

Fig. 2.7. Sectors of the Norwegian aluminium

a	ai	i	junta	o	orras
b	baj	k	kun	u	urad
c	car	l	elja	z	zar
d	dja	m	marad	u	ur
e	er	n	narad	u	urad
f	far	h	harad	u	urad
g	gar	o	or	u	urad
h	harad	g	gar	y	yad
i	ir	q	qar	z	zar

0	otto	13	trece	23
1	nove	12	doce	24
2	dez	13	treze	25
3	três	14	catorze	26
4	quatro	15	quinze	27
5	cinco	16	dezesseis	28
6	seis	17	dezoito	29
7	sete	18	dezoito	30
8	oito	19	dezanove	70
9	nove	20	vinte	80
100	cem	21	vinte e um	90

32	ventral lobes	140	epistyle anterior
30	tepalata	200	disoclamens
31	tepalata y sutura	300	transclament
32	tepalata y dors	400	quatrocentos
40	cuarenta	500	quinientos
50	cincuenta	600	seiscientos
60	sesenta	700	setecientos
70	setenta		
80	ochenta		
90	noventa		
000	cien		

NOTE: For cardinal numbers and to some ordinal and number

NOTE: For cardinals, **uno** changes to **un** before **masculine** nouns and to **una** before **feminine** nouns; cardinals agree **gender** and **number** with their nouns; **primo** and **terzo** plural follow masculine singular nouns.

3rd	permanens
2nd	nervosa
1st	formosa
4th	eximius
5th	apertus
6th	mutus
7th	sublimis
8th	extremus
9th	maximus
10th	divinus

- Words ending in *-ción* or *-ción* or the consonants *n* or *s* have stress on the next-to-last syllable and are called **palabras graves**: *ca-bi-lá-lis* (caballero), *ca-bá-lis* (caballo), *ca-bá-lis* (caballo), *ca-bá-lis* (caballo).
- Words ending in a consonant other than *n* or *s* have stress on the last syllable and are called **palabras agudas**: *doc-tór* (doctor), *ca-pá-lis* (capítulo), *frá-gil* (frágil), *frá-gil* (frágil).
- When a word does not conform to either of the previously mentioned rules, a written accent indicates where the stress falls: *ca-bá-lis* (caballero), *ca-bá-lis* (caballo), *ca-bá-lis* (caballo), *ca-bá-lis* (caballo).
- A written accent also needs to distinguish between two words with the same spelling but different meanings, such as *ca-bá-lis* (caballero) and *ca-bá-lis* (caballo), and *ca-bá-lis* (caballero) and *ca-bá-lis* (caballo).

- A single vowel sound, with or without accompanying consonants, makes up a syllable
 - Diphthongs and triphthongs tend to make a single vowel sound and cannot be divided
 - A diphthong constitutes a strong vowel (a, e, o) and a weak vowel (i, u, y): ai-re (air), ea-st-di-an (student), two weak vowels can also form a diphthong: ch-ia-d (city), oi-sh (noise)
 - A triphthong consists of a strong vowel between two weak ones: ea-io-u (you cannot)
 - Two strong vowels do not form a diphthong and are separated into two syllables: am-ph-e (aph), eg-ip-s (city)
 - A written accent on a weak vowel denotes a diphthong, separating it into two syllables: eg-i-se (more), oi-g-y (day)
- A single consonant forms a syllable with the vowel (or a single vowel sound in the case of a diphthong or triphthong) that follows it: an-th-e (half), pal-l-e (handicap)
- The digraphs ch, ll, and rr represent a single sound and cannot be separated: an-th-e-ch (boy), se-rr-e-ll (seed), pe-rr-e (dog)
- When two consonants come between two vowels, the first consonant goes with the preceding vowel and the second consonant goes with the following vowel: ma-g-et-er (Tuesday), ch-ia-s-er (chairs)
- Exception: When h, s, d, f, g, p, or t is followed by l or r, both consonants go with the following vowel: se-rr-e-ll (seed), te-g-g-er (to learn)
- When three consonants come between two vowels, the first two consonants go with the preceding vowel and the third consonant goes with the following vowel: an-g-l-l-e-tt (constitute), tr-e-ss-e-ss-e-ll (to transfer)
- Exception: When h, s, d, f, g, p, or t is followed by l or r, only the first consonant goes with the preceding vowel, the last two consonants with the following vowel: ho-u-rr-e-rr (hour), te-ss-e-rr-e-ll (to transfer)

