Work Spanish DFW

FREE WORKPLACE PHRASE KIT

100 polite workplace Spanish phrases and a 14-day practice plan

A plain starting resource for adults in the Dallas–Fort Worth area who work with the public and are beginning Spanish. This is not a complete course, not employer training, and not a promise of fluency or results in 14 days. Work Spanish DFW is not affiliated with any employer or local agency.

> **How to use this kit.** At work with adult customers, start with the formal *usted* lines unless someone clearly invites a more informal tone. Read a short section, say the Spanish out loud, and come back to it the next day. The 14-day outline is a suggested practice rhythm, not a deadline. Learners start in different places, and progress is uneven. We do not invent success rates, testimonials, or local statistics. In many DFW workplaces you will hear everyday Mexican and Central American Spanish; wording here is meant to fit that kind of setting. Informal (*tú*) and formal (*usted*) options are marked where it helps. In Spain, people also use vosotros for informal plural "you," which this short list does not cover in detail.

A few pronunciation notes

These notes are a starting point, not a complete pronunciation guide. Vowels are often steadier than in English: *a* as in "father," *e* a bit like "bet," *i* like "see," *o* like "go" (shorter), *u* like "food." The letter *j* (and *g* before e or i) is a strong *h* sound. In much of Latin America, *ll* and *y* often sound like the *y* in "yes"; in some places they sound closer to "zh" or "sh." The letter *h* is silent. A written accent mark (as in *está* or *qué*) shows stress or distinguishes meaning. Listening to real speakers will teach you more than this paragraph can.

The 100 phrases

Greetings and introductions (formal and informal)

#	SPANISH	ENGLISH
1	**Hola.**	Hello.
2	**Buenos días.**	Good morning.
3	**Buenas tardes.**	Good afternoon.
4	**Buenas noches.**	Good evening, or good night.
5	**¿Qué tal?** Informal.	How's it going?

#	SPANISH	ENGLISH
6	**¿Cómo estás?** Informal, tú.	How are you?
7	**¿Cómo está usted?** Formal, usted.	How are you?
8	**Bien, gracias.**	Fine, thank you.
9	**Mucho gusto.**	Nice to meet you.
10	**Me llamo…**	My name is…
11	**¿Cómo te llamas?** Informal.	What's your name?
12	**¿Cómo se llama usted?** Formal.	What's your name?

Courtesy at work

#	SPANISH	ENGLISH
13	**Por favor.**	Please.
14	**Gracias.**	Thank you.
15	**Muchas gracias.**	Thank you very much.
16	**De nada.**	You're welcome.
17	**Perdón.**	Pardon, or sorry.
18	**Disculpe.** Often used to get someone's attention, formal.	Excuse me.
19	**Lo siento.**	I'm sorry.
20	**Con permiso.**	Excuse me (to pass by).
21	**¿Puede ayudarme?** Formal.	Can you help me?
22	**No se preocupe.** Formal.	Don't worry.

Short replies and asking someone to repeat

#	SPANISH	ENGLISH
23	**Sí.**	Yes.
24	**No.**	No.

#	SPANISH	ENGLISH
25	**Claro.**	Of course, or sure.
26	**Está bien.**	That’s fine, or okay.
27	**No sé.**	I don’t know.
28	**No entiendo.**	I don’t understand.
29	**No hablo español muy bien.**	I don’t speak Spanish very well.
30	**¿Habla inglés?** Formal or general.	Do you speak English?
31	**¿Puede repetir, por favor?** Formal.	Can you repeat that, please?
32	**¿Puede hablar más despacio?** Formal.	Can you speak more slowly?

