**1. El vocabulario- Vocabulary: Workplace/Office Vocabulary**

1. **¿Dónde trabajas?** Where do you work?
2. **¿Está ocupado?** Are you busy?(when asking a male) if asking a female- ¿Está ocupada?
3. **Estoy ocupado(a).** I am busy.
4. **¿Está buscando trabajo?** Are you looking for work?
5. **¿Qué tipo de trabajo?** What type of work?
6. **¿Quiere solicitud?** Do you want an application?
7. **¿Tiene referencias?** Do you have references?

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| **El trabajo-** Workplace | | | |
| **la solicitud** | application | **el empleo** | employment |
| **la cita** | appointment | **el equipo** | equipment |
| **los beneficios** | benefits | **la experiencia** | experience |
| **el contrato** | contract | **el seguro** | insurance |
| **la oficina** | the office | **la entrevista** | interview |
| **el entrenamiento** | training | **el uniforme** | uniform |
| **el horario** | schedule | **las referencias** | references |
| **la tarjeta de trabajo** | time card | **la computadora** | computer |
| **el proyecto** | project | **trabajar** | to work |
| **chequear el correo** | to check your email | **calendarizar una reunión** | to schedule a meeting |
| **el jefe, la jefa** | boss | **la gerencia** | management |
| **el/la colega or**  **compañero(a)** | colleague | **lluvia de ideas** | brainstorming |

**Review the following conversation and vocabulary for making and answering phone calls in Spanish. Spanish speakers of different countries answer the phone with different phrases- some are given as examples below.**

1. **Estoy llamando para…** I am calling for
2. **Llamo para decirte…** I am calling to tell you
3. **¿Podría hablar con…?** Could I speak with…?
4. **¿Quiere dejar un mensaje?** Would you like to leave a message?
5. **¿De parte de quién?** Who is calling?
6. **¿Cuándo le gustaría hacer la cita?** When would you like to make the appointment?
7. **¿Cómo ha estado?** How have you been?
8. **¡Gracias por llamar!** Thank you for calling!
9. **Me he equivocado de número.** I have the wrong number.

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| **Llamadas telefónicas-** Telephone Calls | | | |
| **Bueno** | Hello (answering a call) | **Está disponible** | Are you available? |
| **Dígame/Diga** | Tell me (common way to answer a call) | **Dejar un mensaje** | to leave a message |
| **Aló** | Hello (answering a call) | **despedída** | goodbye |
| **contestando** | answering | **teléfono celular o teléfono móvil** | cell phone |
| **saludando** | greeting | **llamar** | to call |
| **la llamada** | phone call | **llamada de Zoom** | Zoom call |
| **la videoconferencia** | videoconference | **la teleconferencia** | teleconference |
| **Llámame más tarde** | Call me later | **Volveré a llamar** | I’ll call back |

**Grammar Lesson: Saber vs Conocer**

Both **saber** and **conocer** are used for the verb “to know” in English. Similarly ser and estar are two ways in Spanish for “to be” in English for reference.

**Conocer** is for knowing or being familiar with people and places.

**Saber** is for information, facts, and knowing how to do something.

**Review the verb conjugation charts for the verbs in present tense below. Notice both verbs are irregular in the “yo” form. Other verbs that are irregular in the “yo” form are: hacer, ver, poner, traer for reference.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SABER** | | | |
| yo | **sé** | nosotros | **sabemos** |
| tú | **sabes** | vosotros | **sabéis** |
| él/ella/Usted | **sabe** | ellos/ellas/Ustedes | **saben** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONOCER** | | | |
| yo | **conozco** | nosotros | **conocemos** |
| tú | **conoces** | vosotros | **conocéis** |
| él/ella/Usted | **conoce** | ellos/ellas/Ustedes | **conocen** |

**Saber Examples:**

***Ellos saben la respuesta.*** They know the answer.

***Yo sé las reglas***. I know the rules.

***Ella sabe jugar tenis***. She knows how to play tennis.

***Yo sé cocinar.*** I know how to cook.

**Conocer Examples:**

**\*GrammarNote: Pay attention to the personal “a” before a person. This is highlighted below for your reference. This is not used in the sentences with places. The basic rule of the personal A is that an “a” precedes the mention of a person or people who are the direct object of the sentence.**

***Tú conoces a mi hermano.*** You know my brother.

***Ellos conocen a la maestra.*** They know the teacher.

***Nosotros conocemos España.*** We know Spain.

***Yo conozco tu casa.*** I know your house.

\*A few more notes- There is no equivalent to the personal A in English.

Example: ***Llamé a Mario.*** I called Mario.

**Practica:** Read the sentences below and decide which verb to use. This practice is to understand when to use which verb.

***Ejemplo***-Example: I am familiar with that book. Answer: conocer

1. I know my neighbors. \_\_\_\_\_\_\_\_\_\_
2. I know how to get to the store. \_\_\_\_\_\_\_\_\_\_
3. I know how to cook chocolate chip cookies. \_\_\_\_\_\_\_\_\_
4. I am familiar with that band. \_\_\_\_\_\_\_\_\_\_
5. I know the name of that band. \_\_\_\_\_\_\_\_\_\_\_

**Más practica-**More practice:Decide if **SABER** or **CONOCER** is needed in the sentences below. Fill in the blanks with the appropriate forms.

1. Yo \_\_\_\_\_\_\_\_\_\_ la respuesta correcta.
2. Mi hermana mayor \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Costa Rica.
3. ¿Tú no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a la maestra de arte?
4. Nosotras \_\_\_\_\_\_\_\_\_\_\_ jugar el fútbol americano.
5. Yo no \_\_\_\_\_\_\_\_\_\_\_\_\_ a tu colega, Javier.
6. Usted \_\_\_\_\_\_\_\_\_\_\_ que Quito es la capital de Ecuador.
7. Las muchachas \_\_\_\_\_\_\_\_\_ bien Chile.

**Break out room Conversation practice:** In groups have participants discuss things they know or are familiar with using these verbs. Below are example questions to spark conversation.

*¿Sabes jugar el golf muy bien?*

*¿Conoces tus colegas my bien?*

*¿Sabes hablar en otro idioma?*

*¿Sabes cantar bien?*

*¿Conoces Chicago?*

*¿Sabes tocar el piano?*

*¿Conoces New York?*

*¿Sabes cocinar enchiladas deliciosas?*

*¿Conoces a muchas personas que hablan español?*

*¿Sabes usar el internet muy bien?*

*¿Conoces a mucha gente en tu trabajo?*

**Repaso-** Review: Translate the following sentences into Spanish using the present perfect.

1. I have checked my email. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have you called your boss? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Has he left you a message? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Have they called to schedule the meeting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. How have you been? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_