

KWIKFIX SPANISH™

English
— TO —
Spanish

Pleased to meet you

Mucho gusto

MOO-choh / GOO-stoh

Dust up high

Desempolva ahí arriba

days-em-POHL-vah / ah-EE / ah-REE-bah

Restock the towels, please

Surte las toallas, por favor

SOOR-tay / lahs / toh-AH-yahs / poor / fah-VOHR

POCKET REFERENCE GUIDE

Survival Spanish for **Hotel Management**

CONTENTS

Making small talk	4
Survival basics	6
Cleaning the Bathroom	9
Cleaning the Room	15
Laundry Room	24
Maintenance	32
Hygiene & Safety	44
Hiring & Scheduling	47
Miscellaneous	53

MAKING SMALL TALK

Hello	Hola	OH-lah
Good morning	Buenos días	BWAY-nohs / DEE-ahs
Good afternoon	Buenas tardes	BWAY-nahs / TAR-days
Good evening	Buenas noches	BWAY-nahs / NOH-chays
What is your name?	¿Cómo te llamas?	KOH-moh / tay / YAH-mahs
My name is...	Me llamo...	may / YAH-moh...
Pleased to meet you	Mucho gusto	MOO-choh / GOO-stoh
Are you married?	¿Estás casado?	es-TAHS / kah-SAH-doh
Do you have any children?	¿Tienes niños?	TEE-en-ess / NEEN-yohs
What are their names?	¿Cómo se llaman ellos?	KOH-moh / say / YAH-mahn / EH-yohs
How old are they?	¿Cuántos años tienen?	KWAHN-tohs / AHN-yohs / TEE-eh-nen
How's the family?	¿Cómo está la familia?	KOH-moh / es-TAH / lah / fah-MEE-lee-ah

SURVIVAL BASICS

Yes

Sí
see

No

No
no

I don't understand

No comprendo
no / kohm-PREN-doh

Do you understand me?

¿Me comprendes?
may / kohm-PREN-days

Do you speak English?

¿Hablas inglés?
AH-blahs / een-GLESS

CLEANING THE BATHROOM

Key Requests

Clean the bathroom	Limpia el baño	LEEM-pee-ah / ell / BAHN-yoh
Clean the faucets	Limpia los grifos	LEEM-pee-ah / lohhs / GREE-fohs
Clean this/that	Limpia esto / eso	LEEM-pee-ah / ES-toh / ES-oh
Disinfect the...	Desinfecta...	days-een-FAYK-tah...
shower door	la puerta de la ducha	lah / poo-AIR-tah / day / lah / DOO-chah
curtain	la cortina	lah / kohr-TEE-nah
sink	el lavabo	ell / lah-VAH-boh
toilet seat and handle	el asiento y la manija del inodoro	ell /ah-see-EN-toh/ ee/ lah /mah-NEE-hah / dell/ee-noh-DOHR-oh
Empty the garbage can	Vacía los recipientes de basura	vah-SEE-ah / lohhs / ray-see-PEE-en-tehs / day / bah-SOO-rah

CLEANING THE ROOM

Key Requests

Check the sheets for stains or tears

Verifica que las sábanas no estén manchadas ni rotas

vair-ee-FEE-kah / kay / lahs / SAH-bah-nahs / noh / es-TEN / mahn-CHAH-dahs / nee / ROH-tahs

Clean the ashtrays

Limpia los ceniceros

LEEM-pee-ah / lohs / sen-ee-SAIR-ohs

Clean the lock, handles, peepholes and door edges

Limpia el cerrojo, las manijas, la mirilla y los bordes de la puerta

Leem-pee-ah/ell/sair-oh-hoh/ lahs/ mah-nee-hahs/lah/ meer-ee-yah/ ee/ lohs/ board-ehs/ day/ lah/ PWAIR-tah

Clean the phone's ear and mouthpiece

Limpia el auricular y la boca del teléfono

LEEM-pee-ah / ell / ow-ree-koo-LAHR / ee / lah / BOH-kah / dell / tel-AY-foh-noh

Clean the phone's keypad and faceplate

Limpia el teclado y la cubierta del teléfono

LEEM-pee-ah / ell / tayk-LAH-doh / ee / lah / koo-bee-AIR-tah / dell / tel-AY-foh-noh

