

## Guide Tips

- For each English word/phrase, you are given the Spanish equivalent and corresponding punctuation.
- “/” is used to separate words within phrases (e.g., Como esta? = ko-mo / ess-tah)
- “//” is used to separate two separate phrases on the same line (e.g., Yes // No = Si // No)
- The bolding in the pronunciation column indicates which syllable receives the most emphasis in a word (e.g., **oh**-la for hola)

WORD OR PHRASE	SPANISH EQUIVALENT	PRONUNCIATION
<b>MEETING &amp; GREETING</b>		
Can I help you?	Le puedo ayudar?	lay / <b>pway</b> -doe / ah-you- <b>dahr</b>
Good Afternoon	Buenas tardes	<b>bway</b> -nAhs / <b>tar</b> -days
Good Morning	Buenas dias	<b>bway</b> -nohs / <b>dee</b> -ahs
Have a good afternoon	Que tenga una Buena tarde	kay / ten-gah / oon-a / <b>bwen</b> -ah / <b>tar</b> -day
Have a good day (too)	Que tenga un Buen dia (tambien)	kay / ten-gah / oon / bwen / <b>dee</b> -ah (tam- <b>bee</b> -en)
Hello	Hola	oh-lah
How are you?	Como esta?	<b>Ko</b> -mo / <b>ess</b> -tah
Very well, thank you. // And you?	Muy bien, gracias. // Y usted?	Mwee / <b>bee</b> -en / <b>grah</b> -see-ahs // ee / oo-sted
My name is (your name).	Mi nombre es. (your name).	May / <b>yah</b> -mo (your name)
What's your name?	Cual es su nombre?	<b>Ko</b> -mo / say / <b>yah</b> -mah / oo- <b>sted</b>
<b>TITLES</b>		
Mister or Sir	Senor	sen- <b>yore</b>
Miss	Senorita	sen-yore- <b>ree</b> -tah
Mrs. or Ms.	Senora	sen- <b>yore</b> -ah
<b>POLITE WORDS AND PHRASES</b>		
Do you speak English?	Habla Ingles?	<b>ah</b> -blah / een- <b>glace</b>
Do you understand?	Entiende?	Comb- <b>pren</b> -day
Excuse me	Perdone	pair- <b>doan</b> -ay
I don't understand	No entiendo	no / comb- <b>pren</b> -doe
I speak a little Spanish	Hablo un poco de Espanol	ah-blow /oon / <b>po</b> -ko /day / ess-pahn- <b>yole</b>
I'm sorry!	Lo siento	lo / see- <b>en</b> -toe
Just a moment	Un momento	oon / mo- <b>men</b> -toe
Please	Por favor	por / fah- <b>voer</b>
Repeat that please	Repita eso por favor	ray- <b>pee</b> -tah / <b>ess</b> -so /por / fah- <b>voer</b>
Slower	Mas despacio	mahs / day- <b>spa</b> -see-oh
Thank you (very much)	(Muchas) Gracias	(moo-chahs) <b>grah</b> -see-ahs
What do you need?	Que necesita?	<b>Kay</b> / nay-say- <b>see</b> -tah
What else do you need?	Necesita algo mas?	nay-say- <b>see</b> -tah / <b>ahl</b> -go / mahs
Write it please.	Escriba Por favor.	ess- <b>kree</b> -bah-lo / por / fah- <b>voar</b>
Yes // No	Si // No	see // no
You're welcome	De nada	day / <b>nah</b> -dah
<b>BANKING TERMINOLOGY</b>		
Account number	numero de cuenta	<b>noo</b> -may-ro / day / <b>kwen</b> -ta
ATM card	tarjeta de cajero automatico	tar-hay-tah / day / kay- <b>hair</b> -oh / ow-toe- <b>mah</b> -tee-co
ATM machine	cajero automatico	kah- <b>hair</b> -oh / ow-toe- <b>mah</b> -tee-co
Cent // cents	centavo // centavos	sen- <b>tah</b> -vo // sen- <b>tah</b> -vos
Credit card	tarjeta de credito	tar- <b>hay</b> -tah / day / <b>cred</b> -ee-toe
Debit card	tarjeta de debito	tar- <b>hay</b> -tah / day / <b>deb</b> -ee-toe
Deposit slip	hoja de deposito	<b>oh</b> -hah / day / day- <b>poe</b> -see-toe
Dollar // dollars	dolar // dolares	<b>doe</b> -lahr // <b>doe</b> -lah-res
Dollar bills // coins	billetes // monedas	bee- <b>yet</b> -tays // mo-nay-dahs
Fee	cargo	<b>car</b> -go
Fee-check cashing	cargo por cambiar cheques	<b>car</b> -go / por / kahm- <b>bee</b> -ahr / <b>check</b> -ess

