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Written Communication

¿Cuánto sabe usted?

How Much Do You Know Already?



1. Correct the punctuation in this sentence: **Ven acá Lupita!**
2. Name three ways a comma is used in Spanish grammar.
3. How do you say *past progressive* in Spanish?
4. Where would the word **estimado** likely appear in a business letter?
5. What is **@** called in a Spanish e-mail address?

Punctuation

La puntuación

Punctuation refers to the written marks and symbols that are used to separate words into sentences, clauses, and phrases in order to give special meaning to a language in print. For example, there are three written marks that indicate that a sentence is completed. Unlike English, however, the question and exclamation also require inverted marks at the front:

period (**el punto**)

question mark (**el signo interrogativo**)

exclamation mark (**el signo exclamativo**)

Estoy trabajando.

¿Trabajas mucho?

¡Siempre trabajo!

- The *comma* (**la coma**) has several uses in Spanish.

1. The comma separates words, phrases, or clauses that interrupt a sentence:

La profesora, me dijeron los estudiantes, es del Paraguay.

The teacher, the students told me, is from Paraguay.

2. Commas also precede and follow the name of a person who is being addressed in a sentence:

Es importante, Nora, que te vayas.

It's important, Nora, that you leave.

3. A comma is used to separate three or more words (or phrases) in a series. However, there is no comma after the last conjunction:

Compró dos manzanas, cinco plátanos, tres peras y una sandía.

She bought two apples, five bananas, three pears, and a watermelon.

4. A comma is also used after a long subordinate clause:

Para poder llegar a tiempo con toda la familia, salió temprano.

In order to be able to arrive on time with the whole family, he left early.

5. A comma is needed before and after transition words such as **además**, **sin embargo**, **es decir**, **por ejemplo**, etc.:

Me dijo, sin embargo, que todo está bien.

He told me, however, that all is well.

Por ejemplo, hace frío en el diciembre.

For example, it's cold in December.

6. A comma is also used before the conjunctions **pero** or **mas**:

Necesitamos el dinero, pero no vamos a venderlo.

We need the money, but we aren't going to sell it.

7. A comma is required after **sí** or **no** in sentences that answer a question:

Sí, yo fui con ella.

Yes, I went with her.

No, no tengo la menor idea.

No, I don't have any idea.

- The semi-colon (**el punto y coma**) has two primary uses in Spanish:

1. It is used to indicate a pause that is longer than one that is indicated by a comma:

No puede entrar al edificio hoy; mañana sí podrá.

You can't enter the building today; tomorrow you can.

2. A semi-colon is also used when two long sentences are joined by a conjunction or a transitional phrase:

Le dijo al dueño que todavía tiene problemas con el apartamento; por ejemplo, el espejo en el baño está roto y el piso de la cocina tiene manchas negras.

He told the owner that he still has problems with the apartment; for example, the mirror in the bathroom is broken and the floor in the kitchen has black stains.

- The *colon* (**los dos puntos**) indicates a long pause in a sentence, and serves to clarify or complete what was written earlier. It also has two main uses in a sentence:

1. It introduces a list of words or a series of phrases:

Saqué todo de la billetera: el dinero, la licencia, las tarjetas de crédito, las fotos y algunas tarjetas de negocio.

I took everything out of my wallet: money, license, credit cards, photos, and some business cards.

2. It also introduces a direct quote:

La ley es my clara: una multa de cincuenta dólares.

The law is clear: a fifty-dollar fine.

- The *apostrophe* is not used in Spanish, and *quotation marks* (**las comillas**) are primarily used to indicate the words of a direct quote. The *dash* (–) is generally used in dialogue instead of quotation marks, to denote the change of speaker:

Carlota me dijo: ¡Ándate!–y yo me fui.

Carlota told me, “Go outside!” and I left.



LA PRÁCTICA 1

Correct the punctuation in the following sentences:

1. La vecina me explicaba tu madre ya no tiene marido

La vecina, me explicaba tu madre, ya no tiene marido.

