

## Communicative Skill Builder

### Spanish III

#### Para escribir

##### *Para la introducción, para definir el problema y para empezar*

**Es preciso repasar...** (It is important to review...)  
**Es necesario saber...** (It is necessary to know...)  
**Se puede observar que...** (One may observe...)  
**Se puede decir que...** (One may say...)  
**Se puede concluir que...** (One may conclude...)  
**En conexión con...** (In connection to...)

##### *Para analizar y la presentación de argumentos*

**Primero,...** (First,...)  
**En primer lugar,...** (In the first place,...)  
**Es evidente que...** (It's evident that...)  
**El caso consta de varias partes...** (The problem is made up of...)  
**El problema se caracteriza por...** (The problem is characterized by...)  
**...significa...** (means...)  
**...quiere decir...** (means...)  
**...sugiere...** (suggests...)  
**...se conoce popular...** (is popularly known as...)  
**a causa de \_\_\_\_\_,** (because of \_\_\_\_\_)

##### *Transiciones*

**a lo mejor...** (probably...)  
**de hecho...** (in fact, actually...)  
**lo importante...** (the important thing...)  
**así...** (in this way, so, thus)  
**lamentablemente,...** (sadly,)  
**afortunadamente,...** (luckily,)  
**como resultado,...** (as a result,...)  
**para empezar,...** (to begin,...)  
**por lo general,...** (in general,...)  
**además,...** (besides,...)  
**quizás...** (perhaps, maybe...)  
**apenas...** (hardly...)  
**por ahora...** (for now...)  
**por el momento...** (for the moment...)  
**desde que...** (since [a point in time]...)  
**desde hace que...** (for which...)  
**desgraciadamente,...** (unfortunately,...)  
**por suerte,...** (fortunately,...)  
**en gran parte,...** (for the most part,...)  
**por su parte,...** (for its part,..)

##### *Comparación y Contraste*

**a pesar de que...** (in spite of the fact...)  
**sino...** (but, rather...)  
**en cambio...** (on the other hand...)  
**\_\_\_\_\_ se diferencia a \_\_\_\_\_** (\_\_\_\_ is different from \_\_\_\_)  
**sin embargo...** (nevertheless...)  
**de la misma manera...** (in the same way...)  
**en aquel entonces...** (back then...)  
**al igual que + noun...** (like...)  
**\_\_\_\_\_ + \_\_\_\_\_ comparten las mismas características...**  
(\_\_\_\_ + \_\_\_\_ share the same characteristics)  
**verb + lo mismo que + noun...** (...just like...)  
**pero** (but)  
**por otro lado,...** (on the other hand,...)  
**antes de + infinitivo** (before)  
**después de + infinitivo** (after)  
**durante** (during)  
**parecerse (a), (se parece)...** (to look like, it seems...)  
**ser diferente de...** (to be different from...)  
**N. + diferenciarse a + n.** (N. differentiates itself from n.)  
**tan + adj + como** (as...as)  
**de niño/de pequeño** (as a child)  
**n. + n. tienen algo en común** (...have something in common)  
**en contraste con + noun** (in contrast to...)  
**los dos + verb** (the two...)  
**ambos + verb** (both...)  
**al contrario** (to the contrary)  
**más/menos + adj. + que** (...more/less\_\_\_\_ than)  
**verb + más/menos + que + noun** (...more/less than\_\_\_\_\_)

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#### **Conclusiones: Para concluir**

