

Quick, Easy Spanish for Workplace Communication

Supervisors & Manufacturing

Workplace SPANISH®

- Easy to Learn // No Grammar
- Easy Pronunciation Audio

Supervisors & Manufacturing

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FOR BEST RESULTS, repeat the Spanish phrases WITH the American Spelling.

**YOU DON'T HAVE TO BE FLUENT
TO COMMUNICATE EFFECTIVELY**

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Workplace Spanish® for Supervisors & Manufacturing

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

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

The **64-page** learning manual and audio CD contain over **1,000** supervisory and conversational terms and expressions organized into topics and practice conversations. **Key topics include:**

- Spanish & Phonetic pronunciation
- Greetings // Asking basic questions
- Basic factory terminology
- Interviewing & Scheduling employees
- Job Rules & Commands // Quality Standards
- Safety Info & Warnings
- Basic HR & Payroll Terminology

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 job-specific learning programs have been used by over [100,000 customers](#) in business & industry, health care, government and law enforcement. Custom versions are available.

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

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Workplace Spanish® Program Basics:

- Easy-to-use Spanish learning manual
- Easy Pronunciation audio CD
- eBook version & MP3 audio can be downloaded

Learn it today . . . Speak Spanish right away

Workplace Spanish® materials include both job-specific and conversational expressions. No grammar, complex rules or verb conjugations to learn. Designed for newcomers to Spanish; prior experience not necessary.

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Workplace Spanish® for SUPERVISORS & MANUFACTURING

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SCHEDULING EMPLOYEES

(Track 14)

Workplace
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SETTING THE SCHEDULE

Here is your schedule	Aquí está su horario	ah- key / ess- tah / soo / oar- ahr -ee-oh
Your schedule will be ____	Su horario será ____	soo / oar- ahr -ee-oh / sair- ah ____
- On these days (<i>specify</i>)	- En estos días ____	en / ess -tose / dee -yahs ____
- From <i>Monday</i> to <i>Friday</i>	- de <i>lunes</i> a <i>viernes</i>	day / loo -ness / ah / bee- air -ness
- From (<i>time</i>) until (<i>time</i>)	- de <i>ocho</i> a <i>seis</i>	day / oh -cho / ah / sayce

QUICK SCHEDULE

Start at (<i>7:00 AM</i>)	Empieza a las ____ (<i>siete de la mañana</i>)	em-pee- ay -sah / ah / lahs ____ see- et -tay / day / lah / mahn- yah -nah
Take a break at (<i>3:00 PM</i>)	Tome un descanso a las ____ (<i>trace de la mañana</i>)	toe -may / oon / dess- kahn -so / ah / lahs ____ (<i>trace / day / lah / mahn-yah-nah</i>)
Go to eat at (<i>Noon</i>)	Vaya a comer a (<i>mediodía</i>)	bah -yah / ah / ko- mare / ah / (<i>may-dee-oh-dee-ah</i>)
Quit at (<i>6:00 sharp</i>)	Termine a las ____ (<i>seis en punto</i>)	tair- mee -nay / ah / lahs ____ (<i>sayce / en / poon-toe</i>)

WORKDAY EVENTS

Start of day (<i>begin work</i>)	Hora de entrada	oar -ah / day / en- trah -dah
Breakfast	Desayuno	day-sah- you -no
Morning break	Descanso de la mañana	dess- kahn -so / day / lah / mahn- yah -nah
Lunch	Lonche OR Almuerzo	lone -chay OR ahl- m' wear-so
Afternoon break	Descanso de la tarde	dess- kahn -so / day / lah / tar -day
Dinner	Cena	say -nah
Evening Break	Descanso de la noche	dess- kahn -so / day / lah / no -chay
End of day (<i>quit work</i>)	Hora de salida	oar -ah / day / sah- lee -dah

SHIFT NUMBERS & NAMES

First shift	Primer turno	pree- mare / toor -no
Second shift	Segundo turno	say- goon -doe / toor -no
Third shift	Tercer turno	terr- sair / toor -no
Morning shift	Turno de mañana	toor -no / day / mahn- yah -nah
Afternoon shift	Turno de tarde	toor -no / day / tar -day
Night shift	Turno de noche	toor -no / day / no -chay

3. Here is Your Schedule

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

4. Working Late

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

5. Do you need help?

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

Directions: Choose an appropriate response, in Spanish, to the following situations.

What would you say...

1. ... to an employee who frequently arrives late to work?

2. ... to an employee who is bringing in dirty pictures?

3. ... to instruct employees to use the employee entrance?

4. ... to communicate that an employee must purchase certain items?

5. ... to tell employees that they must call if they can't come to work?

6. ... to communicate the importance of reporting a problem ?

7. ... to clarify a location for employee parking?

8. ... to communicate that employees may not eat while working?

9. ... to tell employees that drugs are prohibited?

10. ... to instruct employees that they must report all injuries?

KEYWORD LIST – SUPERVISORS & MANUFACTURING

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
Are you hurt?	¿Está herido?	ess- tah / air- ree-doe
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
Bad	Malo	mah-lo
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