

TABLE OF CONTENTS

A SNEAK PEEK INTO YOUR SPANISH COURSE!

Sección 1 — pages 1-8

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|---|---|
| <ul style="list-style-type: none"> • Share important details of your life • Ask others about their lives • Speak about a variety of topics • Describe present states, habits, facts • Expand initial conversations | <ul style="list-style-type: none"> • Presente simple (present simple) of common irregular verbs • Basic question forms • 1st, 2nd, and 3rd person singular and plural review • Preview of reflexive, direct object, and indirect object pronouns | <ul style="list-style-type: none"> • Work • Free Time • People • Food • Home and Office • Weather • Places |

Sección 2 — pages 9-22

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|---|--|
| <ul style="list-style-type: none"> • Describe your typical day • Read about others' typical day • Use question words • Interview others on various topics • Describe actions happening now | <ul style="list-style-type: none"> • Presente simple (present simple) of many irregular verbs • Presente simple (present simple) of regular verbs • Question words (Qué, Cómo, Cuándo, Dónde,...) • Cuántos/as vs. Cuánto/a... • Presente progresivo (present progressive) | <ul style="list-style-type: none"> • Adverbs of time commonly used with present simple • Vocabulary for routines <ul style="list-style-type: none"> • Getting ready • Work • Family • Hobbies • Question words |

Sección 3 — pages 23-30

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|---|---|
| <ul style="list-style-type: none"> • Talk about past events in your life • Talk about past events in others' lives • Tell stories in the past • Pinpoint events in the past, using adverbs • Use object pronouns | <ul style="list-style-type: none"> • Pretérito (past simple or preterit) of many common irregular verbs • Pretérito (past simple or preterit) of regular verbs • Direct object pronouns • Indirect object pronouns • Adverbs commonly used with the pretérito | <ul style="list-style-type: none"> • Adverbs of time commonly used with the preterit • Direct object pronouns • Indirect object pronouns |

Sección 4 — pages 31-38

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|--|---|
| <ul style="list-style-type: none"> Describe your past activities, states and routines Describe others' past activities, states and routines Share childhood memories Read others' memories Situate activities in past periods, using adverbs | <ul style="list-style-type: none"> Imperfecto (imperfect) of regular verbs Imperfecto (imperfect) of irregular verbs Adverbs of time used commonly with the imperfecto | <ul style="list-style-type: none"> Adverbs of time commonly used with the imperfecto Vocabulary for childhood experiences <ul style="list-style-type: none"> Family Vacation Childhood activities |

Sección 5 — pages 39-46

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|---|--|
| <ul style="list-style-type: none"> Talk about your plans Talk about your goals and intentions Talk about others' goals and intentions Read about the future Make predictions | <ul style="list-style-type: none"> ir a + verbo Presente simple (present simple) for talking about the future Other common future forms | <ul style="list-style-type: none"> Vocabulary for personal plans, goals and predictions: <ul style="list-style-type: none"> Career Family Money |

Sección 6 — pages 47-58

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|--|--|--|
| <ul style="list-style-type: none"> Speak about your life in great detail Ask others about their lives in great detail Deepen vocabulary for important areas of life Refer to people, places, things, and concepts, using object pronouns Speak about past, present, and future activities | <ul style="list-style-type: none"> Review of useful interrogative forms and question words - Qué, Cómo, Cuándo, Dónde,... Direct and indirect object pronouns Review of single pronouns - me, te, lo(s)/la(s)/le(s), nos Direct and indirect object pronouns Double pronouns - me lo, se la, nos lo.... Overview of verb tenses and forms | <ul style="list-style-type: none"> Vocabulary for important areas of life: <ul style="list-style-type: none"> Work Free time People Travel Your experience with Spanish Question words |

Sección 7 — pages 59-66

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|--|---|--|
| <ul style="list-style-type: none"> • Deepen vocabulary for speaking about work • Read about others' jobs • Personalize language to speak about your own job • Express obligation, permission, and desire • Compare and contrast things and situations | <ul style="list-style-type: none"> • Modal verbs of obligation, permission, and desire • Comparative structures with adjectives and nouns • Superlative structures with adjectives and nouns | <ul style="list-style-type: none"> • Specific work-related vocabulary, including: <ul style="list-style-type: none"> • People • Equipment • Activities • Departments • Tasks • Work-related adjectives |

Sección 8 — pages 67-72

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|--|--|
| <ul style="list-style-type: none"> • Speak about present habits, particularly work habits • Read about others' work habits • Speak about actions in progress at work and elsewhere • Contrast daily activities with current situations • Speak about children and their activities | <ul style="list-style-type: none"> • Present simple verb tense (<i>Presente simple</i>) • Present progressive verb tense (<i>Presente progresivo</i>) • Present simple vs. present progressive | <ul style="list-style-type: none"> • Work-related vocabulary • Adverbs commonly used with present tenses |

Sección 9 — pages 73-78

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|---|---|---|
| <ul style="list-style-type: none"> • Read about others' former jobs • Speak about your former jobs • Report past events and timeframes seen as "blocks of time" • Describe past situations and habits • Deepen understanding of past habits and situations vs. past events | <ul style="list-style-type: none"> • Preterit verb tense review (<i>Pretérito</i>) • Imperfect verb tense review (<i>Imperfecto</i>) • Preterit vs. imperfect verb tense review | <ul style="list-style-type: none"> • Work-related vocabulary • Adverbs commonly used with past tenses |

Sección 10 — pages 79-84

| Focus on FUNCTIONS | Focus on GRAMMAR | Focus on VOCABULARY |
|--|--|--|
| <ul style="list-style-type: none">• Speak about future plans and intentions (formally and informally)• Express wishes• Make promises• Speak about imaginary situations• Make requests and express desires politely | <ul style="list-style-type: none">• ir a + verbo• Future simple verb tense review (<i>Futuro Simple</i>)• Other structures for speaking about the future• The conditional verb form (<i>Condicional</i>) | <ul style="list-style-type: none">• Vocabulary for speaking about plans and intentions• Vocabulary for expressing wishes and desire |

Bonus Sections – Extra Goodies for Learning Spanish!

- **HOW TO USE THIS COURSE** – pages a-b
- **PRONUNCIATION AND SPELLING GUIDES** – pages c-e
- **TABLE OF CONTENTS** – pages f-i
- **SECTIONS 1-10 AND I CAN DO IT IN SPANISH PROGRESS CHECKS** – pages 1 - 84
- **NEXT-STEPS GUIDE AND FURTHER FUNCTIONS PLANNER!** – pages 85-87
- **ANSWER KEY** – pages 88-93
- **GLOSSARY – GENERAL TERMS AND NUMBERS 0-1,000,000** – pages 94-97
- **GLOSSARY - CHEAT-SHEETS FOR TOPICS COVERED IN THIS BOOK** – pages 98-101
 - WORK
 - FAMILY AND COWORKERS
 - FREE TIME
 - TRAVEL
 - PERSONAL ADJECTIVES
 - ADVERBS OF TIME
 - FOOD
 - HOME AND OFFICE
 - COMMON EXPRESSIONS
 - PLACES
 - PREPOSITIONS OF PLACE