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INTRODUCTION

¡Buenas dias!

Spanish is one of the most spoken languages in the world. It belongs to the Italic subfamily of the Indo-European language family, and is primarily spoken at the Iberian Peninsula and Latin America of about 250 million people. It is also called Castilian, which was derived from the dialect it came from. This language was brought and introduced by the Spaniards in Canary Island, Antilles, the Philippines, the southern part of North America, South America, and the coast of Africa.

The Standard Spanish language is being spoken at 43 countries, not including Spain. Most of them consider it as their official language and use it for business, education, industry, politics, and everyday conversation.

This shows how widely popular the Spanish language is and how it will continue to be for many years to come. Foreign language courses are already being offered at different colleges and universities. Spanish training is always included in them. Students taking up such courses are continuously increasing in number. New books and training materials are being published and sold.

Aside from the possibility of having to deal with so many Spanish speakers in business or education, another reason to learn Spanish is that it is regarded as a romantic language, both in literature and everyday conversations.

This is the reason why a lot of movies and television programs nowadays use the language – to captivate and touch the hearts of millions of audiences. Imagine how many friends and loved ones you can impress with lines like *Te amo* (I love you) or *Te quiero* (I need you) and actually knowing how they came to be!

Whether you're having a hard time coping up with Spanish in school, you're dealing with many Spanish speakers in the office or business, or you simply like adding another entry on the "language spoken" part on your résumé, you have chosen the right report to help you learn the language by yourself.

With this report, you'll be learning basic Spanish not within a whole year, not during one term in school, not even a month! You can learn how to speak Spanish confidently in just 12 days, or even less! Imagine that.

Common foreign language trainings usually bombard you with thousands of words and phrases in their vocabulary. They let you memorize these words and phrases until you get used to speaking them out – without really knowing how they became that way.

How this book differs from those word factories is that it applies the linguistic approach in training you to learn the language effectively. This means, as a foreign language learner, you start by studying the letters and sounds of the language. From these sounds, you create words and phrases. As you gather up these words, you'll be able to form sentences.

In the first few days of your training using this report, you'll be concentrating on Spanish sounds. This is important as you will be encountering sounds that are not present in the English language, or sounds familiar to your native tongue but not used in the Spanish language.

Sounds are among the fundamentals of one language because all throughout your language training, you'll be using these sounds as you speak out words and form sentences.

From the 3rd to the 10th day, you will be forming different kinds of Spanish words and phrases. These words consist of nouns, pronouns, adjectives, prepositions, and verbs. Among these basic parts of speech, more days will be given to the training of verbs as they are the most

important and complicated topic in learning the Spanish language. You will be taught to conjugate different types of verbs according to tenses such as past, present, and future.

Finally, as you approach the 11th day of our training, you'll be able to compose sentences in Spanish using the words and phrases you've learned. Recall that simple sentences are actually composed of only a subject and a predicate, where a subject can be as simple as a pronoun, and a predicate can be composed of only a verb. Hence, excellent knowledge of word formation will help you a lot in forming sentences.

During your final day of training, you will be provided with some useful situational phrases you can use when you actually deal with Spanish culture, like when you visit Spanish countries or live with Spanish people.

Are you still unconvinced that you can learn the language in just 12 days? It's always easier said than done. Nevertheless, if you really put your mind to it, and if you're determined to achieve success, you can actually learn to speak Spanish in 1 day – if you choose to finish reading and comprehending the book today!

With faith and patience, nothing is impossible. In Spanish, *nada es imposible*. So, are you ready to speak Spanish?

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DAY 1:

Getting Started with Greetings and Basic Expressions in Spanish

The first step to learning a new language is being familiar with its greetings and most basic phrases. Listed below are everyday expressions in Spanish words, with pronunciation guides, to help you enunciate them properly. Please be reminded that when written, the Spanish language use both the inverted question mark (¿) and inverted exclamation mark (¡) at the beginning of every interrogative and exclamatory sentence, respectively.

¡Hola!
[oh-lah]
'Hi, Hello'

¡Hola! is the most basic Spanish expression in greeting other people. It means 'hi' or 'hello'. It can be used both for people you know, and for those you don't know to get them to notice you. This is also the phrase used when answering calls from the phone, followed by a good morning or good evening in Spanish.

