MUST-KNOW SPANISH

4,000 Words That Give You the Power to Communicate

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Introduction

In today's world the ability to communicate in languages other than English is essential. More than 350 million people are native speakers of Spanish who live in South America, Mexico and Central America, the Caribbean, the United States, Spain, parts of Africa, and the Philippines. Whether you wish to use it in the business world, travel, academics, or just everyday life, the power to communicate in Spanish is a valuable skill, and precise vocabulary is a key element for communicating and comprehension. In *Must-Know Spanish* you will find 4,000 carefully selected words that include basic and more advanced terms from current school and higher education textbooks, as well as other sources. Knowing and reviewing these words will increase your knowledge of Spanish and enable you to communicate in everyday situations.

Must-Know Spanish is designed for the self-learner who wants access to essential words for successful vocabulary building. This book is also useful to the intermediate-level student and as a class review because it includes advanced words and current terminology recently incorporated into Spanish. Languages are alive and they change as the world surrounding the speaker changes. For example, in *Must-Know Spanish* you will find new terminology generated by recent advances in technology as well as colloquial expressions prevalent among today's Spanish speakers.

The vocabulary presented in *Must-Know Spanish* is, generally speaking, standard Spanish. Fifty "Must-Know Tips" provide usage hints, warnings about false cognates, and words or expressions to avoid in certain areas

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of the vast Spanish-speaking world. *Must-Know Spanish* includes useful and common phrases that facilitate vocabulary acquisition in specific contexts, which will help you memorize or recall these words and use them in appropriate situations.

Finding a word or expression in *Must-Know Spanish* is simple because the vocabulary is organized thematically. Alphabetical listings include features such as English infinitives without the *to*. Twelve units arranged by major subject areas are thematically linked and include subsections that can be independently studied or reviewed, making it easy for the student to make the connections for learning vocabulary successfully. The sections and subsections include basic and advanced words, which help you build on previously acquired knowledge, reinforce what you already know, and expand your vocabulary. You will grasp and remember new words and unfamiliar expressions when you see them associated with a common theme.

One hundred practical and varied exercises that test your skills supplement the vocabulary units. The different types of exercises provide a choice of simple or more difficult tasks and are followed by an answer key to help you assess both your existing knowledge and your progress. Like the vocabulary sections within units, each exercise is based on a theme, so that you can choose the area or topic you wish to learn or review.

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Learning and mastering a new language can be challenging, yet it is extremely rewarding. As you continue to expand your knowledge of Spanish, *Must-Know Spanish* will help you along the way.

1

Communicating with Others

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Introductions, Greetings, and Farewells

Personal Information	Los datos personales
address	**la dirección**
age	**la edad**
How old are you?	***¿Cuántos años tienes?***
be	**estar; ser**
Where are you from?	***¿De dónde eres?, ¿De dónde es Ud.?***
be named	**llamarse**
divorced	**divorciado/a**

Must-Know Tip

Ser is one of the translations for the English verb *to be.* Be sure to use **ser** to indicate the marital status of a person.

She is divorced.	***Es divorciada.***

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do for a living	**dedicarse a**
What do you do for a living?	***¿A qué te dedicas?***
first name	**el nombre**
last name	**el apellido**
legal age, majority	**mayor de edad**
live	**vivir**
marital status	**el estado civil**
married	**casado/a**

Must-Know Tip

Estar is one of the two translations for the English verb *to be*. Be sure to use **estar** to indicate location and temporary situations.

The office is on the second floor.	***La oficina está en el segundo piso.***
The line is busy.	***El teléfono está ocupado.***

minor	**menor de edad**
place of birth	**el lugar de nacimiento**
occupation	**la ocupación, el oficio**
single	**soltero/a**
telephone number	**el número de teléfono**
cellular phone number	***el número del teléfono móvil***
widower, widow	**el viudo, la viuda**

Greetings and Farewells

Los saludos y las despedidas

acquaintance	**el conocido, la conocida**
make someone's acquaintance	***conocer a alguien***
delighted	**encantado/a**
I am pleased to meet you.	***Encantado de conocerlo.***
farewell	**la despedida**
glad	**contento/a, alegre**
good-bye	**adiós**
greet	**saludar**
greeting	**el saludo**
hello	**hola**
introduce	**presentar a alguien**
I want to introduce you to my supervisor.	***Quiero presentarte a mi supervisor.***
introduction	**la presentación**
madam	**señora**
meet	**conocer**
Let us meet the new manager.	***Vamos a conocer al nuevo gerente.***
mister, sir	**señor**
say good-bye	**despedirse**
See you soon.	***Hasta luego.***
take one's leave	**despedirse**
thanks	**gracias**
you are welcome	**de nada**
wave (one's hand)	**hacer señas**
wave good-bye	***decir adiós con la mano***

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Communication by Phone

La comunicación por teléfono

answer	**responder**
call	**llamar, llamar por teléfono**
Who's calling?	***¿De parte de quién?, ¿Quién llama?***
hang up	**colgar el teléfono**
Don't hang up, please!	***¡No cuelgue, por favor!***
Hello	**¡Diga!, ¡Oigo!**
message	**el mensaje, el recado**
leave a message	***dejar un mensaje***
phone	**llamar por teléfono, telefonear**
cordless phone	***el teléfono inalámbrico***
phone call	**la llamada telefónica, por teléfono**
phone card	**la tarjeta telefónica**
wrong number	**el número equivocado**

