SAYING 'A' OR 'AN': UN, UNA

Un and una both mean a or an.

un momento a moment
una cerveza a beer

All Spanish nouns are feminine or masculine. Una goes with feminine nouns and un with masculine ones. It's easy to see how this works with people:

un hermano a brother
una hermana a sister

Generally, nouns ending in -o are masculine and those ending in -a are feminine. But there are exceptions:

un día a day

If a noun ends with neither letter, it's best to learn it with un or una: un café, a coffee, is masculine, but una calle, a street, is feminine.

Un and una can also mean one.

Un momento, por favor (Just) one minute, please