

Quick Study
ACADEMIC

Spanish Grammar

THE ALPHABET

The 27 letters of the Spanish alphabet:

| | | | | | |
|---|----|----|-----|---|-----------|
| a | h | j | ka | r | arre |
| b | be | k | ka | s | ese |
| c | ce | ll | lle | t | te |
| d | de | m | me | u | u |
| e | e | n | ne | v | ve |
| f | fe | ñ | nye | w | wve doble |
| g | ge | o | o | x | xve |
| h | ha | p | pe | y | ye |
| i | i | q | ca | z | zeta |

CARDINALS

| | | | | | | | | | |
|----|--------|----|------------|-----|---------------|-----|---------------|---------------|--------------|
| 0 | cero | 12 | doce | 22 | veintidós | 101 | ciento uno | 800 | ochocientos |
| 1 | uno | 13 | doce | 30 | treinta | 200 | doscientos | 900 | novecientos |
| 2 | dos | 14 | trece | 31 | treinta y uno | 300 | trescientos | 1,000 | mil |
| 3 | tres | 15 | catorce | 32 | treinta y dos | 400 | cuatrocientos | 2,000 | dos mil |
| 4 | cuatro | 16 | quince | 40 | cuarenta | 500 | quinientos | 1,000,000 | un millón |
| 5 | cinco | 17 | diecisiete | 50 | cincuenta | 600 | seiscientos | 2,000,000 | dos millones |
| 6 | seis | 18 | dieciocho | 60 | sesenta | 700 | setecientos | 1,000,000,000 | mil millones |
| 7 | siete | 19 | diecinueve | 70 | setenta | | | | |
| 8 | ocho | 20 | veinte | 80 | ochenta | | | | |
| 9 | nueve | 20 | veinte | 90 | noventa | | | | |
| 10 | diez | 21 | veintiuno | 100 | ciento | | | | |

ORDINALS

| | |
|------|---------|
| 1st | primero |
| 2nd | segundo |
| 3rd | tercer |
| 4th | cuarto |
| 5th | quinto |
| 6th | sexto |
| 7th | séptimo |
| 8th | octavo |
| 9th | noveno |
| 10th | décimo |

NOTE: For cardinals, **uno** changes to **un** before masculine nouns and to **una** before feminine nouns; ordinals agree in gender and number with their nouns; **primer** and **tercer** are used before masculine singular nouns.

RULES OF STRESS

- Words ending in a vowel or the consonants **n** or **l** have stress on the next-to-last syllable and are called **palabras graves**; **ca-ja**-la (box), **ca-ja**-ra (boxer), **ca-ja**-ra (boxer), **ca-ja**-ra (boxer).
- Words ending in a consonant other than **n** or **l** have stress on the last syllable and are called **palabras agudas**; **do-ña**-ta (doctor), **ca-ja**-ra (boxer), **ca-ja**-ra (boxer), **ca-ja**-ra (boxer).
- When a word does not conform to either of the previously mentioned rules, a written accent indicates where the stress falls; **ca-ja**-ra (boxer), **ca-ja**-ra (boxer), **ca-ja**-ra (boxer); words with stress on the third from the last syllable are called **palabras esdrújulas**.
- A written accent is also used to distinguish between two words with the same spelling but different meaning, such as **ca** (you) and **ca** (you're) and **ca** (what/what) and **ca** (what).

SYLLABIFICATION

- A single vowel sound, with or without accompanying consonants, makes up a syllable.
 - Diphthongs and triphthongs blend to make a single vowel sound and cannot be divided.
 - A diphthong combines a strong vowel (a, e, o) and a weak vowel (i, u) **ai**-ra (air), **oi**-ra (oiler), **ai**-ra (air), **oi**-ra (oiler); two weak vowels can also form a diphthong: **ia**-ra (city), **ua**-ra (name).
- A triphthong consists of a strong vowel between two weak ones: **aoi**-ra (you continue).
- Two strong vowels do not form a diphthong and are separated into two syllables: **oa**-ra (you), **oa**-ra (you).
- A written accent on a weak vowel breaks a diphthong, separating it into two syllables: **oi**-ra (you), **oi**-ra (you).
- A single consonant forms a syllable with the vowel (or a single vowel sound) in the case of a diphthong or triphthong that follows it: **ai**-ra (city), **oi**-ra (city).
- The digraphs **ch**, **ll**, and **rr** represent a single sound and cannot be separated: **ca**-ra (city), **ca**-ra (city), **ca**-ra (city).
- When two consonants come between two vowels, the first consonant goes with the preceding vowel and the second consonant goes with the following vowel: **ca**-ra (city), **ca**-ra (city).
- Exception: When **n**, **r**, **d**, **l**, **g**, **p**, or **t** is followed by **l** or **r**, both consonants go with the following vowel: **ca**-ra (city), **ca**-ra (city).
- When three consonants come between two vowels, the first two consonants go with the preceding vowel and the third consonant goes with the following vowel: **ca**-ra (city), **ca**-ra (city).
- Exception: When **n**, **r**, **d**, **l**, **g**, **p**, or **t** is followed by **l** or **r**, only the first consonant goes with the preceding vowel; the last two consonants go with the following vowel: **ca**-ra (city), **ca**-ra (city).

