Greetings
Saludos

ACTIVITY 1
is on the recording.

ACTIVITY 2
Match the person with the correct time of day.

1. Señor González a night
2. Juan b morning
3. Señora Martín c afternoon

DIALOGUE 1
○ Buenos días, señor Pérez.
■ Buenos días, señora Martín. ¿Cómo está usted?
○ Bien, gracias. ¿Y usted?
■ Muy bien, gracias. Adiós.

■ Buenas tardes, señorita García.
○ Buenas tardes, señor González. ¿Cómo está?
■ Bien, gracias.

○ Buenas noches, Juan. ¿Cómo estás?
■ Bien, gracias. ¿Y tú?
○ ¡Muy bien!

VOCABULARY

buenos días good morning
el señor (Sr.) Mr
la señora (Sra.) Mrs, Ms
¿cómo está usted? how are you? [formal]
bien fine
gracias thank you
y and
usted you [formal]
muy bien very well
adiós goodbye
buenas tardes good afternoon
la señorita (Srta.) Miss
buenas noches goodnight, good evening
¿Cómo estás? how are you?
tú you [informal]
If you are uncertain about any of the grammatical terms used in the Language Building sections, see the Glossary of Grammatical Terms on page 245.

✔ **Señor, señora**

In Spanish, all nouns have a gender: they are either masculine (señor, amigo) or feminine (señora, amiga). The gender of the noun determines the form of other words used with it, such as the definite article (‘the’) and the indefinite article (‘a’):

<table>
<thead>
<tr>
<th>Gender</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masculine</td>
<td>un/el amigo</td>
</tr>
<tr>
<td>Feminine</td>
<td>una/la amiga</td>
</tr>
</tbody>
</table>

As a general rule, most nouns ending in -o are masculine and most nouns ending in -a are feminine. There are some exceptions: for these and words that don’t end in -o or -a, it’s best to learn the gender as you go along.

✔ **Formal and informal ways of saying ‘you’**

There are two ways of addressing people in Spanish, depending on the level of formality.

**usted** is used in formal situations – to people such as waiters or salespeople, in business contexts, or when talking to older people; **tú** is used more informally, with younger people and people you know well.

If in doubt, use **usted** unless you are invited to use **tú** by the person you’re speaking to. It’s always better to err on the side of caution than to risk giving offense.

✔ **Exclamations and questions**

Spanish exclamations and questions begin and end with an exclamation or question mark; these are inverted at the beginning (¡Muy bien! ¿Cómo está usted?). In questions, the word order is usually the same as in English.

**Activity 3**

¿tú or **usted**? Choose the correct form for these people.

1 a bank employee
2 your Mexican friend
3 a salesperson
4 the teenage son of your Mexican friend
5 the father of your Mexican friend

Now do activities 4 and 5 on the recording.