

1 Saludos (*greetings*) y despedidas (*farewells*)

EXPRESIONES BÁSICAS (*Basic Expressions*)

Saludos formales

Buenos días, señor Pérez.

Buenas tardes, señora López.

Buenas noches, señorita García.

¿Cómo está usted?

Muy bien, gracias. ¿Y usted?

Bastante bien, gracias.

Regular. No muy bien.

Saludos informales

¡Hola! ¿Qué tal?

¿Cómo estás?

¿Cómo vas? (¿Cómo andás?)

¿Qué hay de nuevo? (¿Qué onda?)

Despedidas

Adiós

Chao/chau

Hasta luego.

Hasta mañana.

Nos vemos más tarde.

Formal Greetings

Good morning, Mr. Pérez.

Good afternoon, Mrs. López.

Good evening, Miss García

How are you?

Very well, thank you. And you?

Fairly well, thank you.

So-so. Not too well.

Informal Greetings

Hi! How are things?

How are you?

How is it going?

What's up?

Farewells

Bye

Bye

So long.

See you tomorrow.

See you later.

Hasta pronto
¡Que te vaya bien!

Expresiones de cortesía
Con permiso/disculpe.
De nada/Por nada.
Gracias.
Lo siento.
Por favor

Las presentaciones
Formal
¿Cómo se llama usted?
Me llamo Carlos Zapata.
Yo soy Carlos Zapata.
Mucho gusto
El gusto es mío.

Informal
¿Cómo te llamas?
Me llamo Sara.
Encantada(o)

See you soon/So long.
Good luck!

Courtesy Expressions
Excuse me.
You're welcome.
Thank you/Thanks.
I am sorry.
Please

Introductions
Formal
What is your name?
My name is Carlos Zapata.
I am Carlos Zapata.
Pleased to meet you
The pleasure is mine.

Informal
What is your name?
My name is Sara.
Delighted/Pleased to meet you

PRACTIQUE LAS NUEVAS EXPRESIONES (*Practice the Basic Expressions*)

ANSWERS
p. 60

- How do you greet your coworker at 8:00 A.M? _____.
- If you see your best friend at the mall, how do you greet her/him?
_____.
- How do you ask your teacher how she/he is doing? _____.
- If someone asks you, how are you? How do you respond? _____.
- How do you say goodbye to your classmate, if you are planning to see him/her the following day? _____.
- How do you say *please* in Spanish? _____.
- If someone does a favor to you, how do you reply? _____.
- How do you say *I am sorry* in Spanish? _____.
- Good-bye* is _____ in Spanish, and *So long* is _____.
- How do you say *you're welcome* in Spanish? _____.
- How do you say *what's your name (formal)* in Spanish? _____.

PALABRAS NUEVAS (*New Words*)

You will find these words in the grammar explanations and in exercises in this lesson, and also in later lessons. Try to memorize them, and pay attention to the spelling, including the written accents.

el/la amigo(a)	friend	la mesa	table
el acta	minutes (meeting)	la mochila	backpack
el ave	bird	la mujer	woman
la biblioteca	library	la noche	night
el bolígrafo	pen	la oficina	office
el chico	boy	la palabra	word
la chica	girl	el papel	paper
la clase	class	la pluma	pen
el colegio	school	la práctica	practice
el color	color	el portátil	laptop
el/la compañero/ a de clase	classmate	el/la profesor(a)	professor (secondary/high school/university faculty)
el/la compañero/ a de trabajo	coworker		
el/la computador(a)	computer	el programa	program
la comunicación	communication	la red	network
la comunidad	community	la tableta	tablet
la conexión	connection	la universidad	college/university
la conversación	conversation	la vez	time (in a series)
el correo electrónico	email	el wi fi	Wifi
el cuaderno	notebook	<i>Expresiones de periodos de tiempo durante el día</i>	<i>Expressions of periods of time during the day</i>
el día	day		
el diagrama	diagram	por la mañana	in the morning
el escritorio	desk	por la noche	at night
la escuela	school	por la tarde	in the afternoon
el/la estudiante	student		
el hombre	man	<i>Verbos</i>	<i>Verbs</i>
el instituto	institute/secondary or high school	decir	to say
el/la jefe	boss	encontrar	to find
el/la joven	young person	escribir	to write
el lápiz	pencil	hacer	to do
la lección	lesson	practicar	to practice
la librería	bookstore	preguntar	to ask a question
el libro	book	saludar	to greet someone
el/la maestro(a)	teacher (primary/ elementary school)	tener	to have
la mañana	morning	ver	to see