Numbers, days, and time

#	SPANISH	ENGLISH
33	**Uno, dos, tres.**	One, two, three.
34	**Cuatro, cinco, seis.**	Four, five, six.
35	**Siete, ocho, nueve, diez.**	Seven, eight, nine, ten.
36	**¿Qué hora es?**	What time is it?
37	**Es la una.**	It’s one o’clock.
38	**Son las dos.**	It’s two o’clock.
39	**Hoy.**	Today.
40	**Mañana.**	Tomorrow. (Also means “morning.”)
41	**Ayer.**	Yesterday.
42	**Ahora.**	Now.
43	**Más tarde.**	Later.
44	**¿A qué hora abre?**	What time does it open?
45	**¿A qué hora cierra?**	What time does it close?

Food, drink, and simple orders

#	SPANISH	ENGLISH
46	**Tengo hambre.**	I’m hungry.

#	SPANISH	ENGLISH
47	**Tengo sed.**	I’m thirsty.
48	**Un vaso de agua, por favor.**	A glass of water, please.
49	**Un café, por favor.**	A coffee, please.
50	**La carta, por favor.** In some places people say el menú.	The menu, please.
51	**Una mesa para dos.**	A table for two.
52	**Soy vegetariano / vegetariana.** Choose the form that fits you.	I’m vegetarian.
53	**No como carne.**	I don’t eat meat.
54	**¿Hay opciones sin gluten?**	Are there gluten-free options?
55	**¿Qué recomienda?** Formal.	What do you recommend?
56	**Está muy bueno.**	It’s very good.
57	**Para llevar.**	To go, or takeaway.
58	**La cuenta, por favor.**	The check, please.

Directions

#	SPANISH	ENGLISH
59	**¿Dónde está…?**	Where is…?
60	**¿Dónde está el baño?**	Where is the bathroom?
61	**A la derecha.**	To the right.
62	**A la izquierda.**	To the left.
63	**Siga derecho.** Formal.	Go straight ahead.
64	**Está cerca.**	It’s nearby.
65	**Está lejos.**	It’s far.
66	**La estación.**	The station.
67	**El aeropuerto.**	The airport.
68	**La parada de autobús.**	The bus stop.
69	**Un taxi, por favor.**	A taxi, please.

#	SPANISH	ENGLISH
70	**Estoy perdido / perdida.** Choose the form that fits you.	I'm lost.

Prices and payment

#	SPANISH	ENGLISH
71	**¿Cuánto cuesta?**	How much does it cost?
72	**¿Cuánto es?**	How much is the total?
73	**Está caro.**	It's expensive.
74	**¿Tiene...?** Formal.	Do you have...?
75	**Quisiera esto, por favor.**	I would like this, please.
76	**Esto, por favor.**	This one, please.
77	**¿Aceptan tarjeta?**	Do you take cards?
78	**¿Puedo pagar en efectivo?**	Can I pay in cash?
79	**Nada más, gracias.**	Nothing else, thank you.
80	**Está bien de precio.**	The price is reasonable.

Asking for help and clarifying

#	SPANISH	ENGLISH
81	**¡Ayuda!**	Help!
82	**Necesito un médico.**	I need a doctor.
83	**¿Dónde está el hospital?**	Where is the hospital?
84	**Me siento mal.**	I feel sick, or I feel unwell.
85	**Perdí mi...**	I lost my...
86	**No encuentro...**	I can't find...
87	**¿Cómo se dice... en español?**	How do you say... in Spanish?
88	**¿Qué significa esto?**	What does this mean?
89	**¿Lo puede escribir, por favor?** Formal.	Can you write it down, please?
90	**¿Me puede mostrar en el mapa?** Formal.	Can you show me on the map?

Other practical phrases

#	SPANISH	ENGLISH
91	**¿Hay wifi?**	Is there wifi?
92	**¿Cuál es la contraseña?**	What's the password?
93	**Está abierto.**	It's open.
94	**Está cerrado.**	It's closed.
95	**Un momento, por favor.**	One moment, please.
96	**No hay problema.**	No problem.
97	**¿Está bien si…?**	Is it okay if…?
98	**Hasta luego.**	See you later.
99	**Hasta mañana.**	See you tomorrow.
100	**Adiós.**	Goodbye.

