

## THE ALPHABET

There are thirty letters in the Spanish alphabet:

a	á	one	b	be	two
c	ce	three	d	de	four
ch	che	five	e	é	six
d	de	seven	f	fe	eight
g	ge	nine	h	he	ten
i	í	eleven	j	je	twelve
k	ca	thirteen	l	le	fourteen
ll	lle	fifteen	m	me	sixteen
n	ne	seventeen	ñ	nye	eighteen
o	ó	nineteen	p	pe	twenty
q	ca	twenty-one	r	re	twenty-two
s	se	twenty-three	t	te	twenty-four
u	ú	twenty-five	v	ve	twenty-six
w	ca	twenty-seven	x	ca	twenty-eight
y	ye	twenty-nine	z	ze	thirty

## 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 s when followed by a masculine noun: **un libro**, **veinticinco 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** **ba** (horse), **ca** **sa** **ma** (cousin), **ca** **sa** (they).
- When a word ends in a consonant, except n or s, the stress falls in the last syllable: **ca** **sa** **ba** (Spanish), **ca** **sa** **da** (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** **sa** **ca** (coffee), **ca** **sa** (tree).
- Sometimes written accents are used to distinguish the function or the meaning between two words with the same spelling:
  - ca** (you, familiar, subject pronoun) and **ca** (you, possessive adjective)
  - ca** (verb to give) and **ca** (preposition)
  - ca** (you) and **ca**
- Certain possessives such as **quien**, **quienes**, **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**-**sa**-**da**-**ca** (student), **ca**-**sa**-**ca** (grandmother).
- Two strong vowels (a, e, o) do not form a diphthong and are separated into two syllables: **ca**-**sa**-**ca** (job), **ca**-**sa**-**ca** (family).
- A written accent on a weak vowel (i, u) breaks the diphthong:
  - Then the vowels are separated into two syllables: **ca**-**sa**-**ca** (woman), **ca**-**sa** (day).
- A single consonant forms a syllable with the vowel that follows it: **ca**-**sa**-**ca** (doll), **ca**-**sa**-**ca** (book).
- None: **ca** is considered a single consonant: **ca**-**sa**-**ca** (dog), **ca**-**sa**-**ca** (flower).
- When two consonants appear between two vowels, they are separated into syllables: **ca**-**sa**-**ca** (Tuesday), **ca**-**sa**-**ca** (letter).
  - Exception: if b, c, d, f, g, p or t are followed by l or r or ch or sh or s or n: **ca**-**sa**-**ca** (hour).
- When three consonants appear between two vowels, only the last one is included in the following syllable: **ca**-**sa**-**ca** (instructor), **ca**-**sa**-**ca** (to transfer).
  - Exception: if b, c, d, f, g, p, or t are followed by l or r or ch or sh or s or n: **ca**-**sa**-**ca** (woman), **ca**-**sa**-**ca** (dog).

## 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, months of the year, and days of the week are generally not capitalized.
- Nouns:
  - 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 in -dad, -dad, -dad, -dad, -dad are feminine: **la estadia** (the stadium), **la aprensia** (the apprehension), **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 an **s**: **libros**/**libros**, **poetas**/**poetas**
  - a consonant, add **-es**: **profesores**/**profesores**
  - o, change it to **-os** and add **-es**: **hijos**/**hijos**

## 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: **Unos de libros, de cuadernos y de plumas sobre la mesa**. (I put the book, the notebook and the pen on the table.)
  - With certain nouns such as **escuela**, **corte**, **ciudad** 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** - **mucho** (correctly).
  - 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**, **Trabajo una buena profesora**.

## 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 frecuentemente que la hermana**. (This house 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), **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**. (Enraged is as intelligent as Elena.)
  - Formed by using **igual** or **igual** followed by a noun: **Enfadado es igual a Elena**. (Enraged is equal with a noun), **Trabajo tanto dinero como tú**. (I have as much money as you.)

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**Rosina Ehmann**



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