

THE ALPHABET

There are thirty letters in the Spanish alphabet:

| | | | | | |
|----|-----|-----|---|---|-----------|
| a | á | one | h | h | ch |
| b | b | two | i | i | ee |
| c | c | ee | j | j | je |
| ch | che | ch | k | k | ca |
| d | d | ee | l | l | ee |
| e | e | ee | m | m | ee |
| f | f | ee | n | n | ee |
| g | g | ee | ñ | ñ | ee |
| h | h | ee | o | o | ee |
| i | i | ee | q | q | ee |
| j | j | ee | r | r | ee |
| k | k | ca | s | s | ee |
| l | l | ee | t | t | ee |
| m | m | ee | v | v | ee |
| n | n | ee | w | w | double ve |
| ñ | ñ | ee | x | x | ee |
| o | o | ee | y | y | i griega |
| q | q | ee | z | z | ee |

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 | veintiún(a) | 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* (house), *ca-sa* (house).
- 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) and *el*
- Certain possessives such as *que*, *quien*, *quienes*, *cuando*, *cuando*, *cuando* and certain adverbs such as *cuando* and *donde*, 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* (horse); *ca-pa-lá-n* (horse).
- 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* (horse); *ca-pa-lá-n* (horse).
 - When *rr* is considered a single consonant: *ca-pa-lá-n* (horse); *ca-pa-lá-n* (horse).
- When two consonants appear between two vowels, they are separated into syllables: *ca-pa-lá-n* (horse); *ca-pa-lá-n* (horse).
 - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *ll* or *ch* or *ch*: *ca-pa-lá-n* (horse); *ca-pa-lá-n* (horse).
- When three consonants appear between two vowels, only the last one is included in the following syllable: *ca-pa-lá-n* (horse); *ca-pa-lá-n* (horse).
 - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *ll* or *ch* or *ch*: *ca-pa-lá-n* (horse); *ca-pa-lá-n* (horse).

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

- Determining nationality, religious affiliation, number of languages, months of the year, and days of the week are generally not capitalized.
- Names:
 - 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 clima* (the climate), *el drama* (the drama), *el idioma* (the language), *el poeta* (the poet), *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*, *-dad*, *-dad*, *-dad*, *-dad* are feminine: *la artista* (the actress), *la aprobación* (the approval), *la ciudad* (the city), *la libertad* (the freedom), *la prevención* (the youth), *la muchachada* (the crowd).

PLURAL

- If the noun ends in:
 - a vowel, add *-es*: *libros/libras*, *puerta/puertas*
 - a consonant, add *-es*: *guarda/guardas*, *profesor/profesoras*
 - o*, change it to *-os* and add *-es*: *hijo/hijos*, *hija/hijas*

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 de plasma sobre la mesa*. (I put the book, the notebook and the pen on the table.)
 - With certain nouns such as *escuela*, *corte*, *cóndor* where English omits the article: *Los indios van a la cárcel*. (The Indians go to jail.) *Los niños 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*. (The boy who taught me.)

(This young man does not have [any] money.)

- With nouns of weight or measure: *Los zapatos cuestan un dólar la libra*. (The shoes cost one dollar per pound.)
 - With titles, ranks, and professions when used with a possessive noun: *El doctor García habla*. (Dr. Garcia called.)
 - With names of a subject: *Estudio la historia*. (I study history.)
 - With days of the week to indicate when something occurs, where we see "on" in English: *A veces vamos al cine el sábado*. (Sometimes we go to the movies on Saturday.)
 - With parts of the body or articles of clothing, especially if the possessor is clearly indicated as in the case of reflexive verbs: *Me pongo el abrigo*. (I put on my coat.)
 - With the seasons of the year: *En la primavera llueve mucho*. (It rains a lot in spring.)
 - For other possessives: *El abrigo del profesor está en el escritorio*. (The professor's coat is in the chair.)
 - With names of certain cities, countries, and continents: *Argentina, los Estados Unidos, la Habana, la América del Sur*.
 - With a proper noun modified by an adjective: *el pequeño José* (Little Joseph).
 - With a noun in apposition with a pronoun: *Nosotros los norteamericanos* (We North Americans).
 - Proverbs bear when telling time: *Es la una*. (It is one o'clock.)
Note: The masculine singular form of the definite article, *el*, is used before certain feminine nouns that begin with stressed *o* or *g*: *el agua* (water), *el agua* (water).
- 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: *Trigo profesor es*. (Trigo was never a professor.)

ADVERBS

- Modify a verb, an adjective or another adverb.
 - So form an adverbial phrase to form singular forms of adjective: *mucho/muchos*, *mucho/muchos* (mostly).
 - 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.)

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 más hermosa que la mía*. (This house is more beautiful than my house.)
 - Irregular forms: *bueno, mejor* (good, better); *mallo, 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*. (Enfadado is as intelligent as Elena.)
 - Irregular forms: *igual* (equal) or *tanto*. *Trigo tiene dinero como tú*. (Trigo has as much money as you.)

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Table of Contents Spanish Language Cheat Sheet

1. Understanding the eBook Spanish Language Cheat Sheet
 - The Rise of Digital Reading Spanish Language Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Spanish Language Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Spanish Language Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Spanish Language Cheat Sheet
 - Personalized Recommendations
 - Spanish Language Cheat Sheet User Reviews and Ratings

- Spanish Language Cheat Sheet and Bestseller Lists
- 5. Accessing Spanish Language Cheat Sheet Free and Paid eBooks
 - Spanish Language Cheat Sheet Public Domain eBooks
 - Spanish Language Cheat Sheet eBook Subscription Services
 - Spanish Language Cheat Sheet Budget-Friendly Options
- 6. Navigating Spanish Language Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Spanish Language Cheat Sheet Compatibility with Devices
 - Spanish Language Cheat Sheet Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Spanish Language Cheat Sheet
 - Highlighting and Note-Taking Spanish Language Cheat Sheet
 - Interactive Elements Spanish Language Cheat Sheet
- 8. Staying Engaged with Spanish Language Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Spanish Language Cheat Sheet
- 9. Balancing eBooks and Physical Books Spanish Language Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Spanish Language Cheat Sheet
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Spanish Language Cheat Sheet
 - Setting Reading Goals Spanish Language Cheat Sheet
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Spanish Language Cheat Sheet
 - Fact-Checking eBook Content of Spanish Language Cheat Sheet
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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