1.1 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

○ ¡Hola! 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. ¿Qué tal está?
■ Bien, gracias.

○ Hola, buenas noches, Juan. ¿Qué tal?
■ Bien, gracias. ¿Y tú?
○ ¡Muy bien!

VOCABULARY

¡hola! hello
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/evening
la señorita (Srta.) Miss
buenas noches goodnight
¿qué? what?
¿qué tal? how are things?
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’):

- un/el amigo  a/the (male) friend
- una/la amiga  a/the (female) friend

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 shop assistants, in business contexts, or when talking to older people; **tú** is used more informally, with younger people and people you know well.

In Spain, the use of **tú** is becoming more common, especially among younger people. However, sometimes it’s difficult even for a Spaniard to know which form to use. If in doubt, use **usted** unless you are invited to use **tú** by the Spanish person you’re speaking to. It’s always better to err on the side of caution than to risk giving offence.

✅ **Exclamations and questions**

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

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### ACTIVITY 3

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

1. a bank employee
2. your Spanish friend
3. a shop assistant
4. the teenage son of your Spanish friend
5. the father of your Spanish friend

Now do activities 4 and 5 on the recording.