muy bien.** (ah-see ehs-koo-chah-rohn mooy bveeehn) (This way they heard very well.)

Chapter 8

Asking Directions

In This Chapter

- ✓ Pinpointing locations
- ✓ Receiving directions
- ✓ Gettin' in gear with **Vamos!** (*bvah-mohs!*) (*Let's go!*)
- ✓ Heading up with **subir** (*soo-bveer*) and down with **bajar** (*bvah-Hahr*)
- ✓ Expressing distance with **cerca** (*sehr-kah*) (*near*) and **lejos** (*leh-Hohs*) (*far*)

When you're exploring foreign lands, "Let's go!" becomes your call to action. But before you head out, you need to know two things — where you're going and how to get there. In Spanish, the only way to figure out where you're going and how to get there is by asking questions, and that means asking "*Where?*" **¿Dónde?** (*dohn-deh*).

In this chapter, you discover how to use **¿Dónde?** and other common Spanish words and phrases to figure out where you're going and how to get there. Yep, you're about to get directions on how to ask for directions. Even more importantly, as you become familiar with these words and phrases, you understand not only the questions but also the answers that people provide.

Going Places with **¿Dónde?**

Consider the question **¿A dónde va?** (*ah dohn-deh bvah?*) (*Where are you going?*)

Where? is one of the big questions — the wandering question, the question that expresses your need to experience places that can give you a sense of wonder or a sense of the new.

Where? is the question that makes searchers and explorers conquer the planet and unravel its mysteries. For example, the question, "Where do I go for pepper?" has led seafarers to travel around Africa, cross the oceans, and discover the American continent. Likewise, the question "Where do these people come from?" is the question that creates new connections between nations.

Of course, most times asking *Where?* simply helps you find what you're looking for and takes you to a place quite ordinary but most necessary. Where would you be without *Where?* The following sections help you practice using *Where?* in Spanish-speaking countries.

Where Is . . . ? Where Are . . . ?

In its most basic application, the *Where?* question helps you determine where something is. When you're lost, for example, you probably wonder *Where am I?* When you're looking for a particular place, such as a theater, you may ask *Where is the dinner theater?* When you misplace something, like a pen, you may ask *Where is the pen?*

Because you're asking where things *are* (where they *be*), you pair the Spanish word **donde** with the verb expressing being in a temporary sense — **estar** (ehs-tahr), covered in Book I, Chapter 3.



When you use *¿dónde?* in a question, you add an accent over the o, but when you use it in a phrase such as **el pueblo donde ellos viven** (ehl poo-eh-bvloh dohn-deh eh-yohs bvee-bvohn) (*the town where they live*), the o doesn't get an accent mark.

Sample the following sentences that use *¿dónde?* and **estar**:

- ✓ *¿Dónde está el Museo de Larco?* (dohn-deh ehs-tah ehl moo-seh-oh deh lahr-koh) (*Where is the Larco Museum?*)
- ✓ *¿Dónde estamos ahora?* (dohn-deh ehs-tah-mohs ah-oh-rah) (*Where are we now?*)
- ✓ *¿Dónde está el Hotel del Camino?* (dohn-deh ehs-tah ehl oh-tehl dehl kah-mee-noh) (*Where is the Hotel del Camino?*)
- ✓ *¿Dónde estuviste anoche?* (dohn-deh ehs-too-bvees-teh ah-noh-cheh) (*Where were you last night?*)

And here is a sentence for the person who wants to know everything:

¡Quiero saber el cómo, el cuándo, y el dónde! (keeeh-roh sah-bvehr ehl koh-moh ehl kooahn-doh ee ehl dohn-deh) (*I want to know the how, the when, and the where!*)

You can use another line to express your determination to find that special place:

¡Dondequiero que esté, lo encontraremos! (dohn-deh-keeeh-rah keh ehs-teh, loh ehn-kohn-trah-reh-mohs) (*Wherever it is, we'll find it!*)

Using Yourself as a Reference Point

You can identify the space around your body in six ways:

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✓ **delante** (deh-lahn-teh) (*in front*):

Paula camina delante de Clara. (pahoo-lah kah-mee-nah deh-lahn-teh deh klah-rah) (*Paula walks in front of Clara.*)

✓ **detrás** (deh-trahs) (*behind*):

Clara va detrás de Paula. (klah-rah bvah deh-trahs deh pahoo-lah) (*Clara goes behind Paula.*)

✓ **a la derecha** (ah lah deh-reh-chah) (*to the right*):

A la derecha de Paula está Felipe. (ah lah deh-reh-chah deh pahoo-lah ehs-tah feh-lee-peh) (*To the right of Paula is Felipe.*)

✓ **a la izquierda** (ah lah ees-keeehr-dah) (*to the left*):

José se pone a la izquierda de Clara. (Hoh-seh seh poh-neh ah lah ees-keeehr-dah deh klah-rah) (*José sits [Literally: he puts himself] to the left of Clara.*)

✓ **debajo** (deh-bvah-Hoh) (*beneath; under*):

Hay pasto debajo de los pies de José. (ahy pahs-toh deh-bvah-Hoh deh lohs peeehs deh Hoh-seh) (*There's grass under Jose's feet.*)

✓ **encima** (ehn-see-mah) (*above*):

La rama está encima de la cabeza de Paula. (lah rah-mah ehs-tah ehn-see-mah deh lah kah-bveh-sah deh pahoo-lah) (*The branch is above Paula's head.*)



Before you go any farther, you need to understand the distinction between two very similar words: **derecho** (deh-reh-choh) (*straight*) and **derecha** (deh-reh-chah) (*right*).

What was that, you say? Look again. The only difference between the words is that one word ends in **o** and the other in **a**, and the meaning is no longer the same!

✓ **derecho** (deh-reh-choh) (*straight; straight ahead*):

Siga derecho por esta calle. (see-gah deh-reh-choh pohr ehs-tah kah-yeh) (*Keep going straight on this street.*)

✓ **derecha** (deh-reh-chah) (*right*):

En la esquina doble a la derecha. (ehn lah ehs-kee-nah doh-bvleh ah lah deh-reh-chah) (*At the corner, turn to the right.*)

The following dialogue demonstrates asking for and understanding directions; if you need a crash course in ordinal numbers to describe building floors or levels, head to Book I, Chapter 2.

Talkin' the Talk



After checking in at her hotel, Catalina asks the hotel receptionist for directions to the restaurant and the pool.

Catalina: **¿Dónde está el restaurante?**
dohn-deh ehs-tah ehl rehs-tahoo-rahn-teh
Where's the restaurant?

Receptionist: **Está arriba, en el segundo piso.**
ehs-tah ah-rree-bvah ehn ehl seh-goon-doh pee-soh
It's upstairs, on the second floor.

Catalina: **¿En qué piso está la piscina?**
ehn keh pee-soh ehs-tah lah pee-see-na
On what floor is the pool?

Receptionist: **Está en el quinto piso.**
ehs-tah ehn ehl keen-toh pee-soh.
It's on the fifth floor.

Puede tomar el ascensor.
pooeh-deh toh-mahr ehl ah-sehn-sohr
You may take the elevator.

Catalina: **¿Y cómo llego al ascensor?**
ee koh-moh yeh-goh ahl ah-sehn-sohr
How do I get to the elevator?

Receptionist: **El ascensor está ahí, a la izquierda.**
ehl ah-sehn-sohr ehs-tah ah-ee ah lah ees-keeehr-dah
The elevator is here, to the left.

Space Travel: Grasping Spatial Directions

You often use words to tell where people or things are in relation to other people and things. You can use these terms to describe the relationships:

- ✓ **al lado** (ahl *lah-doh*) (*beside, next to, at the side of*)
- ✓ **al frente** (ahl *frehn-teh*) (*in front of*)
- ✓ **dentro** (*dehn-troh*) (*inside*)
- ✓ **adentro** (ah-*dehn-troh*) (*inside*; because **dentro** also means *inside*, **adentro** may express movement, as when someone or something moves toward an interior)
- ✓ **fuera** (fooeh-rah) (*outside*)
- ✓ **afuera** (ah-fooeh-rah) (*outside*; can express movement, as in the case of **adentro** — the fourth bullet point in this list)
- ✓ **bajo** (bvah-Hoh) (*under, below*)
- ✓ **debajo** (deh-bvah-Hoh) (*underneath*)
- ✓ **arriba** (ah-ree-bvah) (*above*)

Practicing these directions comes in handy. The sentences that follow use spatial-direction terms:

- ✓ **La pastelería está al lado del banco.** (lah-pahs-teh-leh-ree-ah ehs-tah ahl *lah-doh* dehl *bvahn-koh*) (*The pastry shop is next to the bank.*)
- ✓ **Al frente del banco hay una zapatería.** (ahl *frehn-teh* dehl *bvahn-koh* ahy oo-nah sah-pah-teh-ree-ah) (*In front of the bank there is a shoe store.*)
- ✓ **Las mesas del café están afuera.** (lahs meh-sahs dehl kah-feh ehs-tah ah-fooeh-rah) (*The tables of the cafe are outside.*)
- ✓ **Cuando llueve ponen las mesas adentro.** (kooahn-doh yooeh-bveh poh-nehn lahs meh-sahs ah-dehn-troh) (*When it rains they put the tables inside.*)
- ✓ **Arriba hay cielo despejado.** (ah-ree-bvah ahy see-eh-loh dehs-peh-Hah-doh) (*Above, the sky is clear.*)
- ✓ **Hay agua bajo los pies de Carlos.** (ahy ah-gooah bvah-Hoh lohs peeehs de kahr-lohs) (*There's water under Carlos's feet.*)
- ✓ **Debajo de la calle corre el tren subterráneo.** (deh-bvah-Hoh deh lah kah-yeh koh-rreh ehl trehn soobv-teh-rrah-neh-oh) (*The subway runs under the street.*)
- ✓ **Este ascensor va arriba.** (ehs-teh ah-sehn-sohr bvah ah-rree-bvah) (*This elevator goes up.*)
- ✓ **Hay un gato dentro de la caja.** (ahy oon gah-toh dehn-troh deh lah kah-Hah) (*There's a cat inside the box.*)

Referring to a Map When All Else Fails

Some directions are used throughout the world to explain how to get somewhere or find something by using the points on a compass. The following terms help you specify north from south and east from west:

- ✓ **el norte** (ehl nohr-teh) (*the north*)
- ✓ **el sur** (ehl soor) (*the south*)
- ✓ **el este** (ehl ehs-teh) (*the east*)
- ✓ **el oriente** (ehl oh-reeehn-teh) (*the east [Literally: where the sun originates]*)
- ✓ **el oeste** (ehl oh-ehs-teh) (*the west*)
- ✓ **el poniente** (ehl poh-neeehn-teh) (*the west [Literally: where the sun sets]*)



Maps are your keys to your getting around. The first thing you should ask for at your car rental office, or the first thing to buy on arrival in a city, is a map. You can get around more easily if you find your way on a map or if someone can show you on the map how to get to the place you're looking for.

Here are some mapping phrases to practice:

- ✓ **La avenida Venus está al este de aquí.** (lah ah-bveh-nee-dah bveh-noos ehs-tah ahl ehs-teh deh ah-kee) (*Venus Avenue is east of here.*)
- ✓ **Al oeste se encuentra la calle Las Violetas.** (ahl oh-ehs-teh seh ehn-kooohn-trah lah kah-yeh lahs bveeh-leh-tahs) (*To the west is Violetas Street.*)
- ✓ **El parque está al norte.** (ehl pahr-keh ehs-tah ahl nohr-teh) (*The park is to the north.*)
- ✓ **Al sur se va hacia el río.** (ahl soor seh bvah ah-see-ah ehl ree-oh) (*To the south is the river. [Literally: To the south, one goes toward the river.]*)
- ✓ **El oriente es donde el sol se levanta.** (ehl oh-reeehn-teh ehs dohn-deh ehl sohl seh leh-bvahn-tah) (*The east is where the sun rises.*)
- ✓ **El poniente es donde el sol se pone.** (ehl poh-neeehn-teh ehs dohn-deh ehl sohl seh poh-neh) (*The west is where the sun sets.*)
- ✓ **Jordania está en el Cercano Oriente.** (Hohr-dah-neeah ehs-tah ehn ehl sehr-kah-noh oh-reeehn-teh) (*Jordan is in the Near East.*)
- ✓ **China está en el Lejano Oriente.** (chee-nah ehs-tah ehn ehl leh-Hah-noh oh-reeehn-teh) (*China is in the Far East.*)

- ✓ **América está al oriente del Océano Pacífico.** (ah-meh-reeh-kah ehs-tah ahl oh-reeehn-teh dehl oh-seh-ah-noh pah-see-fee-koh) (*America is east of the Pacific Ocean.*)
- ✓ **Asia está al poniente del océano.** (ah-seeah ehs-tah ahl poh-neeehn-teh dehl oh-seh-ah-noh) (*Asia is west of the ocean.*)

The following phrases are helpful when asking or giving general directions:

- ✓ **la calle** (lah kah-yeh) (*the street*)
- ✓ **la avenida** (lah ah-bveh-nee-dah) (*the avenue*)
- ✓ **el bulevar** (ehl bvoo-leh-bvahr) (*the boulevard*)
- ✓ **el río** (ehl ree-oh) (*the river*)
- ✓ **la plaza** (lah plah-sah) (*the square*)
- ✓ **el parque** (ehl pahr-keh) (*the park*)
- ✓ **el jardín** (ehl Hahr-deen) (*the garden; sometimes a small park*)
- ✓ **el barrio** (ehl bvah-rreeoh) (*the neighborhood*)
- ✓ **la cuadra** (lah kooah-drah) (*the block*)
- ✓ **la manzana** (lah mahn-sah-nah) (*the block*)
- ✓ **izquierda** (ees-keeehr-dah) (*left*)
- ✓ **derecha** (deh-reh-chah) (*right*)
- ✓ **derecho** (deh-reh-choh) (*straight*)
- ✓ **doblar** (doh-bvlahr) (*to turn*)
- ✓ **seguir** (seh-gheer) (*to follow*)

Asking for directions is always a bit problematic. The people who answer your questions know the city and the answers seem so obvious to them! So to keep you going and sharpen your ear, here are some phrases to practice:

- ✓ **En el barrio hay una avenida ancha.** (ehn ehl bvah-rreeoh ahy oo-nah ah-bveh-nee-dah ahn-chah) (*In the neighborhood, there is a wide avenue.*)
- ✓ **Nuestra calle va de norte a sur.** (nooehs-trah kah-yeh bvah deh nohr-teh ah soor) (*Our street runs north to south.*)
- ✓ **Mi tía vive en la Cerrada del Olivo.** (mee tee-ah bvee-bveh ehn lah seh-rrah-dah dehl oh-lee-bvoh) (*My aunt lives at the Cerrada [street with no exit] del Olivo [olive tree].*)
- ✓ **Junto al río hay un gran parque.** (Hoon-toh ahl ree-oh ahy oon grahn pahr-keh) (*On the riverside there is a large park.*)

- ✓ **La plaza está en el centro de la ciudad.** (lah plah-sah ehs-tah ehn ehl sehn-troh deh lah seeoo-dahd) (*The square is in the center of the city.*)
- ✓ **En el jardín hay juegos para niños.** (ehn ehl Hahr-deen ahy Hooeh-gohs pah-rah nee-nyohs) (*In the small park, they have a children's playground.*)
- ✓ **El Zócalo de México es una plaza enorme.** (ehl soh-kah-loh deh meh-Hee-koh ehs oo-nah plah-sah eh-nohr-meh) (*The Zocalo in Mexico is an immense square.*)
- ✓ **Esa avenida se llama La Alameda.** (eh-sah ah-bveh-neeh-dah seh yah-mah lah ah-lah-meh-dah) (*The name of that avenue is La Alameda.*)

The following dialogue shows you a sample direction-giving situation.

Talkin' the Talk

Ana Luisa is an artist who's anxious to visit the Graphics Museum. She plans to walk there from her hotel so she can avoid the heavy traffic.

Ana Luisa: **Disculpe, ¿cómo llego al Museo de la Estampa?**
 dees-kool-peh koh-moh yeh-goh ahl moo-seh-oh deh
 lah ehs-tahm-pah
Excuse me, how do I get to the Graphics Museum?

Receptionist: **Muy fácil. Está muy cerca.**
 mooy fah-seel esh-tah mooy sehr-kah
Very easy. It's very close.

Sale del hotel.
 sah-leh dehl oh-tehl
You go out of the hotel.

Ana Luisa: **¿Dónde está la salida?**
 dohn-deh ehs-tah lah sah-lee-dah
Where is the exit?

Receptionist: **La salida está a la derecha.**
 lah sah-lee-dah ehs-tah ah lah deh-reh-chah
The exit is to the right.

Al salir va hacia la izquierda
 ahl sah-leer bvah ah-seeah lah ees-keeehr-dah
As you get out, go to the left

camina hasta la segunda calle
 kah-mee-nah ahs-tah lah seh-goон-dah kah-yeh
walk to the second street

da vuelta a la derecha, una cuadra
 dah bvooh-tah ah lah deh-reh-chah oo-nah
 kooah-drah
turn to the right, go one block

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y llega al museo.
 ee yeh-gah ahl moo-seh-oh
and you arrive at the museum.

Ana Luisa: **Gracias por su ayuda.**
 grah-seeahs pohr soo ah-yoo-dah
Thanks for your help.

Dealing with the Normal Ups and Downs: Subir and Bajar

Usually when you’re getting or giving directions, you’re dealing with two dimensions, as on a map. In some cases, however, you need to navigate the third dimension by going up and down hills, ascending or descending stairs, riding the elevator up or down, and so on. In situations such as these, you need to know how to use the verbs **subir** (soo-bveer) (*to ascend; to go up*) and **bajar** (bvah-Hahr) (*to descend; to go down*). The following sections show you how to conjugate these two verbs in the present tense and use them in sentences.

Going up with subir

The following minitable shows you how to conjugate the present tense of the verb **subir** (soo-bveer) (*to go up; to ascend*) — a very useful regular verb when you want to go up! Its root is **sub-** (soobv).

Conjugation

yo subo	
tú subes	
él, ella, ello, uno, usted sube	
nosotros subimos	
vosotros subís	
ellos, ellas, ustedes suben	

Pronunciation

yoh soo-bvoh
too soo-bvehs
ehl, eh-yah, eh-yoh, oo-noh, oos-tehd soo-bveh
noh-soh-trohs soo-bvee-mohs
bvoh-soh-trohs soo-bvees
eh-yohs, eh-yahs, oos-teh-dehs soo-bvehn

Practicing verb conjugations is essential; that way, they soon become second nature. But until they do become second nature, here are some phrases to help you:

- ✓ **Suben por esa escalera.** (soo-bvehn pohr *eh-sah ehs-kah-leh-rah*) (*They go up that staircase.*)
- ✓ **Subes por esa calle, a la izquierda.** (soo-bvehs pohr *eh-sah kah-yeh, ah lah ees-keeehr-dah*) (*You [informal] go up on that street, to the left.*)
- ✓ **Nosotros vamos a subir con ustedes.** (noh-soh-trohs *bvah-mohs ah soo-bveer kohn oos-teh-dehs*) (*We're going to go up with you.*)
- ✓ **El ascensor de la derecha sube.** (ehl ah-sehn-sohr deh lah deh-reh-chah *soo-bveh*) (*The elevator to the right goes up.*)
- ✓ **Yo subo allí todos los días.** (yoh *soo-bvoh ah-yee toh-dohs lohs dee-ahs*) (*I go up there every day.*)

Going down with *bajar*

What goes up must come down, right? The descending verb is ***bajar*** (*bvah-Hahr*) (*to descend; to go down*).

Bajar is a regular verb, and its root is **baj-** (*bvahH*). Here's how you conjugate ***bajar*** in the present tense:

<i>Conjugation</i>	<i>Pronunciation</i>
yo bajo	yoh <i>bvah-Hoh</i>
tú bajas	too <i>bvah-Hahs</i>
él, ella, ello, uno, usted baja	ehl, <i>eh-yah, eh-yoh, oo-noh, oos-tehd, bvah-Hah</i>
nosotros bajamos	noh-soh-trohs <i>bvah-Hah-mohs</i>
vosotros bajáis	<i>bvoh-soh-trohs bvah-Hahees</i>
ellos, ellas, ustedes bajan	<i>eh-yohs, eh-yahs, oos-teh-dehs bvah-Hahn</i>

When you need to go down, right down you go! Practice, practice, practice!

- ✓ **Ella baja por la escalera.** (*eh-yah bvah-Hah pohr lah ehs-kah-leh-rah*) (*She goes down the stairs.*)
- ✓ **Bajamos por esta calle.** (*bvah-Hah-mohs pohr ehs-tah kah-yeh*) (*We go down this street.*)
- ✓ **Tú bajas del auto con el perro.** (too *bvah-Hahs dehl ahoo-toh kohn ehl peh-rroh*) (*You [informal] get out of the car with the dog.*)
- ✓ **Dicen que ya van a bajar.** (dee-sehn keh *yah bvahn ah bvah-Hahr*) (*They say they're going to go down [to the lobby or some other lower area].*)

Being Here, There, and Everywhere

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An old saying has the confused person never knowing whether he's *here* or *there*. In Spanish, whether you're here or there doesn't matter — just choose the word you like and end the confusion.



In Spanish, you can indicate here and there in two ways. Native Spanish speakers interchange *here* and *there* often, with no distinction between the two words. *Here* and *there* are adverbs; they always work in the vicinity of a verb and words that talk about space:

- ✓ **allá** (ah-yah) (*there*)
- ✓ **allí** (ah-yee) (*there*)
- ✓ **acá** (ah-kah) (*here*)
- ✓ **aquí** (ah-kee) (*here*)

To show that it makes no difference whether you use one of these pairs of words or the other, the following sentences enable you to practice situations in which you may use *here* or *there*:

- ✓ **Allí, en la esquina, está el banco.** (ah-yee ehn lah ehs-kee-nah ehs-tah ehl bvan-koh) (*There, on the corner, is the bank.*)
- ✓ **Allá van los turistas.** (ah-yah bvahn lohs too-rees-tahs) (*There go the tourists.*)
- ✓ **Aquí se come muy bien.** (ah-kee seh koh-meh mooy bveehn) (*Here one eats very well.*)
- ✓ **Acá está el museo.** (ah-kah ehs-tah ehl moo-seh-oh) (*Here is the museum.*)
- ✓ **¡Ven acá!** (bvehn ah-kah) (*Come here!*)
- ✓ **¡Corre allá!** (koh-rreh ah-yah) (*Run there!*)

Sometimes you talk about no-places and all-places: *nowhere* and *everywhere*, along with *anywhere*. You can use the following phrases to express the idea of all places or no particular places in Spanish:

- ✓ **en todas partes** (ehn toh-dahs pahr-tehs) (*everywhere*)
- ✓ **en ninguna parte** (ehn neen-goo-nah pahr-teh) (*nowhere, anywhere*)

The following sentences can help you practice using these phrases:

- ✓ **En todas partes hay gente simpática.** (ehn toh-dahs pahr-tehs ahy Hehn-teh seem-pah-tee-kah) (*There are nice people everywhere.*)
- ✓ **Busqué mis llaves por todas partes.** (bvoos-keh mees yah-bvehs pohr toh-dahs pahr-tehs) (*I searched for my keys everywhere.*)

- ✓ **En ninguna parte encuentro mis llaves.** (ehn neen-goo-nah pahr-teh ehn-kooohn-troh mees yah-bvehs) (*I can't find my keys anywhere.*)
- ✓ **Mira por todas partes cuando busca algo.** (mee-rah pohr toh-dahs pahr-tehs kooahn-doh bvoos-kah ahl-goh) (*He/She looks everywhere when searching for something.*)

Knowing How Far to Go with *Cerca* and *Lejos*

In this section, you can explore the words **cerca** (*sehr-kah*) (*near; close*) and **lejos** (*leh-Hohs*) (*far*). Use these two words when you want to discuss how great the distance, and the possible size of the effort, required to arrive at a specific place. The following dialogue gives you a look at **cerca** and **lejos** in action.

Talkin the Talk

Ines is deciding how to spend her day. Should she attend the cinema, visit a museum, or do both? First, she needs to find out how near these places are to her and to each other.

Ines: **¿Está lejos el cine Las Flores?**
 ehs-tah leh-Hohs ehl see-neh lahs floh-rehs
 Is the Las Flores cinema far?

Martine: **No, está muy cerca . . .**
 noh ehs-tah mooy sehr-kah
 No, it's quite near . . .

. . . a sólo dos cuadras.
 ah soh-loh dohs kooah-drahs
 . . . only two blocks away.

Ines: **¿Y el Teatro Bolívar?**
 ee ehl teh-ah-troh bvoh-lee-bvahr
 And the Bolivar Theater?

Martine: **El teatro Bolívar sí está lejos . . .**
 ehl teh-ah-troh bvoh-lee-bvahr see ehs-tah leh-Hohs
 The Bolivar Theater is really far . . .

tiene que tomar el subte.
 teeeh-neh keh toh-mahr ehl soobv-teh
 you have to take the subway.

Chapter 9

Dealing with Emergencies

In This Chapter

- ✓ Asking for help
- ✓ Communicating at the hospital
- ✓ Talking with the doctor
- ✓ Dealing with the police
- ✓ Protecting your rights abroad

Be prepared. That's the Boy Scout motto, and it's not a bad idea for any situation. You should always be prepared for emergencies, especially in areas where residents don't speak your native language. The language difference can complicate the emergency if no one can understand you, or if you don't understand what is being said.

This chapter looks at two main areas where you may experience an emergency. The first part of the chapter looks at health concerns — breaking an arm or experiencing stomach flu; the second part deals with legal emergencies — car accidents and other law infractions that may require the help of your consulate or a lawyer. But before you start preparing for these emergencies, you need to know a few important words that will quickly get you the help you need.

Hollering for Help

You may find yourself in a situation where you need to cry for help. Thumbing through your dictionary isn't going to be quick enough, so you may want to memorize these words. You can use the first two interchangeably.



When the pot falls

You see a flower pot falling from a balcony while someone is passing by. What do you shout? All Spanish speakers, with the exception of Mexicans, react to

¡Cuidado! (kooee-dah-doh) (*Watch out!*)
(Literally: *Care!*)

When the flower pot is falling in Mexico, however, you have to say

¡Aguas! (ah-gooahs) (*Watch out!*) (Literally: *Waters!*)

This habit most likely comes from the times when drains were nonexistent, so people in colonial cities simply tossed their dirty water out the second-floor window. They shouted **¡Aguas!** to warn passersby that dirty water was coming their way. Eventually, the habit of shouting **¡Aguas!** extended to all danger.

Following are basic distress-signaling words:

- ✓ **¡Socorro!** (soh-koh-rroh) (*Help!*)
- ✓ **¡Auxilio!** (ahoo-ksee-leeoh) (*Help!*)
- ✓ **¡Ayúdeme!** (ah-yoo-deh-meh) (*Help me!*)
- ✓ **¡Incendio!** (een-sehn-deeoh) (*Fire!*)
- ✓ **¡Inundación!** (ee-noon-dah-seeohn) (*Flood!*)
- ✓ **¡Tremblor!** (tehm-bvlohr) (*Earth tremor!*)
- ✓ **¡Terremoto!** (teh-rreh-moh-toh) (*Earthquake!*)
- ✓ **¡Maremoto!** (mah-reh-moh-toh) (*Tidal wave!*)

You can help speed up your request by using one of these two words:

- ✓ **¡Rápido!** (rah-peh-doh) (*Quick!*)
- ✓ **¡Apúrense!** (ah-poo-rehn-seh) (*Hurry!*)

Dealing with Medical Issues

When an illness or an accident jeopardizes your health, losing your head is a common and understandable reaction. We try to guide you through these potential problems in a calm and prudent manner. **Note:** Most of the information in this section is for English-speaking patients who are seeking care from Spanish-speaking healthcare providers. If you're an English-speaker providing healthcare to Spanish-speaking patients, some of the words and phrases



presented here may be very useful to you, but we provide additional guidance in Book IV, Chapter 1.

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In our experience, most native Spanish speakers are caring, gentle people who are tolerant of faulty pronunciation and very ready to help a foreigner. In fact, they may even be overly helpful, leaving you with the difficult task of being firm and level-headed about your needs without damaging their feelings and being negative about their good will.

Here are some sentences to help you be just as caring and kind, but at the same time firm, with your refusal for help when you don't want any. Suppose the person trying to be helpful says things like

- ✓ **¡Pobrecito!, ¿le ayudo? (poh-breh-see-toh leh ah-yoo-doh)** (*Poor little you [male], can I help you?*)
- ✓ **¡Vengan todos, a ayudar! (bvehn-gahn toh-dohs ah ah-yoo-dar)** (*Come, everybody, let's help!*)

In which case, you can answer with things like

- ✓ **Por favor, estoy bien, no me ayude.** (pohr fah-bvohr ehs-tohy bveeen noh meh ah-yoo-deh) (*Please, I'm fine, don't help me.*)
- ✓ **Muchas gracias, le agradezco, prefiero estar solo.** (moo-chahs grah-seeahs leh ah-grah-dehs-koh preh-feeuh-roh ehs-tahr soh-loh) (*Thank you very much; I prefer to be alone.*)
- ✓ **Estoy muy bien, gracias, no necesito ayuda.** (ehs-tohy mooy bveeehn grah-seeahs noh neh-seh-see-toh ah-yoo-dah) (*I'm fine, thanks; I don't need help.*)
- ✓ **Usted es muy gentil, gracias; no me ayude, por favor.** (oos-tehd ehs mooy Hehn-teel grah-seeahs noh meh ah-yoo-deh pohr fah-bvohr) (*You're very kind, thanks; don't help me, please.*)
- ✓ **Ustedes son muy amables, pero estoy bien.** (oos-teh-dehs sohn mooy ah-mah-bvlehs peh-roh ehs-tohy bveeehn) (*You [formal, plural] are very kind, but I'm fine.*)



If you ask for a doctor who speaks English, and you're introduced to one, try to make sure that the doctor's English is better than your Spanish before you get involved with him or her. If you're having trouble being understood in English or Spanish, ask for another doctor whose language skills more nearly match your own.

Remember that if you have to speak in Spanish to the Spanish-speaking person you're addressing, you want to speak s-l-o-w-l-y and keep in mind that in an emergency people are generally eager to assist. Don't worry about money when those around you want to help. You'll have time for that when you've recovered or are out of the mess. Also, let people help you if at all

possible; that makes them feel good. As to procedures relating to emergency rooms or hospitals, let those things work themselves out, and simply be a patient patient. Remember that all those concerned are doing the best they can. Finally, keep in mind that procedures can vary from place to place in relation to the availability of people and equipment.

If you get sick while traveling, ask for advice at your hotel's reception desk.

Table 9-1 lists some common terms you may need to know in a medical emergency. For additional terms relating to body parts and medical lingo, check out Book IV, Chapter 1. That chapter is intended more for healthcare professionals but provides plenty of Spanish that's also useful for patients.

Table 9-1

Medical Terms

Spanish	Pronunciation	English
el médico	ehl meh-dee-koh	the doctor
el/la enfermo/a	ehl/lah ehn-fehr-moh/mah	the sick person
la camilla	lah kah-mee-yah	the stretcher; the trolley; the gurney
la fractura	lah frahk-too-rah	the fracture/broken bone
la radiografía	lah rah-deeoh-grah-fee-ah	the x-ray picture
el yeso	ehl yeh-soh	the plaster (either in casts or walls)
enyesar	ehn-yeh-sahr	to set in a cast
el dolor	ehl doh-lohr	the pain
el analgésico	ehl ah-nahl-Heh-see-koh	the painkiller
el corte	ehl kohr-teh	the cut
la anestesia	lah ah-nehs-teh-seeah	the anesthesia
sangrar	sahn-grahr	to bleed
la herida	lah eh-ree-dah	the wound
el mareo	ehl mah-reh-oh	the dizziness
los puntos	lohs poon-tohs	the stitches (surgical)

Helping out with the verb ayudar

The verb **ayudar** (ah-yoo-dahr) (*to help*), is, as you would expect, a very helpful word to know. It's a regular verb of the -ar variety, so it's very easy to conjugate. Here it is in the present tense:

<i>Conjugation</i>	<i>Pronunciation</i>	<i>Book I</i>
yo ayudo	yoh ah-yoo-doh	Speaking in Everyday Settings
tú ayudas	too ah-yoo-dahs	
él, ella, ello, uno, usted ayuda	ehl eh-yah eh-yoh oo-noh oos-tehd ah-yoo-dah	
nosotros ayudamos	noh-soh-trohs ah-yoo-dah-mohs	
vosotros ayudáis	bvoh-soh-trohs ah-yoo-dahees	
ellos, ellas, ustedes ayudan	eh-yos eh-yas oos-teh-dehs ah-yoo-dahn	

What follows are phrases that are helpful in cases when you're talking to people you haven't met — like a doctor, or some passerby. We also give you phrases for situations when those around you are closely related to you, or when they're children.



We begin with some phrases you can use when you want to be formally helpful. The formal way of speech is more normal to use both on your part and on the part of those who are helping. It shows respect on your part to the doctor, for example, and on his part to you. Neither of you has an intimate or informal relationship with the other:

- ✓ **¿Le ayudo?** (leh ah-yoo-doh) (*Can I help you?*)
- ✓ **Sí, ayúdeme a pedir una ambulancia.** (see ah-yoo-deh-meh ah peh-deer oo-nah ahm-bvoo-lahn-seeah) (*Yes, help me get an ambulance.*)
- ✓ **Espere. Le van a ayudar a cargar al herido.** (ehs-peh-reh leh bvahn ah ah-yoo-dahr ah kahr-gahr ahl eh-ree-doh) (*Wait. They'll help you carry the injured person.*)
- ✓ **Usted ayude al enfermo a bajar de la camilla.** (oos-tehd ah-yoo-deh ahl ehn-fehr-moh ah bvah-Hahr deh lah kah-mee-yah) (*You [formal] go help the sick person get off the stretcher.*)
- ✓ **¡Apúrese!** (ah-poo-reh-seh) (*Hurry up!*)

The following phrases are for informal situations. Remember, informality is appropriate when you talk to a child, or if the person helping you is someone you know.

- ✓ **¿Te ayudo?** (teh ah-yoo-doh) (*Can I help you?*)
- ✓ **Sí, ayúdame.** (see ah-yoo-dah-meh) (*Yes, help me.*)
- ✓ **Te busco un médico.** (teh bvoos-koh oon meh-dee-koh) (*I'll get a doctor for you.*)
- ✓ **¡Apúrate!** (ah-poo-rah-teh) (*Hurry up!*)
- ✓ **¡Sujétame!** (soo-Heh-tah-meh) (*Hold onto me!*)

Ouch! and other expressions of pain

When you're hurt, you want to be able to tell people about it so that they can help ease your pain. The following sentences tell you how to talk about pain — and, just as carrying an umbrella can prevent rain, perhaps practicing talking about pain can prevent you from getting hurt (in Spanish, anyway)!

- ✓ **Me duele la espalda.** (meh dooeh-leh lah ehs-pahl-dah) (*My back hurts.*)
- ✓ **¿Le duele la cabeza?** (leh dooeh-leh lah kah-bveh-sah) (*Does your head hurt? [formal]*)
- ✓ **Les duele todo.** (lehs dooeh-leh toh-doh) (*They hurt all over.*)
- ✓ **Nos duelen las manos.** (nohs dooeh-lehn lahss mah-nohs) (*Our hands hurt.*)
- ✓ **¿Te duele aquí?** (teh dooeh-leh ah-kee) (*Does it hurt you [informal] here?*)

The ways you express pain in English and Spanish differ very little. In English, for example, you may say something like *My toe hurts*; in Spanish, you would add the equivalent of *to me* — with *to* acting as a preposition, and *me* acting as an indirect pronoun. (See Book II, Chapter 1 to brush up on your parts of speech.) Table 9-2 lists the indirect object pronouns.

Table 9-2 Indirect Object Pronouns

Pronoun	Translation
me (meh)	me
te (teh)	you (informal, singular)
le (leh)	him, her, you (formal, singular)
nos (nohs)	us
os (ohs)	you (informal, plural)
les (lehs)	them, you (formal, plural)

The following dialogue shows you some of these pain-describing expressions at work.

Talkin' the Talk

After a collision, Nancy is taken to a hospital and is being looked after to see whether she's broken anything.

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Doctor: **¿Tiene dolor en la pierna?**
 tee-eh-neh doh-lohr ehn lah pee-ehr-nah
Does your leg hurt? [Literally: Do you have any pain in the leg?]

Nancy: **Sí doctor, ¡duele mucho!**
 see dohk-tohr dooh-leh moo-choh
Yes, doctor, it hurts a lot!

Doctor: **Vamos a sacarle rayos X.**
 bvah-mohs ah sah-kahr-leh rah-yohs eh-kees
We'll take an x-ray.

X-ray technician: **Aquí, súbanla a la mesa.**
 ah-kee, soo-bvahn-lah ah lah meh-sah
Here, get her on the table.

No se mueva por favor.
 noh seh mooeh-bvah pohr fah-bvor
Don't move, please.

Doctor: **Ya está la radiografía.**
 yah ehs-tah lah rah-deeoh-grah-fee-ah
The x-ray picture is ready.

Aquí tiene la fractura.
 ah-kee tEEEh-neh lah frahk-too-rah
You have a fracture here.

Vamos a tener que enyesar su pierna.
 bvah-mohs ah teh-nehr keh ehn-yeh-sahr soo
 peeehr-nah
We're going to have to put your leg in a cast.

Le voy a dar un analgésico.
 leh bvohy a dahr oon ah-nahl-Heh-see-koh
I'll give you a painkiller.

Dealing with a bleeding wound

Following are some examples of how to get medical help for someone who's bleeding:

- ✓ **¡Hay una emergencia!** (ahy oo-nah eh-mehr-*Hehn*-seeah) (*There's an emergency!*)
- ✓ **¡Traigan un médico!** (trahee-gahn oon *meh-dee-koh*) (*Bring a doctor!*)
- ✓ **¡Traigan una ambulancia!** (trahee-gahn oo-nah ahm-bvoo-*lahn*-seeah) (*Bring an ambulance!*)
- ✓ **Lo más rápido posible.** (loh mahs *rah-peeh-doh* poh-see-bleh) (*As fast as possible.*)
- ✓ **Tiene un corte.** (teeeh-neh oon *kohr-teh*) (*You [formal] have a cut.*)
- ✓ **Necesita puntos.** (neh-seh-see-tah *poon-tohs*) (*You [formal] need stitches.*)

Closing the wound

If you ever need to get stitches, here are some useful phrases:

- ✓ **Me duele mucho.** (meh doo-eh-leh *moo-choh*) (*It hurts me a lot.*)
- ✓ **Le vamos a poner anestesia local.** (leh *bvah-mohs a poh-nehr ah-nehs-teh-seeah loh-kahl*) (*We'll use local anesthesia.*)
- ✓ **Ya se pasó el dolor.** (yah seh *pah-soh ehl doh-lohr*) (*The pain is gone.*)

Telling where it hurts

Here, we give you several phrases that may be useful in telling someone what the problem is. (Later, we provide some vocabulary words that may also come handy.)

- ✓ **Me sangra la nariz.** (meh *sahn-grah lah nah-rees*) (*My nose is bleeding.*)
- ✓ **No puedo ver.** (noh *pooeh-doh bvehr*) (*I can't see.*)
- ✓ **Me entró algo en el ojo.** (meh *ehn-troh ahl-goh ehn ehl oh-Hoh*) (*Something got into my eye.*)
- ✓ **Me torcí el tobillo.** (meh *tohr-see ehl toh-bvee-yoh*) (*I twisted my ankle.*)
- ✓ **Se quebró el brazo derecho.** (seh *keh-broh ehl burah-soh deh-reh-choh*) (*He broke his right arm.*)
- ✓ **La herida está en el antebrazo.** (lah *eh-ree-dah ehs-tah ehn ehl ahn-teh-bvrah-soh*) (*The wound is on the forearm.*)
- ✓ **Le duele la muñeca izquierda.** (leh *dooeh-leh lah moo-nyeh-kah ees-keeehr-dah*) (*Her left wrist hurts.*)

- ✓ **Se cortó el dedo índice.** (seh kohr-toh ehl deh-doh een-dee-seh) (*He cut his index finger.*)
- ✓ **Se torció el cuello.** (seh tohr-seeoh ehl kooeh-yoh) (*She twisted her neck.*)
- ✓ **Ahora ya no sale sangre.** (ah-oh-rah yah noh sah-leh sahn-greh) (*It stopped bleeding. [Literally: Now there is no more blood coming out.]*)
- ✓ **Usted tiene la presión muy alta.** (oos-tehd teeuh-neh lah preh-seeohn mooy ahl-ta) (*You have very high blood pressure.*)
- ✓ **He sentido náuseas.** (eh sehn-tee-doh nahoo-seh-ahs) (*I felt nauseated.*)

The following dialogue shows you how someone uses the information in this chapter to get in to the doctor.

Talkin' the Talk



Julia just can't get rid of her headache, and she decides to see her doctor. She's at her doctor's office, talking to the receptionist.

Julia: **¿Está el doctor Díaz?**
 ehs-tah ehl dohk-tohr dee-ahs
 Is Dr. Díaz in?

Receptionist: **Sí, está. ¿Tiene cita?**
 see ehs-tah teeuh-neh see-tah
 Yes, he's in. Do you have an appointment?

Julia: **No tengo cita, pero necesito verle.**
 noh tehn-goh see-tah peh-roh neh-seh-see-toh bvehr-leh
 I don't have an appointment, but I need to see him.

Tengo mucho dolor de cabeza.
 tehn-goh moo-cho doh-lohr deh kah-bveh-sah
 I have a bad headache.

Receptionist: **Muy bien, ¿cómo se llama?**
 mooy bveehn koh-moh seh-yah-mah
 Very well, what's your name?

Julia: **Soy Julia Frank.**
 sohy Hoo-leeah frahnk
 I'm Julia Frank.

Receptionist: **Un momento, por favor. Tome asiento en la sala de espera.**
 oon moh-mehn-toh pohr fah-bvoehr toh-meh
 ah-see-ehn-toh ehn lah sah-lah deh ehs-peh-rah
 One moment, please. Take a seat in the waiting room.

In this dialogue, a patient describes her problem to the doctor.

Talkin' the Talk



After waiting a few minutes, Julia is ushered into the doctor's office and begins to explain her symptoms.

Julia: **Me duele la cabeza.**
meh dooh-leh lah kah-bveh-sah
My head hurts.

Dr. Díaz: **¿Desde cuándo?**
dehs-deh kooahn-doh
Since when?

Julia: **Desde ayer. Me golpeé la cabeza.**
dehs-deh ah-yehr meh gohl-peh-eh lah kah-bveh-sah
Since yesterday. I banged my head.

Dr. Díaz: **¿Cómo se golpeó?**
koh-moh seh gohl-peh-oh
How did you bang [it]?

Julia: **Me caí en la calle.**
meh kahee ehn lah kah-yeh
I fell on the street.

Dr. Díaz: **¿Tiene mareos?**
tee-eh-neh mah-reh-ohs
Do you get dizzy?

Julia: **Sí, tengo mareos.**
see tehn-goh mah-reh-ohs
Yes, I get dizzy.

Dr. Díaz: **Vamos a tenerle en observación durante dos días.**
vah-mohs ah teh-nehr-leh ehn
ohbv-sehr-bvah-seeohn doo-rahn-teh dohs dee-ahs
We'll keep you under observation for two days.

When speaking with a doctor and describing your symptoms, it helps to be able to tell the doctor which body part(s) are affected. Check out Book IV, Chapter 1 for a list of body parts and their Spanish names.



When you sneeze among native Spanish-speakers, you never get a chance to excuse yourself. The moment you sneeze, someone immediately says: ¡Salud! (sah-lood) (*Health!*) And you immediately answer: ¡Gracias! (grah-seeahs) (*Thanks!*).

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Seeing the dentist

If you have a dental problem while you're in a Spanish-speaking country, you'll probably discover that dental care is a lot less expensive in Spanish-speaking America than it is in English-speaking America. Part of the reason may be that dental offices in Mexico, Central, South, and Latin America aren't as jazzy as they usually are in the United States and Canada; just be sure to find a dentist with the proper equipment to take care of your problem.

You may find the following phrases helpful when you go to a Spanish-speaking dentist:

- ✓ **Necesito un dentista.** (neh-seh-see-toh oon dehn-tees-tah) (*I need a dentist.*)
- ✓ **¿Me puede recomendar un dentista?** (meh pooeh-deh reh-koh-mehn-dahr oon dehn-tees-tah) (*Can you recommend a dentist?*)
- ✓ **Doctor, me duele el diente.** (dohk-ohr meh dooeh-leh ehl deeehn-teh) (*Doctor, I have a toothache.*)
- ✓ **Tiene una caries.** (tee-eh-neh oo-nah kah-reeehs) (*You have a cavity.*)
- ✓ **Quebré una muela.** (keh-breh oo-nah mooeh-lah) (*I broke a molar.*)
- ✓ **Le pondré anestesia.** (leh pohn-dreh ah-nehs-teh-seeah) (*I'll give you anesthesia.*)
- ✓ **Le taparé la caries.** (leh tah-pah-reh lah kah-reeehs) (*I can fill the cavity.*)
- ✓ **Le sacaré la muela.** (leh sah-kah-reh lah mooeh-lah) (*I'll [have to] pull the molar out.*)
- ✓ **Le pondré un puente.** (leh-pohn-dreh oon pooehn-teh) (*I'll put in a bridge.*)
- ✓ **Le pondré una corona.** (leh-pohn-dreh oo-nah koh-roh-nah) (*I'll put on a crown.*)

Here's a summary of terms you typically hear in a dentist's office:

- ✓ **el/la dentista** (ehl/lah dehn-tees-tah) (*the dentist*)
- ✓ **el diente** (ehl deeehn-teh) (*the tooth*)
- ✓ **la muela** (lah mooeh-lah) (*the molar*)
- ✓ **la caries** (lah kah-reeehs) (*the cavity*)
- ✓ **dolor de muelas** (doh-lohr deh mooeh-lahs) (*toothache*)

Talking about insurance

If you need to visit a dentist, or any other professional, while you're traveling, be sure you get a receipt to give to your insurance carrier at home. The following phrases are useful in dealing with insurance questions:

- ✓ *¿Tiene seguro dental?* (teeeh-neh seh-goo-roh dehn-tahl) (*Do you have dental insurance?*)
- ✓ *¿Tiene seguro de salud?* (teeeh-neh seh-goo-roh deh sah-lood) (*Do you have health insurance?*)
- ✓ *¿Me puede dar un recibo para el seguro?* (meh pooeh-deh dahr oon reh-see-bvoh pah-rah ehl seh-goo-roh) (*Can you give me a receipt for my insurance?*)

Calling the Police

Most people obey the laws and usually don't engage in activities that involve the police or other aspects of the legal system. But accidents happen, and you can break a law that you know nothing about. If that's the case, you need help from your consulate or a lawyer to make sure that your rights are protected. **Note:** Most of the information in this section is for travelers who experience legal issues in Spanish-speaking countries. If you're a law enforcement officer in an English-speaking country needing to interact with Spanish-speakers, check out Book IV, Chapter 2.



If you have legal dealings in a Spanish-speaking country, take into account that the legal system is likely to be completely different from the one you're familiar with, and the laws of the country you're in override the laws of the country you hold citizenship in. Be aware, too, that the philosophy behind the legal system applies to many of the institutions you may encounter. Probably the most important difference is that in the United States and Canada, you're innocent until proven guilty, whereas in all Latin American countries, you're guilty until proven innocent.

In an emergency of any kind, but particularly in a situation involving legal officials, try to be patient, and above all, firm. Keep in mind that just as you're unfamiliar with the practices and procedures of a foreign system, the officers and administrators of that system are unaware of your legal expectations.

If you get involved in a Spanish-speaking country's legal system, try to get someone from your consulate to help you handle the situation — he or she will take your interests much more to heart than a local lawyer or the local police. In fact, after you set the dates for a visit to a Spanish American area, find out where your country's closest consulate is — and when you arrive, register there in case you need emergency assistance.

You may also ask when you arrive:

- ✓ **¿Hay aquí un Consulado de Estados Unidos?** (ahy ah-kee oon kohn-soo-lah-doh deh ehs-tah-dohs oo-nee-dohs) (*Is there an American consulate here?*)
- ✓ **¿Hay un abogado que hable inglés?** (ahy oon ah-bvoh-gah-doh keh ah-bvlehl een-glehs) (*Is there a lawyer who speaks English?*)



If Spanish isn't your first language, and you're in a Spanish-speaking area, ask for a lawyer who speaks English and make sure the lawyer's English is better than your Spanish before you get involved with him or her. Don't accept just anyone. If you have trouble making yourself understood, get another lawyer.

The following dialogue shows you an extreme case of legal trouble abroad. We doubt you'll be involved in a situation like Silverio's, but we want to cover all your bases, and just in case, these few sentences may be useful.

Talkin' the Talk

Silverio has been detained by the police and is trying to get to the bottom of the situation.

- | | |
|-----------------|--|
| Police officer: | Usted va detenido.
oos-tehd bvah deh-teh-nee-doh
<i>You're under arrest.</i> |
| Silverio: | ¿Por qué?
pohr keh
<i>Why?</i> |
| Police officer: | Está circulando ebrio.
ehs-tah seer-koo-lahn-doh eh-bvreeoh
<i>For impaired driving.</i> |
| Silverio: | Oficial, yo no tomo alcohol.
oh-fee-seeahl yoh noy toh-moh ahl-koh-oh!
<i>Officer, I don't drink alcohol.</i> |
| Police officer: | Vamos a la comisaría.
bvah-mohs ah lah koh-mee-sah-ree-ah
<i>We're going to the police station.</i> |
| Silverio: | Creo que usted se equivoca.
kreoh keh oos-tehd seh eh-kee-bvoh-kah
<i>I believe you're mistaken.</i> |

Police officer: **Va preso conmigo.**
 bvah preh-soh kohn-mee-goh
Come with me. (Literally: You go prisoner with me.)

Silverio: **Quiero hablar con un abogado.**
 keeeh-roh ah-bvlahr kohn oon ah-bvoh-gah-doh
I want to talk to a lawyer.

Quiero hablar con mi cónsul.
 keeeh-roh ah-bvlahr kohn mee kohn-sool
I want to talk to my consulate.

Quiero hablar por teléfono.
 keeeh-roh ah-bvlahr pohr teh-leh-foh-noh
I want to talk on the phone.

Reporting a robbery

If someone robs you while you're in a Spanish-speaking area, you can attract the help you need by using these phrases.

- ✓ ¡Un robo! (oon roh-bvoh) (*A burglary!*)
- ✓ ¡Un asalto! (oon ah-sahl-toh) (*A holdup!*)
- ✓ ¡Atrápenlo! (ah-trah-pehn-loh) (*Catch him!*)
- ✓ ¡Policía! (poh-lee-see-ah) (*Police!*)

We hope you never need to use them, but if you're ever robbed or attacked in a Spanish-speaking area, these phrases are important to know:

- ✓ ¡Llamen a la policía! (yah-mehn ah lah poh-lee-see-ah) (*Call the police!*)
- ✓ ¡Me robó la billetera! (meh roh-bvoh lah bvee-yeh-teh-rah) (*[She/He] stole my wallet!*)
- ✓ Haga una denuncia a la policía. (ah-gah oo-nah deh-noon-seeah ah la poh-lee-see-ah) (*Report it to the police. [Literally: Make an accusation to the police.]*)

Describing the crime and suspect

If you do have an unpleasant encounter with a thief, here are some words that can be helpful in describing the culprit to the police:

- ✓ **Era un hombre bajo, corpulento.** (eh-rah oon ohm-bvreh bvah-Hoh kohr-poo-lehn-toh) (*He was a short man, heavyset.*)
- ✓ **Tenía cabello oscuro y barba.** (teh-nee-ah kah-bveh-yoh ohs-koo-roh ee bvahr-bvah) (*He had dark hair and a beard.*)
- ✓ **Vestía pantalón de mezclilla y camisa blanca.** (bvehs-tee-ah pahn-tah-lohn deh mehs-klee-yah ee kah-mee-sah bvlahn-kah) (*He wore jeans and a white shirt.*)
- ✓ **Tendrá unos cuarenta años.** (tehn-drah oo-nohs kooah-rehn-tah ah-nyos) (*He's around 40 years old.*)
- ✓ **Iba con una mujer delgada.** (ee-bvah kohn oo-nah moo-Hehr dehl-gah-dah) (*He was with a thin woman.*)
- ✓ **Era alta, rubia, de ojos claros.** (eh-rah ahl-tah roo-bveeah deh oh-Hohs klah-rohs) (*She was tall, blond, with light-colored eyes.*)

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The following verbs can help you describe a crime:

- ✓ **atacar** (ah-tah-kahr) (*to attack*)
- ✓ **robar** (roh-bvahr) (*to steal; to rob*)

In the following dialogue, you can see how various people interact after an accident.

Talkin' the Talk

Crash! Bang! A collision. Julieta doesn't need it, but here she is. What does she do?

Julieta: **Rápido, vengan!**
 rah-pee-doh bven-gahn
 Quickly, come here!

Passerby: **Hubo un choque.**
 oo-bvoh oon choh-keh
 There was a collision.

Julieta: **Paré porque cambió la luz.**
 pah-reh pohr-keh kahm-bveeooh lah loos
 I stopped because the light changed.

Police officer: **¿A qué velocidad iba?**
 ah keh bveh-loh-see-dahd ee-bvah
 How fast were you going?

Julieta: **Iba lento, a menos de cuarenta kilómetros.**
 ee-bvah *lehn-toh ah meh-nohs deh kooah-rehn-tah
 kee-loh-meh-trohs*
I was going slowly, less than 40 kilometers.

Police officer: **¿Tiene usted seguro para el auto?**
 teeuh-neh oos-tehd seh-goo-roh pah-rah ehl ahoo-toh
Do you have car insurance?

Julieta: **Sí, quiero avisar a mi compañía de seguros.**
 see, keeeh-roh ah-bvee-sahr ah mee
 kohm-pah-nyee-ah deh seh-goo-rohs
Yes, I want to notify my insurance company.

Looking for Help with *Buscar*

Buscar (*bvoos-kahr*) is a much-used regular verb with a number of meanings: *to look for, to try to find, or to search for.*

Conjugation

yo busco	yoh <i>bvoos-koh</i>
tú buscas	too <i>bvoos-kahs</i>
él, ella, ello, uno, usted busca	ehl <i>eh-yah eh-yoh oo-noh oos-tehd bvoos-kah</i>
nosotros buscamos	noh-soh-trohs <i>bvoos-kah-mohs</i>
vosotros buscáis	bvoh-soh-trohs <i>bvoos-kahees</i>
ellos, ellas buscan	<i>eh-yohs eh-yahs bvoos-kahn</i>

Pronunciation

Practice using *buscar* with these phrases:

- ✓ **Buscan un mecánico.** (*bvoos-kahn oon meh-kah-nee-koh*) (*They're looking for a mechanic.*)
- ✓ **Ellos buscan un médico.** (*eh-yohs bvoos-kahn oon meh-dee-koh*) (*They're looking for a doctor.*)
- ✓ **Buscas un lugar donde descansar.** (*bvoos-kahs oon loo-gahr dohn-deh dehs-kahn-sahr*) (*You're looking for a place where you can rest.*)
- ✓ **Ya no busca, encontró un abogado.** (*yah noh bvoos-kah ehn-kohn-troh oon ah-bvoh-gah-doh*) (*He/She isn't searching any more, he/she found a lawyer.*)
- ✓ **Buscan un espacio y no encuentran.** (*bvoos-kahn oon ehs-pah-seeoh ee noh ehn-kooehn-trahn*) (*They're looking for a space and can't find one.*)

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Grasping Basic Grammar Essentials

The 5th Wave

By Rich Tennant



"I've always found my Spanish improves with
a little practice, some study, and about
3 or 4 margaritas."

In this book . . .

Every language is governed by rules and regulations to ensure mutual understanding between the person doing the talking and the person being spoken to. Spanish is no different in this regard. In this book, we introduce you to the basic rules and regulations that govern the Spanish language. We start slowly by introducing the various parts of speech before moving on to slightly more advanced topics like conjugating verbs.

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Getting to Know Your Parts of Speech

• •

In This Chapter

- ✓ Differentiating among the various parts of speech
 - ✓ Starting out right with subject pronouns
 - ✓ Selecting the correct subject pronoun for every situation
- •

Years ago, diagramming sentences was an essential skill covered in English grammar class. Students would sit in class, pen (and sometimes ruler) in hand, dissecting sentences; labeling the nouns, verbs, modifiers, and elusive direct and indirect objects; and creating schematics showing how all the words related to one another.

Though many students felt that these exercises were utterly useless, those who took them seriously developed a deeper understanding of language and how it worked. They also developed a stronger aptitude for acquiring new languages. Those who didn't grasp these basics of English grammar usually require a brief primer before embarking on the study of a new language — a primer like the one provided in this chapter. If you've already mastered English grammar, your job's much easier, but you're still likely to benefit by observing the similarities and differences between Spanish and English.

This chapter provides a quick course on identifying and using the parts of speech that make Spanish sentences grammatically correct. Specifically, you discover how to recognize nouns, verbs, adjectives, adverbs, pronouns (especially subject pronouns), and the supporting cast — articles, prepositions, and conjunctions — that stitch everything together.



Before you begin to examine the basic building blocks of a sentence, familiarize yourself with the two essential components of every sentence — subject and predicate. The *subject* is the entity performing the action along with anything that describes the subject. The *predicate* is everything else — the action (or verb) and everything related to that action.

Unveiling the Parts of Speech

You may be questioning why knowing your Spanish grammar is so important. Can't you just grab a dictionary when you want to find a word or phrase? Nope. Language is more complex than that. Sure, memorizing vocabulary is essential, but equally important is understanding the various forms those words can take, where they need to appear in a sentence, and how they function in relation to one another. You can't build an airplane simply by dumping all the parts in the center of a production plant, nor can you speak or understand a language without knowing how the words are assembled to form meaningful expressions. Grammar consists of the rules that govern a particular language.

This chapter introduces the essentials of Spanish grammar by anchoring them to what you already know about English grammar. In the following sections, you discover the basic building blocks that go into making sentences so that you have a solid foundation upon which to understand all the other concepts explained in Books 2 and 3.

Nouns

A *noun* is the part of speech that refers to a person, place, thing, quality, idea, or action. Here are some examples of nouns in action:

- ✓ Person: *The boy* is friendly. (*El muchacho* es amable.)
- ✓ Place: *I want to go home*. (*Quiero ir a casa*.)
- ✓ Thing: *I would like to see that book*. (*Quisiera ver ese libro*.)
- ✓ Quality: *I admire her courage*. (*Admiro su coraje*.)
- ✓ Idea: *Communism* is a political theory. (*El comunismo* es una teoría política.)
- ✓ Action: *The plane's departure* is imminent. (*La partida del avión* es inminente.)

In everyday speaking/writing, you use nouns (in this case, Mary) most often in the following forms:

- ✓ As the subject of a verb:
Mary speaks Spanish. (*Mary habla español*.)
- ✓ As the direct object of a verb:
I see Mary. (*Yo veo a Mary*.)

- ✓ As the indirect object of a verb:

I speak to Mary. (Yo le hablo a Mary.)

- ✓ As the object of a preposition:

I went out with Mary. (Yo salí con Mary.)

Unlike English nouns, all Spanish nouns have a gender: masculine or feminine. All words you use to qualify or describe a noun must agree with the noun with respect to gender. This topic is discussed in more detail in Book II, Chapter 2.



The Spanish language classifies nouns as common or proper, collective, or concrete or abstract. A *common noun* refers to a general class of persons, things, places, and so on:

El hombre es alto. (*The man is tall.*)

Los edificios son modernos. (*The buildings are modern.*)

Me gustan los deportes. (*I like sports.*)

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A *proper noun* is the specific name of a person, thing, place, and so on:

George Washington fue un presidente. (*George Washington was a president.*)

Guernica es una pintura por Picasso. (*Guernica* is a painting by Picasso.)

España es un país en Europa. (*Spain* is a country in Europe.)

A *collective noun* is used singularly and refers to a group:

Mi familia es pequeña. (*My family is small.*)

A *concrete noun* refers to something that you can perceive with your senses; an *abstract noun* refers to an idea:

Concrete: **El agua es azul.** (*The water is blue.*)

Abstract: **El odio es un vicio.** (*Hate is a vice.*)

Articles

Articles are the tiny words that introduce nouns. Most people know them by name: *the, a, an*. In English, you simply need to know the articles and a couple of rules for choosing the right one. For example, when you first introduce something, you generally use an *indefinite article* (*a* or *an*). When you refer

to it again, you can then use a *definite article*, such as *the*. English divides the articles into two groups:

- ✓ **Definite article:** *the*
- ✓ **Indefinite articles:** *a, an*

Spanish uses two different types of articles, too, but selecting an article is further complicated by the fact that the article's gender (masculine or feminine) and number (singular or plural) must agree with the noun's gender and number. As a result, Spanish uses four definite articles (see Table 1-1):

Table 1-1 **Spanish Definite Articles**

Number	Masculine	Feminine
Singular	<i>el</i>	<i>la</i>
Plural	<i>los</i>	<i>las</i>

To say *the boy* in Spanish, you say **el muchacho**. To say *the girl*, you say **la muchacha**.

Because articles are so dependent on gender, they're covered in Book II, Chapter 2, which provides an in-depth discussion of gender issues and how they affect all articles in Spanish.

Spanish also uses two singular indefinite articles — which are the equivalent of *a* or *an* in English and two plural indefinite articles — which are translated as "some" (see Table 1-2).

Table 1-2 **Spanish Indefinite Articles**

Number	Masculine	Feminine
Singular	<i>un</i>	<i>una</i>
Plural	<i>unos</i>	<i>unas</i>



Whereas all the definite articles translate as *the*, the singular indefinite articles translate as *a* or *an*, and the plural forms translate as *some*.

To say *a boy* in Spanish, you say **un muchacho**. To say *a girl*, you say **una muchacha**. And to say *some boys and girls*, you say **unos muchachos**.

Pronouns

A *pronoun* is a part of speech used in place of a noun. The following list outlines the pronouns discussed in this book:

- ✓ *Demonstrative pronouns* (see Book II, Chapter 2) express *this, that, these, and those*:

Show me that. (Muéstreme eso.)

- ✓ *Subject pronouns* (discussed later in this chapter) are followed by the verb expressing the main action in the sentence (*I, you, he, she, it, we, they*):

You are nice. (Ud. es simpático.)

- ✓ *Possessive pronouns* (see Book II, Chapter 2) indicate that something belongs to a specific person (*mine, yours, his, hers, its, ours, theirs*):

That is mine. (Es mío.)

- ✓ *Interrogative pronouns* (see Book II, Chapter 4) ask a question (*who, which, what, and so on*):

Who is it? (¿Quién es?)

- ✓ *Direct object pronouns* (see Book III, Chapter 2) replace direct object nouns; they answer whom or what the subject is acting upon. The direct object pronouns are **me, te, lo, la** (le in Spain), **nos, (os** in Spain), **los, and las** (les in Spain):

I'll be seeing you. (Te veo.)

- ✓ *Indirect object pronouns* (see Book III, Chapter 2) replace indirect object nouns; they explain to or for whom something is done. They include **me, te, le, nos, (os** in Spain), and **les**:

He wrote to me. (Me escribió.)

- ✓ *Reflexive pronouns* (see Book III, Chapter 3) show that the subject is acting upon itself (**me, te, se, nos, [os** in Spain]):

They wake [themselves] up early. (Ellos se despiertan temprano.)

- ✓ *Prepositional pronouns* (see Book II, Chapter 8) are used after prepositions (**mí, ti, él, ella, Ud., nosotros, vosotros** (in Spain), **ellos, ellas, Uds.**):

They're going to the movies without me. (Van al cine sin mí.)

The prepositional pronouns **mí** and **ti** become **migo** and **tigo**, respectively, after the preposition **con** (with):

Is he going to school with you? (¿Va a la escuela contigo?)

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Verbs

A verb is a part of speech that shows an action or a state of being. In Spanish, as in English, verbs change from their infinitive form (they're *conjugated*, in other words) as follows:

- ✓ To agree with the person performing the action (I, you, he, she, it, we, they)
- ✓ To indicate the time when the action was performed (past, present, future)
- ✓ To indicate the mood of the action — for example, whether you're simply making a statement (indicative), issuing a command (imperative), or expressing desire (subjunctive)

The infinitive or form of a verb is its "raw" form — its "to" form before it's conjugated. It represents a situation where the action is stated, but no one is *doing* the action. Infinitives in Spanish have three different endings, and you conjugate them according to these endings (-ar, -er, and -ir) when a subject is present or is implied. The following presents a sample conjugation of the verb to swim:

nadar (to swim)

He likes to swim.

Le gusta nadar.

Note that in the above example the sentence states that "He likes to swim." But it doesn't state that he is actually swimming. Therefore, the verb is used in its infinitive form both in English and Spanish.

He swims rather well.

Él nada bastante bien.

We swim well, too.

Nosotros nadamos bien también.



Verbs are classified as transitive or intransitive. A *transitive* verb must be followed by a direct object to complete its meaning:

I opened the door. (Yo abrí la puerta.)

An *intransitive* verb doesn't require an object:



I understand. (Yo comprendo.)

You can use some verbs both transitively and intransitively:

She speaks Spanish. [direct object] (Ella habla español.)

She speaks well. [no direct object] (Ella habla bien.)

Also, a verb may be used reflexively or reciprocally to show that the subject is acting upon itself (see Book III, Chapter 3):

I washed myself. (Yo me lavé.)

They love each other. (Ellos se aman.)

Adjectives

An adjective is a part of speech that describes a noun:

The house is white. (La casa es blanca.)

A Spanish adjective can have other applications, too, which we outline in the following list:

- ✓ A possessive adjective tells to whom the noun belongs:
It's my book. (Es mi libro.)
- ✓ A demonstrative adjective shows this, that, these, or those:
That film is good. (Esa película es buena.)
- ✓ An interrogative adjective asks the question whose, which, or what:
Whose car is that? (¿De quién es ese coche?)
- ✓ An indefinite adjective shows an indefinite amount:
He has many friends. (Él tiene muchos amigos.)
- ✓ A number (cardinal or ordinal; see Book I, Chapter 2) is an adjective that gives a specific amount:
I need two pens. (Necesito dos bolígrafos.)
It's his tenth birthday. (Es su décimo cumpleaños.)

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To find out more about adjectives, check out Book II, Chapter 7.

Adverbs

An *adverb* is a part of speech that modifies a verb, an adjective, or another adverb:

- ✓ Modifying a verb: *You speak quickly.* (Ud. habla rápidamente.)
- ✓ Modifying an adjective: *Her grandmother is very old.* (Su abuela es muy vieja.)
- ✓ Modifying an adverb: *They eat too slowly.* (Ellos comen demasiado despacio.)



In English, many adverbs end in *-ly*: *calmly*, *certainly*, and so on. In Spanish, many adverbs end in *-mente*: **tranquilamente** (*calmly*), **ciertamente** (*certainly*), and so on. For more about adverbs, check out Book II, Chapter 7.

Prepositions

You can find almost as many definitions of *preposition* as prepositions themselves, because these words serve so many functions. One of the best ways to look at prepositions, however, is to understand that they don't tell who does what but rather where, when, how, and why something's done. Jenny may hit the ball, but the preposition tells you where she hit it — *through* the window, *across* the street, *into* the pot of soup.

Following are some examples of common Spanish prepositions in action:

Yo puse los libros en mi mochila. (*I put the books in my backpack.*)

Él habló por teléfono con su novia. (*He talked on the phone with his girlfriend.*)

Este regalo es para mi abuela. (*This gift is for my grandmother.*)

Although prepositions seem basic and straightforward, choosing the right preposition for the right job can be quite a challenge. In addition, Spanish further complicates the use of prepositions by making certain prepositions mandatory in the presence of certain verbs. For all you need to know about prepositions, see Book II, Chapter 8.

Conjunctions

As in English, Spanish uses *conjunctions* to connect related or contrasting thoughts within the same sentence. Conjunctions can also be used at the beginning of a sentence to connect it to a thought expressed in a previous sentence. The most commonly used conjunctions are

and (y)

but (pero, sino)

nor (ni)

or (o)

Here are some examples of conjunctions in use in Spanish:



- ✓ **Siempre voy con Juan y Susana.** (*I always go with Juan and Susana.*)

Replace **y** with **e** in front of a word beginning with **i** or **hi**. For example: **Visitamos Francia e Inglaterra.** (*We visited France and England.*)

- ✓ **Nos encanta comer en este restaurante pero es muy caro.** (*We love to eat at this restaurant, but it's very expensive.*)

Use **sino** instead of **pero** when the meaning is *but on the contrary*. For example: **Ella no era aburrida sino muy divertida.** (*She wasn't boring but on the contrary very amusing.*)

Ni is very often used in cases of double negation. For example: **No tienen ni casa ni comida.** (*They have neither a house nor any food.*)

- ✓ **¿Quisiera mayonesa o mostaza para su sandwich?** (*Would you like mayonnaise or mustard for your sandwich?*)

U is used in place of **o** in front of a word beginning with **o** or **ho**. For example: **Creo que tengo siete u ocho de sus libros.** (*I believe that I have seven or eight of his books.*)

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Complex conjunctions can be formed by adding **que** to an adverb or a preposition, such as in these examples:

although (aunque)

because (porque)

since (puesto que, desde que)

until (hasta que)

without (sin que)

Here are some examples of complex conjunctions in use in Spanish:

- ✓ **Vamos al cine porque tiene la película que queremos ver.** (*We're going to the cinema because it has the movie that we want to see.*)
- ✓ **Vamos a ir a su casa aunque es muy tarde.** (*We're going to go to his house although it's very late.*)
- ✓ **Él trabajó hasta que terminó.** (*He worked until he finished.*)



Spanish commonly uses conjunctions in sentences with phrases requiring the subjunctive mood, so be sure to check out Book III, Chapter 6, where we cover the subjunctive.

Meeting Subject Pronouns Face to Face

A *subject pronoun* is a word used in place of a subject noun. Instead of saying “Lucy fried an egg,” for example, you would say, “She fried an egg.” *She* (the subject pronoun) takes the place of *Lucy* (the subject noun). This pronoun identifies who or what is performing the action (verb).

In English, you use subject pronouns all the time in place of, or to avoid, repeating subject nouns. It’s much simpler to write “They left” than “Mr. Anthony Bolavolunta and Miss Cleopatra Johnson left.” The subject pronouns *I, you, he, she, we, and they* enable you to write clear, concise sentences. Subject nouns and pronouns alike are followed by the appropriate forms of the verbs expressing particular actions. (Book II, Chapter 3 introduces verbs in the present tense.)



You don’t use Spanish subject pronouns as frequently as their English counterparts, because a Spanish verb ending generally indicates the subject. You use Spanish subject pronouns, therefore, mainly to be polite, to emphasize or stress the subject, or to be perfectly clear as to who the subject is.

Just like in English, Spanish subject pronouns have a person (first, second, or third) and a number (singular or plural), as you can see in Table 1-3.

Table 1-3 **Spanish Subject Pronouns**

Person	Singular	Meaning	Plural	Meaning
1st person	yo	I	nosotros (nosotras)	we
2nd person informal	tú	you	vosotros (vosotras)	you (familiar)
2nd person formal	usted (Ud.)	you	ustedes (Uds.)	you (polite)
3rd person	él	he	ellos	they
	ella	she	ellas	they



Unlike the English subject pronoun *I*, which is always capitalized, the Spanish pronoun *yo* is capitalized only at the beginning of a sentence. You always write the abbreviations *Ud.* and *Uds.* with capital letters, even though you write the English equivalent *you* with a lowercase letter unless it appears at the beginning of a sentence. When *usted* and *ustedes* aren’t abbreviated, they’re capitalized only at the beginning of a sentence. Here are some examples:

Yo me voy. (*I'm leaving.*)

Eduardo y yo salimos. (*Eduardo and I are going out.*)

¿Busca Ud. (usted) algo? (*Are you looking for something?*)

¿Uds. (Ustedes) necesitan ayuda? (*Do you need help?*)

Applying subject pronouns

The use of certain subject pronouns can be confusing for many reasons. Two different Spanish pronouns may have the same English meaning. Some Spanish subject pronouns are used primarily in Spain or in Latin America. Finally, some Spanish subject pronouns refer only to females, whereas others refer to males or to a mixed group of males and females. The following sections help you select the correct subject pronouns for all circumstances in all parts of the Spanish-speaking world.

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Tú versus Ud.

You use the informal (familiar) subject pronoun **tú** to address one friend, relative, child, or pet, because it's the informal, singular form of **you**. Basically, you use **tú** to express **you** when you really like the person or pet:

Tú eres mi mejor amigo. (*You're my best friend.*)

You use **Ud.** to show respect to an older person or when speaking to a stranger or someone you don't know well, because **Ud.** is the formal, singular form of **you**. You may also use **Ud.** when you want to get to know the person better:

¿Es Ud. español? (*Are you Spanish?*)

Vosotros (vosotras) versus Uds.

Vosotros and **vosotras** are informal plural subject pronouns expressing **you**. The **vosotros (vosotras)** form is used primarily in Spain to address more than one friend, relative, child, or pet — the informal, plural form of **you**. You use **vosotros** when speaking to a group of males or to a combined group of males and females. You use **vosotras** only when speaking to a group of females. Basically, you only use **vosotros (vosotras)** in Spain when speaking to a group of people you really like!

¿Vosotros me comprendís? (*Do you understand me?*)

Uds. is a plural subject pronoun that also expresses **you**. **Uds.** is used throughout the Spanish-speaking world to show respect to more than one

older person or when speaking to multiple strangers or people you don't know well. **Uds.** is the formal, plural form of *you* and replaces **vosotros** (*vosotras*) in Spanish (Latin, Central, and South) America. Basically, you're playing it safe if you use **Uds.** when speaking to a group of people:



Uds. son muy simpáticos. (*You're very nice.*)

You don't express the English pronoun *it* as a subject in Spanish; it can be understood from the meaning of the sentence:

¿Qué es? (*What is it?*)

Es una herramienta. (*It's a tool.*)

Él versus ella

Él (*he*) refers to one male person; **ella** (*she*) refers to one female person:

Él toca la guitarra mientras ella baila. (*He plays the guitar while she dances.*)

Ellos versus ellas

Ellos (*they*) refers to more than one male or to a combined group of males and females, no matter the number of each gender present. **Ellas** refers to a group of females only:

Juan y Jorge (Ellos) escuchan. (*Juan and Jorge [They] listen.*)

Luz y Susana (Ellas) escuchan. (*Luz and Susana [They] listen.*)

Juan y Luz (Ellos) escuchan. (*Juan and Luz [They] listen.*)

El niño y mil niñas (Ellos) escuchan. (*The boy and 1,000 girls [They] listen.*)

Nosotros (nosotras)

When you're talking about someone else and yourself at the same time, you must use the "we" (**nosotros/nosotras**) form of the verb. **Nosotros** refers to more than one male or to a combined group of males and females, no matter the number of each gender present. **Nosotras** refers to a group of females only:

Jorge y yo (Nosotros) jugamos al tenis. (*Jorge and I [We] play tennis.*)

Luz y yo (Nosotras) jugamos al tenis. (*Luz and I [We] play tennis.*)



Omitting subject pronouns

In English, you use subject pronouns all the time to explain who's doing what. In Spanish, however, you use subject pronouns a lot less frequently because the verb ending generally indicates the subject. No matter the infinitive ending of the verb (-ar, -er, -ir), if the verb form ends in -o, the subject must be **yo** because no other present-tense verb conjugation has an -o ending. **Hablo español**, for instance, can only mean *I speak Spanish*.

If, on the other hand, you see **Habla español**, you can't know whether the subject is **él (he)**, **ella (she)**, or **Ud. (you)** if the sentence is taken out of context. When given the context, you usually omit the subject pronoun **él** or **ella**: **Le presento a mi amiga, Marta. Habla español.** (*Let me introduce you to my friend, Marta. She speaks Spanish.*)

To avoid confusion, you regularly use the subject pronoun **Ud.** to differentiate between **he**, **she**, and **you**:

¿Habla español? (*Do you [Does he/she] speak Spanish?*)

Mi novio habla español. Habla bien. (*My boyfriend speaks Spanish. He speaks well.*)

¿Habla Ud. español? (*Do you speak Spanish?*)

You regularly use the subject pronoun **Uds.** for sentences in the plural to differentiate between **they** and **you**:

Cantan bien. (*They / You sing well.*)

Mis primos están en el coro. Cantan bien. (*My cousins are in the chorus. They sing well.*)

Uds. cantan bien también. (*You sing well, too.*)

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Chapter 2

Addressing Gender Issues

In This Chapter

- ✓ Getting specific with definite articles
- ✓ Keeping it general with indefinite articles
- ✓ Applying demonstrative adjectives and pronouns correctly
- ✓ Determining the gender of nouns
- ✓ Forming the plural and showing possession

Gender is a battle that English-speakers don't fight. In English, a noun is simply a noun; you don't have to worry about a noun having a gender (masculine or feminine). In Spanish, however, a noun has a gender, and the gender of a noun very often determines the spelling of other words in the sentence. What determines this gender? Certainly not what you may perceive to be masculine or feminine.



Don't assume anything. For instance, *a tie* (*una corbata*) is feminine in Spanish, but *lipstick* (*un lápiz de labios*) is masculine! Don't ask why. We can't explain it. Gender in language is something you have to accept. Take heart, though, because in Spanish, many word endings help you to determine the gender of certain nouns.

This chapter helps you to correctly mark the gender of a noun by using definite articles (which express *the*), indefinite articles (which express *a, an, or some*), or demonstrative adjectives (which express *this, that, these, or those*). You find out how you can avoid repetition of the noun by using demonstrative pronouns. This chapter also demystifies the gender of nouns by showing you noun endings that tend to be masculine or feminine. You discover the tricks to making nouns plural. Finally, after you've built some confidence with nouns, you can read up on the three different ways to show possession.

Expressing Gender with Definite Articles

A *definite article* expresses the English word *the* and indicates a specific person or thing, such as “the boy” or “the book.” When you know whether a noun is masculine or feminine in Spanish (or singular or plural), you must choose the correct definite article to “match” that noun in order to say *the*. Choosing the right definite article is easy after you know the noun’s gender.



The definite article precedes the noun it modifies and agrees with that noun in number and gender. For example, **El muchacho es rubio y las muchachas son morenas.** (*The boy is blond and the girls are brunette.*)

Identifying the definite articles

Spanish features four distinct definite articles that correspond to *the* in English:

	<i>Masculine</i>	<i>Feminine</i>
<i>Singular</i>	el	la
<i>Plural</i>	los	las

Here are some examples of these definitive articles in action:

El muchacho es grande. (*The boy is big.*)

Los libros son interesantes. (*The books are interesting.*)

La muchacha es alta. (*The girl is tall.*)

Las casas son blancas. (*The houses are white.*)

Using the definite articles

In Spanish you often use the definite article even though you may or may not use it in English. Study the rules in the following list; they show how you use the definite articles in Spanish in many different situations:

With nouns in a general or abstract sense:

El amor es divino. (*Love is divine.*)

With nouns in a specific sense:

La tía María trae regalos. (*Aunt María brings gifts.*)

- ✓ With names of languages (except after the verb **hablar** and after the prepositions **de** and **en**):

Me gusta el español. (*I like Spanish.*)

¿Dónde está mi libro de español? (*Where's my Spanish book?*)

- ✓ With parts of the body (when the possessor is clear) in place of the possessive adjective:

Me dueLEN los pies. (*My feet hurt.*)

- ✓ With titles and ranks when you aren't addressing the person:

La señora Rivera está aquí. (*Mrs. Rivera is here.*)

Siéntese, Señora Rivera. (*Have a seat, Mrs. Rivera.*)

- ✓ With last names:

Los Gómez viven en Colombia. (*The Gómez live in Colombia.*)

- ✓ With days of the week (except after the verb **ser**):

El domingo voy a México. (*On Sunday I'm going to Mexico.*)

Hoy es miércoles. (*Today is Wednesday.*)

- ✓ With seasons (you may omit the article after **en**):

Me gusta el verano. (*I like summer.*)

No trabajo en (el) verano. (*I don't work in the summer.*)

- ✓ With dates:

Es el cinco de mayo. (*It's May 5th.*)

- ✓ With the hour of the day and other time expressions:

Son las once y media. (*It's 11:30.*)

Salgo por la tarde. (*I'm going out in the afternoon.*)

- ✓ With the names of many cities and countries (in current usage, speakers tend to omit the article):

el Brasil, el Ecuador, el Japón, el Paraguay, el Perú, El Salvador, el Uruguay, la Argentina, la China, La Habana, la India, los Estados Unidos

Visitamos (el) Brasil. (*We visited Brazil.*)

Vivo en los Estados Unidos. (*I live in the United States.*)

Capitalized articles are actually parts of the names of the countries, whereas articles in lowercase aren't. For example, **Yo nací en El Salvador pero pasé muchos años en la Argentina.** (*I was born in El Salvador but I spent many years in Argentina.*)

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- ✓ With rivers, seas, and other geographical locations:
El Orinoco es un río. (*The Orinoco is a river.*)
- ✓ With the names of boats or ships:
El Titanic se hundió. (*The Titanic sank.*)
- ✓ With adverbs and infinitives used as nouns (this is optional when the infinitive serves as the subject of the sentence):
Lo hizo por el bien común. (*He did it for the common good.*)
(El) decir la verdad es una virtud. (*Telling the truth is a virtue.*)
- ✓ With weights and measures to express *a*, *an*, and *per*:
Cuestan seis dólares la media docena. (*They cost six dollars per half dozen.*)
- ✓ With clothing used in a general sense:
Al entrar él se quitó el sombrero. (*Upon entering, he removed his hat.*)

Omitting definite articles

You omit the definite articles in the following situations in Spanish:

- ✓ Before nouns *in apposition* (when one noun explains another):
Madrid, capital de España, es una ciudad popular. (*Madrid, the capital of Spain, is a popular city.*)
- ✓ Before numerals that express the title of rulers:
Carlos Quinto (*Charles the Fifth*)

Using contractions with definite articles

Spanish features only two contractions. They occur when the definite article **el** is joined with the preposition **a** (**a + el = al**) or **de** (**de + el = del**). The only exception to the rule is when the definite article is part of the title or name; for example:

- Voy al Uruguay.** (*I'm going to Uruguay.*) **Voy a El Salvador.** (*I'm going to El Salvador.*)
- Soy del Uruguay.** (*I'm from Uruguay.*) **Soy de El Salvador.** (*I'm from El Salvador.*)

Remaining neutral with *lo*

Neuter, in language, means that a word has no gender. You can identify a few neuter words in Spanish. One of them is the article *lo*, which you use only in the singular. The following list presents some examples of how you use *lo*:

- ✓ Before an adjective used as a noun to express an abstract idea or a quality:
Lo normal es dormir de noche. (*It's normal to sleep at night.*)
- ✓ Lo + an adjective (or adverb) + que, which means *how*:
¿Ves lo serio que es? (*Do you see how serious it is?*)
Es increíble lo rápidamente que él corre. (*It's incredible how fast he runs.*)
- ✓ Lo preceded by a, which means *in the manner of* or *like*:
Ella habla a lo loco. (*She talks like crazy.*)

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Indicating Gender with Indefinite Articles

An *indefinite article*, which expresses the English words *a*, *an*, or *some*, refers to persons or objects not specifically identified (such as “a boy” or “some books”). As with definite articles, when you know whether a noun is masculine or feminine (and singular or plural), you can choose the correct indefinite article to “match.”



As with definite articles, the indefinite article precedes the noun it modifies and agrees with that noun in number and gender.

Recognizing the indefinite articles

Four Spanish indefinite articles correspond to *a*, and *an* in the singular and *some* in the plural. The following table presents these articles:

	<i>Masculine</i>	<i>Feminine</i>
<i>Singular</i>	un	una
<i>Plural</i>	unos	unas

Here are a couple of examples of the indefinite articles in action:

Compró un abrigo. (*She bought an overcoat.*)

Necesito unos limones y unas limas. (*I need some lemons and some limes.*)

Omitting indefinite articles

You omit the indefinite article in the following situations:

- ✓ Before unmodified nouns that express nationality, profession, or religious or political affiliation:

El señor Robles es profesor. (*Mr. Robles is a teacher.*)

When the noun is modified, you use the indefinite article, however:

El señor Robles es un profesor liberal. (*Mr. Robles is a liberal teacher.*)

- ✓ Before unmodified nouns in apposition (unless you're referring to a family or business relationship):

Cervantes, escritor español, escribió Don Quijote. (*Cervantes, a Spanish writer, wrote Don Quixote.*)

- ✓ Before the following words:

- **cien** (*one hundred*) — **cien niños** (*one hundred children*)
- **cierto** (*certain*) — **ciertos idiomas** (*certain languages*)
- **mil** (*one thousand*) — **mil dólares** (*one thousand dollars*)
- **otro** (*other*) — **otra clase** (*another class*)
- **qué** (*what a*) — **qué lástima** (*what a pity*)
- **semejante** (*similar*) — **problema semejante** (*a similar problem*)
- **tal** (*such a*) — **tal cosa** (*such a thing*)

Getting Particular with Demonstrative Adjectives and Pronouns

Although it's not polite to point with your finger, pointing with words is often necessary with the use of demonstrative adjectives and pronouns — words including *this*, *that*, *these*, or *those*. You can use these words in three ways:

- 1) like a kid in a candy store to point to specific items when you don't know their names; 2) to separate one or more items from a group, such as *these* people as opposed to *those* people; or 3) to refer to a person, place, or thing you already identified.

The following sections bring you up to speed on demonstrative adjectives and pronouns used in Spanish and show you how to use them in sentences.

Demonstrative adjectives

Demonstrative adjectives indicate or point out the person, place, or thing to which a speaker is referring. For instance, “this shirt” or “that pair of pants.” Demonstrative adjectives precede and agree in number and gender with the nouns they modify. In Spanish, you select the demonstrative adjective according to the distance of the noun from the speaker (see Table 2-1).

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Table 2-1 Demonstrative Adjectives

Number	Masculine	Feminine	Meaning	Distance
Singular	este	esta	this	Near to or directly concerned with speaker
Plural	estos	estas	these	
Singular	ese	esa	that	Not particularly near to or directly concerned with speaker
Plural	esos	esas	those	
Singular	aquel	aquella	that	Far from and not directly concerned with speaker
Plural	aquellos	aquellas	those	

The following list shows these demonstrative adjectives in action:

- ✓ **Estos pantalones son cortos y esta camisa es larga.** (*These pants are short and this shirt is long.*)
- ✓ **Aquellos países son grandes y aquellas ciudades son pequeñas.** (*Those countries are large and those cities are small.*)



Here's what you need to know about demonstrative adjectives in Spanish:

- ✓ You use them before each noun:
este abogado y ese cliente (*this lawyer and that client*)
- ✓ You can use adverbs to reinforce location:
esta casa aquí (*this house here*)
esas casas ahí (*those houses there*)

Demonstrative pronouns

A *demonstrative pronoun* replaces a demonstrative adjective and its noun. You use it to make the language flow more naturally in writing and in conversation. Demonstrative pronouns express *this (one)*, *that (one)*, *these (ones)*, or *those (ones)*. The only difference between a demonstrative adjective and a demonstrative pronoun in writing is the addition of an accent to the pronoun (see Table 2-2).

Table 2-2

Demonstrative Pronouns

Number	Masculine	Feminine	Meaning	Distance
Singular	éste	ésta	this (one)	Near to or directly concerned with speaker
Plural	éstos	éstas	these (ones)	
Singular	ése	ésa	that (one)	Not particularly near to or directly concerned with speaker
Plural	ésos	éssas	those (ones)	
Singular	aquíl	aquél	that (one)	Far from and not directly concerned with speaker
Plural	aquílls	aquéllas	those (ones)	

The following list presents some examples of demonstrative pronouns in action:



- ✓ Mire éstos y ésta también. (*Look at these and this one, too.*)
- ✓ Quiero ése y éssas. (*I want that and those.*)
- ✓ Aquél es viejo y aquél es moderna. (*That one is old and that one is modern.*)

Here's what you need to know about demonstrative pronouns in Spanish:

- ✓ They agree in number and gender with the nouns they replace:
Me gusta este coche y éssos. (*I like this car and those.*)
- ✓ You use a form of **aquíl** to express *the former* and a form of **éste** to express *the latter*:
Patricia es la hermana de Francisco; éste es rubio y aquél es morena. (*Patricia is the sister of Francisco; Francisco [the latter] is blond and Patricia [the former] is brunette.*)

Sorting Out Masculine and Feminine Spanish Singular Nouns

Spanish nouns are either masculine or feminine. Nouns that refer to males are always masculine, and nouns that refer to females are feminine, no matter their endings. You can't always be sure when it comes to places or things, though. In Spanish, certain endings are good indications as to the gender (masculine or feminine designation) of nouns. For instance, nouns that end in **-o** (except **la mano** [*the hand*] and **la radio** [*the radio*]) usually are masculine. Nouns that end in **-a**, **-ad** (**la ciudad** [*city*]), **-ie** (**la serie** [*the series*]), **-ción** (**la canción** [*the song*]), **-sión** (**la discusión** [*discussion*]), **-ud** (**la salud** [*health*]), and **-umbre** (**la costumbre** [*custom*]) generally are feminine.

Here are more rules that deal with gender in Spanish:

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✓ Certain nouns belonging to a theme are masculine. These include

- Numbers: **cuatro** (*four*)
- Days of the week: **el jueves** (*Thursday*)
- Compass points: **el norte** (*north*)
- Names of trees: **el manzano** (*apple tree*)
- Compound nouns: **el mediodía** (*noon*)
- Names of rivers, lakes, mountains, straits, and seas: **el Mediterráneo** (*the Mediterranean*)

✓ Certain nouns belonging to a theme are feminine. These groups include

- Many illnesses: **la gripe** (*the flu*), **la apendicitis** (*appendicitis*)
- Islands and provinces: **la Córsega** (*Corsica*)

The following sections dive into some more detail with respect to noun gender in Spanish, including some special cases you must consider.

Gender benders: Reverse-gender nouns

Some Spanish nouns are tricky because they end in **-a** but are masculine, and others end in **-o** but are feminine. These nouns may be referred to as *reverse-gender nouns*. For instance, some nouns that end in **-ma** and **-eta** (words that are derived from the Greek language) are masculine, as are the words **el día** (*the day*) and **el mapa** (*the map*). The following table outlines these masculine words:

-ma

- el clima** (*the climate*)
- el drama** (*the drama*)
- el idioma** (*the language*)
- el poema** (*the poem*)
- el problema** (*the problem*)
- el telegrama** (*the telegram*)
- el tema** (*the theme*)

-eta

- el planeta** (*the planet*)

Here are a couple of nouns that end in **-o** and are feminine:



- ✓ **la mano** (*the hand*)
- ✓ **la radio** (*the radio*)

Note that **la foto** is the abbreviation for **la fotografía** (*the photograph*) and **la moto** is the abbreviation for **la motocicleta** (*the motorcycle*).

Transgender nouns: The same for both genders

Some nouns have the same spelling for both genders. For these nouns, all you have to do is change the article to reflect whether the person in question is male or female. The following table presents the most common of these nouns:

<i>Masculine</i>	<i>Feminine</i>	<i>Translation</i>
el artista	la artista	the artist
el dentista	la dentista	the dentist
el periodista	la periodista	the journalist
el telefonista	la telefonista	the operator
el joven	la joven	the youth
el estudiante	la estudiante	the student



The following nouns, however, always remain feminine, regardless of the gender of the person being described:

la persona (*the person*)

la víctima (*the victim*)

Meaning-changing nouns

Some nouns change meaning according to their gender. Knowing the proper usage is the difference between praying to the Pope or to a potato! You simply must memorize nouns in this category. The following table presents some of the high-frequency Spanish words whose meanings change according to gender:

Masculine	Meaning	Feminine	Meaning	
el capital	the capital (money)	la capital	the capital (country)	Book II
el cura	the priest	la cura	the cure	Grasping Basic Grammar Essentials
el frente	the front	la frente	the forehead	
el guía	the male guide	la guía	the female guide; the guidebook	
el Papa	the Pope	la papa	the potato	
el policía	the police officer	la policía	the police force; the policewoman	

Rule breakers: Special cases

You can always find some exceptions to the rule. In Spanish, for instance, masculine nouns that refer to people and end in **-or**, **-és**, or **-n** require the addition of a final **-a** to get the female equivalent. And if the masculine noun has an accented final syllable, you drop that accent in the feminine form. Here are some examples:

- el profesor ⇔ la profesora (*the teacher*)
- el francés ⇔ la francesa (*the French person*)
- el alemán ⇔ la alemana (*the German person*)



Of course, you must watch out for two exceptions to this rule:

- el actor (*the actor*) ⇔ la actriz (*the actress*)
- el emperador (*the emperor*) ⇔ la emperatriz (*the empress*)

Some nouns have distinct masculine and feminine forms. The following table presents a list of these nouns, which you must simply memorize. **Note:** Spanish does have a masculine equivalent to **la esposa** (*wife*) — **el esposo** (*husband*).

Masculine	Meaning	Feminine	Meaning
el héroe	the hero	la heroína	the heroine
el hombre	the man	la mujer	the woman
el marido	the husband	la esposa	the wife
el príncipe	the prince	la princesa	the princess
el rey	the king	la reina	the queen
el yerno	the son-in-law	la nuera	the daughter-in-law



To prevent the clash of two vowel sounds, the Spanish language uses the masculine singular article **el** (**un**) with feminine singular nouns that begin with a stressed a sound (**a-** or **ha-**). In the plural, you use **las** (**unas**) for these nouns; for example:

- el agua** (*the water*); **las aguas** (*the waters*)
- un alma** (*a soul*); **unas almas** (*some souls*)
- el ave** (*the bird*); **las aves** (*the birds*)
- un hacha** (*an ax*); **unas hachas** (*some axes*)
- el hambre** (*the hunger*); **las hambres** (*the hungers*)

Pluralizing Your Nouns

You use plural nouns to refer to more than one person, place, thing, quality, idea, or action. Not surprisingly, just as you do in English, you use the letters **-s** and **-es** to form the plurals of Spanish nouns. The following list outlines the many plural variations you see in Spanish nouns and the rules for forming plurals:

- ✓ You add **-s** to form the plural of nouns ending in a vowel:
 - el mango** (*the mango*); **los mangos** (*the mangoes*)
 - la manzana** (*the apple*); **las manzanas** (*the apples*)
- ✓ You add **-es** to form the plural of nouns ending in a consonant (including **-y**):
 - el emperador** (*the emperor*); **los emperadores** (*the emperors*)
 - el rey** (*the king*); **los reyes** (*the kings*)
- ✓ You add or delete an accent mark in some nouns ending in **-n** or **-s** to maintain the original stress:
 - el joven**; **los jóvenes** (*the youths*)

el examen; los exámenes (*the tests*)
la canción; las canciones (*the songs*)
el francés; los franceses (*the Frenchmen*)
el limón; los limones (*the lemons*)
el melón; los melones (*the melons*)
el melocotón; los melocotones (*the peaches*)

- ✓ Nouns that end in -z change z to -c before you add -es:

la luz (*the light*); las luces (*the lights*)

- ✓ Nouns that end in -es or -is don't change in the plural, except for el mes (*the month*), which becomes los meses (*the months*):

el lunes (*Monday*); los lunes (*Mondays*)

la crisis (*the crisis*); las crisis (*the crises*)

- ✓ Compound nouns (nouns composed of two nouns that join together to make one) don't change in the plural:

el abrelatas (*can opener*); los abrelatas (*can openers*)

- ✓ You express the plural of nouns of different genders (where one noun is masculine and the other[s] is feminine) with the masculine plural:

el rey y la reina (*the king and queen*); los reyes (*the kings or the king[s]* and the queen[s])

el muchacho y la muchacha (*the boy and the girl*); los muchachos (*the boys or the boy[s] and the girl[s]*)

- ✓ Some nouns are always plural, such as

las gafas/los espejuelos (*eyeglasses*)

las matemáticas (*mathematics*)

las vacaciones (*vacation*)

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Becoming Possessive

The majority of people in the world are possessive of their loved ones and their things. You have several ways to express possession in Spanish: by using the preposition de (*of*), by using possessive adjectives before the persons or things, or by using possessive pronouns to take the place of possessive adjectives and their nouns. The sections that follow guide you through the ways you can stake your claims.



Using *de*

Expressing possession by using the preposition *de* (*of*) is quite unlike what people are accustomed to in English. English speakers put an apostrophe + *s* after the noun representing the owner: *John's family*, for instance. Spanish nouns have no apostrophe + *s*, so you must use a reverse word order joined by the preposition *de* (instead of saying *John's car*, you say *the car of John*). The following list presents the rules of using *de*:

- ✓ You use the preposition *de* between a noun that's possessed and a proper noun representing the owner:
Es el coche de Julio. (*It's Julio's car.*)
- ✓ You use *de* + a definite article between the noun that's possessed and a common noun representing the owner:
Tengo el abrigo de la muchacha. (*I have the girl's coat.*)
- ✓ *De* contracts with the definite article *el* to form **del** (*of the*) before a masculine singular common noun:
Necesito el libro del profesor. (*I need the teacher's book.*)
- ✓ If the sentence contains more than one owner, you need to repeat *de* before each noun:
Voy a la casa de Roberto y de Marta. (*I'm going to Roberto and Marta's house.*)
- ✓ You use a construction that's the reverse of English to answer the question “*¿De quién es . . .?*”:
¿De quién(es) es la idea? (*Whose idea is it?*)
- Es la idea de Julia y del hermano de Julia.** (*It's Julia's and her brother's idea.*)

Showing possession with adjectives

You use a *possessive adjective* before the noun that's possessed in order to express *my*, *your*, *his*, *her*, *its*, *our*, or *their*. Possessive adjectives must agree in gender (masculine or feminine) and number (singular or plural) with the objects that are possessed; they never agree with the possessors. Table 2-3 outlines the possessive adjectives, and the following examples illustrate the previous points:

Julia escribe a sus amigas. (*Julia writes to her friends.*)

Yo perdí mis gafas. (*I lost my glasses.*)

Nosotros escuchamos a nuestro profesor. (*We listen to our teacher.*)

Table 2-3**Possessive Adjectives**

English word	Masculine singular	Masculine plural	Feminine singular	Feminine plural
my	mi	mis	mi	mis
your (informal)	tu	tus	tu	tus
his/her/your (formal)	su	sus	su	sus
our	nuestro	nuestros	nuestra	nuestras
your (informal, plural)	vuestro	vuestros	vuestra	vuestras
their/your (formal, plural)	su	sus	su	sus

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Because **su** can mean *his, her, your* (singular or plural) or *their*, you can clarify who the possessor really is by replacing the possessive adjective (**su**) with the corresponding definite article (**el, la, los, or las**) + noun + **de** + (**él, ella, Ud., Uds., (ellos, ellas.)**):

I need his help.

Necesito su ayuda.

Necesito la ayuda de él.



With parts of the body or clothing, when the possessor is clear, you replace the possessive adjective with the correct definite article:

Me cepillo los dientes dos veces al día. (*I brush my teeth twice a day.*)

Making your pronouns possessive

A possessive pronoun replaces a noun. For instance, **Tu coche y el mío son deportivos** (*Your car and mine are sporty.*) To form a possessive pronoun, you select the definite article corresponding in number and gender to the noun being possessed and then add the corresponding possessive pronoun (see Table 2-4). Here are some examples:

Tu hermana y la mía son pelirrojas. (*Your sister and mine are redheads.*)

Note the contraction with **a** and **él**:

A tu hermano le encanta la ópera; al mío también. (*Your brother likes the opera; mine, too.*)

El coche de tu primo es viejo; el del mío es nuevo. (*Your cousin's car is old; my cousin's is new.*)

Table 2-4 Possessive pronouns

<i>English word</i>	<i>Masculine singular</i>	<i>Masculine plural</i>	<i>Feminine singular</i>	<i>Feminine plural</i>
mine	mío	míos	mía	mías
yours (informal)	tuyo	tuyos	tuya	tuyas
his, hers, its, yours (formal)	suyo	suyos	suya	suyas
ours	nuestro	nuestros	nuestra	nuestras
yours (informal, plural)	vuestro	vuestros	vuestra	vuestras
theirs, yours (formal, plural)	suyo	suyos	suya	suyas



After the verb **ser** (*to be*), you generally omit the definite article:

Este asiento es mío, no es suyo. (*This seat is mine, not yours.*)

For more about the verb **ser**, see Book I, Chapter 3.

Chapter 3

Dealing with the Here and Now: Present Tense Verbs

In This Chapter

- ✓ Getting started with present tense -ar, -er, and -ir verb conjugations
- ✓ Discovering the personal *a* and the passive voice
- ✓ Wrestling with a few irregular verbs
- ✓ Expressing likes and dislikes with *gustar*

Verbs are action words. They're the movers and the shakers of the world. They describe the action that is taking place, has taken place, or will take place. They command, they question, they conjecture, and they describe states of being. No sentence is complete without one.

In this chapter, you wade into the pool of Spanish verbs slowly, beginning with the conjugation of regular verbs in the present tense.

You can then wander out to the deep end to explore the *personal a* and the passive voice and take on the challenge of conjugating a few irregular verbs in the present tense.



Regular verbs in the present tense are the bread and butter (or beans and rice) of mastering Spanish verb conjugations. What you pick up in this chapter is the basis for all other skills related to conjugating Spanish verbs, so take your time to make sure you fully grasp one topic before moving on to the next. For the bare basics of Spanish verbs (and verbs in general), check out Book II, Chapter 1.

Conjugating Verbs in the Present Tense

Most verbs are fairly well-behaved. They follow the rules. They're predictable, especially in the present tense, which makes them fairly easy to master. The regular Spanish verbs come in three flavors — -ar, -er, and -ir — and you

won't find anything tricky about conjugating them. Regular verbs, therefore, are a great place to start your warm-up with the present tense.

In the following sections, you discover the three regular verb forms in the present tense. You find out how to conjugate all three by using a subject pronoun chart. In these sections, you also meet a host of commonly used regular **-ar**, **-er**, and **-ir** verbs so you can begin using them in your everyday conversations.

Conjugating **-ar** verbs

Conjugating regular **-ar** verbs is a snap. You take the infinitive form of the verb, which ends in **-ar**, chop off the **-ar** ending, and replace it with the ending for the appropriate subject pronouns: *I*, *you*, *he*, *she*, *we*, or *they*. If you need to review subject pronouns and how they influence verb conjugations, refer to Book II, Chapter 1. We're going to present all verb conjugations in these three-row, two-column boxes until you're sick and tired of seeing them, so master the concept of subject pronouns before you go any further.



