

Spanish for Conferences

Welcome! Kent ISD is proud to present “Spanish for Conferences”. This program will teach you basic information to use during your parent-teacher conferences. The written script will help you to follow along with the audio program.

The Conference Script will teach you how to communicate your name and position, your student’s grade and number of absences, your satisfaction or concern with your student’s work, and your contact information.

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Spanish Introduction and Pronunciation Tips

A few things to know:

- Spanish is gender specific- most words end in an ‘o’ if they are masculine and an ‘a’ if they are feminine.
- Not all dialects of Spanish are the same, but this script will convey the important information to nearly everyone.
- Don’t worry about being perfect – your efforts to speak Spanish will be greatly appreciated by your student and by their parents/families.

Grades and Absences:

- Let’s review the letters A, B, C, D, and E
 - A = ahh
 - B = bay
 - C = say
 - D = day
 - E = long “a”
 - + = plus
 - - = menos

- Let’s review the numbers 0 – 10
 - 1 = uno 1st= primero
 - 2 = dos 2nd= segundo
 - 3 = tres 3rd= tercero
 - 4 = cuatro 4th = cuarto
 - 5 = cinco 5th= quinto
 - 6 = seis 6th= sexto
 - 7 = siete 7th= septimo
 - 8 = ocho 8th= octavo
 - 9 = nueve 9th = noveno
 - 10=diez 10th= decimo
 - More than 10 = muchas

Pronunciation Tips:

- The letter ‘h’ is always silent in Spanish.
- The letter ‘ll’ is pronounced yaa (as in “yet”).
- The letter ‘ñ’ is pronounced nyaa (as in “canyon”).
- The letter ‘v’ is pronounced bay, like b.

Typing in Spanish:

- ÿ = Alt + 0191
- ÿ = Alt + 0161
- ñ = Alt + 0241
- accents = Ctrl + ‘ and then the letter
- é = Ctrl + ‘ then e

Beginning the Conference

- Hello, welcome.
- *Hola, bienvenidos.*
- How are you?
- *¿Cómo está usted?*
- It's a pleasure.
- *Mucho gusto.*
- Please wait a few minutes.
- *Por favor, espere unos minutos.*
- Please sit here.
- *Siéntese aquí por favor.*
- I don't understand. Can you please speak more slowly?
- *No entiendo. ¿Puede usted hablar más despacio, por favor?*

Ending the Conference

- Do you have any questions?
- *¿Tiene alguna pregunta?*
- I'm happy to be his (her) teacher.
- *Estoy contento/a de ser su maestro/a.*
- Thank you for coming.
- *Muchas gracias por venir.*
- It was a pleasure talking to you.
- *Fue un placer hablar con usted.*
- If you have any questions, write me a note or call me.
- *Si tiene alguna pregunta, escríbame una nota o llámeme.*
- Good-bye.
- *Hasta luego. (Adiós)*

Organization of Scripts

Secondary Scripts:

- Script 1A = Female Teacher/Female Student
- Script 1B = Female Teacher/Male Student
- Script 1C = Male Teacher/Male Student
- Script 1D = Male Teacher/Female Student

Subjects:

Example: I am Ana's math teacher.

Soy la maestra de *matemáticas* de Ana.
Soy el maestro de *matemáticas* de Ana.
de *inglés* (English)
de *ciencias* (Science)
de *español* (Spanish)
de *educación física* (P.E.)
de *música* (Music)
de *inglés como segundo idioma* (ESL)
de *computadoras* (Computers)
de *escribir* (Writing)
de *leer* (Reading)
de *negocios* (Business)
de *arte* (Art)
de *historia* (History)

Elementary Scripts

- Script 2A = Female Teacher/Female Student
- Script 2B = Female Teacher/Male Student
- Script 2C = Male Teacher/Male Student
- Script 2D = Male Teacher/Female Student

Grade Levels:

Example: I teach Kindergarten.

Enseño el kinder.

I teach *first* grade.
Enseño *primer* grado.
segundo (second)
tercer (third)
cuarto (fourth)
quinto (fifth)
sexto (sixth)

Script 1: General Information

Welcome.

I am Mrs./Miss Gordon.

I am Ana's teacher.

I speak a little Spanish.

Ana has a _____ in this class. (grade)

She has _____ absences. (number)

Option A: I am satisfied with Ana's work. She is a good student.

Option B: I am concerned about Ana. She needs to finish her work.

Closing Section:

If you have questions, please call me or email me.

Here is my information.

Thank you for coming.

