1. Alphabet:

The Spanish alphabet consists of 27 letters and 5 digraphs or combinations of two letters, according to the official grammar of the Spanish language.
The letters of the alphabet or alphabet are 27 since 2010 and the number is the same for all Spanish-speaking countries.
That is, the Spaniards speak in words with 27 letters and 5 two-letter compositions (or digraphs)
The digraphs are: ch / ll / gu / qu / rr

Minúscula	Mayúscula	
a	A	(a)
b	B	(be)
c	C	(ce)
d	D	(de)
e	E	(e)
f	F	(efe)
g	G	(ge)
h	H	(hache)
i	I	(i)
j	J	(jota)
k	K	(ka)
l	L	(ele)
m	M	(eme)
n	N	(ene)

ñ	Ñ	(eñe)
o	O	(o)
p	P	(pe)
q	Q	(cu)
r	R	(erre)
s	S	(ese)
t	T	(te)
u	U	(u)
v	V	(uve)
w	W	(uve doble)
x	X	(equis)
y	Y	(ye)
z	Z	(zeta)

NUMBERS - NUMEROS

	English Numbers	Spanish Numbers
	numbers	Números
1	**one**	Uno
2	**two**	dos
3	**three**	tres
4	**four**	cuatro
5	**five**	cinco
6	**six**	seis
7	**seven**	siete
8	**eight**	ocho
9	**nine**	nueve
10	**ten**	diez
11	**eleven**	once
12	**twelve**	doce
13	**thirteen**	trece
14	**fourteen**	catorce
15	**fifteen**	quince
16	**sixteen**	Dieciséis
17	**seventeen**	Diecisiete

	English Numbers	Spanish Numbers
18	**eighteen**	Dieciocho
19	**nineteen**	Diecinueve
20	**twenty**	Veinte
100	**hundred**	Cien
1.000	**one thousand**	Mil
1.000.000	**million**	Un millón

Numbers like "twenty-one" and "thirty one" can change gender.
Examples:
"There are twenty-one people in the square. ("Hay **veintiuna** personas en **la plaza**".)
"The company has more than thirty-one employees." ("La empresa tiene más de **treinta y una empleadas**".)
Hundreds also admit feminine form.Examples:
"It weighs about two hundred tons." ("Pesa unas **doscientas toneladas**".)
"There were about three hundred people" ("Había unas **trescientas personas**")

DAYS: The days of the week in Spanish

Days **días**	**Monday** **lunes**
Tuesday **martes**	**Wednesday** **miércoles**
Thursday **jueves**	**Friday** **viernes**
Saturday **sábado**	**Sunday** **domingo**

PEOPLE:

The use of genres in Spanish and their differences in English:
Grammatical genres are referred to specific characteristics that people, animals and / or things have in different languages. These elements are classified within

several classes, for which there are some rules regarding coherence or concordance.

Simply put, it refers to the grammatical way of referring to the male and female sex of people, animals and / or things
Genres in English and their importance to speak correctly.
The differences that exist in the use of grammatical genres between English and Spanish are many, and it is essential to know them, in order to learn English, because it depends on the sentences we write or say coherently.
The use of grammatical genres, main differences between English and Spanish
The main differences that exist between the use of genders between English and Spanish, are due to the fact that in Spanish we find male and female genders, both for people, for animals and things; unlike English where there are less marked or neutral genera for people, animals or things.
Below we will mention some of the most common terms and use of genres:
The male gender in English:

- People and animals: they are usually the same as in the case of the female sex, with some exceptions as men / men (man / men).
- All months of the year.
- Every day of the week
- Names: The names of rivers, lakes, mountains, oceans and seas are mostly pronounced as male.
- The names of fruit trees. The female gender in English:
- People and animals are usually the same as in the case of the male sex, with some exceptions such as women / women.

There are also some nouns with double gender that have different meanings depending on the context, such is the case we will mention below:

- The bag (handbag) - the bag (bag).
- Capital (money) - the capital (capital).
- The front (front) - the forehead (forehead).
- The guide (guide) - the guide (guidebook).
- The order (tidiness) - the order (command). In the same way that there is a double gender with different meanings, there are people and animals that change their shape, according to gender, as mentioned below:

In the case of people, we have the following:

1. Father – mother (Padre – madre)
2. Nephew – niece (Sobrino – sobrina)
3. Bachelor – spinster (soltero – soltera)
4. Actor- actress (Actor – actriz)
5. Hero – heroine (héroe – heroína)
6. Gentleman – lady (señor – señora)
7. Son – daughter (hijo – hija)
8. King – queen (rey -reina)
9. Waiter – waitress (camarero – camarera)
10. Husband – wife (Esposo – esposa)
11. Uncle – aunt (tío -tía)
12. Prince – Princess (príncipe – princesa)
13. Manager – manageress (director – directora)

14. En casos en lo que se requiera ser más específico, se usan dos palabras para delimitar el género, por ejemplo: a female dog, a baby boy.