- Capitalization in Spanish:
 - The first word in a sentence: *Voy mañana.* (I am going tomorrow.)
 - Proper nouns, such as names of countries, people, continents, and geographical locations: *Estados Unidos, María, Europa, Everest*
 - The first word of a title and proper nouns: *El rey: ¿Chen aún se casó?* (The Monarch/President: Chen still married?)
- Abbreviated personal titles: *Sra. Ramos, Dr. Gómez*
- Do not capitalize in Spanish:
 - Names denoting nationality or religious affiliation: *irlandés (Irish), católico (Catholic)*
 - Names of languages: *español (Spanish), ruso (Russian)*
 - Days of the week and months of the year: *lunes, el día de mayo (Monday, May 2)*
 - Second-most important titles: *señor Columbus, señorita Villanueva*

- Spanish articles indicate a specific person, place, or thing. The Spanish definite articles *el, la, los, and las* (which translate to the in English) are used with:
 - Nouns used as subjects or objects, (Study in good.)
 - Nouns in a series, *Frango de libros, el cuaderno y el bolígrafo sobre la mesa.* (I put the book, notebook, and pen on the table.)
 - Certain nouns such as *ciudad (city)* and *escuela (school)*, where English often omits the article, *¿Vas a la ciudad?* (Are they going to just?, Ella va a la escuela. (She is going to school.)
- Abstract concepts: *La bondad es una virtud.* (Kindness is a virtue.)
- Nouns of weight or measure: *Las pesas cuestan un dólar la libra.* (The pesos cost one dollar a pound.)
- Titles when used with a name: *La Sra. García Ramírez.* (Dr. García called.)

- Most nouns ending in -a and nouns denoting males are masculine: *o libro* (the book), *o homem* (the man)
- Exceptions: *a moça* (the girl) and abbreviated words such as *a moto* (the motorcycle, short for *a motocicleta*), *a foto* (the photo, short for *a fotografia*), and *a disco* (the discotheque, short for *a discoteca*) are feminine
- Most nouns ending in -o and nouns denoting females are feminine: *a mesa* (the table), *a mulher* (the woman)
- Exceptions: Words of Greek origin ending in -ma, -pa, and -ta such as *o programa* (the program), *o mapa* (the map), and *o planeta* (the planet) are masculine
- Nouns ending in -ão, -ãoz, -tão, -tãoz, and -nhão are masculine: *o santão* (the saint), *o cidadão* (the citizen), *o libertão* (the freedom), *o javertão* (the youth), *o machão* (the man)
- Some nouns have the same form for both genders: *o/a artista* (the artist), *o/a pianista* (the pianist), *o/a cliente* (the client)

- Days of the week, the holiday when something occurs, when English uses "on": *Vinimos al cine el sábado.* (We are going to the movies on Saturday.)
- Parts of the body or articles of clothing, especially with reflexive verbs: *Se puso el abrigo.* (I put on my coat.)
- Nationalities and countries: *Ellos son de Colombia.* (They are from Colombia.)
- Florida, of Ecuador, in America del Sur
- Proper nouns modified by an adjective: *el pequeño José* (little José)

- Indefinite articles (a, an, and some in English) indicate a nonspecific person, place, or thing; the Spanish indefinite articles **un, una, unos, unas** and **unos** are:
 - Used in the same way as in English and normally come before the noun
 - Not used in certain situations, such as after **ser** (to be), **estar** (to be), **haber** (to have), and **existir** (to exist)
 - Example: **Un profesor** (A teacher) but **Unos profesores** (Some teachers) and **Unos muy buenos profesores** (Some good teachers)

- To make a noun plural:
 - Add -s to a noun ending in a vowel: *libro (book)* → *libros (books)*, *puerta (door)* → *puertas (doors)*
 - Add -es to a noun ending in a consonant: *pared (wall)* → *paredes (walls)*, *profesor (teacher)* → *profesores (teachers)*
 - Change an *o* or *u* add -es to a noun ending in -o: *hijo (son)* → *hijos (sons)*, *luz (light)* → *luzes (lights)*

Adjective		Fem. Form	Adverb	
exacto	exact	exacta	exactamente	exactly
feliz	happy	feliz	felizmente	happily
feliz	happy	feliz	felizmente	happily
comum	common	comum	comumente	commonly

NOTE: A summary account is maintained in the annex.

- **Business processes performed are not changed, with emphasis:**

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* Adverbs are placed before the adjectives they modify, but usually after the verb. *La profesora es muy simpática.* (The teacher is very nice.) *Ella habla rápido.* (She speaks fast.)
 * In a series of adjectives, the feminine form is used for all adjectives but *mucho* is placed only on the last one: *Ella habla lenta, clara, correctamente.* (She speaks slowly, clearly, and correctly).

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