2. No no vamos al desierto hoy

3. Favor de traer el tenedor el plato y el vaso

4. El capitán me dijo en voz baja Siéntate y cállate y yo me senté.

5. Es decir hay tanto sufrimiento en el mundo

6. Cuándo va a llover

7. Es cierto lo que dices sin embargo todos no están de acuerdo

8. No sé Emilio qué vas a hacer con tu vida

9. Nos dio una lista las medias los zapatos los pantalones y la camisa

10. Sí ya hemos comido

Letter Writing

La correspondencia

Another important aspect of written communication is letter writing. Whether mail-delivered or by e-mail, there are two basic kinds of letters; *formal* (used when applying for a job, when writing to someone in authority, etc.) and *informal* (used when writing to family, friends, etc.). The main parts of a typical letter written in Spain or Latin America are shown below. Notice how the form for any letter is generally the same as in English letter writing:

Sender's date in the upper right

Addressee information in the upper left

Closing in the lower right

The address number follows the street name, and regional codes will vary depending on the country.

25 de junio de 2006

Supermercados Garza
Avenida Colón, 675
Lima 18
Perú

Estimados señores:

Hemos recibido su carta del 10 de junio, 2006, pidiendo una lista de nuestros precios.

Adjunto les enviamos nuestra nueva lista.

Esperando sus gratas órdenes, saluda atte. a Uds.,

VENTAS NACIONALES, S.A.

Diego Alba Pérez

Gerente

The salutation in business is generally the same: “**Estimado(s)...**”. However, in more formal settings, salutations such as “**Muy señor nuestro:**” or “**Muy señora mía:**” may be used. The closing, “**Muy atentamente,**” (or “**Saluda atte. a Ud(s).**”) is the most common. The phrase “**A quien le corresponda:**” literally means “**To Whom It May Concern:**”.

An informal letter looks the same as the model shown, but usually includes the salutation “**Querido(s)...**,” and a personal closing that ranges from “**Con mucho cariño,**” to “**Saludos a todos,**”.



LA PRÁCTICA 2

Try to guess what these Spanish words and phrases would mean in English. They are used regularly in written correspondence:

- | | |
|---|-------------------|
| 1. Cordialmente, | <u>Cordially,</u> |
| 2. Respetable señora: | _____ |
| 3. Afectuosamente, | _____ |
| 4. Distinguido señor, | _____ |
| 5. Saluda atte. a Ud., | _____ |
| 6. Recibe un abrazo de tu amigo, | _____ |
| 7. Respetuosamente, | _____ |
| 8. Con afecto y admiración se despide, | _____ |
| 9. Gracias por su atención, | _____ |
| 10. Con mi mayor respeto y consideración, | _____ |

E-Mails

El correo electrónico

The parts of an e-mail are named as follows:

Tina	@	winner	.	provider	.	pe
NOMBRE DEL USUARIO	ARROBA	NOMBRE DE DOMINIO	PUNTO	EL PROVEEDOR DE ACCESO AL INTERNET	PUNTO	EL PAÍS
(user name)	(at)	(domain name)	(dot)	(provider)	(dot)	(country)

Notice that *.com*, *.edu*, *.org*, etc. are not normal closings to an e-mail in other countries. The country such as **.fr** (France), **.es** (Spain), and **.pe** (Peru) each have their own abbreviation.

In Spanish, computer vocabulary is often the same as in English (**el CD-ROM**, **el DVD**, **el** (sometimes **la**) **internet**, etc.). However, these other words might be useful, too:

application	la aplicación
attachment	el adjunto
browser	el navegador
cable	el cable
to click	pulsar
computer	la computadora (Spain: el ordenador)
computer file	el fichero
to connect	conectar
connection	la conexión
data base	la base de datos
to delete	eliminar
disc	el disco
to download	descargar
drive	la disquetera
e-mail	el correo electrónico
to file	archivar
to find	encontrar
folder	el directorio
to forward	reenviar
hard drive	el disco duro
home page	la página inicial
keyboard	el teclado
laptop	la computadora portátil
mailbox	el buzón
menu	el menú
message	el mensaje
monitor	el monitor
mouse	el ratón
password	la contraseña
to print	imprimir
program	el programa
to receive	recibir
to reply	responder

to save
to search
search engine
to select
to send
server
screen
trash
website

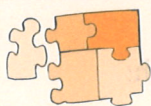
ahorrar
buscar
el buscador
escoger
enviar
el servidor
la pantalla
la basura
el sitio web



