Vocabulary

el programador de informática-computer programmer
la secretaria-secretary
la oficina-office
el gerente-manager
el contable-accountant
el comerciante-businessman
el cliente-client
el cajero-teller
la venta-sale
la compra-buying
la mercancía-merchandise
satisfecho-satisfied
el tribunal-court
el juez-judge
el abogado-lawyer
el bufete del abogado-lawyer's office
la alcaldía-city hall
el alcalde-mayor
el funcionario-city hall employee
la profesión-profession
el título universitario-university degree
el ingeniero-engineer

More Vocab

un puesto-position
el anuncio-ad
el departamento de recursos humanos-department of human resources
el candidato, el aspirante-candidate
el entrevistador-interviewer

Infinitive

Infinitive mood expresses factual information, certainty, and objectivity in regard to the verb/action.
PRESENT TENSE CONJUGATION:
AR: o, as, a, amos, an
ER/IR: o, es, e, emos/imos, en

Infinitive

SPOCK: Speech and communication, Perceptions, Occurrences and events, Certainty, and Knowledge and understanding.
Concept/Related verbs:
Speech and communication: Decir, describir, gritar, indicar, mencionar, repetir, revelar,señalar, asegurar, comentar, afirmar, aludir a, etc.
Perceptions: Notar, observar, oír, percibir, encontrarse, ver, etc.
Occurrences and events: Ocurrir, suceder, pasar, acontecer, etc.
Certainty: es claro que, es seguro que, es cierto que, es obvio que, no es posible que, es evidente que, etc.
Knowledge and understanding: Creer, saber, averiguar, leer, enterarse de, aprender, etc.

More Vocab

la entrevista-the interview
la solicitud de empleo-job application
a tiempo completo-full time
a tiempo parcial-part time
ofrecer un trabajo-to offer a job
ojalá- I hope that
quizás- perhaps

Subjunctive (follows que)

-Subjunctive mood expresses how she/he feels about the verb/action, not factual, things that might happen (hope, wish, emotion).
(Subj) Drop AR, ER & IR endings & add opposite present tense verb ending.
AR- e, es, e, emos, en
ER/IR- a, as, a, amos, an
Irregular:
Dar: de, des, de, demos, den
Estar: este, estes, este, estemos, esten
Ir: vaya, vayas, vaya, vayamos, vayan
Saber: sepa, sepas, sepa, sepamos, sepan
Ser: sea, seas, sea, seamos, sean

Subjunctive Rules

Concept/Related Verb:
Wishes: desear, esperar, exigir, insistir, preferir, querer, pedir, necesitar, etc.
Emotions: alegrarse, enojar, sentir, encantar, lamentar, sorprender, etc.
Impersonal Expressions: es extraño que, es importante que, es fantástico que, etc.
Recommendations: recomendar, sugerir, aconsejar, ordenar, mandar, insistir, etc.
Doubt and Denial: dudar, no creer, no estar seguro, no parecer, no comprender, no pensar, no es cierto que, etc.
Ojalá(hope): Ojalá que

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