The subject pronoun dictates the verb form that you use in a sentence. If you start a sentence with *I*, for example, and you use a present tense **-ar** verb, that verb must end in **-o**.

Regular present tense -ar verb endings	
yo -o	nosotros/as -amos
tú -as	vosotros/as -áis
él, ella, Ud. -a	ellos/as, Uds. -an

So the present-tense conjugations for a regular **-ar** verb such as **hablar** (*to speak*) are . . .

hablar (<i>to speak</i>)	
hablo	hablamos
hablas	habláis
habla	hablan
Yo hablo español. (<i>I speak Spanish.</i>)	

Now we bet you want a few more **-ar** verbs to play with, so Table 3-1 shows some commonly used regular **-ar** verbs that you can throw around at your next dinner party.

Table 3-1**Common Regular -ar Verbs**

-ar Verb	Translation
andar	to walk
anunciar	to announce
arreglar	to fix
ayudar	to help
bailar	to dance
caminar	to walk
cantar	to sing
celebrar	to celebrate
cenar	to eat supper
cepillar	to brush
charlar	to chat
cocinar	to cook
comprar	to buy
cortar	to cut
dibujar	to draw
escuchar	to listen (to)
estudiar	to study
ganar	to win, to earn
lavar	to wash
limpiar	to clean
mirar	to look (at)

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Unlike English, which keeps its verbs and prepositions separate, some verbs in the Spanish language include a preposition (like *to* or *at*). The chart above includes two such verbs: **escuchar** and **mirar**. As an English-speaker, you may be tempted to toss in an extra preposition. Avoid the temptation.

Conjugating -er Verbs

The -ar verbs set the pattern for all the regular verbs, including the -er and -ir verbs. To conjugate -er verbs, you chop the -er off the end of the verb and add the appropriate verb endings so that the verb agrees with its subject pronoun. If you can etch the following conjugation chart on your gray matter, you'll have everything you need to conjugate any -er verb you may encounter.

Regular present tense -er verb endings:	
yo -o	nosotros/as -emos
tú -es	vosotros/as -éis
él, ella, Ud. -e	ellos/as, Uds. -en

So the present-tense conjugations for a regular -er verb such as **comprender** (to understand) are

comprender (<i>to understand</i>)	
comprendo	comprendemos
comprendes	comprendéis
comprende	comprenden
Nosotros comprendemos. (We understand.)	

Understanding is certainly important, but you don't want to restrict all of your actions to such a passive activity, so Table 3-2 gives you some additional -er verbs that are a little more exciting.

Table 3-2

Common Regular -er Verbs

Term	Translation
aprender	to learn
barrer	to sweep
beber	to drink
comer	to eat
correr	to run
creer	to believe
deber	to owe, must, ought
depender	to depend
leer	to read
poseer	to possess, own
prometer	to promise

Term	Translation
responder	to respond
romper	to break
socorrer	to help
sorprender	to surprise
tañer	to pluck, play a stringed musical instrument
temer	to fear, dread
vender	to sell

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Conjugating -ir verbs

The -ar and -er verbs make up the bulk of the regular verbs, but a small number of -ir verbs round out the collection. You conjugate these verbs the same as the -er verbs, except for the **nosotros** and the **vosotros** forms. The following conjugation chart shows just what we mean.

Regular present tense -ir verb endings:	
yo -o	nosotros/as -imos
tú -es	vosotros/as -ís
él, ella, Ud. -e	ellos/as, Uds. -en

The present tense conjugations for a regular -ir verb such as **escribir** (to write) are

escribir (<i>to write</i>)	
escribo	escribimos
escribes	escribís
escribe	escriben
Ella escribe. (She writes.)	

Getting chummy with the personal “a”

In Spanish, the preposition *to* is **a**. If you want to say “to the store,” for example, you say “**a la tienda**.”

Spanish has a very important use for **a** that doesn’t even translate to English, and that’s the personal **a**. Whenever the direct object of the verb is a person or a pet, the direct object *must* be preceded by the Spanish personal **a**.

This rule is sometimes hard to remember because it has no English equivalent, but a few examples can help drive home the point:

Ellos ayudan a los estudiantes mucho.
They help the students a lot.

Yo ayudo a mi mamá en la cocina todos los días.
I help my mom in the kitchen every day.

Él camina a su perro en el parque.
He walks his dog in the park.

Although the collection of regular **-ir** verbs is relatively small, it includes a respectable number of verbs that you simply can’t live without. Here, in Table 3-3, are some commonly used regular **-ir** verbs to give you some additional examples to work with.

Table 3-3

Common Regular *-ir* Verbs

Spanish	Translation
abrir	to open
cubrir	to cover
imprimir	to impress, to imprint
aburrir	to annoy, to bore
cumplir	to fulfill
cumplir ____ años	to complete ____ years
inscribir	to inscribe, to record
admitir	to admit
decidir	to decide
permitir	to permit
añadir	to add
describir	to describe
prohibir	to prohibit
aplaudir	to applaud
descubrir	to discover

<i>Spanish</i>	<i>Translation</i>
recibir	to receive
assistir	to attend
discutir	to discuss, to debate
repartir	to distribute, to deal cards

Speaking of the Passive Voice . . .

With the passive voice, you never know who's performing the action, which sometimes is exactly how you want to present certain information, especially if you're a scientist or a politician. Following are some examples:

- ✓ No swimming *is allowed* after 10 p.m.
- ✓ No eating *is allowed* outside of the dining room.
- ✓ English and Spanish *are spoken* here.
- ✓ French *is spoken* in France.

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In Spanish, you form the passive voice with **se** and either the third-person singular or the third-person plural of the verb in question. The noun or nouns that follow the conjugated verb determine whether the verb is singular or plural in form. In other words, a singular noun is preceded by a verb in its singular form, and a plural noun or multiple nouns are preceded by a verb in its plural form.

The following list provides translations of the English statements in the preceding bulleted list:

- ✓ No **se permite** nadar después de las 10 p.m.
- ✓ No **se permite** comer fuera del comedor.
- ✓ **Se hablan** inglés y español aquí.
- ✓ **Se habla** francés en Francia.

Dealing with Irregulars

Some verbs refuse to conform to the rules of proper conjugations. In Spanish, these irregular verbs huddle into the following six categories:

- ✓ Spelling-changing verbs
- ✓ Stem-changing verbs
- ✓ Spelling- and stem-changing verbs
- ✓ Verbs irregular only in the **yo** form
- ✓ Verbs irregular in all forms except **nosotros** and **vosotros**
- ✓ Incredibly irregular verbs

In the following sections, you encounter these exceptional verbs and find out how to deal with them.

Spelling-changing verbs

Some Spanish verbs undergo spelling changes for pronunciation purposes (usually to preserve the original sound of a verb after you add a new ending). This change is nothing to be overly concerned about, because it occurs only in the first-person singular (**yo**) form of the verb. In the present tense, verbs with the endings listed in Table 3-4 undergo spelling changes.

Table 3-4 Spelling Changes in the Present Tense

<i>Infinitive Ending</i>	<i>Spelling Change</i>	<i>Verb Examples</i>	<i>Present Conjugation</i>
vowel + -cer/-cir	c ⇌ zc	ofrecer (to offer) traducir (to translate)	yo ofrezco yo traduzco
consonant + -cer/-cir	c ⇌ z	convencer (to convince) esparcir (to spread out)	yo convenzo yo esparzo
-ger/-gir	g ⇌ j	escoger (to choose) exigir (to demand)	yo escojo yo exijo
-guir	gu ⇌ g	distinguir (to distinguish)	yo distingo



The majority of the verbs that undergo spelling changes in the present tense end in vowel + **-cer** or vowel + **-cir**. Only a few high-frequency verbs fall under the other categories (**-ger**, **-gir**, **-guir**); in all likelihood, you'll see them rarely, if at all.

Here are the verbs with spelling changes in the present tense that you can expect to encounter most often:

<i>Spanish Verb</i>	<i>Translation</i>	
aparecer	to appear	
conocer	to know (to be acquainted with)	
merecer	to deserve, merit	
nacer	to be born	
obedecer	to obey	
parecer	to seem	
producir	to produce	
reconocer	to recognize	
reducir	to reduce	
reproducir	to reproduce	
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Stem-changing verbs

Some Spanish verbs undergo *stem changes* — changes to a vowel in the stem of the verb. (The *stem* of the verb is what remains when the *-ar*, *-er*, or *-ir* ending has been taken off.) In the present tense, all stem changes occur in all of the conjugated forms except for the **nosotros** and **vosotros** forms.

-ar stem changes

Many Spanish verbs with an *-ar* ending undergo stem changes in all forms except **nosotros** and **vosotros**. The following list details these changes:

✓ **e ⇌ ie:** For instance, **empezar** (*to begin*) changes to *yo empiezo* (**nosotros empezamos**). Here are the most frequently used Spanish verbs that fit into this category:

- **cerrar** (*to close*)
- **comenzar** (*to begin*)
- **despertar** (*to wake up*)
- **negar** (*to deny*)
- **nevár** (*to snow*)
- **pensar** (*to think*)
- **recomendar** (*to recommend*)

✓ **o/u ⇌ ue:** For instance, **mostrar** (*to show*) changes to *yo muestro* (**nosotros mostramos**), and **jugar** (*to play*) changes to *yo juego*

(nosotros jugamos). Here are the most frequently used Spanish verbs that fit into this category:

- acordar (*to agree*)
- acostar (*to put to bed*)
- almorzar (*to eat lunch*)
- colgar (*to hang up*)
- contar (*to tell*)
- costar (*to cost*)
- encontrar (*to meet*)
- probar (*to try [on]*)
- recordar (*to remember*)



✓ **Jugar** is the only common -ar verb whose stem vowel changes from u to ue:

- Yo juego al fútbol. (*I play soccer.*)
- Julio y yo jugamos al golf. (*Julio and I play golf.*)

-er stem changes

Many Spanish verbs with an -er ending undergo stem changes in all forms except **nosotros** and **vosotros**. The following list details these changes:

✓ **e ⇌ ie:** For instance, querer (*to wish, want*) changes to yo quiero (nosotros queremos). Here are the most frequently used Spanish verbs that fit into this category:

- defender (*to defend*)
- encender (*to light*)
- entender (*to understand*)
- perder (*to lose*)

✓ **o ⇌ ue:** For instance, volver (*to return*) changes to yo vuelvo (nosotros volvemos). Here are the most frequently used Spanish verbs that fit into this category:

- devolver (*to return*)
- doler (*to hurt*)
- envolver (*to wrap up*)
- llover (*to rain*)
- poder (*to be able to, can*)



Some verbs with stem changes in the present tense are used impersonally in the third-person singular only:

Llueve. (*It's raining.*) (llover; o ⇌ ue)

Nieva. (*It's snowing.*) (nevar; e ⇌ ie)

Hiela. (*It's freezing.*) (helar; e ⇌ ie)

Truena. (*It's thundering.*) (tronar; o ⇌ ue)

-ir stem changes

Many Spanish verbs with an **-ir** ending undergo stem changes in all forms except **nosotros** and **vosotros**. The following list outlines these changes:

✓ **e ⇌ ie:** For instance, *preferir* (*to prefer*) changes to *yo prefiero* (*nosotros preferimos*). Here are the most frequently used Spanish verbs that fit into this category:

- *advertir* (*to warn*)
- *consentir* (*to allow*)
- *divertir* (*to amuse*)
- *mentir* (*to lie*)
- *sentir* (*to feel, regret*)
- *sugerir* (*to suggest*)

✓ **o ⇌ ue:** For instance, *dormir* (*to sleep*) changes to *yo duermo* (*nosotros dormimos*). Another verb conjugated like *dormir* is *morir* (*to die*).

✓ **e ⇌ i:** For instance, *servir* (*to serve*) changes to *yo sirvo* (*nosotros servimos*). Here are the most frequently used Spanish verbs that fit into this category:

- *despedir* (*to say goodbye to*)
- *expedir* (*to send*)
- *medir* (*to measure*)
- *pedir* (*to ask for*)
- *repetir* (*to repeat*)
- *vestir* (*to clothe*)

Stem change for verbs ending in -iar

Some Spanish verbs with an **-iar** ending undergo a stem change in all forms except **nosotros** and **vosotros**. This stem change is **i ⇌ í**. For instance, *guiar* (*to guide*) changes to *yo guíó* (*nosotros guiamos*). Here are the most frequently used Spanish verbs that fit into this category:

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- ✓ enviar (*to send*)
- ✓ esquiar (*to ski*)
- ✓ fotografiar (*to photograph*)
- ✓ vaciar (*to empty*)

Stem change for verbs ending in -uar

Some Spanish verbs with a **-uar** ending undergo a stem change in all forms except **nosotros** and **vosotros**. This stem change is **u → ú**. For instance, **continuar** (*to continue*) changes to **yo continúo** (**nosotros continuamos**). Here are the most frequently used Spanish verbs that fit into this category:

- ✓ habituar (*to accustom someone to*)
- ✓ valuar (*to value*)
- ✓ evaluar (*to evaluate*)

Stem change for verbs ending in -uir (not -guir)

Some Spanish verbs with a **-uir** ending (but not a **-guir** ending) undergo a stem change in all forms except **nosotros** and **vosotros**. This stem change is adding a **y** after the **u**. For instance, **concluir** (*to conclude*) changes to **yo concluyo** (**nosotros concluimos**). Here are the most frequently used Spanish verbs that fit into this category:

- ✓ construir (*to build*)
- ✓ contribuir (*to contribute*)
- ✓ destruir (*to destroy*)
- ✓ distribuir (*to distribute*)
- ✓ incluir (*to include*)
- ✓ sustituir (*to substitute*)

Verbs with spelling and stem changes



A few Spanish verbs have both a spelling change and a stem change in the present tense. You must conjugate these verbs to accommodate both changes. Table 3-5 provides a listing of these verbs.

Table 3-5 Verbs with Spelling and Stem Changes in the Present

Verb	English	Conjugation
corregir	to correct	corrijo, corriges, corrige, corregimos, corregís, corrigen
eleger	to elect	elijo, eliges, elige, elegimos, elegís, eligen
conseguir	to get, obtain	consigo, consigues, consigue, conseguimos, conseguís, consiguen
seguir	to follow	sigo, sigues, sigue, seguimos, seguís, siguen

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Common verbs with irregular yo forms

In the present tense, some verbs are irregular only in the first-person singular (*yo*) form. You conjugate the other verb forms in the regular fashion: by dropping the infinitive ending (-ar, -er, or -ir) and then adding the ending that corresponds to the subject. The following table presents the irregular *yo* forms of these verbs:

Spanish Verb	Translation	Present-tense yo Form
caber	to fit	quepo
caer	to fall	caigo
dar	to give	doy
hacer	to make, to do	hago
poner	to put	pongo
saber	to know a fact, to know how to	sé
salir	to go out	salgo
traer	to bring	traigo
valer	to be worth	valgo
ver	to see	veo

The following examples show these irregular forms in action:

Yo le **doy** un reloj y él le **da** aretes. (*I give her a watch and he gives her earrings.*)

Yo me pongo un abrigo y él se pone un suéter. (*I put on a coat and he puts on a sweater.*)

Yo salgo a la una y él sale a las tres. (*I go out at 1:00 and he goes out at 3:00.*)

The irregular yo, tú, él (ella, Ud.), and ellos (ellas, Uds.) forms

In the present tense, the verbs listed in Table 3-6 are irregular in all forms except **nosotros** and **vosotros**.

Table 3-6

**Irregular Verbs in All Forms Except
nosotros and vosotros**

<i>Verb</i>	<i>Translation</i>	<i>yo</i>	<i>tú</i>	<i>él</i>	<i>nosotros</i>	<i>vosotros</i>	<i>ellos</i>
decir	to say, to tell	digo	dices	dice	decimos	decís	dicen
estar	to be	estoy	estás	está	estamos	estáis	están
oler	to smell	huelo	hueles	huele	olemos	oléis	huelen
tener	to have	tengo	tienes	tiene	tenemos	tenéis	tienen
venir	to come	vengo	vienes	viene	venimos	venís	vienen



Tener followed by **que** means *to have to* and shows obligation:

Yo tengo que trabajar ahora. (*I have to work now.*)

Nosotros tenemos que partir. (*We have to leave.*)

A couple of really irregular verbs

Do you ever get that feeling that you don't know whether you're coming or going? Well, in the following sections, you get to do both with the Spanish verbs **venir** (*to come*) and **ir** (*to go*). Although these verbs are two of the tiniest in the Spanish language, they're also two of the most commonly used and irregular verbs, and they demand special attention. In the following sections, we take on the challenge of conjugating these verbs.

Going the distance with ir

The verb **ir** is definitely the smallest -ir verb, and that's really all it is — an **i** and an **r**. Actually, it looks like a verb without a verb stem, an end with no beginning. It's also one of the most irregular verbs in the Spanish language, as you can see from its conjugation chart.

ir (<i>to go</i>)	
voy	vamos
vas	vais
va	van
Nosotros vamos. (We go.)	

Coming around with venir

As the saying goes, what goes around comes around, and in Spanish, you can't come around without the verb **venir**. Although **venir** isn't quite as irregular as **ir**, it's still irregular, as the following conjugation chart shows.

venir (<i>to come</i>)	
vengo	venimos
vienes	venís
viene	vienen
Uds. vienen. (You [formal, plural] come.)	

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Another notable exception: gustar

When it comes to liking and disliking something, English and Spanish have slightly different ways of expressing what's going on. In English, the subject of the sentence is in charge of liking or disliking something. You may say "I like vanilla ice cream," or "I don't like red sports cars." In Spanish, the object of your desire, or lack of desire, is more responsible for pleasing you. Instead of saying "I like vanilla ice cream," you say "Vanilla ice cream is pleasing to me" or "**Me gusta el helado de vainilla.**"

In these constructions, you look to the end of the sentence to determine the verb form instead of looking for the subject at the beginning of the sentence. That's because in Spanish, the object (not the subject) is at the beginning of the sentence. The whole sentence order is in complete reverse, but of course the verb stays in the middle. Before tackling **gustar** and verbs like it, get a handle on object pronouns, as explained in the following section. (For more about object pronouns, consult Book III, Chapter 2.)

A word about indirect object pronouns

An *indirect object* is anything or anyone that the action of a sentence affects in an indirect way. If you kick your friend Sally the ball, for example, *the ball*

is the *direct object* because it's getting kicked, and *Sally* is the *indirect object* (the object receiving the ball).

A *pronoun* is a word that stands in for a specific name or noun. Think of it as the generic brand. So if instead of saying you "kicked your friend Sally the ball," you said you "kicked her the ball," you'd be using an indirect object pronoun — *her*. The indirect object pronoun usually implies the word *to* or *for*. Spanish uses the indirect object pronouns in the table that follows.

<i>Indirect Object Pronoun</i>	<i>Translation</i>
me	to me
te	to you (informal)
le	to him, her, you (formal)
nos	to us
os	to you (informal, plural)
les	to them, you (formal, plural)



When you use one of these indirect-object pronouns in a Spanish sentence, be sure to place it *in front* of the conjugated verb.

Gusta or gustan?

In Spanish, expressions of like and dislike are completely flip-flopped when compared to English. You use the verb **gustar** for the verb *to like* in English, but **gustar** really means *to be pleasing to*. When you form a sentence, then, whatever is doing the pleasing becomes the subject and determines the form of the verb **gustar**. Use the following rules as your guide:

- ✓ If you like a single thing, use the third-person singular form, **gusta**.
- ✓ If you like two or more things, use the third-person plural form, **gustan**.
- ✓ If you like to do activities and you're using verbs to describe those activities, use the third-person singular form. Stick with the third-person singular, even if you like multiple activities.
- ✓ Use indirect-object pronouns to clarify to whom the thing (subject) is pleasing. If you need further clarification, place a clause with *a* and the name of the person at the beginning of your sentence.

To see how these rules play out in real life, check out the following example:

Sentence: *A Juan le gusta el restaurante mexicano.*

Literal translation: *To Juan, to him, is pleasing the Mexican restaurant.*

Real-life translation: *Juan likes the Mexican restaurant.*

A **Juan** is used here to clarify who is indicated by the pronoun *le*. Sometimes you need prepositional phrases only for emphasis rather than clarity. For example, if we were telling you about something that we liked, you'd know that the Spanish indirect-object pronoun **nos** was us, but we can emphasize that we *really* liked it by adding **A nosotros** at the front of our sentence.

Here's a sentence with a plural subject. Remember, the subject is at the end of the sentence.

Sentence: **A ellos les gustan las películas.**

Literal translation: *To them, to them, are pleasing movies.*

Real-life translation: *They like movies.*



You simply put a **no** in front of the indirect-object pronoun — after the clarifying clause — to make a negative statement with the verb **gustar** and other similar verbs. So for example:

A él no le gusta pescar. *He doesn't like to fish.*

You can add **mucho** after the verb to say that you *really* like something. For example:

A ella le gusta mucho bailar. *She really likes dancing.*

Other verbs like **gustar**

You have to admit that **gustar** is out of the norm as far as Spanish verbs go, but it isn't a one-of-a-kind wonder. The verb **gustar** is a member of an exclusive organization of verbs that include verbs that mean *repugnant to, fascinating to, and interesting to*.

Conjugating these verbs is a snap. All these verbs conjugate just like **gustar**, using indirect-object pronouns. Table 3-7 shows the most commonly used **gustar** look-alikes along with their meanings.

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Table 3-7

**Verbs Conjugated in the Third Person
with Indirect Objects**

Spanish Verb	Translation
desgustar	to be repugnant to
encantar	to be enchanting to
faltar	to be lacking to

(continued)

Table 3-7 (continued)

Spanish Verb	Translation
fascinar	to be fascinating to
importar	to be important to
interesar	to be interesting to
molestar	to bother
parecer	to seem; to appear to



The -ar verbs in Table 3-7 generally use either the endings -a or -an. The verb **parecer**, which is the only -er verb, generally uses the endings -e or -en.

Some common, though irregular, expressions

The irregular verbs **dar** (*to give*), **hacer** (*to make, to do*), and **tener** (*to have*), as well as a few other irregular verbs, are commonly used in everyday Spanish as part of expressions. If you want to sound like you really know the language well, you need to devour the expressions in this section and commit them to memory.



Verbs ending in -se are reflexive verbs; we discuss these in Book III, Chapter 3.

High-frequency expressions that use **dar** include the following:

Expression	Translation
dar un abrazo (a)	to hug, to embrace
dar las gracias (a)	to thank
dar recuerdos (a)	to give regards to
dar un paseo	to take a walk
dar una vuelta	to take a stroll
darse cuenta de	to realize
darse prisa	to hurry

Here are some examples of **dar** expressions:

Yo le doy un abrazo a mi novio. (*I hug my boyfriend.*)

Ellos dan un paseo por el parque. (*They take a walk in the park.*)

High-frequency expressions that use **hacer** include the following:

<i>Expression</i>	<i>Translation</i>
hacer buen (mal) tiempo	to be nice (bad) weather
hacer frío (calor)	to be cold (hot) weather
hacer una pregunta	to ask a question
hacer una visita	to pay a visit
hacer un viaje	to take a trip
hacer viento	to be windy

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Here are some examples of **hacer** expressions:

Hace mal tiempo hoy. (*The weather is bad today.*)

Hacemos un viaje a Puerto Rico. (*We are taking a trip to Puerto Rico.*)

High-frequency expressions that use **tener** include the following:

<i>Expression</i>	<i>Translation</i>
tener calor (frío)	to be warm (cold)
tener celos de	to be jealous of (someone)
tener cuidado	to be careful
tener dolor de __	to have a(n) __ ache
tener éxito	to succeed
tener ganas de	to feel like
tener hambre (sed)	to be hungry (thirsty)
tener lugar	to take place
tener miedo de	to be afraid of
tener prisa	to be in a hurry
tener razón	to be right
tener sueño	to be sleepy
tener suerte	to be lucky

Here are some examples of **tener** expressions:

Tengo un dolor de cabeza. (*I have a headache.*)

Ellos tienen razón. (*They're right.*)

What follows is a perfect example of how you can easily make a mistake in Spanish if you try to translate your English thoughts word for word. Although the verb **tener** means to have, Spanish speakers often use it with a noun to express a physical condition. In English, however, you follow the verb with an adjective to express the same physical condition:

Tengo sed. (*I am thirsty. Literally: I have thirst.*)

Ellos tienen miedo de los perros. (*They're afraid of dogs. Literally: They have fear of dogs.*)

Common expressions that use other verbs that have a spelling change or stem change in the present tense or in another tense include the following:

<i>Expression</i>	<i>Translation</i>
dejar caer	to drop
llegar a ser	to become
oír decir que	to hear that
pensar + infinitive	to intend
querer decir	to mean
volverse + adjective	to become

Here are some examples of these expressions in action:

¡Cuidado! No dejes caer el vaso. (*Be careful! Don't drop the glass.*)

Pensamos hacer un viaje. (*We intend to take a trip.*)

Chapter 4

¿Qué? Asking Questions

In This Chapter

- ✓ Getting answers by asking the proper Spanish questions
 - ✓ Giving answers to Spanish questions

In this chapter, you find out how to obtain all the information you need — from easy yes/no questions to more detailed inquiries about *Who? What? When? Where? How?* or *Why?* This chapter helps you become proficient at not only asking questions but also giving appropriate answers to the questions others ask you.

Spanish Inquisitions

Curious people ask a lot of questions. There's nothing wrong with that. Fortunately for you, asking questions in Spanish is a rather simple task.

You certainly need to use two main types of questions in Spanish: those that call for a yes-or-no answer and those that ask for more detailed information. We cover these questions in the sections that follow.

Asking yes/no questions

You can easily form a Spanish question that requires a yes-or-no answer. You use three simple methods:

- ✓ Intonation
 - ✓ The tag ¿(No es) verdad? (*Isn't that so?*) or ¿Está bien? (*Is that all right?*)
 - ✓ Inversion



The following sections break down these methods.

Unlike in English, when you want to write a question in Spanish, you put an upside-down question mark — ¿ — at the beginning of the sentence and a standard question mark — ? — at the end:

¿Tiene Ud. sed? (Are you thirsty?)

Also, the words *do* and *does* and sometimes *am*, *is*, and *are* don't translate from English into Spanish. In Spanish, these words are part of the meaning of the conjugated verb:

¿Te gusta este restaurante? (Do you like this restaurant?)

¿Vienen hoy? (Are they coming today?)

To form a negative question, you put **no** before the conjugated Spanish verb:

¿Ud. no quiere tomar algo? (Don't you want to drink something?)

Adjusting your intonation

Intonation is by far the easiest way to ask a question in Spanish. If you're speaking, all you need to do is raise your voice at the end of what was a statement and add an imaginary question mark at the end of your thought. When writing, you just write down your thought and put question marks before and after it. It's that simple. Here's an example:

¿Ud. quiere tomar algo? (Do you want to drink something?)

Deciphering the tags “¿No es verdad?” and “¿Verdad?”

¿No es verdad? and ¿Verdad? are tags that can have a variety of meanings:

- ✓ Isn't that so?
- ✓ Right?
- ✓ Is(n't)/does(n't) he/she?
- ✓ Are(n't)/do(n't) they?
- ✓ Are(n't)/do(n't) we?
- ✓ Are(n't)/do(n't) you?

You generally place ¿No es verdad?, ¿Verdad?, or ¿Está bien? at the end of a statement — especially when "yes" is the expected answer:

Ud. quiere tomar algo. ¿No es verdad? (You want to drink something, don't you?)

Tenemos jugo. ¿Está bien? (We have juice. Is that all right?)

Flipping the word order

When forming a “yes” or “no” question in Spanish, you may invert (flip) the word order of a statement and put the pronoun or the subject noun after its accompanying verb form. Here are a couple of examples:

- ✓ **Ud. tiene sed.** (*You are thirsty.*) **¿Tiene Ud. sed?** (*Are you thirsty?*)
- ✓ **Ella va a tomar té.** (*She is going to drink tea.*) **¿Va ella a tomar té?** (*Is she going to drink tea?*)

The following list details some considerations when using inversion:

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- ✓ If the subject noun or pronoun is followed by two consecutive verbs, put the subject noun or pronoun after the phrase containing the second verb (remember to keep the meaning of the phrase intact):
 - Incorrect: **¿Quieren Uds. comer?** (*Do you want to eat?*)
 - Correct: **¿Quieren comer Uds.?** (*Do you want to eat?*)

In most instances, the subject pronoun is omitted in Spanish when the subject is obvious:

¿Quieres comer algo ahora? (*Do you want to eat something now?*)

- ✓ To ask a negative inverted question, put **no** before the inverted verb and noun or pronoun. For verbs preceded by a direct or indirect object pronoun (see Book III, Chapter 2) or for reflexive verbs (see Book III, Chapter 3), the pronoun should remain before the conjugated verb:

- **¿No toma frutas tu amigo?** (*Doesn't your friend eat fruit?*)
- **¿No las toma tu amigo?** (*Doesn't your friend eat them?*)
- **¿No se desayuna temprano Alberto?** (*Doesn't Albert eat breakfast early?*)

Probing for information

When a simple “yes” or “no” won’t satisfy your curiosity, you need to know how to ask for more information in Spanish. Although the names sound a bit formidable, interrogative adjectives, interrogative adverbs, and interrogative pronouns are the tools that allow you to get all the facts you want and need. Find out how in the following sections.

Using interrogative adjectives

You use the interrogative adjectives **¿cuánto/a?** (*how much?*) and **¿cuántos/as?** (*how many?*) before a noun when that noun may be measured or counted. These interrogatives must agree in number and gender with the noun they describe:

	<i>Masculine</i>	<i>Feminine</i>
<i>Singular</i>	<i>¿cuánto?</i>	<i>¿cuánta?</i>
<i>Plural</i>	<i>¿cuántos?</i>	<i>¿cuántas?</i>

Here are some examples:

¿Cuánto dinero necesitas? (How much money do you need?)

¿Cuántos dólares ganan por hora? (How many dollars do they earn per hour?)

¿Cuánta moneda tiene Ud.? (How much change [How many coins] do you have?)

¿Cuántas horas trabajan? (How many hours do they work?)

Note that **cuánto**, **cuánta**, **cuántos**, and **cuántas** may also be used as interrogative pronouns, discussed later in this section.

The interrogative adjective *¿qué?*, on the other hand, is invariable (it doesn't change) and refers to a noun that isn't being counted. This word is equivalent to the English interrogative adjectives *what* or *which*:



¿Qué idiomas sabes hablar? (What [Which] languages do you know how to speak?)

You may use a preposition before an interrogative adjective where logical:

¿A qué hora sale el tren? (At what time does the train leave?)

¿Con cuánta frecuencia vas al cine? ([With how much frequency] How often do you go to the movies?)

¿De cuántos hombres hablan? (How many men are you speaking about?)

Using interrogative adverbs

You use interrogative adverbs when you need an adverb to ask a question. You often use the interrogative adverbs that follow with inversion to form questions (see the earlier section "Inversion"):

<i>English Adverb</i>	<i>Spanish Interrogative Adverb</i>
How?	<i>¿cómo?</i>
When?	<i>¿cuándo?</i>
Where (to)?	<i>¿(a)dónde?</i>
Why? (for what reason)	<i>¿por qué?</i>
Why? (for what purpose)	<i>¿para qué?</i>

Here are a couple of these interrogative adverbs at work:

REMEMBER *¿Cómo va Ud. a la oficina? (How do you get to work?)*

REMEMBER *¿Dónde vive tu hermana? (Where does your sister live?)*

You may use a preposition before an interrogative adverb where logical (note that the preposition *a* is attached to the interrogative adverb in the first example):

REMEMBER *¿Adónde quieren ir los niños? (Where do the children want to go?)*

REMEMBER *¿Para qué sirve esta herramienta? (What purpose does this tool serve?)*

The interrogative adverb *¿Para qué?* asks about a purpose and, therefore, requires an answer with *para* (*for, to*):

REMEMBER *¿Para qué usa Ud. esa brocha? (Why [For what purpose] do you use that brush?)*

REMEMBER *Uso esa brocha para pintar. (I use that brush to paint.)*

¿Por qué? asks about a reason and, therefore, requires an answer with *porque* (*because*):

REMEMBER *¿Por qué llora el niño? (Why [For what reason] is the child crying?)*

REMEMBER *Llora porque está enfermo. (He's crying because he is sick.)*

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Using interrogative pronouns

You use an interrogative pronoun when a pronoun is used to ask a question. The following table presents the Spanish equivalents to English pronouns:

English Pronoun	Spanish Interrogative Pronoun
Who?	<i>¿quién(es)?</i>
What? (Which one[s]?)	<i>¿cuál(es)?</i>
What?	<i>¿qué?</i>
How much?	<i>¿cuánto(a)?</i>
How many?	<i>¿cuántos(as)?</i>

The following list breaks down the characteristics of the interrogative pronouns in the previous list:

REMEMBER The interrogative pronouns *¿quién(es)?* and *¿cuál(es)?* are variable pronouns and change to agree in number with the noun they replace:

- *¿Quién(es) llega(n)? (Who is arriving?)*
- *Raquel llega. (Raquel is arriving.)*

- **Raquel y Domingo llegan.** (*Raquel and Domingo are arriving.*)
- **¿Cuál(es) de estas blusas prefieres?** (*Which one(s) of these blouses do you prefer?*)
- **Prefiero la roja.** (*I prefer the red one.*)
- **Prefiero las rojas.** (*I prefer the red ones.*)

✓ **¿Cuál?** means *what* or *which* (*one/s*) and asks about a choice or a selection:

- **¿Cuál es tu número de teléfono?** (*What is your phone number?*)
- **¿Cuál de los dos es el mejor?** (*Which [one] of the two is better?*)
- **¿Cuáles son los días de la semana?** (*What are the days of the week?*)

✓ **¿Cuántos/as?** (*How many?*) agrees in both number and gender with the noun being replaced:

- **¿Cuántos toman el examen?** (*How many are taking the test?*)

✓ **¿Cuánto/a?** (*How much?*) only has to agree in gender because it's used exclusively with singular nouns, and **¿qué?** (*What?*) remains invariable:

- **¿Cuánto vale ese coche?** (*How much is that car worth?*)
- **¿Qué significa esto?** (*What does that mean?*)

✓ A preposition + **quién** refers to people. A preposition + **que** refers to things:

- **¿De quiénes habla Ud.?** (*About whom are you speaking?*)
- **¿De qué habla Ud.?** (*About what are you speaking?*)
- **¿A quién se refiere él?** (*To whom is he referring?*)
- **¿A qué se refiere él?** (*To what is he referring?*)

✓ **¿Qué?** means *what* when it precedes a verb and asks about a definition, description, or an explanation. When **¿qué?** precedes a noun, it expresses *which*:

- **¿Qué hacen durante el verano?** (*What are they doing during the summer?*)
- **¿Qué película quieres ver?** (*Which film do you want to see?*)



Hay (*there is/are*) or **¿Hay?** (*is/are there?*) is a present-tense form of the auxiliary verb **haber** (*to have*). You use this verb impersonally both to ask and to answer the question you ask. You can use **hay** by itself or with a preceding question word:

¿(No) Hay un buen restaurante por aquí? (*Is[n't] there a good restaurant nearby?*)

¿Dónde hay un buen restaurante por aquí? (*Where is there a good restaurant nearby?*)

Yes, Sir/No, Ma'am: Answering Questions in Spanish

All speakers of a new language spend a lot of time asking questions, but many struggle to answer them. Where you can really shine and impress others is by providing information properly. You undoubtedly know how to answer “yes” in Spanish, because the word for “yes” is common in pop culture. Answering “no” requires a bit more work, because a simple “no” doesn’t always suffice. Sometimes you need to express *nothing*, *nobody*, or other negative ideas. The following sections cover these topics in detail. We also explain how to answer questions that seek specific information.

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Answering yes

Saying yes in Spanish is really quite easy. You use *sí* to answer yes to a question:

¿Quieres salir conmigo? (Do you want to go out with me?)

Sí, con mucho gusto. (Yes, with pleasure.)

Saying no in oh so many ways

The most common negative response to a question is a plain and simple no (no, not). Other common negatives, which you may or may not use in conjunction with no, include the following:

Spanish	Negative English Equivalent
<i>ni . . . ni</i>	neither . . . nor
<i>tampoco</i>	neither, not either
<i>jamás, nunca</i>	never, (not) ever
<i>nadie</i>	no one, nobody
<i>ninguno(a)</i>	no, none, (not) any
<i>nada</i>	nothing

Here’s a list that details some general considerations to ponder when answering negatively in Spanish:

- ▀ In Spanish, you generally place negative words before the conjugated verb:
Nunca comprendo lo que Miguel dice. (I never understand what Miguel says.)



Unlike in English, it's perfectly acceptable — and sometimes even necessary in common usage — for a Spanish sentence to contain a double negative. Some sentences may even contain three negatives! For example, **No le creo ni a él ni a ella.** (*I don't believe either him or her.*) If **no** is one of the negatives, it precedes the conjugated verb. When **no** is omitted, the other negative precedes the conjugated verb. Here are some examples of both:

- **No lo necesito tampoco./Tampoco lo necesito.** (*I don't need it either.*)
- **No fumo nunca./Nunca fumo.** (*I never smoke.*)
- **No viene nadie./Nadie viene.** (*No one is coming.*)
- **No tengo ninguna idea./Ninguna idea tengo.** (*I don't have any idea.*)
- **No le escucha a nadie nunca./Nunca le escucha a nadie.** (*He never listens to anyone.*)

✓ When you have two verbs in the negative answer, place **no** before the conjugated verb and put the other negative word after the second verb:

- **No puedo comer ninguna comida picante.** (*I can't eat any spicy food.*)

✓ You may also place negative words before the infinitive of the verb:

- **¿Por quéquieres no comer nada?** (*Why don't you want to eat anything?*)
- **Él prefiere no ver a nadie.** (*He doesn't want to see anyone.*)

✓ You may use negatives alone (without **no**):

- **¿Qué buscas?** (*What do you want?*)
- **Nada.** (*Nothing.*)
- **¿Dice mentiras ese muchacho?** (*Does that boy tell lies?*)
- **Nunca.** (*Never.*)

✓ A negative preceded by a preposition (see Chapter 8) retains that preposition when placed before the verb:

- **No habla de nadie./De nadie habla.** (*He doesn't speak about anyone.*)

Just plain "no"

To make a sentence negative, you can put **no** before the conjugated verb. If the conjugated verb is preceded by a pronoun, put **no** before the pronoun. **No** often is repeated for emphasis:

¿Tocas la guitarra? (*Do you play the guitar?*)

(No.) No toco la guitarra. (*[No.] I don't play the guitar.*)

¿Debe estudiar los verbos ella? (*Should she study the verbs?*)

(No.) Ella no los debe estudiar. (*[No.] She shouldn't study them.*)

Ni . . . ni

In a **ni . . . ni** construction (*neither . . . nor*), the sentence usually begins with the word **no**. Each part of the **ni . . . ni** construction precedes the word or words being stressed. Each **ni**, therefore, may be used before a noun, an adjective, or an infinitive:

No nos gusta ni el café ni el té. (*We don't like coffee or tea.*)

Su coche no es ni grande ni pequeño. (*His car is neither big nor little.*)

No puedo ni cocinar ni coser. (*I can neither cook nor sew.*)

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Nada and friends

You use the negatives **nadie**, **nada**, **nunca**, and **jamás** after comparisons (see Book II, Chapter 7). Note that the English translation of a Spanish negative equivalent may have an opposite meaning:

Mi madre cocina mejor que nadie. (*My mother cooks better than anyone.*)

Ella conduce mejor que nunca. (*She drives better than ever.*)

Quieren visitar España más que nada. (*They want to visit Spain more than anything.*)

Ninguno

Ninguno (*no, none [not] any*), when used before a masculine singular noun, drops the final **-o** and adds an accent to the **u** (**ningún**). The feminine singular form is **ninguna**. No plural forms exist. Here's an example of its usage:

¿Tiene algunos problemas? (*Do you have any problems?*)

No tengo problema ninguno. (*I don't have a problem.*)

No tengo ningún problema. (*I don't have a problem.*)



When used as an adjective, **ninguno/a** may be replaced by **alguno/a**, which is a more emphatic negative. This construction then follows the noun:

No tiene ninguna mascota./No tiene mascota alguna. (*He doesn't have a pet.*)

Answering a positive question with a negative answer

When used in questions, some words require that you use negative words of opposite meaning in the responses. The following table presents these words:

<i>If the question contains</i>	<i>The negative answer should contain</i>
alguien (<i>someone, anyone</i>)	nadie (<i>no one, nobody</i>)
siempre (<i>always</i>)	jamás/nunca (<i>never</i>)
algo (<i>something</i>)	nada (<i>nothing</i>)
también (<i>also</i>)	tampoco (<i>neither, either</i>)
alguno(a) (<i>some, any</i>)	ninguno(a) (<i>none, [not] any</i>)

Here's an example sentence:

¿Ves algo? (Do you see something?)

No veo nada. (I don't see anything.)

Answering information questions

This section is chock full of tips on how to answer questions that ask you for information in Spanish. Carefully consider what's being asked so you answer each question in an appropriate manner.

- When you see a question with *¿Cómo?* (*how, what*), give the information or the explanation that's requested:
- *¿Cómo te llamas? (What's your name?)*
 - *Susana. (Susana.)*
 - *¿Cómo estás? (How are you?)*
 - *Muy bien, gracias. (Very well, thank you.)*
 - *¿Cómo prepara Ud. ese plato? (How do you prepare that dish?)*
 - *Con mantequilla y crema. (With butter and cream.)*

✓ When you see a question with *¿Cuánto(a)s?* (*how much, many*), you answer with a number, an amount, or a quantity (see Book I, Chapter 2 for more on numbers):

- **¿Cuánto cuesta este coche?** (*How much does this car cost?*)
- **Diez mil dólares.** (*[\$10,000.]*)
- **¿Hace cuántas horas que está esperando Ud.?** (*How long have you been waiting?*)
- **Dos horas.** (*Two hours.*)
- **¿Cuántos huevos necesitas?** (*How many eggs do you need?*)
- **Una docena.** (*A dozen.*)

✓ When you see a question with *¿Cuándo?* (*when*), you answer with a specific time or an expression of time (see Book I, Chapter 2):

- **¿Cuándo empieza la película?** (*When does the film begin?*)
- **En diez minutos.** (*In ten minutes.*)
- **A las tres y media.** (*At 3:30.*)
- **En seguida.** (*Immediately.*)

✓ When you see a question with *¿Dónde?* (*where*), you answer with the name of a place. You use the preposition **en** to express *in*:

- **¿Dónde vive Ud.?** (*Where do you live?*)
- **En Nueva York.** (*In New York.*)

You must use the preposition **a** (**al, a la, a los, a las**) + the name of a place in your answer to the question *¿Adónde?* (which translates literally as *to where*):

- **¿Adónde van?** (*Where are they going?*)
- **Van al estadio.** (*They're going to the stadium.*)

You must use the preposition **de** (**del, de la, de los, de las**) + the name of a place in your answer to the question *¿De dónde?* (which translates literally as *from where*):

- **¿De dónde es Ud.?** (*Where are you from?*)
- **Soy de San Juan.** (*I'm from San Juan.*)

For more on prepositions, head to Chapter 8.



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✓ When you see a question with *¿Por qué?* (*why*), answer with **porque** (*because*) + a reason:

- *¿Por qué no trabaja ella?* (*Why isn't she working?*)
- **Porque está enferma.** (*Because she's sick.*)

✓ When you see a question with *¿Quién?* (*who, whom*), answer with the name of a person.

If the question contains a preposition — **a, de, con, para**, and so on — you must use that same preposition in the answer:

- *¿Quién te acompaña al espectáculo?* (*Who is going with you to the show?*)
- **Isabel.** (*Isabel.*)
- *¿A quién espera Ud.?* (*Whom are you waiting for?*)
- **A mi novio.** (*For my boyfriend.*)
- *¿Con quién vives?* (*With whom do you live?*)
- **Con mis abuelos.** (*With my grandparents.*)

✓ When you see a question with *¿Qué?* (*what*), answer according to the situation. As with the previous bullet, if the question contains a preposition, you must use that same preposition in the answer:

- *¿Qué haces?* (*What are you doing?*)
- **Escribo algo.** (*I'm writing something.*)
- *¿Qué escribes?* (*What are you writing?*)
- **Una carta.** (*A letter.*)
- *¿Con qué escribes?* (*With what are you writing?*)
- **Con un bolígrafo.** (*With a ballpoint pen.*)

What's Happening: Present Participles and the Present Progressive Tense

In This Chapter

- ✓ Reviewing the different uses of present participles
 - ✓ Forming the present participles of regular, stem-changing, and irregular verbs
 - ✓ Discussing the present progressive with *estar*
 - ✓ Using other verbs with a present participle to express an ongoing action
-

Present participles are the “happening” parts of speech — the -ing forms of verbs. Spanish and English both use present participles to express ongoing or continuous action; for example, “One can learn a lot while *traveling*.”

In this chapter, you discover how to form the present participles of Spanish verbs, as well as to use a Spanish present participle to translate the English -*ing* ending. We also show you how to form the present progressive tense by using the verb *estar* (*to be*) with present participles.

Using Present Participles: It's an “ing” Thing

A Spanish present participle is called **un participio de presente** and, as in English, is derived from a verb. A Spanish present participle can be used in the following ways:

- ✓ As an adverb to modify the action of another verb in the same sentence; for example:

Gasté todo mi dinero comprando monedas raras. (*I spent all of my money buying rare coins.*)

Viajando por Europa, vimos muchos sitios hermosos. (*While traveling through Europe, we saw many beautiful places.*)

- ✓ To express continuous or ongoing action when used with verbs such as **andar** (*to walk*), **ir** (*to go*), and **seguir** (*to continue*); for example:

Anda buscando su carro. (*He is walking around looking for his car.*)

Vas mejorando todos los días. (*You're gradually improving everyday.*)

Juan sigue trabajando allí. (*Juan keeps working there.*)

- ✓ In an adjective clause to describe a noun mentioned in the same sentence; for example:

El hombre quien está hablando es muy famoso. (*The man who is talking is very famous.*)

- ✓ To form the *present progressive tense* when used with a present tense conjugation of the verb **estar** (*to be*). This tense describes an action that is ongoing at the present time; for example:

Ella está bailando. (*She is dancing.*)

Ellos están explicando los verbos. (*They're explaining the verbs.*)



In English, the -ing form of a verb can function as a noun. In this instance, it is called a *gerund*; for example, “*Seeing is believing.*” In Spanish, the -ing forms aren’t used as nouns. Instead, Spanish uses the infinitive (the -ar, -er, or -ir) form of the verb, as in “*Ver es creer.*” Another example: **Nadar es mi pasatiempo favorito.** (*Swimming is my favorite pastime. Literally: To swim is my favorite pastime.*)

Spanish also uses the infinitive form of the verb rather than the -ing form when using verbs as adjectives:

Necesito nuevos zapatos de correr. (*I need new running shoes.*)

Although English describes a future event by using the present progressive tense, Spanish uses the present or future tense:

Vendremos mañana. (*We'll be coming tomorrow.*)

Llegamos el domingo. (*We are arriving on Sunday.*)

Turning Regular Verbs into Present Participles

Forming present participles of regular verbs — infinitives that conjugate without spelling or stem changes or other irregularities — is quite easy, because present participles have only one form. Here's all you have to do:

- ✓ Drop the **-ar** from **-ar** verb infinitives and add **-ando** (the equivalent of the English **-ing**).
- ✓ Drop the **-er** or **-ir** from **-er** or **-ir** verb infinitives, respectively, and add **-iendo** (the equivalent of the English **-ing**).

The following table shows these changes for some example verbs:

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Ending	Verb	Meaning	Present Participle	Meaning
-ar	hablar	<i>to speak</i>	hablando	<i>speaking</i>
-er	aprender	<i>to learn</i>	aprendiendo	<i>learning</i>
-ir	escribir	<i>to write</i>	escribiendo	<i>writing</i>



Be careful! Watch out for the following changes.

If an **-er** or **-ir** verb stem ends in a vowel, you must drop the ending and add **-yendo** (the Spanish equivalent of **-ing**) to form the present participle:

- caer** (*to fall*): **cayendo**
- construir** (*to build*): **construyendo**
- creer** (*to believe*): **creyendo**
- leer** (*to read*): **leyendo**
- oír** (*to hear*): **oyendo**
- traer** (*to bring*): **trayendo**

If an **-er** or **-ir** verb stem ends in **ll** or **ñ**, you must drop the ending and add only **-endo** to get the **-ing** ending. (This is because **ll** and **ñ** already create the **i** sound.) Here are some examples:

- bullir** (*to bubble*): **bullendo**
- engullir** (*to gobble up*): **engullendo**
- escabullirse** (*to slip away*): **escabullendo**

gruñir (*to grumble*): **gruñendo**

reñir (*to tell off*): **reñendo**

teñir (*to dye*): **teñendo**

The Present Participle of Stem-Changing and Irregular Verbs

Generally, but not always, the stem change of a verb is indicated in parentheses after the verb. For example, **mentir (i)** means that the stem **e** changes to **i** in certain forms and in certain tenses. However, you'll come to recognize these verbs after you work with them often enough.

You form the present participle of a stem-changing **-ir** (-e to -i or -o to -u) verb by changing the vowel in the stem from **-e** to **-i** or from **-o** to **-u**, dropping the **-ir** infinitive ending, and adding the proper ending (see the previous section). (For more about stem-changing verbs, see Book II, Chapter 3.)

From **e** to **i**:

decir (*to say, to tell*) ⇔ **diciendo** (*saying, telling*)

mentir (*to lie*) ⇔ **mintiendo** (*lying*)

pedir (*to ask*) ⇔ **pidiendo** (*asking*)

repetir (*to repeat*) ⇔ **repitiendo** (*repeating*)

sentir (*to feel*) ⇔ **sintiendo** (*feeling*)

servir (*to serve*) ⇔ **sirviendo** (*serving*)

venir (*to come*) ⇔ **viniendo** (*coming*)

From **o** to **u**:

dormir (*to sleep*) ⇔ **durmiendo** (*sleeping*)

morir (*to die*) ⇔ **muriendo** (*dying*)



Only three Spanish verbs have irregular present participles. You don't use them very frequently, but you should still be aware of their forms and memorize them:

✓ **ir** (*to go*): **yendo**

✓ **poder** (*to be able*): **pudiendo**

✓ **reír** (*to laugh*): **riendo**

Expressing Progress with the Present Progressive

For people who speak English as a first language, the concept of two present tenses — the present and the present progressive — can be very confusing. How do you determine when to use the present or the present progressive in Spanish? Good news: The choice really isn't that difficult.



You use the present tense when you want to express an action or event that the subject generally does at a given time, or that's habitual:

Él va a la oficina a las siete de la mañana. (*He goes [does go] to the office at seven in the morning [every day].*)

You use the *present progressive* tense to express an action or event that's in progress or that's continuing at a given time — which calls for the use of present participles:

Él está trabajando. (*He is working [at the present time].*)

The following sections show the most common way to form the present progressive — by using the present tense of the verb **estar** (*to be*) and a present participle.

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Forming the present progressive with *estar*

To form the Spanish present progressive tense, use the present tense conjugation of the verb **estar** (*to be*) + a present participle. The following table gives you the present tense conjugation of this irregular verb, which you must commit to memory:

estar (<i>to be</i>)	
estoy	estamos
estás	estáis
está	están

To form the present progressive with this verb, you simply include a present participle after the proper form of **estar**. Here are some examples:

El niño está durmiendo. (*The child is sleeping.*)

Estamos escuchando. (*We are listening.*)



Expressing ongoing action with other verbs

You can use the present tense of several other verbs to describe an ongoing or continuous action in Spanish. Use the present tense of the verbs **seguir** or **continuar**, or verbs of motion — such as **salir**, **ir**, **andar**, **entrar**, and **llegar** — to show that an action or event is ongoing.

The following tables list the conjugations of these verbs in the present tense:

<i>seguir (to continue, keep)</i>	
sigo	seguimos
sigues	seguís
sigue	siguen
<i>continuar (to continue)</i>	
continúo	continuamos
continúas	continuáis
continúa	continúan
<i>salir (to leave, go out)</i>	
salgo	salimos
sales	salís
sale	salen
<i>ir (to go)</i>	
voy	vamos
vas	vais
va	van
<i>andar (to walk)</i>	
ando	andas
andas	andáis
anda	andan

Just as you do with the verb *estar*, you include a present participle with the proper present tense verb form. Here are some examples:

¿Por qué sigues interrumpiendo a los demás? (*Why do you continue interrupting others?*)

La muchacha continúa leyendo. (*The girl continues reading.*)

Yo salgo sonriendo. (*I leave smiling.*)

Su humor va cambiando. (*Your mood is changing.*)

Ellos andan hablando. (*They walk while speaking.*)

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Chapter 6

Two More Simple Tenses: Future and Conditional

In This Chapter

- ✓ Using the present tense of ir + a to talk about the future
 - ✓ Conjugating regular and irregular forms of the future
 - ✓ Understanding the uses of the future tense
 - ✓ Playing “What if?” with the conditional tense
-

In this chapter, we explore two tenses that can leave you feeling a little uncertain — the future and the conditional.

This chapter can remove some of your uncertainty by showing you a simple way to express upcoming events, using the verb *ir* (in the present tense) + *a* + a verb infinitive. It also presents the basics of forming and using the future tense to describe actions and events that will occur. You also discover how to use the conditional tense to talk about things that you *would do if* conditions were right.

Peering into the Future

You may not be planning to write a futuristic novel in Spanish, but you still need to know how to describe actions that are likely to occur at some future time. In the following sections, we show you a couple of ways to describe the future or “near future” by using what you already know. These are sort of mock future tenses. We then show you how to form the future tense with regular and irregular verbs.

Implying future with the present

You use the present tense to imply the future when asking for instructions or when the proposed action will take place in the not-so-distant or near future. Here are two examples of these usages:

¿Dejo de hablar? (*Shall I stop talking?*)

Ellos pasan por nuestra casa. (*They'll be stopping by our house.*)

Expressing the near future with *ir + a*

You use the present tense of the verb *ir* (*to go*) + the preposition *a* (which, in this case, has no meaning) + the infinitive of the verb to express an action that will be taking place rather soon or that's imminent. Here are some examples that express what the subject is going to do:

Voy a salir. (*I'm going to go out.*)

Vamos a esperarlos. (*We are going to wait for them.*)

The present tense of *ir* is irregular, and you conjugate it as follows:

ir (<i>to go</i>)	
voy	vamos
vas	vais
va	van

Futurizing regular verbs

The future tense in Spanish is one of the easiest tenses to form because all verbs — regular and irregular — have the same future endings. For regular future tense verbs you simply take the entire *-ar*, *-er*, or *-ir* verb in its infinitive form and add the appropriate ending (depending on the subject.) So after you've memorized these endings, you have most of the battle won!

Future endings for all verbs	
yo -é	nosotros -emos
tú -ás	vosotros -éis
él, ella, Ud. -á	ellos, ellas, Uds. -án

Time for some examples. The tables that follow show how you form the future of some regular verbs with the endings from the previous table:

trabajar (<i>to work</i>)	
trabajaré	trabajaremos
trabajarás	trabajaréis
trabajará	trabajarán
vender (<i>to sell</i>)	
yo venderé	
tú venderás	
él, ella, Ud. venderá	
discutir (<i>to discuss, argue</i>)	
yo discutiré	
tú discutirás	
él, ella, Ud. discutirá	

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Now check out some example sentences utilizing the future tense:

Yo no los invitaré a mi fiesta. (*I won't invite them to my party.*)

Ellos no beberán alcohol. (*They won't drink alcohol.*)

¿Abrirás una cuenta bancaria pronto? (*Will you open a bank account soon?*)



Verbs such as **oír** (*to listen*) and **reír** (*to laugh*) — whose infinitives contain an accent mark over the i — drop their accent in the future tense:

Yo no oiré esas mentiras. (*I won't listen to those lies.*)

Ellos no reirán de él. (*They won't laugh at him.*)

Futurizing irregular verbs

Certain Spanish verbs are irregular in the future tense. These verbs have irregular future stems, which always end in **-r** or **-rr** — an easy way to remember them! To form the future of these irregular verbs, you do one of three things:

- ✓ Add an **r** to the stem of the verb before adding the future ending given in the previous section “Futurizing regular verbs”:

Infinitive	Meaning	Future Stem
caber	to fit	cabr-
poder	to be able	podr-
querer	to want	querr-
saber	to know	sabr-

Here are some example sentences:

¿Cabrá esa máquina en el gabinete? (*Will that machine fit in the cabinet?*)

No podremos venir. (*We won't be able to come.*)

Querré verlo. (*I'll want to see it.*)

¿Sabrá hacerlo? (*Will he know how to do it?*)

- ✓ Add the letters **dr** to the verb stem before adding the proper future ending:

Infinitive	Meaning	Future Stem
poner	to put	pondr-
salir	to leave	saldr-
tener	to have	tendr-
valer	to be worth	valdr-
venir	to come	vendr-

These verbs are illustrated in the following example sentences:

Yo pondré los papeles en la mesa. (*I'll put the papers on the table.*)

¿Cuándo saldrán? (*When will they leave?*)

Ella no tendrá bastante dinero. (*She won't have enough money.*)

¿Cuánto valdrá ese coche? (*How much will that car be worth?*)

¿No vendrás mañana? (*Won't you be coming tomorrow?*)

- ✓ The verbs in the third group of future irregulars have irregular stems that you must simply memorize and then add the proper future endings:

<i>Infinitive</i>	<i>Meaning</i>	<i>Future Stem</i>
decir	to say	dir-
hacer	to make, to do	har-

Observe these verbs in action:

Yo diré lo que pienso. (*I'll say what I think.*)

¿Qué harán para resolver el problema? (*What will they do to solve the problem?*)

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Foretelling, predicting, and wondering with the future tense

Using the future to express future time seems kind of obvious. However, you must be aware of other instances in Spanish when you may use the future, too. For instance, you use the future

- ✓ To express what will happen:

Yo te ayudaré. (*I'll help you.*)

- ✓ To predict a future action or event:

Lloverá pronto. (*It will rain soon.*)

- ✓ To express wonder, probability, conjecture, or uncertainty in the present.

The Spanish future, in this case, is equivalent to the following English phrases: "I wonder," "probably," or "must be." Here are a few examples:

¿Cuánto dinero tendrán? (*I wonder how much money they have.*)

Serán las seis. (*It's probably [It must be] six o'clock.*)

Alguien viene. ¿Quién será? (*Someone is coming. I wonder who it is.*)

¿Será mi esposo? (*I wonder whether it's my husband.*)

¿Irá a darme un anillo mi novio? (*I wonder whether my boyfriend is going to give me a ring.*)

To express something that you expect and that's due to or caused by a present action or event:

Si viene a tiempo el jefe no se quejará. (*If you come on time, the boss won't complain.*)

Si sigues la receta preparás una buena comida. (*If you follow the recipe, you'll prepare a good meal.*)

As If: The Conditional Tense

I would've if . . . That's what the conditional tense is all about. If the conditions were appropriate, the action would have resulted . . . theoretically speaking. Simply put, you use the *conditional tense* to express a conditional action. But you can also use it to make a polite request or to subtly, or not so subtly, suggest that someone perform a certain action.

In the following sections, you investigate the regular and irregular conjugations of the conditional tense. You find out how to form the conditional tense and how to use it in a sentence.

Waffling with the conditional tense

The conditional tense is great for waffling on issues. You can state any impossible condition or set of conditions you like and then say you would've done something if only that condition or set of conditions had been in place. It works in every language — English, Spanish, Italian, you name it — and you don't even have to be a politician to use it.

You often use the conditional tense in a sentence with two verbs. One verb states the condition or problem, and then the second verb states, in the conditional, what you'd do under that condition or if faced with that problem. For example, in the sentence, "If I had a million dollars, I'd travel around the world," the first verb states a situation or condition, and the second verb expresses what you *would* do if that situation or condition existed.



A sentence with an *if clause* requires the subjunctive mood (See Book 3, Chapter 6).

Forming the regular conditional

In English, the key word to forming the conditional tense is *would*. You or somebody else *would* do something *if* the conditions were right. In Spanish, you actually change the form of the verb to build the sense of *would* right into it. When conjugating Spanish verbs in the regular conditional tense, keep the following points in mind:

- ✓ The regular conditional tense is a combination of the imperfect and future tenses.
- ✓ The regular conditional tense requires no spelling or stem changes.

When conjugating regular -ar, -er, and -ir verbs in the conditional tense, you simply take the entire verb infinitive (don't drop anything) and then add the imperfect verb endings you use for -er and -ir verbs.

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Conditional endings for all verbs

yo -ía	nosotros/as -íamos
tú -ías	vosotros/as -íais
él, ella, usted -ía	ellos/as, ustedes -ían

Check out the following conjugation charts for each verb type.

preparar (*to prepare*)

prepararía	prepararíamos
prepararías	prepararíais
prepararía	prepararían

Ud. prepararía. (*You [formal] would prepare.*)

vender (*to sell*)

vendería	venderíamos
prepararías	venderíais
venderías	venderían

Vosotras venderíais. (*You [informal, plural, female] would sell.*)

escribir (<i>to write</i>)	
escribiría	escribiríamos
escribirías	escribiríais
escribiría	escribirían
Ella escribiría. (<i>She would write.</i>)	

Forming the irregular conditional

The future-tense irregulars can show you everything you need to know about forming the irregular conditional, because the two share the same stems. In other words, the irregular conditional verbs can be divided into three groups based on their formation:

- ✓ **Group 1:** Add an **r** to their infinitive stem and then add the corresponding verb ending (according to the subject of the sentence).
- ✓ **Group 2:** Add **dr** to the infinitive stem and then add the corresponding verb ending.
- ✓ **Group 3:** Memorize the irregular stems in this group and then add the corresponding verb ending:
 - **hacer (*to do, make*)** becomes **har**
 - **decir (*to say, tell*)** becomes **dir**

Table 6-1 summarizes the irregular conditional stems.

Table 6-1

Irregular Conditional Stems

Infinitive	English	Irregular Conditional Stem
caber	to fit	cabr-
decir	to say, to tell	dir-
haber	(helping verb) to have	habr-
hacer	to do, to make	har-
poder	to be able to	podr-
poner	to put	pondr-
querer	to want	querr-

Infinitive	English	Irregular Conditional Stem
saber	to know a fact; to know how	sabr-
tener	to have	tendr-
valer	to be worth	valdr-
venir	to come	vendr-

Here are some examples of irregular conditional verbs in sentences:

- ✓ **Yo podría hacerlo el viernes.** (*I'd be able to do it on Friday.*)
- ✓ **Nosotros pondríamos los libros en la mesa.** (*We'd put the books on the table.*)
- ✓ **Yo siempre diría la verdad.** (*I'd always tell the truth.*)

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Spicing Up Your Talk with Adjectives and Adverbs

In This Chapter

- ✓ Seasoning your descriptions with adjectives
 - ✓ Using adverbs to describe actions
 - ✓ Comparing nouns and actions
-

Whether you're writing or speaking, communication is only as clear and engaging as it is descriptive, and this is what adjectives and adverbs are all about.

This chapter illustrates how adjectives in Spanish differ from adjectives in English and presents all you need to know to use them properly. You also discover how to make your actions more descriptive with the use of adverbs. Finally, we include an explanation on how to compare and contrast people, places, things, ideas, and activities so that you can speak and write more descriptively and precisely in Spanish.

Describing Stuff with Adjectives

An adjective's sole purpose is to describe a noun or pronoun so that your audience can form a clearer mental image of it. Mention *tree* to a roomful of people from 20 different places, and each of them forms a different mental image depending on the trees they've seen and experienced. Narrow it down to *palm tree*, and you instantly slash the number of variations. Everyone has a clearer idea of the type of tree you're describing.

In English, adding adjectives is easy. You just plop it down in front of the noun you want to modify. In Spanish, the process is more complex. You have to make sure the adjective agrees with the noun in gender and number and make sure you position it in the correct location relative to the noun. The following sections show you how to use adjectives properly.

Changing an adjective's gender

Unlike in English, in which adjectives have only one form, Spanish adjectives change form to agree with the nouns they modify in gender (masculine or feminine) and number (singular or plural). The following sections bring you up to speed on the rules for assigning an adjective a gender.

Adjective endings

Most Spanish adjectives end in **-o** in their masculine form or **-a** in their feminine form. Adjectives that end in **-o**, like most nouns, are masculine. (In some instances, however, masculine adjectives end in another vowel and maybe even in a consonant; see the following section.) As you may expect, a masculine, singular adjective ending in **-o** forms its feminine counterpart by changing **-o** to **-a**.

Table 7-1 lists many common adjectives that you may find especially useful in Spanish.

Table 7-1

Common Spanish Adjectives

Masculine	Feminine	Meaning
aburrido	aburrida	boring
afortunado	afortunada	fortunate
alto	alta	tall
atractivo	atractiva	attractive
bajo	baja	short
bonito	bonita	pretty
bueno	buena	good
delgado	delgada	thin
delicioso	deliciosa	delicious
divertido	divertida	fun
enfermo	enferma	sick
enojado	enojada	angry
famoso	famosa	famous
feo	fea	ugly
flaco	flaca	thin

Masculine	Feminine	Meaning
generoso	generosa	generous
gordo	gorda	fat
guapo	guapa	pretty, good-looking
listo	lista	ready
magnífico	magnífica	magnificent
malo	mala	bad
moderno	moderna	modern
moreno	morena	dark-haired
necesario	necesaria	necessary
negro	negra	black
nuevo	nueva	new
ordinario	ordinaria	ordinary
orgulloso	orgullosa	proud
pardo	parda	brown, drab
peligroso	peligrosa	dangerous
pequeño	pequeña	small
perezoso	perezosa	lazy
perfecto	perfecta	perfect
rico	rica	rich
romántico	romántica	romantic
rubio	rubia	blond
serio	seria	serious
simpático	simpática	nice
sincero	sincera	sincere
tímido	tímida	shy
todo	toda	all
viejo	vieja	old

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Here's an example of an adjective in action:

Mi primo Jaime es tímido, y mi prima Francisca es tímida también.
(My cousin Jaime is shy, and my cousin Francisca is shy, too.)

Exceptions to the rules

There are some exceptions to every rule. In Spanish, masculine, singular adjectives may end in **-a**, **-e**, or a consonant (other than **-or**). The adjectives in Table 7-2 don't change in their feminine form.

Table 7-2**Adjectives that End in -a or -e**

Masculine	Feminine	Meaning
egoísta	egoísta	selfish
materialista	materialista	materialistic
optimista	optimista	optimistic
pesimista	pesimista	pessimistic
realista	realista	realistic
alegre	alegre	happy
amable	amable	nice
eficiente	eficiente	efficient
elegante	elegante	elegant
excelente	excelente	excellent
grande	grande	big
horrible	horrible	horrible
importante	importante	important
inteligente	inteligente	intelligent
interesante	interesante	interesting
pobre	pobre	poor
responsable	responsable	responsible
sociable	sociable	sociable
triste	triste	sad
valiente	valiente	brave

And the adjectives in Table 7-3 end in consonants and undergo no change for gender.

Table 7-3**Adjectives that End in Consonants**

Masculine	Feminine	Meaning
cortés	cortés	courteous
azul	azul	blue
débil	débil	weak
fácil	fácil	easy
fiel	fiel	loyal
genial	genial	pleasant
leal	leal	loyal
puntual	puntual	punctual
tropical	tropical	tropical
joven	joven	young
popular	popular	popular
feroz	feroz	ferocious
sagaz	sagaz	astute
suspicaz	suspicaz	suspicious

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Here's an example of one of these adjectives at work:

Mi padre es joven, y mi madre es joven también. (*My father is young, and my mother is young, too.*)



In Spanish, some adjectives of nationality with a masculine form ending in a consonant add -a to form the feminine. The adjectives **inglés** (and other adjectives of nationality that end in -és) and **alemán** also drop the accent on their final vowel to maintain their original stresses:

Masculine	Feminine	Meaning
español	española	Spanish
inglés	inglesa	English
alemán	alemana	German

And some adjectives with a masculine form ending in -or add -a to form the feminine:

<i>Masculine</i>	<i>Feminine</i>	<i>Meaning</i>
encantador	encantadora	enchanting
hablador	habladora	talkative
trabajador	trabajadora	hard-working

Here are some examples:

Fritz es alemán, y Heidi es alemana también. (*Fritz is German, and Heidi is German, too.*)

Carlota es trabajadora, pero su hermano no es trabajador. (*Carlota is hard-working, but her brother isn't hard-working.*)

Making adjectives plural

You have three basic rules to follow to form the plural of adjectives in Spanish. These are the same rules that you follow when forming the plural form of nouns in Spanish. (See Book II, Chapter 3.)

- ✓ First, you add **-s** to singular adjectives ending in a vowel:

<i>Singular</i>	<i>Plural</i>	<i>Meaning</i>
alto	altos	tall
rubia	rubias	blond
interesante	interesantes	interesting

- ✓ Second, you add **-es** to singular adjectives ending in a consonant:

<i>Singular</i>	<i>Plural</i>	<i>Meaning</i>
fácil	fáciles	easy
trabajador	trabajadores	hard-working

- ✓ Third, if a singular adjective ends in **-z** change **-z** to **-c**, add **-es**:

<i>Singular</i>	<i>Plural</i>	<i>Meaning</i>
feliz	felices	happy

Some adjectives add or drop an accent mark to maintain original stress:



joven ⇔ jóvenes (*young*)

inglés ⇔ ingleses (*English*)

alemán ⇔ alemanes (*German*)



Just like with some nouns and pronouns, when speaking about mixed company (males and females, with no mind to number) make sure to use the masculine form of the adjective:

Mi hermana y mis hermanos son rubios. (*My sister and my brothers are blond.*)

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Placing adjectives in the right spots

In Spanish, adjectives may precede or follow the nouns they modify. The placement depends on the type of adjective being used, the connotation the speaker wants to convey, and the emphasis being used. Sometimes, when more than one adjective describes a noun, the rules for placement vary according to the type of adjectives being used. For example, possessive adjectives, demonstrative adjectives, and adjectives of quantity precede the nouns they modify, whereas descriptive adjectives generally follow the nouns they modify. The following sections delve deeper into these topics.

Adjectives that follow the noun

In Spanish, most descriptive adjectives follow the nouns they modify. The descriptive adjectives **feos**, **querido**, **delgado**, and **interesantes** follow the noun:

- dos gatos feos** (*two ugly cats*)
- mi padre querido** (*my dear father*)
- ese hombre delgado** (*that thin man*)
- algunas cosas interesantes** (*some interesting things*)

Adjectives that precede the noun

Adjectives that impose limits — numbers, possessive adjectives, demonstrative adjectives, and adjectives of quantity — usually precede the noun they modify. The possessive adjective **su** and the number **una** precede the noun:

- su novia francesa** (*his French girlfriend*)
- una compañía próspera** (*one successful company*)

Descriptive adjectives that emphasize qualities or inherent characteristics appear before the noun:

Tenemos buenos recuerdos de su fiesta. (*We have good memories of her party.*)

In this example, the speaker is emphasizing the quality of the memories.



Abbreviating your adjectives

Some Spanish adjectives get shortened in certain situations. The following list details when this occurs:

- ✓ The following adjectives drop their final **-o** before a masculine, singular noun. **Alguno** and **ninguno** add an accent to the **-u** when the **-o** is dropped:

- **uno** (*one*) ⇔ **un coche** (*one car*)
- **bueno** (*good*) ⇔ **un buen viaje** (*a good trip*)
- **malo** (*bad*) ⇔ **un mal muchacho** (*a bad boy*)
- **primero** (*first*) ⇔ **el primer acto** (*the first act*)
- **tercero** (*third*) ⇔ **el tercer presidente** (*the third president*)
- **alguno** (*some*) ⇔ **algún día** (*some day*)
- **ninguno** (*no*) ⇔ **ningún hombre** (*no man*)



When a preposition separates the adjective from its noun, you use the original form of the adjective (don't drop the **-o**):

uno de tus primos (*one of your cousins*)

- ✓ **Grande** becomes **gran** (*great, important, famous*) before a singular masculine or feminine noun (note the change of its meaning, depending on where it's placed):

- **un gran profesor** (*a great teacher [male]*)
- **una gran profesora** (*a great teacher [female]*)

But it remains **grande** (*large*) after the noun:

- **un escritorio grande** (*a large desk*)
- **una mesa grande** (*a large table*)

- ✓ **Ciento** (*one hundred*) becomes **cien** before nouns and before the numbers **mil** and **millones**:

- **cien hombres y cien mujeres** (*one hundred men and one hundred women*)
- **cien mil habitantes** (*one hundred thousand inhabitants*)
- **cien millones de euros** (*one hundred million euros*)

Describing Actions with Adverbs

The function of an adverb is to describe a verb, another adverb, or an adjective so that your audience has a better understanding of how or to what degree or intensity an action is performed. Does a person run (very) quickly? Is his or her house very big? You use adverbs frequently when you write to express the manner in which things are done. The following sections work on helping you form adverbs and position them correctly in sentences.

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Forming adverbs

Many English adverbs end in *-ly*; the equivalent Spanish ending is *-mente*. To form an adverb in Spanish, you add *-mente* to the feminine singular form of an adjective. If the adjective has the same masculine and feminine form (for example, those adjectives that end in *-e* or a consonant), you simply use the singular form. Table 7-4 illustrates how it's done.



Unlike adjectives, which require agreement in gender and number with the noun they describe, adverbs require no agreement because they modify a verb and not a noun or pronoun.

Table 7-4 Forming Various Types of Adverbs

Masc. Adj.	Fem. Adj.	Adverb	Meaning
completo	completa	completamente	completely
lento	lenta	lentamente	slowly
rápido	rápida	rápidamente	quickly
alegre	alegre	alegremente	happily
breve	breve	brevemente	briefly
frecuente	frecuente	frecuentemente	frequently
especial	especial	especialmente	especially
final	final	finalmente	finally
feroz	feroz	ferozmente	ferociously

The following example shows an adverb in action:

Él entra rápidamente, y ella sale rápidamente. (*He enters quickly, and she leaves quickly.*)

Adverbial phrases

Sometimes, it's quite awkward to form an adverb in Spanish by using the feminine singular form of the adjective. When writing, you may find the spelling tricky. And at other times, you may not recall the feminine form of the adjective. Luckily, you have an easy way out. You can use the preposition **con** (*with*) + the noun to form an adverbial phrase, which functions in the same way as an adverb.

For instance, if you have trouble remembering or writing **cuidadosamente** (*carefully*), you can substitute **con cuidado** (*with care*), and your Spanish will be perfect. Here are some examples of how this works:

con + noun	Adverb	Meaning
con alegría	alegremente	happily
con claridad	claramente	clearly
con cortesía	cortésmente	courteously
con energía	enérgicamente	energetically
con habilidad	hábilmente	skillfully
con paciencia	pacientemente	patiently
con rapidez	rápidamente	quickly
con respeto	respetuosamente	respectfully

Here's an example of this construction:

Ella habla con respeto (respetuosamente). (*She speaks with respect [respectfully].*)

Simple adverbs

Some adverbs and adverbial expressions aren't formed from adjectives; they're words or phrases in and of themselves. Table 7-5 lists some of the most frequently used expressions that fit this description.

Table 7-5

Frequently Used Unique Phrases

Adverb	Meaning	Adverb	Meaning
a menudo	often	menos	less
a veces	sometimes	mientras	meanwhile
ahora	now	más tarde	later
ahora mismo	right now	mejor	better

Adverb	Meaning	Adverb	Meaning
al fin	finally	muy	very
allá	there	peor	worse
aquí	here	poco	little
bastante	quite, rather, enough	por consiguiente	consequently
casi	almost	por supuesto	of course
cerca	near	pronto	soon
de buena gana	willingly	pues	then
de nuevo	again	siempre	always
de repente	suddenly	sin embargo	however, nevertheless
de vez en cuando	from time to time	también	also, too
demasiado	too	tan	as, so
despacio	slowly	tarde	late
después	afterward	temprano	soon, early
en seguida	immediately	todavía	still, yet
hoy día	nowadays	todos los días	everyday
lejos	far	ya	already
más	more	ya no	no longer

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Here's an example of one of these phrases in use:

Él acepta la responsabilidad de buena gana. (*He willingly accepts the responsibility.*)

Adjectives versus adverbs: Choose wisely

The use of certain adjectives and adverbs can require some thought and an understanding of the function of the parts of speech in English. Alas, their use in Spanish can be just as tricky. The following list presents some adjective/adverb situations that can trip you up when learning how to use these tools in Spanish:

- ✓ **Buen(o/a)(s)** (*good*) and **mal(o/a)(s)** (*bad*) are adjectives; **bien** (*well*) and **mal** (*badly/poorly*) are adverbs.
 - **Ellas tienen muchas buenas (malas) ideas.** (*They have many good [bad] ideas.*)
 - **Elena juega bien (mal).** (*Elena plays well [poorly].*)

- ✓ The Spanish words **más** (*more*), **menos** (*less, fewer*), **mejor** (*better*), **peor** (*worse*), **mucho** (*much, many*), **poco** (*little, few*), and **demasiado** (*too much, too many*) may be used as adjectives or adverbs.

As adjectives, **más** and **menos** remain invariable; **mejor** and **peor** add **-es** to agree only with noun plurals that they modify; and **mucho**, **poco**, and **demasiado** agree in number and gender with the nouns they modify. As adverbs, all these words remain invariable. Look at the following sentences where adjectives appear in the first examples and adverbs are used in the second examples:

- **Samuel tiene más (menos) energía.** (*Samuel has more [less] energy.*)
Samuel trabaja más (menos) enérgicamente. (*Samuel works more [less] energetically.*)
- **Teodoro tiene mejores (peores) notas.** (*Teodoro has better [worse] grades.*)
Teodoro se aplica mejor (peor). (*Teodoro applies himself better [worse].*)
- **Da muchas (pocas, demasiadas) excusas.** (*He gives many [few, too many] excuses.*)
Piensa mucho (poco, demasiado). (*He thinks a lot [a little, too much].*)

Keeping an eye on adverb placement

You generally place adverbs directly after the verbs they modify. Sometimes, however, the position of the adverb is variable and comes where you'd logically put an English adverb:

¿Hablas español elocuentemente? (*Do you speak Spanish eloquently?*)

Afortunadamente, yo recibí el paquete. (*Fortunately, I received the package.*)

Comparing Stuff

You generally make comparisons by using adjectives or adverbs. You can make comparisons of equality or inequality, and you can use superlatives. The information present in the previous sections of this chapter, along with the following sections, present you with all the tools you need.

In English, comparatives usually end in **-er**:

She is taller than I.

He runs faster than they.

In Spanish, things are a little more complicated.

Comparing equals

Comparisons of equality show that two things or people are the same. In Spanish, whether you're using an adjective or an adverb, you make the comparison the same way. You use **tan** + adjective or adverb + **como**, to express "**as** + adjective or adverb + **as**"; check out these examples:

Dolores es tan concienzuda como Jorge. (*Dolores is as conscientious as Jorge.*)

Ella estudia tan diligentemente como él. (*She studies as diligently as he does.*)

Remember that when you use an adjective, it must agree in number and gender with the noun or pronoun that it's modifying.



You can make negative comparisons by putting **no** before the verb:

Tú no eres tan trabajadora como él. (*You aren't as hard-working as he is.*)

Tú no escuchas tan atentamente como Juan. (*You don't listen as attentively as Juan.*)

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Comparing inequalities

Comparisons of inequality show that two things or people aren't the same. As with comparisons of equality, whether you're using an adjective or an adverb, you make the comparison the same way. You create the comparison of inequality with **más** (*more*) or **menos** (*less*) + adjective or adverb + **que** (*than*). So

más + adjective or adverb + que = more + adjective or adverb + than

and

menos + adjective or adverb + que = less + adjective or adverb + than

Here are two examples:

Diego es más hablador que yo. (*Diego is more talkative than I.*)

Diego habla menos que yo. (*Diego talks less than I.*)

The best: The superlative

The superlative shows that something (or someone) is the best or worst of its (or his or her) kind. You form the superlatives of adjectives as follows:

Subject + verb + **el (la, los, las)** + **más/menos** (*more/less*) + adjective + **de (in)**

Here's an example:



Ella es la más alta de su clase. (*She is the tallest in her class.*)

If the superlative is describing a direct object, you form the superlative by inserting the noun being described after **el (la, los, las)**:

Ella prepara la paella más deliciosa del mundo. (*She prepares the best paella in the world.*)

English superlatives usually end in **-est**:

She is **the tallest** in her class.

He runs **the fastest** of them all.

Now we come to adverbs. Superlatives of adverbs aren't distinguished from their comparative forms (see the previous sections):

Él acepta críticas menos pacientemente que los otros. (*He accepts criticism less patiently than others.*)

Even better: The absolute superlative

The absolute superlative expresses the ultimate; you use it when no comparison is made. To form this basic construction, you add **-ísimo** (masc.), **-ísima** (fem.), **-ísimos** (masc. plural), or **-ísimas** (fem. plural) to the adjective according to the gender and number of the noun being described. The meaning is the same as **muy** (very) + adjective:

La catedral es muy bella. La catedral es bellísima. (*The cathedral is very beautiful.*)

Los edificios son muy altos. Los edificios son altísimos. (*The buildings are very tall.*)

Here are some more things you need to know to form the absolute superlative:

- ✓ You drop the final vowel of an adjective before adding **-ísimo** (-a, -os, -as):

La casa es grande. La casa es grandísima. (*The house is very large.*)
- ✓ You use **muchísimo** to express *very much*:

Te adoro muchísimo. (*I adore you very much.*)
- ✓ Adjectives ending in **-co** (-ca), **-go** (-ga), or **-z** change **c** to **qu**, **g** to **gu**, and **z** to **c**, respectively, before adding **-ísimo**:
 - **La torta es muy rica. La torta es riquísima.** (*The pie is very tasty.*)
 - **El juez es muy sagaz. El juez es sagacísimo.** (*The judge is very shrewd.*)

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Checking out the irregular comparatives

As adjectives, **bueno** (*good*), **malo** (*bad*), **grande** (*big*), and **pequeño** (*small*) have irregular forms in the comparative and superlative. Note that **grande** and **pequeño** each have two different meanings in their comparative and superlative forms. Table 7-6 highlights the changes.

Table 7-6 Irregular Adjectives in the Comparative and Superlative

Adjective	Comparative	Superlative
bueno/buena (<i>good</i>)	mejor (<i>better</i>)	el/la mejor (<i>the best</i>)
buenos/buenas	mejores	los/las mejores
malo/mala (<i>bad</i>)	peor (<i>worse</i>)	el/la peor (<i>the worst</i>)
malos/malas	peores	los/las peores
grande(s) (<i>great, big</i>)	mayor(es) (<i>older, greater in age or status</i>)	el/la (los/las) mayor(es) (<i>the oldest, greatest</i>)
	más/menos grande(s) (<i>larger/less large in size</i>)	el/la (los/las) más/menos grande(s) (<i>the largest/the least large</i>)
pequeño(s)/ pequeña(s) (<i>small</i>)	menor(es) (<i>minor, lesser, younger in age or status</i>)	el/la (los/las) menor(es) (<i>the least, the youngest</i>)
	más/menos pequeño(s)/ pequeña(s) (<i>smaller/less small in size</i>)	el/la (los/las) más pequeño(s)/ pequeño(a)s (<i>the smallest/least small</i>)



The adverbs **bien** (*well*) and **mal** (*poorly*) become **mejor** (*better*) and **peor** (*worse*), respectively, in their comparative forms and follow the verb or verb phrase they modify:

Tomás juega al fútbol mejor que Javier. (*Tomás plays soccer better than Javier.*)

Ella cocina peor que yo. (*She cooks worse than I do.*)

Defining Relationships with Prepositions

In This Chapter

- ✓ Incorporating common Spanish prepositions
- ✓ Selecting the appropriate preposition
- ✓ Identifying Spanish verbs that do and don't require prepositions
- ✓ Knowing when to use a prepositional pronoun

Prepositions are words typically used in front of nouns and pronouns to form phrases that describe a relationship of time or space. Common prepositions in English include *at*, *below*, *in*, *out*, *to*, *under*, *until*, and *with*.

This chapter introduces you to common Spanish prepositions and shows you how to use them in sentences. Certain Spanish verbs require a preposition before the infinitive form, so being familiar with them enhances your speaking and writing skills. Also, you find out about the pronouns that follow prepositions.

Meeting the Most Common Spanish Prepositions

Prepositions should be followed by objects to create prepositional phrases. *Prepositions* relate elements in a sentence: noun to noun, verb to verb, or verb to noun/pronoun. Prepositions also may contract with articles: **a + el = al** and **de + el = del**. The following examples show how prepositions work in different sentences:

- ✓ Noun to noun: **Necesito esa hoja de papel.** (*I need that piece of paper.*)
- ✓ Verb to verb: **El niño empieza a reír.** (*The child begins to laugh.*)
- ✓ Verb to noun: **Ella estudia con sus amigas.** (*She studies with her friends.*)
- ✓ Verb to pronoun: **¿Qué piensas de ellos?** (*What do you think about them?*)



You use prepositions before the names of geographical locations to refer to travel and location:

Mi familia está en Puerto Rico. (*My family is in Puerto Rico.*)

Voy a España. (*I'm going to Spain.*)

We list the Spanish prepositions that you'll find most useful in your sentences in Table 8-1.

Table 8-1

Common Spanish Prepositions

Preposition	Meaning	Preposition	Meaning
a	to; at	detrás de	behind
a eso de (+ time)	about (time)	durante	during
a fuerza de	by persevering	en	in; on; at; by
a pesar de	in spite of	en cambio	on the other hand
a tiempo	on time	en casa de	at the house of
a través (de)	across; through	en lugar de	instead of
acerca de	about	en vez de	instead of
además de	besides	encima de	above; on top of
alrededor de	around	enfrente de	opposite; in front of
antes (de)	before	entre	between
cerca de	near	frente a	in front of
con	with	fuera de	outside of
contra	against	hacia	toward
de	of; from; about	hasta	until
de otro modo	otherwise	lejos de	far
debajo de	beneath; under	por	for; by
delante de	in front of	para	for
dentro de	inside; within	según	according to
desde	since	sin	without
después (de)	after	sobre	over; above; on; upon

Here are more examples to show you prepositions at work in Spanish:

La farmacia está cerca del supermercado. (*The pharmacy is near the supermarket.*)

A fuerza de estudiar Ud. saldrá bien. (*By studying you will succeed.*)

Telling the Difference between Prepositions

Sometimes, selecting the correct preposition to use in a sentence can be tricky, because some prepositions have more than one meaning. Take **a**, for example, which can mean *to* or *at*; **en**, which can mean *in*, *on*, *at*, or *by*; and **por** and **para**, which can both mean *for*. Fortunately, Spanish has some rules that can help you understand when the more common prepositions are appropriate.

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A

Start with the preposition **a** (which contracts with the definite article **el** to become **al**). You use **a** to show:

- ✓ Time: **Te llamo a las tres.** (*I'll call you at 3:00.*)
- ✓ Movement: **Vamos a la playa.** (*We're going to the beach.*)
- ✓ Location: **Espere a la entrada.** (*Wait at the entrance.*)
- ✓ Means/manner: **Hágalo a mano.** (*Do it by hand.*) **Se prepara a la española.** (*It's prepared the Spanish way.*)
- ✓ Price: **Puede comprarlo a cien pesos.** (*You can buy it for 100 pesos.*)
- ✓ Speed: **Iba a cien kilómetros por hora.** (*He was going 1,000 kilometers per hour.*)



You use the preposition **a** before a direct object alluding to a person; this is referred to as the *personal a* (see Book II, Chapter 3):

Buscamos al señor Nuñez. (*We are looking for Mr. Nuñez.*)

De

Another preposition with several meanings is **de** (which contracts with the definite article **el** to become **del**). You use **de**, which means *of*, *from*, or *about*, to show:

- ✓ Possession: **Es el coche de Julio.** (*It's Julio's car.*)
- ✓ Origin: **Soy de Panamá.** (*I'm from Panama.*)
- ✓ Time: **No duerme de noche.** (*He doesn't sleep at night.*)

- ✓ Cause: **Fracasa de no estudiar.** (*He is failing from not studying.*)
- ✓ Material: **Es un anillo de oro.** (*It's a gold ring.*)
- ✓ Characteristics: **Es de buena calidad.** (*It's of a good quality.*)
- ✓ Contents: **Bebo una taza de café.** (*I'm drinking a cup of coffee.*)
- ✓ Relationship: **Madrid es la capital de España.** (*Madrid is the capital of Spain.*)
- ✓ Part of a whole: **Toma un trozo de pan.** (*She's taking a piece of bread.*)
- ✓ Subject: **No encuentro mi libro de arte.** (*I can't find my art book.*)
- ✓ A superlative: **Es el más alto de todos.** (*He's the tallest of them all.*)
(Check out Book II, Chapter 7 for more on superlatives.)

En and hasta

The preposition **en** can mean *in*, *on*, *at*, or *by*. You use **en** to show

- ✓ Time: **Estamos en el otoño.** (*It's [We're in the] fall.*)
- ✓ Location: **Está en esa calle.** (*It's on that street.*) **Estamos en casa.** (*We are at home.*)
- ✓ Means/manner: **Hable en voz baja.** (*Speak in a low voice.*) **Está escrita en español.** (*It's written in Spanish.*)
- ✓ Movement: **Entran en el banco.** (*They enter the bank.*)
- ✓ Means of transport: **Viajan en avión.** (*They're traveling by plane.*)

The preposition **hasta**, which means *until* (but also can have the meaning *to*), shows the following:

- ✓ Place/location: **Conduzca hasta el semáforo.** (*Drive to the traffic light.*)
- ✓ Time: **Hasta luego.** (*See you later./Until then.*)

Por and para

Now you come to two prepositions that can cause much confusion. **Por** and **para** both mean *for* in English, which is what causes the problem. In Spanish, however, the two prepositions serve different purposes.

The preposition **para** shows the following:

- ✓ Destination/place: **Salimos para Madrid.** (*We are leaving for Madrid.*)
- ✓ Destination/person: **Esto es para Ud.** (*This is for you.*)

- ✓ A future time limit: **Es para mañana.** (*It's for tomorrow.*)
- ✓ Purpose/goal: **Nado para divertirme.** (*I swim to have fun.*)
- ✓ Use/function: **Es un cepillo para el pelo.** (*It's a hair brush.*)
- ✓ Comparisons: **Para su edad, lee bien.** (*For her age, she reads well.*)
- ✓ Opinion: **Para mí es demasiado crudo.** (*For me it's too rare.*)

The preposition **por** shows the following:

- ✓ Motion/place: **Caminan por las calles.** (*They walk through the streets.*)
- ✓ Means/manner: **Lo envío por correo aéreo.** (*I'm sending it by air-mail.*)
- ✓ In exchange for/substitution: **Voy a hacerlo por tí.** (*I'm going to do it for you.*)
- ✓ Duration of an action: **Trabajo por una hora.** (*I'm working for an hour.*)
- ✓ Indefinite time period: **Duerme por la tarde.** (*He sleeps in the afternoon.*)
- ✓ On behalf of: **La firmo por Ud.** (*I am signing it on your behalf.*)
- ✓ Per: **Me pagan por día.** (*They pay me per day.*)

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If you're speaking about a means of transportation for a passenger, use **en** rather than **por** to express by:

Van a la capital en tren. (*They're going to the capital by train.*)



You use **por** to express *for* after the verbs **enviar** (*to send*), **ir** (*to go*), **mandar** (*to order, send*), **preguntar** (*to ask*), **regresar** (*to return*), **venir** (*to come*), and **volver** (*to return*). Here are two examples:

Voy por la factura. (*I am going for the bill.*)

Ven por tu libro. (*Come for your book.*)

You also use **por** in the following adverbial expressions:

- ✓ **por eso** (*therefore; so*)
 - Trabaja mucho y por eso gana mucho dinero.** (*He works a lot and therefore he earns a lot of money.*)
- ✓ **por lo general** (*generally*)
 - Por lo general me acuesto a las diez.** (*Generally, I go to bed at 10:00.*)
- ✓ **por supuesto** (*of course*)
 - ¿Puede Ud. ayudarme? ¡Por supuesto!** (*Can you help me? Of course!*)

Combining Prepositions with Infinitives

The only verb form in the Spanish language that may follow a preposition is an infinitive. When a Spanish sentence combines a conjugated verb with an infinitive, there are certain verbs that require the preposition **a**, **de**, **en**, or **con** before the infinitive verb form. Other Spanish verbs are followed immediately by the infinitive and don't require a preposition. The following sections break down all the categories for you.

A + infinitive

How can you tell which verbs require the preposition **a** before the infinitive? Generally, verbs that express beginning, motion, teaching, or learning take **a**. Many other verbs, however, use this preposition before their infinitive form, so you have to memorize these verbs. Table 8-2 shows which Spanish verbs call for the use of **a** before the infinitive. (Stem changes are shown in parentheses.)

Table 8-2

Spanish Verbs Requiring a

Infinitive	Meaning	Infinitive	Meaning
acerca	to approach	empezar (ie)	to begin to
acostumbrarse	to become accustomed to	enseñar	to teach to
aprender	to learn to	ir	to go
apresurarse	to hurry to	llegar	to succeed in
aspirar	to aspire to	negarse (ie)	to refuse to
atreverse	to dare to	obligar	to force to
ayudar	to help to	ponerse	to begin to
comenzar (ie)	to begin to	regresar	to return to
convidar	to invite	resignarse	to resign oneself to
correr	to run to	salir	to go out to
decidirse	to decide to	venir (ie)	to come to
dedicarse	to devote oneself to	volver (ue)	to return (again) to
disponerse	to get ready to		

Here are some examples that show how you use the preposition **a**:

Los niños se apresuran a llegar a tiempo. (*The children hurry to arrive on time.*)

No empieza a llorar. (*Don't start to cry.*)

De + infinitive

The list of verbs requiring *de* before an infinitive is much shorter than the list for verbs requiring *a*. We can't give you any hard and fast rules to help you with these. You simply have to memorize them. Table 8-3 lists the Spanish verbs that are followed by *de* before an infinitive.

Table 8-3		Spanish Verbs Requiring de
<i>Infinitive</i>	<i>Meaning</i>	
acabar	to have just done something	Book II Grasping Basic Grammar Essentials
acordarse (ue)	to remember to	
alegarse	to be glad	
cesar	to stop	
dejar	to stop	
encargarse	to take charge of	
olvidarse	to forget	
tratar	to try to	

These examples show you how to use *de* before an infinitive:

Mi mejor amiga dejó de fumar. (*My best friend stopped smoking.*)

Mi esposo siempre olvida de sacar la basura. (*My husband always forgets to take out the garbage.*)

En + infinitive

The list of verbs that require *en* before an infinitive is even shorter than the others. Again, you must commit them to memory to know when to use them. Table 8-4 lists the Spanish verbs that are followed by *en* before an infinitive.

Table 8-4		Spanish Verbs Requiring en
<i>Infinitive</i>	<i>Meaning</i>	
consentir (ie)	to agree to	Book II Grasping Basic Grammar Essentials
consistir	to consist of	
convenir (ie)	to agree to	
insistir	to insist on	
tardar	to delay in	

These examples illustrate how you use **en** before an infinitive:

Yo consiento en ir al teatro con Ramón. (*I agree to go to the theater with Ramón.*)

¿Por qué insistes en partir ahora? (*Why do you insist on leaving now?*)

Con + infinitive

The good news? As you move through all the preposition tables, your memorization duties get shorter and shorter! Table 8-5 shows the Spanish verbs that use **con** before an infinitive.

Table 8-5

Spanish Verbs Requiring *con*

<i>Infinitive</i>	<i>Meaning</i>
contar (ue)	to count on
soñar (ue)	to dream of
amenazar	to threaten

Here are examples with verbs that require **con** before the infinitive:

Él cuenta con trabajar con nosotros. (*He is counting on working with us.*)

Yo sueño con salir con él. (*I am dreaming about going out with him.*)

Spanish verbs that can stand alone

What's that? You thought your memorization duties were over? Actually, you have one more important list to study. Table 8-6 presents a list of verbs that don't require a preposition and are followed by the infinitive.

Table 8-6

Verbs That Require No Preposition

<i>Infinitive</i>	<i>Meaning</i>
deber	to have to
dejar	to allow to
desear	to want, wish to
esperar	to hope to

Infinitive	Meaning
hacer	to make (have something done)
lograr	to succeed in
necesitar	to need to
oír	to hear
pensar (ie)	to intend to
poder (ue)	to be able to
preferir (ie)	to prefer to
pretender	to attempt to
prometer	to promise to
querer (ie)	to want; to wish to
saber	to know how to
ver	to see

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Example sentences containing verbs that require no preposition before the infinitive follow:

Pensamos hacer un viaje pronto. (*We plan to take a trip soon.*)

Sé tricotar. (*I know how to knit.*)

Brushing Up on Prepositional Pronouns

You must use certain special Spanish pronouns after prepositions. The prepositional pronoun is used as the object of a preposition and always follows the preposition. Table 8-7 presents these prepositional pronouns.

Table 8-7 **Prepositional Pronouns**

Singular	Plural
mí (me)	nosotros/as (us)
ti (you informal)	vosotros/as (you informal)
él (him; it masculine)	ellos (them masculine or mixed group)
ella (her; it feminine)	ellas (them feminine)
Ud. (you formal)	Uds. (you formal)
sí (yourself; himself; herself; itself)	sí (yourselves; themselves)

Here are some examples that show how you use these pronouns:

Esta carta es para mí, no es para ella. (*This letter is for me, not for her.*)

Juego al tenis con él, no con ella. (*I play tennis with him, not with her.*)

Perhaps you've noticed that most of the pronouns that follow prepositions are the same as the subject pronouns we discuss in Book II, Chapter 1. The exceptions are **mí, ti,** and **sí.** (Good for you!) Here are some examples of these prepositional pronouns in use:

Puedes sentarte detrás de mí. (*You can sit behind me.*)

Yo no quiero salir sin ti. (*I don't want to leave without you.*)

Logró preparar la comida por sí sola. (*She was able to prepare the meal by herself.*)

You use the reflexive prepositional pronoun **sí** both in the singular to express *yourself, himself, herself, or itself* and in the plural to express *themselves or yourselves.* They're only used when the subject of the sentence and the object of the preposition are the same person(s).

The prepositional pronouns **mí, ti,** and **sí** combine with the preposition **con** as follows:

- ✓ **conmigo** (*with me*)
- ✓ **contigo** (*with you*)
- ✓ **consigo** (*with him/her/you/them*)

The following list presents some examples of these words:

¿Puedes ir al cine conmigo? (*Can you go to the movies with me?*)

No puedo ir contigo. (*I can't go with you.*)

Siempre lleva una cartera consigo. (*She always carries a wallet with her.*)



To emphasize that the subject of the sentence and the object of the preposition are the same person(s) when you use **sí** (*himself, herself, yourself, yourselves; and themselves*), you may add the adjective **mismo** (**misma, mismos, mismas**) to your sentence:

Él habla consigo mismo. (*He is talking with himself.*)

Book III

Mastering More Advanced Grammar Essentials

The 5th Wave

By Rich Tennant



"I didn't know they had mimes here in Madrid.
I don't speak Spanish—what's he saying?"

In this book . . .

Book III is Book II's sequel, introducing you to more advanced grammatical rules and regulations, but still in a very straightforward way. Here, you discover how to issue commands with the imperative, take action on object pronouns, talk about yourself with reflexive verbs, recall the past with the preterit and imperfect tenses, wish and hope with the subjunctive, and double the number of verb tenses with the helping verb **haber**. As soon as you wrap your brain around Books II and III, you have the fundamental framework in place for both speaking and writing in Spanish.

Here are the contents of Book III at a glance:

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Chapter 1

Getting Bossy with the Imperative Mood

In This Chapter

- ✓ Expressing formal commands
- ✓ Giving informal commands

When you tell a waiter to bring you water, ask a dinner guest to please pass the salt, or tell your dog to lie down, you're using the *imperative mood*. You're giving a command — telling someone, or sometimes yourself, to do something. The imperative is called a *mood* rather than a *tense* because it deals with wants and desires, and the time is always *now*.

In this chapter, you discover how to issue various kinds of commands in the imperative mood so that whatever needs to get done gets done.



English has only one form of *you*, and in commands, the *you* is often implied rather than stated. Spanish has four forms of *you* — the singular and plural of the formal and informal.

	<i>Singular</i>	<i>Plural</i>
Informal (familiar)	tú	vosotros
Formal (polite)	Ud.	Uds.

In English, you may put an exclamation mark at the end of a command. In Spanish, you must place an *inverted exclamation mark* (¡) at the beginning of an emphasized command and a *regular exclamation mark* (!) at the end:

¡Abra la ventana! (*Open the window!*)

¡No discuten! (*Don't argue!*)

Issuing Formal Commands

You give formal commands to people who are older and wiser or are unfamiliar to you. Of course, in a formal situation you don't want to be rude, so you use the Spanish words for *please*: **por favor**. Giving a formal command can also mean that you're asking a person to help you or to do a favor for you.

The subjects of formal commands are **Ud.** (if you're addressing only one person) and **Uds.** (if you're addressing more than one person):

Abra (Ud.) la puerta, por favor. (*Open the window, please.*)

Por favor, hablen (Uds.) más despacio. (*Please speak more slowly.*)



In English, you never actually say the word *you* when you give a command or make a request. In Spanish, the use of a subject pronoun (**Ud.**, **Uds.**, **tú**, or **vosotros**) in a command is optional and not used all that frequently. You can identify the subject by a quick look at the verb form being used:

Pase (Ud.) la sal, por favor. (*Pass the salt, please.*)

Presten (Uds.) atención. (*Pay attention.*)

Commandeering regular verbs

To form either an affirmative or negative formal command:

1. Drop the final **-o** from the **yo** form of the present tense.
2. For infinitives ending in **-ar**, add **-e** for **Ud.** and **-en** for **Uds.** For infinitives ending in **-er** or **-ir**, add **-a** for **Ud.** and **-an** for **Uds.**
3. To form the negative, simply put **no** before the verb created in Step 2.

Here's a chart to help you see these changes in action:

<i>-ar verbs</i>	<i>-er verbs</i>	<i>-ir verbs</i>
firmar (to sign)	comer (to eat)	subir (to go up)
yo firmo (I sign)	yo como (I eat)	yo subo (I go up)
[No] Firme (Ud.)	[No] Coma (Ud.)	[No] Suba (Ud.)
([Don't] Sign.)	([Don't] Eat.)	([Don't] Go up.)
[No] Firmen (Uds.)	[No] Coman (Uds.)	[No] Suban (Uds.)
([Don't] Sign.)	([Don't] Eat.)	([Don't] Go up.)