LAUNDRY ROOM

Key Requests

Dry clean these clothes

Lava en seco estas ropas

LAH-vah / en / SAY-coh / AY-saths / ROH-pahs

Hang the clothes on hangers

Cuelga la ropa los ganchos

KWEL-gah / lah / ROH-pah / loh / GAHN-chohs

Make sure the iron is the right temperature for the fabric

Asegúrate de que la plancha esté a la temperatura adecuada para la tela

ah-say-GOO-rah-tay / day / kay / lah / PLAHN-chah / es-TAY / ah / lah / tem-pair-ah-TOO-rah / ah-day-KWAH-dah /

PAHR-ah / lah / TAY-lah

MAINTENANCE

Key Requests

General Maintenance

Clean the...

gym

lobby

pool

sauna

Limpia ...

el gimnasio

el vestíbulo

la piscina

el sauna

LEEM-pee-ah...

ell / heem-NAH-see-oh

ell / ves-TEE-boo-loh

lah / pee-SEE-nah

ell / SAA-oon-nah

Change the locks

Cambia las cerraduras

KAHM-bee-ah / lahs / sair-ah-DOO-rahs

HYGIENE & SAFETY

Hygiene

Don't wear jewelry

No uses joyeria

no / OOH-says / hoh-yare-REE-ah

Please shave

Aféitate por favor

ah-FAY-tah-tay / pohr / fah-VOHR

Wash your hands

Lávate las manos

LAH-vah-tay / lahs / MAHN-ohs

HIRING & SCHEDULING

Call if ...	Llama si ...	YAH-mah / si ...
a) you are going to be late	a) vas a llegar tarde	a) vahs / ah / yay-GAHR / TAHR-day
b) you can't work	b) no puedes trabajar	b) no / PWAY-dess / trah-bah-HAHR
Can you work...	¿Puedes trabajar ...	PWAY-dess / trah-bah-HAHR ...
a) early?	a) más temprano?	a) mahs / tem-PRAHN-oh
b) for _____ (name)?	b) por _____ ?	b) pohr _____
c) longer?	c) hasta más tarde?	c) AH-stah / mahs / TAHR-day
Can you provide proper identification?	¿Tienes identificación? TEE-en-ess / ee-den-tee-fee-kah-see-OHN	
Do you want days or nights?	¿Quieres días o noches? key-AIR-ess / DEE-ahs / oh / NOH-chays	

MISCELLANEOUS

The Numbers

0	ceró	SÁIR-oh
1	uno	OON-oh
2	dos	dohs
3	tres	tress
4	cuatro	KWAH-troh
5	cinco	SEEN-koh
6	seis	sace
7	siete	see-EH-tay
8	ocho	OH-choh
9	nueve	nooh-AY-vay
10	diez	dee-ess

Rapidly changing demographics require today's hotel manager to have a basic understanding of the Spanish Language. **KwikFix Spanish™ for Hotel Management** is an easy-to-understand pocket-sized guide designed to get you speaking Spanish immediately.

Our “grammar-less” approach allows you to get your point across and close the communication gap. Your ability to effectively communicate with every staff member will improve the overall performance of the hotel.

We hope you enjoy **KwikFix Spanish™ for Hotel Management**. We're committed to improving this reference guide with each new edition. We welcome your feedback and suggestions. Feel free to contact us at:
Feedback@workplacelanguages.com

WORKPLACE LANGUAGES, LLC OFFERS:

- Practical, easy-to-use Bilingual Products
- Written Translations - superior quality & cost-effective
- One-day Survival Spanish Seminars
- Bilingual Inclusion Kit
- Workplace English Program for Spanish Speakers
- On-site Training, 24/7



CONTENT:

Ed Rosheim, Workplace Languages, LLC
voice: 651-330-9419 • fax: 651-330-9426
erosheim@workplacelanguages.com
www.workplacelanguages.com

© Workplace Languages, LLC 2007 **\$10.95**