

增註英語尺牘選

SELECTED ENGLISH LETTERS

WITH EXPLANATORY NOTES IN CHINESE

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H315

增註英語尺牘選 18
SELECTED ENGLISH LETTERS

(WITH EXPLANATORY NOTES IN CHINESE)

COMPILED BY
KU JU-YUNG

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周 序

吾的至友顧如榮君，於一二年以前編了一
本“英語尺牘選”。編成之後，他就將稿本給
我看，要我細細閱讀。翻閱了數遍，說了好
幾遍，說了好幾個字，就

把稿本交還他。現在書已排完，不久即將印行，願君又來
請我作的文章莫如序。然而近來我的書，已編了十年，前肯
難作的小教請求。恐怕因爲我的書，已編了十年，前肯
別一本這種請求。恐怕因爲我的書，已編了十年，前肯
我這請求。恐怕因爲我的書，已編了十年，前肯

故嗎。君有價值，這本序。想，竟沒有文章！什麼樣
甚或應爲他作之後，把讀這本稿時所得的幾個印
呢？好了，我來罷：
像，寫出：

[一]第一篇用漢文解釋英語信札之構造，
并講到信寫法，使讀者易曉。

[二]自第二篇至均屬選善的各種家屬社交，
謀事商解亦甚精切。

[三]購這本修書的人，無不稱讚。當牠教科書用，或
當牠自修書用，皆能得極大的利益。我敢
說這上面我寫的那幾個印像，就是這書的優
點，也

我的序却是很短,恐怕形式也不正當。不過我是不願形式與文字長短的人。我的目的是要將這本書的優點寫出來,并希望用此書者好好地研究牠就是了。

周越然。

民國十二年六月四日。

編輯大意

一是編之作因鑒於英文信札之緊要而我國於此類書籍則尙未有全備之刊本坊間出版者泰半均零落不完不足以供各界人士之參攷是編包含極富各類咸集閱者定能藉此以窺英文信札之全豹

一是編共分三章第一章用國文詳論英文信札之結構與種類旁及點句法與大寫法第二章則舉社交信件 (Social Letter) 一百五十九首爲例凡分七門第三章則爲商業信件 (Business Letter) 共一百二十九首凡分十門於家庭社會商業朋友間之各項信札應有盡有故各界人士均適用焉

一是編所載各信中凡遇有英美國之成句諺語或其他難解之字句均用漢文詳細註釋務使閱者於信中所述了然無疑

一是編所載各信中之地名人名中西兼用藉以使閱者對於西國之人名地名熟習詳知無隔閡之患

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CHAPTER I

(甲) 英文信札之結構

信札 (letter) 者，所以致言語之不及，以交通人與人或團體與團體或人與團體等兩者間之蓄意者也。

英文信札之格式及結構，與我國信札之格式及結構，微有不同，英文信札之結構共分七部，一曰發端 (heading)，二曰受信者之姓名及地址 (address)，三曰稱呼 (salutation)，四曰正文 (body)，五曰對於受信者之謙稱 (leave-taking or complimentary close)，六曰署名 (signature)，七曰信封面上之標題 (superscription)，此七部者，實英文信札結構之要素，茲將各部述之於下：

I. 發端 HEADING

發端又分兩部，一為作書者 (writer) 之地址 (place)，二為作書之年月日 (date)，地址所以示信之發自何處，俾受書者 (recipient) 知復書 (reply) 之當寄何處，年月日所以示作書之時日也。

(a) 地址 PLACE

書寫地址，因欲使受書者知復書之有投地，故所書愈詳愈妙，凡住處之門牌 (house number)，街名 (street)，與城名 (town)，省名 (province)，均須一一寫明，惟城名有如上海 (Shanghai)，北平 (Peiping)，南京 (Nanking) 等之著名地者，其當名可略，至若信之遞送他國者，則尚須加註國名 (country)，其寫法則分一行二行以至三行不等，地位居於信紙上端右角 (right corner)，在 letter paper 上其第一行離紙頂約距一英寸有半，在 note paper 上則其距離約二英寸，而其行末之字，則均須離紙之右邊約半英寸，然此不過通常之規則，不能引為

不易之定例也，有時因信札正文甚短，此數行字遂不得不寫於較低處，以求形式上之整齊，要之作書者，宜有機變，以活用上文所述，庶乎可矣，作式如下：

24 Shantung Road,
Shanghai, Kiangsu.

(b) 年月日 DATE

發端中之年月日，有時兼書曜日者，其全部地位，緊接於地址之下，如 May 1, 1918. 或 Sunday, May 1, 1918. 惟日子若書於月份之前，則 st, nd, rd, th 等必須加於日數之後，如 1st (或 2nd, 3rd, 4th) May, 1918. 至點句法當合地址而總結之，於每一名後用一逗點 (comma)，即 (,)，最後 (即年數後) 用一終點 (period) 即 (.) 是，其例如下：

24 Shantung Road,
Shanghai, May 1, 1918.

然此爲舊式，若新式之點法又將各行末後之記號盡去之無遺，如：

24 Shantung Road
Shanghai, May 1, 1918

惟發端有時亦可書於信之全部之尾，在信紙之下端左角，例如：

(Place of signature)

24 Shantung Road,
Shanghai, May 1, 1918.

今日社會上之各公司所用之信紙，大都已有印成之地址，作書時可勿再寫，僅書年月日足矣。

II. 受信者之姓名及地址 ADDRESS

受信者之姓名及地址，即寫出受信者之姓名稱號 (title) 及現處之地址 (即彼信之所欲遞至處) 是也，其所佔之地位在信紙上端左角 (left corner)，或下端之左角，即信之全部之尾，

其寫於上端左角者，在 heading 之次一格，離信紙左邊約一英寸之四分之三，其全部之書法，亦以分行法寫之，在舊式其各行之首字必依次斜進，即下一行與信紙左邊之距離較上一行略遠是也，今則已變各行之斜進寫法，而為垂直寫法，即上下各行之首字與信紙左邊之距離相等，能以一直線垂直之，至其點法，一如 heading 式然，茲將新舊二式作例如下：

舊式(斜進法)

Messrs. E. F. & Co.,
14 Poyang Road,
Hankow.

新式(垂直法)

Messrs. E. F. & Co.
14 Poyang Road
Hankow

又 例

(此 address 在信紙上端左角者)

24 Shantung Road
Shanghai, May 1, 1918

Messrs. E. F. & Co.
14 Poyang Road
Hankow

(此 address 在信之全部之尾後，居信紙下端左角者)

(Place of signature)

Messrs. E. F. & Co.
14 Poyang Road
Hankow

上例中之 Messrs. 一字係法文 Monsieur (= 英文 Mister) 之多數 Messieurs 之縮寫，乃用以稱呼一團體(如 Messrs. E. F. & Co.) 或二個以上之個人(如 Messrs. Wang & Lee) 者，意即我國“諸位先生”是也，若受信者非為團體而為個人，則所用之稱呼當因人而異，不能稍有假借，茲列略表如下以示對於各種人之適當稱呼。

1. 對於孩童則稱之爲 Master.
2. 對於成年男人則稱之爲 Mister (縮寫作 Mr.) 或 Esquire (縮寫作 Esq.), 惟 Mr. 字當寫於人之姓名之前, 如 Mr. B. B. Chang, 而 Esq. 當寫於人之姓名之後, 如 B. B. Chang, Esq.
3. 對於未嫁之閨女則稱之爲 Miss.
4. 對於已嫁之婦人則稱之爲 Mistress (縮寫作 Mrs.) 或 Madam.
5. 對於有博士銜者則稱之爲 Doctor (縮寫作 Dr.), 或將其學位加寫於最後, 如 B. B. Chang, Esq., M. A. (即 Master of Arts 之縮寫).
6. 對於有職事之人則可稱之以職名, 如學校校長則稱之爲 Principal, 例如 Principal B. B. Chang, Ph.D. (即 Doctor of Philosophy), 或牧師或監督等有道學者, 則稱之爲 Right Reverend (縮寫作 Rt. Rev.), 總監督則稱之爲 His Grace the Lord Archbishop of 某處是也.
7. 對於平常禮拜堂之執事人則稱之爲 Reverend, 如 Rev. B. B. Chang.
8. 對於陸軍官員, 元帥, 則稱之爲 Field Marshal, 將軍爲 General, 副將爲 Lieutenant General, 營官爲 Brigadier General.
9. 對於海軍官員, 上將則稱之爲 Admiral, 隊長爲 Commodore, 船主爲 Captain, 司令爲 Commander.
10. 對於有爵位之人 (公爲 Duke, 公爵夫人爲 Duchess; 侯爲 Marquis, 侯爵夫人爲 Marchioness; 伯爲 Earl, 伯爵夫人爲 Countess; 子爲 Viscount, 子爵夫人爲 Viscountess; 男爲 Baron, 男爵夫人爲 Baroness), 若公爵則爲 His Grace the Duke of . . . , 公爵夫人爲 Her Grace the Duchess of . . . 是也, 餘類推.
11. 對於無爵位之人而其妻反有爵位者, 則仍宜稱之爲 Mr. 或 Esq. . .
12. 對於公爵幼子之妻非有尊銜如其夫者, 則宜稱之爲 The Lady.

13. 對於侯爵夫婦則宜稱之爲 The Most Honorable the Marquis of . . . 及 The Most Honorable the Marchioness of

14. 對於伯爵夫婦宜稱之爲 The Right Honorable the Earl of . . . 及 The Right Honorable the Countess of

15. 對於男爵夫婦宜稱之爲 The Right Honorable Lord . . . 及 The Right Honorable Lady

16. 對於外國大官及屬地大官則宜稱 His Excellency . . . (縮寫作 H. E.).

17. 對於國王則稱之爲 The King's Most Excellent Majesty.

18. 對於王后則稱之爲 The Queen's Most Excellent Majesty.

III. 稱呼 SALUTATION

稱呼者，即發信人對於受信人之直稱，所以引起信中之談話者也，此稱呼因人而異，親戚有親戚之稱呼，朋輩有朋輩之稱呼，而朋輩之中又以親疏之別，而稱呼遂因亦各異，此節請於後文詳述之，今且先論寫稱呼字之地位，若受信人之姓名住址寫於信紙之上端左隅，而不寫在信之全部之尾者，則稱呼必緊接於受信者地址之下一格，其首字去信紙左邊之距離亦必與受信者姓名地址中之第一行之首字與信紙左邊之距離相等，上下能以一直線垂直之而不稍差，惟按之舊式則此稱呼字之地位，須觀受信者之姓名及地址等行數之多寡而定，若彼爲三行，則稱呼字之地位約與彼第一行或第二行之首字成直線，如：

(與第二行成直線者)

Messrs. E. F. & Co.,
14 Poyang Road,
Hankow.
Gentlemen:

(與第一行成直線者)

Messrs. E. F. & Co.,
14 Poyang Road,
Hankow.

Gentlemen:

若彼受信者姓名地址等之行數爲二行時，則稱呼字之地位，約離信紙左邊一英寸，或與彼第一行之首字成直線，前者適用於信紙之廣闊者，後者適用於狹窄者，例如下：

(與信紙左邊約離一英寸者)

Messrs. E. F. & Co.,
Hankow.

Gentlemen:

(與第一行成直線者)

Messrs. E. F. & Co.,
Hankow.

Gentlemen:

若彼受信者姓名地址等之行數爲一行，則稱呼字之地位，仍須離信紙左邊約一英寸許，例如下：

Messrs. E. F. & Co.,

Gentlemen:

若彼受信者係素相親熟，則其姓名地址等可略而不寫，或寫而不在此稱呼字之上行，而在信之全部之尾者，則稱呼字之地位應書在原書受信者姓名第一行首字之地位，例如下：

Dear Cheng:

稱呼字後所用記號無有定規，然確言之則以用一支點 (colon) 卽 (:) 爲最適宜，且於現今社會上最爲流行，若舊時則往往於支點之後又加一長畫 (dash) 卽 (—)，此法今日人仍用之，餘則有用一逗點者，於尋常書札中見之最多，而半支點 (semicolon) 卽 (;) 及逗點後復加一長畫等人亦有用之者。

稱呼所用之字句，亦如 address 中之因人而異，不可隨意書寫，如對於男人則稱之爲 Sir, Dear Sir, My dear Sir, 而稱呼陸軍軍官，則如 Captain, Colonel, General 等等，或統稱之爲 Sir, 若如統轄國家之人，則應稱之爲 Your Excellency 或 Governor 或 Sir 等，而對於州縣等官，則宜稱之爲 Your Worship 或 Sir 等，至於閨女稱之爲 Miss, 已嫁之婦人稱之爲 Madam 或 Lady 等，與 address 中無稍異，吾人倘既於 address 中書 Miss 或 Madam 或 Lady 等字，則下行之稱呼可略寫以避此等字之重複。

IV. 正文 BODY

正文者，信之主要部分，作書目的之所寓者也，西文信札其正文必將所欲述者分寫之爲段 (paragraph)，故一信不必爲一段，二段三段以至四五段亦有之(惟段數過多亦屬不宜)，以所欲述之繁簡定信中段數之多寡，寫第一段第一字之地位或在稱呼之次一格，或緊接於稱呼之後，惟緊接於稱呼之後者，則稱呼後之記號必爲一逗點與長畫，或一支點與長畫，例如下：

(正文第一段起首於稱呼之次一格者)

24 Shantung Road
Shanghai, May 1, 1918

Messrs. E. F. & Co.
14 Poyang Road
Hankow
Gentlemen:

In response to your advertisement in the
"Times" of this date, I beg.....
.....
.....

8
Postscript

SELECTED ENGLISH LETTERS

(正文第一段起首緊接於稱呼之後者)

24 Shantung Road
Shanghai, May 1, 1918

Messrs. E. F. & Co.

14 Poyang Road

Hankow

Gentlemen:—In response to your advertisement in the
“Times” of this date, I beg.....

.....
.....

凡信中有一字或一句欲使受書者特別注意者,可於某字
或某句之下畫一橫線 (underline).

凡一信既寫畢而欲復有所陳述者,則可附寫於信之全部
之尾,其首冠以 P. S. 二字母,此二字母為 postscript 之縮寫,
意即“再者”或“附啓”是也。

至於正文內之點句法,則全為英文點句法 (punctuation)
所範圍,當於論點句法一節中詳論之。

V. 對於受信者之謙稱 COMPLIMENTARY CLOSE

及正文既完,敘述已畢,於是一結束之方法需焉,結束之
方法無他,即既須結束一信,復須於結束之中含有一種懇懇
恭敬之意,而能表此意之字句並能作為結束一信之用者,在
西文有若干之成語當吾人寫此成語時,其地位常在於正文
末行之下一格,且又起首於此格之中部,句後用一逗點,例如:

.....

Their retirement from business leaves me without a
situation at present; hence this application.

Awaiting your decision, I am

Very respectfully yours,

VI. 署名 SIGNATURE

署名者，即於信後署名者自己之姓名是也，其所署之地位必在於作書者對於受書者謙稱之次一格，且其離信紙左邊較上行稍遠，一如舊日 address 之斜書式，例如：

Very respectfully yours,
B. B. Chang.

若發書者為一公司而非個人，則署名應於署公司之名之外復加署經理人或主管人之姓名於其上，例如：

Yours truly,
L. L. Li,
A. B. Co. (此行若書職銜如
Manager 等字亦可)

若作書者為閨女，而受書者又為彼所不相識者，則信後署名時須用括弧註明之，使受書者知作書者為閨女，以免復書時於稱呼上有所謬誤，例如：

Very respectfully yours,
(Miss) B. B. Chang.