**Al fin y al cabo,...** (When all is said and done, Finally,...)

**Para resumir...** (To summarize...)

**Como consecuencia...** (As a consequence...)

**De todos modos,...** (Anyway,...)

**así que...** (so that, in this way, therefore,...)

**como resultado** (as a result)

**en conclusión** (in conclusion)

**En fin/Por fin,** (Finally,)

**En resumen,...** (In summary,...)

**Para concluir...** (To conclude...)

**Resumiendo brevemente,...** (Summarizing briefly,...)

**Después de todo,...** (After all,..)

**Por lo tanto,...** (As such,...)

**aunque...** (although)

**como** (because/since)

**en realidad** (really)

**por eso,...** (therefore,...)

#### **Y...**

**Por un lado,...** (On the one hand,...)

**Por otra parte,...** (On the other hand,...)

**En primer lugar,...** (In the first place,...)

**A pesar de que...,** (In spite of the fact that...,)

**al mismo tiempo** (at the same time)

**todavía** (still, yet)

**ya** (already)

**En cuanto...,** (As soon as...,)

**por lo tanto** (therefore)

**al + infinitivo,** (upon \_\_\_\_ing,)

**hoy en día** (nowadays)

**mientras** (while)

**tan pronto como** (as soon as)

**Hace + period of time + que + pres.** (It's been \_\_\_\_ since \_\_\_\_.)

## Para escribir cartas

#### **Saludos**

##### **Saludos informales**

**Querido(-a)\_\_\_\_,** (Dear\_\_\_\_,)

**Mi querido(-a)\_\_\_\_,** (My dear\_\_\_\_,)

##### **Saludos formales**

**Estimado amigo (-a),** (Dear [esteemed] friend,)

**Muy señor mío [apellido]** (Dear sir [last name],)

**Muy señora mía [apellido],** (Dear madam [last name],)

#### **Despedidas**

##### **Despedidas informales**

**Un abrazo de tu amigo,** (Fondly,)

**Un fuerte abrazo,** (Very fondly,)

**Cariñosos saludos de,** (Fond greetings from,)

**Afectuosamente,** (Affectionately,)

**Mis recuerdos a tu familia,** (My regards to your family,)

**Cariños,** (Fondly,)

**Con todo mi cariño,** (With all my love,)

**Un afectuoso/cariñoso saludo,** (Fond greetings,)

**Un beso,** (Love,)

**Besos,** (Love,)

##### **Despedidas formales**

**Atentamente,** (Yours truly,)

**Suyo(-a) afectísimo(-a),** (Yours fondly,)

**Le saluda cariñosamente,** (Warm greetings/Fond regards from,)

**Mis recuerdos a su familia,** (My regards to your family,)

**Un afectuoso/cariñoso saludo,** (Fond greetings,)

# Communicative Skill Builder

## Spanish III

### Para hablar

<p><b>Cuando no sabes la palabra</b></p> <p><b>No recuerdo la palabra, pero es ...</b> (I don't remember the word, but it's ...)</p> <p><b>No sé cómo se dice...</b> (I don't know how to say...)</p> <p><b>Debo describirlo. Es...</b> (I should describe it. It's...)</p> <p><b>¿Sabes lo que quiere decir?</b> (You know what it means?)</p> <p><b>Se parece a + noun</b> (It looks like...)</p> <p><b>Es como + noun</b> (It's like...)</p> <p><b>Huele(n) a + noun</b> (It/they smell(s) like...)</p> <p><b>Sabe(n) a + noun</b> (It/they taste(s) like...)</p> <p><b>Suena como + noun</b> (It sounds like...)</p> <p><b>Se usa para...</b> (It's used for...)</p> <p><b>Es redondo.</b> (It's round.)</p> <p><b>Es cuadrado.</b> (It's square.)</p> <p><b>Es triangular.</b> (It's triangular.)</p> <p><b>Es suave.</b> (It's smooth.)</p> <p><b>Es blando.</b> (It's soft.)</p> <p><b>Es duro.</b> (It's hard.)</p> <p><b>Es/Son del color de + noun</b> (It's/They are the color of)</p> <p><b>Es/Son de tamaño grande/pequeño/mediano.</b> (It's/They are large/small/medium in size.)</p>	<p><b>Para vacilar</b></p> <p><b>Bueno, es que...</b> (Well, the thing is...)</p> <p><b>Pues, déjame un momento pensar...</b> (Let me think...)</p> <p><b>eh, este...</b> (well, uh...)</p> <p><b>es decir;</b> (that is;)</p> <p><b>o sea...</b> (or rather...)</p>	<p><b>Para pedir disculpas</b></p> <p><b>¡Ay, lo siento!</b> (Oh, I'm sorry!)</p>
<p><b>Para hacer sugerencias</b></p> <p><b>¿Te das cuenta de...?</b> (Do you realize, notice...?)</p> <p><b>¿Por qué no?</b> (Why not?)</p> <p><b>¿No sabías que...?</b> (Didn't you know that...?)</p> <p><b>Vale más que...</b> (It's worth more to...)</p> <p><b>Sería mejor que...</b> (It would be better to...)</p>	<p><b>Para dar consejos</b></p> <p><b>Te recomiendo que...</b> (I recommend that you...)</p> <p><b>Es mejor que...</b> (It is better that...)</p> <p><b>Tienes que...</b> (You have to...)</p> <p><b>Debes...</b> (You should...)</p>	<p><b>Para dar opiniones</b></p> <p><b>Estoy convencido de que...</b> (I am convinced that...)</p> <p><b>Tengo la impresión de que...</b> (I am under the impression that...)</p> <p><b>A mi modo de ver,...</b> (The way I see it,...)</p> <p><b>Creo que no tienes razón.</b> (I don't think that you are right.)</p> <p><b>Por mi parte,...</b> (As for me,...)</p> <p><b>Lo que yo creo es que...</b> (What I believe is that...)</p> <p><b>A mí me parece que...</b> (It seems to me that...)</p> <p><b>A mí parecer...</b> (To me, it seems...)</p>
<p><b>Para hacer quejas</b></p> <p><b>¡Esto es el colmo!</b> (That's it! I've reached my limit!)</p> <p><b>¡No puedo más!</b> (I can't take it anymore!)</p> <p><b>¡No puedo ser que ...!</b> (It can't be that...!)</p> <p><b>No me gusta nada que...</b> (I don't like it at all that...)</p> <p><b>Lo que más me molesta es...</b> (What bothers me most is...)</p>	<p><b>Para poner énfasis en puntos específicos</b></p> <p><b>Lo bueno es que...pero lo grave es que...</b> (The good thing is that...but the sad thing/serious thing is that...)</p> <p><b>No es que..., sino que...</b> (It's not that..., but rather that...)</p>	
<p><b>Para expresar acuerdo y desacuerdo</b></p> <p><b>[No] Estoy totalmente de acuerdo contigo en que...</b> (I am [not] in total agreement with you about...)</p> <p><b>Estoy convencido de que...</b> (I am convinced that...)</p> <p><b>Yo lo veo desde otro punto de vista.</b> (I see it from another point of view.)</p> <p><b>Pienso lo mismo de tú.</b> (I think as you.)</p>	<p><b>Para expresar los estados de ánimo</b></p> <p><b>Me diste un gran susto al...</b> (You gave me a big scare upon...)</p> <p><b>Estoy sorprendido de...</b> (I am surprised by...)</p> <p><b>Me da pánico que...</b> (It panics me that...)</p> <p><b>Tengo miedo de que...</b> (I am afraid that...)</p>	

