

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

## 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*, *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-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-lan* (city), *ca-ba-lán* (tree).
- Sometimes written accents are used to distinguish the function or the meaning between two words with the same spelling:
  - es* (verb, feminine, subject pronoun) and *es* (noun, possessive adjective)
  - de* (verb to give) and *de* (preposition)
  - el* (verb) 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-lán* (job), *ca-pa-lán* (job).
- A written accent on a weak vowel (*i, u*) breaks the diphthong:
  - Then the vowels are separated into two syllables: *ca-pa-lán* (horse), *ca-pa-lán* (horse).
- A single consonant forms a syllable with the vowel that follows it: *ca-pa-lán* (job), *ca-pa-lán* (job).
- When *rr* is considered a single consonant: *ca-pa-lán* (job), *ca-pa-lán* (job).
- When two consonants appear between two vowels, they are separated into syllables: *ca-pa-lán* (Thursday), *ca-pa-lán* (letter).
  - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *n* or *ll* or *rr*: *ca-pa-lán* (Thursday), *ca-pa-lán* (letter).
- When three consonants appear between two vowels, only the last one is included in the following syllable: *ca-pa-lán* (Thursday), *ca-pa-lán* (letter).
  - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *n* or *ll* or *rr*: *ca-pa-lán* (Thursday), *ca-pa-lán* (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
  - 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, -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/libros, puertas/puertas*
  - a consonant, add *-es*: *profesores/profesores*
  - o*, change it to *-os* and add *-es*: *hijos/hijos, profesores*

## 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 escritorio y de plasma sobre la mesa.* (I put the book, the notebook and the pen on the table.)
  - With certain nouns such as *escuela, casa, ciudad* where English omits the article: *Los hermanos van a la ciudad.* (The boys go to the city), *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 hermano está en el armario.* (The brother'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 begin 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* (to be) when the noun following it is not modified: *Trabajo profesor.* (I am a teacher/professor).

## ADVERBS

- Modify a verb, an adjective or another adverb.
  - So form an adverbial phrase to form singular forms of adjective: *correcto/correctamente* (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 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*: *Paula es tan inteligente como Lucia.* (Paula is as intelligent as Lucia.)
  - Exception: *tan* is used with a noun: *Trigo tanto dinero como tú.* (I have as much money as you.)

# Spanish Language Cheat Sheet

**David B. Dees**



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