倘作書者為一已嫁之婦人則書為

Very respectfully yours,
(Mrs.) B. B. Chang.

餘可依上列諸式類推，總以不令受書者對於作書者署名上生疑點為合格，所以信後署名而用極草率之字，最為不當，若彼此相熟識者，則草書己名亦屬不妨，且 Miss 或 Mrs. 等字不須再加。

VII. 信封上之標題 SUPERSCRPTION

信封上之標題，即詳書受書者之姓名住址於信封上，使郵局能觀此遞送，其所書之地位，約在信封之中部為第一行之起首處，每行寫法一如信中之 address 式，先寫受信者之姓名或公司名，次門牌號數及街名，再次為城名，如信遞至國外者，則最後加寫一國名，照舊式上下行當成斜線，照新式則上下行

成直線，且於信封上端左角上可註作寄者之姓名及住址或附寄日數，俾郵局於此信遇有無法投遞之時，可於若干日內依信封上端左角住址退還，郵票須貼於信封上端右角，是乃萬國郵政聯合會 (International Postal Union) 之定章，不可或違者也，作例如下：

<p>If undelivered please return in 5 (or 10) days to 24 Shantung Rd., Shanghai</p> <p>Messrs. E. F. & Co. 14 Poyang Road Hankow</p>	<p>Stamp</p>
---	--------------

倘一信須由第三者之轉交則信封面應照下式寫：

<p>Dr. A. B. Chi, c/o R. S. Bro. Co., 31 Foochow Rd., Shanghai.</p> <p>89 Honan Rd.</p> <p><i>Dr. A. B. Chi</i></p>	
---	--

上式所書則 Dr. A. B. Chi 爲受寄人，而此信係由 R. S. Bro. Co. 轉交，c/o 爲 care of 之縮寫，意即轉交是也，31 Foochow Rd. 爲 R. S. Bro. Co. 之所在之地，而下端左角之 89 Honan Rd. 則爲 Dr. A. B. Chi 之住址，蓋恐 R. S. Bro. Co. 對於 Dr. Chi 之住址或未之知故也，若已知之，則此行字可不寫。

倘一信爲友人或任何便人帶交者，則信封面式應如下例：

By kindness of Mr. L. G. Ting	K. K. Hwang, Esq. Chinese Legation Washington
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By favor of 亦時用之

倘作信與某君爲介紹友人事者，則應註明介紹某某君於信封面上，例如下：

Introducing Mr. Chung S. Ping.	Mr. P. S. Liang, Ph.D., Chefoo.
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倘作一書係訪僕役送交者，則信封面上之書法應如下例：

Rev. T. H. Ling, Present.

倘受信人借住在別姓房屋內，則信封面上之書法，當如下式：

Mr. Chang Ping-chin
at Mr. Kai Kwang's
19 Szechwan Road
Shanghai

倘信外附有包件，則應於信封下端左角上註明，其式如下：

Ip Tsze Lun, Esq.,
12 Queen's Road,
Hongkong.

With a Parcel of Books.

倘寄一信至某處，而又感受信人不在，須囑某處轉遞者，其信面書法，一如下式：

Mr. Lee Cheong-sung
in his absence to
Mr. Leong Tsum-ching
Post Office
Foochow

倘寄一信，而欲令郵局由某處經過者，則應於信封面上加註 *Via* 字樣，其式如下：

<p><i>Via Hongkong</i></p> <p>Mr. Chu Seng-chi Sincere Co. Nanking Road Shanghai</p>
--

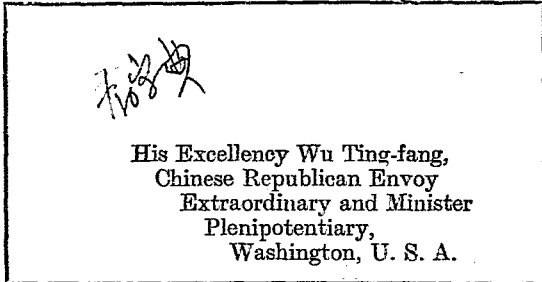
倘寄一信，而欲由某某輪船送往者，則應於信封面上加註 *Per* 字樣，其式如下：

<p><i>Per "Fokien"</i></p> <p>Mr. Chu Seng-chi Sincere Co. Nanking Road Shanghai</p>
--

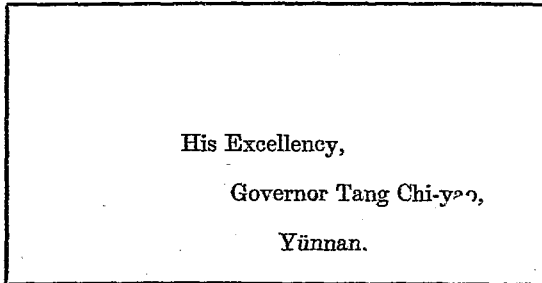
倘寄一信，而欲掛號寄往者，則應於信封面上加註 *Registered* 字樣，其式如下：

<p><i>Registered</i></p> <p>Mr. Chu Seng-chi Sincere Co. Nanking Road Shanghai</p>
--

倘一信或文件等，係送交本國駐在國外之專使或公使等，則封面之書法又屬一式，不與尋常封面相類，例如如下：



倘一信或文件等，係送交某省長官者，則應如下例：



英文信札之結構，既於上文中分言之矣，然而上文所述，謂之英文信札結構之概論則可，若謂之英文信札之結構方法及種種格式已盡於此，則不可，蓋英文者，英國一國之文字，而英文信札者，又英文中之一種特具格式的文章，以一國特具格式的通信文章之結構方法，謂可於數頁之書內盡述之，奚能哉。

(乙) 英文信札之類別

英文信札之分類，可大別之爲二，曰私人 (Private) 或稱個人信件 (Personal)，曰公衆 (Public) 或稱公開信件 (Open)，因有此二者之不同，故信札體裁格式及措辭，亦各有異，茲分述之如下：

I. PRIVATE (OR PERSONAL) LETTERS

Private (or Personal) Letters 復可分爲二類，曰社交信件 (Social Letters)，曰商業信件 (Business Letters)，而 Social 與 Business，又因其所屬各異，故二者措辭亦復有不同，容再分述之如下：

A. SOCIAL LETTERS

Social Letters 者，乃感情上之信札也，凡家信，賀信，弔信，勸告信，介紹信，求事信，與夫男女愛情上之信札等均屬之，故寫 Social Letters 者，詞句間必以能顯情誼爲要，今請略述各信之措辭法。

1. 家信 *Family Letters*

家信中宜用不文不俗之文字，辭句構造亦宜用會話式，且須自然，不可有絲毫虛文，務使讀其信者，一若把握對談雖言瑣屑之事，亦屬無妨，如家中孩童如何玩笑，馬牛羊狗如何舉動，以及花草樹木如何生長，舉凡可以供日常談話之資者，莫不可羅致筆端，以博受信者之一樂也。

凡寫家信者，其開端之 heading，大都祇寫年月日，address 可略而不書。

2. 賀信 *Letter of Congratulation*

賀信者，用以賀人喜慶之事，故必須使人能生樂趣，有三讀不厭之概，凡苟有憂言愁語或其他瑣事須陳述者，均當另書遞寄，不能混寫一信中，而不誠實之辭尤宜避用。

凡此種信之遞於族人，親戚，或朋友交情素摯者，其 heading 亦多祇寫年月日，address 全略而不書。

3. 弔信 *Letter of Condolence*

弔信者，用以唁人之悼傷，而加以慰辭者也，是故寫弔信者，其第一要義在能安悲者之心，次則於措辭間不宜雜有實言，並不可因安慰反引起悲者之哀傷，惟必須於詞句間感情洋溢而又自覺悲苦斯可矣。

4. 勸告信 *Letter of Advice*

凡有時因戚族或朋友中有行爲不端者，而欲作書以勸告之，則開首先當以彼所犯之事，詳論其得失利害，引譬設喻，務使所言易於領悟，然後再以忠正之詞勸其改過，惟不可多用責斥，致反激起其怒，立言務必婉轉，持論不可有偏，方可令其納諫就範也。

5. 介紹信 *Letter of Introduction*

介紹信有二種，曰交際上 (social) 的介紹信，曰商業上 (business) 的介紹信，今限於本章爲專論 social 方面者，business 上容再緩論。

凡寫介紹信者，須確定被介紹人誠實可靠，方許介紹，否則爲害他人良非淺鮮，而介紹信中又不可過事誇耀，言不副實，信文宜簡，太繁將使友人厭讀，交信時宜嚴封口，使被介紹人得睹內文。

6. 求事信 *Letter of Application*

凡寫求事信，必須先將求事者之年歲，及曾在何處執務幾年，並因何故告退等敘明，然後再請其錄用，言詞不可過長，仍以簡明爲主。

凡寫此種信札，其 heading 必書之甚詳，以便受書者之作復，而 address 亦必行行寫出。

B. BUSINESS LETTERS

商業上之信札與尋常信札大異，商業信札以簡明及尊敬爲主，蓋以商業中人，分陰千金，空文長信，於作者既多擲時光，而讀者亦徒耗光陰耳，所以商業信件以能達事實足矣，虛文套語不適用也，茲立例如下：

GENTLEMEN:

Yours of 17th inst. rec'd. In reply would say we have no record of such transaction. Would ask you kindly to repeat the same.

Yr's resp.

J. JONES.

此書即所謂商業中簡札之類，今若略以完全字句代之，約如下：

14 WALL ST.,
TROY, N. Y.,
OCT. 18, 1918.

THE WASHINGTON COMPANY,
BOSTON, MASS.

GENTLEMEN:

In answer to your letter of Oct. 17, we regret to say that we have no record of the order for collars you mention and can only conclude that it miscarried in the mails. If you will repeat the order we shall be glad to give it our prompt and careful attention.

Yours truly,
JOSEPH JONES.

簡明固為商業信札中之要點，然而因欲簡明之故，致信中之尊敬字句亦簡省之，則仍不得稱為合式之書札，蓋 please 及 thank you 等字，常能引起受信者之注意，且用之可不背禮義上之定則，今試讀以下二書而比較之，即當知信之合禮與否，其關係亦大非細也。

1

GENTLEMEN:

On the 25th you say "copy mailed to-day." That copy did not reach me. Mail another.

Yours truly,
J. BLANK.

It is the November issue that is wanted.

有時因公司範圍甚大，營業極廣，致信札山堆，於是信札分類儲藏之法，並編以號碼，以免雜亂無序，後次稽查時，可一檢即得，其法大都以字母及數目註之於信封上端左上角上，式如下：

<p>In your reply please refer to $\frac{m}{251}$</p>

上式中之 m 字，即表明該信抄錄在 m 字冊子上，而 251 之數目字即 m 字冊子上之頁數，如此復書一到，即可依字翻查，細情不難立得也。

II. PUBLIC LETTERS

Public Letters 者，即名人或政治家商業家等之意見書宣言書等是，此種文字大都露之於報章雜誌中而為大眾所注目者也，其用意其範圍均較廣於別類信札，措辭不宜過繁，總以透澈而理直氣壯為得。

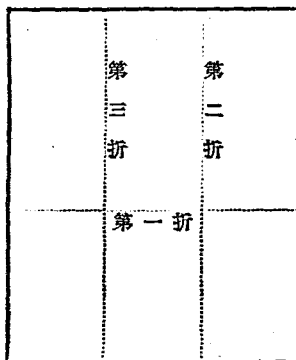
信紙之類別

英文通信用紙之大小具有定則（其為則也，一如我國之有八行紙等），今請先分段述其大小之種類，及因其有大小不同之故，而其折紙法亦各有異之法則。

英文通信用紙之種類甚多，大約可分為 (1) letter paper, (2) commercial note, (3) packet note, (4) foolscap paper, (5) note paper, (6) quarto-size paper, (7) mourning paper 等七種。

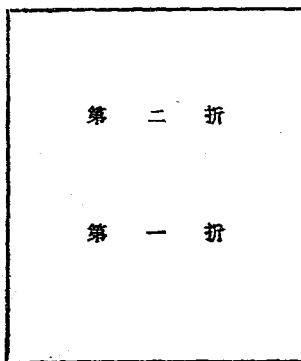
1. Letter Paper

Letter paper 舊時曾盛用之，今則用之者已鮮，長寬為十英寸與八英寸，其折法約如下圖：



2. Commercial Note

此紙現時商業中人多用之，紙之幅圓大小不一，其最普通者，為八英寸與五英寸，其折法約如下圖：



3. Packet Note

此紙為現時最普通者，商業中朋友間均適用之，長寬為九英寸與五零四分之三英寸，其折法一如 commercial note，分全紙為三等部。

Specimen 1

LETTER PAPER

Specimen 2

COMMERCIAL NOTE

Specimen 3

PACKET NOTE

Specimen 5

NOTE PAPER

Specimen 6

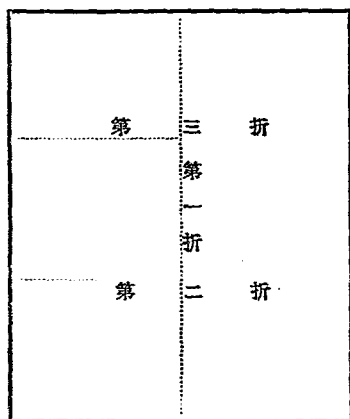
QUARTO-SIZE PAPER

Specimen 7

MOURNING PAPER

4. *Foolscap Paper*

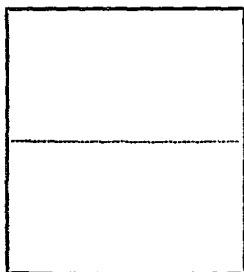
此紙商業中人多用之，朋友間則絕對不適用，倘迫於不得已而用之，則當於信中致其謝罪之詞，幅圓甚大為十六英寸與十三英寸，其折法約如下圖：



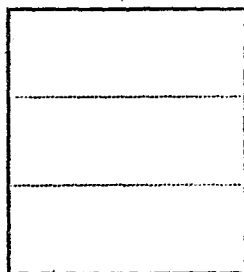
5. *Note Paper*

此紙專為商業中人用之，大小為六零四分之三英寸與五英寸，其折法有二。

(1)

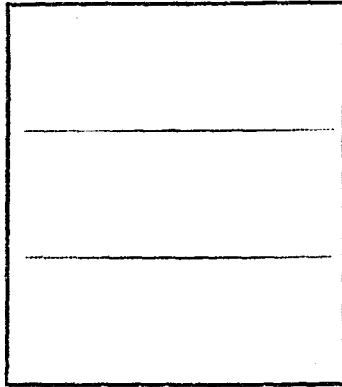


(2)



6. *Quarto-size Paper*

此紙亦商業中人用之爲多，大小爲八英寸與四英寸，其折法約如下圖：

7. *Mourning Paper*

此紙專備報喪用，其性質與我國之訃聞相若，其式樣四周爲一黑邊，且此紙大都爲厚紙，大小不一，略如明信片，然信封大小必須與此紙相配，蓋 mourning paper 大都全紙入信封，並不如別類信紙，須折斷後，再入信封也。



以上各種信紙，均須用尺度整，且不得因信中所書僅二三行，而用半張信紙，紙上亦不得因每行曲折難成直線，遂對格以分之，並禁用紅墨水。

(丙) 點句法 PUNCTUATION

點句法者，即以各種之記號分嵌於字句間，使每字每句之意義，更易明瞭，其記號有十三。

1. The Comma (,)
2. The Period (.)
3. The Semicolon (;)
4. The Colon (:)
5. The Interrogation Mark (?)
6. The Exclamation Mark (!)
7. The Brackets ([])
8. The Parenthesis (())
9. The Dash (—)
10. The Hyphen (-)
11. The Quotation Mark (“ ”)
12. The Apostrophe (')
13. The Ditto (,,)

1. The Comma (,)

Comma 之用法甚多，今請分條略述於下：

甲. 凡合沓句 (compound sentence) 中，以連續詞 (conjunction) 連接者，則用一 comma 以分斷之，例如：

There was a sudden fall in the price of these securities yesterday, and buyers were, consequently, very wary.