The following list shows some regular verbs in action in commands:

- Trabajen cuidadosamente.** (*Work carefully.*)
- No trabajen tan despacio.** (*Don't work so slowly.*)
- Lea en voz alta.** (*Read aloud.*)
- No lea esa carta.** (*Don't read that letter.*)
- Escriba cómo se llega a su casa.** (*Write how to get to your house.*)
- No escriba nada.** (*Don't write anything.*)

Commandeering other verbs

Watch for those verbs with irregular yo forms or stem and/or spelling changes, because these irregularities affect how you conjugate their command forms. Also, some verbs have irregular command forms that you have to memorize. Fortunately for you, there are very few of these verbs.

Verbs with irregular yo forms

Table 1-1 starts you off by helping you navigate verbs with irregular yo forms.

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Table 1-1

Verbs with Irregular yo Forms

Spanish Verbs	Commands	Meaning
decir	(no) diga(n)	(don't) tell
conducir	(no) conduzca(n)	(don't) drive
conocer	(no) conozca(n)	(don't) meet
hacer	(no) haga(n)	(don't) do
oír	(no) oiga(n)	(don't) hear
poner	(no) ponga(n)	(don't) put
salir	(no) salga(n)	(don't) leave
tener	(no) tenga(n)	(don't) have (be)
traer	(no) traiga(n)	(don't) bring
valer	(no) valga(n)	(don't) be worth (cost)
venir	(no) venga(n)	(don't) come

The examples that follow show you how to use these verbs in the imperative:

Siempre digan la verdad. (*Always tell the truth.*)

No tenga miedo. (*Don't be afraid.*)

Verbs with spelling changes in the imperative

Table 1-2 highlights Spanish verbs with spelling changes in the imperative. For -ar verbs, the following changes occur: c → qu, and g → gu when preceding an e. For -er and -ir verbs, you change g → j, gu → g, and c → z when preceding an a.

Table 1-2 Verbs with Spelling Changes in the Imperative

Spanish Verbs	Commands	Meaning
-ar verbs		
sacar	(no) saque(n)	(don't) take out
pagar	(no) pague(n)	(don't) pay
organizar	(no) organice(n)	(don't) organize
-er and -ir verbs		
escoger	(no) escoja(n)	(don't) choose
esparcir	(no) esparza(n)	(don't) scatter, spread
exigir	(no) exija(n)	(don't) demand
distinguir	(no) distinga(n)	(don't) distinguish

These examples show how to use verbs with spelling changes in commands:

Saque su tarjeta de crédito. (*Take out your credit card.*)

Paguen la cuenta por favor. (*Pay the bill, please.*)

If a verb has a stem change in the present tense, it also has the same stem change in the command forms. Here are some examples of stem changing verbs in commands:

Cierre la puerta. (*Close the door.*)

Cuento los libros. (*Count the books.*)

Pida perdón. (*Apologize.*)

Verbs with spelling and stem changes in the imperative

Some Spanish verbs undergo both spelling and stem changes when used in commands. Table 1-3 presents these verbs.

Table 1-3**Verbs with Spelling and Stem Changes in the Imperative**

Spanish Verbs	Commands	Meaning
colgar (o to ue/g to gu)	(no) cuelgue(n)	(don't) hang
jugar (u to ue/g to gu)	(no) juegue(n)	(don't) play
comenzar (e to ie/z to c)	(no) comience(n)	(don't) begin
empezar (e to ie/z to c)	(no) empiece(n)	(don't) begin
almorzar (o to ue/z to c)	(no) almuerce(n)	(don't) eat lunch
corregir (e to i/g to j)	(no) corrija(n)	(don't) correct
seguir (e to i/g to g)	(no) siga(n)	(don't) follow

Here are some sample commands containing verbs with both spelling and stem changes:

No jueguen allá. (*Don't play there.*)

Empiecen inmediatamente. (*Begin immediately.*)

Irregular verbs that you have to memorize for commands

Finally, Table 1-4 presents irregular verbs that you have to memorize in order to use them in commands.

Table 1-4**Irregular Verbs**

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Spanish Verbs	Commands	Meaning
estar	(no) esté(n)	(don't) be
ir	(no) vaya(n)	(don't) go
saber	(no) sepa(n)	(don't) know
ser	(no) sea(n)	(don't) be

Here's how you include these irregular verbs in commands:

Estén listos a las siete. (*Be ready at 7:00.*)

Vaya a la tienda ahora. (*Go to the store now.*)

Delivering Informal Commands

You give informal commands to people you know: friends, peers, family members, or pets. The subject of an informal Spanish command is **tú** (if you're addressing one person) or **vosotros** (if you're addressing more than one person).



The **vosotros** (second person plural) command is used primarily in Spain. In Spanish American countries, people use the **Uds.** form for plural informal commands.

The sections that follow explain how to create singular and plural informal commands with both regular and irregular verbs.

Issuing singular commands with tú

To form the affirmative informal (**tú**) commands you simply use the present tense **Ud.** form of the verb. This rule holds true for all verbs except for a handful of irregular verbs that you just have to memorize.

To form a negative informal (**tú**) command, you follow the same rule as you do to form an **Ud.** command, and then add an **-s** and put **no** in front of the verb. The following steps show you how to form an **Ud.** command:

1. Drop the final **-o** from the **yo** form of the present tense.
2. For infinitives ending in **-ar**, add **-es**. For infinitives ending in **-er** or **-ir**, add **-as**.
3. Put **no** before the verb.

Using regular verbs

The following conjugations illustrate the difference between singular familiar commands in their affirmative and negative forms:

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
firmar	firma	no firmes	(don't) sign
comer	come	no comes	(don't) eat
subir	sube	no subas	(don't) go up

Here are some examples that show how singular familiar commands should look with regular verbs:

Usa (No uses) este libro. (*[Don't] Use this book.*)

Corre (¡No corras!) (*[Don't] Run!*)

Cubre (No cubras) los ojos. (*[Don't] Cover your eyes.*)

Using other verb types

Here are some examples of verbs with irregular yo forms:

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
oír	oye	no oigas	(don't) hear
traer	trae	no traigas	(don't) bring

Two examples show how to use these verbs in their imperative forms:

¡Oye lo que digo! (*Hear what I am saying!*)

Trae (No traiga) el periódico. (*[Don't] Bring the newspaper.*)

Here are some examples of verbs that have spelling changes. As you can see, these verbs only have changes in the negative form.

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>	<i>Book III</i>
-ar verbs				Mastering More Advanced Grammar Essentials
sacar	saca	no saques	(don't) take out	
pagar	paga	no pagues	(don't) pay	
organizar	organiza	no organices	(don't) organize	
-er and -ir verbs				
escoger	escoge	no escojas	(don't) choose	
esparcir	esparce	no esparzas	(don't) scatter, spread	
exigir	exige	no exijas	(don't) demand	
distinguir	distingue	no distingas	(don't) distinguish	

The following examples show how to use these verbs:

Paga (No pagues) la cuenta. (*[Don't] Pay the bill.*)

Escoge (No escojas) la respuesta. (*[Don't] Choose the answer.*)

Here are some examples of verbs with stem changes. These verbs experience changes in both their affirmative and negative forms:

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
-ar verbs			
cerrar (e to ie)	cierra	no cierres	(don't) close
mostrar (o to ue)	muestra	no muestres	(don't) show
enviar (i to í)	envía	no envíes	(don't) send
continuar (u to ú)	continúa	no continúes	(don't) continue
-er and -ir verbs			
perder (e to ie)	pierde	no pierdas	(don't) lose
volver (o to ue)	vuelve	no vuelvas	(don't) return
mentir (e to ie)	miente	no mientas	(don't) lie
dormir (o to ue)	duerme	no duermas	(don't) sleep
pedir (e to i)	pide	no pidas	(don't) ask (for)
destruir (add y)	destruye	no destruyas	(don't) destroy

Here are some examples of these verbs in action:

Continúa (No continúes) hablando. (*[Don't] Continue speaking.*)

Pide (No pidas) la verdad. (*[Don't] Ask for the truth.*)

Here are some examples of verbs with both spelling and stem changes. Notice that the stem change occurs in both the affirmative and the negative forms but the spelling changes occur only in the negative.

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
colgar (o to ue/g to gu)	cuelga	no cuelgues	(don't) hang
jugar (u to ue/g to gu)	juega	no juegues	(don't) play
comenzar (e to ie/z to c)	comienza	no comiences	(don't) begin
empezar (e to ie/z to c)	empieza	no empieces	(don't) begin
almorzar (o to ue/z to c)	almuerza	no almuerces	(don't) eat lunch
corregir (e to i/g to j)	corrige	no corrijas	(don't) correct
seguir (e to i/g to g)	sigue	no sigas	(don't) follow

The examples here show these verbs in the singular, familiar command form:

Cuelga. (No cuelgues.) (*Hang up. [Don't hang up.]*)

Almuerza (No almuerces) conmigo. (*[Don't] Eat lunch with me.*)

The following verbs are irregular in their singular, familiar affirmative and negative command forms. You must memorize these verbs and the changes they undergo.

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
decir	di	no digas	(don't) say, tell
hacer	haz	no hagas	(don't) do, make
ir	ve	no vayas	(don't) go
poner	pon	no pongas	(don't) put
salir	sal	no salgas	(don't) leave
ser	sé	no seas	(don't) be
tener	ten	no tengas	(don't) have
valer	val or vale	no valgas	(don't) be worth
venir	ven	no vengas	(don't) come

Here are a couple of examples of these irregular verbs in commanding action:

Pon (No pongas) tu abrigo. (*[Don't] Put on your coat.*)

Ven (No vengas) aquí. (*[Don't] Come here.*)



The verb **estar** is irregular in its negative familiar command form, because it requires an accent on the e. The negative form of **estar** in the tú command form is **no estés**. Here is an example of a command with this form:

No estés triste. (*Don't be sad.*)

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Issuing plural commands with vosotros

Forming plural, affirmative, informal commands is a cinch. You just drop the final -r of the infinitive and add -d. This rule holds true for regular verbs, verbs with irregular yo forms, verbs with spelling or stem changes, verbs with both spelling and stem changes, and all irregular verbs. To form all plural, negative, informal commands, follow these rules:

1. Drop the final -o from the yo form of the present tense.
2. For infinitives ending in -ar, add -éis for the vosotros form. For infinitives ending in -er or -ir, add -áis for the vosotros form.
3. To form the negative, put no before the verb.

Using regular verbs

The following conjugations illustrate the difference between plural, familiar commands in their affirmative and negative forms for regular verbs:

<i>Regular Verbs</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
firmar	firmad	no firméis	(don't) sign
comer	comed	no comáis	(don't) eat
subir	subid	no subáis	(don't) go up

Here's how your **vosotros** commands should look when using regular verbs:

Tirad (No tiréis) la cuerda. (*[Don't] Pull the cord.*)

Bebed (No bebáis) café. (*[Don't] Drink coffee.*)

Resistid (No resistáis). (*Resist. [Don't resist.]*)

Using other verb types

Verbs with irregular **yo** forms, verbs with spelling changes, verbs with stem changes, and verbs with both spelling and stem changes follow the same rules for forming plural commands as regular verbs. You must remember to make any necessary changes (described in the following tables), though. Here are a couple of verbs with irregular **yo** forms in the plural, informal command form:

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
conducir	conducid	no conduzcáis	(don't) drive
conocer	conoced	no conozcáis	(don't) meet
oír	oíd	no oigáis	(don't) hear
traer	traed	no traigáis	(don't) bring

Here are these verbs shown in examples:

Oíd (No oigáis) esto. (*[Don't] Hear this.*)

Traed (No traigáis) el libro. (*[Don't] Bring the book.*)

Here are some verbs that require spelling changes in the negative plural command form:

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
-ar verbs			
sacar	sacad	no saquéis	(don't) take out
pagar	pagad	no paguéis	(don't) pay
organizar	organizad	no organicéis	(don't) organize
-er and -ir verbs			
escoger	escoged	no escojáis	(don't) choose
exigir	exigid	no exijáis	(don't) demand
distinguir	distinguid	no distingáis	(don't) distinguish

The following examples show these verbs with spelling changes:

Organizad (No organicéis) una reunión. (*[Don't] Organize a meeting.*)

Exigid (No exijáis) esto. (*[Don't] Demand that.*)

The following verbs require stem changes in the negative, plural, informal command form. Stem changes occur only in verbs that end in **-ir** in their original infinitive form, and the only changes to occur are from **e** to **i** and **o** to **u**.

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
-ir verbs			
mentir (e to ie)	mentid	no mintáis	(don't) lie
dormir (o to ue)	dormid	no durmáis	(don't) sleep
pedir (e to i)	pedid	no pidáis	(don't) ask (for)
destruir (add y)	destruid	no destruyáis	(don't) destroy

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Only **-ir** verbs have stem changes in the negative plural informal commands, and only **e** to **i** and **o** to **u**.

Here are two examples of these stem-changing verbs in the affirmative and negative plural informal:

Mentid (No mintáis). (*[Don't] Lie.*)

Dormid (No durmáis) hasta el mediodía. (*[Don't] Sleep until noon.*)

For the plural, informal command construction, when a verb has both a spelling change and a stem change, only the spelling change occurs, and it occurs only in the negative form. Here are some verbs that show you this construction.

<i>Infinitive</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
colgar (o to ue/g to gu)	colgad	no colguéis	(don't) hang
jugar (u to ue/g to gu)	jugad	no juguéis	(don't) play
comenzar (e to ie/z to c)	comenzad	no comencéis	(don't) begin
empezar (e to ie/z to c)	empezad	no empecéis	(don't) begin
almorzar (o to ue/z to c)	almorzad	no almorcéis	(don't) eat lunch
corregir (e to i/g to j)	corregid	no corrijáis	(don't) correct
seguir (e to i/g to g)	seguid	no sigáis	(don't) follow

The following examples show these verbs in action:

Colgad (No colguéis) la noticia aquí. (*[Don't] Hang the notice here.*)

Comenzad (No comencéis). (*[Don't] Begin.*)

Finally, Table 1-5 lists the irregular verbs that you must simply memorize in order to give plural, informal commands in Spanish.

Table 1-5 Irregular Verbs for Plural Informal Commands

<i>Spanish Verbs</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Meaning</i>
decir	decid	no digáis	(don't) say, tell
hacer	haced	no hagáis	(don't) do
ir	id	no vayáis	(don't) go
poner	poned	no pongáis	(don't) put
salir	salid	no salgáis	(don't) leave
ser	sed	no seáis	(don't) be
tener	tened	no tengáis	(don't) have, be
valer	valed	no valgáis	(don't) be worth
venir	venid	no vengáis	(don't) come

Here are two examples of these irregular verbs in commands:

Id (No vayáis) allá. (*[Don't] Go there.*)

Sed (No seáis) optimista. (*[Don't] Be optimistic.*)

Chapter 2

Getting Object Pronouns Involved

In This Chapter

- ✓ Utilizing direct and indirect object pronouns
 - ✓ Choosing and placing the proper object pronoun
 - ✓ Using double object pronouns

Most languages, including English and Spanish, use pronouns in place of nouns as a matter of convenience and efficiency and to reduce repetition. Instead of saying "My grandfather likes ice cream. My grandfather likes ice cream best with chocolate syrup," you can use pronouns in place of some of the nouns: "My grandfather likes ice cream. He likes it best with chocolate syrup on it."

Languages distinguish between subject pronouns (doing the action) and object pronouns (recipients of the action). In English:

	<i>Subject Pronoun</i>	<i>Object Pronoun</i>
<i>First person singular</i>	I	me
<i>Second person singular</i>	you	you
<i>Third person singular</i>	he, she, it	him, her, it
<i>First person plural</i>	we	us
<i>Second person plural</i>	you	you
<i>Third person plural</i>	they	them

Book I, Chapter 1, introduces the subject pronouns because they're so important in starting sentences. When you're ready to start crafting more complex expressions, you need to know about object pronouns.

This chapter introduces you to the direct and indirect object pronouns and the differences between them. It also shows you how to use the object pronouns correctly in a sentence and how to select which one to use.

Acting Directly on Direct Object Pronouns

A direct object pronoun plays two roles:

- ✓ As a *pronoun*, it takes the place of a noun.
- ✓ As a *direct object*, it's on the receiving end of the verb; for example, if I break *it*, the *it* is what is being broken. In other words the direct object receives the action of the verb directly.

Table 2-1 lists the direct object pronouns in Spanish.

Table 2-1 Spanish Direct Object Pronouns

Singular Pronouns	Meaning	Plural Pronouns	Meaning
me	me	nos	us
te	you (informal)	os	you (informal)
lo	him, it, you (formal)	los	them, you (formal)
la	her, it, you (formal)	las	them, you (formal)

Direct object pronouns are much easier to deal with than subject pronouns, because you don't have to worry about subject-verb agreement. However, the direct-object pronoun does need to agree in number and gender with the noun it's replacing.

In both English and Spanish, the direct object follows the subject and its verb:

Veo la casa. (*I see the house.*)

Unlike in English, however, you usually place a Spanish direct-object pronoun *before* the conjugated verb:

La veo. (*I see it.*)

Here are some example sentences that show how you use Spanish direct object pronouns:

Él me comprende. (*He understands me.*)

¿Nos ve Ud.? (*Do you see us?*)

¿Los periódicos? Yo los leo cada día. (*The newspapers? I read them every day.*)



People often use **le** rather than **lo** in Spain to express *you* (masculine) or *him*. **Lo** is used as a direct object pronoun in Spanish America. The plural of **lo** and **le** is **los**, which means *them* or *you*. Here are some examples:

- Cuido al niño.** (*I watch the child.*)
- Lo [Le] cuido.** (*I watch him.*)
- Cuido a los niños.** (*I watch the children.*)
- Los cuido.** (*I watch them.*)
- Miro el programa.** (*I watch the program.*)
- Lo miro.** (*I watch it.*)
- Miro los programas.** (*I watch the programs.*)
- Los miro.** (*I watch them.*)

Using Indirect Object Pronouns

Indirect object nouns or *pronouns* refer only to people (and to beloved pets); they answer the question “To or for whom is the subject doing something?” An indirect object pronoun can replace an indirect object noun but is also used in Spanish when the indirect object noun is mentioned specifically. The indirect object pronoun agrees with the noun it refers to. And just like with direct object pronouns, indirect object pronouns generally are placed before the conjugated verb. For example:

- Le escribo un e-mail.** (*I'm writing an e-mail to him.*)
- Le escribo a Gloria un e-mail.** (*I'm writing an e-mail to Gloria.*)

Table 2-2 presents the indirect object pronouns in Spanish.

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Table 2-2 Spanish Indirect Object Pronouns

Singular Pronouns	Meaning	Plural Pronouns	Meaning
me	to/for me	nos	to/for us
te	to/for you (informal)	os	to/for you (informal)
le	to/for him, her, you (formal)	les	to/for them, you (formal)

The following sentences show how you use indirect object pronouns:

- ¿Me dices la verdad?** (*Are you telling me the truth?*)

La mujer nos ofrece un refresco. (*The lady offers us a drink.*)

Les doy un abrazo. (*I give them a hug.*)



A clue that may indicate that you need an indirect object pronoun is the use of the preposition **a** (**al**, **a la**, **a los**, or **a las**), which means *to* or *for* (unlike the personal **a**, which has no meaning [see Book II, Chapter 3]), followed by the name of or reference to a person. You may use **a él**, **a ella**, or **a Ud.** or the person's name to clarify whom you're referring to:

Yo le escribo a Rosa. (*I write to Rosa.*)

Yo le escribo. (*I write to her.*)

Ella le habla al muchacho. (*She speaks to the boy.*)

Ella le habla. (*She speaks to him.*)

Ella le habla a él. (*She speaks to him.*)

Ella le habla a Juan. (*She speaks to Juan.*)



Although you may use the prepositions *to* and *for* in English, you omit these prepositions in Spanish sentences before an indirect object pronoun:

Te compro un regalo. (*I'm buying a present for you./ I'm buying you a present.*)

Me escriben. (*They're writing to me./ They're writing me.*)

Picking the Right Object Pronoun for the Job

Sometimes people get confused when trying to figure out whether to use a direct object pronoun or an indirect object pronoun. The good news is you'll have absolutely no problem with **me**, **te**, **nos**, and **os** because they act as both direct and indirect object pronouns. (You may also recognize them as reflexive pronouns [see Book III, Chapter 3]:

Me respeta. (*He respects me.*)

Me dice un secreto. (*He tells me a secret.*)

Nos visita. (*She visits us.*)

Nos trae flores. (*She brings us flowers.*)



If you can use the word *to* or *for* in an English sentence before a reference to a person — no matter how awkward the construction may seem — you must use an indirect object pronoun in your Spanish sentence:

Quiero mostrarte esta foto. (*I want to show [to] you this photo.*)

The following sections give you some more insider tips to help you decide between direct and indirect object pronouns.

Direct object verbs

Verbs that require an indirect object in English may require a direct object in Spanish because *to* or *for* is included in the meaning of the infinitive. (Remember that any *a* you see will be the personal *a*; see Book II, Chapter 3.) Some of these high-frequency verbs include the following:

- ✓ **buscar** (*to look for*)
- ✓ **escuchar** (*to listen to*)
- ✓ **esperar** (*to wait for*)
- ✓ **llamar** (*to call*)
- ✓ **mirar** (*to look at*)

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The following examples illustrate how you use these verbs:

Nosotros esperamos a nuestros amigos. (*We are waiting for our friends.*)

Nosotros los esperamos. (*We are waiting for them.*)

Busco a mi perro. (*I'm looking for my dog.*)

Lo busco. (*I'm looking for it.*)

Indirect object verbs

Verbs that require a direct object in English don't necessarily require a direct object in Spanish. The verbs that follow take indirect objects in Spanish, regardless of the object used in English, because *to* or *for* is implied when speaking about a person or because the verb generally is followed by the preposition *a*:

acompañar (<i>to accompany</i>)	obedecer (<i>to obey</i>)
aconsejar (<i>to advise</i>)	ofrecer (<i>to offer</i>)
contar (<i>to relate, tell</i>)	pedir (<i>to ask</i>)
contestar (<i>to answer</i>)	preguntar (<i>to ask</i>)
dar (<i>to give</i>)	presentar (<i>to introduce</i>)
decir (<i>to say, tell</i>)	prestar (<i>to lend</i>)
enviar (<i>to send</i>)	prohibir (<i>to forbid</i>)
escribir (<i>to write</i>)	prometer (<i>to promise</i>)
explicar (<i>to explain</i>)	regalar (<i>to give a gift</i>)
llamar (<i>to call</i>)	telefonear (<i>to call</i>)
mandar (<i>to send</i>)	

Here are a few examples:

Te aconsejo practicar más. (*I advise you to practice more.*)

Ella le pide disculpa a su amiga. (*She asks her friend for an apology.*)

Me regala un reloj. (*He is giving me a watch as a gift.*)

Putting Object Pronouns in Their Places

How do you decide where to place a direct or indirect object pronoun in a Spanish sentence? Generally, you place these pronouns before the conjugated verb:

Nosotros los necesitamos. (*We need them.*)

Siempre les cuentas chistes. (*You always tell them jokes.*)

In sentences with two verbs that follow one subject or in sentences with a present participle (the *-ando* or *-iendo* forms; see Book II, Chapter 5), you have the choice of placing the object pronoun before the conjugated verb or after and attached to the infinitive or the present participle. The following list provides some examples.



When you attach the pronoun to the present participle, you have to put an accent on the stressed vowel. In general, to correctly place the accent, you count back three vowels and add the accent. Also, remember that negatives go before the pronoun when it precedes the verb.

✓ With a present participle:

- **(No) Lo estoy haciendo.** (*I'm [not] doing it.*)
- **(No) Estoy haciéndolo.** (*I'm [not] doing it.*)

✓ With an infinitive:

- **(No) Lo quiero hacer.** (*I [don't] want to do it.*)
- **(No) Quiero hacerlo.** (*I [don't] want to do it.*)



In a negative command, the object pronoun precedes the verb. In an affirmative command, however, the object pronoun must follow the verb and be attached to it (for more on commands, refer to Book III, Chapter 1). An accent mark is normally required on the stressed vowel (if there are only two vowels, no accent is needed). To properly place the accent, count back three vowels and add it.

Here's what affirmative commands look like:

Prepárela. (*Prepare it.*)

Hazlo. (*Do it.*)

Now take a look at the negatives:

No la prepare. (*Don't prepare it.*)

No lo hagas. (*Don't do it.*)

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Doubling Up with Object Pronouns

Spanish sentences often require both a direct and an indirect object pronoun. You have many rules to consider when creating these sentences, as the following list shows:

✓ When the verb has two object pronouns, the indirect object pronoun (a person) precedes the direct object pronoun (usually a thing):

- **Ella nos muestra las revistas.** (*She shows us the magazines.*)
- **Ella nos las muestra.** (*She shows them to us.*)
- **Nosotros te damos el boleto.** (*We give you the ticket.*)
- **Nosotros te lo damos.** (*We give it to you.*)



When a sentence has two third-person object pronouns, the indirect object pronouns **le** and **les** change to **se** before the direct object pronouns **lo**, **la**, **los**, and **las**:

- **Él les lee la revista a sus abuelos.** (*He reads the magazine to his grandparents.*)
- **Él se la lee.** (*He reads it to them.*)

To clarify the meaning of **se** — because it can mean *to/for you, him, her, and them* — you may include the phrase **a Ud. (Uds.)**, **a él (ellos)**, or **a ella (ellas)**:

Yo se los digo a él. (*I tell them to him.*)

The same rules for the positioning of single object pronouns apply for double object pronouns (see the previous section). The following examples show how you use and place double object pronouns:

With an infinitive, you may place the two separate pronouns before the conjugated verb, or you may connect and attach them to the end of the infinitive:

- **(No) Te los quiero mostrar.** (*I [don't] want to show them to you.*)
- **(No) Quiero mostrártelos.** (*I [don't] want to show them to you.*)

With a participle, you may place the two separate pronouns before the conjugated form of **estar**, or you may connect and attach them to the end of the participle:

- **(No) Se la estoy leyendo a él.** (*I'm [not] reading it to him.*)
- **(No) Estoy leyéndosela a él.** (*I'm [not] reading it to him.*)

With commands:

- Formal:

Affirmative: **Dígamelo.** (*Tell it to me.*)

Negative: **No me lo diga.** (*Don't tell it to me.*)

- Informal:

Affirmative: **Dímelo.** (*Tell it to me.*)

Negative: **No me lo digas.** (*Don't tell it to me.*)

- ✓ When two pronouns appear in a sentence attached to an infinitive, you generally count back three vowels and add an accent:

Yo voy a escribirselo a Ud. (*I'm going to write it to you.*)

When you add two pronouns to a participle or an affirmative command, however, you generally count back four vowels when adding an accent:

- **Estamos comprándoselas a ellos.** (*We are buying it for them.*)
- **Muéstramelo.** (*Show it to me.*)

With a *diphthong* (two vowels blended together that stand for only one vowel sound — see Book I, Chapter 1), you may have to count back as many as five vowels:

Tráiganoslos. (*Bring them to us.*)



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Chapter 3

Involving Yourself in the Action with the Reflexive

In This Chapter

- ✓ Understanding the purpose of reflexive verbs
- ✓ Exploring verbs that are reflexive by nature
- ✓ Adding reflexive pronouns to stress your point
- ✓ Making sure your reflexive pronouns are properly positioned

Reflexive constructions allow the subject of a sentence to act upon itself — like a dog chasing its own tail. Initially, you may feel just as frustrated when you begin working with reflexive verbs and pronouns in Spanish, but this chapter brings you up to speed in a hurry.

Here, you discover the basic concept of the reflexive and how to recognize and use reflexive verbs and pronouns in Spanish. You acquire the skills needed to match the right reflexive pronoun to the subject of a sentence. We also introduce you to special meanings of some reflexive verbs and show you how to use the reflexive to indicate passive action.

Grasping the Concept of Reflexive Verbs

Whenever you look at yourself, bathe yourself, or worry yourself silly, you're involved in a reflexive action. You, the subject, are doing something to yourself, the object. In English, reflexive actions become a little fuzzy, because so much is considered understood. Spanish, however, designates reflexive action by requiring the use of a reflexive verb *and* a reflexive pronoun, such as *myself*, *yourself*, or *herself*.

When creating a reflexive verb construction, you need a subject, a reflexive verb, and a reflexive pronoun, but not necessarily in that order. When you conjugate the reflexive verbs in English, you place the pronoun after the conjugated verb. In other words, you say, “You bathe yourself.” But in Spanish, the order is *you yourself bathe*.

The following table shows a reflexive verb in all of its present tense conjugations.

bañarse (to bathe one's self)	
me baño	nos bañamos
te bañas	os bañáis
se baña	se bañan
Yo me baño. (I bathe myself.)	



Many of these reflexive verbs involve the mention of a body part, and because the owner of the body part is already clear (because of the reflexive verb), you don't use a possessive pronoun. Instead of saying, “I brush my hair,” for example, you say, “I brush the hair,” because the reflexive pronoun already signals that it's your hair.

Table 3-1 gives a list of some commonly used reflexive verbs; note that some have stem changes (see Book II, Chapter 3):

Table 3-1 Common Reflexive Verbs

Spanish Verb (Used with a Reflexive Pronoun)	Translation	Spanish Verb (Used with a Reflexive Pronoun)	Translation
abrocharse	to fasten	hacerse	to become
aburirse	to become bored	irse	to go away
acostarse (o to ue)	to go to bed	lavarse	to wash one's self
afeitarse	to shave one's self	levantarse	to stand up, get up
alegrarse (de)	to be glad	llamarse	to call one's self
aplicarse	to apply one's self	maquillarse	to put on makeup
apresurarse	to hurry	marcharse	to go away
asegurarse de	to make sure	mirarse	to look at one's self

<i>Spanish Verb (Used with a Reflexive Pronoun)</i>	<i>Translation</i>	<i>Spanish Verb (Used with a Reflexive Pronoun)</i>	<i>Translation</i>
bañarse	to bathe one's self	olvidarse (de)	to forget
burlarse (de)	to make fun of	pasearse	to go for a walk
callarse	to be silent	peinarse	to comb one's hair
cansarse	to become tired	ponerse la ropa	to put on (clothing)
casarse (con)	to get married; to marry (someone)	ponerse	to put on, become, place one's self
cepillarse el pelo	to brush one's hair	preocuparse por	to worry (about)
cepillarse los dientes	to brush one's teeth	quedarse	to remain
despedirse (e to i)	to say good-bye	quejarse (de)	to complain
despertarse (e to ie)	to wake up	quitarse	to take off, remove (clothing)
desvestirse (e to i)	to get undressed	refriarse	to catch a cold
divertirse (e to ie)	to have fun	reírse (de)	to laugh at
dormirse (o to ue)	to fall asleep	relajarse	to relax
ducharse	to take a shower	romperse	to break (a part of the body)
encontrarse (o to ue)	to be located, meet	secarse	to dry one's self
enfadarse (con)	to get angry	sentarse (e to ie)	to sit down
enfermarse	to get sick	sentirse (e to ie)	to feel
engañarse	to be mistaken	verse	to see one's self
enojarse	to become angry	vestirse (e to i)	to get dressed
equivocarse	to be mistaken	volverse (o to ue)	to become
fijarse (en)	to notice		

Doing More with Reflexive Verbs

Some situations in Spanish call for special reflexive constructions. For instance, you may use a plural reflexive construction to convey an English reciprocal action that expresses “one another” or “each other.” Here’s the simple way to create this kind of sentence:

Nos respetamos. (*We respect one another [each other].*)

Se abrazan. (*They hug one another [each other].*)



To clarify or reinforce the meaning of the reflexive pronoun in a reciprocal construction, you can add these singular forms: **uno a otro** (**una a otra**) or **el uno al otro** (**la una a la otra**) (*one another [each other]*). Or you can add these plural forms: **unos a otros** (**unas a otras**) or **los unos a los otros** (**las unas a las otras**) (*each other*). For example:

Las muchachas se miran. (*The girls look at each other [at themselves].*)

Ellas se miran la una a la otra. (*They look at each other.*)

You may use reflexive verbs in Spanish to express the *passive voice* (see Book II, Chapter 3) when the English subject is a thing (not a person) and when the person performing the action isn’t indicated. To form the passive with a reflexive verb, use the third-person reflexive pronoun **se** and the third-person singular (**él, ella, Ud.**) or third-person plural (**ellos, ellas, Uds.**) form of the present tense. Note the reflexive construction in this first example:

Aquí se habla español. (*Spanish is spoken here.*)

Se venden periódicos allá. (*They sell newspapers over there.*)

Reflexivity Not Always Required

Keep in mind that the majority of the verbs in Table 3-1 can be used both reflexively and normally. Adding the reflexive pronoun merely indicates that the subject of the verb and the object of the verb are one and the same. When you use one of these verbs *nonreflexively*, the action of the verb is being received by someone (or something) other than the subject.

This isn’t the case for all verbs, however. Table 3-2 shows how some verbs change meaning depending on whether you use them reflexively or nonreflexively:

Table 3-2 Spanish Verbs with Different Reflexive Meanings

Nonreflexive Form	Nonreflexive Meaning	Reflexive Form	Reflexive Meaning
aburrir	to bore	aburrirse	to become bored
acordar (ue)	to agree	acordarse de (ue)	to remember
acostar (ue)	to put to bed	acostarse (ue)	to go to bed
bañar	to bathe (someone)	bañarse	to bathe one's self
cansar	to tire	cansarse	to become tired
colocar	to place (something)	colocarse	to place one's self; to get a job
dormir (ue)	to sleep	dormirse (u)	to fall asleep
enfadecer	to anger, irritate	enfadarse (con)	to get angry, annoyed
engaÑar	to deceive	engaÑarse	to be mistaken
esconder	to hide (something)	esconderse	to hide one's self
ir	to go	irse	to go away
levantar	to raise (something)	levantarse	to get up
llamar	to call	llamarse	to be called; to call one's self
parar	to stop (something)	pararse	to stop one's self
poner	to put (something)	ponerse	to put (something on); to become; to place one's self
quitar	to remove	quitarse	to take off
sentar (ie)	to seat	sentarse (ie)	to sit down

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Here are two examples that show you how the meanings of these verbs differ when you use them reflexively and nonreflexively:

La profesora se sienta después de sentar los alumnos por orden alfabetico. (*The teacher sits after seating the students in alphabetical order.*)



Ella llama a su amiga que se llama Emilia. (*She calls her friend whose name is [who calls herself] Emilia.*)

A few Spanish verbs are always used reflexively:

- ✓ **arrepentirse (ie)** (*to repent*)
- ✓ **atreverse a** (*to dare*)
- ✓ **darse cuenta de** (*to realize*)
- ✓ **jactarse de** (*to boast about*)
- ✓ **quejarse de** (*to complain about*)
- ✓ **suicidarse** (*to commit suicide*)

Enlisting the Aid of Reflexive Pronouns

You always conjugate a reflexive verb with the reflexive pronoun that agrees with the subject. Generally, these pronouns, like the direct and indirect object pronouns in Book III, Chapter 2, precede the conjugated verbs. The verb conjugation isn't affected by the use of the pronoun. Table 3-3 demonstrates each reflexive pronoun with an example verb.



Reflexive pronouns are exactly the same as direct and indirect object pronouns except for the third-person singular and plural (**se**) forms.

Ella se llama Mariana. (*Her name is Mariana.*)

Table 3-3 Properly Using Reflexive Pronouns

Infinitive	Subject	Reflexive Pronoun	Verb
dormirse (ue) (<i>to fall asleep</i>)	yo	me	duermo
despertarse (ie) (<i>to wake up</i>)	tú	te	despiertas
desvestirse (i) (<i>to undress</i>)	él, ella, Ud.	se	desviste
relajarse (<i>to relax</i>)	nosotros	nos	relajamos
callarse (<i>to be silent</i>)	vosotros	os	calláis
marcharse (<i>to go away</i>)	ellos, ellas, Uds.	se	marchan

Here are some examples that show you how to use these reflexive pronouns:

¿De qué se queja Ud? (*What are you complaining about?*)

Me quejo de los precios. (*I'm complaining about the prices.*)

¿A qué hora se acuestan los niños? (*At what time do the children go to bed?*)

Los niños se acuestan a las nueve. (*The children go to bed at 9:00.*)



To negate a reflexive verb, you put **no** or the proper negative word (see Book II, Chapter 4) before the reflexive pronoun:

¿Se enoja Ud. a menudo? (*Do you often get angry?*)

No, no me enojo a menudo. (*No, I don't get angry often.*)

Nunca me enojo. (*I never get angry.*)

No me enojo nunca. (*I never get angry.*)

Putting Reflexive Pronouns in Their Places

Just like with direct and indirect object pronouns (see Book III, Chapter 2), you generally place reflexive pronouns before the conjugated verbs:

Me aplico en la clase de español. (*I apply myself in Spanish class.*)

¿Por qué te pones enojado? (*Why are you becoming angry?*)

Ella no se siente bien. (*She doesn't feel well.*)

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In sentences with two verbs that follow one subject (as in the first two examples that follow — see Book II, Chapter 3) or in sentences with a present participle (as in the second two examples that follow — see Book II, Chapter 5), you have the choice of placing the reflexive pronoun before the conjugated verb or after and attached to the infinitive or the present participle. When you attach the pronoun to a present participle, an accent is required on the stressed vowel:

Voy a maquillarme. (*I'm going to put on my make-up.*)

Me voy a maquillar. (*I'm going to put on my make-up.*)

Estoy maquillándome. (*I am putting on my make-up.*)

Me estoy maquillando. (*I am putting on my make-up.*)



In general, to correctly place the accent on a present participle-pronoun combo, count back three vowels and add the accent:

Ella (no) está peinándose. (*She [isn't] combing her hair.*)

If the statement is negative, **no** goes either directly in front of the verb (when the pronoun is attached to the present participle) or in front of the pronoun (when the pronoun precedes the conjugated verb). Any stated subject appears first.

✓ Without a stated subject:

No voy a maquillarme. (*I'm not going to put on my make-up.*)

No me voy a maquillar. (*I'm [not] going to put on my make-up.*)

✓ With a stated subject:

Yo (no) voy a maquillarme. (*I'm [not] going to put on my make-up.*)

Yo (no) me voy a maquillar. (*I'm [not] going to put on my make-up.*)

When used with a command, a reflexive pronoun (just like a direct or indirect object pronoun) precedes a negative command and follows (and is attached to) an affirmative command (formal or informal):

Lávese. (*Lávate.*) (*Wash yourself.*)

No se lave. (*No te laves.*) (*Don't wash yourself.*)

Keep these general rules about accentuation in mind:

✓ When one pronoun is attached, count back three vowels and add an accent:

Acuéstate temprano. (*Go to bed early.*)

✓ When two pronouns are attached, count back four vowels and add an accent:

Póngaselo. (*Put it on.*)



Chapter 4

Been There, Done That Past (Preterit) Tense

In This Chapter

- ✓ Reminiscing about the past with the preterit tense
 - ✓ Checking out verb charts for regular verbs in the preterit
 - ✓ Conjugating verbs with spelling and stem changes
 - ✓ Dealing with other irregularities in the preterit

The *preterit tense* enables you to put the past behind you. It describes a completed past action — something that happened yesterday, last night, last week, last year, or at some other definite point in time. The action may have occurred a specific number of times or within an enclosed period of time, but it's done, finished. You can stick a fork in it.

To describe past actions such as these, you use the *preterit tense*. That's what this chapter is all about. It covers regular verbs and verbs with spelling changes, stem changes, and/or other conjugation irregularities in the preterit, and provides tips on memorizing common exceptions.



To express continuous, ongoing, or habitual action that “used to be happening” or “was happening” in the past, you use the imperfect tense (the “other” past tense), covered in Book III, Chapter 5.

Conjugating Regular Verbs in the Preterit

Forming the preterit for regular verbs is fairly straightforward. You drop the -ar, -er, or -ir infinitive ending and add the preterit endings to the verb stem. The regular -ar verbs conjugate with the following endings:

So here's what the verb **hablar** looks like in the preterit tense:

hablar (<i>to speak</i>)	
hablé	hablamos
hablaste	hablasteis
habló	hablaron
Yo hablé. (<i>I spoke.</i>)	

Regular **-er** and **-ir** verbs in the preterit tense share the same endings. You add the following endings to the verb stem:

Regular preterit -er and -ir verb endings	
yo -í	nosotros/as -imos
tú -iste	vosotros/as -isteis
él, ella, Ud. -ió	ellos/as, Uds. -ieron

Here's what the verb **comer** looks like in the preterit tense:

comer (<i>to eat</i>)	
comí	comimos
comiste	comisteis
comió	comieron
Él comió. (<i>He ate.</i>)	

And here's what the verb **vivir** looks like in the preterit tense:

vivir (<i>to live</i>)	
viví	vivimos
viviste	vivisteis
vivió	vivieron
Tú viviste. (<i>You [informal] lived.</i>)	



Notice that the **nosotros** forms of -ar and -ir verbs are the same in the preterit tense as they are in the present tense:

Nosotros hablamos. (*We speak./ We spoke.*)

Nosotros subimos al ático. (*We go up to the attic./ We went up to the attic.*)



When working with the preterit, you want to have some time words at your disposal so that you can describe specifically when a particular action took place. Table 4-1 lists time words commonly used with the preterit tense.

Table 4-1 Time-Related Words That Describe Completed Actions

Term	Translation
ayer	yesterday
ayer por la mañana	yesterday morning
ayer por la tarde	yesterday afternoon
ayer por la noche	yesterday evening (night)
anteayer	day before yesterday
la semana pasada	last week
el mes pasado	last month
el año pasado	last year
el otro día	the other day
esta mañana	this morning
esta tarde	this afternoon
entonces	then
anoche	last night
hace (dos días)	(two days) ago

Using the Preterit in a Sentence

Being able to use the preterit after learning how to form it often requires some additional practice. The key concept to wrap your brain around when it comes to the preterit tense is that the action is *completed in the past and shows no signs of continuing*. If you're looking to communicate this sense of finality, the preterit is the tense for you.

The following example shows you how to use the preterit to describe a typical morning, from the time you woke up to the time you arrived at work (all completed actions):

Me levanté a las siete y media. (*I woke up at 7:30.*)

Me duché. (*I took a shower.*)

Me cepillé los dientes y me peiné. (*I brushed my teeth and combed my hair.*)

Me vestí. (*I got dressed.*)

Desayuné. (*I ate breakfast.*)

Salí de la casa a las ocho y media. (*I left home at 8:30.*)

Llegué a mi trabajo a las nueve. (*I arrived at work at 9:00.*)



Most of the sentences in the preceding list use reflexive verbs and pronouns, which you can read about in Book III, Chapter 3.

Facing Some Irregularities

Irregularities in the preterit tense can make your brain hurt. They're not all that confusing; they're simply more numerous and varied than in most tenses. To help you cope, the following sections group like verbs together to lend some order to the chaos. This grouping should help you understand and memorize the various formations so they become second nature.

Yo! Spelling changes in the preterit yo form

The preterit tense has several irregularities that are manifested as spelling changes or, if you prefer fancier terminology, *orthographic changes*. (Book II, Chapter 3 introduces the irregularities among Spanish verbs.) You need to remain aware of such spelling changes when dealing with irregularities in the preterit tense.

Spanish verbs experience the following three orthographic changes in the preterit, and they occur only in the first person singular, or *yo* form:

- ✓ Verbs ending in **-gar** change the **g** to **gu** in front of an **e**.
pagar becomes **yo pagué** (*I paid.*)
- ✓ Verbs ending in **-car** change the **c** to **qu** in front of an **e**.
buscar becomes **yo busqué** (*I looked for.*)
- ✓ Verbs ending in **-zar** change the **z** to **c** in front of an **e**.
comenzar becomes **yo comencé** (*I began.*)

Changing stems in the preterit

Some verbs experience stem changes when you conjugate them. In the present tense, stem changes occur in all three verbs types: **-ar**, **-er**, and **-ir**. In the preterit, however, only **-ir** verbs experience stem changes, and they occur only in the third-person/you (formal) singular (**él**, **ella**, **Ud.**) and plural (**ellos/as**, **Uds.**) forms of the verbs. Also, there are only two types of stem changes, from **o** to **u** and from **e** to **i**. These three factors narrow down preterit stem changes quite a bit.

Following are the three rules for stem changing verbs in the preterit:

- ✓ Stem changes only occur in **-ir** verbs.
- ✓ Stem changes only occur in the forms of **él**, **ella**, **Ud.** and **ellos/as**, **Uds.**
- ✓ Stem changes only occur from **o** to **u** and from **e** to **i**.

Table 4-2 lists some verbs that have these stem changes.

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Table 4-2 **Common Stem-Changing Verbs**

Spelling Change	Infinitive	Translation
o to u	dormir	to sleep
	morir	to die
e to i	advertir	to advise; to warn
	medir	to measure
	mentir	to lie
	pedir	to request; to ask for
	preferir	to prefer
	repetir	to repeat
	seguir	to follow; to continue
	sentirse	to feel
	servir	to serve

Sampling representative irregular verbs

When you're dealing with irregular verbs, sometimes the best way to proceed is to snatch a couple of representatives from the crowd, learn their irregularities, and then apply what you find out to similar verbs. This section introduces some sample irregular verbs that function as representatives for various small groups of verbs that behave in the same way.

Tagging along with traer, decir, and conducir

The verbs **traer** (*to bring*), **decir** (*to say; to tell*), and **conducir** (*to drive*), have a small group of followers, but when you're dealing with the preterit, you take any help you can get. These verbs all have the letter **j** in their preterit stems and share the same irregular endings. Here you can see how to conjugate these verbs and then apply the rules to similar verbs:

traer (<i>to bring</i>)	
traje	trajimos
trajiste	trajisteis
trajo	trajeron
Él trajo. (<i>He brought.</i>)	

Following are several verbs that conjugate in the preterit like **traer**:

- ✓ **atraer** (*to attract*)
- ✓ **distraer** (*to distract*)
- ✓ **extraer** (*to extract*)
- ✓ **retraer** (*to bring back*)
- ✓ **sustraer** (*to remove*)

decir (<i>to say; to tell</i>)	
dije	dijimos
dijiste	dijisteis
dijo	dijeron
Ella dijo. (<i>She said.</i>)	

conducir (<i>to drive</i>)	
conduje	condujimos
condujiste	condujisteis
condujo	condujeron
Ellos condujeron. (<i>They drove.</i>)	

Following is a list of verbs that conjugate like **conducir**:

- ✓ **deducir** (*to deduce*)
- ✓ **inducir** (*to induce; to infer*)
- ✓ **introducir** (*to introduce*)
- ✓ **producir** (*to produce*)
- ✓ **reducir** (*to reduce*)
- ✓ **traducir** (*to translate*)

Continuing the pattern with dar and ver

The verbs **dar** (*to give*) and **ver** (*to see*) have exactly the same preterit conjugated endings. What's interesting is that the verb **ver** actually follows the regular conjugation rules for -er preterit verbs *except* that it omits the accent marks on the first and third person singular (**yo** and **él, ella, Ud.**) forms. Here's what these two verbs look like in the preterit:

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dar (<i>to give</i>)	
di	dimos
diste	disteis
dio	dieron
Yo di. (<i>I gave.</i>)	
ver (<i>to see</i>)	
vi	vimos
viste	visteis
vio	vieron
Nosotros vimos. (<i>We saw.</i>)	

Changing i to y in the preterit

In English, some words change the y to an i when they add es. Some Spanish verbs also change the i to y. Verbs that end in -aer, -eer, and -oer change the i to a y in the third-person singular (él, ella, Ud.) and plural (ellos/as, Uds.) forms and add a written accent over the letter i in all the other forms. Here's an example:

creer (<i>to believe</i>)	
creí	creímos
creíste	creísteis
creyó	creyeron
Nosotros creímos. (<i>We believed.</i>)	

Following are some other verbs that follow this pattern:

- ✓ **caerse** (*to fall [down]*)
- ✓ **leer** (*to read*)
- ✓ **oír** (*to hear*)
- ✓ **poseer** (*to possess*)
- ✓ **proveer** (*to provide*)



This rule has some exceptions. The verb **traer** (*to bring*) and the other verbs formed with **traer** (such as **atraer** (*to attract*) and **distraer** (*to distract*)) don't follow this conjugation pattern. See the earlier section "Tagging along with **traer**, **decir**, and **conducir**."

Constructing destructive verbs like *destruir*

When you feel like getting a little destructive with the verb **destruir** (*to destroy*) and other verbs that end in -uir, follow the i-to-y rule spelled out in the previous section, but be aware of one major exception. The written accent mark over the i is used only in the first-person singular (yo) form. Check out the following example:

destruir (<i>to destroy</i>)	
destruí	destruimos
destruiste	destruisteis
destruyó	destruyeron
Él destruyó. (<i>He destroyed.</i>)	

Following is a list of verbs that conjugate in the preterit according to the pattern shown here with **destruir**:

- ✓ **construir** (*to build; to construct*)
- ✓ **contribuir** (*to contribute*)
- ✓ **fluir** (*to flow*)
- ✓ **huir** (*to flee; to run away*)
- ✓ **incluir** (*to include*)
- ✓ **influir** (*to influence*)



The verb **seguir** (*to follow*) doesn't follow this conjugation pattern even though it ends in **-uir**, because the **u** is there to keep the hard **g** sound and doesn't create its own (vowel) sound.

Sharing irregularities: The verbs *ser* and *ir*

The verbs **ser** and **ir** are a couple of unique oddballs that form their own dysfunctional duet. They remain two distinct verbs, but in the preterit, they look exactly the same. The only way to tell the difference is to look at the context the verb is used in. Just look at the following conjugation chart to see what we mean:

ser (<i>to be</i>); ir (<i>to go</i>)	
fui	fuimos
fuiste	fuisteis
fue	fueron
Yo fui su amigo. (<i>I was his friend.</i>) Yo fui al parque. (<i>I went to the park.</i>)	

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Eleven odd verbs that share their irregularities

Now here are some freaky verbs that look and behave more like a group! These 11 verbs *all* have irregular stems in the preterit, and they all share the same irregular preterit endings. Here are the endings that all 11 of these verbs use:

Endings for verbs with irregular preterit stems	
yo -e	nosotros/as -imos
tú -iste	vosotros/as -isteis
él, ella, Ud. -o	ellos/as, Uds. -ieron

These irregular preterit endings use no accent marks.

Table 4-3 lists the 11 verbs. Each verb is presented in its infinitive form, with the definition and then the irregular preterit stem.

Table 4-3

Verbs with Irregular Preterit Stems

<i>Verb</i>	<i>Translation</i>	<i>Irregular Preterit Stem</i>
andar	to walk	anduv-
caber	to fit	cup-
estar	to be	estuv-
haber	to have (auxiliary verb)	hub-
hacer	to do; to make	hic-/hiz-
poder	to be able to	pud-
poner	to put	pus-
querer	to want	quis-
saber	to know	sup-
tener	to have	tuv-
venir	to come	vin-

The verb **hacer** changes the **c** to **z** in the third person singular form to avoid the **k** sound. Here is what this verb looks like in the preterit:

hacer (<i>to do; to make</i>)	
hice	hicimos
hiciste	hicisteis
hizo	hicieron
Ella hizo. (She made.)	

Verbs that change meanings in the preterit

Some verbs have the audacity to change their meaning slightly in the preterit, so be sure to get a handle on these subtle shifts in meaning. Table 4-4 introduces these meaning-shifters and provides their definitions in the present and preterit tenses so that you can compare them side-by-side.

Table 4-4 Verbs that Shift Meaning in the Preterit Tense

Verb	Present Tense Meaning	Preterit Tense Meaning
conocer	to know (a person or place)	to meet
poder	to be able (to do something)	to manage (to do something)
no poder	not to be able (to do something)	to fail (to do something)
querer	to want	to try
no querer	not to want	to refuse
saber	to know (a fact/information)	to find out (learn)
sentir	to feel	to regret; to be sorry
tener	to have	to have (at a certain time)

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Chapter 5

Continuing in the Past with the Imperfect Tense

In This Chapter

- ✓ Choosing between the preterit and the imperfect
- ✓ Conjugating regular imperfect verbs
- ✓ Using time expressions with the imperfect
- ✓ Dealing with irregular verbs in the imperfect

The *imperfect tense* describes past actions that occurred in a vague or imprecise time frame. That's why it's called *imperfect*. When you're talking about something that happened in the past, but you're not really expressing a beginning or an end to the action, you use the imperfect tense. In English, you typically use the expressions *used to* or *always* to describe these actions:

I used to golf every Sunday.

My mom always made tamales for the holidays.

Chico used to run five miles a day.



The imperfect is used to describe continuous, ongoing, or habitual past action.

In this chapter, you see how to form the imperfect of regular and irregular verbs. The chapter also includes plenty of explanations and clues to help you decide when the imperfect, rather than the preterit (see Book III, Chapter 4), is the tense of choice.

Preterit or Imperfect? You Decide

Now, the moment you've been waiting for — the moment that challenges you to choose the right tense for the right job. You're given a sentence that expresses or describes an action from the past, and it's up to you to decide which tense to use — preterit or imperfect. The following sections provide the guidelines necessary to select the appropriate tense.

Uses of the preterit

The *preterit* is a simple past tense to describe events that have been done and completed in the past — the sort of events that you need to get over, because you can't do anything about them. You use the preterit to

- ✓ Describe an action or series of actions that were completed in the past.
- ✓ Express an action, event, or state of mind that happened in the past and was completed at a specific moment or period.

Uses of the imperfect

The imperfect tense is more flexible than the preterit. With it, you can still talk about the past but in a way that doesn't sound so final. Use the imperfect tense to

- ✓ Describe ongoing, continuous, or habitual past actions without focusing on their beginnings or ends.
- ✓ Describe conditions in the past, such as the weather or characteristics of things or people.
- ✓ Tell the time or to tell one's age in the past.

After you've decided on the appropriate tense, you can then conjugate the verb and supply any necessary time phrases to complete the translation.



When choosing between the imperfect and the preterit, watch for time words to use as clues and remember that the imperfect often translates to English as *used to*.

Conjugating Regular Verbs in the Imperfect

Forming the imperfect for regular verbs is fairly straightforward. You drop the -ar, -er, or -ir infinitive ending and add the imperfect endings to the verb stem. For -ar verbs you use the following endings:

Regular imperfect tense -ar verb endings	
yo -aba	nosotros/as -ábamos
tú -abas	vosotros/as -abais
él, ella, Ud. -aba	ellos/as, Ud. -aban

So the imperfect conjugations of **hablar** are

hablar (<i>to speak; to talk</i>)	
hablaba	hablábamos
hablabas	hablabais
hablaba	hablaban
Yo hablaba. (<i>I used to speak.</i>)	

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To conjugate -er and -ir regular verbs into the imperfect tense, you add the following endings to the verb stem:

Regular imperfect tense -er and -ir verb endings	
yo -ía	nosotros/as -íamos
tú -ías	vosotros/as -íais
él, ella, Ud. -ía	ellos/as, Uds. -ían

And the imperfect conjugations of the verb **vivir** are

vivir (<i>to live</i>)	
vivía	vivíamos
vivías	vivíais
vivía	vivían
Ud. vivía. (<i>You [formal] used to live.</i>)	



In all of the imperfect verb formations whether *regular* or *irregular*, the first-person (*yo*) and third-person (*él, ella, Ud.*) singular forms are the same.

Practicing the Imperfect with Timely Expressions

When you're describing past actions with the imperfect tense, the following expressions can help you talk about when these actions *used to* occur:

<i>Term</i>	<i>Translation</i>
a menudo	often
a veces	sometimes
cada día	every day
cada semana	every week
cada mes	every month
cada año	every year
con frecuencia	frequently
de vez en cuando	from time to time

en aquella época	at that time
generalmente	usually
los lunes	on Mondays
los martes	on Tuesdays
los miércoles	on Wednesdays
los jueves	on Thursdays
los viernes	on Fridays
los sábados	on Saturdays
los domingos	on Sundays
muchas veces	many times
mucho	a lot
nunca	never
por un rato	for awhile
siempre	always
todas las semanas	every week
todos los fines de semana	every weekend
todos los días	every day
todo el tiempo	all the time
varias veces	several times

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The imperfect is a very useful past tense for expressing background actions or actions that were going on when they were suddenly interrupted by a preterit tense action. The actions described by the imperfect tense are ongoing or habitual past actions that don't show their beginnings or their ends or any particular time limitations.

Meeting the Three Irregular Imperfect Verbs

The following three verbs are the only verbs in the Spanish language that are formed irregularly in the imperfect tense:

- ✓ **ir** (*to go*)
- ✓ **ser** (*to be*)
- ✓ **ver** (*to see*)

The conjugations of these verbs don't have anything in common with one another, but with only three verbs to remember, who's complaining? The tables that follow present the conjugations for these three verbs.

ir (<i>to go</i>)	
iba	íbamos
ibas	ibais
iba	iban
Nosotros íbamos. (<i>We used to go.</i>)	
ser (<i>to be</i>)	
era	éramos
eras	erais
era	eran
Tú eras. (<i>You [informal] used to be.</i>)	
ver (<i>to see</i>)	
veía	veíamos
veías	veíais
veía	veían
Nosotros veíamos. (<i>We used to see.</i>)	

Chapter 6

Getting That Subjunctive Feeling

In This Chapter

- ✓ Using the subjunctive mood with regular and irregular verbs
 - ✓ Communicating wishes and desires
 - ✓ Expressing doubt, uncertainty, opinions, and conditional actions
 - ✓ Forming the imperfect subjunctive

The subjunctive mood enables you to wish, desire, and suppose. It allows you to express your take on things and imagine that reality might be different if only certain conditions existed, "If only I were rich . . ." The subjunctive mood also expresses doubt or uncertainty, offers impersonal opinions, and speculates on the outcome of a situation *if* certain actions were to occur.

In this chapter, you explore how to form the regular present tense subjunctive conjugations for **-ar**, **-er**, and **-ir** verbs, deal with irregularities, use the subjunctive for some unique expressions, and form the imperfect subjunctive.



In previous verb-related chapters, we use the *indicative mood* for stating facts. The *subjunctive mood* expresses unreal, hypothetical, theoretical, imaginary, uncorroborated, or unconfirmed conditions or situations.

Conjugating Regular Verbs in the Present Subjunctive

Conjugating the present tense subjunctive mood is based on the system used to conjugate verbs in the present tense (see Book II, Chapter 3). By following those guidelines and adding a few new simple rules, you'll be ready to tackle conjugating regular verbs in the present subjunctive. Following are the two basic rules for conjugating -ar, -er, and -ir verbs in the present subjunctive:



- ✓ For -ar verbs, start with the yo form of the present indicative, drop the -o, then add the ending -e, -es, -e, -emos, -éis, or -en.
- ✓ For -er and -ir verbs, start with the yo form of the present indicative, drop the -o, and add then add the ending -a, -as, -a, -amos, -ás, or -an.

Except for the yo conjugations, the -ar verbs use regular present tense -er verb endings, and -er and -ir verbs use the regular present tense -ar verb endings. Following are the regular -ar present-tense subjunctive endings:

Regular subjunctive mood -ar verb endings	
yo -e	nosotros/as -emos
tú -es	vosotros/as -éis
él, ella, Ud. -e	ellos/as, Uds. -en

The verb **hablar** is a good example. Put **hablar** in the yo form, **hablo**, and then drop the -o and add the endings as specified. Here's what you get:

hablar (<i>to speak</i>)	
hable	hablemos
hables	habléis
hable	hablen
Ellos hablen. (<i>They may speak.</i>)	



Because the subjunctive mood expresses doubt, desire, uncertainty, and opinion, *may* is the best translation for the model verbs, but keep in mind that the word *may* may not always apply.

Following are the regular -er and -ir present-tense subjunctive endings:

Regular subjunctive mood -er and -ir verb endings	
yo -a	nosotros/as -amos
tú -as	vosotros/as -áis
él, ella, Ud. -a	ellos/as, Uds. -an

Using **comer** as the model -er verb, start with the **yo** form, drop the **-o**, and then add the appropriate endings as shown above. Here's what you get:

comer (<i>to eat</i>)	
coma	comamos
comas	comáis
coma	coman
Yo coma. (<i>I may eat.</i>)	

The -ir verbs follow the same routine. Using **vivir** as the model -ir verb, start with the **yo** form, drop the **-o**, and then add the appropriate endings:

vivir (<i>to live</i>)	
viva	vivamos
vivas	viváis
viva	vivan
Ud. viva. (<i>You [formal] may live.</i>)	

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Confronting Irregularities

In the subjunctive, as in all verb conjugations, you encounter exceptions to the rules. In the following sections, we explain the various irregularities you encounter when conjugating verbs in the present subjunctive.

Verbs irregular in the *yo* form

You've met verbs that have irregular *yo* forms in the present tense indicative. Because conjugating verbs in the present subjunctive tense requires the use of this *yo* form, you need to keep these irregularities in mind. Table 6-1 lists verbs with irregular present tense *yo* forms.

Table 6-1 Verbs with Irregular Present-Tense yo Forms

Verb	Translation	yo Form	Subjunctive Forms
caber	to fit	quepo	quepa, quepas, quepa, quepamos, quepáis, quepan
caer	to fall	caigo	caiga, caigas, caiga, caigamos, caigáis, caigan
conocer	to know	conozco	conozca, conozcas, conozca, conozcamos, conozcáis, conozcan
decir	to say; to tell	digo	diga, digas, diga, digamos, digáis, digan
hacer	to make; to do	hago	haga, hagas, haga, hagamos, hagáis, hagan
oír	to hear	oigo	oiga, oigas, oiga, oigamos, oigáis, oigan
poner	to put	pongo	ponga, pongas, ponga, pongamos, pongáis, pongan
salir	to go out	salgo	salga, salgas, salga, salgamos, salgáis, salgan
tener	to have	tengo	tenga, tengas, tenga, tengamos, tengáis, tengan
traer	to bring	traigo	traiga, traigas, traiga, traigamos, traigáis, traigan
valer	to be worth	valgo	valga, valgas, valga, valgamos, valgáis, valgan
venir	to come	vengo	venga, vengas, venga, vengamos, vengáis, vengan
ver	to see	veo	vea, veas, vea, veamos, veáis, vean

Here are some examples of these types of verbs:

Es imposible que todo quepa en mi maleta. (*It's impossible that everything will fit in my suitcase.*)

Es urgente que Uds. hagan todo este trabajo ahora. (*It's urgent that you do all this work now.*)

Verbs with spelling changes

Several spelling changes come into play with the present-tense subjunctive conjugations. Note the following spelling changes:

✓ ***z* to *c* in front of *e*:**

empezar (*to begin*) becomes *yo empiece* (*that I may begin*)

✓ ***hard c* to *qu* in front of *e*:**

buscar (*to look for*) becomes *yo busque* (*that I may look for*)

✓ ***hard g* to *gu* in front of *e*:**

llegar (*to arrive*) becomes *yo llegue* (*that I may arrive*)

✓ ***gu* to *g* in front of *a*:**

seguir (*to follow*) becomes *yo siga* (*that I may follow*)

✓ ***soft g* to *j* in front of *a*:**

proteger (*to protect*) becomes *yo proteja* (*that I may protect*)

✓ **add *y* in front of *a* in verbs that end in *-uir* (with the exception of *seguir*):**

huir (*to flee; to escape*) becomes *yo huya* (*that I may flee*)

Verbs with stem changes

Verbs with stem changes in the present tense indicative have those same stem changes in the subjunctive. Indicative form *-ar* and *-er* verbs don't change stems in the **nosotros** or **vosotros** conjugations. However, *-ir* verbs have the following changes in the **nosotros** and **vosotros** forms:

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✓ **In *-ir* verbs with the stem change of *o* to *ue*, the *o* changes to *u*.**

dormir (*to sleep*) becomes

nosotros durmamos (*that we may sleep*)

vosotros durmáis (*that you may sleep*)

✓ **In *-ir* verbs with the stem change of *e* to *ie*, the *e* changes to *i*.**

mentir (*to lie*) becomes

nosotros mintamos (*that we may lie*)

vosotros mintáis (*that you may lie*)

✓ **In *-ir* verbs with the stem change of *e* to *i*, the *e* changes to *i*.**

pedir (*to ask for*) becomes

nosotros pidamos (*that we may become*)

vosotros pidáis (*that you may become*)

Verbs with spelling and stem changes

Some very common Spanish verbs have both spelling and stem changes in the present subjunctive form, as shown in Table 6-2.

Table 6-2 Spelling and Stem Changes in the Present Subjunctive

Verb	Spelling Change	Stem Change	Present Subjunctive Forms
colgar (to hang)	g to gu	o to ue	cuelgue, cuelgues, cuelgue, colguemos, colguéis, cuelguen
jugar (to play)	g to gu	u to ue	juegue, juegues, juegue, juguemos, juguéis, jueguen
comenzar (to begin)	z to c	e to ie	comience, comiences, comience, comencemos, comencéis, comiencen
empezar (to begin)	z to c	e to ie	empiece, empieces, empiece, empecemos, empecéis, empiecen
almorzar (to eat lunch)	z to c	o to ue	almuerce, almuerces, almuerce, almorcemos, almorcéis, almuercen

The following examples show these changes in action:

María está contenta de que sus perros jueguen en el jardín. (*Maria is happy that her dogs play in the backyard.*)

Estoy encantada que el espectáculo empiece ahora. (*I am delighted that the show will begin now.*)

La madre no permite que sus hijos almuercen en la sala. (*The mother doesn't permit her children to eat lunch in the living room.*)

Irregular verbs

Some verbs are completely irregular in the subjunctive mood, which means you can't follow any rules or patterns to form them. You can do nothing else but memorize them. Table 6-3 presents these verbs.

Table 6-3**Irregular Verbs in the Subjunctive**

Spanish Verb	Translation	Subjunctive Forms
dar	to give	dé, des, dé, demos, deis, den
estar	to be	esté, estés, esté, estemos, estéis, estén
haber	to have (helping verb)	haya, hayas, haya, hayamos, hayáis, hayan
ir	to go	vaya, vayas, vaya, vayamos, vayáis, vayan
saber	to know	sepa, sepas, sepa, sepamos, sepáis, sepan
ser	to be	sea, seas, sea, seamos, seáis, sean

Here are some examples of irregular verbs in the subjunctive:

Estamos triste que tu abuela esté enferma. (*We are sad that your grandmother is sick.*)

Yo dudo que él sepa reparar la computadora. (*I doubt that he knows how to repair the computer.*)

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Wishing in the Subjunctive

One of the coolest features of the subjunctive mood is that it enables you to express desire, hope, or preference; offer suggestions, recommendations, or advice; and even insist or beg for what you want. In other words, even though you may not get what you want, you can certainly ask for it, hope for it, and even insist on it. These expressions of desire, hope, and preference require a combination of two clauses:

- ✓ The main clause expresses the desire, doubt, or opinion in the indicative mood (statement of fact): for example, “I hope . . . ,” “Sally advises . . . ,” or “Pedro prefers”
- ✓ The subordinate clause describes whatever is being desired, doubted, or offered as an opinion, and you express it in the subjunctive mood. Using the first main clause from the previous bullet as an example: I hope “that my package arrives tomorrow.”

This section introduces you to the most common expressions of desire used in main clauses that require the subjunctive in the subordinate clauses. These expressions of desire are verbs that relay hope, preference, or even a recommendation.



Keep in mind that these verbs (listed in Table 6-4) express what the subject wants or would like to happen, but the outcome is uncertain, so the subordinate clause requires the subjunctive. Stem changes are in parentheses.

Table 6-4

Verbs That Express Desire

Verb	Translation
aconsejar	to advise
esperar	to hope
insistir en	to insist on
mandar	to order
pedir (e to i)	to ask for; to request
preferir (e to ie)	to prefer
querer	to want
recomendar	to recommend
rogar (o to ue)	to pray; to beg
sugerir (e to ie)	to suggest



When the verb in the main clause expresses desire, the verb in the subordinate clause must be in the subjunctive. The conjunction **que** (*that*) connects the two clauses.

In the following bolded examples, the conjunction is underlined, and the subordinate clause is in *italics*:

- ✓ **Él recomienda que yo llegue temprano.** (*He recommends that I arrive early.*)
- ✓ **Ellos prefieren que nosotros no paguemos.** (*They prefer that we not pay.*)

Conveying Doubt, Opinion, or Incomplete Action

The subjunctive mood typically is positive, enabling subjects to hope, prefer, and insist, but it doesn't need to be positive. It simply needs to be uncertain, and uncertainty can take many forms, including

- ✓ **Doubt:** For the optimist, the subjunctive offers hope. For the pessimist, the subjunctive offers doubt. The subject doubts or can't imagine that something or other can happen.
- ✓ **Impersonal opinion:** When you want to put forth an opinion without taking credit or blame for it, you can use the subjunctive to express impersonal opinion. In English, the key word in expressing impersonal opinion is *it's*. For example, “It's important that . . . ,” “It's necessary that . . . ,” or “It's preferable that. . . .”
- ✓ **Incomplete action:** Some connecting words and phrases, such as *unless*, *before*, and *in case*, introduce subordinate clauses that express incomplete action. In such cases, the subjunctive mood expresses uncertainty, because the action hasn't yet been completed.

Expressing doubt and uncertainty

Like English, Spanish uses several words to express doubt, including the verb *doubt* itself. Each verb that expresses some form of doubt must be followed by the subjunctive in order to convey the sense of uncertainty. Table 6-5 presents common verbs that express doubt in Spanish.

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Table 6-5 **Verbs That Express Doubt**

<i>Verb</i>	<i>Translation</i>
dudar	to doubt
no creer	to not believe
no estar convencido/a de	to not be convinced
no estar seguro/a de	to not be sure
no imaginarse	to not imagine
no parecer	to not seem
no pensar	to not think
no suponer	to not suppose
temer	to suspect; to fear

You can put together a sentence like this one to show that you're uncertain:

Yo dudo que ella llegue a tiempo. (*I doubt that she arrives on time.*)

Although the verbs listed in the negative use the subjunctive in their subordinate clauses, these verbs require the indicative in the affirmative.



Expressing impersonal opinion

When you want to express an opinion but don't necessarily want that opinion attributed to you, you can use the subjunctive to express impersonal opinion. The list of commonly used Spanish expressions in Table 6-6 state an impersonal opinion and require the subjunctive in the subordinate clause. These expressions convey impersonal opinion by expressing emotion, uncertainty, unreality, or an indirect or implied command.

Table 6-6 Common Expressions of Impersonal Opinion

<i>Term</i>	<i>Translation</i>
es fantástico	it's fantastic
es importante	it's important
es imposible	it's impossible
es increíble	it's incredible
es (una) lástima	it's a shame
es mejor	it's better
es necesario	it's necessary
es posible	it's possible
es probable	it's probable
es preferible	it's preferable
es ridículo	it's ridiculous
es terrible	it's terrible
ojalá	I hope; God willing
puede ser	it may be

Here's a sentence that expresses impersonal opinion:

Es necesario que ellos trabajen más. (*It's necessary that they work more.*)

Describing conditional actions

When one action is conditional upon another uncertain action, you use the subjunctive to convey that uncertainty. In the sentence "I'll clean their room as soon as they leave," the main clause, "I'll clean their room," is conditional upon the subordinate clause, "as soon as they leave." Several connecting phrases cue the use of the subjunctive, including the terms in Table 6-7.

Table 6-7 Connecting Phrases That Use the Subjunctive

<i>Term</i>	<i>Translation</i>
a menos que	unless
antes (de) que	before
con tal (de) que	provided that
cuando	when
después (de) que	after
en caso de que	in case
hasta que	until
mientras que	while
para que	so that; in order that
tan pronto como	as soon as

When the subordinate clause describes uncertain, incomplete action, the verb in the main clause is sometimes in the future tense. (For more information about the future tense, see Book II, Chapter 6.)

Here's a sentence that uses the future tense and the subjunctive mood:

Yo le hablaré tan pronto como llegue. (*I'll speak with him as soon as he arrives.*)

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Stepping Up to the Imperfect Subjunctive

In Spanish, you use the imperfect subjunctive to express uncertainty about the past. The good news is that unlike the indicative past tense, which gives you the choice between the preterit and the imperfect, the subjunctive uses only the imperfect. Whenever the verb in the main clause is in the past tense (whether preterit, imperfect, or past perfect), the subordinate clause uses the imperfect subjunctive.

In the following sections, you investigate how to form the imperfect subjunctive and then use it in various statements to express wishes, doubt, or opinions about the past.

Forming the imperfect subjunctive

Every tense and mood has its own quirky system for conjugating the verb. In the case of the imperfect subjunctive, here's what you do:

1. Start with the third-person plural form of the preterit (found in Book III, Chapter 4).
2. Drop the -ron ending.

This rule applies to all verbs whether they're regular, irregular, stem-changing, or spelling-change verbs.

3. Add the common endings from the list that follows:

Imperfect subjunctive mood endings for all verbs	
yo -ra	nosotros/as -'ramos
tú -ras	vosotros/as -rais
él, ella, Ud. -ra	ellos/as, Uds. -ran

You can also use these alternate endings:

Alternate imperfect subjunctive endings	
yo -se	nosotros/as -'semos
tú -ses	vosotros/as -seis
él, ella, Ud. -se	ellos/as, Uds. -sen



The vowel that precedes the **nosotros** ending (in both charts) is always accented.

The following tables show examples of an **-ar**, **-er**, and **-ir** regular verb conjugated into the imperfect subjunctive.

hablar (<i>to speak</i>)	
hablara	habláramos
hablaras	hablarais
hablara	hablaran
Mi padre prohibió que yo hablara por teléfono después de las 11:00 por la noche. (My father prohibited that I talk on the phone after 11:00 p.m.)	

comer (<i>to eat</i>)	
comiera	comiéramos
comieras	comierais
comiera	comieran
Mi padre dudaba que nosotros comiéramos toda la pizza. (<i>My father doubted that we ate the whole pizza.</i>)	
abrir (<i>to open</i>)	
abriera	abriéramos
abrieras	abrierais
abriera	abrieran
Ellos deseaban que su padre abriera la puerta. (<i>They wished that his father would open the door.</i>)	

Wishing, doubting, and expressing opinions about the past

Whenever you express uncertainty about a past action, you use the imperfect subjunctive, but several key words and circumstances can also clue you in to the need for the imperfect subjunctive, like the following:

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- ✓ Verbs, such as **desear** (*to wish*), **prohibir** (*to forbid*), and **creer** (*to believe*), when used to introduce a subordinate clause concerning an uncertain event that occurred in the past
- ✓ Expressions of personal opinion about past events that are introduced with **que** (*that*)
- ✓ The conjunctions **a fin de que** (*in order that; so that*) and **sin que** (*without*)

Exploring uncertain verbs

Some verbs naturally call for the subjunctive. Others always require the subjunctive when followed by a clause beginning with **que** (see Table 6-8).

Table 6-8 Verb Expressions That Require the Subjunctive

<i>Term</i>	<i>Translation</i>
alegrarse de que	to be happy about something
creer que (only in the affirmative)	to believe
desear que	to wish
impedir que	to prevent
negar que	to deny
pensar que (only in the affirmative)	to think
permitir que	to allow
prohibir que	to forbid
sentir que	to feel
suplicar que	to beg

Speaking in uncertain terms

Table 6-9 gives some additional expressions in the imperfect tense that require the imperfect subjunctive.

Table 6-9 Expressions That Require the Imperfect Subjunctive

<i>Imperfect expression</i>	<i>Translation</i>
era menester que	it was necessary that
era preciso que	it was mandatory that
era urgente que	it was urgent that
era natural que	it was natural that
era justo que	it was fair that
era interesante que	it was interesting that
era mejor que	it was better that
convenía que	it was suitable that
importaba que	it was important that
parecía mentira que	it was hard to believe that

Connecting with uncertain conjunctions

Conjunctions smooth the transition from the main clause to the subordinate clause. When these conjunctions express uncertainty, they must be followed by the subjunctive. Following are two conjunctions that always require the use of the subjunctive.

- ✓ **a fin de que** (*in order that; so that*)
- ✓ **sin que** (*without*)

Issuing polite requests

In polite society, you don't ask someone, "Can you do such and such?" Instead, you say something like, "Would you please do such and such?" Proper manners also are important in Spanish. To express yourself politely in Spanish, use the imperfect subjunctive with one of the following two words:

- ✓ **Querer**, which literally means *to want*. Instead of using the verb in the straight present tense, which would translate rather brusquely to "I want," use the imperfect subjunctive, which adds a much more subtle and polite sound to the request. *Quisiera una hamburguesa*, for example, translates as *I would like a hamburger*.
- ✓ **Poder**, which literally means *to be able to*. Rather than use the present tense (which translates as *Can you do such and such?*) or the future tense (which translates to *Will you do such and such?*) use the imperfect subjunctive. *Si pudieras, lavarías los platos?* for example, translates very politely as *If you could, would you wash the dishes?*

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Dreaming of possibilities with "if"

The word *if* is packed to the gills with uncertainty; hence, it always calls for the use of the subjunctive.

Si yo fuera más inteligente, iría a la universidad. (*If I were smarter, I would go to college.*)

In this example, you're starting the sentence with the subordinate clause, which requires that *were* be in the imperfect subjunctive. The main clause, *I would go to college*, is in the indicative.

Assuming with "as if" or "as though"

As if . . . has achieved slang status in the English language, essentially meaning *I can't believe what you're saying*. In Spanish, the phrase hasn't quite achieved that slang status, but it does imply a sense that you're assuming something is true. To say *as if* or *as though* in Spanish, you use the expression **como si**.

When a subordinate clause begins with **como si**, the verb is in the imperfect subjunctive. The main clause can either be in the present, past, or conditional.

Here are some examples of sentences that use *as if* and/or *as though*.

Ella actuaba como si ganara el premio. (*She acted as though she had won the prize.*)

Él hablaba como si supiera todas las respuestas. (*He talked as if he knew all the answers.*)

Forming the Compound Tenses

In This Chapter

- ✓ Grasping the fundamentals of constructing compound tenses
 - ✓ Describing previous past events with the pluperfect and preterit perfect
 - ✓ Completing future actions with the future perfect
 - ✓ Discussing what might have happened with the conditional perfect
 - ✓ Comparing the present perfect and pluperfect subjunctive
-

The helping verb **haber** is like a turbocharger for other Spanish verbs. With the addition of **haber**, a verb in the past tense becomes more past, a present tense statement is already completed, and a future action is finished. **Haber** turns *did* into *had done*, *does* into *has done*, and *will* into *will have*. It's a helping verb that completes an action.

By adding **haber** to your toolbox, you equip yourself with a whole new set of tenses — the *compound tenses*. The sections in this chapter introduce you to the verb **haber** and show you how to use it to form the compound tenses.

Laying the Groundwork

Forming any compound tense in Spanish is essentially a two-step process:

1. Begin with the helping verb **haber**, which translates as *to have* in the desired tense (the present tense in this section).
2. Tack on the past participle of the main verb.

Voilà! You have the main verb expressed in the desired compound tense. In the following sections, we reveal the basic building blocks that go into forming the compound tenses.

Conjugating **haber**

The secret to conjugating verbs in any compound tense is discovering how to conjugate the verb **haber** (to have) in the desired tense. After you check that out, you simply tack on the past participle of the main verb, and you're done. Here's the verb **haber** conjugated in the present tense:

haber (helping verb <i>to have</i>)	
he	hemos
has	habéis
ha	han
Yo he hablado. (<i>I have spoken.</i>)	

Transforming -ar, -er, and -ir verbs into past participles

Every verb has a past participle that expresses a completed action, such as *taken*, *spoken*, and *danced*. Forming the past participle in English has probably become second nature to you. In Spanish, you simply need to observe the following two rules for forming the regular past participles of -ar, -er, and -ir verbs:

- ✓ For -ar verbs, drop the -ar of the infinitive form and add -ado.
- ✓ For -er and -ir verbs, drop the -er or -ir of the infinitive form and add -ido.



Forming and using the past participles is equivalent to using -ed or -en endings in English.

Infinitive

- hablar (to speak)
- comer (to eat)
- vivir (to live)

Past Participle

- hablado (spoken)
- comido (eaten)
- vivido (lived)



The past participles always end in -o when used in the compound tenses.

Brushing up on irregular past participles

If all verbs were as structured and disciplined as the regular -ar, -er, and -ir verbs, life as a student of the Spanish language would be a snap. But any set of grammar rules has exceptions, and the past participles are no different. Some Spanish verbs have irregular past participles. To make these verbs more memorable, I've broken them down into the following two groups:

- ✓ **Group 1** consists of -er and -ir verbs in which an -a, -e, or -o immediately precedes the infinitive ending. These verbs form their past participles regularly, *but* you must add an accent mark over the i in the -ido ending. Table 7-1 includes some Group 1 verbs:

- ✓ **Group 2** consists of verbs with irregular past participles that follow no particular pattern and thus must be memorized. Table 7-2 includes several common verbs whose past participles follow no rules:

Table 7-1

Group 1 (-a, -e, -o + -er/-ir ending) Irregular Past Participles

Verb	Translation	Past Participle
atraer	to attract	atraído
caer	to fall	caído
creer	to believe	creído
leer	to read	leído
oír	to hear	oído
poseer	to possess	poseído
sonreír	to smile	sonreído
traer	to bring	traído

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Table 7-2

Group 2 (No Pattern) Irregular Past Participles

Verb	Translation	Past Participle
abrir	to open	abierto
cubrir	to cover	cubierto

(continued)

Table 7-2 (continued)

<i>Verb</i>	<i>Translation</i>	<i>Past Participle</i>
decir	to say, to tell	dicho
describir	to describe	descrito
descubrir	to discover	descubierto
devolver	to return (something)	devuelto
disolver	to dissolve	disuelto
envolver	to wrap (up)	envuelto
escribir	to write	escrito
freír	to fry	frito
hacer	to make, to do	hecho
morir	to die	muerto
oponer	to oppose	opuesto
poner	to put	puesto
proveer	to provide	provisto
resolver	to resolve	resuelto
romper	to break	roto
ver	to see	visto
volver	to return	vuelto

Forming the present perfect

Now that you know how to conjugate the verb **haber** in the present tense and form the past participle of some common verbs, you have everything you need to know to be able to form the present perfect. Put it all together and flex your muscles with your new compound tense. As you flex, keep the following rules and regulations in mind:

- ✓ Use the present perfect to talk about actions that have occurred (or not occurred) prior to the present time.
- ✓ Never separate the verb **haber** and the past participle with any other words.
- ✓ When you're using an object pronoun with the present perfect, the pronoun must precede the conjugated form of the verb **haber**.

The sample sentences in the list that follows show the use of the present perfect:

Yo he terminado la carta. (*I have finished the letter.*)

Ellos han empezado la casa nueva. (*They have started the new house.*)

Ella no ha leído aquella novela. (*She hasn't read that novel.*)

Tackling the Pluperfect and Preterit Perfect

Because most people generally perceive time as a linear progression from one event to the next, some past actions can be more past than others. “After I had heard that grasshoppers were a delicacy in Mexico,” for example, “I decided to try them.” In English, the helping verb *had* is used along with the past participle of the main verb to form the *past perfect* or *pluperfect*. Spanish includes two past-perfect tenses:

- ✓ *Pluperfect* is commonly used in conversation. The pluperfect is formed with the imperfect tense of the verb **haber** followed by the past participle of the main verb.
- ✓ *Preterit perfect* is commonly used in formal writing and literature. The preterit perfect is formed with the preterit tense of the verb **haber** followed by the past participle of the main verb.

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In most cases, you’re going to use the pluperfect. You can pretty much ignore the preterit perfect, unless you’re reading or writing a novel in Spanish or presenting a formal paper. If you’re studying Spanish primarily to converse, be sure to skip the parts on the preterit perfect.

Forming the pluperfect tense

To form the pluperfect tense, you start with the imperfect conjugation of the verb **haber** and then tack on the past participle of the main verb. Fortunately, **haber** follows the rules of regular -er verbs in the imperfect tense dropping the infinitive verb ending and then adding the endings **-ía**, **-ías**, **-ía**, **-íamos**, **-íais**, and **-ían**. Following is the conjugation chart you need to etch on your brain cells.

**había****habían****El había vivido. (He had lived.)**

Coming up with the right conjugation of **haber** is just the first step in forming your compound-verb conjugation. You must then add the past participle of the verb whose action is being described. See “Laying the Groundwork” earlier in this chapter for instructions on forming past participles.

Checking out the preterit perfect

Of the seven compound tenses, the preterit perfect is the one you’re likely to use least often. It’s a strictly formal tense that may come in handy for your reading or composition but won’t come up in conversation.

To form the preterit perfect, you begin with the preterit tense of the verb **haber** and then add the past participle of the main verb. It just so happens that the preterit conjugations of **haber** are irregular, so you need to memorize the following conjugation chart.

haber (helping verb <i>to have</i>)	
hube	hubimos
hubiste	hubisteis
hubo	hubieron
El hubo vivido. (He had lived.)	

Choosing the right tense at the right time

As you may notice, the pluperfect and preterit perfect tenses in Spanish have identical translations in English. Go figure! So what’s the difference? Why do you use one rather than the other? Just as the imperfect and preterit tenses have subtle differences with regard to the past, so do the pluperfect and preterit perfect tenses. The differences in this case center less on conceptual distinctions and more on the contexts in which they’re used:

- ✓ **Pluperfect:** The pluperfect is conversational and is used in everyday speech and writing to describe a past action that happened, or didn't happen, prior to another past action, as in the following examples:

Nosotros habíamos terminado con la cena antes de que ellos llegaron. (*We had finished dinner before they arrived.*)

Ella no nos había llamado antes de visitar. (*She hadn't called us before visiting.*)

Yo me había acostado después de mi programa favorito. (*I had gone to bed after my favorite program.*)

- ✓ **Preterit perfect:** As we mention earlier in the chapter, the preterit perfect appears primarily in formal or literary Spanish. For everyday purposes you use the simple preterit tense. In the following examples you can see the use of the preterit perfect (more formal) followed by the more common use of the simple preterit tense.

- **Después de que hubimos visto toda la película, salimos del cine.** (*After we had seen all of the movie, we left the theater.*)

Después de que vimos toda la película, salimos del cine. (*After we saw all of the movie, we left the theater.*)

- **Tan pronto como ellos hubieron terminado el trabajo, recibieron el dinero.** (*As soon as they had finished the work, they received the money.*)

Tan pronto como ellos terminaron el trabajo, recibieron el dinero. (*As soon as they finished the work, they received the money.*)

- **Tan pronto como ellos hubieron llegado, comimos.** (*As soon as they had arrived, we ate.*)

Tan pronto como ellos llegaron, comimos. (*As soon as they arrived, we ate.*)

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Table 7-3 includes conjunctions that call for the use of the preterit perfect or preterit in the subordinate clause.

Table 7-3 **Words and Phrases That Require the Preterit Perfect or Preterit**

<i>Term</i>	<i>Translation</i>
apenas	hardly
así que	so that
cuando	when
después de que	after

(continued)

Table 7-3 (continued)

<i>Term</i>	<i>Translation</i>
en cuanto	as soon as possible
ensiguida que	at once
tan pronto como	as soon as
una vez que	once

Forming the Future Perfect and Conditional Perfect

The compound tenses can be considered the *perfect tenses* in the sense that they express already completed actions. The future perfect tells about an action that will have been completed at some time in the future. The conditional perfect talks about an action that *would* have occurred in the past. The following sections introduce these two compound tenses:

- ✓ **Future perfect:** With the future perfect, you combine the future tense of the verb **haber** with the past participle of the main verb to express actions that *will have happened*.
- ✓ **Conditional perfect:** With the conditional perfect, you combine the conditional tense of the verb **haber** with the past participle of the main verb to express actions that *would have happened* if some specified condition had (or had not) existed.

Forming the future perfect tense

To form the future perfect, you follow the same two steps you take to form any of the compound tenses:

1. **Begin with the verb haber in the appropriate tense (in this case, future tense).**
2. **Add the past participle of the main verb.**

The only curve here is that the helping verb **haber** is formed irregularly in the future tense. The good news is that the future perfect and the conditional perfect tenses both share this same irregularity, which should make them easier to remember. To form the future perfect tense you start with the irregular verb stem **habr-** and add the regular future verb endings (check out Book II, Chapter 6 for a list of the regular future endings). The following chart shows the conjugation for the verb **haber** in the future tense:

haber (helping verb <i>to have</i>)	
habré	habremos
habrás	habréis
habrá	habrán
Nosotros habremos terminado el proyecto para el viernes. (We will have finished the project by Friday.)	

Giving yourself wiggle room with the conditional perfect

As we mention earlier in this section, the future perfect and conditional perfect share the same irregular verb stem. So to form the conditional perfect tense of the verb **haber**, you begin with the irregular verb stem **habr-** and then add the conditional endings, which you can find in Book II, Chapter 6. The following chart shows the verb **haber** conjugated in the conditional tense:

haber (helping verb <i>to have</i>)	
habría	habríamos
habrías	habríais
habría	habrían
Yo habría terminado la tarea pero estaba demasiado cansado. <i>(I would have finished the assignment but I was too tired.)</i>	

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Future perfect or conditional perfect? You decide

Conceptually speaking, the future and conditional perfect tenses are similar because both of these tenses express an action that hasn't occurred — in the case of the conditional perfect, because a certain condition wasn't met, and in the case of the future perfect, because the future hasn't yet occurred. The similarities end there, however, because the future tense expresses an action that will have happened by a certain time in the future, whereas the conditional perfect talks about what would have occurred, but didn't. The following sections provide additional guidelines to help you distinguish between these two compound tenses and choose the tense that best suits your needs.

Choosing the future perfect

The future perfect is packed with promise. This tense lets you



- ✓ Express what will have happened by a given time in the future; for example:

Nosotros habremos terminado para las dos. (*We will have finished by 2:00.*)

Ellos habrán llegado para este fin de semana. (*They will have arrived by this weekend.*)

Use **para** to introduce the time expressions in these sentences.

- ✓ Express probability or conjecture (when a slight doubt exists) of a recent past action; for example:

Ella lo habrá terminado. (*She's probably finished it.*)

Ellos habrán llegado. (*They must have [probably have] arrived.*)

Choosing the conditional perfect

Use the conditional perfect to express an action that would have happened but didn't. Such sentences typically contain a dependent clause explaining why the action didn't occur; that's your excuse clause — the one that gets you out of trouble.



When forming the dependent clause, keep the following two rules in mind (see Book III, Chapter 6):

- ✓ When the dependent clause begins with *but*, the verb in that clause is in the indicative.
- ✓ When the dependent clause begins with *if*, the verb in the clause is in the imperfect subjunctive.

Following are a couple of examples that show the conditional perfect at work in real, live sentences, complete with a dependent clause:

Nosotros habríamos ido, pero teníamos que trabajar. (*We would have gone, but we had to work.*)

Él habría hablado con ella, pero no entendía la situación. (*He would have talked with her, but he didn't understand the situation.*)

Ellos habrían ganado más dinero si hubieran trabajado más horas. (*They would have earned more money if they had worked more hours.*)

Tú habrías salido más temprano si ellos te hubieran llamado a tiempo. (*You would have left earlier if they had called you on time.*)

Encountering the Present Perfect Subjunctive

The present perfect is perfect for describing actions that *have* or *have not* already happened. The subjunctive mood is used in sentences that express a hope or wish, an opinion, doubt, emotion, or the unknown. Roll the two together and you get the present perfect subjunctive — a compound tense that describes actions that *may have* already happened.

The following sections show you how to form the present perfect subjunctive and use it in a sentence. (And see Book III, Chapter 6 for more on the subjunctive.)

Forming the present perfect subjunctive

Like the other compound tenses, you form the present perfect subjunctive by taking the following two steps:

1. Begin with the verb *haber* conjugated in the appropriate tense (in this case, present subjunctive).
2. Add the past participle of the main verb.

(See “Laying the Groundwork” earlier in this chapter for instructions on how to form past participles.)

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The following chart shows the verb *haber* conjugated in the present perfect.

haber (helping verb <i>to have</i>)	
haya	hayamos
hayas	hayáis
haya	hayan
Espero que ellos hayan terminado su trabajo a tiempo. (<i>I hope that they have finished their work on time.</i>)	



Notice that the first-person (*yo*), and the third-person (*él, ella, Ud.*) singular forms of the verb *haber* are the same in the present subjunctive.

Putting the present perfect subjunctive to good use

The subtle distinctions among different tenses can make deciding which tense to use tough for you. A case in point is the distinction between the present subjunctive and the present perfect subjunctive. The following guidelines should help you decide which tense is most appropriate:

- ✓ When the main clause of your sentence expresses doubt or desire in the present or present perfect tense, use the present subjunctive in the subordinate clause, as we discuss in Book III, Chapter 6.

Yo no supongo que tú leas los mismos libros que yo. (*I don't suppose that you [might] read the same books as I.*)

- ✓ When the main clause expresses doubt or desire in the present or present perfect tense and the subordinate clause refers to an action that *may have* taken place, use the present perfect subjunctive in the subordinate clause.

El profesor duda que todos los estudiantes hayan hecho la tarea. (*The teacher doubts that all of the students have done the homework.*)

- ✓ When the main clause of the sentence is in the future tense and depends on the completion of another action referred to in the subordinate clause that *may or will have* taken place, that subordinate clause will be in the present perfect subjunctive.

¿Qué harás después que hayas terminado con su trabajo? (*What will you do after you have finished with your work?*)

Doubting the Past with the Pluperfect Subjunctive

Have you ever hoped or wished that something *had* happened? If so, you probably did so in the pluperfect subjunctive and didn't even realize you were doing it. In modern spoken English, subjunctive use is more often implied than actually stated, as the following example shows:

I wished that I had (would have) slept before the party.

When the main clause *I wished* is in the past (preterit or imperfect) tense and refers to an action — *that I had slept before the party* — that is contrary to fact or that possibly had taken place, the subordinate clause is in the pluperfect subjunctive.

Before you get into the various uses of the pluperfect subjunctive, however, you need to find out how to form it. That's the subject of the following section.

Forming the pluperfect subjunctive

Like other compound tenses, you form the pluperfect subjunctive by taking the following two steps:

1. Begin with the verb **haber** conjugated in the appropriate tense (in this case, imperfect subjunctive).
2. Add the past participle of the main verb.

(See “Laying the Groundwork” earlier in this chapter for instructions on forming past participles.)

As we explain in Book III, Chapter 6, the imperfect subjunctive has two possible sets of endings. The following chart shows the most commonly used endings. The rule for conjugating a verb into its imperfect subjunctive form is to take the third person plural form of the preterit tense of the verb, drop the **-ron**, and add the following endings:

Imperfect subjunctive endings for all verbs	
yo -ra	nosotros/as -'ramos
tú -ras	vosotros/as -rais
él, ella, Ud. -ra	ellos/as, Uds. -ran

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Following this rule, the conjugation of the verb **haber** into the imperfect subjunctive is shown in the following chart.

haber (helping verb <i>to have</i>)	
hubiera	hubiéramos
hubieras	hubierais
hubiera	hubieran
Yo deseaba que hubiera dormido antes de la fiesta. (<i>I wished that I had slept before the party.</i>)	

Notice that the first-person (**yo**) and third-person (**él, ella, Ud.**) singular forms of this conjugation are the same.

Putting the pluperfect subjunctive to work

The pluperfect subjunctive expresses the same time frame as the pluperfect; that is, it expresses a past action that is more past than another past action. The difference is that the pluperfect subjunctive is used in sentences with a main clause that requires the use of the subjunctive mood in the subordinate clause.

The following sentences reveal the difference between the pluperfect indicative and the pluperfect subjunctive:

✓ Pluperfect indicative

Yo creía que ellos habían llegado a tiempo. (*I believed that they had arrived on time.*)

Note that this sentence is a statement of fact, which is why it uses the indicative.

✓ Pluperfect subjunctive

Yo dudaba que ella hubiera llamado. (*I doubted that she had called.*)

Note that this sentence expresses doubt, so it uses the subjunctive.

For basic information about the subjunctive mood, check out Book III Chapter 6.

Book IV

Spanish at Work

The 5th Wave

By Rich Tennant



"Honey, can you look in the phrase book and tell me
how 'scrambled' is pronounced in Spanish?"

In this book . . .

Whether you need to communicate in Spanish with customers or colleagues at work, you must master some highly specialized vocabulary — words and phrases specific to your industry and workplace. In this book, we provide specialized vocabulary, common fill-in-the-blank forms, and other tools to facilitate communication in a variety of workplace situations. Whether you're a teacher who needs to communicate with students and their parents or a construction supervisor who must delegate tasks to Spanish-speaking workers, you can find enough in this book to make it through a typical workday.

Here are the contents of Book IV at a glance:

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Chapter 1

Spanish for Healthcare Workers

In This Chapter

- ✓ Mastering basic terminology and emergency talk
- ✓ Dealing with admissions, forms, and insurance
- ✓ Interviewing and examining patients
- ✓ Offering a diagnosis and treatment plan

As a healthcare professional, you're dedicated to providing all your patients with the best treatment available, whatever language they happen to speak. Providing effective care, however, requires not only a thorough medical background but also an ability to clearly communicate with your patients. You need to be able to take your patients through the entire process — from meeting and greeting them to filling out paperwork, and from asking them questions to delivering your diagnosis, treatment plan, and instructions.

In the course of a single chapter, we can't possibly tell you everything you need to know to fully understand what your Spanish-speaking patients tell you or what you need to tell them, but we can bring you up to speed on the basics and show you how to communicate in the most common scenarios. Here, we cover the basics of gathering information from patients and explaining to patients the diagnosis and treatment.



Refer to the early chapters in Book I for basic coverage of conversational Spanish, including a pronunciation guide in Chapter 1. Book I, Chapter 3 leads you through the basics of meeting and greeting people, while Chapter 4 shows you how to engage in small talk — for when you're just getting to know your patients.

First Things First: Key Words and Emergency Lingo

Whatever your role is in serving patients — whether you're a receptionist meeting the patient for the first time or the doctor who ultimately provides diagnosis and treatment — you need to know some basic doctor's office vocabulary and how to communicate with patients in emergency situations. In the following sections, we introduce you to some general terminology along with Spanish names for body parts and internal organs. We also provide key phrases for dealing with accidents and emergencies.

Doctor-speak: Using basic terminology

When you're in a healthcare situation, whether in a doctor's office, pharmacy, or emergency room, you're likely to use many of the terms in Table 1-1.

Table 1-1

General Health-Related Words

English	Spanish	Pronunciation
blood pressure	la presión sanguínea	lah preh-seeohn sahn-ghee-neh-ah
bowel movement (evacuation)	la evacuación	lah eh-bvah-kooah-seeohn
constipation	el estreñimiento	ehl ehs-treh-nyee-meeeuhn-toh
doctor	doctor/a	dohk-tohr/fah
	médico/a	meh-dee-koh/kah
health	la salud	sah-lood
healthy	sano/a	sah-noh nah
left	izquierdo/a	ees-keeehr-doh/dah
medication; medicine	la medicina	lah meh-dee-see-nah
nausea; sickness	la náusea	lah nahoo-seh-ah
nurse	enfermera	ehn-fehr-meh-rah
pharmacist	el farmacéutico	ehl fahr-mah-sehoo-tee-koh
pharmacy	la farmacia	lah fahr-mah-seeah
prescription	la receta	lah reh-seh-tah
right	derecho/a	deh-reh-choh/chah

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
sick	enfermo/a	ehn-fehr-moh/mah
sneeze	el estornudo	ehl ehs-tohr-noo-doh
surgery	la cirugía	lah see-roo-Hee-ah
syrup; elixir	el jarabe	ehl Hah-rah-bveh
urine	la orina	lah oh-ree-nah
wound	la herida	lah eh-ree-dah

Naming body parts

Fortunately, you and your patient can probably refer to body parts simply by pointing to them — although this method can get a bit tricky when it comes to internal organs. A more efficient way to communicate with your Spanish-speaking patients is to brush up your Spanish anatomy terminology. Table 1-2 brings you up to speed and acts as a quick reference.