CAPITALIZATION

- Capitalize in Spanish:
 - The first word in a sentence: **Yo** **voy** mañana. (I am going tomorrow.)
 - Proper nouns, such as names of countries, people, continents, and geographic locations: **Estados Unidos**, **María**, **Europa**, **Ernesto**.
 - The first word of a title (and proper nouns, if any): **Chen** **shao** **de** **solista** (Oscar Mandarin Tenor of Solista).
- Abbreviated personal titles: **Sra.**, **Ramón**, **Dr.**, **Gómez**.
- Do not capitalize in Spanish:
 - Nouns denoting nationality or religious affiliation: **irlandés** (Irish), **católico** (Catholic).
 - Names of languages: **español** (Spanish), **ruso** (Russian).
 - Days of the week and months of the year: **lunes**, **el día de mayo** (Monday, May 2).
 - Spelled-out personal titles: **señor** **Colombia**, **señorita** **Villagómez**.

ARTICLES

Can be feminine or masculine and may come before nouns and sometimes before verbs they modify.

DEFINITE ARTICLES

- Definite articles indicate a specific person, place, or thing; the Spanish definite articles of **la**, **los**, and **las** (which translate to **the** in English) are used with:
 - Nouns used as nouns, especially at the beginning of a sentence: **El** **estudiante** **es** **bueno**. (Studying in good.)
 - Nouns in a series: **Pongo** **el** **libro**, **el** **cuaderno** **y** **el** **bolígrafo** **sobre** **la** **mesa**. (I put the book, notebook, and pen on the table.)
 - Certain nouns such as **ciudad** (city) and **escuela** (school), where English often omits the article: **¿Van** **a** **la** **ciudad**? (Are they going to jail?) **Ellos** **van** **a** **la** **escuela**. (She is going to school.)
 - Abstract concepts: **La** **bondad** **es** **una** **virtud**.
 - Kindness is a virtue.
 - Nouns of weight or measure: **Las** **peras** **costan** **un** **dólar** **la** **libra**. (The pears cost one dollar a pound.)
 - Titles when used with a name: **La** **Dra.** **Carela** **llamó**. (Dr. Carela called.)

NOUNS

Can be feminine or masculine, singular or plural, and are usually accompanied by an article.

GENDER

- Most nouns ending in **-o** and nouns denoting males are masculine: **el** **libro** (the book), **el** **hombre** (the man).
 - Exceptions: **La** **mano** (the hand) and abbreviated words such as **la** **moto** (the motorcycle, short for **la** **motocicleta**), **la** **foto** (the photo, short for **la** **fotografía**), and **la** **discoteca** (the discotheque, short for **la** **discoteca**) are feminine.
- Most nouns ending in **-a** and nouns denoting females are feminine: **la** **mujer** (the woman).
 - Exceptions: Words of Greek origin ending in **-ma**, **-pa**, and **-ta** such as **el** **programa** (the program), **el** **mapa** (the map), and **el** **planeta** (the planet) are masculine.
- Nouns ending in **-dad**, **-ción**, **-dad**, and **-ción** are feminine: **la** **libertad** (the freedom), **la** **juventud** (the youth), **la** **muchedumbre** (the crowd).
- Some nouns have the same form for both genders: **el** **la** **artista** (the artist), **el** **la** **pianista** (the pianist), **el** **la** **cliente** (the client).

ADVERBS

Adverbs modify verbs, adjectives, and other adverbs. Many adverbs are formed by adding **-mente** to the feminine singular form of an adjective; note that many adjectives have the same form in the feminine.

| Adjective | Fem. Form | Adverb |
|-----------|-----------|-------------|
| triste | triste | tristemente |
| feliz | feliz | felizmente |
| rápido | rápida | rápidamente |
| sereno | serena | serenamente |

NOTE: A written accent is maintained in the **-mente** form of an adverb.

| | | | | |
|-------------------|------------------|--------------------|------------------|-----------------|
| al (to) | ayer (yesterday) | mal (badly) | siempre (always) | tan (so) |
| allí (there) | ahora (now) | malísimo (awfully) | siempre (always) | tan (so, there) |
| allí (over there) | ahorita (now) | malísimo (a lot) | siempre (always) | |
| aquí (here) | ayer (yesterday) | mal (badly) | siempre (always) | |

- Adverbs are placed before the adjectives they modify but usually after the verb: **La** **profesora** **es** **muy** **simpática**. (The teacher is very nice.) **Ellos** **bailan** **bien**. (They dance well.)
- In a series of adverbs, the feminine form is used for all adverbs but **-mente** is placed only on the last one: **Elena** **habla** **lento**, **claro** **y** **constantemente**. (Elena speaks slowly, clearly, and continuously.)

Spanish Language Guides

Marcel A. Müller



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