WORKPLACE LANGUAGES

651.436.8221

SURVIVAL SPANISH "CHEAT SHEET"

GETTING IT DONE

ENGLISH	SPANISH	PRONUNCIATION
The work schedule	El horario de trabajo	(ell / oh-**rah**-ree-oh / day / trah-bah-hoh)
How many… Which…	¿Cuántas... ¿Cuáles...	(**kwan**-tahs) (**kwah**-lays)
hours can you work? days can you work?	horas puedes trabajar? días puedes trabajar?	(**oh**-rahs / poo-**ay**-days / trah-bah-**hahr**) (**dee**-ahs / poo-**ay**-days / trah-bah-**hahr**)
You work this Friday at six.	Trabajas este viernes a las seis.	(Trah-**bah**-hahs / **ay**-stay / vee-**ayr**-nays / ah / lahs / **say**-ees)
Change of schedule	Cambio del horario	(**kahm**-bee-oh / dayl / oh-**rah**-ree-oh)
Notice One week notice	Aviso Una semana de aviso	(ah-**vee**-soh) (**oo**-nah / say-**mah**-nah / day / ah-**vee**-soh)
Vacation Personal time-off	Las vacaciones Tiempo personal	(lahs / vah-kah-see-**oh**-nays) (tee-**aym**-poh / payr-soh-**nahl**)
Fifteen minute break	Descanso de quince minutos	(days-**kahn**-soh / day / **keen**-say / mee-**noo**-tohs)
Lunch break	Descanso para el lonche	(days-**kahn**-soh / **pah**-rah / ayl / **loon**-chay)
Call if you're sick	Llamas si estás enfermo	(**yah**-mahs / see / ay-**stahs** / ayn-**fayr**-moh)
As soon as possible	Tan pronto como posible	(tahn / **prohn**-toh / **koh**-moh / poh-**see**-blay)
Did you punch in? Did you punch out?	¿Ponchaste la llegada? ¿Ponchaste la salida?	(pohn-**chah**-stay / lah / yay-**gah**-dah) (pohn-**chah**-stay / lah / sah-lee-dah)
You must punch your own card.	Debes ponchar tu propia tarjeta.	(**day**-bays / pohn-**chahr** / too / **proh**-pee-ah / tahr-**hay**-tah)
Overtime	Horas extras / Tiempo extra	(**oh**-rahs / **ayk**-strahs) (tee-aym-poh / ayk-strah)
Cut in hours	Corte de horas	(**kohr**-tay / day / **oh**-rahs)

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