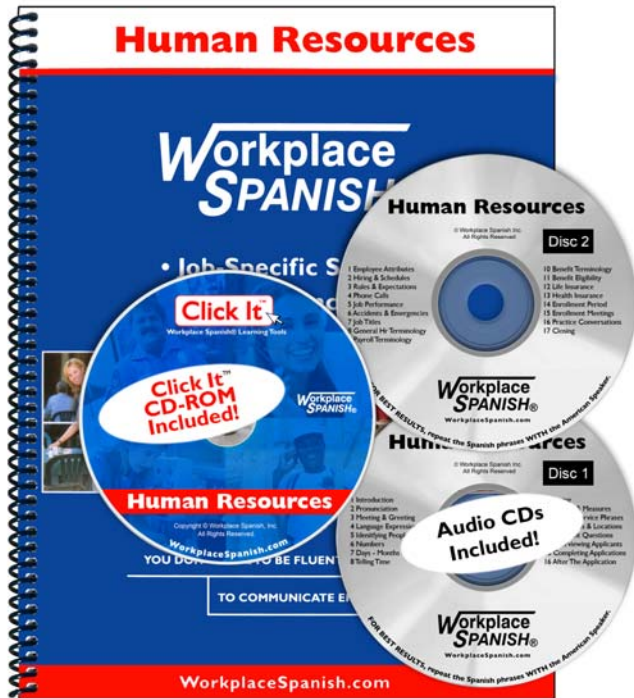


SPANISH WITH A PURPOSESM



Workplace Spanish® for Human Resources

Designed for human resource and benefit managers as well as for general supervisors.

The objective of this program is to help English-speakers communicate with Hispanic applicants and employees to interview, check references & hire employees; and discuss pay, benefits and expectations.

The **70-page** learning manual, two audio CDs and Click It® CD-ROM contain over 1,000 human resource, benefit and supervisory terms and expressions organized into topics and practice conversations.

Key topics include:

- Spanish & phonetic pronunciation
- Meeting & Greeting applicants & employees
- Interviewing & selecting employees
- Discussing job expectations and performance
- Conveying payroll and benefit information

ISBN # 978-1-930134-64-5

Workplace Spanish® Learning Kit includes:

- Easy-to-use Spanish learning manual
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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 **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 HUMAN RESOURCES



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PAYROLL TERMS

CD-2 track 5

Workplace
SPANISH®

BASIC PAY INFORMATION

| | | |
|------------------------------|--------------------------------|--|
| The job pays ____ | El trabajo paga ____ | el / trah-bah-ho / pah-gah ____ |
| Your hourly pay will be ____ | Su pago por hora será ____ | soo / pah-go / pore / oar-ah / sair-ah ____ |
| - \$ <u>12.00</u> per hour | - <u>doce dólares</u> por hora | doe-say / doe-lah-ress / pore / oar-ah |
| You will be paid ____ | Recibirá su pago ____ | ray-see-bee-rah / soo / pah-go ____ |
| - by check | - por cheque | pore / check-ay |
| -- every Friday | -- cada viernes | kah-dah / bee-air-ness |
| -- every 2 weeks | -- cada dos semanas | kah-dah / dose / say-mah-nahs |
| -- twice a month | -- cada quincena | kah-dah / keen-say-nah |

PAYROLL TERMS

| | | |
|--------------------|----------------------------|--|
| Commission // Tips | Comisión // Propinas | ko-mee-see-own // pro-pee-nahs |
| Direct Deposit | Depósito directo | day-poe-see-toe / dee-reck-toe |
| Incentive Pay | Incentivos de paga | een-sen-tee-bohs / day / pah-gah |
| Overtime | Tiempo extra | tee-em-poe / ex-trah |
| Paycheck | Cheque de pago | check-ay / day / pah-go |
| Pay Period | Período de pago | pay-ree-oh-doe / day / pah-go |
| Pay Raise | Aumento de salario | ow-men-toe / day / sah-lah-ree-oh |
| Salary // Wages | Salario // Sueldo | sah-lah-ree-oh // swell-doe |
| Sick pay | Paga mientras está enfermo | pah-gah / mee-en-trahs / ess-tah / en-fair-mo |

