

Collins easy learning

Complete Spanish

Grammar + Verbs + Vocabulary

Es más alto
que mi hermano.

*¿Dónde está
mi cartera?*

una autopista

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BASED ON:
Collins Easy Learning Spanish Grammar
Collins Easy Learning Spanish Verbs
Collins Easy Learning Spanish Vocabulary

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Foreword for language teachers

The *Easy Learning Complete Spanish* is designed to be used with both young and adult learners, as a group reference book to complement your course book during classes, or as a recommended text for self-study and homework/coursework.

The text specifically targets learners from beginner to intermediate or GCSE level, and therefore its structural content and vocabulary have been matched to the relevant specifications up to and including Higher GCSE.

The approach aims to develop knowledge and understanding of grammar and your learners' ability to apply it by:

- defining parts of speech at the start of each major section with examples in English to clarify concepts
- minimizing the use of grammar terminology and providing clear explanations of terms both within the text and in the **Glossary**
- illustrating points with examples (and their translations) based on topics and contexts which are relevant to beginner and intermediate course content

The text helps you develop positive attitudes to grammar learning in your classes by:

- giving clear, easy-to-follow explanations
- prioritizing content according to relevant specifications for the levels
- sequencing points to reflect course content, e.g. verb tenses
- highlighting useful **Tips** to deal with common difficulties
- summarizing **Key points** at the end of sections to consolidate learning

In addition to fostering success and building a thorough foundation in Spanish grammar, the optional **Grammar Extra** sections will encourage and challenge your learners to further their studies to higher and advanced levels.

The blue pages in the middle section of the book contain **Verb Tables** and a **Verb Index** which students can use as a reference in their work.

Finally the **Vocabulary** section in the last part of the book provides thematic vocabulary lists which can either be used for self-study or as an additional teaching resource.

Introduction for students

Whether you are starting to learn Spanish for the very first time, brushing up on topics you have studied in class, or revising for your GCSE exams, the *Easy Learning Complete Spanish* is here to help. This easy-to-use guide takes you through all the basics you will need to speak and understand modern, everyday Spanish.

Newcomers can sometimes struggle with the technical terms they come across when they start to explore the grammar of a new language. The *Easy Learning Complete Spanish* explains how to get to grips with all the parts of speech you will need to know, using simple language and cutting out jargon.

The text is divided into sections, each dealing with a particular area of grammar. Each section can be studied individually, as numerous cross-references in the text guide you to relevant points in other sections of the book for further information.

Every major section begins with an explanation of the area of grammar covered on the following pages. For quick reference, these definitions are also collected together on pages viii–xii in a glossary of essential grammar terms.

What is a verb?

A **verb** is a 'doing' word which describes what someone or something does, what someone or something is, or what happens to them, for example, *be, sing, live*.

Each grammar point in the text is followed by simple examples of real Spanish, complete with English translations, helping you understand the rules. Underlining has been used in examples throughout the text to highlight the grammatical point being explained.

- In orders and instructions telling someone TO DO something, the pronoun joins onto the end of the verb to form one word.

Ayúdame.

Help me.

Acompáñanos.

Come with us.

In Spanish, as with any foreign language, there are certain pitfalls which have to be avoided. **Tips** and **Information** notes throughout the text are useful reminders of the things that often trip learners up.

Tip

Don't forget to use personal **a** before indefinite pronouns referring to people when they are the object of a verb.

¿Viste **a** alguien?

Did you see anybody?

No vi **a** nadie.

I didn't see anybody.

Key points sum up all the important facts about a particular area of grammar, to save you time when you are revising and help you focus on the main grammatical points.

Key points

- ✓ Like other adjectives, Spanish indefinite adjectives (such as **otro** and **todo**), must agree with what they describe.
- ✓ They go before the noun to which they relate.

If you think you would like to continue with your Spanish studies to a higher level, check out the **Grammar Extra** sections. These are intended for advanced students who are interested in knowing a little more about the structures they will come across beyond GCSE.

Grammar Extra!

por is often combined with other Spanish prepositions and words, usually to show movement.

Saltó por encima de la mesa.

She jumped over the table.

