

Quick Study
ACADEMIC

Spanish Grammar

THE ALPHABET

The 27 letters of the Spanish alphabet:

| | | | | | |
|---|----|----|-----|---|----|
| a | á | j | ja | ñ | ña |
| b | ba | k | ka | r | ra |
| c | ca | l | la | s | sa |
| d | da | m | ma | t | ta |
| e | ea | n | na | v | va |
| f | fa | o | oa | w | wa |
| g | ga | or | ora | x | xa |
| h | ha | p | pa | y | ya |
| i | ia | q | qa | z | za |

CARDINALS

| | | | | | |
|----|--------|----|------------|-----|---------------|
| 0 | cero | 12 | doce | 22 | veintidós |
| 1 | uno | 13 | trece | 30 | treinta |
| 2 | dos | 14 | catorce | 31 | treinta y uno |
| 3 | tres | 15 | quince | 32 | treinta y dos |
| 4 | cuatro | 16 | dieciséis | 40 | cuarenta |
| 5 | cinco | 17 | diecisiete | 50 | cincuenta |
| 6 | seis | 18 | dieciocho | 60 | sesenta |
| 7 | siete | 19 | diecinueve | 70 | setenta |
| 8 | ocho | 20 | veinte | 80 | ochenta |
| 9 | nueve | 21 | veintiuno | 90 | noventa |
| 10 | diez | | | 100 | ciento |

ORDINALS

| | |
|------|---------|
| 1st | primero |
| 2nd | segundo |
| 3rd | tercer |
| 4th | cuarto |
| 5th | quinto |
| 6th | sexto |
| 7th | séptimo |
| 8th | octavo |
| 9th | noveno |
| 10th | décimo |

NOTE: For cardinals, *uno* changes to *un* before masculine nouns and to *una* before feminine nouns; cardinals agree in gender and number with their nouns; *primer* and *tercer* are used before masculine singular nouns.

RULES OF STRESS

- Words ending in a vowel or the consonants **n** or **s** have stress on the next-to-last syllable and are called **palabras graves**; *ca-ja*-la (box), *ca-ja*-ra (crayon), *ca-ja*-ra (crayon), *ca-ja*-ra (box).
- Words ending in a consonant other than **n** or **s** have stress on the last syllable and are called **palabras agudas**; *ca-ja*-ra (box), *ca-ja*-ra (box).
- When a word does not conform to either of the previously mentioned rules, a written accent indicates where the stress falls; *ca-ja* (coffee), *ca-ja* (box), *ca-ja* (box).
- A written accent is also used to distinguish between two words with the same spelling but different meaning, such as *ca* (you) and *ca* (your) and *ca* (what) and *ca* (what).

SYLLABIFICATION

- A single vowel sound, with or without accompanying consonants, makes up a syllable.
 - Diphthongs and triphthongs blend to make a single vowel sound and cannot be divided.
 - A diphthong combines a strong vowel (a, e, o) and a weak vowel (i, u) *ai*-ra (air), *ai*-ra (air), *ai*-ra (air); two weak vowels can also form a diphthong; *ci*-dad (city), *ci*-dad (city).
- A triphthong consists of a strong vowel between two weak ones; *ai*-ra (air) (you continue).
- Two strong vowels do not form a diphthong and are separated into two syllables; *ca*-ja (box), *ca*-ja (box).
- A written accent on a weak vowel breaks a diphthong, separating it into two syllables; *ca*-ja (box), *ca*-ja (box).
- A single consonant forms a syllable with the vowel (or a single vowel sound) in the case of a diphthong or triphthong that follows it; *ca*-ja (box), *ca*-ja (box).
- The diphthongs *ch*, *ll*, and *rr* represent a single sound and cannot be separated; *ca*-ja (box), *ca*-ja (box).
- When two consonants come between two vowels, the first consonant goes with the preceding vowel and the second consonant goes with the following vowel; *ca*-ja (box), *ca*-ja (box).
- Exception: When *n*, *r*, *d*, *l*, *g*, *p*, or *t* is followed by *l* or *r*, both consonants go with the following vowel; *ca*-ja (box), *ca*-ja (box).
- When three consonants occur between two vowels, the first two consonants go with the preceding vowel and the third consonant goes with the following vowel; *ca*-ja (box), *ca*-ja (box).
- Exception: When *n*, *r*, *d*, *l*, *g*, *p*, or *t* is followed by *l* or *r*, only the first consonant goes with the preceding vowel, the last two consonants go with the following vowel; *ca*-ja (box), *ca*-ja (box).

