

Quick Study ACADEMIC

Spanish Grammar

THE ALPHABET

The 27 letters of the Spanish alphabet:

| | | | | | |
|---|----|---|------|---|-----------|
| a | h | j | jota | r | erre |
| b | be | k | ka | s | ese |
| c | ce | l | le | t | te |
| d | de | m | me | u | u |
| e | e | n | ne | v | ve |
| f | fe | ñ | ña | w | uve doble |
| g | ge | o | o | x | x |
| h | ha | p | pe | y | ye |
| i | i | q | ca | z | ze |

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**: **ca-ja**-la (box), **ca-ja**-ra (crane), **ca-ja**-ra (box).
- Words ending in a consonant other than **n** or **s** have stress on the last syllable and are called **palabras agudas**: **do-cto**-ra (doctor), **ca-fo**-ra (coffee), **ca-fo**-ra (coffee), **ca-fo**-ra (coffee).
- When a word does not conform to either of the previously mentioned rules, a written accent indicates where the stress falls: **ca-fo**-ra (coffee), **ca-fo**-ra (coffee), **ca-fo**-ra (coffee).
- 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** (what) and **que** (what).

SYLLABIFICATION

- A single vowel sound, with or without accompanying consonants, makes up a syllable.
 - Diphthongs and triphthongs blend to make a single vowel sound and cannot be divided.
- A diphthong combines a strong vowel (a, e, o) and a weak vowel (i, u): **ai**-re (air), **ei**-re (air), **oi**-re (air), **ui**-re (air).
- A triphthong consists of a strong vowel between two weak ones: **aoi**-re (air), **aoi**-re (air).
- Two strong vowels do not form a diphthong and are separated into two syllables: **ca**-ja (box), **ca**-ja (box).
- A written accent on a weak vowel breaks a diphthong, separating it into two syllables: **ca**-ja (box), **ca**-ja (box).
- A single consonant forms a syllable with the vowel (or a single vowel sound) in the case of a diphthong or triphthong that follows it: **ca**-ja (box), **ca**-ja (box).
- The digraphs **ch**, **ll**, and **rr** represent a single sound and cannot be separated: **ca**-ja (box), **ca**-ja (box).
- When two consonants come between two vowels, the first consonant goes with the preceding vowel and the second consonant goes with the following vowel: **ca**-ja (box), **ca**-ja (box).
- Exception: When **h**, **c**, **d**, **e**, **g**, **p**, or **t** is followed by **i** or **u**, both consonants go with the following vowel: **ca**-ja (box), **ca**-ja (box).
- 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: **ca**-ja (box), **ca**-ja (box).
- Exception: When **h**, **c**, **d**, **e**, **g**, **p**, or **t** is followed by **i** or **u**, only the first consonant goes with the preceding vowel, the last two consonants go with the following vowel: **ca**-ja (box), **ca**-ja (box).

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): **Chen abao de solado** (Our Hundred Years of Solitude).
 - Abbreviated personal titles: **Sra.**, **Ramón**, **Dr. Gómez**.
- Do not capitalize in Spanish:
 - Nouns denoting nationality or religious affiliation: **latino** (Latin), **católico** (Catholic).
 - Names of languages: **español** (Spanish), **ruso** (Russian).
 - Days of the week and months of the year: **lunes**, **el día de mayo** (Monday, May 2).
 - Spelled-out personal titles: **señor** **Columbo**, **señorita** **Villagómez**.

CARDINALS

| | | | | | |
|----|--------|----|------------|-------|----------------|
| 0 | cero | 13 | trece | 22 | veintidós |
| 1 | uno | 14 | catorce | 30 | treinta |
| 2 | dos | 15 | quince | 31 | treinta y uno |
| 3 | tres | 16 | dieciséis | 32 | treinta y dos |
| 4 | cuatro | 17 | diecisiete | 40 | cuerpo/cientos |
| 5 | cinco | 18 | dieciocho | 500 | quinientos |
| 6 | seis | 19 | diecinueve | 600 | seiscientos |
| 7 | siete | 20 | veinte | 700 | setecientos |
| 8 | ocho | 21 | veintiuno | 800 | ochocientos |
| 9 | nueve | | | 900 | novecientos |
| 10 | diez | | | 1,000 | mil |

| | | | |
|-----|---------------|-----------|-----------------|
| 100 | cien | 1,000,000 | un millón |
| 200 | doscientos | 2,000,000 | dos millones |
| 300 | trescientos | 3,000,000 | tres millones |
| 400 | cuatrocientos | 4,000,000 | cuatro millones |
| 500 | quinientos | 5,000,000 | cinco millones |
| 600 | seiscientos | 6,000,000 | seis millones |
| 700 | setecientos | 7,000,000 | sete millones |
| 800 | ochocientos | 8,000,000 | ocho millones |
| 900 | novecientos | 9,000,000 | nueve 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 | tercer |
| 4th | cuarto |
| 5th | quinto |
| 6th | sexto |
| 7th | séptimo |
| 8th | octavo |
| 9th | noveno |
| 10th | décimo |

ARTICLES

Can be definite or indefinite and must agree in gender and number with the noun 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:
 - Indefinites 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 **ciudad** (city) and **escuela** (school), where English often omits the article: ¿Van a la ciudad? (Are they going to jail?) **El** **va** a la escuela. (He is going to school.)
 - Abstract concepts: **La** **bondad** es una virtud. (Kindness is a virtue.)
 - Nouns of weight or measure: **Las** **peras** **custean** **un** **dólar** **la** **libra**. (The pears cost one dollar a pound.)
 - Titles when used with a name: **La** **Dra.** **García** **llamó**. (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: **En** **Florida**, **el** **Ecuador**, **la** **América** **del** **Nor**.
- Proper nouns modified by an adjective: **el** **pogorita** **Juan** (little Juan).
- The hour when telling time: **Es** **la** **una**. (It is one o'clock.)

INDEFINITE ARTICLES

- Indefinite articles **un**, **una**, 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: **Soy** **profesora**. (I am a teacher.) **But** **Yo** **soy** **una** **buen** **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 **-a** 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** **discooteca**) are feminine.
- Most nouns ending in **-o** 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 **-dad**, **-ción**, **-dad**, and **-dad** are feminine: **la** **estación** (the station), **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** (the doctor), **el** **profesor** (the professor), **el** **señor** (the man), **el** **señor** (the man).
- Some masculine nouns ending in **-o** have a feminine form ending in **-a**: **el** **uniforme** (the uniform), **el** **gato** (the cat), **el** **muchacho** (the boy), **el** **niño** (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 **x** to **s** and add **-es** to a noun ending in **-x**: **hija** (daughter) → **hijas** (daughters), **luz** (light) → **luzes** (lights).

ADVERBS

Adverbially, verbs, adjectives, or other adverbs, tell how, when, where, why, how much, or how often.

| Adjective | Adverb | Form | Form |
|-----------|--------|-------|-------|
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |

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

| | | | |
|-------|-------|-------|-------|
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |
| mucho | mucho | mucho | mucho |

- Adverbs are placed before the adjectives they modify but usually after the verb: **La** **profesora** **es** **mucho** **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** **lento**, **clara** **y** **constantemente**. (Elena speaks slowly, clearly, and continuously.)

Spanish Language Guides

Celestino Rivas



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