Nadamos por debajo del puente.

We swam under the bridge.

Pasaron por delante de Correos.

They went past the post office.

The blue pages in the middle of the book contain **Verb Tables**, where 120 important Spanish verbs (both regular and irregular) are conjugated in full. Examples show you how to use these verbs in a sentence. You can look up any common verbs in the **Verb Index** on pages 460–464 to find a cross-reference to a model verb.

Finally the **Vocabulary** section at the end of the book is divided into 50 topics, followed by a list of **supplementary vocabulary**.

Glossary of Grammar Terms

ABSTRACT NOUN a word used to refer to a quality, idea, feeling or experience, rather than a physical object, for example, *size, reason, happiness*. Compare with **concrete noun**.

ACTIVE a form of the verb that is used when the subject of the verb is the person or thing doing the action, for example, *I wrote a letter*. Compare with **passive**.

ADJECTIVE a 'describing' word that tells you more about a person or thing, such as their appearance, colour, size or other qualities, for example, *pretty, blue, big*.

ADVERB a word usually used with verbs, adjectives or other adverbs that gives more information about when, where, how or in what circumstances something happens or to what degree something is true, for example, *quickly, happily, now, extremely, very*.

AGREE (to) in the case of adjectives and pronouns, to have the correct word ending or form according to whether what is referred to is masculine, feminine, singular or plural; in the case of verbs, to have the form which goes with the person or thing carrying out the action.

APOSTROPHE s an ending ('s) added to a noun to show who or what someone or something belongs to, for example, *Danielle's dog, the doctor's wife, the book's cover*.

ARTICLE a word like *the, a* and *an*, which is used in front of a noun. See also **definite article, indefinite article**.

AUXILIARY VERB a verb such as *be, have* or *do* used with a main verb to form tenses, negatives and questions.

BASE FORM the form of the verb without any endings added to it, for example, *walk, have, be, go*.

CARDINAL NUMBER a number used in counting, for example, *one, seven, ninety*. Compare with **ordinal number**.

CLAUSE a group of words containing a verb.

COMPARATIVE an adjective or adverb with *-er* on the end of it or *more* or *less* in front of it that is used to compare people, things or actions, for example, *slower, less important, more carefully*.

COMPOUND NOUN a word for a living being, thing or idea, which is made up of two or more words, for example, *tin-opener, railway station*.

CONCRETE NOUN a word that refers to an object you can touch with your hand, rather than to a quality or idea, for example, *ball, map, apples*. Compare with **abstract noun**.

CONDITIONAL a verb form used to talk about things that would happen or would be true under certain conditions, for example, *I would help you if I could*. It is also used to say what you would like or need, for example, *Could you give me the bill?*

CONJUGATE (to) to give a verb different endings according to whether you are referring to *I, you, they* and so on, and according to whether you are referring to the present, past or future, for example, *I have, she had, they will have*.

CONJUGATION a group of verbs which have the same endings as each other or change according to the same pattern.

CONJUNCTION a word such as *and, because* or *but* that links two words or

phrases of a similar type or two parts of a sentence, for example, *Diane and I have been friends for years; I left because I was bored.*

CONSONANT a letter that isn't a vowel, for example, *b, f, m, s, v* and so on. Compare with **vowel**.

CONTINUOUS TENSE a verb tense formed using *to be* and the *-ing* form of the main verb, for example, *They're swimming* (present continuous); *He was eating* (past continuous).

DEFINITE ARTICLE the word *the*. Compare with **indefinite article**.

DEMONSTRATIVE ADJECTIVE one of the words *this, that, these* and *those* used with a noun to refer to particular people or things, for example, *this woman, that dog*.

DEMONSTRATIVE PRONOUN one of the words *this, that, these* and *those* used instead of a noun to point out people or things, for example, *That looks fun*.

DIRECT OBJECT a noun or pronoun used with verbs to show who or what is acted on by the verb. For example, in *He wrote a letter* and *He wrote me a letter*, *letter* is the direct object. Compare **indirect object**.

DIRECT OBJECT PRONOUN a word such as *me, him, us* and *them* which is used instead of a noun to stand in for the person or thing most directly affected by the action expressed by the verb. Compare with **indirect object pronoun**.

