

**INCLUDES THE MOST COMMON
SPANISH VERBS & CONJUGATIONS**

**FAST,
EASY
& FUN**

NEW EDITION!

BASIC & INTERMEDIATE LEVEL

SPANISH IN 100 DAYS

**LEARN WITH
THE PROVEN
100 DAY
METHOD.
GET RESULTS
QUICKLY,
ONE DAY
AT A TIME!**



ONLINE VIDEOS, AUDIOS & ACTIVITIES



SPANISH IN 100 DAYS

Visit **Spanish100.com**
to access online content and download the app

Spanish in 100 Days Course
First Edition: April 2023

© 2023 TRIALTEA USA
© 2023, of this edition, Penguin Random House Grupo Editorial USA, LLC.
8950 SW 74th Court, Suite 2010
Miami FL 33156

Cover images: © Vadymvdrobot | Dreamstime.com

All other images: © Dreamstime / © Freepik / © Vecteezy
(Visit spanish100.com for detailed copyright information)

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without the permission in writing from the publisher.

ISBN: 978-1-644737-66-8

The publisher is not responsible for the websites (or their content) that are not owned by the publisher.

Printed in Mexico.

Penguin
Random House
Grupo Editorial

SPANISH IN 100 DAYS

You can learn Spanish and it can be fast, easy and fun! With the *Spanish in 100 Days* proven method we will teach you how to understand, speak, read and write in Spanish in only 100 days. This is a practical, modern and mobile method that enables you to learn on-the-go and get results!

You are invited to join the almost 1 million people who have learned a language with the proven *100 Day Method*. Organized into concise and easy-to-understand sections you will learn the most common expressions used, easy grammar with step-by-step examples, and the most used vocabulary for both Spain and Latin America via fun dialogues.

You can learn anytime and anywhere! Enjoy unlimited free access to our www.Spanish100.com website to download updated content anytime so that you can keep on learning.

Make the most of your time and get results quickly and easily! With *Spanish in 100 Days* you will learn only the Spanish you need, and learn it fast. Whether you are on business or pleasure you will know the correct words, expressions and grammar for any situation.

Get started now, and you can quickly learn anytime and anywhere. With *Spanish in 100 Days* you will soon be speaking Spanish! ¡Felicidades!

Visit

Spanish100.com

for complimentary online resources

TABLE OF CONTENTS

UNIT 1	13
. Greetings: "hola" and "adiós" (hello and goodbye)	14
. Use of question and exclamation marks	14
. Identification of people and things: Subject pronouns (singular)	15
. Formal and informal treatment: "Tú" and "Usted" (you)	16
. The alphabet. Pronunciation	16
UNIT 2	18
. Thanking and responding expressions	19
. Identification of people and things: Subject pronouns (plural)	20
. The verbs "ser" and "estar"	21
. Present simple of the verb "estar"	22
UNIT 3	23
. Asking and answering about how people are	24
. The use of "estar" in questions and negative sentences	25
. Adverbs of place: Aquí, acá, allí, allá and ahí (here and there)	26
UNIT 4	27
. Asking for and giving personal information	28
. Possessive adjectives (singular): mi, tu, su (my, your, his/her/its)	29
. Present simple of the verb "ser"	30
UNIT 5	31
. Asking where things are	32
. Vocabulary: Household objects	32
. The definite article: "el, la, los, las" (the)	33
. Contractions "al" and "del"	34
. Yes-No answers	35
. The conjunctions "y" (and) and "e" (and)	35
UNIT 6	36
. Introducing oneself and others	37
. Apologizing	38
. Vocabulary: The Family	39
UNIT 7	40
. Asking where people or things are from	41
. Vocabulary: Countries and nationalities	42
. Possessive adjectives (plural): nuestro/a, su (our, your, their)	43
. Asking for repetition	44
. Asking how something is said in another language	44