CAPITALIZATION

- Capitalization in Spanish.
 - The first word in a sentence; *Yo* *mañana*. (I am going tomorrow.)
 - Proper nouns, such as names of countries, people, continents, and geographic features; *Estados Unidos*, *Maria*, *Europa*, *Everest*.
 - The first word of a title (and proper nouns, if any); *Chen* *shen* *de* *solista* (Oscar Hernandez Torres of Solista).
- Abbreviated personal titles; *Sra.*, *Señor*, *Dr.*, *Conde*.
- Do not capitalize in Spanish.
 - Nouns denoting nationality or religious affiliation; *franceses* (French), *católicos* (Catholic).
 - Names of languages; *español* (Spanish), *ruso* (Russian).
 - Days of the week and months of the year; *lunes*, *el día de mayo* (Monday), *May* (I).
 - Spelled-out personal titles; *señor* *Columbo*, *señorita* *Villagloria*.

ARTICLES

Can be definite or indefinite and may occur before nouns and normally with the masculine gender.

DEFINITE ARTICLES

- Definite articles indicate a specific person, place, or thing; the Spanish definite articles of, la, los, and las (which translate to the in English) are used with:
 - Nouns used as nouns, especially at the beginning of a sentence; *El* *estudiar* *es* *bueno*. (Studying is good.)
 - Nouns in a series; *Paño* *de* *libro*, *de* *cuaderno* *y* *de* *bolígrafo* *sobre* *la* *mesa*. (I put the book, notebook, and pen on the table.)
 - Certain nouns such as *colegio* (school) and *escuela* (school), where English often omits the article; *¿Van* *a* *la* *colegio*? (Are they going to school?) *Ellos* *van* *a* *la* *escuela*. (She is going to school.)
 - Abstract concepts; *La* *bondad* *es* *una* *virtud*. (Kindness is a virtue.)
 - Nouns of weight or measure; *Los* *pesos* *costan* *en* *dólar* *la* *libra*. (The pesos cost one dollar a pound.)
 - Titles when used with a name; *La* *Dra.* *Carla* *Ramón*. (Dr. Garcia called.)

- Days of the week to indicate when something occurs, where English uses "on"; *Vamos* *al* *cine* *el* *sábado*. (We are going to the movies on Saturday.)
- Parts of the body or articles of clothing, especially with reflexive verbs; *Me* *gustan* *el* *abrigos*. (I put on my coat.)
- Nouns of certain cities, countries, and continents; *En* *Florida*, *el* *Escuadrón*, *la* *América* *del* *Norte*.
- Proper nouns modified by an adjective; *el* *pequeño* *Juan* (little Juan).
- The hour when telling time; *Es* *la* *una*. (It is one o'clock.)

INDEFINITE ARTICLES

- Indefinite articles (a, an, and some in English) indicate a nonspecific person, place, or thing; the Spanish indefinite articles *un*, *una*, *unos*, and *unas* are:
 - Used in the same way as in English and normally come before the noun.
 - Not used in certain situations, such as after *ser* (to be) when the noun following *ser* is not modified; *Yo* *soy* *profesora*. (I am a teacher.) *But* *Yo* *soy* *una* *buena* *profesora*. (I am a good teacher.)

NOUNS

Can be feminine or masculine, singular or plural, and normally accompanied by an article.

GENDER

- Most nouns ending in *-o* and nouns denoting males are masculine; *el* *libro* (the book), *el* *hombre* (the man).
 - Exceptions: *La* *mano* (the hand) and abbreviated words such as *la* *moto* (the motorcycle, short for *la* *motocicleta*), *la* *foto* (the photo, short for *la* *fotografía*), and *la* *alaba* (the discotheque, short for *la* *discooteca*) are feminine.
- Most nouns ending in *-a* and nouns denoting females are feminine; *la* *mesa* (the table), *la* *majer* (the woman).
 - Exceptions: Words of Greek origin ending in *-ma*, *-pa*, and *-ta* such as *el* *programa* (the program), *el* *mapa* (the map), and *el* *planeta* (the planet) are masculine.
- Nouns ending in *-dad*, *-ción*, *-tad*, and *-ción* are feminine; *la* *ciudad* (the town), *la* *ciudad* (the city), *la* *libertad* (the freedom), *la* *juventud* (the youth), *la* *muchachada* (the crowd).
- Some nouns have the same form for both genders; *el* *artista* (the artist), *el* *pianista* (the pianist), *el* *cliente* (the client).

