

## THE ALPHABET

There are thirty letters in the Spanish alphabet:

a	á	ñ	one
b	be	o	two
c	ce	os	three
ch	che	p	four
d	de	q	five
e	é	r	six
f	fe	rr	seven
g	ge	rrr	eight
h	he	s	nine
i	í	rrrr	ten
j	je	rrrrr	eleven
k	ke	rrrrrr	twelve
l	le	rrrrrrr	thirteen
m	me	rrrrrrrr	fourteen

## NUMERALS

0	cero	11	once
1	uno(s)	12	doce
2	dos	13	trece
3	tres	14	catorce
4	cuatro	15	quince
5	cinco	16	dieciséis
6	seis	17	diecisiete
7	siete	18	dieciocho
8	ocho	19	diecinueve
9	nueve		
10	diez		

Use, or any number ending in uno, drops the final *o* when followed by a masculine noun: *un libro*, *veintiún profesores*.

## CARDINALS

20	veinte	200	doscientos/as
21	veintiuno(s)	300	trescientos/as
22	veintidós	400	cuatrocientos/as
30	treinta	500	quingientos/as
31	treinta y uno(s)	600	seiscientos/as
32	treinta y dos	700	setecientos/as
40	cuarenta	800	ochocientos/as
50	cincuenta	900	novecientos/as
60	sesenta	1000	mil
70	setenta	2000	dos mil
80	ochenta	1,000,000	un millón/los
90	noventa	2,000,000	dos millones/los
100	cien (los)		

## ORDINALS

1st	primero
2nd	segundo
3rd	tercero
4th	cuarto
5th	quinto
6th	sexto
7th	séptimo
8th	octavo
9th	noveno
10th	décimo
11th	undécimo
20th	vigésimo

## RULES OF STRESS

- When a word ends in a vowel, *n* or *s*, the stress falls on the next to the last syllable: *ca-ba-llo* (horse), *ca-sa* (house), *ca-sa* (city).
- When a word ends in a consonant, except *n* or *s*, the stress falls in the last syllable: *ca-pa-lán* (Spanish), *ca-bal* (city).
- When the pronunciation of a word does not conform to any of the above rules, a written accent is required to indicate which syllable to stress: *ca-bá-l* (foot), *ca-bal* (tree).
- Sometimes written accents are used to distinguish the function or the meaning between two words with the same spelling:
  - es* (you, familiar, subject pronoun) and *es* (you, possessive adjective)
  - de* (verb to give) and *de* (preposition)
  - el* (you or it)
- Certain possessives such as *que*, *quien*, *cuando*, *cuando*, *cuando*, *cuando* and certain adverbs such as *cuando* and *cuando*, when used as interrogatives, have a written accent: *¿Cuándo vas a estudiar?* *¿Quién viene?*

## SYLLABIFICATION

- A vowel or a vowel combination can constitute a syllable.
  - Diphthongs and triphthongs are considered single vowels and cannot be divided: *ca-ba-lá-n* (horse); *ca-ba-lá-n* (horse); *ca-ba-lá-n* (horse).
- Two strong vowels (*a, e, o*) do not form a diphthong and are separated into two syllables: *ca-pa-lá-n* (job); *ca-pa-lá-n* (job).
- A written accent on a weak vowel (*i, u*) breaks the diphthong:
  - Then the vowels are separated into two syllables: *ca-pa-lá-n* (horse); *ca-pa-lá-n* (horse).
- A single consonant forms a syllable with the vowel that follows it: *ca-pa-lá-n* (job); *ca-pa-lá-n* (job).
- None: *rr* is considered a single consonant: *ca-pa-lá-n* (job); *ca-pa-lá-n* (job).
- When two consonants appear between two vowels, they are separated into syllables: *ca-pa-lá-n* (Thursday); *ca-pa-lá-n* (letter).
  - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *ll* or *ch* or *ch*: *ca-pa-lá-n* (letter).
- When three consonants appear between two vowels, only the last one is included in the following syllable: *ca-pa-lá-n* (letter); *ca-pa-lá-n* (letter).
- Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *ll* or *ch* or *ch*: *ca-pa-lá-n* (letter); *ca-pa-lá-n* (letter).

