Manufacturing Overview

SPANISH WITH A PURPOSE℠

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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)
- **Companion "Click It®" CD-ROM for PC use**

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.

Workplace Spanish® for Manufacturing

Designed for managers, supervisors, safety personnel, and team leaders in manufacturing companies.

The objective of this program is to help English-speakers communicate with Spanish-speaking employees and contractors to improve understanding, teamwork, productivity and work quality.

The **53-page** learning manual, audio CD and Click It® CD-ROM contain over **800** supervisory and conversational terms and expressions organized into topics and practice conversations.
Key topics include:

- Spanish & phonetic pronunciation
- Greeting employees & asking basic questions
- Basic factory terminology
- Interviewing & scheduling employees
- Job rules & Commands – Quality Standards
- Safety and Performance expectations

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 MANUFACTURING

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FREQUENT QUESTIONS

(CD Track 19)

Workplace Spanish®

One Word Questions		
How? // Why?	¿Cómo? // ¿Por qué?	**ko**-mo // por / **kay**
How much? // How many?	¿Cuánto? // ¿Cuántos?	**kwahn**-toe // **kwahn**-tose
Who? // Whose?	¿Quién? // ¿De quién?	key-**en** // day / key-**en**
What? // Which?	¿Qué? // ¿Cuál?	kay // kwahl
When? // Where?	¿Cuándo? // ¿Dónde?	**kwahn**-doe // **doan**-day

Basic Questions		
Are you finished?	**¿Ha terminado?**	ah / tair-mee-**nah**-doe
Are you hurt?	¿Está lastimado?	ess-**tah** / lah-stee-**mah**-doe
Are you sick?	¿Está enfermo?	ess-**tah** / en-**fair**-mo
Are you OK?	¿Está bien?	ess-**tah** / bee-**en**
Can you start today?	¿Puede empezar hoy?	**pway**-day / em-pay-**sahr** / oy
Do you have a complaint?	¿Tiene alguna queja?	tee-**en**-ay / ahl-**goon**-ah / **kay**-hah
Do you know how to do it?	¿Sabe cómo hacerlo?	**sah**-bay / **ko**-mo / ah-**sair**-lo
Do you need help?	**¿Necesita ayuda?**	ness-say-**see**-tah / ah-**you**-dah
Do you understand?	¿Comprende?	comb-**pren**-day
How do you like your job?	¿Le gusta el trabajo?	lay / **goose**-tah / el / trah-**bah**-ho
How long will it take?	¿Cuánto tiempo llevará?	**kwahn**-toe / tee-**em**-po / yay-bah-**rah**

Is everything OK?	**¿Está todo bien?**	ess-**tah** / **toe**-doe / bee-**en**
What did you say?	¿Cómo?	**ko**-mo
What did you find?	¿Qué encontró?	kay / een-cone-**tro**
What do you need?	**¿Qué necesita?**	kay / nay-say-**see**-tah
What do you want to do?	¿Qué quiere hacer?	kay / kee-**air**-ay / ah-**sair**
What happened (here)?	¿Qué pasó (aquí)?	kay / pah-**so** / ah-**key**
What's the problem?	¿Cuál es el problema?	kwahl / ess / el / pro-**blay**-mah
When did it happen?	¿Cuándo pasó?	**kwahn**-doe / pah-**so**
When will you finish?	¿Cuándo terminará?	**kwahn**-doe / tair-mee-nah-**rah**
Who did you tell?	¿A quién le dijo?	ah / key-**en** / lay / **dee**-ho

sample page

4. Can you repair the machine?

¿Qué pasó?		**What happened?**
La máquina está dañada		The machine is broken
¿Cuándo pasó?		**When did it happen?**
Hace quince minutos		15 minutes ago
¿Puede repararla?		**Can you fix it?**
Sí señor		Yes sir
¿Está seguro que sabe cómo hacerlo?		**Are you sure you know how to do it?**
Sí, mi supervisor me enseñó la semana pasada		Yes, my supervisor taught me last week
¿Cuánto tiempo llevará?		**How long will it take?**
Treinta minutos más o menos		About 30 minutes
Tenga cuidado, es muy importante		**Be careful – it's very important**

5. I need to talk to you

¡Hola señor supervisor! Necesito hablar con usted por favor		Hi, Mr. Supervisor! I need to talk to you please
Lo siento, no puedo ahora **¿Puede regresar en veinte minutos?**		**I am sorry, I can't now** **Can you come back in 20 minutes?**
¡Sí, claro! regreso más tarde		Yes, sure! I will be back later
Nos vemos en veinte minutos		**Meet me in 20 minutes**
Sí señor, ¿a qué hora?		Yes Sir, at what time?
Venga a mi oficina a las tres de la tarde. ¿Bueno?		**Come to my office at 3:00 PM, OK?**
Sí, estaré allí a las tres de la tarde		Yes, I will be there at 3 PM

