

The Vocabcord 500: Spanish

The Vocabcord 500 is a hand-written list of 500 Spanish phrases for the situations of a first month abroad, grouped by what happens in a day rather than by grammar. Every row carries the phrase, what it means in English, and a note wherever register, a regional variant or a false friend changes what you should say.

European Spanish, with Latin American variants noted. Register: polite adult stranger; tú/usted choices noted.

210

SURVIVE

154

TRAVEL

136

WORK

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First contact: greeting, thanking, apologising

SURVIVE · 30 PHRASES

SPANISH	ENGLISH	NOTE
Hola.	Hello.	
Buenos días.	Good morning.	Until lunch, which in Spain means until about two in the afternoon.
Buenas tardes.	Good afternoon.	From lunch until dark; in Spain that runs to eight or nine in the evening.
Buenas noches.	Good evening.	Both a greeting after dark and a goodnight; the same words cover arriving and leaving.
Buenas.	Hi.	The everyday shortening you hear walking into a shop or bar; fine at any hour.
¿Qué tal?	How are you?	Works with strangers and friends alike; nobody expects a real answer.
Bien, gracias. ¿Y usted?	Fine, thanks. And you?	Usted with strangers and older people; ¿y tú? with colleagues your own age.
Muchas gracias.	Thank you very much.	
De nada.	You're welcome.	
Perdón.	Sorry.	For bumping into someone or a small slip; perdone when you need a stranger's attention.
Perdone, ¿me puede ayudar?	Excuse me, could you help me?	
Lo siento.	I'm sorry.	For something that matters: bad news, a real mistake. Too heavy for squeezing past someone.
Perdone que le moleste.	Sorry to bother you.	Say it before asking a stranger anything; disculpe las molestias is what announcements and shop signs say.
No pasa nada.	No problem.	The standard reply to any apology; tranquilo is the warmer, more informal version.
Con permiso.	Excuse me.	Say it when squeezing past or leaving a table; in Latin America it is nearly a reflex.
Por favor.	Please.	
Sí, claro.	Yes, of course.	
No, gracias.	No, thank you.	
Vale.	OK.	Spain only. In Latin America say bueno, dale in Argentina, or simply okay.
Encantado.	Nice to meet you.	Encantada if you are a woman; mucho gusto works everywhere and for everyone.
Me llamo Ana.	My name is Ana.	

First contact: greeting, thanking, apologising

SURVIVE · 30 PHRASES

SPANISH	ENGLISH	NOTE
¿Cómo se llama?	What's your name?	Usted form; ¿cómo te llamas? once someone has used tú with you.
Soy de Polonia.	I'm from Poland.	
¿De dónde es usted?	Where are you from?	
Acabo de llegar.	I've just arrived.	
Hasta luego.	See you later.	The default goodbye in Spain, even to people you will never see again.
Adiós.	Goodbye.	
Que vaya bien.	Have a good one.	The everyday Spain goodbye from shopkeepers and taxi drivers; que tenga un buen día is Latin America and call centres.
Igualmente.	Same to you.	
Un momento, por favor.	One moment, please.	

Understanding each other: the repair kit

SURVIVE · 22 PHRASES

SPANISH	ENGLISH	NOTE
No entiendo.	I don't understand.	
¿Habla inglés?	Do you speak English?	Usted form; safe with any stranger.
Hablo un poco de español.	I speak a little Spanish.	
Perdone, mi español no es muy bueno.	Sorry, my Spanish isn't very good.	
Más despacio, por favor.	Slower, please.	
¿Puede repetir, por favor?	Could you say that again, please?	
¿Me lo puede escribir?	Can you write that down for me?	
¿Cómo se dice esto en español?	How do you say this in Spanish?	
¿Qué significa esto?	What does this mean?	
¿Cómo se escribe?	How do you spell it?	
¿Cómo?	Sorry?	The polite way to ask someone to repeat; ¿qué? on its own sounds curt.
Ya entiendo.	I see now.	

Understanding each other: the repair kit

SURVIVE · 22 PHRASES

SPANISH	ENGLISH	NOTE
Creo que sí.	I think so.	
Creo que no.	I don't think so.	
No lo sé.	I don't know.	
No estoy seguro.	I'm not sure.	Segura if you are a woman.
¿Puede hablar más alto?	Could you speak up?	
Un segundo, lo miro en el móvil.	Hang on, let me check on my phone.	Móvil is Spain; celular everywhere in Latin America.
¿Está bien así?	Is that alright?	
Sin problema.	No problem.	
Lo siento, no le he entendido.	Sorry, I didn't catch that.	
¿Me explico?	Am I making sense?	The natural way to check you are being understood; ¿me entiende? can sound like a challenge.

Getting around: streets, buses, trains, taxis

TRAVEL · 38 PHRASES

SPANISH	ENGLISH	NOTE
¿Dónde está la parada del autobús?	Where's the bus stop?	
¿Dónde está el metro?	Where's the metro?	
¿Cómo llego al centro?	How do I get to the city centre?	
¿Está lejos?	Is it far?	
¿Se puede ir andando?	Can I walk there?	Andando is Spain; caminando is what you hear across Latin America.
Todo recto.	Straight ahead.	Spain says recto; Latin America says derecho, which a Spaniard hears as the right-hand side.
A la derecha.	On the right.	
A la izquierda.	On the left.	
La segunda calle a la izquierda.	Second street on the left.	
¿Este autobús va al aeropuerto?	Does this bus go to the airport?	
¿Dónde tengo que bajarme?	Where do I get off?	

