



To be functional in Spanish, you must be familiar with social protocol.

The basis of social protocol in the hispanic culture is acknowledging the presence of another person when you enter or leave their space. This is usually done with a

1. a greeting
2. a farewell
3. a request for space or attention
4. a blessing on their meal

It is considered rude and reflects badly on your mother (who gave you a poor education) if you don't use appropriate protocol.

1. **The greetings** are cheerfully said to everyone you pass, especially to all with whom you make eye contact.



- **BUENOS DÍAS** = "Good morning," used from daylight until noon.
- **BUENAS TARDES** = "Good afternoon," used from noon until 7 P.M. or dark.
- **BUENAS NOCHES** = Good evening from 7 P.M. or dark. Sometimes it may get dark before 7 P.M.

- **ADIÓS** can be said to a person in passing. For example anytime you pass someone on the street and you make eye contact, it is good to say *adiós*.

Adiós literally means "to God" and is considered a high greeting, not just good-bye.

- **HOLA** = "Hi." It is an informal greeting which can be used with children or good friends. Otherwise, it is usually combined with a formal greeting like this:

HOLA, BUENOS DÍAS = "Hi, good morning."

If you know the person, it is common to ask how they are doing. For example:



- **BUENOS DÍAS ¿CÓMO ESTÁ?** = "Good morning. How are you (formal)?"
or
BUENOS DÍAS ¿CÓMO ESTÁS? (informal)

A quick dialogue may go something like this:

- **BUENOS DÍAS, ¿CÓMO ESTÁ?** = "Good morning, How are you?"
- **MUY BIÉN GRACIAS ¿Y USTED?** = "Very well, thank you. And you?"

2. **Farewells** are usually said with:



- **ADIÓS. HASTA LUEGO.** = "Goodbye, until later."
or
■ **ADIÓS. BUENAS NOCHES.** = "Goodbye, good night."

It is common at a party to go around and say good night to everyone present before one leaves. This is called a *despedida*.

3. **Request for space or attention** is very important.

In Mexico, people have a different level of spatial comfort than in the U.S. or Canada, where people may feel uncomfortable when someone is closer than arm's length.

In Mexico people are comfortable at elbow's length. As a result it is common for people to seem to be crowding, or to be "balled up."



¿CUÁNTO CUESTA? = How much does it cost?

1	uno	20	veinte , veintiuno, veintidós ...
2	dos	30	treinta , treinta y uno ...
3	tres	40	cuarenta , cuarenta y uno ...
4	cuatro	50	cincuenta , cincuenta y uno ...
5	cinco	60	sesenta , sesenta y uno ...
6	seis	70	setenta , setenta y uno ...
7	siete	80	ochenta , ochenta y uno ...
8	ocho	90	noventa , noventa y uno ...
9	nueve	100	cien
10	diez	101	ciento uno
11	once	150	ciento cincuenta
12	doce	200	doscientos
13	trece	300	trescientos
14	catorce	400	cuatrocientos
15	quince	500	quinientos
16	dieciséis	600	seiscientos
17	diecisiete	700	setecientos
18	dieciocho	800	ochocientos
19	diecinueve	900	novecientos
		1,000	mil

Days of the Week*

Monday	el lunes
Tuesday	el martes
Wednesday	el miércoles
Thursday	el jueves
Friday	el viernes
Saturday	el sábado
Sunday	el domingo

Seasons

Spring	la primavera
Summer	el verano
Fall	el otoño
Winter	el invierno

*1. Days of the week in Spanish are not capitalized.

2. *Es lunes* = It is Monday.

3. When you use the *el*, it translates as 'on.' *El lunes* = on Monday.



There are only five vowels, and each vowel has only one sound.

Spanish Vowels

A (ah)

The A is made by saying "ah" with the jaw dropped, as in "ball."

E (ay)

The E is made by grinning wide, then saying "ay," as in "hay."

I (ee)

The I is made by saying "ee," as in "cheese."

O (oh)

The O is made by saying "oh," as in "okay."

U (ew)

The U is made by saying "ew" as in "new."

