

## THE ALPHABET

There are thirty letters in the Spanish alphabet:

a	á	one	h	h	eight
b	b	two	i	i	nine
c	c	three	j	j	ten
ch	ch	four	k	k	eleven
d	d	five	l	l	twelve
e	e	six	m	m	thirteen
f	f	seven	n	n	fourteen
g	g	eight	ñ	ñ	fifteen
h	h	nine	o	o	sixteen
i	i	ten	p	p	seventeen
j	j	eleven	q	q	eighteen
k	k	twelve	r	r	nineteen
l	l	thirteen	s	s	twenty
m	m	fourteen	t	t	twenty-one
n	n	fifteen	u	u	twenty-two
ñ	ñ	sixteen	v	v	twenty-three
o	o	seventeen	w	w	twenty-four
p	p	eighteen	x	x	twenty-five
q	q	nineteen	y	y	twenty-six
r	r	twenty	z	z	twenty-seven
s	s	twenty-one			
t	t	twenty-two			
u	u	twenty-three			
v	v	twenty-four			
w	w	twenty-five			
x	x	twenty-six			
y	y	twenty-seven			
z	z	twenty-eight			

## NUMERALS

0	cero	11	once
1	uno(s)	12	doce
2	dos	13	trece
3	tres	14	catorce
4	cuatro	15	quince
5	cinco	16	dieciséis
6	seis	17	diecisiete
7	siete	18	dieciocho
8	ocho	19	diecinueve
9	nueve		
10	diez		

Use, or any number ending in uno, drops the final *s* when followed by a masculine noun: *un libro*, *veinticinco profesores*.

## CARDINALS

20	veinte	200	doscientos/as
21	veintiuno(s)	300	trescientos/as
22	veintidós	400	cuatrocientos/as
30	treinta	500	quingientos/as
31	treinta y uno(s)	600	seiscientos/as
32	treinta y dos	700	setecientos/as
40	cuarenta	800	ochocientos/as
50	cincuenta	900	novecientos/as
60	sesenta	1000	mil
70	setenta	2000	dos mil
80	ochenta	1,000,000	un millón/los
90	noventa	2,000,000	dos millones/los
100	cien (los)		

## ORDINALS

1st	primero
2nd	segundo
3rd	tercero
4th	cuarto
5th	quinto
6th	sexto
7th	séptimo
8th	octavo
9th	noveno
10th	décimo
11th	undécimo
20th	vigésimo

## RULES OF STRESS

- When a word ends in a vowel, *n* or *s*, the stress falls on the next to the last syllable: *ca-ba-llo* (horse), *ca-sa* (house), *ca-sa* (city).
- When a word ends in a consonant, except *n* or *s*, the stress falls in the last syllable: *ca-pa-lán* (Spanish), *ca-bal* (city).
- When the pronunciation of a word does not conform to any of the above rules, a written accent is required to indicate which syllable to stress: *ca-bá-l* (foot), *ca-bal* (tree).
- Sometimes written accents are used to distinguish the function or the meaning between two words with the same spelling:
  - es* (you, familiar, subject pronoun) and *es* (you, possessive adjective)
  - de* (verb to give) and *de* (preposition)
  - el* (you or it)
- Certain possessives such as *que*, *quien*, *quienes*, *cuando*, *cuando*, *cuando* and certain adverbs such as *cuando* and *donde*, when used as interrogatives, have a written accent: *¿Cuándo vas a estudiar?* *¿Quién viene?*

## SYLLABIFICATION

- A vowel or a vowel combination can constitute a syllable.
  - Diphthongs and triphthongs are considered single vowels and cannot be divided: *ca-ba-lá-n* (caballero), *ca-ba-lá-n* (grandmother).
- Two strong vowels (*a, e, o*) do not form a diphthong and are separated into two syllables: *ca-pa-lá-n* (job), *ca-bá-l* (city).
- A written accent on a weak vowel (*i, u*) breaks the diphthong:
  - Then the vowels are separated into two syllables: *ca-pa-lá-n* (caballero), *ca-bá-l* (city).
- A single consonant forms a syllable with the vowel that follows it: *ca-pa-lá-n* (job), *ca-pa-lá-n* (book).
- None: *ca-pa-lá-n* (job), *ca-pa-lá-n* (book).
- When two consonants appear between two vowels, they are separated into syllables: *ca-pa-lá-n* (Thursday), *ca-bá-l* (city).
  - Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *n* or *ch* or *ch*, *a-pa-lá-n* (Thursday), *ca-bá-l* (city).
- When three consonants appear between two vowels, only the last one is included in the following syllable: *ca-pa-lá-n* (Thursday), *ca-pa-lá-n* (book).
- Exception: if *b, c, d, f, g, p* or *r* are followed by *l* or *n* or *ch* or *ch*, *a-pa-lá-n* (Thursday), *ca-bá-l* (city).

## CAPITALIZATION

- Only the first word in a sentence and proper nouns are capitalized.
  - El señor García viajó a los Estados Unidos el día de ayer de 1993. (Mr. Garcia traveled to the United States on May 2, 1993).