Getting around: streets, buses, trains, taxis

TRAVEL · 38 PHRASES

SPANISH	ENGLISH	NOTE
¿Me avisa cuando lleguemos?	Could you tell me when we get there?	Ask the driver as you board; a nod is the usual answer, and it works.
Un billete sencillo, por favor.	A single ticket, please.	Billete is Spain; boleto or pasaje in Latin America.
Un billete de ida y vuelta a Sevilla.	A return ticket to Seville.	
¿Cuánto cuesta el billete?	How much is the ticket?	
¿A qué hora sale el próximo tren?	What time is the next train?	
¿De qué andén sale?	Which platform does it leave from?	Vía on the departures board means the same thing.
¿Este asiento está libre?	Is this seat taken?	
¿Dónde se compran los billetes?	Where do I buy tickets?	
¿Puedo pagar con tarjeta en el autobús?	Can I pay by card on the bus?	
Necesito una tarjeta de transporte.	I need a travel card.	
¿Me puede llevar a esta dirección?	Can you take me to this address?	
¿Dónde puedo coger un taxi?	Where can I get a taxi?	Coger is everyday Spain. In Mexico, Argentina and much of Latin America it is obscene; say tomar there.
Al aeropuerto, por favor.	To the airport, please.	
¿Cuánto va a costar más o menos?	Roughly how much will it be?	
Pare aquí, por favor.	Stop here, please.	
Quédese con el cambio.	Keep the change.	
¿Me da un recibo?	Can I have a receipt?	
He perdido el tren.	I've missed the train.	Perder covers both losing and missing; there is no separate verb for missing a train.
El tren lleva retraso.	The train is delayed.	
¿Hay que hacer transbordo?	Do I need to change?	
Voy a pedir un coche por la app.	I'll order a car on the app.	Coche is Spain; carro in most of Latin America, auto in Argentina and Chile.
¿Es esta la dirección correcta?	Is this the right address?	
Me he perdido.	I'm lost.	

Getting around: streets, buses, trains, taxis

TRAVEL · 38 PHRASES

SPANISH	ENGLISH	NOTE
¿Puede enseñármelo en el mapa?	Can you show me on the map?	
Quiero alquilar un coche.	I'd like to hire a car.	Alquilar is Spain; rentar in Mexico.
¿Dónde está la salida?	Where's the exit?	
¿Hay ascensor?	Is there a lift?	

Hotel and lodging: checking in, problems, checking out

TRAVEL · 28 PHRASES

SPANISH	ENGLISH	NOTE
Tengo una reserva a nombre de Kowalski.	I have a booking under Kowalski.	
¿Tiene habitaciones libres?	Do you have any rooms?	
Una habitación doble para dos noches.	A double room for two nights.	
¿Cuánto cuesta la noche?	How much is it per night?	
¿El desayuno está incluido?	Is breakfast included?	
¿A qué hora es el desayuno?	What time is breakfast?	
¿A qué hora hay que dejar la habitación?	What time is check-out?	
¿Puedo dejar la maleta aquí?	Can I leave my suitcase here?	
¿Cuál es la contraseña del wifi?	What's the wifi password?	Spaniards say wifi with Spanish vowels, wee-fee; the English pronunciation draws a blank.
La habitación 305, por favor.	Room 305, please.	Say trescientos cinco; staff also understand tres cero cinco.
¿Me da otra llave?	Could I have another key?	
No funciona el aire acondicionado.	The air conditioning isn't working.	
No hay agua caliente.	There's no hot water.	
¿Me pueden cambiar de habitación?	Could I change rooms?	
Hay mucho ruido.	It's very noisy.	
¿Me pueden traer más toallas?	Could you bring more towels?	
¿Hay caja fuerte?	Is there a safe?	

Hotel and lodging: checking in, problems, checking out

TRAVEL · 28 PHRASES

SPANISH	ENGLISH	NOTE
¿Puedo pagar ahora?	Can I pay now?	
Me voy mañana por la mañana.	I'm leaving tomorrow morning.	
¿Me puede pedir un taxi?	Could you call me a taxi?	
Quiero quedarme una noche más.	I'd like to stay one more night.	
¿Hay lavandería cerca?	Is there a laundrette nearby?	
¿Me puede despertar a las siete?	Could I get a wake-up call at seven?	
El piso está en el tercero.	The flat is on the third floor.	Piso is a flat in Spain; in Latin America it is the floor you stand on. Say departamento or apartamento there.
¿Dónde dejo las llaves al irme?	Where do I leave the keys when I go?	
¿Hay que dejar fianza?	Do I need to leave a deposit?	
Todo perfecto, gracias.	Everything was perfect, thanks.	
¿Me puede imprimir esto?	Could you print this for me?	