Table 1-2 Spanish Terminology for Body Parts

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
Head and Neck Words		
cheek	la mejilla	lah meh-Hee-yah
chin	la barba	lah bvaahr-bvah
cranium	el cráneo	ehl krah-neh-oh
ear	la oreja	lah oh-reh-Hah
eye	el ojo	ehl oh-Hoh
eyeball	el globo	ehl gloh-bvoh
face	el rostro	ehl rohs-troh
forehead	la frente	lah frehn-teh
hair	el pelo	ehl peh-loh
head	la cabeza	lah kah-bveh-sah
jaw	la mandíbula	lah mahn-dee-bvoo-lah
lip	el labio	ehl lah-bveeoh
mouth	la boca	lah bvoah-kah
neck	el cuello	ehl kooeh-yoh

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(continued)

Table 1-2 (*continued*)

English	Spanish	Pronunciation
nose	la nariz	lah nah-rees
tongue	la lengua	lah <i>lehn</i> -gooh
tonsils	las amígdalas	lahs ah-meeg-dah-lahs
Arm and Hand Words		
arm	el brazo	ehl <i>bvrah</i> -soh
elbow	el codo	ehl <i>koh</i> -doh
finger	el dedo	ehl <i>deh</i> -doh
finger (forefinger)	el dedo índice	ehl <i>deh</i> -doh <i>een-dee</i> -seh
finger (little)	el dedo meñique	ehl <i>deh</i> -doh <i>meh-nyee</i> -keh
finger (middle)	el dedo del medio	ehl <i>deh</i> -doh <i>dehl</i> <i>meh-dee</i> oh
finger (ring)	el dedo anular	ehl <i>deh</i> -doh <i>ah-noo</i> - <i>lah</i>
fist	el puño	ehl <i>poo</i> -nyoh
forearm	el antebrazo	ehl <i>ahn-teh</i> - <i>bvrah</i> -soh
hand	la mano	lah <i>mah</i> -noh
palm of the hand	la palma de la mano	lah <i>pahl</i> -mah deh lah <i>mah</i> -noh
shoulder	el hombro	ehl <i>ohm</i> -broh
thumb	el pulgar	ehl <i>pool</i> - <i>gahr</i>
wrist	la muñeca	lah <i>moo</i> - <i>nyeh</i> -kah
Leg and Foot Words		
ankle	el tobillo	ehl <i>toh</i> - <i>bvee</i> -yoh
calf	la pantorrilla	lah <i>pahn</i> -toh- <i>rree</i> -yah
foot	el pie	ehl <i>pee</i> eh
heel	el talón	ehl <i>tah</i> - <i>lohn</i>
knee	la rodilla	lah <i>roh</i> - <i>dee</i> -yah
leg	la pierna	lah <i>pee</i> ehr-nah
nail	la uña	lah <i>oo</i> -nyah
sole of the foot	la planta del pie	lah <i>plahn</i> -tah dehl <i>pee</i> eh
thigh	el muslo	ehl <i>moos</i> -loh
toe	el dedo del pie	ehl <i>deh</i> -doh dehl <i>pee</i> eh

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
<i>Internal Organs and Other Stuff</i>		
bladder	la vejiga	lah bve- <i>Hee</i> -gah
blood	la sangre	lah <i>sahn</i> -greh
bone	el hueso	ehl <i>ooeh</i> -soh
bowel; intestine; gut	el intestino	ehl een-tehs- <i>tee</i> -noh
brain	el cerebro	ehl seh- <i>reh</i> -bvroh
gallbladder	la vesícula	lah bveh- <i>see</i> -koo-lah
heart	el corazón	ehl koh-rah- <i>sohn</i>
joint	la articulación	lah ahr-tee-koo-lah- <i>seeohn</i>
kidney	el riñón	ehl ree-nyohn
liver	el hígado	ehl ee-gah-doh
lung	el pulmón	ehl pool-mohn
muscle	el músculo	ehl moos-koo-loh
nerve	el nervio	ehl nehr-bveeooh
pancreas	el páncreas	ehl pahn-kree-ahs
skin	la piel	lah peeehl
spleen	el vientre	ehl bveeehn-treh
stomach	el estómago	ehl ehs- <i>toh</i> -mah-goh
uterus	el útero	ehl oo-teh-roh

Dealing with emergencies

In emergency situations, you have very little time to establish rapport with the patient. You need to find out what's going on in a hurry and then issue whatever commands necessary to get the patient to cooperate. Here's a list of questions that can help you quickly ascertain what happened and evaluate the patient's condition:

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- ✓ *Can you hear me? ¿Me puede oír?* (meh pooeh-deh oheer)
- ✓ *Can you talk? ¿Puede hablar?* (pooeh-deh ah-bulahr)
- ✓ *What is your name? ¿Cómo se llama?* (koh-moh seh yah-mah)

- ✓ *Where does it hurt? ¿Dónde le duele?* (dohn-deh leh dooeh-leh)
- ✓ *Do you know what day today is? ¿Qué día es hoy?* (keh dee-ah ehs ohy)
- ✓ *Do you know where you are? ¿Sabe dónde está?* (sah-bveh dohn-deh ehs-tah)
- ✓ *We are going to put you on a stretcher. Vamos a ponerlo en una camilla.* (bvah-mohs ah poh-nehr-loh ehn oo-nah kah-mee-yah)
- ✓ *We are going in an ambulance. Vamos en la ambulancia.* (bvah-mohs ehn lah ahm-bvoo-lahn-seeah)
- ✓ *We are going to the hospital. Vamos al hospital.* (bvah-mohs ahl ohs-pee-tahl)

When you encounter an emergency situation, you need to take control and tell the patient exactly what you need her to do. These short commands are often all you need:

- ✓ *Try to calm down. Trate de calmarse.* (trah-teh deh kahl-mahr-seh)
- ✓ *Open your eyes. Abra los ojos.* (ah-bvrah lohs oh-Hohs)
- ✓ *Please, don't move! Por favor, ¡No se mueva!* (pohr fah-bvohr noh seh mooeh-bvah)
- ✓ *Point to where it hurts. Apunte/señale donde le duele.* (ah-poon-teh/ seh-nyah-leh dohn-deh leh dooeh-leh)
- ✓ *Sit down! ¡Siéntese!* (seeehn-teh-seh)
- ✓ *Lie down! ¡Acuéstese!* (ah-kooehs-teh-seh)
- ✓ *Breathe slowly! ¡Respire lentamente!* (rehs-peeh-reh lehn-tah-mehn-teh)
- ✓ *Open! ¡Abra!* (ah-bvrah)
- ✓ *Turn! ¡Voltee!* (bvohl-teh-eh)
- ✓ *Listen! ¡Oiga!* (ohhee-gah)

Admitting New Patients

The first encounter with a new patient is likely to be one of the most important, and it usually occurs with the receptionist who answers the phone and greets the patient when she arrives. This initial contact is when the patient first explains what's going on and why she needs to see a doctor, sets an appointment, completes the necessary paperwork, and discusses details relating to insurance and payments.

In the following sections, we reveal some basic terminology and phrases you need to know at this point and present you with dialogues of some common scenarios so you can begin to tune in to your Spanish-speaking patients.



A smile always conveys concern and compassion and makes a patient feel more at ease. This advice may seem trite, but people often forget how important body language can be, especially when they may be struggling with a language barrier.



One of the most common questions you're going to get is *¿Dónde está el baño?* (*dohn-deh ehs-tah ehl bvah-nyoh*) (*Where's the bathroom?*) You have two options here: You can escort the person to the nearest bathroom or give the person directions, as discussed in Book I, Chapter 8.

Setting appointments and asking initial questions

When a patient calls into the office, you need to gather some basic information — including the patient's complaint, name, and phone number — and then set up an appointment for the patient to see the doctor. The following dialogue leads you through a typical preliminary phone conversation.

Talkin' the Talk



Mrs. Cruz calls her doctor to set up an appointment. The receptionist, Janice, answers the call, obtains the necessary information from Mrs. Cruz, and then schedules the appointment. Here's how such a conversation is likely to go.

Janice: **Bueno. Esta es la oficina de los Doctóres Smith, Rowe, y Cline.**

bvooeh-noh ehs-tah ehs lah oh-fee-see-nah deh lohs
dohk-toh-rehs smeeth, roh, ee kline
Hello. This is the office of Doctors Smith, Rowe, and Cline.

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Mrs. Cruz: **Sí, necesito concertar una cita con el médico.**
see, neh-seh-see-toh kohn-sehr-tahr oo-nah see-tah
kohn ehl meh-dee-koh
Yes, I need to make an appointment with the doctor.

Mi doctór es el Doctór Rowe.
mee dohk-tohr ehs ehl dohk-tohr roh
My doctor is Dr. Rowe.

Janice: **Él tiene una cita disponible hoy a las dos de la tarde.**
ehl teeeh-neh oo-nah see-tah dees-poh-nee-bvleh ohy
ah lahs dohs deh lah tahr-deh
He has an appointment available today at 2:00 p.m.

¿Está bien esta hora con usted?
ehs-tah bveeehn ehs-tah oh-rah kohn oos-tehd
Is that time okay with you?

Mrs. Cruz: **Sí, excelente.**
see ehk-seh-lehn-teh
Yes, excellent.

Janice: **¿Cómo se llama?**
koh-moh seh yah-mah
What's your name?

Mrs. Cruz: **Me llamo Sra. María Luisa Cruz.**
meh yah-moh seh-nyoh-rah mah-ree-ah looee-sah
kroos
My name is Mrs. María Luisa Cruz.

Janice: **¿Cuál es su fecha de nacimiento?**
kooahl ehs soo feh-chah deh nah-see-meeehn-toh
What is your birthdate?

Mrs. Cruz: **Es el veinte de mayo de mil novecientos setenta y cinco.**
ehs ehl bveheen-teh deh mah-yoh deh meel
noh-bveh-seeehn-tohs seh-tehn-tah ee seen-koh
It's May 20th, 1975.

Janice: **¿Qué es su número de teléfono?**
keh ehs soo noo-meh-roh deh teh-leh-foh-noh
What is your phone number?

Mrs. Cruz: **Mi número es 473-1205.**
mee noo-meh-roh ehs kooah-troh seeeh-teh trehs
oo-noh dohs seh-roh seen-koh
My number is 473-1205.

- Janice: **¿Cuáles son sus síntomas?**
kooah-lehs sohn soos seen-toh-mahs
What are your symptoms?
- Mrs. Cruz: **Hace una semana que me duele la garganta mucho y tengo dolores en todas partes de mi cuerpo.**
ah-seh oo-nah seh-mah-nah keh meh dooeh-leh lah
gahr-gahn-tah moo-choh ee tehn-goh doh-loh-rehs
ehn toh-dahs pahr-tehs deh mee kooehr-poh
For a week I have had a very bad sore throat and aches all over my body.
- Janice: **¿Tiene Ud. fiebre?**
teeeh-neh oos-tehd feeeh-bvreh
Do you have a fever?
- Mrs. Cruz: **De veras, no sé. No tengo termómetro en casa.**
deh bveh-rahs noh seh no tehn-goh tehr-moh-meh-troh ehn kah-sah
Honestly, I don't know. I don't have a thermometer at home.
- Janice: **No hay problema. La enfermera tomará su temperatura durante la visita.**
no ahy proh-bvleh-mah lah ehn-fehr-meh-rah
toh-mah-rah soo tehm-peh-rah-too-rah doo-rahn-teh
lah bvee-see-tah
It's not a problem. The nurse will take your temperature during your visit.
- Eso es toda la información que necesito. Gracias.
Hasta las dos.**
- eh-soh ehs toh-dah lah een-fohr-mah-seeohn keh
neh-seh-see-toh grah-seeahs ahs-tah lahs dohs
That is all the information that I need. Thanks. See you at 2:00.
- Mrs. Cruz: **Gracias. Adiós.**
grah-seeahs ah-deeohs
Thanks. Good-bye.

At some point in your initial conversation, you need to find out why the person on the other end of the line needs to see the doctor. Here's the question you need to ask:

¿Por qué necesita Ud. consultar al médico? (pohr keh neh-seh-see-tah oos-tehd kohn-sool-tahr ahl meh-dee-koh) (*Why do you need to see the doctor?*)

Asking the question is the easy part (it always is); understanding the answer is the real challenge, because the patient can describe anything from the common cold to symptoms of a serious illness. Following are some of the more common reasons patients are likely to offer for needing to see a doctor:

- ✓ **Yo tengo un catarro/resfriado.** (yoh tehn-goh oon kah-tah-rroh/rehs-freeah-doh) (*I have a cold.*)
- ✓ **Mi hijo/a tiene fiebre.** (mee ee-Hoh teeuh-neh feeh-breh) (*My child has a fever.*)
- ✓ **Tengo un dolor de estómago.** (tehn-goh oon doh-lohr deh ehs-toh-mah-goh) (*I have a stomach ache.*)
- ✓ **Me duele la garganta.** (Fill in any body part.) (meh dooeh-leh lah gahr-gahn-tah) (*My throat hurts.*)
- ✓ **Estoy estreñido/a.** (ehs-tohy ehs-treh-nyee-doh/dah) (*I am constipated.*)
- ✓ **Tengo dolores en todas partes de mi cuerpo.** (tehn-goh doh-loh-rehs ehn toh-dahs pahr-tehs deh mee kooer-poh) (*I have aches all over my body.*)
- ✓ **Tengo un dolor de cabeza.** (tehn-goh oon doh-lohr deh kah-beh-sah) (*I have a headache.*)
- ✓ **Creo que me hubiera torcido el tobillo.** (Fill in any body part.) (kreh-oh keh meh oo-bveeah-rah tohr-see-doh ehl toh-bee-yoh) (*I think I may have sprained my ankle.*)
- ✓ **Creo que me hubiera fracturado el brazo.** (Fill in any body part.) (kreh-oh keh meh oo-bveeah-rah frahk-too-rah-doh ehl burah-soh) (*I think I may have fractured my arm.*)
- ✓ **Mi niño/a está vomitando desde hace dos días.** (mee nee-nyoh/nyah ehs-tah voh-mee-tahn-doh dehs-deh ah-seh dohs dee-ahs) (*My child has been vomiting for two days.*)

- ✓ **Mi niño/a está quejando de un dolor de *estómago*.** (Fill in any body part.) (mee nee-nyoh/nyah ehs-tah keh-Hahn-doh deh oon doh-lohr deh ehs-toh-mah-goh) (*My child is complaining of a stomachache.*)
- ✓ **Mi hijo/a tiene una tos muy persistente desde hace una semana.** (mee ee-Hoh/Hah teeuh-neh oo-nah tohs mooy pehr-sees-tehn-teh dehs-deh ah-seh oo-nah seh-mah-nah) (*My son/daughter has had a very persistent cough for a week.*)
- ✓ **No consigo curarme esta tos.** (noh cohn-see-goh koo-rahr-meh ehs-tah tohs) (*I can't get rid of this cough.*)
- ✓ **Mi esposo/a está quejando de dificultad en tragar.** (mee eh-spooh-soh/sah ehs-tah keh-Hahn-doh deh dee-fee-kool-tahd ehn trah-gahr) (*My husband/wife is complaining of difficulty swallowing.*)
- ✓ **Estoy mareado/a cuando me pongo a pie.** (ehs-tohy mah-reh-ah-doh/dah kooahn-doh meh pohn-goh ah peeuh) (*I am dizzy when I stand up.*)
- ✓ **Me zumban los oídos.** (meh soom-bahn lohs ohee-dohs) (*My ears are ringing.*)

Dealing with forms and other formalities

When a patient arrives at your office, you need to greet her and ask her to complete one or more forms. Book I, Chapter 3 offers everything you need to know about meeting and greeting people in Spanish. After dealing with the preliminaries, you need to have the patient sign in and then (if the person is a new patient) have her fill out the requisite forms.

The good news is that your Spanish-speaking patient's English may be better than your Spanish. Don't assume that because your patient enters the office speaking Spanish to her family that she doesn't speak English. Ascertain the patient's English language skills early on and her preferred language for dealing with the doctor. You may even want to note this information in the patient's records for future reference.



Having Spanish-language forms and other paperwork on hand (such as your privacy policy) is a big plus. Figure 1-1 provides a sample form for gathering basic information from new patients.

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Información del paciente (Patient Information)			
Fecha (Date): Mes (Month) _____ Día (Day) _____ Año (Year) _____			
Nombre del paciente: Apellido, nombre, inicial del segundo nombre (Patient Name: Last, First, M.I.)			
Dirección (Address)		Ciudad/Estado/Código postal (City/State/Zip Code)	
Teléfono de casa (Home Telephone Number)		Número de celular (Cell Number)	
Empleador (Employer)		Teléfono de trabajo (Work Telephone Number)	
Fecha de nacimiento (Birthdate)		Número de Seguro Social (Social Security Number)	
Mes (Month) _____ Día (Day) _____ Año (Year) _____		_____ - _____ - _____	
Compañía de seguros de salud (Health Insurance Company Name)		Número de póliza de seguro de salud (Health Insurance Policy Number)	
Información del responsable si es diferente que lo anotado arriba (Information of the responsible party if different than that noted above)			
Apellido, nombre, inicial del segundo nombre (Last Name, First Name, Middle Initial)			
Dirección (Address)		Ciudad/Estado/Código postal (City/State/Zip Code)	
Teléfono de casa (Home Telephone Number)		Número de celular (Cell Number)	
Síntomas (Symptoms)			
<input type="checkbox"/> Toser Coughing	<input type="checkbox"/> Insomnio Insomnia	<input type="checkbox"/> Dolor de urinar Pain when urinating	<input type="checkbox"/> Hemorragia Bleeding
<input type="checkbox"/> Estornudar Sneezing	<input type="checkbox"/> Fatiga Fatigue	<input type="checkbox"/> Estreñimiento Constipation	<input type="checkbox"/> Dolor de músculo Muscle ache
<input type="checkbox"/> Dolor de garganta Sore throat	<input type="checkbox"/> Dolor de pecho Chest pain	<input type="checkbox"/> Flujo vaginal Vaginal discharge	<input type="checkbox"/> Dolor de articulación Joint ache
<input type="checkbox"/> Goteo nasal Runny nose	<input type="checkbox"/> Diarrea Diarrhea	<input type="checkbox"/> Picazón Itching	<input type="checkbox"/> Adormecimiento Numbness
<input type="checkbox"/> Dolor de oído Earache	<input type="checkbox"/> Dolor de estómago Stomach ache	<input type="checkbox"/> Piel seco Dry skin	<input type="checkbox"/> Hormigueo Tingling
<input type="checkbox"/> Dolor de cabeza Headache	<input type="checkbox"/> Náusea Nausea	<input type="checkbox"/> Sarpullido Rash	<input type="checkbox"/> Sudores por la noche Night sweats
<input type="checkbox"/> Dificultades con la respiración Difficulty breathing	<input type="checkbox"/> Vomitar Vomiting	<input type="checkbox"/> Magullar Bruising	<input type="checkbox"/> Otro Other: _____
<input type="checkbox"/> Mareos Dizziness	<input type="checkbox"/> Incontinencia Incontinence	<input type="checkbox"/> Corte Cut	
Autorización, Consentimiento y Asignación de Beneficios Authorization, Consent, and Benefit Allocation			
<p>Yo doy consentimiento a la atención del paciente a fin de incluir la evaluación, diagnóstico, consulta, y tratamiento de cuidado de salud. Doy mi permiso para que los beneficios del seguro a ser pagados directamente al proveedor de atención médica, y entiendo que soy financieramente responsable de los servicios no cubiertos.</p> <p>I hereby give consent to patient care to include assessment, diagnosis, consultation, and healthcare treatment. I give permission for my insurance benefits to be paid directly to the healthcare provider, and I understand that I am financially responsible for services not covered.</p> <p>Firma (Signature): _____ Fecha (Date): _____</p> <p>Parentesco al paciente si es menor (Relationship to the patient if a minor): _____</p>			

Figure 1-1:
Spanish-language
form
for new
patients.

The following dialogue illustrates the first meeting between a receptionist and a patient.

Talkin' the Talk

Janice greets Maria (a new patient), has her sign in, and asks her to fill out the new patient form.

Janice: **Buenas tardes. Por favor firme aquí con su nombre y apellido, el médico que va a ver, y la hora de su llegada.**

bvooeh-nahs tahr-dehs pohr fah-bvohr feer-meh
ah-kee kohn soo nohm-bvreh ee ah-peh-yee-doh ehl
meh-dee-koh keh bvah ah bvehr ee lah oh-rah deh
soo yeh-gah-dah

*Good afternoon. Please sign in here with your first
and last name, the doctor that you will see, and the
time of your arrival.*

Maria: **Está bien.**
ehs-tah bveeehn
Fine.

Janice: **La enfermera la llamará cuando están listos.**
lah ehn-fehr-meh-rah lah yah-mah-rah kooahn-doh
ehs-tahn lees-tohs
The nurse will call you when they're ready.

Mientras tanto por favor llene este formulario.
meeechn-trahs tahn-toh pohr fah-bvohr yeh-neh ehs-
teh fohr-moo-lah-reeoh
Meanwhile, please fill out this form.

Necesitamos alguna información básica para su expediente.
neh-seh-see-tah-mohs ahl-goo-nah
een-fohr-mah-seeohn bvah-see-kah pah-rah soo
ehk-speh-deeehn-teh
We need some basic information for your file.

Maria: **No es ninguna molestia.**
noh ehs neen-goo-nah moh-lehs-teeah
It's not a problem.

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Discussing insurance and payments

Discussing insurance and payments with patients upfront can help you steer clear of any confusion and potential disagreements later. You need to let the patient know your payment policy and how much you charge for a typical doctor's visit, as well as find out whether the person has health insurance (which may be included on the new patient form). In the following dialogue, the receptionist goes over these points with a patient.

Talkin' the Talk



During María's first visit to Dr. Rowe's office, Janice informs María of their payment policy and gathers information about her insurance.

Janice:

Necesito establecer como pagarán por la cita.

Neh-seh-see-toh ehs-tah-bvleh-sehr koh-moh
pah-gah-rah pohr lah see-tah
I need to establish how you will pay for the appointment.

¿Tiene Ud. seguro?

teeeh-neh oos-tehd seh-goo-roh
Do you have insurance?

María:

Sí, tengo seguro.

see tehn-goh seh-goo-roh
Yes, I have insurance.

Janice:

Entonces, por favor llene este formulario de seguro.

ehn-tohn-sehs pohr fah-bvohr yeh-neh ehs-teh
fohr-moo-lah-reeoh deh seh-goo-roh
Well, then, please fill out this insurance form.

También necesito su tarjeta de seguro para hacer una fotocopia.

tahm-bveeehn neh-seh-see-toh soo tahr-Heh-tah deh
seh-goo-roh pah-rah ah-sehr oo-nah
foh-toh-koh-peeah
I also need your insurance card to make a photocopy.

María:

Espere un momento, la tengo aquí en mi bolsa.

ehs-peh-reh oon moh-mehn-toh lah tehn-goh ah-kee
ehn mee bvohl-sah
Wait a minute; I have it here in my purse.

Janice: **Gracias. Yo haré una fotocopia de la tarjeta mientras Ud. llena el formulario.**
grah-seeahs yoh ah-reh oo-nah foh-toh-koh-peeah de lah tahr-Heh-tah meeahn-trahs oos-tehd yeh-nah ehl fohr-moo-jah-reeoh
Thank you. I will make a photocopy of the insurance card while you fill out the form.

Pregúntame si haya algo que no entienda.
preh-goon-tah-meh see ah-yah ah!-goh keh noh ehn-teeahn-dah
Ask me if there is anything that you don't understand.

María: **Bien.**
bveeehn
Fine.

Later when María returns with the insurance form completed:

Janice: **La información en su tarjeta indica que Ud. tiene que pagar veinte dólares de co-pago por la visita.**
lah een-fohr-mah-seeohn ehn soo tahr-Heh-tah een-dee-kah keh oos-tehd teeuh-neh keh pah-gahr bveheen-teh doh-lah-rehs deh koh pah-goh pohr lah bvee-see-tah
The information on your card indicates that you have to pay a \$20 co-pay at the time of your visit.

¿Cómo desea pagar?
koh-moh deh-seh-ah pah-gahr
How do you want to pay?

María: **Lo pagaré en efectivo.**
loh pah-gah-reh en eh-fehk-tee-bvoh
I will pay in cash.

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Janice: **Está bien. ¿Necesita un recibo?**
ehs-tah bveeehn neh-seh-see-tah oon reh-see-bvoh
That's fine. Do you need a receipt?

María: **Sí, gracias.**
see grah-seeahs
Yes, thanks.

Asking Questions: The Patient Interview

As a doctor, you very rarely have the opportunity to diagnose a patient's condition just by looking at her. You usually need to find out from the patient what's going on and why she came to see you. If you're lucky, your receptionist already obtained some general information about the patient's condition and passed it along to you. Chances are good, however, that you probably need to ask some additional questions, and you probably want to hear it from the patient yourself, anyway. The following dialogue presents just this kind of doctor-patient interview.

Talkin' the Talk



As you know, one of the best ways to figure out what's wrong with a patient is to ask questions — as many questions as needed to focus in on the problem. Here, Dr. Billess greets her patient, Mr. Manuel, and asks a series of common questions.

Dr. Billess: **Buenas tardes, Sr. Manuel. Me llamo Doctór Billess.**
bvooh-nahs tahr-dehs seh-nyohr mah-nooeh/meh
yah-moh dohk-tohr bee-lehs
Good afternoon, Mr. Manuel. My name is Dr. Billess.

Mr. Manuel: **Mucho gusto.**
moo-choh goo-stoh
Pleased to meet you.

Dr. Billess: **¿Cómo puedo ayudar hoy?**
koh-moh pooeh-doh ah-yoo-dahr ohy
How may I help today?

Mr. Manuel: **He tenido un dolor de estómago por un tiempo.**
eh teh-nee-doh oon doh-lohr deh ehs-toh-mah-goh
pohr oon teeehm-poh
I have had a stomachache for a while.

Dr. Billess: **¿Me puede decir específicamente cuando empezó este dolor?**
meh pooeh-deh deh-seer ehs-peh-see-fee-kah-mehn-teh kooahn-doh ehm-peh-soh ehs-teh doh-lohr
Can you tell me specifically when this pain began?

Mr. Manuel: **Pues, a ver, creo que empezó hace dos semanas, más o menos.**

pooehs ah bvehr kreh-oh keh ehm-peh-soh ah-seh dohs seh-mah-nahs mahs oh meh-nohs

Well, let's see, I think it began two weeks ago, more or less.

Dr. Billess: **¿Hay unas cosas que mejoren o empeoren el dolor?**

ahy oo-nahs koh-sahs keh meh-Hoh-rehn oh ehm-peh-oh-rehn ehl doh-lohr

Are there any things that seem to lessen or worsen the pain?

Mr. Manuel: **Me parece que hay algunos movimientos que lo empeoren.**

meh pah-reh-seh keh ahy ahl-goo-nohs

moh-bvee-meehn-tohs key loh ehm-peh-oh-rehn

It seems that there are certain movements that make it worse.

También me hace sentir mejor cuando aplico la almohadilla de calefacción a mi estomago.

tahm-bveeehn meh ah-seh sehn-teer meh-Hohr

kooahn-doh ah-pfee-koh lah ahl-moh-ah-dee-yah deh

kah-leh-fahk-seeohn ah mee ehs-toh-mah-goh

Also I feel better when I put the heating pad on my stomach.

Dr. Billess: **Déjame ver. Voy a examinar el estómago. Por favor levante su camisa.**

deh-Hah-meh bvehr bvohy ah ehk-sah-mee-nahr ehl ehs-toh-mah-goh poh fah-bvohr leh-bvahn-teh soo kah-mee-sah

Let me see. I'm going to examine your stomach.

Please lift up your shirt.

Mr. Manuel: **Bien.**

bveeehn

Fine.

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Following are some of the most common questions doctors ask when interviewing their patients:

✓ *Do you have a fever? ¿Tiene fiebre? (teeh-nuh feeh-bre)*

✓ *Are you sneezing a lot? ¿Estornuda mucho? (ehs-tohr-noo-dah moo-choh)*

- ✓ *Do you have a cough? ¿Tiene tos?* (teeeh-neh tohs)
- ✓ *How long have you been feeling like this? ¿Hace cuánto tiempo que se siente mal?* (ah-seh kooahn-toh teeehm-poh keh seh seehn-teh mahl)
- ✓ *Are you sleeping any more or less than usual? ¿Duerme más o menos que lo normal?* (dooehr-meh mahs oh meh-nohs keh loh nohr-mahl)
- ✓ *Where do you feel the pain? ¿Dónde siente el dolor?* (dohn-deh seeehn-teh ehl doh-lohr)
- ✓ *Are there any medications that you take regularly? ¿Hay algunas medicaciones que toma regularmente?* (ahy ahl-goo-nahs meh-dee-kah-seeohn-ehs keh toh-mah reh-goo-lahr-mehn-teh)
- ✓ *Do you have any problems with your digestion? ¿Tiene un problema con la digestión?* (teeeh-neh oon proh-buleh-mah kohn lah dee-Hehs-teeohn)
- ✓ *Do you smoke? ¿Usted fuma?* (oos-tehd foo-mah)
- ✓ *Is there any history of cancer in your family? (Fill in any illness/disease.)*
¿Hay una historia de cáncer en su familia? (ahy oo-nah ees-toh-reeah deh kahn-sehr ehn soo fah-mee-leeah)
- ✓ *Do you ever feel dizzy? ¿Tiene mareos a veces?* (teeeh-neh mah-reh-ohs ah bveh-sehs)
- ✓ *Are you constipated? ¿Está estreñido/a?* (ehs-tah ehs-treh-nyee-doh/dah)
- ✓ *Do you have diarrhea? ¿Tiene diarrea?* (teeeh-neh deeah-rreh-ah)

In the case of an accident, instead of asking *What's wrong?* you may want to ask *What happened?:*

- ✓ *What happened? ¿Qué ocurrió?* (keh oh-koo-rreeoh)
- ✓ *When did this happen? ¿Cuándo ocurrió?* (kooahn-doh oh-koo-rreeoh)
- ✓ *Are you feeling any pain? ¿Siente algún dolor?* (seeeh-teh ahl-goon doh-lohr)
- ✓ *Where does it hurt? ¿Dónde le duele?* (dohn-deh leh dooeh-leh)
- ✓ *Do you hurt anywhere else? ¿Le duele en otra parte del cuerpo?* (leh dooeh-leh ehn oh-trah pahr-teh dehl kooehr-poh)
- ✓ *Do you feel dizzy? ¿Se siente mareado/a?* (seh seeehn-teh mah-reh-ah doh/dah)

Examining Your Patient

After the patient has had a chance to talk, you're ready to get down to business, check her vital signs, and take a closer look by performing a physical exam. In the following sections, we show you how to talk your patient through a standard physical examination, including taking her blood pressure and temperature, requesting a urine sample or blood sample (if necessary), and ordering x-rays.

Taking a patient's blood pressure and temperature

In most offices, the nurse or a medical assistant ushers the patient to an examination room and immediately takes the patient's blood pressure and temperature. If this job falls to you, you need to tell the patient what you're doing and instruct her on what she needs to do; check out the following dialogue for an example conversation.

Talkin' the Talk

The medical assistant Laurie weighs Mrs. López and takes her temperature and blood pressure while keeping Mrs. López informed of what she's doing.

Laurie: **Buenas tardes, Sra. López.**
bvooh-nahs tahr-dehs seh-nyoh-rah /oh-pehs
Good afternoon, Mrs. López.

Mrs. López: **Buenas tardes.**
bvooh-nahs tahr-dehs
Good afternoon.

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Laurie: **Por favor suba a la báscula. Necesito averiguar cuánto pesa.**
pohr fah-bvohr soo-bvah ah lah bvahs-koo-lah
neh-seh-see-toh ah-bveh-ree-gooahr kooahn-toh
peh-sah
Please step up on the scale. I need to get your weight.

Mrs. López: **Bien.**
bveeehn
Fine.

Laurie jots down Mrs. López's weight, and Mrs. López steps off the scale.

Laurie: **Vamos a la tercera sala a la derecha.**
bvah-mohs ah lah tehr-seh-rah sah-lah ah lah
deh-reh-chah
We're going to the third room on the right.

After arriving in the examination room:

Por favor siéntese en esta mesa.
pohr fah-bvohr seeehn-teh-seh ehn ehs-tah meh-sah
Please take a seat on this table.

Necesito tomar su temperatura.
neh-seh-see-toh toh-mahr soo tehm-peh-rah-too-rah
I need to take your temperature.

Por favor ponga este termómetro en la boca.
pohr fah-bvohr pohn-gah ehs-teh tehr-moh-meh-troh
ehn lah bvoh-kah
Please put this thermometer in your mouth.

After getting her temperature:

Ahora necesito tomar su presión de la sangre.
ah-oh-rah neh-seh-see-toh toh-mahr soo preh-seeohn
deh lah sahn-greh
Now I need to take your blood pressure.

Por favor remánguese la camisa.
pohr fah-bvohr reh-mahn-geh-seh lah kah-mee-sah
Please roll up your shirt sleeve.

After getting her blood pressure:

Gracias. El médico llegará pronto.
grah-seeahs ehl meh-dee-koh yeh-gah-rah prohn-toh
Thanks. The doctor will be here soon.

Sra. López: **Gracias.**
grah-seeahs
Thanks.

Say “aah”: The physical exam

During a physical exam, you’re usually giving the patient a quick overall inspection to check for any obvious physical signs of illness. You may examine the patient’s ears, nose, and throat; listen to her heart and breathing; and take a closer look at any body parts that show evidence of trauma or where the patient reports feeling pain. (The list of Spanish names for body parts in Table 1-2 near the beginning of the chapter comes in very handy here.)

- ✓ *I am going to examine you. Voy a examinarlo.* (bvohy ah ehk-sah-mee-nahr-loh)
- ✓ *Please sit up on the bed. Por favor, siéntese en la mesa.* (pohr fah-bvohr seeehn-teh-seh ehn lah meh-sah)
- ✓ *Sit upright. Siéntese derecho.* (seeehn-teh-seh deh-reh-choh)
- ✓ *Lift your head. Levante la cabeza.* (leh-bvahn-teh lah kah-bveh-sah)
- ✓ *Lower your head. Baje la cabeza.* (bvah-Heh lah kah-bveh-sah)
- ✓ *Turn your head to the left. Voltee la cabeza hacia la izquierda.* (bvohl-teh-eh lah kah-bveh-sah ah-seeah lah ees-keeehr-dah)
- ✓ *Turn your head to the right. Voltee la cabeza hacia la derecha.* (bvohl-teh-eh lah kah-bveh-sah ah-sehah lah deh-reh-chah)
- ✓ *I am going to examine your ears. Voy a examinar sus orejas.* (bvoy ah ehk-sah-mee-nahr soos oh-reh-Hahs)
- ✓ *I am going to examine your nose. Voy a examinar su nariz.* (bvoy ah ehk-sah-mee-nahr soo nah-rees)
- ✓ *Open your mouth. Abra la boca.* (ah-bvrah lah bwoh-kah)
- ✓ *Say “aah.” Diga “aaa.”* (dee-gah aaah)
- ✓ *Close your mouth. Cierre la boca.* (seeeh-rreh lah bvoh-kah)
- ✓ *Stick out your tongue. Saque la lengua.* (sah-keh lah lehn-gooah)
- ✓ *Lift your arm. Levante su brazo.* (leh-bvahn-teh soo bvirah-soh)
- ✓ *Bend your elbow. Doble el codo.* (doh-bvlehl ehl koh-doh)
- ✓ *Tell me if it hurts. Dígame si duele.* (dee-gah-meh see dooeoh-leh)
- ✓ *Make a fist. Haz un puño.* (ahs oon poo-nyoh)
- ✓ *Hold my finger. Agarre mi dedo.* (ah-gah-rreh mee deh-doh)
- ✓ *Tighten! ¡Apriete!* (ah-preeeh-teh)
- ✓ *Lift your leg. Levante la pierna.* (leh-bvahn-teh lah peeehr-nah)
- ✓ *Bend it. Dóblela.* (doh-bvlehl-lah)

- ✓ Extend it. **Estírela.** (eh-stee-reh-lah)
- ✓ Move your leg. **Mueva su pierna.** (mooeh-bvah soo peeehr-nah)
- ✓ Forward. **Adelante.** (ah-deh-lahn-teh)
- ✓ Backward. **Atrás.** (ah-trahs)
- ✓ Lift your foot. **Levante el pie.** (leh-bvahn-teh ehl peeeh)
- ✓ Push hard. **Haga fuerza, empuje.** (ah-gah fooehr-sah, ehm-poo-Heh)
- ✓ Bend your toes. **Doble los dedos.** (doh-bvlehh lohs deh-dohs)
- ✓ Now I am going to examine your chest. **Ahora, voy a examinar su pecho.** (ah-oh-rah bvoy ah ehk-sah-mee-nahr soo peh-choh)
- ✓ I am going to listen to your heart. **Voy a escuchar el corazón.** (bvoy ah ehs-koo-char ehl koh-rahh-sohn)
- ✓ Don't talk. **No hable.** (noh ah-bvlehh)
- ✓ Take a deep breath. **Respire profundamente.** (rehs-pee-reh proh-foon-dah-mehn-teh)
- ✓ Hold it. **Deténgalo.** (deh-tehn-gah-loh)
- ✓ Let it out. **Exhale.** (ehk-sah-leh)
- ✓ Relax. **Descanse.** (dehs-kahn-seh)
- ✓ I am going to listen to your lungs. **Voy a escuchar los pulmones.** (bvoy ah ehs-koo-chahr lohs pool-moh-nehs)
- ✓ Breathe through your mouth. **Respire con la boca abierta.** (rehs-pee-reh kohn lah bvoah-kah ah-bveeehr-tah)
- ✓ Again. **Otra vez.** (oh-trah bvehs)
- ✓ Breathe. **Respire.** (rehs-pee-reh)
- ✓ Breathe regularly. **Respire normalmente.** (rehs-pee-reh nohr-mahl-mehn-teh)
- ✓ Does it hurt to breathe? **¿Le duele respirar?** (leh dooeh-leh rehs-pee-rahr)
- ✓ Cough! **Tosa!** (toh-sah)
- ✓ Please lie down. **Acuéstate, por favor.** (ah-kooehs-teh-seh pohr fah-bvoahr)
- ✓ Turn onto your side. **Voltéese de lado.** (bvoohl-teh-eh-seh deh lah-doh)
- ✓ Now I am going to examine your abdomen. **Ahora, voy a examinar su abdomen/vientre.** (ah-oh-rah bvoy ah ehk-sah-mee-nahr soo ahbv-doh-mehn/bveeuhn-treh)

- ✓ *I am going to examine your genitalia.* **Voy a examinar los genitales.**
(bvoy ah ehk-sah-mee-nahr lohs Heh-nee-tah-lehs)
- ✓ *I have finished the exam.* **Terminé la examinación.** (tehr-mee-neh lah ehk-sah-mee-nah-seeohn)
- ✓ *Do you have any questions? ¿Tiene alguna pregunta?* (teeeh-neh ahl-goo-nah preh-goon-tah)

Explaining the Diagnosis and Treatment

After you've examined the patient, you're ready to deliver your diagnosis and treatment plan or refer the patient to a specialist. In the following sections, we offer Spanish translations of the most common illnesses and treatments and a quick reference guide for referring patients to other departments and specialists.

Delivering your diagnosis

Delivering your diagnosis is relatively easy as long as you know the Spanish equivalent for the condition or illness your patient has. Simply use one of the following expressions followed by the name of the illness or condition in Table 1-3:

- ✓ *You have... Tiene...* (teeeh-neh)
- ✓ *You suffer from... Padece de...* (pah-deh-seh deh)

Table 1-3

Common Illnesses and Conditions

English	Spanish	Pronunciation
abrasion	la abrasión	lah ah-bvrah-seeohn
AIDS	la SIDA	lah see-dah
anemia	la anemia	lah ah-neh-mee-ah
arthritis	la artritis	lah ahr-tree-tees
bacterial infection	la infección bacteriana	lah een-fec-seeohn bvahk-teh-ree ah-nah

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Table 1-3 (continued)

English	Spanish	Pronunciation
bladder infection	la infección de la vejiga	lah een-fec-see-ohn deh lah bveh-Hee-gah
bone fracture	la fractura de un hueso	lah frak-too-rah deh oon ooeh-soh
botulism	el botulismo	ehl bvoh-too-lees-moh
bronchitis	la bronquitis	lah bvrohn-kee-tees
bruise	el moretón	ehl moh-reh-tohn
cancer	el cáncer	ehl kahn-sehr
cellulitis	la celulitis	lah seh-loo-lee-tees
cerebral palsy	la parálisis cerebral	lah pah-rah-lee-sees seh-reh-bvrah/ lah pah-rah-lee-sees seh-reh-bvrah/l
chicken pox	la varicela	lah bvah-ree-seh-la
cholera	el cólera	ehl koh-leh-rah
cirrhosis	la cirrosis	lah see-rroh-sees
cold	el catarro	ehl kah-tah-rroh
	el resfriado	ehl rehs-freeah-doh
concussion	la concusión	lah kohn-koo-see-ohn
cystic fibrosis	la fibrosis cística	lah fee-bvroh-sees sees-tee-kah
dermatitis	la dermatitis	lah dehr-mah-tee-tees
diabetes	la diabetes	lah dee-ah-bveh-tehs
diphtheria	la difteria	lah deef-teh-reeah
dysentery	la disentería	lah dee-sehn-teh-ree-ah
emphysema	el enfisema	ehl ehn-fee-seh-mah
encephalitis	la encefalitis	lah ehn-seh-fah-lee-tees
epilepsy	la epilepsia	lah eh-pee-lehp-seeah
fever	la fiebre	lah fee eh-bvreh
gallstones	los cálculos en la vesícula	lohs kahl-koo-lohs ehn lah veh-see-koo-lah
heart disease	la enfermedad del corazón	lah ehn-fehr-meh-dahd dehl koh-rah-sohn
hemophilia	la hemofilia	lah eh-moh-fee-leeah
hepatitis A, B, C	la hepatitis A, B, C	lah eh-pah-tee-tees ah bveh seh

English	Spanish	Pronunciation
high blood pressure	la alta presión sanguínea	lah <i>aht-</i> tah preh-see <i>ohn</i> sahn- <i>gee-</i> nehah
high cholesterol	el colesterol alto	ehl koh-lehs-teh- <i>rohl</i> <i>ahl-</i> toh
HIV	VIH	veh ee <i>ah-</i> cheh
hyperthyroidism	el hipertiroidismo	ehl ee-pehr-tee-rohee- <i>dees-</i> moh
hypoglycemia	la hipoglícemia	lah ee-poh-glee- <i>seh-</i> meeah
infection	la infección	lah een-fehk-see <i>ohn</i>
influenza	la influenza	lah een-flooehn-sah
kidney stones	los cálculos en los riñones	lohs <i>kahl-</i> koo-lohs ehn lohs <i>ree-</i> nyoh-nehs
laceration (cut)	la laceración	lah lah-sehr-ah-see <i>ohn</i>
leukemia	la leucemia	lah lehoo- <i>seh-</i> mee-ah
lupus	el lupus	ehl <i>loo-</i> poos
Lyme disease	la enfermedad de Lyme	lah ehn-fehr-meh- <i>dahd</i> deh <i>lyme</i>
malnutrition	la malnutrición	lah mahl-noo-tree- <i>see</i> <i>ohn</i>
measles	el sarampión	ehl sah-rahm-pee- <i>ohn</i>
meningitis	la meningitis	lah meh-neen- <i>Hee-</i> tees
multiple sclerosis	la esclerosis múltiple	lah ehs-kleh- <i>roh-</i> sees <i>mool-</i> tee-pleh
mumps	las paperas	lahs pah- <i>peh-</i> rahs
muscular dystrophy	la distrofia muscular	lah dees-troh-feeah moos-koo- <i>lahr</i>
osteoporosis	la osteoporosis	lah ohs-teh-oh-poh- <i>roh-</i> sees
pneumonia	la pulmonía	lah pool-moh- <i>nee-</i> ah
polio	la polio	lah <i>poh-</i> leehoh
pregnancy	el embarazo	ehl ehm-bah- <i>rah-</i> soh
psoriasis	la soriasis	lah soh-ree- <i>ah-</i> sees
rheumatic fever	la fiebre reumática	lah <i>fee-</i> eh-breh rehoo- <i>mah-</i> tee- <i>kah</i>
scarlet fever	la escarlatina	lah ehs-kahr-lah- <i>tee-</i> nah
smallpox	la viruela	lah bvee-roo <i>eh-</i> lah

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Table 1-3 (continued)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
STDs	las enfermedades venéreas	lahs ehn-fehr-meh-dah-dehs veh-neh-reh-ahs
tetanus	el tétano	ehl teh-tah-noh
thrombosis	la trombosis	lah trohm-bvoh-sees
tonsillitus	la amigdalitis	lah ah-meeg-dah-lee-tees
tuberculosis	la tuberculosis	lah too-bvehr-koo-loh-sees
typhoid	la tifoidea	lah tee-fohee-deh-ah
ulcers	las úlceras	lahs ool-seh-rahs
vertigo	el vértigo	ehl bvehr-tee-goh
viral infection	la infección viral	lah een-fehk-seeohn bvee-rahl
West Nile virus	el virus del Nilo Occidental	ehl bvee-roos dehl nee-loh ohk-see-dehn-tahl
whooping cough	la tos ferina, la tos convulsiva	lah tohs feh-ree-nah, lah tohs kohn-bvool-see-bvah

Recommending treatment

Because treatments can vary so much depending on the illness or condition, we can't possibly provide you with all the phrases you need to deal with every scenario. You can, however, survive the most common situations with the following phrases (refer to Book I, Chapter 2 for dates, times, and numbers, which come in very handy at this stage):

- ✓ *I'll write you a prescription for the medication you need. Yo escribiré una receta para la medicación que usted necesita.* (yoh eh-scree-bee-reh oo-nah reh-seh-tah pah-rah lah meh-dee-kah-seeohn keh oos-tehd neh-seh-see-tah)
- ✓ *Here is the prescription for the medication you need. Aquí está la receta para la medicación que usted necesita.* (ah-kee ehs-tah lah reh-seh-tah pah-rah lah meh-dee-kah-seeohn keh oos-tehd neh-seh-see-tah)
- ✓ *I need to give you a vaccination/shot. Yo necesito darle una vacunación/inyección.* (yoh neh-seh-see-toh dahr-leh oo-nah bvah-koo-nah-seeohn/een-yehk-seeohn)

- ✓ *Apply this ointment three times a day.* **Aplique este ungüento tres veces al día.** (ah-plee-keh ehs-teh oon-gooehn-toh trehs bveh-sehs ahl dee-ah)
- ✓ *Keep this area clean and dry.* **Mantenga esta área limpia y seca.** (mahn-tehn-gah ehs-tah ah-reh-ah leem-peeah ee seh-kah)
- ✓ *Keep your leg elevated when possible.* **Mantenga su pierna elevada cuando sea posible.** (mahn-tehn-gah soo peeehr-nah eh-leh-bvah-dah kooahn-doh seh-ah poh-see-bvleh)
- ✓ *Get plenty of rest.* **Descanse bastante.** (dehs-kahn-seh bvah-stahn-teh)
- ✓ *Stay off your feet.* **Manténgase fuera de sus pies.** (mahn-tehn-gah-seh fooeh-rah deh soos peeehs)
- ✓ *Drink plenty of fluids.* **Tome líquidos en abundancia.** (toh-meh lee-kee-dohs ehn ah-bvoon-dahn-seeah)
- ✓ *Take your medicine with food.* **Tome su medicación con la comida.** (toh-meh soo meh-dee-kah-seeohn kohn lah koh-mee-dah)
- ✓ *Apply ice to reduce the swelling.* **Aplique hielo para reducir la hinchazón.** (ah-plee-keh eeh-loh pah-rah reh-doo-seer lah een-chah-sohn)
- ✓ *Use a heating pad.* **Utilice una almohadilla de calefacción.** (oo-tee-lee-seh oo-nah ahl-mohah-dee-yah deh kah-leh-fahk-seeohn)
- ✓ *Take a pain reliever when needed.* **Tome una calmante cuando sea necesario.** (toh-meh oo-nah kahl-mahn-teh kooahn-doh seh-ah neh-seh-sah-reeoh)
- ✓ *I will need to stitch this up.* **Yo necesitaré coser la herida.** (yoh neh-seh-see-tah-reh koh-sehr lah eh-ree-dah)
- ✓ *We will have to run some additional tests.* **Tendremos que hacer unas pruebas adicionales.** (tehn-dreh-mohs keh ah-sehr oo-nahs prooeh-bvahs ah-dee-seeoh-nah-lehs)

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Referring patients to specialists

Patients often require additional diagnostic procedures and treatment options that you may not be able to provide. In cases such as these, you can refer the patient to a doctor who specializes in a certain field of medicine, as listed in Table 1-4. Use the following phrase followed by whichever area the doctor specializes in:

Necesita ver un especialista en . . . (neh-seh-see-tah bvehr oon ehs-peh-seeah-lees-tah ehn) (*You need to see a specialist in . . .*)

Table 1-4**Medical Specialties**

English	Spanish	Pronunciation
cardiology	la cardiológia	lah kahr-deeoh-loh- <i>Hee-ah</i>
dermatology	la dermatología	lah dehr-mah-toh-loh- <i>Hee-ah</i>
endocrinology	la endocrinología	lah ehn-doh-kree-noh-loh- <i>Hee-ah</i>
gastroenterology	la gastroenterología	lah gah-stroh-ehn-teh-roh-loh- <i>Hee-ah</i>
geriatrics	la geriatría	lah Heh-reeah- <i>tree-ah</i>
gynecology	la ginecología	lah Hee-neh-koh-loh- <i>Hee-ah</i>
hematology	la hematología	lah eh-mah-toh-loh- <i>Hee-ah</i>
internal medicine	la medicina interna	lah meh-dee-see-nah een- <i>tehr-nah</i>
nephrology	la nefrología	lah neh-froh-loh- <i>Hee-ah</i>
neurology	la neurología	lah nehoo-roh-loh- <i>Hee-ah</i>
nutrition	la nutrición	lah noo-tree-see-ohn
obstetrics	la obstetricia	lah ohb-steh- <i>tree-seeah</i>
oncology	la oncología	lah ohn-coh-loh- <i>Hee-ah</i>
ophthalmology	la oftalmología	lah ohf-tahl-moh-loh- <i>Hee-ah</i>
orthopedics	la ortopedia	lah ohr-toh- <i>peh-deeah</i>
pediatrics	la pediatría	lah peh-deeah- <i>tree-ah</i>
pneumology	la neumología	lah nehoo-moh-loh- <i>Hee-ah</i>
psychiatry	la psiquiatría	lah see-keeah- <i>tree-ah</i>
psychology	la psicología	lah see-koh-lah- <i>Hee-ah</i>
radiology	el radiólogo	ehl rah-dee-oh-loh-goh
surgery	la cirugía	lah see-roo- <i>Hee-ah</i>

Chapter 2

Spanish for Law Enforcement Professionals

In This Chapter

- ✓ Brushing up on some common law enforcement expressions
- ✓ Making routine traffic stops
- ✓ Questioning witnesses
- ✓ Arresting suspects

As more and more immigrants arrive in the United States, the streets are becoming increasingly multilingual. Spanish is particularly dominant and may often be the language of choice in certain neighborhoods. As a law enforcement professional, you need to protect and serve regardless of race, ethnicity, or language. You can perform your duties much more easily and effectively if you know the language.

In this chapter, we bring you up to speed on the basics of speaking to and understanding people who speak Spanish, including victims, suspects, criminals, and even colleagues. Here, we provide some general terminology that's likely to apply to various situations, along with language suitable for specific common scenarios.

Breaking the Ice with Common Words and Phrases

One of your primary jobs is to communicate with the people you serve . . . even if you happen to be serving them warrants. This process usually involves establishing rapport with the people you're speaking with, collecting information from them, and making them feel safe and secure. In the following sections,

we cover some basic language that applies to most situations, so you can manage your initial encounters.

Introducing yourself

Assuming you wear one, a uniform can do wonders to introduce you as a law enforcement officer without requiring that you utter a single word. In most situations, however, you need to introduce yourself and explain a little about what you're doing at the scene. The following phrases can help:

- ✓ *Good morning/afternoon/evening, my name is Officer [name]. Buenos días/tardes/ noches, me llamo Agente [Smith].* (booeh-nohs dee-ahs/tahr-dehs/noh-chehs meh yah-moh ah-Hehn-teh [Smith])
- ✓ *I am a police officer. Soy un policía.* (sohy oon poh-lee-see-ah)
- ✓ *I need to speak with you. Necesito hablar con usted.* (neh-seh-see-toh ah-blahr cohn oos-tehd)
- ✓ *Come here, please. Venga aquí, por favor.* (bvehn-gah ah-kee pohr fah-bvohr)
- ✓ *I am here to help. Estoy aquí para ayudar.* (ehs-tohy ah-kee pah-rah ah-yoo-dahr)

Gathering basic information

You may not realize it, but much of your job consists of gathering information from the people you interact with on a daily basis. You need to know who they are, where they live, how to get in contact with them in the future, where they work, and how they may be related to other people involved in the situation.



Pretend you're a reporter. In most cases, you want to know *who, what, when, where, and why*. In the following sections, we help you establish the *who* and the *where*. Later in this chapter, we help you sort out the *what*. For the *when*, check out Book I, Chapter 2, which discusses dates and time. Establishing *why* usually requires an intermediate to advanced understanding of Spanish.

The most basic information you need to collect consists of the person's name, address, and phone number. You may also need the person's Social Security or driver's license number. The following dialogue walks you through an sample info-gathering conversation.

Talkin' the Talk



Officer Johnny Law gathers some very basic information from María, who called to file a crime report.

Officer Law: **¿Cómo se llama?**
koh-moh seh yah-mah
What is your name?

María: **Me llamo María Sánchez.**
meh yah-moh mah-ree-ah sahn-chehs
My name is María Sanchez.

Officer Law: **¿Me lo deletrea, por favor?**
meh loh deh-leh-treh-ah pohr fah-bvohr
Can you please spell that for me?

María: **Claro. Es m-a-r-i-a s-a-n-ch-e-z.**
klah-roh ehs eh-meh ah eh-reh ee ah eh-seh ah
eh-neh cheh ah seh-tah.
Of course. It's m-a-r-i-a -s-a-n-c-h-e-z.

Officer Law: **¿Qué es su dirección?**
keh ehs soo dee-rehk-seeohn
What is your address?

María: **Mi dirección es número trescientos cuatro en la calle Main.**
mee dee-rehk-seeohn ehs noo-meh-roh
treh-seeehn-tohs kooah-troh ehn lah kah-yeh Main
My address is 304 Main St.

Officer Law: **¿Hace cuánto tiempo vive en esta dirección?**
ah-seh kooahn-toh teeehm-poh bvee-bveh ehn
ehs-tah dee-rehk-seeohn
How long have you lived at this address?

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María: **Hace dos meses.**
ah-seh dohs meh-sehs
For two months.

Officer Law: **¿Qué es su número de teléfono?**
keh ehs soo noo-meh-roh deh teh-leh-foh-noh
What is your phone number?

María:

Mi número es cinco-ocho-seis-tres-dos-uno-uno.
 mee noo-meh-roh ehs seen-koh oh-choh sehees trehs
 dohs oo-noh oo-noh
My number is 586-3211.

Finding out what someone does for a living

You can begin to discover a great deal about a person you're talking to by finding out what the person does for a living. Ask the following question and then consult Table 2-1 for answers you're likely to hear.

¿Qué empleo tiene usted? (keh ehm-pleh-oh teeuh-nah oos-tehd) (What is your occupation?)

Table 2-1

Common Jobs/Careers

English	Spanish	Pronunciation
I am a (an) ...	Yo soy un/una ...	yoh sohy oon/oo-nah
baker	panadero/a	pah-nah-deh-roh/rah
banker	banquero/a	bahn-keh-roh/rah
business owner	proprietario/a	proh-peeeh-tah-reeoh/ah
butcher	carnicero/a	kahr-nee-seh-roh/rah
carpenter	carpintero/a	kahr-peen-teh-roh/rah
cashier	cajero/a	kah-Heh-roh/rah
construction worker	obrero/a de la construcción	oh-breh-roh/rah deh lah koh-strook-seeohn
cook	cocinero/a	kohn-see-neh-roh/rah
dancer	bailador/a	bahee-lah-doh/ah
dishwasher	lavaplatos	lah-bvah-plah-tohs
doctor	doctór/a	dohk-tohr/ah
domestic worker	empleado/a doméstico/a	ehm-leh-ah-doh doh-mebs-tee-koh/kah
electrician	electricista	ee-lehk-tree-sees-tah
employee	empleado/a	ehm-pleh-ah-doh/dah
engineer	ingeniero/a	een-Hehn-eeeh-roh/rah
gardener	jardiner/o/a	Hahr-dee-neh-roh/rah

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
janitor	conserje	kohn-sehr-Heh
landscaper	paisajista	pahee-sah-Hees-tah
manager (restaurant, store)	gerente	Heh-rehn-teh
manager (team)	entrenador/a	ehn-trehn-ah-dohr/ah
mechanic	mecánico/a	meh-kah-nee-koh/kah
musician	músico/a	moo-see-koh/kah
nurse	enfermero/a	ehn-fehr-meh-roh/rah
painter	pintor/a	peen-tohr/ah
plumber	plomero/a	ploh-meh-roh/rah
reporter	periodista	peh-reeoh-dees-tah
roofer	techador/a	teh-chah-dohr/ah
salesperson	vendedor/a	bvehn-deh-dohr/ah
teacher	maestro/a	mah-ehs-troh/trah
technician	técnico/a	tehk-nee-koh/kah
waiter/waitress	mesero/a	meh-seh-roh/rah
worker	trabajador/a	trah-bah-Hah-dohr/ah
workman (laborer)	obrero/a	oh-breh-roh/rah

Finding out who's related to whom and how

When you arrive on the scene, you're likely to be dealing with two or more people who may be related. How they're related is one of the first things you need to find out. The following questions can come in handy:

- ✓ Are you related to him/her? *¿Es él/ella pariente suyo?* (ehs ehl/eh-yah pah-reeehn-teh soo-yoh)
- ✓ What kinship is he/she to you? *¿Qué parentesco tiene él/ella con usted?* (keh pah-rehn-tehs-koh teeuh-nah ehl/eh-yah kohn oos-tehd)
- ✓ Are you married? *¿Están ustedes casados?* (ehs-tahn oos-teh-dehs kah-sah-dohs)

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After you've asked the appropriate question, check out Table 2-2 for answers you're likely to hear.

Table 2-2**Family Relations and Friends**

English	Spanish	Pronunciation
boyfriend/girlfriend	novio/a	<i>noh-bveeoh/ah</i>
brother/sister	hermano/a	<i>ehr-mah-noh nah</i>
brother/sister-in-law	cuñado/a	<i>koo-nyah-doh/dah</i>
cousin	primo/a	<i>pree-moh/mah</i>
daughter-in-law	nuera	<i>nooeh-rah</i>
ex-husband/wife	ex-esposo/a	<i>ehks-ehs-poh-soh/sah</i>
father	padre	<i>pah-dreh</i>
father/mother-in-law	suegro/a	<i>sooeh-groh/grah</i>
friend	amigo/a	<i>ah-mee-goh/gah</i>
godson/daughter	ahijado/a	<i>ah-ee-Hah-doh/dah</i>
grandfather/grandmother	abuelo/a	<i>ah-bvooeh-loh/lah</i>
grandson/daughter	nieto/a	<i>nee-eh-toh/tah</i>
husband/wife	esposo/a	<i>ehs-poh-soh/sah</i>
mother	madre	<i>mah-dreh</i>
nephew/niece	sobrino/a	<i>soh-bree-noh/nah</i>
son/daughter	hijo/a	<i>ee-Hoh/Hah</i>
son-in-law	yerno	<i>yehr-noh</i>
stepbrother/sister	hermanastro/a	<i>ehr-mah-nahs-troh/trah</i>
stepfather	padrastro	<i>pah-drahs-troh</i>
stepmother	madrastra	<i>mah-drahs-trah</i>
stepson/daughter	hijastro/a	<i>ee-Hahs-troh/trah</i>
uncle/aunt	tío/a	<i>tee-oh/ah</i>

Establishing locations

When speaking to possible witnesses, suspects, and other parties of interest, you often have to establish where something happened, where somebody is, where you need to meet someone, or where a person must go at some future time. One of the best ways to establish a location is to refer to actual locations, such as a home or apartment, a store, a restaurant, or a gas station. Here are some questions you may ask to determine where an event occurred:

| ✓ *Where did that happen? ¿Dónde ocurrió eso? (dohn-deh oh-koo-rreeoh eh-soh)*

- ✓ Where were you at the time? *¿Dónde estaba usted cuando ocurrió?*
(dohn-deh ehs-tah-bvah oos-tehd kooan-doh oh-koo-rreeoh)
- ✓ Where are you going now? *¿Adónde va usted ahora?* (ah-dohn-deh bvah oos-tehd ah-oh-rah)
- ✓ Where do they live? *¿Dónde viven ellos?* (dohn-deh bvee-bvehn eh-yohs)

Table 2-3 reveals the names of locations that people commonly refer to.

Table 2-3

Common Locations

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
the apartment	el apartamento	ehl ah-pahr-tah-mehn-toh
the bakery	la panadería	ehl pah-nah-deh-ree-ah
the bank	el banco	ehl bvahn-koh
the bar	el bar	ehl bvahr
the block	la cuadra	lah kooah-drah
the clothing store	la tienda de ropa	lah teeuhn-dah deh roh-pah
the condominium	el condominio	lah kahn-doh-mee-neeoh
the dance club	la discoteca	lah dees-koh-teh-kah
the downtown	el centro	ehl sehn-troh
the east side	al este	ahl ehs-teh
the grocery store	el mercado	ehl mehr-kah-doh
the home	la casa	lah kah-sah
the meat store	la carnicería	lah kahr-nee-seh-ree-ah
the north side	al norte	ahl nohr-teh
the park	el parque	ehl pahr-keh
the pharmacy	la farmacia	lah fahr-mah-seeah
the restaurant	el restaurante	ehl rehs-tahooh-rahn-teh
the river	el río	ehl ree-oh
the south side	al sur	ahl soor
the sport club	el club deportivo	ehl cloob deh-pohr-tee-voh
the stadium	el estadio	ehl ehs-tah-deeoh
the store (small)	la tienda	lah teeuhn-dah
the street	la calle	lah kah-yeh
the subway	el metro	ehl meh-troh
the supermarket	el supermercado	ehl soo-pehr-mehr-kah-doh
the west side	al oeste	ahl oh-ehs-teh

You're also likely to give directions or have to interpret directions given to you in Spanish. For more about directions, see Book I, Chapter 4.

Dealing with Traffic Violations

Whenever you have to pull somebody over for speeding or some other traffic violation, you usually have to gather some basic information, as discussed earlier in this chapter, along with some more-specific details. In addition, you need to inform the person why you pulled them over. The following sections can get you through most routine traffic stops.

Pulling over a driver

When you need to stop a driver who committed a traffic violation (or for whatever reason), you may need to issue some commands to protect yourself, the person you're pulling over, and others in the area. Following are some common commands:

- ✓ *Pull over! ¡Pare en el acotamiento!* (pah-reh ehn ehl ah-koh-tah-meeehn-toh)
- ✓ *Stop the vehicle! ¡Pare el vehículo!* (pah-reh ehl bveh-ee-koo-loh)
- ✓ *Turn off your engine! ¡Pare el motor!* (pah-reh ehl moh-tohr)
- ✓ *Stay inside the vehicle! ¡Quédese en el vehículo!* (keh-deh-seh ehn ehl bveh-ee-koo-loh)
- ✓ *Keep your hands on the steering wheel! ¡Quédese con las manos en el volante!* (keh-deh-seh kohn lahs mah-nohs ehn ehl bvoh-lahn-teh)

Requesting a driver's information

License, registration, and proof of insurance . . . asking for these three items sounds so easy until you pull over a driver who doesn't speak your language. If you're lucky, someone else in the car is bilingual in English and can translate for you. If not, the following phrases should be enough to get what you need:

- ✓ *May I see your driver's license? ¿Puedo ver su licencia para conducir?* (pooeh-doh bvehr soo lee-sehn-seeah pah-rah kohn-doo-seer)
- ✓ *May I see your vehicle registration? ¿Puedo ver su permiso de circulación?* (pooeh-doh bvehr soo pehr-mee-soh deh seer-koo-lah-seeohn)

- ✓ *Do you have insurance? ¿Tiene usted seguro de automóvil?* (teeeh-neh oos-tehd seh-goo-roh deh ahoo-toh-moh-bveel)
- ✓ *What is the name of your insurance company? ¿Cómo se llama la compañía de seguros?* (koh-moh seh yah-mah lah kohm-pah-nyee-ah deh seh-goo-rohs)
- ✓ *What is the phone number of your insurance company? ¿Qué es el número de teléfono de la compañía de seguros?* (keh ehs ehl noo-meh-roh deh teh-leh-foh-noh deh lah kohm-pah-nyee-ah deh seh-goo-rohs)
- ✓ *What is the name of your insurance agent? ¿Cómo se llama el agente de seguros?* (koh-moh seh yah-mah ehl ah-Hehn-teh deh seh-goo-rohs)

If the driver is unable to produce a driver's license, you may be dealing with someone who recently arrived in the United States and doesn't have a license. In cases like these, you probably need to ask additional questions, such as the following:

- ✓ *Are you a United States citizen? ¿Es usted ciudadano/a de los Estados Unidos?* (ehs oos-tehd seeoo-dah-dah-noh/ah deh lohs ehs-tah-dohs oo-nee-dohs)
- ✓ *What country are you from? ¿De qué país es usted?* (deh keh pahees ehs oos-tehd)

Explaining why you stopped the driver

At some point in your conversation with the driver, you need to inform her why you stopped her and perhaps issue a warning or a ticket for a traffic violation. The following phrases can help you get your point across:

- ✓ *You were driving too fast. Usted estaba manejando demasiado rápido.* (oos-tehd ehs-tah-bvah mah-neh-Hahn-doh deh-mah-seeah-doh rah-pee-doh)
- ✓ *You didn't stop at the red light. Se pasó una luz roja.* (seh pah-soh oo-nah loos roh-Hah)
- ✓ *You didn't stop at the stop sign. Se pasó el señal de stop.* (seh pah-soh ehl seh-nyahl deh stohp)
- ✓ *You were driving dangerously. Usted estaba manejando peligrosamente.* (oos-tehd ehs-tah-bvah mah-neh-Hahn-doh peh-lee-groh-sah-mehn-teh)
- ✓ *You made an illegal turn. Usted giró ilegalmente.* (oos-tehd hee-roh ee-leh-gahl-mehn-teh)

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- ✓ You were going the wrong way down a one-way street. Usted se metió en contra-dirección por una calle de sentido único. (oos-tehd seh meh-teeoh ehn kohn-trah dee-rehk-seeohn pohr oo-nah kah-yeh deh sehn-tee-doh oo-nee-koh)
- ✓ I have to give you a ticket for the traffic violation. Tengo que darle una multa por la infracción de tráfico. (tehn-goh keh dahr-leh oo-nah mool-tah pohr lah een-frahk-seeohn deh trah-fee-koh)
- ✓ Please sign here. Firme aquí, por favor. (feer-meh ah-kee pohr fah-bvohr)

Interviewing Witnesses

Before you can resolve disagreements and other issues or solve a crime, you almost always need to gather information from the people involved, along with anyone who may have seen what happened — your witnesses. In the following sections, we introduce you to key questions you need to ask as well as words and phrases that can help you understand the answers you're likely to hear in response.



Keep it simple and focus on the facts. Otherwise, you're likely to be overwhelmed in trying to process all the information. In addition, when possible, ask yes/no questions and other questions that can be answered with only a word or a short phrase.

Asking some opening questions

Your first order of business usually consists of identifying possible suspects. The following questions can help you narrow your list:

- ✓ Did you see what happened? ¿Vió usted que ocurrió? (bveeooh oos-tehd keh oh-koo-rreeoh)
- ✓ Can you describe the people involved? ¿Puede describir las personas involucradas? (pooeh-deh dehs-kree-bveer lahs pehr-soh-nahs een-bvoh-loo-krah-dahs)
- ✓ Are you willing to testify in court? ¿Está usted dispuesto/a a testificar ante un tribunal? (ehs-tah oos-tehd dees-pooehs-toh/tah ah tehs-tee-fee-kahr ahn-teh oon tree-boo-nahl)

Asking “What happened?”

Asking *What happened?* (*¿Qué ocurrió?*) (keh oh-koo-rreeoh) is likely to overwhelm you with a lot more information than you need and certainly more Spanish than you may be able to handle. To figure out what happened, take more control over the discussion. Here are some questions that can help:

- ✓ Are you hurt? *¿Está usted herido/a?* (ehs-tah oos-tehd eh-ree-doh/dah)
- ✓ Is anybody hurt? *¿Hay alguien herido?* (ay ahl-geeehn eh-ree-doh)
- ✓ Did he/she hit you? *¿Le pegó él/ella?* (leh peh-goh ehl/eh-yah)
- ✓ Was something stolen from you? *¿Fue algo robado de usted?* (fooeh ahl-goh roh-bah-doh deh oos-tehd)
- ✓ Have you been drinking alcohol? *¿Ha tomado alcohol?* (ah toh-mah-doh ahl-koh-ohl)
- ✓ Have you been taking drugs? *¿Ha tomado drogas?* (ah toh-mah-doh droh-gahs)
- ✓ Have you taken any medication? *¿Ha tomado algún medicamento?* (ah toh-mah-doh ahl-goon meh-dee-kah-mehn-toh)
- ✓ Was a weapon used? A gun? A knife? *¿Fue usado un arma? ¿Una pistola? ¿Un cuchillo?* (fooeh oo-sah-doh oon ahr-mah oo-nah pees-toh-lah oon koo-chee-yoh)
- ✓ Is there damage to your property? *¿Hay daño a su propiedad?* (ay dah-nyoh ah soo proh-peeeh-dahd)
- ✓ Did you argue with the suspect? *¿Discutó con el/la sospechoso/a?* (dees-koo-toh kohn ehl/lah sohs-peh-choh-soh/sah)
- ✓ Did you physically fight with the suspect? *¿Luchó usted con el/la sospechoso/a?* (loo-choh oos-tehd kohn ehl/lah sohs-peh-choh-soh/sah)

Table 2-4 lists the names of some of the most common crimes and misdemeanors to help you gain a clearer understanding of what your witnesses are reporting.

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Table 2-4 Common Crimes and Misdemeanors

English	Spanish	Pronunciation
the assault	el asalto	ehl ah-sahl-toh
the attack	el ataque	ehl ah-tah-keh

(continued)

Table 2-4 (continued)

English	Spanish	Pronunciation
the vandalism	el vandalismo	ehl bvahn-dah- <i>lees-moh</i>
the identity theft	el robo de identidad	ehl <i>roh-boh</i> deh ee-dehn-tee- <i>dahd</i>
the murder	el asesinato	ehl ah-seh-see- <i>nah-toh</i>
the rape	la violación	lah bveeoh-lah-see <i>ohn</i>
the robbery/theft	el robo	ehl <i>roh-boh</i>
the shoplifting	el hurto en las tiendas	ehl <i>oor-toh</i> ehn lahs tee <i>ehn-dahs</i>
the shooting	el ataque con disparos	ehl ah- <i>tah-keh</i> kohn <i>dees-pah-rohs</i>
the stabbing	el apuñalamiento	ehl ah-poo-nyah-lah-mee <i>ehn-toh</i>

Getting a suspect's description

If you're extremely lucky, the suspect has remained at the scene, and your witnesses can point him out. But how often does that happen? In most cases, you need to get a description of the suspect from one or more witnesses. Here are some initial questions that can help:

- ✓ *Do you know the suspect?* *¿Conoce al sospechoso?* (koh-noh-seh ahl sohs-peh-choh-soh)
- ✓ *What is the suspect's complete name?* *¿Qué es el nombre completo del sospechoso?* (keh ehs ehl nohm-breh kohm-pleh-toh dehl sohs-peh-choh-soh)
- ✓ *Where does the suspect live?* *¿Dónde vive el sospechoso?* (dohn-deh bvee-bveh ehl sohs-peh-choh-soh)
- ✓ *Can you tell me the suspect's phone number?* *¿Puede usted decirme el número de teléfono del sospechoso?* (pooeh-deh oos-tehd deh-seer-meh ehl noo-meh-roh deh teh-eh-foh-noh dehl sohs-peh-choh-soh)

If the person doesn't know the suspect, you need to take down a description of the person. Ask the following questions, and use the physical traits in Table 2-5 to interpret the answers:

- ✓ *Is the suspect a man or a woman?* *¿Es el sospechoso un hombre o una mujer?* (ehs ehl sohs-peh-choh-soh oon ohm-bvreh oh oo-nah moo-*Hehr*)
- ✓ *What nationality is the suspect?* *¿De qué nacionalidad es el sospechoso?* (deh keh nah-seeoh-nah-lee-*dahd* ehs ehl sohs-peh-choh-soh)

- ✓ *How tall is the suspect? ¿Qué mide el sospechoso?* (keh mee-deh ehl sohs-peh-choh-soh)
- ✓ *Approximately how much does the suspect weigh? Aproximadamente, ¿cuánto pesa el sospechoso?* (ah-proh-ksee-mah-dah-mehn-teh kooahn-tuh peh-sah ehl sohs-peh-choh-soh)
- ✓ *Approximately how old is the suspect? Aproximadamente, ¿cuántos años tiene el sospechoso?* (ah-proh-ksee-mah-dah-mehn-teh kooahn-tohs ah-nyohs teeuh-neh ehl sohs-peh-choh-soh)
- ✓ *What color is the suspect's hair? ¿De qué color es el pelo del sospechoso?* (deh keh koh-lohr ehs ehl peh-loh dehl sohs-peh-choh-soh)
- ✓ *Is the suspect's hair long, medium, or short? ¿Es el pelo del sospechoso largo, mediano, o corto?* (ehs ehl peh-loh dehl sohs-peh-choh-soh lahr-goh meh-deeah-noh oh kohr-toh)
- ✓ *What color are the suspect's eyes? ¿De qué color son los ojos del sospechoso?* (deh keh koh-lohr sohn lohs oh-Hohs dehl sohs-peh-choh-soh)
- ✓ *Does the suspect have a mustache or beard? ¿Tiene el sospechoso bigote o barba?* (teeuh-neh ehl sohs-peh-choh-soh bvee-goh-teh oh bvahr-bvah)
- ✓ *Does the suspect have any tattoos? Where? (For a complete list of body parts, see Book IV, Chapter 1.) ¿Tiene el sospechoso algún tatuaje? ¿Dónde?* (teeuh-neh ehl sohs-peh-choh-soh ahl-goon tah-too-ah-Heh dohn-deh)

Table 2-5 Physical Traits

English	Spanish	Pronunciation	
dark skin	piel oscura	pee eh/ohs-koo-rah	
light skin	piel clara	pee eh/klah-rah	
Nationalities			
African American	negro/a	neh-groh/grah	Book IV
Cuban	cubano/a	koo-bvah-noh/nah	Spanish at Work
European	europeo/a	ehoo-roh-peh-oh/ah	
Latino	latino/a	lah-tee-noh/nah	
Mexican American	estadounidense de origen mexicano	ehs-tah-doh-oo-nee-dehn-seh deh oh-ree-Hehn meh-Hee-kah-noh	
Mexican	mejicano/a	meh-Hee-kah-noh/nah	
Mexican, U.S.-born	pocho/a	poh-choh	
	moreno/a	moh-reh-noh	

(continued)

Table 2-5 (continued)

English	Spanish	Pronunciation
Puerto Rican	puertorriqueño/a	pooehr-toh-rree-keh-nyoh/nyah
U.S.	estadounidense	ehs-tah-doh-oo-nee-dehn-seh
U.S., Mexican-born	chicano/a	chee-kah-noh/nah
Height		
very tall	muy alto/a	mooy ah-ltoh
tall	alto/a	ah-ltoh/tah
medium height	de mediana estatura	deh meh-dee ah-nah ehs-tah-too-rah
short	bajo/a	bvah-Hoh/Hah
very short	muy bajo/a	mooy bvah-Hoh/Hah
Body type/shape		
skinny	flaco	flah-koh
thin	delgado	dehl-gah-doh
medium	mediano	meh-dee ah-noh
fat	gordo	goehr-doh
	panzón	pahn-sohn
muscular	musculoso	moos-koo-loh-soh
Approximate age		
old	viejo	bveeh-Hoh
young	joven	Hoh-bvehn
teenager/adolescent	adolescente	ah-doh-leh-sehn-teh
middle-aged man	hombre maduro	ohm-bvreh mah-doo-roh
middle-aged woman	mujer madura	moo-Hehr mah-doo-rah
Hair color		
black	negro	neh-groh
blond	rubio	roo-bvee-oh
brown	café	kah-feh
brunette	moreno	moh-reh-noh
gray	canoso	kah-noh-soh
red	rojo	roh-Hoh
	pelirrojo	peh-lee-roh-Hoh

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
Hair style/type		
bald	pelón	<i>peh-lohn</i>
braids	trenzas	<i>trehn-sahs</i>
curly	pelo rizado	<i>peh-loh ree-sah-doh</i>
long	pelo largo	<i>peh-loh lahr-goh</i>
short	pelo corto	<i>peh-loh kohr-toh</i>
pony tail	cola/cola de caballo	<i>koh-lah/koh-lah deh kah-bvah-yoh</i>
straight	pelo lacio	<i>peh-loh lah-seeoh</i>
wavy	pelo ondulado	<i>peh-loh ohn-doo-lah-doh</i>
Mustache/beard		
beard	barba	<i>bvahr-bvah</i>
goatee	perilla	<i>peh-ree-yah</i>
mustache	bigote	<i>bvee-goh-teh</i>
sideburns	patillas	<i>pah-tee-yahs</i>
clean shaven	bien afeitado	<i>bveehn ah-fehee-tah-doh</i>

Taking a Suspect into Custody

Apprehending a suspect is probably the most dangerous aspects of your job. Communicating clearly and assertively is the key to ensuring that the suspect does nothing to endanger you, himself, or anyone else in the vicinity. Following are translations of some of the most common commands you're likely to issue when apprehending a suspect:

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- ✓ *Police officer, stop! Soy un policía, ¡alto!* (sohy oon poh-lee-see-ah *ahl-toh*)
- ✓ *Don't move! ¡No se mueva!* (noh seh mooeh-bvah)
- ✓ *Hands up! or Hands on your head! ¡Manos arriba! ¡Manos en la cabeza!* (*mah-nohs ah-rree-bvah mah-nohs ehn lah kah-bveh-sah*)
- ✓ *Drop the weapon! ¡Suelte el arma!* (sooehl-teh ehl *ahr-mah*)
- ✓ *Lie face down on the ground! ¡Acuéstate cara abajo!* (ah-kooehs-teh-seh *kah-rah ah-bvah-Hoh*)
- ✓ *Turn around! ¡Vóltéese!* (bvohl-teh-eh-seh)

- ✓ *Put your hands behind your back!* ¡Ponga las manos detrás de la espalda! (pohn-gah lahns mah-nohs deh-trahs deh lah ehs-pahl-dah)
- ✓ *Spread your legs!* ¡Extienda las piernas! (eks-teeehn-dah lahns peeehr-nahs)
- ✓ *Don't talk!* ¡No hable! (noh ah-bvleh)
- ✓ *I am going to search you. Do you have anything dangerous in your pockets?* Voy a registrarla. ¿Tiene algo peligroso en sus bolsillos? (bvoy ah reh-Hees-trahr-loh teeuh-neh ahl-goh peh-lee-groh-soh ehn soos bvohl-see-yohs)
- ✓ *You're under arrest. Usted está arrestado.* (oos-tehd ehs-tah ah-rrehs-tah-doh)

After taking the suspect into custody, you need to inform them of their *Miranda rights* — their rights to remain silent and have a lawyer:

You have the right to remain silent. Usted tiene el derecho de guardar silencio/mantener silencio. (oos-tehd teeuh-neh ehl deh-reh-choh deh gooahr-dahr see-lehn-seeoh/mahn-teh-nehr see-lehn-seeoh)

Anything you say can and may be used against you in the court of law. Lo que diga puede ser usado en su contra. (loh keh dee-gah pooeh-deh sehr oo-sah-doh ehn soo kohn-trah)

You have the right to an attorney and to have an attorney with you during questioning. Tiene el derecho a un abogado y tenerlo presente durante la interrogacion. (teeuh-neh ehl deh-reh-choh ah oon ah-bvoh-gah-doh ee-teh-nehr-loh preh-sehn-teh doo-rahn-teh lah een-teh-reh-gah-seeohn)

If you cannot afford to hire an attorney, one will be appointed for you before any questioning if you desire. Si no tiene dinero para conseguir un abogado, uno le será designado antes de cualquier pregunta, si usted desea. (see noh teeuh-neh dee-neh-roh pah-rah kohn-seh-geer oon ah-bvoh-gah-doh oo-noh leh seh-rah deh-seeg-nah-doh ahn-tehs deh kooahl-keeehr preh-goon-tah see oos-tehd deh-seh-ah)

Do you understand? ¿Entiende usted? (ehn-teeehn-deh oos-tehd)

Do you wish to talk? ¿Quiere hablar? (keeeh-reh ah-bvlahr)



Have the suspect and a witness sign and date a printed copy of the Miranda rights (in Spanish) when you get back to the station.

Chapter 3

Spanish for Educators and Administrators

In This Chapter

- ✓ Enrolling new students in your school
- ✓ Speaking with students in various common scenarios
- ✓ Keeping in touch with parents
- ✓ Dealing with emergency situations

As more and more immigrants from Spanish-speaking countries arrive in the United States, schools around the country have struggled to accommodate the influx of students from homes in which the first language is Spanish. As a teacher or school administrator, you want to help these students learn English as quickly as possible, but in the meantime, you may need to pick up a little Spanish in order to ease the transition.

This chapter is for teachers, school administrators, and staff who interact with Spanish-speaking students and their families. It covers everything from admissions to dealing with students in and out of the classroom and communicating with parents.

Admitting New Students

When a student shows up to enroll in your school, she and her parents may feel completely lost. Unless they've enrolled in school before, they may be unaware of the type of information and documentation they need to bring with them, and you may be completely at a loss when it comes to asking questions and gathering information.



Fortunately, you can handle most situations by being prepared in advance — by having the required forms translated into Spanish. In the following sections, we provide a couple of basic forms along with common words and phrases to use during the enrollment process.

Leading parents through the enrollment process

Although you can certainly gather much of the information you need from the forms provided in this chapter, you still need to greet the parents and perhaps the student and lead them through the enrollment process. Book I, Chapters 3 and 4 can be useful in bringing you up to speed on greeting Spanish-speakers and engaging them in some small talk.

Talkin' the Talk



Mrs. Muñoz has shown up at school to register her child for the upcoming school year. Mr. Kissle, a parent helping out during the enrollment period, greets Mrs. Muñoz, who doesn't speak very much English, and leads her through the process.

Mr. Kissle: **Buenos días. ¿Cómo puedo ayudarle?**
bvooh-nohs dee-ahs koh-moh pooeh-doh
ah-yoo-dahr-leh
Good day. How may I help you?

Mrs. Muñoz: **Quisiera matricular a mi hijo/a.**
kee-seeh-rah mah-tree-koo-lahr ah mee ee-Hoh/Hah
I would like to enroll my child.

Mr. Kissle: **Siéntense, por favor.**
seeehn-tehn-seh pohr fah-bvohr
Please have a seat.

Mrs. Muñoz: **Gracias.**
grah-seeahs
Thank you.

Mr. Kissle: **Necesitamos hacer una copia del Acta de Nacimiento, y la Tarjeta de Seguro Social de su hijo.**
neh-seh-see-tah-mohs ah-sehr oo-nah koh-peeah dehl
ahk-tah deh nah-see-meeehn-toh ee lah tahr-Heh-tah
deh seh-goo-roh soh-seeahl deh soo ee-Hoh

We need to make a copy of your child's birth certificate and Social Security card.

También necesita tener una prueba de residencia en el distrito.

tahm-bveeehn neh-seh-see-tah teh-nehr oo-nah prooeh-bvah deh reh-see-dehn-seeah ehn ehl dees-tree-toh

Also, you need to show proof of residency in the district.

Mrs. Muñoz: **Está bien. Aquí tengo el Acta de Nacimiento y su Tarjeta de Seguro Social.**

ehs-tah bveeehn ah-kee tehn-goh ehl ahk-tah deh nah-see-meeehn-toh ee soo tahr-Heh-tah deh seh-goo-roh soh-seeahl

Fine. Here I have the birth certificate and Social Security card.

También tengo el Expediente de Vacunas.

tahm-beeuhn tehn-goh ehl ehks-peh-deeehn-teh deh bvah-koo-nahs

I also have the certificate of vaccinations.

Mr. Kissle: **Excelente. Haré una fotocopia de esos documentos ahora mismo.**

ehk-kseh-lehn-teh ah-reh oo-nah foh-toh-koh-peeah deh eh-sohs doh-koo-mehn-tohs ah-oh-rah mees-moh

Fine. I will make a photocopy of those documents right now.

¿Tiene un recibo de un servicio público para la prueba de residencia?

teeeh-neh oon reh-see-bvoh deh oon sehr-bvee-seeoh poo-bvlee-koh pah-rah lah prooeh-bvah deh reh-see-dehn-seeah

Do you have a public utilities' receipt to show proof of residency?

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Mrs. Muñoz: **No, hoy no traigo. ¿Puedo traerlo otro día?**

noh ohy noh trahee-goh pooeh-doh trahehr-loh oh-troh dee-ah

No, I didn't bring one today. Can I bring it another day?

Mr. Kissle: **Claro que sí. Sería perfectamente bien. Dentro de una semana sería lo mejor.**

*klah-roh keh see seh-ree-ah pehr-fehk-tah-mehn-teh
bveeehn dehn-troh deh oo-nah seh-mah-nah
seh-ree-ah loh meh-Hohr*

Yes, of course. That would be perfectly fine. Within a week would be best.

Mrs. Muñoz: **Bien. ¿Hay algo más?**

*bveeehn ahy ahl-goh mahs
Okay. Is there anything else?*

Mr. Kissle: **Sí. Necesita llenar la Hoja de Matrícula y el Historial de Salud.**

*see neh-seh-see-tah reh-yeh-nahr lah oh-Hah deh
mah-tree-koo-lah ee ehl ees-toh-reeahl deh sah-lood
Yes. You need to fill out this enrollment form and a health history form.*

También hay una forma de información que necesitamos en el caso de una emergencia.

*tahm-bveeehn ahy oo-nah fohr-mah deh
een-fohr-mah-seeohn keh neh-seh-see-tah-mohs ehn
ehl kah-soh deh oo-nah eh-mehr-Hehn-seeah*

Also, there is an emergency information form in the case of an emergency.

Mrs. Muñoz: **Claro. No problema.**

*klah-roh noh proh-bvleh-mah
Of course. No problem.*

Mr. Kissle: **Aquí están las formas necesarias.**

*ah-kee ehs-tahn lahs fohr-mahs neh-seh-sah-reeahs
Here are the necessary forms.*

Usted puede sentarse en la mesa allí para escribir.

*oos-tehd pooeh-deh sehn-tahr-seh ehn lah meh-sah
ah-yeer pah-rah ehs-kree-bveer*

You can sit at the table there to write.

¿Necesita un bolígrafo?

*neh-seh-see-tah oon bvoh-lee-grah-foh
Do you need a pen?*

Mrs. Muñoz: **Sí, por favor.**
see pohr fah-bvohr
Yes, please.

Mr. Kissle: **Aquí está un bolígrafo.**
ah-kee ehs-tah oon bvoh-lee-grah-foh
Here is a pen.

Pregúnteme si hay algo que no entiende o si tiene alguna pregunta.
preh-goon-teh-me see ahy ah-/goh keh noh
ehn-teeehn-deh oh see teeeh-neh ahl-goo-nah
preh-goon-tah
Ask me if there is anything that you don't understand or if you have any questions.

Mrs. Muñoz: **Gracias.**
grah-seeahs
Thank you.

After some time:

Perdón, aquí están las formas completadas.
pehr-dohn ah-kee ehs-tahn lahs fohr-mahs
kohm-pleh-tah-dahs
Excuse me, here are the completed forms.

Mr. Kissle: **Gracias. ¿Firmó usted todas las formas?**
grah-seeahs feer-moh oos-tehd toh-dahs lahs
fohr-mahs
Thank you. Did you sign all of the forms?

Mrs. Muñoz: **Sí.**
see
Yes.

Mr. Kissle: **Bien. Entonces eso es todo lo que necesitamos.**
bveeehn ehn-tohn-sees eh-soh ehs toh-doh loh keh
neh-seh-see-tah-mohs
Good. Then that is everything that we need.

Aquí está una copia del calendario para la escuela y la lista de lo que necesitará su hijo/a para la clase.
ah-kee ehs-tah oo-nah koh-peeah dehl
kah-lehn-dah-reeoh pah-rah lah ehs-kooeh-lah ee lah
/ees-tah deh loh keh neh-seh-see-tah-rah soo ee-Hoh/
Hah pah-rah lah klah-seh

Here is a copy of the school calendar and the list of what your child will need for class.

Muchas gracias por haber venido. Ha sido un placer conocerlos.

moo-chahs grah-seeahs pohr ah-bvehr bveh-nee-doh ah see-doh oon plah-sehr koh-noh-sehr-lohs

Thank you so much for coming. It has been a pleasure to meet you both (all).

Mrs. Muñoz: **Igualmente, gracias. Adiós.**

ee-guahl-mehn-teh grah-seeahs ah-deeoohs

Likewise, thank you. Good-bye.

Gathering personal and contact information

Whenever students show up to enroll in your school, you have a standard form they need to complete for passing on all the relevant data, including the student's name, address, and phone number; contact information for the parents; the student's birthday and grade level; and so on. If you don't have a Spanish edition of your enrollment form, you can use the basic form shown in Figure 3-1.

You probably need parents to submit the necessary forms by a certain date, so be very specific. For more about dates, months, and days of the week, refer to Book I, Chapter 2.

Requesting medical and emergency contact information

Forms are also an excellent tool for gathering medical and emergency contact information, which most schools are required to have on file. If you don't have Spanish editions of medical forms, consider using the form in Figure 3-2.

Hoja de Matrícula (Student Enrollment Form)		
Sección 1: A ser llenado por el padre o tutor del estudiante (Section 1: To be completed by the student's parent or guardian)		
Nombre del padre o tutor: Apellido, nombre, inicial del segundo nombre (Parent/Guardian Name: Last, First, M.I.)		
Casa Teléfono (Home Telephone Number)	Trabajo Teléfono (Work Telephone Number)	
Dirección del padre o tutor (Parent/Guardian Address)	Ciudad/Estado/Código postal (City/State/Zip Code)	
Nombre del estudiante: Apellido, nombre, inicial del segundo nombre (Student Name: Last, First, M.I.)		
Fecha de nacimiento (Birthdate)	Sexo (Gender)	
Mes (Month) ____ Día (Day) ____ Año (Year) ____	Hombre (Male) ____ Hembra (Female) ____	
Número de Seguro Social (Social Security Number)	Grado, en la fecha de hoy (Grade, as of today's date)	
Escuela a la que asistió por última (School Last Attended)	Teléfono (Phone Number)	
Dirección (Address)	Ciudad/Estado/Código postal (City/State/Zip Code)	
Necesidades especiales – opcional (Special Needs – optional)		
Motivo de la solicitud: Esto no afecta su aceptación (Reason for Request: This does not affect your acceptance)		
Checaba El Estudiante Servicios Especiales en la Escuela Anterior? (Did Student Receive Special Services in Previous School?)		
Sí (Yes) ____ No (No) ____		
Programa (Program): _____		
Hermanos y hermanas que van a la escuela (Brothers and Sisters in School)		
1. Nombre (Name): _____	Escuela (School): _____	Grado (Grade): _____
1. Nombre (Name): _____	Escuela (School): _____	Grado (Grade): _____
1. Nombre (Name): _____	Escuela (School): _____	Grado (Grade): _____
¿Cree que su hijo califica para recibir almuerzos gratis o a precio reducido? (Do you believe your child qualifies for free or reduced price lunch?)		
No (No) ____ Sí (Yes) ____ No sé (Don't Know) ____		
Sección 2: Verificación de información del padre o tutor (Section 2: Parent/guardian verification of information)		
Por este medio verifico que la información anterior es verdadera y correcta a mi mejor saber y entender. (I hereby verify that the above information is true and correct to the best of my knowledge and belief.)		
Firma – Padre/Tutor (Signature – Parent/Guardian): _____		
Fecha (Date): Mes (Month) ____ Día (Day) ____ Año (Year) ____		

Figure 3-1:
Enrollment
form for
Spanish-
speaking
students.

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Información Médica y de Emergencia (Student Medical/Emergency Contact Form)						
Nombre del estudiante: Apellido, nombre, inicial del segundo nombre (Student Name: Last, First, M.I.)						
Estudiante apodo Student Nickname	Grado Grade Level		Nombre del profesor Teacher's Name			
Fecha de nacimiento (Birthdate)			Sexo (Gender)			
Mes (Month) ____ Día (Day) ____ Año (Year) ____			Hombre (Male) ____ Hembra (Female) ____			
Dirección (Address)			Ciudad/Estado/Código postal (City/State/Zip Code)			
Padres casa teléfono (Parents Home Telephone Number)			Trabajo teléfono (Work Telephone Number)			
En caso de emergencia, contacto (In Case of Emergency, Contact)						
Nombre (Name): _____		Relación (Relationship): _____		Teléfono (Phone): _____		
Nombre (Name): _____		Relación (Relationship): _____		Teléfono (Phone): _____		
Nombre (Name): _____		Relación (Relationship): _____		Teléfono (Phone): _____		
Inmunizaciones: Consultar con el médico de su niño (Immunizations: Consult your child's doctor)						
Type	DTP	Td	IPV (Polio)	Hepatitis B	MMR	Chickenpox
1st dose						
2nd dose						
3rd dose						
4th dose						
5th dose						
Doctor nombre (Doctor Name)			Doctor teléfono (Doctor Telephone Number)			
Condiciones médicas (Medical Conditions)						
Alergias (Allergies)						
Medicamentos (Medications)						
Nombre (Name): _____		Dosis (Dose): _____		Tiempo (Time): _____		
Nombre (Name): _____		Dosis (Dose): _____		Tiempo (Time): _____		
Nombre (Name): _____		Dosis (Dose): _____		Tiempo (Time): _____		
Si su niño se enferma o lesionada, la escuela tratará de llamar al padre/madre o tutor en casa o en el trabajo. Si no se puede llegar a la escuela tratará de llamar a uno de los contactos de emergencia antes mencionadas. En caso de accidente grave o lesión/enfermedad, 911 serán llamados en caso necesario. (If your child becomes ill or injured, the school will attempt to call the parent/guardian at home or at work. If you cannot be reached the school will attempt to call one of the emergency contacts listed above. In case of serious accident/injury/illness, 911 will be called if necessary.)						
Firma – Padre/Tutor (Signature – Parent/Guardian): _____						
Fecha (Date): Mes (Month) ____ Día (Day) ____ Año (Year) ____						

Figure 3-2:
Medical and
emergency
contact
information
form.

Keeping students safe and attending to their medical needs is very important. For terminology dealing with health and medical issues, check out Book IV, Chapter 1.

Describing required school supplies

Prior to the first day of school, letting parents know what school supplies their children are likely to need is always a good idea. You can draw up a list of common supplies by using the words shown in Table 3-1.

Table 3-1**School Supplies**

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
ballpoint pen	un bolígrafo	oon bvoh-lee-grah-foh
book	un libro	oon lee-bvroh
backpack	una mochila	oo-nah moh-chee-lah
calculator	una calculadora	oo-nah kahl-koo-lah-doh-rah
colored pencils	unos lápices de colores	oo-nohs lah-peee-sehs de koh-loh-rehs
crayons	unos crayones	oo-nohs krah-yoh-nehs
dictionary	un diccionario	oon dee-ksee-oh-nah-reeoh
eraser	una goma de borrar	oo-nah goh-mah deh bvoh-rrahr
folder	una carpeta	oo-nah kahr-peh-tah
glue stick	una barra de pegamento	oo-nah bvah-rrah de peh-gah-mehn-toh
markers	unos marcadores	oo-nohs mahr-kah-doh-rehs
paper	papel	pah-pehl
wide-ruled	con líneas	kohn lee-neh-ahs
unruled	sin líneas	seen lee-neh-ahs
graph	cuadriculado	kooah-dree-koo-lah-doh
pen	una pluma	oo-nah ploo-mah
	un bolígrafo	oon bvoh-lee-grah-foh
pencil	un lápiz	oon lah-pees
ruler	una regla	oo-nah reh-glah
school supplies	los útiles escolares	lohs oo-tee-lehs ehs-koh-lah-rehs

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(continued)

Table 3-1 (*continued*)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
scissors	unas tijeras	<i>oo-nahs tee-Heh-rahs</i>
textbook	un libro de texto	<i>oon lee-broh deh tehks-toh</i>
three-ring binder	una carpeta de tres anillos	<i>oo-nah kahr-peh-tah deh trehs ah-nee-yohs</i>

Communicating with Students

Without being entirely aware of it, you probably bark out more orders and commands in a single day than any four-star general has issued in his entire career. If you didn't, anarchy would reign supreme, and your students wouldn't learn a thing.

Your Spanish-speaking students need your leadership just as much, so be prepared to give direction in Spanish as well as English. The following sections provide words and phrases to issue commands and instructions wherever you happen to be — in the classroom or cafeteria, in the gym or on the playground, in or on the way to the bathroom, and even on the bus.



When a teacher speaks with a student, he should use the **tú** (too) (informal *you*) form of commands and address to show familiarity. On the other hand, a student should use the **Ud.** or **usted** (oos-tehd) (formal *you*) when speaking to a teacher to show respect for authority.

Interacting in the classroom

Unless you speak Spanish at about an intermediate level, you probably won't be able to communicate effectively with a student who speaks very little English. You may get by with both of you speaking some degree of Spanglish or with the assistance of an ESL (English as a Second Language) specialist. Brushing up on some common commands and expressions, however, can help you maintain order and manage standard interactions:

- | ✓ *Be quiet. Silencio.* (see-lehn-seeoh)
- | ✓ *Behave! ¡Compórtate!* (kohm-pohr-tah-teh)

- ✓ Bring your book to class every day. **Trae tu libro a la clase todos los días.** (trah-eh too lee-bvroh ah lah klah-seh toh-dohs lohs dee-ahs)
- ✓ Close your book. **Cierra tu libro.** (seeeh-rrah too lee-bvroh)
- ✓ Correct your assignment. **Haz las correcciones a tu tarea.** (ahs lahss koh-rreh-kseeoh-nehs ah too tah-reh-ah)
- ✓ Go to the principal's office. **Vete a la oficina del director/de la directora.** (bveh-teh ah lah oh-fee-see-nah dehl dee-rek-tohr/deh lah dee-rek-tohr-ah)
- ✓ Great job! **¡Buen trabajo!** (bvooehn trah-bvah-Hoh)
- ✓ Hand me your assignment. **Dame la tarea.** (dah-meh lah tah-reh-ah)
- ✓ Ask your parents to sign this paper and return it to me. **Pide a tus padres a firmar este papel y devuélvemelo.** (pee-deh ah toos pah-drehs ah feer-mahr eh-steh pah-pehl ee deh-bvooehl-bveh-meh-loh)
- ✓ Don't bother others. **No molesta a los demás.** (noh moh-lehs-tah ah lohs deh-mahs)
- ✓ Leave the classroom. **Vete de la clase.** (bveh-teh deh lah klah-seh)
- ✓ No chewing gum. **No se permite el chicle.** (noh seh pehr-mee-teh ehl chee-kleh)
- ✓ No talking. **No habla.** (noh ah-bvlah)
- ✓ Pay attention. **Presta atención.** (prehs-tah ah-tehn-seeohn)
- ✓ Please be seated. **Por favor siéntate.** (pohr fah-bvohr seeehn-tah-teh)
- ✓ Put that away, right now. **Guárdalo, ahora mismo.** (gooahr-dah-loh ah-oh-rah mees-moh)
- ✓ Speak up. **Habla más alto.** (ah-bvlah mahs ahl-toh)
- ✓ Tomorrow, we are having a test on this material. **Mañana, hay un examen sobre esta material.** (mah-nyah-nah ahy oon eh-ksah-mehn soh-bvreh eh-stah mah-teh-reeahl)
- ✓ Turn around. **Voltéate.** (bvoohl-teh-ah-teh)
- ✓ You need to arrive at ____ o'clock or you'll be marked tardy. **Necesitas llegar a las ____ o te anotaré tarde.** (neh-seh-see-tahs yeh-gahr ah lahss ____ oh teh ah-noh-tah-reh tahr-deh)
- ✓ You need to turn in your homework assignments on time. **Necesitas entregar la tarea a tiempo.** (neh-seh-see-tah ehn-treh-gahr lah tah-reh-ah ah teeehm-poh)

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Giving instructions for the cafeteria or lunchroom

Lunchtime is always a little more relaxed than in the classroom — at least for the students. As a teacher, you need to keep order to ensure that everyone in the cafeteria or lunchroom has a safe and enjoyable dining experience. Following are some common phrases that can help you achieve that:

- ✓ *Have a seat and wait until it's your turn.* Siéntate y espera hasta que te toca a ti. (seeehn-tah-teh ee ehs-peh-rah ahs-tah keh teh toh-kah ah tee)
- ✓ *Now you can get in line.* Ahora puedes ponerte en la cola. (ah-oh-rah pooeh-dehs poh-nehr-teh en la koh-lah)
- ✓ *Don't cut.* No cólete. (noh koh-leh-teh)
- ✓ *Stand in line here.* Haz una cola aquí. (ahs oo-nah koh-lah ah-kee)
- ✓ *Have your money ready to pay the cashier.* Está listo con su dinero a pagar al cajero. (ehs-tah lees-toh kohn soo dee-neh-roh ah pah-gahr ahl kah-Heh-roh)
- ✓ *Don't bother others while they're eating.* No molesta a los demás mientras comen. (noh moh-lehs-tah ah lohs deh-mahs meeehn-trahs koh-mehn)
- ✓ *Keep your voice down.* Habla con la voz baja. (ah-bvlah kohn lah bvohs bvah-Hah)
- ✓ *Stay at your table until you're dismissed.* Quédate en la mesa hasta que estás despedido. (keh-dah-teh ehn lah meh-sah ahs-tah keh ehs-tahs dehs-peh-dee-doh)
- ✓ *Now you may return to your classroom.* Ahora puedes regresar a tu sala de clase. (ah-oh-rah pooeh-dehs reh-greh-sahr ah too sah-lah deh klah-seh)

Supervising students in the gym or on the playground

Even the most well-behaved class can become a little rambunctious during gym class or recess, and that's perfectly acceptable. However, you want to keep your students' enthusiasm down to a dull roar for the benefit of everyone involved, which means you have to keep the channels of communication open between you and all of your students, regardless of the languages they speak. Here are some phrases you're likely to need whether you're supervising in the gym or on the jungle gym:

- ✓ Come here. **Ven aquí.** (bvehn ah-kee)
- ✓ Wait your turn. **Espera tu turno.** (ehs-peh-rah too toor-noh)
- ✓ Play nicely. **Llévate bien con los demás.** (yeh-bvah-teh bveeehn kohn lohs deh-mahs)
- ✓ Stop! **¡Alto!** (ahl-toh)
- ✓ No hitting. **No pega.** (noh peh-gah)
- ✓ Stand in a circle. **Ponte a pie en un círculo.** (pohn-teh ah peeeh ehn oon seer-koo-loh)

Asking about the restroom

In addition to teaching, you usually have to deal with the essentials, like using the restroom, so familiarize yourself with the following common expressions:

- ✓ Whoever needs to go to the restroom, raise your hand. **Los que necesitan ir al baño, levánten las manos.** (lohs keh neh-seh-see-tahn eer ahl bvah-nyoh leh-bvahn-tehn lahs man-nohs)
- ✓ Who needs to go to the restroom? **¿Quién necesita ir al baño?** (keeehn neh-seh-see-tah eer ahl bvah-nyoh)
- ✓ I need to go to the restroom. **Yo necesito ir al baño.** (yoh neh-seh-see-toh eer ahl bvah-nyoh)
- ✓ Wash your hands after using the restroom. **Lava las manos después de ir al baño.** (lah-bvah lahs mah-nohs dehs-pooehs deh eer ahl bvah-nyoh)

Getting kids on the bus safely

When the buses are picking up or dropping off students, safety becomes the number one issue, and that means maintaining order. If you're pulling bus duty, brush up on the following phrases:

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- ✓ Stay in line. **Quédate en la cola.** (keh-dah-teh ehn lah koh-lah)
- ✓ Remain inside until your bus arrives. **Quédate dentro de la escuela hasta que el autobús llega.** (keh-dah-teh dehn-troh deh lah ehs-kooeh-lah ahs-tah keh ehl ahoo-toh-boos yeh-gah)
- ✓ Stay on the sidewalk. **Quédate en la acera.** (keh-dah-teh ehn lah ah-seh-rah)

- ✓ **No pushing.** **No empuja.** (noh ehm-poo-Hah)
- ✓ **No running.** **No corre.** (noh koh-rreh)
- ✓ **Stay off the grass.** **No pisa el césped.** (noh pee-sah ehl sehs-pehd)
- ✓ **Step this way.** **Pasa por aquí.** (pah-sah pohr ah-kee)
- ✓ **Step back.** **Retrocede.** (reh-troh-seh-deh)

Communicating with Parents

When you have students, you (hopefully) have parents interested in how their children are doing in school. As you're already well aware, keeping parents in the loop can have a positive influence on a student's success, so you want to keep parents engaged.

