

Contents at a Glance

<i>Introduction</i>	1
<i>Book I: Speaking in Everyday Settings</i>	7
Chapter 1: Warming Up with the Bare Basics	9
Chapter 2: Uno, Dos, Tres: Numbers, Colors, Dates, and Time	23
Chapter 3: Greetings, Salutations, and Farewells	39
Chapter 4: Engaging in a Little Chitchat	53
Chapter 5: Speaking of Food	69
Chapter 6: Going Shopping	89
Chapter 7: Conversing Over the Phone	109
Chapter 8: Asking Directions.....	121
Chapter 9: Dealing with Emergencies.....	133
<i>Book II: Grasping Basic Grammar Essentials</i>	149
Chapter 1: Getting to Know Your Parts of Speech	151
Chapter 2: Addressing Gender Issues	165
Chapter 3: Dealing with the Here and Now: Present Tense Verbs	181
Chapter 4: ¿Qué? Asking Questions.....	201
Chapter 5: What's Happening: Present Participles and the Present Progressive Tense	213
Chapter 6: Two More Simple Tenses: Future and Conditional	221
Chapter 7: Spicing Up Your Talk with Adjectives and Adverbs.....	231
Chapter 8: Defining Relationships with Prepositions.....	247
<i>Book III: Mastering More Advanced Grammar Essentials</i>	257
Chapter 1: Getting Bossy with the Imperative Mood	259
Chapter 2: Getting Object Pronouns Involved	271
Chapter 3: Involving Yourself in the Action with the Reflexive	281
Chapter 4: Been There, Done That: Past (Preterit) Tense.....	289
Chapter 5: Continuing in the Past with the Imperfect Tense	301
Chapter 6: Getting That Subjunctive Feeling.....	307
Chapter 7: Forming the Compound Tenses.....	323

<i>Book IV: Spanish at Work</i>	337
Chapter 1: Spanish for Healthcare Workers.....	339
Chapter 2: Spanish for Law Enforcement Professionals.....	367
Chapter 3: Spanish for Educators and Administrators.....	383
Chapter 4: Spanish for Banking and Financing.....	401
Chapter 5: Spanish in the Office.....	417
Chapter 6: Spanish for Hotel and Restaurant Managers.....	437
Chapter 7: Spanish for Builders, Mechanics, and Factory Workers.....	459
Chapter 8: Spanish for Real Estate Professionals.....	471
Chapter 9: Spanish for Gardening and Landscaping.....	491
<i>Book V: Appendixes</i>	503
Appendix A: Spanish Verbs	505
Appendix B: Spanish-English Mini Dictionary.....	585
Appendix C: English-Spanish Mini Dictionary.....	605
Appendix D: About the CD.....	627
<i>Index</i>	631
<i>End-User License Agreement</i>	669

Table of Contents

.....

<i>Introduction</i>	1
About This Book	1
Conventions Used in This Book	2
Foolish Assumptions	3
How This Book is Organized	3
Book I: Speaking in Everyday Settings	3
Book II: Grasping Basic Grammar Essentials	4
Book III: Mastering More Advanced Grammar Essentials	4
Book IV: Spanish at Work	4
Book V: Appendixes	5
Icons Used in This Book	5
Where to Go from Here	6

Book I: Speaking in Everyday Settings

Chapter 1: Warming Up with the Bare Basics	9
Starting with What You Already Know	9
Don't let the false cognates fool ya	10
Noting common similarities	10
Reciting Your ABC's	11
Consonants	12
Vowels	16
Diphthongs	18
Honing Your Pronunciation Skills	20
Looking for stress in the usual places	20
Scouting out accented syllables	21
Discovering accents on diphthongs	21
Getting Familiar with Punctuation Rules	22
Brushing Up on Basic Phrases	22
Chapter 2: Uno, Dos, Tres: Numbers, Colors, Dates, and Time	23
Counting with Ordinal and Cardinal Numbers	23
Cardinal numbers	24
Ordinal numbers	27
Adding a Touch of Color	29