Eating out: ordering, allergies, paying

TRAVEL · 38 PHRASES

SPANISH	ENGLISH	NOTE
Una mesa para dos, por favor.	A table for two, please.	
¿Tienen mesa libre?	Do you have a free table?	
¿Hay que reservar?	Do I need to book?	
La carta, por favor.	The menu, please.	Carta is the menu. El menú in Spain is the fixed-price set lunch.
¿Tienen menú del día?	Do you have a set lunch?	Weekday lunch, three courses with bread and a drink; the best-value meal in Spain.
¿Qué me recomienda?	What do you recommend?	
¿Qué lleva este plato?	What's in this dish?	
Soy vegetariano.	I'm vegetarian.	Vegetariana if you are a woman.
Soy alérgico a los frutos secos.	I'm allergic to nuts.	Alérgica for a woman. Peanut is cacahuete in Spain and maní in Latin America.
Sin gluten, por favor.	Gluten-free, please.	

Eating out: ordering, allergies, paying

TRAVEL · 38 PHRASES

SPANISH	ENGLISH	NOTE
Para mí, el pescado.	I'll have the fish.	
Agua con gas, por favor.	Sparkling water, please.	
Una caña, por favor.	A small beer, please.	Spain only: a small draught beer. Elsewhere ask for una cerveza.
Una copa de vino tinto.	A glass of red wine.	
Un café con leche, por favor.	A white coffee, please.	
Un cortado.	An espresso with a splash of milk.	Spain and Argentina say cortado; in Mexico ask for un café con poca leche.
¿Me trae la cuenta, por favor?	Could I have the bill, please?	Nobody brings the bill unasked in Spain; catch the waiter's eye and ask.
¿Podemos pagar por separado?	Can we pay separately?	
Está muy rico.	It's delicious.	Rico is what people say at the table; delicioso sounds like a menu.
¿Me trae más pan, por favor?	Could we have more bread, please?	
Esto no es lo que he pedido.	This isn't what I ordered.	
Está frío.	It's cold.	
¿Dónde está el baño?	Where's the toilet?	Servicios or aseos on signs in Spain; baño is understood everywhere.
¿Se puede pagar con tarjeta?	Do you take cards?	
¿Está incluido el servicio?	Is service included?	It is. Spaniards round up or leave coins; a ten percent tip is Latin American practice.
Para llevar, por favor.	To take away, please.	
¿Me lo puede envolver para llevar?	Could you wrap this to take away?	
¿Qué tapas tienen?	What tapas do you have?	
Nada más, gracias.	That's all, thanks.	
¿Tienen algo sin carne?	Do you have anything without meat?	
Poco hecho, por favor.	Rare, please.	Steaks: poco hecho, al punto, muy hecho. Latin America uses término medio for medium.
¿Cuánto tiempo hay que esperar?	How long is the wait?	
Hemos reservado para las nueve.	We booked for nine.	Spaniards eat late; a nine o'clock booking is early. Many kitchens open at half past eight.

Eating out: ordering, allergies, paying

TRAVEL · 38 PHRASES

SPANISH	ENGLISH	NOTE
Todo estaba buenísimo.	Everything was lovely.	
¿Me pone un vaso de agua del grifo?	Could I get a glass of tap water?	Free by law in Spain; poner is the bar verb for serving anything.
Un zumo de naranja natural.	A fresh orange juice.	Zumo is Spain; jugo everywhere in Latin America.
¿Tienen carta en inglés?	Do you have a menu in English?	
Que aproveche.	Enjoy your meal.	Said to strangers eating nearby, not only by waiters; buen provecho is the Latin American version and understood everywhere.

Shopping and paying: tills, sizes, returns, queues

SURVIVE · 34 PHRASES

SPANISH	ENGLISH	NOTE
¿Cuánto cuesta?	How much is it?	
¿Cuánto es?	How much is that?	For the total at the till; ¿cuánto cuesta? for a single item you are holding.
Son doce con cincuenta.	That's twelve fifty.	Prices are read euros con céntimos; you will also hear doce cincuenta.
¿Con tarjeta o en efectivo?	Card or cash?	
Con tarjeta, por favor.	Card, please.	
¿Puedo pagar con el móvil?	Can I pay with my phone?	
Solo aceptamos efectivo.	Cash only.	
¿Tiene cambio?	Do you have change?	
¿Me da una bolsa?	Could I have a bag?	Bags cost a few cents in Spain and the cashier will ask ¿bolsa? at the till.
No hace falta bolsa.	No bag, thanks.	
¿Quiere el tique?	Do you want the receipt?	Tique or ticket in Spain; in Latin America the shop asks about el recibo or la factura.
¿Me da el tique?	Could I have the receipt?	
Solo estoy mirando, gracias.	Just looking, thanks.	
¿Tiene esto en otra talla?	Do you have this in another size?	Talla for clothes, número for shoes.
¿Puedo probármelo?	Can I try it on?	

