GRAMMAR TUTORIAL 20 · CAPÍTULO 7

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

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- salir (salgo) → salga
- tener (tengo) → tenga
- venir (vengo) → venga
- saber → sepa
- ser → sea

Where Do Pronouns Go?

- **Affirmative command:** the pronoun attaches to the end, making one word. Add a written accent if the command has two or more syllables. → *Pídalo Ud.* / *Siéntese, por favor.*
- **Negative command:** the pronoun goes right before the command (three words: **no + pronoun + command**). → *No lo pida Ud.* / *No se 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. ☐

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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

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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!

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