ALGUNOS COGNADOS (*Some Cognates*)

agenda, ángel, animal, artista, bus, cereal, chocolate, color, criminal, debate, decisión, doctor, exterior, garaje, hospital, hotel, idea, menú, papel, policía, porcentaje, reunión, televisión, taxi.

NOTAS

1. Notice that nouns in Spanish, unlike English, have a gender: feminine or masculine, even though those that refer to nonliving things. Many nouns that refer to males are masculine, and the words often end in an “o”. And nouns that refer to females are feminine, and the words often end in an “a”. Keep in mind that there are always exceptions to this rule, and it would be important to memorize those words. Some examples: **el programa** (*program*), **el tema** (*theme*), **el día** (*day*). All end in “a” but are considered masculine.
2. You may have noticed that many words look alike in Spanish and English, some of them even have the very same spelling. These words are called *cognates*. Cognates may or may not have the same meaning in both languages. When they have different meanings, they are known as *unreliable cognates* or *false friends*, and they can be deceptive. You will find some unreliable cognates later in this book.
3. The word **policía** is singular in Spanish. **La policía** can mean a “police women” or it can mean “the police department” as whole. **El policía** means a “police man”. **Los/las policías** with an “s” at the end is plural because it is referring to more than one person. Unlike English, the word **la gente** (*people*) is singular. EX: “**En general, la gente es muy amable.**” (*In general people are very friendly*)

PRACTIQUE LAS PALABRAS NUEVAS (*Practice the New Words*)

ANSWERS
p. 60

A. Write the Spanish cognate for each of the following words.

- | | |
|------------------------|----------------------|
| 1. agenda _____ | 9. institute _____ |
| 2. bus _____ | 10. menu _____ |
| 3. chocolate _____ | 11. police _____ |
| 4. communication _____ | 12. percentage _____ |
| 5. conversation _____ | 13. reunion _____ |
| 6. decision _____ | 14. television _____ |
| 7. garage _____ | 15. taxi _____ |
| 8. hotel _____ | |

ANSWERS
p. 60

B. Did you memorize the new words? Can you write the Spanish equivalent for each of the following words?

- | | |
|------------------------------|------------------------|
| 1. bookstore _____ | 9. network _____ |
| 2. library _____ | 10. program _____ |
| 3. classmate (male) _____ | 11. word _____ |
| 4. coworker (female) _____ | 12. man _____ |
| 5. friend (female) _____ | 13. woman _____ |
| 6. school (elementary) _____ | 14. young person _____ |
| 7. college/university _____ | 15. student _____ |
| 8. email _____ | |

ANSWERS
p. 60

C. Complete the sentences with the right word in *Spanish* from the list of *palabras nuevas*.

- If I need to buy a book, I will go to _____ (*bookstore*), but if I just need to borrow a book for my class, I can go to _____ (*library*).
- Martha has three classes, one at 8:00 A.M., another at 9:30 A.M. and the last one at 11:00 A.M. Martha has all her classes _____ (*in the morning*). Pedro has all his classes _____ (*in the afternoon*). Susana does not have classes, but she works _____ (*at night*).
- The most common way of communication among employees at work is _____ (*email*).
- Many students need to bring _____ (*laptop*) to their classes every day.
- My best friend Juan Carlos is studying Civil Engineering at _____ (*college/university*).
- Many people like to live in a _____ (*city*) like Vancouver although it is very expensive.
- In Indiana there is a lot of farmland. Many people prefer to live in _____ (*countryside*) because it is peaceful and less polluted than the city.