Shopping and paying: tills, sizes, returns, queues

SURVIVE · 34 PHRASES

SPANISH	ENGLISH	NOTE
¿Dónde están los probadores?	Where are the fitting rooms?	
Me lo llevo.	I'll take it.	
¿Puedo devolverlo?	Can I return it?	
Quiero devolver esto.	I'd like to return this.	
¿Tiene garantía?	Does it come with a guarantee?	
¿A qué hora cierran?	What time do you close?	Many small shops close from two to five for lunch; ask before you make the trip.
¿Abren los domingos?	Are you open on Sundays?	
¿Dónde está el supermercado más cercano?	Where's the nearest supermarket?	
Un kilo de tomates, por favor.	A kilo of tomatoes, please.	
Medio kilo de esto.	Half a kilo of this.	
¿Quién es el último?	Who's last in the queue?	How Spanish queues work at markets and clinics: ask, remember that person, and you are behind them.
¿Dónde hay un cajero?	Where's a cash machine?	
El cajero no me ha devuelto la tarjeta.	The cash machine kept my card.	
¿Me cobra, por favor?	Can I pay, please?	The phrase for catching a shopkeeper's or waiter's attention when you are ready to pay.
Creo que me ha cobrado de más.	I think you've overcharged me.	
¿Está de oferta?	Is it on offer?	
¿Tienen tarjeta de cliente?	Do you have a loyalty card?	
¿Hay que pesarlo?	Do I need to weigh it?	In Spanish supermarkets you weigh fruit yourself and print the label before the till.
Me falta un euro.	I'm a euro short.	

Numbers, times and dates as they come up

SURVIVE · 22 PHRASES

SPANISH	ENGLISH	NOTE
Son las tres y media.	It's half past three.	

Numbers, times and dates as they come up

SURVIVE · 22 PHRASES

SPANISH	ENGLISH	NOTE
Sale a las nueve menos cuarto.	It leaves at a quarter to nine.	Spain counts back from the next hour; Latin America often says un cuarto para las nueve.
¿Qué hora es?	What time is it?	
¿A qué hora abren?	What time do you open?	
Mejor por la mañana.	Morning is better.	
¿Le viene bien mañana por la tarde?	Does tomorrow afternoon suit you?	
Nos vemos esta noche.	See you tonight.	
Vuelvo el lunes que viene.	I'm back next Monday.	
Quedamos el martes a las diez.	Let's meet Tuesday at ten.	Quedar is the Spain verb for arranging to meet; nothing to do with staying.
Hoy es viernes.	Today's Friday.	
Llegué el quince de marzo.	I arrived on the fifteenth of March.	Day then month, and only the first is an ordinal: el uno or el primero de mayo, then el dos, el tres.
Nací en mil novecientos noventa.	I was born in 1990.	
Tengo treinta y dos años.	I'm thirty-two.	Age takes tener, to have; saying soy treinta y dos is the classic beginner slip.
Cuesta cuarenta y cinco euros.	It costs forty-five euros.	
Mi número es el seis doce, tres cuarenta, ocho ochenta.	My number is 612 340 880.	Spaniards read mobile numbers in pairs after the first three digits; digit by digit is always understood.
Vuelvo dentro de media hora.	I'll be back in half an hour.	
Se ha ido hace cinco minutos.	He left five minutes ago.	
Abre todos los días.	It's open every day.	
Vengo una vez a la semana.	I come once a week.	
¿Qué hace el fin de semana?	What are you doing at the weekend?	
Está en la primera planta.	It's on the first floor.	Planta baja is the ground floor, so primera planta is one flight up, as in Britain.
Llego en diez minutos.	I'll be there in ten minutes.	

Health and pharmacy: symptoms, prescriptions, appointments

SURVIVE · 28 PHRASES

SPANISH	ENGLISH	NOTE
¿Dónde hay una farmacia?	Where's a pharmacy?	Look for the green cross; the all-night one, farmacia de guardia, is listed on every pharmacy door.
Necesito algo para el dolor de cabeza.	I need something for a headache.	
Tengo fiebre.	I've got a fever.	
Me duele la garganta.	I've got a sore throat.	
Me duele aquí.	It hurts here.	
Tengo tos.	I've got a cough.	
Estoy resfriado.	I've got a cold.	Resfriada for a woman. Constipado means the same thing in Spain and has nothing to do with digestion.
Tengo diarrea.	I've got diarrhoea.	
Me encuentro mal.	I feel unwell.	
Estoy mareado.	I feel dizzy.	Mareada for a woman; also covers seasick and carsick.
¿Necesito receta?	Do I need a prescription?	
¿Cómo se toma?	How do I take it?	
Una cada ocho horas.	One every eight hours.	
Soy alérgico a la penicilina.	I'm allergic to penicillin.	
Tomo esta medicación.	I take this medication.	
Quiero pedir cita con el médico.	I'd like to make a doctor's appointment.	Pedir cita is the fixed phrase; in Spain your GP is at the centro de salud, never the hospital.
¿Tiene cita?	Do you have an appointment?	
Tengo cita a las once.	I have an appointment at eleven.	
¿Acepta mi seguro?	Do you take my insurance?	
Tengo la tarjeta sanitaria europea.	I have a European health card.	
Estoy embarazada.	I'm pregnant.	
¿Es grave?	Is it serious?	
Necesito un dentista.	I need a dentist.	