PEOPLE: family members in **Spanish**

people  **gente**	**husband**  **marido**
wife  **mujer**	**father**  **padre**
mother  **madre**	**son**  **hijo**
daughter  **hija**	**Brother**  **hermano**
grandfather  **abuelo**	**grandmother**  **abuela**

- Note: there are other people who, regardless of their gender, do not change their form, it is like this with: baby (baby), child (boy - girl), cousin (cousin - cousin), teenager (teenager), artist (artist) , driver (driver - driver), doctor (doctor - doctor), friend (friend - friend), teacher (the teacher), cat (cat or cat).

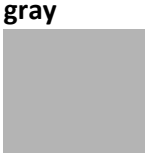
Animals:

The animals that we will mention next are the only ones that change their form according to their gender, the use of genera in the rest of the animals, they have no variation:

- Cock – gen (gallo – gallina)
- Duck – drake (Pato – pata)
- Bull – Cow (toro – vaca)
- Tiger – Tigress (Tigre – tigresa)
- Gander – goose (ganso – gansa)
- Lion – lioness (león – leona)
- Ram – ewe (carnero – oveja)

The differences in the use of genres is one of the grammatical elements that you must keep in mind when learning English. However, you should keep in mind other differences, such as those in articles, nouns, pronouns, adjectives, adverbs, verbs, propositions, conjunctions and interjections.
Finally, with respect to the use of genres in a sentence, it is important to keep in mind that articles, names, pronouns, verbs and adjectives, are the parts of the sentence where variations can be found, according to gender and also according to number (singular / plural), while remaining the same word or meaning; except in the case of verbs, which even when they do not vary in gender, if they do in number, person, time, voice, aspect and mode.

COLORS: the main colors in Spanish

colors  **colores**	**black**  **negro**
white  **blanco**	**gray**  **gris**
blue  **azul**	**green**  **verde**

brown  **marrón**	**purple**  **morado**
red  **rojo**	**orange**  **naranja**
yellow **amarillo**	

Phrases: common everyday phrases - words in **Spanish**

English	Spanish Phrases
Greetings	**Saludos**
Hi!	**¡Hola!**
Good morning!	**¡Buenos días!**
Good afternoon!	**¡Buenas tardes!**
Good evening!	**¡Buenas noches!**
Welcome! (to greet someone)	**Bienvenido (masculine gender)- bienvenida (femenine gender)**
Hello my friend!	**Hola, amigo (masculine gender)– hola amiga (femenine gender)**
How are you? (friendly)	**¿Cómo estás?**

English	Spanish Phrases
How are you? (polite)	¿Cómo está?
I'm fine	Estoy bien
And you? (friendly)	¿Y tú?
And you? (polite)	¿y usted?
Good	bien
Not so good	No muy bien
Thank you (very much)!	¡Muchas gracias!
You're welcome! (for "thank you")	¡De nada!
Come in! (or: enter!)	¡Pase!
Farewell Expressions	Haciendo
Have a nice day!	¡Que tengas un buen día!
Good night!	Buenas noches
See you later!	¡Hasta luego!
See you soon!	¡Hasta pronto!
See you tomorrow!	Hasta mañana
Good bye!	adiós
Have a good trip!	¡Que tengas buen viaje!
I have to go	Tengo que irme

English	Spanish Phrases
I will be right back!	Vuelvo enseguida
Holidays and Wishes	Fiestas y deseos
Good luck!	Buena suerte
Happy birthday!	¡Feliz cumpleaños!
Happy new year!	¡Feliz año nuevo!
Merry Christmas!	¡Feliz navidad!
Happy Easter!	¡Feliz semana santa!
Congratulations!	¡Felicidades!
Enjoy! (or: bon appetit)	Buen provecho
How to Introduce Yourself	Cómo presentarte
What's your name?	¿Cómo te llamas?
My name is …….	Mi nombre es …….. | yo me llamo …….
Nice to meet you!	¡Encantado de conocerte!
Where are you from?	¿de dónde eres?
I'm from …….	Soy de …….
Where do you live?	¿Dónde vives?
I live in …….	Vivo en ……
Do you like it here?	¿Te gusta estar aquí?

