

Mastering Business Spanish:

A Practical Guide

for

Companies



TABLE of contents

Core Competencies for Spanish Language Success	03
1. Live Business Spanish through Professional Interactions	04
2. Don't Be Afraid to Make Mistakes in Professional Settings	05
3. Listen to the Language with Business Podcasts and Industry-Specific Talks	06
4. Learn the Spanish Cognates for Business Terms	07
5. Get Assistance from a Corporate Language Tutor or Trainer	08
6. Enjoy Spanish Business Literature and News in Their Original Language	09
7. Carry Out Business Meetings and Negotiations in Spanish	10
8. Practice Speaking with Native Business Speakers	11
9. Set Personal and Corporate Language Goals	12
10. Visit Spanish-Speaking Countries for Business Purposes with Programmes like SHIP	13
Quiz: Test Your Business Spanish Knowledge	14
Key Answers	16
Contact Us	17

Core Competencies for Spanish Language Success

Equip your team with the Spanish language skills for business success

Learn to communicate effectively in Spain, Latin America, and Spanish-speaking regions of the U.S.

Apply practical tips to immerse your company in Spanish-speaking cultures.

Set clear language goals to enhance business performance.

1. LIVE BUSINESS SPANISH

through professional interactions

Spanish is one of the most widely spoken languages in the business world. To succeed in Spanish-speaking markets, it's vital to incorporate the language into your daily professional interactions. Start with simple phrases and gradually introduce more complex vocabulary relevant to your industry.

For instance, practice ordering at restaurants in Spain or writing emails in Spanish. This daily integration will make your company feel more at ease in Spanish-speaking professional environments.



2. DON'T BE AFRAID

to make mistakes in professional settings

When doing business in Spanish-speaking countries, mistakes are inevitable, whether in spoken meetings or written emails. Many professionals worry about losing face when they make errors. However, making mistakes is part of the learning process and, in fact, helps build rapport with native Spanish speakers, who appreciate the effort.

Over time, your team's fluency and confidence will grow, leading to more successful interactions.