GRAMMAR I ARTÍCULOS INDEFINIDOS (*Indefinite Articles*) • GÉNERO (*Gender of Nouns*)

A. Articles are words that modify nouns by indicating if the noun is specific or general.

Spanish has indefinite and definite articles. We will start by studying indefinite articles in this book.

There are two indefinite articles in English: *a* and *an*, as in *a book*, *an animal*. In Spanish the indefinite articles are *un*, which is masculine, and *una*, which is

feminine, as in *un señor, una señora*. The terms *masculine* and *feminine* are used in a grammatical meaning and they are not related to biological gender.

- B. Nouns referring to males are masculine, and nouns referring to females are feminine, as in *un hombre, una mujer, un estudiante, una estudiante*. The article tells a male from a female when the noun has the same spelling for males and females.

EX: *un joven* (a young male person); *una joven* (a young female person)

- C. Nouns referring to *things* are neuter in English (= *it*). In Spanish, they are either masculine or feminine, and they take either *un* or *una*. In this case, the gender of the noun—that is, whether it is masculine or feminine—has nothing to do with the idea of males or females; remember grammatical gender is merely a characteristic of all nouns in Spanish.

EX: *una mesa, un cuaderno, un bolígrafo, una palabra*

- D. The only way to predict the gender of an inanimate noun in Spanish is by looking at the final letter(s) of the word.

1. Nouns ending in *l, o, n, e, r,* and *s* (*L-O-N-E-R-S*) are almost always masculine.

2. Nouns ending in *d, ión, z,* and *a* (*D-IÓN-Z-A*) are almost always feminine.

EXS: *un papel, un libro, un color, un garaje, un portátil, una comunidad, una lección, una conversación, una mochila*

- E. There are important exceptions to these two rules, and they should be memorized when you learn new words.

1. Some nouns ending in *-ma* are masculine rather than feminine.

EXS: *un problema, un tema, un programa, un diagrama, un poema*

2. The following nouns are other important exceptions.

<i>una calle</i> (a street)	<i>una muerte</i> (a death)	<i>un avión</i>
<i>una clase</i>	<i>una noche</i>	<i>un camión</i> (a truck)
<i>una llave</i> (a key)	<i>una suerte</i> (a destiny)	<i>un día</i>
<i>una mano</i>	<i>una tarde</i>	<i>un lápiz</i>

PRACTIQUE LOS ARTÍCULOS INDEFINIDOS (*Practice the Indefinite Articles*)

ANSWERS p. 60

- The two indefinite articles in Spanish are _____ and _____. Their English translation is _____ or _____.
- The difference between *un* and *una* is what we call gender: *un* is _____, whereas *una* is _____.
- All the nouns referring to males are _____, and all the nouns referring to females are _____.

4. We can say that there are three genders in the English pronoun system: a) masculine (males: *he/him*); b) feminine (females: *she/her*); and c) neuter: (*it*), which refers to _____—that is, inanimate nouns, such as *book, email, laptop*.
5. In Spanish we don't have neuter nouns: they are either _____ or _____—that is, they take *un* or *una*.
6. Is there any significance to the gender of nouns referring to things? _____. Actually, the only way to tell whether the noun referring to a thing is masculine or feminine is by the last _____ of the noun.
7. The article may serve to distinguish a male from a _____ when the same word is used for both of them. For example, *un joven* means _____, and *una joven* means _____.
8. You can predict the gender of an inanimate noun by the last _____ of the word. A word ending in *-o* is masculine and a word ending in *-a* is _____.
9. How about the other final letters that predict the gender of a noun? Most nouns ending in _____ are masculine, and most nouns ending in _____ are feminine.
10. Therefore, you can predict that the word *corazón* (*heart*) is _____, a word like *mes* (*month*) is _____, and a word like *universidad* (*university*) is _____.
11. About 10 percent of the nouns ending in *-e* are feminine and 90 percent are _____. For example, _____ *tarde* (*an afternoon*), _____ *noche* (*a night*).
12. An important exception to these rules is nouns ending in *-ma* that are _____ rather than feminine—for example, _____ *problema* (*a problem*).
13. Other exceptions are *mano* and *día*: we say _____ *mano* (*a hand*) and _____ *día* (*a day*). For the same reason, you did not learn *Buenos días* but _____ for *good morning*.
14. Do we say *una lápiz* or *un lápiz*? _____ *Una tarde* or *un tarde*? _____.

