

## 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(a)	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(a)	300	trescientos/as
22	veintidós	400	cuatrocientos/as
30	treinta	500	quingientos/as
31	treinta y uno(a)	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* **sa** *ba* (house), *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* *pa* **sa** (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* **á** (coffee), *ca* *sa* **í** (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 *que*, *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*-*da*-*ca* (student); *ca*-*sa*-*da*-*ca* (grandmother).
- Two strong vowels (*a*, *e*, *o*) do not form a diphthong and are separated into two syllables: *ca*-*sa*-*da*-*ca* (job); *ca*-*sa*-*da*-*ca* (family).
- A written accent on a weak vowel (*i*, *u*) breaks the diphthong:
  - Then the vowels are separated into two syllables: *ca*-*sa*-*da*-*ca* (woman); *ca*-*sa*-*da*-*ca* (day).
- A single consonant forms a syllable with the vowel that follows it: *ca*-*sa*-*da*-*ca* (doll); *ca*-*sa*-*da*-*ca* (book).
- None: *ca* is considered a single consonant: *ca*-*sa*-*da*-*ca* (daughter).
- When two consonants appear between two vowels, they are separated into syllables: *ca*-*sa*-*da*-*ca* (Thursday); *ca*-*sa*-*da*-*ca* (letter).
  - Exception: if *b*, *v*, *d*, *f*, *g*, *p* or *r* are followed by *l* or *ll* or *ch* or *ch* or *ch*, *a*-*sa*-*da*-*ca* (letter).
- When three consonants appear between two vowels, only the last one is included in the following syllable: *ca*-*sa*-*da*-*ca* (instructor); *ca*-*sa*-*da*-*ca* (to transfer).
  - Exception: if *b*, *v*, *d*, *f*, *g*, *p*, or *r* are followed by *l* or *ll* or *ch* or *ch*, *a*-*sa*-*da*-*ca* (instructor); *ca*-*sa*-*da*-*ca* (to transfer).

## 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. García 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.
- 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 *-ista*, *-dad*, *-dad*, *-dad*, *-dad* are feminine: *la artista* (the actress), *la aprensión* (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 *-es*: *libros*/*libros*, *puerta*/*puertas*
  - a consonant, add *-s*: *guarda*/*guardas*, *profesor*/*profesores*
  - o*, change it to *-os* and add *-es*: *hijo*/*hijos*, *hombre*/*hombres*

## 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 ladrones van a la cárcel*. (The thieves go to jail.) *Los chicos aprenden mucho en la escuela*. (Children learn a lot in school.)
  - To identify an intangible concept: *La bondad es una virtud*. (Kindness is a virtue.)
  - To identify something specific that precedes a demonstrative adjective: *El muchacho que me enseñó*.

- 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. García 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 hombre está en el armario*. (The man's coat is in the closet.)
- 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 *h*: *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* or *estar* when following it is not modified: *Trabajo profesor*. (I work as a teacher.)

## 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.)

## 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 interesante que la nuestra*. (This house is more interesting than our house.)
  - 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.)
  - Irregular forms: *igual* or *tanto*: *Trago tanta cerveza como tú*. (I have as much beer as you.)

# Spanish Language Cheat Sheet

**Yrma Rico, Nancy S. Garascia**



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