

**Command Spanish<sup>®</sup> Program Data Sheet**  
for  
*Spanish for Tax Preparers*

**Materials Description and Content:** *Spanish for Tax Preparers (Tax)* is published by Command Spanish<sup>®</sup>, Inc. Consumer Division and consists of a 50 page perfect-bound manual with two accompanying audio CDs. It was authored in consultation with tax accountants and other tax preparation professionals. In addition to a special section devoted to pronunciation, *Tax* contains the following work-specific language sections: Greetings and Goodbyes; Etiquette and Social Niceties; Communication Strategies; Numbers; Introductions and Identification; Spousal and Dependent Information; Basic Tax Information; Income and Expenses; Refunds and Payments; and Finalizing the Filing. *Tax* also contains the following appendices: Spanish Surname System; Cultural Notes; Spanish Alphabet; Family Members and Other Relationships; and two Glossaries.

**Program Description:** This program is designed to provide non-Spanish-speaking tax preparation professionals with functional skills in Spanish. The program utilizes phonetic encoding to address the most important Spanish commands, questions, and phrases critical to working with Spanish-speaking loan applicants. **No prior knowledge of Spanish is necessary.**

**Goal:** To prepare non-Spanish-speaking tax accountants, and tax preparers to use Spanish language skills to enhance their ability to work professionally with their Spanish-speaking clients.

**Objectives:** Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential clients; discuss basic tax issues; explain types of deductions, expenses, and refunds; collect information about the client and his or her dependents; determine the clients tax bill; and assist the client with filing his or her state and federal taxes.

**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:** Optional 1 – 2 hours, based on *Spanish-speakers and You*.

**Intended Audience:** This program is intended for anyone involved in federal or state tax preparation services.

**Length of Instruction:** 12-30 hours.

**CEUs Available:** 1 – 2.5

**Special Considerations:** None