PRÁCTICA

ANSWERS
p. 61

Write *un* or *una* in the space before the noun.

- | | | |
|-----------------------------------|-----------------------|--------------------|
| 1. _____ ave | 8. _____ oficina | 15. _____ avión |
| 2. _____ palabra | 9. _____ colegio | 16. _____ noche |
| 3. _____ programa | 10. _____ tarde | 17. _____ problema |
| 4. _____ artista (<i>women</i>) | 11. _____ mañana | 18. _____ papel |
| 5. _____ policía (<i>man</i>) | 12. _____ decisión | 19. _____ lección |
| 6. _____ mano | 13. _____ universidad | 20. _____ día |
| 7. _____ portátil | 14. _____ vez | |

GRAMMAR II ARTÍCULOS DEFINIDOS Y CONTRACCIONES (Definite Articles and Contractions)

- A. In English there is only one definite article: *the*. In Spanish there are four: **el/la** (*masculine, feminine singular*) and **los/las** (*masculine, feminine plural*). These articles agree in gender and number with the nouns they precede.
- B. We use *el/los* with masculine nouns and *la/las* with feminine nouns. Remember that nouns referring to males are always masculine and nouns referring to females are always feminine. Things are either masculine or feminine, according to the last letter(s) of the word.
- Nouns ending in *l, o, n, e, r,* and *s* (**L-O-N-E-R-S**) are generally *masculine*.
 - Nouns ending in *d, ión, z,* and *a* (**D-IÓN-Z-A**) are generally *feminine*.
- EXS: *el tren, el nombre, el papel, el lunes*
la lección, la luz, la verdad
- C. Remember that there are important exceptions to these rules. Review them:
- Nouns ending in *-ma* are masculine rather than feminine: *el problema, el tema*.
 - Nouns like *la mano, el día, la clase, la noche, la tarde, el lápiz, el avión,* and *el camión* are other exceptions.
- D. The article *la* precedes feminine nouns, but if the feminine noun begins with a stressed *a*, *el* is used instead of *la*. Actually, the noun may begin with *a* or *ha* because the *h* is silent in Spanish.
- EXS: *el agua, el acta, el ave* PLURAL: *las aguas, las actas, las aves*
el hambre (pronounced [elámbre]). PLURAL: *las hambres*
- But we say *la internauta, la americana*, because the initial *a* of each word is unstressed.
- E. This same rule applies to the indefinite article *una*, which precedes all feminine nouns, except the ones beginning with stressed *a*.
- EXS: *un ave* rather than *una ave*, *un acta* rather than *una acta*
- But *una astronauta, una americana*, because the initial *a* of each word is unstressed.
- F. We have only two contractions in Spanish—that is, two words combine into one. The prepositions *de* (*of, from*) and *a* (*to*) are combined with the article *el*.
- de + el* becomes *del* (*of the*)
 - a + el* becomes *al* (*to the*)
- EXS: *el árbol del patio* (*the tree in the yard*), *la luz del día* (*the light of the day*)
Voy al patio. (*I am going to the yard.*) BUT *Voy a la casa.* (*I am going to the house.*)

PRACTIQUE LOS ARTÍCULOS DEFINIDOS (*Practice the Definite Articles*)

