

# HOW TO USE THIS COURSE

## FOCUS ON FIVE

### ① FUNCTIONS – *DO STUFF* IN SPANISH!

As a busy adult learner, you want to learn Spanish for practical, everyday purposes. You want to understand your friends and neighbors, travel, or connect with people at work. You want to be able to order food, start a conversation, or make a polite request. In short, you want to **do stuff in Spanish**. These everyday goals are called “functions,” and this book helps you reach these goals.

You can track your progress as you learn new functions, with the **I Can Do It In Spanish!** checklists at the end of each chapter, and the **I Did More in Spanish!** final review. Each level teaches you at least fifty functions in Spanish. After all three levels, you will be able to **do at least 150 things**, and will confidently say: “**I speak Spanish!**” – “**¡Hablo español!**”

### ② FLUENCY – RELAX AND DO YOUR BEST!

Perfectionists beware! Speaking fluently doesn’t mean speaking perfectly – nobody speaks any language perfectly. You can speak **fluently**, though! **Fluency means your language flows** and you get your point across. It means you make yourself understood and understand others with increasing ease. It means you can perform a wide variety of functions. You can do all this, and still make a few mistakes. So go easy on yourself, and go with the flow!

### ③ FREQUENTLY-USED WORDS – BE A MINIMALIST!

Did you know that English has about one million words, yet we use only .2% of these in everyday language? Other languages are similar, and Spanish is no exception! Why overload your brain with unnecessary concepts? As a beginner, **focus on the things that really matter!**

As you advance to higher levels, your vocabulary will increase exponentially and you will build on this solid foundation. Plus, you will **retain more words and phrases** if you are not suffering from “information overload.” Keep it simple, fast, and functional!

### ④ FRIENDS AND FAMILY – LET PEOPLE IN YOUR LIFE HELP YOU!

There are **45 million Spanish-speakers in the United States – bet you know at least one!** Spanish may even be a predominant language in your own U.S. town. No matter your situation, grab a Spanish-speaker and enlist their help! Hire a tutor, pair up with a friend, or join an instructor-led Spanish class. Explore outside resources like Spanish-language practice groups, or tune into Spanish-language television or radio. This course is a great primary or complementary resource for any situation, and gives you practical milestones and tools!

### ⑤ FUN – ENJOY!

You decided to learn Spanish because you want to connect more, learn more and do more. Why? **Because it’s fun!** Keep this objective in mind, and have a blast learning Spanish!

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## FEATURES AND SECTIONS

**¡PRACTICA!**

The **¡PRACTICA!** boxes are the most important part of this course! Use these fun, engaging exercises to practice speaking with *real people* in your life. This may include a tutor, a teacher, a Spanish-speaking friend or neighbor, or even a fellow Spanish-learner. Learning to speak a language means actually *speaking* – that is, communicating with others interactively. (Sorry, listen-and-repeat-into-a-microphone doesn't count.) So go out and **¡PRACTICA!** with your friends!



### SPANISH CAN BE SNEAKY

Sometimes it's important to focus on the exception rather than the rule. The **SPANISH CAN BE SNEAKY** boxes point out the hiccups you may encounter while learning Spanish, and help answer questions about unexpected breaks in patterns.

### QUIZ AND BE QUIZZED!

It's important for learners to drill new vocabulary immediately upon learning it. The **QUIZ AND BE QUIZZED** section allows learners to do this in an interactive fashion.

### GRASPING GRAMMAR

Grammar can be overrated and overtaught, so this course doesn't focus on it. Once in awhile, though, learners find it useful to have patterns explained. The **GRASPING GRAMMAR** boxes are designed to provide grammar explanations on an as-needed basis.

### LET'S REVIEW!

Frequent review is essential to memory-building and language-learning, especially for adults. You're encouraged to review past lessons before starting new lessons. **LET'S REVIEW** offers helpful reminders and appropriate exercises.

### I CAN DO IT IN SPANISH!

As a busy adult learner, you know the importance of setting and reaching goals. The **I CAN DO IT IN SPANISH** sections help you quantify and track your progress from chapter to chapter and level to level, so you feel a sense of accomplishment as you learn new functions and learn to **do it in Spanish!**



**¡MUY BIEN!**