Making Dates	29
Days	30
Months	31
Writing dates	32
Spanish holidays	34
Telling Time.....	36
Exploring Common Expressions of Time	37
Chapter 3: Greetings, Salutations, and Farewells	39
Greetings in Formal or Friendly Settings	39
Meeting on formal terms.....	40
Making more solemn introductions	43
Getting chummy: Informal greetings	44
Addressing Others by Name or Surname	44
Deconstructing Spanish names.....	45
Introducing yourself with the verb llamarse	46
Asking “How Are You?”	47
Being in a permanent way with ser	47
Being right now with estar	48
Saying “¡Adios!”	52
Chapter 4: Engaging in a Little Chitchat.	53
Sparking Conversations with Questions.....	53
Chatting about the Weather	56
Discussing Work, Hobbies, and Activities.....	57
Discussing Family Matters and Relatives	59
Talking about Where You Live.....	61
Engaging in “Small” Talk with Diminutives	63
Brushing Up on Common Expressions	65
Use It or Lose It: Practicing What You Know	66
Chapter 5: Speaking of Food	69
Getting Up to Speed on Table Talk.....	69
Table terms.....	70
Phrases for food and drink	70
Eating and Drinking: Three Must-Know Verbs.....	72
Take and drink with tomar	72
Drink up with beber	72
Chow down with comer	73
Sampling the Exotic Cuisine.....	73
How do you like your salsa?	75
Making a restaurant reservation.....	76
Ordering up some grub with the verb querer	77
Paying the bill.....	80

Going to Market	82
Shopping with the verb comprar	82
Selecting fruit	83
Picking out veggies	84
Fishing for seafood	85
Knowing your weights and volumes	86
Shopping at the Supermercado	87
Chapter 6: Going Shopping	89
Checking Out the Local Department Stores.....	90
Sampling the Goods with Probar (to Try)	92
Shopping for clothes	95
Discussing fibers and fabrics	96
Take That! The Verb Llevar	97
Comparing Products: Good, Better, Best	99
Adding Even More Emphasis	100
Shopping in Specialty Stores.....	101
Sticking with Traditional Markets	102
Sampling typical market items.....	103
Haggling for a better deal.....	103
Shopping for copper, glass, clay, and wood goods	105
Shopping for embroidered clothes.....	106
Shopping for baskets.....	107
Chapter 7: Conversing Over the Phone	109
Placing a Call	109
Delivering an Effective Opening Line	110
Slowing Down and Spelling It Out.....	111
Slowing down fast talkers	111
Spelling it out for clarity's sake.....	112
Calling Listening, Hearing, and Other Phone-y Verbs.....	116
You called? The past tense of llamar	117
Did you leave a message? The past tense of dejar	118
Have you heard? The past tense of escuchar	119
Chapter 8: Asking Directions	121
Going Places with ¿Dónde?	121
Where Is . . . ? Where Are . . . ?	122
Using Yourself as a Reference Point	123
Space Travel: Grasping Spatial Directions	124
Referring to a Map When All Else Fails	126
Dealing with the Normal Ups and Downs: Subir and Bajar	129
Going up with subir	129
Going down with bajar	130
Being Here, There, and Everywhere.....	131
Knowing How Far to Go with Cerca and Lejos	132

Chapter 9: Dealing with Emergencies 133

Hollering for Help	133
Dealing with Medical Issues	134
Helping out with the verb ayudar	136
Ouch! and other expressions of pain	138
Telling where it hurts	140
Seeing the dentist	143
Talking about insurance	144
Calling the Police	144
Reporting a robbery	146
Describing the crime and suspect	146
Looking for Help with Buscar	148

Book 11: Grasping Basic Grammar Essentials 149**Chapter 1: Getting to Know Your Parts of Speech 151**

Unveiling the Parts of Speech	152
Nouns	152
Articles	153
Pronouns.....	155
Verbs	156
Adjectives	157
Adverbs	157
Prepositions.....	158
Conjunctions	158
Meeting Subject Pronouns Face to Face.....	160
Applying subject pronouns	161
Omitting subject pronouns.....	163

Chapter 2: Addressing Gender Issues 165

Expressing Gender with Definite Articles	166
Identifying the definite articles	166
Using the definite articles	166
Omitting definite articles	168
Using contractions with definite articles.....	168
Remaining neutral with lo	169
Indicating Gender with Indefinite Articles.....	169
Recognizing the indefinite articles	169
Omitting indefinite articles	170
Getting Particular with Demonstrative Adjectives and Pronouns	170
Demonstrative adjectives	171
Demonstrative pronouns	172

