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 the online content

Spanish in 100 Days Course
First Edition: April 2023
Sixth Reprint: September 2026

© 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: 978-1-64473-766-8

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

Printed in Colombia

Penguin
Random House
Grupo Editorial

26 27 28 29 30 31 14 13 12 11 10 9 8 7 6 5

SPANISH IN 100 DAYS

You can learn Spanish and it can be fast, easy and fun! With the proven **Spanish in 100 Days** method, you will learn how to understand, speak, read and even 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 real results!

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 key words, phrases and expressions used in everyday Spanish in both Spain and Latin America, along with easy grammar explained through step-by-step examples and fun dialogues.

You can learn anytime and anywhere! Visit **www.Spanish100.com** for exclusive online resources that complement your book!

Make the most of your time and get results quickly and easily! With **Spanish in 100 Days**, you will focus on the key words, phrases and grammar you actually need for everyday life. Whether you are traveling for business or pleasure, you will know the correct words, expressions and grammar for any situation.

Get started now, and 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 47 ..... **248**
. 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 48 ..... **253**
. Relative pronouns 254
. The relative pronoun "que" 254
. The relative pronoun "quien" 256
. Vocabulary: Horoscopes and superstitions 257

UNIT 49 ..... **259**
. 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 50 ..... **264**
. Comparing things 265
. The comparative of equality 265
. Vocabulary: Means of transportation 268

SPANISH VERBS **269**

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**! ¡Cuídate!**

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

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

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

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

Buenos días	*Good morning*
Buenas tardes	*Good afternoon / Good evening*
Buenas noches	*Good evening*

ⓑ When you want to say goodbye:

Adiós	*Goodbye*
Hasta pronto	*See you soon*
Hasta luego	*See you later*
Hasta mañana	*See you tomorrow*
Buenas noches	*Good night*
¡Cuídate!	*Take care!*

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)**

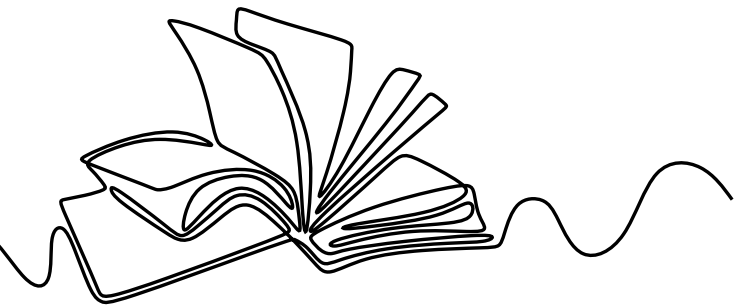
Roberto es alto. **Él** es alto.
¿Cómo está Susana? **Ella** está bien, gracias.

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? – *Where is Cancun?*
– **Está** en México – ***It*** *is in Mexico.*



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 /késo/ (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.

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.

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

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.

ⓐ 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)*

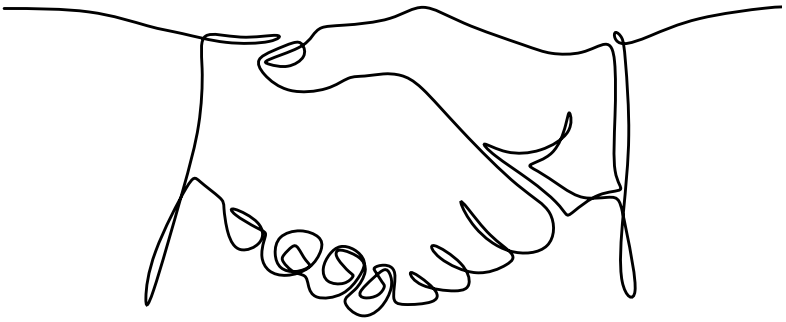
ⓑ To respond, say:

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	*we*
ustedes*	*you*
ellos, ellas	*they*

***Ustedes** is used for both formal and informal treatment.
In Spain, for informal treatment, it is better to use **vosotros/vosotras**.

Tú y yo somos mexicanos.	*You and I are Mexican.*
Nosotros somos mexicanos.	***We** are Mexican.*

Tú y Juan son hermanos.	*You and Juan are brothers.*
Ustedes son hermanos.	***You** are brothers.*

Lorenzo y Pedro son estudiantes.	*Lorenzo and Pedro are students.*
Ellos son estudiantes.	***They** 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 am*	nosotros/nosotras	**estamos**	*we are*
tú usted	**estás** **está***	*you are* *you are*	ustedes	**están***	*you are*
él ella (-)	**está** **está** **está**	*he is* *she is* *it is*	ellos/ellas	**están**	*they are*

Ella está en casa.	***She is** at home.*
Yo estoy en Bogotá.	***I am** in Bogota.*
¿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?*