In the following sections, we show you how to keep parents involved by communicating with them early and whenever necessary to get their children on track and enable them to fulfill their full potential.

Adjusting to cultural differences



Hispanic cultures hold the schools, teachers, and other school personnel in very high regard and consider any question about their expertise and authority disrespectful. This view stems from the fact that the Catholic Church traditionally ran all schools in these cultures. They may be unaccustomed to the typical U.S. school's practice of calling home to report incidents that occur at school, because they expect that the school knows how best to handle the situation and will do what is necessary. They're always very polite and willing to listen to any comments or suggestions that the school has for their child, but they don't expect to be asked for their input. They may also not be used to the requests for their attendance at conferences (to discuss grades and so on) but will graciously oblige. Education is very important to them; they'll comply with the U.S. way of doing things, but keeping these points in mind may help you interact more consciously.



You probably send a whole lot of printed information home with your students. When dealing with Spanish-speaking students, however, your calendars and letters probably go unread. Most studies show that even if you translate every piece of information you send home with your students, very few Spanish-speaking parents read all of it or even some of it. Depending on the district you teach in, many of your English-speaking parents probably don't read it either. In any event, try to keep written communication to a minimum.

Dealing with common issues

Unfortunately, you're usually contacting parents because their child is misbehaving or doing poorly in class. When these common scenarios present themselves, you need to know some common phrases to tell parents exactly what's going on.

Calling parents at home

The following phrases can come in very handy when you first call a student's home and someone picks up the phone or the answering machine prompts you to leave a message:

- ✓ *Hello, I am [name's] teacher. Hola, soy el/la maestro/a de [name].*
(oh-lah sohy ehl/lah mahehs-troh/trah deh [name])
 - ✓ *I need to speak with [name's] mother or father. Necesito hablar con la madre o el padre de [name].* (neh-seh-see-toh ah-bvlahr kohn lah mah-dreh oh ehl pah-dreh deh [name])
 - ✓ *[Name] is misbehaving in class. [Name] no está portándose bien en la clase.* ([Name] noh ehs-tah pohr-tahn-doh-seh bveeehn ehn lah klah-seh)
 - ✓ *[Name] is having difficulty in [subject]. [Name] tiene dificultad en la clase de [subject].* ([Name] teeeh-neh dee-fee-kool-tahd ehn lah klah-seh deh [subject])
- Table 3-2 later in the chapter provides a list of subjects.
- ✓ *I need you to come into the school to speak with me. Necesito que ustedes vengan a la escuela para hablar conmigo.* (neh-seh-see-toh keh oos-tehd-ehs bvehn-gahn ah lah ehs-kooeh-lah pah-rah ah-bvlahr kohn-mee-goh)
 - ✓ *Which day is best for you? ¿Qué día es mejor para ustedes?* (keh dee-ah ehs meh-Hohr pah-rah oos-tehd-ehs)
 - ✓ *What time could you come? ¿A qué hora pudieran venir?* (ah keh oh-rah poo-deeuh-rahn bveh-neer)



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Discussing classroom problems

If you're calling about specific behavioral issues, you probably want to refer to those issues so that the parents can speak with their child. The following list translates the most common issues into Spanish.

- ✓ *Talks too much Habla demasiado* (ah-bvlah deh-mah-seeah-doh)
- ✓ *Disturbs the class Disturba a la clase* (dees-toor-bvah ah lah klah-seh)
- ✓ *Doesn't pay attention No presta atención* (noh prehs-tah ah-tehn-seeohn)

- ✓ Doesn't study enough **No estudia bastante** (noh ehs-too-deeah bvahs-tahn-teh)
- ✓ Doesn't turn in the homework **No entrega la tarea** (noh ehn-treh-gah lah tah-reh-ah)
- ✓ Is argumentative with the teacher **Es discutidor/a con el/la maestro/a** (ehs dees-koo-tee-dohr/ah kohn ehl/lah maehs-troh/trah)
- ✓ Is argumentative with other students **Es discutidor/a con los demás estudiantes** (ehs dees-koo-tee-dohr/ah kohn lohs deh-mahs ehs-too-deeahn-tehs)
- ✓ Sleeps during class **Duerme durante la clase** (dooehr-meh doo-rahn-teh lah klah-seh)

During your conversation with the parents, you may need to refer to the particular classes or subjects listed in Table 3-2.

Table 3-2

School Subjects

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
algebra	el álgebra	ehl ah/-Heh-bvrah
art	el arte	ehl ahr-teh
band	la banda	lah bvaahn-dah
biology	la biología	lah bvee-oh-loh-Hee-ah
calculus	el cálculo	ehl kahl-koo-loh
chemistry	la química	lah kee-mee-kah
computer science	la informática	lah een-fohr-mah-tee-kah
earth science	la geología	lah Heh-oh-loh-Hee-ah
English	el inglés	ehl een-glehs
geography	la geografía	lah Heh-oh-grah-fee-ah
geometry	la geometría	lah Heh-oh-meh-tree-ah
health	la salud	lah sah-lood
history	la historia	lah ees-toh-reeah
industrial arts	las artes industriales	lahs ahr-tehs een-doos-tree ah-lehs
mathematics	las matemáticas	lahs mah-teh-mah-tee-kahs
music	la música	lah moo-see-kah

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
penmanship	la caligrafía	lah kah-lee-grah-fee-ah
physical education/ gym	la educación física	lah eh-doo-kah-see ohn fee-see-kah
physics	la física	lah fee-see-kah
science	la ciencia	lah seeehn-seeah
social studies	los estudios sociales	lohs ehs-too-deeoohs soh-see ah-lehs
speech	el discurso	ehl dees-koor-sah
spelling	la ortografía	lah ohr-toh-grah-fee-ah
trigonometry	la trigonometría	lah tree-goh-noh-meh-tree-ah
writing	la escritura	lah ehs-kree-too-rah

Spanish for Banking and Financing

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In This Chapter

- ✓ Exploring common banking expressions and terminology
 - ✓ Talking through common transactions
 - ✓ Dealing with problems
- •

If you're in the banking biz, you're likely to have at least a few Spanish-speaking customers (or want to expand your business by accommodating this typically underserved segment of the market).



The first order of business is to have all of your forms and slips (for deposits, withdrawals, and transfers) translated into Spanish — or add Spanish to make your current forms bilingual. This tactic enables you to gather most of the information you need by simply handing the form to the person and asking him to complete it. This chapter includes words and phrases that can help in translating the forms, but you probably want to have your forms translated professionally.

In this chapter, we give you enough Spanish to manage an average workday — whether you're a banker, teller, or loan officer. We show you how to navigate various situations and manage common transactions when dealing with your Spanish-speaking customers.

Brushing Up on Banker-Speak

When dealing with customers on a daily basis, you're probably not conscious of the fact that you use plenty of specialized financial words and phrases both during your initial greetings and as you assist customers with their transactions.

In the following sections, we reveal some of the most common words and phrases you need, along with verbs to describe the financial transactions and activities.

Mastering the meet and greet

Greeting people warmly isn't only common courtesy but also good business. Book I, Chapter 3 provides everything you need to know to greet people properly in Spanish. After the greeting, however, you need to get down to business. The following phrases can come in very handy during your initial greeting:

- ✓ *Welcome to our bank. Bienvenido/a(s) a nuestro banco.* (bveehn-bveh-nie-doh(s)/dah(s) ah nooeh-stroh bvahn-koh)
- ✓ *How may I help you? ¿Cómo puedo ayudarle?* (koh-moh pooeh-doh ah-yoo-dahr-leh)
- ✓ *What is your name? ¿Cómo se llama?* (koh-moh seh yah-mah)
- ✓ *Thank you for waiting. Gracias por esperar.* (grah-see-ahs pohr ehs-peh-rahr)
- ✓ *I'll be right with you. Le atenderé pronto.* (leh ah-tehn-deh-reh prohn-toh)
- ✓ *Somebody will be right with you. Alguien le atenderé pronto.* (ahl-geeehn leh ah-tehn-deh-reh prohn-toh)
- ✓ *With whom is your appointment? ¿Con quién es su cita?* (kohn keeehn ehs soo see-tah)
- ✓ *Come this way. Pase por aquí.* (pah-seh pohr ah-kee)
- ✓ *Wait here. Espere aquí.* (ehs-peh-reh ah-kee)
- ✓ *You need to speak with . . . Necesita hablar con . . .* (neh-seh-see-tah ah-bvlahr kohn)

Requesting identification

Whenever you're processing a transaction, particularly for a customer you don't know very well yet, you need to ask for identification:

- ✓ *You need identification. Necesita identificación.* (neh-seh-see-tah ee-dehn-tee-fee-kah-seeohn)
- ✓ *You need photo identification. Necesita identificación con foto.* (neh-seh-see-tah ee-dehn-tee-fee-kah-seeohn kohn foh-toh)
- ✓ *You need two forms of identification. Necesita dos formas de identificación.* (neh-seh-see-tah dohs fohr-mahs deh ee-dehn-tee-fee-kah-seeohn)

- ✓ *We accept a . . . Aceptamos un/una . . . (ah-sehp-tah-mohs oon/oo-nah)*
- *driver's license licencia de conducir (lee-sehn-seeah deh kohn-doo-seer)*
 - *Social Security card Tarjeta de Seguro Social (tahr-Heh-tah deh seh-goo-roh soh-seeahl)*
 - *Military I.D. identificación militar (ee-dehn-tee-fee-kah-seeohn mee-lee-tahr)*
 - *Passport pasaporte (pah-sah-pohr-teh)*
 - *Residence card tarjeta de residencia (tahr-Heh-tah deh reh-see-dehn-seeahl)*
- ✓ *We don't accept this identification. No aceptamos esta identificación. (noh ah-sehp-tah-mohs ehs-tah ee-dehn-tee-fee-kah-seeohn)*

Getting a handle on bank vocab

Although you may be able to get by with pointing to items in the bank and handing the customer the form she needs to fill out and a pen to fill it out with, referring to these items by name is often more efficient. Table 4-1 provides a list of stuff you're likely to find in a bank or other financial institution along with Spanish translations of their names.

Table 4-1

Common Bank Items

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>	
account	la cuenta	lah kooehn-tah	
account statement	el extracto de cuenta	ehl ehks-trahk-toh deh kooehn-tah	
ATM card	la tarjeta ATM	lah tar-Heh-tah ah teh eh-meh	
ATM	el cajero electrónico	ehl kah-Heh-roh ee-lehk-troh-nee-koh	Book IV Spanish at Work
application	la aplicación	lah ah-plee-kah-seeohn	
bank charges	las comisiones	lahs koh-mee-seeohn-ehs	
bank	el banco	ehl bvahn-koh	
branch	la sucursal	lah soo-koor-sahl	
cashier	el/la cajero/a	ehl/lah kah-Heh-roh/rah	

(continued)

Table 4-1 (continued)

English	Spanish	Pronunciation
cash machine	el cajero automático	ehl kah-Heh-roh ahoo-toh-mah-tee-koh
cents	los centavos	lohs sehn-tah-bvohs
change	el cambio	ehl kahm-bveeoh
check	el cheque	ehl cheh-keh
checkbook	la libreta de cheques	lah lee-bvreh-tah deh cheh-kehs
checking account	la cuenta de cheque	lah kooehn-tah deh cheh-keh
credit card	la tarjeta de crédito	lah tar-Heh-tah de kreh-dee-toh
customer	el/la cliente	ehl/lah klee ehn-teh
customer service	el servicio al cliente	ehl sehr-bvee-seeoh ahl klee ehn-teh
debit card	la tarjeta de débito	lah tar-Heh-tah deh deh-bvee-toh
deposit	el depósito	ehl dee-poh-see-toh
deposit slip	la hoja de depósito	lah oh-Hah deh dee-poh-see-toh
dollars	los dólares	lohs doh-lah-rehs
interest rate	el interés	ehl een-teh-rehs
loan	el préstamo	ehl prehs-tah-moh
loan officer	el/la director/a de préstamo	ehl/lah dee-rehk-tohr/ah deh prehs-tah-moh
manager	el/la director/a	ehl/lah dee-rehk-tohr/ah
money	el dinero	ehl dee-neh-roh
money order	el giro postal	ehl Hee-roh pohs-tahl
mortgage	el préstamo hipotecario	ehl prehs-tah-moh ee-poh-teh-kah-reeoh
	la hipoteca	lah ee-poh-teh-kah
pen	el bolígrafo	ehl bvoh-lee-grah-foh
	la pluma	lah ploo-mah
principal	el préstamo principal	ehl prehs-tah-moh preen-see-pahl

English	Spanish	Pronunciation
safety deposit box	la caja de seguridad	lah kah-Hah deh seh-goo-ree-dahd
savings account	la cuenta de ahorros	lah kooehn-tah deh ah-oh-rrohs
savings bank	la caja de ahorros	lah kah-Hah deh ah-oh-rrohs
signature	la firma	lah feer-mah
transfer	la transferencia	lah trahns-feh-rehn-seeah
teller window	la ventanilla	lah bvehn-tah-nee-yah

Describing routine customer needs

Although financial institutions toss around a great deal of specialized terminology, customers usually perform only a very limited range of activities, including cashing a check, depositing money, and making a withdrawal. To prepare, brush up on the following verbs used to describe the most common transactions.

- ✓ *Borrow* pedir un préstamo (peh-deer oon prehs-tah-moh)
- ✓ *Cancel a bank account* cancelar una cuenta (kahn-seh-lahr oo-nah kooehn-tah)
- ✓ *Change money* cambiar moneda (kahm-bvee-ahr moh-neh-dah)
- ✓ *Make a deposit* ingresar dinero (een-greh-sahr dee-neh-roh)
- ✓ *Open a bank account* abrir una cuenta (ah-bvreer oo-nah kooehn-tah)
- ✓ *Transfer money* hacer una transferencia (hah-sehr oo-nah trahns-feh-rehn-seeah)
- ✓ *Withdraw money* retirar dinero (reh-tee-rahr dee-neh-roh)

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Giving customers common instructions

During the course of a typical transaction, you usually need the customer to do something — show you identification, sign a check or a piece of paper, give you his account number, and so on. Use the following commands to tell your customers what to do:

- ✓ *Fill out this form. Llene este formulario.* (yeh-neh ehs-teh fohr-moo-lah-reeoh)
- ✓ *Follow me. Sígame.* (see-gah-meh)
- ✓ *Give me . . . Deme . . .* (deh-meh)
- ✓ *Give me your account number, please. Deme su número de cuenta, por favor.* (deh-meh soo noo-meh-roh deh kooehn-tah pohr fah-bvohr)
- ✓ *Listen to me. Escúcheme.* (ehs-koo-cheh-meh)
- ✓ *Look here. Mire aquí.* (mee-reh ah-kee)
- ✓ *Show me. Enséñeme.* (ehn-seh-nyeh-meh)
- ✓ *Sign here. Firme aquí.* (feer-meh ah-kee)
- ✓ *Sit here. Siéntese aquí.* (seeehn-teh-seh ah-kee)
- ✓ *Take it. Tómelo.* (toh-meh-loh)
- ✓ *Tell me. Dígame.* (dee-gah-meh)
- ✓ *Wait a moment. Espere un momento.* (ehs-peh-reh oon moh-mehn-toh)
- ✓ *Write it. Escríbalo.* (ehs-kree-bvah-loh)

Processing Common Transactions

On an average day, you're likely to deal with a host of different transaction types, but in most cases, customers simply want to take money out or put money in. In the following sections, we show you how to deal with the most common transaction types.

Opening an account

When a customer shows up at your establishment for the first time, she usually needs to open an account before she's able to perform any other transactions. Whenever you encounter a customer you don't know, you may want to ask whether she has an account with the bank:

Do you have an account with us? ¿Tiene una cuenta con nosotros?
 (teeehn-eh oo-nah kooehn-tah kohn noh-soh-trohs)

If the person answers *sí* (see) (yes), you can then ask for her account number:

What is your account number? ¿Cuál es su número de cuenta? (kooahl
 ehs soo noo-meh-roh deh kooehn-tah)

If the person answers **no** (noh) (*no*), you can follow up by asking whether she wants to open an account:

Do you want to open an account? ¿Quiere abrir una cuenta? (keeeh-reh ah-bvreer oo-nah kooehn-tah)

The following dialogue walks you through a typical account-opening.

Talkin' the Talk

Mrs. Escobar has arrived at the bank for the first time and needs to open an account. The bank teller, Brian, leads Mrs. Escobar through the process.

Brian: **Bienvenida a nuestro banco.**
 bveeehn-bveh-neeh-dah ah nooeh-stroh bahn-koh
Welcome to our bank.

Mrs. Escobar: **Buenas tardes.**
 bvooh-nahs tahr-dehs
Good afternoon.

Brian: **Me llamo Brian. ¿Cómo puedo ayudarle?**
 meh yah-moh bvree-ahn koh-moh pooeh-doh
 ah-yoo-dahr-leh
My name is Brian, how may I help you?

Mrs. Escobar: **Quiero abrir una cuenta.**
 keeeh-roh ah-bvreer oo-nah kooehn-tah
I would like to open an account.

Brian: **¿Qué tipo de cuenta?**
 keh tee-poh deh kooehn-tah
What type of account?

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Mrs. Escobar: **Una cuenta de cheque.**
 oo-nah kooehn-tah deh cheh-keh
A checking account.

Brian: **Se necesita depositar un mínimo de veinticinco dólares para abrir una cuenta de cheque.**
 seh neh-seh-see-tah deh-poh-see-tahr oon
 mee-nee-moh deh bveheen-tee-seen-koh doh-lah-rehs
 pah-rah ah-bvreer oo-nah kooehn-tah deh cheh-keh
A minimum deposit of \$25 is required to open a new checking account.

¿Tiene esa cantidad con usted?

teeehn-eh eh-sah kahn-tee-dahd kohn oos-tehd
Do you have that amount with you?

Mrs. Escobar: **Sí.**

see

Yes.

Brian:

Yo puedo ayudarle. ¿Cómo se llama?

yoh pooeh-doh ah-yoo-dahr-leh koh-moh seh
yah-mah

I can help you. What is your name?

Mrs. Escobar: **María.**

mah-ree-ah

María.

Brian:

¿Qué es su apellido?

keh ehs soo ah-peh-yee-doh
What is your last name?

Mrs. Escobar: **Escobar.**

ehs-koh-bvahr

Escobar.

Brian:

¿Cuál es su dirección?

kooahl ehs soo dee-rehk-seeohn
What is your address?

Mrs. Escobar: **4321 Main Street.**

kooah-troh trehs dohs oo-noh Main Street
4321 Main Street.

Brian:

¿Cuál es su número de teléfono?

kooahl ehs soo noo-meh-roh deh teh-leh-foh-noh
What is your telephone number?

Mrs. Escobar: **212-253-1188.**

dohs oo-noh dohs dohs seen-koh trehs oo-noh

oo-noh oh-choh oh-choh

212-253-1188.

Brian:

¿Cuál es su fecha de nacimiento?

kooahl ehs soo feh-chah deh nah-see-meeehn-toh
What is your date of birth?

Mrs. Escobar: **Es el veinte de enero de mil novecientos ochenta y cuatro.**
 ehs ehl bveheen-teh deh eh-neh-roh deh meel
 noh-bveh-seeehn-tohs oh-chehn-tah ee kooah-troh
It's January 20, 1984.

Brian: **Necesitamos hacer una copia de su tarjeta de Seguro Social.**
 neh-seh-see-tah-mohs ah-sehr oo-nah koh-peeah
 deh soo tahr-Heh-tah deh seh-goo-roh soh-seeahl
I need to make a copy of your Social Security card.

Mrs. Escobar: **Está bien. Aquí tengo la tarjeta de la Seguro Social.**
 ehs-tah beeuhn ah-kee tehn-goh lah tahr-Heh-tah
 deh seh-goo-roh soh-seeahl
Fine. Here I have the Social Security card.

Brian: **¿Cuánto quiere depositar en su cuenta?**
 kooahn-toh keeh-reh deh-poh-see-tahr ehn soo
 kooehn-tah
How much would you like to deposit into your account?

Mrs. Escobar: **Tengo cien dólares a depositar.**
 tehn-goh seeuhn doh-lah-rehs ah deh-poh-see-tahr
I have \$100 to deposit.

Brian: **Aquí está una tarjeta con el número de su cuenta.**
 ah-kee ehs-tah oo-nah tahr-Heh-tah kohn ehl
 noo-meh-roh deh soo kooehn-tah
Here is a card with your account number on it.

Aquí está el recibo que demuestra la cantidad depositada en su cuenta.
 ah-kee ehs-tah ehl reh-see-bvoh keh
 deh-mooehs-trah lah kahn-tee-dahd
 deh-poh-see-tah-dah ehn soo kooehn tah
Here is the receipt showing the amount deposited into your account.

Aquí hay unos cheques provisionales.
 ah-kee ahy oo-nohs cheh-kehs
 proh-bvee-seeoh-nah-lehs
Here are some temporary checks.

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Recibirá sus cheques oficiales por correo dentro de dos semanas.

reh-see-bvee-rah soos cheh-kehs oh-fee-seeah-lehs
pohr koh-rreh-oh dehn-troh deh dohs seh-mah-nahs
You'll receive your official checks in the mail within two weeks.

Mrs. Escobar: **Gracias.**
grah-seeahs
Thank you.

Brian: **¿Hay algo más en que puedo ayudarle hoy?**
ahy ahl-goh mahs ehn keh pooeh-doh
ah-yoo-dahr-leh ohy
Is there anything else I can help you with today?

Mrs. Escobar: **No, eso es todo.**
noh eh-soh ehs toh-doh
No, that's all.

Brian: **Gracias por escoger nuestro banco. Adiós.**
grah-seeahs pohr ehs-koh-Hehr nooehs-troh
bvahn-koh ah-deeoohs
Thank you for choosing our bank. Good-bye.

Mrs. Escobar: **Adiós**
ah-deeoohs
Good-bye.

Cashing checks

One of the most frequent transactions consists of cashing checks for your customers, especially on the typical Friday payday. Following are phrases that can help you process these transactions:

- ✓ *Do you want to cash the check? ¿Quiere cambiar el cheque?* (keeh-reh kahm-bveeahr ehl cheh-keh)
- ✓ *Do you have an account with us? ¿Tiene una cuenta con nosotros?* (teeeh-neh oo-nah kooehn-tah kohn noh-soh-trohs)
- ✓ *What is your account number? ¿Cuál es su número de cuenta?* (kooahl ehs soo noo-meh-roh deh kooehn-tah)

- ✓ Please sign the check on the back. **Firme el cheque por detrás por favor.**
(feer-meh ehl cheh-keh pohr deh-trahs pohr fah-bvohr)
- ✓ Write your account number on the back of the check. **Escriba su número de cuenta por detrás.** (ehs-kree-bvah soo noo-meh-roh deh kooehn-tah pohr deh-trahs)

If you can't cash the check for whatever reason, you need to tell your customer and explain why. See "Addressing Common Problems" later in this chapter for details.

Accepting deposits

If you're lucky, a customer presents you with a deposit slip, complete with his account number and type (savings or checking) and his name, when he shows up with money or cash to deposit into his account. If you're not so lucky, the following phrases can come in very handy:

- ✓ How much do you want to deposit? **¿Cuánto quiere depositar?**
(kooahn-toh keeeh-reh deh-poh-see-tahr)
- ✓ Do you want to deposit a check? **¿Quiere depositar un cheque?**
(keeeh-reh deh-poh-see-tahr oon cheh-keh)
- ✓ Do you want to deposit cash? **¿Quiere depositar dinero?** (keeeh-reh deh-poh-see-tahr dee-neh-roh)
- ✓ Please fill out this deposit slip. **Por favor llene la hoja de depósito.** (pohr fah-bvohr yeh-neh lah oh-Hah deh deh-poh-see-toh)
- ✓ Do you want this deposited into checking? **¿Quiere depositarlo a la cuenta de cheque?** (keeeh-reh deh-poh-see-tahr-loh ah lah kooehn-tah deh cheh-keh)
- ✓ Do you want this deposited into savings? **¿Quiere depositarlo a la cuenta de ahorros?** (keeeh-reh deh-poh-see-tahr-loh ah lah kooehn-tah deh ah-oh-rrrohs)

If the customer is depositing one or more checks, you may need him to sign the checks and write his account number on them. See the previous section for details about cashing checks.

Processing withdrawals

When a customer shows up to pull some money out of his account, the easiest option is to hand him a withdrawal slip and instruct him to fill it out. If the

customer speaks only Spanish, however, you may need to provide some additional instruction and obtain some additional information:

- ✓ Please fill out this withdrawal slip. Por favor llene esta hoja de retiro.
(pohr fah-bvohr yeh-neh ehs-tah oh-Hah deh reh-tee-roh)
- ✓ Do you want to withdraw the money from savings or checking? ¿Quiere retirar el dinero de su cuenta de ahorros o su cuenta de cheque?
(keeeh-reh reh-tee-rahr ehl dee-neh-roh deh soo kooehn-tah deh ah-oh-rrohs oh soo kooehn-tah deh cheh-keh)
- ✓ How much money do you want to take out? ¿Cuánto dinero quiere retirar?
(kooahn-toh dee-neh-roh keeeh-reh reh-tee-rahr)
- ✓ Make a check out to yourself. Escriba un cheque a si mismo.
(ehs-kree-bvah oon cheh-keh ah see mees-moh)
- ✓ Make the check out for cash. Escriba el cheque para efectivo.
(ehs-kree-bvah ehl cheh-keh pah-rah eh-fehk-tee-bvoh)
- ✓ You don't have that much money in your account. No tiene los fondos disponibles en su cuenta.
(noh teeeh-neh lohs fohn-dohs dees-poh-nee-bvlehs ehn soo kooehn-tah)

Handling transfers

Transferring money from one account to another is typically a no-brainer. All you need to know is how much, the account to transfer from, and the account to transfer to. If the customer presents you with a completed transfer slip, you're good to go. If she doesn't, you need to know how to ask for the information you need. Check out the following dialogue for a guide.

Talkin' the Talk



Mr. Sanchez arrives at the bank to transfer \$300 from his savings to his checking account. The bank teller, Bridgette, leads Mr. Sanchez through the transfer and processes the transaction.

Bridgette: **Bienvenido a nuestro banco.**
bveehn-bveh-nee-doh ah nooeh-stroh bvahn-koh
Welcome to our bank.

¿Cómo puedo ayudarle?
koh-moh poo-eh-doh ah-yoo-dahr-leh
How may I help you?

Mr. Sanchez **Quisiera transferir dinero.**
kee-seeeh-rah trahns feh-reer dee-neh-roh
I would like to transfer some money.

Bridgette: **¿Cuál es su número de cuenta?**
kooahl ehs soo noo-meh-roh deh kooehn-tah
What is your account number?

Mr. Sanchez: **123-456789.**
oo-noh dohs trehs kooah-troh seen-koh sehees
seeeh-teh oh-choh nooeh-bveh
123-456789.

Bridgette: **¿Cuánto dinero quisiera transferir?**
kooahn-toh dee-neh-roh kee-seeeh-rah
trahns-feh-reer
How much money would you like to transfer?

Mr. Sanchez: **Trescientos dólares.**
treh-seeehn-tohs doh-lah-rehs
\$300.

Bridgette: **¿De cuál cuenta — de cheque o de ahorros?**
deh kooahl kooehn-tah deh cheh-keh oh deh
ah-oh-rrohs
From which account — checking or savings?

Mr. Sanchez: **De la cuenta de ahorros.**
deh lah kooehn-tah deh ah-oh-rrohs
From savings.

Bridgette: **¿A cuál cuenta?**
ah kooahl kooehn-tah
To which account?

Mr. Sanchez: **A la cuenta de cheque.**
ah lah kooehn-tah deh cheh-keh
To checking.

Bridgette: **Yo transferí trescientos dólares de su cuenta de ahorros a su cuenta de cheque.**
yoh trahns-feh-ree treh-seeehn-tohs doh-lah-rehs deh
soo kooehn-tah deh ah-oh-rrohs ah soo kooehn-tah
deh cheh-keh
I transferred \$300 from your savings account to your checking account.

Este es su recibo.
ehs-teh ehs soo reh-see-bvoh
This is your receipt.

¿Hay algo más hoy?
ahy ahl-goh mahs ohy
Is there anything else today?

Mr. Sanchez: **No, gracias.**
noh grah-seeahs
No, thank you.

Bridgette: **Gracias por su visita.**
grah-seeahs pohr soo bvee-see-tah
Thank you for your visit.

Addressing Common Problems

As you know, you spend a good deal of your day answering questions and solving problems. Perhaps the customer shows up with a check you can't cash, is trying to deal with an overdraw issue, or needs help understanding a discrepancy between what's on her bank statement and what she has written in her check register. Although we obviously can't script the infinite number of scenarios you may encounter, the following sections reveal phrases that apply to common scenarios.

Offering help

If a customer looks confused or lost, you may need to offer assistance. Here are some phrases to start the conversation on the right foot:

- ✓ *Do you need help? ¿Necesita ayuda?* (neh-seh-see-tah ah-yoo-dah)
- ✓ *What is the problem? ¿Cuál es el problema?* (kooahl ehs ehl proh-bveleh-mah)
- ✓ *What do you want? ¿Qué quiere?* (keh keeeh-reh)
- ✓ *What do you need? ¿Qué necesitas?* (keh neh-seh-see-tah)
- ✓ *I'm sorry. Lo siento.* (loh seeehn-toh)
- ✓ *I'll see what I can do. Yo veré lo que puedo hacer.* (yoh bveh-reh loh keh pooeh-doh ah-sehr)

Explaining problems cashing checks

Here are some handy phrases for clarifying why you can't cash a customer's check; see "Cashing checks" earlier in this chapter for more on check cashing:

- ✓ *We can't cash this check. No podemos cambiar este cheque.* (noh poh-deh-mohs kahm-bveeahr ehs-teh cheh-keh)
- ✓ *We can't cash your check unless you have an account with us. No podemos cambiar su cheque a menos que usted tenga una cuenta con nosotros.* (noh poh-deh-mohs kahm-bveeahr soo cheh-keh ah meh-nohs keh oos-tehd tehn-gah oo-nah kooehn-tah kohn noh-soh-trohs)
- ✓ *We deposited the check, but the funds will not be available until [day of week]. Depositamos el cheque pero no tendrá fondos disponibles hasta que [day of week].* (deh-poh-see-tah-mohs ehl cheh-keh peh-roh noh tehn-drah fohn-dohs dees-poh-nee-bvlehs ahs-tah keh [day of week])
See Book I, Chapter 2 for days of the week and dates.
- ✓ *We can't cash the check unless you have a photo ID. No podemos cambiar el cheque a menos que usted tenga una identificación con foto.* (noh poh-deh-mohs kahm-bveeahr ehl cheh-keh ah meh-nohs keh oos-tehd tehn-gah oo-nah ee-dehn-tee-fee-kah-seeohn kohn foh-toh)
- ✓ *You don't have enough money in your account to cash this check. Usted no tiene los fondos disponibles en su cuenta para cambiar este cheque.* (oos-tehd noh teeuh-neh lohs fohn-dohs dees-poh-nee-bvlehs ehn soo kooehn-tah pah-rah kahm-bveeahr ehs-teh cheh-keh)
- ✓ *We can't accept this signature. No podemos aceptar esta firma.* (noh poh-deh-mohs ah-sehp-tahr ehs-tah feer-mah)
- ✓ *This check is invalid. Este cheque no es válido.* (ehs-teh cheh-keh noh ehs bvah-lee-doh)

Explaining other problems

Use the following phrases to describe other issues that customers commonly encounter:

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- ✓ *Your account is overdrawn. Su cuenta está en descubierto.* (soo kooehn-tah ehs-tah ehn dees-koo-bveeahr-toh)
- ✓ *You don't have enough money in your account. No tiene los fondos disponibles en su cuenta.* (no teeuh-neh lohs fohn-dohs dees-poh-nee-bvlehs ehn soo kooehn-tah)

- ✓ *I can't help you because your name isn't on the account.* **No puedo ayudarle porque usted no tiene su nombre en la cuenta.** (noh pooeh-doh ah-yoo-dahr-leh pohr-keh oos-tehd noh teeeh-neh soo nohm-bvreh ehn lah kooehn-tah)
- ✓ *I need more information.* **Necesito más información.** (neh-seh-see-toh mahs een-foh-mah-seeohn)
- ✓ *The funds aren't available.* **No tiene fondos disponibles.** (noh teeeh-neh foahn-dohs dees-poh-nee-bvlehs)

Chapter 5

Spanish in the Office

In This Chapter

- ✓ Gathering information from prospective employees
- ✓ Describing compensation and benefits
- ✓ Referring to buildings, office equipment, and furniture
- ✓ Providing some basic training

Depending on the type of business you run and its location, you may have a considerable number of highly qualified Spanish-speaking individuals in your workforce. Hiring these individuals can benefit your business in more ways than one. Of course, every business can benefit by hiring qualified and highly motivated individuals of any nationality, but Spanish-speakers can also make your business more culturally diverse and enable you to tap into unserved and underserved markets in your area.

This chapter is primarily for management, human resources personnel, and trainers in office environments. It addresses situations including interviewing Spanish-speaking job candidates; explaining compensation and benefits; describing buildings, office equipment, and supplies; and training new hires on common tasks.



Depending on what industry you're in, checking out the other chapters in Book IV may give you additional helpful vocabulary related to your workplace. For more strategies and tips on how to make your company, store, or office more culturally diverse and more appealing to the increasingly multicultural marketplace, check out *Cross-Cultural Selling For Dummies* by Michael Soon Lee and Ralph R. Roberts (Wiley).

Interviewing Job Candidates

The first step in introducing Spanish-speaking employees to your workplace is to have candidates complete an application before you then interview the most qualified applicants. The following sections show you how.



Prior to hiring any Spanish-speaking employees, consult your attorney to be sure you have any required notices posted and that you're in compliance with all federal and state labor laws. For more information, consider visiting the U.S. Department of Labor Web site at www.dol.gov.

Having candidates complete an application

One of the easiest ways to gather information about job candidates is to have them fill out a job application. Make sure the application is as detailed as you need it to be. The more information you can gather in writing, the less you need to acquire during interviews. Figure 5-1 provides a fairly basic job application to get you started.

You can simply hand the form to the applicant and say something like:

Please complete this application. Por favor, complete esta solicitud.
(pohr fah-bvohr kohm-pleh-teh ehs-tah soh-lee-see-tood)

Solicitud de Empleo (Job Application)		Fecha (Date):	
Nombre: Apellido, nombre, inicial del segundo nombre (Name: Last, First, M.I.)			
Dirección (Address)		Ciudad/Estado/Código postal (City/State/Zip Code)	
Casa teléfono (Home Telephone Number)		Número de teléfono celular (Cell Phone Number)	
Fecha de nacimiento (Birthdate)		Número de seguro social (Social Security Number)	
Mes (Month) _____ Día (Day) _____ Año (Year) _____			
Posición deseada (Position Sought)		Fecha de inicio deseada (Desired Start Date)	
Tiempo completo/parcial (Full Time/Part Time)		Cambio deseado (Desired Shift – Morning, Day, Night)	
Completo _____ Parcial _____		Mañana _____ Día _____ Noche _____	
Días que pueda trabajar (Days You Can Work)			
____ Lunes (Monday) ____ Martes (Tuesday) ____ Miércoles Wednesday ____ Jueves Thursday			
____ Viernes Friday ____ Sábado Saturday ____ Domingo Sunday			
Historia de Empleo (Employment History)			
Patrón (Employer)	Teléfono (Telephone)	Empleo (Position)	Razón para abandonar (Reason for Leaving)
¿Podemos entrar en contacto con su empleador actual? (May we contact your present employer?)			
____ Sí ____ No			
Educación (Education)			
Escuela (School)	Ubicación (Location)	Fechas (Dates)	Graduado (Graduate)
			____ Sí ____ No
			____ Sí ____ No
			____ Sí ____ No
Especial de Formación/Habilidades (Special Training/Skills)			
1. _____			
2. _____			
3. _____			
Dos referencias, no familiares o empleadores anteriores (Two References – Not Relatives or Previous Employers)			
1. _____			
2. _____			

Figure 5-1:
Use this job application
to gather
basic
information.

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Identifying skills

Hopefully, your applicants provide sufficient detail on their job applications to enable you to match their skills with specific job-related tasks. If you're still not sure, you may need to gather this information during the initial interview. You may want to ask the following question, filling in the task (from Table 5-1) that you need to know whether the person can perform:

Are you able to . . . ? /Puede usted . . . ? (pooeh-deh oos-tehd)

Table 5-1

Common Office-Related Tasks

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
clean	limpiar	leem-pee-ahr
file documents	archivar	ahr-chee-bvahr
manage money	administrar el dinero	ahd-meen-ees-trahr ehl dee-neh-roh
manage others	dirigir a los demás	dee-ree-heerah lohs deh-mahs
organize projects	organizar proyectos	ohr-gah-nee-sahr proh-yehk-tohs
operate a computer	manejar una computadora	mah-neh-Hahr oo-nah kohm-poo-tah-doh-rah
do computer programming	programar computadoras	proh-grah-mahr kohm-poo-tah-doh-rahs
do data entry	entrar datos	ehn-trahr dah-tohs
manage a database	manejar una base de datos	mah-neh-hahr oo-nah bvah-seh deh dah-tohs
use a presentation program	usar un programa de presentación	oo-sahr oo-nah proh-grah-mah deh preh-sehn-tah-seeohn
create a spreadsheet	crear una hoja de cálculo	kreh-ahr oo-nah oh-Hah deh kahl-koo-loh
type	escribir a máquina	ehs-kree-bveer ah mah-kee-nah
do word processing	manejar el procesamiento de textos	mah-neh-Hahr ehl proh-seh-sah-mee ehn-toh deh tehks-tohs

Checking previous positions

Applicants who've had previous work experience are typically eager to list that on their applications, so make sure you have a space on your application form for "previous positions." Table 5-2 lists common office positions along with their Spanish equivalents to enable you to decipher the job applications you're reviewing.

Table 5-2**Common Office Positions**

English	Spanish	Pronunciation
the assistant	el/la asistente/a	ehl/lah ah-sees-tehn-teh/tah
the boss	el/la patrón/a	ehl/lah pah-trohn/ah
the cashier	el/la cajero/a	ehl/lah kah-Heh-roh/rah
the cleaner	el/la limpiador/a	ehl/lah leem-peeah-dohr/ah
the clerk	el/la oficinista	ehl/lah oh-fee-see-nee-stah
the data processor	el/la procesador/a de datos	ehl/lah pro-seh-sah-dohr/ah deh dah-tohs
the driver	el/la conductor/a	ehl/lah kohn-dook-tohr/ah
the inspector	el/la inspector/a	ehl/lah een-spehk-tohr/ah
the janitor	el/la conserje	ehl/lah kohn-sehr-Heh
the operator	el/la operador/a	ehl/lah oh-peh-rah-dohr/ah
programmer	el/la programador/a	ehl/lah proh-grah-mah-dohr/ah
receptionist	el/la recepcionista	ehl/lah reh-kehp-seeohn-ees-tah
salesperson	el/la vendedor/a	ehl/lah bvehn-deh-dohr/ah
secretary	el/la secretario/a	ehl/lah sehk-reh-tah-reeoh/ah
technician	el/la técnico/a	ehl/lah tehk-nee-koh/kah
temp	el/la temporero/a	ehl/lah tehm-poh-reh-roh/rah
worker	el/la obrero/a	ehl/lah oh-bvreh-roh/rah

Asking some key questions

Situational interviews — in which you place the interviewee in a situation and then evaluate what she would do and why — are all the rage. If the interviewee speaks little or no English (and your Spanish is no better), however, you can do better by sticking with very simple, direct questions that result in very simple, direct answers, as demonstrated in the following dialogue.

Talkin' the Talk



Barry has invited Carmen to an interview for a position as an office assistant. After the usual greetings and pleasantries, Barry asks Carmen some very basic questions.

- | | |
|--------|---|
| Barry | ¿Ha usted trabajado en una oficina antes?
ah oos-tehd trah-bvah-Hah-doh ehn oo-nah
oh-fee-see-nah ahn-tehs
<i>Have you worked in an office before?</i> |
| Carmen | No. Generalmente he trabajado de limpiadora.
noh Heh-neh-rahl-mehn-teh eh trah-bvah-Hah-doh
deh leem-peeah-dohr-ah
<i>No. I've done mostly cleaning.</i> |
| Barry | Este trabajo requiere que usted limpia un poco, pero también necesita escribir a máquina y archivar.
ehs-teh trah-bvah-Hoh reh-keeeh-reh keh oos-tehd
leem-peeah oon poh-koh peh-roh tahm-bveeehn
neh-seh-see-tah ehs-kree-bveer ah mah-kee-nah ee
ahr-chee-bvahr pooeh-deh ah-sehr eh-soh
<i>This job requires some cleaning, but I also need you to do some typing and filing. Can you do that?</i> |
| Carmen | Sí, no habría ningún problema con eso.
see noh ah-bvree-ah neen-goon proh-bvleh-mah
kohn eh-soh
<i>Yes, that wouldn't be a problem.</i> |
| Barry | ¿También puede usted preparar un paquete para enviar y llevarlo al correo?
tahm-bveeehn pooeh-deh oos-tehd preh-pah-rah
oon pah-keh-teh pah-rah ehn-bveeahr ee yeh-bvahr-
loh ahl koh-rreh-oh
<i>Are you also able to prepare packages and take them to the post office?</i> |
| Carmen | Sí, puedo hacer eso para usted.
see pooeh-doh ah-sehr eh-soh pah-rah oos-tehd
<i>Yes, I can do that for you.</i> |
| Barry | ¿Tiene una licencia de conducir?
teeeh-neh oo-nah lee-sehn-seeah deh kohn-doo-seer |

Do you have a driver's license?

- Carmen **Sí, aquí está mi licencia de conducir.**
 see ah-kee ehs-tah mee lee-sehn-seeah deh
 kohn-doo-seer
Yes, here is my driver's license.
- Barry **¿Puedo contar con usted estar aquí todos los días a tiempo?**
 pooeh-doh kohn-tahr kohn oos-tehd ehs-tahr ah-kee
 toh-dohs lohs dee-ahs ah teeuhm-poh
Can I rely on you to show up for work every day on time?
- Carmen **Claro que sí. Tengo muchas ganas de trabajar.**
 klah-roh keh see tehn-goh moo-chahs gah-nahs deh
 trah-bvah-Hahr
Yes, of course. I'm eager to work.
- Barry **¿Puede empezar el próximo lunes?**
 pooeh-deh ehm-peh-sahr ehl prohk-see-moh loo-nehs
Can you begin working this coming Monday?
- Carmen **Sería mejor para mí empezar el lunes siguiente.**
 seh-ree-ah meh-Hohr pah-rah mee ehm-peh-sahr ehl
 loo-nehs see-geeehn-teh
It would be better for me to start the following Monday.
- Barry **Está bien.**
 ehs-tah bveeehn
That is fine.
- Por favor venga a mi oficina a las ocho de la mañana el lunes siguiente este lunes.**
 pohr fah-bvohr bvehn-gah ah mee oh-fee-see-nah ah
 lahs oh-choh deh lah mah-nyah-nah ehl loo-nehs
 see-geeehn-teh eh-steh loo-nehs
Please report to me at eight o'clock in the morning on the Monday following this Monday.
- Carmen **Gracias. Hasta aquel entonces.**
 grah-seeahs ah-stah ah-keh/ ehn-tohn-sehs
Thank you. I'll see you then.

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Checking a candidate's availability

After you have determined that a candidate has the knowledge, skills, and experience required for a particular opening, you need to find out whether the applicant can work the required days, shifts, and numbers of hours per week. The following yes/no questions can help you extract the necessary information:

- ✓ *Can you work Monday through Friday? ¿Puede usted trabajar lunes a viernes?* (pooeh-deh oos-tehd trah-bvah-Hahr loo-nehs ah bveeehr-nehs)
- ✓ *Are you willing to work weekends? ¿Está usted dispuesto/a a trabajar durante los fines de semana?* (eh-stah oos-tehd dees-pooehs-toh/tah ah trah-bvah-Hahr doo-rahn-teh lohs fee-nehs deh seh-mah-nah)
- ✓ *Can you work mornings? ¿Puede usted trabajar durante la mañana?* (pooeh-deh oos-tehd trah-bvah-Hahr doo-rahn-teh lah mah-nyah-nah)
- ✓ *Can you work days? ¿Puede usted trabajar durante el día?* (pooeh-deh oos-tehd trah-bvah-Hahr doo-rahn-teh ehl dee-ah)
- ✓ *Can you work nights? ¿Puede usted trabajar durante la noche?* (pooeh-deh oos-tehd trah-bvah-Hahr doo-rahn-teh lah noh-cheh)
- ✓ *Can you start working today? ¿Puede empezar hoy?* (pooeh-deh ehm-peh-sahr ohy)
- ✓ *Can you start working next week? ¿Puede empezar la próxima semana?* (pooeh-deh ehm-peh-sahr lah prohk-see-mah seh-mah-nah)
- ✓ *Can you start working two weeks from today? ¿Puede empezar en dos semanas?* (pooeh-deh ehm-peh-sahr ehn dohs seh-mah-nahs)

Explaining Compensation and Benefits

At some point in the hiring process, or perhaps the first day your new employee shows up for work, you have to provide some orientation and review your compensation package and benefits. The following sections bring you up to speed on the basics.

Laying out your pay rate

Hopefully, your personnel are eager to work, but they're probably even more eager to get paid! To avoid any confusion, make sure your employees know two things about their pay — how much they're getting paid and when.



When you're talking about how much and when, numbers, dates, and days of week come in very handy. Refer to Book I, Chapter 2 to brush up on the basics.

How much?

When describing how much your employees are earning, you usually have to specify your pay rate — a dollar amount per hour, week, month, or year. You may want to begin with a phrase such as:

- ✓ *You'll be earning . . . Usted ganará . . .* (oos-tehd gah-nah-rah)
- ✓ *We will be paying you . . . Nosotros le pagaremos . . .* (noh-soh-trohs leh pah-gah-reh-mohs)

And then follow up with a description of the pay rate, as in the following examples:

- ✓ *Minimum wage salario mínimo* (sah-lah-reeoh mee-nee-moh)
- ✓ *\$8 per hour ocho dólares por hora* (oh-choh doh-lah-rehs pohr oh-rah)
- ✓ *\$250 per week doscientos cincuenta dólares por semana*
(doh-seeehn-tohs seen-kooehn-tah doh-lah-rehs pohr seh-mah-nah)
- ✓ *\$20,000 per year Veinte mil dólares por año* (bveheen-teh meel doh-lah-rehs pohr ah-nyoh)
- ✓ *Time and a half for overtime Sueldo normal más una mitad por horas sobre cuarenta horas la semana* (sooehl-doh nohr-mahl mabs oo-nah mee-tahd pohr oh-rahs soh-bvreh kooah-rehn-tah oh-rahs lah seh-mah-nah)

When?

Telling people when they can expect to get paid is fairly easy if you know the days of the week and times of day covered in Book I, Chapter 2. Here are some examples:

- ✓ *You receive a paycheck every Friday at the end of your shift. Recibirá un cheque de sueldo todos los viernes cuando termina su turno.*
(reh-see-bvee-rah oon cheh-keh deh sooehl-doh toh-dohs lohs bveehr-nehs kooahn-doh tehr-mee-nah soo toor-noh)
- ✓ *Pick up your paycheck at the office every other Friday. Recoja su cheque de sueldo en la oficina dos viernes al mes.* (reh-koh-Hah soo cheh-keh deh sooehl-doh ehn lah oh-fee-see-nah dohs bveehr-nehs ahl mehs)
- ✓ *We mail your paycheck to you every other Wednesday. Nosotros le mandaremos su cheque de sueldo por correo dos miércoles al mes.*
(noh-soh-trohs leh mahnd-dah-reh-mohs soo cheh-keh deh sooehl-doh pohr koh-rreh-oh dohs meeehr-koh-lehs ahl mehs)

Describing lunchtimes and breaks

You can avoid confusion by specifying upfront exactly when employees can take breaks and eat their lunches. Here are some sample phrases:

- ✓ *You have two breaks and a lunch hour every day.* Tiene dos descansos y un almuerzo de una hora todos los días. (teeeh-neh dohs dehs-kahn-sohs ee oon ahl-mooehr-soh deh oo-nah oh-rah toh-dohs lohs dee-ahs)
- ✓ *Breaks last fifteen minutes.* Los descansos duran quince minutos. (lohs dehs-kahn-sohs doo-rahn keen-seh mee-noo-tohs)
- ✓ *Your breaks are at 10:30 a.m. and 2:30 p.m.* Sus descansos son a las diez y media de la mañana y a las dos y media de la tarde. (soos dehs-kahn-sohs sohn ah lahs deeehs ee meh-deeah deh lah mah-nyah-nah ee ah lahs dohs ee meh-deeah deh lah tahr-deh)
- ✓ *You have a half hour for lunch.* Tiene media hora de almuerzo. (teeeh-neh meh-deeah oh-rah deh ahl-mooehr-soh)

Explaining vacations and sick days

Explaining vacation days and sick days can become fairly complex, especially if you're hiring a new employee later in the year. In the following sections, we provide some basic phrases to get you started, but you may have to improvise quite a bit if your situation is more involved.

Vacation days

Explaining vacation days depends a great deal on how your vacation day benefits are structured. Some companies, for example, allocate vacation days in weeks, while at other companies employees may earn a day for every month they work. Here are some example explanations for different situations:

- ✓ *You earn one vacation day for every 30 days you work.* Usted gana un día de vacación por cada treinta días que trabaja. (oos-tehd gah-nah oon dee-ah deh bvah-kah-seeohn pohr kah-dah treheen-tah deeahs keh trah-bvah-Hah)
- ✓ *You receive two weeks vacation per year.* Usted recibe dos semanas de vacación por año. (oos-tehd reh-see-bveh dohs seh-mah-nahs deh bvah-kah-seeohn pohr ah-nyoh)
- ✓ *After working here five years, you receive three weeks vacation per year.* Después de trabajar aquí por cinco años, recibirá tres semanas de vacación por año. (dehs-pooehs deh trah-bvah-Hahr ah-kee pohr seen-koh ah-nyohs reh-see-bvee-rah trehs seh-mah-nahs deh bvah-kah-seeohn pohr ah-nyoh)

- ✓ *For this year, you earn four days vacation. When you work a full year, you'll have two weeks vacation per year.* Por este año, ganará cuatro días de vacación. Cuando trabaja un año completo, tendrá dos semanas de vacación por año. (pohr eh-steh ah-nyoh gah-nah-rah kooah-troh dee-ahs deh bvah-kah-seeohn kooahn-doh trah-bvah-Hah oon ah-nyoh kohm-pleh-toh tehn-drah dohs seh-mah-nahs deh bvah-kah-seeohn-ehs pohr ah-nyoh)
- ✓ *Please let us know your vacation plans at least one month prior to taking a vacation.* Favor de informarnos de sus planes por lo menos un mes antes de tomar una vacación. (fah-bvohr deh een-fohr-mahr-nohs deh soos plah-nehs pohr loh meh-nohs oon mehs ahn-tehs deh toh-mahr oo-nah bvah-kah-seeohn)

Sick days

Providing days off for illnesses and family illness is essential. Equally important is informing all of your employees of these important benefits. Following are some sample phrases that you can customize by plugging in the correct numbers when necessary:

- ✓ *You can take off up to five days per year for illness.* Puede tomar hasta cinco días por año para enfermedad. (pooeh-deh toh-mahr ahs-tah seen-koh dee-ahs pohr ah-nyoh pah-rah ehn-fehr-meh-dahd)
- ✓ *By law, you can take up to 12 weeks off after having a baby.* Según la ley, se puede tomar hasta doce semanas después de dar a luz. (seh-goon lah leh seh pooeh-deh toh-mahr ahs-tah doh-seh seh-mah-nahs dehs-pooehs deh dahr ah loos)
- ✓ *We will keep your job until you return.* Conservaremos su trabajo hasta que vuelva. (kohn-sehr-bvah-reh-mohs soo trah-bvah-Hoh ahs-tah keh bvooehl-bvah)
- ✓ *We will pay you for up to four weeks after having a baby.* Le pagaremos hasta cuatro semanas después de dar a luz (leh pah-gah-reh-mohs ahs-tah cooah-troh seh-mah-nahs dehs-pooehs deh dahr ah loos)
- ✓ *You can take off up to two days per year for any family illness.* Puede tomar hasta dos días por año para una enfermedad en la familia. (pooeh-deh toh-mahr ahs-tah dohs dee-ahs pohr ah-nyoh pah-rah oo-nah ehn-fehr-meh-dahd ehn lah fah-mee-leeah)
- ✓ *Any sick days you don't use carry over to the next year.* Los días de enfermedad que no usa acumulan al próximo año. (lohs dee-ahs deh ehn-fehr-meh-dahd keh noh oo-sah ah-koo-moo-lahn ahl prohk-see-moh ah-nyoh)
- ✓ *Unused sick days don't carry over to the next year.* Los días de enfermedad que no usa no acumulan al próximo año. (lohs dee-ahs deh ehn-fehr-meh-dahd keh noh oo-sah noh ah-koo-moo-lahn ahl prok-see-moh ah-nyoh)

- ✓ *Sick days are only to be used if you or a family member is ill. Solamente se puede usar los días de enfermedad si usted o su familia esté enfermo.* (soh-lah-mehn-teh seh pooeh-deh oo-sahr lohs dee-ahs deh ehn-fehr-meh-dahd see oos-tehd oh soo fah-mee-leeah ehs-teh ehn-fehr-moh)

Discussing health insurance and pension

As medical costs soar and Social Security benefits become iffier and iffier, health insurance and pension plans are growing in importance for workers. Assuming you offer health insurance or a pension plan, you need to know how to communicate these valuable benefits to all of your employees.

Health insurance

Following are some phrases for explaining your health insurance benfits and plans:

- ✓ *You must work here for three months before you are eligible for health insurance. Tiene que trabajar aquí por tres meses antes de reunir los requisitos necesarios para recibir el seguro médico.* (teehh-neh keh trah-bvah-Hahr ah-kee pohr trehs meh-sehs ahn-tehs deh rehoo-neer lohs reh-kee-see-tohs neh-seh-sah-reeohs pah-rah reh-see-bveer ehl seh-goo-roh meh-dee-koh)
- ✓ *Our health insurance plan costs you \$125 per month to cover only you. Nuestro plan de seguro médico cuesta ciento veinticinco dólares cada mes para usted solo/a.* (nooes-troh plahn deh seh-goo-roh meh-dee-koh kooehs-tah seeehn-toh bveheen-tee-seen-koh doh-lah-rehs kah-dah mehs pah-rah oos-tehd soh-loh/lah)
- ✓ *To cover you and your family, the cost is \$167 per month. Para asegurar a toda su familia, cuesta ciento sesenta y siete dólares cada mes.* (pah-rah ah-seh-goo-rahr ah toh-doh soo fah-mee-leeah kooehs-tah seeehn-toh seh-sehn-tah ee seeeh-teh doh-lah-rehs kah-dah mehs)
- ✓ *We pay more than half the cost of your health insurance. Nosotros pagamos más que la mitad de la costa del seguro médico.* (noh-soh-trohs pah-gah-mohs mahs keh lah mee-tahd deh lah kohs-tah dehl seh-goo-roh meh-dee-koh)
- ✓ *The payment is taken out of your paycheck. Nosotros sacamos la costa del seguro médico de su cheque de sueldo.* (noh-soh-trohs sah-kah-mohs lah kohs-tah dehl seh-goo-roh meh-dee-koh deh soo cheh-keh deh sooehl-doh)

- ✓ You'll receive medical insurance cards two weeks after you make your first payment. Recibirá sus tarjetas de seguro médico dos semanas después de hacer el primero pago. (reh-see-bvee-rah soos tahr-Heh-tahs deh seh-goo-roh meh-dee-koh dohs seh-mah-nahs dehs-pooehs deh ah-sehr ehl pree-meh-roh pah-goh)
- ✓ Dental coverage is included. Seguro dental está incluido. (seh-goo-roh dehn-tahl ehs-tah een-klooee-doh)

Pension plan

To describe pension plan benefits, warm up with the following statements:

- ✓ You can contribute some of your pay to a retirement savings plan. Usted puede contribuir parte de su sueldo a un plan de jubilación. (oos-tehd pooeh-deh kohn-tree-bvooeer pahr-teh deh soo sooehl-doh a oon plahn deh Hoo-bvee-lah-seeohn)
- ✓ For every dollar you contribute, up to \$100 per month, we add a dollar to your account. Para cada dólar que usted contribuya, hasta cien dólares por mes, nosotros contribuiríamos un dólar a su cuenta. (pah-rah kah-dah doh-lahr keh oos-tehd kohn-tree-bvoo-yah ahs-tah seeehn doh-lah-rehs pohr mehs noh-soh-trohs kohn-tree-bvooeer-ee-ah-mohs oon doh-lahr ah soo kooehn-tah)
- ✓ If you take the money out of the account before you have worked here for five years, you'll lose some of the money we have added. Si usted efectue un reintegro antes de trabajar aquí por cinco años, perdería una parte del dinero que nosotros contribuiríamos. (see oos-tehd eh-fehk-tooh oon reheen-teh-groh ahn-tehs deh trah-bvah-Hahr ah-kee pohr seen-koh ah-nyohs pehr-deh-ree-ah oo-nah pahr-teh dehl dee-neh-roh keh noh-soh-trohs kohn-tree-bvooee-ree-ah-mohs)
- ✓ If you take money out of the account before age 59 ½, you'll have to pay taxes and a penalty. Si usted efectue un reintegro antes de cumplir cincuenta y nueve y medio años, tendría que pagar impuestos y una sanción. (see oos-tehd eh-fehk-tooh oon reheen-teh-groh ahn-tehs deh koom-pleer seen-kooehn-tah ee nooeh-bveh ee meh-deeoh ah-nyohs tehn-dree-ah keh pah-gahr eem-pooehs-tohs ee oo-nah sahn-seeohn)

Describing Buildings, Furniture, Equipment, and Supplies

As you're conversing with colleagues and co-workers, you need to be able to refer to the various buildings, equipment, and other stuff that comprises your business and fills the space. In the following sections, we show you the

Spanish names for the most common places and items you find in a business office.

Buildings, hangouts, and other key areas

You can often avoid the challenge of giving directions (see Book I, Chapter 8), by simply telling a person where to go — the copy room, the fifth floor, the office, the storage room, the mail room, and so on. (Check out Book I, Chapter 2 for ordinal numbers to help you name specific floors.) Table 5-3 lists common buildings and other key areas within a building or office that you may need to refer to along with their Spanish names.

Table 5-3

Buildings and Other Key Areas

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
branch office	la sucursal	lah soo-koor-sah/ suh-koo-ral
break room	la sala de descanso	lah sah-lah deh dehs-kahn-soh
building	el edificio	ehl eh-dee-fee-seeoh
copy room	la sala de copias	lah sah-lah deh koh-peeahs
department	el departamento	ehl deh-pahr-tah-mehn-toh
division	la división	lah dee-bvee-seeohn
elevator	el ascensor	ehl ah-sehn-sohr
entrance	la entrada	lah ehn-trah-dah
escalator	la escalera mecánica	lah ehs-kah-leh-rah meh-kah-nee-kah
exit	la salida	lah sah-lee-dah
floor	el piso	ehl pee-soh
loading dock	la zona de carga y descarga	lah soh-nah deh kahr-gah ee dehs-kahr-gah
lobby	el vestíbulo	ehl bvehs-tee-bvoo-loh
mailroom	la sala de correos	lah sah-lah deh koh-rree-ohs
office	la oficina	lah oh-fee-see-nah
plant	la fábrica	lah fah-bvree-kah
restroom	el baño	ehl bvah-nyoh
shop	el taller	ehl tah-yehr

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
stairway	la escalera	lah ehs-kah- <i>/eh</i> -rah
storage room	el cuarto de almacenamiento	ehl kooahr-toh deh ahl-mah-seh-nah-mee <i>ehn</i> -toh
store	la tienda	lah tee <i>ehn</i> -dah
warehouse	el almacén	ehl ahl-mah- <i>sehn</i>

Office furniture, equipment, and supplies

Every office is packed with a collection of the usual furniture, equipment, and supplies — everything from desks and chairs to photocopiers, fax machines, paper, and staples. The following sections introduce you to the terms you need to refer to just about everything you can expect to find in an office.

Furniture

You can easily discuss types of office furniture in a few words:

- ✓ *the chair la silla* (lah see-yah)
- ✓ *the desk lamp la lámpara de escritorio* (lah *lahm-pah-rah* deh ehs-kree-toh-reeoh)
- ✓ *the desk el escritorio* (ehl ehs-kree-toh-reeoh)
- ✓ *the filing cabinet el fichero* (ehl fee-cheh-roh)
- ✓ *the supply cabinet la vitrina* (lah bvee-tree-nah)
- ✓ *the waste basket el bote de basura* (ehl *bvoh-teh* deh bvah-soo-rah)

Equipment

Office equipment can vary a great deal but typically consists of one or more items (usually more) listed in Table 5-4.

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Table 5-4 Common Office Equipment

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
camera	la cámara	lah <i>kah-mah-rah</i>
cellphone	el teléfono celular	ehl teh- <i>/eh</i> -foh-noh seh-loo- <i>lah</i>
coffeemaker	la cafetera	lah <i>kah-feh-teh</i> -rah

(continued)

Table 5-4 (continued)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
computer	la computadora	lah kohm-poo-tah- <i>doh</i> -rah
fax machine	la máquina de fax	lah mah-kee-nah deh fahks
hole punch	la perforadora	lah pehr-foh-rah- <i>doh</i> -rah
laptop computer	la computadora portátil	lah kohm-poo-tah- <i>doh</i> -rah <i>pohr-tah-teel</i>
pencil sharpener	el sacapuntas	ehl sah-kah- <i>poon</i> -tahs
photocopier	la fotocopiadora	lah foh-toh-koh-peeah- <i>doh</i> -rah
printer	la impresora	lah eem-preh- <i>suh</i> -rah
projector	el proyector	ehl proh-yehk- <i>tohr</i>
scissors	las tijeras	lahs tee- <i>Heh</i> -rahs
stapler	la grapadora	lah grah-pah- <i>doh</i> -rah
staple remover	el sacagrapas	ehl sah-kah- <i>grah</i> -pahs
telephone	el teléfono	ehl teh- <i>leh</i> -foh-noh
water cooler	el enfriador de agua	ehl ehn-freeah- <i>dohr</i> deh <i>ah-gooah</i>

Supplies

Before sending your assistant on an errand to the supply cabinet, brush up on the Spanish names for various office supplies, listed in Table 5-5.

Table 5-5 Common Office Supplies

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
adhesive tape	la cinta adhesiva	lah seen-tah ahd-eh-see-bvah
appointment book	la agenda de entrevistas	lah ah- <i>Hehn</i> -dah deh ehn-treh- <i>bvees</i> -tahs
calendar	el calendario	ehl kah-lehn- <i>dah</i> -reeoh
copy paper	papel de fotocopiadora	pah- <i>peh</i> / deh foh-toh-koh- peeah- <i>doh</i> -rah
envelopes	sobres	<i>soh</i> -bvrehs
erasers	gomas de borrar	goh-mahs de bvoh-rrahr
file folders	carpetas	kahr-peh-tahs
glue	pegamento	peh-gah-mehn-toh

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
ink cartridge	un cartucho de tinta	un kahr-too-choh deh teen-tah
markers	marcadores	mahr-kah-doh-rehs
notepads	libretas	lee-bvreh-tahs
paper	papel	pah-pehl
paper clips	sujetapapeles	soo-Heh-tah-pah-peh-lehs
pens	bolígrafos	bvoh-lee-grah-fohs
pencils	lápices	lah-pee-sehs
rubber bands	ligas	lee-gahs
stamps	sellos	seh-yohs
staples	grapas	grah-pahs

Training New Hires

The key to clear communication in an office setting is to keep it as simple as possible, at least until you have a pretty good grasp of Spanish or your Spanish-speaking employees have picked up enough English to understand most of what you have to say.

In the following sections, we provide you with some useful expressions, including some very basic questions to ask, and then provide you with basic commands you can issue to delegate tasks.

Mastering some useful expressions

Before you begin communicating with Spanish speaking workers, brush up on the following expressions:

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- ✓ *What do you need? ¿Qué necesita usted?* (keh neh-seh-see-tah oos-tehd)
- ✓ *Did you understand? ¿Comprendió usted?* (kohm-prehn-deeoh oos-tehd)
- ✓ *Speak more slowly, please. Hable más despacio, por favor.* (ah-bvleh mahs dehs-pah-seeoh pohr fah-bvohr)
- ✓ *Please repeat. Repita, por favor.* (reh-pee-tah pohr fah-bvohr)
- ✓ *Again. De nuevo.* (deh nooeh-bvoh)

Issuing basic commands

Delegating tasks may be one of the most difficult jobs in an office setting, especially if you don't speak the language of the people who are supposed to be performing those tasks. In the following sections, we show you how to issue basic commands that are common in the office.



Most of the commands we present in the following sections consist of the imperative form of a verb. You can then add one or more nouns from earlier sections in this chapter to tell the employee what you want them to apply the action to. For example, *Bring the ...* would be **Traiga el** or **la ...**, which you can then follow with the word for *envelopes*, *stamps*, or whatever else you need the person to bring:

- ✓ *Come here. Venga aquí.* (*bvehn-gah ah-kee*)
- ✓ *Do it now. Hágalo ahora.* (*ah-gah-loh ah-oh-rah*)
- ✓ *Bring ... Traiga ...* (*trahee-gah*)
- ✓ *Move ... Mueva ...* (*mooeh-bvah*)
- ✓ *Fill ... Llene ...* (*yeh-neh*)
- ✓ *Empty Vacíe ...* (*bvah-seeeh*)
- ✓ *Open ... Abra ...* (*ah-bvrah*)
- ✓ *Close ... Cierre ...* (*seeeh-rreh*)
- ✓ *Prepare ... Prepare ...* (*preh-pah-reh*)
- ✓ *Use ... Use ...* (*oo-seh*)
- ✓ *Do this ... Haga eso ...* (*ah-gah eh-soh*)
- ✓ *Please order ... Por favor, pida ...* (*pohr fah-bvohr pee-dah*)
- ✓ *Help ... Ayude ...* (*ah-yoo-deh*)
- ✓ *Find ... Encuentre ...* (*ehn-kooehn-treh*)
- ✓ *Count. Cuente ...* (*kooehn-teh*)
- ✓ *Print ... Imprima ...* (*eem-pree-mah*)
- ✓ *Copy ... Haga una copia ...* (*ah-gah oo-nah koh-peeah*)
- ✓ *Staple ... Engrape ...* (*ehn-grah-peh*)
- ✓ *File ... Archive ...* (*ahr-chee-bveh*)
- ✓ *Paste ... Pegue ...* (*peh-geh*)
- ✓ *Count. Cuente ...* (*kooehn-teh*)

- ✓ *Type . . . Escriba a máquina . . .* (ehs-kree-bvah ah mah-kee-nah)
- ✓ *Mail . . . Envíe por correo . . .* (ehn-bveeeh pohr koh-rreh-oh)
- ✓ *E-mail . . . Envíe por correo electrónico . . .* (ehn-bveeeh pohr koh-rreh-oh eh-lehk-troh-nee-koh)
- ✓ *Deliver Entregue . . .* (ehn-treh geh)



For commands dealing with janitorial duties, such as mopping floors and emptying trash cans, refer to Book IV, Chapter 6.

Giving directions

Telling a co-worker where to go can be fairly easy, assuming you simply need to refer to a building or a particular area of the building (covered in “Buildings, hangouts, and other key areas” earlier in this chapter). (If you want to tell them to go certain other places, you’re on your own.) If you need to be more specific, the following commands (or some variation of them) can come in handy:

- ✓ *Go up the stairs. Suba las escaleras.* (soo-bvah lahs ehs-kah-leh-rahs)
- ✓ *Go down the stairs. Baje las escaleras.* (bvah-Heh lahs ehs-kah-leh-rahs)
- ✓ *Use the elevator. Use el ascensor.* (oo-seh ehl ahs-sehn-sohr)
- ✓ *Turn to the right. Doble a la derecha.* (doh-bvleh ah lah deh-reh-chah)
- ✓ *Turn to the left. Doble a la izquierda.* (doh-bvleh ah lah ees-keeehr-dah)
- ✓ *Straight ahead. Derecho.* (deh-reh-choh)

Laying down the rules

As an employer or supervisor, part of your job is to inform and remind employees of the rules. The following commands should help you cover the basics:

- ✓ *Be on time. Sea puntual.* (seh-ah poon-tooahl)
- ✓ *Don’t leave early. No salga temprano.* (noh sahl-gah tehm-prah-noh)
- ✓ *No smoking. No fumar.* (no foo-mahr)
- ✓ *Park in the employee parking lot. Aparque en el estacionamiento de empleados.* (ah-pahr-keh ehn ehl ehs-tah-seeoh-nah-meehn-toh deh ehm-pleh-ah-dohs)
- ✓ *Report problems to your supervisor. Informe los problemas a su supervisor.* (een-fohr-meh lohs proh-bvleh-mahs ah soo soo-pehr-bvee-sohr)

Chapter 6

Spanish for Hotel and Restaurant Managers

In This Chapter

- ✓ Communicating with your customers
- ✓ Showing laundry and housekeeping staff the ropes
- ✓ Getting a handle on kitchen Spanish

As a hotel or restaurant manager, you may need to deal with Spanish on two fronts — when dealing with guests and with employees. With guests, you have to master the usual pleasantries — meeting and greeting new guests, providing them with a few basic instructions and directions, and explaining what you offer and how much you charge.

Dealing with employees can be more of a challenge, because you need to get a handle on a specialized vocabulary. If you manage a restaurant, for example, you need to know words for common kitchen equipment, utensils, and ingredients. If you're managing a hotel, on the other hand, you need to brush up on terminology for items found in most hotel rooms, cleaning equipment and supplies, and laundry room items.

This chapter provides the basic lexicon of words and phrases you need to communicate with Spanish-speaking guests, patrons, and employees, including housekeeping staff, laundry-room attendants, and kitchen workers.

Greeting Guests and Patrons

When Spanish-speaking guests who speak little English arrive at your establishment, you need to provide them with a warm greeting and know at least

the basics of checking them in or seating them at a table. The following sections bring you up to speed in a hurry and can function as a quick refresher when Spanish-speakers arrive.

Mastering the meet and greet

Whenever guests arrive at your establishment, you should smile sincerely to show that you're happy to see them and then express a warm greeting, as explained in Book I, Chapter 3. Remember to use a formal greeting initially. Shift to an informal greeting in the future only if your guests address you in a more familiar way.



Regardless of how Spanish or Hispanic your guests may "look," don't automatically assume that they're foreigners or they prefer speaking Spanish. If two or more guests show up, listen to hear whether they're speaking Spanish to one another. If they are, you may want to greet them in Spanish. Otherwise, let them greet you first. If they greet you in English, speak English to them until they tell you otherwise or you feel that you're not understanding one another. You can then say something like the following:

Yo hablo un poco español. ¿Preferiría que yo hable en español? (yoh ah-bvloh oon poh-koh ehs-pah-nyohl preh-feh-reh-ree-ah keh yoh ah-bvleh ehn ehs-pah-nyohl) *I speak a little Spanish. Would you prefer I speak in Spanish?*

Asking a few key questions



Before you can provide your guests with service, you need to gather some information about them by asking a few key questions. If you're just learning Spanish, try to ask yes/no (**sí/no**) questions as much as possible to avoid eliciting answers that you're probably not going to understand.

The following questions can help you gather the most essential information:

- ✓ *Are you alone or with others? ¿Está solo/a o hay otros con usted?*
(ehs-tah soh-loh/lah oh ahy oh-trohs kohn oos-tehd)
- ✓ *How many people are in your group? ¿Cuántos hay en su grupo?*
(kooahn-tohs ahy ehn soo groo-poh)
- ✓ *Do you have a reservation? ¿Tiene una reservación?* (teeeh-neh oo-nah reh-sehr-bvah-seeohn)

- ✓ *What name did you give for the reservation? ¿Qué apellido dieron para la reservación?* (keh ah-peh-yee-doh deeh-rohn pah-rah lah reh-sehr-bvah-seeohn)
- ✓ *How many rooms do you need? ¿Cuántas habitaciones necesitas?* (kooahn-tahs ah-bvee-tah-seeoh-nahs neh-seh-see-tah)
- ✓ *Would you prefer a smoking or nonsmoking room/table? ¿Preferiría una habitación/mesa de fumar o no fumar?* (preh-feh-ree-ree-ah oo-nah ah-bvee-tah-seeohn/meh-sah deh foo-mahr oh noh foo-mahr)

Unfortunately for some guests, you may be unable to provide service if all your rooms are booked or reservations are taken. In such cases, you need to explain what's going on:

- ✓ *I'm sorry, but all our rooms are occupied. Lo siento, pero todas las habitaciones están ocupadas.* (loh seeehn-toh peh-roh toh-dahs lah ah-bvee-tah-seeohn-ehs ehs-tahn oh-koo-pah-dahs)
- ✓ *I'm sorry, you need to make a reservation in advance. Lo siento, es necesario reservar una habitación de antemano.* (loh seeehn-toh ehs neh-seh-sah-reeoh reh-sehr-bvahr oo-nah ah-bvee-tah-seeohn deh ahn-teh-mah-noh)

Explaining room rates, check-in times, and more

When guests are registering for a room at your hotel or motel, you need to explain your room rates and check-in/check-out times, obtain a credit card number, and perhaps have them sign a registry. Following are some phrases that can get you through the check-in process; see Book I, Chapter 2 for more information on numbers and times:

- ✓ *The room costs \$45 dollars per day. La habitación cuesta cuarenta y cinco dólares por día.* (lah ah-bvee-tah-seeohn kooehs-tah kooah-rehn-tah ee seen-koh doh-lah-rehs pohr dee-ah)
- ✓ *Your room will be available at 2:00 p.m. La habitación estará disponible a las dos de la tarde.* (lah ah-bvee-tah-seeohn ehs-tah-rah dees-poh-nee-byleh ah lahs dohs deh lah tahr-deh)
- ✓ *You must check out of your room before 11:00 a.m. Hay que irse de la habitación antes de las once de la mañana.* (ahy keh eer-seh deh lah ah-bvee-tah-seeohn ahn-tehs deh lahs ohn-seh deh lah mah-nyah-nah)

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- ✓ *May I please have your credit card for the registration (check in)? Por favor, ¿Puedo tener su tarjeta de crédito para la registración?* (pohr fah-bvohr pooeh-doh teh-nehr soo tahr-Heh-tah deh kreh-dee-toh pah-rah lah reh-Hees-trah-seeohn)
- ✓ *Please sign in here. Por favor, firme aquí.* (pohr fah-bvohr feer-meh ah-kee)
- ✓ *You'll be staying in room number 317. Su habitación es el número trescientos diecisiete.* (soo ah-bvee-tah-seeohn ehs ehl noo-meh-roh trehs-seeehn-tohs deeeh-see-seeeh-teh)
- ✓ *Here are the keys for your room. Aquí están las llaves para la habitación.* (ah-kee ehs-tahn lahs yah-bvehs pah-rah lah ah-bvee-tah-seeohn)
- ✓ *This card gets you into your room. Esta tarjeta abre la puerta de su habitación.* (ehs-tah tahr-Heh-tah ah-bvreh lah pooehr-tah deh soo ah-bvee-tah-seeohn)
- ✓ *Do you need help with your luggage? ¿Necesita ayuda con su equipaje?* (neh-seh-see-tah ah-yoo-dah kohn soo eh-kee-pah-Heh)

Showing your guests to their table or room

After you've made your way through the preliminaries, you're ready to show your guests to their table or room, or at least provide some directions. If you need to give directions, refer to Book I, Chapter 8. Otherwise, use one of the following statements prior to ushering your guests to their table or room:

- ✓ *Please follow me. Por favor, sígame.* (pohr fah-bvohr see-gah-meh)
- ✓ *[Name] will take you to your table/room. [Name] lo(s)/la(s) llevará a su mesa/habitación.* ([Name] loh(s)/lah (s) yeh-bvah-rah ah soo meh-sah/ah-bvee-tah-seeohn)

When giving directions to specific rooms or areas, the terms in Table 6-1 can come in handy.

Table 6-1

Areas in a Hotel

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
bathroom	el baño	ehl bvaH-nyoh
elevator	el ascensor	ehl ah-sehn-sohr
exercise room	la sala de ejercicio	lah sah-lah deh eh-Hehr-see-seeoh
first floor	la planta baja	lah plahn-tah bvaH-Hah

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
second floor	el primer piso	ehl pree-mehr pee-soh
third floor	el segundo piso	ehl seh-goon-doh pee-soh
game room	la sala de juegos	lah sah-lah deh Hooeh-gohs
ice machine	la máquina de hielo	lah mah-kee-nah deh eeh-loh
lobby	el vestíbulo	ehl bvehs-tee-bvoo-loh
lounge	el bar	ehl bvahr
restaurant	el restaurante	ehl rehs-tahoo-rahn-teh
snack machine	la máquina de tentempiés	lah mah-kee-nah deh tehn-tehm-peeehs
swimming pool	la piscina	lah pee-see-nah

The following dialogue presents a typical hotel check-in.

Talkin' the Talk

Mr. and Mrs. Esposa have arrived at the Motel Getaway with their two children and need to reserve a room. Greg, the motel's manager, greets the Esposas, asks Mr. Esposa a few questions, and then directs them to their room.

Greg: **Bienvenidos al Motel Getaway.**
Bveeehn-bveh-neeh-dohs ahl moh-teh/ Getaway
Welcome to Motel Getaway.

Me llamo Greg — ¿cómo puedo servirles?
meh yah-moh greg koh-moh pooeh-doh
sehr-bveer-lehs
My name is Greg — how may I help you?

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Mr. Esposa: **Mi familia quisiera una habitación por la noche.**
mee fah-mee-leeah kee-seeeh-rah oo-nah
ah-bvee-tah-seeohn pohr lah noh-cheh
My family would like a room for tonight.

Greg: **¿Cuántas personas hay en su grupo?**
kooahn-tahs pehr-soh-nahs ahy ehn soo groo-poh
How many people are in your group?

Mr. Esposa: **Somos cuatro.**
soh-mohs kooah-troh
Four.

Greg: **¿Está alguien del grupo bajo de doce años de edad?**
ehs-tah ahl-gheehn dehl groo-poh bvah-Hoh deh
doh-seh ah-nyos deh eh-dahd
Is anyone in your group under 12 years old?

Mr. Esposa: **Sí, nuestros dos hijos.**
see nooehs-trohs dohs ee-Hohs
Yes, both of our children.

Greg: **¿Quieren una habitación con dos camas de matrimonio?**
keeeh-rehn oo-nah ah-bvee-tah-seehn kohn dohs
kah-mahs deh mah-tree-moh-neeoh
Would you like a room with two double beds?

Mr. Esposa: **Sí, eso sería perfecto.**
see eh-soh seh-ree-ah pehr-fehk-toh
Yes, that would be perfect.

Greg: **¿Necesitarán un catre?**
neh-seh-see-tah-rahn oon kah-treh
Will you need a roll-out cot?

Mr. Esposa: **No, gracias, no es necesario.**
noh grah-seeahs noh ehs neh-seh-sah-reeoh
No, thank you, that isn't necessary.

Greg: **¿Quieren una habitación con fumar o no fumar?**
keeeh-rehn oo-nah ah-bvee-tah-seehn kohn
foo-mahr oh noh foo-mahr
Would you like a smoking or a nonsmoking room?

Mr. Esposa: **No fumar.**
noh foo-mahr
Nonsmoking.

Greg: **¿Puedo ver la tarjeta de crédito que quiere usar?**
pooeh-doh bvehr lah tahr-Heh-tah deh kreh-dee-toh
keh keeeh-reh oo-sahr
May I see the credit card that you want to use?

Mr. Esposa: **Sí, aquí está.**
see ah-kee ehs-tah
Yes, here it is.

Greg: **Gracias.**
grah-seeahs
Thank you.

Handing back the card:

Aquí está su tarjeta de crédito y dos llaves para la habitación. Están en la habitación número 202 que tiene una vista a la piscina.
ah-kee ehs-tah soo tahr-Heh-tah deh kreh-dee-toh ee dohs yah-bvehs pah-rah lah ah-bvee-tah-seeohn ehs-tahn ehn lah ah-bvee-tah-seeohn noo-meh-roh dohs-seeehn-tohs dohs keh teeoh-neh oo-nah bvees-tah ah lah pee-see-nah
Here is your credit card and two room keys. You'll be in room 202 overlooking the swimming pool.

Pueden llegar a su habitación subiendo estas escaleras o por el ascensor.
pooeh-dehn yeh-gahr ah soo ah-bvee-tah-seeohn soo-bveehn-doh ehs-tahs ehs-kah-leh-rahs oh poehr ehl ah-sehn-sohr
You can reach your room by going up these stairs or using the elevator.

O se puede conducir alrededor del hotel y aparcar al norte.
oh seh pooeh-deh kohn-doo-seer ahl-reh-deh-dohr dehl oh-tehl ee ah-pahr-kahr ahl nohr-teh
Or you can drive around and park on the north side of the building.

Mr. Esposa: **Gracias. ¿Cuándo tenemos que irnos por la mañana?**
grah-seeahs kooahn-doh teh-neh-mohs keh eer-nohs pohr lah mah-nyah-nah
Thank you. When do we need to check out?

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Greg: **Tienen que irse por las once de la mañana para evitar una cobra de otro día.**
teeeh-nehn keh eer-seh pohr lahs ohn-seh deh lah mah-nyah-nah pah-rah eh-bvee-tahr oo-nah koh-bvrah deh oh-troh dee-ah
You must check out by 11:00 a.m. to avoid getting charged for another day.

Mr. Esposa: **Gracias.**
grah-seeahs
Thank you.

Greg:

Gracias, y por favor marque 0 en el teléfono en la habitación si haya algo que necesitan.
*grah-seeahs ee pohr fah-bvohr mahr-keh seh-roh ehn
 ehl teh-leh-foh-noh ehn lah ah-bvee-tah-seeeohn see
 ah-yah ahl-goh keh neh-seh-see-tahn
 Thank you, and please dial 0 on the phone in your room if you need anything.*

Training the Housekeeping Staff

Training housekeeping staff can be relatively easy even if your trainee speaks only Spanish. You can simply show the person where you store all the supplies and how to go from room to room to perform the required cleaning. Being able to speak a little Spanish, however, can make your training sessions run much more smoothly and help you deal with any questions that may come up.

The following sections provide you with the vocabulary and some basic phrases to help you navigate your initial training sessions.



For words and phrases you need to interview job candidates and describe the compensation and benefits that come with the job, refer to Book IV, Chapter 5.

Stocking the cart

At the beginning or end of each shift, room attendants need to stock their carts with various cleaning supplies and clean linens. You can instruct the attendant as follows, referring to the items in Table 6-2.

Necesita abastecer el carrito con las siguientes suministros.
*(neh-seh-see-tah ah-bvahs-teh-sehr ehl kah-rree-toh kohn lahs
 see-geeehn-tehs soo-mee-nees-trohs) (You must stock your cart with the following supplies.)*

Table 6-2

Room and Cleaning Supplies

English	Spanish	Pronunciation
bars of soap	jabón	Hah-bvohn
coffee cups	tazas	tah-sahs
coffee	café	kah-feh

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
conditioner	acondicionador	ah-kohn-dee-seeohn-ah-dohr
cream	crema	kreh-mah
drinking glasses	vasos	bvah-sohs
dust cloths	trapos	trah-pohs
facial tissue	pañuelos de papel	pah-nyooeh-lohs deh pah-pehl
light bulbs	bombillas	bvohm-bvee-yahs
linens	See Table 6-3	
notepads	libretas	lee-bvreh-tahs
paper towels	toallas de papel	toh-ah-yahs deh pah-pehl
pens	plumas	ploo-mahs
room supplies	suministros para la habitación	soo-mee-nees-trohs pah-rah lah ah-bvee-tah-seeohn
shampoo	champú	cham-poo
sugar	azúcar	ah-soo-kahr
sugar substitute	substituto de azúcar	soobv-stee-too-toh deh ah-soo-kahr
toilet bowl cleaner	limpiador para el inodoro	leem-peeah-dohr pah-rah ehl ee-noh-doh-roh
toilet paper	papel higiénico	pah-pehl/ee-Hee eh-nnee-koh
toothpaste	crema dental	kreh-mah dehn-tahl
trash bags	bolsas para la basura	bohl-sahs pah-rah lah bah-soo-rah



Having a checklist of items (including required quantities) in Spanish on each cart can save you loads of time having to train or retrain room attendants.



Cleaning rooms

Telling someone how to clean a hotel room is more involved than it sounds, but the following phrases cover just about everything.

A picture is worth a thousand words — demonstrating the procedures and products described in this list can help get you the results you want.

✓ *Leave your cleaning cart outside the room. Deja el carrito fuera de la habitación. (deh-Hah ehl kah-rree-toh fooeh-rah deh lah ah-bvee-tah-seeohn)*

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- ✓ Use this to clean like this. Use esto para limpiar así. (oo-seh ehs-toh pah-rah leem-peeahr ah-see)
- ✓ Open the drapes and windows. Abra las cortinas y las ventanas. (ah-bvrah lahs kohr-tee-nahs ee lahs bvehn-tah-nahs)
- ✓ Dust all furniture and surfaces with a rag, like this. Quite el polvo de todos los muebles y superficies con un trapo, así. (kee-teh ehl pohl-bvoh deh toh-dohs lohs mooeh-bylehs ee soo-pehr-fee-seeehs kohn oon trah-poh ah-see)
- ✓ Clean all glass surfaces with this cleaning solution and paper towel. Limpie todas las superficies de vidrio con esta solución limpiadora y toallas de papel. (leem-peeh toh-dahs lahs soo-pehr-fee-seeehs deh bvee-dreeoh kohn ehs-tah soh-loo-seeohn leem-peeah-doh-rah ee toh-ah-yahs deh pah-pehl)
- ✓ Put this solution on any spots on the carpet and then wipe it off with a rag like this. Ponga esta solución limpiadora en cualquier mancha que haya en la alfombra y luego límpielas con un trapo así. (pohn-gah ehs-tah soh-loo-seeohn leem-peeah-doh-rah ehn kooahl-keeehr mahn-chah keh ah-yah ehn lah ahl-fohm-bvrah ee looeh-goh leem-peeh-lah kohn oon trah-poh ah-see)
- ✓ Vacuum the carpet. Pase la aspiradora por la alfombra. (pah-seh lah ahs-pee-rah-doh-rah pohr lah ahl-fohm-bvrah)
- ✓ Don't throw away any books, newspapers, or magazines. No tire a la basura ningunos libros, periódicos, ni revistas. (noh tee-reh ah lah bvah-soo-rah neen-goo-nohs lee-bvrohs peh-reeoh-dee-kohs nee reh-bvees-tahs)
- ✓ Fold the guests' clothing and put it here. Doble la ropa de los huéspedes y póngala aquí. (doh-bvleh lah roh-pah deh lohs ooehs-peh-dehs ee pohn-gah-lah ah-kee)
- ✓ Check the lights and replace any burned-out light bulbs. Cheque las luces y cambie cualquier bombilla quemada. (cheh-keh lahs loo-sehs ee kahm-bveeh kooahl-keeehr bvohm-bvee-yah keh-mah-dah)
- ✓ Take out all the trash. Saque toda la basura. (sah-keh toh-dah lah bvah-soo-rah)



Having a checklist of cleaning activities you expect the attendant to perform in each room is always a good idea. Demonstrate exactly how you want your trainee to perform each cleaning activity in the first room and then have the attendant clean one or two rooms on her own under your supervision.

Cleaning bathrooms

Although bathrooms tend to be small, they generally have more items in them that need cleaning, so you need some very specialized language. Here are some phrases that can come in handy when training a room attendant:

- ✓ Remove all used towels and the bathmat. Saque todas las toallas usadas y el tapete. (sah-keh toh-dahs lahs toh-ah-yahs oo-sah-dahs ee ehl tah-peh-teh)
- ✓ Scrub the toilet with this brush and cleaning solution. Friegue el inodoro con este cepillo y solución limpiadora. (freeeh-geh ehl een-oh-doh-roh kohn ehs-teh seh-pee-yoh ee soh-loo-seeohn leem-peeah-doh-rah)
- ✓ Take everything off the sink before cleaning it. Quite todos los artículos de encima del lavabo antes de limpiarlo. (kee-teh toh-dohs lohs ahr-tee-koo-lohs deh ehn-see-mah dehl lah-bvah-bvoh ahn-tehs deh leem-peeahr-loh)
- ✓ Scrub the sink with a sponge and this cleaning product and then rinse it like this. Friegue el lavabo con una esponja y este producto limpiador y después enjuáguelo así. (freeeh-geh ehl lah-bvah-bvoh kohn oo-nah ehs-pohn-Hah ee ehs-teh proh-dook-toh leem-peeah-dohr ee dehs-pooehs ehn-Hooah-geh-loh ah-see)
- ✓ Scrub the shower with a sponge and this cleaning product and then rinse it like this. Friegue la ducha con una esponja y este producto limpiador y después enjuáguelo así. (freeeh-geh lah doo-chah kohn oo-nah ehs-pohn-Hah ee ehs-teh proh-dook-toh leem-peeah-dohr ee dehs-pooehs ehn-Hooah-geh-loh ah-see)
- ✓ Clean the shower curtain like this. Limpie la cortina de la ducha así (leem-peeeh lah kohr-tee-nah deh lah doo-chah ah-see)
- ✓ Mop the floor. Friegue el suelo. (freeeh-geh ehl sooeh-loh)
- ✓ Clean the mirror. Limpie el espejo. (leem-peeeh ehl ehs-peh-Hoh)

Changing beds

Guests can get very particular about their beds and how they expect them to be made, so demonstrating exactly how you want the attendant to make a bed is key. You can use the following phrases to offer some basic instructions:

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- ✓ Remove all the bedding. Quite toda la ropa de la cama. (kee-teh toh-dah lah roh-pah deh lah kah-mah)
- ✓ Make the bed. I'll show you how. Arregle la cama. Yo le demostraré. (ah-rreh-gleh lah kah-mah yoh leh deh-mohs-trah-reh)
- ✓ Tuck in the sheet like this. Meta la sábana debajo del colchón así. (meh-tah lah sah-bvah-nah deh-bvah-Hoh dehl kohl-chohn ah-see)
- ✓ Fold the top sheet like this. Doble la sábana de encima así. (doh-bvleh lah sah-bvah-nah deh ehn-see-mah ah-see)

Table 6-3 presents additional bed-related vocabulary.

Table 6-3**Bedding**

English	Spanish	Pronunciation
bed	la cama	lah kah-mah
bedspread	el cubrecama	ehl koo-bvreh-kah-mah
blanket	la manta	lah mah-n-tah
bottom sheet	la sábana de abajo	lah sah-bvah-nah deh ah-bvah-Hoh
mattress pad	la cubierta del colchón	lah koo-bveeehr-tah dehl kohl-chohn
pillowcase	la funda	lah foon-dah
pillow	la almohada	lah ahl-moh-ah-dah
top sheet	la sábana de encima	lah sah-bvah-nah deh ehn-see-mah

Restocking rooms and bathrooms

No room cleaning is complete until the room is fully restocked with all the necessities and any courtesy items you decide to provide for your guests — tissues, toilet paper, those little bars of soap, coffee, cups and glasses, and so on. Refer to Table 6-1 earlier in the chapter for a list of these items. You can then use those words in the following phrases to instruct your attendee to check and restock those items:

- ❑ *Check the . . . Cheque el/la . . . (cheh-keh ehl/lah)*
- ❑ *Every room should have . . . Todas las habitaciones deben de tener . . . (toh-dahs lahs ah-bvee-tah-seeoh-nehs deh-bvehn deh teh-nehr)*
- ❑ *The bathroom should have . . . El baño debe de tener . . . (ehl bvah-nyoh deh-bveh deh teh-nehr)*

Training the Laundry Room Staff

If your motel or hotel has a laundry room, you need to train the laundry room attendants on how to sort items, operate the washing machines and dryers, press and fold the linens and other items, and complete other basic tasks. Demonstrating how to complete these tasks can take a huge burden off how much Spanish you need to pick up, but knowing a few key words and phrases can make your job easier.

Table 6-4 lists Spanish words and English equivalents for naming many of the items you’re likely to find in *the laundry room* — **la lavandería** (lah lah-bvahn-deh-ree-ah). The sections that follow introduce you to phrases and expressions you can use to describe various common tasks.

Table 6-4**Laundry Room Items and Equipment**

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
basket	la canasta	lah kah-nahs-tah
bath towels	las toallas	lahs toh-ah-yahs
blankets	las mantas	lahs mahn-tahs
bleach	la lejía	lah leh-Hee-ah
button (clothes)	el botón	ehl bvoh-tohn
conveyor belt	la cinta transportadora	lah seen-tah trahns-pohr-tah-doh-rah
cycle (wash/rinse/dry)	el programa	ehl proh-grah-mah
detergent	el detergente	ehl deh-tehr-Hehn-teh
dial (control)	el indicador	ehl een-dee-kah-dohr
dryer	la secadora	lah seh-kah-doh-rah
fabric softener	el suavizante	ehl sooah-bvee-sahn-teh
guest’s clothing	la ropa de los huéspedes	lah roh-pah deh lohs ooehs-peh-dehs
iron	la plancha	lah plahn-chah
linen presser	la planchadora	lah plahn-chah-doh-rah
linens (bed)	la ropa de cama	lah roh-pah deh kah-mah
linens (table)	la mantelería	lah mahn-teh-leh-ree-ah
lint filters	los filtros	lohs feel-trohs
machine	la máquina	lah mah-kee-nah
napkins	las servilletas	lahs sehr-bvee-yeh-tahs
pillow cases	las fundas	lahs fooh-dahs
plastic bags	las bolsas de plástico	lahs bvohl-sahs deh plahs-tee-koh
sheets	las sábanas	lahs sah-bvah-nahs
stains	las manchas	lahs mahn-chahs
tablecloths	los manteles	lohs mahn-teh-lehs

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Table 6-4 (continued)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
table linen ironer	la planchadora de mantelería	lah plahn-chah-doh-rah deh mahn-teh-leh-ree-ah
towel folder	la dobladora de toallas	lah doh-bvlah-doh-rah deh toh-ah-yahs
uniforms	los uniformes	lohs oo-nee-fahr-mehs
washcloths	las toallitas (para lavarse)	lahs toh-ah-yee-tahs (pah-rah lah-bvahr-seh)
washing machine	la máquina de lavar	lah mah-kee-nah deh lah-bvahr
water	el agua	ehl ah-gooah
cold water	el agua fría	ehl ah-gooah free-ah
hot water	el agua caliente	ehl ah-gooah kah-lee-ehn-teh
warm water	el agua tibia	ehl ah-gooah tee-bveeah

Operating the washing machines

Washing machines tend to have different controls and settings, so we can't cover all the variations you're likely to encounter. But we can provide you with some basics to help you step a trainee through the process:

- ✓ *Sort the laundry by category.* **Divida la ropa por categoría.** (dee-bvee-dah lah roh-pah pohr kah-teh-goh-ree-ah)
- ✓ *Put items with tears or holes in this basket.* **Ponga la ropa con roturas o agujeros en esta canasta.** (pohn-gah lah roh-pah kohn roh-too-rahs oh ah-goo-Heh-rohs ehn ehs-tah kah-nahs-tah)
- ✓ *Place sheets in this pile.* **Ponga las sábanas en esta pila.** (pohn-gah lahhs sah-bvah-nahs ehn ehs-tah pee-lah)
- ✓ *Use this product on any stains.* **Use este producto en cualquier manchas.** (oo-seh ehs-teh proh-dook-toh ehn kooahl-keeehr mahn-chahs)
- ✓ *Put the clothes in the machine up to here.* **Ponga la ropa en la máquina hasta aquí.** (pohn-gah lah roh-pah ehn lah mah-kee-nah ah-stah ah-kee)
- ✓ *Wash in hot/cold/warm water.* **Lave la ropa en agua caliente/fría/tibia.** (lah-bveh lah roh-pah ehn ah-gooah kah-leeehn-teh/free-ah/tee-bveeah)

- ✓ *Measure the detergent/bleach/fabric softener. Mida el detergente/la lejía/el suavizante de telas.* (mee-dah ehl deh-tehr-Hehn-teh/lah leh-Hee-ah/ehl sooah-bvee-sahn-teh deh teh-lahs)
- ✓ *Add detergent/bleach/fabric softener here. Agregue el detergente/la lejía/el suavizante de telas aquí.* (ah-greh-geh ehl deh-tehr-Hehn-teh/lah leh-Hee-ah/ehl sooah-bvee-sahn-teh deh teh-lahs ah-kee)
- ✓ *Set the wash cycle. Seleccione el programa de lavado.* (seh-lehk-seeoh-neh ehl proh-grah-mah deh lah-bvah-doh)
- ✓ *Select the water level. Seleccione la cantidad de agua.* (seh-lehk-seeoh-neh lah kahn-tee-dahd deh ah-gooah)
- ✓ *Set the timer. Ponga el reloj.* (pon-gah ehl reh-loh)
- ✓ *Close the door/lid. Cierre la puerta/tapa.* (seeeh-rreh lah pooehr-tah/tah-pah)
- ✓ *Press the dial to start the machine. Apriete el indicador para encender la máquina.* (ah-preeeh-teh ehl een-dee-kah-dohr pah-rah ehn-sehn-dehr lah mah-kee-nah)
- ✓ *Push the dial in./Pull the dial out. Empuje el indicador./Jale el indicador.* (ehm-poo-Heh ehl een-dee-kah-dohr/Hah-leh ehl een-dee-kah-dohr)
- ✓ *Turn the dial. Gire el indicador.* (Hee-reh ehl een-dee-kah-dohr)
- ✓ *Remove the items from the machine. Saque los artículos de la máquina.* (sah-keh lohs ahr-tee-koo-lohs deh lah mah-kee-nah)
- ✓ *Place the clean items in a basket, like this. Ponga los artículos limpios en una canasta, así.* (pohn-gah lohs ahr-tee-koo-lohs leem-peeoohs ehn oo-nah kah-nahs-tah ah-see)

Operating the dryers

Dryers are usually a little easier to operate, so training someone on how to use one is easier, too. The following phrases can help:

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- ✓ *Load the clean laundry into the dryer. Ponga la ropa limpia en la secadora.* (pohn-gah lah roh-pah leem-peeah ehn lah seh-kah-doh-rah)
- ✓ *Set the temperature. Seleccione la temperatura.* (seh-lehk-seeoh-neh lah tehm-peh-rah-too-rah)
- ✓ *Set the timer. Ponga el reloj.* (pohn-gah ehl reh-loh)
- ✓ *Press this button to start the machine. Apriete este botón para encender la máquina.* (ah-preeeh-teh ehs-teh bvoh-tohn pah-rah ehn-sehn-dehr lah mah-kee-nah)

- ✓ Remove all items from the dryer. **Saque todos los artículos de la secadora.** (sah-keh toh-dohs lohs ahr-tee-koo-lohs deh lah seh-kah-doh-rah)
- ✓ Be careful. This is very hot. **Tenga cuidado. Esto está muy caliente.** (tehn-gah kooee-dah-doh ehs-toh ehs-tah mooeee kah-leeehn-teh)
- ✓ Clean out the lint filter after each load, like this. **Limpie el filtro después de cada lavado, así.** (leem-peeh ehl feel-troh dehs-pooehs deh kah-dah lah-bvah-doh ah-see)
- ✓ Place the items in a basket, like this. **Ponga los artículos en una canasta, así.** (pohn-gah lohs ahr-tee-koo-lohs ehn oo-nah kah-naahs-tah ah-see)

Pressing and folding items

Training laundry room staff on how to fold items varies, depending on what you have to fold, how you like it folded, and whether you do everything by hand or have machines that help with some of the work. The following general phrases, however, can come in handy during training:

- ✓ Put the corners together like this. **Ponga juntas las puntas, así.** (pohn-gah Hoon-tahs lahs poon-tahs ah-see)
- ✓ Fold the sheets like this. **Doble las sábanas, así.** (doh-bvleh lahs sah-bvah-nahs ah-see)
- ✓ Feed a corner into the machine, like this. **Introduzca una punta en la máquina, así.** (een-troh-doos-kah oo-nah poon-tah ehn lah mah-kee-nah ah-see)
- ✓ Use the guides to feed the item into the machine. **Use los guías para introduzca los artículos en la máquina.** (oo-seh lohs gee-ahs pah-rah een-troh-doos-kah lohs ahr-tee-koo-lohs ehn lah mah-kee-nah)
- ✓ Stack the folded items. **Apile los artículos dobrados.** (ah-pee-leh lohs ahr-tee-koo-lohs doh-bvlah-dohs)
- ✓ Wrap the guests' clothing like this. **Envuelva la ropa de los huéspedes, así.** (ehn-bvooehl-bveh lah roh-pah deh lohs ooehs-peh-dehs ah-see)
- ✓ Put these items in a plastic bag. **Ponga estos artículos en una bolsa de plástico.** (pohn-gah ehs-tohs ahr-tee-koo-lohs ehn oo-nah bvohl-sah deh plahs-tee-koh)

Managing Spanish in the Kitchen

Kitchens are complicated affairs, especially when you're trying to train someone in another language. The reason it's such a challenge is that you have to

learn a ton of words — not only for all the kitchen equipment and utensils you’re likely to encounter but also for ingredients and all the specialized activities, such as chopping, dicing, sautéing, mixing, blending, baking, frying, and so on. And that doesn’t even touch on all the prep work and cleanup.

Mastering kitchen Spanish would require a book in itself, but in the following sections, we introduce you to some basic words and phrases to help you communicate effectively with your kitchen staff.