Sorting Out Masculine and Feminine Spanish Singular Nouns 173
 Gender benders: Reverse-gender nouns 173
 Transgender nouns: The
 same for both genders 174
 Meaning-changing nouns 175
 Rule breakers: Special cases 175
 Pluralizing Your Nouns 176
 Becoming Possessive 177
 Using **de** 178
 Showing possession with adjectives 178
 Making your pronouns possessive 179

**Chapter 3: Dealing with the Here and Now:
 Present Tense Verbs 181**

Conjugating Verbs in the Present Tense 181
 Conjugating **-ar** verbs 182
 Conjugating **-er** verbs 183
 Conjugating **-ir** verbs 185
 Speaking of the Passive Voice 187
 Dealing with Irregulars 187
 Spelling-changing verbs 188
 Stem-changing verbs 189
 Verbs with spelling and stem changes 192
 Common verbs with irregular yo forms 193
 The irregular **yo, tú, él (ella, Ud.),**
 and **ellos (ellas, Uds.)** forms 194
 A couple of really irregular verbs 194
 Another notable exception: **gustar** 195
 Some common, though irregular, expressions 198

Chapter 4: ¿Qué? Asking Questions 201

Spanish Inquisitions 201
 Asking yes/no questions 201
 Probing for information 203
 Yes, Sir/No, Ma'am: Answering Questions in Spanish 207
 Answering yes 207
 Saying **no** in oh so many ways 207
 Answering a positive question with a negative answer 210
 Answering information questions 210

**Chapter 5: What's Happening: Present Participles
 and the Present Progressive Tense 213**

Using Present Participles: It's an "ing" Thing 213
 Turning Regular Verbs into Present Participles 215
 The Present Participle of Stem-Changing and Irregular Verbs 216

Expressing Progress with the Present Progressive	217
Forming the present progressive with estar	217
Expressing ongoing action with other verbs	218
Chapter 6: Two More Simple Tenses: Future and Conditional	221
Peering into the Future	221
Implying future with the present	222
Expressing the near future with ir + a	222
Futurizing regular verbs	222
Futurizing irregular verbs	224
Foretelling, predicting, and wondering with the future tense	225
As If: The Conditional Tense	226
Waffling with the conditional tense	226
Forming the regular conditional	227
Forming the irregular conditional	228
Chapter 7: Spicing Up Your Talk with Adjectives and Adverbs . . .	231
Describing Stuff with Adjectives	231
Changing an adjective's gender	232
Making adjectives plural	236
Placing adjectives in the right spots	237
Abbreviating your adjectives	238
Describing Actions with Adverbs	239
Forming adverbs	239
Keeping an eye on adverb placement	242
Comparing Stuff	242
Comparing equals	243
Comparing inequalities	243
The best: The superlative	244
Even better: The absolute superlative	244
Checking out the irregular comparatives	245
Chapter 8: Defining Relationships with Prepositions	247
Meeting the Most Common Spanish Prepositions	247
Telling the Difference between Prepositions	249
A	249
De	249
En and hasta	250
Por and para	250
Combining Prepositions with Infinitives	252
A + infinitive	252
De + infinitive	253
En + infinitive	253
Con + infinitive	254
Spanish verbs that can stand alone	254
Brushing Up on Prepositional Pronouns	255

***Book III: Mastering More Advanced
Grammar Essentials* 257**

Chapter 1: Getting Bossy with the Imperative Mood 259

Issuing Formal Commands	260
Commandeering regular verbs	260
Commandeering other verbs	261
Delivering Informal Commands	264
Issuing singular commands with tú	264
Issuing plural commands with vosotros	267

Chapter 2: Getting Object Pronouns Involved 271

Acting Directly on Direct Object Pronouns	272
Using Indirect Object Pronouns	273
Picking the Right Object Pronoun for the Job	274
Direct object verbs	275
Indirect object verbs	275
Putting Object Pronouns in Their Places	276
Doubling Up with Object Pronouns	277