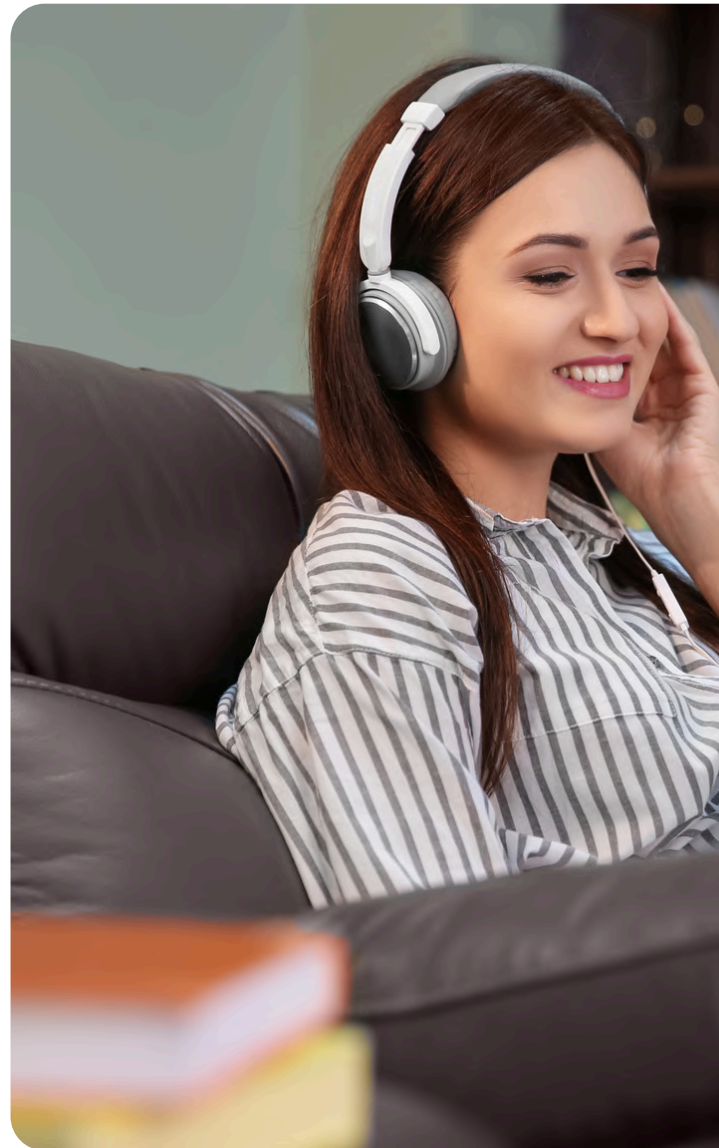


3. LISTEN TO THE LANGUAGE

with business podcasts and industry-specific talks

Business podcasts and industry-specific talks are invaluable tools for enhancing your team's Spanish. With a variety of podcasts available, covering everything from finance to marketing, your team can familiarize themselves with the vocabulary and conversational styles relevant to your field.

Podcasts will also expose your team to regional dialects from Spain, Latin America, and the U.S., helping them prepare for different markets.



4. LEARN

the Spanish cognates for business terms

Cognates are words which sound the same in Spanish and English, usually because they are inherited directly from the same etymological ancestor, Latin.

There are numerous Spanish-English cognates in the business world, words that look and sound the same in both languages because they share Latin roots. For example:

- Commercial - Comercial
- Digital - Digital
- International - Internacional
- Product - Producto



However, watch out for false cognates, where the word may look similar but have a different meaning, like:

- Actual - Real (NOT Actual - Current)
- Embarazada - Pregnant (NOT Embarrassed)
- Fábrica - Factory (NOT Fabric)



[LEARN MORE](#)

5. GET ASSISTANCE from a corporate language tutor or trainer

While self-study is an option, having a corporate Spanish language tutor or trainer can fast-track your team's language proficiency. They will help your team with business-specific terminology and cultural nuances while creating a structured learning plan. Spanish Express provides personalized corporate training sessions, ensuring your team gets the most relevant skills for the Spanish-speaking markets they target.

Enhance Your Spanish Skills with
[Corporate Programmes](#) |
[Spanish Express Courses](#)

For those looking to advance their Spanish proficiency with professional guidance, Spanish Express offers tailored corporate programs led by expert tutors.

Whether you're aiming to sharpen your conversational skills or achieve certification, Spanish Express provides the expertise and personalized support to help you reach your language goals.



6. ENJOY SPANISH BUSINESS LITERATURE AND NEWS

in their original language



Stay ahead of the curve by reading Spanish-language business literature and news. Whether it's business reports, market research, or current affairs from Spanish-speaking countries, reading in Spanish will help your team gain valuable insights into how business is conducted in these regions.

This will not only expand their vocabulary but also provide a deeper understanding of cultural and economic trends in Spain, Latin America, and the U.S.



7. CARRY OUT BUSINESS MEETINGS AND NEGOTIATIONS in Spanish

One of the most effective ways to improve your team's Spanish is by encouraging them to conduct business meetings and negotiations in Spanish.

Even if they begin with short introductions and casual conversations, gradually incorporating Spanish into the meeting structure will improve their confidence.

For companies dealing with international clients, having a multilingual team is a huge asset.



8. PRACTICE SPEAKING with native business speakers

One of the most effective ways to accelerate your Spanish learning is by regularly conversing with native speakers. Engaging in real-life conversations helps improve fluency, pronunciation, and confidence. Whether through language exchange programs, business-focused networking events, or virtual meetings, your team can practice their business vocabulary, build rapport, and develop stronger professional relationships.



Native speakers can also provide guidance on formal business language and cultural etiquette, which is essential for successful business negotiations.

9. SET PERSONAL AND CORPORATE language goals

Setting clear language goals for both individual employees and the company as a whole is critical to ensuring progress. Define the level of Spanish your team needs to achieve for different business settings (e.g., formal meetings, client presentations, or casual networking events)



Establish achievable milestones, such as completing a negotiation in Spanish or writing a business proposal, to maintain motivation.

10. VISIT SPANISH-SPEAKING COUNTRIES

for business purposes with programmes like SHIP

Business trips to Spanish-speaking countries are a perfect way to combine language learning with professional growth.