English	Spanish Phrases
What do you do for a living?	¿a qué te dedicas?
Do you speak (English/ Spanish)?	¿Hablas español?
Just a little	Solo un poco
I'm trying to learn Spanish	Estoy aprendiendo español
It's a hard language	Es un idioma difícil
How old are you?	¿qué edad tienes?
I'm ……. years old	Yo tengo…… años
It was nice meeting you!	Ha sido un placer conocerte
This is my wife	Esta es mi mujer
This is my husband	Este es mi marido
Solving a Misunderstanding	Resolviendo un malentendido
Sorry! (or: I beg your pardon!)	¡Lo siento!
Sorry (for a mistake)	¡Lo siento!
No problem!	¡No hay problema!
Can you repeat please?	¿puede repetir por favor?
Can you speak slowly?	¿puede hablar más despacio?
Can you write it down?	¿Lo puede escribir?
Did you understand what I said?	¿has entendido lo que he dicho?

English	Spanish Phrases
I don't understand!	¡No entiendo!
I don't know!	¡No lo sé!
What's that called in Spanish?	¿cómo se dice eso en español?
What is this?	¿Qué es esto?
My Spanish is bad	Mi español es malo
I agree with you	Yo estoy de acuerdo contigo
Is that right?	¿Es correcto?
Is that wrong?	¿Está mal?
Asking for Directions	Preguntando direcciones
Excuse me! (before asking someone)	¡Perdone!
I'm lost	Estoy perdido
Can you help me?	¿Me puede ayudar?
I'm not from here	No soy de aquí
How can I get to (this place, this city)?	¿Cómo puedo ir a ……?
Go straight	Siga recto
Then	Entonces
Turn left	Gira a la izquierda
Turn right	Gira a la derecha

English	Spanish Phrases
Can you show me?	¿Me puede indicar?
Come with me!	Venga conmigo
How long does it take to get there?	¿Cuánto se tarda en llegar allí?
Downtown (city center)	Centro Ciudad
Historic center (old city)	Centro Histórico
It's near here	Está cerca de aquí
It's far from here	Este lejos de aquí
I'm looking for ……	Estoy buscando
One moment please!	Un momento por favor
Hold on please! (when on the phone)	¡Aguarde por favor!
He is not here	El no está aquí
Airport	Aeropuerto
Bus station	Estación de autobuses
Train station	Estación de Tren
Taxi	Taxi
Near	Cerca
Far	Lejos
Emergency Survival Phrases	Frases de supervivencia de emergencia

English	Spanish Phrases
Help!	**¡Ayuda!**
Stop!	**¡Parad! (¡Stop!)**
Fire!	**¡Fuego!**
Thief!	**Ladrón / Ladrona**
Run!	**¡Corred!**
Watch out! (or: be alert!)	**¡Cuidado! ¡Mantente alerta!**
Call the police!	**¡Llama a la policía!**
Call a doctor!	**Llama al medico**
Call the ambulance!	**Llama a la ambulancia**
Are you okay?	**¿Estás bien?**
I feel sick	**Me siento enfermo**
I need a doctor	**Necesito un medico**
Accident	**Accidente**
It hurts here	**Me duele aquí**
It's urgent!	**¡Es urgente!**
Calm down!	**¡Cálmese! (tranquilícese)**
You will be okay!	**¡Vas a estar bien!**
Can you help me?	**¿Me puedes ayudar?**

English	Spanish Phrases
Can I help you?	¿Puedo ayudarte?
Daily Expressions	Expresiones diarias
What time is it?	¿Qué hora es?
It's … o'clock	Es en punto
Give me this!	¡Dame esto!
Take this! (when giving something)	¡Toma esto! (al dar algo)
It's freezing (weather)	Hace frio (clima)
It's cold (weather)	Hace frio (clima)
It's hot (weather)	Hace calor (clima)
Do you like it?	¿Te gusta?
I really like it!	¡Me gusta mucho!
I'm hungry	Tengo hambre
I'm thirsty	Estoy sediente (tengo sed)
In The Morning	Por la mañana
In the evening	Por la tarde
At Night	Por la noche
Hurry up!	¡Darse prisa!
Short Expressions and words	Expresiones cortas y palabras