乙. 凡包孕句 (complex sentence) 中之諸子句 (clauses)，若非彼此接以極明瞭之連字，或形容子句 (qualifying clause) 甚短者，則須用 comma 分斷之，例如：

The buyers were instructed to reserve their orders, prices were so very high.

丙. 凡句中嵌有倒轉子句 (inverted or transposed clause) 者, 則須用 comma 分斷之, 例如:

When you have completed the work, you may send in your accounts.

丁. 凡子句 (clause), 詞 (phrase), 或短句等, 若插入於某句中, 則此子句, 詞, 或短句之前後, 須用 comma 分斷之, 例如:

The prices at which the goods have been supplied, as we have already remarked, were for prompt cash.

戊. 凡相類之字, 集寫於一處者, 則每字後, 均須用 comma 分斷之, 例如:

He has been a good servant here; patient, sober, honest, and industrious.

己. 凡一句中有數主辭 (subjects) 者, 則每主辭後, 應用 comma 分斷之, 而最後之主辭與動字 (verb) 相接處, 亦須用 comma 分斷之, 例如:

Ranges and groups of lofty mountains, deep valleys, through which run rapid streams, and numberless lakes, set in the midst of grand old forests, are the characteristics of this primitive region.

庚. 凡字之成對而又疊書諸對字於一處者, 則應用 comma 分斷之, 例如:

By night or by day, at home or abroad, asleep or awake, he is a constant source of anxiety to his father.

辛. 凡一句中之動字, 因欲避前後重複而略去者, 則用 comma 以分斷動字之略去處, 例如:

Reading makes a full man; conference, a ready man; and writing, an exact man.

壬. 凡字或子句等之意義, 若與其前段相反者, 則應用 comma 分斷之, 例如:

Did he act wisely, or unwisely?

癸. 凡句中嵌有同位詞 (appositional phrase) 者, 則其詞之前後, 應用 comma 分斷之, 例如:

Chang Tien-ho, the captain of the ship, will wait upon you for instructions.

子。凡字或詞等，在句中爲獨立者，則應用 comma 以分斷之，例如：

To say the least, it is unfair.

丑。凡在獨立詞 (absolute phrase) 後，應用 comma 與後文分斷之，例如：

The sun having set, we all went home.

2. The Period (.)

凡句之非問句及感歎句者，其尾後必用一 period，略字 (abbreviation) 之後亦然，惟略字若在句尾者，則用一個 period 足矣，例如：

He will come here at 8th inst.

3. The Semicolon (;)

甲。凡合沓句中之諸部分，彼此不用連字以連接者，則當用 semicolon，例如：

Our confidence in the success of this undertaking is not the idle dream of enthusiasts; it is founded on reason and based on science.

乙。凡包孕句中之連續子句 (successive clause) 後，亦當用一 semicolon，例如：

If we have stated our claim correctly; if we have reasoned it out clearly; if we have proved our right to the remuneration we request, how can you withhold your remittance?

4. The Colon (:)

Colon 者，即 semicolon 與 period 二者之合用是也，此記號當用之於 as follows, the following, these, these words 等字之後，例如：

Our quotations are as follows:

5. *The Interrogation Mark (?)*

此 interrogation mark 常用之於問句之後，有時若數問句集寫於一處，而每句之義都未告終者，則應於終句後用之，非每一問句後皆寫此記號，例如：

Do we ever see ourselves as others see us?

6. *The Exclamation Mark (!)*

甲. 凡感歎字或句除 O 字外，其後大率皆用一 exclamation mark，例如：

Oh! how I envy you!

乙. 惟感歎字自身若無甚意義，僅用作感歎語之一部分者，則此 exclamation mark，應寫於全語之後，例如：

Ah me!

7. *The Brackets ([])*

凡欲解釋或註明一句中之某字或某語，而又不欲間斷其句之連續者，則可用 brackets，例如：

Inclosed please find draft, value one hundred dollars [\$100] in payment of your account.

8. *The Parenthesis (())*

Parenthesis 之用法，與 brackets 略同，惟其嵌於句中，常與句中意義不相依賴，必自獨立成一部者也，例如：

You were seen (you need not frown) by more than twenty persons.

9. *The Dash (—)*

Dash 者，用以指句中有插句或有疑竇是也，簡言之，即句中之構造或意義頓變時，當用此記號也，例如：

I would do it, but—to say the truth—I am afraid.

10. *The Hyphen (-)*

甲. Hyphen 者,常用以連合混合字 (compound word) 之各部分者也,例如:

Blue-eyed; good-by.

乙. 設一行之末,其空格不足以寫全一字,致此字須照音節分段寫者,則其中亦應用一 hyphen, 例如:

Next Tuesday I will report in detail the result of my interview with him.

11. *The Quotation Mark (" ")*

Quotation mark 者,所以指示在本記號內之字,爲又一人之文或語是也,惟既在 quotation mark 之中,而復須引舉他人之語言者,則當再用一 single quotation mark (' '), 例如:

He said, "I felt like making a bitter reply, but remembered the words, 'A soft answer turneth away wrath.'"

12. *The Apostrophe (')*

甲. 凡欲指明一名字 (noun) 之在物主位 (possessive case), 必須名詞後寫一 apostrophe 及 s 字, 例如:

The dog's tail was cut.

乙. 凡一字欲減寫拼法中之數字母者,則須用一 apostrophe, 例如:

I'll 代 I will, It's 代 it is, 等是。

13. *The Ditto (,,)*

Ditto 者,用以免上下字之重複者也,例如:

Mr. Wang is my friend.

Mr. Chang ,, your ,,

丁. 大寫字母 CAPITAL LETTER

1. 每句之首字必大寫,例如:

The first word of every sentence should begin with a capital.

2. I與O字,必常爲大寫,例如:
You like him more than I.
Mother always says "O."
3. 獨名字,必用大寫,例如:
George; France; China.
4. 凡題目中之重要字,必用大寫,例如:
The City of New York.
5. 凡字由專門名詞變寫者,必用大寫,例如:
Chinese; French; English; American.
6. 凡字之指神名者,必用大寫,例如:
God; Jehovah; Providence; the Savior.
7. 凡字之用以指宗教者,必用大寫,例如:
Baptist; Episcopal; Methodism; Catholic.
8. 凡詩之每行第一字,均須用大寫,例如:
No flocks that range the valley, free,
 To slaughter I condemn;
Taught by the Power that pities me,
 I learn to pity them.
9. 凡字之用以稱呼人者,必用大寫,例如:
B. B. Wong, Esq.
My dear Sir.
10. 若North, South, East, West等字,用以指一處地方者,必用大寫,例如:
Many citizens of the South spend their summers in the North.
11. 凡書名中之重要字,必用大寫,例如:
Barnes's History of the United States;
The Child's Book of Wonders.
12. 凡日子或月份等字,必用大寫,例如:
The Wing On Company was opened Thursday, August 1, 1918.

13. 信中 address, 及 salutation 之每行首字, 大都均用大寫, 例如:

Hon. Seth Low,

President of Columbia College.

Dear Sir:

Complimentary ticket
伏待券

14. 凡信中 complimentary close 之每行首字, 大都亦均用大寫, 例如: *Expressive of civility (Politeness) or praise, flattery*

I remain, dear Sir,

Very respectfully yours,

15. 凡在 quotation mark 中之首字, 必用大寫, 例如:

Remember this maxim: "Honesty is the best policy."

16. 凡為國家之重大事件, 或歷史上之紀元等, 其句內之重要字, 必均用大寫, 例如:

The Battle of Waterloo.

The War of Independence.

The Middle Ages.

17. 凡物名之用以視如人者, 必用大寫, 例如:

Come, gentle Spring.

Now stalks gaunt Famine through the land.

CHAPTER II

SPECIMENS OF SOCIAL LETTERS

A. FROM PARENTS TO (AND ABOUT) THEIR CHILDREN (WITH REPLIES) AND LETTERS AMONG FAMILY MEMBERS

1. *From a Little Boy to His Grandpapa*

385 SHENSI ROAD, April 14.

DEAR GRANDPAPA,

How do you do (玉體何似)? I have not heard from you for a long time. I hope you are not ill, and I hope, too, that you will soon write to me.

I am,

Dear grandpapa,

Your loving grandson,

.....

2. *A Little Girl's First Letter to Her Mamma*

THE NURSERY, January 7.

MY DEAR MAMMA,

You see I can write a letter. I hope you will be able to read it, for I *took pains* (煞費心思), and was *a long time over it* (作此書信係經許多時間). I will do better next time.

Your loving child,

.....

3. *From a Little Boy to His Parents on New Year's Day*

January 1.

MY DEAR PARENTS,

I write you these few lines, wishing you a *happy New Year* (快樂的新年), and *very many of them* (並更有無數快樂之新年).

I hope that by the end of the year I shall have *made great progress* (大有進步) in my education, and that the letter I shall, I hope, write to you a *twelvemonth from now* (明年今日) may show that I have *made good use of* (善用) my time.

I remain,

My dear parents,

Your dutiful and affectionate son,

.....

4. *From a Little Girl to Her Grandmamma, Inviting Her to Pay the Family a Visit*

MANSFIELD VILLA, BRIXTON, Oct. 5.

MY DEAR GRANDMAMMA:

As mamma has *left one side* (空餘一邊) of her letter for me to write to you, I beg and entreat you to come and see us, and *stay a long time* (久住). Do, there's a dear, good grandmamma.

Although we live near London, we have a pretty house and a large garden just like the *country* (鄉間), so that you will be as quiet here as you are at your own home.

Papa says the railway will bring you to London in two hours, and he will be at the station *to meet* (迎接) you, and bring you and your luggage here in a cab. So, my dear grandmamma, I hope you will not disappoint us, but come as soon as you can to see

Your affectionate granddaughter,

.....

5. *From a Little Girl at School to Her Parents*

MACKWORTH HOUSE, APPLEBY,
January 25.

MY DEAR PARENTS:

I was very dull and miserable when I first came here, for the change was so great from my happy home to the large, *rambling* (散漫), *cold-looking* (不相識) school. But I am *becoming used to* (相習成慣) it *by degrees* (漸漸), and as the *governess* (管理人) is kind, and I have some very nice *school-fellows* (同學), I am beginning to feel as happy as I can away from my dear papa and mamma, and brothers and sisters.

But I am not to see any of you again till next *Christmas* (耶誕節)! *What a long, long time* (何等長久之時) it will seem! and how I shall count the days and hours until the happy holiday time comes!

In the meantime I will *pay attention to* (專心於) my lessons, so that when I do see you again, you may find a great *improvement* (進步) in me.

With kind love to all, and hoping you will write often,

I am,

Believe me,

My dear parents,

Your very affectionate daughter,

.....

6. *From a Little Boy at School to His Parents*

BUCKFIELD HOUSE, OAKHAM,
July 18.

MY DEAR PARENTS:

As you told me to let you know how I *got on* (過日子) at my new school, I write to say that I like it very much.

My master is kind, and we have plenty to eat and drink, a large playground, and comfortable bedrooms.

I am learning writing, arithmetic, grammar, geography, and history; and I hope *to get on well* (續學無阻) in all these ~~before the half is out~~ (在此半年未過去之前).

There are a great many boys in our school, and some of them very big ones, but *we agree very well together* (彼此和洽殊甚), and have some good games.

In hope you are well at home. Please give my kind love to my brothers and sisters, and accept the same yourselves from

Your dutiful and affectionate son,

..... ✓

7. *From a Son at School Asking His Father's
Leave to Pay a Visit*

BERKSHIRE COLLEGE, READING,

October 24, 1917.

MY DEAR FATHER,

Robert Young, one of my schoolfellows, asked me to spend *a week or two* (一二星期) at *his father's* (彼父家中) during the next holidays. Mr. Young is a farmer, near *Pangbourne* (地名), and his son is a very clever, nice fellow, ~~about my own age~~ (與余年相若). If you have no *objection* (反對), I should like very much to go, even if only for a few days. I hope that you will give me *permission* (允許) to go with him, and *will not mind* (將不以爲否) sending me a little money to go with.

I remain,

My dear father,

Your affectionate son,

CHARLES FRASER.

8. *Answer Affirmatively*

BURWOOD HOUSE, PECKHAM,

October 26, 1917.

My DEAR CHARLES,

You have my permission to *accompany* (陪伴) Robert Young to his father's house, and to *defray* your expenses (支給汝之旅費) to Pangbourne and in returning, I inclose you a *post office order* (郵局匯票) for . . . , which Mr. . . . will get *cashd* (兌換現銀) for you. When you *arrive at* (抵) Mr. Young's you must thank him for me, and say that I shall be pleased if he will allow Robert to spend a little time with us here. I don't *know* (認識) Mr. Young personally, but, I believe him to be a *very worthy* (極有價值) man, and if his son *follows in his footsteps* (有乃父風), his friendship will be worth having. Although I don't wish that you should *hurry away* (速離) from the *farm* (田莊), I shall be the better pleased if you will come home soon.

With love from your mother, and sister, and myself,

I am,

My dear Charles,

Ever your affectionate father,

JOHN FRASER.

9. *Answer Negatively*

BURWOOD HOUSE, PECKHAM,

October 26, 1917.

My DEAR CHARLES,

As I am not *acquainted with* (熟識) Mr. Young, it will be better for you to *defer* accompanying his son home *for the present* (現今), and come from school *direct here* (直接回至此間).

Ask Robert to thank his parents for their kindness, and express yourself as grateful to him for his *thoughtfulness* (掛念). I hope you won't feel very much *disappointed* (失望) by my refusal, as you know I by no means approve of visits being paid by any one of my family to strangers. Besides, I wish to have you with us during the whole of the holidays. I have had a very favorable *account* (報告) of your progress from Dr. Barnard. He tells me you have been studying very hard, and *deserve* (應享) a rest. You shall have one at the seaside, which I believe will *do you more good* (更有益於汝) than an inland district.

Write and tell me the day when the holidays begin, and we will *make our plans* (預備) for you. Your mother sends her love,

And I am,

My dear Charles,

Your affectionate father,

JOHN FRASER.

10. *Letter of Thanks for Being Permitted to Pay a Visit*

BERKSHIRE COLLEGE, READING,

October 26, 1917.

MY DEAR FATHER,

I am very much obliged to you for giving me *leave* (許可) to accompany Robert Young to his home during the holidays. He is very glad that you have consented, and tells me that we shall enjoy ourselves. But you may be sure that I shall not forget my own home, and nothing will *induce* (誘) me to *remain away* (居留於外) longer than a week. I will be sure to thank Mr. Young, as you desire, and ask him to allow Robert to spend a few days with me when I

leave the farm. If he consents I shall be glad, for we are growing *great friends* (好友). I think you will like him very much; at least, I hope so, because I shall be sorry if you are *disappointed in him* (厭忌彼人).

With love to dear mother and yourself, I remain

Ever your affectionate son,

CHARLES FRASER.

11. *A Lady Desiring Her Son to Visit an Old Friend*

7 CLARENCE ROAD, BRIGHT,

Sept. 17, 1917.