ENDING a form added to a verb, for example, *go* → *goes*, and to adjectives and nouns depending on whether they refer to masculine, feminine, singular or plural things.

EXCLAMATION a word, phrase or sentence that you use to show you are surprised, shocked, angry and so on,

for example, *Wow!; How dare you!; What a surprise!*

FEMININE a form of noun, pronoun or adjective that is used to refer to a living being, thing or idea that is not classed as masculine.

FUTURE a verb tense used to talk about something that will happen or will be true.

GENDER whether a noun, pronoun or adjective is feminine or masculine.

GERUND a verb form in English ending in *-ing*, for example, *eating, sleeping*.

IMPERATIVE the form of a verb used when giving orders and instructions, for example, *Shut the door!; Sit down!; Don't go!; Let's eat*.

IMPERFECT one of the verb tenses used to talk about the past, especially in descriptions, and to say what was happening or used to happen, for example, *It was sunny at the weekend; We were living in Spain at the time; I used to walk to school*. Compare to **preterite**.

IMPERSONAL VERB a verb whose subject is *it*, but where the *it* does not refer to any specific thing, for example, *It's raining; It's 10 o'clock*.

INDEFINITE ADJECTIVE one of a small group of adjectives used to talk about people or things in a general way, without saying who or what they are, for example, *several, all, every*.

INDEFINITE ARTICLE the words *a* and *an*. Compare with **definite article**.

INDICATIVE ordinary verb forms that aren't subjunctive, such as the present, preterite or future. Compare with **subjunctive**.

INDEFINITE PRONOUN a small group of pronouns such as *everything, nobody* and *something*, which are used to refer

to people or things in a general way, without saying exactly who or what they are.

INDIRECT OBJECT a noun or pronoun used with verbs to show who benefits or is harmed by an action. For example, in *I gave the carrot to the rabbit*, the *rabbit* is the indirect object and the *carrot* is the direct object. Compare with **direct object**.

INDIRECT OBJECT PRONOUN a pronoun used with verbs to show who benefits or is harmed by an action. For example, in *I gave him the carrot* and *I gave it to him*, *him* is the indirect object and the *carrot* and *it* are the direct objects. Compare with **direct object pronoun**.

INDIRECT QUESTION a question that is embedded in another question or instruction such as *Can you tell me what time it is?*; *Tell me why you did it*. Also used for reported speech such as *He asked me why I did it*.

INDIRECT SPEECH the words you use to report what someone has said when you aren't using their actual words, for example, *He said that he was going out*. Also called **reported speech**.

INFINITIVE a form of the verb that hasn't any endings added to it and doesn't relate to any particular tense. In English the infinitive is usually shown with *to*, as in *to speak*, *to eat*.

INTERROGATIVE ADJECTIVE a question word used with a noun, for example, *What instruments do you play?*; *Which shoes do you like?*

INTERROGATIVE PRONOUN one of the words *who*, *whose*, *whom*, *what* and *which* when they are used instead of a noun to ask questions, for example, *What's that?*; *Who's coming?*

INTRANSITIVE VERB a type of verb that does not take a direct object,

for example, *to sleep*, *to rise*, *to swim*. Compare with **transitive verb**.

INVARIABLE used to describe a form which does not change.

IRREGULAR VERB a verb whose forms do not follow a general pattern. Compare with **regular verb**.

MASCULINE a form of noun, pronoun or adjective that is used to refer to a living being, thing or idea that is not classed as feminine.

NEGATIVE a question or statement which contains a word such as *not*, *never* or *nothing*, and is used to say that something is not happening, is not true or is absent, for example, *I never eat meat*; *Don't you love me?* Compare with **positive**.

NOUN a 'naming' word for a living being, thing or idea, for example, *woman*, *desk*, *happiness*, *Andrew*.

NOUN GROUP, **NOUN PHRASE** a word or group of words that acts as the subject or object of a verb, or as the object of a preposition, for example, *my older sister*; *the man next door*; *that big house on the corner*.