## CAPITALIZATION

- Only the first word in a sentence and proper nouns are capitalized.
  - El señor García viajó a los Estados Unidos el día de ayer de 1993. (Mr. Garcia traveled to the United States on May 2, 1993).

## NOUNS AND ADJECTIVES

- Denoting nationality, religious affiliation, number of languages, month of the year, and days of the week are generally not capitalized.
- Countries, persons, continents, and the first word of a title are normally capitalized.

## NOUNS GENDER

Nouns are either feminine or masculine, whether they refer to a person, place, thing or quality, and are usually accompanied by an article.

- Most nouns ending in *-o* are masculine: *el libro* (the book), but there are exceptions such as *la mano* (the hand), *la moto* (the motorcycle).
- Some nouns ending in *-ma* which refer to non-concrete things are masculine: *el drama* (the drama), *el poema* (the poem), *el problema* (the problem), *el programa* (the program), *el sistema* (the system), *el tema* (the theme).
- Most nouns ending in *-a* are feminine: *la mesa* (the table), with exceptions such as *el mapa* (the map), *el día* (the day).
- Nouns ending *-ista*, *-ista*, *-ista*, *-ista*, *-ista* are feminine: *la artista* (the actress), *la artista* (the artist), *la artista* (the artist), *la artista* (the artist), *la artista* (the artist).

## PLURAL

- If the noun ends in:
  - a vowel, add *-es*: *libros/libras*, *puerta/puertas*
  - a consonant, add *-s*: *pared/paredes*, *profesor/profesores*
  - o*, change it to *-os* and add *-es*: *hijo/hijos*, *huevo/huevos*

## ARTICLES

Agree in gender and number with the noun that they accompany.

- Definite articles (*el, la, los, las* (the)) use:
  - With infinitives used as nouns, particularly at beginning of a sentence: *El estudiar es bueno*. (Studying is good.)
  - With nouns found in a series: *Paño de libro, de cuaderno y la pluma sobre la mesa*. (I put the book, the notebook and the pen on the table.)
  - With certain nouns such as *escuela*, *calle*, *calle* where English omits the article: *Los hermanos van a la ciudad*. (The boys go to the city). *Los chicos aprenden mucho en la escuela*. (Children learn a lot in school.)
  - To identify an inanimate concept: *La bondad es una virtud*. (Kindness is a virtue.)
  - To identify something specific that precedes a demonstrative adjective: *El muchacho que me enseñó*.

## ADVERBS

- Modify a verb, an adjective or another adverb.
  - So form an adverbial phrase to form singular forms of adjective: *mucho/muchos* (too much).
  - An adverb precedes the adjective it modifies but normally follows the verb it modifies: *Los profesores son muy inteligentes*. (The professor is very intelligent); *Ellos pronuncian bien*. (They pronounce well).
- Indefinite articles:
  - un, una, unos, unas* (a, some) normally precede a noun.
  - In specific cases an article is not used:
    - After a form of the verb *ser* when the noun following it is not modified: *Trabajo profesor*. (I work as a professor).

## COMPARATIVES AND SUPERLATIVES

- Inequality
  - Formed by placing *más* or *menos* before and *que* after the adjective, adverb or noun: *Nilda es más alta que Elena* (Nilda is taller than Elena); *Esta casa es menos frecuentada que la hermana*. (This house is less frequently than her sister); *El chico tiene menos dinero que yo*. (The boy has less money than I.)
  - Irregular forms: *bueno, mejor* (good, better); *mal, peor* (bad, worse); *grande, mayor* (big, bigger or older)
- Equality
  - Formed by using *tan* followed by an adjective or adverb plus *como*: *Enfadado es tan inteligente como Elena*. (Enraged is as intelligent as Elena.)
  - Exception: *tan* is used with a noun: *Trago tanta cerveza como tú*. (I have as much beer as you.)

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**Léo Pomar**



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