

Berlitz[®]

Spanish

Learner's Guide

Berlitz Publishing/APA Publications GmbH & Co. Verlag KG
Singapore Branch, Singapore

SPANISH
LEARNER'S GUIDE

NO part of this text may be reproduced, stored in a retrieval system or transmitted in any form or means electronic, mechanical, photocopying, recording or otherwise, without prior written permission from Apa Publications.

Contacting the Editors

Every effort has been made to provide accurate information in this publication, but changes are inevitable. The publisher cannot be responsible for any resulting loss, inconvenience or injury. We would appreciate it if readers would call our attention to any errors or outdated information by contacting Berlitz Publishing, 95 Progress Street, Union, NJ 07083, USA. Fax: 1-908-206-1103, email: comments@berlitzbooks.com

All Rights Reserved

© 2005 Berlitz Publishing/APA Publications GmbH & Co. Verlag KG, Singapore Branch, Singapore

Berlitz Trademark Reg. U.S. Patent Office and other countries.
Marca Registrada. Used under license from Berlitz Investment Corporation

First Edition - Spring 2005

Contents

Overview of the Course and Study Tips	1
What's in it and how to get the most out of it	
Grammar Section	3
Handy reference with all the rules and lots of examples	
Spanish-English Glossary	20
Look up the meaning of any word that appears in the program	

Overview of the Course and Study Tips

Who's It For?

It's an all-audio course, designed for adult learners with no previous knowledge of Spanish, but is also useful for people who have studied Spanish in the past and want to brush up their skills.

What's the Approach?

The course is divided into chapters, each dealing with a different theme. The focus is on spoken conversation, and the goal is to bring you to the point where you'll be able to function in a wide variety of everyday situations. You'll be working on speaking and understanding what's being said.

Listening to the Audio

The presenters on will guide you through the course. At times you'll be asked to simply listen, at other times to listen and repeat or answer.

The pronunciation segments provide tips on correct pronunciation. Remember to take advantage of the native Spanish voices on the audio and try to imitate exactly what you hear. Here's a trick: everyone knows how to "put on" a Spanish accent. When you're speaking Spanish with the audio, do the same—try to impersonate a Spanish person speaking the Spanish words. You'll be amazed—it helps.

How to Get the Most Out of the Course

- **Work with the recordings.**

In order to learn to speak you must first hear the language spoken. The recordings contain a wide range of authentic native speakers. Listen carefully and try to imitate exactly what you hear. The presenters will lead you through a series of activities. They will announce the purpose of each activity and tell you what you should do. Sometimes you'll be asked to simply listen, but you'll be asked to listen for some specific purpose. At other times you'll be asked to repeat what you hear, to answer questions or to assume the role of one of the characters in a conversation.

- **Speak out loud.**

Listening alone is not enough. You have to repeat what you hear, and then answer the questions – out loud. Learning to speak a language is as much a physical as an intellectual activity. Your vocal chords have to be trained to do things they aren't used to doing. Remember: you learn to speak by speaking!

- **Don't be afraid to make mistakes.**

Don't be afraid of sounding silly. To a Spanish person it sounds a lot sillier if you don't speak the way they do. Try to throw yourself completely into the sounds and rhythm of the language.

- **The audio script keeps you on track.**

You may have forgotten what you've heard or you may want to see how a word is spelled or what it means. Don't worry. The audio script contains everything you hear including the translations. In addition, you can look up the meaning of any word that appears in the program in the the Spanish-English Glossary plus additional useful vocabulary.

- **Keep an open mind.**

Don't expect your new language to work the same way as your own, and don't look for a neat set of rules. Accept the differences. Much of the charm of a foreign language is that it can permit us to see the world from a different perspective.

- **Review frequently.**

Go back over the material as many times as necessary until you feel comfortable with it. And it's always a good idea to go back over previously covered material.

- **Enjoy yourself!**

Treat this as an exciting adventure. The more you allow yourself to enjoy the program, the faster you'll improve your learning rate.

Grammar Section

In this section, you'll find all the grammar from this course plus additional grammar explanations. It fills in details not explained to give you a more comprehensive overview of the fundamentals of Spanish grammar. However, you do not need to refer to this section in order to begin or complete the program successfully.

Letters of the Alphabet

A	ah	H	ache	Ñ	eñe	U	u
B	be	I	i	O	o	V	uve
C	ce	J	jota	P	pe	W	doble ve
D	de	K	ka	Q	cu	X	equis
E	eh	L	ele	R	ere	Y	i griega
F	efe	M	eme	S	ese	Z	zeta
G	ge	N	ene	T	te		

Until 1994, **ch** and **ll** were regarded as separate letters and had their own sections in the dictionary. Although most dictionaries published since then will have made the change, there will still be some that use the old format. The letter **ñ** is still treated as a separate letter; for example, **soñar**, “to dream” follows **sonar**, “to sound.”

1. Spelling

The spelling of Spanish corresponds quite closely to its pronunciation. The pronunciation sections during the course provide detailed guidance.

Stress and Accents

Three rules govern the way a word is stressed:

Words that end in a vowel, **-n**, or **-s** are stressed on the next-to-last syllable: **agua, hombre, hombres, queso, como, comes, come, comen.**

Words that end in a consonant other than **-n** or **-s** are stressed on the last syllable: **llegar, beber, vivir, ciudad, reloj, principal, arroz.**

Words that do not conform to either of those rules have an acute accent (´) on the vowel that is stressed.

Verbs in the preterite and future tenses have an accent on the final vowel: **llegué, llegó, llegaré, llegarás, llegará, llegarán**

Words that end in **-ón, -án, -én, and -és** also have an accent on the final vowel: **estación, caimán, sartén, inglés.** However, these words do not have accents in the plural (or in the feminine, where this form exists), because they conform to the first rule: **estaciones, caimanes, sartenes, ingleses, inglesa.**

Words that are stressed two syllables from the end carry an accent: **político, malísimo, Córdoba.** Verbs often require an accent when pronouns are attached to them: **escribiéndole.**

Interrogative (question) words have accents: **¿Qué? ¿Cuántos? ¿Por qué? ¿De quién es?**

Accents are also used to distinguish words that are otherwise spelled the same way: **si** = if, **sí** = yes, **mi** = my, **mí** = me; **el** = the, **él** = he/him.

The other diacritical marks that are used in Spanish are:

- the tilde on the letter **ñ**, as in **señor** and **España**.
- the diaeresis, or umlaut, that indicates that the **u** is pronounced in the combinations **güe** and **güi**: **antigüedades**.

2. Nouns

Nouns are words that name something. A noun can be an idea, a person, a place, a quality, or a thing.

Gender

In Spanish, all nouns are either masculine or feminine—even if they are concepts or inanimate objects.

In general, nouns referring to male beings are masculine (**el hombre, el chico, el toro**) and those referring to female beings are feminine (**la mujer, la chica, la vaca**). However, some nouns that might seem to have a particular gender are the same for both sexes. For example, **una persona** is a grammatically feminine noun regardless of the sex of the person you are referring to: **Juan es una persona amable**.

Most nouns that end in **-o** are masculine: **el libro, el cuarto**. Exceptions include **la mano, la foto, and la moto**.

Most nouns that end in **-a** are feminine: **la silla, la mesa**. Exceptions include:

- nouns that end in **-ista** that refer to a human male: **el taxista, el comunista, el deportista**.
- some nouns that end in **-ma**: **el problema, el programa, el pijama**.