UNIT 8	45
. Nouns: gender and number	46
. Vocabulary: Animals	47
. Written accents	48
. Diphthongs	48
UNIT 9	49
. Spelling and expressions when spelling	50
. Cardinal numbers (0-19)	51
. Telephone numbers	51
UNIT 10	52
. Differences between the verbs "ser" and "estar"	53
. Adjectives and expressions with "ser" and "estar"	55
UNIT 11	57
. Asking questions	58
. Interrogative pronouns	58
. Filling out a form	61
UNIT 12	62
. Asking questions with prepositions. Prepositions + interrogative....?	63
. Vocabulary: Rooms and objects at home	64
. Verbs in Spanish	65
. Regular and irregular verbs	65
UNIT 13	66
. The present simple: uses	67
. The present tense of regular verbs (ending with "-ar")	68
UNIT 14	71
. The present tense of regular verbs (ending with "-er")	72
. The present tense of regular verbs (ending with "-ir")	73
. Vocabulary: Colors	74
UNIT 15	75
. Time markers of the present tense	76
. Vocabulary: The days of the week (I)	77
. Vocabulary: Jobs and occupations	77
. Asking and answering about jobs and occupations	78
. Irregular verbs. Present simple of irregular verbs (I)	78
UNIT 16	81
. The present tense of "tener"	82
. Expressions with the verb "tener"	83
. The indefinite article	84

. Vocabulary: Clothes.....	85
. The verb "llevar puesto".....	85
UNIT 17	86
. The present simple of irregular verbs (II).....	87
. Spelling changes to maintain the pronunciation of some verbs.....	91
UNIT 18	92
. The present simple of "poder".....	93
. The present simple of "saber".....	94
. The verbs "saber" and "conocer".....	94
. "También" (also/too) and "tampoco" (neither/not...either).....	95
. Cardinal numbers (20-99).....	96
UNIT 19	97
. The verb "hacer".....	98
. Expressions with "hacer".....	99
. Vocabulary: The weather.....	100
. Use of "bueno", "buen", "bien", "malo" and "mal".....	101
. Differences among "bueno", "malo", "bien" and "mal".....	102
UNIT 20	103
. Reflexive verbs.....	104
. Adverbs of frequency. How often?.....	106
. The verb "soler".....	107
. How to express habitual actions.....	108
. Vocabulary: Routines.....	108
UNIT 21	109
. Demonstrative adjectives and pronouns.....	110
. The indirect object.....	112
. The verb "gustar".....	113
UNIT 22	115
. Describing people. Adjectives: position and agreement with the noun.....	116
. "Ser" and "estar" + adjective.....	118
. "Parecer" + adjective.....	118
. Other uses of the verb "parecer".....	119
. Vocabulary: Adjectives (physical appearance).....	119
UNIT 23	120
. The time: Asking and telling the time.....	121
. "¿Qué hora es?" versus "¿A qué hora es?".....	123
. The verb "venir".....	123
. Vocabulary: Banking.....	124

UNIT 24	125
. The present participle (gerund).....	126
. Uses of the gerund.....	127
. The present progressive. Form and uses.....	128
. “Todavía”, “aún” and “ya” (“still”, “yet” and “already”)	129
UNIT 25	130
. The impersonal form “hay”	131
. Indefinite pronouns.....	131
. Prepositions and adverbs of place.....	133
. Vocabulary: Personal items	134
UNIT 26	135
. Describing people physically.....	136
. Vocabulary: The face and hair	137
. Describing someone’s personality	138
. Cardinal numbers (100- 999).....	139
UNIT 27	140
. Direct objects pronouns.....	141
. The use of no quantifiers for uncountable and plural nouns.....	143
. Vocabulary: The shopping list.....	143
UNIT 28	146
. Adverbs of quantity	147
. “¿Cuánto?” and “¿Cuántos?”	148
. Asking for prices, quantities, weights and measures	148
. “Muy” and “mucho”	149
. Expressions of quantity.....	149
UNIT 29	151
. Asking for and borrowing things	152
. Asking for a favor.....	153
. Expressions to confirm and excuse	154
. Cardinal numbers (1000-millions).....	155
UNIT 30	156
. Expressions on the telephone	157
. Leaving and taking messages on the phone.....	158
. Vocabulary: The telephone	159
. The past simple.....	159
. The preterite	159
. The preterite of regular verbs.....	160
. Time markers in the past.....	161