MY DEAR WILLIAM,

As the *Grahams have taken a house* (住家) in town (the address is 5 King Street), you will please me by calling upon them in a day or two, and asking them to point out anyway in which you *can be of service* (給助) to them. Mrs. Graham is an old and very dear friend of mine, and when she knows who you are she will be delighted to see you. I have not seen any of the girls since they were children, but I hear delightful accounts of them. The eldest *is said to be* (據云) charming, amiable, and intelligent, like her mother. I shall write Mrs. Graham a note to-morrow, telling her *you intend calling* (汝往謁見), so *by no means* (切不可) delay doing so beyond Friday, otherwise you will be thought careless, or perhaps *something worse* (更甚於此者). Give my love to them when you call,

And believe me,

My dear William,

Your affectionate mother,

ELIZABETH YOUNG.

12. *Respecting a Visit to a Friend Made at the Desire
of the Writer's Mother*

PUTNEY ROAD, Feb. 2, 1917.

MY DEAR MOTHER,

I *called* (此字與下之 on 字連用作“拜訪”解) as you wished on the Graham's last night, and was *received* (接待) very cordially by every one of the family; Mr. Graham was excessively kind, and seemed never tired of listening to what I had to say about you and my father. The girls are really very pretty and amiable, and, as far as I can judge, accomplished. The eldest, Emily, is decidedly the most charming, but I *know very little of* (尚未深悉) them *as yet* (至今). I am dining with them on Monday, and on Tuesday I will write again.

With love to my father,

Believe me, dearest mother,

Ever your affectionate,

WALTER.

13. *Inclosing a Remittance to a Son with a
Word of Advice*

FULTON ROAD, N.,

Feb. 21, 1918.

MY DEAR EDWARD:

I was excessively sorry to hear that you had allowed yourself to become *indebted* (負債) to anybody *before you were in a position to pay what you might owe* (在汝未至能償還汝所欠之款之前); for debt, however trifling, is the very worst burden under which one can begin life. I have known many who like yourself, thought that to owe a little money was

of no consequence (無關緊要), have found themselves in serious difficulties before they *were conscious of their error* (自知其過) and when they were *extricated* (脫出) from their troubles, were only *temporarily benefited* (暫時得益), as the habits they had contracted impelled them to incur fresh debts to an extent that ultimately *led to their ruin* (導至顛沛境况). I am not taking you to task, my dear boy; I am only warning you as a true and loving friend, to avoid everything that might possibly *mar* your prospects in after life. A very slight deviation from the *path of honor* (正途) in our young days *carries us far away* (使余等遠離) from it in the prime of life.

I am pleased and thankful that you *candidly confessed* (披懷直陳) that you were *in debt* (負債), for, although I felt pained, it was sweet to think that you had confided your troubles to me. Always do that, my dear, and you *will never wander far astray* (將不深入歧路). I inclose a bank note for £ . . . (即 pound 之略), which will, I hope, free you from all anxiety. Write me a cheerful letter by return of post.

And ever believe me to be,

Your affectionate mother,

HELEN WINGFIELD.

14. *From a Young Lady at School to Her Sister Describing a Visit to the Country*

THE COLLEGE, CLAPHAM, S. W.,

July 23, 1917.

MY DEAR LENA,

Tuesday was one of the happiest days we have had for a very long time. Miss Gray was in an *unusually indulgent* (異常寬縱) humor, and caused us to be *carried off* (帶往) to

Midhurst, a pretty village ten miles from town, where we enjoyed ourselves *to our hearts' content* (心足). After passing the village, we came to a *delicious* (美) bit of *woodland scenery* (林地風景), where our hampers were unpacked, and their contents *spread out* (散開) on the grass under the shade of some noble trees. We encamped *gypsy fashion* (如遊民之狀; gypsy 歐西之一種遊民, 無家室, 無固定職業, 隨處爲家, 如我國之江湖中人然), and made merry for hours and hours, while our elders were *botanizing* (採集草木) and sketching as *zealously as though* (好像) it were for dear life. Our *appetites* (胃口), you may be sure, were excellent, and so were the *dainties* (美品) which Miss Gray had provided. Our kettle *boiled famously and actually sang* (壺沸而作聲, 聲調極佳, 有如歌唱然), as did we, very heartily, much to the astonishment of the birds. The day came *to an end far too soon* (瞬已薄暮), but it has afforded us since no little pleasure in recalling what was said and done, and what we saw. Trusting you will not forget me,

My dear Lena,

Ever your affectionate sister,

FRANCES WALTERS.

15. *From a Lady to Her Daughter at School, Respecting
Her Disobedience*

BRIXTON ROAD, S. W.,

March 2, 1917.

MY DEAR MARTHA:

I have received a very sad account of your conduct from Miss Gray, who is quite as much distressed as we are, and has begged me to write, warning you of the *consequences* (結果) of disobedience. Your father and I think you must

have forgotten us, or you would never have caused us the *shock* (激刺) which we felt on receiving Miss Gray's letter. You surely have forgotten also your *promises* (前言), and become, instead of a good, dutiful girl, a very wicked one. You know that we love you very dearly, and *are grieved to have you away from home* (於汝之遠離常覺不快), and yet you have *caused us this pain* (致余等生此苦痛). We are too deeply hurt to scold you, or say what we shall do. I am afraid that Miss Gray will send you back to us, lest your example should be *followed* (仿效) by others. And what a coming back that would be to us all. I have asked her to try you again, and if you go to her and in a humble manner beg her pardon, and express your sorrow for all you have done, perhaps she will forgive you. And if she does, you must *kneel down* (風膝於地) and pray to God to keep you from *sinning* (罪惡) and every night and morning you *must do the same* (必照樣爲之), for you will never be a good girl until *He takes you into His keeping* (上帝攜汝處於彼看護之下). It is because you have forgotten Him that you have been disobedient, for remember this, my dear, that it is only *by striving* (勉勵) to do our duty to our *Heavenly Father* (天父) that we can do our duty to others.

You will do what I have told you when this arrives, and write to say that you are our own little daughter *once more* (再), and you will be forgiven, and have all our love back again.

Your affectionate mother,

CHARLOTTE FITZROY.

16. *Answer to the Above, Penitently*

PENHURST COLLEGE, REIGATE,
March 5, 1917.

MY DEAREST MOTHER,

I have indeed been very wicked to *distress* (使憂) you and my dear father as I have done. I cried when your letter came, *it was so much kinder than I deserved* (親愛備至實有逾我之所應得). I went with it immediately to Miss Gray, and, as well as I could, I begged her to forgive me, and promised to try never to vex her again. She was very good to me, and bade me go to my room and do what you told me. I *really will try to be good* (試爲善人).

Give my dear forgiving father a dozen kisses for me, and bless, my darling mother,

Your own,
MARTHA.

17. *From a Lady to Her Daughter at School*

COLLEGE ROAD, DULWICH,
Jan. 31, 1917.

MY DEAR CAROLINE:

Your father and I were delighted to hear of your progress, and we are sure you *will continue to improve* (將繼續增進) if you never forget to *pray to* (禱告) God for help. Remember that you *can do nothing without appealing to Him* (若不想求上帝無所成就), for He will *strengthen* (增強) your resolution, and *by that means* (用彼方法) enable you to overcome all your difficulties. When we attempt to do anything for ourselves forgetful of God, *temptation comes in* (邪誘侵入) and leads our thoughts away from duty, and into paths that afford us no true knowledge.

Both *French* (法文) and music we wish you to know thoroughly, but not *at the expense of* (荒弛) your English studies, for to know your own language well gives you a facility *in acquiring others* (學習他國語言), whereas if you neglect your English *for the sake of* (因欲) learning French, your knowledge of both *must ever be imperfect* (必終無竟全之日). I shall write to Miss Gray and let her know explicitly what our wishes are.

We are as desirous to see you as you are to come home, but the holidays will soon come round, and as your dear father will go for you, you will have a kind meeting to think of. I shall be in town *shopping* (購物) one of these days, and I will buy you a hat, and, perhaps, something else, which must remain a secret for the present.

Your father and John both unite with me in sending you our fond love, and with a kiss,

My dear Caroline,

Your ever affectionate mother,

MARY SINCLAIR.

18. *From a Young Lady at School to Her Mother*

PENHURST COLLEGE, REIGATE,

Oct. 19, 1917.

MY DEAR MOTHER:

I am very anxious to be once more at home, but it will be six weeks before the holidays begin, and *until then* (及至彼時) I must just content myself here by writing and receiving your letters. I have improved *tolerably* (尙足稱) since I spoke about my music and French. I do not give this as an opinion of my own, but both our *masters* (教師) were pleased to say so, and they are so strict that I *can take their word for*

granted (假定其言爲是). I feel, however, *increasing facility* (覺較便易) myself, more especially in music, which you know I have always loved. French I *acquire much more slowly* (進步甚慢). I have determined, however, to persevere and *get over* (勝過) the difficulties before this term *expires* (終了).

I am still wearing the . . . dresses and . . . which you sent by John, and I have been so careful of them that they look *scarcely soiled* (不污). But I require a hat more than anything else, because the one I have is really *shabby* (破敝) and *old-fashioned* (舊式的). If you buy me one I should like it *to be the same as* (同樣) . . . 's hat, for I am told that the kind she wears is very pretty and *serviceable* (稱用). You, however, know best, and it pleases me to think of your *constant thought of* (常常紀念) me. I shall write again on Tuesday. Give my fond love to my father and John, and with much to yourself,

I am,
My darling mother,
Your own,
CAROLINE.

19. *Letter from a Governess to Her Mother, Saying that She Is Unhappy in Her Situation*

BELVIEW LODGE, LEEDS,
August 21, 1917.

MY DEAR MOTHER:

I *do not really think* (決不謂) I can remain in this situation. I have been here for a month, and I have never had a *sympathetic* (有感情) word from Mrs. Ellis, who *treats* (待遇) me exactly like a machine.

I am expected to do much of the work which ought to belong to the *nursemaid* (小孩之看護婦); so that, when my

charges are in bed, *instead of* (並無) having a little time to myself for reading or *mending* (修補) my clothes, I am expected to see the *wardrobes* (衣櫥) of all the children, put the school-room *in order* (有秩序) for the next day, and go and sit with the baby if it *wakes up* (醒), which it does nearly every night. I must of necessity sit with no other light than that of a *shaded nightlight* (晚間用有遮蓋之燈)! So it is impossible to read or do any needlework. This is very dreary, *as you can imagine* (親可想像得之), more especially as I can hear singing and music and sometimes dancing going on in the *drawing room* (客室).

I have my meals in the schoolroom with my two elder pupils, and I never go out except when I take these children for their *walk* (散步). How I think of the bright fireside at home, and of you and father and the girls! And how I wish myself back!

Surely all situations are not as *trying* (難堪) as this one. I hope, dear mother, you *will agree* (同意) to my leaving, and let me know if I may give Mrs. Ellis notice.

With best love to all of you,

Your loving daughter,
AMY.

20. *A Son's Letter to His Father Relating to Changing
His Situation*

7 THE GROVE, DULWICH,
JUNE 15, 1917.

MY DEAR FATHER,

I am sure you will be pleased to hear that I have been asked to *join the warehouse staff of* (供職於...之棧房管理部) Messrs. Wallace and Co., the well-known silk importers of

London, at a salary considerably *in advance of* (較多於) that which I have been receiving from my present employers. Messrs. Wallace offered me an *engagement* (合同) for three years at a salary of £150 for the first year, £175 for the second, and £200 for the third, and, after due deliberation, I *have accepted these terms* (已承受此等條件). The duties of my new appointment are of a more *responsible* (負責任的) nature than those I have hitherto discharged; but I feel confident of being able to discharge them efficiently after I have made myself acquainted with Messrs. Wallace's *system of management* (辦事之規制). But, notwithstanding my improved prospects, I feel sorry at leaving Mr. Urquhart, who has added to his many kindnesses by addressing a letter to my new employers, *handsomely recognizing* (端極讚許) my services to himself. As regards this, however, and other details I will write more fully early next week. With kindest love to mother and sister,

Believe me,

My dear father,

Your affectionate son,

CHARLES FINN.

21. *From a Father Complaining of His Son's Negligence*

BEAULIEU, MAIDSTONE.

Feb. 23, 1917.

MY DEAR EDWIN,

You cannot imagine how *concerned* (掛念) I am at the carelessness and indifferent management which you have lately displayed. *Remissness* (懶慢) is inexcusable in all men, but *in none so much as in a man of business* (商人較其他各種人爲尤甚). You ought to know that the soul of

business is composed of industry, diligence, and punctuality. Let me beg of you to *shake off* (除去) the idle habits you have contracted. *Give up unprofitable associations* (舍棄無益之伴侶) and *unreasonable recreations* (無意識之娛樂), and then, by applying yourself diligently, you may yet be able to retrieve your position. Examine your accounts, and see *what proportion your gains bear to your expenses* (出入款項比較之率如何), and so contract the latter *as to admit of a margin* (以容留少許之金錢) which, if properly invested, should in a few years place you *out of the reach of danger* (跳出險境之外). Consider that, when once a man suffers himself to go backward in the world, it must be an uncommon *spirit* (精神) of industry that retrieves him and puts him forward again. Think seriously of your affairs, and in time resolve on such a course as may bring *credit* (信用; 名譽) to yourself and add to the comfort of your family.

I am,

My dear Edwin,

Your affectionate father,

GEORGE DUFFIELD.

22. *Answer to the Above*

HIGH STREET SEVENOAKS,

Feb. 26, 1917.

MY DEAR FATHER,

I return you my sincere thanks for your *well-deserved reproof* (適當之申斥) and seasonable advice. I have, indeed, too freely indulged in an idle, careless habit, and, when I received your letter, had already begun to feel the *evil consequences* (惡果) of it, in the insults of a creditor or two from whom I expected far different treatment. But, indeed

they wanted only their own (彼輩不過欲得其固有之金錢); so I could blame no one but myself. Your letter came so seasonably upon this that I hope it will not fail of the desired effect; and as it is not yet too late, I thank God, I am resolved to *take another course* (另走正途) with myself and my affairs that I may avoid the ill consequences of which you so kindly, if severely, *forewarn* (告誡) me, and give to my family and friends the pleasure they so well deserve at my hand, and particularly that satisfaction to so good a father.

I am,

My dear father,

Your affectionate son,

EDWIN DUFFIELD.

23. *From a Father to His Son Respecting a Profession*

7, CHARLES STREET,

August 18, 1917.

MY DEAR ROBERT,

As you are now *old enough to leave school* (已達離去學校之年歲) and embrace some calling or profession, I think it would be well to consider during the next month or so the direction in which you could be employed with the greatest advantage to yourself. I do not ask you to tell me whether you would like to adopt this or that profession *merely because* (祇因) your inclinations *run* (趨向) in a certain groove, but to discover, if possible, how you can best make yourself useful in the future, and in which direction *your tastes incline* (汝志所向). Many men *fail in life* (身遭失敗) through a

propensity to follow whatever *track* (行業) seems most pleasant without considering first how far their *talents* (才能) and *inclinations* (性向) will carry them in it. This is the mistake I am anxious you should avoid, and you can only do so by *weighing carefully* (謹慎權衡) in your mind everything that suggests itself in connection with the present subject before you and I *compare notes* (交換意見). Having always been engaged in business myself, I am, of course, more partial to its pursuits than to those of any other profession, but, knowing as I do that many lads are better fitted to attain success in *other walks* (他種行業), I shall not insist upon your entering upon mine. Still, I cannot conceal from you that it would please me greatly to find that you *were following in my footsteps* (繼續余之職業). The *prizes* (報酬) in commerce are greater *in point of money* (在金錢方面) than they can possibly be in any profession, and they are *within the reach* (限於...之中) of the poorest assistant, provided he be industrious, observant, and conscientious. At the *Bar* (作法律解) but few men attain to eminence, and not many, even after thirty or forty years of waiting, succeed in getting constant employment; but the great bulk of our barristers who have no private means, have either to connect themselves with other pursuits, or live a most unenviable life. The medical profession is also overcrowded, and the same may be said of the Church; while the army is one which I cannot bring myself to consider. In both *civil and marine or electrical engineering* (土木工程與河海工程學或電氣工學) there are, however, excellent opportunities for a young man to distinguish himself; and in other directions men may do well if they choose to *put their shoulder to the wheel* (耐苦任事).