Kitchen equipment and utensils

Although you may be able to cook a decent entrée on the stove with a frying pan and a wooden spoon, you usually need other equipment and utensils in a professional kitchen. Table 6-5 introduces you to the Spanish words for the most common items:

Table 6-5 Kitchen Equipment and Utensils

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
appliance	el aparato electrodoméstico	ehl ah-pah-rah-toh eh-lehk-troh-doh-mehs-tee-koh
baking pan	la cacerola	lah kah-seh-roh-lah
blender	el batidor	ehl bvah-tee-dohr
bowl	el tazón	ehl tah-sohn
bread slicer	la máquina rebanadora	lah mah-kee-nah reh-bvah-nah-doh-rah
chopper	la picadora	lah pee-kah-doh-rah
colander	el colador	ehl koh-lah-dohr
cooking utensil	los utensilios	lohs oo-tehn-see-leeohs
deep fryer	la freidora	lah frehee-doh-rah
fork	el tenedor	ehl teh-neh-dohr
freezer	el congelador	ehl kohn-Heh-lah-dohr
frying pan	la sartén	lah sahr-tehn
grater	el rallador	ehl rah-yah-dohr
knife	el cuchillo	ehl koo-chee-yoh
meat slicer	la máquina de cortar fiambre	lah mah-kee-nah deh kohr-tahr fee ahm-bvreh
metal tray	la bandeja de metal	lah bvahn-deh-Hah deh meh-tahl/

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Table 6-5 (*continued*)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
mixer	la batidora	lah bvah-tee- <i>doh</i> -rah
oven	el horno	ehl <i>ohr</i> -noh
peeler	el pelapapas	ehl peh-lah- <i>pah</i> -pahs
pot	la olla	lah <i>oh</i> -yah
refrigerator	el refrigerador	ehl reh-free-Heh-rah- <i>dohr</i>
rolling pin	el rodillo	ehl roh- <i>dee</i> -yoh
sifter	el tamiz	ehl tah- <i>mees</i>
spatula	la espátula	lah ehs- <i>pah</i> -too-lah
spoon	la cuchara	lah koo- <i>chah</i> -rah
stove	la estufa	lah ehs- <i>too</i> -fah
strainer	el escurridor	ehl ehs-koo-rree- <i>dohr</i>
toaster	el tostador	ehl tohs-tah- <i>dohr</i>
whisk	el batidor manual	ehl bvah-tee- <i>dohr</i> mah-nooah/ <i>ah</i>

Cooking and baking activities

A variety of activities occur in a kitchen over an average workday — chopping, mixing, slicing, dicing, mincing, whipping, frying, broiling, baking, and so on. By brushing up on the Spanish verbs that describe these activities, you can start issuing commands and instructions that really get your kitchen staff cooking. Table 6-6 gives you some verbs that apply to kitchen duties.

Table 6-6**Kitchen Activities**

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
add	añada	ah-nyah-dah
bake	cocínelo en el horno	koh-see-neh-loh ehn ehl <i>ohr</i> -noh
beat	bata	<i>bvah</i> -tah
boil	hierva	eeeehr- <i>bvah</i>
braise	estofe	ehs- <i>toh</i> -feh
broil	áselo a la parrilla	ah-seh-loh ah lah pah- <i>rree</i> -yah

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
chop	pique	<i>pee-keh</i>
cook	cocine	<i>koh-see-neh</i>
crumble	desmigaje	<i>dehs-mee-gah-Heh</i>
cut	corte	<i>kohr-teh</i>
dice	córtelo en dados	<i>kohr-teh-loh ehn dah-dohs</i>
fry	fría	<i>free-ah</i>
garnish	guamezca	<i>gooahr-nehs-kah</i>
grate	ralle	<i>rah-yeh</i>
grill	asar a la parilla	<i>ah-sahr ah lah pah-ree-yah</i>
heat	cocine	<i>koh-see-neh</i>
knead	amase	<i>ah-mah-seh</i>
marinate	marine	<i>mah-ree-neh</i>
measure	mida	<i>mee-dah</i>
melt	funda	<i>foon-dah</i>
mix	mezcle	<i>mehs-kleh</i>
peel	pele	<i>peh-leh</i>
rinse	enjuague	<i>ehn-Hooah-geh</i>
roast	ase	<i>ah-seh</i>
roll out	estírelo con el rodillo	<i>ehs-tee-reh-loh kohn ehl roh-dee-yoh</i>
separate	separe	<i>seh-pah-reh</i>
shred	ralle	<i>rah-yeh</i>
slice (bread)	córtelo en rebanadas	<i>kohr-teh-loh ehn reh-bvah-nah-dahs</i>
slice (cheese, meat)	córtelo en lonchas	<i>kohr-teh-loh ehn lohn-chahs</i>
slice (cake, pizza)	córtelo en trozos	<i>kohr-teh-loh ehn troh-sohs</i>
slice (melon)	córtelo en rajas	<i>kohr-teh-loh ehn rah-Hahs</i>
squeeze	exprima	<i>ehks-pree-mah</i>
steam	cocínelo al vapor	<i>koh-see-neh-loh ahl bvah-pohr</i>
toss salad/stir	remueva	<i>reh-mooeh-bvah</i>
wash	lave	<i>lah-bveh</i>
whip	bata	<i>bvah-tah</i>

Common kitchen ingredients and measurements

When you're asking your kitchen staff to follow recipes, you need to be able to refer to the most basic ingredients and explain how much of each ingredient to add. Table 6-7 provides a list of the most common *ingredients* — *ingredientes* (een-greh-deeehn-tehs) — and spices — *especias* (ehs-peh-seeah) — and Table 6-8 lists measurements.

Table 6-7

Common Ingredients

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
breadcrumbs	las migas de pan	lahs mee-gahs deh pahn
butter	la mantequilla	lah mahn-teh-kee-yah
cream	la crema	lah kreh-mah
curry powder	el curry	ehl koo-ree
egg	el huevo	ehl ooeh-bvoh
egg whites	las claras	lahs klah-rahs
egg yolks	las yemas	lahs yeh-mahs
fish	el pescado	ehl pehs-kah-doh
flour	la harina	lah ah-ree-nah
fruit	la fruta	lah froo-tah
lemon	el limón	ehl lee-mohn
meat	la carne	lah kahr-neh
milk	la leche	lah leh-cheh
mint	la menta	lah mehn-tah
oil	el aceite	ehl ah-sehee-teh
paprika	la paprika	lah pah-pree-kah
parsley	el perejil	ehl peh-reh-Heel
pepper	la pimienta	lah pee-meeehn-tah
salt	el sal	ehl sahl
seasoning	el condimento	ehl kohn-dee-mehn-toh
shrimp	el camarón	ehl kah-mah-rohn
sugar	el azúcar	ehl ah-soo-kahr
vegetable	la verdura	lah bvehr-doo-rah

Table 6-8**Cooking Measurements**

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
a cup	una taza	<i>oo-nah tah-sah</i>
a half	un/a medio/a	<i>oon/nah meh-deeoh/ah</i>
an ounce	una onza	<i>oo-nah ohn-sah</i>
a pound	una libra	<i>oo-nah lee-bvrah</i>
a quarter	un/a cuarto/a	<i>oon/nah kooahr-toh /tah</i>
a tablespoon	una cucharada	<i>oo-nah koo-chah-rah-dah</i>
a teaspoon	una cucharadita	<i>oo-nah koo-chah-rah-dee-tah</i>
a third	un/a tercer/a	<i>oon/nah tehr-sehr/ah</i>

Spanish for Builders, Mechanics, and Factory Workers

In This Chapter

- ✓ Giving your tools Spanish names
- ✓ Referring to heavy machinery and other equipment
- ✓ Issuing common orders and requests on the job
- ✓ Describing common controls and activities

For many workers, *on the job* means “on the job site,” complete with a truck, van, or garage packed with tools and other equipment. These are the workers who run the factories, build homes and other structures, and repair everything from home appliances and automobiles to the various machines that lighten the workload and make everyone a little more comfortable.

In this chapter, we bring you up to speed on terms used in manufacturing, construction, and mechanical repairs — particularly the tools, machinery, and equipment and the action words that describe how to use them.

Brushing Up on the Tools of the Trade

You wouldn’t show up for work without your tools, so you shouldn’t show up without the words used to refer to your tools. In Table 7-1, we list the most common tools you’re likely to find at a worksite along with their Spanish equivalents.

Table 7-1 Tools, Equipment, and Related Terms

English	Spanish	Pronunciation
ax	el hacha	ehl ah-chah
bolt	el perno	ehl pehr-noh
cart	la carretilla	lah kah-rreh-tee-yah
cast	el molde	ehl moh-l-deh
caulking gun	la pistola de sellador	lah pees-toh-lah de seh-yah-dohr
chain	la cadena	lah kah-deh-nah
chisel	el cincel	ehl seen-sehl
circular saw	el serrucho circular	ehl seh-rroo-choh seer-koo-lahr
clamp	el sujetador	ehl soo-Heh-tah-dohr
compressor	el compresor de aire	ehl kohm-preh-sohr deh ahee-reh
cordless drill	el taladro a pilas	ehl tah-lah-droh ah pee-lahs
drill	el taladro	ehl tah-lah-droh
earplugs	tapones de oídos	tah-poh-nehs deh ohee-dohs
electricity	la electricidad	lah eh-lehk-tree-see-dahd
extension cord	el cordón eléctrico	ehl kohr-dohn eh-lehk-tree-koh
filter	el filtro	ehl feel-troh
flashlight	la linterna	lah leen-tehr-nah
fuel	el combustible	ehl kohm-bvoos-tee-bvlehh
gas	el gas	ehl gahs
gasoline	la gasolina	lah gah-soh-lee-nah
generator	el generador	ehl Heh-neh-rah-dohr
gloves	guantes	gooahn-tehs
glue	el pegamento/la cola	ehl peh-gah-mehn-toh/lah koh-lah
goggles	anteojos	ahn-teh-oh-Hohs
hacksaw	la sierra para metales	lah see eh-rrah pah-rah meh-tah-lehs
hammer	el martillo	ehl mahr-tee-yoh
hoist	el montacargas	ehl mohn-tah-kahr-gahs
hook	el gancho	ehl gahn-choh
hose	la manguera	lah man-geh-rah

English	Spanish	Pronunciation
hydraulic	hidráulico	ee-drahoo-lee-koh
jack	el gato	ehl gah-toh
kerosene	la parafina	lah pah-rah-fee-nah
ladder	la escala	lah ehs-kah-lah
level	el nivel	ehl nee-bvehl
machine	la máquina	lah mah-kee-nah
measuring tape	la cinta de medir	lah seen-tah de meh-deer
nail	el clavo	ehl klah-bvoh
nail gun	la pistola clavadora	lah pees-toh-lah klah-bvah-doh-rah
nut	la tuerca	lah tooehr-kah
paint	la pintura	lah peen-too-rah
paintbrush	la brocha	lah bvroh-chah
Phillips screwdriver	el destornillador de cruz	ehl dehs-toh-mee-yah-dohr deh kroos
pick	el pico	ehl pee-koh
pliers	tenazas	teh-nah-sahs
pneumatic	neumático	nehoo-mah-tee-koh
pulley	la polea	lah poh-leh-ah
rope	la soga/la cuerda/la cordel	lah soh-gah/lah kooehr-dah/lah kohr-dehl
safety glasses	gafas de seguridad	gah-fahs deh seh-goo-ree-dahd
sandpaper	el papel de lija	ehl pah-pehl deh lee-Hah
saw	la sierra	lah see-eh-rrah
sawhorse	el caballete	ehl kah-bah-yeh-teh
scaffold	el andamio	ehl ahn-dah-meeoh
scale	la báscula	lah bvahs-koo-lah
scraper	el raspador	ehl rahs-pah-dohr
screw	el tornillo	ehl tohr-nee-yoh
screwdriver	el atornillador	ehl ah-tohr-nee-yah-dohr
shed	el cobertizo	ehl koh-bvehr-tee-soh
shovel	la pala	lah pah-lah

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(continued)

Table 7-1 (continued)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
staple	la grapa	lah <i>grah-pah</i>
tape	la cinta	lah <i>seen-tah</i>
tape measure	la cinta para medir	lah <i>seen-tah pah-rah meh-deer</i>
tool	la herramienta	lah <i>eh-rrah-meeehn-tah</i>
toolbox	la caja de herramientas	lah <i>kah-Hah deh eh-rrah-meeehn-tahs</i>
trash can	el bote de basura	ehl <i>bvoh-teh deh bvah-soo-rah</i>
utility knife	la cuchilla	lah <i>koo-chee-yah</i>
vise	la prensa de tornillo	lah <i>prehn-sah deh tohr-neeh-yoh</i>
wheel	la rueda	lah <i>rooeh-dah</i>
wheelbarrow	la carretilla	lah <i>kah-rreh-tee-yah</i>
wire	el alambre	ehl <i>ah-jahm-bvreh</i>
worktable	el tablero de trabajo	ehl <i>tah-bvleh-roh deh trah-bvah-Hoh</i>
wrench	la llave inglesa	lah <i>yah-bveh een-gleh-sah</i>

Worksites, particularly in construction zones, often have their fair share of heavy-duty equipment, including bulldozers, backhoes, loaders, and graders. In Table 7-2, we bring on the heavy machinery, or at least the Spanish terms for it.

Table 7-2**Heavy Machinery**

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
backhoe	la retroexcavadora	lah reh-troh-ehks-kah-bvah-doh-rah
bulldozer	el bulldozer	ehl <i>bvool-doh-sehr</i>
cement truck	el camión hormigonero	ehl <i>kah-meeohn ohr-mee-goh-neh-roh</i>
compactor	la compactadora	lah <i>kohm-pahk-tah-doh-rah</i>
crane	la grúa	lah <i>grooh</i>
dump truck	el camión volquete	ehl <i>kah-meeohn bvohl-keh-teh</i>
flatbed truck	el camión plataforma	ehl <i>kah-meeohn plah-tah-fahr-mah</i>

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
grader	la niveladora	lah nee-bveh-lah- <i>doh-rah</i>
hand compactor	la compactadora manual	lah kohm-pahk-tah- <i>doh-rah</i> mah-nooah/ <i>l</i>
jackhammer	el martillo neumático	ehl mahr-tee-yoh nehuu- <i>mah-tee-koh</i>
loader	la cargadora	lah kahr-gah- <i>doh-rah</i>
pickup truck	la camioneta	lah kah-meeoh- <i>neh-tah</i>
power shovel	la pala motorizada	lah pah-lah moh-toh-ree- <i>sah-dah</i>
roller	la aplandadora	lah ah-plahn-dah- <i>doh-rah</i>
scraper	la rastreadora	lah rahs-treh-ah- <i>doh-rah</i>
trencher	la excavadora	lah ehks-kah-bvah- <i>doh-rah</i>
water tank truck	el camión cisterna	ehl kah-meeohn sees- <i>tehr-nah</i>

Of course, whenever you've completed a job or are about to stop working for the day, you usually need a whole new set of tools — cleanup tools. You can find the Spanish names for these tools in Table 7-3.

Table 7-3 Cleaning Tools and Related Words

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>	
broom	la escoba	lah ehs- <i>koh-bvah</i>	
brush	el cepillo	ehl seh- <i>pee-yoh</i>	
bucket	el balde	ehl <i>bvahl-deh</i>	
debris	los escombros	lohs ehs- <i>kohm-bvrohs</i>	
dumpster	el basurero grande	ehl <i>bvah-soo-reh-roh grahn-deh</i>	
dustpan	la pala de recoger basura	lah <i>pah-lah deh reh-koh-Hehr</i> <i>bvah-soo-rah</i>	
mop	el trapeador	ehl <i>trah-peh-ah-dohr</i>	
water	el agua	ehl <i>ah-gooah</i>	
rag	el trapo	ehl <i>trah-poh</i>	
sponge	la esponja	lah ehs- <i>pohn-Hah</i>	
towel	la toalla	lah <i>toh-ah-yah</i>	
trash	la basura	lah <i>bvah-soo-rah</i>	
trashbag	la bolsa para basura	lah <i>bvohl-sah pah-rah bvah-soo-rah</i>	
vacuum cleaner	la aspiradora	lah <i>ahs-pee-rah-doh-rah</i>	

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Using the Tools of the Trade

When you have a few Spanish terms for tools under your belt (your tool belt, that is), you're ready for some verbs that describe how to use those tools to actually perform tasks. Table 7-4 lists some common verbs that apply to using tools and performing other mechanical operations.



When training a new employee, you can often avoid having to use a great deal of Spanish by demonstrating the tasks you want the person to perform. This tactic improves the chances that he performs the task the way you want it done. Prior to giving a worker the go-ahead to work alone, supervise him as he completes the tasks and provide any necessary corrections. Check out Book IV, Chapter 5 for more on training employees in Spanish.

Table 7-4

Tool-Related Actions

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
attach	sujetar/fijar	soo-Heh-tahr/fee-Hahr
bend	doblar	doh-bvlahr
bury	enterrar	ehn-teh-rrahr
close	cerrar	seh-rrahr
cover	cubrir	koo-bvreer
cut	cortar	kohr-tahr
dig	excavar	ehks-kah-bvahr
dig a trench	atrincherar/zanjar	ah-treeen-cheh-rah/sahn-Hahr
drill	taladrar	tah-lah-drahr
dump, to	tirar	tee-rahhr
frame	enmarcar	ehn-mahr-kahr
glue	pegar	peh-gahr
grind	moler/pulverizar	moh-lehr/pool-bvehr-ee-sahr
hammer	martillear	mahr-tee-yeh-ahr
haul	llevar/transportar	yeah-bvahr/trahns-pohr-tahr
heat	calentar	kah-lehn-tahr
hold	agarrar	ah-gah-rrahr
level	nivelar	nee-bveh-lahr
loosen	aflojar	ah-floh-Hahr
lower	bajar	bvah-Hahr

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
mark	marcar	mahr-kahr
measure	medir	meh-deer
mix	mezclar	mehs-klahr
open	abrir	ah-bvreer
prep	preparar	preh-pah-rahhr
pump	bombear	bvohm-bveh-ahr
raise	levantar	leh-bvahn-tahr
repair	reparar/arreglar	reh-pah-rahhr/ah-rreh-glahhr
rinse	enjuagar	ehn-Hooah-gahr
saw	serrar	seh-rrahr
screw	atornillar	ah-tohr-nee-yahr
seal	sellár	seh-yahr
smooth	allanar/aplanar	ah-yah-nahr/ah-plah-nahr
soak	remojar	reh-moh-Hahr
spray	rociar	roh-seeahr
spread	extender/esparcir	ehks-tehn-dehr/ehs-pahr-seer
sprinkle	espolvorear	ehs-pohl-bvohr-eh-ahr
straighten	enderezar	ehn-deh-reh-sahr
tape	pegar	peh-gahr
tie	atar	ah-tahr
tighten	apretar	ah-preh-tahr
turn	voltear	bvohl-teh-ahr
unscrew	destornillar	dehs-tohr-nee-yahr
wash	lavar	lah-bvahr
water down	aguilar/diluir	ah-gooahr/dee-looeer
weld	soldar	sohl-dahr
wrap	envolver	ehn-bvohl-bvehr

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Issuing Common Commands

One of the best ways to train new employees is to allow them to assist you or another worker for a few days and simply observe how you perform various

tasks. During this time, the new hire is likely to act as the designated gofer (as in “go for this” and “go for that”), so you need to know a few phrases to tell her what to do:

- ✓ *Bring me the . . . Tráigame el/la . . . (trahee-gah-meh ehl/lah)*
- ✓ *Put this away. Devuélvalo a su sitio. (deh-bvooehl-bvah-loh ah soo see-teeoh)*
- ✓ *Sweep this area. Barra esta área. (bvah-rrah ehs-tah ah-reh-ah)*
- ✓ *Pick up all of the . . . Recoja todos/as los/las . . . (reh-koh-Hah toh-dohs/dahs lohs/lahs)*
- ✓ *Put the trash in the dumpster. Tire la basura en el basurero grande. (tee-reh lah bvah-soo-rah ehn ehl bvah-soo-reh-roh grahn-deh)*
- ✓ *Carry this over there. Lleve esto allá. (yeh-bveh ehs-toh ah-yah)*
- ✓ *Help me. Ayúdeme. (ah-yoo-deh-meh)*
- ✓ *Hold this like this. Agarre esto así. (ah-gah-rreh ehs-toh ah-see)*
- ✓ *Get the . . . out of my van. Saque el/la . . . de mi camioneta. (sah-keh ehl/lah . . . deh mee kah-meeoh-neh-tah)*
- ✓ *Use the . . . Use el/la . . . (oo-seh ehl/lah)*
- ✓ *Give me the . . . Déme el/la . . . (deh-meh ehl/lah)*
- ✓ *Move this over here. Ponga esto allí. (pohn-gah ehs-toh ah-yee)*
- ✓ *Stop. Pare. (pah-reh)*
- ✓ *Wait. Espere. (ehs-peh-reh)*

The following dialogue walks you through a sample on-the-job greeting and quick orientation.

Talkin’ the Talk



Bill owns and manages a construction company that builds new homes. He has just hired a carpenter, Paco, who recently arrived from Mexico to work in the United States. When Paco reports for his first day at work, Bill greets him and provides a brief orientation session so Paco knows what to expect.

Bill:

Buenos días, Paco.

bvooeh-nohs dee-ahs Pah-koh
Good morning, Paco.

Paco:

Buenos días.
 bvooh-nohs dee-ahs
Good morning.

Bill:

Desde que hoy es su primer día, vas a trabajar conmigo.
 dehs-deh keh ohy ehs soo pree-mehr dee-ah bvahs ah
 trah-bvah-Hahr kohn-mee-goh
Because this is your first day, you'll be working with me.

Paco:

Bien.
 bveehn
Okay.

Bill:

Trabajamos desde las ocho de la mañana hasta la puesta del sol con una hora de descanso para almorzar alrededor del mediodía.
 trah-bvah-Hah-mohs dehs-deh lahs oh-choh deh lah
 mah-nyah-nah ahs-tah lah pooehs-tah dehl sohl kohn
 oo-nah oh-rah deh dehs-kahn-soh pah-rah
 ahl-mohr-sahr ahl-reh-deh-dohr dehl meh-deeoh-dee-ah
We work from 8:00 a.m. until sundown with a one-hour break for lunch at about noon.

Hoy vamos a enmarcar una casa.

ohy bvah-mohs ah ehn-mahr-kahr oo-nah kah-sah
Today we'll be framing a house.

Usted me ayudaría hoy para ver como lo haremos.

oos-tehd meh ah-yoo-dah-ree-ah ohy pah-rah bvehr
 koh-moh loh ah-seh-mohs
You'll assist me today to see how it's done.

Paco:

Mañana, continuaremos, pero usted hará el trabajo, y yo le ayudaré.
 mah-nyah-nah kohn-tee-nooah-reh-mohs peh-roh
 oos-tehd ah-rah ehl trah-bvah-Hoh ee yoh leh
 ah-yoo-dah-reh
Tomorrow, we'll continue, but you'll do the work, and I'll assist you.

Me parece bien.

meh pah-reh-seh bveehn
That sounds good.

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Upon arriving at the worksite:

- | | |
|-------|---|
| Bill: | ¿Tiene sus herramientas?
teeeh-neh soos eh-rrah-meeehn-tahs
<i>Do you have your tools with you?</i> |
| Paco: | Sí, las tengo en mi camión.
see lahs tehn-goh ehn mee kah-meeohn
<i>Yes, I have them in my truck.</i> |
| Bill: | Tráiga sus herramientas y póngalas en mi camioneta.
trahee-gah soos eh-rrah-meeehn-tahs ee
pohn-gah-lahs ehn mee kah-meeoh-neh-tah
<i>Go get your tools and put them in my van.</i> |
| | Usted vendrá en mi camioneta conmigo hoy.
oos-tehd bvehn-drah ehn mee kah-meeoh-neh-tah
kohn-mee-goh ohy
<i>You'll drive with me today.</i> |
-

Communicating on the Factory Floor

Factory terminology can vary a great deal, depending on what you're manufacturing, the tools and equipment used in the manufacturing process, and how you package and ship items. Some terminology, however, is common to a wide variety of factories and situations you're likely to encounter, and we present this handy info in the following sections.

Referring to buttons and controls

When running standard machinery, operators typically need to press buttons, move levers, turn dials, and set timers, so master the following words:

- ✓ *the button* el botón (ehl bvoh-tohn)
- ✓ *the dial* el cuadrante (ehl kooah-drahn-teh)
- ✓ *the lever* la palanca (lah pah-lahn-kah)
- ✓ *the switch* el interruptor (ehl een-teh-rroop-tohr)
- ✓ *the timer* el temporizador (ehl tehm-poh-ree-sah-dohr)

Describing common actions

Some commands are primarily useful in a factory setting, including the following:

- ✓ Press this button. **Empuje este botón.** (ehm-poo-Heh ehs-teh bvoh-tohn)
- ✓ Push this lever forward. **Empuje esta palanca hacia delante.** (ehm-poo-Heh ehs-tah pah-lahn-kah ah-seeah deh-lahn-teh)
- ✓ Pull this lever back. **Arrastre esta palanca hacia atrás.** (ah-rrahs-treh ehs-tah pah-lahn-kah ah-seeah ah-trahs)
- ✓ Press down with your foot. **Empuje con su pie.** (ehm-poo-Heh kohn soo peeuh)
- ✓ Turn this dial. **Gire este cuadrante.** (Hee-reh eh-steh kooah-drahn-teh)
- ✓ Set the timer. **Ponga este temporizador.** (pohn-gah eh-steh tehm-poh ree-sah-dohr)
- ✓ Turn on . . . **Prenda . . .** (prehn-dah)
- ✓ Turn off . . . **Apague . . .** (ah-pah-geh)
- ✓ Start . . . **Empiece . . .** (ehm-peeeh-seh)
- ✓ Stop . . . **Pare . . .** (pah-reh)
- ✓ Lift . . . **Levante . . .** (leh-bvahn-teh)
- ✓ Load . . . **Cargue . . .** (kahr-geh)
- ✓ Lower . . . **Baje . . .** (bvah-Heh)
- ✓ Mix . . . **Mezcle . . .** (mehs-kleh)
- ✓ Pull . . . **Arrastre . . .** (ah-rrahs-treh)
- ✓ Push . . . **Empuje . . .** (ehm-poo-Heh)
- ✓ Tighten . . . **Apriete . . .** (ah-preeeh-teh)
- ✓ Loosen . . . **Afloje . . .** (ah-floh-Heh)
- ✓ Unload . . . **Descargue . . .** (dehs-kahr-geh)

Filling and emptying containers

Many factory workers spend a good part of their time filling, emptying, and packing containers. When you need to talk about containers, refer to the terminology listed in Table 7-5.

Table 7-5**Common Containers**

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
bottle	la botella	lah bvoh-teh-yah
box	la caja	lah kah-Hah
bucket	la cubeta	lah koo-bveh-tah
canister	el recipiente	ehl reh-see-peehn-teh
container	el contenedor	ehl kohn-teh-neh-dohr
crate	la caja para transporte	lah kah-Hah pah-rah trahn-spoehr-teh
jar	la jarra	lah Hah-rrah
pallet	el soporte de madera	ehl soh-pohr-teh deh mah-deh-rah
tank	el tanque	ehl tahn-keh
tray	la bandeja	lah bvahn-deh-Hah
tube	el tubo	ehl too-bvoh

Chapter 8

Spanish for Real Estate Professionals

In This Chapter

- ✓ Scheduling appointments
- ✓ Figuring out what your clients are looking for
- ✓ Describing homes, neighborhoods, and their amenities
- ✓ Brushing up on mortgage and closing terminology
- ✓ Working with sellers

In the real estate biz, communicating effectively with clients is a key to success regardless of which language they prefer to speak. Fortunately, the property can do much of the talking for you, particularly when you're representing Spanish-speaking buyers. If you're representing the sellers, you probably need to know more Spanish so you can explain to the sellers what you're doing to sell their home for top dollar and as quickly as possible.

In this chapter, we introduce you to some of the key words and phrases you need to know to communicate effectively with Spanish-speaking clients, whether you're trying to sell to them or for them. We cover everything from setting up an appointment to describing neighborhoods, showing a home, and dealing with financial issues and the closing.



Consider investing more time and resources into giving your business a complete multicultural transformation. Have all of your forms, brochures, and other printed materials professionally translated into Spanish and offer a Spanish version of your Web site. You may also want to start looking for a bilingual assistant to answer the phones, interpret for you, and offer suggestions on how to make your business more appealing to your Spanish-speaking clientele. For additional details on how to give your business a multicultural makeover, check out *Cross-Cultural Selling For Dummies* by Michael Soon Lee and Ralph R. Roberts (Wiley).

Setting Appointments



Before you even begin to do the serious business of meeting your clients and selling their home or showing them homes they may be interested in buying, you need to set up an appointment. In the following sections, you pick up enough Spanish to do just that.

Use the following phrases to introduce yourself to new Spanish-speaking clients:

- ✓ *Hello, my name is [name]. Hola, me llamo [name].* (oh-lah meh yah-moh [name])
- ✓ *I'm a real estate agent. Soy un agente de bienes raíces.* (sohy oon ah-Hehn-teh deh bveehn-ehs rahee-sehs)

Check out Book I, Chapter 2 for a crash course in the numbers, dates, and times you need for setting up meetings.

Answering the phone

If you're just starting out in the business, you probably have to do your fair share of *floor time* — answering the phones while the other agents are out in the field. Be prepared to answer calls from Spanish-speakers by practicing the following phrases:

- ✓ *Hello. Hola.* (oh-lah)
- ✓ *How may I help you? ¿Cómo puedo ayudarle?* (koh-moh pooeh-doh ah-yoo-dahr-leh)
- ✓ *Whom do you need to speak with? ¿Con quién necesita hablar?* (kohn keeuhn neh-seh-see-tah ah-bvlahr)
- ✓ *Please wait. Favor de esperar.* (fah-bvohr deh ehs-peh-rahr)
- ✓ *Thank you for waiting. Gracias por esperar.* (grah-seeahs pohr ehs-peh-rahr)
- ✓ *He/she is unavailable. Él/Ella no está disponible ahora.* (ehl/eh-yah noh ehs-tah dees-poh-nee-bvleh ah-oh-rah)
- ✓ *I'll take a message. Tomaré un mensaje.* (toh-mah-reh oon mehn-sah-Heh)
- ✓ *What is your name? ¿Cómo se llama usted?* (koh-moh seh yah-mah oos-tehd)
- ✓ *What is your phone number? ¿Cuál es su número de teléfono?* (kooahl ehs soo noo-meh-roh deh teh-leh-foh-noh)

- ✓ When is a good time to call you? *¿Cuándo es un buen tiempo llamar?*
(kooahn-doh ehs oon booehn teeehm-poh yah-mahr)
- ✓ I'll give him/her the message to call you back. *Yo le daré el mensaje a llamarle.* (yoh leh dah-reh ehl mehn-sah-Heh ah yah-mahr-leh)

Calling a client

When calling a client, the person who answers may not be the person you need to speak with, so the conversation can get a bit complicated. Assuming the situation doesn't become too involved, the following phrases should be sufficient to get you on the right path:

- ✓ Hello, my name is . . . *Hola, me llamo. . .* (oh-lah meh yah-moh)
- ✓ I'd like to speak with . . . *Quisiera hablar con. . .* (kee-seeh-rah ah-bvlahr kohn)
- ✓ I want to leave a message. *Quiero dejar un mensaje.* (keeeh-roh deh-Hahr oon mehn-sah-Heh)
- ✓ This message is for . . . *Este mensaje es para . . .* (eh-steh mehn-sah-Heh ehs pah-rah)
- ✓ Tell him/her I called. *Dígale que llamé.* (dee-gah-leh keh yah-meh)
- ✓ Tell him/her to call me. *Dígale que me llame.* (dee-gah-leh keh meh yah-meh)
- ✓ My telephone number is . . . *Mi número de teléfono es . . .* (mee noo-meh-roh deh teh-leh-foh-noh ehs)

Gathering basic information

Before you can assist clients, you need to know a little bit about them and whether they're looking for a property to buy or have a property to sell. Put the following questions to work in gathering this basic information:

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- ✓ What is your name? *¿Cómo se llama?* (koh-moh seh yah-mah)
- ✓ What is your address? *¿Cuál es su dirección?* (kooahl ehs soo dee-rehk-seeohn)
- ✓ What is your phone number? *¿Cuál es su número de teléfono?* (kooahl ehs soo noo-meh-roh deh teh-leh-foh-noh)

- ✓ *Do you want to buy a property? ¿Quiere comprar una propiedad?*
(keeeh-reh kohm-prahr oo-nah proh-peeeh-dahd)
- ✓ *Do you want to sell a property? ¿Quiere vender una propiedad?*
(keeeh-reh bvehn-dehr oo-nah proh-peeeh-dahd)

Agreeing on a meeting time and place

Early in your initial conversation, you need to agree on a time and place to officially meet and discuss details. Use the following phrases:

- ✓ *When do you want an appointment? ¿Cuándo quiere una cita?*
(kooahn-doh keeeh-reh oo-nah see-tah)
- ✓ *On which day would you like to meet? ¿En cuál día quisiera reunirnos?*
(ehn kooahl dee-ah kee-seeh-rah reh-oo-neer-nohs)
- ✓ *Which days are best? ¿Cuáles días son mejores?* (kooah-lehs dee-ahs sohn meh-Hoh-rehs)
- ✓ *What time is convenient for you? ¿A qué hora es mejor para usted?* (ah keh oh-rah ehs meh-Hohr pah-rah oos-tehd)
- ✓ *Where do you want to meet? ¿Dónde desea reunirnos?* (dohn-deh deh-seh-ah reh-oo-neer-nohs)
- ✓ *Do you want to come to the office? ¿Quiere venir a la oficina?* (keeeh-reh bveh-neer ah lah oh-fee-see-nah)
- ✓ *Do you want me to come to your home? ¿Quiere que yo venga a su casa?*
(keeeh-reh keh yoh bvehn-gah ah soo kah-sah)



If you're running early or late, be sure to call ahead to let your client know:

- ✓ *I'll be early. Estaré temprano.* (ehs-tah-reh tehm-prah-noh)
- ✓ *I'll be late. Estaré tarde.* (ehs-tah-reh tahr-deh)

Understanding Your Clients

Conversing in Spanish requires more than just being able to rattle off a few well-practiced lines. It also requires that you tune into and understand what your clients are saying. Although we can't cover the infinite number of expressions you're likely to encounter, the following list gives you several phrases you're likely to hear when you're dealing with clients:

- ✓ *I want to make an appointment.* Quiero hacer una cita. (keeeh-roh ah-sehr oo-nah see-tah)
- ✓ *I want to cancel my appointment.* Quiero cancelar mi cita. (keeeh-roh kahn-seh-lahr mee see-tah)
- ✓ *I need to change the appointment.* Necesito cambiar la cita. (neh-seh-see-toh kahm-bveeahr lah see-tah)
- ✓ *I want to sell my house/property.* Quiero vender mi casa/propiedad. (keeeh-roh bvehn-dehr mee kah-sah/proh-peeh-dahd)
- ✓ *I want to buy a house/property.* Quiero comprar una casa/propiedad. (keeeh-roh kohm-prahr oo-nah kah-sah/proh-peeh-dahd)
- ✓ *What is your commission?* ¿Cuál es su comisión? (kooahl ehs soo koh-mee-seeohn)
- ✓ *How much does it cost?* ¿Cuánto cuesta? (kooahn-toh kooeh-stah)
- ✓ *I like it.* Me gusta. (meh goo-stah)
- ✓ *I don't like it. No me gusta.* (noh meh goo-stah)
- ✓ *It's too small.* Es demasiado pequeño/a. (ehs deh-mah-seeah-doh peh-keh-nyoh/nyah)
- ✓ *It's too big.* Es demasiado grande. (ehs deh-mah-seeah-doh grahn-deh)

In the following dialogue, you hear a real estate agent interview some searching buyers.

Talkin' the Talk

Mr. and Mrs. Vargas have dropped by Lakeside Realty to talk to an agent about purchasing a home for their family. Sarah greets the couple and sets up an appointment for them to look at a few houses Saturday afternoon.

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Sarah: **Hola, me llamo Sarah.**
oh-lah meh yah-moh sah-rah
Hello, my name is Sarah.

Soy un agente de bienes raíces.
sohy oon ah-Hehn-teh deh bveeahn-ehs rah-ee-sehs
I'm a real estate agent.

¿Cómo puedo ayudarle?
koh-moh pooeh-doh ah-yoo-dahr-leh
How may I help you?

Mrs. Vargas: **Me llamo Sancha, y este es mi esposo, Pedro.**
meh yah-moh sahn-chah ee ehs-teh ehs mee
ehs-poh-soh peh-droh
My name is Sancha, and this is my husband, Pedro.

Buscamos una casa para nuestra familia.
bvoos-kah-mohs oo-nah kah-sah pah-rah nooehs-trah
fah-mee-leeah
We are looking for a home for our family.

Sarah: **Les puedo ayudar a encontrar una casa.**
lehs pooeh-doh ah-yoo-dahr ah ehn-kohn-trahr
oo-nah kah-sah
I can help you find a home.

¿Cuál es su presupuesto?
kooah! ehs soo preh-soo-pooehs-toh
What is your price range?

Mrs. Vargas: **Aproximadamente ciento sesenta mil dólares.**
ah-prohk-see-mah-dah-mehn-teh seeehn-toh
seh-sehn-tah meel doh-lah-rehs
About \$160,000.

Sarah: **¿Preferirían un vecindario o un distrito escolar específico?**
preh-feh-ree-ree-ahn oon bveh-seen-dah-reeoh oh
oon dees-tree-toh ehs-koh-lahr ehs-peh-see-fee-koh
Would you prefer a specific neighborhood or school district?

Mrs. Vargas: **Sí. Preferiríamos que nuestros hijos fueran a las escuelas de South Vernon.**
see preh-feh-ree-ree-ah-mohs keh nooehs-trohs
ee-Hohs fooeh-rahns ah lahs ehs-kooeh-lahs deh South
Vernon
Yes. We would prefer that our children went to the South Vernon Schools.

También nos gustaría estar cerca de una tienda de comestibles y un parque.
tahm-bveeehn nohs goos-tah-ree-ah ehs-tahr
sehr-kah deh oo-nah teeehn-dah deh
koh-mebs-tee-bvlehs ee oon pahr-keh
We would also like to be close to a grocery store and park.

Sarah: **¿Cuántas recámaras necesitan?**
kooahn-tahs reh-kah-mah-rahs neh-seh-see-tahn
How many bedrooms do you need?

Mrs. Vargas: **Tres o cuatro.**
trehs o kooah-troh
Three or four.

Sarah: **¿Cuántos cuartos de baño?**
kooahn-tohs cooahr-tohs deh bvah-nyoh
How many bathrooms?

Mrs. Vargas: **Dos.**
dohs
Two.

Sarah: **¿Tienen en cuenta unas casas que quieren mirar?**
teeeh-nehn ehn kooehn-tah oo-nahs kah-sahs keh
keeeh-rehn mee-rahr
Do you know of any homes for sale that you want to look at?

Mrs. Vargas: **No.**
noh
No.

Sarah: **Encontraré unas casas que pienso que les van a gustar.**
ehn-kohn-trah-reh oo-nahs kah-sahs keh peeeehn-soh
keh lehs bvahn ah goos-tahr
I'll find some homes that I think you're going to like.

¿Qué días son mejores para ustedes mirar las casas?
keh dee-ahs sohn meh-Hoh-rehs pah-rah
oos-tehd-ehs mee-rahr lahs kah-sahs
What days are best for you to look at homes?

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Mrs. Vargas: **Los lunes o sábados.**
lohs loo-nehs oh sah-bvah-dohs
Monday or Saturday.

Sarah: **¿A qué hora del día es mejor?**
ah keh oh-rah dehl dee-ah ehs meh-Hohr
What time of day is best?

Mrs. Vargas: **Los lunes después de las cuatro de la tarde o a cualquier hora los sábados.**

lohs loo-nehs dehs-pooehs deh lahks kooah-troh deh
lah tahr-deh oh ah kooahl-keeehr oh-rah lohs
sah-bvah-dohs

Monday evenings after 4:00 or anytime Saturday.

Sarah: **¿Tienen tiempo este sábado entre la una y las cuatro de la tarde?**

teeeh-nehn teeehm-poh ehs-teh sah-bvah-doh ehn-treh
lah oo-nah ee lahks kooah-troh deh lah tahr-deh
*Do you have time this Saturday from 1:00 until 4:00 in
the afternoon?*

Mrs. Vargas: **Eso sería perfecto.**

eh-soh seh-ree-ah pehr-fek-toh
That would be perfect.

Sarah: **Yo los puedo recoger.**

yoh lohs pooeh-doh reh-koh-Hehr
I can come by to pick you up.

¿Cuál es su dirección?

kooahl ehs soo dee-rehk-seeohn
What is your address?

Mrs. Vargas: **Trece-trece Sandy Lane, apartamento número 117.**
treh-seh treh-seh Sandy Lane, ah-pahr-tah-mehn-toh
noo-meh-roh seeehn-toh deeeh-see-seeeh-teh
1313 Sandy Lane, Apartment 117.

Sarah: **Yo los recogeré a la una el sábado en su apartamento.**
yoh lohs reh-koh-Heh-reh ah lah oo-nah ehl
sah-bvah-doh ehn soo ah-pahr-tah-mehn-toh
I'll pick you up at 1:00 on Saturday at your apartment.

Les llamaré a confirmar el viernes por la noche.

lehs yah-mah-reh ah kohn-feer-mahr ehl
bveeehr-nehs pohr lah noh-cheh
I'll call you on Friday night to confirm.

¿Cuál es su número de teléfono?

kooahl ehs soo noo-meh-roh deh teh-leh-foh-noh
What is your phone number?

Mrs. Vargas: **321-522-1328.**

trehs dohs oo-noh seen-koh dohs dohs oo-noh trehs
dohs oh-choh
321-522-1328.

Describing Homes

Whether you're listing homes or presenting them to prospective buyers, you need to know how to talk about their features, including the number and types of rooms, overall square footage, when the house was built, whether the home has a garage, and so forth. The following sections introduce you to the descriptive words and phrases you need.



When showing homes, ask questions before giving answers. Not everyone wants a huge house on a huge lot. For example, say a prospective buyer asks

¿De qué tamaño es el lote? (deh keh tah-mah-nyoh ehs ehl loh-teh) How big is the lot?

Answer with a question like

¿Qué tamaño está buscando? (keh tah-mah-nyoh ehs-tah bvoos-kahn-doh) How big of a lot are you looking for?

Based on the person's answer, you can then form a more appropriate response. For example, if the person wants a large lot, you may answer,

Este lote es muy grande. (ehs-teh loh-teh ehs mooee grahn-deh) This lot is very large.

If the person doesn't want a large lot, however, your answer may be

El lote es promedio para esta área. (ehl loh-teh ehs proh-meh-deeoh pah-rah ehs-tah ah-reh-ah) The lot is average for this area.

Describing the home's age, size, and style

Most people in the market for a home have a vague notion of whether they want a newer home or a classic model. They probably also have a style preference — single-family, ranch, two-story, bungalow, and so on — and size (in square feet). The following phrases can help you convey the age, style, and size of the home.

Age is pretty easy, so start with that. Use the following example and just plug in the required number from Book I, Chapter 2:

The house was built 15 years ago. La casa fue construida hace quince años. (lah kah-sah fooeh kohn-strooee-dah ah-seh keen-seh ah-nyohs)

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To describe the size of the home, take the same approach. Substitute the appropriate number from Book I, Chapter 2 in this example:

It's 2,000 square feet. Tiene dos mil pies cuadrados. (teeeh-neh dohs meel peeehs kooah-drah-dohs)

Table 8-1 lists Spanish terms for some common house styles.

English	Spanish	Pronunciation
beach house	una casa de playa	<i>oo-nah kah-sah deh plah-yah</i>
brick house	una casa de ladrillo	<i>oo-nah kah-sah deh lah-dree-yoh</i>
bungalow	un bungalow	<i>oon bvoon-gah-loh</i>
cabin, hut	una cabaña	<i>oo-nah kah-bvah-nah</i>
colonial house	una casa colonial	<i>oo-nah kah-sah koh-loh-nee ah/</i>
condominium	un condominio	<i>oon kohn-doh-mee-neeoh</i>
contemporary house	una casa contemporánea	<i>oo-nah kah-sah kohn-tehm-poh-rah-nee-ah</i>
duplex	un dúplex	<i>oon doo-plehks</i>
farm house	una casa de granja	<i>oo-nah kah-sah deh grahn-Hah</i>
lower level	una planta baja	<i>oo-nah plahn-tah bvah-Hah</i>
mansion	una mansión	<i>oo-nah mahn-see ohn</i>
modern house	una casa moderna	<i>oo-nah kah-sah moh-dehr-nah</i>
one-story house	una casa de una planta	<i>oo-nah kah-sah deh oo-nah plahn-tah</i>
ranch house	un rancho	<i>oon rahn-choh</i>
single-family home	una casa individual	<i>oo-nah kah-sah een-dee-bvee-dooah/</i>
two-story house	una casa de dos plantas	<i>oo-nah kah-sah deh dohs plahn-tahs</i>
upper level	una planta alta	<i>oo-nah plahn-tah ahl-tah</i>

Touring the various rooms

When you're preparing a listing or showing homes to prospective buyers, being able to refer to the various rooms by name is much more effective. Table 8-2 reveals the Spanish names for the rooms of a house.

Table 8-2		Rooms of a House
<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
attic	el ático	ehl ah-tee-koh
balcony	el balcón	ehl bvahl-kohn
basement	el sótano	ehl soh-tah-noh
bathroom	el baño	ehl bvah-nyoh
bedroom	el dormitorio	ehl dohr-mee-toh-reeoh
closet	el armario	ehl ahr-mah-reeoh
deck	la terraza	lah teh-rrah-sah
dining room	el comedor	ehl koh-meh-dohr
driveway	el camino de entrada	ehl kah-mee-noh deh ehn-trah-dah
garage	el garaje	ehl gah-rah-Heh
half bath	el medio baño	ehl meh-deeoh bvah-nyoh
kitchen	la cocina	lah koh-see-nah
laundry room	la lavandería	lah lah-bvahn-deh-ree-ah
living room	la sala	lah sah-lah
room	el cuarto	ehl kooahr-toh
yard	el patio	ehl pah-teeoh

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Highlighting a home's amenities

Homes are often packed with features and other amenities that can make them more attractive to potential buyers. When listing or showing a home, don't forget to point out any of the special features it has; we've listed several in Table 8-3.



First time homeowners may not have a lot of furniture or appliances or money to spend on them. If you're dealing with first-time buyers, and the home is furnished, be sure to point it out:

The home is furnished. La casa está amueblada. (lah kah-sah eh-stah ah-mooeh-bulah-dah)

Table 8-3 Appliances, Furnishings, and Special Features

English	Spanish	Pronunciation
carpet	alfombra	ahl-fohm-bvrah
central air	aire central	ahee-reh sehn-trahl
dishwasher	una lavadora de platos	oo-nah lah-bvah-doh-rah deh plah-tohs
dryer	una secadora	oo-nah seh-kah-doh-rah
electric heating	calefacción eléctrica	kah-leh-fahk-seeohn eh-lehk-tree-kah
electric stove	una estufa eléctrica	oo-nah eh-stoo-fah eh-lehk-tree-kah
fireplace	una chimenea	oo-nah chee-meh-neh-ah
gas heating	calefacción de gas	kah-leh-fahk-seeohn deh gahs
gas stove	una estufa de gas	oo-nah eh-stoo-fah deh gahs
new roof	un techo nuevo	oon teh-choh noo-eh-bvoh
oil heating	calefacción de aceite	kah-leh-fahk-seeohn deh ah-sehee-teh
refrigerator	un refrigerador	oon reh-free-Heh-rah-dohr
sprinkler system	un sistema de regadío	oon see-steh-mah deh reh-gah-deeoh
swimming pool	una piscina	oo-nah pee-see-nah
tile floors	pisos en losa	pee-sohs ehn loh-sah
washer	una lavadora	oo-nah lah-bvah-doh-rah
water heater	un calentador de agua	oon kah-lehn-tah-dohr deh ah-gooah
wood floors	pisos en madera	pee-sohs ehn mah-deh-rah

Location, location, location

In the world of real estate, location is crucial — both in terms of property values and standard of living. Location often determines the level of

education and the distance you have to travel to secure your necessities and pursue your pleasures. Most homeowners are first going to wonder about the neighborhood's overall rating — good, bad, quiet, safe — so use one of the following phrases to describe its atmosphere and reputation:

- ✓ *This is a good neighborhood. Este es un vecindario bueno.* (ehs-teh ehs oon bveh-seen-dah-reeoh bvooeh-noh)
- ✓ *This is a bad neighborhood. Este es un vecindario malo.* (ehs-teh ehs oon bveh-seen-dah-reeoh mah-loh)
- ✓ *This is a quiet neighborhood. Este es un vecindario tranquilo.* (ehs-teh ehs oon bveh-seen-dah-reeoh trahn-kee-loh)
- ✓ *This is a good location. Esta es una localización buena.* (ehs-tah ehs oo-nah loh-kah-lee-sah-seeohn bvooeh-nah)
- ✓ *This is a safe neighborhood. Este es un vecindario seguro.* (ehs-teh ehs oon bveh-seen-dah-reeoh seh-goo-roh)

Proximity to schools, shopping, and other neighborhood offerings is often an important consideration for homeowners. If parks, schools, and shopping are nearby, be sure to point that out with the following phrase and the words listed in Table 8-4:

The property is close to . . . La propiedad está cerca de . . . (lah proh-peeeh-dahd ehs-tah sehr-kah deh)

Table 8-4 Neighborhood Offerings

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
bay	la bahía	lah bvah-ee-ah
beach	la playa	lah plah-yah
city	la ciudad	lah seeoo-dahd
golf course	el campo de golf	ehl kahm-poh deh gohlf
grocery store	la tienda de comestibles	lah tee ehn-dah deh koh-mehs-tee-bvlehs
hospital	el hospital	ehl ohs-pee-tahl
lake	el lago	ehl lah-goh
park	el parque	ehl pahr-keh
school	la escuela	lah ehs-kooeh-lah
shopping mall	el centro comercial	ehl sehn-troh koh-mehr-seeahl



If the property has a unique location relative to other properties on the same block, you can use one of the following phrases to describe the location:

- ✓ *a corner lot un terreno de esquina* (oon teh-rreh-noh deh ehs-kee-nah)
- ✓ *a cul-de-sac un callejón* (oon kah-yeh-Hohn)

Discussing the Financing and Purchase

When dealing with prospective home buyers, you eventually need to talk about money and lead the buyers through the process of presenting the seller with a purchase agreement. In the following sections, we get the preliminary money talk out of the way and then deal with the process of pitching an offer.



Don't be surprised if clients show a reluctance to discuss money matters, including financing and the down payment. They're likely to have a very different attitude toward these subjects than your other clients and may even prefer paying for the property with cash. Be prepared to spend more time discussing these matters with your Spanish-speaking clients. If possible, partner with a bilingual mortgage broker who is more accustomed to dealing with these situations.

Talking money

Prior to showing homes, you usually need to sit down with your clients and have a frank talk about finances, especially as the topic relates to how much home they can afford and whether they can afford homes within their targeted price range. Before you talk money, brush up on the following phrases:

- ✓ *Do you have a down payment?* ¿**Tiene un pago inicial?** (teeeh-neh oon pah-goh ee-nee-seeahl)
- ✓ *Has your bank already preapproved you for a loan?* ¿**Está pre-aprobado para una hipoteca?** (ehs-tah preh-ah-proh-bvah-doh pah-rah oo-nah ee-poh-teh-kah)
- ✓ *For how much money?* ¿**Por cuánto dinero?** (pohr kooahn-toh dee-neh-roh)
- ✓ *From which bank?* ¿**De cuál banco?** (deh kooahl bvahn-koh)
- ✓ *What is the telephone number?* ¿**Cuál es el número de teléfono?** (kooahl ehs ehl noo-meh-roh deh teh-leh-foh-noh)

- ✓ *What is your gross income? ¿Cuál es su salario bruto?* (kooahl ehs soo sah-lah-reeoh buroo-toh)
- ✓ *How much do you have for a down payment? ¿Cuánto tiene para el pago inicial?* (kooahn-toh teeuh-neh pah-rah ehl pah-goh ee-nee-seeahl)

Later in the process, you probably need to explain the various costs involved and tell the buyers how much they can expect their monthly payment to be:

- ✓ *The interest rate is . . . La tasa de interés es . . .* (lah tah-sah deh een-teh-rehs ehs)
- ✓ *Your monthly payment will be . . . Su pago mensual será de . . .* (soo pah-goh mehn-sooahl seh-rah deh)

Table 8-5 lists terms that involve fees, costs, and payments typical of real estate transactions.

Table 8-5 Real Estate Fees, Costs, and Payments

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
association fee	el costo de asociación	ehl kohs-toh deh ah-soh-seeah-seeohn
closing cost	el gasto de cierre	ehl gahs-toh deh seeeh-rreh
condo fees	los costos de condominio	lohs kohs-tohs deh kohn-doh-mee-neeoh
homeowner's insurance	el seguro de un propietario de vivienda	ehl seh-goo-roh deh oon proh-peeeh-tah-reeoh de bvee-bvee ehn-dah
minimum down payment	la entrega inicial mínima	lah ehn-treh-gah ee-nee-see-ahl mee-nee-mah
mortgage payment	el pago de la hipoteca	ehl pah-goh deh lah hee-poh-teh-kah
property tax	el impuesto de la propiedad	ehl eem-pooehs-toh deh lah proh-peeeh-dahd

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Making a purchase offer

When your clients finally show some interest in one of the homes they've seen, you can begin discussing the purchase with them to determine whether they

want to make an offer on it. During this time, the following phrases can be very useful:

- ✓ *Would you like to make an offer for the home? ¿Quisieran hacer una oferta por la casa?* (kee-seeeh-rahn ah-sehr oo-nah oh-fehr-tah pohr lah kah-sah)
- ✓ *How much money would you like to offer? ¿Cuánto dinero quisieran ofrecer?* (kooahn-toh dee-neh-roh kee-seeeh-rahn oh-freh-sehr)
- ✓ *Is there anything you'd like the homeowner to fix before you buy the home? ¿Hay unas cosas que quisiera que el dueño de la casa arregle antes de que comprara la casa?* (ahy oo-nahs koh-sahs keh kee-seeeh-rahn keh ehl dooeh-nyoh deh lah kah-sah ah-rreh-gleh ahn-tehs deh keh kohm-prah-rah lah kah-sah)
- ✓ *Do you want the homeowner to include anything else as part of the deal? ¿Hay algo más que quiere que el dueño incluya como parte de la transacción?* (ahy ahl-goh mahs keh kee-eeh-reh keh ehl dooeh-nyoh een-kloo-yeh koh-moh pahr-teh deh lah trahn-sahk-seeohn)
- ✓ *When would you like to have an answer from the homeowner to your offer? ¿Cuándo quisiera tener una respuesta del dueño a su oferta?* (kooahn-doh kee-seeeh-rahn teh-nehr oo-nah rehs-pooehs-tah dehl dooeh-nyoh ah soo oh-fehr-tah)
- ✓ *Please sign the purchase offer here. Favor de firmar la oferta de compra aquí.* (fah-bvohr deh feer-mahr lah oh-fehr-tah deh kohm-prah ah-kee)
- ✓ *I'll present your offer to the seller. Presentaré la oferta al vendedor.* (preh-sehn-tah-reh lah oh-fehr-tah ahl bvehn-deh-dohr)

After presenting the offer, you need to follow up with your clients to let them know where their offer stands:

- ✓ *The seller accepted your offer. El vendedor aceptó su oferta.* (ehl bvehn-deh-dohr ah-sehp-toh soo oh-fehr-tah)
- ✓ *The seller didn't accept your offer. El vendedor no aceptó su oferta.* (ehl bvehn-deh-dohr noh ah-sehp-toh soo oh-fehr-tah)
- ✓ *The seller has made a counteroffer. El vendedor ha hecho una contraferta.* (ehl bvehn-deh-dohr ah eh-choh oo-nah kohn-trah-oh-fehr-tah)
- ✓ *The seller will consider the offer. El vendedor considerará su oferta.* (ehl bvehn-deh-dohr kohn-see-deh-rah-rah soo oh-fehr-tah)



HUD (U.S. Department of Housing and Urban Development) has a comprehensive English-Spanish glossary of home buying terms on its Web site. Visit www.hud.gov/buying/terms_eng-sp.cfm.

Navigating the Closing

Unless somebody decides to read every document word for word at the closing, it should proceed very smoothly with a shuffling of papers around the table for each party's signature. To make sure your client shows up at the right place at the right time and is prepared to close, provide the following instructions:

- ✓ *The closing date is . . . La fecha del cierre es . . . (lah feh-chah dehl seeeh-rreh ehs)*
- ✓ *The closing is at . . . El cierre está en . . . (ehl seeeh-rreh ehs-tah ehn)*
- ✓ *You need to bring identification. Usted necesita traer identificación. (oos-tehd neh-seh-see-tah trah-ehr ee-dehn-tee-fee-kah-seeohn)*
- ✓ *You need to bring your checkbook. Usted necesita traer su chequera. (oos-tehd neh-seh-see-tah trah-ehr soo cheh-keh-rah)*
- ✓ *Your lawyer can come to the closing. Su abogado puede venir al cierre. (soo ah-bvoh-gah-doh pooeh-deh bveh-neer ahl seeeh-rreh)*
- ✓ *You may bring an interpreter. Puede traer un intérprete. (pooeh-deh trah-ehr oon een-tehr-preh-teh)*
- ✓ *Review the closing documents before the closing date. Examine los documentos antes de la fecha del cierre. (ehk-sah-mee-neh lohs doh-koo-mehn-tohs ahn-tehs deh lah feh-chah dehl seeeh-rreh)*
- ✓ *Call me if you have any concerns. Llámeme si tenga cualquier preocupación. (yah-mah-meh see tehn-gah kooahl-keeehr preh-oh-koo-pah-seeohn)*
- ✓ *Your lawyer may want to review the closing documents. Puede ser que su abogado quisiera examinar los documentos del cierre. (pooeh-deh sehr keh soo ah-bvoh-gah-doh kee-seeeh-rah ehk-sah-mee-nahr lohs doh-koo-mehn-tohs dehl seeeh-rreh)*

Table 8-6 lists some common commands that can come in handy when you're sitting around the closing table.

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Table 8-6 **Closing Table Commands**

English	Spanish	Pronunciation
look here	mire aquí	<i>mee-reh ah-kee</i>
read this (carefully)	lea esto (cuidadosamente)	<i>leh-ah ehs-toh (kooee-dah-doh-sah-mehn-teh)</i>
show me	enséñeme	<i>ehn-seh-nyeh-meh</i>

(continued)

Table 8-6 (continued)

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
sign here	fírmeme aquí	<i>feer-meh ah-kee</i>
sit here	siéntese aquí	<i>seeuhn-teh-seh ah-kee</i>
tell him/her	dígale	<i>dee-gah-leh</i>
tell me	dígame	<i>dee-gah-meh</i>
write	escriba	<i>eh-skree-bvah</i>

Dealing with Sellers

With a few variations, you can use much of the vocab in the earlier sections of this chapter when representing the seller. You still need to set up an appointment, gather information, and reference the property and its features. When dealing with sellers, however, you need to know at least a few unique expressions, including the following:

- ✓ *Do you want to sell the property?* **¿Quiere vender la propiedad?** (keeeh-reh bvehn-dehr lah proh-peeh-dahd)
- ✓ *Do you have a buyer?* **¿Tiene un comprador?** (teeeh-neh oon kohm-prah-dohr)
- ✓ *What is the lowest price you'll consider?* **¿Cuál es su precio más bajo?** (kooahl ehs soo preh-seeoh mahs bvah-Hoh)
- ✓ *Are you in a hurry to sell?* **¿Tiene prisa vender?** (teeeh-neh pree-sah bvehn-dehr)
- ✓ *Similar properties have sold for about this much.* **Unas propiedades similares han vendido por aproximadamente esta cantidad.** (oo-nahs proh-peeh-dah-dehs see-mee-lah-rehs ahn bvehn-dee-doh pohr ah-prohk-see-mah-dah-mehn-teh ehs-tah kahn-tee-dahd)
- ✓ *Someone wants to see your property.* **Alguien quiere ver su propiedad.** (ahl-geeehn keeeh-reh bvehr soo proh-peeh-dahd)
- ✓ *Someone wants to buy your property.* **Alguien quiere comprar su propiedad.** (ahl-geeehn kee-eh-reh kohm-prahr soo proh-pee-eh-dahd)
- ✓ *He/she liked your property.* **Le gustó su propiedad.** (leh goos-toh soo proh-peeh-dahd)

- ✓ *He/she made an offer.* **Él/Ella sometió una oferta.** (ehl/eh-yah soh-meh-teeoh oo-nah oh-fehr-tah)
- ✓ *This is the offer.* **Esta es la oferta.** (ehs-tah ehs lah oh-fehr-tah)
- ✓ *Do you accept the offer?* **¿Acepta usted la oferta?** (ah-sehp-tah oos-tehd lah oh-fehr-tah)

Chapter 9

Spanish for Gardening and Landscaping

In This Chapter

- ✓ Naming your tools in Spanish
- ✓ Laying the preplanting groundwork
- ✓ Mowing through some lawn care vocab
- ✓ Controlling weeds and pests

Wether you're a homeowner trying to landscape your property or an owner or manager of a landscaping company who needs to communicate with Spanish-speaking workers or customers, knowing some landscaping-related Spanish can help you get the job done right.

In this chapter, we introduce you to common landscaping terminology so that you can refer to plants and other landscape decor along with the tools and machinery required to get the job done. We also provide you with plenty of action words, phrases, and commands to describe common landscaping tasks, including preparing the ground, planting, fertilizing, watering, and cleaning up.

Brushing Up on the Tools of the Trade

Whether you're grading a pristine landscape, digging out overgrown shrubs, pruning trees, laying sod, or planting flowers, you're usually using one or more tools or instructing others to use the tools to do the job more easily and efficiently. When it comes to using tools, you can combine the following phrases with terms from Table 9-1:

- ✓ *Bring me the . . .* Tráigame el/la . . . (*trahee-gah-meh ehl/lah*)
- ✓ *Use the . . .* Use el/la . . . (*oo-seh ehl/lah*)
- ✓ *Put away the . . .* Guarde el/la . . . (*gooahr-deh ehl/lah*)

Table 9-1 Landscaping Tools and Related Terms

English	Spanish	Pronunciation
aerator	el abridor de hoyos	ehl ah-bvree-dohr deh oh-yohs
ax	el hacha	ehl ah-chah
backhoe	la excavadora	lah eks-kah-bvah-doh-rah
broom	la escoba	lah ehs-koh-bvah
brush	el cepillo	ehl seh-peeh-yoh
bucket	la cubeta/el cubo	lah koo-bveh-tah/ehl koo-bvoh
bulldozer	la excavadora	lah eks-kah-bvah-doh-rah
cart	la carreta	lah kah-rreh-tah
clippers	las podadoras	lahs poh-dah-doh-rahs
chainsaw	la motosierra	lah moh-toh-see eh-rrah
compactor	el compactador	ehl kohm-pahk-tah-dohr
edger	el cortabordes	ehl kohr-tah-bvohr-dehs
grass catcher	el recogedor de cortada	ehl reh-koh-Heh-dohr deh kohr-tah-dah
hedge clippers	las podadoras	las poh-dah-doh-rahs
hoe	el azadón	ehl ah-sah-dohn
hose (drip)	la manguera chorreando	lah mahn-geh-rah choh-rreh-ahn-doh
hose (soaker)	la manguera de remojo	lah mahn-geh-rah deh reh-moh-Hoh
lawn mower	la cortadora de césped	lah kohr-tah-doh-rah deh sehs-pehd
high-wheel	la cortadora de ruedas altas	lah kohr-tah-doh-rah deh rooeah-dahs ah-tahs
power	la cortadora de motor	lah kohr-tah-doh-rah deh moh-tohr
push	la cortadora manual	lah kohr-tah-doh-rah mah-nooah!
riding	la cortadora con asiento	lah kohr-tah-doh-rah kohn ah-see ehn-tah

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
lawn tractor	el tractor para el césped	ehl trahk- <i>tohr</i> pah-rah ehl <i>sehs-pehd</i>
leaf blower	la sopladora de hojas	lah soh-plah- <i>doh</i> -rah deh <i>oh-Hahs</i>
loppers	las tijeras de mango largo	lahs tee- <i>Heh</i> -rahs deh <i>mahn-goh lahr-goh</i>
mulcher	el desmenuzador	ehl dehs-meh-noo-sah- <i>dohr</i>
pickaxe	el pico	ehl <i>pee-koh</i>
pitchfork	la horca	lah <i>ohr-kah</i>
plow	el arado	ehl ah- <i>rah-doh</i>
power rake	el rastrillo de motor	ehl rahs- <i>tree-yoh</i> deh moh- <i>tohr</i>
pruners	las tijeras de podar	lahs tee- <i>Heh</i> -rahs deh poh- <i>dahr</i>
rake	el rastrillo	ehl rahs- <i>tree-yoh</i>
roller	el rodillo	ehl roh- <i>dee-yoh</i>
rotary tiller	la cultivadora rotatoria	lah kool-tee-bvah- <i>doh-rah</i> roh-tah- <i>toh-reeah</i>
saw	la sierra	lah see- <i>eh-rrah</i>
shovel/spade	la pala	lah <i>pah-lah</i>
spade (hand)	la pala de mano	lah pah-lah deh <i>mah-noh</i>
spreader (of seeds)	la máquina de sembrar	lah <i>mah-kee-nah</i> deh sehm- <i>bvrahr</i>
spreader	el esparcidor/la bomba de asperjar	ehl ehs-pahr-see- <i>dohr</i> /lah <i>bvohm-bvah</i> deh ahs-pehr- <i>Hahr</i>
sprinkler	el aspersor	ehl ahs-pehr- <i>sohr</i>
valve	la válvula	lah <i>bvahl-bvoo-lah</i>
watering can	la regadera	lah reh-gah- <i>deh-rah</i>
wheelbarrow	la carretilla	lah kah-rreh- <i>tee-yah</i>
wood chipper	el trituradora	ehl tree-too-rah- <i>doh-rah</i>

You also need to be aware of some of the Spanish words for the safety gear that protects you and your fellow workers on the job. Check out Table 9-2 for a quick primer.

Table 9-2**Safety Gear for Gardening**

English	Spanish	Pronunciation
boots	las botas	lahs <i>bvoh-tahs</i>
earplugs	los tapones para los oídos	lohs <i>tah-poh-nehs pah-rah</i> lohs <i>ohhee-dohs</i>
face shield/mask	la máscara	lah <i>mahs-kah-rah</i>
gloves	los guantes	lohs <i>gooahn-tehs</i>
goggles	los lentes de seguridad	lohs <i>lehn-tehs deh</i> <i>seh-goo-ree-dahd</i>
hard hat	el casco	ehl <i>kahs-koh</i>
hat (for the sun)	el sombrero	ehl <i>sohm-bvreh-roh</i>
respirator	la filtradora de aire	lah <i>feel-trah-doh-rah deh</i> <i>ahee-reh</i>

Commanding Your Crew

If you're just starting to acquire Spanish-speaking skills, you may want to ease yourself into the situation by paring down the verbal instructions and showing rather than telling your crew what you want them to do and how you want them to do it. To train your crew, combine the suitable phrases from the following list with actual demonstrations of landscaping tasks:

- ✓ *Follow me.* **Sígame.** (see-gah-meh)
- ✓ *Watch me do it.* **Obsérveme hacerlo.** (ohbv-sehr-bveh-meh ah-sehr-loh)
- ✓ *Let me show you how.* **Déjeme demostrar.** (deh-Heh-meh deh-mohs-trahr)
- ✓ *Do it like this.* **Hágalo así.** (ah-gah-loh ah-see)
- ✓ *Help me.* **Ayúdeme.** (ah-yoo-deh-meh)
- ✓ *Mow the grass in this area.* **Corte la hierba en esta área.** (kohr-teh lah eeehr-bvah ehn ehs-tah ah-reh-ah)
- ✓ *Remove the weeds like this.* **Quite la mala hierba así.** (kee-teh lah mah-lah eeehr-bvah ah-see)
- ✓ *Rake this area.* **Rastrille esta área.** (rahs-tree-yeh ehs-tah ah-reh-ah)
- ✓ *Blow the debris off the walks and driveways like this.* **Sople la basura de las aceras y la calzada así.** (soh-pleh lah bvah-soo-rah deh lahs ah-seh-rahs ee lah kahl-sah-dah ah-see)

- ✓ *Sweep up when you are done.* Bárralo cuando termine con todo.
(bvah-rreh-loh kooahn-doh tehr-mee-neh kohn toh-doh)
- ✓ *Stay off of this area.* Quédese de esta área. (keh-deh-seh deh ehs-tah ah-reh-ah)
- ✓ *Plant these plants here.* Plante estas plantas aquí. (plahn-teh ehs-tahs plahn-tahs ah-kee)
- ✓ *Trim the tree like this.* Recorte el árbol así. (reh-kohr-teh ehl ahr-bvohl ah-see)
- ✓ *Dig here like this.* Cave aquí como esto. (kah-bveh ah-kee koh-moh ehs-toh)
- ✓ *Clean up this area.* Limpie esta área. (leem-peeh ehs-tah ah-reh-ah)
- ✓ *Place the trash in the dumpster.* Tire la basura en el basurero. (tee-reh lah bvah-soo-rah ehn lah bvah-soo-reh-roh)
- ✓ *Water these plants.* Regue estas plantas. (reh-geh ehs-tahs plahn-tahs)
- ✓ *Turn on the water.* Prenda el agua. (prehn-dah ehl ah-gooah)
- ✓ *Turn off the water.* Apague el agua. (ah-pah-geh ehl ah-gooah)
- ✓ *Start the machine like this.* Encienda la máquina así. (ehn-seeehn-dah lah mah-kee-nah ah-see)
- ✓ *Turn off the machine like this.* Apague la máquina así. (ah-pah-geh lah mah-kee-nah ah-see)



When giving directions, you also need to point out any potential safety hazards, such as overhead power lines or buried power lines, gas lines, and water pipes. Following are some key phrases you need to master:

- ✓ *Don't dig where you see these markers.* No cave donde se ve estos marcadores. (noh kah-bveh dohn-deh seh bveh ehs-tohs mahr-kah-doh-rehs)
- ✓ *Don't cut down any of the marked trees.* No corte los árboles marcados. (noh kohr-the lohs ahr-bvoh-lehs mahr-kah-dohs)
- ✓ *Stay away from those power lines.* Quédese lejos de las líneas eléctricas. (keh-deh-seh leh-Hohs deh lahs lee-neh-ahs eh-lehk-tree-kahs)
- ✓ *Put on your safety glasses first.* Póngase sus gafas de seguridad primero. (pohn-gah-seh soos gah-fahs deh seh-goo-ree-dahd pree-meh-roh)
- ✓ *Turn off the power first.* Apague la electricidad primero. (ah-pah-geh lah eh-lehk-tree-see-dahd pree-meh-roh)

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Prepping the Ground for Planting

Every landscaper and gardener knows that one of the keys to a healthy landscape is to prepare the ground properly before planting anything. You need to ensure proper drainage, make sure the soil is the right consistency and has the right mix of nutrients, and put down any necessary landscaping fabric to control weeds.

In the following sections, we provide several commands and phrases to help you lead any Spanish-speaking workers through the process.

Grading the lot

A properly graded lot directs water away from any structures and prevents pools from developing during heavy rains. Make sure your workers grasp the basic concepts and grade the lot properly:

- ✓ *The ground needs to slope down away from the building. La tierra necesita bajar de la estructura.* (lah teeuh-rrah neh-seh-see-tah bvah-Hahr deh lah ehs-trook-too-rah)
- ✓ *Rain water must flow down away from the home. El agua de lluvia debe de fluir fuera de la casa.* (ehl ah-gooah deh yoo-bveeah deh-bveh deh floo-eer fooeh-rah deh lah kah-sah)
- ✓ *Level any areas that look high. Nivele cualquier área que parezca alta.* (nee-bveh-leh kooahl-keeehr ah-reh-ah keh pah-rehs-kah ahl-tah)
- ✓ *Fill in areas that look low. Rellene cualquier área que parezca baja.* (reh-yeh-neh kooahl-keeehr ah-reh-ah keh pah-rehs-kah bvah-Hah)
- ✓ *Clear all rocks and debris from the area. Limpie las piedras y la basura de la área.* (leem-peeh lah peeeh-drahs ee lah bvah-soo-rah deh lah ah-reh-ah)
- ✓ *Use the bulldozer to move any big rocks. Use la excavadora a trasladar cualquier piedra grande.* (oo-seh lah ehsk-kah-bvah-doh-rah ah trahs-lah-dahr kooahl-keeehr peeeh-drah grahn-deh)
- ✓ *Dig up all the roots. Saque todas las raíces.* (sah-keh toh-dahs lahhs rahee-sehs)
- ✓ *Spray some water on the dirt to keep the dust down. Rocie la tierra con agua para controlar el polvo.* (roh-seeh lah teeuh-rrah kohn ah-gooah pah-rah kohn-troh-lahr ehl pohl-bvoh)

Preparing the soil

Before you do any serious planting, you may need to till the soil and add a level of topsoil. Here are some directives you can use to instruct your crew:

- ✓ *Spread a layer of topsoil. Esparza un estrato de capa superior de suelo.*
(ehs-pahr-sah oon ehs-trah-toh deh kah-pah soo-peh-reeohr deh sooeh-loh)
- ✓ *Add compost here. Añada el abono aquí.* (ah-nyah-dah ehl ah-bvoh-noh ah-kee)
- ✓ *Add manure here. Añada el estiércol aquí.* (ah-nyah-dah ehl ehs-teeehr-kohl ah-kee)
- ✓ *Till the soil before planting. Cultive la tierra antes de sembrarla.*
(kool-tee-bveh lah teeuh-rrah ahn-tehs deh seh-m-bvahr-lah)
- ✓ *Rake this area smooth first. Rastrille esta área liso primero.*
(rahs-tree-yeh ehs-tah ah-reh-ah lee-soh pree-meh-roh)

Laying landscaping fabric and edging

In areas where weeds are likely to become a problem later, you want to lay down some landscaping fabric and edging before planting. Here are a couple of phrases that can help you provide the necessary direction:

- ✓ *Lay the fabric down here before planting. Despliegue la tela aquí antes de sembrar la tierra.* (dehs-pleeh-geh lah teh-lah ah-kee ahn-tehs deh seh-m-bvahr-lah teeuh-rrah)
- ✓ *Make sure the fabric goes all the way to the edge here. Asegure que la tela llegue al borde aquí.* (ah-seh-goo-reh keh lah teh-lah yeh-geh ahl bvohr-deh ah-kee)
- ✓ *Use steel edging along here. Use el borde de fierro aquí.* (oo-seh ehl bvohr-deh deh feeh-rroh ah-kee)

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Planting Trees, Shrubs, and Flowers

Planting sounds easy at first — dig a hole, stick the plant in it, and fill the hole back up with dirt. However, when you start to consider all the different types of plants and variations in how best to plant them, planting instructions

become much more complex. We can't begin to deal with all the nuances of location, proper planting depths, and drainage considerations for each type of plant, but we can provide some basic instructions:

- ✓ *Dig the hole two feet deep and two feet wide. Cave el hoyo dos pies profundo y dos pies ancho.* (kah-bveh ehl oh-yoh dohs preeehs proh-foon-doh ee dohs preeehs ahn-choh)
- ✓ *The hole is too deep. El hoyo es demasiado profundo.* (ehl oh-yoh ehs deh-mah-seeah-doh proh-foon-doh)
- ✓ *Dig a little deeper. Cave el hoyo más profundo.* (kah-bveh ehl oh-yoh mahnhs proh-foon-doh)
- ✓ *Mix peat moss and fertilizer with the dirt before filling in the hole. Mezcle el sustrato orgánico y el fertilizante con la tierra antes de llenar el hoyo.* (mehs-kleh ehl soos-trah-toh ohr-gah-nee-koh ee ehl fehr-tee-lee-sahn-teh kohn lah teeuh-rrah ahn-tehs deh reh-yeh-nahr ehl oh-yoh)
- ✓ *Make sure the roots are below the ground. Asegure que las raíces quedan debajo del suelo.* (ah-seh-goo-reh keh lahs rahee-sehs keh-dahn deh-bvah-Hoh dehl sooeh-loh)
- ✓ *Make sure the roots are level with the ground. Asegure que las raíces están plano con el suelo.* (ah-seh-goo-reh keh lahs rahee-sehs ehs-tahn plah-noh kohn ehl sooeh-loh)
- ✓ *Make sure the top of the roots are just above the ground. Asegure que la parte de arriba de las raíces queda encima del suelo.* (ah-seh-goo-reh keh lah pahr-teh deh ah-rree-bvah deh lahs rahee-sehs keh-dah ehn-see-mah dehl sooeh-loh)
- ✓ *Fill back in with soil like this. Rellene el hoyo con la tierra así.* (reh-yeh-neh ehl oh-yoh kohn lah teeuh-rrah ah-see)
- ✓ *Water all the plants when you're done planting. Riegue todas las plantas después de plantarlas.* (reeeh-geh toh-dahs lahs plahn-tahs dehs-pooehs deh plahn-tahr-lahs)

As you're directing the landscapers, refer to Table 9-3 for some additional words that are likely to come into play.

Table 9-3

Plants and Related Words

English	Spanish	Pronunciation
annual	la planta anual	lah plahn-tah ah-nooah!
ball	la bola	lah bvoh-lah
bed (of flowers)	el arriate	ehl ah-ree ah-teh
border	el borde	ehl bvohr-deh

<i>English</i>	<i>Spanish</i>	<i>Pronunciation</i>
bulb	el bulbo	ehl <i>bvoo-lbvoh</i>
bush	el arbusto	ehl <i>ahr-bvoos-toh</i>
flower	la flor	lah <i>flohr</i>
flower pot	la maceta	lah <i>mah-seh-tah</i>
flowering plant	la planta que da flores	lah <i>plahn-tah keh dah floh-rehs</i>
ground	la tierra	lah <i>tee eh-rrah</i>
ground cover	las plantas de cobertura	lahs <i>plahn-tahs deh koh-bvehr-too-rah</i>
hole	el hoyo/el hueco	ehl <i>oh-yoh/ehl ooeh-koh</i>
manure	el estíercol	ehl <i>ehs-teeehr-kohl</i>
mulch	el sustrato/la composta/ el mulchin	ehl <i>soos-trah-toh/lah kohm-pohs-tah/ehl mool-cheen</i>
peat moss	el sustrato orgánico	ehl <i>soos-trah-toh ohr-gah-nee-koh</i>
perennial	la planta perenne	lah <i>plahn-tah peh-reh-neh</i>
planter	la jardinera	lah <i>Hahr-dee-neh-rah</i>
seeds	las semillas	lahs <i>seh-mee-yahs</i>
soil	la tierra	lah <i>tee eh-rrah</i>

Lawn Care Lingo

Unless you're living and working in desert areas, a good portion of your landscaping duties revolve around lawn care — laying sod, seeding, mowing, fertilizing, watering, and so on. In the following sections, we introduce some essential lawn care terminology for dealing with the most common lawn care tasks.

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Mowing

From spring until fall, mowing becomes a weekly and sometimes biweekly chore, during which time the following phrases can come in very handy:

- ✓ *Cut the grass two inches tall. Corte la hierba a dos pulgadas.* (*kohr-teh lah eeehr-bvah ah dohs pool-gah-dahs*)
- ✓ *Set the mower higher. Ajuste la segadora más alta.* (*ah-Hoos-teh lah seh-gah-doo-rah mahs ahl-tah*)

- ✓ Set the mower lower. Ajuste la segadura más baja. (ah-Hoos-teh lah seh-gah-doo-rah mahs bah-Hah)
- ✓ Don't mow where we just planted seed. No corte la hierba donde acabamos de sembrar. (noh kohr-teh lah eeehr-bvah dohn-deh ah-kah-bvah-mohs deh sehm-bvah)
- ✓ Attach the grass catcher to bag the clippings. Sujete la bolsa para recoger la hierba. (soo-Heh-tah lah bwohl-sah pah-rah reh-koh-Hehr lah eeehr-bvah)
- ✓ Leave the clippings on the lawn. Deje la hierba cortada en el jardín. (deh-Heh lah eeehr-bvah kohr-tah-dah ehn ehl Hahr-deen)
- ✓ Place the clippings in the mulch pile. Coloque la hierba cortada en el pilón orgánico. (koh-loh-keh lah eeehr-bvah kohr-tah-dah ehn ehl pee-lohn ohr-gah-nee-koh)
- ✓ Be careful mowing near the flower beds. Tenga cuidado cortando la hierba cerca de los arriates. (tehn-gah kooee-dah-doh kohr-tahn-doh lah eeehr-bvah sehr-kah deh lohs ah-rreeh-tehs)
- ✓ Use the edger around the walkways. Use el cortabordes alrededor de las aceras. (oo-seh ehl kohr-tah-bvahr-dehs ahl-reh-deh-dohr deh lahs ah-seh-rahs)

Watering

Nowadays, many people water with sprinkling systems, but you're still likely to encounter situations in which you need to instruct workers or property owners on when to water and how much:

- ✓ Water this every day. Riegue esta parte todos los días. (reeeh-geh ehs-tah pahr-teh toh-dohs lohs dee-ahs)
- ✓ Water this every other day when it doesn't rain. Riegue esta parte cada dos días cuando no llueva. (reeeh-geh ehs-tah pahr-teh kah-dah dohs dee-ahs kooahn-doh noh yooeh-bvah)
- ✓ Water this very heavily. Riegue esta parte mucho. (reeeh-geh ehs-tah pahr-teh moo-choh)
- ✓ Water this lightly. Riegue esta parte poco. (reeeh-geh ehs-tah pahr-teh poh-koh)
- ✓ Keep this damp until the seeds sprout. Mantenga esta área húmeda hasta que las semillas broten. (mahn-tehn-gah ehs-tah ah-reh-ah oo-meh-dah ahs-tah keh lahs seh-mee-yahs bvroh-tehn)
- ✓ Don't water on days when it rains. No riegue en los días cuando llueva. (noh reeeh-geh ehn lohs dee-ahs kooahn-doh yooeh-bvah)

Applying fertilizer and herbicides

Applying fertilizer, herbicides, and pesticides may be beneficial restoring a distressed lawn or maintaining a lawn's health, but you also need to address worker safety. The following expressions can help you ensure proper and safe applications:

- ✓ *Use fertilizer here.* Use fertilizante aquí. (oo-seh fehr-tee-lee-sahn-teh ah-kee)
- ✓ *Use the fertilizer spreader.* Use el esparcidor de fertilizante. (oo-seh ehl ehs-pahr-see-dohr deh fehr-tee-lee-sahn-teh)
- ✓ *Use this setting.* Ajústelo así. (ah-Hoos-teh-loh ah-see)
- ✓ *Don't use too much.* No use demasiado. (noh oo-seh deh-mah-seeah-doh)
- ✓ *Don't get this on your skin.* Esto no debe de tocar el piel. (ehs-toh noh deh-bveh deh toh-kahr ehl peeehl)
- ✓ *Don't breathe the dust.* No respire el polvo. (noh rehs-pee-reh ehl pohl-bvoh)
- ✓ *Always wear a mask.* Siempre usa una máscara. (seeehm-preh oo-sah oo-nah mahn-kah-rah)
- ✓ *Wash your hands after use.* Lávese las manos después de usar. (lah-bvah-seh lahs mah-nohs dehs-pooehs deh oo-sahr)
- ✓ *Spray this only on the weeds.* Rocie esto solamente en las hierbas malas. (roh-seeeh ehs-toh soh-lah-mehn-teh ehn lahs eeehr-bvahs mah-lahs)

Aerating and dethatching

Aerating and dethatching not only give lawns a breath of fresh air but also give water and nutrients easier access to reaching the roots. When a lawn needs to be aerated or dethatched, use the following expressions:

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- ✓ *Dethatch the lawn.* Airee el césped. (ahee-reh-eh el sehs-pehd)
- ✓ *Use the power rake.* Use el rastrillo de motor. (oo-seh el rah-stree-yoh deh moh-tohr)
- ✓ *Rake up the debris.* Rastrille los escombros. (rah-stree-yeh lohs ehs-kohm-brohs)
- ✓ *Aerate the lawn.* Airee el jardín. (ahee-reh-eh ehl Hahr-deen)

Spreading grass seed

For new or severely damaged lawns, you may need to seed or over-seed. Use the following expressions to provide direction:

- ✓ *Seed the area. Siembre el área.* (seeehm-bvreh el ah-reh-ah)
- ✓ *Scatter the seed with the mechanical spreader. Siembre las semillas con la máquina de sembrar.* (seeehm-bvreh lahs seh-mee-yahs kohn lah mah-kee-nah deh sem-bvrah)

Laying sod

When laying sod, keeping it from drying out and laying it properly are the keys to success:

- ✓ *Keep the sod out of the sun. Guarde el celote en la sombra.* (gooahr-deh ehl seh-loh-teh ehn lah sohm-bvrah)
- ✓ *Start here. Empiece aquí.* (ehm-peeeh-seh ah-kee)
- ✓ *Lay the sod parallel to the house. Coloque el celote paralelamente a la casa.* (koh-loh-keh ehl seh-loh-teh pah-rah-leh-lah-mehn-teh ah lah kah-sah)
- ✓ *Lay the sod perpendicular to the house. Coloque el celote perpendicularmente a la casa.* (koh-loh-keh ehl seh-loh-teh pehr-pehn-dee-koo-lahr-mehn-teh ah lah kah-sah)
- ✓ *Don't leave gaps. No deje ningún hueco entre las fajas del celote.* (noh deh-Heh neen-goon Hooeh-koh ehn-treh lahs fah-Hahs dehl seh-loh-teh)
- ✓ *Lay the strips closer together. Coloque las tiras cerca el uno al otro.* (koh-loh-keh lahs tee-rahs sehr-kah ehl oo-noh ahl oh-troh)
- ✓ *Press the sod down with a drum roller when you're finished. Use el rodillo cuando haya terminado colocando el celote.* (oo-seh ehl roh-dee-yoh kooahn-doh ah-yah tehr-mee-nah-doh koh-loh-kahn-doh ehl seh-loh-teh)

Book V

Appendixes

The 5th Wave

By Rich Tennant



"I know it's a popular American expression, but you just don't say 'Hasta la vista,baby' to a nun."

In this book . . .

Picking up a new language requires a great deal of memorization. You need to memorize the vocabulary, of course, but you also need to memorize the various grammatical rules and verb conjugations. When your brain isn't quite up to the task of providing you with total recall, turn to these appendixes for quick reference. We also include a CD track listing.

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Appendix A

Spanish Verbs

.....

Regular Spanish Verbs

decidir: to decide

Present participle: *decidiendo*

Past Participle: *decidido*

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
decido	decidimos	he decidido	hemos decidido
decides	decidís	has decidido	habéis decidido
decide	deciden	ha decidido	han decidido
<i>Imperfect</i>		<i>Pluperfect</i>	
decidía	decidíamos	había decidido	habíamos decidido
decidías	decidíais	habías decidido	habíais decidido
decidía	decidían	había decidido	habían decidido
<i>Preterit</i>		<i>Preterit perfect</i>	
decidí	decidimos	hube decidido	hubimos decidido
decidiste	decidisteis	hubiste decidido	hubisteis decidido
decidió	decidieron	hubo decidido	hubieron decidido
<i>Future</i>		<i>Future perfect</i>	
decidiré	decidiremos	habré decidido	habremos decidido
decidirás	decidirán	habras decidido	habréis decidido
decidirá	decidirán	habrá decidido	habrán decidido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Conditional</i>		<i>Conditional perfect</i>	
decidiría	decidiríamos	habría decidido	habríamos decidido
decidirías	decidiríais	habrías decidido	habríais decidido
decidiría	decidirían	habría decidido	habrían decidido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
decida	decidamos	haya decidido	hayamos decidido
decidas	decidáis	hayas decidido	hayáis decidido
decida	decidan	haya decidido	hayan decidido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
decidiera	decidiéramos	hubiera decidido	hubiéramos decidido
decidieras	decidierais	hubieras decidido	hubierais decidido
decidiera	decidieran	hubiera decidido	hubieran decidido
<i>Imperative</i>			
N/A	decidamos		
decide; no decidas	decidid; no decidáis		
decida	decidan		

admitir: to admit, to permit

Present participle: admitiendo

Past Participle: admitido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
admito	admitimos	he admitido	hemos admitido
admites	admitís	has admitido	habéis admitido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
admite	admiten	ha admitido	han admitido	
<i>Imperfect</i>		<i>Pluperfect</i>		
admitía	admitíamos	había admitido	habíamos admitido	
admitías	admitíais	habías admitido	habíais admitido	
admitía	admitían	había admitido	habían admitido	
<i>Preterit</i>		<i>Preterit perfect</i>		
admití	admitimos	hube admitido	hubimos admitido	
admitiste	admitisteis	hubiste admitido	hubisteis admitido	
admitió	admitieron	hubo admitido	hubieron admitido	
<i>Future</i>		<i>Future perfect</i>		
admitiré	admitiremos	habré admitido	habremos admitido	
admitirás	admitiréis	habrás admitido	habréis admitido	
admitirá	admitirán	habrá admitido	habrán admitido	
<i>Conditional</i>		<i>Conditional perfect</i>		
admitiría	admitiríamos	habría admitido	habríamos admitido	
admitirías	admitiríais	habrías admitido	habrías admitido	
admitiría	admitirían	habría admitido	habrían admitido	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
admita	admitamos	haya admitido	hayamos admitido	
admitas	admitáis	hayas admitido	hayáis admitido	
admita	admitan	haya admitido	hayan admitido	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
admitiera	admitiéramos	hubiera admitido	hubiéramos admitido	

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
admitieras	admitierais	hubieras admitido	hubierais admitido
admitiera	admitieran	hubiera admitido	hubieran admitido
<i>Imperative</i>			
N/A	admitamos		
admite;	admitid;		
no admitas	no admitáis		
admita	admitan		

comprender: to understand

Present participle: **comprendiendo**

Past Participle: **comprendido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
comprendo	comprendemos	he comprendido	hemos comprendido
comprendes	comprendéis	has comprendido	habéis comprendido
comprende	comprenden	ha comprendido	han comprendido
<i>Imperfect</i>		<i>Pluperfect</i>	
comprendía	comprendíamos	habías comprendido	habíamos comprendido
comprendías	comprendíais	habías comprendido	habíais comprendido
comprendía	comprendían	había comprendido	habían comprendido
<i>Preterit</i>		<i>Preterit perfect</i>	
comprendí	comprendimos	hube comprendido	hubimos comprendido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
comprendiste	comprendisteis	hubiste comprendido	hubisteis comprendido	
comprendió	comprendieron	hubo comprendido	hubieron comprendido	
<i>Future</i>		<i>Future perfect</i>		
comprenderé	comprenderemos	habré comprendido	habremos comprendido	
comprenderás	comprenderéis	habrás comprendido	habréis comprendido	
comprenderá	comprenderán	habrá comprendido	habrán comprendido	
<i>Conditional</i>		<i>Conditional perfect</i>		
comprendería	comprenderíamos	habría comprendido	habríamos comprendido	
comprenderías	comprenderíais	habrías comprendido	habríais comprendido	
comprendería	comprenderían	habría comprendido	habrían comprendido	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
comprenda	comprendamos	haya comprendido	hayamos comprendido	
comprendas	comprendáis	hayas comprendido	hayáis comprendido	
comprenda	comprendan	haya comprendido	hayan comprendido	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
comprendiera	comprendiéramos	hubiera comprendido	hubiéramos comprendido	

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
comprendieras	comprendierais	hubieras comprendido	hubierais comprendido
comprendiera	comprendieran	hubiera comprendido	hubieran comprendido
<i>Imperative</i>			
N/A	comprendamos		
comprende; no comprendas	comprended; no comprendáis		
comprenda	comprendan		

escuchar: to listen (to)

Present participle: **escuchando**

Past Participle: **escuchado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
escucho	escuchamos	he escuchado	hemos escuchado
escuchas	escucháis	has escuchado	habéis escuchado
escucha	escuchan	ha escuchado	han escuchado
<i>Imperfect</i>		<i>Pluperfect</i>	
escuchaba	escuchábamos	había escuchado	habíamos escuchado
escuchabas	escuchabais	habías escuchado	habíais escuchado
escuchaba	escuchaban	había escuchado	habían escuchado
<i>Preterit</i>		<i>Preterit perfect</i>	
escuché	escuchamos	hube escuchado	hubimos escuchado
escuchaste	escuchasteis	hubiste escuchado	hubisteis escuchado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
escuchó	escucharon	hubo escuchado	hubieron escuchado	
<i>Future</i>		<i>Future perfect</i>		
escucharé	escucharemos	habré escuchado	habremos escuchado	
escucharás	escucharéis	habrás escuchado	habréis escuchado	
escuchará	escucharán	habrá escuchado	habrán escuchado	
<i>Conditional</i>		<i>Conditional perfect</i>		
escucharía	escucharíamos	habría escuchado	habríamos escuchado	
escucharías	escucharíais	habrías escuchado	habrías escuchado	
escucharía	escucharían	habría escuchado	habrían escuchado	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
escuche	escuchemos	haya escuchado	hayamos escuchado	
escuches	escuchéis	hayas escuchado	hayáis escuchado	
escuche	escuchen	haya escuchado	hayan escuchado	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
escuchara	escucháramos	hubiera escuchado	hubiéramos escuchado	
escucharas	escucharais	hubieras escuchado	hubierais escuchado	
escuchara	escucharan	hubiera escuchado	hubieran escuchado	
<i>Imperative</i>				
N/A	escuchemos			
escucha;	escuchad;			
no escuches	no escuchéis			
escuche	escuchen			

felicitar: to congratulate

Present participle: **felicitando**

Past Participle: **felicitado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
felicito	felicitamos	he felicitado	hemos felicitado
felicitas	felicitáis	has felicitado	habéis felicitado
felictita	felicitan	ha felicitado	han felicitado
<i>Imperfect</i>		<i>Pluperfect</i>	
felicitaba	felicitábamos	había felicitado	habíamos felicitado
felicitabas	felicitabais	habías felicitado	habíais felicitado
felicitaba	felicitaban	había felicitado	habían felicitado
<i>Preterit</i>		<i>Preterit perfect</i>	
felicité	felicitamos	hube felicitado	hubimos felicitado
felicitaste	felicitasteis	hubiste felicitado	hubisteis felicitado
felicitó	felicitaron	hubo felicitado	hubieron felicitado
<i>Future</i>		<i>Future perfect</i>	
felicitaré	felicitaremos	habré felicitado	habremos felicitado
felicitarás	felicitaréis	habrás felicitado	habréis felicitado
felicitará	felicitarán	habrá felicitado	habrán felicitado
<i>Conditional</i>		<i>Conditional perfect</i>	
felicitaría	felicitaríamos	habría felicitado	habríamos felicitado
felicitarías	felicitéis	habrías felicitado	habréis felicitado
felicitaría	felicitarían	habría felicitado	habrían felicitado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
felicite	felicitemos	haya felicitado	hayamos felicitado
felicites	felicitéis	hayas felicitado	hayáis felicitado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
felicite	feliciten	haya felicitado	hayan felicitado	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
felicitara	felicitáramos	hubiera felicitado	hubiéramos felicitado	
felicitaras	felicitaraís	hubieras felicitado	hubieraís felicitado	
felicitara	felicitaran	hubiera felicitado	hubieran felicitado	
<i>Imperative</i>				
N/A	felicitemos			
felicta; no felicites	felicitad; no felicitéis			
felicite	feliciten			

barrer: to sweep
Present participle: barriendo
Past Participle: barrido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
barro	barremos	he barrido	hemos barrido
barres	barréis	has barrido	habéis barrido
barre	barren	ha barrido	han barrido
<i>Imperfect</i>		<i>Pluperfect</i>	
barría	barríamos	había barrido	habíamos barrido
barrías	barríais	habías barrido	habíais barrido
barría	barrían	había barrido	habían barrido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Preterit</i>		<i>Preterit perfect</i>	
barrí	barrimos	hube barrido	hubimos barrido
barriste	barristeis	hubiste barrido	hubisteis barrido
barrió	barrieron	hubo barrido	hubieron barrido
<i>Future</i>		<i>Future perfect</i>	
barreré	barreremos	habré barrido	habremos barrido
barrerás	barreréis	habrás barrido	habréis barrido
barrerá	barrerán	habrá barrido	habrán barrido
<i>Conditional</i>		<i>Conditional perfect</i>	
barrería	barreríamos	habría barrido	habríamos barrido
barrerías	barreríais	habrías barrido	habríais barrido
barrería	barrerían	habría barrido	habrían barrido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
barra	barramos	haya barrido	hayamos barrido
barras	barráis	hayas barrido	hayáis barrido
barra	barran	haya barrido	hayan barrido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
barriera	barriéramos	hubiera barrido	hubiéramos barrido
barrieras	barrierais	hubieras barrido	hubierais barrido
barriera	barrieran	hubiera barrido	hubieran barrido
<i>Imperative</i>			
N/A	barramos		
barre; no barras	barred; no barráis		
barra	barran		

ganar: to gain, to earn, to win
Present participle: *ganando*
Past Participle: *ganado*

Book V

Appendices

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
gano	ganamos	he ganado	hemos ganado
ganas	ganáis	has ganado	habéis ganado
gana	ganan	ha ganado	han ganado
<i>Imperfect</i>		<i>Pluperfect</i>	
ganaba	ganábamos	había ganado	habíamos ganado
ganabas	ganabais	habías ganado	habíais ganado
ganaba	ganaban	había ganado	habían ganado
<i>Preterit</i>		<i>Preterit perfect</i>	
gané	ganamos	hube ganado	hubimos ganado
ganaste	ganasteis	hubiste ganado	hubisteis ganado
ganó	ganaron	hubo ganado	hubieron ganado
<i>Future</i>		<i>Future perfect</i>	
ganaré	ganaremos	habré ganado	habremos ganado
ganarás	ganaréis	habrás ganado	habréis ganado
ganará	ganarán	habrá ganado	habrán ganado
<i>Conditional</i>		<i>Conditional perfect</i>	
ganaría	ganaríamos	habría ganado	habríamos ganado
ganarías	ganaríais	habrías ganado	habríais ganado
ganaría	ganarían	habría ganado	habrían ganado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
gane	ganemos	haya ganado	hayamos ganado
ganes	ganéis	hayas ganado	hayáis ganado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
gane	ganen	haya ganado	hayan ganado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
ganara	ganáramos	hubiera ganado	hubiéramos ganado
ganaras	ganaraís	hubieras ganado	hubieraís ganado
ganara	ganaran	hubiera ganado	hubieran ganado
<i>Imperative</i>			
N/A	ganemos		
gana; no ganes	ganad; no ganéis		
gane	ganen		

heredar: to inherit

Present participle: **heredando**

Past Participle: **heredado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
heredo	heredamos	he heredado	hemos heredado
heredas	heredáis	has heredado	habéis heredado
hereda	heredan	he heredado	han heredado
<i>Imperfect</i>		<i>Pluperfect</i>	
heredaba	heredábamos	había heredado	habíamos heredado
heredabas	heredabais	habías heredado	habíais heredado
heredaba	heredaban	había heredado	habían heredado
<i>Preterit</i>		<i>Preterit perfect</i>	
heredé	heredamos	hube heredado	hubimos heredado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
heredaste	heredasteis	hubiste heredado	hubisteis heredado
heredó	heredaron	hubo heredado	hubieron heredado
<i>Future</i>		<i>Future perfect</i>	
heredaré	heredaremos	habré heredado	habremos heredado
heredarás	heredaréis	habrás heredado	habréis heredado
heredará	heredarán	habrá heredado	habrán heredado
<i>Conditional</i>		<i>Conditional perfect</i>	
heredaría	heredariámos	habría heredado	habríamos heredado
heredarías	heredaríais	habrías heredado	habríais heredado
heredaría	heredarían	habría heredado	habrían heredado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
herede	heredemos	haya heredado	hayamos heredado
heredes	heredéis	hayas heredado	hayáis heredado
herede	hereden	haya heredado	hayan heredado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
heredara	heredáramos	hubiera heredado	hubiéramos heredado
heredaras	heredaraís	hubieras heredado	hubierais heredado
heredara	heredaran	hubiera heredado	hubieran heredado
<i>Imperative</i>			
N/A	heredemos		
hereda; no heredes	heredad; no heredéis		
herede	hereden		

insistir: to insist
Present participle: **insistiendo**
Past Participle: **insistido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
insisto	insistimos	he insistido	hemos insistido
insistes	insistís	has insistido	habéis insistido
insiste	insisten	ha insistido	han insistido
<i>Imperfect</i>		<i>Pluperfect</i>	
insistía	insistíamos	había insistido	habíamos insistido
insistías	insistíais	habías insistido	habíais insistido
insistía	insistían	había insistido	habían insistido
<i>Preterit</i>		<i>Preterit perfect</i>	
insistí	insistimos	hube insistido	hubimos insistido
insististe	insististeis	hubiste insistido	hubisteis insistido
insistió	insistieron	hubo insistido	hubieron insistido
<i>Future</i>		<i>Future perfect</i>	
insistiré	insistiremos	habré insistido	habremos insistido
insistirás	insistiréis	habrás insistido	habréis insistido
insistirá	insistirán	habrá insistido	habrán insistido
<i>Conditional</i>		<i>Conditional perfect</i>	
insistiría	insistiríamos	habría insistido	habríamos insistido
insistirías	insistiríais	habrías insistido	habríais insistido
insistiría	insistirían	habría insistido	habrían insistido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
insista	insistamos	haya insistido	hayamos insistido
insistas	insistáis	hayas insistido	hayáis insistido
insista	insistan	haya insistido	hayan insistido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
insistiera	insistiéramos	hubiera insistido	hubiéramos insistido	
insistieras	insistierais	hubieras insistido	hubierais insistido	
insistiera	insistieran	hubiera insistido	hubieran insistido	
<i>Imperative</i>				
N/A	insistamos			
insiste; no insistas	insistid; no insistáis			
insista	insistan			

jurar: to take an oath, to swear

Present participle: **jurando**

Past Participle: **jurado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
juro	juramos	he jurado	hemos jurado
juras	juráis	has jurado	habéis jurado
jura	juran	ha jurado	han jurado
<i>Imperfect</i>		<i>Pluperfect</i>	
juraba	jurábamos	había jurado	habíamos jurado
jurabas	jurabais	habías jurado	habíais jurado
juraba	juraban	había jurado	habían jurado
<i>Preterit</i>		<i>Preterit perfect</i>	
juré	juramos	hube jurado	hubimos jurado
juraste	jurasteis	hubiste jurado	hubisteis jurado
juró	juraron	hubo jurado	hubieron jurado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
juraré	juraremos	habré jurado	habremos jurado
jurarás	juraréis	habrás jurado	habréis jurado
jurará	jurarán	habrá jurado	habrán jurado
<i>Conditional</i>		<i>Conditional perfect</i>	
juraría	juraríamos	habría jurado	habríamos jurado
jurarías	juraríais	habrías jurado	habríais jurado
juraría	jurarían	habría jurado	habrían jurado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
jure	juremos	haya jurado	hayamos jurado
jures	juréis	hayas jurado	hayáis jurado
jure	juren	haya jurado	hayan jurado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
jurara	juráramos	hubiera jurado	hubiéramos jurado
juraras	jurarais	hubieras jurado	hubierais jurado
jurara	juraran	hubiera jurado	hubieran jurado
<i>Imperative</i>			
N/A	juremos		
jura; no jures	jurad; no juréis		
jure	juren		

limpiar: to clean
Present participle: limpiando
Past Participle: limpiado

Book V
Appendices

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
limpio	limpiamos	he limpiado	hemos limpiado
limpias	limpiáis	has limpiado	habéis limpiado
limpia	limpian	ha limpiado	han limpiado
<i>Imperfect</i>		<i>Pluperfect</i>	
limpiaba	limpiábamos	había limpiado	habíamos limpiado
limpiabas	limpiabais	habías limpiado	habíais limpiado
limpiaba	limpiaban	había limpiado	habían limpiado
<i>Preterit</i>		<i>Preterit perfect</i>	
limpié	limpiamos	hube limpiado	hubimos limpiado
limpiaste	limpiasteis	hubiste limpiado	hubisteis limpiado
limpió	limpiaron	hubo limpiado	hubieron limpiado
<i>Future</i>		<i>Future perfect</i>	
limpiaré	limpiaremos	habré limpiado	habremos limpiado
limpiarás	limpiaréis	habrás limpiado	habréis limpiado
limpiará	limpiarán	habrá limpiado	habrán limpiado
<i>Conditional</i>		<i>Conditional perfect</i>	
limpiaría	limpiaríamos	habría limpiado	habríamos limpiado
limpiarías	limpiaríais	habrías limpiado	habrías limpiado
limpiaría	limpiarían	habría limpiado	habrían limpiado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
limpie	limpiemos	haya limpiado	hayamos limpiado
limpies	limpiéis	hayas limpiado	hayáis limpiado
limpie	limpien	haya limpiado	hayan limpiado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
limpiara	limpiáramos	hubiera limpiado	hubiéramos limpiado
limpiaras	limpiarais	hubieras limpiado	hubierais limpiado
limpiara	limpiaran	hubiera limpiado	hubieran limpiado
<i>Imperative</i>			
N/A	limpiemos		
limpia; no limpies	limpiad; no limpiéis		
limpie	limpien		

llevar: to wear, to take or carry away

Present participle: llevando

Past Participle: llevado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
lleo	llevamos	he llevado	hemos llevado
llevas	lleváis	has llevado	habéis llevado
lleva	llevan	ha llevado	han llevado
<i>Imperfect</i>		<i>Pluperfect</i>	
llevaba	llevábamos	había llevado	habíamos llevado
llevabas	llevabais	habías llevado	habíais llevado
llevaba	llevaban	había llevado	habían llevado
<i>Preterit</i>		<i>Preterit perfect</i>	
llevé	llevamos	hube llevado	hubimos llevado
llevaste	llevasteis	hubiste llevado	hubisteis llevado
llevó	llevaron	hubo llevado	hubieron llevado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
llevaré	llevaremos	habré llevado	habremos llevado
llevarás	llevaréis	habrás llevado	habréis llevado
llevará	llevarán	habrá llevado	habrán llevado
<i>Conditional</i>		<i>Conditional perfect</i>	
llevaría	llevaríamos	habría llevado	habríamos llevado
llevarías	llevaríais	habrías llevado	habríais llevado
llevaría	llevarían	habría llevado	habrían llevado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
llevé	llevemos	haya llevado	hayamos llevado
lleves	llevéis	hayas llevado	hayáis llevado
llevé	llevén	haya llevado	hayan llevado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
llevara	lleváramos	hubiera llevado	hubiéramos llevado
llevaras	llevarais	hubieras llevado	hubierais llevado
llevara	llevaran	hubiera llevado	hubieran llevado
<i>Imperative</i>			
N/A	llevemos		
lleva; no lleves	llevad; no llevéis		
llevé	llevén		

mudarse: to move (**mudarse de casa:** to change residences)