Letters, Invitations, and Electronic Mail

Las cartas, las invitaciones y el correo electrónico

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LETTERS	LAS CARTAS
air mail	**el correo aéreo**
be sorry	**sentir algo**
I am sorry.	***Lo siento.***
card	**la tarjeta**
dear	**querido/a**
Dear Pablo,	***Querido Pablo:***
envelope	**el sobre**
express mail	**la carta urgente**
letter	**la carta**
mail	**enviar por correo**
mail	**el correo**
mailbox	**el buzón**
Miss	**Señorita, Srta.**
Mr.	**Señor, Sr.**

Mrs.	**Señora, Sra.**
Ms.	**Señorita, Srta.**
package	**el paquete postal**
postmark	**el matasellos**
rate	**la tarifa**
receive	**recibir**
recipient	**el destinatario, la destinataria**
registered letter	**la carta certificada**
sender	**el/la remitente**
Sincerely,	***Le saluda atentamente,***
stamp	**la estampilla, el sello**
thank-you card	**la nota de agradecimiento**
write	**escribir**
zip code	**el código postal**

INVITATIONS	**LAS INVITACIONES**
accept	**aceptar**
announce	**anunciar, dar a conocer**
announcement	**el anuncio, la noticia**
celebration	**la celebración, la fiesta**
ceremony	**la ceremonia**
cocktail (party)	**el cóctel**
decline	**declinar**
engaged	**comprometido/a**
the engagement party	***la fiesta de compromiso***
gift	**el regalo**
invitation	**la invitación**
invite	**invitar**
party	**la fiesta**
the bachelorette party	***la despedida de soltera***
reception	**la recepción**
I regret that I cannot . . .	***Lamento no poder...***
RSVP, please respond.	***S.R.C., Se ruega contestación.***
unfortunately	**desgraciadamente**
wedding	**la boda**

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wedding registry	**la lista de boda**
with pleasure	**con placer**

ELECTRONIC MAIL — **EL CORREO ELECTRÓNICO**

access	**acceder**
browser	**el navegador**
chat	**chatear**
chat	**la charla**
click	**cliquear, hacer clic**
cursor	**el cursor**
electronic mailbox	**el buzón electrónico, el casillero electrónico**
e-mail	**enviar un correo electrónico**
e-mail	**el correo electrónico, el e-mail**
file	**el archivo**
free access	**el acceso gratuito, el acceso gratis**
hacker	**el/la pirata**
home page	**la página inicial**
Go to the home page of this site.	***Vaya a la página inicial del sitio en la web.***
information superhighway	**la autopista de la información**
interactive	**interactivo/a**
Internet café	**el cibercafé**
Internet	**la (o el) Internet**
log on	**conectar a la Internet, entrar en el sistema**
She cannot log on.	***No se puede conectar.***
online service	**el servicio en línea**
password	**la contraseña**
search engine	**el buscador**
send a message	**enviar un mensaje**
start	**cargar**
surf	**navegar**
update	**la actualización**
user	**el usuario, la usuaria**

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the Web	**el Web, el web**
web page	**la web**
website	**el sitio en la Web**

Parts of Speech

Articles

Los artículos

article	**el artículo**
a, an	**un, una**
an apartment	***un apartamento***
the	**el, la; los, las**
the boy and the girl	***el niño y la niña***
some	**unos, unas**
some men	***unos hombres***

Pronouns

Los pronombres

SUBJECT PRONOUNS	LOS PRONOMBRES DE SUJETO
I	**yo**
you (familiar)	**tú**
you (formal)	**usted, Ud., Vd.**
he	**él**
she	**ella**
we	**nosotros, nosotras**
you (familiar plural)	**vosotros, vosotras**

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Must-Know Tip

In Spain use the **vosotros** form. In other Spanish-speaking countries use **ustedes**.

you (formal plural)	**ustedes, Uds., Vds.**
you (familiar plural)	**vosotros, vosotras**
they	**ellos, ellas**

DIRECT OBJECT PRONOUNS	LOS PRONOMBRES DE OBJETO DIRECTO
me	**me**
you	**te**
you (formal)	**lo**
him	**lo**
her	**la**
it	**lo**
us	**nos**
Call us tomorrow.	***Llámanos mañana.***

Must-Know Tip

Remember to attach the direct and indirect object pronoun forms to affirmative commands. Add an accent mark when the command form has more than two syllables.

Tell her my name.	***Dile mi nombre.***
Send us the letter.	***Mándanos la carta.***

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you (formal and familiar plural)	**los/las**
you (familiar plural; used in Spain only)	**os**
They love you a lot!	***¡Os quieren mucho!***
them	**los/las**

INDIRECT OBJECT PRONOUNS	LOS PRONOMBRES DE OBJETO INDIRECTO
me (to)	**me**
Susan bought me a coat.	***Susan me compró un abrigo.***
you (to)	**te**
you (to) (formal)	**le**
him, her (to)	**le**
it (to)	**le**
Give the dog a bone.	***Dale un hueso al perro.***
us (to)	**nos**