Add on #1 Behavior Concerns:

I am concerned about Ana.

She needs to pay attention in class.

She talks too much with her friends.

Add on #2 Attendance Concerns:

I am concerned about Ana.

She needs to come to school every day.

She is late to class every day.

Add on #3 Homework Concerns

I am concerned about Ana.

She needs to do her homework.

She needs to finish her homework.

She needs to study more.

Script 1: General Information

Bienvenidos.

Soy Señora / Señorita Gordon.

Soy la maestra de Ana.

Yo hablo poquito español.

Ana tiene la marca de _____ en esta clase. (grade)

Ella tiene _____ ausencia(s). (numbers)

Option A: Estoy contenta con el trabajo de Ana. Ella es una estudiante buena.

Option B: Ana me preocupa. Necesita terminar su trabajo.

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.

Aquí está mi información.

Gracias por venir.

Add on #1 Behavior Concerns:

Ana me preocupa.

Ella necesita poner atención en la clase.

Ella habla demasiado con los compañeros.

Add on #2 Attendance Concerns:

Ana me preocupa.

Ella necesita asistir a la escuela todos los días.

Ella llega tarde todos los días.

Add on #3 Homework Concerns:

Ana me preocupa.

Ella necesita hacer la tarea.

Ella necesita terminar la tarea.

Ella necesita estudiar más.

Script 1: General Information

Welcome.

I am Mrs./Miss Gordon.

I am Juan's teacher.

I speak a little Spanish.

Juan has a _____ in this class. (grade)

He has _____ absences. (number)

Option A: I am satisfied with Juan's work. He is a good student.

Option B: I am concerned about Juan. He needs to finish his work.

Closing Section:

If you have questions, please call me or email me.

Here is my information.

Thank you for coming.

Add on #1 Behavior Concerns:

I am concerned about Juan.

He needs to pay attention in class.

He talks too much with his friends.

Add on #2 Attendance Concerns:

I am concerned about Juan.

He needs to come to school every day.

He is late to class every day.

Add on #3 Homework Concerns:

I am concerned about Juan.

He needs to do his homework.

He needs to finish his homework.

He needs to study more.

Script 1: General Information

Bienvenidos.

Soy Señora / Señorita Gordon.

Soy la maestra de Juan.

Yo hablo poquito español.

Juan tiene la marca de _____ en esta clase. (grade)

El tiene _____ ausencia(s). (numbers)

Option A: Estoy contenta con el trabajo de Juan. El es un buen estudiante.

Option B: Juan me preocupa. Necesita terminar su trabajo.

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.

Aquí está mi información.

Gracias por venir.

Add on #1 Behavior Concerns:

Juan me preocupa.

El necesita poner atención en la clase.

El habla demasiado con los compañeros.

Add on #2 Attendance Concerns:

Juan me preocupa.

El necesita asistir a la escuela todos los días.

El llega tarde todos los días.

Add on #3 Homework Concerns:

Juan me preocupa.

El necesita hacer la tarea.

El necesita terminar la tarea.

El necesita estudiar más.

Script 1: General Information

Welcome.
I am Mr. Gordon.
I am Juan's teacher.
I speak a little Spanish.
Juan has a _____ in this class. (grade)
He has _____ absences. (number)

Option A: I am satisfied with Juan's work. He is a good student.

Option B: I am concerned about Juan. He needs to finish his work.

Closing Section:

If you have questions, please call me or email me.
Here is my information.
Thank you for coming.

Add on #1 Behavior Concerns:

I am concerned about Juan.
He needs to pay attention in class.
He talks too much with his friends.

Add on #2 Attendance Concerns:

I am concerned about Juan.
He needs to come to school every day.
He is late to class every day.

Add on #3 Homework Concerns:

I am concerned about Juan.
He needs to do his homework.
He needs to finish his homework.
He needs to study more.

Script 1: General Information

Bienvenidos.
Soy Señor Gordon.
Soy el maestro de Juan.
Yo hablo poquito español.
Juan tiene la marca de _____ en esta clase. (grade)
El tiene _____ ausencia(s). (numbers)

Option A: Estoy contento con el trabajo de Juan. El es un buen estudiante.

Option B: Juan me preocupa. El necesita terminar su trabajo.

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.
Aquí está mi información.
Gracias por venir.

Add on #1 Behavior Concerns:

Juan me preocupa.
El necesita poner atención en la clase.
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El necesita hacer la tarea.
El necesita terminar la tarea.
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Script 1: General Information

Welcome.
I am Mr. Gordon.
I am Ana's teacher.
I speak a little Spanish.
Ana has a _____ in this class. (grade)
She has _____ absences. (number)

Option A: I am satisfied with Ana's work. She is a good student.