Spanish Syllables

Notice how the vowels combine with consonants to create the syllables that make up Spanish words. Breaking a word into syllables makes it easier to pronounce.

Only two consonants change sounds when they combine with different vowels. The "c" sound in **ce** and **ci** become soft to create "say" and "see," and the "g" sound in **ge** and **gi** is pronounced "hay" and "hee." The "h" is silent in Spanish and the "z" is pronounced like an "s." Practice this exercise with the CD/cassette.

ba be bi bo bu
ca **ce ci** co cu
da de di do du
fa fe fi fo fu
ga **ge gi** go gu
ha he hi ho hu

ja je ji jo ju
la le li lo lu
ma me mi mo mu
na ne ni no nu
ña ñe ñi ño ñu
pa pe pi po pu

ra re ri ro ru
sa se si so su
ta te ti to tu
va ve vi vo vu
ya ye yi yo yu
za ze zi zo zu

Practice the alphabet with the CD/cassette and learn to spell your last name.

Spanish Alphabet

A

(ah)

B

(bay)

C

(say)

Ch

(chay)

D

(day)

E

(ay)

F

(ef-fay)

G

(hay)

H

(ah-chay)

I

(ee-latina)

J

(ho-tah)

K

(kah)

L

(el-lay)

LL

(el-yay)

M

(em-may)

N

(en-nay)

Ñ

(en-yay)

O

(oh)

P

(pay)

Q

(coo)

R

(eh-ray)

RR

(eh-rray)

S

(es-say)

T

(tay)

U

(ew)

V

(bay)

W

(do-blay ew)

X

(eh-kees)

Y

(ee-gree-ay-gah)

Z

(seh-tah)



Verbs are the moving parts of the language. You must learn to use verbs spontaneously before you can speak fluidly. This system focuses on verbs and their usage. The infinitive or 'to form' of verbs in Spanish end with **-ar**, **-er**, or **-ir**. You'll learn the most common **-ar** verbs first.

Memorize the verbs listed below using the memory tips on the next pages to help you. Test yourself by covering the Spanish column and translating to Spanish. Then cover the English and translate to English. Finally, test yourself with the white VerbCards.

-AR verbs

arreglar to fix, arrange	llenar to fill
ayudar to help	llevar to carry, wear
bailar to dance	limpiar to clean
bajarto lower, get out (of a vehicle)	mandar to mail, send
buscar to look for	manejar to drive, manage
cambiar to change, exchange	necesitar to need
caminar to walk	ordenar to order
cantar to sing	olvidarto forget
cerrarto close	pagar to pay
cocinar to cook	pasar (por).... to pass (by), happen, spend (time)
comprar to buy	pensar (en)to think (about)
contestarto answer	platicar to chat
darto give	preguntarto ask, question
dejar (de)to leave behind, (w/ de) quit	preparar to prepare
descansar to rest	presentar to introduce
empezar to start	probarto test, taste
encontrarto find, encounter	quitar to remove (from a surface)
escuchar to listen to	recomendar to recommend
esperar to wait (for), hope	recordar to remember
estar to be (feelings - location)	regresar to return
estudiar to study	sacar to take out, take (a photo)
firmar to sign	terminar to finish, terminate
ganar to earn, win	tocar to play (an instrument), touch
gastar to spend, waste	tomar to drink, take (a mode of transport)
hablarto speak	trabajar to work
invitar to invite	tratar (de) to try (to)
jugar to play (a sport or game)	usar to use
lavar to wash	viajar to travel
llegar to arrive	visitar to visit

POWER VERBS are verbs that you can conjugate and then add on the infinitive of another verb to make a sentence. For example: I NEED *to eat*, or I NEED *to drink*.

Again, use **the power verb**, then **add an infinitive**.

power verb	+ infinitive	=	power verb	+ infinitive
I NEED	to eat.	=	NECESITO	comer.
I WANT	to drink.	=	QUIERO	tomar.
I'M GOING	to speak.	=	VOYA	hablar.
I CAN	dance.	=	PUEDO	bailar.
I LIKE	to work.	=	ME GUSTA	trabajar.
I HAVE	to order	=	TENGO QUE	ordenar.