UNIT 31	162
. The preterite of irregular verbs	163
. “Desde”, “hasta” and “durante”	166
. Question tags in Spanish (¿no?, ¿verdad?).....	167
UNIT 32	168
. Expressing actions that started and finished in the past:	
verbs “ser” and “estar”	169
. The verb “dar”	170
. The verb “tener”	171
. Use of “¿Cuándo fue la primera/última vez que...?”	171
. Vocabulary: Crimes.....	172
UNIT 33	173
. The imperfect: forms and uses.....	174
. Elements to join sentences: “mientras” (while) and “cuando” (when)	177
. Vocabulary: Objects on the street.....	178
UNIT 34	179
. Expressing durative actions in the past	180
. Different meanings of the same words in different Spanish-speaking countries	183
UNIT 35	185
. Expressing past actions: the preterite versus the imperfect	187
. Expressions when asking someone out on a date and impressing the other person.....	189
UNIT 36	190
. Expressing dates.....	191
. Vocabulary: The days of the week (II).....	192
. The conjunctions “pero” and “sino” (but)	194
UNIT 37	195
. Asking for details about people, things and places	196
. Diacritical signs	199
. Vocabulary: Months and seasons	200
UNIT 38	201
. The preposition “de”	202
. Describing objects: materials and utilities	204
. “Ser” de + material.....	204
. “Servir” para + infinitive	204
. Vocabulary: Materials and shapes	205

UNIT 39	207
. Expressing opinions	208
. Verbs that introduce opinions: “creer”, “pensar”	208
. Adverbs of time: “después (de)”, “antes (de)”	209
. Vocabulary: Natural disasters	211
UNIT 40	212
. Uses of the preposition “en”	213
. The past participle	215
. Participles as adjectives	215
. Vocabulary: Food and drinks	216
UNIT 41	217
. The present simple of the verb “haber”	218
. The present perfect	219
. Vocabulary: Leisure activities	222
UNIT 42	223
. Expressing unfinished actions	224
. Use of “desde”, “desde que”, “desde hace” and “durante”	224
. Verbs commonly followed by “de”	226
. The verb “acabar (de)”	227
. Vocabulary: Sitting at the table	228
UNIT 43	229
. Expressing past and recent actions	230
. The present perfect + “alguna vez”/ adverbs of frequency	230
. The present perfect + “ya”, “todavía” and “aún”	231
. Vocabulary: Celebrations	233
UNIT 44	234
. The present perfect continuous	235
. Vocabulary: Dwellings	238
UNIT 45	239
. Time expressions with the present perfect continuous	240
. The verb “llevar”	241
. “Hace + period of time + que”	243
. Vocabulary: The garden	243
UNIT 46	244
. Present perfect or preterite?	245
. “Ha habido” and “hubo”	246
. Expressions showing disgust and repugnance	247

UNIT 47248
. Expressing obligation and prohibition 249
. Use of “deber”, “tener que”, “estar obligado a”, “hay que”, “no se puede” 250
. Vocabulary: Health and illnesses 251

UNIT 48253
. Relative pronouns 254
. The relative pronoun “que” 254
. The relative pronoun “quien” 256
. Vocabulary: Horoscopes and superstitions 257

UNIT 49259
. Relative pronouns when adding information 260
. The relative pronouns “el que, la que, los que, las que” and “lo que” 261
. The relative pronoun “donde” 262
. The relative adjectives “cuyo, cuya, cuyos, cuyas” 262
. Vocabulary: Recreation and hobbies 263

UNIT 50264
. Comparing things..... 265
. The comparative of equality..... 265
. Vocabulary: Means of transportation 268

SPANISH VERBS269

UNIT 01

Days 1 & 2

In this unit we will learn:

- . To say "hola" and "adiós" (hello and goodbye).
- . Use of question and exclamation marks.
- . Identification of people and things: subject pronouns (singular).
- . Formal and informal treatment: "Tú" and "Usted" (you).
- . The alphabet. Pronunciation.



Diálogo

María ve a Juan en el parque, mientras él estaba mirando unas fotos que tenía en sus manos.

María sees John at the park, while he was looking at some photos he had in his hands.

M: ¡Buenos días!

J: ¡Buenos días, María!

M: ¿Qué tal?

J: Bien, gracias, ¿y tú? ¿Cómo estás?

M: Muy bien, gracias. ¿Qué haces?

J: [Señalando una foto] Estoy mirando unas fotos. Tú no conoces a mi familia. Mira. Él es Rafael, mi hijo.

M: ¿Y ella?

J: Ella es Oriana, mi esposa. [Mientras le muestra el anillo]

M: Yo estoy soltera. [Muestra la mano sin anillo]

Mira, yo tengo otra foto. Está por aquí. [Busca en el bolso]. ¡Aquí está! Él es Miguel, mi hermano, y ella es Gladys, mi madre.

J: Es una foto bonita.

M: Sí.

J: Bueno, María, es tarde y he de irme.

M: Sí, yo también tengo prisa.

J: Pues, ¡hasta pronto, María!

M: ¡Adiós, Juan! ¡Cuidate!

M: Good morning!

J: Good morning, María!

M: How are you?