In general, nouns that end in **-ión** (except **el avión** and **el camión**) and **-dad, or -tad** are feminine: **la nación, la estación, la ciudad, la libertad**.

Plurals

Nouns that end in a vowel add **-s**; those that end in a consonant add **-es**: **libro/libros, cine/cines, casa/casas, ciudad/ciudades, catedral/catedrales, mes/meses**.

However:

- singular nouns that end in **-z** change the **-z** to **-ces** in the plural: **vez/veces**.
- singular nouns that end in **-án, -én, or -ón** lose their accents in the plural: **estación/estaciones**.
- days of the week that end in **-es** do not change in the plural: **el lunes/los lunes**.
- last names do not change in the plural: **los Gómez**.

3. Determiners

This is a general term for some of the words that place nouns in a context. Some articles indicate that the speaker assumes that the listener knows the person, thing, or idea referred to. Other articles show to whom the person, thing, or idea belongs, how many there are, and so on.

	DEFINITE ARTICLE (the)		INDEFINITE ARTICLE (a, an)	
	Masculine	Feminine	Masculine	Feminine
Singular	el	la	un	una
Plural	los	las	unos	unas

Exceptions: The masculine forms **el** and **un** are used before feminine nouns that begin with stressed **a** or **ha**: **el agua/las aguas**. The words **de** and **el** combine to become **del**, while **a** and **el** become **al**.

Definite Articles

In Spanish, the definite article is used with the name of a language, except after **hablar**:

Me gusta el español. *I like Spanish.*
No me gusta hablar italiano. *I don't like to speak Italian.*

with dates and days of the week when the word “on” is understood:

El sábado juego al tenis. *On Saturday I'm playing tennis.*
Juego al tenis todos los sábados. *I play tennis every Saturday.*
Vamos a México el 9 de noviembre. *We're going to Mexico on November 9.*

with titles, such as Mr. or Mrs., and when talking about, but not to, somebody:

¿Has visto a la señora Suárez? *Have you seen Mrs. Suárez?*
Buenos días, señora Suárez. *Good morning, Mrs. Suárez.*
El rey Juan Carlos de España. *King Juan Carlos of Spain.*

Indefinite Articles

The singular indefinite article emphasizes the type of thing or person being referred to, rather than a specific individual or object: **un hombre, una mujer, un periódico, una revista**.

The plural indefinite articles, **unos** and **unas**, mean “some”:

Voy a visitar a unos amigos. *I'm going to visit some friends.*

However, this is often not expressed when it would refer to a singular noun:

¿Quieres café? *Would you like some coffee?*

4. Adjectives

Adjectives describe nouns. In Spanish, adjectives must agree in both gender and number with the nouns they describe.

un chico alto	<i>a tall boy</i>
unos chicos altos	<i>some tall boys</i>
unas chicas altas	<i>some tall girls</i>

Adjectives that end in **-o** have four forms:

MASCULINE		FEMININE	
SINGULAR	PLURAL	SINGULAR	PLURAL
nuevo	nuevos	nueva	nuevas

Adjectives that end in **-e** or in a consonant have different singular and plural forms, but the masculine and feminine forms are the same: **verde/verdes, gris/grises**.

Adjectives denoting nationality have four forms, regardless of the ending:

español	españoles	española	españolas
inglés	ingleses	inglesa	inglesas

Note that the accent is lost when singular nouns that end in **-és** become plural nouns.

Adjectives that end in **-dor, -án, and -ón** also have four forms:

encantador	encantadores	encantadora	encantadoras
-------------------	---------------------	--------------------	---------------------

Position of Adjectives

In Spanish, adjectives usually come after a noun:

El Orinoco es un río ancho.	<i>The Orinoco is a wide river.</i>
------------------------------------	-------------------------------------

There are a few common adjectives that can precede the noun, especially ordinal numbers (**primero, segundo, tercero**) and these pairs: **bueno/malo** and **alguno/ninguno**.

¡Qué mal ejemplo!	<i>What a bad example!</i>
Vivimos en el tercer piso.	<i>We live on the third floor.</i>
No hay ningún problema.	<i>There's no problem.</i>

Note that all of these words have shortened forms when used with masculine singular nouns (for example, **mal**, not **malo**). **Grande** is shortened to **gran** before singular nouns.

Éste es mi gran amigo Juanito.	<i>This is my good friend Johnny.</i>
Es una gran tradición.	<i>It's a great tradition.</i>

Comparatives

There are three ways to compare things:

más... que *more... than:*

La Argentina es más grande que Paraguay. *Argentina is larger than Paraguay.*

menos... que *less...than:*

Paraguay es menos grande que la Argentina. *Paraguay is smaller (less large) than Argentina.*

(no) tan... como *(not) as... as:*

Paraguay no es tan grande como la Argentina. *Paraguay is not as large as Argentina.*

Note that the following comparative words are used without **más**:

mejor	<i>better</i>	un piso mejor	<i>a better apartment</i>
peor	<i>worse</i>	es peor que...	<i>it's worse than...</i>
mayor	<i>older, bigger</i>	es el mayor de todos	<i>it's the biggest of all</i>
menor	<i>younger, smaller</i>	mi hermana menor	<i>my younger sister</i>

Superlatives

Use **más** and **menos** to indicate “the most” and “the least”:

Es la tienda más grande de la ciudad. *It's the biggest store in the city.*

Es la revista menos interesante. *It's the least interesting magazine.*

Use **mejor** or **peor** and **mayor** or **menor** in a similar way:

Es el peor aeropuerto del mundo. *It's the worst airport in the world.*

Note that **de**, not **en**, is used after a superlative.

To indicate that something is extremely good, bad, and so on, add **-ísimo** or **-ísima** to the adjective:

La película fue malísima. *The movie was very, very bad.*

Demonstratives

There are three ways to say “this,” “that,” or “those” in Spanish (demonstrative adjectives):

este	this (here, near me)
ese	that (there, near you)
aquel	that (over there, away from both of us)

Each must agree with the noun it refers to:

este libro	this book	estos libros	these books
esta revista	this magazine	estas revistas	these magazines
ese libro	that book	esos libros	those books
esa revista	that magazine	esas revistas	those magazines
aquel libro	that book	aquellos libros	those books
aquella revista	that magazine	aquellas revistas	those magazines

There are also “neuter” forms—**esto**, **eso**, and **aquello**—that are used when the gender is not known:

¿Qué es esto/eso/aquello? *What’s this/that?*

5. Possession

Spanish does not have the equivalent of the apostrophe ’s. To say that something belongs to someone, you must use **de** + noun:

¿De quién es este bolso? Es de Rosa. Es el bolso de Rosa.

Whose bag is this? It’s Rosa’s. It’s Rosa’s bag.

Possessive Adjectives

Remember that these words must agree with the objects possessed, not with the persons or things that possess them:

mi, mis	my	nuestro, nuestra, nuestros, nuestras	our
tu, tus	your	vuestro, vuestra, vuestros, vuestras	your
su, sus	his, her, its, your	su, sus	their, your

Es mi bolso. Son mis gafas. *It’s my bag. They’re my glasses.*

¿Es ésta su chaqueta, Sra. Blanes? *Is this your jacket, Mrs. Blanes?*

The ambiguity of **su** and **sus** can create problems. How do we know if it indicates the words “his,” “her,” “it,” “yours,” or “theirs”? The meaning is often obvious from the context, as in the example above. However, if there is the possibility of misunderstanding, you can use **de** and a pronoun. For example, **de usted** or **de ella**.