Note: Spanish people do not pronounce the letter /h/, making it a silent letter, except when used in the /ch/ sound. Thus, the above expression should not be read [hoh-lah] but [oh-lah].

To Remember Easily: Change the common *hello* to *hallo*. Interchange the position of the vowels /o/ and /a/ to make it *holla*, then eventually *hola*, without pronouncing the letter /h/.

<i>¡Buenos dias!</i>	<i>¡Buenas tardes!</i>	<i>¡Buenas noches!</i>
[bwe-nos di-yahs]	[bwe-nas tar-des]	[bwe-nas noh-ches]
'Good morning/day'	'Good afternoon'	'Good evening/night'

These are the daily or timely greetings in Spanish. Similar to English, they are composed of two words, namely *bien* which means 'good' and the Spanish words for morning, afternoon, and night.

To Remember Easily: *Dias* is ‘day(s)’ in Spanish (Note the change of /y/ to /i/ and the rearrangement of letters). Since daytime is usually associated with mornings, you should not forget that *¡Buenos Dias!* is to be greeted to a person during the morning.

To associate the Spanish *tardes* with ‘afternoon,’ simply imagine the time of the day when you feel the laziest or, say, **tardiest** – during the afternoon! Now you know why you always feel like taking a short nap after lunch.

Using alliteration, a literary style where words beginning with the same consonant are placed together in a phrase or sentence, we can easily relate *noches* with its English translation meaning ‘night’ since they both start with the letter /n/.

¿Cómo te llamas?
[ko-mo te lya-mas]
‘What is your name?’

¿Cómo se llama?
[ko-mo se lya-mah]
‘What is your name?’ (Formal)

Literally, these phrases mean ‘How do you call yourself?’ The former is being used during informal or casual conversations, like when asking a lost kid what his name is, when meeting new acquaintances in school or organizations, or when getting to know a person younger or the same age as you are. The latter is being used during formal instances, like when talking to an elder or anybody with high societal and political positions like professors, mayor, or your friend’s mother. The literal translation of “What is your name in Spanish?” is...

¿Qué es tu nombre?
[ke es tu nom-bre]
‘What is your name?’

If someone asks for your name using any of the above questions, you may also respond with various answers:

Yo soy [name].
[yo soy ...]
‘I am ...’

Me llamo [name].
[me lya-mo ...]
‘I am called ...’

Mi nombre es [name].
[mi nom-bre es ...]
‘My name is ...’

Though there are variations when telling your name in Spanish, all are accepted and are used to introduce yourself to other people. However, be reminded that the first introduction is usually a response to the direct question *¿Quién eres tú?* or ‘Who are you?’; the second introduction is the most common response among Spanish; and the third introduction is used when giving emphasis to what your name is (i.e. My name is [name1], not [name2]).

¿Qué tal?
[ke tal]
‘What’s up?’

¿Como estas?
[ko-mo es-tas]
‘How are you?’

Both expressions above are used for asking how another person is today, what he has been doing lately, how he is feeling, and the likes.

Note: When talking formally, use *esta* instead of *estas* in the latter expression. The topic on formality in the Spanish Language, especially on pronouns, will be discussed on Day 4.

(Muy) Bien
[(muy) byen]
‘(Very) Good’

(Muy) Mal
[(muy) mal]
‘(Very) Bad’

Questions on knowing ‘how you are doing’ can be answered depending on how you are actually feeling during the moment you are asked. Hence, from the options above, you can reply with a good, a very good, a bad, or a very bad.

To Remember Easily: Know that *muy* is ‘much’ in English, literally. Hence, if something is much, extreme words like ‘very’ should be used to emphasize it. In this case, ‘very’ is translated as *muy*.

As we have already mentioned earlier, *bien* is ‘good,’ while *mal* is ‘bad.’ If you can’t relate the English word to its Spanish counterpart using creative thoughts, try associating the number of letters from one to another – both *bien* and ‘good’ has 4 letters, while both *bad* and ‘mal’ has 3 letters.

Por favor
[por fa-vor]
'Please'

Por favor is the Spanish way of showing respect when asking a favor. It can be used either at the beginning of your sentence or at the end.

To Remember Easily: Don't you usually say **please** when you ask **por** (for) a **favor**?

