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Quick Study ACADEMIC

Spanish Grammar

THE ALPHABET

The 27 letters of the Spanish alphabet:

a	a	j	jota	r	erre
b	be	k	ka	s	ese
c	ce	l	ele	t	te
d	de	m	eme	u	u
e	e	n	ene	v	uve
f	efe	ñ	eñe	w	uve doble
g	ge	o	o	x	equis
h	hache	p	pe	y	ye
i	i	q	cu	z	zeta

CARDINALS

0	cero	11	once	22	veintidós	100	cien/to uno	800	ochocientos
1	uno	12	doce	30	treinta	200	doscientos	900	novecientos
2	dos	13	trece	31	treinta y uno	300	trescientos	1,000	mil
3	tres	14	catorce	32	treinta y dos	400	cuatrocientos	2,000	dos mil
4	cuatro	15	quince	40	cuarenta	500	quinientos	1,000,000	un millón
5	cinco	16	dieciséis	50	cincuenta	600	seiscientos	2,000,000	dos millones
6	seis	17	diecisiete	60	sesenta	700	setecientos	1,000,000,000	mil millones
7	siete	18	dieciocho	70	setenta				
8	ocho	19	diecinueve	80	ochenta				
9	nueve	20	veinte	90	noventa				
10	diez	21	veintiuno	100	ciento				

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; **primero** and **tercero** are used before masculine singular nouns.

ORDINALS

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

RULES OF STRESS

- Words ending in a vowel or the consonants **n** or **s** have stress on the next-to-last syllable and are called **palabras graves: ca-ba-llo** (horse), **e-xa-men** (exam), **e-lles** (they)
- Words ending in a consonant other than **n** or **s** have stress on the last syllable and are called **palabras agudas: doc-tor** (doctor), **es-pa-ñol** (Spanish), **fe-li-ci-dad** (happiness)
- When a word does not conform to either of the previously mentioned rules, a written accent indicates where the stress falls: **ca-fé** (coffee), **ár-bol** (tree), **e-xá-me-nes** (exams); 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 **tú** (you) and **tu** (your) and **que** (that/who) and **qué** (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-re** (air), **es-tu-diam-te** (student); two weak vowels can also form a diphthong: **ciu-dad** (city), **rui-do** (noise)
  - A triphthong consists of a strong vowel between two weak ones: **con-ti-nuáis** (you continue)
  - Two strong vowels do not form a diphthong and are separated into two syllables: **em-ple-o** (job), **re-a-li-dad** (reality)
  - A written accent on a weak vowel breaks a diphthong, separating it into two syllables: **re-ír-se** (to laugh), **dí-a** (day)
- 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: **ma-dre** (mother), **pal-a-bra** (landscape)
- The digraphs **ch**, **ll**, and **rr** represent a single sound and cannot be separated: **mu-cha-cha** (boy), **te-ni-lla** (towel), **pe-rro** (dog)
- When two consonants come between two vowels, the first consonant goes with the preceding vowel and the second consonant goes with the following vowel: **mar-tes** (Tuesday), **dia-man-te** (diamond)
  - Exception: When **b**, **c**, **d**, **f**, **g**, **p**, or **t** is followed by **l** or **r**, both consonants go with the following vowel: **re-ble** (oak tree), **a-pren-der** (to learn)
- 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: **ins-ti-tu-to** (institute), **trans-fe-rir** (to transfer)
  - Exception: When **b**, **c**, **d**, **f**, **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: **hom-bre** (man), **In-gla-te-rra** (England)

CAPITALIZATION

- Capitalize in Spanish:
  - The first word in a sentence: **Voy mañana.** (I am going tomorrow.)
  - Proper nouns, such as names of countries, people, continents, and geographic features: **Estados Unidos, María, Europa, Everest**
  - The first word of a title (and proper nouns, if any): **Cien años de soledad** (One Hundred Years of Solitude)
  - Abbreviated personal titles: **Sra, Ramos, 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 dos de mayo** (Monday, May 2)
  - Spelled-out personal titles: **señor Colombo, señorita Villagómez**

ARTICLES

Can be definite or indefinite and must agree in gender and number with the nouns they modify.