¿Es ésta la chaqueta de su hijo? *Is this your son’s jacket?*

Possessive Pronouns

el mío	la mía	los míos	las mías	mine
el tuyo	la tuya	los tuyos	las tuyas	yours (tú)
el suyo	la suya	los suyos	las suyas	his/hers/yours (usted)
el nuestro	la nuestra	los nuestros	las nuestras	ours
el vuestro	la vuestra	los vuestros	las vuestras	yours (vosotros)
el suyo	la suya	los suyos	las suyas	theirs/yours (ustedes)

6. Pronouns

Pronouns take the place of, or stand in for, nouns. As in English, Spanish pronouns vary depending on their grammatical function.

Personal Pronouns

SUBJECT	DIRECT OBJECT	INDIRECT OBJECT	REFLEXIVE	PREPOSITIONAL	
yo	me	me	me	mí	I
tú	te	te	te	ti	you
él	lo	le	se	él	he/him
ella	la	le	se	ella	she/her
usted	lo/la	le	se	usted	you
nosotros/as	nos	nos	nos	nosotros/as	we/us
vosotros/as	os	os	os	vosotros/as	you
ellos	los	les	se	ellos	they/them (m)
ellas	las	les	se	ellas	they/them (f)
ustedes	los/las	les	se	ustedes	you (pl)

Subject Pronouns

In Spanish, one can usually identify the doer of an action by the verb ending. Subject pronouns are used with a verb only for emphasis or for clarity.

Bueno. Yo iré de compras y tú limpiarás la casa.

Okay. I'll go shopping and you'll clean the house.

The forms **usted** and **ustedes** tend to be used more often because of the possible ambiguity of third person verb endings:

¿Viene usted? *Are you coming?*

¿Y Nati, viene? *And Nati, is she coming?*

These pronouns can be used without a verb:

¿Quién dijo eso? ¡Yo! *Who said that? I did!*

Direct Object Pronouns

The direct object is the person or thing that is on the receiving end of the verb. For example, in the sentence “I see it,” the pronoun “it” is what is being seen.

¿Ves a Juan? Sí lo veo. *Do you see Juan? Yes, I see him.*

Sí, te oigo. *Yes, I hear you.*

Lo is usually used for him, **la** for her:

¿Pedro? No lo conozco. *I don't know him.*
¿Elena? No la conozco. *I don't know her.*

Lo and **la** correspond to “it” and **los** or **las** to “them,” and each must agree with the gender of the object being referred to:

¿El buzón? Ah, sí, lo veo. *The mailbox? Oh, yes, I see it.*
¿La música? No, no la oigo. *The music? No, I don't hear it.*

Indirect Object Pronouns

The indirect object is the recipient of the action. It is often used with verbs that have to do with telling, sending, giving, and similar activities. In the sentence “I gave it to them,” “them” receives the thing that was given. In English the indirect object is often—but not always—preceded by “to.”

¿Me mandaste el fax? *Did you send the fax to me?*
Te lo daré mañana. *I'll give it to you tomorrow.*
No le dije nada. *I didn't say anything to him/her.*
Voy a escribirles. *I am going to write to them.*
Voy a escribirles a ellas. *I am going to write to them (fem.)*

Note that **le** means both “to him” and “to her.” **Les** means “to them,” and is used to refer to both genders.

When a direct and indirect object occur together, the indirect always comes first:

¿Me lo mandaste? *Did you send it to me?*

In Spanish, two pronouns beginning with the letter “I” are not used together: the first (the indirect) is always changed to **se**:

Sí, señor, se lo mandé. *Yes, sir, I sent it to you. (le lo would be incorrect)*

Because **usted** and **ustedes** are third person pronouns, the direct objects are **lo** and **los** (masculine) and **la** and **las** (feminine). The indirect objects are **le** and **les**:

Ya la conozco, ¿verdad? *I know you, don't I?*
¿Qué les pasó? *What happened to you?*
Le escribiremos pronto. *We'll write to you soon.*
Se lo mandaremos. *We'll send it to you.*

Reflexive Pronouns

These are used when the subject of the verb does the action to himself or herself. There are many more reflexive verbs in Spanish than in English.

Me lavé las manos.	<i>I washed my hands.</i>
Te quitaste el suéter.	<i>You took off your sweater.</i>
Se hicieron daño.	<i>They hurt themselves.</i>

Position of Object and Reflexive Pronouns

Object and reflexive pronouns are usually placed directly before the verbs they modify:

Me torcí el pie.	<i>I twisted my foot.</i>
Se lo mandaré.	<i>I'll send it to you.</i>

But they can also be attached to the end of:

infinitives:

Voy a mandárselo.	<i>We're going to send it to you.</i>
Tienes que bañarte.	<i>You have to take a bath.</i>

gerunds:

Estamos escribiéndola.	<i>We're writing it.</i>
Estoy afeitándome.	<i>I'm shaving.</i>

positive imperatives:

¡Hágalo ahora mismo!	<i>Do it right now!</i>
¡Siéntese!	<i>Sit down!</i>

But not to negative imperatives:

¡No lo hagas! ¡No se siente!	<i>Don't do it! Don't sit down!</i>
-------------------------------------	-------------------------------------

Prepositional Pronouns

These are pronouns that are used after prepositions. Except for **mí** and **ti**, they are the same as the subject pronouns.

Esto es para usted.	<i>This is for you.</i>
¡No vayan sin mí!	<i>Don't go without me!</i>

Note the special forms **conmigo** meaning “with me” and **contigo** meaning “with you”:

¿Vienes conmigo?	<i>Are you coming with me?</i>
Sí, voy contigo.	<i>Yes, I'll go with you.</i>

Prepositional pronouns are also used to emphasize or clarify object pronouns:

¡Me lo dio a mí! *He gave it to me!*
Se lo mandaré a usted. *I'll send it to you.*

7. Negatives

To make a verb negative, simply place **no** before it:

Voy al supermercado. *I'm going to the supermarket.*
No voy al supermercado. *I'm not going to the supermarket.*

Other negative words are:

nada	nothing
nadie	nobody, no one
nunca	never
jamás	never
ninguno (ningún)	none, not any
ni... ni...	neither... nor...
tampoco	neither, no... either

Double negatives are the correct form in Spanish, but not in English.

No veo nada. *I cannot see anything. (Not: I cannot see nothing.)*
Aquí no hay nadie. *There's nobody here.*
There isn't anybody here.

If the negative word follows the verb in Spanish, **no** must be placed before the verb as a kind of warning that a negative is coming:

Nadie contesta. or **No contesta nadie.** *Nobody answers.*
Nunca como carne. *I never eat meat.*
Ellos no comen ni pescado ni carne. *They eat neither fish nor meat.*

Tampoco is the negative form of **también**:

Yo también como carne. *I eat meat as well.*
Yo tampoco como carne. *I don't eat meat either.*

A negative can be used without a verb:

¿Tienes dinero? No, nada. *Do you have any money? No, none.*

8. Adverbs

Adverbs are words that modify verbs and adjectives. Just as English adds -ly to an adjective to make an adverb, so in Spanish you add **-mente** to the word. (Note that Spanish adds this suffix to the feminine form of the adjective if one exists.)

lento/lenta	<i>slow</i>	lentamente	<i>slowly</i>
nacional	<i>national</i>	nacionalmente	<i>nationally</i>

9. Prepositions

A preposition is a connecting word. It permits speakers to indicate relationships between people, objects, and various combinations of both.