Gracias
[gra-thyas]
'Thank you'

De nada
[de na-dha]
'You're welcome' or
'Don't mention it'

To Remember Easily: *Gracia*, without /s/, is 'grace' or 'blessing' in English. Don't you say **thank you** for all the **gracia(s)** you receive? *De nada* literally means 'it's nothing.' When it's nothing, you don't have to mention it.

¡Adiós!
[a-dhyos]
'Goodbye'

¡Adios! or 'goodbye' is used when you bid farewell to somebody you know – whether personally or through the telephone. It's like wishing that God be with the other person as he continues his journey as *a diós* literally means 'to God.'

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DAY 2: Recognizing Letters and Sounds in the Spanish Alphabet

As you are now familiar with the everyday greetings in Spanish, you can start learning the Spanish alphabet. You must know how each letter is called, and the sound it produces.

The Spanish alphabet is composed of 30 letters. However, Spanish sounds are more than the total number of letters, as there are instances that a letter is pronounced in various ways according to its position in a word.

In addition, each letter has a name different from the ABC's of English. The table below will show you how each letter in Spanish is called, how each one of them is pronounced, and some examples for practice.

Alphabet	Name	Pronounce It!	Examples
A	a	[ah]	/ah/ as in English <u>o</u> ther, sh <u>u</u> t, s <u>o</u> n <i>alto</i> 'tall' [al-to]
B	b	[beh]	/b/ as in English <u>b</u> oy, <u>a</u> bout, cri <u>b</u> <i>bien</i> 'good' [byen]
C	c	[theh]	/k/ as in English <u>c</u> up, rock <u>y</u> , mil <u>k</u> when followed by the vowels a, o, u <i>cuatro</i> 'four' [kwat-ro]
			/th/ as in English <u>th</u> in, Cath <u>er</u> ine, math <u>h</u> when followed by the vowels e, I <i>cinco</i> 'five' [thing-ko]
Ch	ch	[cheh]	/ch/ as in English <u>ch</u> ild, Rich <u>ch</u> ard, beach <u>ch</u> <i>chica</i> 'girl' [chi-ka]
D	d	[deh]	/d/ as is English <u>d</u> oll, ide <u>a</u> , gl <u>a</u> d when used in the start of a word or syllable <i>donde</i> 'where' [don-de]
			/th/ as is <u>th</u> en, moth <u>er</u> , breathe <u>h</u> when placed in between vowels in a word <i>nada</i> 'nothing' [na-dha]
E	e	[eh]	/eh/ as in English <u>e</u> nter, l <u>e</u> t, sa <u>i</u> d <i>estado</i> 'state' [es-ta-dho]
F	f	[eh-feh]	/f/ as in English <u>f</u> an, raff <u>l</u> e, w <u>i</u> fe <i>falso</i> 'false' [fal-so]
G	g	[keh]	/g/ as in English <u>g</u> ift, beag <u>l</u> e, dog when followed by the vowels a, o, u <i>gordo</i> 'fat' [gor-do]
			gargled /k/ as in German <u>B</u> ach when followed by the vowels e, I <i>gente</i> 'person' [khen-te]