Health and pharmacy: symptoms, prescriptions, appointments

SURVIVE · 28 PHRASES

SPANISH	ENGLISH	NOTE
Me duele una muela.	I've got toothache.	
Necesito una baja médica.	I need a sick note.	La baja is both the sick leave and the doctor's note; you get it at the health centre and give it to your employer.
¿Dónde están las urgencias?	Where's A&E?	
Llevo dos días así.	It's been like this for two days.	
¿Puede recetarme algo?	Can you prescribe me something?	

Emergencies: help, police, theft

SURVIVE · 20 PHRASES

SPANISH	ENGLISH	NOTE
¡Socorro!	Help!	
¡Ayúdeme, por favor!	Please help me!	
Llame a una ambulancia.	Call an ambulance.	
Llame a la policía.	Call the police.	
Es una emergencia.	It's an emergency.	
¿Cuál es el número de emergencias?	What's the emergency number?	112 across Spain and the EU; 911 in Mexico and much of Latin America.
Ha habido un accidente.	There's been an accident.	
Hay una persona herida.	Someone's hurt.	
Me han robado.	I've been robbed.	
Me han robado la cartera.	My wallet's been stolen.	
He perdido el pasaporte.	I've lost my passport.	
Quiero poner una denuncia.	I want to report a crime.	Poner una denuncia is the fixed phrase at a police station; you need the report for insurance.
¿Dónde está la comisaría?	Where's the police station?	
¡Cuidado!	Look out!	
¡Fuego!	Fire!	
No puedo respirar bien.	I can't breathe properly.	

Emergencies: help, police, theft

SURVIVE · 20 PHRASES

SPANISH	ENGLISH	NOTE
Se ha desmayado.	He's fainted.	Same words for she; Spanish leaves the subject out here.
¿Está bien?	Are you alright?	
Necesito llamar a mi embajada.	I need to call my embassy.	
Déjeme en paz.	Leave me alone.	

Phone, data and deliveries

SURVIVE · 26 PHRASES

SPANISH	ENGLISH	NOTE
Necesito una tarjeta SIM.	I need a SIM card.	
¿Cuántos gigas tiene?	How much data does it have?	Gigas is the everyday word for data on a plan; datos is what the shop writes.
¿Cuánto cuesta al mes?	How much is it a month?	
¿Tiene permanencia?	Is there a lock-in period?	Permanencia is the minimum term. Prepago is pay-as-you-go.
Quiero una de prepago.	I'd like a pay-as-you-go one.	
No tengo cobertura.	I've got no signal.	
Me he quedado sin datos.	I've run out of data.	
Me he quedado sin batería.	My phone's died.	
¿Me deja su cargador?	Could I borrow your charger?	
¿Tiene wifi?	Do you have wifi?	
No funciona el wifi.	The wifi isn't working.	
¿Cuál es su número?	What's your number?	
Le mando un mensaje.	I'll message you.	Le for usted; te with colleagues. Spaniards say te mando un guasap, and everyone means the same app.
Le llamo luego.	I'll call you later.	
Se ha cortado.	We got cut off.	
No le oigo bien.	I can't hear you well.	
¿Me oye?	Can you hear me?	

Phone, data and deliveries

SURVIVE · 26 PHRASES

SPANISH	ENGLISH	NOTE
Tengo un paquete para recoger.	I have a parcel to collect.	
¿Cuándo llega el pedido?	When does the order arrive?	
No me ha llegado el paquete.	My parcel hasn't arrived.	
Deje el paquete en la portería.	Leave the parcel with the concierge.	Most Spanish blocks have a portero or a portería; parcels go there when you are out.
¿Me lo puede dejar con el vecino?	Can you leave it with the neighbour?	
Estoy abajo, ¿me abre?	I'm downstairs, can you buzz me in?	
Es el segundo B.	It's second floor, flat B.	Spanish addresses run floor then letter: 2ºB. Add izquierda or derecha where the block uses them.
El timbre no funciona.	The doorbell doesn't work.	
Quiero cancelar el pedido.	I want to cancel the order.	

Admin, forms and the landlord

SURVIVE · 28 PHRASES

SPANISH	ENGLISH	NOTE
Necesito sacarme el NIE.	I need to get my NIE.	The NIE is the number every foreigner needs to work, rent or open an account in Spain.
¿Dónde pido cita previa?	Where do I book an appointment?	Cita previa is compulsory for most Spanish offices and is booked online; walking in rarely works.
Tengo cita previa.	I have an appointment.	
¿Qué documentos necesito?	What documents do I need?	
Aquí tiene mi pasaporte.	Here's my passport.	
¿Me hace una fotocopia?	Could you make me a photocopy?	
Quiero empadronarme.	I'd like to register my address.	The padrón is the town hall register; you need it before almost everything else in Spain.
Necesito un certificado de empadronamiento.	I need a proof-of-address certificate.	
Quiero abrir una cuenta bancaria.	I'd like to open a bank account.	
¿Cuánto tarda?	How long does it take?	
¿Dónde firmo?	Where do I sign?	

