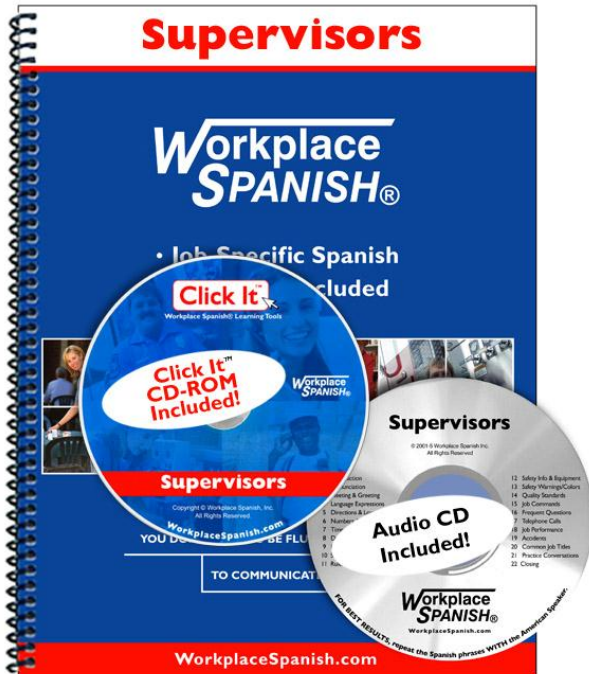


## LANGUAGE WITH A PURPOSE<sup>SM</sup>



### Workplace Spanish® for Supervisors

**Designed for** managers and supervisors in all types of industries who supervise Spanish-speaking employees.

**The objective** of this program is to help English-speakers communicate in basic Spanish to improve understanding, teamwork, safety, and productivity.

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
- Interviewing & Scheduling employees
- Setting rules and expectations
- Safety equipment and warnings
- Job commands and Quality standards

ISBN # 978-1-930134-74-4

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)
- [“Click It®” CD-ROM](#) or Download file 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 or 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 [100,000 people](#) in business & industry, healthcare, government, law enforcement & education.

Nationwide more than [400 colleges and schools](#) have used our materials for workforce development training and adult education in their local communities.

**NOTE: IF YOU DO NOT FIND WHAT YOU NEED, PLEASE CONTACT US.**



Workplace Spanish, Inc. // (770) 993-4075  
[info@WorkplaceSpanish.com](mailto:info@WorkplaceSpanish.com)  
[www.WorkplaceSpanish.com](http://www.WorkplaceSpanish.com)

#### Quick Web Links:

[Order Information](#) // [Pricing Information](#)

# Workplace Spanish® for SUPERVISORS

Workplace  
SPANISH®

## TABLE OF CONTENTS

### INTRODUCTION

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

## SPANISH TOPICS & EXPRESSIONS

### BASIC EXPRESSIONS

Meeting & Greeting .....	8-9
Language Expressions.....	10
Directions & Locations .....	11
Numbers & Measures.....	12
Time – Timing – Days – Months .....	13-14

### INTERVIEWING – JOB RULES – SAFETY

Interviewing Applicants .....	15-16
Scheduling Employees .....	17
Rules & Expectations .....	18
Safety Info & Equipment .....	19
Safety Warnings & Colors .....	20-21

### SUPERVISORY EXPRESSIONS

Quality Standards.....	22
Job Commands & Frequent Questions .....	23-24
Telephone Calls.....	25
Job Performance .....	26
Accidents & Emergencies .....	27
Common Job Titles .....	28

## EXERCISES & GLOSSARY

### PRACTICE CONVERSATIONS

29 - 32

### 'DRILLS FOR SKILLS' QUIZ SECTION

33 - 42

### ALPHABETICAL KEYWORD LIST

43 - 53

Workplace Spanish, Inc. // Roswell, GA 30076 // [www.WorkplaceSpanish.com](http://www.WorkplaceSpanish.com)

© Copyright 2001-11 Workplace Spanish, Inc. All rights reserved worldwide. This manual and related audio material is copyrighted and authorized for use only in accordance with the terms and conditions of purchase as posted on our website. Except as may be expressly authorized in a written license agreement, you may not copy or reproduce these materials, in any format, for use by others or for redistribution. Workplace Spanish® and Click It® are registered trademarks of our company, Workplace Spanish, Inc. 3rd edition.