LA PRÁCTICA 3

Translate these words and symbols related to e-mail into Spanish:

1. @ arroba
2. password _____
3. user name _____
4. to click _____
5. e-mail _____
6. “ . ” _____
7. website _____
8. message _____
9. provider _____
10. to delete _____



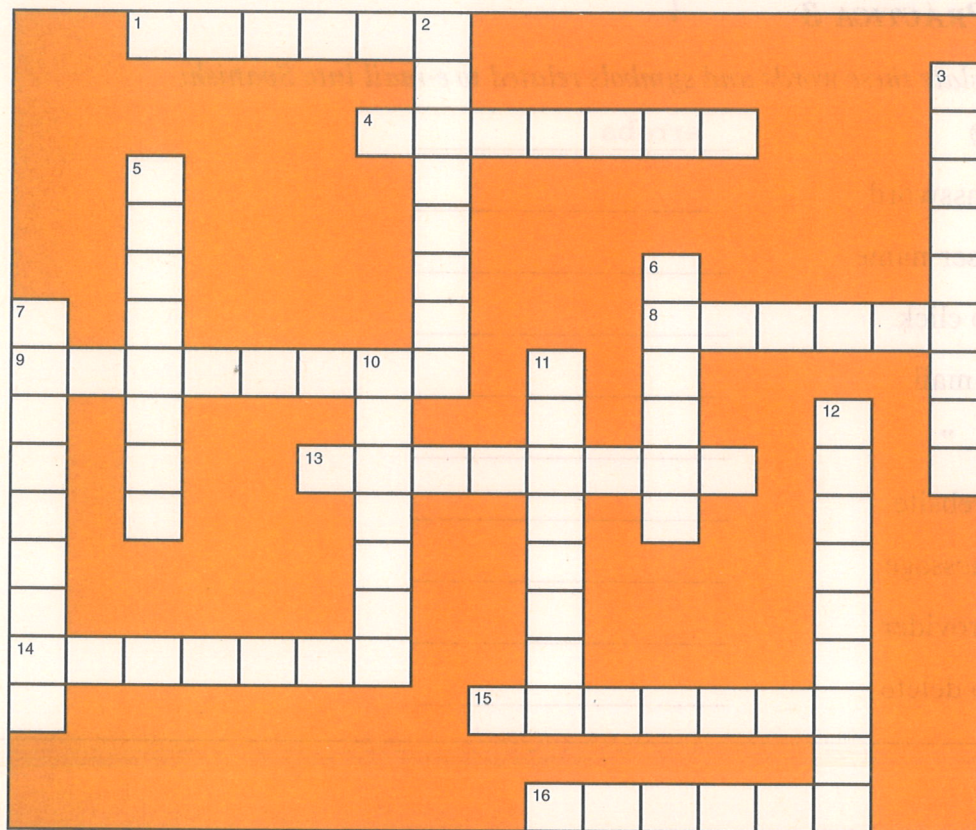
POR SU CUENTA

Go online in Spanish and find out what these other words mean:

1. la charla _____
2. la marcapáginas _____
3. el apodo _____
4. navegar _____

5. la portada _____
6. la buzonfía _____
7. inalámbrica _____
8. la mensajería instantánea _____
9. estar en línea _____
10. enlazar _____

CROSSWORD 12



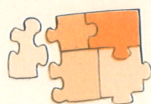
Translate these into Spanish:

Across

1. to search
4. to receive
8. to click
9. to delete
13. to connect
14. to choose
15. to turn on
16. to send