Chapter 3: Involving Yourself in the Action with the Reflexive 281

Grasping the Concept of Reflexive Verbs	281
Doing More with Reflexive Verbs	284
Reflexivity Not Always Required	284
Enlisting the Aid of Reflexive Pronouns	286
Putting Reflexive Pronouns in Their Places	287

Chapter 4: Been There, Done That: Past (Preterit) Tense 289

Conjugating Regular Verbs in the Preterit	289
Using the Preterit in a Sentence	292
Facing Some Irregularities	292
Yo! Spelling changes in the preterit yo form	292
Changing stems in the preterit	293
Sampling representative irregular verbs	294

Chapter 5: Continuing in the Past with the Imperfect Tense 301

Preterit or Imperfect? You Decide	302
Uses of the preterit	302
Uses of the imperfect	302
Conjugating Regular Verbs in the Imperfect	303
Practicing the Imperfect with Timely Expressions	304
Meeting the Three Irregular Imperfect Verbs	305

Chapter 6: Getting That Subjunctive Feeling	307
Conjugating Regular Verbs in the Present Subjunctive.....	307
Confronting Irregularities.....	309
Verbs irregular in the yo form	309
Verbs with spelling changes.....	310
Verbs with stem changes.....	311
Verbs with spelling and stem changes.....	312
Irregular verbs.....	312
Wishing in the Subjunctive.....	313
Conveying Doubt, Opinion, or Incomplete Action	314
Expressing doubt and uncertainty	315
Expressing impersonal opinion	316
Describing conditional actions	316
Stepping Up to the Imperfect Subjunctive	317
Forming the imperfect subjunctive	318
Wishing, doubting, and expressing opinions about the past.....	319
Issuing polite requests	321
Dreaming of possibilities with “if”	321
Assuming with “as if” or “as though”	321
Chapter 7: Forming the Compound Tenses	323
Laying the Groundwork.....	323
Conjugating haber	324
Transforming -ar , -er , and -ir verbs into past participles.....	324
Brushing up on irregular past participles	325
Forming the present perfect.....	326
Tackling the Pluperfect and Preterit Perfect	327
Forming the pluperfect tense.....	327
Checking out the preterit perfect	328
Choosing the right tense at the right time.....	328
Forming the Future Perfect and Conditional Perfect.....	330
Forming the future perfect tense.....	330
Giving yourself wiggle room with the conditional perfect	331
Future perfect or conditional perfect? You decide	331
Encountering the Present Perfect Subjunctive.....	333
Forming the present perfect subjunctive	333
Putting the present perfect subjunctive to good use.....	334
Doubting the Past with the Pluperfect Subjunctive.....	334
Forming the pluperfect subjunctive.....	335
Putting the pluperfect subjunctive to work	336

***Book IV: Spanish at Work* 337**

Chapter 1: Spanish for Healthcare Workers339

First Things First: Key Words and Emergency Lingo..... 340
 Doctor-speak: Using basic terminology 340
 Naming body parts 341
 Dealing with emergencies 343
 Admitting New Patients 344
 Setting appointments and asking initial questions..... 345
 Dealing with forms and other formalities 349
 Discussing insurance and payments 352
 Asking Questions: The Patient Interview 354
 Examining Your Patient 357
 Taking a patient’s blood pressure and temperature..... 357
 Say “aah”: The physical exam 359
 Explaining the Diagnosis and Treatment..... 361
 Delivering your diagnosis 361
 Recommending treatment 364
 Referring patients to specialists 365

Chapter 2: Spanish for Law Enforcement Professionals. 367

Breaking the Ice with Common Words and Phrases..... 367
 Introducing yourself 368
 Gathering basic information..... 368
 Establishing locations 372
 Dealing with Traffic Violations..... 374
 Pulling over a driver 374
 Requesting a driver’s information 374
 Explaining why you stopped the driver 375
 Interviewing Witnesses 376
 Asking some opening questions 376
 Asking “What happened?” 377
 Getting a suspect’s description 378
 Taking a Suspect into Custody 381

Chapter 3: Spanish for Educators and Administrators 383

Admitting New Students 383
 Leading parents through the enrollment process..... 384
 Gathering personal and contact information..... 388
 Requesting medical and emergency contact information..... 388
 Describing required school supplies 391

