

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 | que | twenty-one | r | re | twenty-two |
| s | se | twenty-three | t | te | twenty-four |
| u | ú | twenty-five | v | ve | twenty-six |
| w | ve | twenty-seven | x | xe | 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-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-lal* (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-pá-lán* (city), *ca-lá-l* (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)
 - de* (verb to give) and *de* (preposition)
 - de* (you) and *de*
- 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-ba-llo*, *ca-sa*, *ca-sa* (student), *ca-sa*, *ca-sa* (grandmother).
- Two strong vowels (*a, e, o*) do not form a diphthong and are separated into two syllables: *ca-pa-lán* (job), *ca-pa-lán* (city).
- A written accent on a weak vowel (*i, u*) breaks the diphthong:
 - Then the vowels are separated into two syllables: *ca-pa-lán* (money), *ca-pa-lán* (day).
- A single consonant forms a syllable with the vowel that follows it: *ca-pa-lán* (job), *ca-pa-lán* (house).
- None: *ca* is considered a single consonant: *ca-pa-lán* (job), *ca-pa-lán* (house).
- When two consonants appear between two vowels, they are separated into syllables: *ca-pa-lán* (Tuesday), *ca-pa-lán* (letter).
 - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *r* or *ch* or *ch*, *a-pa-lán* (house).
- When three consonants appear between two vowels, only the last one is included in the following syllable: *ca-pa-lán* (institute), *ca-pa-lán* (to transfer).
 - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *r* or *ch*, *a-pa-lán* (house); *ca-pa-lán* (ingénieur).

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.
- 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 *-a* 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 *-dad*, *-dad*, *-dad*, *-dad*, *-dad* are feminine: *la entente* (the treaty), *la opinión* (the opinion), *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 *-es*: *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 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*.

- 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 mal hermano está en el armario*. (The coat of the bad brother 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* (to be) when the noun following it is not modified: *Trigo profeso*. (The wheat is profeso.)

ADVERBS

- Modify a verb, an adjective or another adverb.
 - So form an adverbial phrase to form singular forms of adjective: *mucho/muchos*, *mucho/muchos* (coincidentally).
 - 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 bonita que la mía*. (This house is prettier than mine.)
 - 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* (equal) or *tanto*. *Trigo tanto como tú*. (I have as much wheat as you.)

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Alfred Elwes



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