NUMBER used to say how many things you are referring to or where something comes in a sequence. See also **ordinal number** and **cardinal number**. Also the condition of being singular or plural.

OBJECT a noun or pronoun which refers to a person or thing that is affected by the action described by the verb. Compare with **direct object**, **indirect object** and **subject**.

OBJECT PRONOUN one of the set of pronouns including *me*, *him* and *them*, which are used instead of the noun as the object of a verb or preposition. Compare with **subject pronoun**.

ORDINAL NUMBER a number used to indicate where something comes in an order or sequence, for example, *first, fifth, sixteenth*. Compare with **cardinal number**.

PART OF SPEECH a word class, for example, *noun, verb, adjective, preposition, pronoun*.

PASSIVE a form of the verb that is used when the subject of the verb is the person or thing that is affected by the action, for example, *we were told*.

PAST PARTICIPLE a verb form which is used to form perfect and pluperfect tenses and passives, for example, *watched, swum*. Some past participles are also used as adjectives, for example, *a broken watch*.

PAST PERFECT see **pluperfect**.

PERFECT a verb form used to talk about what has or hasn't happened, for example, *I've broken my glasses; We haven't spoken about it*.

PERSON one of the three classes: the first person (*I, we*), the second person (*you* singular and *you* plural), and the third person (*he, she, it* and *they*).

PERSONAL PRONOUN one of the group of words including *I, you* and *they* which are used to refer to you, the people you are talking to, or the people or things you are talking about.

PLUPERFECT one of the verb tenses used to describe something that had happened or had been true at a point in the past, for example, *I'd forgotten to finish my homework*. Also called **past perfect**.

PLURAL the form of a word which is used to refer to more than one person or thing. Compare with **singular**.

POSITIVE a positive sentence or instruction is one that does not contain a negative word such as *not*. Compare with **negative**.

POSSESSIVE ADJECTIVE one of the words *my, your, his, her, its, our* or *their*, used with a noun to show who it belongs to.

POSSESSIVE PRONOUN one of the words *mine, yours, hers, his, ours* or *theirs*, used instead of a noun to show who something belongs to.

PREPOSITION is a word such as *at, for, with, into* or *from*, which is usually followed by a noun, pronoun or, in English, a word ending in *-ing*. Prepositions show how people and things relate to the rest of the sentence, for example, *She's at home; a tool for cutting grass; It's from David*.

PRESENT a verb form used to talk about what is true at the moment, what happens regularly, and what is happening now, for example, *I'm a student; I travel to college by train; I'm studying languages*.

PRESENT PARTICIPLE a verb form in English ending in *-ing*, for example, *eating, sleeping*.

PRETERITE a verb form used to talk about actions that were completed in the past in Spanish. It often corresponds to the ordinary past tense in English, for example, *I bought a new bike; Mary went to the shops on Friday; I typed two reports yesterday*.

PRONOUN a word which you use instead of a noun, when you do not need or want to name someone or something directly, for example, *it, you, none*.

PROPER NOUN the name of a person, place, organization or thing. Proper nouns are always written with a capital letter, for example, *Kevin, Glasgow, Europe, London Eye*.

QUESTION WORD a word such as *why, where, who, which* or *how* which is used to ask a question.

RADICAL-CHANGING VERBS in Spanish, verbs which change their stem or root in certain tenses and in certain persons.

REFLEXIVE PRONOUN a word ending in *-self* or *-selves*, such as *myself* or *themselves*, which refers back to the subject, for example, *He hurt himself*; *Take care of yourself*.

REFLEXIVE VERB a verb where the subject and object are the same, and where the action 'reflects back' on the subject. A reflexive verb is used with a reflexive pronoun such as *myself*, *yourself*, *herself*, for example, *I washed myself*; *He shaved himself*.

REGULAR VERB a verb whose forms follow a general pattern or the normal rules. Compare with **irregular verb**.

RELATIVE PRONOUN a word such as *that*, *who* or *which*, when it is used to link two parts of a sentence together.

REPORTED SPEECH see **indirect speech**.

SENTENCE a group of words which usually has a verb and a subject. In writing, a sentence begins with a capital and ends with a full stop, question mark or exclamation mark.