Admin, forms and the landlord

SURVIVE · 28 PHRASES

SPANISH	ENGLISH	NOTE
¿Tengo que rellenar este formulario?	Do I have to fill in this form?	
¿Se puede hacer por internet?	Can I do it online?	
No me han enviado el código.	I haven't received the code.	
Busco piso.	I'm looking for a flat.	
¿Cuánto es el alquiler al mes?	How much is the rent per month?	
¿Están incluidos los gastos?	Are bills included?	Gastos or suministros: water, electricity, gas. Comunidad is the building fee, usually paid by the owner.
¿Cuántos meses de fianza?	How many months' deposit?	Ask what the rental deposit covers and whether an additional guarantee is included; these are distinct under Spanish rental law.
¿Puedo ver el piso mañana?	Can I see the flat tomorrow?	
¿Está amueblado?	Is it furnished?	
¿Cuándo puedo entrar?	When can I move in?	
No funciona la calefacción.	The heating isn't working.	
Hay una fuga de agua.	There's a water leak.	
¿Puede venir a arreglarlo?	Can you come and fix it?	
Quiero dar de alta la luz.	I'd like to set up the electricity.	Dar de alta is the phrase for opening any account or service; dar de baja closes it.
Quiero dar de baja el contrato.	I'd like to cancel the contract.	
¿Me manda el contrato por correo electrónico?	Can you email me the contract?	
Necesito una factura.	I need an invoice.	

First day at work: introductions, the building, shifts

WORK · 34 PHRASES

SPANISH	ENGLISH	NOTE
Hola, soy nuevo.	Hi, I'm new.	Nueva if you are a woman.
Empiezo hoy.	I start today.	
Vengo a ver a la señora García.	I'm here to see Ms García.	

First day at work: introductions, the building, shifts

WORK · 34 PHRASES

SPANISH	ENGLISH	NOTE
¿Dónde me siento?	Where do I sit?	
¿Con quién tengo que hablar?	Who should I talk to?	
¿Me puede enseñar la oficina?	Could you show me around the office?	
¿Nos tuteamos?	Can we use tú?	Ask once, early. Most Spanish offices run on tú from the first day, the boss included.
Puedes tutearme.	You can call me tú.	
¿A qué hora se entra?	What time do we start?	
¿A qué hora se sale?	What time do we finish?	
¿Cuándo es la hora de comer?	When's lunch?	Lunch in Spain is two to three; the mid-morning break is almuerzo or simply el café.
¿Vamos a tomar un café?	Shall we get a coffee?	The mid-morning coffee is how Spanish teams bond; say yes the first week.
¿Dónde está la cocina?	Where's the kitchen?	
¿Dónde puedo dejar mis cosas?	Where can I leave my things?	
¿Necesito una tarjeta de acceso?	Do I need an access card?	
Todavía no tengo ordenador.	I don't have a computer yet.	Ordenador is Spain; computadora in Latin America.
No tengo acceso al sistema.	I don't have access to the system.	
¿Cuál es mi correo de empresa?	What's my work email?	
¿Con quién trabajo?	Who do I work with?	
Encantado de conocerte.	Good to meet you.	
¿De qué te encargas?	What are you in charge of?	
Yo me encargo de las ventas.	I handle sales.	
Trabajo en el almacén.	I work in the warehouse.	
Estoy en prácticas.	I'm an intern.	Prácticas is the Spain word; pasantía in most of Latin America.
¿Hay uniforme?	Is there a uniform?	
¿Dónde ficho?	Where do I clock in?	Fichar has been compulsory in Spain since 2019; every employer records your hours.
¿Hay que llevar casco?	Do I need to wear a helmet?	

First day at work: introductions, the building, shifts

WORK · 34 PHRASES

SPANISH	ENGLISH	NOTE
¿Dónde están los guantes?	Where are the gloves?	
¿Cuál es mi turno?	What's my shift?	
Tengo turno de tarde.	I'm on the afternoon shift.	
Hasta mañana.	See you tomorrow.	
Me voy ya.	I'm off now.	
Buen fin de semana.	Have a good weekend.	
¿Cómo va todo?	How's it going?	

Meetings and calls, in the room and remote

WORK · 30 PHRASES

SPANISH	ENGLISH	NOTE
Tenemos reunión a las diez.	We've got a meeting at ten.	
¿Dónde es la reunión?	Where's the meeting?	
¿Me pasas el enlace?	Can you send me the link?	Tú form; between colleagues usted would sound odd. Enlace is the Spain word; link works everywhere.
Me conecto desde casa.	I'll dial in from home.	
No me funciona el micrófono.	My mic isn't working.	
¿Se me ve bien?	Can you see me OK?	
Tienes el micro apagado.	You're on mute.	
Perdón, se me ha ido internet.	Sorry, my internet dropped.	
¿Podemos empezar?	Shall we start?	
Vamos a empezar.	Let's get started.	
¿Puedo compartir pantalla?	Can I share my screen?	
¿Puedes hablar más despacio?	Could you slow down?	
Perdón, ¿puedes repetir?	Sorry, could you say that again?	The tú version for colleagues; the usted form is for strangers and customers.
Un momento, lo apunto.	One second, let me write that down.	
Estoy de acuerdo.	I agree.	

