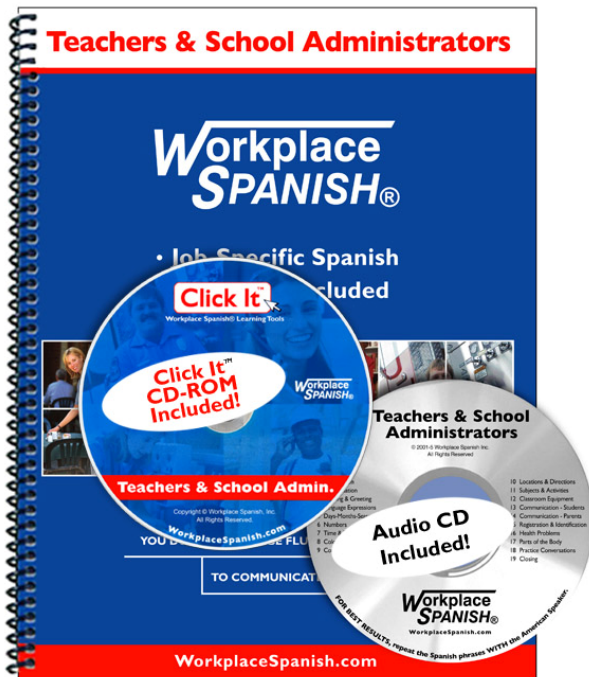


SPANISH WITH A PURPOSESM



Workplace Spanish® for Teachers & School Administrators

Designed for teachers, administrators and other school staff who have contact with Hispanic students & parents.

The objective of this program is to help English-speakers communicate with Spanish-speaking students and their parents to improve class & school procedures and to help enhance student performance.

The **50-page** learning manual, audio CD and Click It® CD-ROM contain over **800** school-related and conversational terms and expressions organized into topics and practice conversations.

Key topics include:

- Spanish & phonetic pronunciation
- Greetings and Family members
- Days – Months – Time – Colors
- Classroom equipment & instructions
- Talking with parents
- Registration – Identification – Student health

ISBN # 978-1-930134-79-9

Workplace Spanish® Learning Kit includes:

- Easy-to-use Spanish learning manual
- Companion audio CD for car or stereo use (tracks can be ripped for iPod or MP3 use)
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Comprehensive, but not overwhelming . . .

Workplace Spanish® materials include both job-specific and conversational expressions. They will help you communicate in Spanish quickly, without having to learn grammar, complex rules and verb conjugations.

About Workplace Spanish®

Founded in 1998, Workplace Spanish, Inc. develops and publishes job-specific language learning tools for both English and Spanish speakers that are designed to improve communication, teamwork and productivity.

Our 25+ different learning programs have been used by almost **80,000 customers** in business & industry, healthcare, government, law enforcement & education.

Nationwide more than **350 colleges and schools** have used our materials for workforce development training and adult education in their local communities.



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Workplace Spanish® for TEACHERS & SCHOOL ADMINISTRATORS

Workplace
SPANISH®

TABLE OF CONTENTS

INTRODUCTION

Objectives & Learning Suggestions	2-3
Culture & Language Tips	4-5
Spanish & Phonetic Pronunciation	6-7

SPANISH TOPICS & EXPRESSIONS

SPANISH BASICS

Greetings & School / Family Personnel	8-9
Language Explanations.....	10
Days – Months – Seasons.....	11
Numbers / Time & Timing	12-13
Colors & Shapes.....	14
Common Terms & Questions.....	15

SCHOOL BASICS

Locations & Directions	16-17
Subjects & Activities	18
Classroom Equipment.....	19

COMMUNICATION

Teacher to Student	20
Teacher to Class.....	21
Teacher to Parent.....	22-23

REGISTRATION & MEDICAL INFORMATION

Registration & Identification	24-25
Health Problems	26
Parts of the Body & Body Chart.....	27-27A

EXERCISES & GLOSSARY

PRACTICE CONVERSATIONS

28 - 31

'DRILLS FOR SKILLS' QUIZZES

32 - 40

ALPHABETICAL KEYWORD LIST

41 - 49

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To A STUDENT (SINGULAR)

Are you finished?	¿Terminó?	tair-mee- noh
Are you ready?	¿Listo?	lease -toe
Can I help you?	¿Le puedo ayudar?	lay / pway -doe / ah-you- dahr
Come with me	Venga conmigo	ben -gah / cone- mee -goe
Do you have a question?	¿Tiene una pregunta?	tee- en -ay / oo -nah / pray- goon -tah
Do you understand?	¿Comprende?	comb- pren -day
Follow me please	Sígame por favor	see -gah-may / por / fah- boar
How old are you?	¿Cuántos años tiene?	kwahn -tose / ahn -yose / tee- en -ay
I can help you	Puedo ayudarle	pway -doe / ah-you- dahr -lay
I don't know	No sé	no / say
I'm sorry	Lo siento	low / see- en -toe
Just a moment	Un momento	oon / mo- men -toe
She will help you	la señora lo ayudará	lan / sen- yore -ah / lo / ah-you-dah- rah
Sure // I see	Claro // Ya veo	klah -row // yah / bay -oh

To A STUDENT (SINGULAR)