A 14-day practice plan

Plan for about 10–15 minutes a day, including days you work. If you miss a day, continue on the next one rather than trying to "catch up" in one long sitting. Short, repeated practice is the point of this outline. Completing all 14 days does not mean you are fluent, conversational, or finished learning, and it is not a workplace certification.

1. **Day 1 — Formal greetings** Read the greetings section once, focusing on the formal *usted* lines. Say each Spanish line slowly, then the English, then the Spanish again. Pick three phrases you would actually use on a shift (for example, buenos días, ¿cómo está usted?, mucho gusto) and repeat them several times.
2. **Day 2 — Courtesy lines you can use at a counter** Say yesterday's three phrases from memory, looking only if you get stuck. Then work through the courtesy section. Add por favor, gracias, de nada, and ¿en qué le puedo ayudar? if it is in your set.
3. **Day 3 — Usted as the default at work** Compare ¿cómo estás? with ¿cómo está usted?, and ¿cómo te llamas? with ¿cómo se llama usted? Practice the formal set as your default with adult customers. Notice the informal forms so you can recognize them; you do not need to master every form today.
4. **Day 4 — Asking someone to repeat** Practice sí, no, no entiendo, no hablo español muy bien, and ¿puede repetir, por favor? Imagine a short exchange at a counter: you greet someone, they speak quickly, and you ask them to repeat.
5. **Day 5 — Light review** Without looking, write or say as many phrases as you can from days 1–4. Check the list and mark a few that need another pass. Short review matters more than adding new material today.

6. **Day 6 — Numbers, time, and a simple price** Read the numbers and time section. Count from one to ten out loud. Practice ¿qué hora es? and one price line, such as son diez dólares. You do not need to learn a full time-telling system in one sitting.
7. **Day 7 — A simple food or drink order (first half)** Practice the first several food-and-drink phrases as if you were helping with a short café order. Keep the pace slow and clear.
8. **Day 8 — Finishing the order** Review yesterday, then add the rest of the food section, including la cuenta, por favor. Role-play a two-minute counter visit out loud, including a thank-you.
9. **Day 9 — Directions at work** Practice ¿dónde está…?, ¿dónde está el baño?, a la derecha, a la izquierda, and siga derecho. Point around the room as you say them. Remember that derecha is “right” and derecho is “straight ahead.”
10. **Day 10 — Prices and payment** Work through the prices and payment phrases. Practice ¿cuánto cuesta?, el total es…, and ¿aceptan tarjeta? A short made-up checkout is enough.
11. **Day 11 — Asking for help and clarifying** Practice the clarification phrases: ¿cómo se dice… en español?, ¿qué significa esto?, and ¿puede hablar más despacio? These are useful when a list is not enough, which will happen often.
12. **Day 12 — Other practical phrases** Add the practical set: ¿hay wifi?, está abierto / está cerrado, hasta luego, and adiós. Then greet, give a simple direction or a price, thank the person, and say goodbye in one short loop.
13. **Day 13 — A mixed workday review** Shuffle the kit: pick ten numbers at random and say those phrases. Then have a short imaginary shift: a morning greeting, a simple order, a direction or a wait time, a price, and a goodbye. Look at the list only after you try.
14. **Day 14 — What to keep practicing** Choose 15–20 phrases you want to keep for work. Say them once from memory and once while reading. Note two or three situations still missing from this kit (for example, a specific job term or a family conversation) so you know what to learn next from a class, a tutor, or more reading. This is a stopping point for the two-week outline, not the end of learning Spanish and not a workplace credential.

When this kit is not enough

A hundred phrases will not cover every shift, medical details, or long conversations. If a conversation becomes medical or legal, pause and get a professional interpreter. If you want structured lessons, feedback on speaking, or a longer path, consider a class, a tutor, or a full course — and read any program’s own terms before you buy. This kit remains free to keep either way.

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