## NOUNS AND ADJECTIVES

- Denoting nationality, religious affiliation, number of languages, months of the year, and days of the week are generally not capitalized.
  - Canarias, peruano, comunista, and the first word of a title are normally capitalized.

## NOUNS GENDER

Nouns are either feminine or masculine, whether they refer to a person, place, thing or quality, and are usually accompanied by an article.

- Most nouns ending in *-o* are masculine: *el libro* (the book), but there are exceptions such as *la mano* (the hand), *la moto* (the motorcycle).
- Some nouns ending in *-ma* which refer to non-concrete things are masculine: *el clima* (the climate), *el drama* (the drama), *el idioma* (the language), *el poeta* (the poet), *el problema* (the problem), *el programa* (the program), *el sistema* (the system), *el tema* (the theme).
- Most nouns ending in *-a* are feminine: *la mesa* (the table), with exceptions such as *el mapa* (the map), *el día* (the day).
- Nouns ending *-ista*, *-ista*, *-ista*, *-ista*, *-ista* are feminine: *la artista* (the actress), *la aprensiva* (the apprentice), *la ciudad* (the city), *la libertad* (the freedom), *la prevented* (the youth), *la muchachera* (the crowd).

## PLURAL

- If the noun ends in:
  - a vowel, add *-es*: *libros/libros*, *puerta/puertas*
  - a consonant, add *-s*: *pared/paredes*, *profesor/profesores*
  - z*, change it to *-s* and add *-es*: *hijo/hijos*, *huevo/huevos*

## ARTICLES

Agree in gender and number with the noun that they accompany.

- Definite articles (*el, la, los, las* (the)) use:
  - With infinitives used as nouns, particularly at beginning of a sentence: *El estudiar es bueno*. (Studying is good.)
  - With nouns found in a series: *Paño de libro, de cuaderno y de plasma sobre la mesa*. (I put the book, the notebook and the pen on the table.)
  - With certain nouns such as *escuela*, *corte*, *cóndor* where English omits the article: *Los indios van a la cárcel*. (The Indians go to jail.) *Los niños aprenden mucho en la escuela*. (Children learn a lot in school.)
  - To identify an inanimate concept: *La bondad es una virtud*. (Kindness is a virtue.)
  - To identify something specific that precedes a demonstrative adjective: *El muchacho que me enseñó*.

(This young man does not have [any] money.)

- With nouns of weight or measure: *Los zapatos cuestan un dólar la libra*. (The shoes cost one dollar per pound.)
- With titles, ranks, and professions when used with a possessive noun: *El doctor García habla*. (Dr. Garcia called.)
- With names of a subject: *Estudio la historia*. (I study history.)
- With days of the week to indicate when something occurs, where we see "on" in English: *A veces vamos al cine el sábado*. (Sometimes we go to the movies on Saturday.)
- With parts of the body or articles of clothing, especially if the possessor is clearly indicated as in the case of reflexive verbs: *Me pongo el abrigo*. (I put on my coat.)
- With the seasons of the year: *En la primavera there muchos*. (In spring it rains a lot.)
- For other possessives: *El abrigo del profesor está en el escritorio*. (The professor's coat is in the chair.)
- With names of certain cities, countries, and continents: *Argentina, los Estados Unidos, la Habana, la América del Sur*.
- With a proper noun modified by an adjective: *el pequeño José* (Little Joseph).
- With a noun in apposition with a pronoun: *Nosotros los norteamericanos* (We North Americans).
- Proverbs begin when telling time: *Es la una*. (It is one o'clock.)  
Note: The masculine singular form of the definite article, *el*, is used before certain feminine nouns that begin with stressed *o* or *h*: *el agua* (water), *el agua* (water).

## ADVERBS

- Modify a verb, an adjective or another adverb.
  - So form an adverbial phrase to form singular forms of adjective: *mucho/mucho*, *mucho/mucho* (correctly).
  - An adverb precedes the adjective it modifies but normally follows the verb it modifies: *Los profesores son muy inteligentes*. (The professor is very intelligent.) *Ellos pronuncian bien*. (They pronounce well.)

## COMPARATIVES AND SUPERLATIVES

- Inequality
  - Formed by placing *más* or *menos* before and *que* after the adjective, adverb or noun: *Nilda es más alta que Elena* (Nilda is taller than Elena), *Esta casa es más bonita que la mía*. (This house is more beautiful than my house.)
  - Irregular forms: *bueno*, *mejor* (good, better); *mucho*, *más* (that, more); *grande*, *mayor* (big, bigger or older)
- Equality
  - Formed by using *tan* followed by an adjective or adverb plus *como*: *Enfadado es tan inteligente como Elena*. (Enfadado is as intelligent as Elena.)
  - Irregular forms: *bueno*, *igual* (good, as good); *mucho*, *tanto* (that, as much); *grande*, *igual* (big, as big)

# Spanish Language Cheat Sheet

**Ian Pickup**



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