WORD OR PHRASE	SPANISH EQUIVALENT	PRONUNCIATION
<b>BANKING TERMINOLOGY (continued)</b>		
Insufficient funds	fondos insuficientes	<b>phone</b> -dose / een-soo-fee-see- <b>en</b> -tess
Large or small (bills)?	Denominacion	<b>grahn</b> -day / oh / pah- <b>kane</b> -yo
Money	dinero	dee- <b>nay</b> -ro
Money order	orden de pago	<b>oar</b> -den / day / pah-go
Photo ID	identificacion con foto	ee-den-ten-fee- <b>kah</b> -see- <b>own</b> / <b>foe</b> -toe
Receipt	recibo	ray- <b>see</b> -bo
Wire transfer	transferencia bancaria	trahns-fair-ren- <b>see</b> -ah / bahn- <b>kah</b> -ree-ah
Withdrawal slip	formulario de retiro	form-you- <b>lah</b> -re-oh / day / ray- <b>tee</b> -ro
<b>PERSONAL INFORMATION</b>		
What is your...	Cual es su...	<b>kwahl</b> / ess / soo ...
Write down your...	Escriba su...	ess- <b>kree</b> -bah / soo ...
... current address	direccion actual	dee-reck-see- <b>own</b> / ack-too- <b>ahl</b>
... city and state	ciudad y estado	see-oo- <b>dahd</b> / ee / ess- <b>tah</b> -do
... zip code	codigo postal	<b>ko</b> -dee-go / poe- <b>stahl</b>
... previous address	direccion anterior	dee-reck-see- <b>own</b> / ahn-tair-ee- <b>oar</b>
... phone number	numero de telefono	<b>noo</b> -may-ro / day / tay- <b>lay</b> -fo-no
... social security number	numero de seguro social	<b>noo</b> -may-ro / day / say- <b>goo</b> -ro / so-see- <b>ahl</b>
<b>CHECK TRANSACTIONS</b>		
Do you want to cash this check?	Desea cambiar esta cheque?	day- <b>say</b> -ah / kahm-bee- <b>ahr</b> / <b>ess</b> -tay / <b>check</b> -ay
Sign here	firmo aqui	<b>fear</b> -may / ah-key
(Do you want) large or small bille?	(Desea) billetes grandes o pequenos?	(day- <b>day</b> -ah) / bee- <b>yet</b> -tays / <b>grahn</b> -days / oh / pay- <b>kane</b> -yose
... hundred dollar bills	denominacion billetes de cien dolares	bee- <b>yet</b> -tays / day / see- <b>en</b> / <b>doe</b> -lah-res
... fifty dollar bills	billetes de cincuenta dolares	bee- <b>yet</b> -tays / day / seen- <b>kwen</b> -tah / <b>doe</b> -lah-res
... twenty dollar bills	billetes de veinte dolares	bee- <b>yet</b> -tays / day / <b>vane</b> -tay / <b>doe</b> -lah-res
... ten dollar bills	billetes de diez dolares	bee- <b>yet</b> -tays / day / dee- <b>ess</b> / <b>doe</b> -lah-res
... five dollar bills	billetes de cinco dolares	bee- <b>yet</b> -tays / day / <b>seen</b> -ko / <b>doe</b> -lah-res
Here is your money	Aqui esta su dinero	ah- <b>key</b> / es- <b>tah</b> / soo / dee- <b>nay</b> -ro
Do you want to deposit it in...	Quiere depositarlo	kay- <b>air</b> -ray / day-poe-see- <b>tarlo</b> / en...
...your savings account?	Su cuenta de ahorros?	soo / <b>kwen</b> -tah / day / ah- <b>oar</b> -ose
... your checking account?	Su cuenta de cheques?	soo / <b>kwen</b> -tah / day / <b>check</b> -ess
Fill out a deposit slip	llene una hoja de deposito	<b>yay</b> -nay / <b>oo</b> -nah / <b>oh</b> -hah / day / day- <b>poe</b> -see-toe
Do you know the account number?	Sabe su numero de cuenta?	<b>sah</b> -bay / soo / <b>noo</b> -may-ro / day / <b>kwen</b> -tah
We can look it up	Lo podemos buscar	lo / poe- <b>day</b> -mose / boose- <b>car</b>
Here is your receipt	Aqui esta su recibo	ah- <b>key</b> / ess- <b>tah</b> / soo / ray- <b>see</b> -bo
Thank you for banking with us!	Gracias por tener su cuenta con nosotros!	<b>grah</b> -see-ahs / por / tay- <b>nair</b> / soo / <b>kwen</b> -tah / cone / <b>nos</b> -tros
<b>PROBLEMS WITH CHECKS</b>		
Do you have an account here?	Tiene una cuenta aqui?	tee- <b>en</b> -ay / <b>oo</b> -nah / <b>kwen</b> -tah / ah- <b>key</b>
Do you need a deposit slip?	Necesita una hoja de deposito?	nay-say- <b>see</b> -tah / <b>oo</b> -nah / <b>oh</b> -hah / day / day- <b>poe</b> -see-toe
I'm sorry we cannot cash this check	Lo Siento no podemos cambiar esta cheque	lo / see- <b>en</b> -toe / no / po- <b>day</b> -mose / kahm-bee- <b>ahr</b> / <b>ess</b> -tay / <b>check</b> -ay
This check is from another bank	Esta cheque es de otro banco	<b>ess</b> -tay / <b>check</b> -ay / ess / day / <b>oh</b> -tro / <b>bahn</b> -ko
You must go to the other bank	Tiene que ir a otro banco	tee- <b>en</b> -ay / kay / ear / ah / <b>oh</b> -tro / <b>bahn</b> -ko
This check is not valid	Esta cheque no es valido	<b>ess</b> -tay / <b>check</b> -ay / no / ess / <b>bah</b> -lee-doe
... it has expired	ha vencido	ah / ven- <b>see</b> -doe
... it has been altered	ha sido alterado	ah / <b>see</b> -doe / all-tair- <b>ah</b> -doe
... the funds are not available	el cheque no tiene fondos	el / <b>check</b> -ay / no / tee- <b>en</b> -ay / <b>phone</b> -dose