The Principal Prepositions

a	to	durante	during
a la derecha de	on the right of	en	in, on
a la izquierda de	on the left of	en lugar de	in place of
al final de	at the end of	en medio de	in the middle of
al lado de	next to, beside	en vez de	instead of
al otro lado de	on the other side of	encima de	over, above
alrededor de	around	enfrente de	opposite
antes de	before	entre	between, among
cerca de	near	fuera de	outside
con	with	hacia	toward
contra	against	hasta	as far as, until
de	of, from	junto a	next to
debajo de	under, beneath	lejos de	far from
delante de	in front of	para	for, in order to
dentro de	inside, within	por	by, through
desde	since, from	según	according to
después de	after	sin	without
detrás de	behind	sobre	on, regarding

para and por

Para means “(intended) for”:

Esto es para usted. *This is for you.*

When it comes before an infinitive, **para** means “in order to.”

Estudiamos para saber más. *We study in order to know more.*

Por means “by” or “through”:

La película fue hecha por niños. *The film was made by children.*
Pasamos por Nicaragua. *We passed through Nicaragua.*

In some circumstances, **por** can also mean “for” or “in exchange for.”

Pagué demasiado por los pantalones. *I paid too much for the pants.*
Gracias por tu ayuda. *Thanks for your help.*

It is also used in a wide range of idioms:

por ahora	for now
por la mañana	in the morning
por si acaso	just in case
¡Por Dios!	For heaven’s sake!

The “Personal A”:

When a specific person is the direct object of a verb, his or her name or title is preceded by the word **a**.

Sí, conozco a Gerardo Aparicio. *Yes, I know Gerardo Aparicio.*
Vimos al jugador de fútbol José Arza. *We saw the soccer player José Arza.*

10. Verbs

Verbs are used to say what is happening, tell how someone feels, or to describe a particular situation.

Juana no está, Corina tiene dolor de cabeza y es hora de cenar.
Juana isn’t here, Corina has a headache, and it’s time for supper.

In English, the infinitive form of a verb is composed of two words, “to” and the verb. In Spanish, infinitives end in **-ar**, **-er**, or **-ir**. The stem of a Spanish verb is the part that remains when you remove the two-letter ending (though in some cases the stem may have a special form). Verbs that behave according to the typical pattern of their group are called regular; those that vary are called irregular.

Verb endings reflect the person or persons they refer to. **Yo** or “I” is the first person singular, **tú** or “you” the second, and **él**, **ella**, or “he,” “she,” and “it” are the third person singular. **Nosotros/as**, **vosotros/as**, and **ellos/as**, or “we,” “you,” “they” are called the first, second, and third person plural forms. The singular and plural polite forms of “you” in Spanish, **usted** and **ustedes**, use the third person forms of the verb; the familiar form of you, **tú**, uses the second person singular. The second person plural form, **vosotros/as**, is used in Spain but not in Latin America.

The Infinitive

The infinitive is used after:

general words or phrases like **es posible**:

¿Es posible mandar un fax desde aquí? *Is it possible to send a fax from here?*

other verbs, with or without a preposition:

¿Qué vamos a hacer? *What are we going to do?*

all prepositions:

No quiero ir sin ver a Luisa. *I don't want to go without seeing Luisa.*

Necesito dinero para comprar un coche. *I need money in order to buy a car.*

The Gerund

The endings for gerunds are:

-ando for verbs that end with **-ar**.

-iendo for verbs that end with **-er** or **-ir**.

Note that the **-er/-ir** ending is spelled **-yendo** if the stem ends with a vowel:
leyendo, oyendo, cayendo, creyendo, and so on.

The gerund is sometimes called the present participle. It corresponds more or less to the “-ing” ending in English, when this means “while” or “by doing.”

Me torcí el pie bajando del autobús. *I twisted my foot (while) getting off the bus.*

No te vas a ganar la vida tocando la guitarra. *You're not going to earn a living (by) playing the guitar.*

The gerund is also used to form the continuous tenses (see the following pages).

Verb Tenses

Present Tense (Present Indicative)

Endings:	-ar:	-o	-as	-a	-amos	-áis	-an
	-er	-o	-es	-e	-emos*	-éis*	-en
	-ir:	-o	-es	-e	-imos	-ís*	-en

*Apart from these endings, **-er** and **-ir** verbs have identical endings in this and other tenses.

The present tense is used to indicate things that happen regularly or repeatedly:

Cada año vamos a Venezuela. *Every year we go to Venezuela.*

Marta visita a su madre a menudo. *Marta visits her mother often.*

It also indicates what is happening at the moment:

Yo leo una novela. ¿Y tú qué haces? *I'm reading a novel. What are you doing?*

Escribo una carta. *I'm writing a letter.*

It can also be used, as in English, to say what is going to be happening soon:

¿Qué hacen ustedes esta noche? *What are you doing this evening?*

Vamos al cine. *We're going to the movies.*

The present tense is also used with **desde** or **desde hace** to indicate something someone has been doing for a certain amount of time or since a particular time:

Roberto trabaja en Caracas desde hace un año. Trabaja allí desde abril.

Roberto has been working in Caracas for a year. He's been working there since April.

Present Continuous

This tense consists of **estar** + a gerund, and it is used, as it is in English, to indicate what is going on at a particular time:

¿Qué estás haciendo? *What are you doing?*

Estoy estudiando. *I'm studying.*

Note that this tense cannot be used in phrases like “What are you doing this evening?” This is because the action will be happening in the future, it is not happening right now. Use the present indicative for this.

Simple Past

Endings:

-ar:	-é	-aste	-ó	-amos	-asteis	-aron
-er:	-í	-iste	-ió	-imos	-isteis	-ieron
-ir:	-í	-iste	-ió	-imos	-isteis	-ieron

Note: after a stem that ends in “j,” use **-eron**: **dijeron, trajeron**.

Imperfect

Endings:

-ar:	-aba	-abas	-aba	-ábamos	-abais	-aban
-er/-ir:	-ía	-ías	-ía	-íamos	-íais	-ían

Note these exceptions: **ver** becomes **veía**, **ser** becomes **era**, and **ir** becomes **iba**.

This tense is used to say what “was happening” or what “used to happen.”

¿Qué hacías antes? *What were you doing before?*

Estudiaba. *I used to study.*

Cuando trabajaba en Chile, pasaba todos mis fines de semana en el campo.

When I was working in Chile, I used to spend all my weekends in the country.

This tense is often used together with the simple past to describe what was going on at the time that the event in the past occurred:

Me afeitaba cuando llegaste. *I was shaving when you arrived.*

Imperfect Continuous

This tense is formed and used just like the present continuous, but with the imperfect of **estar** and a gerund. It indicates what was happening at a specific moment:

Estaba cocinando cuando sonó el teléfono. *I was cooking when the phone rang.*

Perfect

This tense is formed from the present tense of **haber** (**he, has, ha, hemos, habéis, han**) and a past participle. Regular past participles are formed by changing **-ar** to **-ado**, and **-er/-ir** to **-ido**.