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#### *Técnicas para defenderse y para explicar su posición sobre un tema*

**Según lo veo yo,...** (From what I see,...)  
**A mi parecer,...** (It seems to me...)  
**Considero que...** (I consider that...)  
**Hay que tener en cuenta que...** (It is necessary to consider/Have to take into account)  
**Es forzoso conocer que...** (It is unavoidable to know that...)  
**Es preciso examinar...** (It is necessary to examine...)  
**Es importante señalar que...** (It is important to point out that.../ It is important to know that...)  
**Es fundamental concluir que...** (It is fundamental to conclude that...)  
**En cuanto a...** (In regards to, As far as)  
**Respeto a...** (In respect to, In regards to)  
**En conexión con...** (In connection with...)

**No obstante...** (Despite...)  
**Al pensar en... se puede decir que...** (When thinking about...it can be said that...)  
**Este concepto sugiere que...** (This concept suggests that...)  
**Los hechos nos muestran que...** (The facts show that...)  
**Es evidente que...** (It is evident that...)  
**Es cierto que...** (It is certain that...)  
**Es irrefutable que...** (It is irrefutable that...)  
**Es obvio que...** (It is obvious that...)  
**Me parece que...** (It seems to me that...)  
**En mi opinión,...** (In my opinión,...)  
**Desde mi punto de vista/perspectiva** (From my point of view/perspective)

#### *Para hacer referencia a un tema previo*

**Como decía,...** (As it was said, As he/she said)  
**¿Qué dijiste exactamente sobre...?** (What did you say exactly about...?)  
**Volviendo a lo de antes,...** (Returning to what was said before...)  
**Eso me recuerda lo que decíamos...** (That reminds me of what we said...)  
**En relación a...,** (Concerning...)

#### *Para defenderse*

**Yo no tengo la culpa. La culpa es tuya.** (It's not my fault. It's yours)  
**¿Es que yo no tengo derecha a...?** (I don't have the right to...?)  
**Lo que me molesta es...** (What bothers me is...)  
**¡Qué poco considerado eres!** (You are inconsiderate!)  
**¿Me estás acusando de ser mentiroso?** (Are you accusing me of being a liar?)  
**¿No me comprendes?** (Don't you understand me?/Don't you get it?)  
**No sabes lo que dices.** (You don't know what you're saying.)  
**¿Qué quieres decir?** (What do you mean?)  
**No me escuchas.** (You aren't listening [to me].)

#### *Para dar explicaciones*

**A propósito,...** (By the way, Incidentally,...)  
**Para decírtelo en dos palabras,...** (To tell it to you in two words, To explain it to you simply,...)  
**Por cierto, tienes que...** (For sure, you have to...)  
**Te digo que...** (I'm telling you that...)

#### *Para mantener la conversación*

**Un momento, explícamelo otra vez.** (What a minute, explain it to me again.)  
**Déjame decirte que tu plan es bastante malo.** (Let me tell you that your plan is really bad.)  
**¡Permíteme que hable yo!** (Let me speak!)  
**De acuerdo con lo que dijiste...** (In agreement with what \_\_\_\_\_ said...)  
**Desearía añadir que...** (I would like to add that...)  
**Pero, ¿no dijiste que...?** (But didn't you say that...?)  
**¡Sí, hombre!** (Yes!)

#### *Para conectar tus ideas*

**al principio** (at the beginning)  
**después** (after)  
**al final** (in the end)  
**entonces** (and then, so, next)  
**para empezar** (to begin)  
**por fin** (finally)  
**mientras tanto** (meanwhile)  
**de repente** (suddenly)  
**más tarde** (later on)  
**durante** (during)  
**además** (besides)  
**luego** (then, next)

#### *Verbos complejos*

**estallar** (to explode)  
**sumergirse** (to feel overwhelmed)  
**sugerir** (to suggest)  
**recordar** (to remember)  
**señalarse** (to indicate, to show)  
**considerar** (to consider)  
**definir** (to define)  
**empeñarse en** (to insist on)