

Command Spanish® Program Data Sheet
for
Spanish for the Workplace

Materials Description and Content: *Spanish for the Workplace* is published by Command Spanish®, Inc. and consists of a 79 page manual and accompanying audio files. In addition to a special section devoted to pronunciation, this manual contains the following work-specific language sections: Greetings and Goodbyes; Etiquette and Social Niceties; Communication Strategies; Introductions and Self-Identifications; Holiday Greetings; Numbers; Complimenting Employees; Employment Issues – Hiring and Dismissal; Time and Work Schedule Issues; Work Rules and Regulations; Medical Emergencies; Safety Issues; Command & Control for Site Supervision; General *ESTO* Commands; and Other Useful Expressions. *Workplace* also contains the following appendices: Spanish Alphabet; Hispanic Names; Dates; Money Issues; Telling Time; Colors; Uniform Vocabulary; Offices and Areas of the Workplace; and Signs.

Program Description: This program is intended for non-Spanish-speaking persons who may work with Spanish-speaking employees. **No prior knowledge of Spanish is necessary.**

Goal: To prepare non-Spanish-speaking supervisors and employees to use Spanish language skills to enhance their ability to interact with Spanish-speaking employees.

Objectives: Upon completion, participants will be able to use Spanish to do any or all of the following: Greet and compliment employees and co-workers; Discuss employment issues; Assist with time and work schedule issues; Promote work regulations and safety considerations; and Issue common commands for the worksite.

Intended Audience: This program is intended for supervisors and employees who need to communicate with Spanish-speaking workers.

Table of Contents

Acknowledgments	iii
Language Consultants	iii
How to Use This Manual.....	iv
Section I: Spanish Pronunciation	1
Section II: Greetings and Goodbyes.....	7
Section III: Etiquette and Social Niceties	8
Section IV: Communication Strategies	9
Section V: Introductions and Self-Identifications.....	11
Section VI: Holiday Greetings	12
Section VII: Numbers	13
Section VIII: Complimenting Employees.....	16
Section IX: Employment Issues – Hiring and Dismissal	17
Section X: Time and Work Schedule Issues	23
Section XI: Work Rules and Regulations	27
Section XII: Medical Emergencies	31
Section XIII: Safety Issues	33
Section XIV: Command & Control for Site Supervision.....	37
Section XV: General <i>ESTO</i> Commands.....	39
Section XVI: Other Commands	43
Section XVII: Other Useful Expressions	45
Part A: Time Expressions	45
Part B: Speed Expressions	45
Part C: Quantity Expressions	46
Part D: Key Location Words	46
Appendix A: Spanish Alphabet.....	48
Appendix B: Hispanic Names.....	49
Appendix C: Dates	53
Appendix D: Money Issues.....	54
Appendix E: Telling Time	55
Appendix F: Colors.....	56
Appendix G: Uniform Vocabulary.....	57
Appendix H: Offices & Areas of the Workplace	58
Appendix I: Signs.....	59

Spanish for the Workplace

Acknowledgements

Command Spanish[®], Inc. is indebted to Mrs. Lauree Mills-Mooney for her perseverance and great skill in formatting and word processing the manual. Special thanks are given to Dr. Maryjane Dunn for proofing the manual and to Melba Chauvin and Andrew Schiwetz for engineering the audio accompaniment.

Language Consultants

M. Edith González De León, B.A., University of Querétaro, **México**

Lucy Solano Acosta, M.A., University of Southern Mississippi, and **B.A.**, National University of Colombia, Bogotá, **Colombia**