Present participle: **mudándose**

Past Participle: **mudado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
me mudo	nos mudamos	me he mudado	nos hemos mudado
te mudas	os mudáis	te has mudado	os habéis mudado
se muda	se mudan	se ha mudado	se han mudado
<i>Imperfect</i>		<i>Pluperfect</i>	
me mudaba	nos mudábamos	me había mudado	nos habíamos mudado
te mudabas	os mudabais	te habías mudado	os habíais mudado
se mudaba	se mudaban	se había mudado	se habían mudado
<i>Preterit</i>		<i>Preterit perfect</i>	
me mudé	nos mudamos	me hube mudado	nos hubimos mudado
te mudaste	os mudasteis	te hubiste mudado	os hubisteis mudado
se mudó	se mudaron	se hubo mudado	se hubieron mudado
<i>Future</i>		<i>Future perfect</i>	
me mudaré	nos mudaremos	me habré mudado	nos habremos mudado
te mudarás	os mudaréis	te habrás mudado	os habréis mudado
se mudará	se mudarán	se habrá mudado	se habrán mudado
<i>Conditional</i>		<i>Conditional perfect</i>	
me mudaría	nos mudaríamos	me habría mudado	nos habríamos mudado
te mudarías	os mudaríais	te habrías mudado	os habrías mudado
se mudaría	se mudarían	se habría mudado	se habrían mudado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
me mude	nos mudemos	me haya mudado	nos hayamos mudado	
te mudes	os mudéis	te hayas mudado	os hayáis mudado	
se mude	se muden	se haya mudado	se hayan mudado	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
me mudara	nos mudáramos	me hubiera mudado	nos hubiéramos mudado	
te mudaras	os mudarais	te hubieras mudado	os hubierais mudado	
se mudara	se mudaran	se hubiera mudado	se hubieran mudado	
<i>Imperative</i>				
N/A	mudémonos			
múdate; no te mudes	mudaos; no os mudéis			
múdese	múdense			

necesitar: to need

Present participle: **necesitando**

Past Participle: **necesitado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
necesito	necesitamos	he necesitado	hemos necesitado
necesitas	necesitáis	has necesitado	habéis necesitado
necesita	necesitan	ha necesitado	han necesitado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect</i>		<i>Pluperfect</i>	
necesitaba	necesitábamos	había necesitado	habíamos necesitado
necesitabas	necesitabais	habías necesitado	habíais necesitado
necesitaba	necesitaban	había necesitado	habían necesitado
<i>Preterit</i>		<i>Preterit perfect</i>	
necesité	necesitamos	hube necesitado	hubimos necesitado
necesitaste	necesitasteis	hubiste necesitado	hubisteis necesitado
necesitó	necesitaron	hubo necesitado	hubieron necesitado
<i>Future</i>		<i>Future perfect</i>	
necesitaré	necesitaremos	habré necesitado	habremos necesitado
necesitarás	necesitaréis	habrás necesitado	habréis necesitado
necesitará	necesitarán	habrá necesitado	habrán necesitado
<i>Conditional</i>		<i>Conditional perfect</i>	
necesitaría	necesitaríamos	habría necesitado	habríamos necesitado
necesitarías	necesitaríais	habrías necesitado	habrías necesitado
necesitaría	necesitarían	habría necesitado	habrían necesitado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
necesite	necesitemos	haya necesitado	hayamos necesitado
necesites	necesitéis	hayas necesitado	hayáis necesitado
necesite	necesiten	haya necesitado	hayan necesitado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
necesitara	necesitáramos	hubiera	hubiéramos	
		necesitado	necesitado	
necesitaras	necesitarais	hubieras	hubierais	
		necesitado	necesitado	
necesitara	necesitaran	hubiera	hubieran	
		necesitado	necesitado	
<i>Imperative</i>				
N/A	necesitemos			
necesita; no	necesidad; no			
necesites	necesitéis			
necesite	necesiten			

olvidar: to forget
Present participle: olvidando
Past Participle: olvidado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
olvido	olvidas	he olvidado	hemos olvidado
olvidas	olvidáis	has olvidado	habéis olvidado
olvida	olvidan	ha olvidado	han olvidado
<i>Imperfect</i>		<i>Pluperfect</i>	
olvidaba	olvidábamos	había olvidado	habíamos olvidado
olvidabas	olvidabais	habías olvidado	habíais olvidado
olvidaba	olvidaban	había olvidado	habían olvidado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Preterit</i>		<i>Preterit perfect</i>	
olvidé	olvidamos	hube olvidado	hubimos olvidado
olvidaste	olvidasteis	hubiste olvidado	hubisteis olvidado
olvidó	olvidaron	hubo olvidado	hubieron olvidado
<i>Future</i>		<i>Future perfect</i>	
olvidaré	olvidaremos	habré olvidado	habremos olvidado
olvidarás	olvidaréis	habrás olvidado	habréis olvidado
olvidará	olvidarán	habrá olvidado	habrán olvidado
<i>Conditional</i>		<i>Conditional perfect</i>	
olvidaría	olvidaríamos	habría olvidado	habríamos olvidado
olvidarías	olvidaríais	habrías olvidado	habrías olvidado
olvidaría	olvidarían	habría olvidado	habrían olvidado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
olvide	olvidemos	haya olvidado	hayamos olvidado
olvides	olvidéis	hayas olvidado	hayáis olvidado
olvide	olviden	haya olvidado	hayan olvidado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
olvidara	olvidáramos	hubiera olvidado	hubiéramos olvidado
olvidaras	olvidarais	hubieras olvidado	hubierais olvidado
olvidara	olvidaran	hubiera olvidado	hubieran olvidado
<i>Imperative</i>			
N/A	olvidemos		
olvida; no olvides	olvidad; no olvidéis		
olvide	olviden		

permitir: to permit
Present participle: permitiendo
Past Participle: permitido

Book V
 Appendixes

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
permiso	permitimos	he permitido	hemos permitido
permisos	permitís	has permitido	habéis permitido
permite	permiten	ha permitido	han permitido
<i>Imperfect</i>		<i>Pluperfect</i>	
permitía	permitíamos	había permitido	habíamos permitido
permitías	permitíais	habías permitido	habíais permitido
permitía	permitían	había permitido	habían permitido
<i>Preterit</i>		<i>Preterit perfect</i>	
permití	permitimos	hube permitido	hubimos permitido
permitiste	permitisteis	hubiste permitido	hubisteis permitido
permitió	permitieron	hubo permitido	hubieron permitido
<i>Future</i>		<i>Future perfect</i>	
permitiré	permitiremos	habré permitido	habremos permitido
permitirás	permitiréis	habrás permitido	habréis permitido
permitirá	permitirán	habrá permitido	habrán permitido
<i>Conditional</i>		<i>Conditional perfect</i>	
permitiría	permitiríamos	habría permitido	habríamos permitido
permitirías	permitiríais	habrías permitido	habríais permitido
permitiría	permitirían	habría permitido	habrían permitido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
permita	permitamos	haya permitido	hayamos permitido
permitas	permitáis	hayas permitido	hayáis permitido
permita	permitan	haya permitido	hayan permitido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
permitiera	permitiéramos	hubiera permitido	hubiéramos permitido
permitieras	permitierais	hubieras permitido	hubierais permitido
permitiera	permitieran	hubiera permitido	hubieran permitido
<i>Imperative</i>			
N/A	permitamos		
permite; no permitas	permitid; no permitáis		
permita	permitan		

quedarse: to remain or stay

Present participle: quedándose

Past Participle: quedado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
me quedo	nos quedamos	me he quedado	nos hemos quedado
te quedas	os quedáis	te has quedado	os habéis quedado
se queda	se quedan	se ha quedado	se han quedado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Imperfect</i>				<i>Pluperfect</i>
me quedaba	nos quedábamos	me había quedado	nos habíamos quedado	
te quedabas	os quedabais	te habías quedado	os habíais quedado	
se quedaba	se quedaban	se había quedado	se habían quedado	
<i>Preterit</i>				<i>Preterit perfect</i>
me quedé	nos quedamos	me hubo quedado	nos hubimos quedado	
te quedaste	os quedasteis	te hubiste quedado	os hubisteis quedado	
se quedó	se quedaron	se hubo quedado	se hubieron quedado	
<i>Future</i>				<i>Future perfect</i>
me quedaré	nos quedaremos	me habré quedado	nos habremos quedado	
te quedarás	os quedaréis	te habrás quedado	os habréis quedado	
se quedará	se quedarán	se habrá quedado	se habrán quedado	
<i>Conditional</i>				<i>Conditional perfect</i>
me quedaría	nos quedaríamos	me habría quedado	nos habríamos quedado	
te quedarías	os quedaríais	te habrías quedado	os habríais quedado	
se quedaría	se quedarían	se habría quedado	se habrían quedado	
<i>Present subjunctive</i>				<i>Present perfect subjunctive</i>
me quede	nos quedemos	me haya quedado	nos hayamos quedado	

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
te quedes	os quedéis	te hayas quedado	os hayáis quedado
se quede	se queden	se haya quedado	se hayan quedado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
me quedara	nos quedáramos	me hubiera quedado	nos hubiéramos quedado
te quedaras	os quedaraís	te hubieras quedado	os hubieraís quedado
se quedara	se quedaran	se hubiera quedado	se hubieran quedado
<i>Imperative</i>			
N/A	quedémonos		
quédate;	quedaos;		
no te quedes	no os quedéis		
quédese	quédense		

recibir: to receive

Present participle: **recibiendo**

Past Participle: **recibido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
recibo	recibes	he recibido	hemos recibido
recibes	recibís	has recibido	habéis recibido
recibe	reciben	ha recibido	han recibido
<i>Imperfect</i>		<i>Pluperfect</i>	
recibía	recibíamos	había recibido	habíamos recibido
recibías	recibíais	habías recibido	habíais recibido
recibía	recibían	había recibido	habían recibido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Preterit</i>		<i>Preterit perfect</i>	
recibí	recibimos	hube recibido	hubimos recibido
recibiste	recibisteis	hubiste recibido	hubisteis recibido
recibió	recibieron	hubo recibido	hubieron recibido
<i>Future</i>		<i>Future perfect</i>	
recibiré	recibiremos	habré recibido	habremos recibido
recibirás	recibiréis	habrás recibido	habréis recibido
recibirá	recibirán	habrá recibido	habrán recibido
<i>Conditional</i>		<i>Conditional perfect</i>	
recibiría	recibiríamos	habría recibido	habríamos recibido
recibirías	recibiríais	habrías recibido	habríais recibido
recibiría	recibirían	habría recibido	habrían recibido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
reciba	recibamos	haya recibido	hayamos recibido
recibas	recibáis	hayas recibido	hayáis recibido
reciba	reciban	haya recibido	hayan recibido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
recibiera	recibiéramos	hubiera recibido	hubiéramos recibido
recibieras	recibierais	hubieras recibido	hubierais recibido
recibiera	recibieran	hubiera recibido	hubieran recibido
<i>Imperative</i>			
N/A	recibamos		
recibe; no recibas	recibid; no recibáis		
reciba	reciban		

subir: to go up, to climb, to get on (a bus, train, and so on)

Present participle: **subiendo**

Past Participle: **subido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
subo	subimos	he subido	hemos subido
subes	subís	has subido	habéis subido
sube	suben	ha subido	han subido
<i>Imperfect</i>		<i>Pluperfect</i>	
subía	subíamos	había subido	habíamos subido
subías	subíais	habías subido	habíais subido
subía	subían	había subido	habían subido
<i>Preterit</i>		<i>Preterit perfect</i>	
subí	subimos	hube subido	hubimos subido
subiste	subisteis	hubiste subido	hubisteis subido
subió	subieron	hubo subido	hubieron subido
<i>Future</i>		<i>Future perfect</i>	
subiré	subiremos	habré subido	habremos subido
subirás	subiréis	habrás subido	habréis subido
subirá	subirán	habrá subido	habrán subido
<i>Conditional</i>		<i>Conditional perfect</i>	
subiría	subiríamos	habría subido	habríamos subido
subirías	subiríais	habrías subido	habríais subido
subiría	subirían	habría subido	habrían subido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
suba	subamos	haya subido	hayamos subido
subas	subáis	hayas subido	hayáis subido
suba	suban	haya subido	hayan subido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
subiera	subiéramos	hubiera subido	hubiéramos subido	
subieras	subierais	hubieras subido	hubierais subido	
subiera	subieran	hubiera subido	hubieran subido	
<i>Imperative</i>				
N/A	subamos			
sube; no subas	subid; no subáis			
suba	suban			

temer: to fear

Present participle: **temiendo**

Past Participle: **temido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
temo	tememos	he temido	hemos temido
temes	teméis	has temido	habéis temido
teme	temen	ha temido	han temido
<i>Imperfect</i>		<i>Pluperfect</i>	
temía	temíamos	había temido	habíamos temido
temías	temíais	habías temido	habíais temido
temía	temían	había temido	habían temido
<i>Preterit</i>		<i>Preterit perfect</i>	
temí	temimos	hube temido	hubimos temido
temiste	temisteis	hubiste temido	hubisteis temido
temió	temieron	hubo temido	hubieron temido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
temeré	temeremos	habré temido	habremos temido
temerás	temeréis	habrás temido	habréis temido
temerá	temerán	habrá temido	habrán temido
<i>Conditional</i>		<i>Conditional perfect</i>	
temería	temeríamos	habría temido	habríamos temido
temerías	temeríais	habrías temido	habríais temido
temería	temerían	habría temido	habrían temido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
tema	temamos	haya temido	hayamos temido
temas	temáis	hayas temido	hayáis temido
tema	teman	haya temido	hayan temido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
temiera	temiéramos	hubiera temido	hubiéramos temido
temieras	temierais	hubieras temido	hubierais temido
temiera	temieran	hubiera temido	hubieran temido
<i>Imperative</i>			
N/A	temamos		
teme; no temas	temed; no temáis		
tema	teman		

usar: to use
Present participle: usando
Past Participle: usado

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Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
uso	usamos	he usado	hemos usado
usas	usáis	has usado	habéis usado
usa	usan	ha usado	han usado
<i>Imperfect</i>		<i>Pluperfect</i>	
usaba	usábamos	había usado	habíamos usado
usabas	usabais	habías usado	habíais usado
usaba	usaban	había usado	habían usado
<i>Preterit</i>		<i>Preterit perfect</i>	
usé	usamos	hube usado	hubimos usado
usaste	usasteis	hubiste usado	hubisteis usado
usó	usaron	hubo usado	hubieron usado
<i>Future</i>		<i>Future perfect</i>	
usaré	usaremos	habré usado	habremos usado
usarás	usaréis	habrás usado	habréis usado
usará	usarán	habrá usado	habrán usado
<i>Conditional</i>		<i>Conditional perfect</i>	
usaría	usaríamos	habría usado	habríamos usado
usarías	usaríais	habrías usado	habríais usado
usaría	usarían	habría usado	habrían usado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
use	usemos	haya usado	hayamos usado
uses	uséis	hayas usado	hayáis usado
use	usen	haya usado	hayan usado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
usara	usáramos	hubiera usado	hubiéramos usado
usaras	usaraís	hubieras usado	hubieraís usado
usara	usaran	hubiera usado	hubieran usado
<i>Imperative</i>			
N/A	usemos		
usa; no uses	usad; no uséis		
use	usen		

vender: to sell

Present participle: vendiendo

Past Participle: vendido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
vendo	vendemos	he vendido	hemos vendido
venes	vendéis	has vendido	habéis vendido
vende	venden	ha vendido	han vendido
<i>Imperfect</i>		<i>Pluperfect</i>	
vendía	vendíamos	había vendido	habíamos vendido
vendías	vendíais	habías vendido	habíais vendido
vendía	vendían	había vendido	habían vendido
<i>Preterit</i>		<i>Preterit perfect</i>	
vendí	vendimos	hube vendido	hubimos vendido
vendiste	vendisteis	hubiste vendido	hubisteis vendido
vendió	vendieron	hubo vendido	hubieron vendido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Future</i>		<i>Future perfect</i>		
venderé	venderemos	habré vendido	habremos vendido	
venderás	venderéis	habrás vendido	habréis vendido	
venderá	venderán	habrá vendido	habrán vendido	
<i>Conditional</i>		<i>Conditional perfect</i>		
vendería	venderíamos	habría vendido	habríamos vendido	
venderías	venderíais	habrías vendido	habríais vendido	
vendería	venderían	habría vendido	habrían vendido	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
venda	vendamos	haya vendido	hayamos vendido	
vendas	vendáis	hayas vendido	hayáis vendido	
venda	vendan	haya vendido	hayan vendido	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
vendiera	vendiéramos	hubiera vendido	hubiéramos vendido	
vendieras	vendierais	hubieras vendido	hubierais vendido	
vendiera	vendieran	hubiera vendido	hubieran vendido	
<i>Imperative</i>				
N/A	vendamos			
vende; no vendas	vended; no vendáis			
venda	vendan			

Irregular Spanish Verbs

caer: to fall

Present participle: **cayendo**

Past Participle: **caído**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
caigo	caemos	he caído	hemos caído
caes	caéis	has caído	habéis caído
cae	caen	ha caído	han caído
<i>Imperfect</i>		<i>Pluperfect</i>	
caía	caíamos	había caído	habíamos caído
caías	caíais	habías caído	habíais caído
caía	caían	había caído	habían caído
<i>Preterit</i>		<i>Preterit perfect</i>	
caí	caímos	hube caído	hubimos caído
caíste	caísteis	hubiste caído	hubisteis caído
cayó	cayeron	hubo caído	hubieron caído
<i>Future</i>		<i>Future perfect</i>	
caeré	caeremos	habré caído	habremos caído
caerás	caeréis	habrás caído	habremos caído
caerá	caerán	habrá caído	habrán caído
<i>Conditional</i>		<i>Conditional perfect</i>	
caería	caeríamos	habría caído	habremos caído
caerías	caeríais	habrías caído	habríais caído
caería	caerían	habría caído	habrían caído

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
caiga	caigamos	haya caído	hayamos caído	
caigas	caigáis	hayas caído	hayáis caído	
caiga	caigan	haya caído	hayan caído	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
cayera	cayéramos	hubiera caído	hubiéramos caído	
cayeras	cayerais	hubieras caído	hubierais caído	
cayera	cayeran	hubiera caído	hubieran caído	
<i>Imperative</i>				
N/A	caigamos			
cae; no caigas	caed; no caigáis			
caiga	caigan			

creer: to believe
Present participle: creyendo
Past Participle: creído

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
creo	creemos	he creído	hemos creído
crees	creéis	has creído	habéis creído
cree	creen	ha creído	han creído
<i>Imperfect</i>		<i>Pluperfect</i>	
creía	creíamos	había creído	habíamos creído
creías	creíais	habías creído	habíais creído
creía	creían	había creído	habían creído

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Preterit</i>		<i>Preterit perfect</i>	
creí	creímos	hube creído	hubimos creído
creíste	creísteis	hubiste creído	hubisteis creído
creyó	creyeron	hubo creído	hubieron creído
<i>Future</i>		<i>Future perfect</i>	
creeré	creeremos	habré creído	habremos creído
creerás	creeréis	habrás creído	habréis creído
creerá	creerán	habrá creído	habrán creído
<i>Conditional</i>		<i>Conditional perfect</i>	
creería	creeríamos	habría creído	habríamos creído
creerías	creeríais	habrías creído	habríais creído
creería	creerían	habría creído	habrían creído
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
crea	creamos	haya creído	hayamos creído
creas	creáis	hayas creído	hayáis creído
crea	crean	haya creído	hayan creído
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
creyera	creyéramos	hubiera creído	hubiéramos creído
creyeras	creyerais	hubieras creído	hubierais creído
creyera	creyeran	hubiera creído	hubieran creído
<i>Imperative</i>			
N/A	creamos		
cree; no creas	creed; no creáis		
crea	crean		

dar: to give
Present participle: dando
Past Participle: dado

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Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
doy	damos	he dado	hemos dado
das	dais	has dado	habéis dado
da	dan	ha dado	han dado
<i>Imperfect</i>		<i>Pluperfect</i>	
daba	dábamos	había dado	habíamos dado
dabas	dabais	habías dado	habíais dado
daba	daban	había dado	habían dado
<i>Preterit</i>		<i>Preterit perfect</i>	
di	dimos	hube dado	hubimos dado
diste	disteis	hubiste dado	hubisteis dado
dio	dieron	hubo dado	hubieron dado
<i>Future</i>		<i>Future perfect</i>	
daré	daremos	habré dado	habremos dado
darás	daréis	habrás dado	habréis dado
dará	darán	habrá dado	habrán dado
<i>Conditional</i>		<i>Conditional perfect</i>	
daría	dariamos	habría dado	habríamos dado
darías	dariáis	habrías dado	habríais dado
daría	darián	habría dado	habrían dado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
dé	demos	haya dado	hayamos dado
des	deis	hayas dado	hayáis dado
dé	den	haya dado	hayan dado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
diera	diéramos	hubiera dado	hubiéramos dado
dieras	dierais	hubieras dado	hubierais dado
diera	dieran	hubiera dado	hubieran dado
<i>Imperative</i>			
N/A	demos		
da; no des	dad; no deis		
dé	den		

decir: to say, to tell
Present participle: diciendo
Past Participle: dicho

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
digo	decimos	he dicho	hemos dicho
dices	decís	has dicho	habéis dicho
dice	dicen	ha dicho	han dicho
<i>Imperfect</i>		<i>Pluperfect</i>	
decía	decíamos	había dicho	habíamos dicho
decías	decíais	habías dicho	habíais dicho
decía	decían	había dicho	habían dicho
<i>Preterit</i>		<i>Preterit perfect</i>	
dije	dijimos	hube dicho	hubimos dicho
dijiste	disteis	hubiste dicho	hubisteis dicho
dijo	dijeron	hubo dicho	hubieron dicho

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Future</i>		<i>Future perfect</i>		
diré	diremos	habré dicho	habremos dicho	
dirás	diréis	habrás dicho	habréis dicho	
dirá	dirán	habrá dicho	habrán dicho	
<i>Conditional</i>		<i>Conditional perfect</i>		
diría	diríamos	habría dicho	habríamos dicho	
dirías	diríais	habrías dicho	habríais dicho	
diría	dirían	habría dicho	habrían dicho	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
diga	digamos	haya dicho	hayamos dicho	
digas	digáis	hayas dicho	hayáis dicho	
diga	digan	haya dicho	hayan dicho	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
dijera	dijéramos	hubiera dicho	hubiéramos dicho	
dijeras	dijerais	hubieras dicho	hubierais dicho	
dijera	dijeran	hubiera dicho	hubieran dicho	
<i>Imperative</i>				
N/A	digamos			
di; no digas	decid; no digáis			
diga	digan			

estar: to be
Present participle: estando
Past Participle: estado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
estoy	estamos	he estado	hemos estado
estás	estáis	has estado	habéis estado
está	están	ha estado	han estado
<i>Imperfect</i>		<i>Pluperfect</i>	
estaba	estábamos	había estado	habíamos estado
estabas	estabais	habías estado	habíais estado
estaba	estaban	había estado	habían estado
<i>Preterit</i>		<i>Preterit perfect</i>	
estuve	estuvimos	hube estado	hubimos estado
estuviste	estuvisteis	hubiste estado	hubisteis estado
estuvo	estuvieron	hubo estado	habremos estado
<i>Future</i>		<i>Future perfect</i>	
estaré	estaremos	habré estado	habremos estado
estarás	estaréis	habrás estado	habréis estado
estará	estarán	habrá estado	habrán estado
<i>Conditional</i>		<i>Conditional perfect</i>	
estaría	estaríamos	habría estado	habríamos estado
estarías	estaríais	habrías estado	habríais estado
estaría	estarían	habría estado	habrían estado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
esté	estemos	haya estado	hayamos estado
estés	estéis	hayas estado	hayáis estado
esté	estén	haya estado	hayan estado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
estuviera	estuviéramos	hubiera estado	hubiéramos estado	
estuvieras	estuvierais	hubieras estado	hubierais estado	
estuviera	estuvieran	hubiera estado	hubieran estado	
<i>Imperative</i>				
N/A	estemos			
está; no estés	estad; no estéis			
esté	estén			

hacer: to do, to make

Present participle: haciendo

Past Participle: hecho

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
hago	hacemos	he hecho	hemos hecho
haces	hacéis	has hecho	habéis hecho
hace	hacen	ha hecho	han hecho
<i>Imperfect</i>		<i>Pluperfect</i>	
hacía	hacíamos	había hecho	habíamos hecho
hacías	hacíais	habíamos hecho	habíais hecho
hacía	hacían	había hecho	habían hecho
<i>Preterit</i>		<i>Preterit perfect</i>	
hice	hicimos	hube hecho	hubimos hecho
hiciste	hicisteis	hubiste hecho	hubisteis hecho
hizo	hicieron	hubo hecho	hubieron hecho

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
haré	haremos	habré hecho	habremos hecho
harás	haréis	habrás hecho	habréis hecho
hará	harán	habrá hecho	habrán hecho
<i>Conditional</i>		<i>Conditional perfect</i>	
haría	haríamos	habría hecho	habríamos hecho
harías	haríais	habrías hecho	habríais hecho
haría	harían	habría hecho	habrían hecho
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
haga	hagamos	haya hecho	hayamos hecho
hagas	hagáis	hayas hecho	hayáis hecho
haga	hagan	haya hecho	hayan hecho
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
hiciera	hiciéramos	hubiera hecho	hubiéramos hecho
hicieras	hicierais	hubieras hecho	hubierais hecho
hiciera	hicieran	hubiera hecho	hubieran hecho
<i>Imperative</i>			
N/A	hagamos		
haz; no hagas	haced; no hagáis		
haga	hagan		

ir: to go
Present participle: yendo
Past Participle: ido

Book V
 Appendixes

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
voy	vamos	he ido	hemos ido
vas	vais	has ido	habéis ido
va	van	ha ido	han ido
<i>Imperfect</i>		<i>Pluperfect</i>	
iba	íbamos	había ido	habíamos ido
ibas	ibais	habías ido	habíais ido
iba	iban	había ido	habían ido
<i>Preterit</i>		<i>Preterit perfect</i>	
fui	fuimos	hube ido	hubimos ido
fuiste	fuisteis	hubiste ido	hubisteis ido
fue	fueron	hubo ido	hubieron ido
<i>Future</i>		<i>Future perfect</i>	
iré	iremos	habré ido	habremos ido
irás	iréis	habrás ido	habréis ido
irá	irán	habrá ido	habrán ido
<i>Conditional</i>		<i>Conditional perfect</i>	
iría	iríamos	habría ido	habríamos ido
irías	iríais	habrías ido	habríais ido
iría	irían	habría ido	habrían ido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
vaya	vayamos	haya ido	hayamos ido
vayas	vayáis	hayas ido	hayáis ido
vaya	vayan	haya ido	hayan ido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
fuera	fuéramos	hubiera ido	hubiéramos ido
fueras	fuerais	hubieras ido	hubierais ido
fuera	fueran	hubiera ido	hubieran ido
<i>Imperative</i>			
N/A	vamos (no vayamos)		
ve; no vayas	id; no vayáis		
vaya	vayan		

leer: to read

Present participle: leyendo

Past Participle: leído

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
leo	leemos	he leído	hemos leído
lees	leéis	has leído	habéis leído
lee	leen	ha leído	han leído
<i>Imperfect</i>		<i>Pluperfect</i>	
leía	leíamos	había leído	habíamos leído
leías	leíais	habías leído	habíais leído
leía	leían	había leído	habían leído
<i>Preterit</i>		<i>Preterit perfect</i>	
leí	leímos	hube leído	hubimos leído
leíste	leísteis	hubiste leído	hubisteis leído
leyo	leyeron	hubo leído	hubieron leído

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Future</i>		<i>Future perfect</i>		
leeré	leeremos	habré leído	habremos leído	
leerás	leeréis	habrás leído	habréis leído	
leerá	leerán	habrá leído	habrán leído	
<i>Conditional</i>		<i>Conditional perfect</i>		
leería	leeríamos	habría leído	habríamos leído	
leerías	leeríais	habrías leído	habríais leído	
leería	leerían	habría leído	habrían leído	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
lea	leamos	haya leído	hayamos leído	
leas	leáis	hayas leído	hayáis leído	
lea	lean	haya leído	hayan leído	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
leyera	leyéramos	hubiera leído	hubiéramos leído	
leyeras	leyerais	hubieras leído	hubierais leído	
leyera	leyeran	hubiera leído	hubieran leído	
<i>Imperative</i>				
N/A	leamos			
lee; no leas	leed; no leáis			
lea	lean			

poder: to be able
Present participle: pudiendo
Past Participle: podido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
puedo	podemos	he podido	hemos podido
puedes	podéis	has podido	habéis podido
puede	pueden	ha podido	han podido
<i>Imperfect</i>		<i>Pluperfect</i>	
podía	podíamos	había podido	habíamos podido
podías	podéis	habías podido	habíais podido
podía	podían	había podido	habían podido
<i>Preterit</i>		<i>Preterit perfect</i>	
pude	pudimos	hube podido	hubimos podido
pudiste	pudisteis	hubiste podido	hubisteis podido
pudo	pudieron	hubo podido	hubieron podido
<i>Future</i>		<i>Future perfect</i>	
podré	podremos	habré podido	habremos podido
podrás	podréis	habrás podido	habréis podido
podrá	podrán	habrá podido	habrán podido
<i>Conditional</i>		<i>Conditional perfect</i>	
podría	podríamos	habría podido	habríamos podido
podrías	podrías	habrías podido	habrías podido
podría	podría	habría podido	habrían podido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
pueda	podamos	haya podido	hayamos podido
puedas	podáis	hayas podido	hayáis podido
pueda	puedan	haya podido	hayan podido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
pudiera	pudiéramos	hubiera podido	hubiéramos podido
pudieras	pudierais	hubieras podido	hubierais podido
pudiera	pudieran	hubiera podido	hubieran podido
<i>Imperative</i>			
N/A	podamos		
puede; no puedes	poded; no podáis		
pueda	puedan		

poner: to put, to turn on (a light, TV, radio)

Present participle: *poniendo*

Past Participle: *puesto*

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
pongo	ponemos	he puesto	hemos puesto
pones	ponéis	has puesto	habéis puesto
pone	ponen	ha puesto	han puesto
<i>Imperfect</i>		<i>Pluperfect</i>	
ponía	poníamos	había puesto	habíamos puesto
ponías	poníais	habías puesto	habíais puesto
ponía	ponían	había puesto	habían puesto
<i>Preterit</i>		<i>Preterit perfect</i>	
puse	pusimos	hube puesto	hubimos puesto
pusiste	pusisteis	hubiste puesto	hubisteis puesto
puso	pusieron	hubo puesto	hubieron puesto

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
pondré	pondremos	habré puesto	habremos puesto
pondrás	pondréis	habrás puesto	habréis puesto
pondrá	pondrán	habrá puesto	habrán puesto
<i>Conditional</i>		<i>Conditional perfect</i>	
pondría	pondríamos	habría puesto	habríamos puesto
pondrías	pondríais	habrías puesto	habrías puesto
pondría	pondrían	habría puesto	habrían puesto
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
ponga	pongamos	haya puesto	hayamos puesto
pongas	pongáis	hayas puesto	hayáis puesto
ponga	ongan	haya puesto	hayan puesto
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
pusiera	pusiéramos	hubiera puesto	hubiéramos puesto
pusieras	pusierais	hubieras puesto	hubierais puesto
pusiera	pusieran	hubiera puesto	hubieran puesto
<i>Imperative</i>			
N/A	pongamos		
pon; no pongas	poned; no pongáis		
pongáa	ongan		

querer: to want
Present participle: queriendo
Past Participle: querido

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Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
quiero	queremos	he querido	hemos querido
quieres	queréis	has querido	habéis querido
quiere	quieren	ha querido	han querido
<i>Imperfect</i>		<i>Pluperfect</i>	
quería	queríamos	había querido	habíamos querido
querías	queríais	habías querido	habíais querido
quería	querían	había querido	habían querido
<i>Preterit</i>		<i>Preterit perfect</i>	
quise	quisimos	hube querido	hubimos querido
quisiste	quisisteis	hubiste querido	hubisteis querido
quiso	quisieron	hubo querido	hubieron querido
<i>Future</i>		<i>Future perfect</i>	
querré	querremos	habré querido	habremos querido
querrás	querréis	habrás querido	habréis querido
querrá	querrán	habrá querido	habréis querido
<i>Conditional</i>		<i>Conditional perfect</i>	
querría	querríamos	habría querido	habríamos querido
querrías	querríais	habrías querido	habríais querido
querría	querrían	habría querido	habrían querido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
quiera	queramos	haya querido	hayamos querido
quieras	queráis	hayas querido	hayáis querido
quiera	quieran	haya querido	hayan querido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
quisiera	quisiéramos	hubiera querido	hubiéramos querido
quisieras	quisierais	hubieras querido	hubierais querido
quisiera	quisieran	hubiera querido	hubieran querido
<i>Imperative</i>			
N/A	queramos		
quiere; no quieras	quered; no queráis		
quiera	quieran		

saber: to know, to know how

Present participle: **sabiendo**

Past Participle: **sabido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
sé	sabemos	he sabido	hemos sabido
sabes	sabéis	has sabido	habéis sabido
sabe	saben	ha sabido	han sabido
<i>Imperfect</i>		<i>Pluperfect</i>	
sabía	sabíamos	había sabido	habíamos sabido
sabías	sabíais	habías sabido	habíais sabido
sabía	sabían	había sabido	habían sabido
<i>Preterit</i>		<i>Preterit perfect</i>	
supe	supimos	hube sabido	hubimos sabido
supiste	supisteis	hubiste sabido	hubisteis sabido
supo	supieron	hubo sabido	hubieron sabido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Future</i>		<i>Future perfect</i>		
sabré	sabremos	habré sabido	habremos sabido	
sabrás	sabréis	habrás sabido	habréis sabido	
sabrá	sabrán	habrá sabido	habrán sabido	
<i>Conditional</i>		<i>Conditional perfect</i>		
sabría	sabríamos	habría sabido	habríamos sabido	
sabrías	sabríais	habrías sabido	habríais sabido	
sabría	sabrían	habría sabido	habrían sabido	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
sepa	sepamos	haya sabido	hayamos sabido	
sepas	sepáis	hayas sabido	hayáis sabido	
sepa	sepan	haya sabido	hayan sabido	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
supiera	supiéramos	hubiera sabido	hubiéramos sabido	
supieras	supierais	hubieras sabido	hubierais sabido	
supiera	supieran	hubiera sabido	hubieran sabido	
<i>Imperative</i>				
N/A	sepamos			
sabe; no sepas	sabed; no sepáis			
sepa	sepan			

salir: to go out, to leave

Present participle: saliendo

Past Participle: salido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
salgo	salimos	he salido	hemos salido
sales	salís	has salido	habéis salido
sale	salen	ha salido	han salido
<i>Imperfect</i>		<i>Pluperfect</i>	
salía	salíamos	había salido	habíamos salido
salías	salíais	habías salido	habíais salido
salía	salían	había salido	habían salido
<i>Preterit</i>		<i>Preterit perfect</i>	
salí	salimos	hube salido	hubimos salido
saliste	salisteis	hubiste salido	hubisteis salido
salió	salieron	hubo salido	hubieron salido
<i>Future</i>		<i>Future perfect</i>	
saldré	saldremos	habré salido	habremos salido
saldrás	saldréis	habrás salido	habréis salido
saldrá	saldrán	habrá salido	habrán salido
<i>Conditional</i>		<i>Conditional perfect</i>	
saldría	saldríamos	habría salido	habríamos salido
saldrías	saldríais	habrías salido	habríais salido
saldría	saldrían	habría salido	habrían salido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
salga	salgamos	haya salido	hayamos salido
salgas	salgáis	hayas salido	hayáis salido
salga	salgan	haya salido	hayan salido

Appendix A: Spanish Verbs

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
saliera	saliéramos	hubiera salido	hubiéramos salido
salieras	salierais	hubieras salido	hubierais salido
saliera	salieran	hubiera salido	hubieran salido
<i>Imperative</i>			
N/A	salgamos		
sal; no salgas	salid; no salgis		
salga	salgan		

ser: to be

Present participle: **siendo**

Past Participle: **sido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
soy	somos	he sido	hemos sido
eres	sois	has sido	habéis sido
es	son	ha sido	han sido
<i>Imperfect</i>		<i>Pluperfect</i>	
era	éramos	había sido	habíamos sido
eras	erais	habías sido	habíais sido
era	eran	había sido	habían sido
<i>Preterit</i>		<i>Preterit perfect</i>	
fui	fuimos	hube sido	hubimos sido
fuiste	fuisteis	hubiste sido	hubisteis sido
fue	fueron	hubo sido	hubieron sido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
seré	seremos	habré sido	habremos sido
serás	seréis	habrás sido	habréis sido
será	serán	habrá sido	habrán sido
<i>Conditional</i>		<i>Conditional perfect</i>	
sería	seríamos	habría sido	habríamos sido
serías	seríais	habrías sido	habrías sido
sería	serían	habría sido	habrían sido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
sea	seamos	haya sido	hayamos sido
seas	seáis	hayas sido	hayáis sido
sea	sean	haya sido	hayan sido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
fueras	fuéramos	hubiera sido	hubiéramos sido
fueras	fuerais	hubieras sido	hubierais sido
fueras	fueran	hubiera sido	hubieran sido
<i>Imperative</i>			
N/A	seamos		
sé; no seas	sed; no seáis		
sea	sean		

tener: to have
Present participle: teniendo
Past Participle: tenido

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Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
tengo	tenemos	he tenido	hemos tenido
tienes	tenéis	has tenido	habéis tenido
tiene	tienen	ha tenido	han tenido
<i>Imperfect</i>		<i>Pluperfect</i>	
tenía	teníamos	había tenido	habíamos tenido
tenías	teníais	habías tenido	habíais tenido
tenía	tenían	había tenido	habían tenido
<i>Preterit</i>		<i>Preterit perfect</i>	
tuve	tuvimos	hube tenido	hubimos tenido
tuviste	tuvisteis	hubiste tenido	hubisteis tenido
tuvo	tuvieron	hubo tenido	hubieron tenido
<i>Future</i>		<i>Future perfect</i>	
tendré	tendremos	habré tenido	habremos tenido
tendrás	tendréis	habrás tenido	habréis tenido
tendrá	tendrán	habrá tenido	habrán tenido
<i>Conditional</i>		<i>Conditional perfect</i>	
tendría	tendríamos	habría tenido	habríamos tenido
tendrías	tendríais	habrías tenido	habríais tenido
tendría	tendrían	habría tenido	habrían tenido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
tenga	tengamos	haya tenido	hayamos tenido
tengas	tengáis	hayas tenido	hayáis tenido
tenga	tengan	haya tenido	hayan tenido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
tuviera	tuviéramos	hubiera tenido	hubiéramos tenido
tuvieras	tuvierais	hubieras tenido	hubierais tenido
tuviera	tuvieran	hubiera tenido	hubieran tenido
<i>Imperative</i>			
N/A	tengamos		
ten; no tengas	tened; no tengáis		
tenga	tengan		

traer: to bring
Present participle: trayendo
Past Participle: traído

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
traigo	traemos	he traído	hemos traído
traes	traéis	has traído	habéis traído
trae	traen	ha traído	han traído
<i>Imperfect</i>		<i>Pluperfect</i>	
traía	traíamos	había traído	habíamos traído
traías	traíais	habías traído	habíais traído
traía	traían	había traído	habían traído
<i>Preterit</i>		<i>Preterit perfect</i>	
traje	trajimos	hube traído	hubimos traído
trajiste	trajisteis	hubiste traído	hubisteis traído
trajo	trajeron	hubo traído	hubieron traído

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
traeré	traeremos	habré traído	habremos traído
traerás	traeréis	habrás traído	habréis traído
traerá	traerán	habrá traído	habrán traído
<i>Conditional</i>		<i>Conditional perfect</i>	
traería	traeríamos	habría traído	habríamos traído
traerías	traeríais	habrías traído	habríais traído
traería	traerían	habría traído	habrían traído
<i>Present perfect subjunctive</i>		<i>Present perfect subjunctive</i>	
traiga	traigamos	haya traído	hayamos traído
traigas	traigáis	hayas traído	hayáis traído
traiga	traigan	haya traído	hayan traído
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
trajera	trajéramos	hubiera traído	hubiéramos traído
trajeras	trajerais	hubieras traído	hubierais traído
trajera	trajeran	hubiera traído	hubieran traído
<i>Imperative</i>			
N/A	traigamos		
trae; no traigas	traed; no traigáis		
traiga	traigan		

venir: to come
Present participle: viniendo
Past Participle: venido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
vengo	venimos	he venido	hemos venido
vienes	venís	has venido	habéis venido
viene	vienen	ha venido	han venido
<i>Imperfect</i>		<i>Pluperfect</i>	
venía	veníamos	había venido	habíamos venido
venías	veníais	habías venido	habíais venido
venía	venían	había venido	habían venido
<i>Preterit</i>		<i>Preterit perfect</i>	
vine	vinimos	hube venido	hubimos venido
viniste	vinisteis	hubiste venido	hubisteis venido
vino	vinieron	hubo venido	hubieron venido
<i>Future</i>		<i>Future perfect</i>	
vendré	vendremos	habré venido	habremos venido
vendrás	vendréis	habrás venido	habréis venido
vendrá	vendrán	habrá venido	habrán venido
<i>Conditional</i>		<i>Conditional perfect</i>	
vendría	vendríamos	habría venido	habríamos venido
vendrías	vendrías	habrías venido	habrías venido
vendría	vendrían	habría venido	habrían venido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
venga	vengamos	haya venido	hayamos venido
vengas	vengáis	hayas venido	hayáis venido
venga	vengan	haya venido	hayan venido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
viniera	viniéramos	hubiera venido	hubiéramos venido
vinieras	vinierais	hubieras venido	hubierais venido
viniera	vinieran	hubiera venido	hubieran venido
<i>Imperative</i>			
N/A	vengamos		
ven; no vengas	venid; no vengáis		
venga	vengan		

ver: to see

Present participle: viendo

Past Participle: visto

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
veo	vemos	he visto	hemos visto
ves	veis	has visto	habéis visto
ve	ven	ha visto	han visto
<i>Imperfect</i>		<i>Pluperfect</i>	
veía	veíamos	había visto	habíamos visto
veías	veíais	habías visto	habíais visto
veía	veían	había visto	habían visto
<i>Preterit</i>		<i>Preterit perfect</i>	
vi	vimos	hube visto	hubimos visto
viste	visteis	hubiste visto	hubisteis visto
vio	vieron	hubo visto	hubieron visto

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
veré	veremos	habré visto	habremos visto
verás	veréis	habrás visto	habréis visto
verá	verán	habrá visto	habrán visto
<i>Conditional</i>		<i>Conditional perfect</i>	
vería	veríamos	habría visto	habríamos visto
verías	veríais	habrías visto	habríais visto
vería	verían	habría visto	habrían visto
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
vea	veamos	haya visto	hayamos visto
veas	veáis	hayas visto	hayáis visto
vea	vean	haya visto	hayan visto
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
viera	viéramos	hubiera visto	hubiéramos visto
vieras	vierais	hubieras visto	hubierais visto
viera	vieran	hubiera visto	hubieran visto
<i>Imperative</i>			
N/A	veamos		
ve; no veas	ved; no veáis		
vea	vean		

Stem-Changing Spanish Verbs



The verb tables in this section use underline to point out the conjugations with stem changes; use these flags to help you remember which verbs change in which forms.

pedir (e to i): to ask for
Present participle: pidiendo
Past Participle: pedido

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Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>pedo</u>	pedimos	he pedido	hemos pedido
<u>pides</u>	pedís	has pedido	habéis pedido
<u>pide</u>	<u>piden</u>	ha pedido	han pedido
<i>Imperfect</i>		<i>Pluperfect</i>	
pedía	pedíamos	había pedido	habíamos pedido
pedías	pedíais	habías pedido	habíais pedido
pedía	pedían	había pedido	habían pedido
<i>Preterit</i>		<i>Preterit perfect</i>	
pedí	pedimos	hube pedido	hubimos pedido
pediste	pedisteis	hubiste pedido	hubisteis pedido
<u>pidió</u>	<u>pidieron</u>	hubo pedido	hubieron pedido
<i>Future</i>		<i>Future perfect</i>	
pediré	pediremos	habré pedido	habremos pedido
pedirás	pediréis	habrás pedido	habréis pedido
pedirá	pedirán	habrá pedido	habrán pedido
<i>Conditional</i>		<i>Conditional perfect</i>	
pediría	pediríamos	habría pedido	habríamos pedido
pedirías	pediríais	habrías pedido	habríais pedido
pediría	pedirían	habría pedido	habrían pedido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>pida</u>	<u>pidamos</u>	haya pedido	hayamos pedido
<u>pidas</u>	<u>pidáis</u>	hayas pedido	hayáis pedido
<u>pida</u>	<u>pidan</u>	haya pedido	hayan pedido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
<u>pidiera</u>	<u>pidiéramos</u>	hubiera pedido	hubiéramos pedido
<u>pidieras</u>	<u>pidierais</u>	hubieras pedido	hubierais pedido
<u>pidiera</u>	<u>pidieran</u>	hubiera pedido	hubieran pedido
<i>Imperative</i>			
N/A	<u>pidamos</u>		
<u>pide; no pidas</u>	pedid; no <u>pidáis</u>		
<u>pida</u>	<u>pidan</u>		

perder (e to ie): to lose

Present participle: **perdiendo**

Past Participle: **perdido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>pierdo</u>	perdemos	he perdido	hemos perdido
<u>pierdes</u>	perdéis	has perdido	habéis perdido
<u>pierde</u>	<u>pierden</u>	ha perdido	han perdido
<i>Imperfect</i>		<i>Pluperfect</i>	
perdía	perdíamos	había perdido	habíamos perdido
perdías	perdíais	habías perdido	habíais perdido
perdía	perdían	había perdido	habían perdido
<i>Preterit</i>		<i>Preterit perfect</i>	
perdí	perdimos	hube perdido	hubimos perdido
perdiste	perdisteis	hubiste perdido	hubisteis perdido
perdió	perdieron	hubo perdido	hubieron perdido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect perder</i>	
perderé	perderemos	habré perdido	habremos perdido
perderás	perderéis	habrás perdido	habréis perdido
perderá	perderán	habrá perdido	habrán perdido
<i>Conditional</i>		<i>Conditional perfect</i>	
perdería	perdíamos	habría perdido	habríamos perdido
perderías	perderíais	habrías perdido	habríais perdido
perdería	perderían	habría perdido	habrían perdido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>pierda</u>	perdamos	haya perdido	hayamos perdido
<u>pierdas</u>	perdáis	hayas perdido	hayáis perdido
<u>pierda</u>	<u>pierdan</u>	haya perdido	hayan perdido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
perdiera	perdiéramos	hubiera perdido	hubiéramos perdido
perdieras	perdierais	hubieras perdido	hubierais perdido
perdiera	perdieran	hubiera perdido	hubieran perdido
<i>Imperative</i>			
N/A	perdamos		
<u>pierde</u> ; no <u>pierdas</u>	perded; no perdáis		
<u>pierda</u>	<u>pierdan</u>		

dormir (o to ue or u): to sleep

Present participle: **durmiendo**

Past Participle: **dormido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>duermo</u>	dormimos	he dormido	hemos dormido
<u>duermes</u>	dormís	has dormido	habéis dormido
<u>duerme</u>	<u>duermen</u>	ha dormido	han dormido
<i>Imperfect</i>		<i>Pluperfect</i>	
dormía	dormíamos	había dormido	habíamos dormido
dormías	dormíais	habías dormido	habíais dormido
dormía	dormían	había dormido	habían dormido
<i>Preterit</i>		<i>Preterit perfect</i>	
dormí	dormimos	hube dormido	hubimos dormido
dormiste	dormisteis	hubiste dormido	hubisteis dormido
<u>durmió</u>	<u>durmieron</u>	hubo dormido	hubieron dormido
<i>Future</i>		<i>Future perfect</i>	
dormiré	dormiremos	habré dormido	habremos dormido
dormirás	dormiréis	habrás dormido	habréis dormido
dormirá	dormirán	habrá dormido	habrán dormido
<i>Conditional</i>		<i>Conditional perfect</i>	
dormiría	dormiríamos	habría dormido	habríamos dormido
dormirías	dormiríais	habrías dormido	habríais dormido
dormiría	dormirían	habría dormido	habrían dormido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>duerma</u>	<u>durmamos</u>	haya dormido	hayamos dormido
<u>duermas</u>	<u>durmáis</u>	hayas dormido	hayáis dormido
<u>duerma</u>	<u>duerman</u>	haya dormido	hayan dormido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
<u>durmiera</u>	<u>durmíéramos</u>	hubiera dormido	hubiéramos dormido
<u>durmieras</u>	<u>durmierais</u>	hubieras dormido	hubierais dormido
<u>durmiera</u>	<u>durmieran</u>	hubiera dormido	hubieran dormido
<i>Imperative</i>			
N/A	<u>durmamos</u>		
<u>duerme;</u> no <u>duermas</u>	dormid; no <u>durmáis</u>		
<u>duerma</u>	<u>duerman</u>		

jugar (u to ue): to play (a game or sport)

Present participle: **jugando**

Past Participle: **jugado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>juego</u>	<u>jugamos</u>	he jugado	hemos jugado
<u>juegas</u>	<u>jugáis</u>	has jugado	habéis jugado
<u>juega</u>	<u>juegan</u>	ha jugado	han jugado
<i>Imperfect</i>		<i>Pluperfect</i>	
<u>jugaba</u>	<u>jugábamos</u>	había jugado	habíamos jugado
<u>jugabas</u>	<u>jugabaís</u>	habías jugado	habíais jugado
<u>jugaba</u>	<u>jugaban</u>	había jugado	hubieron jugado
<i>Preterit</i>		<i>Preterit perfect</i>	
<u>jugué</u>	<u>jugamos</u>	hube jugado	hubimos jugado
<u>jugaste</u>	<u>jugasteis</u>	hubiste jugado	hubisteis jugado
<u>jugó</u>	<u>jugaron</u>	hubo jugado	hubieron jugado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Future</i>		<i>Future perfect</i>	
jugaré	jugaremos	habré jugado	habremos jugado
jugarás	jugaréis	habrás jugado	habréis jugado
jugará	jugarán	habrá jugado	habrán jugado
<i>Conditional</i>		<i>Conditional perfect</i>	
jugaría	jugaríamos	habría jugado	habríamos jugado
jugarías	jugaríais	habrías jugado	habréis jugado
jugaría	jugarían	habría jugado	habrían jugado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>juegue</u>	juguemos	haya jugado	hayamos jugado
<u>juegues</u>	juguéis	hayas jugado	hayáis jugado
<u>juegue</u>	<u>jueguen</u>	haya jugado	hayan jugado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
jugara	jugáramos	hubiera jugado	hubiéramos jugado
jugaras	jugaraís	hubieras jugado	hubierais jugado
jugara	jugaran	hubiera jugado	hubieran jugado
<i>Imperative</i>			
N/A	juguemos		
<u>juega; no juegues</u>	jugad; no juguéis		
<u>juegue</u>	<u>jueguen</u>		

Spelling-Changing Spanish Verbs

The verb tables in this section use underline to indicate the conjugations with spelling changes; use these markers to help you remember which verbs change in which forms.

escoger (soft g to j): to choose

Present participle: **escogiendo**

Past Participle: **escogido**

Book V

Appendices

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>escojo</u>	escogemos	he escogido	hemos escogido
escoges	escogéis	has escogido	habéis escogido
escoge	escogen	ha escogido	han escogido
<i>Imperfect</i>		<i>Pluperfect</i>	
escogía	escogíamos	había escogido	habíamos escogido
escogías	escogíais	habías escogido	habíais escogido
escogía	escogían	había escogido	habían escogido
<i>Preterit</i>		<i>Preterit perfect</i>	
escogí	escogimos	hube escogido	hubimos escogido
escogiste	escogisteis	hubiste escogido	hubisteis escogido
escogió	escogieron	hubo escogido	hubieron escogido
<i>Future</i>		<i>Future perfect</i>	
escogeré	escogeremos	habré escogido	habremos escogido
escogerás	escogeréis	habrás escogido	habréis escogido
escogerá	escogerán	habrá escogido	habrán escogido
<i>Conditional</i>		<i>Conditional perfect</i>	
escogería	escogeríamos	habría escogido	habríamos escogido
escogerías	escogeríais	habrías escogido	habríais escogido
escogería	escogerían	habría escogido	habrían escogido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>escoja</u>	<u>escojamos</u>	haya escogido	hayamos escogido
<u>escojas</u>	<u>escojáis</u>	hayas escogido	hayáis escogido
<u>escoja</u>	<u>escojan</u>	haya escogido	hayan escogido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
escogiera	escogiéramos	hubiera escogido	hubiéramos escogido
escogieras	escogierais	hubieras escogido	hubierais escogido
escogiera	escogieran	hubiera escogido	hubieran escogido
<i>Imperative</i>			
N/A	<u>escojamos</u>		
escoge; no <u>escojas</u>	escoged; no <u>escojáis</u>		
<u>escoja</u>	<u>escojan</u>		

distinguir (hard gu to g): to distinguish

Present participle: **distinguiendo**

Past Participle: **distinguido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>distro</u>	distinguimos	he distinguido	hemos distinguido
distinges	distinguís	has distinguido	habéis distinguido
distinge	distinguén	ha distinguido	han distinguido

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
<i>Imperfect</i>		<i>Pluperfect</i>		
distinguía	distinguíamos	había distinguido	habíamos distinguido	
distinguías	distinguíais	habías distinguido	habíais distinguido	
distinguía	distinguían	había distinguido	habían distinguido	
<i>Preterit</i>		<i>Preterit perfect</i>		
distinguí	distinguimos	hube distinguido	hubimos distinguido	
distinguiste	distinguisteis	hubiste distinguido	hubisteis distinguido	
distinguió	distinguieron	hubo distinguido	hubieron distinguido	
<i>Future</i>		<i>Future perfect</i>		
distinguiré	distinguiremos	habré distinguido	habremos distinguido	
distinguirás	distinguiréis	habrás distinguido	habréis distinguido	
distinguirá	distinguirán	habrá distinguido	habrán distinguido	
<i>Conditional</i>		<i>Conditional perfect</i>		
distinguiría	distinguiríamos	habría distinguido	habríamos distinguido	
distinguirías	distinguiríais	habrías distinguido	habríais distinguido	
distinguiría	distinguirían	habría distinguido	habrían distinguido	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
<u>distinga</u>	<u>distingamos</u>	haya distinguido	hayamos distinguido	
<u>distingas</u>	<u>distingáis</u>	hayas distinguido	hayáis distinguido	
<u>distinga</u>	<u>distingan</u>	haya distinguido	hayan distinguido	

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
distinguiera	distinguiéramos	hubiera	hubiéramos
distinguieras	distinguierais	distinguido	distinguido
distinguiera	distinguieran	hubieras	hubierais
		distinguido	distinguido
		hubiera	hubieran
		distinguido	distinguido
<i>Imperative</i>			
N/A	<u>distingamos</u>		
distingue;	distinguid;		
no <u>distingas</u>	no <u>distingáis</u>		
<u>distinga</u>	<u>distingan</u>		

delinquir (hard qu to c): to commit a crime, to break the law

Present participle: **delinquiendo**

Past Participle: **delinquido**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>delinco</u>	delinquimos	he delinquido	hemos delinquido
delinques	delinquís	has delinquido	habéis delinquido
delinque	delinquen	ha delinquido	han delinquido
<i>Imperfect</i>		<i>Pluperfect</i>	
delinquía	delinquíamos	había delinquido	habíamos delinquido
delinquías	delinquíñas	habías delinquido	habíais delinquido
delinquía	delinquían	había delinquido	habían delinquido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Preterit</i>		<i>Preterit perfect</i>	
delinquí	delinquimos	hube delinquido	hubimos delinquido
delinquiste	delinquisteis	hubiste delinquido	hubisteis delinquido
delinquió	delinquieron	hubo delinquido	hubieron delinquido
<i>Future</i>		<i>Future perfect</i>	
delinquiré	delinquiremos	habré delinquido	habremos delinquido
delinquirás	delinquiréis	habrás delinquido	habréis delinquido
delinquirá	delinquirán	habrá delinquido	habrán delinquido
<i>Conditional</i>		<i>Conditional perfect</i>	
delinquiría	delinquiríamos	habría delinquido	habríamos delinquido
delinquirías	delinquiríais	habrías delinquido	habrías delinquido
delinquiría	delinquirían	habría delinquido	habrían delinquido
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>delinca</u>	<u>delincamos</u>	haya delinquido	hayamos delinquido
<u>delincas</u>	<u>delincáis</u>	hayas delinquido	hayáis delinquido
<u>delinca</u>	<u>delincan</u>	haya delinquido	hayan delinquido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
delinquiera	delinquiéramos	hubiera delinquido	hubiéramos delinquido
delinquieras	delinquierais	hubieras delinquido	hubierais delinquido
delinquiera	delinquieran	hubiera delinquido	hubieran delinquido
<i>Imperative</i>			
N/A	<u>delincamos</u>		
delinque; no <u>delincas</u>	delinquit; no <u>delincáis</u>		
<u>delinca</u>	<u>delincan</u>		

convencer (c to z): to convince
Present participle: convenciendo
Past Participle: convencido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
<u>convenzo</u>	convencemos	he convencido	hemos convencido
convences	convencéis	has convencido	habéis convencido
convence	convencen	ha convencido	han convencido
<i>Imperfect</i>		<i>Pluperfect</i>	
convencia	convencíamos	había convencido	habíamos convencido
convencías	convencíais	habías convencido	habíais convencido
convención	convencían	había convencido	habían convencido
<i>Preterit</i>		<i>Preterit perfect</i>	
convencí	convencimos	hube convencido	hubimos convencido
convenciste	convencisteis	hubiste convencido	hubisteis convencido
convenció	convencieron	hubo convencido	hubieron convencido
<i>Future</i>		<i>Future perfect</i>	
convenceré	convenceremos	habré convencido	habremos convencido
convencerás	convenceréis	habrás convencido	habréis convencido
convencerá	convencerán	habrá convencido	habrán convencido
<i>Conditional</i>		<i>Conditional perfect</i>	
convencería	convenceríamos	habría convencido	habríamos convencido
convencerías	convenceríais	habrías convencido	habríais convencido
convencería	convencerían	habría convencido	habrían convencido

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>convenza</u>	<u>convenzamo</u>	haya convencido	hayamos convencido
<u>convenzas</u>	<u>convenzáis</u>	hayas convencido	hayáis convencido
<u>convenza</u>	<u>convenzan</u>	haya convencido	haya convencido
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
convenciera	convenciéramos	hubiera convencido	hubiéramos convencido
convencieras	convencierais	hubieras convencido	hubierais convencido
convenciera	convencieran	hubiera convencido	hubieran convencido
<i>Imperative</i>			
N/A	<u>convenzamos</u>		
convence;	convenced;		
no <u>convenzas</u>	no <u>convenzáis</u>		
<u>convenza</u>	<u>convenzan</u>		

tocar (hard c to qu): to play (an instrument)

Present participle: tocando

Past Participle: tocado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
toco	tocamos	he tocado	hemos tocado
tocas	tocáis	has tocado	habéis tocado
toca	tocan	ha tocado	han tocado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperfect</i>		<i>Pluperfect</i>	
tocaba	tocábamos	había tocado	habíamos tocado
tocabas	tocabais	habías tocado	habíais tocado
tocaba	tocaban	había tocado	habían tocado
<i>Preterit</i>		<i>Preterit perfect</i>	
<u>toqué</u>	tocamos	hube tocado	hubimos tocado
tocaste	tocasteis	hubiste tocado	habisteis tocado
tocó	tocaron	hubo tocado	hubieron tocado
<i>Future</i>		<i>Future perfect</i>	
tocaré	tocaremos	habré tocado	habremos tocado
tocarás	tocaréis	habrás tocado	habréis tocado
tocará	tocarán	habrá tocado	habrán tocado
<i>Conditional</i>		<i>Conditional perfect</i>	
tocaría	tocaríamos	habría tocado	habríamos tocado
tocarías	tocaríais	habrías tocado	habríais tocado
tocaría	tocarían	habría tocado	habrían tocado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>toque</u>	<u>toquemos</u>	haya tocado	hayamos tocado
<u>toques</u>	<u>toquéis</u>	hayas tocado	hayáis tocado
<u>toque</u>	<u>toquen</u>	haya tocado	hayan tocado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
tocara	tocáramos	hubiera tocado	hubiéramos tocado
tocaras	tocarais	hubieras tocado	hubierais tocado
tocara	tocaran	hubiera tocado	hubieran tocado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperative</i>			
N/A	<u>toquemos</u>		
toca; no <u>toques</u>	tocad; no <u>toquéis</u>		
<u>toque</u>	<u>toquen</u>		

cruzar (z to c): to cross
 Present participle: **cruzando**
 Past Participle: **cruzado**

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
cruzo	cruzamos	he cruzado	hemos cruzado
cruzas	cruzáis	has cruzado	habéis cruzado
cruza	cruzan	ha cruzado	han cruzado
<i>Imperfect</i>		<i>Pluperfect</i>	
cruzaba	cruzábamos	había cruzado	habíamos cruzado
cruzabas	cruzabais	habías cruzado	habíais cruzado
cruzaba	cruzaban	había cruzado	habían cruzado
<i>Preterit</i>		<i>Preterit perfect</i>	
<u>crucé</u>	cruzamos	hube cruzado	hubimos cruzado
cruzaste	cruzasteis	hubiste cruzado	hubisteis cruzado
cruzó	cruzaron	hubo cruzado	hubieron cruzado
<i>Future</i>		<i>Future perfect</i>	
cruzaré	cruzaremos	habré cruzado	habremos cruzado
cruzarás	cruzaréis	habrás cruzado	habréis cruzado
cruzará	cruzarán	habrá cruzado	habrán cruzado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Conditional</i>		<i>Conditional perfect</i>	
cruzaría	cruzaríamos	habría cruzado	habríamos cruzado
cruzarías	cruzaríais	habrías cruzado	habríais cruzado
cruzaría	cruzarían	habría cruzado	habrían cruzado
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>	
<u>cruce</u>	<u>crucemos</u>	haya cruzado	hayamos cruzado
<u>cruces</u>	<u>crucéis</u>	hayas cruzado	hayáis cruzado
<u>cruce</u>	<u>crucen</u>	haya cruzado	hayan cruzado
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>	
cruzara	cruzáramos	hubiera cruzado	hubiéramos cruzado
cruzaras	cruzaraís	hubieras cruzado	hubieraís cruzado
cruzara	cruzaran	hubiera cruzado	hubieran cruzado
<i>Imperative</i>			
N/A	<u>crucemos</u>		
cruza; no <u>cruces</u>	cruzad; no <u>crucéis</u>		
<u>cruce</u>	<u>crucen</u>		

pagar (g to gu): to pay (for)

Present participle: pagando

Past Participle: pagado

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Present</i>		<i>Present perfect</i>	
pago	pagamos	he pagado	hemos pagado
pagas	pagáis	has pagado	habéis pagado

Simple Tenses		Compound Tenses		Book V Appendices
Singular	Plural	Singular	Plural	
paga	pagan	ha pagado	han pagado	
<i>Imperfect</i>		<i>Pluperfect</i>		
pagaba	pagábamos	había pagado	habíamos pagado	
pagabas	pagabais	habías pagado	habíais pagado	
pagaba	pagaban	había pagado	habían pagado	
<i>Preterit</i>		<i>Preterit perfect</i>		
<u>pagué</u>	pagamos	hube pagado	hubimos pagado	
pagaste	pagasteis	hubiste pagado	hubisteis pagado	
pagó	pagaron	hubo pagado	hubieron pagado	
<i>Future</i>		<i>Future perfect</i>		
pagaré	pagaremos	habré pagado	habremos pagado	
pagarás	pagaréis	habrás pagado	habréis pagado	
pagará	pagarán	habrá pagado	habrán pagado	
<i>Conditional</i>		<i>Conditional perfect</i>		
pagaría	pagaríamos	habría pagado	habríamos pagado	
pagarías	pagaríais	habrías pagado	habríais pagado	
pagaría	pagarían	habría pagado	habrían pagado	
<i>Present subjunctive</i>		<i>Present perfect subjunctive</i>		
<u>paque</u>	<u>paguemos</u>	haya pagado	hayamos pagado	
<u>paques</u>	<u>paguéis</u>	hayas pagado	hayáis pagado	
<u>paque</u>	<u>paquen</u>	haya pagado	hayan pagado	
<i>Imperfect subjunctive</i>		<i>Pluperfect subjunctive</i>		
pagara	pagáramos	hubiera pagado	hubiéramos pagado	
pagaras	pagarais	hubieras pagado	hubierais pagado	
pagara	pagaran	hubiera pagado	hubieran pagado	

Simple Tenses		Compound Tenses	
Singular	Plural	Singular	Plural
<i>Imperative</i>			
N/A	<u>paguemos</u>		
paga; no <u>pagues</u>	pagad; no <u>paguéis</u>		
<u>pague</u>	<u>paguen</u>		

Appendix B

Spanish-English Mini Dictionary

A

a menudo: a meh-noo-doh = often
a pie: ah peeuh = walking (literally: on foot)
a rayas: ah rah-yahs = striped
a sus órdenes: a soos ohr-dehn-ehs = at your service
a veces: ah bveh-sehs = sometimes
abeja (f): ah-bveh-hah = bee
abogado/a (m, f): ah-bvoh-gah-doh/dah = lawyer
abrazarse: ah-bvrah-sahr-seh = to hug each other
abrigo (m): ah-bvree-goh = coat
abril (m): ah-bvreet = April
abrir: ah-bvreer = to open
abrocharse: ah-bvroh-chahr-seh = to fasten
absurdo: ahbv-soor-doh = absurd
abuela (f): ah-bvooeh-lah = grandmother
abuelo (m): ah-bvooeh-loh = grandfather
abuelos (m): ah-bveh-lohs = grandparents
aburrido: ah-bvoo-rree-doh = boring
aburrir: ah-bvoo-rreer = to bore
aburrirse: ah-bvoo-rreer-seh = to become bored

acabar de: ah-kah-bvahr deh = to have just
acercase: ah-sehr-kahr-seh = to approach, to near
aconsejar: ah-kohn-seh-Hahr = to advise
acordar (ue): ah-kohr-dahr = to agree
acostar (ue): ah-kohs-tahr = to put to bed
acostarse (ue): ah-kohs-tahr-seh = to go to bed
actor (m): ahk-tohr = actor
actriz (f): ahk-trees = actress
actuar: ahk-tooahr = to act
adelante: ah-deh-lahn-teh = in front, ahead
adiós: ah-deeohs = good bye
aduana (f): ah-dooah-nah = customs
aeropuerto (m): ah-eh-roh-pooehr-toh = airport
afeitarse: ah-fehee-tahr-seh = to shave
afortunado: ah-fohr-too-nah-doh = fortunate
afuera: ah-fooeh-rah = outside
agencia (f): ah-Hehn-seeah = agency
agosto (m): ah-gohs-toh = August
agua (m): ah-gooah = water
aguacate (m): ah-gooah-kah-teh = avocado
ahora: ah-oh-rah = now

ahora mismo: ah-hoh-rah *mees-moh* = right now
ahorrar: ah-hoh-rrahr = to save
ajedrez (m): ah-Heh-drehs = chess
ají (m): ah-Hee = hot pepper (South America)
ajo (m): ah-Hoh = garlic
al fin: ahl feen = finally
alarma (f): ah-lahr-mah = alarm
alcalde (m, f): ahl-kahl-deh = mayor
alegrarse (de): ah-leh-grahr-seh (deh) = to be glad, to be happy
alegre: ah-leh-greh = happy
alegremente: ah-leh-greh-mehn-teh = happily
alemán/alemana (m,f): ah-leh-mahn/nah = German
alfombra (f): ahl-fohm-bvrah = rug
algodón (m): ahl-goh-dohn = cotton
algún: ahl-goon = some
allá: ah-yah = over there
allí: ah-yee = there
almacén (m): ahl-mah-sehn = department store
almorzar (ue): ahl-mohr-sahr = to eat lunch
almuerzo (m): ahl-mooehr-soh = lunch
alrededor de: ahl-reh-deh-dohr de = around
alto: ahl-toh = tall; high
amable: ah-mah-bvleh = nice
amar: ah-mahr = to love
amarillo: ah-mah-ree-yoh = yellow
añadir: ah-nyah-deer = to add
andar: ahn-dahr = to walk
año (m): ah-nyoh = year
antes (de): ahn-tehs (deh) = before
apagar: ah-pah-gahr = to turn off
aparecer: ah-pah-reh-sehr = to appear

aplaudir: ah-plahoo-deer = to applaud
aplicar(se): ah-plee-kahr(seh) = to apply (oneself)
aprender: ah-prehn-dehr = to learn
apresurarse: ah-preh-soo-rahr-seh = to hurry
apretado: ah-preh-tah-doh = tight
aprobar (un examen): ah-proh-bahr (oon ehk-sah-mehn) = to pass (a test)
aqueل, aquella: ah-kehl, ah-keh-yah = that
aqueل, aquella: ah-kehl, ah-keh-yah = that one
aquellos, aquellas: ah-keh-yohs, ah-keh-yahs = those
aquéllos, aquéllas: ah-keh-yohs, ah-keh-yahs = those ones
aquí: ah-kee = here
aretes (m): ah-reh-tehs = earrings
arreglar: ah-rreh-glahr = to repair
arroz (m): ah-rrohs = rice
ascensor (m): ah-sehn-sohr = elevator
asegurarse de: ah-seh-goo-rahr-seh deh = to make sure
asesor/a (m, f): ah-seh-sohr/rah = consultant
asiento (m): ah-seehn-toh = seat
asistir: ah-sees-teer = to attend
asombrado: ah-sohm-bvrah-doh = astonished, surprised, amazed
aspiradora: ahs-peeh-rah-doh-rah = vacuum cleaner
asustado: ah-soos-tah-doh = frightened
atacar: ah-tah-kahr = to attack
atentamente: ah-tehn-tah-mehn-teh = sincerely yours
atractivo: ah-trahk-tee-bvoh = attractive
atroz: ah-trohs = atrocious
atún (m): ah-toon = tuna

auditorio (m): ahoo-dee-*toh*-reeoh = auditorium
aumento (m): ahoo-*mehn*-toh = raise
aumento de sueldo (m): ahoo-*mehn*-toh deh sooehl-doh = raise (of salary)
auto (m): *ahoo*-toh = car (South America)
autopista (f): ahoo-toh-pees-tah = freeway
avenida (f): ah-bveh-nee-dah = avenue
avergonzado: ah-bvehr-gohn-sah-doh = embarrassed, ashamed
avergonzarse de: ah-bvehr-gohn-sahr-seh deh = to be ashamed of
avión (m): *ah*-bveeohn = plane
ayer: ah-yehr = yesterday
ayudar: ah-yoo-dahr = to help
azul: ah-sool = blue

B

bailar: bvahee-*lahr* = to dance
bajo: *bvah*-Ho = short, low, under
balcón (m): bvahl-*kohn* = balcony
baloncesto (m): bvah-lohn-sehs-toh = basketball
bañar: bvah-nyahr = to bathe (someone)
bañarse: bvah-nyahr-seh = to bathe oneself
bañera (f): bah-nyeh-rah = bathtub
baño (m): bvah-nyoh = bathroom
banquero/a (m, f): bvahn-keh-roh/rah = banker
barco (m): *bvahr*-koh = boat
barrio (m): *bvah*-rreeoh = neighborhood
basta: *bvahs*-tah = enough
bastante: bvahs-*tahn*-teh = quite; enough
basura (f): bvah-soo-rah = garbage
bate (m): *bvah*-teh = bat

batir: bvah-*teer* = to beat, whip, whisk
beber: bveh-*bvehr* = to drink
bebida (f): bveh-*bvee*-dah = drink
bello: bveh-yoh = beautiful
besar: bveh-*sahr* = to kiss
biblioteca (f): bvee-bvleehoh-*teh*-kah = library
bicicleta (f): bvee-see-*kleh*-tah = bicycle
bigote (m): bvee-goh-*teh* = moustache
bistec (m): bvees-*tehk* = steak
blanco: *bvlahn*-koh = white
boca (f): *bvoh*-kah = mouth
boda (f): *bvoh*-dah = wedding
boleto (m): *bvoh*-leh-toh = ticket
bolsillo (m): bvohl-see-yoh = pocket
bonito: *bvoh*-nee-toh = pretty
botella (f): *bvoh*-teh-yah = bottle
brazo (m): *burah*-soh = arm
brevemente: bvreh-bveh-*mehn*-teh = briefly
brillo: *buree*-yoh = shine
brócoli (m): *bvoh*-koh-lee = broccoli
bronceador (m): bvrohn-sehah-dohr = suntan lotion
broncearse: bvrohn-seh-*ahr*-seh = to tan
bueno: bvooeh-noh = good
bulevar (m): bvoo-leh-*bvahr* = boulevard
burlarse (de): bvoor-*lahr*-seh (deh) = to make fun of
buscar: bvoos-*kahr* = to search, to look for

C

caballo (m): kah-*bvah*-yoh = horse
caber: kah-*bvehr* = to fit
cabeza (f): kah-*bveh*-sah = head

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Appendices

- caer:** cah-ehr = to fall
- café (m):** kah-feh = coffee
- caja (f):** kah-Hah = box
- cajero/a (m, f):** kah-Heh-roh/rah = cashier
- caliente:** kah-leeehn-teh = hot [temperature]
- calificar:** kah-lee-fee-kahr = to grade (papers, exams, and so on)
- callarse:** kah-yahr-seh = to be silent
- calle (f):** kah-yeh = street
- calor (m):** kah-lohr = heat
- cama (f):** kah-mah = bed
- cámera de video (f):** kah-mah-rah deh bvee-deh-oh = video camera
- camarero/a (m, f):** kah-mah-reh-roh/rah = waiter (waitress)
- camarón (m):** kah-mah-rohn = shrimp
- camarote (m):** kah-mah-roh-teh = cabin (stateroom)
- cambiar:** kahm-bveeahr = to change
- camino (m):** kah-mee-noh = road
- camisa (f):** kah-mee-sah = shirt
- camiseta (f):** kah-mee-seh-tah = t-shirt
- campo (m):** kahm-poh = countryside, field
- cancelar:** kah-seh-lahr = to cancel
- canción (f):** kahn-seeohn = song
- cansado:** kahn-sah-doh = tired
- cansarse:** kahn-sahr-seh = to become tired
- cantar:** kahn-tahr = to sing
- caries (f):** kah-reeehs = cavity
- cariño (m):** kah-ree-nyoh = affection
- caro:** kah-roh = expensive
- carrera (f):** kah-rreh-rah = race; profession
- carro (m):** kah-rroh = car (Mexico)
- carta (f):** kahr-tah = letter
- cartel (m):** kahr-tehl = sign
- cartera (f):** kahr-teh-rah = wallet
- cartero/a (m, f):** kahr-teh-roh/rah = postal worker
- casa (f):** kah-sah = house
- casarse:** kah-sahr-seh = to get married
- cascada (f):** kahs-kah-dah = waterfall
- casi:** kah-see = almost
- cebollas (f):** seh-bvoh-yahs = onions
- cena (f):** seh-nah = supper
- centro comercial (m):** sehn-troh coh-mehr-see-ahl = shopping mall
- cepillarse:** seh-peeyahr-seh = to brush (hair, teeth)
- cerámica (f):** seh-rah-mee-kah = ceramic
- cerca (de):** sehr-kah (deh) = near (to)
- cereales (m):** seh-reh-ah-lehs = cereals
- cereza (f):** seh-reh-sah = cherry
- cero (m):** seh-roh = zero
- cerrado:** seh-rrah-doh = closed
- cerrar:** seh-rrahr = to close
- cerveza (f):** sehr-bveh-sah = beer
- césped (m):** sehs-pehd = lawn
- champán (m):** chahm-pahn = champagne
- chaqueta (f):** chah-keh-tah = jacket
- cheque (m):** cheh-keh = check
- chico:** chee-koh = little; small
- chile (m):** chee-leh = hot pepper (Mexico and Guatemala)
- chiste (m):** cheeses-teh = joke
- chofer (m):** choh-fehr = driver
- cielo (m):** seeeh-loh = sky
- ciencia (f):** seeehn-seeah = science
- cierto:** seeehr-toh = certain, sure
- cine (m):** see-neh = cinema

ciruela (f): see-roo-eh-lah = plum
cirugía (f): see-roo-Heeah = surgery
cirujano (m): see-roo-hah-noh = surgeon
cita (f): see-tah = appointment, date
ciudad (f): seeoo-dahd = city
claro: klah-roh = light
cobre (m): koh-bvreh = copper
coche (m): koh-cheh = car
cochecito (m): koh-cheh-see-toh = baby carriage
cocina (f): koh-see-nah = kitchen
cocinar: koh-see-nahr = to cook
cocinero/a (m, f): koh-see-neh-rah = cook
coco (m): koh-koh = coconut
código postal (m): koh-dee-goh pohs-tahl = postal code [ZIP code]
coger: koh-hehr = to catch
colgar: kohl-gahr = to hang; to hang up
collar (m): koh-yahr = necklace
colocar: koh-loh-kahr = to place (something)
colocarse: koh-loh-kahr-seh = to place oneself; to get a job
comedor (m): koh-meh-dohr = dining room
comenzar (ie): koh-mehn-sahr = to begin
comer: koh-mehr = to eat
comida (f): koh-mee-dah = dinner
cómo: koh-moh = how
compañero/a (m, f): kohm-pah-nyeh-roh/rah = friend
compartir: kohm-pahr-teer = to share
completamente: kohm-pleh-tah-mehn-teh = completely
comportamiento (m): kohm-pohr-tah-meeehn-toh = behavior
comprar: kohm-prahr = to buy

computadora (f): kohm-poo-tah-doh-rah = computer
computadora portátil (f): lah kohm-poo-tah-doh-rah pohr-tah-teel = laptop computer
concesión (f): kohn-seh-seeohn = dealership
concienzudo: kohn-seeehn-soo-doh = conscientious
concluir: kohn-clueer = to conclude
conducir: kohn-doo-seer = to steer, to drive
confianza (f): kohn-feeahn-sah = confidence
conocer: koh-noh-sehr = to know (to be acquainted with)
conseguir (i): kohn-seh-geer = to get, obtain
consejo (m): kohn-seh-hoh = advice
consentir (ie): kohn-sehn-teer = to consent
construir: kohn-strooer = to build
contar: kohn-tahr = count
contento: kohn-tehn-toh = content; satisfied
contestar: kohn-tehs-tahr = to answer
continuar: kohn-tee-nooahr = to continue
contratar: kohn-trah-tahr = to hire
contribuir: kohn-tree-booeer = to contribute
convencer: kohn-bvehn-sehr = to convince
conveniente: kohn-bveh-neeuhn-teh = fitting
conviene: kohn-bveeeh-neh = it is advisable that
copiar: koh-peeahr = to copy, cheat
corazón (m): koh-rah-sohn = heart
corregir (i): koh-rreh-heer = to correct

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Appendices

correo (m): koh-*rreh*-oh = mail; post
correo electrónico (m): koh-*rreh*-oh
 eh-lehk-*troh*-nee-koh = e-mail
correr: koh-*rrehr* = to run
corrida de toros (f): koh-*rree*-dah deh
toh-rohs = bullfight
cortar: kohr-*tahr* = to cut
cortés (cortesa): kohr-*tehs*, kohr-*teh-sah* =
 courteous
cortesía (f): kohr-*teh-seeah* = courtesy
cosa (f): koh-*sah* = thing
costar: kohs-*tahr* = to cost (as in price)
crecer: kreh-*sehr* = to grow
creer: kreh-*ehr* = to disbelieve
crucero (m): kroo-*seh-roh* = cruise
cuadra (f): kooah-*drah* = block
cuál(es): kooahl, koo-*ah-lehs* = which,
 what
cuándo: kooahn-*doh* = when
cuánto: kooahn-*toh* = how much
cuarto (m): kooahr-*toh* = fourth
cuarto (m): kooahr-*toh* = quarter
cuarto (m): kooahr-*toh* = room
cubrir: koov-*reer* = to cover
cuchara (f): koo-*chah-rah* = spoon
cuello (m): kooeh-*yoh* = neck
cuenta (f): kooehn-*tah* = account
cuenta bancaria (f): kooehn-*tah*
bvahn-kah-reeah = bank account
cuerpo (m): kooehr-*poh* = body
cuidado (m): kooee-*dah-doh* = care
cumpleaños (m): koom-pleeah-nyohs =
 birthday
cuñada (f): koo-nyah-*dah* = sister-in-law
cuñado (m): koo-nyah-*doh* =
 brother-in-law
curioso: koo-reeoh-*soh* = curious

D

dar: dahr = to give
dar un paseo: dahr oon pah-sehoh = to
 take a walk
dato (m): dah-toh = data
de: deh = from
de antemano: deh ahn-teh-mah-noh =
 beforehand, in advance
de buena gana: deh bvoeh-nah
gah-nah = willingly
de nuevo: deh nooeh-bvoh = again
de repente: deh reh-pehn-teh = suddenly
de retraso: deh reh-trah-soh = late (in
 arriving)
de vez en cuando: deh bvehs ehn
kooahn-doh = from time to time
deber: deh-bvehr = to have to
débil: deh-bveel = weak
débito (m): deh-bvee-toh = debit
decidir: deh-see-deer = to decide
décimo (m): deh-see-moh = tenth
decir: deh-seer = to tell, say
dedo (f): deh-doh = finger
dedo del pie (m): deh-doh dehl peeuh =
 toe
defender: deh-fehn-dehr = to defend
dejar (el trabajo): deh-hahr (ehl
trah-bvah-hoh) = to quit (work)
delante (de): deh-lahn-teh (deh) = in
 front of
delgado: dehl-gah-doh = thin
delicioso: deh-lee-seeoh-soh = delicious
demasiado/a (m, f): deh-mah-seeah-doh/
dah = rather, too, too much
demostrar: deh-mohs-trahr = to
 demonstrate
dentista (m): dehn-tees-tah = dentist

dentro (de): *dehn-troh (deh)* = inside (of)
deporte (m): *deh-pohr-teh* = sport
deportivo: *deh-pohr-tee-bvoh* = sporty
deprimido: *deh-pree-mee-doh* = depressed
derecha (f): *deh-reh-chah* = right
derecho (m): *deh-reh-choh* = straight
derramar: *deh-rrah-mahr* = to spill
desafortunadamente: *deh-sah-fohr-toonah-dah-mehn-teh* = unfortunately
desayunarse: *deh-sah-yoo-nahr-seh* = to have breakfast
desayuno (m): *deh-sah-yoo-noh* = breakfast
descansar: *dehs-kahn-sahr* = to rest
desconocido/a (m, f): *dehs-kohn-oh-see-doh/dah* = stranger
describir: *dehs-kree-bveer* = to describe
descubrir: *dehs-koobv-reer* = to discover
descuidado: *dehs-kooee-dah-doh* = untidy
desde: *dehs-deh* = from, since
desear: *deh-sehahr* = to desire, to wish, to want
desenfrenadamente: *deh-sehn-freh-nah-dah-mehn-teh* = unrestrainedly
desfile (m): *dehs-fee-leh* = parade
desmayarse: *dehs-mah-yahr-seh* = to faint
despacio: *dehs-pah-seeoh* = slowly
despedir(se) (i): *dehs-peh-deer (seh)* = to say goodbye
despertar(se) (ie): *dehs-pehr-tahr (seh)* = to wake up
después: *dehs-pooehs* = after
destruir: *dehs-trooer* = to destroy
desvestirse (i): *dehs-bvehs-teer-seh* = to get undressed
devolver (ue): *deh-bvol-bvehr* = to return

día (m): *deeah* = day
diario (m): *deeah-reeoh* = newspaper
dibujo (m): *dee-bvoo-Hoh* = drawing; pattern
diccionario (m): *deek-seeohn-ah-reeoh* = dictionary
diciembre (m): *dee-seeehm-bvreh* = December
diente (m): *deeehn-teh* = tooth
difícil: *dee-fee-seel* = difficult
dinero (m): *dee-neh-roh* = money
dirección (f): *dee-rehk-see-ohn* = address
discutir: *dees-koo-teer* = to discuss, to debate
disponible: *dees-poh-nee-byleh* = available
distinguir: *dees-teen-geer* = to distinguish
distribuir: *dees-tree-bvooeर* = to distribute
divertido: *dee-bvehr-tee-doh* = amusing; funny
divertirse (ie): *dee-bvehr-teer-seh* = to have fun
doblar: *doh-bvlahr* = to turn
doce: *doh-seh* = twelve
doler (ue): *doh-lehr* = to hurt
dolor (m): *doh-lohr* = pain
dolor de muelas (m): *doh-lohr deh mooeh-lahs* = toothache
domingo (m): *doh-meen-goh* = Sunday
¿dónde?: *dohn-deh* = where
dormir (ue): *dohr-meer* = to sleep
dormirse (ue): *dohr-meer-seh* = to fall asleep
dos: *dohs* = two
ducharse: *doo-chahr-seh* = to take a shower
duda (f): *doo-dah* = doubt
dudar: *doo-dahr* = to doubt

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dudoso: doo-doh-soh = doubtful
dulce: dool-seh = sweet
durante: doo-rahn-teh = during
durazno (m): doo-rahs-noh = peach

E

edificio (m): eh-dee-fee-seeoh = building
eficiente: eh-fee-seeehn-teh = efficient
egoísta: eh-gohees-tah = selfish
ejercicio (m): eh-hehr-see-seeoh = exercise
el: ehl = the
él: ehl = he
elegante: eh-leh-gahn-teh = elegant
elegir (i): eh-leh-Heer = to elect
ella: eh-yah = she
ellos, ellas: eh-yohs, eh-yahs = they
embotellada: ehm-bvoh-teh-yah-dah = bottled
emocionado: eh-moh-seeoh-nah-doh = excited
empezar: ehm-peh-sahr = to begin; to start
empleo (m): ehm-pleh-oh = job
empujar: ehm-poo-hahr = to push
en: ehn = in, on, at
en seguida: ehn seh-gee-dah = immediately
en taxi: ehn takh-see = by taxi
en vez de: ehn vehs deh = instead of
encantado: ehn-kahn-tah-doh = delighted
encantador: ehn-kahn-tah-dohr = enchanting
encender (ie): ehn-sehn-dehr = to light
encontrar: ehn-kohn-trahr = to find
encontrarse (ue): ehn-kohn-trahr-seh = to meet, be located

encuesta (f): ehn-kooehs-tah = survey
enemigo (m): eh-neh-mee-goh = enemy
enero (m): eh-neh-roh = January
enfadado: ehn-fah-dah-doh = angry
enfadear: ehn-fah-dahr = to anger, irritate
enfadarse (con): ehn-fah-dahr-seh (kohn) = to get angry, annoyed (with)
enfermero/a (m, f): ehn-fehr-meh-roh/rah = nurse
enfermo/a (m, f): ehn-fehr-moh = sick person
enfrente (de): ehn-frehn-teh (deh) = in front (of)
engañar: ehn-gah-nyahr = to deceive
engañarse: ehn-gah-nyahr-seh = to be mistaken
enojado: eh-noh-Hah-do = angry, mad
enojarse: eh-noh-Hahr-seh = to become angry
ensalada (f): ehn-sah-lah-dah = salad
enseñar: ehn-seh-nyahr = to teach
entender (ie): ehn-tehn-dehr = to understand
entero (m): ehn-teh-roh = whole
entonces: ehn-tohn-sehs = then
entradas (f): ehn-trah-dahs = hors d'oeuvres
entre: ehn-treh = between
entrenador/a (m, f): ehn-treh-nah-dohr/rah = coach
entrevista (f): ehn-treh-bvees-tah = interview
enviar: ehn-bveeahr = to send
envolver (ue): ehn-bvohl-bvehr (oo-eh) = to wrap up
equipaje (m): eh-kee-pah-Heh = baggage
equipo (m): eh-kee-poh = team
equivocarse: eh-kee-bvoh-kahr-seh = to make a mistake, to be mistaken

escaparate (m): ehs-kah-pah-rah-teh = store window
escena (f): ehs-seh-nah = scene
escoger: ehs-koh-hehr = to choose
esconder: ehs-kohn-dehr = to hide (something)
esconder(se): ehs-kohn-dehr(seh) = to hide (oneself)
escribir: ehs-kree-bveer = to write
escritor/a (m, f): ehs-kree-tohr/rah = writer
escuchar: ehs-koo-chahr = to listen; to hear
escuela (f): ehs-kooeh-lah = school
escultura (f): ehs-kool-too-rah = sculpture
ese, esa: eh-seh, eh-sah = that
ése, ésa: eh-seh, eh-sah = that one
esencial: eh-sehn-seeahl = essential
esos, esas: eh-sohs, eh-sahs = those
ésoS, ésaS: eh-sohs, eh-sahs = those ones
español (m): ehs-pah-nyohl = Spanish (language)
español/a (m, f): ehs-pah-nyohl/ah = Spanish (person)
espardir: ehs-pahr-seer = to spread out
especial: ehs-peh-seeahl = special
especialmente: ehs-peh-seeahl-mehn-teh = especially
espectáculo (m): eh-spehk-tah-koo-loh = show
esperar: ehs-peh-rahr = to wait, to hope
espinaca (f): ehs-pee-nah-kah = spinach
esposo/a (m, f): ehs-poh-soh/sah = spouse
esquí (m): ehs-kee = ski
esquiar: ehs-keeahr = to ski

esquina (f): ehs-kee-nah = corner
estación (m): ehs-tah-seeohn = station
estacionamiento (m): ehs-tah-seeoh-nah-meeehn-toh = parking
estadio (m): ehs-tah-deeoh = stadium
estado (m): ehs-tah-doh = state
estallar: ehs-tah-yahr = to break out
estar: ehs-tahr = to be
este, esta: ehs-teh, ehs-tah = this
éste, ésta: ehs-teh, ehs-tah = this one
estómago (m): ehs-toh-mah-goh = stomach
estos, estas: ehs-tohs, ehs-tahs = these
éstos, éstas: ehs-tahs = these ones
estrecho: ehs-treh-choh = narrow
estreñimiento (m): ehs-treh-nyee-meeehn-toh = constipation
estupendo: ehs-too-pehn-doh = stupendous
evidente: eh-bvee-dehn-teh = evident
exacto: ehk-sahk-toh = exact
examinar: ehk-sah-mee-nahr = to test, examine
excelente: ehk-seh-lehn-teh = excellent
excesivo: ehk-seh-see-bvoh = excessive
exigir: ehk-see-Heer = to require, to demand
expedir (I): ehks-peh-deer = to dispatch, issue
explicación (f): ehks-plee-kah-seeohn = explanation
explicar: ehks-plee-kahr = to explain
exposición (f): ehks-poh-see-seeohn = exhibit
extraer: ehks-trah-ehr = to extract
extranjero: ehks-trahn-Heh-roh = foreign
extraño: ehks-trah-nyoh = strange

Book V

Appendices

F

fábrica (f): *fah-bvree-kah* = factory
fácil: *fah-seel* = easy
falda (f): *fahl-dah* = skirt
familia (f): *fah-mee-leeah* = family
famoso: *fah-moh-soh* = famous
farmacia (f): *fahr-mah-seeah* = pharmacy
fastidiado: *fahs-tee-deeah-doh* = bothered
fe (f): *feh* = faith
febrero (m): *feh-bvreh-roh* = February
fecha (f): *feh-chah* = date
felicidad (f): *feh-lee-see-dahd* = happiness
feliz: *feh-lees* = happy
feo: *feh-oh* = ugly
feroz: *feh-rohs* = ferocious
ferozmente: *feh-rohs-mehn-teh* = ferociously
festín (m): *fehs-teen* = feast
fiarse de: *feeahr-seh deh* = to trust
fideo (m): *fee-de-oh* = pasta
fiebre (f): *feeh-bvreh* = fever
fiesta (f): *feehs-tah* = party
fijarse (en): *fee-Hahr-seh (ehn)* = to notice
finalmente: *fee-nahl-mehn-teh* = finally
firmar: *feer-mahr* = to sign
físico: *fee-see-koh* = physical
flaco: *flah-koh* = skinny
flojera (f): *floh-Heh-rah* = weakness, laziness
flojo: *floh-Hoh* = loose, slack, lazy
folleto (m): *foh-yeh-toh* = brochure
fortaleza (f): *fohr-tah-leh-sah* = fort
fotografiar: *foh-toh-grah-feeahr* = to photograph

fotógrafo/a (m, f): *foh-toh-grah-foh/fah* = photographer

franqueza: *frah-keh-sah* = frankness

frecuentemente: *freh-kooohn-teh-mehn-teh* = frequently

fresa (f): *freh-sah* = strawberry (Mexico, Central America, and Spain)

fresco: *frehs-koh* = cool

frío: *freeoh* = cold

fruta (f): *froo-tah* = fruit

frutilla (f): *froo-tee-yah* = strawberry (from Colombia to the South Pole)

fuera: *fooeh-rah* = outside

furioso: *foo-reeoh-soh* = furious

fútbol (m): *foot-bvohl* = soccer

G

gabinete (m): *gah-bvee-neh-teh* = cabinet (government)

galletas (f): *gah-yeh-tahs* = cookies; crackers

ganar: *gah-nahr* = to earn, win

ganga (f): *gahn-gah* = bargain

ganso (m): *gan-soh* = goose

garantía (f): *gah-rahn-teeah* = warranty

garganta (f): *gahr-gahn-tah* = throat

gastar: *gah-stahr* = to spend

gastos (m): *gaht-tohs* = expenses

gato (m): *gah-toh* = cat

generoso: *Heh-neh-roh-soh* = generous

genial: *Heh-neeahl* = pleasant

gerente (m, f): *Heh-rehn-teh* = manager

gimnasio (m): *Heem-nah-seeoh* = gym

globo (m): *gloh-bvoh* = balloon, globe

gordo: *goehr-doh* = fat

grabación (f): *grah-bvah-seeohn* = tape recording

gracias: *grah-seeahs* = thank you
grande: *grahn-deh* = big; large
gris: *grees* = grey
gritar: *gree-tahr* = to scream
guantera (f): *gooahn-teh-rah* = glove compartment
guapo: *gooah-poh* = pretty, good-looking
guayaba (f): *gooah-yah-bvah* = guava
guerra (f): *geh-rrah* = war
guía (m, f) *gheeah* = guide
guiar: *gee-ahr* = to guide
guisante (m): *gee-sahn-teh* = pea
gustar: *goos-tahr* = to like

H

habituarse: *ah-bvee-tooahr* = to accustom
hablador: *ah-bvlah-dohr* = talkative
hablar: *ah-bvlahr* = to talk, speak
hace (+ time): *ah-seh* = ago
hacer ejercicio: *ah-sehr eh-Hehr-see-seeoh* = to exercise
hacer: *ah-sehr* = to make, to do
hacerse: *ah-sehr-seh* = to become
hambre: *ahm-bvreh* = hunger
hay: *ahy* = there is, are
hecho a mano: *eh-choh ah mah-noh* = hand made
helado (m): *eh-lah-doh* = ice cream
helar (ie): *eh-lahr* = to freeze
herencia (f): *ehr-ehn-seeah* = inheritance
hermana (f): *ehr-mah-nah* = sister
hermano (m): *ehr-mah-noh* = brother
hígado (m): *ee-gah-doh* = liver
higo (m): *ee-goh* = fig
hija (f): *ee-Hah* = daughter
hijo (m): *ee-Hoh* = son

hijos (m): *ee-Hohs* = children
hombre (m): *ohm-bvreh* = man
hombro (m): *ohm-bvroh* = shoulder
hora (f): *oh-rah* = hour
horrible: *hoh-rree-bvleh* = horrible
hospedar: *ohs-peh-dahr* = to house
hoy: *ohy* = today
hoy (en) día: *ohy (ehn) deeah* = nowadays
huachinango (m): *ooah-chee-nahn-goh* = red snapper
hueso (m): *ooeh-soh* = bone
huéspedes (m): *oehs-peh-dehs* = guests
huevo (m): *ooeh-bvoh* = egg

Book V
Appendices

I

identificación (f): *ee-dehn-tee-fee-kah-seeohn* = identification
idioma (m): *ee-deeooh-mah* = language
iglesia (f): *ee-gleh-seeah* = church
imperativo: *eem-peh-rah-tee-bvoh* = imperative
impermeable (m): *eem-pehr-meh-ah-bleh* = raincoat
importante: *eem-pohr-tahn-teh* = important
imposible: *eem-poh-see-bvleh* = impossible
imprimir: *eem-pree-meer* = to print
improbable: *eem-proh-bvah-bvleh* = improbable
impuesto (m): *eem-pooehs-toh* = tax
incluido: *een-klooee-doh* = included
incluir: *een-klooeer* = to include
increíble: *een-krehee-bvleh* = incredible
indispensable: *een-dees-pehn-sah-bvleh* = indispensable

infeliz: een-feh-*lees* = unhappy
ingeniero/a (m, f): een-Heh-neeuh-roh/
rah = engineer
inglés (m): een-*glehs* = English
(language)
inglés/a (m, f): een-*glehs/ah* = English
(person)
ingrediente (m): een-greh-deeehn-teh =
ingredient
ingresar: een-greh-sahr = to deposit
injusto: een-Hoo-stoh = unfair
inmigración (f): een-mee-grah-seeohn =
immigration
inodoro: ee-noh-doh-roh = without a
smell
insistir: een-sees-teer = to insist
institución de beneficencia (f): een-stee-
too-seeohn deh bveh-neh-fee-sehn-
seeah = charity organization
inteligente: een-teh-lee-*Hehn-teh* =
intelligent
interesante: een-teh-reh-*sahn-teh* =
interesting
intestino (m): een-tehs-tee-noh = bowel;
intestine; gut
invierno (m): een-bveehr-noh = winter
ir: eer = to go
ir de compras: eer deh *kohm-prahs* = to
go shopping
irónico: ee-roh-nee-koh = ironic
irritado: ee-rree-tah-doh = irritated
irse: eer-seh = to go away
isla (f): ees-lah = island
izquierda: ees-keeehr-dah = left

J

jardín (m): Hahr-deen = garden
jarrón (m): Hah-rrohn = vase

jefe (m): *Heh-feh* = boss
joven: Hoh-bvehn = young
jueves (m): Hooeh-bvehs = Thursday
juez (m, f): Hooehs = judge
jugar (ue): Hoo-gahr = to play
jugar (ue) a las damas: Hoo-gahr ah lahs
dah-mahs = to play checkers
jugo (m): *Hoo-goh* = juice
juguete (m): Hoo-geh-teh = toy
julio (m): *Hoo-leehoh* = July
junio (m): *Hoo-neeoh* = June
junto: *Hoon-toh* = together
justo: *Hoos-toh* = fair
juzgar: *Hoos-gahr* = to judge