Now, my dear Robert, just think over what I have said, and write in a month's time telling me if you *have formed any views* (已定有成見), and what they are. Do not be afraid of saying exactly what you think; I always prefer hearing a candid statement, even if it causes disappointment, to listening to anything of an *equivocal* (模稜兩可) character.

Good-by, my dear boy,

And believe me,

Ever your affectionate father,

WILLIAM BYRNE.

24. *Answer to the Above*

CLOVELLY COLLEGE, BOURNEMOUTH,

August 20, 1917.

MY DEAR FATHER,

When I received your kind letter I thought of writing by return to say that *nothing would please me more than to enter business* (除從事商業外實無足以悅我者), and thus have an opportunity perhaps of one day becoming one of your assistants. But, bearing in mind your *injunction* (訓諭) to think the subject over for a month, I could not reply *at once* (立刻) to your letter without the consideration you advised. The month has now expired, and I am ready to answer, and to express my gratitude for the way in which you consulted my wishes.

After long consideration I *have come to the conclusion* (已決定) that I would like to qualify myself to be a merchant, if you think it desirable that I should do so. I have made considerable progress in accounts, and while learning geography I have paid *particular attention* (特別注意) to the

description given of the *commodities* (出產物) of the different countries. I hope I may not disappoint you if you decide upon placing me either in your own office or in that of one of your friends. I am resolved to do all *in my power* (余力所及) to make myself useful wherever I am placed, and with that view I will *employ a portion of my time* (用我所有時間之一部分) in picking up some knowledge of *matters* (事務) little known to me now.

I am very pleased, my dear father, to think that you have been wishing that I should follow the track which you have so successfully pursued: I know of no career I would enter on sooner than the avocation of a man of business, in which I, too, may, perhaps, be successful if you will help me with your advice and guidance.

I remain,

My dear father,

Ever your affectionate son,

ROBERT BYRNE.

25. *From a Father to His Son at School Respecting
His Conduct*

FRITH STREET, HASTINGS,

April 19, 1917.

MY DEAR FRANK,

You cannot imagine my pain and distress at receiving a letter from Mr. . . . this morning to say that your *conduct* (品行) at school has been such as to call for the *gravest censure* (極重之譴責): I have placed such *implicit confidence* (深信不疑) in your promises to be good and *persevering* (耐苦) that this bad report of your conduct and your progress has come

as an utterly unexpected *shock* (打擊). Mr. . . . tells me that you have not only been idle in your work, but that you have been guilty of continual *impertinence* (無禮) and *disrespect* (不敬) in your behavior *toward* (對於) the assistant masters, and openly *defiant* (侮慢) even of his authority; so bad indeed has become the example you are setting to the other boys that he asks me *in their interests* (爲顧全彼輩之利益) to *make arrangements* (設法) for placing you in some other school.

You are quite old enough to understand the *disastrous consequences* (不幸之結果) to your whole life if he finds it necessary to *persist in this decision* (堅持此定議). A good character is the one absolutely essential thing in this world, as it is in the next, and I cannot conceive a worse calamity could befall you than that you *should be expelled* (被革退) from the school. For that is what Mr. . . .'s letter means. It is infinitely difficult to retrieve a character *once lost* (一經墮落), and as no first-class school will *receive* (收錄) a boy who has already been expelled from another school, it would be necessary to place you with some *severe* (嚴) master who has found it his vocation to deal with *refractory* (強頑) lads, and the *stigma* (恥辱) attaching to such a course might easily blight your whole career. As it is, I have written to Mr. . . . , *begging him to reconsider his decision*, and to inflict upon you any alternative punishment which he thinks *may meet the case* (對於此事以爲行之適當者).

It is true, my dear boy, that I am very angry with you, but I implore you to believe that I am still more sorry. If I could show you how sorry and hurt I am, and how distressed your mother is, I feel sure *the love you have for us both* (汝對於我二人所有之親愛) would open your eyes to the real wickedness and folly of your conduct, and you would

never require such a letter as this from me again. I shall wait anxiously for Mr. . . .'s next letter, and more anxiously (此處一 wait 字省去) for one from you. Let me hear that I have *touched* (感動) you, and that having taken your punishment bravely you will try honestly to be a better boy in the future. If you can write me such a letter you shall have our full and free forgiveness, and our unflinching love and help in your efforts to amend.

I am,

Your affectionate father,
HENRY SINCLAIR.

26. *From a Son at School to His Father, Complaining*

HARVARD HOUSE, CLINTON,
March 21, 1917.

MY DEAR FATHER,

I don't want to worry you about things, but you told me to write as I should talk to you if I were at home, and really I'm unhappy. Our *form master* (管理長) seems to have taken an *extraordinary dislike* (非常厭惡) to me, and I can't do anything to please him. The work is *a good deal harder than* (其難遠過於) any I did at home, but I would not mind that if I had things explained to me a little. As it is, I don't understand half of what I am supposed to do, and so, of course, make *frightful mistakes* (驚人之錯誤) in the exercises. I know the mistakes are there, but it's not because I'm stupid or don't try as Mr. . . . makes out, and I think it's hard to be kept in every day or have lines given me to write, when I'm *doing my best* (竭力爲之) and working harder than *fellows* (同輩) who make no mistakes at all, but have

had the work explained to them before. Mr. . . . says that he will report me for *indolence* (怠惰) to the *head master* (校長) if I don't do much better next week, and of course he will *take* (信) the *word* (言語) of a master rather than the word of a boy. I wish you would write and tell me what to do, or to say to the head master if I'm sent up to him, as I shall be unless Mr. . . . helps me a good deal more.

With love to mother and yourself, I am,

Your affectionate son,

HARRY.

27. *From Father to His Son at School Respecting
a Complaint*

CLOVE VILLA, MILTON,

March 23, 1917.

MY DEAR HARRY,

I am sorry to learn from your letter that you are so unsuccessful in your efforts to *win commendation* (得嘉許) from your form master. I believe implicitly that your explanation is the right one, and that your mistakes are not *due to* (因為) indolence, but to the fact that you are working in the dark, so to speak. Few things are *so hard to bear* (難堪) as punishment which one believes to be inflicted unjustly or through ignorance of the facts. In all this you have my affectionate sympathy. *As to* (至於) the advice which you ask me to give you, I am in no doubt about that. School is like the army in the respect that discipline must be very *strictly maintained* (嚴加保存), and whatever your opinion of your superior officer may be it is your duty to *show him absolute obedience and respect* (表示絕對的服從與敬意). I hope that

an opportunity may arise for you to explain to Mr. . . . himself what is your need, the preliminary explanation which would throw light on the dark places in your work, but which he may think you have had at home. But if such an opportunity should not arise, and if you *are reported to* (被報告於) the head master, tell him frankly and fully all that you have told me, and I am confident that the trouble will be smoothed away and Mr. . . . 's *misconception* (誤會) about you removed. In good report or in evil report, my dear boy, you have only to do your best, and things will *go* (現出; 進行) very well. You know you are doing your best, and I know you are not a dunce. If you *keep up* (繼續) your heart and your efforts, Mr. . . . will very soon discover both those facts for himself, and probably be all the better friend to you just because he has previously misjudged you. Write again soon to tell me *how matters go on* (事之進行如何), and believe me,

Always your affectionate father,
JAMES GRANT.

28. *From a Gentleman to the Principal of a School
Respecting His Son*

CLOVE VILLA, MILTON,
March 23, 1917.

MY DEAR SIR,

I have just received a letter from my boy, and I think the best way to *deal with* (處置) the matter effectually is to show it to you in confidence, and I accordingly inclose it

herewith. To the boyish suggestion that any assistant master engaged by you would be capable of showing *favoritism* (偏愛) or being unjustly severe to a lad whom he *might conceivably* (私意以爲) like *less than* (不如) some others, I need not say I attach no importance; but I do attach the greatest importance to the fact that my son is *at present* (現在) laboring under a sense of injustice, for nothing is so calculated at that *to damp a boy's enthusiasm* (沮喪兒童之熱心) at the beginning of his school life. Pray believe that I am formulating no complaint either against Mr. . . . or against your system. I am only asking you as representing myself to take a note of the situation now that your attention *has been drawn* (加) to the matter, and to be prepared, as I am, to believe that Mr. . . . does in fact *fail to perceive* (失察) the real cause of Harry's continued mistakes. My own view is that while a form master is justified in punishing a boy for indolence he is not justified in doing so for *ignorance* (愚蕪) of what he has himself *failed* (不明) to teach, and that seems to be the root of my boy's small trouble. I am sure you will DEAL wisely and kindly WITH the matter, and not construe Harry's obedience to my wish that he should come to me with all his troubles as any unmanly telling tales out of school. I shall write to him to tell him to do his best and leave the issue to other powers, and I shall hope to hear from you that he is not "really unhappy" any longer.

With our united kind regards, I am,

Yours faithfully,

JAMES GRANT.

29. *From a Little Girl to Her Brother, with
News of Home*

LONDON: 61, PETERBORO' STREET,

May 1.

MY DEAR BROTHER,

Mamma not being very well to-day and papa busy as usual, I sit down to write you all the news as well as I can.

We have been *rather dull* (頗形寂寞) here since you were gone, for the weather has been so bad that we could not get out, and I suppose the same cause has kept people from coming to see us.

Uncle Henry *has had another fit of the gout* (又患脚風病一次), and has been very bad indeed. The doctor thought he could not live, but you will be glad to hear that he is better now. Aunt Sophy fell down stairs a few days since, and *sprained her ankle* (扭傷彼之踝筋骨) so badly that she *has been confined to the house ever since* (至今尙悶居戶內). Cousin Matilda and cousin Mary have gone on a visit to the Isle of Wight. Jane, our housemaid, has left to get married. The Prestons, next door but one, have gone to *Scotland* (蘇格蘭, 英倫三島之一) to live; and the new *linendraper* (細麻布商) round the corner has failed.

Carlo (貓名) is quite well; I told him I was going to write to you, and he put out his paw, as much as to say that I was to shake hands with you for him. I think that is all I have to tell you.

We all hope that you are well and happy. Write soon.
Accept our united love,

And believe me,

My dear brother,

Your affectionate sister,

ANNE.

30. *From a Little Girl to Her Sister in the Country,
Describing a Party*

29, CUMBERLAND STREET, NEWPORT,
7th January.

DEAR MATILDA,

We had our *annual juvenile party* (青年歡敘之年會) last night, and a very pleasant party it was. I should think there were between forty and fifty young ladies and young gentlemen, most of whom you know, and *can guess at* (能猜度得之), so I need not write down their names.

We had music, dancing, forfeits, magic lantern, and all sorts of amusements; and we also had a beautiful Christmas tree, from which everyone present had something. The party did not *break up* (散) till eleven o'clock, and then everyone was surprised to find it was so late.

Many times during the evening I wished that you had been with us; but I suppose you have had your party, too, and I hope you will write soon, and give me some *account* (報告) of it, with any other news.

We are all well, and unite in kind love to you.

Believe me,

Dear Matilda,

Your affectionate sister,

JANE.

31. *Answer to the Above*

BEECHAM HALL, CAMBRIDGE,
9, January.

DEAR JANE,

I am glad to hear that the annual juvenile party passed off so well. I wish, with you, that I had formed one of the

company; but I must not complain, for we had a very pleasant party here *a few evenings since* (數夕前).

There was dancing in the big old-fashioned hall; then several curious games that I never saw before, and after that there was supper and singing. Last of all we sang a pretty song with all our hands joined, and so the evening finished. Many of the party had a long and *lonely way* (靜僻之徑) to walk home, but they *did not seem to mind that* (一若未曾注意及此).

I am happy to say that I am quite well, and perfectly comfortable. Aunt and uncle join me in kind love to mamma, papa, and all of you.

And I remain,

Dear Jane,

Your affectionate sister,

MATILDA.

32. *From a Young Lady at School to Her Sister,
Requesting Books*

HIGH SCHOOL, RICKMANSWORTH,
December 26, 1917.

MY DEAREST PEN., (Penelope 之縮稱; A. 縮稱 所以表親愛也)

I was delighted with your last letter; it was so *full of* (滿載) good things that I read it *over half-a-dozen times* (不止六次) before I *had extracted all its sweetness* (盡得其佳處). And really if you knew how refreshing it is to get such letters—after we have been poring over our exercises until we are nearly as dry as they are—you would write often. You would write, I am sure, twice a day *at the least* (至少), that is, if you could, and were I foolish enough to be so exacting, which you know I am not.

There have been no fresh arrivals here since I wrote, and we *are seldom able to go out* (鮮能出戶) now that the weather *has broken* (嚴寒). The consequence is that a few nice books would be most acceptable as the things I *stand most in need of* (最需要) to maintain a siege against the gathering dullness. I should like "*Pendennis*" (Thackeray 所著一小說之名), for a peep I had into it once assured me that *Laura Bell* (書中人名) was a perfect darling. Will you send it me, and any other you can spare? I'll promise to keep them unsoiled, and feel very grateful besides. With love and kisses,

I am, my dearest Pen,
Your affectionate,
MAY.

33. *Answer to the Above, Sending Some Books*

THE CHALET, HERNE HILL,
April 27, 1917.

MY DEAREST MAY,

Your dear letter was a *pleasant addition to our breakfast-table* (於早食桌上新添趣物) this morning, as we were all rather quiet and wondering when the rain *would cease pattering* (將停止漸瀝之聲) outside that we *might have a glimpse of sunshine* (得觀陽光). Our thoughts were therefore chased away from a very dismal subject to a bright one, and our tongues wagged merrily on while your letter *passed from hand to hand* (依次傳觀).

Papa sends you a new book, and John, "*Pendennis*," and I, half-a-dozen volumes from my own little library, so

you will have *plenty of* (許多) nice reading for the long nights. All join with me in love to our absent pet, from whom we are always anxious to hear.

Believe me,

My dearest May

Your affectionate

PEN.

34. *From a Little Boy to His Uncle, Thanking Him
for a Present*

16, FRANCIS TERRACE, 16 June.

DEAR UNCLE GEORGE,

Thank you very much for the fine big rocking-horse you have been so kind to send me. I shall now be able to have some nice long rides without going out in the cold or wet. I will treat him well and *take care of* (善為照顧) him for your sake, as much as for my own.

I hope you are quite well, and I send you my love.

I am,

Dear Uncle George,

Your loving and obliged nephew,

JOHN.

35. *From a Little Boy to His Uncle in India*

BISFORD, NEAR MANCHESTER,

1st March.

MY DEAR UNCLE,

Papa said he *was going to* (將) send you a long letter to-day, and that if I would like to write to you he would inclose my note.