ANSWERS
p. 61

- The definite article *the* has four possible translations in Spanish: _____.
- Inanimate nouns (things) are usually masculine in Spanish when they end in _____, and they are feminine when they end in _____.
- According to these rules, you can predict the gender of most nouns; for example, *paz* is _____, *sol* is _____, *crayón* is _____.
- There are exceptions to these rules; for example, nouns ending in *-ma* are _____, such as _____ **problema** (*the problem*), and _____ **programa** (*the program*).
- A few nouns ending in *-z* are masculine rather than _____, such as _____ **lápiz** (*the pencil*); but _____ **luz** (*the light*), _____ **vez** (*the time*) and _____ **paz** are feminine.
- The preposition *de* (*of*) followed by the article *el* becomes one word: _____. The preposition *a* (*to*) followed by the article *el* becomes one word: _____.
- Not every feminine noun takes the feminine article *la* or *una*; the masculine article *el* or *un* is used instead if the noun begins with a _____ **a** [á], such as _____ **ave** (*bird*), and _____ **agua** (*water*). The plural forms require *las*: **las aves**, **las aguas**.
- Which letter is always silent in Spanish? _____. This means that if a feminine noun starts with *ha* [á], it will take the definite article _____ rather than _____. For example, _____ **hambre** (*[the] hunger*).
- Is it correct Spanish to say *el americana*? _____. Here we don't use *el* because the first *a* is not _____; phonetically, [amerikána].
- We say *la casa _____ presidente*, because *de + el* contracts into _____.
- Is *la casa de la señora* correct? _____. There is no contraction formed with *de* and the feminine article _____. There are no contractions formed with the plural articles either: *a los*, *de los*, *a las*, *de las*.

PRÁCTICA

ANSWERS
p. 61

Write *el* or *la* in the space before the noun.

- | | | |
|----------------------------------|------------------------|---------------------|
| 1. _____ agua | 8. _____ red | 15. _____ hotel |
| 2. _____ acta | 9. _____ lápiz | 16. _____ comunidad |
| 3. _____ biblioteca | 10. _____ hambre | 17. _____ mesa |
| 4. _____ turista (<i>male</i>) | 11. _____ mujer | 18. _____ chico |
| 5. _____ joven (<i>female</i>) | 12. _____ conversación | 19. _____ diagrama |
| 6. _____ clase | 13. _____ librería | 20. _____ correo |
| 7. _____ computador | 14. _____ luz | electrónico |

GRAMMAR III PRONOMBRES de sujeto (*Subject Pronouns*)

A. Memorize the subject pronouns in the chart.

Singular	(English)	Plural	(English)
yo	I	nosotros(as)	we
tú	you (<i>familiar</i>)	vosotros(as)	you [all] (<i>Spain</i>)
usted (Ud.)	you (<i>formal</i>)	ustedes (Uds.)	you [all] (<i>Latin America</i>)
él/ella	he/she	ellos/ellas	they (<i>males/females</i>)

Note that:

1. *I* is always capitalized, *yo* is not. Each refers to the speaker in the sentence.
2. *Nosotros* becomes *nosotras* if the speakers in the sentence are all females. If the speakers are males and females, the masculine *nosotros* is used instead.
3. *Tú* is the familiar form for singular *you*; it is used among friends and within the family. Its frequency of usage as compared to the formal *usted* may vary from country to country.
4. *Vosotros(as)* is the plural of *tú*; it is used mainly in Spain. In Latin America the plural of *tú* is *ustedes*.
5. The American *voseo* is a historical, regional and grammatical variation of the use of *tú*. Although its use alternates with the use of the form *tú*, many Latin American regions are differentiated by its wide use. *Voseo* is understood as the use of *vos* instead of the second person singular *tú*. Its use affects and modifies verbal conjugations with their respective regional variations. The countries with the most widespread use of the *vos* form are Argentina, Chile, Uruguay, Paraguay, and Central American countries such as Guatemala and Nicaragua. We also find it in some regions of Colombia.

EX: *Vos tenés un computador nuevo/tú tienes un computador nuevo.* (*you have a new computer*).

Vos hablás muy rápido/tú hablas muy rápido. (*you speak very fast*)

Vos vivís cerca de la universidad/tú vives cerca de la universidad. (*you live near the university*)

For the purpose of this book, we will study the forms corresponding to the pronoun *tú* and not the pronoun *vos* because the latter is strictly regional in its use.

