



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.

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?"



- **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."

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."

If you need space to pass by, simply say:



- **CON PERMISO, POR FAVOR** = "With your permission, please."

This request will quickly be answered by people moving and sometimes saying:

- **PROPIO** = "It's yours."

As you pass through, you can say:

- **GRACIAS, ADIÓS** = "Thank you, goodbye."

Con permiso is also used to request attention. In hispanic cultures the attendants in a retail store will usually not wait on you until you request help unless you are in a tourist area.

So in most cases they will linger back attentively until you ask for help. Raising your hand and saying *con permiso, por favor* will get you service. And don't forget to smile!

Waiters will not bring you the check at a restaurant until you ask for it. It is considered rude and is like asking you to leave if they bring you the check without your request. When you are ready for the check, simply call the waiter or waitress with a raising of the hand and say:



- **LA CUENTA, POR FAVOR.** = "The check, please."
- **JOVEN, SENORITA** (to get the attention of a waiter/waitress ... if the waiter is older, you can say **SEÑOR** or **SEÑORA**) - it's considered rude to call a working person by their occupation, e.g. *mesero* or *mesera*.

When you leave don't forget to say:

- **MUCHAS GRACIAS** and smile!
It is good to be generous with tips.

4. When you enter the space where someone is eating, it is courteous to say:



■ BUEN PROVECHO.

This translates as "I hope you get the most from your meal." It is a blessing on their meal. People will always look up, smile, and say **GRACIAS**.

It is common in a restaurant to say *buen provecho* as you pass a table of people eating, whether you make eye-contact or not. People really appreciate this gesture and it is a sign of good breeding.

Using these four areas of social protocol has many benefits.

1. It connects you with other people and helps you to overcome your psychological fears about using Spanish. When you do this and people respond, there is a little voice in the back of your mind that say, "Yes, this language is real and it works!" This connection is very empowering.
2. It shows respect for the hispanic people and lets them know that you are indeed "educated" and know the social niceties of their culture.

This is important because hispanics usually perceive Americans as cold or even rude because we don't commonly greet each other in our culture.

Use the social protocol every day, everywhere. It is important. *Es muy importante.*

You will need these:

No Entiendo = I don't understand.

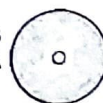
Repita por favor = Repeat please.

Despacio por favor = Slowly please.

No hablo español muy bien =
I don't speak Spanish very well.

Necesito practicar mi español =
I need to practice my spanish.

Gracias por su paciencia. =
Thank you for your patience.



¿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.



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
ayudar to help
bailar to dance
bajar to lower, get out (of a vehicle)
buscar to look for

cambiar to change, exchange
caminar to walk
cantar to sing
cerrar to close
cocinar to cook

comprar to buy
contestar to answer
dar to give
dejar (de) to leave behind, (w/ de) quit
descansar to rest

empezar to start
encontrar to find, encounter
escuchar to listen to
esperar to wait (for), hope
estar to be (feelings - location)

estudiar to study
firmar to sign
ganar to earn, win
gastar to spend, waste
hablar to speak

invitar to invite
jugar to play (a sport or game)
lavar to wash
llegar to arrive

llenar to fill
llevar to carry, wear
limpiar to clean
mandar to mail, send
manejar to drive, manage

necesitar to need
ordenar to order
olvidar to forget
pagar to pay
pasar (por) to pass (by), happen, spend (time)

pensar (en) to think (about)
platicar to chat
preguntar to ask, question
preparar to prepare
presentar to introduce

probar to test, taste
quitar to remove (from a surface)
recomendar to recommend
recordar to remember
regresar to return

sacar to take out, take (a photo)
terminar to finish, terminate
tocar to play (an instrument), touch
tomar to drink, take (a mode of transport)
trabajar to work

tratar (de) to try (to)
usar to use
viajar to travel
visitar to visit

-AR verb memory tips



Read each memory tip completely and out loud.
Let the rhythm of the tip register in your mind.

-AR verbs

ARREGLAR = to arrange, fix — Looks like **ARRANGE**.
arreglar = to arrange, fix.

AYUDAR = to help — When you need help — yell, **AH YOU THAR?**
ayudar = to help.

BAILAR = to dance — A **BALLERINA** is a **DANCER**.
bailar = to dance.

BAJAR = to lower, get out (of a vehicle) — **BAJA** California is **LOWER** California.
bajar = to lower.

BUSCAR = to look for — Visualize a **BUS-CAR** with lots of people in it, and we are **LOOKING FOR** that **BUS-CAR**.
buscar = to look for.

CAMBIAR = to change, exchange — He **CHANGED** from **CAMBRIDGE** to Oxford.
cambiar = to change.