ISBN-13: 978-1-930134-74-4 (Learning Kit with Click It® CD-ROM)

# RULES & EXPECTATIONS

(CD Track 11)

Workplace  
SPANISH®

## JOB BASICS

<b>You must _____</b>	<b>Tiene que _____</b>	tee-en-ay / kay _____
<b>You must _____</b>	<b>Debe _____</b>	deh-bay _____
- be on time	- llegar a tiempo	yay-gar / ah / tee-em-po
- call if you are not coming	- llamar si no viene	yah-mar / see / no / bee-en-ay
- do a good job	- hacer un buen trabajo	ah-sair / oon / bwen / trah-bah-ho
- purchase these items	- comprar estas cosas	comb-prahr / ess-tahs / ko-sahs
<b>You must tell me if:</b>	<b>Tiene que avisarme si:</b>	tee-en-ay / kay / ah-bee-sahr-may / see
- you are confused	- está confundido	ess-tah / kone-foon-dee-doe
- you get hurt	- se lastíma	say / lah-stee-mah
- you have a problem	- tiene un problema	tee-en-ay / oon / pro-blay-mah
- you don't understand	- no entiende algo	no / en-tee-en-day / ahl-go
- something is wrong	- hay un problema	eye / oon / pro-blay-mah
- there is a mistake	- hay un error	eye / oon / air-roar

## GENERAL & PARKING RULES

No eating	Prohibido comer	pro-ee-bee-doe / ko-mare
No drinking	Prohibido beber	pro-ee-bee-doe / bay-bear
No alcohol	Prohibido tomar	pro-ee-bee-doe / toe-mar
No smoking	Prohibido fumar	pro-ee-bee-doe / foo-mar
Don't use drugs	No use drogas	no / oo-say / droh-gahs
Park in the front	Estacione al frente	ess-tah-see-own-ay / ahl / fren-tay
Park in the back	Estacione atrás	ess-tah-see-own-ay / ah-trahs
See those cars ...	Ve esos carros ...	bay / ess-rose / kahr-rose
Park over there ( <i>point</i> )	Estacione allá	ess-tah-see-own-ay / ah-yah
Use the employee entrance	Use la entrada para los empleados	oo-say / lah / en-trah-dah / pah-rah / lohs / em-play-ah-dose
No sexual harassment	Prohibido el acoso sexual	pro-ee-bee-doe / el / ah-ko-so / sex-oo-ahl
No dirty jokes or pictures	Prohibido los chistes o fotos groseras	pro-ee-bee-doe / lohs / cheese-tays / oh / foe-toes / gro-sair-ahs

# SUPERVISORS – PRACTICE CONVERSATIONS

## 3. Here is Your Schedule

<b>¡Buenas días! soy David su supervisor</b>	<b>Good morning! I am David your supervisor</b>
¡Buenos días señor!	Good morning Sir!
<b>Aquí está su horario</b>	<b>Here is your schedule</b>
Muchas gracias. ¡Ahh! es el primer turno	Thank you very much. Ahh, it's the first shift
<b>Sí, de seis de la mañana a dos de la tarde</b>	<b>Yes, from 6 in the morning to 2 in the afternoon</b>
¿Cuándo es hora del almuerzo?	When is the lunch time?
<b>A las diez. Son treinta minutos</b>	<b>At 10:00. It's 30 minutes</b>
Ah, bueno	Ahh, OK
<b>Tiene dos descansos de quince minutos cada uno</b>	<b>You also have 2 breaks of 15 minutes each</b>
¿Puedo tomarlos juntos?	Can I take them together?
<b>No, deben ser separados</b>	<b>No, they must be separate</b>
Ah, bueno, gracias	Ah, OK, thank you

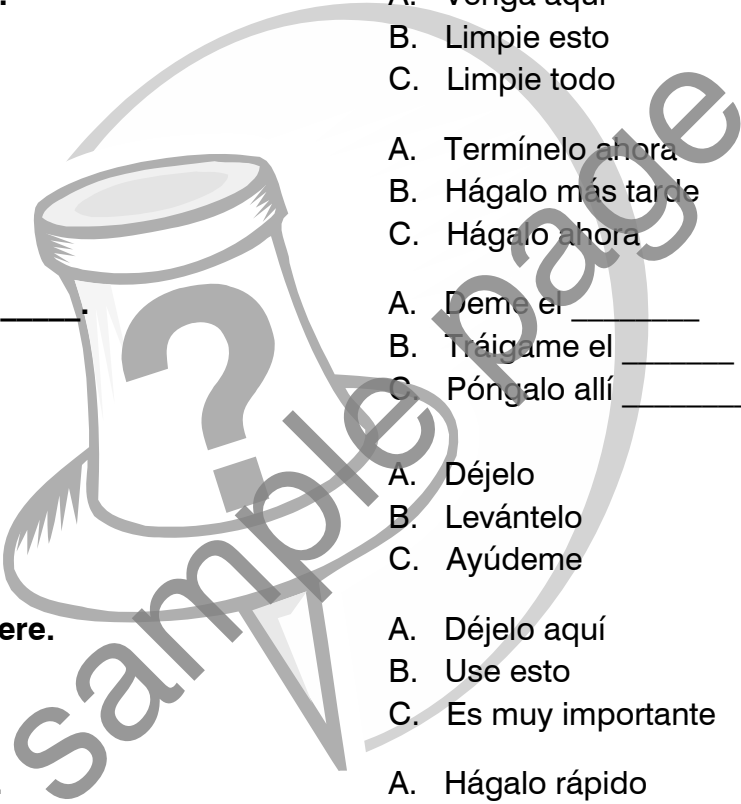
## 4. Working Late

<b>Buenas tardes Cecilia</b>	<b>Good afternoon Cecilia</b>
Buenas tardes señor supervisor	Good afternoon Mr. Supervisor
<b>Mario faltó hoy</b>	<b>Mario did not come in today</b>
<b>¿Puede quedarse más tarde?</b>	<b>Can you stay late?</b>
¿Qué tan tarde?	How late?
<b>Hasta las ocho de la noche</b>	<b>Until 8 PM</b>
Sí puedo, pero primero debo llamar a mi casa	Yes I can, but I must call home first
<b>Claro. Muchas gracias Cecilia</b>	<b>Sure. Thank you very much Cecilia</b>