Some irregular past participles:

abrir	abierto	hacer	hecho
cubrir	cubierto	poner	puesto
decir	dicho	romper	roto
escribir	escrito	ver	visto
freír	frito	volver	vuelto

This tense tells you what has happened. It corresponds almost exactly to its English equivalent:

¿Qué han hecho ustedes? *What have you done?*
Hemos estado en el museo. *We've been in the museum.*

Future

All three conjugations have the same set of endings in the future tense: **-é, -ás, -á, -emos, -éis, -án**. In most cases, the infinitive serves as the stem (for example, **visitaré**). These verbs have irregular stems. Note, however, that all of the stems end in **r**:

decir	diré	querer	querré
hacer	haré	saber	sabré
haber	habrá	tener	tendré
poder	podré	valer	valdré
poner	pondré	venir	vendré

The future tense is used to say what will happen:

Mañana estaremos en Guatemala. *Tomorrow we shall be in Guatemala.*
Ana nos esperará en el aeropuerto. *Ana will meet us at the airport.*

You can also say what you are “going to do,” by using **ir a** and an infinitive:

¿Qué vas a hacer? *What are you going to do?*
Voy a llamar a la policía. *I'm going to call the police.*

There are also phrases like **me gustaría** meaning “I would like” that express what might happen.

Me gustaría ver la catedral. *I'd like to see the cathedral.*

This is an example of the “conditional” tense, which uses the same stems—regular and irregular—as the future tense does.

Imperative or Command

Most of the commands in this book are given in the **usted/ustedes** form. For **-ar** verbs, replace the ending with **-e** or **-en**. For **-er** and **-ir** verbs, replace the ending with **-a** or **-an**.

Singular:

Conteste estas preguntas. *Answer these questions.*
No coma las zanahorias. *Don't eat the carrots.*

Plural:

No contesten esas preguntas. *Don't answer those questions.*
Coman las tapas. *Eat the tapas.*

You will encounter positive commands that resemble the second person present form—but without the final **-s**. These are informal, or **tú**, commands:

Contesta esas preguntas. **Come la torta.**

The simplest way to say “let's do something” is to use **vamos a** and an infinitive:

Vamos a comer. *Let's eat.*

ser and estar

Although both of these verbs mean “to be,” they are not interchangeable. Each has its own specific functions.

Ser is used:

to say who or what a person or a thing is:

Carmen es estudiante. *Carmen is a student.*

with adjectives, to talk about qualities that are innate or natural to the person or thing being described:

El estado de Tejas es muy grande. *The state of Texas is very large.*

to tell the time and the date:

¿Qué hora es? Son las nueve. *What time is it? It's nine.*
¿Qué fecha es? Es el dos de abril. *What's the date? It's April 2.*

Estar is used:

to say where somebody or something is:

¿Dónde está Sevilla? *Where is Seville?*

to describe a usually temporary state or condition:

El jefe estaba muy contento ayer. *The boss was very happy yesterday.*

Mi reloj está roto. *My watch is broken.*

11. Modal Auxiliaries

“Must” is either **deber** or **tener que**:

Debemos estudiar. *We have to study.*

Tenemos que volver ahora. *We have to go back now.*

This can also be expressed by using **hay que** in an impersonal way:

Hay que volver ahora. *I/we/you must go back now.*

“Ought” or “should” is **debería**:

Deberías ir al médico. *You ought to go to the doctor.*

“Can” is usually **poder**:

No puedo volver hoy. *I can't go back today.*

When “can” involves an acquired skill, use **saber**:

¿Sabes conducir? *Can you (do you know how to) drive?*

“Could” meaning “would be able to” is **podría**:

Usted podría tomar un taxi. *You could take a taxi.*

12. Questions and Exclamations

All question words are accented.

¿Qué?	<i>What?</i>	¿Dónde?	<i>Where?</i>
¿Quién?	<i>Who?</i>	¿De dónde?	<i>Where from?</i>
¿Cuál/Cuáles?	<i>Which one/Which ones?</i>	¿Cómo?	<i>How?</i>
¿De quién?	<i>Whose?</i>	¿Qué haces?	<i>What are you doing?</i>
¿Cuánto/a?	<i>How much?</i>	¿Cuál le gusta más?	<i>Which do you like more?</i>
¿Cuántos/as?	<i>How many?</i>	¿De dónde eres?	<i>Where are you from?</i>
¿Cuándo?	<i>When?</i>		

Exclamations are also accented:

¡Qué hombre más simpático! *What a nice man!*

¡Qué ruido tan horrible! *What a horrible noise!*

¡Qué buen chico! *What a good boy!*

German-English Glossary

A

a la plancha *grilled*
a las tres de la mañana *at 3 o'clock in the morning*
a pie *on foot*
a todas partes *everywhere*
a veces *sometimes*
abierto/a *open*
abono *a travelcard*
el abrigo *overcoat*
abrir *to open*
el/la abuelo/a *grandfather/
grandmother*
aburrido *boring*
el accidente *accident*
el aceite *oil*
las aceitunas *olives*
aceptar *to accept*
acompañar *to accompany*
acordarse (ue) *to remember*
acostarse (ue) *to go to bed*
el actor *actor*
la actriz *actress*
actual *current, present*
actualmente *at the moment*
adelgazar *to lose weight*
¿Adónde? *Where to?*
el aeropuerto *airport*
el/la aficionado/a *fan*
afuera *outside*
las afueras *suburbs*
agradable *pleasant*
el agua mineral *mineral water*
el agujero *hole*
ahí *there (by you)*
ahora *now*

el aire *air*
al final *at the end*
al final de *at the end of*
al fondo *at the end*
al lado de *next to, beside*
al otro lado de *on the other side of*
al vapor *steamed*
alemán/alemana *German*
alguno/a *some*
allí *there*
almorzar (ue) *to have lunch*
alojarse *to stay, to lodge*
el alpinismo *climbing,
mountaineering*
alquilar *to hire, to rent*
alrededor de *around*
alto/a *tall*
amarillo/a *yellow*
ambos/as *both*
americano/a *American*
el/la amigo/a *friend*
andando *on foot*
andar *to walk*
el anillo de plata *silver ring*
las antigüedades *antiques*
antiguo/a *old, antique*
los antojitos *snacks*
el año *year*
el año pasado *last year*
un aparador *sideboard*
el aparcamiento *parking lot*
aparcar *to park*
aparte *separate*
el apellido *last name*
el aperitivo *aperitif*
aquí *here*
el árbol *tree*

el archivo *filing cabinet*
la Argentina *Argentina*
arreglar *to repair; to arrange, to tidy*
arriba *upstairs*
el arte *art*
el artículo *article*
el ascensor *elevator, lift*
el asiento *seat*
la aspirina *aspirin*
atlántico *Atlantic*
Australia *Australia*
el autobús *bus*
el autobús de línea *bus, coach*
la autopista *highway*
la avenida *avenue*
la avería *a breakdown*
el avión *airplane*
avisar *to tell*
la avispa *wasp*
azteca *Aztec*
el azúcar *sugar*
azul *blue*
el azulejo *tile*

B

bajar (del autobús) *to get off
(the bus)*
la baldosa *floor tile*
el banco *bank*
la bandeja *tray*
bañarse *to bathe*
la bañera *bath*
barato/a *cheap*
la barra de pan *loaf of bread*
el barrio *neighborhood, district,
quarter*
bastante *enough, quite*

beige *beige*
la biblioteca *library*
la bicicleta *bicycle*
bien hecho *well cooked*
el billete *ticket (Spain)*
el bistec *steak*
blanco/a *white*
la blusa *blouse*
el bocadillo *sandwich*
el boleto *ticket (Latin America)*
el bolígrafo *ballpoint pen*
la bolsa *bag*
el bolso *bag*
bonito/a *pretty, nice*
el bonito *tuna*
el bote *jar*
el boxeo *boxing*
Buenas tardes. *Good afternoon./Good evening.*
bueno/a *good, OK*
Buenos días. *Good morning.*
la butaca *armchair*