Here are the POWER VERBS in the 'I' and 'you' forms and then an example of a power verb sentence.

Look these over and then go on to the learning steps. Refer to pages 133 and 134, for a complete conjugation of these verbs.

NECESITAR - TO NEED

necesito _____ I need _____
 Necesito ordenar. I need to order.

necesita _____ You need _____
 Necesita pagar. You need to pay.

QUERER - TO WANT

quiero _____ I want _____
 Quiero ordenar. I want to order.

quiere _____ You want _____
 Quiere pagar. You want to pay.

IR - TO GO

voy a _____ I am going _____
 Voy a ordenar. I am going to order.

va a _____ You are going _____
 Va a pagar. You are going to pay.

PODER - TO BE ABLE (CAN)

puedo _____ I can _____
 Puedo ordenar. I can order.

puede _____ You can _____
 Puede pagar. You can pay.

GUSTAR - TO BE PLEASING (I LIKE, ETC.)

me gusta _____ I like _____
 Me gusta ordenar. I like to order.

le gusta _____ You like _____
 Le gusta pagar. You like to pay.

TENER QUE - TO HAVE TO

tengo que _____ I have to _____
 Tengo que ordenar. I have to order.

tiene que _____ You have to _____
 Tiene que pagar. You have to pay.



Time words identify when a particular action takes place.

While reading these pages, listen to the CD/cassette to hear and repeat these words.

ayer	yesterday
hoy	today
mañana	tomorrow
pasado mañana	day after tomorrow

esta mañana	this morning
esta tarde	this afternoon
esta noche	this evening, tonight
esta semana	this week
este mes	this month
este año	this year
este lunes*	this Monday
este verano*	this summer
este fin de semana	this weekend

una hora	an hour
cada día	each day
cada mañana	each morning
cada tarde	each afternoon
cada noche	each night
cada semana	each week

temprano	early
a tiempo	on time
tarde	late
más tarde	later

antes (de)	before
durante	during
después (de)	after

ya	already, this instant
ahora, ahorita	now, right away
cuanto antes	as soon as possible
pronto	soon

el desayuno	breakfast
la comida	lunch
la cena	dinner

la próxima semana	next week
el próximo mes	next month
el próximo año	next year
el próximo lunes	next Monday*
el próximo verano	next summer*

mañana en la mañana	tomorrow (in the) morning
----------------------------	---------------------------

mañana en la tarde	tomorrow (in the) afternoon
---------------------------	-----------------------------

mañana en la noche	tomorrow (in the) night
---------------------------	-------------------------

nunca	never
una vez, otra vez	once, again
frecuentemente	frequently
siempre	always

todavía no	not yet
todavía	still
entonces	then

* select days of the week and seasons, see page 4.



Glue words are the little words that glue nouns and verbs together.

While reading these pages, listen to the CD/cassette to hear and repeat these words.

qué what
cuándo when
dónde where
adónde (to) where
cómo how
quién who
a quién (to) whom
por qué why
cuánto how much
cuál which

y and

o or

pero but

porque because

si if

a to

con with

sin without

de of, from, about

en in, on, at

sobre on, about

por (in exchange) for, by, through

para (intended) for, in order to

un poco (de) a little (of)
suficiente enough
demasiado too much

este, esta this (m, f)

estos, estas these (m, f)

ese, esa that (m, f)

esos, esas those (m, f)

aquí here

allí there

más more

menos less

todo/a all (m, f)

nada nothing

nadie no one

casi almost

mi-s my

tu-s your (personal)

su-s your (formal), his, her, their

nuestro/a-s our

conmigo with me

con usted, contigo with you (formal, personal)

con él, con ella with him, with her

con nosotros with us

con ellos, con ellas, con Uds. with them (m, f), ...you all

Creating sentences

Now you are going to learn to make sentences by combining Power Verbs with the verb infinitives that you have memorized. You will also add nouns and time frames. Here is an example of how these sentences will be formed. Notice how easy it is.