H	h	[ah-cheh]	the letter h is not pronounced in Spanish words making it a silent letter	<i>hasta</i> ‘until’ [as-ta]
I	I	[i]	/i/ as in English <u>i</u> ncome, hi <u>t</u> , pi <u>ty</u>	<i>ídolo</i> ‘idol’ [i-do-lo]
J	j	[hoh-tah]	gargled /k/ as in German Ba <u>ch</u>	<i>jabón</i> ‘soap’ [kha-bon]
K	k	[kah]	/k/ as in English <u>k</u> ite, wa <u>ck</u> y, sil <u>k</u>	<i>kilo</i> ‘kilo’ [ki-lo]
L	l	[eh-leh]	/l/ as in English <u>l</u> ight, b <u>l</u> ame, ba <u>ll</u>	<i>lápiz</i> ‘pencil’ [la-piz]
Ll	ll	[eh-lyeh]	/ly/ as in English ga <u>ll</u> eon	<i>llover</i> ‘rain’ [lyo-ver]
M	m	[eh-meh]	/m/ as in English <u>m</u> oney, su <u>mm</u> it, ta <u>m</u> e	<i>mal</i> ‘bad’ [mal]
N	n	[eh-neh]	/n/ as in English <u>n</u> et, ti <u>ny</u> , gre <u>en</u>	<i>norte</i> ‘north’ [nor-te]
Ñ	ñ	[eh-nyeh]	/ny/ as in English ca <u>ny</u> on, o <u>ni</u> on	<i>ñaque</i> ‘junk’ [nya-ke]
O	o	[oh]	/o/ as in English <u>A</u> uckland, sa <u>w</u> , dec <u>or</u>	<i>obra</i> ‘work’ [ob-ra]
P	p	[peh]	/p/ as in English <u>p</u> arty, ha <u>pp</u> y, lea <u>p</u>	<i>pato</i> ‘duck’ [pa-to]
Q	q	[kuh]	/k/ as in English <u>k</u> ite, wa <u>ck</u> y, sil <u>k</u>	<i>quema</i> ‘fire’ [ke-ma]
R	r	[eh-reh]	/r/ as in English <u>r</u> oll, ma <u>r</u> k, ly <u>r</u> e	<i>robo</i> ‘robbery’ [ro-bo]
Rr	rr	[ehr-reh]	/r/ with a roll of the tongue; hard /r/	<i>correr</i> ‘to run’ [kor-rer]
S	s	[eh-seh]	/s/ as in English <u>s</u> on, dai <u>s</u> y, offi <u>c</u> e	<i>salsa</i> ‘sauce’ [sal-sa]

T	t	[teh]	/t/ as in English <u>t</u> ime, late <u>r</u> , be <u>l</u> t	<i>taza</i> ‘cup’ [ta-za]
U	u	[uh]	/u/ as in English <u>pu</u> t, <u>bo</u> ok, <u>pu</u> sh	<i>único</i> ‘single’ [u-ni-ko]
V	v	[uh-veh]	/v/ as in English <u>v</u> ase, la <u>v</u> a, ha <u>v</u> e when used in the start of a word or syllable	<i>vaca</i> ‘cow’ [va-ka]
			soft /b/ when placed in between vowels	<i>ave</i> ‘bird’ [a-be]
W	w	[uh-veh do-ble]	/w/ as in English <u>w</u> hale, lo <u>w</u> er, sho <u>w</u>	<i>wáter</i> ‘toilet’ [wa-ter]
X	x	[eh-kis]	gargled /k/ as in German <u>Ba</u> ch when used in the start of a word	Xavier (name) [khav-yer]
			/ks/ as in English ta <u>x</u> i, bo <u>x</u> , fi <u>x</u> when placed inside a word	<i>sexto</i> ‘sixth’ [seks-to]
Y	y	[i-gri-yeh-gah]	/y/ as in English <u>y</u> oyo, bo <u>y</u> , Su <u>nd</u> ay	<i>yate</i> ‘yacht’ [ya-te]
			/i/ as in English rece <u>i</u> ve, <u>cr</u> eam, ski when used as the conjunction y ‘and’	
Z	z	[zeh-tah]	/z/ as in English <u>z</u> ebra, la <u>z</u> y, bu <u>zz</u>	<i>zona</i> ‘zone’ [zo-na]

To summarize, sounds not present or are very minimal in the English language but are common in Spanish includes /ch/, /th/, gargled /k/ of German, /ly/, /ny/, /rr/, and the soft /b/. Meanwhile, the letter h is common in the written language of Spanish, but is not pronounced verbally unless it belongs to the /ch/ sound.

As this day ends, you should now be able to recite the 30 letters of the Spanish alphabet using the names they are called (ah, beh, theh, etc.), distinguish the different sounds made by some letters like c, d, g, v, x, and y according to certain conditions, and cite some examples where all letters and sounds can be observed.

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DAY 3:

Forming Spanish Nominal Words and Phrases

With enough knowledge on Spanish letters and sounds, you are now ready to begin forming words and phrases. On this 3rd day of training, the focus will be on forming nominal words and phrases. These are what we usually call **nouns**. These words name people, places, animals, events, and even abstract entities.

Spanish is a gender- and number-specific language. This means that its words, particularly nouns and adjectives, contain within them the categorization whether they are masculine, feminine, or neuter; and whether they are plural or singular.

Gender-Specific Characteristic

Nouns in Spanish may be classified according to gender – masculine, feminine, or neuter. How do we know which gender fits which noun?

