

# UNIT 1

Hello! · ¡Hola!

**CD 1**

Track 2

**Tip****Sounding Spanish**

The sound of the Spanish vowels **a**, **e**, **i**, **o**, **u** is full, clear and short. Each vowel has only one sound. When a **u** is followed by another vowel, as in **buenos** or **buenas**, it is normally pronounced like an English 'w'. The accent on the **o** in **adiós** indicates that the emphasis falls on the last syllable; in all the other words here, the first syllable is emphasized.

**Key phrases**

The first things you need to be able to say in any language are *hello* or *good morning*, *good afternoon* and *good evening*. You'll also need to say *good night* or *goodbye*. So your first words and phrases are:

**Hola** Hello**Buenos días** Good morning**Buenas tardes** Good afternoon/Good evening**Buenas noches** Good evening/Good night**Adiós** Goodbye**CD 1**

Track 4

**Tip****Greetings**

You say **buenos días**, *good morning*, from early morning till midday, **buenas tardes**, *good afternoon* or *good evening*, from midday to sunset, and **buenas noches**, *good evening*, after dark, but not before 8 p.m. **Buenas noches** is also used for *good night* when you go to bed or say goodbye to someone late at night.

**Dialogue 1****Hola, buenos días, señor López.**

Hello, good morning, Mr López.

**Ah, buenos días, señora García.**

Ah, good morning, Mrs García.

**¿Cómo está?**

How are you?

**Bien, gracias.**

Fine, thanks.

**¿Y usted?**

And you?

**Bien, bien ...**

I'm OK ...

**Adiós.**

Goodbye.

**¡Adiós!**

Goodbye!



**CD 1**  
Track 5

## Tip

### Titles & surnames

When Spanish people address each other formally, they use the titles **señor** Mr and **señora** Mrs or Ms followed by the person's first surname. In many Spanish-speaking countries, people use two surnames. Traditionally, a person's first surname is their father's, while their second surname is their mother's maiden name. When a woman marries, she keeps her maiden name.

## Dialogue 2

**Buenas tardes, señor Varela.**

Good afternoon/evening, Mr Varela.

**Buenas tardes, señora Castro.**

Good afternoon/evening, Mrs Castro.

**¿Cómo está?**

How are you?

**Muy bien, gracias.**

Very well, thank you.

**¿Y usted?**

And you?

**Bien, bien.**

I'm OK.

**Adiós.**

Goodbye.

**¡Adiós!**

Goodbye!



### LANGUAGE LAB

You may have wondered why there are two ways of writing and pronouncing the word for *good*: **buenos** and **buenas**, as in **buenos días** and **buenas tardes**. This is because in Spanish all nouns (such as **días** and **tardes**) are either masculine or feminine, and either singular or plural. You use **buenos** with masculine plural nouns and **buenas** with feminine plural nouns.

# UNIT 2

Excuse me · Perdone



CD 1

Track 6

## Key phrases

You will need to be able to say and understand these words and phrases when you arrive in Spain.

**Perdone** Excuse me

**¿Habla inglés?** Do you speak English?

**No, lo siento** No, sorry

**No entiendo** I don't understand

**Gracias** Thank you

**Sí** Yes

**No** No



CD 1

Track 8

### Tip

**una oficina de turismo**

a tourist office

A lot of Spanish words are similar to English words but pronounced differently: **oficina** office, **turismo** tourism.

But Spanish often puts the words in the opposite order: **oficina de turismo** ('office of tourism') for *tourist office*.

The city/town centre is **el centro de la ciudad** and the Prado Museum is **el Museo del Prado**.

## Dialogue 1

Remember: don't try to understand every word – just pick out the key words and phrases.

**Perdone, señor.**

Excuse me.

**¿Habla inglés?**

Do you speak English?

**No, lo siento.**

No, I'm sorry.

**No puedo ayudarle.**

I can't help you.

**No entiendo.**

I don't understand.

**Hay una oficina de turismo allí.**

There's a tourist office over there.

**Gracias.**

Thank you.

**Adiós.**

Goodbye.



CD 1  
Track 9

## Tip

### Communication

Did you know that the actual words you use convey only about 30 to 40 per cent of your message? The situation you are in and the tone of voice you use convey about another 40 per cent and the rest of the message is made up of facial expression, body language and gestures. Listen and watch carefully for non-verbal clues.

## Dialogue 2

### Perdone, señora. ¿Habla inglés?

Excuse me. Do you speak English?

**No, lo siento ...**

No, I'm sorry ...

**... pero podría preguntar en la oficina de turismo, allí.**

... but you could ask at the tourist office, over there.

### No entiendo.

I don't understand.

**Oficina de turismo, allí.**

Tourist office, over there.

### Gracias, señora.

Thank you.

# UNIT 3

## Where's the bar? · ¿Dónde está el bar?

When you are visiting a country, one of the first things you are likely to want to do is to ask the way. This unit is about asking where something is.



**CD 1**  
Track 10

### Tip

#### Spelling

A lot of words are spelt more or less the same in English and Spanish. For instance, *restaurant* is **restaurante**, *theatre* is **teatro** and *airport* is **aeropuerto**. Of course, the Spanish words sound different, as you can hear on the CDs.

## Key phrases

**¿Dónde?** Where?

**¿Dónde está la oficina de turismo?** Where is the tourist office?

**¿Dónde está el hotel?** Where is the hotel?

**¿Dónde está mi habitación?** Where is my room?

**¿Dónde está el ascensor?** Where is the lift?

**¿Dónde está el restaurante?** Where is the restaurant?

**¿Dónde está el bar?** Where is the bar?

**Por favor** Please



**CD**  
Track 11

## Listening and speaking

**Perdone, señor. ¿Dónde está la oficina de turismo?**

Excuse me, where's the tourist office?