- Some masculine nouns ending in a consonant add *-o* to form the feminine; *el* *doctor*'s *doctora* (the doctor), *el* *profesor*'s *profesora* (the teacher), *el* *señor*'s *señora* (Mr./Mrs.).
- Some masculine nouns ending in *-o* have a feminine form ending in *-a*; *el* *uniforme*'s *uniforme* (the nurse), *el* *gato*'s *gata* (the cat), *el* *muchacho*'s *muchacha* (the boy/the girl).

NUMBER

- To make a noun plural:
 - Add *-s* to a noun ending in a vowel; *libro* (book) → *libros* (books), *puerta* (door) → *puertas* (doors).
 - Add *-n* to a noun ending in a consonant; *pared* (wall) → *paredes* (walls), *profesor* (teacher) → *profesores* (teachers).
 - Change *z* to *c* and add *-es* to a noun ending in *-z*; *hija* (girl) → *hijas* (girls), *hijo* (boy) → *hijos* (boys).

ADVERBS

Adverbs are formed by adding *-mente* to the feminine singular form of an adjective; note that many adjectives have the same form in the feminine.

| Adjective | Form, Feminine | Adverb |
|-----------|----------------|-------------|
| triste | triste | tristemente |
| feliz | feliz | felizmente |
| rápido | rápida | rápidamente |
| sereno | serena | serenamente |

NOTE: A written accent is maintained in the *-mente* form of an adverb.

| | | | |
|----------------|----------------|-----------------------|------------|
| abierto (open) | abierto (open) | abiertamente (openly) | todo (all) |
| abierto (open) | abierto (open) | abiertamente (openly) | todo (all) |
| abierto (open) | abierto (open) | abiertamente (openly) | todo (all) |
| abierto (open) | abierto (open) | abiertamente (openly) | todo (all) |

- Adverbs are placed before the adjectives they modify but usually after the verb; *La* *profesora* *es* *muy* *alegre*. (The teacher is very nice.) *Ellos* *hablan* *rápido*. (They dance well.)
- In a series of adverbs, the feminine form is used for all adverbs but *-mente* is placed only on the last one; *Elena* *habla* *lento*, *rápido* *y* *serenamente*. (Elena speaks slowly, clearly, and contentedly.)

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Table of Contents Spanish Level 3 Study Guide

1. Understanding the eBook Spanish Level 3 Study Guide
 - The Rise of Digital Reading Spanish Level 3 Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Spanish Level 3 Study Guide
 - 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 Level 3 Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Spanish Level 3 Study Guide
 - Personalized Recommendations

- Spanish Level 3 Study Guide User Reviews and Ratings
- Spanish Level 3 Study Guide and Bestseller Lists
- 5. Accessing Spanish Level 3 Study Guide Free and Paid eBooks
 - Spanish Level 3 Study Guide Public Domain eBooks
 - Spanish Level 3 Study Guide eBook Subscription Services
 - Spanish Level 3 Study Guide Budget-Friendly Options
- 6. Navigating Spanish Level 3 Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Spanish Level 3 Study Guide Compatibility with Devices
 - Spanish Level 3 Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Spanish Level 3 Study Guide
 - Highlighting and Note-Taking Spanish Level 3 Study Guide
 - Interactive Elements Spanish Level 3 Study Guide
- 8. Staying Engaged with Spanish Level 3 Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Spanish Level 3 Study Guide
- 9. Balancing eBooks and Physical Books Spanish Level 3 Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Spanish Level 3 Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Spanish Level 3 Study Guide
 - Setting Reading Goals Spanish Level 3 Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Spanish Level 3 Study Guide
 - Fact-Checking eBook Content of Spanish Level 3 Study Guide

- 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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