

- 1) Hello... This is _____ (manager's name). Is _____ home?
Hola. Me llamo _____ . ¿Está _____ ?
 OH-lah / may / YAH-moh _____ / eh-STAH _____
- 2) May I speak with _____ ?
¿XXXXXXXXXX _____ ?
 poh-DREE-ah / ah-BLAHR / cohn _____
- 3) Is _____ coming to work?
¿Va a venir a trabajar _____ ?
 XXX / XX / XXX / XXX / XXXX _____
- 4) When will _____ be back?
¿Cuándo regresa _____ ?
 KWAHN-doh / ray-GRAY-sah _____
- 5) XX _____ XXXX?
¿Está enfermo(a) _____ ?
 ay-STAH / en-FAIR-moh _____
- 6) Is _____ sleeping?
¿XXXXXXXXXX _____ ?
 ay-STAH / dur-mee-EN-doh _____
- 7) Is _____ at his / her other job?
¿XXXX _____ XX XX XXXXX?
 ay-STAH _____ en / sue / OH-troh / trah-BAH-hoh
- 8) Do you know the phone number to reach _____ ?
¿Sabes tú el teléfono para llamarle a _____ ?
 SAH-bays / too / ell / tay-LAY-foh-noh / PAH-rah / yah-MAHR-lay / ah _____
- 9) XXX _____ XX XX XXXXXXXX?
¿Vendrá _____ a trabajar mañana?
 ven-DRAH _____ ah / trah-bah-HAHR / mahn-YAH-nah
- 10) Please tell _____ to be at work at _____ ?
¿XXX XXXXX _____ XXXXXX _____ (XXXXXX)?
 poor / fah-VOHR / DEE-lay / ah _____ kay / DAY-bay / ay-STAHR / en / ell / trah-BAH-hoh / ah / lahs / _____
 (day / lah / mahn-YAH-nah / TAHR-day / NOH-chay)
- 11) Thank you for your help.
Muchas gracias por tu ayuda.
 MOO-chas / grah-SEE-ahs / poor / tue / ah-YOO-dah
- 12) We are taking applications from _____ to _____ .
Estamos recibiendo solicitudes de _____ a _____ .
 XXXXX / XXXXXX / XXXXXX _____ ah _____

Spanish Reference Sheet

When you want to say at such and such a time you say "a la" or "a las."

At one o'clock	a la una	(ah / lah / OO-nah)
At 10:00	XXXXXXXXXX	(ah / lahs / dee-ess)
At 7:00	XXXXXXXXXX	(ah / lahs / see-EH-tay)
At 3:31	a las tres y treinta y uno	(XXXXXXXXXXXXXXXXXXXXXXXXXXXX)
You begin	XXXXXXXXXX	(em-pee-AY-sahs)
You're done	terminas	(XXXXXXXXXXXXXX)
your job	tu trabajo	(XXXXXXXXXXXXXX)
the interview	la entrevista	(lah / en-tray-VEE-stah)
the appointment	XXXXXXXXXX	(lah / SEE-tah)
the meeting	la reunión	(XXXXXXXXXXXXXXXXXX)
your shift	tu turno	(XXXXXXXXXXXXXX)
You begin at 3:00	XXXXXXXXXXXXXX	em-pee-AY-sahs / ah / lahs / trace
You're done at 8:00	Terminas a las ocho	tear-MEE-nahs / ah / lahs / OH-choh
Your shift is at 2:00	XXXXXXXXXXXXXX	too / TURN-oh / es / ah / lahs / dohs
in the morning	de la mañana	(day / lah / mahn-YAH-nah)
in the afternoon	XXXXXXXXXXXXXX	(day / lah / TAHR-day)
in the evening	de la noche	(XXXXXXXXXXXXXXXXXX)
January	enero	(eh-NAIR-oh)
February	XXXXXXX	(feh-BRAIR-oh)
March	marzo	(XXXXXX)
April	abril	(XXXXXX)
May	mayo	(MY-oh)
June	XXXXXX	(HOON-ee-oh)
July	XXXXXXXXXX	(HOO-lee-oh)
August	XXXXXXX	(ah-GOH-stoh)
September	septiembre	(sehp-tee-EM-bray)
October	octubre	(XXXXXXXXXXXXXXXXXX)
November	noviembre	(XXXXXXXXXXXXXX)
December	diciembre	(dee-see-EM-bray)
Monday	XXXXXXX	(LOO-ness)
Tuesday	XXXXXXX	(MAHR-tess)
Wednesday	miércoles	(mee-AIR-koh-less)
Thursday	jueves	(XXXXXX)
Friday	viernes	(XXXXXXXXXX)
Saturday	XXXXXXXXXXXXXX	(SAH-bah-doh)
Sunday	domingo	(doh-MEEN-goh)

0	XXXX	(SAIR-oh)
1	uno	(OON-oh)
2	dos	(dohs)
3	tres	(XXXX)
4	cuatro	(KWAH-troh)
5	XXXX	(SEEN-koh)
6	seis	(sace)
7	siete	(see-EH-tay)
8	ocho	(XXXX)
9	XXXX	(nooh-AY-vay)
10	diez	(dee-ess)
11	XXXXX	(OHN-say)
12	doce	(DOH-say)
13	trece	(XXXXXX)
14	catorce	(kah-TOHR-say)
15	XXXXXX	(KEEN-say)
16	dieciseis	(dee-es-ee-SACE)
17	diecisiete	(XXXXXXXX)
18	XXXXXXXXXX	(dee-es-ee-OH-choh)
19	diecinueve	(XXXXXXXXXX)
20	veinte	(XXXXXX)
21	veintiuno	(vain-tee-OON-oh)
22	XXXXXXXXXX	(vain-tee-dohs)
23	veintitres	(vain-tee-trace)
24	veinticuatro	(XXXXXXXXXXXXXXXXXX)
25	veinticinco	(vain-tee-SEEN-koh)
26	XXXXXXXXXX	(vain-tee-sace)
27	veintisiete	(vain-tee-see-EH-tay)
28	XXXXXXXXXX	(vain-tee-OH-choh)
29	veintinueve	(vain-tee-nooh-AY-vay)
30	treinta	(XXXXXXXXXX)
31	treinta y uno	(TRAIN-tah / ee / OOH-noh)
40	cuarenta	(kwahr-EN-tah)
50	XXXXXXXXXX	(seen-KWEN-tah)
60	sesenta	(seh-SEN-tah)
68	XXXXXXXXXX	(seh-SEN-tah / ee / OH-choh)
70	setenta	(XXXXXXXXXX)
80	ochenta	(XXXXXXXXXX)
90	noventa	(XXXXXXXXXX)
97	noventa y siete	(no-VEN-tah / ee / see-EH-tay)
100	XXXX	(see-EN)
105	XXXXXX	(see-EN-toh / SEEN-koh)
200	doscientos	(XXXXXXXXXX)
300	trescientos	(XXXXXXXXXXXXXXXXXX)
400	cuatrocientos	(XXXXXXXXXXXXXXXXXXXXXX)
500	quinientos	(key-nee-EN-tohs)
600	XXXXXXXXXX	(sace-see-EN-tohs)
700	XXXXXXXXXX	(seh-teh-see-EN-tohs)
800	XXXXXXXXXX	(oh-choh-see-EN-tohs)
900	novcientos	(no-vay-see-EN-tohs)
1000	mil	(XXXXXXXXXX)
2000	dos mil	(dose meel)