To help you resolve this problem, I'd like you to meet two good friends of mine: Lawrence, a clever guy from California, and Dazcion, a pretty maiden from Mexico. Lawrence can help you remind which nouns in Spanish are masculine because he is a guy, while Dazcion can do the same for feminine nouns. How is that possible? Read on.

Spanish nouns ending in L, O, R, E, N, and S are **masculine**. Here are some examples:

Árbol	[ar-bol]	'tree'	Azucar	[ah-zu-kar]	'sugar'
Barrio	[bar-ryo]	'town'	Bebé	[be-be]	'baby'
Cinturón	[sin-tu-ron]	'belt'	Disco	[dis-ko]	'disk'
Examen	[ek-sa-men]	'exam'	Freno	[fre-no]	'brake'
Garaje	[ga-ra-he]	'garage'	Hombre	[om-bre]	'man'
Imán	[i-man]	'magnet'	Jamón	[ha-mon]	'ham'
Libro	[lib-roh]	'book'	Miedo	[mye-do]	'fear'
Nombre	[nom-bre]	'name'	Oído	[oy-do]	'ear'
País	[pa-is]	'country'	Pupitre	[pu-pit-re]	'desk'
Queso	[ke-so]	'cheese'	Regalo	[reh-ga-lo]	'gift'
Sello	[sel-yo]	'stamp'	Tacón	[ta-kon]	'heel'
Traje	[tra-he]	'dress'	Zorro	[zor-ro]	'fox'

On the other hand, nouns ending in D, A, Z, and Cion are **feminine**. Some examples are

shown below:

Agua	[ah-gwa]	‘water’	Barba	[bar-ba]	‘beard’
Blusa	[blu-sa]	‘blouse’	Cama	[ka-ma]	‘bed’
Circulación	[sir-ku-la-thyon]	‘traffic’	Cosa	[ko-sa]	‘thing’
Dirección	[di-rek-thyon]	‘address’	Estrella	[es-tre-lya]	‘star’
Fruta	[fru-ta]	‘fruit’	Guerra	[ger-ra]	‘war’
Hora	[oh-ra]	‘hour’	Hierba	[yer-ba]	‘grass’
Iglesia	[ig-le-sya]	‘church’	Juventud	[hu-ven-tud]	‘youth’
Luz	[luz]	‘light’	Mancha	[man-cha]	‘stain’
Nación	[na-syon]	‘nation’	Página	[pa-hi-na]	‘page’
Profesión	[pro-fe-syon]	‘profession, job’	Querida	[ke-ri-da]	‘dear’
Red	[red]	‘net’	Suela	[swe-la]	‘sole’
Salud	[sa-lud]	‘health’	Tinta	[tin-ta]	‘ink’
Uña	[uh-nya]	‘nail’	Voz	[voz]	‘voice’
Vida	[vi-da]	‘life’	Zona	[zo-na]	‘zone’

Hence, when you encounter a Spanish noun, all you have to do is look at its ending and see if it belongs to Lawrence (L-O-R-E-N-S) or Dazcion to know its gender. However, there are some exceptions to these rules. You would notice that most of them are borrowed words from other languages like English. Observe the table below:

Masculine Nouns			Feminine Nouns		
Not Ending in L-O-R-E-N-S			Not Ending in Dazcion		
Arroz	[ar-roz]	‘rice’	Calle	[ka-lye]	‘street’
Bistec	[bis-tek]	‘steak’	Cancer	[kan-ser]	‘cancer’
Champu	[cham-pu]	‘shampoo’	Carcel	[kar-sel]	‘prison’
Dia	[di-ya]	‘day’	Carne	[kar-ne]	‘meat’
Esqui	[es-ki]	‘ski’	Flor	[flor]	‘flower’
Fax	[faks]	‘fax’	Ley	[ley]	‘law’
Mapa	[ma-pa]	‘map’	Lente	[len-te]	‘lens’
Menú	[me-nu]	‘menu’	Mujer	[mu-her]	‘wife’
Pez	[pez]	‘fish’	Noche	[noh-cheh]	‘night’
Programma	[pro-gra-ma]	‘programme’	Orden	[or-den]	‘command’
Reloj	[re-loh]	‘watch’	Razón	[ra-zon]	‘reason’
Rey	[rey]	‘king’	Suerte	[swer-te]	‘luck’

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