SIMPLE TENSE a verb tense in which the verb form is made up of one word, rather than being formed from *to have* and a past participle or *to be* and an *-ing* form; for example, *She plays tennis*; *He wrote a book*.

SINGULAR the form of a word which is used to refer to one person or thing. Compare with **plural**.

STEM the main part of a verb to which endings are added.

SUBJECT a noun or pronoun that refers to the person or thing doing the action or being in the state described by the

verb, for example, *My cat doesn't drink milk*. Compare with **object**.

SUBJECT PRONOUN a word such as *I*, *he*, *she* and *they* which carries out the action described by the verb. Pronouns stand in for nouns when it is clear who is being talked about, for example, *My brother isn't here at the moment*. *He'll be back in an hour*. Compare with **object pronoun**.

SUBJUNCTIVE a verb form used in certain circumstances to indicate some sort of feeling, or to show doubt about whether something will happen or whether something is true. It is only used occasionally in modern English, for example, *If I were you, I wouldn't bother*; *So be it*.

SUPERLATIVE an adjective or adverb with *-est* on the end of it or *most* or *least* in front of it that is used to compare people, things or actions, for example, *thinnest*, *most quickly*, *least interesting*.

SYLLABLE consonant+vowel units that make up the sounds of a word, for example, *ca-the-dral* (3 syllables), *im-po-ssi-ble* (4 syllables).

TENSE the form of a verb which shows whether you are referring to the past, present or future.

TRANSITIVE VERB a type of verb that takes a direct object, for example, *to spend*, *to raise*, *to waste*. Compare with **intransitive verb**.

VERB a 'doing' word which describes what someone or something does, is, or what happens to them, for example, *be*, *sing*, *live*.

VOWEL one of the letters *a*, *e*, *i*, *o* or *u*. Compare with **consonant**.

Nouns

What is a noun?

A **noun** is a 'naming' word for a living being, thing or idea, for example, *woman, desk, happiness, Andrew*.

Using nouns

- In Spanish, all nouns are either masculine or feminine. This is called their gender. Even words for things have a gender.
- Whenever you are using a noun, you need to know whether it is masculine or feminine as this affects the form of other words used with it, such as:
 - adjectives that describe it
 - articles (such as **el** or **una**) that go before it
- ⇒ For more information on **Articles** and **Adjectives**, see pages 10 and 19.
- You can find information about gender by looking the word up in a dictionary. When you come across a new noun, always learn the word for *the* or *a* that goes with it to help you remember its gender.
 - **el** or **un** before a noun usually tells you it is masculine
 - **la** or **una** before a noun tells you it is feminine
- ⇒ For exceptions to these rules, see **Articles**, page 11.
- We refer to something as singular when we are talking about just one of them, and as plural when we are talking about more than one. The singular is the form of the noun you will usually find when you look a noun up in the dictionary. As in English, nouns in Spanish change their form in the plural.
- Adjectives, articles and pronouns are also affected by whether a noun is singular or plural.

Tip

Remember that you have to use the right word for *the*, *a* and so on according to the gender of the Spanish noun.



2 Nouns

Gender

1 Nouns referring to people

- Most nouns referring to men and boys are masculine.

el hombre the man

el rey the king

- Most nouns referring to women and girls are feminine.

la mujer the woman

la reina the queen

- When the same word is used to refer to either men/boys or women/girls, its gender usually changes depending on the sex of the person it refers to.

el estudiante the (male) student

la estudiante the (female) student

el belga the Belgian (man)

la belga the Belgian (woman)

Grammar Extra!

Some words for people have only one possible gender, whether they refer to a male or a female.

la persona the (male or female) person

la víctima the (male or female) victim

- In English, we can sometimes make a word masculine or feminine by changing the ending, for example, *Englishman* and *Englishwoman* or *prince* and *princess*. In Spanish, very often the ending of a noun changes depending on whether it refers to a man or a woman.

el camarero the waiter

la camarera the waitress

el empleado the employee (*male*)

la empleada the employee (*female*)

el inglés the Englishman

la inglesa the Englishwoman

Tip

Note that a noun ending in **-o** is usually masculine, and a noun ending in **-a** is usually feminine.



