

Los Mandatos Formales

A recipe for giving commands in Spanish — formal Ud./Uds. commands, gathered up and ready to practice.



Ingredients – Quick Grammar Review

Everything you need before you start cooking up some commands.

◆ Regular Commands

Take the **yo** form, drop the **-o**, and add the opposite ending: **-ar → -e/-en**, **-er/-ir → -a/-an**.

-  hablar (hablo) → hable / hablen
-  comer (como) → coma / coman
-  escribir (escribo) → escriba / escriban
-  volver (vuelvo) → vuelva / vuelvan
-  poner (pongo) → ponga / pongan

◆ Spelling-Change Verbs

Verbs ending in **-car, -gar, -zar** change spelling to keep the original sound.

-  c → qu: buscar → busque
-  g → gu: pagar → pague
-  z → c: empezar → empiece

◆ Irregular Yo-Stem Verbs

Whatever is irregular in the **yo** form carries straight into the command.

-  decir (digo) → diga
-  hacer (hago) → haga
-  oír (oigo) → oiga

◆ Fully Irregular Commands

These five don't follow any pattern — just memorize them.

-  dar → dé / den
-  estar → esté
-  ir → vaya

🥑 salir (salgo) → salga
🥑 tener (tengo) → tenga
🥑 venir (vengo) → venga

🥑 saber → sepa
🥑 ser → sea

◆ Where Do Pronouns Go?

🥑 **Affirmative** the pronoun attaches to the end, making one word. Add a written accent if the command has two or more syllables. → *Pídalo / Siéntese, Ud. por favor.*

🥑 **Negative** the pronoun goes right before the command (three words: **no + pronoun + command**). *No lo / No se pida Ud. siente.*

Preparation Steps

Work through each step in order — every step uses the ingredients above.

STEP 1 · MULTIPLE CHOICE



Pick the Right Command

Read each situation and choose the correct formal command. Write the letter of your answer in the box.

1 (hablar) _____ Ud. más despacio, por favor.

a) habla

b) hable

c) hablas

d) hablé

2 (comer) _____ Uds. las verduras antes del postre.

a) comen

b) comed

c) coman

d) comieron

3 (buscar) _____ Ud. la palabra en el diccionario.

a) busca

b) buscas

c) busque

d) buscó

4 (tener) _____ Ud. paciencia con los estudiantes nuevos.

a) tiene

b) tenga

c) tenía

d) tener

5 (ir) _____ Uds. directamente a la pizarra.

a) van

b) fueron

c) vayan

d) iban

6 (dar) No le _____ Ud. la respuesta todavía.

a) da

b) dé

c) das

d) doy

STEP 2 · FILL IN THE BLANKS



Advise Mr. Casiano

Mr. Casiano has a few habits he needs to change. Complete each piece of advice with the correct *negative Ud.* command. Watch where the pronoun goes!

1 Trabajo muchísimo. → Sr. Casiano, no _____ tanto.

2 Soy un poco impulsivo. → No _____ tan impulsivo.

3 Critico bastante a los otros. → No _____ tanto a los otros.

4 Bebo cerveza sin moderación. → No la _____ sin moderación.

5 Salgo con los amigos todas las noches. → No _____ todas las noches.

6 Vuelvo tarde a casa. → No _____ tan tarde.

STEP 3 · LISTENING



Listen and Write

Your teacher will read six classroom commands aloud, twice each. Listen carefully and write the command you hear on the line.

1	_____	2	_____
3	_____	4	_____
5	_____	6	_____



STEP 4 • WRITING

Teacher for a Day

Complete both short writing tasks below using formal commands.

A. You are the teacher for a day. Write four rules (affirmative or negative) for your students. Use at least one -car/-gar/-zar verb and one irregular verb.

B. Write short instructions (3–4 sentences) for preparing your favorite snack or dish. Use at least three formal commands, and attach a pronoun in at least one sentence.

 ¡Buen provecho! Great job! 