

g.

atus, age, etiquette, degree of familiarity. Consider all these factors before giving these rules as you choose whether to

he forms of the imperative. (If you pledge of the imperative when you ation of the imperative in two ways: he present indicative **yo** form.

he present subjunctive **usted** form forms are the same in the present gular verbs, and in verbs with stem

form of the present indicative and

follows:

recibir (to receive)
(**recib-o**)

reciba Ud. reciban Uds.

ar Ud. form.

imperative forms and indicate

En el correo. Usa la forma Ud. del imperativo del verbo que aparece entre paréntesis.

1. _____ (abrir) Ud. la puerta de la oficina.
2. _____ (pasar) Ud. al mostrador (*counter*).
3. _____ (escribir) Ud. la dirección claramente.
4. _____ (leer) las instrucciones del formulario.
5. _____ (depositar) la carta en el buzón.
6. _____ (comprar) las estampillas nuevas para su colección de sellos.

The same endings appear in the formal commands of all verbs: regular, irregular, and verbs with spelling and stem changes in the present indicative. A quick review of verbs with spelling changes follows. For more detailed study of verbs with spelling changes, review the unit on the present indicative (Unit 1).

- Verbs ending in **-gar** change **g** to **gu** before the **-e** ending:
pagar (to pay) pague Ud., paguen Uds.
- Verbs ending in **-ger** or **-gir** change **g** to **j** before the **-a** ending:
escoger (to choose) escoja Ud., escojan Uds.
- Verbs ending in **-guir** change **gu** to **g** before the **-a** ending:
extinguir (to extinguish) extinga Ud., extingan Uds.
- Verbs ending in **-cer** and **-cir** change **c** to **z** before the **-a** ending:
convencer (to convince) convenza Ud., convengan Uds.
- Verbs ending in **-car** change **c** to **qu** before the **-e** ending:
tocar (to touch) toque Ud., toquen Uds.
- Verbs ending in **-zar** change **z** to **c** before the **-e** ending:
comenzar (to begin) comience Ud., comiencen Uds.

You may wish to review the conjugation of regular verbs, as well as verbs with stem and spelling changes in the present indicative (Units 1, 2, and 3).