Option B: I am concerned about Ana. She needs to finish her work.

Closing Section:

If you have questions, please call me or email me.
Here is my information.
Thank you for coming.

Add on #1 Behavior Concerns:

I am concerned about Ana.
She needs to pay attention in class.
She talks too much with her friends.

Add on #2 Attendance Concerns:

I am concerned about Ana.
She needs to come to school every day.
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Add on #3 Homework Concerns:

I am concerned about Ana.
She needs to do her homework.
She needs to finish her homework.
She needs to study more.

Script 1: General Information

Bienvenidos.
Soy Señor Gordon.
Soy el maestro de Ana.
Yo hablo poquito español.
Ana tiene la marca de _____ en esta clase. (grade)
Ella tiene _____ ausencia(s). (numbers)

Option A: Estoy contento con el trabajo de Ana. Ella es una estudiante buena.

Option B: Ana me preocupa. Ella necesita terminar el trabajo.

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.
Aquí está mi información.
Gracias por venir.

Add on #1 Behavior Concerns:

Ana me preocupa.
Ella necesita poner atención en la clase.
Ella habla demasiado con los compañeros.

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Ana me preocupa.
Ella necesita asistir a la escuela todos los días.
Ella llega tarde todos los días.

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Ana me preocupa/
Ella necesita hacer la tarea.
Ella necesita terminar la tarea.
Ella necesita estudiar más.

Script 1: General Information

Welcome.

I am Mrs. /Miss Gordon.

I am Ana's teacher.

I speak a little Spanish.

Option A: I am satisfied with Ana's work. She is a good student.

Option B: I am concerned about Ana.

Academic Skills: (choose a level)

In reading, Ana is _____.

In spelling, Ana is _____.

In grammar, Ana is _____.

In writing, Ana is _____.

In listening, Ana is _____.

In speaking, Ana is _____.

In math, Ana is _____.

In science, Ana is _____.

In social studies, Ana is _____.

Academic skill levels:

is achieving

is progressing

needs more practice

Closing Section:

If you have questions, please call me or email me.

Here is my information.

Thank you for coming.

Script 1: General Information

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Soy Señora / Señorita Gordon.

Soy la maestra de Ana.

Yo hablo poquito español.

Option A: Estoy contenta con el trabajo de Ana. Ella es una estudiante buena.

Option B: Ana me preocupa.

Academic Skills: (choose a level)

En la lectura, Ana _____.

En la ortografía, Ana _____.

En la gramática, Ana _____.

En la escritura, Ana _____.

En el escuchar, Ana _____.

En el hablar, Ana _____.

En las matemáticas, Ana _____.

En las ciencias, Ana _____.

En la historia, Ana _____.

Academic skill levels:

está alcanzando

está progresando

necesita más practica

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.

Aquí está mi información.

Gracias por venir.

Script 1: General Information

Welcome.

I am Mrs./Miss Gordon.

I am Juan's teacher.

I speak a little Spanish.

Option A: I am satisfied with Juan's work. He is a good student.

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In reading, Juan is _____.

In spelling, Juan is _____.

In grammar, Juan is _____.

In writing, Juan is _____.

In listening, Juan is _____.

In speaking, Juan is _____.

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En el hablar, Juan _____.

En las matemáticas, Juan _____.

En las ciencias, Juan _____.

En la historia, Juan _____.

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In writing, Juan is _____.

In listening, Juan is _____.

In speaking, Juan is _____.

In math, Juan is _____.

In science, Juan is _____.

In social studies, Juan is _____.

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Closing Section:

If you have questions, please call me or email me.

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Script 1: General Information

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En la ortografía, Juan _____.

En la gramática, Juan _____.

En la escritura, Juan _____.

En el escuchar, Juan _____.

En el hablar, Juan _____.

En las matemáticas, Juan _____.

En las ciencias, Juan _____.

En la historia, Juan _____.

Academic skill levels:

está alcanzando

está progresando

necesita más practica

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.

Aquí está mi información.

Gracias por venir.

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I speak a little Spanish.

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In writing, Ana is _____.

In listening, Ana is _____.

In speaking, Ana is _____.

In math, Ana is _____.

In science, Ana is _____.

In social studies, Ana is _____.

Academic skill levels:

is achieving

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Closing Section:

If you have questions, please call me or email me.

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En la gramática, Ana _____.