**Lo siento pero no lo sé.**

*I'm sorry, but I don't know.*

**Perdone, señora. ¿Dónde está el hotel?**

Excuse me, where's the hotel?

**Lo siento pero no lo sé.**

*I'm sorry, but I don't know.*

**Señora, perdón ... ¿dónde está mi habitación, por favor?**

Excuse me ... Where's my room, please?

**No lo sé.**

*I don't know.*

**Señor, perdón ... ¿dónde está el ascensor?**

Excuse me ... Where's the lift?

**Ahí.***There it is.***Buenos días. ¿Donde está el restaurante, por favor?**

Good morning. Where's the restaurant, please?

**Lo siento, no lo sé.***I'm sorry, I don't know.***Perdone, señora. ¿Dónde está el bar?**

Excuse me, where's the bar?

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Track 12

## Dialogue 1

**Perdone, señor. ¿Dónde está el hotel Atlántico?**

Excuse me, where is the Atlántico Hotel?

**¿Perdón?***Pardon?***¿Dónde está el hotel Atlántico?**

Where is the Atlántico Hotel?

**Lo siento, no lo sé.***I'm sorry, I don't know.***Gracias. Adiós.**

Thank you. Goodbye.

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Track 13

## Dialogue 2

**Perdone, señora. ¿Dónde está el ascensor, por favor?**

Excuse me, where is the lift, please?

**¿Perdón?***I beg your pardon?***¿Dónde está el ascensor, por favor?**

Where is the lift, please?

**No hay ascensor.***There isn't a lift.***Las escaleras están allí.***The stairs are over there.***Perdón, no entiendo.**

Sorry, I don't understand.

**¿Habla inglés?**

Do you speak English?

**No, lo siento.**

No, I'm sorry.

**Las escaleras están allí ...**

The stairs are over there ...

**... justo detrás de las plantas verdes.**

... just behind the green plants.

**Ah, ¡sí! Gracias, señora.**

Oh yes! Thank you.

**De nada.**

Don't mention it.

**LANGUAGE LAB**

You may have noticed that some words are preceded by **el** (**el restaurante, el bar, el hotel, el ascensor**), some by **la** (**la oficina**). Plural words are followed by **los** (**los restaurantes**) or **las** (**las escaleras, las plantas**). **El, la, los** and **las** all mean *the*. In Spanish, the word for *the* changes according to whether the noun is masculine or feminine, singular or plural.

<u>masculine</u>	<u>feminine</u>	<u>masculine</u>	<u>feminine</u>
<u>singular</u>	<u>singular</u>	<u>plural</u>	<u>plural</u>
<b>el</b> bar	<b>la</b> oficina	<b>los</b> restaurantes	<b>las</b> plantas

# UNIT 4

## Over there · Allí

This unit is about understanding the answers to the questions you were asking in Unit 3, so the emphasis is on listening and understanding.



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Track 14

### Key phrases

**aquí** here

**ahí** there

**allí** over there

**a la derecha** on the right

**a la izquierda** on the left

**enfrente de** opposite

**delante de** in front of

**detrás de** behind

**después de** after

**en el primer piso** on the first floor



You can add **justo**, *just*, to most of these words and phrases:

#### LANGUAGE LAB

**justo aquí** just here

**justo a la izquierda** just on the left

**justo a la derecha** just on the right

**justo enfrente de** just opposite

**justo delante de** just in front of

**justo detrás de** just behind

**justo después de** just after

Remember to add **de** after the words **enfrente**, **delante**, **detrás** and **después**.

**Tip**

Spanish people use **por favor** much less than the British use *please*. That doesn't mean that they are being less polite: the politeness is implied in the way they speak, in their intonation.

**Listening practice****Perdone, señor. ¿Dónde está el ascensor?**

Excuse me, where is the lift?

**¿El ascensor? Ahí, a la izquierda.**

*The lift? There, on the left.*

**Perdone, señora. ¿Dónde está el restaurante?**

Excuse me, where is the restaurant?

**¿El restaurante? ... Hmm ... creo que está allí, a la derecha.**

*The restaurant? Um ... I think it's over there, on the right.*

**Perdón, no entiendo.**

Excuse me, I don't understand.

**Allí, a la derecha.**

*Over there, on the right.*

**iAh! muchas gracias.**

Ah! Many thanks.

**Perdone, señora. ¿Dónde está el bar?**

Excuse me, where is the bar?

**¿El bar? Allí, justo enfrente de la recepción.**

*The bar? Over there, just opposite reception.*

**Gracias.**

Thank you.

**De nada.**

*You're welcome.*

**Perdone, señora. ¿Dónde está el hotel?**

Excuse me, where is the hotel?

**Aquí, justo detrás de usted.**

*Here, just behind you.*

**Gracias.**

Thank you.

**De nada.**

*Don't mention it.*

**Perdone, ¿dónde está la oficina de turismo, por favor?**

Excuse me, where is the tourist office, please?

**¿La oficina de turismo? Allí, a la izquierda, justo después de la floristería.**

The tourist office? Over there, on the left, just after the florist's.

**Gracias.**

Thank you.

**De nada.**

You're welcome.



**CD 1**  
Track 16

## Dialogue 1

**Perdone, señora. ¿Dónde está mi habitación?**

Excuse me, where is my room?

**Su habitación está en el segundo piso.**

Your room is on the second floor.

**Puede tomar el ascensor.**

You can take the lift.

**¿Dónde está el ascensor?**

Where is the lift?

**Allí, a la izquierda ...**

Over there, on the left ...

**... enfrente de la recepción.**

... opposite reception.

**Gracias.**

Thank you.

**De nada.**

Don't mention it.