PAYROLL DEDUCTIONS

| | | |
|-------------------------------|--------------------------------|--|
| There will be deductions for: | Habrán deducciones por: | ah-brah / day-dook-see-own-ess / pore: |
| This is a deduction for ____ | Esta es una deducción por ____ | ess-tah / ess / oo-nah / day-dook-see-own pore ____ |
| - 401k plan | - Plan de jubilación 401k | plan / day / hoo-bee-lah-see-own / 401k |
| - Benefits | - Beneficios | beh-neh-fee-see-ose |
| - Dental Insurance | - Seguro dental | say-goo-ro / den-tahl |
| - Disability Insurance | - Seguro de incapacidad | say-goo-ro / day / een-kah-pah-see-dahd |
| - Federal Taxes | - Impuestos federales | eem-pwess-tose / fed-dare-ah-less |
| - Garnishment | - Retención de sueldos | ray-ten-see-own / day / swell-dose |
| - Life Insurance | - Seguro de vida | say-goo-ro / day / bee-dah |
| - Local Taxes | - Impuestos locales | eem-pwess-tose / lo-kah-less |
| - Medical Insurance | - Seguro médico | say-goo-ro / meh-dee-ko |
| - Medicare | - Medicare | medicare |
| - Retirement Account | - Cuenta de jubilación | kwen-tah / day / hoo-bee-lah-see-own |
| - Savings Account | - Cuenta de ahorro | kwen-tah / day / ah-oar-rho |
| - Social Security | - Seguro social | say-goo-ro / so-see-ahl |
| - State Taxes | - Impuestos estatales | eem-pwess-tose / ess-tah-tah-less |

7. Employee Accident

| | |
|-----------------------------------|---------------------------------------|
| Jefe, venga rápido | Boss, come quick |
| ¿Qué pasó? | What happened? |
| Juan se cayó | Juan fell down |
| ¿Cómo? | How? |
| Se resbaló | He slipped |
| ¿Cómo pasó? | How did it happen? |
| El piso estaba mojado | The floor was wet |
| ¿Se lastimó mucho? | Is he hurt badly? |
| No sé, pero se queja mucho | I don't know, but he complains a lot |
| Llémoslo al hospital | Let's take him to the hospital |
| Ahora mismo jefe, traeré el carro | Right away boss, I'll get the car |

8. Verbal Warning

| | |
|---|---|
| José, venga a mi oficina por favor | José, come to my office please |
| Sí, enseguida señora Karen | Yes, immediately Ms. Karen |
| Siéntese por favor | Sit down please |
| Gracias | Thanks |
| Tenemos una queja de usted | We have a complaint about you |
| ¿Por qué? | Why? |
| Por llegar con atraso a menudo | For being late frequently |
| ¡Oh! lo siento, mi carro está dañado | Oh! I am sorry, my car is broken |
| ¡Seis veces en dos semanas! Esto es serio. | Six times in 2 weeks! This is serious |
| Lo siento mucho, no volverá a pasar | I am very sorry. It will not happen again |
| Tiene que llegar a tiempo. Esta es su primera advertencia. | You must be on time. This is your first warning. |

9. Health Insurance

| | |
|--|---|
| ¿Le puedo ayudar Pedro? | May I help you, Pedro? |
| Sí, tengo unas preguntas | Yes, I have some questions |
| ¿Qué necesita? | What do you need? |
| ¿Tengo seguro médico? | Do I have medical insurance? |
| Sí, tiene seguro médico | Yes, you have medical insurance |
| ¿Para toda la familia? | For the whole family? |
| Sí para usted, su esposa y niños | Yes, for you, your wife and kids |
| ¿Y seguro dental? | And dental insurance? |
| Sí, también, para toda la familia | Yes, also for your whole family |
| ¿Cuánto pago? | How much am I paying? |
| Doscientos dólares por mes | \$200 per month |
| ¿Por persona? | Per person? |
| No, por familia | No, per family |

