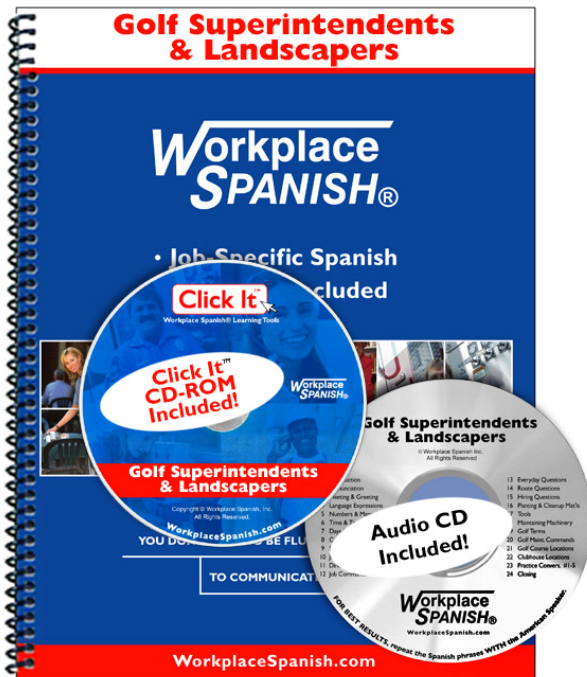


SPANISH WITH A PURPOSESM



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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

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

The **52-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 hiring questions
- Safety expressions & warnings
- Job rules, orders and commands
- Golf terminology & maintenance

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 GOLF SUPERINTENDENTS & LANDSCAPERS

Workplace
SPANISH®

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DIRECTIONS & ORDERS

CD Track # 11

Workplace
SPANISH®

WORKING WITH SOMEONE

Come over here	Venga aquí	ben-gah / ah-key
Come with me	Venga conmigo	ben-gah / cone-mee-go
Get me the ____	Tráeme el ____	trah-ay-may / el
Give me a hand	Ayúdeme	ah-you-day-may
Go to the store	Vaya a la tienda	bah-yah / ah / lah / tee-en-dah
Help him	Ayúdelo	ah-you-day-lo
Leave it alone	Déjelo	day-hay-lo
Pick it up	Levántelo	lay-bahn-tay-lo
Put it down here	Déjelo aquí	day-hay-lo / ah-kee
Put it there	Póngalo allí	pone-gah-lo / ah-yee
Tell me in English	Dígamelo en inglés	dee-gah-may-lo / en / een-glance
Throw it in the trash	Tírelo a la basura	tee-ray-lo / ah / lah / bah-soo-rah
Use this	Use esto	oo-say / ess-toe

WORK QUALITY

Do a good job	Haga un buen trabajo	ah-gah / oon / bwen / trah-bah-ho
Do it over	Hágalo de nuevo	ah-gah-lo / day / nway-bo
Good work!	Buen trabajo	bwen / trah-bah-ho
Perfect!	Perfecto	pair-feck-toe
That's great	Está muy bien	ess-tah / m'wee / bee-en
That's not so good	No está bien	no / ess-tah / bee-en

TIMING & PRIORITIES

Do it later	Hágalo más tarde	ah-gah-lo / mahs / tar-day
Do it now	Hágalo ahora	ah-gah-lo / ah-oar-ah
Do it quickly	Hágalo rápido	ah-gah-lo / rah-pee-doe
Finish it today	Termínelo hoy	tair-mee-nay-lo / oy
Finish it tomorrow	Termínelo mañana	tair-mee-nay-lo / mahn-yah-nah
Slow down	Trabaje más despacio	trah-bah-hay / mahs / day-spa-see-oh
Watch the time	Mire el tiempo	mee-ray / el / tee-em-po
Work faster	Trabaje más rápido	trah-bah-hay / mahs / rah-pee-doe

NOTE: The English speaker part is in bold type; the Spanish speaker in regular type.

Conversations #1 to #5 are included on the audio CD.

1. Greeting and Learning Names

¡Buenos días!	Good Morning!
iBuenos días!	Good Morning!
Disculpe, ¿cómo se llama?	Excuse me, what's your name?
Me llamo Juana ¿y usted?	My name is Juana, and yours?
Me llamo Tom, soy el supervisor	My name's Tom, I'm the Supervisor
¿Como está señor?	How are you sir?
Bien, ¿y usted?	Fine and you?
Muy bien, gracias	Very well, thank you.
Mucho gusto Juana	Nice to meet you Juana
Igualmente señor	Same here Sir