English	Spanish Phrases
Good	Bueno
Bad	Malo
So-so (or: not bad not good)	Mas o menos o (no está mal, no está bien)
Big	Grande
Small	Pequeño
Today	Hoy
Now	Ahora
Tomorrow	Mañana
Yesterday	Ayer
Yes	Si
No	No
Fast	Rápido
Slow	Lento
Hot	Caliente
Cold	Frio
This	Esto
That	Ese
Here	Aquí

English	Spanish Phrases
There	Allí
Me (ie. Who did this? - Me)	Yo (es decir. quien hizo esto? yo)
You	Tú
Really?	¿De verdad?
Look!	¡Mira!
What?	¿Qué?
Where?	¿Donde?
Who?	¿Quien?
How?	¿Como?
When?	¿Cuándo?
Why?	¿Por qué?

Language Certification Procedure

Learn Spanish or for Catalan Language:

- In order to obtain the official certification, you need go to DELE Spanish Diplomas, the Cervantes Institute, on behalf of the Spanish Ministry of Education, awards the DELE Spanish diplomas. These are official titles, accrediting the degree of competence and mastery of the Spanish language.
- Levels and certificatesThe DELE Spanish diplomas accredit the mastery of the language in six levels, denominated according to the terminology used in the Common European Framework of Reference for Languages: Teaching, Learning and Evaluation (MCER). The description of the linguistic ability of the users in each of the levels is articulated as follows:
  - The Level A1 Spanish diploma accredits sufficient linguistic competence to understand and use everyday expressions that are frequently used anywhere in the Spanish-speaking world, aimed at satisfying immediate needs; to request and give basic personal information about himself and about daily life and to interact elementally with speakers, provided they speak slowly and clearly and are willing to cooperate.
  - The Level A2 Spanish diploma proves that the candidate is able to understand frequently used phrases and everyday expressions related to areas of expertise that are especially relevant (basic information about himself and his family, shopping, places of interest, occupations, etc.).
  - The Level B1 Spanish diploma accredits sufficient linguistic competence to understand and react adequately to the most common situations of daily life and to communicate wishes and needs in a basic way.
  - The Level B2 Spanish diploma accredits sufficient linguistic competence to function in ordinary situations of everyday life, in normal communication circumstances that do not require specialized use of the language.
  - The Level C1 Spanish diploma proves the ability of the language user to cope with ease when processing a wide variety of oral and written texts of a certain length in any variant of the language, even recognizing in them implicit meanings, attitudes or intentions.
  - The Level C2 Spanish diploma accredits the linguistic competence necessary to function in situations that require a high use of the language and a knowledge of the cultural habits manifested through it.In order to obtain the DELE, it is mandatory to pass a series of DELE exams, which are administered worldwide in several annual calls through a network of more than 800 test centers. The tests are designed, following the methodological approach proposed by the Common European Framework of Reference MCER, to measure different language skills and abilities through practical tasks of language use and the methodology proposed by the Council of Europe for linking exams of linguistic competence to the MCER.
- The information is available here: https://www.cervantes.es/lengua_y_ensenanza/portales_espanol/diplomas_espanol.htm

For Catalan language:

Official Catalan language certificatesCatalan universities grant certificates of Catalan language to students of language services that prove they have the knowledge required for

each level (initial, basic, elementary, intermediate, proficiency, proficiency for PDI, higher).The CIFALC is an interuniversity commission that groups the linguistic services of the twelve Catalan universities: Autonomous University of Barcelona, University of Barcelona, University of Girona, University of Lleida, Open University of Catalonia, Polytechnic University of Catalonia, Pompeu Fabra University, Rovira University i Virgili, Vic University, Ramon Llull University, International University of Catalonia and Abat Oliba CEU University. The function of the CIFALC is to coordinate these linguistic services in the aspects related to the teaching and learning of the Catalan language in the university.The CIFALC processes the certificates of knowledge of Catalan language issued by the universities of Catalonia and that are approved with the reference certificates of the General Directorate of Language Policy of the Generalitat de Catalunya. Following the links below you will find detailed information on the structure of each of the tests, as well as an exam model.

REFERENCES

- Instituto Cervantes: https://www.cervantes.es/lengua_y_ensenanza/portales_espanol/diplomas_espanol.htm https://www.cervantes.es/sobre_instituto_cervantes/publicaciones_espanol/espanol_lengua_extranjera/marco_comun_europeo.htm
- For catalán language: CNL:
- http://www.intercat.cat/es/info/certificats-oficials-catala.jsp
- https://llengua.gencat.cat/ca/serveis/acreditacio_coneixements/certificats_de_catala