- For more information on **Masculine and feminine forms of words**, see page 5.

2 Nouns referring to animals

- In English we can choose between words like *bull* or *cow*, depending on the sex of the animal. In Spanish too there are sometimes separate words for male and female animals.

<u>el toro</u>	the bull
<u>la vaca</u>	the cow

- Sometimes, the same word with different endings is used for male and female animals.

<u>el perro</u>	the (male) dog
<u>la perra</u>	the (female) dog, bitch
<u>el gato</u>	the (male) cat
<u>la gata</u>	the (female) cat

Tip

When you do not know or care what sex the animal is, you can usually use the masculine form as a general word.



- Words for other animals don't change according to the sex of the animal. Just learn the Spanish word with its gender, which is always the same.

<u>el sapo</u>	the toad
<u>el hámster</u>	the hamster
<u>la cobaya</u>	the guinea pig
<u>la tortuga</u>	the tortoise

3 Nouns referring to things

- In English, we call all things – for example, *table*, *car*, *book*, *apple* – 'it'. In Spanish, however, things are either masculine or feminine. As things don't divide into sexes the way humans and animals do, there are no physical clues to help you with their gender in Spanish. Try to learn the gender as you learn the word.
- There are lots of rules to help you. Certain endings are usually found on masculine nouns, while other endings are usually found on feminine nouns.

4 Nouns

- The following ending is usually found on masculine nouns.

Masculine ending	Examples
-o	<u>el libro</u> the book <u>el periódico</u> the newspaper BUT: <u>la mano</u> the hand <u>la foto</u> the photo <u>la moto</u> the motorbike <u>la radio</u> the radio (<i>although in parts of Latin America, it is <u>el radio</u></i>)

- The following types of word are also masculine.

- names of the days of the week and the months of the year
Te veré el lunes. I'll see you on Monday.
- the names of languages
el inglés English
el español Spanish
Estudio el español. I'm studying Spanish.
- the names of rivers, mountains and seas
el Ebro the Ebro
el Everest Everest
el Atlántico the Atlantic

- The following endings are usually found on feminine nouns.

Feminine ending	Examples
-a	<u>la casa</u> the house <u>la cara</u> the face BUT: <u>el día</u> the day <u>el mapa</u> the map <u>el planeta</u> the planet <u>el tranvía</u> the tram and many words ending in -ma (<u>el problema</u> the problem, <u>el programa</u> the programme, <u>el sistema</u> the system, <u>el clima</u> the climate)
-ción -sión	<u>la lección</u> the lesson <u>la estación</u> the station <u>la expresión</u> the expression
-dad -tad -tud	<u>la ciudad</u> the city <u>la libertad</u> freedom <u>la multitud</u> the crowd

Grammar Extra!

Some words have different meanings depending on whether they are masculine or feminine.

Masculine	Meaning	Feminine	Meaning
el capital	the capital (meaning <i>money</i>)	la capital	the capital (meaning <i>city</i>)
el cometa	the comet	la cometa	the kite
el cura	the priest	la cura	the cure
el guía	the guide (<i>man</i>)	la guía	the guidebook; the guide (<i>woman</i>)

Invertieron mucho capital.
Viven en la capital.

They invested a lot of capital.
They live in the capital.

4 Masculine and feminine forms of words

- Like English, Spanish sometimes has very different words for males and females.

el hombre the man
la mujer the woman
el rey the king
la reina the queen

- Many Spanish words can be used to talk about men or women simply by changing the ending. For example, if the word for the male ends in **-o**, you can almost always make it feminine by changing the **-o** to **-a**.

el amigo the (male) friend
la amiga the (female) friend
el hermano the brother
la hermana the sister
el empleado the (male) employee
la empleada the (female) employee
el viudo the widower
la viuda the widow

- Note that some words referring to people end in **-a** in the masculine as well as in the feminine. Only the article (**el** or **la**, **un** or **una**) can tell you what gender the noun is.

el dentista the (male) dentist
la dentista the (female) dentist
el deportista the sportsman
la deportista the sportswoman