6. *Usted* and the plural *ustedes* are more formal than *tú*; they are used with persons we don't know well. In Latin America *ustedes* is the plural both of *tú* and of *usted*, since *vosotros(as)* is not used.
7. *Ellas* refers only to females, whereas *ellos* may refer only to males or to combinations of males and females.

8. There are two pronouns with a written accent (*acento escrito*): *tú* and *él*.
9. In some circumstances subject pronouns are not used in Spanish since the ending of the verb indicates the person.

EX: ¿*Vamos a estudiar a la biblioteca?* (*Shall we study in the library?*).
(*vamos=nosotros* form in present).

- B. There is *no subject pronoun* for the English neuter *it*. The subject pronoun is usually omitted with inanimate nouns (things) in Spanish.

EX: ¿*La mujer es americana?* —*Sí, ella es americana.* (*Yes, she is American.*)
¿*La mesa es americana?* —*Sí, es americana.* (*Yes, it is American.*)

The same rule applies in the plural: *ellos* and *ellas* refer to persons or animals, never to things.

NOTAS

1. *Usted* is abbreviated into *Ud.* or *Vd.* and *ustedes* into *Uds.* or *Vds.* The reason for the *V* in *Vd.* and in *Vds.* is that historically the origin of *usted* is *vuestra merced* (*your grace*).

PRACTIQUE LOS PRONOMBRES DE SUJETO (*Practice the Subject Pronouns*)

ANSWERS
p. 61

- Which pronoun is always capitalized in English but not in Spanish? _____
= _____.
- The pronoun *we* has two possible words in Spanish: _____/_____.
- Vosotros* is the plural of _____ in Spain, but it is not used in Latin America. In its place, Latin Americans use _____.
- Which one is more familiar, *tú* or *usted*? _____.
- Nosotras* is used when two or more _____ are speaking, but *nosotros* can be all males or a combination of males and _____.
- If Mr. Pérez is talking for himself and his wife, which pronoun is he going to use?

- In Spanish *you* can be either *tú* or *usted* depending on the relationship with the speaker. *Usted* shows respect, whereas *tú* is more intimate. A Spanish-speaking student would address his teacher as _____, and the teacher would reply with _____. The same principle applies to parents and children.
- The mark (´) on a vowel in Spanish is called **acento**, and later you will learn the rules for its use. Which are the two pronouns with **acento**? _____ and _____.
- He* always refers to a person (or an animal—especially a pet) as subject of a sentence. The Spanish word for *he* is _____, for *she* is _____, and for *it* is _____.

10. If we talk to Mary and Jane, we refer to them as *they*; the Spanish pronoun is _____. If we talk to Mary and Joe, we refer to them as *they*; the pronoun is _____.
11. If we talk about the *tables*, we refer to them as *they* as the subject of a sentence; the Spanish equivalent for *they* in this case is _____.
12. How do you know when to use **tú** and when to use *usted*? When you call a person by his or her first name (John, Mary, and so on), you use **tú**. When you use last names (Mr. Martínez, Miss García), you use _____.
13. *Usted* is abbreviated in two ways: _____ and _____; and *ustedes* is abbreviated in two ways, too: _____ and _____.

PRÁCTICA

ANSWERS
p. 61

Write the Spanish pronouns.

1. we (*all females*) _____.
2. you (*familiar singular*) _____.
3. you (*male and female, familiar plural, Spain*) _____.
4. they (*all females*) _____.
5. they (*things, inanimate nouns*) _____.
6. you (*formal singular*) _____.
7. they (*all males*) _____.
8. we (*males and females*) _____.
9. they (*males and females*) _____.
10. you (*formal plural-Latin America*) _____.
11. he/she/it _____ / _____ / _____.
12. I _____.
13. You and me (*male and female*) _____.
14. Marcos and Javier _____.
15. You and your friend (*Latin America*) _____.