## 5. Do you need help?

<b>¡Buenas tardes Juanita!</b>	<b>Good afternoon Juanita!</b>
¡Buenas tardes señor supervisor!	Good afternoon Mr. Supervisor
<b>¿Terminó?</b>	<b>Are you finished?</b>
No, no señor, no todavía	No, no Sir, not yet
<b>¿Cuál es el problema? ¿Necesita ayuda?</b>	<b>What's the problem? Do you need help?</b>
Sí por favor. Estoy muy atrasada	Yes please. I am very behind
<b>Bueno, un momento... Aquí está Ramón. Él le ayudará</b>	<b>OK, just a minute... Here is Ramon. He will help you</b>
¡Muchas gracias!	Thank you very much!
<b>¡Trabaje rápido ahora! ¡Y haga un buen trabajo!</b>	<b>Work quickly now! And do a good job!</b>

**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

# SUPERVISORS – KEYWORD LIST

<b>9-1-1</b>	Nueve uno uno	<b>nway</b> -bay / <b>oo</b> -no / <b>oo</b> -no
<b>A little</b>	Un poco	oon / <b>po</b> -ko
<b>A lot</b>	Mucho	<b>moo</b> -cho
<b>Above</b>	Arriba	ahr-ree-bah
<b>Accidents</b>	Accidentes	ox-ee- <b>den</b> -tays
<b>Afternoon break</b>	Descanso de la tarde	dess- <b>kahn</b> -so / day / lah / <b>tar</b> -day
<b>Afternoon shift</b>	Turno de tarde	<b>toor</b> -no / day / <b>tar</b> -day
<b>Afternoons</b>	Tardes	<b>tar</b> -days
<b>Again</b>	Otra vez	<b>oh</b> -trah / base
<b>Alcohol Abuse</b>	Abuso de alcohol	ah- <b>boo</b> -so / day / ahl- <b>coal</b>
<b>All</b>	Todos	<b>toe</b> -dohs
<b>Always</b>	Siempre	see- <b>em</b> -pray
<b>A.M.</b>	De la mañana	day / lah / mahn- <b>yah</b> -nah
<b>Ambulance</b>	Ambulancia	ahm- <b>boo</b> -lon-see-ah
<b>April</b>	Abril	ah- <b>bree</b>
<b>Are you hurt?</b>	¿Está herido?	ess- <b>tah</b> / air-ree-doe
<b>Around</b>	Alrededor	ahl-reh-deh- <b>door</b>
<b>Assembly</b>	Ensamblaje	en-sahm- <b>blah</b> -hay
<b>August</b>	Agosto	ah- <b>go</b> -sto
<b>Back</b>	Atrás	ah- <b>trahs</b>
<b>Bad</b>	Malo	<b>mah</b> -lo
<b>Below</b>	Abajo	ah- <b>bah</b> -ho
<b>Beside</b>	Al lado de	ahl / lah-doe / day
<b>Black</b>	Negro	<b>nay</b> -gro
<b>Blue</b>	Azul	ah- <b>sool</b>
<b>Boss</b>	Jefe	<b>heh</b> -fay
<b>Box(es)</b>	Caja(s)	<b>kah</b> -hah(s)
<b>Break (rest period)</b>	Descanso	dess- <b>kahn</b> -soe
<b>Breakfast</b>	Desayuno	day-say- <b>you</b> -no
<b>Bring me</b>	Tráigame	<b>try</b> -gah-may
<b>Call (command)</b>	Llame	<b>yah</b> -may
<b>Call (noun)</b>	Llamada	yah- <b>mah</b> -dah
<b>Careful</b>	Cuidado	kwee- <b>dah</b> -doe
<b>Carton case</b>	Caja de cartón	<b>kah</b> -hah / day / car- <b>tone</b>
<b>Centimeter</b>	Centímetro	sen- <b>tee</b> -meh-tro
<b>Certain</b>	Seguro	say- <b>goo</b> -ro
<b>Check (verb)</b>	Revise	ray- <b>bee</b> -say
<b>Chemicals</b>	Químicos	<b>key</b> -mee-kose
<b>Chemical resistant coveralls</b>	Overoles de protección de productos químicos	oh-bay- <b>roll</b> -ess / day / pro-teck-see- <b>own</b> / day / pro- <b>duke</b> -tose / <b>kee</b> -mee-kose