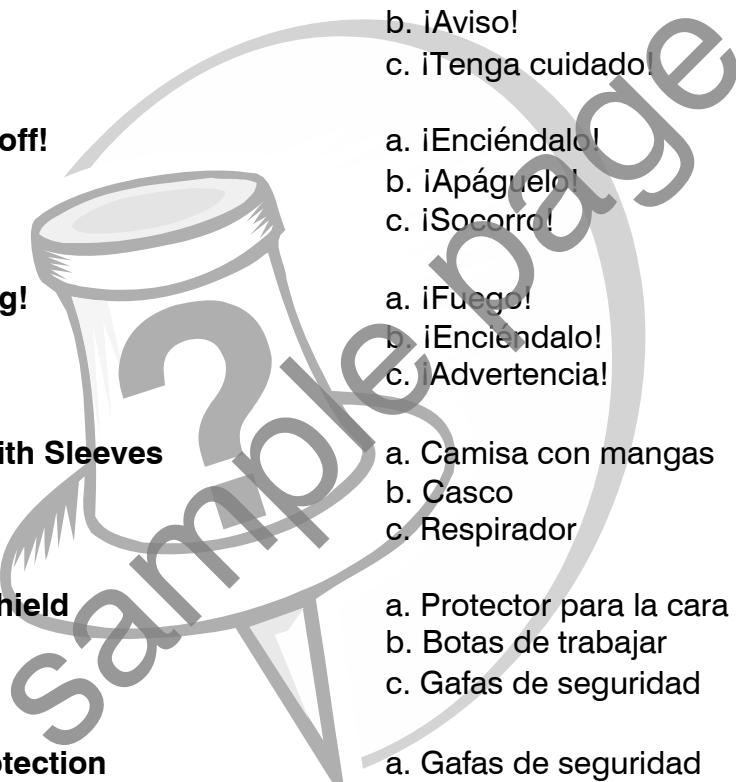
2. Give me a hand

Ramón, venga aquí, por favor	Ramón come over here, please
Sí, ¿qué necesita?	Yes, what do you need?
¿Puede ayudarme un rato?	Can you help me for a little while?
Claro que sí	Of course
Vamos a podar estos arbustos	Let's prune these shrubs
¿Dónde comienzo?	Where do I start?
Comience aquí	Start here
¿No más corto las puntas?	You just want me to cut the tips?
Sí y también un poco adentro	Yes, and thin them out a little too
iNo hay problema!	No problem!
Muchas gracias	Thanks a lot

3. Mower maintenance

¿Cuándo revisamos las cuchillas?	When do we check the blades?
Todos los días. Afílelas una vez a la semana	Everyday. Sharpen them once a week
¿Qué más tengo que hacer?	What else do I have to do?
Revise el gas y el aceite todos los días	Check the gas and oil everyday
¿Cuándo se debe limpiar el filtro?	When should the filter be cleaned?
Limpie el filtro en las tardes. Asegúrese de usar lentes de seguridad	Clean the filter in the afternoons. Make sure you wear safety glasses
Bueno, lo haré	OK, I will

Directions: Choose the correct answer.

- 
- 1. Work Gloves**
- a. Botas de trabajar
 - b. Guantes de trabajar
 - c. Gafas de seguridad
- 2. That's Dangerous!**
- a. ¡Apáguelo!
 - b. ¡Socorro!
 - c. ¡Es Peligroso!
- 3. Stop now!**
- a. ¡Pare ahora!
 - b. ¡Aviso!
 - c. ¡Tenga cuidado!
- 4. Turn it off!**
- a. ¡Enciéndalo!
 - b. ¡Apáguelo!
 - c. ¡Socorro!
- 5. Warning!**
- a. ¡Fuego!
 - b. ¡Enciéndalo!
 - c. Advertencia!
- 6. Shirt with Sleeves**
- a. Camisa con mangas
 - b. Casco
 - c. Respirador
- 7. Face Shield**
- a. Protector para la cara
 - b. Botas de trabajar
 - c. Gafas de seguridad
- 8. Ear protection**
- a. Gafas de seguridad
 - b. Botas de trabajar
 - c. Protección para los oídos
- 9. Turn it on!**
- a. ¡Apáguelo!
 - b. ¡Enciéndalo!
 - c. ¡Apúrese!
- 10. Call 9-1-1**
- a. ¡Tenga cuidado!
 - b. Llame al jefe rápido
 - c. Llame al nueve uno uno

KEYWORD LIST – GOLF & LANDSCAPERS

¼ cup	Un cuarto de taza	oon / kwahr-toe / day / tah-sah
½ cup	Media taza	may-dee-ah / tah-sah
911	Nueve uno uno	nway-bay / oo-no / oo-no
Accident	Accidente	ahk-see-den-tay
Air wrench	Llave de aire	yah-bay / day / eye-ray
Afternoon	Tarde	tar-day
April	Abril	ah-breel
At	En	en
August	Agosto	ah-go-sto
Axe	Hacha	ah-cha
Azalea	Azalea	ah-sah-lay-ah
Back door	Puerta de atrás	pwair-tah / day / ah-trahs
Back yard	Yarda de atrás	yar-dah / day / ah-trahs
Basement door	Puerta de sótano	pwair-tah / day / so-tah-no
Bathroom	Baño	bahn-yo
Bathtub	Bañera	bahn-yay-rah
Bent grass	Césped tipo Bent	cess-ped / tee-po / bent
Bermuda grass	Césped tipo Bermuda	cess-ped / tee-po / bermuda
Black	Negro	nay-gro
Blow (command)	Sople	so-play
Blower	Soplador	so-plah-door
Blue	Azul	ah-sool
Bluegrass	Césped tipo Bluegrass	cess-ped / tee-po / bluegrass
Bobcat	Bobcat	bobe-cot
Boss	Jefe	heh-fay
Brick	Ladrillo	lah-dree-yo
Bridge	El puente	el / pwen-tay
Bring (command)	Traiga	try-gah
Broom	Escoba	ess-ko-bah
Brown	Café	kah-fay
Bucket	Balde OR Bote	bahl-day or bo-tay
Building	Edificio	ed-ee-fee-see-oh
Bulldozer	Bulldozer	bool-doe-sair
Burlap	Burlap OR Tela de yute	boor-lop or tell-ah / day / yoo-tay
Bush	Mata OR Arbusto	mah-tah or ar-boose-toe
Cage (for plants) or Pen	Jaula	howl-ah
Call (noun)	Llamada	yah-mah-dah
Call (command)	Llame	yah-may
Car	Carro	car-ro
Careful	Cuidado	kwee-dah-doe