You would hardly know me if you were to see me now, for everybody says I have grown so much lately, and you have been gone such a long time. Why, it must be two years and more. You remember that *orange pip* (橘核) you set in my garden? Well, it *has come up* (越土長出), and is now quite a nice little plant. I have *named it after you* (以叔名名之), and I often make papa and mamma laugh when I say, "I'm going to *look after* (看) Uncle Robert (叔之名) now;" or, "I must go and *water* (澆水) Uncle Robert."

I often read those pretty books you gave me, but I do not think they are so interesting as the letters you send us, in which you tell us the wonderful things you have seen. Oh, uncle, how I should like to be with you! But, perhaps, you will take me with you when I am a grown up man, and can be of use to you.

You do not say, dear uncle, when you think of coming back; but I hope it will be soon, for I should like to see you very much, and I have a great many things to tell you.

Hoping this will find you quite well,

I remain,

My dear uncle,

Your very affectionate nephew,

THOMAS.

36. *From a Young Lady to Her Cousin, with a
Description of the New House*

HOLFORD HOUSE, BURNLEY, Oct. 10.

MY DEAR COUSIN,

Now that the bustle and worry attendant on removal are over, and we have, as the saying is, put things "a little

to rights," I will attempt to give you a description of our new domicile. It is a square, compact building, containing twelve rooms. It stands on a gentle slope, a short distance out of the main road, and from the upper windows *commands an extensive view* (可憑而遠眺) of the surrounding country. All the rooms are spacious, light, and airy, especially the *drawing-room* (客室) and parlor—the latter being fitted with *bay windows* (凸出之窗) which give it an appearance of greater extent, and render it particularly pleasant. Papa has a study which can be made very snug in winter, while in fine weather its aspect is very cheerful, *as it looks out into the back garden and adjoining meadows* (因此間可望及後園及鄰近草地). This said garden is large and well stocked with flowers, plants, and fruit trees; and there is attached to it a small piece of pasture land—*just the thing for our pony* (適足以養我家之馬), and some-day we may arrive at the dignity of keeping a cow.

Our house is more conveniently fitted up than are the majority of town residences (我家新屋之裝配殊較便於城屋之大多數). We are well *supplied with* (供給) good old-fashioned cupboards, sideboards, etc., which modern builders affect to think *out of date* (不合時) and unnecessary. Our domestic conveniences are also on a liberal scale—kitchen, pantry, scullery, etc., well provided with all means and appliances. We have an excellent supply of water, gas laid on, and, in short, the house approaches as nearly to the perfection of a human habitation as possible.

Papa is perfectly satisfied, mamma is delighted; and we are all of us pleased with our new acquisition.

Before closing this *epistle* (信), I have to give you an invitation from mamma to spend a fortnight with us at

Christmas in our new house, so that you may see and judge for yourself. And now for the present farewell, and with love to all.

Believe me,

Your affectionate cousin,

CECILY.

37. *From a Father to His Son at School*

CLOVE VILLA, MILTON,

March 19, 1917.

MY DEAR HARRY,

This is the first letter I have written to you since you left home to begin *the new period of your life at school* (學校生活之新時期), and I think that perhaps it will serve to impress upon you (深印於汝之腦中) still more distinctly the importance of much that I have said to you of late (近日). I know that intentionally you will cause us (使余等) no disappointment with regard to (關於) your conduct or your studies, but you are still very young, and know nothing of the temptations (外物之引誘) with which youth is beset, nor (此處有一 know 字因接上文已省去) of the evils which arise in after life from habits contracted (養成) at school under the influence of unprincipled associates (狂放無羈之伴侶). It is my earnest hope that you may choose for your own friends clever and industrious boys, from whom you may learn how to combine (此字與下之 with 字相連用作“連貫”解) accuracy and expedition in your work with proficiency in all manly sports and games. But I would rather that your friends were not brilliant (顯赫) and unable to be of worldly service to you than that they were clever

and unprincipled. Education is a most important thing, but its *object* (目的) is the *formation of character* (性格之養成) rather than the *acquisition of learning* (學問上之獲得), and morals far outweigh Latin and Greek. I shall be proud if you become a fine scholar, but *heartbroken* (喪心) if you are not a good man.

So, my dear boy, I beg you to avoid everything that your *Bible* (聖經) and your *conscience* (良心) warn you is not right. You will find *there* (即指聖經中及良心上) all that you need to *enable you to decide* (能助汝決斷) if you are compelled to make a choice between *two lines* (二種) of conduct; if, while you are still little, you find yourself *uncertain* (不能決擇) after prayer, then write to me and you shall have the best advice that a very loving father can give you. Whatever you are doing, whether it is work or play, put your *whole heart* (專心) into it and *do your best* (盡力爲之), according to the rules. You may not always be successful, but you can always be *faithful* (忠誠), and while the world crowns "success," it is God who crowns "faithfulness." Do your duty to Him and *aim at* (志在) becoming a *Christian gentleman* (基督教中的君子), and all will be very well.

Next to that (其次) is the duty you owe to your parents, and you cannot do that better than by working hard to acquire all the knowledge that *a good school can put in your way* (一良善之學校能授汝之也). You will understand *some day* (後日) what I mean now when I say that it is a great privilege to have a good education, and that, therefore, a great responsibility is laid upon you to make the most of it. Both your dear mother and I have to make *some personal sacrifices* (幾種個人之犧牲) *in order to* (欲以) place these advantages in your way; it is a happiness to us to do so, but you must not forget that you can repay us a *thousandfold*

(千倍) by giving us the cause for gratitude and pride that parents can only obtain from the success of their children. We are both *looking forward* (引領而望) confidently to that, and you must not disappoint us.

For much of your time, of course, you will find employment provided in your lessons during school hours and in your school games during playtime; but there will *remain* (餘) *a great deal* (甚多) of time *to dispose of* (分配) as you like, and you must never waste it. Make a point of finding something to do, and do it hard. Indolence is about the worst habit a man can form, and remember, too, that doing nothing is not the only way of wasting time. It may do you even more harm, *for instance* (例如), to read *pernicious literature* (有害之書). You will doubtless find *plenty of* (許多) books in the *school library* (學校中之圖書館). Read history and biography, *both for instruction and amusement* (既可藉以獲教亦可資以自娛), and if you feel inclined for something lighter, read healthy stories of adventure or tales *founded on fact* (根於事實). Whatever it is, so that it is good, read it attentively and *methodically* (循規有次序), and you will be surprised some day to find how useful a store of general information you have *unconsciously* (無意中) acquired.

There is much that I should like to say, but something of what I omit your *good sense* (靈敏之理會力) will supply. Write to us often and unreservedly. Always look upon us as your best friends, and hide nothing from us, not even

your faults; I have been young, and so I can make allowances for what youth does, provided it is neither *mean* (卑鄙) nor *vicious* (心術不正).

Your mother sends her fondest love, and

I am,

Always your affectionate father,

JAMES GRANT.

38. *From a Son at School to His Father*

HARVARD HOUSE, CLINTON,

March 21, 1917.

MY DEAR FATHER,

Your long letter pleased me very much indeed, and I *promise to try to be all you expect from me* (凡汝所期望者余請試爲之). As far as I can tell at present the boys here are a nice *set* (班) of fellows. Some of them are rather noisy and *find it difficult to settle down* (難安靜) after the holidays, but I think they mean well. Of course I do not know any of them yet, so that I cannot tell you very much about them. The head master has been very kind to me, and I like the look of the *assistant masters* (副教師). Altogether I think I shall *enjoy being here* (樂居此間), and although, of course, I would rather be at home, I am not *homesick* (思鄉思病). The library is not large, but I suppose it is a pretty good one; we have got Scott's novels and Dickens and Thackeray, and some *sea stories* (對於海洋中之故事). Mr. . . . is very *particular* (留意) about the books, and

always sees for himself what books the fellows take out from the library. I will write home regularly every week and tell you everything that happens.

With love to mother and yourself,

I am,

Your affectionate son,

HARRY.

39. *From a Lady to Another Respecting Her
Daughter at School.*

COLLEGE ROAD, DULWICH,

February 22, 1917.

MY DEAR MISS GREY,

I have just written to *Caroline* (人名) about her studies, and I shall be glad if you *can spare a moment* (能假余片時) to read the letter, as I am anxious that she should not *forsake* (捨棄) her study of English for the sake of music and French. Mr. Sinclair and I will feel indebted if you will be good enough to *impress this upon her* (將此意輸入渠之腦中). We are already grateful to you for the progress we understand she is making, but we shall be much more so if our wishes are *carried out* (見諸事實). Girls, you know, are fond of the *brilliant side* (光輝方面) of everything, and good as my little Caroline is, she is not without the common failing, and I dare say thinks more of the piano and French than those troublesome English verbs, which *used to* (時常) vex me so much.

We shall be glad to hear from you at some leisure moment.

Believe me,

My dear Miss Grey,

Yours sincerely,

MARY SINCLAIR.

40. *Answer to the Above*

PENHURST COLLEGE, REIGATE,

February 24, 1917.

MY DEAR MADAM,

Any wish of yours I shall always be anxious to see carried out to its *fullest extent* (充分). You may rest assured, therefore, that everything will be done here to *promote* (增進) Caroline's English studies. Although she has certainly *displayed great eagerness* (顯露極大熱望) to become *proficient* (專門家) in French and music, I must do her the justice to say that she is a diligent English scholar, and promises to surprise you *in this respect* (在此事) when she goes home. I am in hopes that her progress will go on still more rapidly now that she *has overcome the main difficulties of her tasks* (已渡過功課中之大困難處); she *takes quite a keen interest* (生極銳利之趣味) in each *new feature* (新課程) in her education as it opens up. I wish all my other pupils were equally zealous; *were that the case* (設能如此), my own duties would become very pleasant indeed.

Caroline was good enough to let me see your letter, and both it and your kind one to myself were read by me with no little gratification.

I remain,

My dear Madam,

Yours very sincerely,

JANE GREY.

B. INVITATIONS AND OTHER LETTERS BETWEEN FRIENDS

1. *Invitation to a Picnic Party*

RIVERSIDE, RICHMOND,

Dec. 27, 1917.

MY DEAR MRS. MARTIN,

We are getting up a *picnic* (野中俱樂部) on the coöperative principle. Would your young people care to join the party on Saturday next? If so, and if you will let me know your decision, *Maggie* (人名) will call upon (造訪) your daughters and arrange what they shall bring. It is quite a simple affair; not an *elaborate entertainment* (精美之款待) by any means. Just the young people, with my sister and myself as "*Directors* (指導人)."

Yours sincerely,

ESTHER CAVENDISHE.

2. *Reply*

PARK GATE, S. W.,

Dec. 27, 1917.

MY DEAR MRS. CAVENDISHE,

My children are very pleased with the prospect of the picnic, in which we are very glad that they should unite under your kind care. If *Maggie* can call (惠臨) this afternoon or to-morrow we will consult about my share of the *providence* (乾糧), and make the necessary arrangements for conveyance and meeting on Saturday. Where will the picnic be held (舉行)?

Believe me, with kind regards,

Yours truly,

ELSIE MARTIN.

3. *Reply Declining*

PARK GATE, S. W.,

Dec. 27, 1917.

MY DEAR MRS. CAVENDISHE,

We are greatly obliged to you for thinking of us in the matter of the picnic, and the children would have been delighted to accept your kind invitation *had they not been engaged* (設未受約) on Saturday. They are going to their uncle's house at *Frodsham* (地名) upon a *long-promised* (久許) visit. Otherwise I need hardly say we would have been very pleased for them to join the party.

With our united kind regards,

I am, yours truly,

ELSIE MARTIN.

4. *From a Lady Inviting Her Son's Friend (an Invalid) to Visit the Family*

THE HIGHLANDS, CHEDDAR,

October 18, 1917.

DEAR SIR,

Edward's (人名) parcel, which you were so good as to *take charge of* (照顧) before leaving *India* (印度), arrived this morning, increasing the obligations we were already under for your kindness to him abroad, and as we are all anxious to thank you we shall be happy to see you here as soon as you can conveniently travel. I understand from his last letter that you were not very well on leaving, and your object at home is more to regain strength than to visit much. But I am in hopes the voyage has benefited you so materially that you will not feel it necessary to *deny* (拒絕) your friends, ourselves

among the number, the pleasure of seeing you. The air here is very mild and pure, and more than one physician of my acquaintance recommends this neighborhood as one of the best for *recruiting* (調養) an invalid's strength. I think it is worth a trial before you decide in favor of any other.

I am,

Dear Sir,

Yours very truly,

CLARA HOWARD.

Frank Vincent, Esquire.

5. *Thanking a Friend for Hospitality After a Visit*

14, HOLMBY STREET, W.,

July 18, 1917.

MY DEAR MRS. BRIDGES,

We reached home safely and comfortably on Tuesday, feeling so much better for *the change of air* (空氣之變換) and for the pleasant time we had enjoyed at your house. My husband says he feels quite refreshed, and we both enjoyed ourselves extremely. We envy you your charming home and its *surroundings* (隣地). Tell Bobby (人名) I will not forget the *chocolates* (一種糖名) he likes. He shall have them in a day or two when I have been to the stores. Our servants *had put everything straight* (將每物安置妥當), and they appear to have been industrious during our absence. My husband gave me strict injunctions to send his very kind regards to you and Mr. . . . , and to say he has sent *Albert* (人名) a small book on *wood carving* (木之彫刻), which will assist him in his efforts. I must now proceed upon a round of calls, and will only add my kind love to you all, and remain,

Yours sincerely,

LILY FIELD.

6. *Asking for an Invitation*

6, ROMER ROAD, S. W.,
August 1, 1917.

MY DEAR MRS. ALLEN,

We have a young friend, Miss . . . , staying with us for a few days somewhat unexpectedly, as she has been compelled to alter her arrangements. May we bring her with us to your *garden party* (園會) on Saturday, if your list is not already full? Both Mr. . . . and myself will be very grateful if you will send my daughter's friend a card for the *fête* (節宴). With our united kind regards.

I remain,

Yours sincerely,

EVA TIGHE.

7. *Reply*

MY DEAR MRS. TIGHE,

We shall be very pleased to see Miss . . . on Saturday. Pray bring her with you at 3 o'clock *without ceremony* (不拘禮式). In haste.

Yours sincerely,

A. ALLEN.

THE LAURELS.

Thursday.

8. *Invitation to a Dinner Party*

132 BOONE ROAD,
Oct. 19, 1921.

MY DEAR MISS CHANG,

Will you favor us with your company at dinner on Tuesday next? It will be quite a *family gathering* (家人之聚會),

but Mr. Wang and I should not consider it complete without your presence. I will take no denial.

Believe me,

Yours sincerely,

ALICE WANG.

9. *Invitation to Garden Party*

14 PARK ROAD,

Aug. 10, 1921.

DEAR MRS. KING,

We should be very pleased if you and any of your party would come over on Thursday next, the 13th instant, any time between three and seven o'clock to play lawn tennis. We have asked only our immediate neighbors, but we expect some good players amongst them.

Sincerely yours,

FLORA MORRIS.

10. *Asking a Friend to Call Upon Another Friend
of the Writer*

UTTERTON GARDENS, BATTAM, N.,

August 1, 1917.

MY DEAR EMMA,

Some friends of mine—Mr. and Mrs. Arnhem—have come to reside in your neighborhood, and it would please them and ourselves very much if you could manage to call upon them. The Arnheims are *very old acquaintances* (久相識者) of my husband. Mr. Arnhem is in . . . (state business), and his wife is an extremely pleasant and ladylike woman,

very musical, and a great favorite. I am sure you and Mr. . . . will like them; they are *so free from all affectation* (無一毫偽飾; 誠實) though they are extremely well-to-do people. Altogether, I am sure you will consider them *an acquisition to your neighborhood* (隣居間之新得者), and with this assurance I venture to ask you to call upon Mrs. Arnhem. I shall be glad to hear what you think of her.