WORD OR PHRASE	SPANISH EQUIVALENT	PRONUNCIATION
<b>PROBLEMS WITH CHECKS (continued)</b>		
This check is above your limit	Esta cheque esta sobre ju limite	<b>ess-tay / check-ay / ess-tah / so-bray / mee / lee-mee-tay</b>
This check must be approved	Esta cheque debe ser aprobado	<b>ess-tay / check-ay / beh-bay / sair / ah-pro-bah-doe</b>
One moment please	un momento por favor	<b>oon / mo-men-toe / por / fah-voar</b>
You must sign the check	Necesita firmar el cheque	<b>nay-say-see-tah / fear-mar / el / check-ay</b>
I must verify the signature	Necesito verificar la firma	<b>nay-say-see-toe / vay-ree-fee-car / lah / fear-mah</b>
<b>IDENTIFICATION</b>		
We must have...	Necesitamos...	<b>nay-say-see-tah-mose</b>
... a photo ID	identificacion con foto	<b>ee-den-tee-fee-cah-see-own / cone / foe-toe</b>
... a driver's license	una licencia de manejar	<b>oo-nah / lee-sen-see-ah / day / mahn-ay-har</b>
... a state ID	identificacion del estado	<b>ee-den-tee-fee-cah-see-own / dell / ess-tah-doe</b>
... a Resident Alien Card	tarjeta de Residente Permanente	<b>tar-hay-tah / day / ray-see-den-tay / pair-mah-nen-tay</b>
... a military ID	carnet militar(also carne militar)	<b>car-net / mee-lee-tar (car-nay / mee-lee-tar)</b>
... a Mexican government ID	Matricula Consular	<b>Met-rick-you-lah / Cone-soo-lahr</b>
... a valid passport	pasaporte valido	<b>pah-sah-por-tay / vah-lee-doe</b>
This ID is not valid...	Esta identificacion no esa valida...	<b>ess-tah / ee-den-tee-fee-kah-see-own / no / ess / vah-lee-day</b>
... it has expired	ha vencido	<b>ah / ven-see-dah</b>
... it does not have a photo	no tiene foto	<b>no / tee-en-ay / foe-toe</b>
... it has been altered	ha sido alterada	<b>ah / see-doe / ahl-tair-ah-dah</b>
... it is not the right type	no es el tipo correcto	<b>no / ess / el / tee-poh / core-reck-toe</b>