C

caballeros (servicios de...) *men's bathrooms*
cada uno/a *each one*
caer *to fall*
el café con leche *coffee with milk*
el café solo *black coffee*
la caja *a box; cashier's window*
la caja de ahorros *savings bank*
el cajero automático *automatic teller machine (ATM)*
el calcetín *sock*
la calidad *quality*
caliente *hot, warm*
la calle *street*
la cama de matrimonio *double bed*
cambiar *to change*

el camión *bus (Mex.)*
la camisa *shirt*
la camiseta *tee-shirt*
el campo *the country(side)*
la caña de pesca *fishing rod*
cansado/a *tired*
la cara *face*
cariño *darling, dear*
la carne *meat*
el carnet de conducir *driver license*
el carnet (documento) de identidad *identity card*
caro/a *expensive*
la carretera *road*
el carro *car (Latin America)*
la carta *menu*
la casa *house*
casado/a *married*
la catedral *cathedral*
la cazadora *(sports) jacket*
cenar *to have dinner*
el centro comercial *shopping center*
la cerámica *ceramic, pottery*
cerca *near*
cerrado/a *closed*
cerrar *to close*
la cerveza *beer*
la chaqueta *jacket*
charlar *to chat*
el cheque de viajeros *traveler's check*
chileno/a *Chilean*
chino *Chinese*
la chuleta *chop*
el ciclismo *cycling*
el cine *cinema*
circular *circular*
la ciudad *city, town*
Ciudad de México *Mexico City*
claro *light, clear, of course*

claro que *of course*
la clase *class*
clásico/a *classical*
el clima *climate*
la clínica *clinic, hospital*
el coche *car*
el coche-restaurante *dining car*
el cocido *a kind of stew*
la cocina *kitchen*
la cocina eléctrica *electric cooker*
el código postal *zip code*
coleccionar *to collect*
Colombia *Colombia*
el color *color*
el comedor *dining room*
comer *to eat*
la comida *food*
¿Cómo? *How?*
como siempre *as usual*
cómodo/a *comfortable*
el compact-disc *compact disc*
la compañía (de importación y exportación) *(import and export) company*
completamente *completely*
comprender *to understand*
comprobar *to check*
la computadora *computer*
con *with*
con/sin gas (agua) *carbonated/non-carbonated (water)*
el concierto *concert*
el concurso *contest, competition*
el conjunto *group (musical)*
el consejo *advice*
el consultorio *consulting room, doctor's office*
continuar *to continue*
el corazón *heart*
la corbata *tie*
el cordero *lamb*

correos *post office*
el cortado *a coffee with a small amount of milk*
cortarse *to cut oneself*
la cortina *curtain, drape*
corto/a *short*
la costa *coast*
la crema *cream*
la crema (bronceadora) *(suntan) cream*
cruzar *to cross*
el cuadro *picture, painting*
¿Cuál? *What? Which?*
¿Cuál? *Which one?*
¿Cuánto/a? *How much?*
¿Cuántos/as? *How many?*
¿Cuánto tiempo? *How long?*
cuarto/a *fourth*
el cuarto de baño *bathroom*
el cuarto *quarter, room*
la cuchara *spoon*
el cuchillo *knife*
la cuenta *bill, check*
cuidado *be careful*
cuidarse la salud *to look after one's health*
el cumpleaños *birthday*
curar *to cure, to heal*

D

dar *to give*
dar a *to look on to, to lead on to*
dar una vuelta *to make a tour*
de *of, from*
de ida y vuelta *round trip*
De nada. *You're welcome.*
debajo de *underneath*
deber *must, ought to*
decidir *to decide*
dejar *to leave*
deletrear *to spell out*

demasiado/a *too much*
demasiados/as *too many*
el/la dependiente/a *(shop) assistant*
el deporte *sport*
el/la deportista *sportsman/woman*
el depósito *tank*
la derecha *right*
desaparecer *to disappear*
desayunar *to have breakfast*
descansar *to rest, to relax*
describir *to describe*
el descuento *discount, reduction*
desde *from*
el desempleo (paro) *unemployment*
espacio *slow*
despertarse (ie) *to wake up*
después *after*
el destino *destination*
el desván *attic*
los detalles *details*
el/la detective *detective*
devolver (ue) *to return, to give back*
el día *day*
la diarrea *diarrhea*
el dibujo *drawing*
el diccionario *dictionary*
el diccionario de español *Spanish dictionary*
los dientes *teeth*
el dinero *money*
la dirección *address; direction*
el/la director/a (de relaciones públicas) *director (of Public Relations)*
la discoteca *disco*
distinto/a *different*
la diversión *entertainment*
las diversiones *entertainment*
divertido/a *funny, amusing*

divertirse *to enjoy oneself, to amuse oneself*
divorciado/a *divorced*
doble *double*
la docena *dozen*
el dólar *dollar*
el dolor *pain*
el dolor de estómago *stomachache*
el dolor de garanta *sore throat*
domingo *Sunday*
¿Dónde? *Where?*
dormir *to sleep*
dormirse (ue) *to go to sleep*
la ducha *shower*
 ducharse *to shower*
durante *during*
durar *to last*

E

echar *to put*
la edad *age*
el edificio *building*
el ejercicio *exercise*
el embarque *boarding*
emocionado/a *excited, thrilled*
el empaste *filling*
empezar (ie) *to begin*
en *in, on*
en lugar de *instead of*
en seguida *immediately, at once*
Encantado/a. *Pleased to meet you.*
la enchilada *corn pancake filled with meat or cheese*
encontrarse (ue) *to meet, to be found*
encontrarse con *to meet*
el/la enfermero/a *nurse*
enfrente *opposite; between*
engancharse *to get hooked*
engordar *to put on weight, to get fat*

la ensalada mixta *mixed salad*
la ensaladilla rusa *Russian salad*
la entrada *way in; (entry) ticket*
entre *between*
los entremeses *hors d'oeuvres*
envolver *to wrap*
el equipaje *luggage*
el equipaje de mano *hand luggage*
el equipo *team*
equivocado/a *wrong*
la escalera *staircase, stairs*
escocés/escocesa *Scottish*
escoger *to choose*
escribir *to write*
el escritorio *desk, bureau*
la escultura *sculpture*
espacioso/a *spacious*
España *Spain*
español/a *Spanish*
especial *special*
el espectáculo *show, spectacle*
el espejo *mirror*
esperar *to wait*
el/la esposo/a *spouse*
(husband/wife)
el esquí *ski, skiing*
esquiar *to ski*
la esquina *corner*
la estación *station*
estacionado *parked*
Estados Unidos *United States*
estadounidense *from the USA*
estampado/a *patterned*
el estanco *tabacco and stamp shop*
el estante *shelf*
estar *to be (for position)*
estar de régimen *to be on a diet*
estar roto *to be broken*
éste/ésta *this*
el/la estudiante *student*
estudiar *to study*

el estudio *study*
¡Estupendo! *Wonderful!*
excepto *except*
la excursión *trip, excursion*
extranjero/a *foreign*
extraño/a *strange*