J: I'm fine, thank you, and you?
How are you?

M: Very well, thank you. What are you doing?

J: [Pointing at a picture] I'm looking at some pictures. You don't know my family. Look. He is Rafael, my son.

M: And she?

J: She is Oriana, my wife. [He shows his ring]

M: I am single. [She shows her fingers with no rings]
Look, I have another picture. It's over here. [She is looking for it in her purse]. Here it is! He is Miguel, my brother, and she is Gladys, my mother.

J: It is a nice picture.

M: Yes.

J: Well, María, it is late and I have to leave.

M: Yes, I am also in a hurry.

J: Okay, see you soon, María!

M: Goodbye, Juan! Take care!



PARA DECIR “HOLA” Y “ADIÓS”

To say hello and goodbye

- a) When you want to say hello to someone, you can use:

Hola	<i>Hello / Hi</i>
Buenas	<i>Hello / Hi</i>
¿Qué tal?	<i>How are you? / How do you do?</i>
	<i>How are things?</i>
¿Cómo estás?	<i>How are you?</i>

Depending on the part of the day when we use the greeting expression, we can also say:

Buenos días	<i>Good morning</i>
Buenas tardes	<i>Good afternoon / Good evening</i>
Buenas noches	<i>Good evening</i>

- b) When you want to say goodbye:

Adiós	<i>Goodbye</i>
Hasta pronto	<i>See you soon</i>
Hasta luego	<i>See you later</i>
Hasta mañana	<i>See you tomorrow</i>
Buenas noches	<i>Good night</i>
¡Cúidate!	<i>Take care!</i>



Recuerda

In Spanish, exclamation and question marks are used both at the beginning and end of the sentence. They are inverted when used at the beginning (¡...!, ¿...?). **¡Hola! ¿Qué tal?**



IDENTIFICAR GENTE Y COSAS PRONOMBRES SUJETO (SINGULAR)

*Identifying people and things
Subject Pronouns (Singular)*

Subjects pronouns are used to replace names and nouns when you refer to a person, a thing or a place as the subject of a sentence, that is, as the doer of the action. In this unit you will learn the singular forms.

yo	I
tú	you
él	he
ella	she
-	it
usted	you (formal)

Roberto es alto. **Él** es alto.

¿Cómo está Susana? **Ella** está bien, gracias.

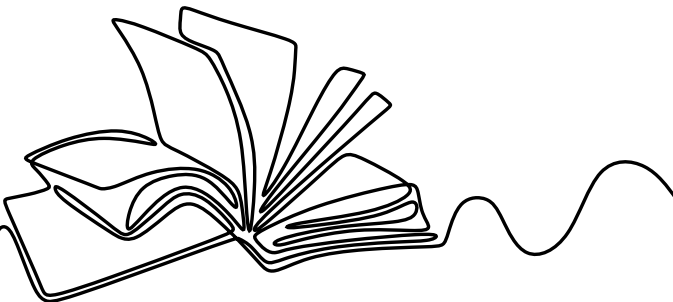
Roberto is tall. **He** is tall.

How is Susana? **She** is fine, thanks.



The neuter pronoun “**it**” has no equivalent in Spanish. When you refer to animals, things or places don’t use any pronoun, but the verb alone conjugated as for “**él**” or “**ella**”.

El libro es azul	The book is blue
Es azul	It is blue
- ¿Dónde está Cancún?	- <i>Where is Cancun?</i>
- Está en México	- <i>It is in Mexico.</i>





TRATO FORMAL E INFORMAL EN ESPAÑOL: TÚ Y USTED

Formal and informal treatment: you

In Spanish there are two main ways to say “you” in singular: “**tú**” and “**usted**”.

“**Tú**” is the informal form and is normally used when we talk to someone of the same age, same status, when speaking with a child, or when we want to express a certain level of intimacy with someone.

In some countries, like Argentina or Uruguay, “vos” is used instead of “tú”.

Tú eres mi amigo.
You are my friend.

“**Usted**” is used to show respect, as well as to put a little bit of distance between you and the person you are addressing as “**usted**” (abbreviated as **Ud.**). We use it when addressing someone much older, or someone in position of authority or higher rank. In many cases it is also used when you are speaking to someone for the first time.

After using the formal treatment “usted”, we can be asked to use “tú”. That is what in Spanish is called “tutearse” (to address each other as “tú”).

Usted es el director.
You are the director.



EL ABECEDARIO

The alphabet

Now let’s have a look at the alphabet and learn the sounds of the Spanish letters.