I trust you are all well. The weather is extremely *trying* (難堪) but we must expect these rapid changes in *England* (英國). *Maud* (人名) desires to send her love to you, and with kindest regards to yourself and Mr. . . . ,

I am, my dear Emma,

Yours sincerely,

RACHAEL DOVE.

11. *Reply to the Foregoing*

17, LAUREL MANSIONS, S. W.,

August 2, 1917.

MY DEAR RACHAEL,

I have not replied to your letter before, because I was desirous to tell you my *impressions* (感想) of your friends the Arnhems as you asked me to do. *Ethel* (人名) and I *called* (往訪) yesterday and were fortunate in finding Mrs. Arnhem at home, although it *was not her day* (非其見客之日). We both thought her very nice, and Ethel is really charmed with Miss Arnhem—a quiet, *self-possessed* (鎮定), and really clever girl. I am sure, my dear . . . , we shall be excellent friends with the Arnhems, and hope that some day you will come over and meet them at *luncheon* (午餐).

Arthur bade me send you his very kind regards, and with Ethel's love and mine to you and Maud, I remain,

Yours affectionately,

EMMA BURNS.

12. *From a Lady, Inviting Another to Meet a Friend*

RIVERSIDE, STREATLEY,

December 19, 1917.

MY DEAR MRS. MAURICE,

Miss Brownlow, from *Southwold* (地名), is *at present* (目前) on a visit here, and has expressed a wish to *renew the intimacy* (重固舊交) with you which was begun when you were living at Southwold a few years ago, and as I am *quite charmed with* (極歡喜) her simple, unaffected manner and really striking intelligence, let me add to her wish an entreaty that you will come to us before she *leaves for the West* (動身至西方). She has not yet fixed a day for leaving, but she has so many friends, not only in the West, but it appears to me *in all parts of the world* (在全世界), that I shall consider myself highly favored if she remains with us over Thursday. Pray come *by the noon train* (乘午時火車) to-morrow, and we will walk as far as the station to meet you.

Believe me, my dear Mrs. Maurice,

Ever sincerely yours,

GRACE ADAIR.

13. *Answer, Accepting Invitation*

THE TERRACE, READING,

December 21, 1917.

MY DEAR MRS. ADAIR,

You are very kind in expressing Miss Brownlow's wish, and adding your own entreaty, that I should meet her. I *particularly* (特別) wished to renew our former intimacy; so

many changes, however, have taken place since we met that I thought it unlikely she would care to remember me. But it appears I have been doing her an injustice, for which I *shall endeavor to make her amends* (將自鼓勵力改前失) to-morrow. It is quite impossible for me to leave here before, but I shall take care not to miss the noon train, and if you are both at the station I shall be delighted.

Believe me, my dear Mrs. Adair,

Ever sincerely yours,

EMILY MAURICE.

14. *Answer to Invitation, Negatively*

THE TERRACE, READING,

Dec. 22, 1917.

MY DEAR MRS. ADAIR,

It would give me great pleasure *were I able to see* (設能得見) Miss Brownlow before she leaves this part of the country, as I remember more than one act of kindness of hers by which I benefited before she went abroad. And I never had an opportunity worth speaking of at the time I refer to of thanking her as she deserves to be thanked. You may be sure, therefore, that no slight matter detains me at home, now that she is with you, but so far as I can see at present I *shall be compelled* (被迫) to remain stationary for the next few weeks. Both *Jane* (人名) and *Martha* (人名) are confined to the house through illness; it is not really serious yet, I am glad to say, but might assume a dangerous form were it *aggravated* (更劇) by any want of attention *on my part* (在我方面). You and Miss Brownlow would, I am convinced, be the first people to blame me were I to run away just now,

and on that account, if no other, I must deny myself the gratification held out in your kind letter. You will add to my indebtedness by assuring Miss Brownlow that she has always occupied a *high place in my esteem* (極尊敬之位置), and accepting yourself my warmest thanks for writing so urgently.

Believe me, my dear Mrs. Adair,

Ever sincerely yours,

EMILY MAURICE.

15. *From a Lady Reminding Another of a Former Intimacy, and Inviting Her to Pay a Visit*

GRASMERE, HIGH WYCOMBE,

June 17, 1917.

MY DEAR MISS SEDGELEY,

As I understand from my husband that your brother thinks of becoming one of our neighbors, I shall be happy if we can have you here while you are aiding him *in looking for* (覓得) a suitable house, that is, if you have not entirely forgotten the intimacy which was begun at school when we were both Mrs. Torson's pupils. I, at least, have not forgotten it, and if I may be allowed to express an opinion, you were, in those days, the friend in whom I expected to see the least change when we grew older. Of course since that time changes have arisen which *have banished* (棄除) many *recollections* (記憶) of school days, but I am loath to think that they have quite dismissed me from your remembrance; *at any rate* (無論如何), I shall be delighted if you give me the opportunity of judging, the more so as I feel confident you are still the same kind friend I parted from with so much regret.

We are very quiet and have plenty of room, and, I know sufficient of the neighborhood to be able to say where the nicest places are. May I say that you will come?

Believe me, my dear Miss Sedgeley,
ALICE POOLE.

· 16. *Answer, Affirmatively*

HILLSIDE, SYDENHAM,
June 20, 1917.

MY DEAR MRS. POOLE,

So far from forgetting my school days, and our old intimacy, I look upon both as among the *most pleasant passages in my life* (平生最愉快之時), and I am more sensible now than in girlhood of the many acts of kindness with which you loaded me when I was most *in need of* (需要) sympathy.

I thought of writing to you when my brother told me you were living at *High Wycombe* (地名), but, to speak frankly, I was in doubt as regards the propriety of intruding, as I heard you were, like myself, *a keen lover of quiet* (極愛寂靜者) with all that the word implies. You may be sure, therefore, that your kind letter was a very sweet addition to yesterday's correspondence, and it would indeed be a sad display of *callousness* (鐵石心腸) were I to allow it to remain for a moment unanswered.

My brother has fixed upon your neighborhood because he thinks it is the prettiest he has yet seen, and his taste in *topography* (風土), I have good reason for saying, is exquisite. Of course, I should like to have an opportunity of seeing what he thinks is nice, especially *as regards* (關於) a house, for men, as I dare say you know from experience, are apt to

forget that comfort and happiness *consist of* (成於) something more than beautiful uplands and *blooming hedgerows* (鮮花吐艷之籬圍). Consequently, I will not affect a diffidence which you know is not natural to me, but will take you at your word, and *transplant* (徙居) myself and belongings to *Grasmere* (地名) on the . . .th, unless a day sooner or later is more convenient to you.

Believe me, my dear Mrs. Poole,

Yours sincerely,

NELLY SEDGELEY.

17. *Answer, Negatively*

HILLSIDE, SYDENHAM,

June 20, 1917.

MY DEAR MRS. POOLE,

I think it is so improbable my brother should fix upon . . . , notwithstanding his *inclinations* (趨向), that I am not disposed to put you to any inconvenience *as regards* (關於) bedroom accommodation. It pleases me to think that you remember me, and still more that you wish our former intimacy to be renewed, and were I not in a manner *tied to this spot* (不能離去此地), I would, without ceremony, take possession of the place in your household that you so kindly are willing to make mine for a day or two. But until my brother has actually *made up his mind* (決意) to begin housekeeping, and has taken a lease of a house, I have decided to remain here.

Believe me, my dear Mrs. Poole,

Yours sincerely,

NELLY SEDGELEY

18. *From a Lady Inviting Another to Visit Her in Painful Circumstances*

ROSENEATH COTTAGE, CROYDON,
February 28, 1917.

MY DEAR MRS. WALLAGE,

I have been taught by former experiences to *value friendship* (尊重友誼) such as you displayed on more than one occasion, when others stood *aloof* (遠隔), and my dearest wish is that you were with me now, for *my need of advice and sympathy is greater than I can find words to express* (余之需要規語與同情實無辭足以描寫者). Poor *Mary* (人名), I am afraid, is dying, and I dare not leave her even if I could find the will to go downstairs and put things *in order* (有秩序). Between two duties I am distracted, and I write this in the hope that you will come to me and give us all the benefit of your love and aid. Consider me your afflicted sister who *can scarcely say more than "come"* (除言請惠臨而外他難啓齒), and my gratitude shall be boundless.

Believe me, my dear Mrs. Wallage,

Ever yours sincerely,

ANNIE HOWARD.

19. *Answer, Affirmatively*

THE LAWN, REDEHILL,
March 1, 1917.

MY DEAR MRS. HOWARD,

I shall say no more until I see you than that you may expect me by the noon train to-morrow, which Edward tells me will arrive at *Croydon* (地名) about . . . *Let no one meet me* (無須人候), for I can easily walk from the station, and

the bag I intend bringing (欲攜帶之包裹) can be brought over by the *railway porter* (車站挑夫). Give poor Mary my love, and say that Robert *has set out* (遣出) to gather her a bunch of the wild flowers that she has often said are so lovely, and which I shall take care to preserve unharmed on the journey.

Believe me, my dear Mrs. Howard,

Ever yours sincerely,

MARY WALLAGE.

20. *Answer, Negatively*

THE LAWN, REDHILL,

March 1, 1917.

MY DEAR MRS. HOWARD,

You will think it *cruel* (太忍) for me to say that I cannot leave the house just now, but *were you cognizant of the difficulties by which I am beset* (設君能明曉余所受之困難), you would forgive me. Like yourself I am confined to the bedside. John came home to me on Thursday more dead than alive, and is only slowly getting out of the reach of danger. I trust dear Mary is not so ill as you suppose, for she is one from whom I should *find it very hard to part* (覺得難以分離) were your *forebodings* (逆料; 多指不吉者言) on the *eve of* (將近) being realized. Tell her how anxious I am about her, and if you can *depute* (委) any one to write, let me know the doctor's opinion. Praying that the Almighty may, in His great goodness, relieve us both from the *shadow* (災禍; 鬼) which is on our *thresholds* (門口).

I am, my dear Mrs. Howard,

Ever yours sincerely,

MARY WALLAGE.

21. *Invitation to Stay in the Country*

HERN CASTLE, CARSCHESTER,

May 1, 1917.

DEAR MRS. WALLAGE,

Will you and Colonel Wallage give us the pleasure of your company at the Castle from Tuesday, the 19th, to Saturday, the 23rd? We can give the Colonel a little *shooting* (打獵) if he cares to *tramp* (遊歷), and there are some charming *excursions* (旅行) in the neighborhood. We expect the *Blairs* (人名) here on the 8th. I think you and they are old friends. With kind regards.

I am, yours truly,

GERTRUDE ALLEYNE.

22. *Reply*

THE ELMES, May 3, 1917.

MY DEAR MRS. ALLEYNE,

The Colonel and myself are very pleased to accept your kind invitation for the 19th, and we shall be glad to meet the Blairs again. It is some years since we *encountered* (會晤) each other. Will it suit you to receive us about 4 o'clock on the 19th? The train we think of *traveling by* (用以旅行) is timed to reach the Castle at 3:35. With kindest regards.

I am, yours very truly,

ETHEL WALLAGE.

23. *From a Lady, Inviting an Acquaintance to Visit
Her at the Seaside*

SEAVIEW HOUSE, VENTNOR,
Sept. 27, 1917.

MY DEAR MISS WILLIAMS,

If you have not yet promised to join your friends elsewhere, we shall be delighted to have you with us before the season *grows much older* (漸形淒涼). We are quite in order here, and have really nothing to do but *extract* (搜集) as much enjoyment as possible from our surroundings while the fine weather lasts. We are living close to the beach, and not far from the fields, and the room you shall have commands a view of the most attractive part of the *local scenery* (本地勝景). Mr. Hammond and the girls add their entreaties to mine, and beg that you will fix an early day for coming, so that you may see the place at its best. Do write to tell us you are coming, say on the . . .th, and we will meet and welcome you at the station.

Believe me, my dear Miss Williams,

Yours sincerely,

ANNIE HAMMOND.

24. *Answer, Accepting an Invitation*

CHESHUNT HOUSE, HAMPSTEAD,
Sept. 29, 1917.

MY DEAR MRS. HAMMOND,

Your kind letter came as a most agreeable surprise, and it would be unpardonable remissness on my part were I to *delay a moment* (稽延) in thanking you for it, and accepting with much pleasure the invitation which it *conveys* (傳達). I had no idea you were thinking of me or of my wants, in the

midst of the attractions of a *watering place* (海水浴場; 海邊避暑處) so cheerful and pretty as *Ventnor* (地名), and while you were all conspiring to give me pleasure, I was trying to make myself *contented with* (滿意) the idea of a day or two's holiday ramble near home. So you can imagine my happiness when your letter arrived, opening up the prospect not only of a most delightful change, but of what I value more, a renewal of the acquaintance with Mr. Hammond, yourself, and your daughters, which I feared was likely to cease, so slight were my claims to be remembered.

I shall *make a point of* (准定) being ready on the . . . , and shall leave by the . . . (火車班期), which, I understand, is timed to reach . . . (地名) at about . . . (時間), when I shall seize the opportunity of telling you how very deeply I *am indebted* (銘感) to you for your kindness.

Believe me, my dear Mrs. Hammond,

Yours sincerely,

ELSIE WILLIAMS.

C. FORMAL INVITATIONS AND REPLIES

1. *Wedding Invitation*

MR. AND MRS. A. B.

request the pleasure of your company
at the reception in honor of the marriage
of their daughter,

C. D.

to

MR. E. F.

on Wednesday evening, November the twelfth
at seven o'clock.

184 Kiukiang Road,
Shanghai, China.

1909

2. *An Invitation to Attend a Birthday Celebration*

MR. AND MRS. A. B.
 request the pleasure of your company
 at dinner at their home
 on Monday evening
 May eighth, at eight o'clock
 to celebrate the eighty-first
 Birthday of their beloved mother

R. S. V. P.

(此四字母係法文 *Respondez s'il vous plaît*
 之略, 其意即如蒙尊便乞賜覆爲盼)

189 Park Road, Shanghai.

3. *Official Reception*

The Governor of Chekiang requests the Company of Mr.
 A. B. Lee at the Reception in honor of His Excellency, the
 Governor of Anhwei, on Tuesday evening, January the nine-
 teenth, at nine o'clock.

Executive Mansion.

4. *Invitation to a Tea*

MR. AND MRS. A. B.
 at home
 on Wednesday evening,
 January fifteenth.

Tea 8 to 10.

85 Wuchang Road, Chengtu.

5. Invitation to Dinner

Mr. A. B. requests the pleasure of
your company at dinner
at his home, January fifteenth
at seven o'clock.

6. Acceptation

Mr. C. D. is pleased to accept
Mr A. B.'s kind invitation
to dinner for Wednesday the fifteenth instant.

7. Regret

Mr. C. D. thanks Mr. and Mrs. A. B. for their kind invitation to dinner for next Monday, May the eighth, but regret that owing to an important engagement in Nanking for the same date, he is unable to accept the same.

Mr. C. D. presents his wishes to Mrs. . . . for many happy returns of the day.
85 Consul Street, May 5.

8. Another Regret

Mr. and Mrs. A. B. express their regret that, owing to illness in their family, it will not be possible for them to accept Mr. and Mrs. C. P.'s invitation for the thirteenth instant.
January 10.

D. REQUESTS

1. *Letter Respecting Lost Luggage*

OAKLANDS, CROYDON,

April 1, 1917.