F

la facturación *check in (luggage)*
la falda *skirt*
la familia *family*
la farmacia *pharmacy*
la fiesta *holiday, festival*
el fin de semana *weekend*
el final *end*
firmar *to sign*
el flan *pudding*
flojo/a *loose*
la flor *flower*
la foto(grafía) *photo(graph)*
francamente *frankly*
francés/francesa *French*
el francés *French language*
Francia *France*
la fresa *strawberry*
frío/a *cold*
frito/a *fried*
la fuente *fountain*
fumador *smoker*
el fútbol *soccer, football*

G

las gafas de sol *(a pair of)*
sunglasses
galés/galesa *Welsh*
la galleta *biscuit*
la ganga *bargain*
el garaje *garage*
el gasóleo *fuel*
la gasolina *gasoline/petrol*

la gasolina sin plomo *unleaded*
gasoline
general *general*
generalmente *generally, usually*
la gente *people*
el gimnasio *gymnasium*
el golf *golf*
gordo/a *fat (adj)*
Gracias. *Thank you.*
el grado *degree*
gramos *grams*
gran *great, big*
grande *big*
los grandes almacenes *department*
stores
la grasa *fat (noun)*
la gripe *flu*
gris *grey*
la grúa *tow truck*
el grupo *group*
guapo/a *pretty, good-looking*
el/la guía *guide*
la guitarra *guitar*
gustar *to please, to like*

H

la habitación *room*
la habitación doble *double-*
occupancy room
hablar *to speak*
hacer *to make/to do*
hacer footing *to go jogging (Spain)*
hacerse *to become*
hacerse daño *to hurt oneself*
la hamburguesa *hamburger*
hasta *up to, until*
Hasta luego. *See you later.*
Hasta mañana. *See you tomorrow.*
el helado *ice cream (noun)*
el helado de chocolate *chocolate*
ice cream

el helado de fresa *strawberry ice cream*
el helado de limón *lemon ice cream*
el helado de naranja *orange ice cream*
el helado de vainilla *vanilla ice cream*
el/la hermano/a *brother/sister*
hermoso/a *beautiful*
el/la hijo/a *child (son/daughter)*
hinchado/a *swollen*
el hogar *home*
Hola. *Hi.*
la hora *hour (time)*
el horario *timetable*
el hospital *hospital*
el hotel *hotel*
hoy *today*
el huevo *egg*

I
ida *one way*
la idea *idea*
el idioma *language*
igual *same*
incluido/a *included*
Inglaterra *England*
inglés *English language*
inglés/inglesa *English*
el inmueble *building*
el insecto *insect*
el instituto de segunda enseñanza *secondary school*
el interés *pastime, hobby*
interesante *interesting*
el invierno *winter*
invitar *to invite*
la inyección *injection*
ir *to go*
ir de compras *to go shopping*

irse *to go off, to leave*
Italia *Italy*
la izquierda *left*

J
el jamón *ham*
japonés/japonesa *Japanese*
el jardín *garden*
el jarro *jug, carafe*
el jerez *sherry*
el jersey *sweater*
jubilarse *to retire*
jugar (ue) *to play*
el jugo *juice*
el jugo de papaya *papaya (tropical fruit) juice*
el jugo de toronja *grapefruit juice*
el jugo de naranja *orange juice*

K
el kilo *kilo*
el kilómetro *kilometer*
el kiosco *a kiosk*

L
la lámpara *lamp*
largo/a *long*
las/los *the (plural)*
la lata *can*
el lavabo *washbasin*
lavarse *to wash*
la leche *milk*
la lechuga *lettuce*
leer *to read*
lejos *far*
levantarse *to get up*
libre *free*
la librería *bookstore*
el licuado de fresa *strawberry shake*

ligero/a *light (adj.)*
el limón *lemon*
limpiar *to clean*
limpio/a *clean*
la línea *line*
el litro *liter*
la llave *key*
la llegada *arrival*
lleno/a *full*
llevar *to take, carry, lead; to wear*
Lo siento. *I'm sorry.*
la loción (bronceadora) *(suntan) lotion*
Londres *London*
el lugar *place*
el lugar de trabajo *workplace*
lunes *Monday*
la luz *light (n)*

M
la madre *mother*
Madrid *Madrid*
la madrugada *early morning*
la maleta *suitcase*
mañana *tomorrow*
la mañana *morning*
manchego/a *from La Mancha*
la mano *hand*
la manta *blanket*
mantenerse en forma *to keep fit*
la manzana *apple*
el mapa *map*
la máquina fotográfica *camera*
la maravilla *marvel, wonderful*
la marca *brand, make*
marcharse *to leave*
el marido *husband*
los mariscos *seafood*
marrón *brown*
martes *Tuesday*

más *more*
más bajo *lower*
la matrícula *registration*
mayor *older*
me encanta *I love*
el/la mecánico/a *mechanic*
la media pensión *bed and breakfast*
mediano/a *average, in the middle, medium*
el medicamento *medicine*
el/la médico/a *doctor*
medio kilo *half a kilo*
el Mediterráneo *the Mediterranean*
mejor *better, best*
los melocotones en almibar *peaches in syrup*
la merluza *hake/cod*
la mermelada *marmalade*
la mesa *table*
la mesita de café *coffee table*
el metro *subway*
mexicano/a *Mexican*
México *Mexico*
mi *my*
mientras *while*
miércoles *Wednesday*
el minibar *minibar*
mirar *to look, watch*
la misa *mass (in church)*
mismo/a *same*
moderno/a *modern*
un momento *just a moment*
la montaña *mountain*
el monumento *monument*
morirse de hambre *to be starving*
el mostrador *counter*
el motor *engine*
Muchas gracias. *Thank you very much.*
Mucho gusto. *Pleased to meet you.*

muchos/as *many, a lot*
muerto/a *dead*
la mujer *woman/wife*
el museo *museum*
la música *music (pop)*
muy bien *very good/well*

N

la nacionalidad *nationality*
nadar *to swim*
naranja *orange*
las natillas *a kind of custard*
necesitar *to need*
los negocios *business*
negro/a *black*
el/la nieto/a *grandchild (grandson, granddaughter)*
No. *No.*
no funciona *it doesn't work*
No hay de qué. *You're welcome.*
el nombre *name*
el norte *north*
norteamericano/a *(North) American*
nosotros/as *we*
el/la novio/a *boyfriend, girlfriend, bride, groom*
la nube *cloud*
nuestros/as *our*
Nueva York *New York*
el número *number*
el número de teléfono *telephone number*
nunca *never*

O

o *or*
o sea *or rather, that is*
la obra *work, play*
la oferta *offer*
la oficina *office*

la oficina de turismo *tourist office*
oiga (pol) *listen*
la ópera *opera*
el ordenador *computer*
la orquesta *orchestra*
oscuro *dark*
el otoño *autumn*
oye (fam) *listen*