DEFINITE ARTICLES

Definite articles indicate a specific person, place, or thing; the Spanish definite articles **el**, **la**, **los**, and **las** (which translate to *the* in English) are used with:

- Infinitives used as nouns, especially at the beginning of a sentence: **El estudiar es bueno.** (Studying is 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 **cárcel** (jail) and **escuela** (school), where English often omits the article: **¿Van a la cárcel?** (Are they going to jail?); **Ella va 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 cuestan un dólar la libra.** (The pears cost one dollar a pound.)
- Titles when used with a name: **La Dra. García llamó.** (Dr. García called.)
- Days of the week to indicate when something occurs, where English uses "on": **Vamos al cine el sábado.** (We are going to the movies on Saturday.)
- Parts of the body or articles of clothing, especially with reflexive verbs: **Me pongo el abrigo.** (I put on my coat.)
- Names of certain cities, countries, and continents: **la Florida, el Ecuador, la América del Sur**
- Proper nouns modified by an adjective: **el pequeño José** (little José)
- The hour when telling time: **Es la una.** (It is one o'clock.)

INDEFINITE ARTICLES

Indefinite articles (*a*, *an*, and *some* in English) indicate a nonspecific person, place, or thing; the Spanish indefinite articles **un**, **una**, **unos**, and **unas** are:

- Used in the same way as in English and normally come before the noun
- Not used in certain situations, such as after **ser** (to be) when the noun following **ser** is not modified: **Yo soy profesora.** (I am a teacher.) but **Yo soy una buena profesora.** (I am a good teacher.)

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 disco** (the discotheque, short for **la discoteca**) are feminine
- Most nouns ending in **–a** and nouns denoting females are feminine: **la mesa** (the table), **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 **–ión**, **–dad**, **–tad**, **–tud**, and **–umbre** are feminine: **la estación** (the station), **la ciudad** (the city), **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)
- Some masculine nouns ending in a consonant add **–a** to form the feminine: **el doctor/la doctora** (the doctor), **el profesor/la profesora** (the teacher), **el señor/la señora** (Mr./Mrs.)
- Some masculine nouns ending in **–e** have a feminine form ending in **–a**: **el enfermero/la enfermera** (the nurse), **el gato/la gata** (the cat), **el muchacho/la muchacha** (the boy/the girl)

NUMBER

- To make a noun plural:
  - Add **–s** to a noun ending in a vowel: **libro** (book) → **libros** (books), **puerta** (door) → **puertas** (doors)
  - Add **–es** to a noun ending in a consonant: **pared** (wall) → **paredes** (walls), **profesor** (teacher) → **profesores** (teachers)
  - Change **z** to **c** and add **–es** to a noun ending in **–z**: **lápiz** (pencil) → **lápices** (pencils), **luz** (light) → **luces** (lights)

ADVERBS

Modify verbs, adjectives, or other adverbs; tell how, when, where, why, how much, or how often.

- Many adverbs are created 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	
exacto	exact	**exacta**	**exactamente**	exactly
dulce	sweet	**dulce**	**dulcemente**	sweetly
feliz	happy	**feliz**	**felizmente**	happily
común	common	**común**	**comúnmente**	commonly

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

- Many common adverbs are not formed with **–mente**:

ahí (there)	**ayer** (yesterday)	**mal** (badly)	**nunca** (never)	**tan** (so)	
ahora (now)	**bastante** (quite)	**mañana** (tomorrow)	**peor** (worse)	**ya** (yet, now)	
allí (over there)	**demasiado** (too)	**mucho** (a lot)	**poco** (little)		
aquí (here)	**despacio** (slowly)	**muy** (very)	**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 lenta, clara y cortésmente.** (Elena speaks slowly, clearly, and courteously.)

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C. Edward Wall

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