Communicating with Students.....	392
Interacting in the classroom.....	392
Giving instructions for the cafeteria or lunchroom	394
Supervising students in the gym or on the playground.....	394
Asking about the restroom.....	395
Getting kids on the bus safely	395
Communicating with Parents.....	396
Adjusting to cultural differences	396
Dealing with common issues.....	397

Chapter 4: Spanish for Banking and Financing401

Brushing Up on Banker-Speak.....	401
Mastering the meet and greet	402
Requesting identification.....	402
Getting a handle on bank vocab	403
Describing routine customer needs	405
Giving customers common instructions.....	405
Processing Common Transactions.....	406
Opening an account.....	406
Cashing checks.....	410
Accepting deposits	411
Processing withdrawals	411
Handling transfers	412
Addressing Common Problems	414
Offering help.....	414
Explaining problems cashing checks	415
Explaining other problems	415

Chapter 5: Spanish in the Office417

Interviewing Job Candidates	418
Having candidates complete an application	418
Identifying skills	420
Checking previous positions	421
Asking some key questions	421
Checking a candidate's availability	424
Explaining Compensation and Benefits	424
Laying out your pay rate.....	424
Describing lunchtimes and breaks	426
Explaining vacations and sick days.....	426
Discussing health insurance and pension	428
Describing Buildings, Furniture, Equipment, and Supplies	429
Buildings, hangouts, and other key areas.....	430
Office furniture, equipment, and supplies.....	431
Training New Hires.....	433
Mastering some useful expressions	433
Issuing basic commands.....	434
Giving directions.....	435
Laying down the rules.....	435

Chapter 6: Spanish for Hotel and Restaurant Managers 437

Greeting Guests and Patrons	437
Mastering the meet and greet	438
Asking a few key questions.....	438
Explaining room rates, check-in times, and more	439
Showing your guests to their table or room	440
Training the Housekeeping Staff.....	444
Stocking the cart	444
Cleaning rooms	445
Cleaning bathrooms	446
Changing beds	447
Restocking rooms and bathrooms	448
Training the Laundry Room Staff	448
Operating the washing machines	450
Operating the dryers	451
Pressing and folding items.....	452
Managing Spanish in the Kitchen	452
Kitchen equipment and utensils	453
Cooking and baking activities	454
Common kitchen ingredients and measurements.....	456

**Chapter 7: Spanish for Builders, Mechanics,
and Factory Workers 459**

Brushing Up on the Tools of the Trade	459
Using the Tools of the Trade.....	464
Issuing Common Commands.....	465
Communicating on the Factory Floor	468
Referring to buttons and controls	468
Describing common actions.....	469
Filling and emptying containers.....	469

Chapter 8: Spanish for Real Estate Professionals 471

Setting Appointments	472
Answering the phone	472
Calling a client	473
Gathering basic information.....	473
Agreeing on a meeting time and place.....	474
Understanding Your Clients	474
Describing Homes.....	479
Describing the home's age, size, and style.....	479
Touring the various rooms.....	481
Highlighting a home's amenities.....	481
Location, location, location.....	482
Discussing the Financing and Purchase	484
Talking money	484
Making a purchase offer.....	485
Navigating the Closing	487
Dealing with Sellers	488

Chapter 9: Spanish for Gardening and Landscaping	491
Brushing Up on the Tools of the Trade	491
Commanding Your Crew.....	494
Prepping the Ground for Planting	496
Grading the lot	496
Preparing the soil.....	497
Laying landscaping fabric and edging.....	497
Planting Trees, Shrubs, and Flowers.....	497
Lawn Care Lingo	499
Mowing.....	499
Watering.....	500
Applying fertilizer and herbicides	501
Aerating and dethatching	501
Spreading grass seed.....	502
Laying sod.....	502
 Book V: Appendixes	 503
Appendix A: Spanish Verbs	505
Regular Spanish Verbs.....	505
Irregular Spanish Verbs	540
Stem-Changing Spanish Verbs	566
Spelling-Changing Spanish Verbs	572
Appendix B: Spanish-English Mini Dictionary	585
Appendix C: English-Spanish Mini Dictionary	605
Appendix D: About the CD	627
What You'll Find on the CD	627
Customer Care	629
 Index	 631
 End-User License Agreement	 669