POWER VERB	INFINITIVE	NOUN PHRASE	TIME FRAME
I need <i>Necesito</i>	to drink <i>tomar</i>	coffee <i>café</i>	in the morning. <i>en la mañana.</i>
I want <i>Quiero</i>	to study <i>estudiar</i>	Spanish <i>español</i>	every day. <i>cada día.</i>
I can <i>Puedo</i>	(to) order <i>ordenar</i>	dessert <i>el postre</i>	now. <i>ahora.</i>
I'm going <i>Voy a</i>	to pay <i>pagar</i>	the bill <i>la cuenta</i>	later. <i>más tarde.</i>
I have <i>Tengo que</i>	to cook <i>cocinar</i>	dinner <i>la cena</i>	tonight. <i>esta noche.</i>
I like <i>Me gusta</i>	to finish <i>terminar</i>	my work <i>mi trabajo</i>	early. <i>temprano.</i>

LET'S REVIEW:

POWER VERBS are verbs to which infinitives can be added, i.e., **I need to eat, I want to eat, I can eat, I'm going to eat, I like to eat, I have to eat.** Refer to the list of verbs on page 140 for the most common infinitives. These are the one hundred verbs in your VerbCard packet.

NOUNS are things and are *masculine* or *feminine*, *singular* or *plural*. As you do the following pages, you will develop a basic noun vocabulary.

TIME FRAMES are phrases that describe the time when a particular action takes place. Refer to page 14 as you do the exercises.

GLUE WORDS connect nouns and verbs. Refer to page 15 as you do the exercises.

Now let's make sentences.



to page 76

As a spoken exercise translate the Spanish column into English, then the English column into Spanish.

- | | |
|---|---|
| 1. ¿A qué hora necesita trabajar?
Necesito trabajar mañana a las ocho. | 1. At what time do you need to work?
I need to work tomorrow at eight. |
| 2. ¿Cuánto quiere ganar?
Quiero ganar quinientos pesos por mes. | 2. How much do you want to earn?
I want to earn 500 pesos per month. |
| 3. ¿Adónde va a viajar?
Voy a viajar a México. | 3. To where are you going to travel?
I'm going to travel to Mexico. |
| 4. ¿Quiere manejar su coche?
Sí, quiero manejarlo. | 4. Do you want to drive your car?
Yes, I want to drive it. |
| 5. ¿Qué le gusta cocinar?
Me gusta cocinar comida china. | 5. What do you like to cook?
I like to cook Chinese food. |
| 6. ¿Dónde puede cambiar su dinero?
Puedo cambiarlo en el banco. | 6. Where can you exchange your money?
I can exchange it in the bank. |
| 7. ¿Cuándo necesita prepararlo?
Necesito prepararlo ahora. | 7. When do you need to prepare it?
I need to prepare it now. |
| 8. ¿Cuándo tiene que contestar la carta?
Tengo que contestarla antes del sábado. | 8. When do you have to answer the letter?
I have to answer it before Saturday. |
| 9. ¿Va a cerrar la tienda temprano?
Sí, voy a cerrarla temprano. | 9. Are you going to close the store early?
Yes, I'm going to close it early. |
| 10. ¿Quiere comprar un regalo?
Sí, quiero comprar uno. | 10. Do you want to buy a gift?
Yes, I want to buy one. |
| 11. ¿Puede jugar tenis muy bien?
No, no puedo jugar muy bien. | 11. Can you play tennis very well?
No, I can't play very well. |
| 12. ¿Va a ir a la tienda ahora?
No, no voy a ir ahora. | 12. Are you going to go to the store now?
No, I'm not going to go now. |
| 13. ¿Necesita pensarlo un poco más?
Sí, necesito pensarlo un poco más. | 13. Do you need to think about it (<i>m</i>) a little more?
Yes, I need to think about it a little more. |
| 14. ¿Qué quiere tomar?
Quiero tomar una cerveza fría. | 14. What do you want to drink?
I want to drink a cold beer. |
| 15. ¿A qué hora va a dejar de trabajar?
Voy a dejar de trabajar a las cinco. | 15. At what time are you going to quit working?
I'm going to quit working at 5 o'clock. |
| 16. ¿Cuándo tiene que pagar la cuenta?
Tengo que pagarla la próxima semana. | 16. When do you have to pay the bill?
I have to pay it next week. |