

UNDERSTAND THE PROCESS

How to make formal (usted/ustedes) commands

Step 1 : Conjugate a verb for usted.

hablar = to talk		leer = to read		escribir = to write	
hablo	hablamos	leo	leemos	escribo	escribimos
hablas	habláis	lees	leéis	escribes	escribís
habla	hablan	lee	leen	escribe	escriben

Step 2 : Give it the OPPOSITE ending to change it from a statement to a command (AR ↔ ER/IR).

Simple Statement

ud. habla = you speak
ud. lee = you read
ud. escribe = you write

Command

¡Hable! = (Hey, you...) Speak!
¡Lea! = (Hey, you...) Read!
¡Escriba! = (Hey, you...) Write!

How to use IOPs (indirect object pronouns) with formal commands

Step 1 : Identify the person being commanded.

Indirect Object Pronouns	
me	nos
te	os
le (se)	les (se)

Note: IOPs are placed before the verb in statements.

Ellos nos hablan. = They talk [to] us.

Using IOPs with commands is different. **Read on.**

Step 2 : Add it to the end of the command.

Command

¡Hable! + me = Speak [to] me!
¡Lea! + le = Read [to] him/her!
¡Escriba! + les = Write [to] them!

Note: If the command is to do something to **yourself**, use the IOP "se".

Hear yourself! / Listen [to] yourself! = Escúchese!

Step 3 : Say the command aloud to find the originally stressed letter and add an accent mark to it.

When you add an IOP, the verb gets an extra syllable. This distorts its pronunciation. Add an accent to indicate how to pronounce the verb correctly.

hable	HA • ble	¡Hábleme!
lea	LE • a	¡Léale!
escriba	es • CRI • ba	¡Escríbales!