Meetings and calls, in the room and remote

WORK · 30 PHRASES

SPANISH	ENGLISH	NOTE
No estoy de acuerdo.	I don't agree.	
Buena idea.	Good idea.	
¿Qué opinas?	What do you think?	
Tengo una duda.	I have a question.	Duda asks for clarification or expresses uncertainty. Tengo una pregunta is also a normal way to ask a question.
¿Puedo decir algo?	Can I say something?	
Lo vemos luego.	Let's look at it later.	
¿Quién se encarga de esto?	Who's handling this?	
Yo me encargo.	I'll take care of it.	
¿Lo dejamos aquí?	Shall we leave it there?	
Seguimos.	Moving on.	
Tengo otra reunión ahora.	I've got another meeting now.	
¿Lo pasamos a mañana?	Can we move it to tomorrow?	
Te llamo en cinco minutos.	I'll call you in five minutes.	
Gracias a todos.	Thanks, everyone.	
Hablamos luego.	Talk later.	

Email and messages: openings, attachments, sign-offs

WORK · 26 PHRASES

SPANISH	ENGLISH	NOTE
Te escribo para confirmar la reunión.	I'm writing to confirm the meeting.	
Buenos días a todos.	Good morning, all.	
Te escribo por lo de la factura.	I'm writing about the invoice.	Lo de is how Spaniards refer to any known topic: lo del contrato, lo de ayer.
Adjunto el documento.	Please find the document attached.	
¿Me lo puedes enviar?	Can you send it to me?	
Te lo mando ahora.	I'll send it to you now.	

Email and messages: openings, attachments, sign-offs

WORK · 26 PHRASES

SPANISH	ENGLISH	NOTE
Recibido, gracias.	Got it, thanks.	
Perfecto, gracias.	Perfect, thanks.	
¿Me confirmas?	Can you confirm?	
Confirmado.	Confirmed.	
Te contesto mañana.	I'll get back to you tomorrow.	
Perdona por el retraso.	Sorry for the delay.	Perdona is tú; perdone with a customer or anyone you address as usted.
¿Has visto mi correo?	Did you see my email?	
Lo miro y te digo.	I'll have a look and let you know.	
¿Puedes revisarlo?	Can you check it over?	
¿Me pones en copia?	Can you cc me?	Poner en copia is the phrase; nobody says cc out loud.
Un saludo.	Best regards.	The everyday sign-off; saludos cordiales is stiffer, atentamente only for formal letters.
Quedo a la espera de su respuesta.	I look forward to hearing from you.	
Muchas gracias de antemano.	Many thanks in advance.	
Cualquier cosa, me dices.	Let me know if you need anything.	The friendliest way to end a message to a colleague; literally anything, you tell me.
Pásame el número de Luis.	Send me Luis's number.	
Te mando la ubicación.	I'll send you the location.	
Estoy en camino.	On my way.	
Llego cinco minutos tarde.	I'm running five minutes late.	
Ahora te llamo.	I'll call you right back.	
¿Lo hablamos por teléfono?	Shall we talk on the phone?	

Asking for help, owning mistakes, deadlines

WORK · 26 PHRASES

SPANISH	ENGLISH	NOTE
¿Me puedes ayudar con esto?	Can you help me with this?	
¿Cómo se hace esto?	How do I do this?	

Asking for help, owning mistakes, deadlines

WORK · 26 PHRASES

SPANISH	ENGLISH	NOTE
¿Me lo puedes explicar otra vez?	Can you explain it to me again?	
No sé cómo funciona.	I don't know how this works.	
¿Lo estoy haciendo bien?	Am I doing this right?	
Creo que me he equivocado.	I think I've made a mistake.	
Ha sido culpa mía.	That was my fault.	
Lo arreglo ahora mismo.	I'll fix it right now.	
¿Para cuándo lo necesitas?	When do you need it by?	
Para el viernes.	By Friday.	
¿Cuál es el plazo?	What's the deadline?	Plazo is the deadline or the time allowed; fecha límite is the calendar date. Spaniards say plazo.
Lo tengo para mañana.	I'll have it done by tomorrow.	
No me va a dar tiempo.	I'm not going to have enough time.	
¿Me puedes dar un día más?	Could you give me one more day?	
Necesito más tiempo.	I need more time.	
Voy con retraso.	I'm running behind.	
Ya está.	It's done.	Ya está covers finished, sorted, that is it; the most useful two words in a Spanish workplace.
Es urgente.	It's urgent.	
No es urgente.	It's not urgent.	
¿Es prioritario?	Is this a priority?	
Tengo mucho trabajo.	I've got a lot on.	
Hoy no puedo.	I can't today.	
¿Lo puedo hacer mañana?	Can I do it tomorrow?	
Mañana trabajo desde casa.	I'm working from home tomorrow.	Teletrabajo is the noun and teletrabajar the verb; both entered daily Spanish in 2020.
Estoy de baja.	I'm off sick.	De baja is official sick leave with a doctor's note; estoy malo is what you text the first morning.
No voy a poder ir hoy.	I won't be able to come in today.	