The **Spanish Homestay Immersion Programme (SHIP)** offers the ideal solution, combining business-focused language lessons with real-life practice.

Your team can experience business environments firsthand while learning from expert tutors who understand the local markets and business culture.

QUIZ: TEST YOUR BUSINESS SPANISH KNOWLEDGE!

1. Which of the following is a true business Spanish cognate?

- a) Commercial - Comercial
- b) Actual - Actual
- c) Fábrica - Fabric

2. What is one advantage of making mistakes when speaking Spanish in business?

- a) It shows you're not prepared
- b) It demonstrates effort and helps build rapport with Spanish-speaking clients
- c) It damages your professional image

3. Which resource can improve your business Spanish vocabulary?

- a) Business podcasts
- b) Only speaking in English
- c) Watching entertainment shows in Spanish

4. What is the best way to fast-track learning business Spanish?

- a) Watching TV in Spanish
- b) Getting assistance from a corporate language tutor
- c) Only using translation apps

5. What is a good strategy to improve your team's confidence when speaking Spanish?

- a) Avoid meetings in Spanish until fluency is reached
- b) Practice speaking with native speakers regularly
- c) Only read Spanish emails

6. Which word is NOT a false cognate in Spanish?

- a) Actual - Current
- b) Comercial - Commercial
- c) Embarazada - Embarrassed

7. What advantage does visiting a Spanish-speaking country offer to businesses?

- a) It allows you to explore without needing Spanish
- b) It immerses your team in the business language and culture
- c) It offers no specific advantage

8. How can business literature in Spanish help your company?

- a) It increases cultural understanding and expands your business vocabulary
- b) It only applies to Spanish-speaking companies
- c) It's not relevant unless you're fluent

9. Why is it important to set corporate language goals?

- a) It helps measure progress and ensure the company reaches desired language skills
- b) It slows down the learning process
- c) It only applies to beginners

10. What is a great way to build professional relationships in Spanish-speaking markets?

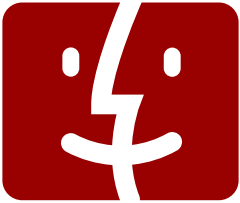
- a) Rely solely on written communication
- b) Speak regularly with native speakers and engage in business networking events
- c) Only communicate in English

KEY ANSWERS:

1. a) Commercial - Comercial
2. b) It demonstrates effort and helps build rapport with Spanish-speaking clients
3. a) Business podcasts
4. b) Getting assistance from a corporate language tutor
5. b) Practice speaking with native speakers regularly
6. b) Comercial - Commercial
7. b) It immerses your team in the business language and culture
8. a) It increases cultural understanding and expands your business vocabulary
9. a) It helps measure progress and ensure the company reaches desired language skills
10. b) Speak regularly with native speakers and engage in business networking events

CONTACT US

FACE-TO-FACE



London:

31 Jewry Street, London, EC3N 2ET, UK
Mobile/Whatsapp: +44 (0) 7903 867 894

Barcelona:

Ronda President Irla, 28, 08302 Mataró - Barcelona, Spain
Mobile/Whatsapp: +34 689 79 66 62

ONLINE



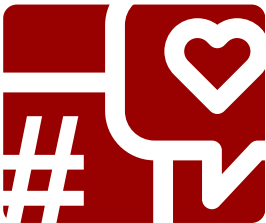
Website:

www.spanishexpress.co.uk

Email:

information@spanishexpress.co.uk

SOCIAL MEDIA



Facebook:

[spanish.express.5](https://www.facebook.com/spanish.express.5)

Instagram:

[spanish_express](https://www.instagram.com/spanish_express)

LinkedIn:

[spanish-express](https://www.linkedin.com/company/spanish-express)

Tik Tok:

[spanish_express5](https://www.tiktok.com/@spanish_express5)

YouTube:

[Spanish Express Spanish Express](https://www.youtube.com/channel/UC...)

We have the right Spanish immersion programme to make that dream a reality!

**LIVE AND STUDY SPANISH
IN YOUR TEACHER'S HOME**

in Spain