That's fine	Está bien	ess- tah / bee- en
That's great	Qué bueno	kay / bway -no
Wait here please	Espere aquí, por favor	ess- pair -ay / ah- key / por / fah- boar
What are you doing?	¿Qué hace?	kay / ah -say
What did you say?	¿Cómo? OR ¿Qué dijo?	ko -mo OR kay / dee -ho
What do you need?	¿Qué necesita?	kay / nay-say- see -tah
What happened?	¿Qué pasó?	kay / pah- so
What is the problem?	¿Cuál es el problema?	kwahl / ess / el / pro- blay -mah
What is this?	¿Qué es esto?	kay / ess / ess -toe
Where is (are) ___?	¿Dónde está (están) ___?	doan -day / ess- tah (ess- tahn)
Who gave it to you?	¿Quién se lo dio?	key- en / say / lo / dee- oh
Who is first?	¿Quién está primero?	key- en / ess- tah / pree- mare -oh
Who is next?	¿Quién sigue?	key- en / see -gay
Why were you late?	¿Por qué llegó tarde?	por / kay / yay- go / tar-day

4. Are you sick?

¿Qué pasa Ramón? ¿Está bien?	What's the matter Ramón, are you O.K?
No, estoy enfermo	No, I'm sick
¿Qué le duele?	Where does it hurt?
Mi cabeza	My head
¿Le duele mucho?	Does it hurt a lot?
Sí, aquí, mucho	Yes, right here, a lot
Bueno, venga conmigo a la enfermería	O.K. come with me to the infirmary
Sí, señorita Karen	Yes Miss Karen

5. You need to go home

Hola Manuel. Soy Carol, la enfermera	Hi Manuel. I'm Carol, the nurse
Hola	Hi
Necesito tomarle la temperatura. No duele	I need to take your temperature. It does not hurt
Bueno	O.K.
Tiene fiebre ¿Le duele la garganta también?	You have a fever Does your throat hurt too?
Sí, me duele un poco	Yes it hurts a little
Abra la boca por favor	Open your mouth please
Ay, ¡ duele !	Ayy, it hurts!
Lo siento Manuel. Está enfermo	I'm sorry Manuel. You are sick
¿Tengo que ir a casa?	Do I have to go home?
Sí, llamemos a sus padres	Yes, let's call your parents

6. Calling the parents

Buenos días. Soy Carol, la enfermera	Good morning, I'm Carol, the nurse
¿Sí? ¿Qué pasa?	Yes ? What is going on?
Debe recoger a Ángela.	You must pick up Angela.
¿Está bien?	Is she O.K?
Está enferma. Tiene fiebre y le duele la garganta.	She is sick. She has fever and sore throat.
¿Necesita un doctor?	Does she need a doctor?
Sí	Yes.
Bueno, voy ahora mismo.	O.K. I will come right now.
Gracias. Vaya a la oficina del director	Thanks. Go to the principal's office
Bueno señora Carol, gracias	O.K. Mrs. Carol , thank you

Directions: Choose an appropriate response, in Spanish, to the following situations. The underlined words or phrases will aid you in finding the best response.

Interacting with parents, how would you ...

1. ... tell a parent his/her child is sick?

2. ... tell parents their child had an accident?

3. ... state that a child is late very often?

4. ... inform a father that his child is not at school today?

5. ... tell a mother her son started a fight?

6. ... tell the mother her child does good work?

7. ... communicate that the child follows directions well?

8. ... tell the parents that their child cannot return to school?

9. ... inform the father that his child needs to pay attention?

10. ... tell a parent their child needs help at home?

KEYWORD LIST – TEACHERS & SCHOOL ADMIN.

NOTE: This section contains many, but not all, of the terms & expressions in the program.

A little	Un poco	oon / po-ko
A lot	Mucho	moo-cho
Address	Dirección	dee-reck-see- own
Address (current)	Dirección actual	dee-reck-see- own / ack-too- ahl
Address (previous)	Dirección anterior	dee-reck-see- own / ahn-tair-ee- oar
Advisor or Counselor	Consejero	cone-say- hair-oh
Afternoon	Tarde	tar-day
Again	Otra vez	oh-trah / bess
Aide // Helper	Asistente // Ayudante	ah- cease-ten-tay // ah-you- dahn-tay
Along the wall	A lo largo de <i>la pared</i>	ah / lo / lar-go / day lah / <i>pah-red</i>
Alphabet	Alfabeto	ahl-fah- bet-oh
Altered	Alterado	all-tair- ah-doe
Always	Siempre	see- em-pray
And // Or	Y // O	ee // oh
Anything else?	¿Algo más?	ah -go / mahs
Application	Solicitud	so-lee-see- tude
Approved	Aprobado	ah-pro- bah-doe
April	Abril	ah- bree l
Are you finished?	¿Ha terminado?	ah / tair-mee- nah-doe
Around the corner	A la vuelta de <i>la esquina</i>	ah / lah / bwel -tah / day lah / <i>ess-kee-nah</i>
Art	Arte	ahr-tay
Assistant principal	Subdirector	soob-dee-reck- tor
At the desk	En <i>el escritorio</i>	en / el / ess-kree-tor-ee-oh
Auditorium	Auditorio	ow-dee- tor-ee-oh
August	Agosto	ah- go -sto
Back	Atrás	ah- trahs
Bathroom	Baño	bahn-yo
Be careful !	¡Tenga cuidado!	ten-gah / kwee- dah-doe
Before // After	Antes // Después	ahn-tess // dess-pwess
Biology	Biología	bee-oh-lo- hee-ah
Book (lost)	Libro (perdido)	lee-bro / (pair-dee-doe)
Cafeteria	Cafetería	kah-fay-tay- ree-ah
Can I help you?	¿Le puedo ayudar?	lay / pway-doe / ah-you- dar
Check (verify)	Verificar	bear-ree-fee- car
Checking Account	Cuenta de cheques	kwen-tah / day / check-ays
Chemistry	Química	kee-mee-kah