CAMINAR = to walk — The **CAMEL WALKS** across the desert.
caminar = to walk.

CANTAR = to sing — The **CANTINA** is a bar in Mexico where men go to drink and **SING**.
cantar = to sing.

CERRAR = to close — They **CLOSED** the door on **SARAH**.
cerrar = to close.

COCINAR = to cook — Looks like **CUISINE**.
cocinar = to cook.

COMPRAR = to buy — **COMPARISON** shopping: we compare before we **BUY**.
comprar = to buy.

CONTESTAR = to answer — a **CONTESTANT** **ANSWERS** the questions.
contestar = to answer.

DAR = to give — **GIVE** your **DARLING** a kiss.
dar = to give.

DEJAR (de) = to leave behind, quit — **DEJA-VU** is an experience you **LEFT BEHIND**. **Dejar de** is followed by an infinitive and means 'to quit (something)'.
dejar = to leave behind. dejar de = to quit

DESCANSAR = to rest — when you **REST**, you "**DE-CANCER**" yourself.
descansar = to rest.

EMPEZAR = to start, begin — An **EMPEROR** or a **CZAR STARTS** a dynasty.
empezar = to start, begin.

ENCONTRAR = to find, encounter — Looks like **ENCOUNTER**.
encontrar = to find.

ESCUCHAR = to listen to — Think of the **ESCHUCIAN** (eustacian) tubes in your **EARS**.
escuchar = to listen.

ESPERAR = to wait (for), hope — We have to **WAIT** for **ESPERANTO**, a universal language that we **HOPE** will make us one world.
esperar = to wait for, hope.

ESTAR = to be (temporary) — Andy Warhol said "everyone will be **A STAR** for 15 minutes."
estar = to be (temporary).

ESTUDIAR = to study — Looks like **STUDY**.
estudiar = to study.

FIRMAR = to sign — We **FIRM** things up with our **SIGNATURE**.
firmar = to sign.

GANAR = to earn, win — Think of **GARNERING** **MONEY**, or **GAINING** **MONEY**.
ganar = to earn, win.

GASTAR = to spend, waste — Think of the **GASTLY** amount you **SPEND** on **GAS** to drive on **TAR**.
gastar = spend, waste.

HABLAR = to speak — **BLAH-BLAH-BLAH**, **TALK-TALK-TALK**.
hablar = to speak.

INVITAR = to invite — Looks like **INVITE**.
invitar = to invite.

JUGAR = to play (a sport) — Think of **JUGGLING**, a recreational **SPORT**.
jugar = to play a sport or a game.

LAVAR = to wash — Looks like **LAVA** soap and **LAVATORY**, where you **WASH** up.
lavar = to wash.

-AR verb memory tips



LLEGAR = to arrive — When '**GAR**' the Olympic runner **ARRIVED** at the finish line, everyone yelled '**YEA GARI**'
llegar = to arrive.

LLENAR = to fill — **LENA** will **FILL** the bill.
llenar = to fill.

LLEVAR = to carry, wear — Notice the **V** in the middle. It's a **VESSEL** to **CARRY** things.
llevar = to carry.

LIMPIAR = to clean — He **LIMPED** across the **CLEAN** floor.
limpiar = to clean.

MANDAR = to send, mail — Think of the **MAILMAN** named **DAR**.
mandar = send, mail.

MANEJAR = to drive, manage — Think of **MANAGING** a **CAR** down the road.
manejar = to drive, manage.

NECESITAR = to need — Looks like **NECESSITY**.
necesitar = to need.

ORDENAR = to order — Looks like **ORDER**.
ordenar = to order.

OLVIDAR = to forget — **OBLIVION** is the state of total **FORGETFULNESS**.
olvidar = to forget.

PAGAR = to pay — Looks like **PAY**.
pagar = to pay.

PASAR (por) = to pass (by), happen, spend time — Looks like **PASS**.
pasar = to pass (by), happen, or spend time.

PENSAR (en) = to think (about) — To be in a **PENSIVE** mood is to be in a **THOUGHTFUL** mood.
pensar (en) = to think (about).

PLATICAR = to chat — People who **CHAT** too much are often full of **PLATITUDES**.
platicar = to chat.

PREGUNTAR = to ask a question — She **ASKED** "Why am I **PREGNANT**?"
preguntar = to ask a question.

PREPARAR = to prepare — Looks like **PREPARE**.
preparar = to prepare.

PRESENTAR = to introduce — When you **INTRODUCE** someone, you **PRESENT** them to another person. **presentar** = to introduce.