6. Dispose of this safely

Pedro, venga aquí por favor		**Pedro, come here please**
Sí señora, ¿qué necesita?		Yes ma'am, What do you need?
Deshágase de esto en forma segura		**Dispose of this safely**
¿Qué es?		What is it?
Es material peligroso		**It's hazardous material**
¿Dónde lo pongo?		Where do I put it?
Use el recipiente especial		**Use the special container**
¿Cuál?		Which one?
El recipiente rojo con la señal de peligro		**The red container with the danger sign**
¿Dónde está?		Where is it?
En el almacén, atrás **Póngase la ropa de protección**		**In the warehouse – in the back** **Wear your protective gear**
Lo haré enseguida		I'll do it right away

sample page

Directions: Choose the correct answer.

1. Come with me.
A. Ayúdeme
B. Venga conmigo
C. Guárdelo

2. Throw it in the trash.
A. Está muy bien
B. Trabaje más lento
C. Tírelo en la basura

3. Clean this up.
A. Venga aquí
B. Limpie esto
C. Limpie todo

4. Do it now.
A. Termínelo ahora
B. Hágalo más tarde
C. Hágalo ahora

5. Hand me the _____.
A. Deme el _____
B. Tráigame el _____
C. Póngalo allí _____

6. Help me.
A. Déjelo
B. Levántelo
C. Ayúdeme

7. Put it down here.
A. Déjelo aquí
B. Use esto
C. Es muy importante

8. Take a break.
A. Hágalo rápido
B. Tome un descanso
C. Guárdelo

9. Finish it tomorrow.
A. Termínelo hoy
B. Tome un descanso
C. Termínelo mañana

10. Work slower (slow down)
A. Hágalo más tarde
B. Trabaje más lento
C. Venga conmigo

sample page

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MANUFACTURING – KEYWORD LIST

Workplace SPANISH®

NOTE: This list contains most, but not all, of the terms and expressions included in the program.

9-1-1	Nueve uno uno	**nway**-bay / **oo**-no / **oo**-no
A little	Un poco	oon / **po**-ko
A lot	Mucho	**moo**-cho
A.M.	De la mañana	day / lah / mon-**yah**-nah
Above	Arriba	ahr-**ree**-ba
Accidents	Accidentes	ox-ee-**den**-tays
Accounting	Contabilidad	cone-tah-bee-lee-**dahd**
Afternoon break	Descanso de la tarde	dess-**kahn**-so / day / lah / **tar**-day
Afternoon shift	Turno de tarde	**toor-**no / day / **tar**-day
Afternoons	Tardes	**tar**-days
Again	Otra vez	**oh**-trah / base
Alcohol abuse	Abuso de alcohol	ah-**boo**-so / day / ahl-**coal**
All	Todo(s)	**toe**-doe(s)
Aluminum	Aluminio	ahl-oo-**mee**-nee-oh
Always	Siempre	see-**em**-pray
Ambulance	Ambulancia	ahm-boo-**lon**-see-ah
April	Abril	ah-**bree**l
Around	Alrededor	ahl-reh-deh-**door**
Assembly	Ensamblaje	en-sahm-**blah**-hay
Assembly machine	Máquina de ensamblaje	**mah**-key-nah / day / en-sahm-**blah**-hay
August	Agosto	ah-**go**-sto
Back	Atrás	ah-**trahs**
Basement	Sótano	**so**-tah-no
Below	Abajo	ah-**bah**-ho
Beside	Al lado de	ahl / **lah**-doe / day
Black	Negro	**nay**-gro
Blue	Azul	ah-**sool**
Boiler	Caldera	kahl-**dare**-ah
Boss	Jefe	**heh**-fay
Box(es)	Caja(s)	**kah**-hah(s)
Break	Descanso	dess-**kahn**-so
Breakfast	Desayuno	day-say-**you**-no
Bring me	Tráigame	**try**-gah-may
Building	Edificio	eh-dee-**fee**-see-oh
Cafeteria	Cafetería	kah-fay-tay-**ree**-ah
Call (command)	Llame	**yah-**may
Call (noun)	Llamada	yah-**mah**-dah
Careful	Cuidado	kwee-**dah**-doe
Carpet	Alfombra	ahl-**foam**-brah
Carton case	Caja de cartón	**kah**-hah / day / car-**tone**
Centimeter	Centímetro	sen-**tee**-meh-tro
Certain	Seguro	say-**goo**-ro

sample page