A B C D E F G H I J

a be se de e efe he ache ee hota

K L M N Ñ O P Q R S

ka ele eme ene enye o pe ku ere ese

T U V W X Y Z

te oo ube ube doble ekis i griega seta

Double letters:

ch ll rr
(che) (elle) (erre)



PRONUNCIACIÓN

Pronunciation

In Spanish there are some sounds that may be different from English. They are detailed here for your review.

"b" and "v"	Are pronounced the same (as a "b"), so "baca" (roof rack) and "vaca" (cow) sound the same.
"c"	Is pronounced as an "s" before "e" and "i" (in Latin American countries and some areas in Spain) but as a "k" before "a", "o" and "u". Ex: cocina /koséena/ (kitchen).
"g"	Sounds like a heavily aspirated "h" before "e" and "i". Ex: ágil /áheel/ (agile); but, to make it sound the same as in "get" or "give", we need a "u" between the "g" and the "e" or "i", that doesn't sound. Ex: guerra (war), guitarra (guitar). When marked by a diaeresis (¨), this "u" is pronounced. Ex: antigüedad (antiquity), cigüeña (stork).
"h"	Is a silent letter. It never sounds.
"j"	Sounds like a heavily aspirated "h". Ex: José /hosé/, jirafa /heeráfa/ (giraffe).
"ñ"	Is a typical Spanish letter that sounds like "in" in "onion" or "ny" in "canyon".
"q"	Always precedes "ue" or "ui", sounding /ke/ or /ki/. Ex: queso /késó/ (cheese), aquí /akí/ (here).
"r"	Is pronounced stronger than in English. It's similar to the American pronunciation of "tt" in "better". Ex: cara /kára/ (face). But after "l", "n", "s" or at the start of a word, it sounds stronger (the same as "rr" – see below).
"w"	Usually sounds like a "u".
"y"	Is pronounced as the "y" in "yes".
"z"	Is pronounced as an "s" (in Latin American countries and some areas in Spain. In other parts it sounds like the "th" in "thin"). Ex: cereza /serésa/ (cherry).



"ch"	Sounds like "ch" in "church".
"ll"	Sounds like the "y" in "you".
"rr"	Is a strong trill of the tip of the tongue against the front part of the palate.

UNIT 02

Days 3 & 4

In this unit we will learn:

- . Thanking and responding expressions.
- . Identification of people and things: subject pronouns (plural).
- . The verb "to be".
- . The verb "estar". Present simple.



Diálogo

Luisa se encuentra en la calle a don Manuel, un señor mayor que es vecino suyo.

Luisa runs into don Manuel, an elderly gentleman who is a neighbor of hers, in the street.

L: ¡Hola, don Manuel!
M: ¡Hola, Luisa!
L: ¿Cómo **está** usted?
M: **Bien, gracias.** ¿Y tú?
L: **Bien, también. Muchas gracias.**
¿**Está** usted solo? ¿**Dónde están** sus amigos? **Ustedes están** siempre juntos.
M: Sí, siempre **estamos** juntos por las tardes, pero **ellos están** ahora en el trabajo. Tú también **estás** sola.
L: Sí, ahora **estoy** sola, pero voy a ver a Teresa, una amiga mía.
Vamos a ir a pasear por el parque.
M: ¿**Están ustedes** de vacaciones?
L: Sí, **nosotras estamos** de vacaciones.
¿Le gustaría venir a pasear con nosotras?
M: Es una buena idea. **Muchas gracias.** Así conoceré a Teresa.
L: **De nada.** Entonces, acompáñeme.
M: Muy bien. **Muchas gracias, de nuevo.**
L: **No hay de qué,** don Manuel.

*L: Hello, don Manuel!
M: Hello, Luisa!
L: How are you?
M: Fine, thank you. And you?
L: Fine, too. Thank you very much.
Are you alone? Where are your friends?
You are always together.
M: Yes, we are always together in the afternoons, but they are at work now.
You are also alone.
L: Yes, I am alone now, but I am meeting Teresa, a friend of mine.
We are going to walk through the park.
M: Are you on vacation?
L: Yes, we are on vacation.
Would you like to come and walk with us?
M: That's a good idea. Thank you very much. This way I can meet Teresa.
L: You are welcome. Then, come with me.
M: Okay, thank you very much, indeed.
L: Don't mention it, don Manuel.*



AGRADECIMIENTOS

Thanking and responding

Here are some of the most common expressions used when someone wants to express gratitude to others.