Down

2. to forward
3. to download
5. to print
6. to turn off
7. to reply
10. to save
11. to file
12. to find



EL REPASO

Review everything in this book by answering one question about information presented in each chapter. Try not to ask for help:

- CH 1: Say the Spanish alphabet.
- CH 2: Say a sentence in Spanish and identify the subject.
- CH 3: Say three sentences in Spanish using the present tense.
- CH 4: Say one sentence using the preterit and one using the imperfect.
- CH 5: Say one sentence in the future tense and one in the conditional.
- CH 6: Name three reflexive verbs in Spanish.
- CH 7: Say four sentences using the present and past perfect tenses.
- CH 8: Say four sentences using the present and past progressive.
- CH 9: Say two sentences using the passive voice in Spanish.
- CH 10: Say four sentences using the present and past subjunctive.
- CH 11: Give two formal and two informal commands in Spanish.
- CH 12: Use the **verb + de + infinitive** construction in a sentence.
- CH 13: Explain the difference between a definite and indefinite article.
- CH 14: Name ten Spanish nationalities (in Spanish).
- CH 15: Name three demonstrative and three possessive adjectives.
- CH 16: Explain the basic uses of direct and indirect object pronouns.
- CH 17: Name five relative pronouns in Spanish.
- CH 18: Explain how most adverbs are formed in Spanish.
- CH 19: Name six common prepositions in Spanish.
- CH 20: Name six common interrogative words in Spanish.
- CH 21: Name five words that express negation in Spanish.
- CH 22: Name one diminutive and one augmentative ending.
- CH 23: Count from one to ten using ordinal numbers in Spanish.
- CH 24: Make five different comments about the weather in Spanish.
- CH 25: Spend two full minutes talking about yourself in Spanish.
- CH 26: Name five synonyms and five antonyms in Spanish.
- CH 27: Name three idioms and one proverb in Spanish.
- CH 28: Name three ways a comma is used in a Spanish sentence.

Culture Capsule 4

The Geography of Latin America

La geografía de Latinoamérica

América Latina comprende todo el territorio localizado al sur de los Estados Unidos. Los países principales incluyen México en la América del Norte; Costa Rica, Cuba, El Salvador, Guatemala, Honduras, Nicaragua, Panamá, Puerto Rico, y República Dominicana en la América Central y el mar Caribe; y Argentina, Bolivia, Brasil, Chile, Colombia, Ecuador, Paraguay, Perú, Uruguay y Venezuela en la América del Sur.

Estos países fueron antiguas colonias de países europeos, por lo general España y Portugal. Aunque muestran similitudes culturales, los países latinoamericanos observan también diferencias lingüísticas, étnicas, sociales y políticas. Se calcula que la población actual de América Latina cuenta con alrededor de 500 millones de habitantes, y se estima que para el año 2025 aumentará en 200 millones, lo que significa un crecimiento de 40 %.

Geográficamente, los países latinoamericanos son muy diferentes. Por ejemplo, el país mexicano tiene regiones muy altas, incluyendo la Ciudad de México a casi 7.500 pies sobre el nivel del mar, mientras que Nicaragua es mayormente un territorio plano. En América del Sur también se encuentran regiones tan distintas como la cordillera de los Andes, las pampas Argentinas y la selva Amazónica. Estas diferencias geográficas también crean cambios climáticos. Por ejemplo, muchos países tienen zonas tropicales calurosas y húmedas, zonas desérticas secas y otras nevadas y altas. Naturalmente, semejante diversidad geográfica ejerce una tremenda influencia en el desarrollo económico y social de cada país.



PREGUNTAS

1. ¿En qué parte de Latinoamérica se encuentra la selva Amazónica?
2. ¿Qué fenómeno geográfico caracteriza a Latinoamérica?
3. ¿Cuál será la población de América Latina en 2025?
4. ¿Cuál es el país más pequeño en América del Sur?
5. ¿Por qué se ve la influencia europea en la arquitectura mexicana?