Money at work: pay, contracts, holidays

WORK · 20 PHRASES

SPANISH	ENGLISH	NOTE
¿Cuánto se cobra?	What does it pay?	Cobrar refers to receiving payment. Ganar also means to earn, including a wage or salary.
¿Es bruto o neto?	Is that gross or net?	
¿Cuándo se cobra?	When do we get paid?	
¿Me pagan por horas?	Am I paid by the hour?	
¿Se pagan las horas extra?	Is overtime paid?	
Necesito la nómina.	I need my payslip.	Nómina is the payslip and also the payroll; banks and landlords ask for it.
Todavía no me han pagado.	I still haven't been paid.	
¿Tengo contrato?	Do I have a contract?	
¿Es un contrato indefinido?	Is it a permanent contract?	Indefinido is permanent; temporal is fixed-term. Ask which before signing.
¿Cuántos días de vacaciones tengo?	How many days' holiday do I get?	
Quiero pedir vacaciones.	I'd like to request holiday.	
¿Me firma esto?	Could you sign this for me?	
¿Hay dietas?	Are expenses covered?	Dietas are per-diem meal and travel allowances; nothing to do with a diet.
¿Le doy mi número de cuenta?	Shall I give you my account number?	
Quiero pedir un aumento.	I'd like to ask for a raise.	
¿Puedo hacer horas extra?	Can I do overtime?	
Tengo que darme de alta como autónomo.	I need to register as self-employed.	Autónomo is the self-employed status in Spain, with its own monthly fee; autónoma for a woman.
¿Paga la empresa la formación?	Does the company pay for training?	
Me han hecho fijo.	They've made me permanent.	Fija for a woman. Hacer fijo is the everyday way to say a temporary contract turned permanent.
Necesito un justificante.	I need a written excuse note.	A justificante proves you were at the doctor or an office; employers ask for it after any absence.

Small talk with strangers and sightseeing

TRAVEL · 28 PHRASES

SPANISH	ENGLISH	NOTE
Hace calor.	It's hot.	
¡Qué frío hace!	It's freezing!	
Parece que va a llover.	Looks like rain.	
¿Es usted de aquí?	Are you from here?	
¿Qué me recomienda ver?	What should I see?	
¿Dónde se come bien por aquí?	Where's good to eat around here?	
Es mi primera vez en España.	It's my first time in Spain.	
Llevo dos semanas aquí.	I've been here two weeks.	
Me gusta mucho la ciudad.	I really like the city.	
¿A qué hora abre el museo?	What time does the museum open?	
Dos entradas, por favor.	Two tickets, please.	Entrada is a ticket for a place or a show; billete is for transport.
¿Hay descuento para estudiantes?	Is there a student discount?	
¿Se puede hacer fotos?	Can I take photos?	
¿Me puede hacer una foto?	Could you take a photo of me?	Hacer una foto in Spain; tomar or sacar una foto in Latin America.
¿Está abierto hoy?	Is it open today?	
¿Hay visita guiada en inglés?	Is there a guided tour in English?	
¿Dónde está la playa?	Where's the beach?	
¿Tiene hijos?	Do you have children?	
Tengo dos hijos.	I have two children.	Hijos covers sons and daughters together; hijas only if all are girls.
¿En qué trabaja?	What do you do?	
Trabajo en una tienda.	I work in a shop.	
¿Vive por aquí?	Do you live around here?	
Vivo cerca de la estación.	I live near the station.	
¿Qué se celebra hoy?	What's the celebration today?	Every Spanish town has its fiestas; a closed shop or a brass band on a Tuesday is normal.
¿Le importa si me siento aquí?	Do you mind if I sit here?	

Small talk with strangers and sightseeing

TRAVEL · 28 PHRASES

SPANISH	ENGLISH	NOTE
Ha sido un placer.	It's been a pleasure.	
Que disfrute.	Enjoy.	
¿Nos vemos otro día?	Shall we meet up another day?	

Feelings and opinions

TRAVEL · 22 PHRASES

SPANISH	ENGLISH	NOTE
Me encanta.	I love it.	
No me gusta mucho.	I don't like it much.	
Me da igual.	I don't mind.	Neutral between friends; with a shopkeeper it can sound like you do not care. Say cualquiera instead.
Estoy cansado.	I'm tired.	Cansada for a woman.
Tengo hambre.	I'm hungry.	
Tengo sueño.	I'm sleepy.	
Tengo prisa.	I'm in a hurry.	
Estoy contento.	I'm happy.	
Estoy un poco nervioso.	I'm a bit nervous.	
Echo de menos a mi familia.	I miss my family.	Echar de menos is Spain; extrañar is what Latin America says.
¡Qué bien!	Great!	
¡Qué pena!	What a shame!	
Es muy amable.	That's very kind of you.	
Tiene razón.	You're right.	
Depende.	It depends.	
Puede ser.	Could be.	
Me parece bien.	Sounds good to me.	
Me parece caro.	I think it's expensive.	
Prefiero este.	I prefer this one.	

Feelings and opinions

TRAVEL · 22 PHRASES

SPANISH	ENGLISH	NOTE
No tengo ganas.	I don't feel like it.	
Estoy de broma.	I'm joking.	
Ojalá.	I hope so.	One word for hopefully, I wish, let us hope; from Arabic and used a dozen times a day.