L

la: lah = the; her, it
ladrar: *lah-drahr* = to bark
lago (m): *lah-goh* = lake
lamentable: *lah-mehn-tah-bvleh* =
regrettable
lamentar: *lah-mehn-tahr* = to regret
lana (f): *lah-nah* = wool
langostino (m): *lahn-gohs-tee-noh* =
prawn
lápiz (m): *lah-pees* = pencil
largo: *lahr-goh* = long
las: *lahs* = the; them
lástima (f): *lahs-tee-mah* = pity; shame
lavar: *lah-bvahr* = to wash
lavarse: *lah-bvahr-seh* = to wash oneself
le: leh = to him, to her, to you formal
leal: *leh-ahl* = loyal
lección (f): *lehk-seeohn* = lesson
leche (f): *leh-cheh* = milk
lechuga (f): *leh-choo-gah* = lettuce

leer: leh-ehr = to read
lejos: leh-Hohs = far
lentamente: lehn-tah-mehn-teh = slowly
les: lehs = to them, to you plural
levantar: leh-bvahn-tahr = to raise (something)
levantarse: leh-bvahn-tahr-seh = to get up
ley (f): leh = law
libra (f): lee-bvrah = pound
libre: lee-bvreh = free
libro (m): lee-bvroh = book
ligero: lee-Heh-roh = light, swift
limón (m): lee-mohn = lemon
limpiar: leem-peeahr = to clean
línea (f): lee-neh-ah = line
lisonjeado: lee-sohn-Heh-ah-doh = flattered
listo: lees-toh = ready
llamar: yah-mahr = to call
llamarse: yah-mahr-seh = to be called, to call oneself
llave (f): yah-bveh = key
llegar: yeh-gahr = to arrive
llevar: yeh-bvahr = to wear
llorar: yoh-rahr = to cry
llover (ue): yoh-bvehr = to rain
lluvia (f): yoo-bveeah = rain
lo: loh = him, it
lodo (m): loh-doh = mud
los: lohs = the, them
luego: looeh-goh = later
lugar (m): loo-ghar = place
lujoso: loo-Hoh-soh = luxurious
luna (f): loo-nah = moon
lunes (m): loo-nehs = Monday

M

madera (f): mah-deh-rah = wood
madre (f): mah-dreh = mother
madrina (f): mah-dree-nah = godmother
magnífico: mahg-nee-fee-koh = magnificent
maleta (f): mah-leh-tah = luggage; suitcase
malo: mah-loh = bad
mañana (f): mah-nyah-nah = morning
mañana (f): mah-nyah-nah = tomorrow
mandar: mahn-dahr = to command, to order, to send
manejar: mah-neh-Hahr = to drive, to operate, to manage
manga (f): mahn-gah = sleeve
mango (m): mahn-goh = mango
mantel (m): mahn-tehl = tablecloth
mantequilla (f): mahn-teh-kee-yah = butter
manzana (f): mahn-sah-nah = apple
mapa (m): mah-pah = map
maquillarse: mah-kee-yahr-seh = to put on makeup
máquina (f): mah-kee-nah = machine
mar (m): mahr = sea
maravilloso: mah-rah-bvee-yoh-soh = marvelous
marcar: mahr-kahr = to mark; to dial; to punch in the number
marcharse: mahr-chahr-seh = to go away
marea (f): mah-reh-ah = tide
mareo (m): mah-reh-oh = dizziness
maridos (m): mah-ree-dohs = married couple
mariposa (f): mah-ree-poh-sah = butterfly

marisco (m): mah-rees-koh = seafood
marrón: mah-rrohn = brown
martes (m): mahr-tehs = Tuesday
marzo (m): mahr-soh = March
más: mahs = more
más tarde: mahs tahr-deh = later
masticar: mahs-tee-kahr = to chew
materialista: mah-teh-reeah-lee-tah = materialistic
matrícula (f): mah-tree-koo-lah = tuition
mayo (m): mah-yoh = May
me: meh = me, to me
medicina (f): meh-dee-see-nah = medicine
médico/a (m, f): meh-dee-koh/kah = physician; doctor
medio (m): meh-deeoh = half
medio baño (m): meh-deeoh bvah-nyoh = half-bathroom (a bathroom with no shower or tub)
mediodia (m): meh-deeoh-dee-ah = noon
medir (i): meh-deer = to measure
mejor: meh-Hohr = best
melón (m): meh-lohn = melon
memorizar: meh-moh-ree-sahr = to memorize
menos: meh-nohs = less
mensajero/a (m, f): mehn-sah-Heh-roh/rah = messenger
mentir: mehn-teer = to lie
merecer: meh-reh-sehr = to deserve
mes (m): mehs = month
mesa (f): meh-sah = table
metro (m): meh-troh = subway
mezclar: mehs-klahr = to mix
mi(s): mee(s) = my
mientras: meeuhn-trahs = while
miércoles (m): meeehr-koh-lehs = Wednesday

mil (m): meel = one thousand
milla (f): mee-yah = mile
millón (m): mee-yohn = one million
minuto (m): mee-noo-toh = minute
mío/a(s) (m, f, pl.): mee-oh(s)/ah(s) = mine
mirar: mee-rahr = to look at, to watch
mismo: mees-moh = same
mochila (f): moh-chee-lah = backpack
moda (f): moh-dah = style
moderno: moh-dehr-noh = modern
mojado: moh-Hah-doh = wet
moneda (f): moh-neh-dah = coin
montaña (f): mohn-tah-nyah = mountain
mora (f): moh-rah = blackberry
morado: moh-rah-doh = purple
moreno: moh-reh-noh = dark-haired
morir (ue): moh-reer = to die
mostaza: mohs-tah-sah = mustard
mostrar (ue): mohs-trahr = to show
mucho: moo-choh = a lot; much
mueble (m): mooeh-bvleh = furniture
mujer (f): moo-Hehr = woman
muñeca (f): moo-nyeh-kah = wrist
muñeco de nieve (m): moo-nyeh-koh deh neeh-bveh = snowman
museo (m): moo-seh-oh = museum
música clásica (f): moo-see-kah klah-see-kah = classical music
muslo (m): moos-loh = thigh
muy: mooee = very

N

nacer: nah-sehr = to be born
nada: nah-dah = nothing
nadar: nah-dahr = to swim

Appendix B: Spanish-English Mini Dictionary

nadie: *nah-deeeh* = nobody, no one
naípe (m): *nahee-peh* = card (playing)
naranja (f): *nah-rah-nHah* = orange
nariz (f): *nah-rees* = nose
natación (f): *nah-tah-seeohn* = swimming
natural: *nah-too-rahhl* = natural
necesario: *neh-seh-sah-reeoh* = necessary
necesitar: *neh-seh-see-tahr* = to need
negar (ie): *neh-gahr* = to deny
negro: *neh-groh* = black
nevár (ie): *neh-bvahr* = to snow
ni . . . ni: *nee . . . nee* = neither . . . nor
nieta (f): *neeeh-tah* = granddaughter
nieto (m): *neeeh-toh* = grandson
niña (f): *nee-nyah* = girl
ningún: *neen-goon* = none
niño (m): *nee-nyoh* = boy
no: *noh* = no, not
noche (f): *noh-cheeh* = night
nos: *nohs* = us, to us, ourselves
nosotros: *noh-soh-trohs* = we, us
noticias (f): *noh-tee-seeahs* = news
novela (f): *noh-bveh-lah* = novel
noveno: *noh-bveh-noh* = ninth
noviembre (m): *noh-bveehm-bvreh* = November
novio/a (m,f): *noh-bveeoh/ah* = boy-friend/girlfriend
nube (f): *noo-bveh* = cloud
nueira (f): *nooeh-rah* = daughter-in-law
nuestro/a (s): *nooehs-troh(s)/trah(s)* = our (ours)
nuevo: *nooeh-bvoh* = new
número (m): *noo-meh-roh* = number
nunca: *noon-kah* = never

O

o: *oh* = or
obedecer: *oh-bveh-deh-sehr* = to obey
obvio: *ohb-bveeoh* = obvious
octavo: *ohk-tah-bvoh* = eighth
octubre (m): *ohk-too-bvreh* = October
ocupado: *oh-koo-pah-doh* = occupied; busy
ofrecer: *oh-freh-sehr* = to offer, give
oír: *oheer* = to hear
ojalá que . . . : *oh-Hah-lah keh* = if only
ojo (m): *oh-Hoh* = eye
oler: *oh-lehr* = to smell
olla (f): *oh-yah* = pot
olvidar: *ohl-bvee-dahr* = to forget
olvidarse (de): *ohl-bvee-dahr-seh (deh)* = to forget about
once: *ohn-seh* = eleven
oponer: *oh-poh-nehr* = to oppose
optimista: *ohp-tee-mees-tah* = optimistic
ordenar: *ohr-deh-nahr* = to order (command)
ordinario: *chr-dee-nah-reeoh* = ordinary
oreja (f): *oh-reh-Hah* = ear
orgulloso: *chr-goo-yoh-soh* = proud
orina (f): *oh-ree-nah* = urine
oro (m): *oh-roh* = gold
os: *ohs* = you, to you, yourselves
oscuro: *ohs-koo-roh* = dark
otoño (m): *oh-toh-nyoh* = autumn
otro: *oh-troh* = another

P

paciencia (f): pah-seehn-seeah = patience
padre (m): *pah-dreh* = father
padrino (m): pah-dree-noh = godfather
pagado: pah-gah-doh = paid for
pagar: pah-gahr = to pay
país (m): pahees = country
pájaro (m): *pah-Hah-roh* = bird
palabra (f): pah-lah-bvrah = word
palomitas de maíz (f): pah-loh-mee-tahs
deh mahees = popcorn
panadero/a (m, f): pah-nah-deh-roh/rah = baker
pantalla (f): pahn-tah-yah = screen
pantalones (m): pahn-tah-loh-nehs = trousers
pantorrilla (f): pahn-toh-rree-yah = calf
papas (f): *pah-pahs* = potatoes
papas fritas (f): *pah-pahs free-tahs* = potato chips
papaya (f): pah-pah-yah = papaya
papel (m): pah-pehl = paper, role
paquete (m): pah-keh-teh = package
para: pah-rah = for
parar: pah-rahr = to stop (something)
pararse: pah-rahr-seh = to stop oneself
parecer: pah-reh-sehr = to seem
parque (m): pahr-keh = park
partido (m): pahr-tee-doh = (sports) game
pasado: pah-sah-doh = past, last
pasaporte (m): pah-sah-pohr-teh = document; paper; passport
pasar: pah-sahr = to spend (time)
pasearse: pah-sehahr-seh = to go for a walk

paseo (m): pah-seh-oh = walk
pasillo (m): pah-see-yoh = aisle
pastel (m): pahs-tehl = cake
patín: pah-teen = skate
pato (m): *pah-toh* = duck
peaje (m): peh-ah-Heh = toll
pecho (m): *peh-choh* = chest
pedir (f): peh-deer = to ask for
peinarse: peh-nahr-seh = to comb one's hair
pelar: peh-lahr = to peel
pelea (f): peh-leh-ah = fight
película (f): peh-lee-koo-lah = movie, film
peligroso: peh-lee-groh-soh = dangerous
pelo (m): *peh-loh* = hair
pensar: pahn-sahr = to think
peor: peh-ohr = worse
pequeño: peh-keh-nyoh = small
pera (f): *peh-rah* = pear
perder: pehr-dehr = to lose
perezoso: peh-reh-soh-soh = lazy
perfeccionar: pehr-fehk-seeoh-nahr = to perfect
perfecto: pehr-fehk-toh = perfect
periódico (m): peh-reeoh-dee-koh = newspaper
perla (f): *pehr-lah* = pearl
permitir: pehr-mee-teer = to permit
pero: *peh-roh* = but
perro (m): *peh-rroh* = dog
pescado (m): pehs-kah-doh = fish (to eat)
pescar: pehs-kahr = to fish
pesimista: peh-see-meess-tah = pessimistic
peso: *peh-soh* = weight
pez (m): pehs = fish (live)
picante: pee-kahn-teh = hot [flavor]
pie (m): *peeeh* = foot

pierna (f): <i>peeehr-nah</i> = leg	possible : <i>poh-see-bvleh</i> = possible	Book V
piloto/a (m,f): <i>pee-loh-toh/tah</i> = pilot	potable : <i>poh-tah-bvleh</i> = drinkable	Appendixes
piña (f): <i>pee-nyah</i> = pineapple	precio (m): <i>preh-seeoh</i> = price	
pintar : <i>peen-tahr</i> = to paint	precioso : <i>preh-seeoh-soh</i> = gorgeous; beautiful; lovely	
pintura (f): <i>peen-too-rah</i> = painting	preferible : <i>preh-feh-ree-bvleh</i> = preferable	
piscina (f): <i>pees-see-nah</i> = swimming pool	preferir (ie): <i>preh-feh-reer</i> = to prefer	
piso (m): <i>pee-soh</i> = floor	preguntar : <i>preh-goon-tahr</i> = to ask (a question)	
planchar : <i>plahn-chahr</i> = to iron	preocuparse (de): <i>preoh-koo-pahr-seh</i> (deh) = to worry (about)	
plátano (m): <i>plah-tah-noh</i> = banana	presión sanguínea (f): <i>preh-seeohn</i> <i>sahn-gee-neh-ah</i> = blood pressure	
plato (m): <i>plah-toh</i> = plate	prestar : <i>preh-stahr</i> = to borrow	
platos (m): <i>plah-tohs</i> = dishes	prestar atención : <i>prehs-tahr</i> <i>ah-tehn-seeohn</i> = to pay attention	
playa (f): <i>plah-yah</i> = beach	prima (f): <i>pree-mah</i> = cousin [female]	
plaza (f): <i>plah-sah</i> = square	primavera (f): <i>pree-mah-bueh-rah</i> = spring	
plomo (m): <i>ploh-moh</i> = lead	primero : <i>pree-meh-roh</i> = first	
pobre : <i>poh-bvreh</i> = poor	primo (m): <i>pree-moh</i> = cousin [male]	
poco (m): <i>poh-koh</i> = a bit; a small amount	probable : <i>proh-bvah-bvleh</i> = probable	
poder (ue): <i>poh-dehr</i> = to be able to, can	probador (m): <i>proh-bvah-dohr</i> = fitting room	
pollo (m): <i>poh-yoh</i> = chicken	probar(se) : <i>proh-bvahr(seh)</i> = to try (on)	
polvo (m): <i>pohl-bvoh</i> = dust	producir : <i>proh-doo-seer</i> = to produce	
poner (<i>la mesa</i>): <i>poh-nehr</i> (<i>lah meh-sah</i>) = to set (the table)	producto lácteo (m): <i>proh-dook-toh</i> <i>lahk-tehoh</i> = dairy product	
ponerse : <i>poh-nehr-seh</i> = to put (some- thing on), to become, to place oneself	profundamente : <i>pro-foon-dah-mehn-teh</i> = deeply	
popular : <i>poh-poo-lahr</i> = popular	prohibir : <i>proh-hee-bveer</i> = to forbid	
por : <i>pohr</i> = for, per	prometer : <i>proh-meh-tehr</i> = to promise	
por ciento : <i>pohr seeehn-toh</i> = percent	pronto : <i>prohn-toh</i> = right away, soon	
por consiguiente : <i>pohr kohn-see-geeehn-</i> <i>teh</i> = consequently	pronunciar : <i>proh-noon-seedahr</i> = to pronounce	
por favor : <i>pohr fah-bvohr</i> = please	propietario/a (m, f): <i>proh-peeeh-tah-</i> <i>reeoh/ah</i> = proprietor, owner	
¿por qué? : <i>pohr keh</i> = why	propio : <i>proh-peeh</i> = [one's] own	
por supuesto : <i>pohr soo-pooehs-toh</i> = of course		
porcentaje (m): <i>pohr-sehn-tah-Heh</i> = percentage		
porción (f): <i>pohr-seeohn</i> = portion		
porque : <i>pohr-keh</i> = because		

próximo: *prohk-see-moh* = next
proyecto (m): *proh-yehk-toh* = project
puerto (m): *pooehr-toh* = port
puesto (m): *pooehs-toh* = job, position
pulir: *poo-leer* = to polish
pulmón (m): *pool-mohn* = lung
pura: *poo-rah* = pure

Q

que: *keh* = that, than
¿qué?: *keh* = what
quedarse: *keh-dahr-seh* = to stay
quejarse (de): *keh-hahr-seh (deh)* = to complain (of, about)
quemadura (f): *keh-mah-doo-rah* = burn
queso (m): *keh-soh* = cheese
¿quién?: *keeehn* = who, whom
química (f): *kee-mee-kah* = chemistry
quinto: *keen-toh* = fifth
quitar(se): *keeh-tahr(seh)* = to remove, to take off

R

receta (f): *reh-seh-tah* = prescription, recipe
recibo (m): *reh-see-bvoh* = receipt
reclamar: *reh-klah-mahr* = to demand
recordar: *reh-kohr-dahr* = to remember
reembolsar: *reh-ehm-bvol-sahr* = to refund
refresco (m): *reh-frehs-koh* = soft drink
refriarse: *reh-freeahr-seh* = to catch a cold
regalo (m): *reh-gah-loh* = gift
régimen (m): *reh-gee-mehn* = diet
regla (f): *reh-glah* = rule, ruler

reglamentos (m, pl.): *rehg-lah-mehn-tohs* = regulations

regresar: *reh-greh-sahr* = to return

reino (m): *rehee-noh* = kingdom

reír: *reheer* = to laugh

relámpagos: *reh-lahm-pah-gohs* = lightning

repetir: *reh-peh-teer* = to repeat

reservación (f): *reh-sehr-bvah-seeohn* = reservation

responder: *rehs-pohn-dehr* = to answer

respuesta (f): *rehs-pooehs-tah* = answer

restaurante (m): *rehs-tahoo-rahn-teh* = restaurant

retiro: *reh-tee-roh* = withdrawal

reunión (f): *rehoo-neeohn* = meeting

reunirse: *rehoo-neer-seh* = to meet

riñón (m): *ree-nyohn* = kidney

rio (m): *ree-oh* = river

robar: *roh-bvahr* = to steal; to rob

robo (m): *roh-bvoh* = robbery

rojo: *roh-Hoh* = red

romper: *rohm-pehr* = to break

rosado: *roh-sah-doh* = pink

roto: *roh-toh* = broken, shattered

rótulo (m): *roh-too-loh* = label

ruido (m): *rooee-doh* = noise

ruinas (f): *rooee-nahs* = ruins

ruta (f): *roo-tah* = road, route

S

sábado (m): *sah-bvah-doh* = Saturday

saco (m): *sah-koh* = bag

sagaz: *sah-gahs* = astute, wise

sala (f): *sah-lah* = living room

salado: *sah-lah-doh* = salty

saldo (m): *sahl-doh* = balance

salir: sah-leer = to leave
saltar: sahl-tahr = to jump
saludable: sah-loo-dah-bvleh = healthy
sandía (f): sahn-dee-ah = watermelon
sangre (f): sahn-greh = blood
secar(se): seh-kahr(seh) = to dry (oneself)
seco: seh-koh = dry
sed: sehd = thirst
seda (f): seh-dah = silk
seguir: seh-gheer = to follow
segundo (m): seh-goon-doh = second
selva (f): sehl-bvah = rainforest
semana (f): seh-mah-nah = week
señal (f): seh-nyahl = sign
señalar: seh-nyah-lahr = to signal
sentir (ie): sehn-teer = to be sorry, to regret
septiembre (m): sehp-teeehm-breh = September
septimo: sehp-tee-moh = seventh
ser: sehr = to be
sexto: sehks-toh = sixth
siempre: seeehm-preh = always
siguiente: see-geeuhn-teh = next
serviente/a (m, f): seer-bveeehn-teh/tah = servant
sol (m): sohl = sun
sonar (ue): soh-nahr = to ring
sorprendido: sohr-prehn-dee-doh = surprised
sorpresa (f): sohr-preh-sah = surprise
subterráneo: soobv-teh-rrah-neh-oh = underground
suelo (m): sooeh-loh = ground
suelto: sooehl-toh = loose
suerte (f): sooehr-teh = luck
suéter (m): sooeh-tehr = sweater
suficiente: soo-fee-seeehn-teh = enough

sugerir (ie): soo-Heh-reer = to suggest
supermercado (m): soo-pehr-mehr-kah-doh = supermarket
suprimir: soo-pree-meer = to suppress

Book V

Appendixes

T

tabla (f): tah-bvlah = board [wood]
tal vez: tahl bvehs = perhaps
talla (f): tah-yah = size (of a person)
tamaño (m): tah-mah-nyoh = size (of a place or object)
también: tahm-bveeehn = also, too
tampoco: tahm-poh-koh = neither; not . . . either
tarde (f): tahr-deh = afternoon, late
tarjeta (f): tahr-Heh-tah = card
teatro (m): teh-ah-troh = theater
teclado (m): teh-klah-doh = keyboard
tele (f): teh-leh = TV (colloquial)
televisión (f): teh-leh-bvee-seeohn = television
tempestad (f): tehm-pehs-tahd = storm
temprano: tehm-prah-noh = early
tener (ie): teh-nehr = to have
tercero: tehr-seh-roh = third
terminar: tehr-mee-nahr = to finish
tía (f): tee-ah = aunt
tiempo (m): teeehm-poh = time
tiempo (m): teeehm-poh = weather
tienda (f): teeuhn-dah = store
tierra (f): teeuh-rrah = land
timbre (m): teem-breh = bell
tintorería (f): teen-toh-reh-reeah = dry cleaner
tío (m): teeoh = uncle
típica: tee-pee-kah = typical
título (m): tee-too-loh = degree

tobillo (m): *toh-bvee-yoh* = ankle
todavía: *toh-dah-bvee-ah* = yet; still
todos (los domingos): *toh-dohs (lohs doh-meen-gohs)* = every (Sunday)
tomar el sol: *toh-mahr ehl sohl* = to sunbathe
toronja (f): *toh-rohn-Hah* = grapefruit
torpe: *tohr-peh* = clumsy
tos (f): *tohs* = cough
trabajador: *trah-bvah-Hah-dohr* = hard-working
traducir: *trah-doo-seer* = to translate
traer: *trah-ehr* = to bring
tráfico (m): *trah-fee-koh* = traffic
tragar: *trah-gahr* = to swallow
traje de baño (m): *tra-Heh deh bvah-nyoh* = swimsuit
tranquilo: *trahn-kee-loh* = quiet
tratar de: *trah-tahr deh* = to try to
tren (m): *trehn* = train
tronar (ue): *troh-nahr* = to thunder
trozo (m): *troh-soh* = piece
trucha (f): *troo-chah* = trout
truenos (m): *trooeh-nohs* = thunder

U

un rato: *oon rah-toh* = awhile
uniforme (m): *oo-nee-fohr-meh* = uniform
uva (f): *oo-bvah* = grape

V

vaciar: *bvah-seeahr* = to empty
valer: *bvah-lehr* = to be worth
vecindario (m): *bveh-seen-dah-reeoh* = neighborhood
vehículo (m): *bveh-ee-koo-loh* = vehicle

vender: *bvehn-dehr* = to sell
venir: *bveh-neer* = to come
venta (f): *bvehn-tah* = sale
ver: *bvehr* = to see
verano (m): *bveh-rah-noh* = summer
verdad (f): *bvehr-dahd* = truth
verde: *bvehr-deh* = green
vestir (l): *bvehs-teer* = to clothe
viajar: *bveeah-Hahr* = to travel
viaje (m): *bveeah-Heh* = trip
viajero/a (m,f): *bveeah-Heh-roh/rah* = traveler
vida (f): *bvee-dah* = life
vidrio (m): *bvee-dreeoh* = glass
viernes (m): *bveeehr-nehs* = Friday
vino (m): *bvee-noh* = wine
violeta: *bveeh-leh-tah* = violet; purple
violin (m): *bveeh-leen* = violin
víspera (f): *bvees-peh-rah* = eve
vivir: *bvee-bveer* = to live
volar: *bvoh-lahr* = to fly
volver (ue): *bvohl-bvehr* = to return
votar: *bvoh-tahr* = to vote
voz (f): *bvohs* = voice
vuelta (f): *bvooehl-tah* = lap
vuelto (m): *bvooehl-toh* = change (as in money back)
vuestro(s): *bvooehs-troh* = your, yours

Y

ya: *yah* = already
yerno (m): *yehr-noh* = son-in-law

Z

zanahoria (f): *sah-nah-oh-reeah* = carrot

Appendix C

English-Spanish Mini Dictionary

A

a bit/small amount: **poco** (*poh-koh*)
a lot/much: **mucho** (*moo-choh*)
abolish: **abolir** (*ah-bvoh-leer*)
absurd: **absurdo** (*ahbv-soor-doh*)
accompany: **acompañar**
 (*ah-kohm-pah-nyahr*)
account: **cuenta** (*kooehn-tah*) f
accustom: **habituar** (*ah-bvee-tooahr*)
act: **actuar** (*ahk-tooahr*)
actor: **actor** (*ahk-tohr*) m
actress: **actriz** (*ahk-trees*)
add: **añadir** (*ah-nyah-deer*)
address: **dirección** (*dee-rehk-seeohn*) f
advice: **consejo** (*kohn-seh-hoh*) m
advise: **aconsejar** (*ah-kohn-seh-Hahr*)
affection: **cariño** (*kah-ree-nyoh*) m
after: **después** (*dehs-pooehs*)
afternoon (p.m.): **tarde** (*tahr-deh*) f
afterward: **después** (*dehs-pooehs*)
again: **de nuevo** (*deh nooeh-bvoh*)
agency: **agencia** (*ah-Hehn-seeah*) f
ago: **hace + (time)** (*ah-seh + (time)*)
agree on: **acordar (ue)** (*ah-kohr-dahr*)
airport: **aeropuerto** (*ah-eh-roh-pooehr-*
 toh) m
aisle: **pasillo** (*pah-see-yoh*) m

alarm: **alarma** (*ah-lahr-mah*)
all: **todo** (*toh-doh*)
almost: **casi** (*kah-see*)
already: **ya** (*yah*)
also/too: **también** (*tahm-bveeehn*)
always: **siempre** (*seeehm-preh*)
amusing/funny: **divertido**
 (*dee-bvehr-tee-doh*)
anger/irritate: **enfadado** (*eh-nah-fah-dahr*)
angry: **enojado** (*eh-noh-Hah-doh*)
ankle: **tobillo** (*toh-bvee-yoh*) m
another: **otro** (*oh-troh*)
answer: **respuesta** (*rehs-pooehs-tah*) f
answer: **contestar** (*kohn-tehs-tahr*);
 responder (*rehs-pohn-dehr*)
appear: **aparecer** (*ah-pah-reh-sehr*)
applaud: **aplaudir** (*ah-plahoo-deer*)
apple: **manzana** (*mahn-sah-nah*) f
apply (oneself): **aplicar(se)** (*ah-plee-kahr*
 (*seh*))
appointment/date: **cita** (*see-tah*) f
approach/near: **acerca**
 (*ah-sehr-kahr-seh*)
April: **abril** (*ah-bureel*) m
arm: **brazo** (*burah-soh*) m
around: **alrededor de** (*ahl-reh-deh-dohr*
 deh)
arrive: **llegar** (*yeh-gahr*)
as: **tan** (*tahn*)

ask (a question): **preguntar**
 (preh-goon-tahr)
 ask for: **pedir** (l) (peh-deer)
 astonished/surprised/amazed: **asombrado** (ah-sohm-bvrah-doh)
 astute/wise: **sagaz** (sah-gahs)
 at least: **por lo menos** (pohr loh
 meh-nohs)
 at the disposition: **a las órdenes** (a lahss
 ohr-dehn-ehs)
 atrocious: **atroz** (ah-trohs)
 attack: **atacar** (ah-tah-kahr)
 attend: **asistir** (ah-sees-teer)
 attractive: **atractivo** (ah-trahk-tee-bvoh)
 auditorium: **auditorio** (ahoo-dee-toh
 reeoh) m
 August: **agosto** (ah-gohs-toh) m
 aunt: **tía** (tee-ah) f
 autumn: **otoño** (oh-toh-nyoh) m
 available: **disponible**
 (dees-poh-nee-bvleh)
 avenue: **avenida** (ah-bveh-nee-dah) f
 avocado: **aguacate** (ah-gooah-kah-teh) m
 awhile: **un rato** (oon rah-toh)

B

baby carriage: **cochecito** (koh-cheh-see
 toh) m
 backpack: **mochila** (moh-chee-lah) f
 bad: **malo** (mah-loh)
 bag: **saco** (sah-koh) f
 baggage: **equipaje** (eh-kee-pah-Heh) f
 baker: **panadero/a** (pah-nah-deh-roh/
 rah) m, f
 balance (of an account): **saldo**
 (sahl-doh) m
 balcony: **balcón** (bvahl-kohn) m
 balloon: **globo** (gloh-bvoh) m
 banana: **plátano** (plah-tah-noh) m

bank: **banco** (bvahn-koh) m
 bank account: **cuenta bancaria**
 (kooehn-tah bahn-kah-reeah) f
 banker: **banquero/a** (bvahn-keh-roh/rah)
 m, f
 bargain: **ganga** (gahn-gah) f
 bark: **ladrar** (lah-drahr)
 basketball: **baloncesto** (bvah-lohn-sehs
 toh) m
 bat: **bate** (bvah-teh) m
 bathe (someone): **bañar** (bvah-nyahr)
 bathe oneself: **bañarse** (bvah-nyahr-seh)
 bathroom: **baño** (bvah-nyoh) m
 bathtub: **bañera** (bvah-nyeh-rah) f
 be: **estar** (ehs-tahr); **ser** (sehr)
 be able to: **poder** (ue) (poh-dehr)
 be ashamed of: **avergonzarse de**
 (ah-bvehr-gohn-sahr-seh deh)
 be born: **nacer** (nah-sehr)
 be glad/happy: **alegrarse**
 (ah-lehg-rahr-seh)
 be hungry: **tener hambre** (teh-nehr
 ahm-bvreh)
 be lucky: **tener suerte** (teh-nehr
 sooehr-teh)
 be mistaken: **engañarse** (ehn-gah-nyahr
 seh); **equivocarse**
 (eh-kee-bvoh-kahr-seh)
 beach: **playa** (plah-yah) f
 beautiful: **bello** (bveh-yoh)
 because: **porque** (pohr-keh)
 become: **hacerse** (ah-sehr-seh)
 become angry: **enojarse**
 (eh-noh-Hahr-seh)
 become annoyed: **enfadarse**
 (ehn-fah-dahr-seh)
 become bored: **aburrirse**
 (ah-bvoo-rreer-seh)
 become tired: **cansarse** (kahn-sahr-seh)
 bed: **cama** (kah-mah) f

bee: **abeja** (ah-*bveh-Hah*) f
 beer: **cerveza** (sehr-*bveh-sah*) f
 before: **antes (de)** (*ahn-tehs (deh)*)
 beforehand/in advance: **de antemano**
 (*deh ahn-teh-mah-noh*)
 begin: **comenzar (ie)** (*koh-mehn-sahr*)
 begin/start: **empezar** (*ehm-peh-sahr*)
 behavior: **comportamiento** (*kohm-pohr-tah-meeehn-toh*) m
 bell: **timbre** (*teem-bvreh*) m
 best: **lo mejor/el mejor/la mejor/los mejores/las mejores** (*loh meh-Hohr/ehl meh-Hohr/lah meh-Hohr/lohs-Hohr-ehs/lahs meh-Hohr-ehs*)
 better: **mejor** (*meh-Hohr*)
 between: **entre** (*ehn-treh*)
 bicycle: **bicicleta** (*bvee-see-kleh-tah*) f
 big/large: **grande** (*grahn-deh*)
 bill: **billete** (*bvee-yeh-teh*) m
 bird: **pájaro** (*pah-Hah-roh*) m
 birthday: **cumpleaños** (*koom-pleeah-nyohs*) m
 black: **negro** (*neh-groh*)
 blackberry: **mora** (*moh-rah*) f
 block: **cuadra** (*kooah-drah*) f
 blood: **sangre** (*sahn-greh*) f
 blood pressure: **presión sanguínea**
 (*preh-seeohn sahn-ghee-neh-ah*) f
 blue: **azul** (*ah-sool*)
 board [wood]: **tabla** (*tah-bvlah*) f
 boat: **barco** (*bvahr-koh*) m
 body: **cuerpo** (*kooehr-poh*) m
 bone: **hueso** (*ooeh-soh*) m
 book: **libro** (*lee-bvroh*) m
 bore: **aburrir** (*ah-bvoo-rreer*)
 boring: **aburrido** (*ah-bvoo-rree-doh*)
 borrow: **prestar** (*preh-stahr*)
 boss: **jefe** (*Heh-feh*) m

bothered: **fastidiado**
 (*fahs-tee-deeah-doh*)
 bottle: **botella** (*bvoh-teh-yoh*) f
 bottled: **embotellado**
 (*ehm-bvoh-teh-yah-dah*)
 boulevard: **bulevar** (*bvoo-leh-bvahr*) m
 bowel/intestine/gut: **intestino**
 (*een-tehs-tee-noh*) m
 box: **caja** (*kah-Hah*) f
 boy : **niño** (*nee-nyoh*) m
 boyfriend: **novio** (*noh-bveeoh*) m
 bracelet: **pulsera** (*pool-seh-rah*) f
 break out: **estallar** (*ehs-tah-yahr*)
 break: **romper** (*rohm-pehr*)
 breakfast: **desayuno** (*deh-sah-yoo-noh*)
 briefly: **brevemente**
 (*bvreh-bveh-mehn-teh*)
 bring: **traer** (*trah-ehr*)
 broccoli: **brócoli** (*bvuroh-koh-lee*) m
 brochure: **folleto** (*foh-yeh-toh*) m
 broken/shattered: **roto** (*roh-toh*)
 brother: **hermano** (*ehr-mah-noh*) m
 brother-in-law: **cuñado** (*koo-nyah-doh*) m
 brown: **marrón** (*mah-rrohn*)
 brush (hair): **cepillarse el pelo**
 (*seh-pee-yahr-seh ehl peh-loh*)
 brush (teeth): **cepillarse los dientes**
 (*seh-pee-yahr-seh lohs deeehn-tehs*)
 build: **construir** (*kohn-strooer*)
 building: **edificio** (*eh-dee-fee-seeoh*) m
 bull: **toro** (*toh-roh*) m
 bullfight: **corrida de toros** (*koh-rree-dah deh toh-rohs*) f
 burn: **quemadura** (*keh-mah-doo-rah*) f
 bus: **autobús** (*ahoo-toh-bvoos*) m
 but: **pero** (*peh-roh*)
 butter: **mantequilla** (*mahn-teh-kee-yah*) f
 buy: **comprar** (*kohm-prahr*)
 by taxi: **en taxi** (*ehn tahk-see*)

Book V

Appendices

C

- cabin (stateroom): **camarote**
 (kah-mah-roh-teh) m
- cabinet (in government): **gabinete**
 (gah-bee-neh-teh) m
- cake: **pastel** (pahs-tehl) m
- calf: **pantorrilla** (pahn-toh-rree-yah) f
- call: **llamar** (yah-mahr)
- call oneself/be called: **llamarse**
 (yah-mahr-seh)
- calmly: **tranquilamente**
 (trahn-kee-lah-mehn-teh)
- cancel: **cancelar** (kahn-seh-lahr)
- candy: **dulces** (dool-sehs) m
- car: **carro** (kah-rroh) m
- card (playing): **naipe** (nahee-peh) m
- card: **tarjeta** (tahr-Heh-tah) f
- care: **cuidado** (kooee-dah-doh) m
- carrot: **zanahoria** (sah-nah-oh-reeah) f
- cashier: **cajero/a** (kah-Heh-roh/rah) m, f
- cat: **gato** (gah-toh) m
- catch: **coger** (koh-Hehr)
- catch a cold: **refriarse** (reh-freeahr-seh)
- cathedral: **catedral** (kah-teh-drahl) m
- cavity: **caries** (kah-reeehs) f
- celebrate: **celebrar** (seh-leh-brahr)
- ceramic: **cerámica** (seh-rah-mee-kah) f
- cereal: **cereal** (seh-reh-ahl) m
- certain, sure: **cierto** (seeehr-toh)
- champagne: **champána** (chahm-pahn) m
- change (as in money): **cambio** (kahm-bveeh) m
- change: **cambiar** (kahm-bveeahr)
- chauffer: **chófer** (choh-fehr) m, f
- check: **cheque** (cheh-keh) m
- cheese: **queso** (keh-soh) m
- chemistry: **química** (kee-mee-kah) f
- cherry: **cereza** (seh-reh-sah) f
- chess: **ajedrez** (ah-Heh-drehs) m
- chest: **pecho** (peh-choh) m
- chew: **masticar** (mahs-tee-kahr)
- chicken: **pollo** (poh-yoh) m
- children: **hijos** (ee-Hohs)
- choose: **escoger** (ehs-koh-Hehr)
- Christmas: **Navidad** (nah-bvee-dahd) f
- church: **iglesia** (ee-gleh-seeah) f
- cinema: **cine** (see-neh) m
- city: **ciudad** (seeoo-dahd) f
- class: **clase** (klah-seh) f
- classical music: **música clásica**
 (moo-see-kah klah-see-kah) f
- clean: **limpiar** (leem-peeahr)
- climb: **subir** (soo-bveer)
- close: **cerrar** (seh-rrahr)
- closed: **cerrado** (seh-rrah-doh)
- clothe: **vestir** (i) (bvehs-teer)
- cloud: **nube** (noo-bveh) f
- clumsy: **torpe** (tohr-peh)
- coach: **entrenador/a** (ehn-treh-nah-dohr/
 ah) m, f
- coat: **abrigo** (ah-bvree-go) m
- coconut: **coco** (koh-koh) m
- coffee: **café** (kah-feh) m
- coin: **moneda** (moh-neh-dah) f
- cold: **frío** (freeoh)
- color: **color** (koh-lohr) m
- comb one's hair: **peinarse**
 (pehee-nahr-seh)
- come: **venir** (bveh-neer)
- command/order: **mandar** (mahn-dahr)
- companion: **compañero/a** (kohm-pah-nyeh-roh/rah) m, f

complain (about, of): **quejarse (de)** (keh-Hahr-seh (deh))
 completely: **completamente** (kohm-pleh-tah-mehn-teh)
 computer: **computadora** (kohm-poo-tah-doh-rah) f
 conclude: **concluir** (kohn-klueer)
 confidence: **confianza** (kohn-feeahn-sah) f
 conger eel: **congrio** (kohn-greeoh) m
 conscientious: **concienzudo** (kohn-seehn-soo-doh)
 conscientiously: **concienzudamente** (kohn-seehn-soo-dah-mehn-teh)
 consent: **consentir (ie)** (kohn-sehn-teer)
 consequently: **por consiguiente** (pohr kohn-see-geehn-teh)
 constipation: **estreñimiento** (ehs-treh-nyee-meeehn-toh) m
 consultant: **consultor/a** (kohn-sool-tohr/ah) m, f
 content/satisfied: **contento** (kohn-tehn-toh)
 continue: **continuar** (kohn-tee-noodahr)
 contribute: **contribuir** (kohn-tree-bvooeer)
 convince: **convencer** (kohn-bvehn-sehr)
 cook: **cocinero/a** (koh-see-neh-roh/rah) m, f
 cook: **cocinar** (koh-see-nahr)
 cookies/crackers: **galletas** (gah-yeh-tahs) f
 cool: **fresco** (frehs-koh)
 copper: **cobre** (koh-bvreh) m
 copy/cheat: **copiar** (koh-peehr)
 corner: **esquina** (ehs-kee-nah) f
 correct: **corregir (i)** (koh-rreh-Heer)
 cost: **costar** (kohs-tahr)
 cotton: **algodón** (ahl-goh-dohn) m
 cough: **tos** (tohs) f
 count: **contar** (kohn-tahr)

country: **país** (pahees) m
 countryside/field: **campo** (kahm-poh) m
 courteous: **cortés** (kohr-tehs)
 courtesy: **cortesía** (kohr-teh-seeah) f
 cousin [female]: **prima** (pree-mah) f
 cousin [male]: **primo** (pree-moh) m
 cover: **cubrir** (koobv-reer)
 cruise: **crucero** (kroo-seh-roh) m
 cry: **llorar** (yoh-rahrr)
 cure: **curar** (koo-rahrr)
 curious: **curioso** (koo-reeoh-soh)
 customs: **aduana** (ah-dooah-nah) f
 cut: **cortar** (kohr-tahr)

Book V
Appendixes

D

dairy product: **producto lácteo** (proh-dook-toh lahk-teh-oh) m
 dance: **bailar** (bvahee-lahr)
 dangerous: **peligroso** (peh-lee-groh-soh)
 dark: **oscuro** (ohs-koo-roh)
 dark-haired: **moreno** (moh-reh-noh)
 data: **dato** (dah-toh) m
 date: **fecha** (feh-chah) f
 daughter: **hija** (ee-Hah) f
 daughter-in-law: **nuera** (nooeh-rah) f
 day: **día** (dee-ah) m
 dealership: **concesión** (kohn-seh-seeohn) f
 debit: **débito** (deh-bvee-toh) m
 deceive: **engaño** (ehn-gah-nyahr)
 December: **diciembre** (dee-seeehm-bvreh) m
 decide: **decidir** (deh-see-deer)
 deeply: **profundamente** (proh-foon-dah-mehn-teh)
 defend: **defender** (deh-fehn-dehr)
 degree: **título** (tee-too-loh) m
 delicious: **delicioso** (deh-lee-seeoh-soh)

- delighted: **encantado** (ehn-kahn-tah-doh)
 demand: **exigir** (ehk-see-*Heer*)
 demonstrate: **demostrar**
 (deh-mohs-trahr)
 dentist: **dentista** (dehn-tees-tah) m, f
 deny: **negar** (ie) (neh-gahr)
 department store: **almacén**
 (ahl-mah-sehn) m
 deposit: **ingresar** (een-greh-sahr)
 depressed: **deprimido**
 (deh-pree-mee-doh)
 describe: **describir** (dehs-kree-bveer)
 deserve: **merecer** (meh-reh-sehr)
 desire/wish/want: **desear** (deh-seh-ahr)
 destroy: **destruir** (dehs-trooer)
 dial a phone: **marcar** (mahr-kahr)
 dictionary: **diccionario** (deek-seeoh-nah-reeoh) m
 die: **morir** (ue) (moh-reer)
 diet: **régimen** (reh-gee-mehn) m
 difficult: **difícil** (dee-fee-seel)
 dining room: **comedor** (koh-meh-dohr) m
 dinner: **cena** (seh-nah) f
 disbelieve: **dudar** (doo-dahr)
 discover: **descubrir** (dehs-koo-bureer)
 discuss/debate: **discutir** (dees-koo-teer)
 disease: **enfermedad** (ehn-fehr-meh-dahd) f
 dishes: **platos** (plah-tohs) m
 displeased: **desgustado**
 (dees-goos-tah-doh)
 distinguish: **distinguir** (dees-teen-geer)
 distribute: **distribuir** (dees-tree-bvooer)
 dizziness: **mareo** (mah-reh-oh) m
 do: **hacer** (ah-sehr)
 doctor: **médico** (meh-dee-koh) m
 document: **documento** (doh-koo-mehn-toh) m
 document/passport: **pasaporte**
 (pah-sah-pohr-teh) m
- dog: **perro** (peh-rroh) m
 dollar: **dólar** (doh-lahr) m
 doubt: **duda** (doo-dah) f
 doubt: **dudar** (doo-dahr)
 doubtful: **dudoso** (doo-doh-soh)
 downtown: **centro** (sehn-troh) m
 drawing/pattern: **dibujo** (dee-bvoo-Hoh) m
 dress oneself: **vestirse** (i)
 (bvehs-teer-seh)
 drink: **bebida** (bve-bvee-dah) f
 drink: **beber** (bveh-bvehr)
 drinkable: **potable** (poh-tah-bvleh)
 drive: **conducir** (kohn-doo-seer)
 driver: **chófer** (choh-fehr) m, f
 dry (oneself): **secar(se)** (seh-kahr(seh))
 dry: **seco** (seh-koh)
 dry cleaner: **tintorería** (teen-toh-reh-reeah) f
 duck: **pato** (pah-toh) m
 during: **durante** (doo-rahn-teh)
 dust: **polvo** (pohl-bvoh) m

E

- ear: **oreja** (oh-reh-Hah) f
 early: **temprano** (tehm-prah-noh)
 earn: **ganar** (gah-nahr)
 earrings: **aretes** (ah-reh-tehs) m
 easy: **fácil** (fah-seel)
 eat: **comer** (koh-mehr)
 eat breakfast: **desayunar**
 (dehs-ah-yoo-nahr)
 eat lunch: **almorzar** (ue) (ahl-mohr-sahr)
 educate: **educar** (eh-doo-kahr)
 efficient: **eficiente** (eh-fee-seeehn-teh)
 egg: **huevo** (ooeh-bvoh) m
 eight: **ochos** (oh-choh)

eighteen: **dieciocho** (*diez y ocho*)
 (deeuh-see-oh-choh)
 eighth: **octavo** (*ohk-tah-bvoh*)
 eighty: **ochenta** (*oh-chehn-tah*)
 elect: **elegir** (*i*) (*eh-leh-Heer*)
 elegant: **elegante** (*eh-leh-gahn-teh*)
 elevator: **ascensor** (*ah-sehn-sohr*) m
 eleven: **once** (*ohn-seh*)
 e-mail: **correo electrónico** (*koh-nreh-oh
eh-lehk-troh-nee-koh*)
 embarrassed/ashamed: **avergonzado**
 (*ah-bvehr-goahn-sah-doh*)
 empty: **vaciar** (*bvah-seeahr*)
 enchanting: **encantador**
 (*ehn-kahn-tah-dohr*)
 end: **poner fin a** (*poh-nehr feen ah*)
 enemy: **enemigo/a** (*eh-neh-mee-goh/gah*)
 m,f
 engineer: **ingeniero/a** (*een-Heh-neeuh-
roh/rah*) m, f
 English (language): **el inglés** (*ehl
een-glehs*) m
 English (person) **inglés/a** (*een-glehs/sah*)
 m, f
 enough: **bastante** (*bvahs-tahn-teh*)
 especially: **especialmente**
 (*ehs-peh-seeahl-mehn-teh*)
 essential: **esencial** (*eh-sehn-seeahl*)
 eve: **víspera** (*bvees-peh-rah*) f
 every: **cada** (*kah-dah*)
 every (Sunday): **todos (los domingos)**
 (*toh-dohs (lohs doh-meen-gohs)*)
 everybody: **todo el mundo** (*toh-doh ehl
moon-doh*)
 evident: **evidente** (*eh-bvee-dehn-teh*)
 exact: **exacto** (*ehk-sahk-toh*)
 excellent: **excelente** (*ehk-seh-lehn-teh*)
 excessive: **excesivo** (*ehk-seh-see-bvoh*)

excited: **emocionado**
 (eh-moh-seeoh-nah-doh)
 exercise: **hacer ejercicio** (*ah-sehr
eh-Hehr-see-seeoh*)
 exercises: **ejercicios** (*eh-Hehr-see-
seeohs*) m
 exhibit: **exposición** (*ehks-poh-see-
seeohn*) f
 expenses: **gastos** (*gahs-tohs*) m
 expensive: **caro** (*kah-roh*)
 explain: **explicar** (*ehks-plee-kahr*)
 explanation: **explicación** (*ehks-plee-kah-
seeohn*) f
 extract: **extraer** (*ehks-trah-ehr*)
 eye: **ojو** (*oh-Hoh*) m

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 Appendixes

F

factory: **fábrica** (*fah-bvree-kah*) f
 faint: **desmayarse** (*dehs-mah-yahr-seh*)
 fair: **justo** (*Hoos-toh*)
 faith: **fe** (*feh*) f
 fall asleep: **dormirse** (*ue*)
 (*dohr-meer-seh*)
 fall: **caer** (*cah-er*)
 family: **familia** (*fah-mee-leeah*) f
 famous: **famoso** (*fah-moh-soh*)
 far (from): **lejos (de)** (*leh-Hohs (deh)*)
 fast: **rápido** (*rah-pee-doh*)
 fasten: **abrochar** (*ah-bvroh-chahr*)
 fat: **gordo** (*goehr-doh*)
 father: **padre** (*pah-dreh*) m
 feast: **festín** (*fehs-teen*) m
 February: **febrero** (*feh-bvreh-roh*) m
 feed: **alimentar** (*ah-lee-mehn-tahr*)
 ferocious: **feroz** (*feh-rohs*)
 ferociously: **ferozmente**
 (*feh-rohs-mehn-teh*)

fever: **fiebre** (feeeh-bvreh) f
 fifteen: **quince** (keen-seh)
 fifth: **quinto** (keen-toh)
 fifty: **cincuenta** (seen-kooehn-tah)
 fig: **higo** (ee-goh) m
 fight: **pelea** (peh-leh-ah) f
 film: **película** (peh-lee-koo-lah) f
 finally: **finalmente** (fee-nahl-mehn-teh)
 find: **encontrar** (ue) (ehn-kohn-trahr)
 finger: **dedo** (deh-doh) m
 finish: **terminar** (tehr-mee-nahr)
 firefighter: **bombero/a** (bvohm-bveh-roh/rah) m, f
 first: **primero** (pree-meh-roh)
 fish (live)= **pez** (pehs) m
 fish (to eat): **pescado** (pehs-kah-doh) m
 fish: **pescar** (pehs-kahr)
 fit: **caber** (kah-bvehr)
 fitting: **apropiado** (ah-proh-preeah-doh)
 fitting room: **probador** (proh-bvah-dohr) m
 five: **cinco** (seen-koh)
 flattered: **lisonjeado**
 (lee-sohn-Heh-ah-doh)
 floor: **piso** (pee-soh) m
 flower: **flor** (flohr) f
 fluently: **fluidamente**
 (flooee-dah-mehn-teh)
 fly: **volar** (bvoh-lahr)
 follow: **seguir (i)** (seh-geer)
 foot: **pie** (peeh) m
 for: **para** (pah-rah)
 for/per/through: **por** (pohr)
 forbid: **prohibir** (proh-hee-bveer)
 foreign: **extranjero** (ehks-trahn-Heh-roh)
 forget: **olvidar** (ohl-bvee-dahr)
 forget about: **olvidarse (de)** (ohl-bvee-dahr-seh (deh))

forgive: **perdonar** (pehr-doh-nahr)
 fort: **fortaleza** (fohr-tah-leh-sah) f
 fortunate: **afortunado**
 (ah-fohr-too-nah-doh)
 forty: **cuarenta** (kooah-rehn-tah)
 four: **cuatro** (kooah-troh)
 fourteen: **catorce** (kah-tohr-seh)
 fourth: **cuarto** (kooahr-toh)
 frankness: **franqueza** (frahn-keh-sah) f
 free: **libre** (lee-bvreh)
 freeway: **autopista** (ahoo-toh-pees-tah) f
 freeze: **helar (ie)** (eh-lahr)
 frequently: **frecuentemente**
 (freh-kooohn-teh-mehn-teh)
 Friday: **viernes** (bveeehr-nehs) m
 friend: **amigo/a** (ah-mee-goh/gah) m, f
 frightened: **asustado** (ah-soos-tah-doh)
 from time to time: **de vez en cuando**
 (deh bvehs ehn kooahn-doh)
 from/of: **de** (deh)
 from/since: **desde** (dehs-deh)
 fruit: **fruta** (froo-tah) f
 furious: **furioso** (foo-reeoh-soh)
 furniture: **mueble** (mooeh-bvlehh) m
 future: **futuro** (foo-too-roh) m

G

gamble: **jugar** (Hoo-gahr)
 game (board): **juego** (Hooeh-goh) m
 game (sport): **partido** (pahr-tee-doh) m
 garbage: **basura** (bvah-soo-rah) f
 garden: **jardín** (Hahr-deen) m
 garlic: **ajo** (ah-Hoh) m
 generous: **generoso** (Heh-neh-roh-soh)
 German (language): **el alemán** (ehl ah-leh-mahn) m

German (person): **alemán/a** (ah-leh-mahn/ah) m, f
 get/obtain: **conseguir (l)** (kohn-seh-geer)
 get up: **levantarse** (leh-bvahn-tahr-seh)
 gift: **regalo** (reh-gah-loh) m
 girl: **niña** (nee-nyah) f
 give: **dar** (dahr)
 glass: **vidrio** (bvee-dreeoh) m
 glove compartment: **guantera**
 (gooahn-teh-rah) f
 go: **ir** (eer)
 go away: **irse** (eer-seh)
 go out: **salir** (sah-leer)
 go shopping: **ir de compras** (eer deh kohm-prahs)
 go to bed: **acostarse (ue)**
 (ah-kohs-tahr-seh)
 godfather: **padrino** (pah-dree-noh) m
 godmother: **madrina** (mah-dree-nah) f
 gold: **oro** (oh-roh) m
 good: **bueno** (bwooeh-noh)
 good-bye: **adiós** (ah-deeohs)
 goose: **ganso** (gan-soh) m
 gorgeous/beautiful/lovely: **precioso**
 (preh-seeoh-soh)
 government: **gobierno** (goh-bveeehr-noh) m
 governor: **gobernador** (goh-bvehr-nah-dohr) m
 grade (papers, exams, and so on): **calificar**
 (cah-lee-fee-kahr)
 grade: **nota** (noh-tah) f
 granddaughter: **nieta** (neeh-tah) f
 grandfather: **abuelo** (ah-bwooeh-loh) m
 grandmother: **abuela** (ah-bwooeh-lah) f
 grandparents: **abuelos** (ah-bveh-lohs) m
 grandson: **nieto** (neeh-toh) m
 grape: **uva** (oo-bvah) f

grapefruit: **toronja** (toh-rohn-Hah) f
 green: **verde** (bvehr-deh)
 grey: **gris** (grees)
 ground: **suelo** (sooeh-loh) m
 grow: **crecer** (kreh-sehr)
 guava: **guayaba** (gooah-yah-bvah) f
 guest: **huésped** (ooehs-pehd) m
 guide: **guía** (gheeah) m, f
 guide: **guiar** (geeahr)
 gym: **gimnasio** (Heem-nah-seeoh) m

Book V
 Appendixes

H

hair: **pelo** (peh-loh) m
 half: **medio** (meh-deeoh) m
 half-bathroom (a bathroom with no
 shower or tub): **medio baño**
 (meh-deeoh bواh-nyoh) m
 handmade: **hecho a mano** (eh-choh ah
 mah-noh)
 hang/hang up: **colgar** (kohl-gahr)
 happily: **alegremente**
 (ah-lehg-reh-mehn-teh)
 happiness: **felicidad** (feh-lee-see-dahd) f
 happy: **alegre** (ah-leh-greh)
 hard-working: **trabajador**
 (trah-bah-Hah-dohr)
 have: **tener (ie)** (teh-nehr)
 have breakfast: **desayunar**
 (deh-sah-yoo-nahr)
 have fun: **divertirse (ie)**
 (dee-bvehr-teer-seh)
 have just (completed): **acabar de**
 (ah-kah-bvahr deh)
 have to: **deber** (deh-behr); **tener que**
 (teh-nehr keh)
 he: **él** (ehl)
 head: **cabeza** (kah-bveh-sah) f

- healthy: **saludable** (sah-loo-dah-bvleh)
 hear: **oír** (oheer)
 heart: **corazón** (koh-rah-sohn) m
 heat: **calor** (kah-lohr) m
 help: **ayudar** (ah-yoo-dahr)
 her: **su(s)** (soo(s))
 her/it: **la** (lah)
 here: **aquí** (ah-kee)
 hide (oneself): **esconder(se)**
 (ehs-kohn-dehr(seh))
 hide (something): **esconder**
 (ehs-kohn-dehr)
 him/it: **lo** (loh)
 hire: **contratar** (kohn-trah-tahr)
 his: **su(s)** (soo(s))
 hit: **pegar** (peh-gahr)
 home: **casa** (kah-sah) f
 homeless: **los sin techo** (lohs seen
 teh-choh)
 homework: **tarea** (tah-reh-ah) f
 honesty: **honestidad** (oh-nehs-tee-dahd) f
 honeymoon: **luna de miel** (loo-nah deh
 meeehl) f
 hope: **esperar** (ehs-peh-rahr)
 hope: **esperanza** (ehs-peh-rahn-sah) f
 horrible: **horrible** (hoh-tree-bvleh)
 hors d'oevres: **entradas** (ehn-trah-dahs) f
 horse: **caballo** (kah-bvah-yoh) m
 hot [flavor]: **picante** (pee-kahn-teh)
 hot [temperature]: **caliente**
 (kah-leeehn-teh)
 hot pepper (Mexico and Guatemala):
 chile (chee-leh) m
 hot pepper (South America): **ají** (ah-Hee) m
 hour: **hora** (oh-rah) f
 house: **casa** (kah-sah) f
 house: **hospedar** (ohs-peh-dahr)
 how: **cómo** (koh-moh)
- how much: **cuánto** (kooahn-toh)
 hug each other: **abrazarse**
 (ah-bvrah-sahr-seh)
 hundred: **cien(to)** (seeehn(toh))
 hunger: **hambre** (ahm-bvreh) m
 hurry: **apresurarse** (ah-preh-soo-rahr-seh)
 hurt: **doler** (ue) (doh-lehr)
- |
- I: **yo** (yoh)
 ice cream: **helado** (eh-lah-doh) m
 identification: **identificación** (ee-dehn-
 tee-fee-kah-seeohn) f
 if only . . .: **ojalá que** . . . (oh-hah-lah keh)
 immediately: **en seguida** (ehn seh-gee-dah)
 immigration: **inmigración** (een-mee-grah-
 seeohn) f
 imperative: **imperativo**
 (eem-peh-rah-tee-bvoh)
 important: **importante** (eem-pohr-tahn-teh)
 impossible: **imposible** (eem-poh-see-bvleh)
 improbable: **improbable**
 (eem-proh-bvah-bvleh)
 impulsively: **impulsivamente**
 (eem-pool-see-bvah-mehn-teh)
 in/on/at: **en** (ehn)
 in front (of): **enfrente (de)** (ehn-frehn-teh
 (deh))
 in front/ahead: **adelante** (ah-deh-lahn-teh)
 incident: **incidente** (een-see-dehn-teh) m
 include: **incluir** (een-klooer)
 included: **incluido** (een-klooee-doh)
 incredible: **increíble** (een-krehee-bvleh)
 indispensable: **indispensable**
 (een-dees-pehn-sah-bvleh)
 influential: **influente** (een-floo-yehn-teh)
 ingredient: **ingrediente** (een-greh-
 deeehn-teh) m

inheritance: **herencia** (ehr-ehn-seeah) f
 inside (of): **dentro (de)** (dehn-troh (deh))
 insist: **insistir** (een-sees-teer)
 inspire: **inspirar** (een-spee-rahr)
 instead of: **en vez de** (ehn vehs deh)
 instruction: **instrucción**
 (een-strook-seeohn) f
 intelligent: **inteligente**
 (een-teh-lee-hehn-teh)
 interesting: **interesante**
 (een-teh-reh-sahn-teh)
 interview: **entrevista** (ehn-treh-bvees-tah) f
 invite: **invitar** (een-bvee-tahr)
 iron: **planchar** (plahn-chahr)
 ironic: **irónico** (ee-roh-nee-koh)
 irritated: **irritado** (ee-rree-tah-doh)
 island: **isla** (ees-lah) f
 it is advisable that: **conviene que**
 (kohn-bveeeh-neh keh)

J

jacket: **chaqueta** (chah-keh-tah) f
 January: **enero** (eh-neh-roh) m
 job: **empleo** (ehm-pleh-oh) m
 joke: **chiste** (chees-teh) m
 judge: **juez** (Hooehs) m, f
 judge: **juzgar** (Hoos-gahr)
 juice: **jugo** (Hoo-goh) m
 July: **julio** (Hoo-leeoh) m
 jump: **saltar** (sahl-tahr)
 June: **junio** (Hoo-neeoh) m

K

keep going: **seguir** (seh-gheer)
 key: **llave** (yah-bveh) f

keyboard: **teclado** (tehk-lah-doh) m
 kidney: **riñón** (ree-nyohn) m
 kingdom: **reino** (rehee-noh) m
 kiss: **besar** (bveh-sahr)
 kitchen: **cocina** (koh-see-nah) f
 know (be acquainted with): **conocer**
 (koh-noh-sehr)
 know (a fact): **saber** (sah-bvehr)

Book V
 Appendixes

L

lake: **lago** (lah-goh) m
 land: **tierra** (teeeh-rrah) f
 language: **idioma** (ee-deeooh-mah) m
 lap: **vuelta** (bvooehl-tah) f
 laptop computer: **computadora portátil**
 (kohm-poo-tah-doh-rah pohr-tah-teel) f
 last: **último** (ool-tee-moh)
 late (in arriving): **de retraso** (deh
 reh-trah-soh)
 later: **más tarde** (mahs tahr-deh)
 laugh: **reír** (reheer)
 law: **ley** (leh) f
 lawn: **césped** (sehs-pehd) m
 lawyer: **abogado/a** (ah-bvooh-gah-doh/
 dah) m, f
 lazy: **flojo** (floh-Hoh)
 lead: **plomo** (ploh-moh) m
 learn: **aprender** (ah-prehn-dehr)
 leave: **salir** (sah-leer)
 left: **izquierda** (ees-keeehr-dah) f
 leg: **pierna** (peeehr-nah) f
 lemon: **limón** (lee-mohn) m
 less: **menos** (meh-nohs)
 lesson: **lección** (lehk-seeohn) f
 letter: **carta** (kahrtah) f
 lettuce: **lechuga** (leh-choo-gah) f

library: **biblioteca** (bvee-bvleeh-*teh-kah*) f
 lie: **mentir** (*ie*) (mehn-*teer*)
 life: **vida** (*bvee-dah*) f
 light: **claro** (*klah-roh*)
 light/swift: **ligero** (*lee-Heh-roh*)
 light: **encender** (*ie*) (ehn-*sehn-dehr*)
 lightening: **relámpago**
 (*reh-lahm-pah-goh*) m
 like: **gustar** (*goos-tahr*)
 line: **línea** (*lee-neh-ah*) f
 listen (to)/to hear: **escuchar**
 (*ehs-koo-chahr*)
 little/small: **pequeño** (peh-*keh-nyoh*)
 live: **vivir** (bvee-*bveer*)
 liver: **hígado** (*ee-gah-doh*) m
 living room: **sala** (*sah-lah*) f
 long: **largo** (*lahr-goh*)
 look at: **mirar** (*mee-rahhr*)
 loose: **suelto** (*sooehl-toh*)
 loose/slack/lazy: **flojo** (*fluh-hoh*)
 lose: **perder** (pehr-*dehr*)
 lottery: **lotería** (*loh-teh-ree-ah*) f
 love: **amar** (ah-*mahr*)
 low: **bajo** (*bvah-Hoh*)
 loyal: **leal** (*leh-ahl*)
 luck: **suerte** (*sooehr-teh*) f
 luggage/suitcase: **maleta** (mah-*leh-tah*) f
 lunch: **almuerzo** (ahl-mooehr-*soh*) m
 lung: **pulmón** (pool-mohn) m
 luxurious: **lujoso** (loo-*Hoh-soh*)

M

machine: **máquina** (mah-kee-nah) f
 magazine: **revista** (reh-bvees-tah) f
 magnificent: **magnífico** (mahg-nee-fee-koh)
 mail/post: **correo** (koh-rreh-oh) m

make/do: **hacer** (ah-*sehr*)
 make fun of: **burlarse** (*de*) (bvoor-*lahr-seh* (*deh*))
 make sure: **asegurarse**
 (ah-seh-goo-rah-*seh*)
 mall: **centro comercial** (*sehn-troh-koh-mehr-seeahl*) m
 man: **hombre** (ohm-*bvreh*) m
 manage/operate/drive: **manejar**
 (mah-neh-*Hahr*)
 manager: **gerente** (Heh-rehn-*teh*) m, f
 mango: **mango** (mahn-*goh*) m
 map: **mapa** (mah-*pah*) m
 marathon: **maratón** (mah-rah-*tihn*) m
 March: **marzo** (mahr-*soh*) m
 mark/dial/punch in the number: **marcar**
 (mahr-*kahr*)
 married couple: **maridos** (mah-ree-dohs) m
 marry/get married: **casarse** (kah-sahr-*seh*)
 marvelous: **maravilloso**
 (mah-rah-bvee-yoh-*soh*)
 mass: **masa** (mah-*sah*) f
 materialistic: **materialista**
 (mah-teh-reeah-lees-tah)
 May: **mayo** (mah-*yoh*) m
 mayor: **alcalde** (ahl-kahl-*deh*) m, f
 me/to me/for me/: **me** (meh)
 meal: **comida** (koh-mee-dah) f
 measure: **medir** (*i*) (meh-deer)
 medicine: **medicina** (f) (meh-dee-see-nah)
 meet: **reunirse** (rehoo-neer-*seh*)
 meeting: **reunión** (rehoo-neeohn) f
 melon: **melón** (meh-lohn) m
 memorize: **memorizer** (meh-moh-ree-*sahr*)
 merchant: **comerciante** (koh-mehr-see-ahn-*teh*) m, f
 merry: **feliz** (feh-*lees*)
 messenger: **mensajero/a** (mehn-sah-*Heh-roh/rah*) m, f

midnight: **medianoche** (meh-deeah-*noh-cheh*) f
 mile: **milla** (*mee-yah*) f
 milk: **leche** (*leh-cheh*) f
 million: **millón** (*mee-yohn*) m
 mine: **mío, mía, míos, mías** (*mee-oh, mee-ah, mee-ohs, mee-ahs*)
 minute: **minuto** (*mee-noo-toh*) m
 mistake: **error** (*eh-rrohr*) m
 mistake/be mistaken: **equivocarse**
 (*eh-kee-bvoh-kahr-seh*)
 mix: **mezclar** (*mehs-klahr*)
 modern: **moderno** (*moh-dehr-noh*)
 Monday: **lunes** (*loo-nehs*) m
 money: **dinero** (*dee-neh-roh*) m
 month: **mes** (*mehs*) m
 moon: **luna** (*loo-nah*) f
 more: **más** (*mahs*)
 morning (a.m.): **mañana** (*mah-nyah-nah*) f
 mother: **madre** (*mah-dreh*) f
 mountain: **montaña** (*mohn-tah-nyah*) f
 moustache: **bigote** (*bvee-goh-teh*) m
 mouth: **boca** (*bvoh-kah*) f
 movie/film: **película** (*peh-lee-koo-lah*) f
 movies: **cine** (*see-neh*) m
 much: **mucho** (*moo-choh*)
 mud: **lodo** (*loh-doh*) m
 museum: **museo** (*moo-seh-oh*) m
 mustard: **mostaza** (*mohs-tah-sah*) f
 my: **mi(s)** (*mee(s)*)

N

narrow: **estrecho** (*ehs-treh-choh*)
 natural: **natural** (*nah-too-rah*)
 near (to): **cerca (de)** (*sehr-kah (deh)*)
 necessary: **necesario** (*neh-seh-sah-reeoh*)

neck: **cuello** (kooeh-yoh) m
 necklace: **collar** (koh-yahr) m
 need: **necesar** (*neh-seh-see-tahr*)
 neighborhood: **vecindario**
 (*bveh-seen-dah-reeoh*) m
 neither . . . nor: **ni . . . ni** (*nee . . . nee*)
 neither/not . . . either: **tampoco**
 (*tahm-poh-koh*)
 never: **nunca** (*noon-kah*)
 new: **nuevo** (*nooeh-bvoh*)
 news: **noticias** (*noh-tee-seeahs*) f
 newspaper: **periódico** (*peh-reeoh-dee-koh*) m
 next: **próximo** (*prohk-see-moh*)
 nice: **amable** (*ah-mah-bvleh*)
 night: **noche** (*noh-cheh*) f
 nine: **nueve** (*nooeh-bveh*)
 nineteen: **diecinueve (diez y nueve)**
 (*deeeh-see-nooeh-bveh*)
 ninety: **noventa** (*noh-bvehn-tah*)
 ninth: **noveno** (*noh-bveh-noh*)
 no/not: **no** (*noh*)
 nobody/no one: **nadie** (*nah-deeh*)
 noise: **ruido** (*rooee-doh*)
 none: **ningún** (*neen-goon*)
 noon: **mediodía** (*meh-deeh-deeah*) m
 nose: **nariz** (*nah-rees*) f
 nothing: **nada** (*nah-dah*)
 notice: **observer** (*ohbv-sehr-bvahr*)
 novel: **novela** (*noh-bveh-lah*) f
 November: **noviembre** (*noh-bveeehm-bvreh*) m
 now: **ahora** (*ah-oh-rah*)
 nowadays: **hoy en día** (*ohy ehn deeah*)
 number: **número** (*noo-meh-roh*) m
 nurse: **enfermero/a** (*ehn-fehr-meh-roh/rah*) m, f

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Appendixes

O

obey: **obedecer** (oh-bveh-deh-sehr)
 obvious: **obvio** (ohbv-bveehoh)
 occupied/busy: **ocupado** (oh-koo-pah-doh)
 October: **octubre** (ohk-too-bvreh) m
 of: **de** (deh)
 of course: **por supuesto** (pohr
 soo-pooehs-toh)
 offer/give: **ofrecer** (oh-freh-sehr)
 office: **oficina** (oh-fee-see-nah) f
 often: **a menudo** (a meh-noo-doh)
 one: **un/uno/una** (oon/oo-noh/oo-nah)
 one million: **millón** (mee-yohn) m
 one thousand: **mil** (meel) m
 one's own: **propio** (proh-peehoh)
 onion: **cebolla** (seh-bvoh-yah) f
 open: **abrir** (ah-bvreeer)
 opportunity: **oportunidad**
 (oh-pohr-too-nee-dahd) f
 oppose: **oponer** (oh-poh-nehr)
 optimistic: **optimista** (ohp-tee-mees-tah)
 or: **o** (oh)
 orange: **naranja** (nah-rahn-Hah) f
 order (command): **ordenar** (ohr-deh-nahr)
 order (request): **pedir** (peh-deer)
 ordinary: **ordinario** (ohr-dee-nah-reeoh)
 other: **otro** (oh-troh)
 our, ours: **nuestro/nuestra/nuestros/**
 nuestras (nooehs-troh/nooehs-trah/
 nooehs-trohs/nooehs-trahs)
 outside: **afuera** (ah-fooeh-rah)
 over there: **allá** (ah-yah)

P

package: **paquete** (pah-keh-teh) m
 paid for: **pagado** (pah-gah-doh)

pain: **dolor** (doh-lohr) m
 paint: **pintar** (peen-tahr)
 painting: **pintura** (peen-too-rah) f
 papaya: **papaya** (pah-pah-yah) f
 paper/role: **papel** (pah-pehl) m
 parade: **desfile** (dehs-fee-leh) m
 park: **parque** (pahr-keh) m
 parking: **estacionamiento** (ehs-tah-
 seeoh-nah-meeehn-toh) m
 participate (in): **participar** (en)
 (pahr-tee-see-pahr (ehn))
 party: **fiesta** (feehs-tah) f
 pass (a test): **aprobar** (un examen)
 (ah-proh-bvahr (oon ehk-sah-mehn))
 passport: **pasaporte** (pah-sah-pohr-teh) m
 pasta: **fideo** (fee-de-oh) m
 patience: **paciencia** (pah-seeehn-seeah)
 pay: **pagar** (pah-gahr)
 pay attention: **prestar atención**
 (prehs-tahr ah-tehn-seeohn)
 pea: **guisante** (gee-sahn-teh) m
 peace: **paz** (pahs) f
 peach: **durazno** (doo-rahs-noh) m
 pear: **pera** (peh-rah) f
 pearl: **perla** (pehr-lah) f
 peel: **pelar** (peh-lahr)
 pencil: **lápiz** (lah-pees) m
 percent: **por ciento** (pohr seeehn-toh)
 percentage: **porcentaje**
 (pohr-sehn-tah-Heh) m
 perfect: **perfecto** (pehr-fehk-toh)
 perfect: **perfeccionar**
 (pehr-fehk-seeoh-nahr)
 perhaps: **tal vez** (tahl bvehs)
 permit: **permitir** (pehr-mee-teer)
 person: **persona** (pehr-soh-nah) f
 pessimistic: **pesimista**
 (peh-see-meess-tah)
 pharmacy: **farmacia** (fahr-mah-seeah) f

photograph: **fotografiar**
 (foh-toh-grah-feeahr)
 photographer: **fotógrafo/a**
 (foh-toh-grah-foh/fah) m, f
 physical: **físico** (fee-see-koh)
 physician/doctor: **médico/a** (meh-dee-koh/
 kah) m, f
 piece: **trozo** (troh-soh) m
 pilot: **piloto/a** (pee-loh-toh/tah) m, f
 pilot: **pilotar** (pee-loh-tahr)
 pineapple: **piña** (pee-nyah) f
 pink: **rosado** (roh-sah-doh)
 pity/shame: **lástima** (lahs-tee-mah) f
 place (something): **colocar**
 (koh-loh-kahr)
 place: **lugar** (loo-ghar) m
 place one's self/get a job: **colocarse**
 (koh-loh-kahr-seh)
 plane: **avión** (ah-bveeeohn) m
 plate: **plato** (plah-toh) m
 play (a sport): **jugar (ue)** (Hoo-gahr)
 play checkers: **jugar (ue) a las damas**
 (Hoo-gahr ah lahs dah-mahs)
 pleasant: **genial** (Heh-neeahl)
 please: **por favor** (pohr fah-bvohr)
 please: **complacer** (kohm-plah-sehr)
 plum: **ciruela** (see-rooeh-lah) f
 pocket: **bolsillo** (bvoohl-see-yoh) m
 police officer: **policía** (poh-lee-seeah) m, f
 polish: **pulir** (poo-leer)
 poor: **pobre** (poh-bvreh)
 popcorn: **palomitas de maíz**
 (pah-loh-mee-tahs deh mahees) f
 popular: **popular** (poh-poo-lahr)
 port: **puerto** (pooehr-toh) m
 portion: **porción** (pohr-seeohn) f
 possible: **posible** (poh-see-bvleh)
 postal code [ZIP code]: **código postal**
 (koh-dee-goh pohs-tahl) m

postal worker: **cartero/a** (kahr-teh-roh/
 rah) m, f
 pot: **olla** (oh-yah) f
 potato chips: **papas fritas**
 (pah-pahs free-tahs) f
 potatoes: **papas** (pah-pahs) f
 pound: **libra** (lee-bvrah) f
 prawn: **langostino** (lahn-gohs-tee-noh) m
 prefer: **preferir (ie)** (preh-feh-reer)
 preferable: **preferible**
 (preh-feh-ree-bvleh)
 prepare (oneself): **preparar(se)**
 (preh-pah-rahr(seh))
 prescription: **receta** (reh-seh-tah) f
 present: **regalo** (reh-gah-loh) m
 president: **presidente** (preh-see-dehn-
 teh) m, f
 pretty: **bonito** (bvooh-nee-toh)
 pretty/good-looking: **guapo** (gooah-poh)
 price: **precio** (preh-seeoh) m
 print: **imprimir** (eem-pree-meer)
 probable: **probable** (proh-bvah-bvleh)
 produce: **producir** (proh-doo-seer)
 project: **proyecto** (proh-yehk-toh)
 promise: **prometer** (proh-meh-tehr)
 pronounce: **pronunciar**
 (proh-noon-seeahr)
 proprietor: **propietario/a** (proh-peeeh-
 tah-reeeh/ah) m, f
 proud: **orgulloso** (ohr-goo-yoh-soh)
 pure: **pura** (poo-rah)
 purple: **morado** (moh-rah-doh)
 push: **empujar** (ehm-poo-hahr)
 put: **poner** (poh-nehr)
 put on makeup: **maquillarse**
 (mah-kee-yahr-seh)
 put something on one's self: **ponerse**
 (poh-nehr-seh)
 put to bed: **acostar (ue)** (ah-kohs-tahr)

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Appendices

Q

- quarter: **cuarto** (kooahr-toh) m
 question: **pregunta** (preh-goon-tah) f
 quickly: **rápidamente**
 (rah-peh-dah-mehn-teh)
 quiet: **tranquilo** (trahn-kee-loh)
 quit (work): **dejar (el trabajo)** (deh-hahr
 (ehl trah-bvah-Hoh))
 quite/enough: **bastante** (bvahs-tahn-teh)

R

- race: **carrera** (kah-rreh-rah) f
 racecar: **auto de carreras** (ahoo-toh deh
 kah-rreh-rahs) m
 rain: **llover (ue)** (yoh-bvehr)
 rain: **lluvia** (yoo-bveeah) f
 raincoat: **impermeable** (eem-pehr-meh-
 ah-bvlehh) m
 rainforest: **selva** (sehl-bvah) f
 raise (of salary): **aumento (de sueldo)**
 (ahoo-mehn-toh (deh sooehl-doh)) m
 raise (something): **levantar**
 (leh-bvahn-tahr)
 rather/too/too much: **demasiado/a**
 (deh-mah-seeah-doh/dah) m, f
 react: **reaccionar** (reh-ahhk-seeoh-nahr)
 read: **leer** (leh-ehr)
 ready: **listo** (lees-toh)
 receipt: **recibo** (m) (reh-see-bvoh)
 receive: **recibir** (reh-see-bveer)
 reception: **recepción** (reh-sehp-seeohn) f
 recipe: **receta** (reh-seh-tah) f
 record: **grabar** (grah-bvahr)
 red: **rojo** (roh-Hoh)
 red snapper: **huachinango**
 (ooah-chee-nahn-goh) m

- refund: **reembolsar** (reh-ehm-bvol-sahr)
 regret: **lamentar** (lah-mehn-tahr)
 regrettable: **lamentable**
 (lah-mehn-tah-bvlehh)
 regulations: **reglamento**
 (rehg-lah-mehn-toh) m
 remain: **quedarse** (keh-dahr-seh)
 remember: **recordar** (reh-kohr-dahr)
 remove/take off: **quitar(se)**
 (kee-tahr(seh))
 repair: **arreglar** (ah-rreh-glahr)
 repeat: **repetir** (reh-peh-teer)
 request: **pedir** (peh-deer)
 require/demand: **exigir** (ehk-see-Heer)
 research: **investigación** (een-bvehs-tee-
 gah-seeohn) f
 reservation: **reservación** (reh-sehr-bvah-
 see-ohn) f
 respectfully: **respetuosamente**
 (rehs-peh-toooh-sah-mehn-teh)
 responsible: **responsible**
 (rehs-pohn-sah-bvlehh)
 rest: **descansar** (deh-kahn-sahr)
 restaurant: **restaurante**
 (rehs-tahoo-rah-n-teh) m
 return (someone from someplace):
 volver (ue) bvol-bvehr)
 return, (something to someone):
 devolver (ue) (deh-bvol-bvehr)
 rice: **arroz** (ah-rros) m
 right: **derecha** (deh-reh-chah)
 right away/soon: **pronto** (prohn-toh)
 right now: **ahora mismo** (ah-Hoh-rah
 mees-moh)
 ring: **sonar (ue)** (soh-nahr)
 river: **río** (ree-oh) m
 road: **camino** (kah-mee-noh) m
 road/route: **ruta** (roo-tah) f
 robbery: **robo** (roh-boh) m

room: **cuarto** (kooahr-toh) m
 rug: **alfombra** (ahl-fohm-bvrah) f
 ruins: **ruinas** (rooee-nahs) f
 rule/ruler: **regla** (reh-glah) f
 run: **correr** (koh-rrehr)

S

safari: **safari** (sah-fah-ree) m
 sail: **navegar** (nah-bveh-gahr)
 salad: **ensalada** (ehn-sah-lah-dah) f
 sale: **venta** (bvehn-tah) f
 salesperson: **dependiente**
 (deh-pehn-deeuhn-teh) m, f
 salty: **salado** (sah-lah-doh)
 same: **mismo** (mees-moh)
 Saturday: **sábado** (sah-bvah-doh) m
 save: **ahorrar** (ah-Hoh-rrahr)
 say/tell: **decir** (deh-seer)
 say good-bye: **despedir(se)** (i)
 (dehs-peh-deer(seh))
 scene: **escena** (ehs-seh-nah) f
 school: **escuela** (ehs-kooeh-lah) f
 science: **ciencia** (seeehn-seeah) f
 scientific: **científico** (seeehn-tee-fee-koh)
 scream: **gritar** (gree-tahr)
 screen: **pantalla** (pahn-tah-yah) f
 sculpture: **escultura** (ehs-kool-too-rah) f
 sea: **mar** (mahr) m
 seafood: **marisco** (mah-rees-koh) m
 search/look for: **buscar** (bvoos-kahr)
 seat: **asiento** (ah-seeehn-toh) m
 second: **segundo** (seh-goon-doh) m
 see: **ver** (bvehr)
 seem: **parecer** (pah-reh-sehr)
 selfish: **egoísta** (eh-gohees-tah)
 sell: **vender** (bvehn-dehr)

send: **enviar** (ehn-bveeahr); **expedir** (i)
 (ehks-peh-deer); **mandar** (mahn-dahr)
 September: **septiembre** (sehp-teeehm-
 bvreh) m
 servant: **sirvienta** (seer-bveehn-tah) f
 serve: **servir** (i) (sehr-bveer)
 set (the table): **poner (la mesa)** (poh-
 nehr (lah meh-sah))
 seven: **siete** (seeeh-teh)
 seventeen: **diecisiete (diez y siete)**
 (deeeh-see-seeeh-teh)
 seventh: **séptimo** (sehp-tee-moh)
 seventy: **setenta** (seh-tehn-tah)
 share: **compartir** (kohm-pahr-teer)
 shave: **afeitarse** (ah-fehee-tahr-seh)
 she: **ella** (eh-yah)
 shelter: **dar refugio** (dahr reh-foo-Heeoh)
 shine: **brillo** (bveee-yoh)
 shirt: **camisa** (kah-mee-sah) f
 shop: **ir de compras** (eer deh
 kohm-prahs)
 shopping mall: **centro comercial**
 (sehn-troh koh-mehr-seeahl) m
 short/below: **bajo** (bvah-Hoh)
 shoulder: **hombro** (ohm-bvroh) m
 show: **espectáculo** (eh-spehk-tah-koo-
 loh) m
 show: **mostrar (ue)** (mohs-trahr)
 shower: **ducharse** (doo-chahr-seh)
 showing: **exposición** (ehks-poh-see-
 seeohn) f
 shrimp: **camarón** (kah-mah-rohn) m
 sick person: **enfermo/a** (ehn-fehr-moh/
 ah) m, f
 sign: **señal** (seh-nyahl) f
 sign: **firmar** (feer-mahr)
 signal: **señalar** (seh-nyah-lahr)
 silence: **callarse** (kah-yahr-seh)
 silk: **seda** (seh-dah) f

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Appendices

sincerely yours: **atentamente**
 (ah-tehn-tah-mehn-teh)
 sing: **cantar** (kahn-tahr)
 sister: **hermana** (ehr-mah-nah) f
 sister-in-law: **cuñada** (koo-nyah-dah) f
 six: **seis** (sehees)
 sixteen: **dieciséis (diez y seis)**
 (deeeh-see-sehees)
 sixth: **sexto** (sehks-toh)
 sixty: **sesenta** (seh-sehn-tah)
 size (of a person): **talla** (tah-yah) f
 size (of a place or object): **tamaño**
 (tah-mah-nyoh) m
 skate: **patín** (pah-teen) m
 ski: **esquí** (ehs-kee) m
 ski: **esquiar** (ehs-keeahr)
 skinny: **flaco** (flah-koh)
 skirt: **falda** (fahl-dah) f
 sky: **cielo** (seeeh-loh) m
 sleep: **dormir (ue)** (dohr-meer)
 sleeve: **manga** (mahn-gah) f
 slowly: **despacio** (dehs-pah-seeoh)
 small: **pequeño** (peh-keh-nyoh)
 small amount: **poco (m)** (poh-koh)
 smell: **oler** (oh-lehr)
 snow: **nevár (ie)** (neh-bvahr)
 snowman: **muñeco de nieve** (moo-nyeh-
 koh deh neeeh-bveh) m
 soccer: **fútbol** (foot-bvohl) m
 soft drink: **refresco** (reh-frehs-koh) m
 some: **algún (ahl-gooh)**
 sometimes: **a veces (ah bveh-sehs)**
 son: **hijo (ee-Hoh)** m
 song: **canción** (kahn-seeohn) f
 son-in-law: **yerno** (yehr-noh) m
 soon: **pronto (prohn-toh)**

Spain: **España** (ehs-pah-nyah)
 Spanish (language): **el español** (ehl
 ehs-pah-nyohl) m
 Spanish (person): **español/a**
 (ehs-pah-nyohl/ah) m, f
 speak/talk: **hablar** (ah-bvlahr)
 special: **especial** (ehs-peh-seeahl)
 spend (money): **gastar** (gah-stahr)
 spend (time): **pasar** (pah-sahr)
 spill: **derramar** (deh-rrah-mahr)
 spinach: **espinaca** (ehs-pee-nah-kah) f
 spoon: **cuchara** (koo-chah-rah) f
 sport: **deporte** (deh-pohr-teh) m
 sporty: **deportivo** (deh-pohr-tee-bvoh)
 spouse: **esposo/a** (eh-spoh-soh/sah) m, f
 spread out: **esparcir** (ehs-pahr-seer)
 spring: **primavera** (pree-mah-bveh-rah) f
 square: **plaza** (plah-sah) f
 stadium: **estadio** (ehs-tah-deeoh) m
 state: **estado** (ehs-tah-doh) m
 station: **estación** (ehs-tah-seeohn) f
 stay: **quedarse** (keh-dahr-seh)
 steak: **bistec** (bees-tehk) m
 steal/rob: **robar** (roh-bvahr)
 stomach: **estómago** (ehs-toh-mah-goh) m
 stop (something): **parar** (pah-rahr)
 stop oneself: **pararse** (pah-rahr-seh)
 store: **tienda** (teeehn-dah) f
 store window: **escaparate**
 (ehs-kah-pah-rah-teh) m
 storm: **tempestad** (tehm-pehs-tahd) f
 straight: **derecho** (deh-reh-choh)
 strange: **extraño** (ehks-trah-nyoh)
 stranger: **desconocido/a** (dehs-kohn-oh-
 see-doh/dah) m, f
 strawberry (from Colombia to the South
 Pole): **frutilla** (froo-tee-yah) f

strawberry (Mexico, Central America, and Spain): **fresa** (*freh-sah*) f
 street: **calle** (*kah-yeh*) f
 striped: **a rayas** (*ah rah-yahs*)
 study: **estudiar** (*ehs-too-deeahr*)
 stupendous: **estupendo**
 (*ehs-too-pehn-doh*)
 style: **moda** (*moh-dah*) f
 subway: **metro** (*meh-troh*) m
 suddenly: **de repente** (*deh reh-pehn-teh*)
 suggest: **sugerir (ie)** (*soo-Heh-reer*)
 suitcase: **maleta** (*mah-leh-tah*) f
 summer: **verano** (*bveh-rah-noh*) m
 sun: **sol** (*sohl*) m
 sunbathe: **tomar el sol** (*toh-mahr ehl sohl*)
 Sunday: **domingo** (*doh-meen-goh*) m
 suntan lotion: **bronceador** (*bvrohn-seh-ah-dohr*) m
 supermarket: **supermercado**
 (*soo-pehr-mehr-kah-doh*) m
 supper: **cena** (*seh-nah*) f
 suppress/omit: **suprimir** (*soo-pree-meer*)
 surf: **hacer surf** (*ah-sehr soorf*)
 surgeon: **cirujano/a** (*see-roo-Hah-noh/nah*) m, f
 surgery: **cirugía** (*see-roo-Hee-ah*) f
 surprise: **sorpresa** (*sohr-preh-sah*) f
 surprised: **sorprendido**
 (*sohr-prehn-dee-doh*)
 survey: **encuesta** (*ehn-kooehs-tah*)
 swallow, to: **tragar** (*trah-gahr*)
 sweater: **suéter** (*sooeh-tehr*) m
 sweet: **dulce** (*dool-seh*)
 swim: **nadar** (*nah-dahr*)
 swimming: **natación** (*nah-tah-seeohn*) f
 swimming pool: **piscina** (*pees-see-nah*) f
 swimsuit: **traje de baño** (*trah-Heh deh bah-nyoh*) m

T

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 Appendixes

table: **mesa** (*meh-sah*) f
 tablecloth: **mantel** (*mahn-tehl*) m
 take: **tomar** (*toh-mahr*)
 take a cruise: **hacer un crucero** (*ah-sehr oon kroo-seh-roh*)
 take a trip: **hacer un viaje** (*ah-sehr oon bveeah-Heh*)
 talk/speak: **hablar** (*ah-bvlahr*)
 talkative: **hablador** (*ah-bvlah-dohr*)
 tall/: **alto** (*ahl-toh*)
 tan: **broncearse** (*bvrohn-sehahr-seh*)
 tape recording: **grabación**
 (*grah-bah-seeohn*) f
 tax: **impuesto** (*eem-pooehs-toh*) m
 taxi: **taxi** (*tahk-see*) m
 teach: **enseñar** (*ehn-seh-nyahr*)
 team: **equipo** (*eh-kee-poh*) m
 t-shirt: **camiseta** (*kah-mee-seh-tah*) f
 television: **televisión** (*teh-leh-bvee-seeohn*) f
 tell/say: **decir** (*deh-seer*)
 ten: **diez** (*deeehs*)
 tenth: **décimo** (*deh-see-moh*)
 test: **examinar** (*ehk-sah-mee-nahr*)
 thank you: **gracias** (*grah-seeahs*)
 that (over there): **aquel/aquella** (*ah-kehl/ah-keh-yah*)
 that (there): **ese/esa** (*eh-seh/eh-sah*)
 that one (over there): **aqué/aquélla**
 (*ah-kehl/ah-keh-yah*)
 that one (there): **ése/ésa** (*eh-seh/eh-sah*)
 that/than: **que** (*keh*)
 the: **el/la/los/las** (*ehl/lah/lohs/lahs*) m
 theater: **teatro** (*tehah-troh*) m

- their: **su(s)** (soo(s))
 then: **entonces** (ehn-tohn-sehs)
 there is/are: **hay** (ahy)
 these: **estos/estas** (ehs-tohs/ehs-tahs)
 these ones: **éstos/éstas** (ehs-tohs/
 ehs-tahs)
 they: **ellos/ellas** (eh-yohs/eh-yahs)
 thigh: **muslo** (moos-loh) m
 thin: **delgado** (dehl-gah-doh)
 thing: **cosa** (koh-sah) f
 think: **pensar** (ie) (pehn-sahr)
 third: **tercero** (tehr-seh-roh)
 thirst: **sed** (sehd) f
 thirteen: **trece** (treh-seh)
 thirty: **treinta** (treheen-tah)
 this: **este/esta** (ehs-teh/ehs-tah)
 this one: **éste/ ésta** (ehs-teh/ehs-tah)
 those (over there): **aquellos/aquellas**
 (ah-keh-yohs/ah-keh-yahs)
 those (there): **esos/esas** (eh-sohs/eh-sahs)
 those ones (over there): **aquéllos/aquéllas**
 (ah-keh-yohs/ah-keh-yahs)
 those ones (there)= **ésos/éssas** (eh-sos/
 eh-sahs)
 thousand: **mil** (meel) m
 three: **tres** (trehs)
 throat: **garganta** (gahr-gahn-tah) f
 through: **por** (pohr)
 thunder: **truenos** (trooeh-nohs)
 thunder: **tronar** (ue) (troh-nahr)
 Thursday: **jueves** (Hooeh-bvehs) m
 ticket: **boleto** (bvoh-leh-toh) m
 tide: **marea** (mah-reh-ah) f
 tight: **apretado** (ah-preh-tah-doh)
 time: **tiempo** (teeehm-poh)
 tired: **cansado** (kahn-sah-doh)
- to: **a** (ah)
 to or for him/her/you (formal): **le** (leh)
 to or for them/you (formal, plural): **les**
 (lehs)
 today: **hoy** (ohy)
 toe: **dedo del pie** (deh-doh dehl peeeh) m
 together: **junto** (Hoon-toh)
 toll: **peaje** (peh-ah-Heh) m
 tomorrow: **mañana** (mah-nyah-na)
 tooth: **diente** (deeehn-teh) m
 toothache: **dolor de muelas** (doh-lohr
 deh mooeh-lahs) m
 toy: **juguete** (Hoo-geh-teh) m
 traffic: **tráfico** (trah-fee-koh) m
 train: **tren** (trehn) m
 translate: **traducir** (trah-doo-seer)
 travel: **viajar** (bveeah-Hahr)
 traveler: **viajero/a** (bveeah-Heh-roh/rah)
 m, f
 trip: **viaje** (bveeah-Heh) m
 trousers: **pantalones** (pahn-tah-loh-
 nehs) m
 trout: **trucha** (troo-chah) f
 trust: **fiarse en** (feeahr-seh)
 truth: **verdad** (bvehr-dahd) f
 try: **probar** (proh-bvahr)
 Tuesday: **martes** (mahr-tehs) m
 tuition: **matrícula** (mah-tree-koo-lah) f
 tuna: **atún** (ah-toon) m
 turn: **doblar** (doh-bvlahr)
 turn off: **apagar** (ah-pah-gahr)
 TV: **tele** (teh-leh) f
 twelve: **doce** (doh-seh)
 twenty: **veinte** (bveheen-teh)
 two: **dos** (dohs)
 typical: **típica** (tee-pee-kah)

U

- ugly: **feo** (*feh-oh*)
 uncle: **tío** (*tee-oh*) m
 underground: **subterráneo**
 (*soob-teh-rrah-neh-oh*)
 understand: **entender** (*ie*)
 (*ehn-tehn-dehr*)
 undress: **desvestirse** (*i*)
 (*dehs-bvehs-teer-seh*)
 unfair: **injusto** (*een-Hoos-toh*)
 unfortunately: **desafortunadamente**
 (*deh-sah-fohr-too-nah-dah-mehn-teh*)
 unhappy: **infeliz** (*een-feh-lees*)
 uniform: **uniforme** (*oo-nee-fohr-meh*) m
 unjust: **injusto** (*een-Hoos-toh*)
 unrestrainedly: **desenfrenadamente**
 (*dehs-ehn-freh-nah-dah-mehn-teh*)
 untidy: **descuidado**
 (*dehs-kooee-dah-doh*)
 until: **hasta** (*ahs-tah*)
 urine: **orina** (*oh-ree-nah*) f
 us/to us/ourselves: **nos** (*nohs*)

V

- vacuum cleaner: **aspiradora**
 (*ahs-peeh-rah-doh-rah*) f
 vase: **jarrón** (*Hah-rrohn*) m
 vehicle: **vehículo** (*bveh-ee-koo-loh*) m
 very: **muy** (*mooee*)
 video camera: **cámara de video**
 (*kah-mah-rah deh bvee-deh-oh*) f
 violet/purple: **violeta** (*bveehoh-leh-tah*)
 violin: **violín** (*bveeooh-leen*) m
 vocabulary: **vocabulario** (*bvoht-kah-bvoo-lah-reeoh*) m
 voice: **voz** (*bvohs*) f

- volleyball: **voleibol, volibol**
 (*bvoht-lee-bvohl*) m
 vote: **votar** (*bvoht-tahr*)

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W

- wait: **esperar** (*ehs-peh-rahr*)
 waiter (waitress): **camarero/a**
 (*kah-mah-reh-roh/rah*) m, f
 wake up: **despertarse** (*ie*)
 (*dehs-pehr-tahr-seh*)
 walk: **andar** (*ahn-dahr*)
 walk: **paseo** (*pah-seh-oh*) m
 walk (take a walk): **dar un paseo** (*dahr oon pah-seh-oh*); **pasearse**
 (*pah-seh-ahr-seh*)
 walking (on foot): **a pie** (*ah peeh*)
 wallet: **cartera** (*kahr-teh-rah*) f
 want: **querer** (*ie*) (*keh-rehr*)
 war: **guerra** (*gheh-rrah*) f
 warranty: **garantía** (*gah-rahn-tee-ah*) m
 wash: **lavar** (*lah-bvahr*)
 wash oneself: **lavarse** (*lah-bvahr-seh*)
 watch/look at: **mirar** (*mee-rahr*)
 water: **agua** (*ah-gooah*) m
 waterfall: **cascada** (*kahs-kah-dah*) f
 watermelon: **sandía** (*sahn-dee-ah*) f
 we/us: **nosotros** (*noh-soh-trohs*)
 weak: **débil** (*deh-bveel*)
 weakness/laziness: **flojera** (*floh-Heh-rah*) f
 wear: **llevar** (*yeh-bvahr*)
 weather: **tiempo** (*teeehm-poh*) m
 wedding: **boda** (*bvoht-dah*) f
 Wednesday: **miércoles** (*meeeehr-koh-lehs*) m
 week: **semana** (*seh-mah-nah*) f
 weight: **peso** (*peh-soh*)

well: **bien** (bveehn)
 wet: **mojado** (moh-Hah-doh)
 what: **¿qué?** (keh)
 when: **¿cuándo?** (kooahn-doh)
 where (to): **¿adónde?** (ah-dohn-deh)
 where: **¿dónde?** (dohn-deh)
 which/what: **¿cuál(es)?** (kooahl (ehs)
 while: **mientras** (meeehn-trahs)
 white: **blanco** (bvlahn-koh)
 who/whom: **¿quién?** (keeehn)
 whole: **entero** (ehn-teh-roh)
 why: **¿por qué?** (pohr keh)
 wide: **ancho** (ahn-choh)
 willingly: **de buena gana** (deh bvooeahn gah-nah)
 win: **ganar** (gah-nahr)
 wine: **vino** (m) (bvee-noh)
 winter: **invierno** (een-bveeehr-noh) m
 with: **con** (kohn)
 withdrawal: **retiro** (reh-tee-roh) m
 without: **sin** (seen)
 without a smell: **inodoro**
 (ee-noh-doh-roh)
 woman: **mujer** (moo-Hehr) f
 wood: **madera** (mah-deh-rah) f
 wool: **lana** (lah-nah) f
 word: **palabra** (pah-lah-bvrah) f

work: **trabajar** (trah-bvah-Hahr)
 world: **mando** (moon-doh) m
 worry (about): **preocuparse (de)**
 (preoh-koo-pahr-seh (deh))
 worse: **peor** (peh-ohr)
 worth: **valer** (bvah-lehr)
 wrap up: **envolver (ue)**
 (ehn-bvohl-bwehr)
 wrist: **muñeca** (moo-nyeh-kah) f
 write: **escribir** (ehs-kree-bveer)
 writer: **escritor/a** (ehs-kree-tohr/rah) m, f

Y

year: **año** (ah-nyoh) m
 yellow: **amarillo** (ah-mah-ree-yoh)
 yesterday: **ayer** (ah-yehr)
 yet/still: **todavía** (toh-dah-bveeah)
 you: **tú/Ud./vosotros/Uds.** (too/oos-tehd/
 bvooh-soh-trohs/oos-tehd-ehs)
 you/to you/yourselves, yourself: **os**
 (ohs); **te** (teh)
 young: **joven** (Hoh-bvehn)
 your/yours: **tu(s)** (too(s)); **vuestro(s)**
 (bvooehs-troh(s))

Z

zero: **cero** (seh-roh)

Appendix D

About the CD

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What You'll Find on the CD

The following is a list of tracks that appear on this book's audio CD. Note that this is an audio-only CD. It'll play in any standard CD player or in your computer's CD-ROM drive.

Track 1: Introduction and Pronunciation Guide

Track 2: Formal Greeting

Track 3: Two Different Greetings

Track 4: Formal Introduction

Track 5: Informal Greeting

Track 6: The Verb *To Be*

Track 7: Finding a Bathroom

Track 8: Talking about the Weather

Track 9: Talking about Work

Track 10: Making a Restaurant Reservation

Track 11: Bartering at the Vegetable Stand

Track 12: Buying Clothes

Track 13: Haggling at an Outdoor Market

Track 14: Greetings on the Telephone

Track 15: Making a Collect Call

- Track 16:** Getting Information at a Hotel
- Track 17:** Talking to a Doctor's Receptionist
- Track 18:** Explaining Symptoms to a Doctor
- Track 19:** Talking to the Police
- Track 20:** Signing in at the Doctor's Office
- Track 21:** Gathering Insurance Information
- Track 22:** Asking Questions of a Patient
- Track 23:** Gathering Police Information
- Track 24:** Enrolling a Child at School
- Track 25:** Making an Account Transfer
- Track 26:** Interviewing an Applicant
- Track 27:** Welcoming Guests at a Hotel
- Track 28:** Greeting a New Employee

Customer Care

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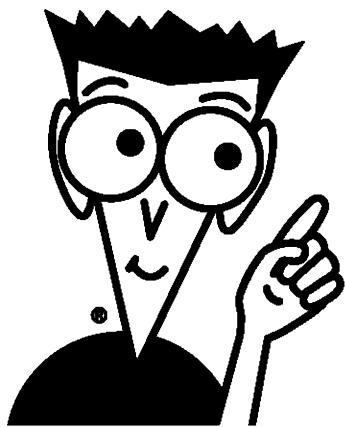
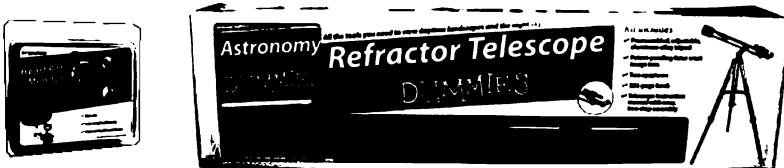
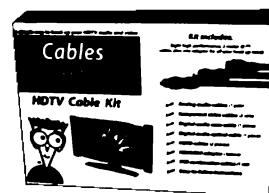
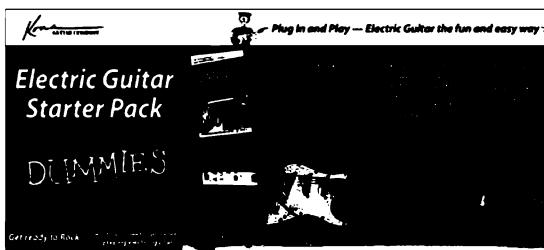
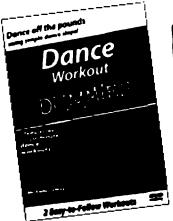
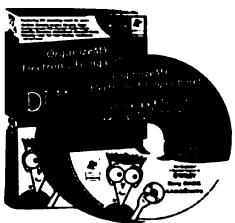
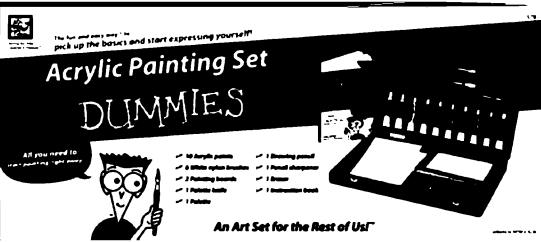
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