(a) When you want to give thanks (for something), use any of these expressions:

Gracias

Thank you

Muchas gracias

Thank you very much / Thanks a lot

Muchísimas gracias

Thank you very much indeed

Muchas gracias por (tu invitación) *Thank you very much for (your invitation)*

(b) To respond, say:

De nada

You're welcome

No hay de qué

Don't mention it / Not at all

Look at the example:

Muchas gracias por utilizar este método para aprender español.
Thank you very much for using this method to learn Spanish.

De nada. Estoy seguro de que aprenderé mucho.
You're welcome. I'm sure I will learn a lot.





IDENTIFICAR GENTE Y COSAS PRONOMBRES SUJETO (PLURAL)

*Identifying people and things
Subject Pronouns (plural)*

In Unit 1 we studied subject pronouns in singular and now we will see the plural forms:

nosotros, nosotras	<i>we</i>
ustedes*	<i>you</i>
ellos, ellas	<i>they</i>



***Ustedes** is used for both formal and informal treatment.

In Spain, for informal treatment, it is better to use **vosotros/vosotras**.

<u>Tú y yo</u> somos mexicanos.	<i><u>You and I</u> are Mexican.</i>
Nosotros somos mexicanos.	<i>We</i> are Mexican.
<u>Tú y Juan</u> son hermanos.	<i><u>You and Juan</u> are brothers.</i>
Ustedes son hermanos.	<i>You</i> are brothers.
<u>Lorenzo y Pedro</u> son estudiantes.	<i><u>Lorenzo and Pedro</u> are students.</i>
Ellos son estudiantes.	<i>They</i> are students.

In Spanish, the 1st and 3rd person in plural have both masculine and feminine forms:

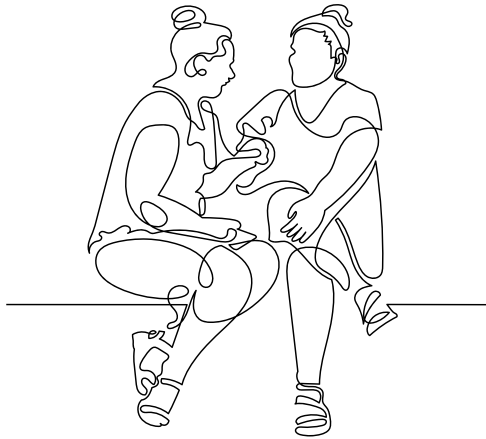
nosotros, ellos (masc.) | **nosotras, ellas** (fem.)

The masculine forms **nosotros** and **ellos** are used when the people or things that we refer to are all masculine or if the group is mixed.

Nosotros somos Francisco y Ricardo.	We are Francisco and Ricardo.
Ellos son Lidia y Rafael.	They are Lidia and Rafael.

We will only use **nosotras** and **ellas** when the people or things that we are referring to are all feminine.

Nosotras somos hermanas.	We are sisters.
Ellas son Susana y Mercedes.	They are Susana and Mercedes.



LOS VERBOS “SER” Y “ESTAR”

The verb “to be”

The verb *to be* means **estar** (non-permanent state) and **ser** (permanent state).

Él **está** en casa



He **is** at home

Él **es** colombiano



He **is** Colombian



PRESENTE SIMPLE DEL VERBO "ESTAR"

Present simple of the verb "estar"

In this unit we will work on the verb **estar**, that is, when we refer to locations or states that are temporary, not permanent. In present, it is used as follows:

yo	estoy	<i>I am</i>	nosotros/nosotras	estamos	<i>we are</i>
tú	estás	<i>you are</i>	ustedes	están*	<i>you are</i>
usted	está*	<i>you are</i>			
él	está	<i>he is</i>	ellos/ellas	están	<i>they are</i>
ella	está	<i>she is</i>			
(-)	está	<i>it is</i>			

Ella está en casa. → **She is** at home.

Yo estoy en Bogotá. → **I am** in Bogotá.

¿Cómo **estás** (tú)? → **How are you?**

Nosotras estamos bien. → **We are** fine.

Ustedes están en los EEUU. → **You are** in the USA.

Ellos están en la escuela. → **They are** at school.



* It is important to notice that, although **usted (Ud.)** and **ustedes (Uds.)** are equivalent to **you**, the verb they go with conjugates as for **he** and **they**, respectively.

¿Cómo está **usted**? *How are **you**?*

¿Están **ustedes** bien? *Are **you** OK?*