Directions: Using the word bank, fill in the spaces provided with the correct Spanish word.

| | | |
|----------|------------|------------|
| Empezar | Quién | Contratado |
| Termina | Vendrá | Faltar |
| Descanso | Bienvenido | Mensaje |
| A tiempo | Horario | Empleados |

1. ¿_____ hoy?
(Will you be here)
2. No puede _____.
(Miss work)
3. Use la entrada para _____.
(Employees)
4. Está _____.
(Hired)
5. ¿Quiere dejar un _____?
(Message)
6. _____ a las seis de la tarde.
(Finish)
7. _____ al equipo.
(Welcome)
8. Su _____ será de lunes a viernes.
(Schedule)
9. ¿Puede _____ el lunes?
(Start)
10. Tome un _____ a las dos y media.
(Break)

KEYWORD LIST – HUMAN RESOURCES

This list contains many, but not all, of the terms & expressions in the program.

| | | |
|--------------------------------------|------------------------------|---|
| 30-day rule | Regla de los treinta días | ray -glah / day / loh / train -tah / dee -ahs |
| 401k plan | Plan de la jubilación 401k | plahn / day / hoo-bee-lah-see- own / 401k |
| 9-1-1 | Nueve uno uno | nway -bay / oo -no / oo -no |
| A little more | Un poquito más | oon / po- kee -toe / mahs |
| A pleasure | Un placer | oon / plah- sair |
| Absentee // Absenteeism | Ausente // Ausentismo | ow- sen -tay // ow- sen -tease-mo |
| Accidental Death Insurance | Seguro por muerte accidental | say- goo -ro / pore / mwair -tay / ack-see-den- tahl |
| Address | Dirección | dee-reck-see- own |
| Afternoons | Tardes | tar -days |
| Again | Otra vez | oh -trah / base |
| Alcohol abuse | Abuso de alcohol | ah- boo -so / day / ahl- ko -ohl |
| All | Todos | toe -dose |
| All employees must be able to | Todos los empleados deben | toe -dose / loh / em-play- ah -dose / deh -ben |
| All of you | Todos ustedes | toe -dose / oo- sted -ess |
| Also | También | tahm-bee- en |
| Ambulance | Ambulancia | ahm-boo- lahn -see-ah |
| Applicants | Solicitantes | so-lee-see- tahn -tess |
| Application | Solicitud | so-lee-see- tude |
| Are you finished? | ¿Ha terminado? | ah / tair-mee- nah -doe |
| Are you hurt? | ¿Está lastimado? | ess- tah / lah-stee- mah -doe |
| Are you interested? | ¿Le interesa? | lay / een-tay- ray -sah |
| Are you looking for work? | ¿Está buscando trabajo? | ess- tah / boose- kahn -doe / tra- bah -ho |
| Are you OK? | ¿Está bien? | ess- tah / bee- en |
| Are you Ready? | ¿Está listo? | ess- tah / lease-toe |
| Are you sick? | ¿Está enfermo? | ess- tah / en- fair -mo |
| Attendance | Asistencia | ah- cease -ten-see-ah |
| Attitude | Actitud | ahk-tee- tude |
| Bad Cut | Cortada seria | core- tah -dah / sair -ee-ah |
| Bad Fall | Caída grave | kah- ee -dah / grah -bay |
| Be on time | Llegar a tiempo | yay- gar / ah / tee- em -po |
| Benefits | Beneficios | beh-neh- fee -see-ose |
| Benefits coordinator | Coordinadora de beneficios | ko-oar-dee-nah- door -ah / day / beh-neh- fee -see-ose |
| Bills | Billetes | bee- yeh -tays |
| Birth Certificate | Acta de nacimiento | ahk -tah / day / nah-see-mee- en -toe |
| Books | Libros | lee -brose |