Spanish Grammar

THE ALPHABET

The 27 letters of the Spanish alphabet:

a	a	j	jota	r	ere
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	101	ciento 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	noventa	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; **primer** and **tercer** 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
100th	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-sa (house), vo-lu-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), jo-ven (young), ex-a-men (exam); 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 **qué** (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-dian-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: rí-o (river), 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-le-ta (suitcase), pai-sa-je (landscape).
- The digraphs **ch**, **ll**, and **rr** represent a single sound and cannot be separated: mu-cha-cho (boy), to-mi-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-gla (rule), 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 diez 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: **¿Vas 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 season), **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**:

allí (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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