P

el padre *father*
los padres *parents*
pagar en efectivo *to pay in cash*
la página *page*
el paisaje *landscape, countryside*
el panecillo *bread roll*
la pantalla *screen*
el pantalón/los pantalones *pants*
los pantalones cortos *shorts*
los pantalones vaqueros *jeans*
las papas fritas *french fries (Latin America)*
la papelería *stationery store*
el paquete *pack*
para *to, for*
el parabrisas *windshield*
la parada *stop*
parar *to stop*
la pared *wall*
la parrillada *grilled or barbecued steak*
el pasaporte *passport*
pasar *to spend (time)*
pasearse *to stroll, walk*
el paseo *boulevard, to walk, ride*
el pasillo *corridor*
el pastel *cake*
las pastillas antibióticas *antibiotic tablets*
las patatas fritas *french fries, crisps (Spain)*

el patio yard
la película film, movie
la pelota soccer ball
pensar (ie) to think
el pepino cucumber
pequeño/a small
Perdone/a. Sorry, Excuse me.
perfectamente perfectly
la perfumería a store specializing in perfumes and cosmetics
el periódico newspaper
pero but
el pescado fish
las persianas blinds
pesar demasiado to be overweight
la pesca fishing
el peso peso (Mexican currency)
la picadura sting, bite
el pico peak
el pie foot
la piel skin
el pinchazo puncture
pintar to paint
la pintura painting
la piscina swimming pool
el piso floor
la plancha de viaje travel iron
el plano map (of the town)
la planta baja ground floor
el plato plate; dish, course
el plato de cerámica ceramic plate
el plato principal main course
la playa beach
la plaza square
un poco a little
poder (ue) to be able to, can
la policía police
el polideportivo sports complex
por ciento percent
por eso therefore
Por favor. Please.

por la mañana in the morning
por lo general usually, generally
por lo menos at least
por persona per person
por supuesto of course
la porcelana porcelain
la postal postcard
el postre dessert
practicar to practice
el precio price
preferido/a favorite
preocupar to worry
preparar to prepare
previsto/a due
la prima cousin
la primavera spring
primer first (before a masculine word)
primero/a first
el/la primo/a cousin
principalmente mainly
procedente de... arriving from...
la profesión profession
el/la profesor/a teacher, professor
el programa program
pronto early, soon
la propina tip
propio/a (one's) own
el/la protagonista protagonist
el proyecto project, plan
la puerta door
la puerta-ventana French window, patio door
pues well
puro/a pure

Q

¿Qué? What?
¿Qué suerte tienes! Aren't you lucky!
quemar to burn (up)

quemarse to burn, to get burned
el queso cheese
¿Quién? Who?
quinto/a fifth
quitar to take away, clear (table)

R

rápido/a fast
la raqueta de tenis a tennis racket
rayas, a rayas stripes, striped
rebajado/a reduced (in price)
las rebajas sales
la receta prescription
recibir to receive
el recibo receipt
el recreo break, playtime
reducido/a reduced
el refresco soft drink
el regalo present
la región region
regular ordinary, so-so
rellenar to fill in
relleno/a de queso filled with cheese
repetir to repeat
reponerse to recover
reservar to reserve
el restaurante restaurant
el retraso delay
reunirse con to meet
la revista magazine
rico/a rich; good (food)
el río river
rojo/a red
el rollo roll (of film)
la ropa clothes
rosa pink
la rueda wheel
la rueda de repuesto spare wheel
el ruido noise
las ruinas ruins

ruso/a *Russian*
la rutina diaria *daily routine*

S

sábado *Saturday*
la sábana *sheet*
saber *to know*
sacar (un billete) *to buy (a ticket)*
sacar fotos *to take photos*
la sal *salt*
la sala *(exhibition) room*
la sala de estar *living room, sitting room*
la salchicha *sausage*
la salida *exit*
salir *to leave*
salir de casa *to leave home*
el salmón *salmon*
la sandalia *sandal*
la sangre *blood*
la sangría *drink made with wine, soft drink, and fruit*
la sardina *sardine*
el secador *hair dryer*
secar la ropa *to dry clothes*
la sección *section*
el/la secretario/a *secretary*
seguir (siga) *to follow (follow)*
segundo/a *second*
el sello *a stamp*
el semáforo *traffic light*
la semana *week*
sencillo/a *simple*
el Sr. (señor) *Mr.*
la Sra. (señora) *Mrs./Ms.*
señoras (servicios de...) *women's bathrooms*
la Srta. (señorita) *Miss/Ms.*
sentarse (ie) *to sit down*
sentirse bien/mal *to feel well/ill*
el servicio *toilet; service*

Sevilla *Seville*
Sí. *Yes.*
si *if*
siempre *always*
siéntense *sit down (pl.)*
el siglo *century*
siguiente *next*
la silla *chair*
sin nubes *cloudless*
el sitio *place, room*
situado *situated*
sobre todo *above all, especially*
el/la sobrino/a *nephew, niece*
el sofá *sofa*
soler (ue) *to be accustomed to*
soltero/a *single (unmarried)*
el sombrero *hat*
la sopa *soup*
la sopa de cebolla *onion soup*
su *your (formal)*
el sótano *basement, cellar*
subir *to go up*
subterráneo *underground*
sucio/a *dirty*
suficiente *sufficient, enough*
sufrir *to suffer*
super *high octane*
el supermercado *supermarket*
el sur *south*

T

Talgo *a type of fast intercity train in Spain*
la talla *size*
el taller *workshop, garage*
el tamaño *size*
también *also, as well*
tardar *to take time*
la tarjeta *card*
la tarjeta de crédito *credit card*
la tarta helada *ice cream cake*

el taxi *taxi*
la taza *cup*
el té (con limón) *tea (with lemon)*
el teatro *theater*
el techo *roof*
el teléfono *telephone*
el televisor *a television set*
la temperatura *temperature*
el templo *temple*
temprano *early*
el tenedor *fork*
el tenis *tennis*
tercer *third (before a masculine word)*
tercero/a *third*
la terraza *terrace, balcony*
la tienda *shop*
la tienda de deportes *sports shop*
la tienda de fotografía *photo/camera shop*
el/la tío/a *uncle, aunt*
típico/a *typical*
el tipo/a *type*
las tiritas *adhesive strips, Band-Aids®*
la toalla de playa *beach towel*
tocar *to play (instrument)*
todo/a *everything*
todos juntos *all together*
todos los días *every day*
tomar el sol *to sunbathe*
torcerse el tobillo *to twist one's ankle*
la tortilla *omelet (Spain)*
la tortilla *a kind of pancake (Mexican)*
la tos *cough*
trabajar *to work*
el trabajo *job, work*
traer *to bring*
la tragedia *tragedy*

el traje *suit*
el tranvía *kind of local train*
tratar de *to try to*
el tren *train*
la trucha *trout*
tú *you*
tu *your*

U

un/una *a*
unas/unos *some*
las aceitunas *olives*
la universidad *university*
usted *you (formal)*

V

las vacaciones *vacations, holidays*
¡Vale! *OK!*
la vainilla *vanilla*
variable *variable*
varios/as *several*
el vaso (de agua) *glass (of water)*
la venda *bandage*
venir (ie) *to come*
el ventilador *fan*
ver *to see*
el verano *summer*
verde *green*
el vestibulo *entrance hall*
veranear *to go on vacation*
la vía *platform*
viajar *to travel*
el viaje *journey, trip*
el viajero *passenger*
la vida *life*
viernes *Friday*
el vino blanco *white wine*
el vino tinto *red wine*
visitar *to visit*
el/la viudo/a *widower/widow*

volver (ue) *to return*
vomit *to vomit*
el vuelo *flight*

W

el whisky *whiskey*

Y

y *and*
yo *I*

Z

la zanahoria *carrot*
el zapato *shoe*
el zumo de naranja *orange juice*