Quick Study ACADEMIC — Spanish Grammar

THE ALPHABET

The 27 letters of the Spanish alphabet:

a	a	j	jota	r	ere
b	be	k	ka	s	ese
c	ce	l	ele	t	te
d	de	m	eme	u	u
e	e	n	ene	v	uve
f	efe	ñ	eñe	w	uve doble
g	ge	o	o	x	equis
h	hache	p	pe	y	ye
i	i	q	cu	z	zeta

CARDINALS

0	cero	11	once	22	veintidós	101	ciento uno
1	uno	12	doce	30	treinta	200	doscientos
2	dos	13	trece	31	treinta y uno	300	trescientos
3	tres	14	catorce	32	treinta y dos	400	cuatrocientos
4	cuatro	15	quince	40	cuarenta	500	quinientos
5	cinco	16	dieciséis	50	cincuenta	600	seiscientos
6	seis	17	diecisiete	60	sesenta	700	setecientos
7	siete	18	dieciocho	70	setenta		
8	ocho	19	diecinueve	80	ochenta		
9	nueve	20	veinte	90	noventa		
10	diez	21	veintiuno	100	ciento		

800	ochocientos
900	novecientos
1,000	mil
2,000	dos mil
1,000,000	un millón
2,000,000	dos millones
1,000,000,000	mil millones

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

ORDINALS

1st	primero
2nd	segundo
3rd	tercero
4th	cuarto
5th	quinto
6th	sexto
7th	séptimo
8th	octavo
9th	noveno
100th	décimo

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.
- Words ending in a consonant other than n or s have stress on the last syllable and are called palabras agudas.
- When a word does not conform to either of the previously mentioned rules, a written accent indicates where the stress falls. Words with stress on the third from the last syllable are called palabras esdrújulas.
- A written accent is also used to distinguish between two words with the same spelling but different meaning, such as tú (you) and tu (your) and qué (that/who) and qué (what).

SYLLABIFICATION

- A single vowel sound, with or without accompanying consonants, makes up a syllable.
- A triphthong consists of a strong vowel between two weak ones.
- A single consonant forms a syllable with the vowel (or a single vowel sound).
- The digraphs ch, ll, and rr represent a single sound and cannot be separated.
- When two consonants come between two vowels, the first consonant goes with the preceding vowel and the second consonant goes with the following vowel.
- When three consonants come between two vowels, the first two consonants go with the preceding vowel and the third consonant goes with the following vowel.

CAPITALIZATION

- Capitalize in Spanish:
  - The first word in a sentence: Voy mañana. (I am going tomorrow.)
  - Proper nouns, such as names of countries, people, continents, and geographic features: Estados Unidos, María, Europa, Everest
  - The first word of a title (and proper nouns, if any): Cien años de soledad (One Hundred Years of Solitude)
  - Abbreviated personal titles: Sra. Ramos, Dr. Gómez
- Do not capitalize in Spanish:
  - Nouns denoting nationality or religious affiliation: irlandés (Irish), católico (Catholic)
  - Names of languages: español (Spanish), ruso (Russian)
  - Days of the week and months of the year: lunes, el dos de mayo (Monday, May 2)
  - Spelled-out personal titles: señor Colombo, señorita Villagómez

ARTICLES
Can be definite or indefinite and must agree in gender and number with the nouns they modify

DEFINITE ARTICLES

Definite articles indicate a specific person, place, or thing. The Spanish definite articles el, la, los, and las (which translate to the in English) are used with:
- Infinitives used as nouns, especially at the beginning of a sentence: El estudiar es bueno. (Studying is good.)
- Nouns in a series: Pongo el libro, el cuaderno y el bolígrafo sobre la mesa. (I put the book, notebook, and pen on the table.)
- Certain nouns such as cárcel (jail) and escuela (school), where English often omits the article: ¿Vas a la cárcel? (Are they going to jail?); Ella va a la escuela. (She is going to school.)
- Abstract concepts: La bondad es una virtud. (Kindness is a virtue.)
- Nouns of weight or measure: Las peras cuestan un dólar la libra. (The pears cost one dollar a pound.)
- Titles when used with a name: La Dra. García Ramú. (Dr. García 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 pongo el abrigo. (I put on my coat.)
- Names of certain cities, countries, and continents: la Florida, el Ecuador, la América del Sur
- Proper nouns modified by an adjective: el pequeño José (little José)
- 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 are usually 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 disco (the discotheque, short for la discoteca) are feminine.
- Most nouns ending in -a and nouns denoting females are feminine: la mesa (the table), la mujer (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 -ión, -dad, -tad, -tud, and -umbre are feminine: la nación (the nation), la ciudad (the city), la libertad (the freedom), la juventud (the youth), la muchedumbre (the crowd)
- Some nouns have the same form for both genders: el/la artista (the artist), el/la pianista (the pianist), el/la cliente (the client)
- Some masculine nouns ending in a consonant add -a to form the feminine: el doctor/la doctora (the doctor), el profesor/la profesora (the teacher), el señor/la señora (Mr./Mrs.)
- Some masculine nouns ending in -o have a feminine form ending in -a: el enfermero/la enfermera (the nurse), el gato/la gata (the cat), el muchacho/la 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 -es 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: lápiz (pencil) → lápices (pencils), luz (light) → luces (lights)

ADVERBS
Modify verbs, adjectives, or other adverbs; tell how, when, where, why, how much, or how often

- Many adverbs are created by adding -mente to the feminine singular form of an adjective; note that many adjectives have the same form in the feminine.

Adjective		Fem. Form	Adverb	
exacto	(exact)	exacta	exactamente	(exactly)
dulce	(sweet)	dulce	dulcemente	(sweetly)
feliz	(happy)	feliz	felizmente	(happily)
común	(common)	común	comúnmente	(commonly)

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

- Many common adverbs are not formed with -mente:

ahí (there)	ayer (yesterday)	mal (badly)	nunca (never)		tan (so)
ahora (now)	bastante (quite)	mañana (tomorrow)	peor (worse)		ya (yet, now)
allí (over there)	demasiado (too)	mucho (a lot)	poco (little)		
aquí (here)	despacio (slowly)	muy (very)	siempre (always)		

- Adverbs are placed before the adjectives they modify but usually after the verb: La profesora es muy simpática. (The teacher is very nice.); Ellos bailan bien. (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 lenta, clara y cortésmente. (Elena speaks slowly, clearly, and courteously.)

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