En la escritura, Ana _____.

En el escuchar, Ana _____.

En el hablar, Ana _____.

En las matemáticas, Ana _____.

En las ciencias, Ana _____.

En la historia, Ana _____.

Academic skill levels:

está alcanzando

está progresando

necesita más practica

Closing Section:

Si tiene preguntas, llámeme o mándeme un correo electrónico.

Aquí está mi información.

Gracias por venir.

Work Habits

1. He's (She's) interested in his (her) schoolwork.
2. He (She) has the desire to learn.
3. He (She) doesn't have any problems.
4. He (She) does his (her) work well.
5. He (She) follows directions well.
6. His (Her) effort and attitude are outstanding.
7. ___ is completing the assigned work less than half the time, and not doing it carefully.
8. ___ is very capable, but seldom works up to his (her) ability. He (She) needs immediate consequences and rewards to complete his (her) work.
9. He (She) has to take responsibility for completion of assignments.
10. He (She) needs to spend time doing quality work.
11. He (She) must work more quietly and try to get everything in on time.
12. He (She) does not listen and follow directions as well as he (she) should.
13. He (She) talks without raising his (her) hand during group discussions.
14. He (She) doesn't listen.
15. He (She) is very capable but doesn't get work done.

Academic Performance

16. He (She) is learning.
17. Your child is at grade level in all subjects.
18. He (She) is making steady progress.
19. I'm pleased with his (her) progress in all subject areas.
20. He's (She's) behind in his (her) work.

Hábitos del trabajo

1. Está interesado/a en las tareas de la escuela.
2. Tiene el deseo de aprender.
3. No tiene ningún problema.
4. Hace su trabajo bien.
5. Sigue las instrucciones bien.
6. Su esfuerzo y actitud son sobresalientes.
7. ___ está completando las tareas asignadas menos de la mitad del tiempo, y no está haciéndolas con cuidado.
8. ___ es muy capaz, pero rara vez trabaja al límite de su habilidad. Necesita castigos y premios muy inmediatos para completar su trabajo.
9. Tiene que sentirse responsable por completar sus asignaciones.
10. Necesita utilizar más tiempo haciendo trabajos de calidad.
11. Debe trabajar más silenciosamente y tratar de entregar todo a tiempo.
12. No presta atención y no sigue instrucciones tan bien como debe.
13. Habla sin levantar la mano durante discusiones en grupo.
14. No presta atención.
15. Es muy capaz pero no termina su trabajo.

Rendimiento Académico

16. Está aprendiendo.
17. Su hijo/a está al nivel del grado en todas las materias.
18. Está haciendo progreso continuo.
19. Estoy muy contento/a con su progreso en todas las áreas.
20. Está atrasado/a en su tarea.

21. He (She) isn't working to his (her) potential.
22. He (She) needs to improve, especially in ____.
23. He (She) doesn't know the alphabet.
24. He (She) should read more library books.
25. He (She) needs to memorize all his (her) addition and subtraction facts.
26. He (She) should continue to memorize the basic multiplication facts.

Discipline

27. He (She) obeys the school rules.
28. His (Her) behavior is always good.

Citizenship

29. He (She) talks too much in class.
30. He's (She's) very noisy.
31. He's (She's) timid.
32. He's (She's) quiet all the time.

21. No trabaja a su capacidad.
22. Necesita mejorar, especialmente en ____.
23. No sabe el abecedario.
24. Debería leer más libros de la biblioteca.
25. Necesita aprender de memoria todas las reglas de sumar y restar.
26. Debe continuar aprendiendo de memoria los factores básicos de multiplicación.

Disciplina

27. Obedece las reglas de la escuela.
28. Su comportamiento siempre es bueno.

Compañerismo

29. Habla demasiado en clase.
30. Hace mucho ruido.
31. Es tímido/a.
32. Es callado/a todo el tiempo.

Absences	Ausencias
Absent	Ausente
Angry	Enojado/a
Attend	Asistir
Behavior	Comportamiento
Busy	Ocupado/a
Focus	Enfocarse
Grade (Level)	Grado
Grade (Mark)	Marca
Group	Grupo
Happy	Felíz
Homework	Tarea
Noisy/Loud	Ruidoso
Pay attention	Poner atención
Practice	Practicar
Quiet	Callado/a
Resources	Recursos
Sad	Triste
Share	Compartir
Socialization	Socializar
Study	Estudiar
Talk	Hablar
Tardy/Late	Tarde
Too Much	Demasiado
Work	Trabajar