PROBAR = to test, taste — When you are on **PROBATION**, your behavior is being **TESTED**.
probar = to test, taste.

QUITAR = to remove — when you **QUIT** a job you **REMOVE** yourself from it.
quitar = to remove.

RECORDAR = to remember — To **RECORD** something in your mind is to **REMEMBER** it.
recordar = to remember.

RECOMENDAR = to recommend — Looks like **RECOMMEND**.
recomendar = recommend.

REGRESAR = to return — Looks like **REGRESS**.
regresar = to return.

SACAR = to take out, take (a photo) — **TAKE** it out of the **SACK**.
sacar = take out, take (a photo).

TERMINAR = to finish, terminate, end — Looks like **TERMINATE**.
terminar = to finish, terminate, end.

TOCAR = to play (an instrument), touch — Looks like **TOUCH**.
tocar = to play, touch.

TOMAR = to drink, take (a mode of transportation) — Think of **DRINKING TOMATO JUICE** or a **TOMCOLLINS**.
tomar = to drink.

TRABAJAR = to work — He **WORKS** as a **TROUBADOUR**. **trabajar** = to work.

TRATAR (de) = to try (to) — Looks like **TRY-TRY**. **Tratar de** is followed by an infinitive and means to try (something).
tratar = to try (to).

USAR = to use — Looks like **USE**.
usar = use.

VIAJAR = to travel — We plan to **TRAVEL VIA** train, or **VIA** México City.
viajar = to travel.

VISITAR = to visit — Looks like **VISIT**.
visitar = to visit.

to need	
I need	we need
you (tú) need	
he, she, you (Ud.) need	they need

In English we use the subject Pronouns (I, you, he, she, etc.) with the verb to indicate who is doing something, i.e. I need, you need.

In Spanish (even though these subject pronouns exist) the verb endings indicate the people.

- To say "I need" start with the infinitive:
to need = *necesitar*.
- Drop the -ar ending and add "-o" to the stem.
necesitar = *necesit_* = *necesito* = I need.
It is the "-o" that indicates, "I."
- To say "you need" (formal) we drop the -ar ending and add "-a"
necesitar = *necesit_* = *necesita* = you need.
It is the "-a" that indicates "you."

In the beginning we will only learn the "you formal" and "I" forms of the verb because these are used most often. Notice their position in the verb tree diagram above. They are set in black.

Turn to page 19. Look at the verb tree diagram in the top left corner with all the forms of *necesitar*. Notice that the black form is *necesito*. This is the form we are working with on this page.

Notice the verb tree diagram on page 89. All the forms are black, indicating that we will then be working with all forms. Before you begin any page, look at the verb tree diagram. Notice the form you will be working with and visually lock the image of the whole diagram into your mind. Our goal is to know all these forms perfectly.

Spanish has two **you's**, just like in English where we have the **"you" = you formal** and **"thou" = you informal**.

In English the **"thou"** form has become obsolete in daily life. However, in Spanish, both formal and personal forms are used. It is important to use them appropriately.

YOU formal (Usted) vs. You personal (tú)

THE **FORMAL YOU (USTED)** IS USED WITH:

1. people whom you don't know or whom you don't call by their first name.
2. people who are in authority over you, or to whom you wish to show respect.
3. people who are older than you.
4. people with whom you have no level of intimacy or confidence.

THE **PERSONAL YOU (TÚ)** IS USED WITH:

1. people with whom you are on a first-name basis.
2. people with whom you are on equal terms.
3. people who are younger than you.
4. people with whom you have a level of intimacy or confidence.

You usually won't offend people if you use the wrong "you." Spanish-speakers are very forgiving and usually appreciate the fact that you are trying to speak their language. If you don't know a person, it is usually better to use the "you formal" to show respect.

Women should use caution **NOT** to use the **personal you (tú)**, with a man until she develops confidence in him. A man may misinterpret the use of *the personal you* as an invitation to intimacy. If a man is using the personal you (*tú*)

with a woman inappropriately, she can simply say, *Usted, por favor*, and he will get the idea.

In this course we will learn the FORMAL YOU (usted) first. From now on, until Section V, Conjugation, all references to "you" will be to the formal form.

You probably won't be on first-name basis with most people, so the **formal you** will be more appropriate most of the time.

Now let's look at the Power Verbs.

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
INEED	to eat.	=	NECESITO	comer.
IWANT	to drink.	=	QUIERO	tomar.
I'MGOING	to speak.	=	VOYA	hablar.
ICAN	dance.	=	PUEDO	bailar.
ILIKE	to work.	=	ME GUSTA	trabajar.
IHAVE	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 frames

Disc 1 track 6
Cassette 1 side A



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.