

Command Spanish® Program Data Sheet
for
Spanish for Custodial and Maintenance Supervisors

Materials Description and Content: *Spanish for Custodial and Maintenance Supervisors* (SCMS) is published by Command Spanish®, Inc. and consists of 90 pages bound in a 3-ring binder with 2 accompanying CDs. In addition to a special section devoted to pronunciation, SCMS contains the following work-specific language sections: General Exchanges, Communication Strategies, Holiday Greetings, Numbers, Complimenting Employees, Employment Issues, Time and Work Schedule Issues, Work Regulations, Security Policies, General Supervisory Phrases, Medical Emergencies, Safety Issues, Quick “Esto” Commands, Cleaning Procedures, Cleaning floors and Upholstery, and Maintenance. SCMS also contains the following appendices: Glossary, Spanish Surname System, Dates, Spanish Alphabet, Signs, Other Useful Expressions, Measurements and Fractions, Metric Equivalents, Telling Time, and Money Matters.

Program Description: This program is a comprehensive treatment of the language used by custodial and maintenance supervisors when speaking with employees by providing immediate access to functional language skills for non-Spanish-speaking supervisors. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions, and phrases pertinent to daily interactions between supervisors and Spanish-speaking employees. **No prior knowledge of Spanish necessary.**

Goal: To provide non-Spanish-speaking supervisors with specific Spanish language skills so that they will be able to better manage their Spanish-speaking employees with routine employment, medical, and safety issues, as well as specific workplace commands—thereby promoting better employer/employee relations, a safe and more efficient workplace, and quality workmanship.

Objectives: Upon completion of this program, participants will be able to use Spanish to: greet and compliment employees; express numbers, assist with employment and scheduling issues; control safety and medical situations; and issue commands for general and specific custodial and/or maintenance tasks.

Methods of Instruction: Modeling, intensive drill, choral response, alpha-beta line, learning pairs and triads, Total Physical Response, role-playing, simulations, and situation cards.

Cross-Cultural Component: None.

Intended Audience: This is intended for non-Spanish-speaking custodial and/or maintenance supervisors of Spanish-speaking employees.

Length of Instruction: 8-24 hours.

Special Considerations: None.

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Acknowledgements

Command Spanish, Inc. would like to thank Mrs. Lauree Mills-Mooney for her perseverance and great skill in formatting the manual. We would like to extend a special thanks to Dr. Sam L. Slick and Dr. Maryjane Dunn for proofing the manual.

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