



Bienvenido

Spanish 101

Saludos

Gracias



Latin American Countries that Speak Spanish





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Where is Spain in relation to the Americas?





Working with Interpreters

- Preparing for the meeting
 - issues
 - family background
 - confidentiality
- Interacting at the meeting
 - situate yourself to look directly at parents
 - check frequently for understanding
- Reflecting after the meeting
 - give interpreter time to discuss concerns he/she might have.





The Spanish Alphabet and English pronunciation

Letra	Nombre	Transliteration
• A	a	ah
• B	be	beh
• C	e	seh
• CH	che	cheh
• D	de	deh
• E	e	eh
• F	efe	eh-feh
• G	ge	hehy
• H	hache	ah-cheh
• I	i	ee



The Spanish Alphabet and English pronunciation (cont.)

Letra	Nombre	Transliteration
• J	jota	hoe-tah
• K	ka	kah
• L	ele	eh-leh
• LL	elle	eh-yeh
• M	eme	eh-meh
• N	ene	eh-neh
• Ñ	eñe	eh-nyeh
• O	o	oh
• P	pe	peh
• Q	qu	coo



The Spanish Alphabet and English pronunciation (cont.)

Letra	Nombre	Transliteration
• R	erre	eh-reh
• S	ese	eh-seh
• T	te	teh
• U	u	oo
• V	ve,uve	veh or oo-veh
• W	doble ve, uve doble	dough-bleh
•		veh or oo-veh dough-bleh
• X	equis	eh-keys
• Y	i griega	ee-gree-eh-gah
• Z	zeta	seh-tah



The Spanish Alphabet with Spanish and English Pronunciation Examples

<u>Letter</u>	<u>Spanish Example</u>	<u>English Example</u>
a	padre	father
b	bomba	bomb
1* c	cadáver composición Cementerio	<u>c</u> adaver <u>c</u> omposition <u>c</u> emetary
ch	nacho	nacho
2* d	detective	detective
e	español	--pronounced like the "e" in egg.



The Spanish Alphabet with Spanish and English Pronunciation Examples

<u>Letter</u>	<u>Spanish Example</u>	<u>English Example</u>
f	fábrica	factory
3* g	gobierno general	goverment --pronounced like the english letter "h"
4* h	honor	honor (the letter "h" is always silent)
i	policía	police
j	justicia (justice)	--pronounced like the English letter "h"



The Spanish Alphabet with Spanish and English Pronunciation Examples

<u>Letter</u>	<u>Spanish Example</u>	<u>English Example</u>
5* k	kilómetro	kilometer
l	legal	legal
ll	llave (key)	--pronounced like the English letter "y" as in "yield"
m	madre	mother
n	nacionalidad	nacionality
ñ	cañón	c <u>an</u> yon



The Spanish Alphabet with Spanish and English Pronunciation Examples

<u>Letter</u>	<u>Spanish Example</u>	<u>English Example</u>
o	votar	vote
p	península	peninsula
6* q	química	<u>ch</u> emistry
r	rosa	rose
7* rr	carro (car)	--an emphasis on the 'r' sound
s	sopa	soup



The Spanish Alphabet with Spanish and English Pronunciation Examples

<u>Letter</u>	<u>Spanish Example</u>	<u>English Example</u>
t	texto	text
u	uniforme (uniform)	--pronounced like the English 'u' in 'tutor'
8* v	victoria	victory
9* w	Washington	Washington
x	excelente	excellent
y	Yucatán Paraguay	Yucatan Paraguay
z	zapatos (shoes)	--an 's' sound, as in 'socks'



Exceptions to the Rule

- 1* The letter **C** sounds like a "k" when it is followed by the vowels a, o and u: *casa, cosa, cuchara. It is pronounced as an "s" when it is followed by the vowels i and e: *ciudad, cebra. This occurs in English as well: carrot, cold and cucumber, but celery and city.**
- 2* When **D** is intervocalic (between two vowels) as in the word *nada* [nothing], or occurs at the end of a word, like *verdad*[truth], it is pronounced like the "th" in the English word "they": NAH-thah, ver-Dth.
- 3* The letter **G** is hard (like the English G in "gate") when it is followed by the vowels a, o and u: *gato, gordo, gusto. It is soft (like the English 'H') when it is followed by the vowels i and e: *gimnasio, general. (By the way, this occurs in English as well although with different "g" sounds: game, gone and gulp, but gentle and giraffe.)**
- 4* The letter **H** is always silent. You might try to pretend it is invisible too, when you see words with h's. For example, the verb *hay* is pronounced like the English word "eye", not like the horse-food! *Alcohol* is pronounced "al-col" as if there were no `h' in the middle. Don't forget that *ch* is a separate letter that cannot be split. Ch has the same pronunciation in Spanish as it does in English.



Exceptions to the Rule (cont.)

5***K** is a foreign letter and used only in words borrowed from other languages.

6***Qu** is always pronounced like a `k'. It never makes the `kw' sound as it does in English. Try to visualize a **K** every time you see **Qu**.

7***Rr** is spelled **r** when beginning a word: *rojo* [red], but is spelled **rr** when it occurs within a word: *pelirrojo* [redhead].

8***V** is pronounced the same as **B**. The names *ve chica* and *be grande* mean `little b' and `big b' respectively. A common native speaker error is to switch these letters when writing. Do not pronounce this letter like the English letter `v'. Both **V** and **B** are pronounced like a softened version of the English letter `b'.

9***W** is a foreign letter and used only in words borrowed from other languages.



A little of Spanish Alphabet History

- Traditionally, in the Spanish alphabet, *ch*, *ll*, *rr* and *ñ* are individual letters. In most dictionaries *Ch* follows *C* so that *copia* [copy] and *cuchillo* [knife] come before *chaleco* [vest]. The same follows for *L* and *LL*, *n* and *ñ*. This also happens with *r* and *rr* when they occur in the middle of words (as noted above, *rr* is spelled *r* when it begins a word.) In 1995 the Spanish alphabet was revised to eliminate most of the compound letters. Therefore, the Spanish alphabet has all the letters of the English alphabet except for the additional *ñ*. However, most dictionaries still adhere to the traditional letters. Many Latin American countries have not decided to follow Spain's lead in this matter. Also, these traditional letters are used when spelling aloud. Therefore it is important to know the original standard Spanish alphabet.



Helpful Codes

Hold [ALT] & then type using you number pad on your right:

160 = á (mamá, mother)

161 = í (policía, police)

162 = ó (corazón, heart)

163 = ú (atún, tuna)

164 = ñ (niño, child)

165 = Ñ (Ñame, Ñame)

168 = ¿ (¿cómo estas?, how are you?)

173 = ¡ (¡muy bien!, very good!)