SIR,

Allow me to inform you that a black *leather trunk* (皮箱) belonging to me was lost during the journey from *Manchester* (地名) to *London* (英國京城), by the *mail train* (郵車), which arrived at *Euston* (地名) Station about 7 P.M., (*post meridiem* 之略, 作“下午”解) yesterday. I saw the trunk placed in the guard's van at Manchester, but when the train reached London it had *disappeared* (失蹤). I *gave notice* (告知) of my loss to the *Station Master* (車站站長), and I now beg to extend the notice to headquarters *with a view to* (心欲) give you an opportunity of *instituting a search* (開始調查) for the *missing property* (失件), *as well as* (並) to preserve what claim I may have against the railway company to make good the loss. The trunk contains silk dresses, shawls, etc., worth £ . . . , the amount which I shall claim from the company in the event of the search proving unsuccessful.

I am, sir,

Your obedient servant,

MARY CLOGHAN.

2. *To the Sanitary Inspector, Complaining of
Defective Drains*

345 HIGH STREET, LONDON,

July 24, 1917.

DEAR SIR,

We have been alarmed recently by an *epidemic* (流行病) of *sore throats* (喉痛) in our family, and our *medical man* (醫生) suggests that the *cause* (原因) is probably to be found in *some*

defect in the sanitary arrangements of this house (在於此屋中關於衛生上佈置之失宜). Will you, therefore, kindly send a *competent* (能勝任的) person to test the *drains* (陰溝) thoroughly, and *communicate with* (通知) the landlord in the event of any defect being discovered?

I am, yours faithfully,

KATE RISBEE.

To the Sanitary Inspector,
The Town Hall.

3. *From a Lady to Her Landlord, Respecting Repairs*

3 MAYGROVE TERRACE, S. W.,

June 9, 1917.

DEAR SIR,

You will oblige me *by instructing your agent* (勸君之經理人) to call and look at the condition of my upper rooms *with a view to* (因欲) putting them *in a state of thorough repair* (完全修整). *Owing* (因), I think, *to* (爲) a loose slate, water *found its way to* (滲隙而入) the ceiling during the *recent rains* (近日雨天) and caused several portions to fall, damaging both carpets and furniture. While your *representative* (代理人) is here, I would like him to look at the wall paper of the lower rooms, and the *dilapidated state* (頹狀) of the *scullery* (置放食器之所) and the *washhouse* (浴所). He promised to repair and improve the condition of the house when I became your *tenant* (租戶), but so far, nothing has been done. I am unwilling to leave this house, but unless it is rendered more comfortable I shall be compelled *to look for* (尋覓) another.

Trusting I shall see him as soon as possible,

I am, dear sir,

Yours truly,

ELLEN KIEWAN.

4. *Requesting a Friend to Engage Apartments*

15 BUCKLAND ROAD, N.,
March 2, 1917.

MY DEAR CLARA,

If you have a moment to spare during the week, will you *engage* (租定) for us three rooms in some pleasant cottage near where you are staying, as I know you detest by-lanes and the holes and corners of a small watering place. *Rent moderate* (租金適中), of course. You might engage the rooms for six weeks if they please you, as I have every confidence in your *judgment* (判斷). Write as soon as you decide, and we will *arrange* (整備) for leaving. You will pardon me for troubling you, and

Believe me, very sincerely yours,

GRACE HAWTHORNE.

5. *From a Lady, Requesting Another to Settle a Bill
and Ask for Abatement*

KILBURN ROAD, N. W.,
February 8, 1917.

MY DEAR EMILY,

When you have an opportunity of passing *Brown's* (人名) will you call and *settle my bill* (請帳) there, as it has been standing over some time now, and I don't wish them to think I am careless? I have sent you a cheque for ten pounds, but I wish you would say that I expect an *abatement* (減少; 折扣) of the account, as the *muslins* (洋紗布) were not at all so nice as those I had formerly. One of the pieces was *soiled* (染污), and *slightly torn* (微有破裂) at the borders, and

the others lost much of their color in the *washing* (洗濯). They are very respectable people, and I am sure you have only to say that I have been disappointed, to get a reduction from the price. Do not, however, trouble yourself much in the matter, or, indeed, waste a moment more than you can spare, for *I would rather pay the whole bill than have you vexed or inconvenienced* (因余寧願照帳全付不願致君受煩惱或不便利也).

With a thousand apologies for trou'ling you,

I am, my dear Emily,

Yours ever sincerely,

MAY GRANT.

6. *Answer to the Above*

CROMWELL ROAD, S. W.,

Feb. 10, 1917.

MY DEAR MAY,

I *experienced neither trouble nor vexation* (並未遭受困難與煩惱) in calling at *Brown's* (人名), for they promptly made a very reasonable allowance, and *apologized* (抱歉) for the mistake made in the muslins. I *have now fourteen shillings of yours* (尚餘十四先令), which you can either have through the *post office* (郵政局), or from *Jane* (人名), who is going home in a week or two, and will of course *call* (造訪) when she arrives.

Give my love to all our friends, and dear May,

Yours very sincerely,

EMILY GREENFIELD.

7. *From a Lady, Requesting Another to Make a Purchase
on Her Behalf*

THE EYPTE, FOREST HILL,
January 29, 1917.

MY DEAR NORA,

I am unable to leave home at present, and I require seven yards of black silk, the quality and *breadth* (門面; 闊) of which, as you will perceive from the *inclosed pattern* (附於信中之貨樣), are peculiar, and *only obtainable* (僅可得之於), I think, at . . . 's (某某處). Will you *when shopping* (當君出外購物之時) make the purchase for me, and request the shopman *to forward* (送) the parcel as early as possible, together with the *account* (帳單)?

I was glad to hear from *John Smith* (人名) that all your *little ones* (小孩) were well, and that Mr. . . . was more successful than *ever* (舊時). We are all uncomplaining, and enjoying the delightful weather which has succeeded the gales. With kind love,

Believe me, my dear Nora,

Ever sincerely yours,

BELL FOSTER.

8. *Answer to the Foregoing*

GLOUCESTER ROAD, S. W.,
January 30, 1917.

MY DEAR BELL,

We were all pleased to hear you were not numbered among the *grumblers* (怨人), but I am quite sure that even had you cause you would never complain, that is, in the

aggravating manner (劇惡之態况) in which most people, ourselves included, are now doing. Of course, I called at . . . 's *without loss of time* (不費時), for your commission was a capital excuse to *have a peep at* (一擇) their newest things. I *succeeded in matching the silk exactly* (已照樣將此綢切實選得), and the manager promised to send off your parcel at once, so that I suppose you will have it some time to-morrow. With kind love,

Believe me, dear Bell,

Ever sincerely yours,

NORA BRAITHWAITE.

9. *From a Lady, Inviting Another to Aid a Charity*

THE GROVE, READING,

Nov. 19, 1917.

MY DEAR MRS. BLACK,

Numbering you as I do among the *philanthropists* (慈善家) of our little world, I have no hesitation in saying your aid is required in a new channel which we are endeavoring to open up *before the severity of the winter approaches its height* (在嚴冬凜冽至甚之前). By "we" I mean a few friends who, like yourself, think that *the shortest route to happiness* (得快樂之捷徑) is that which brings something in the shape of comfort to those who are *desitute of* (乏) it but know what it means. We are striving to *raise* (聚集) sufficient money to buy sixty loads of coal, the quantity which we think will enable our *poor* (貧人) to keep warm for a month or two; and if the calls on your goodness are not too great already, I shall hope to say that you have joined us.

Believe me, my dear Mrs. Black,

Ever sincerely yours,

MARY FORMAN.

10. *Answer, Affirmatively*

STREATLEY PLACE, READING,
NOV. 20, 1917.

MY DEAR MRS. FORMAN,

I am sorry you took the trouble of explaining that you required my aid, for your name alone *is sufficient to open my purse strings* (足以開我錢囊之線, 言可得余之樂助也), and make me desirous of *contributing* (捐助) to any scheme which is sanctioned by you. Let me, therefore, hand you a *cheque* (支票) for three guineas as a first subscription, which I shall increase when my funds have improved.

I am, my dear Mrs. Forman,

Ever yours sincerely,

CLARA BLACK.

11. *Answer, Negatively*

STREATLEY PLACE, READING,
NOV. 20, 1917.

MY DEAR MRS. FORMAN,

It is very hard for me to say "No," but as it *unfortunately* (不幸) *happens* (遇) I have lost so much by the failure of the . . . , that I shall be compelled to *economize* (節儉) for a long time *to come* (此後), and deny myself the gratification of aiding in the work you have *in hand* (正在籌畫). As soon, however, as my *means* (生計) improve, you may rest assured I shall not withhold from the poor anything I can *by any means* (無論如何) save or spare.

I am, my dear Mrs. Forman,

Ever yours sincerely,

CLARA BLACK.

12. *Asking for the Loan of a Book*

MY DEAR TODD, -

Can you favor me with the loan of Haydn's "Dictionary of Dates"? I will return it to-morrow.

Yours sincerely,
GEORGE RANSOME.

Brook Place,
Monday morning.

13. *Requesting that a Letter Inclosed May Be Redirected*

56 WILDE STREET, S. W.,
February 1, 1917.

DEAR SIR,

The inclosed letter from myself to my old friend Wilfred Stanley has been returned to me from the Post Office, with an *intimation* (通知) that he has "*gone away leaving no address*" (人已他出未留住址). As the subject of the letter is of importance, I shall be greatly indebted to you if you will redirect the envelope and *post* (郵寄) it to him. I believe he keeps you informed of his movements.

Thanking you in anticipation, I am,

Yours faithfully,
HERBERT SMITH.

14. *Letter to a Stranger, Asking for the Address of a Friend*

56 WILDE STREET, S. W.,
February 1, 1917.

DEAR SIR,

Although I *have not the pleasure of your acquaintance* (素未謀面; 與君素不相識) I think my name may be familiar to you as that of an old friend of your friend Wilfred

Stanley. I am anxious to *communicate with* (與 . . . 通問) him immediately on a matter in which he is interested, but have carelessly mislaid the *memorandum* (備忘錄) he gave me of his several addresses *during his tour abroad* (在海外旅行期內). It occurs to me that you may be informed of his movements, and I shall be greatly obliged if you will let me know where I may address a letter to reach him in the course of the next few days. *Apologizing* (抱歉) for the trouble I am causing you by my carelessness, I am,

Yours faithfully,

HERBERT SMITH.

15. *Requesting an Introduction for Business Purposes*

19 SELDON AVENUE, N.,

Jan. 25, 1917.

DEAR TOM,

Will you kindly give me an *introduction* (介紹) to your friend Mr. Franklin? I want to see him *upon a matter of business* (關於商業事件) which I believe he can *carry out* (施行) for me, if he will, and I shall be very much obliged to you if you *can manage the interview* (使得晤談). This may be to our mutual advantage, and I shall be pleased if I can *in anyway* (以或種方法) *reciprocate* (答報) your kindness.

Thanking you in anticipation,

I remain, my dear Tom,

Yours very truly,

ALICE PATERSON.

16. *Reply to the Above*

4 BRICK COURT,

Jan. 26, 1917.

DEAR ALICE,

Inclosed is the introduction to Mr. Franklin, as requested. You will find him a *thorough man of business* (商界中之純熟人物), as no doubt you anticipate, but I think my note will prove an "*open sesame*" (釋難祕術) for you, and that your business will receive his prompt and careful attention.

Trusting you will be able to come to a satisfactory arrangement, I am,

Yours sincerely,

TOM HOLDER.

17. *Requesting an Introduction to an Acquaintance*

THE GARDENS, BRIXTON,

July 30, 1917.

MY DEAR SIR,

As I intend *setting out* (動身) immediately for *Breges* (地名), I shall esteem it a favor if you can oblige me with a *letter of introduction* (介紹信) to Mr. Roberts, your old friend of whom we were speaking the other day.

I remain, my dear sir,

Yours very sincerely,

FREDERICK JOYCE.

(Name and Address.)

18. *Soliciting the Loan of Money from a Friend*

MARINE VILLA, TORQUAY,

May 19, 1917.

MY DEAR GRAHAM (or Mr. Graham),

I believe you will be ready to acknowledge that ever since you first knew me no person was ever more backward in asking favors than myself. But an *unexpected affliction* (意外悲苦之事) in my family obliges me to *solicit your assistance* (懇求援助) to the extent of £20 for about six months' time, at the expiration of which I pledge myself faithfully to discharge the obligation. If, however, I am asking you to inconvenience yourself, let no necessities of mine influence you, for it would pain me greatly *were I to think you were a sufferer through obliging me* (設余知君爲余而受痛苦). Before I could prevail upon myself to write this I have endeavored to obtain the money from people whom I myself on several occasions have obliged, but I regret to say without success. Some of them were themselves in want of ready money, and others who were better off excused themselves *on different grounds* (因種種理由). *I am thus forced* (致被迫) to make known my position to you, and solicit the favor I have already mentioned.

Regretting that this step should be at all necessary, believe me, my dear Graham (or Mr. Graham),

Yours faithfully,

EDWARD MARSHALL.

19. *Answer, Affirmatively*

THE CLOISTERS, HAVANT,

May 21, 1917.

MY DEAR MARSHALL (or Mr. Marshall),

I could not hesitate one moment in answering your letter, and sending you a cheque for the sum you require. *As to* (至於) repayment, I *shall not look for* (不候) it until you have *got over* (過) your troubles, and have a few pounds to spare. I am sorry you did not apply to me *in the first instance* (第一次), and so spare yourself the *vexation* (煩惱) which you must have experienced lately. Rest assured that I thoroughly sympathize with you, and ever believe me to be,

Your sincere well-wisher,

HAROLD GRAHAM.

20. *Answer, Negatively*

THE CLOISTERS, HAVANT,

May 21, 1917.

MY DEAR SIR (or Dear Sir),

I am *exceedingly* (甚) sorry that your request comes to me at a time when I *am so pressed* (被迫) by my own affairs that I cannot with any convenience *comply with* (允許; 效力) it. On any future opportunity, when I may have money to spare, I shall be ready to oblige you.

I am,

Yours faithfully,

HAROLD GRAHAM.

(Name and Address.)

21. *Requesting Shipowners to Take a Youth as
an Apprentice*

GALE HOUSE, MORTLOCK,

March 15, 1917.

GENTLEMEN,

My object in addressing you is to inquire whether there is at present a *vacancy* (空位; 空缺) for an *apprentice* (學徒) *on board* (船中) one of your ships, as my eldest son, Frederick, *nearly fifteen* (年將十五), is *bent on* (志於) going to sea. He is strong, healthy, and active, and, *if afforded* (設有) opportunities of learning seamanship, would, I think, prove a reliable sailor by the time *the term of his apprenticeship* (學習期限) had expired. I am anxious that he should sail in one of your vessels, as I have every confidence that he would be encouraged to make himself useful. Should you favor me with an affirmative answer to this, I *shall esteem myself indebted to you* (銘感無既), and will embrace an early opportunity of waiting upon you with my son, with a view to entering upon and settling the necessary arrangements.

I am, gentlemen,

Your obedient servant,

HENRY LOWOOD.

Messrs. Black & Co.,
Winchester Street,
London.

22. *Requesting a Professional Man to Admit a Youth as a Pupil*

BUTA LODGE, SYDENHAM,
May 18, 1917.

DEAR SIR,

If you have still a vacancy for a pupil, I shall be glad to place my son Edward *under your care* (受君指揮), as he is desirous of learning *civil engineering* (土木工程), and I am convinced that in *no other direction* (無別法; 無別業) is he likely to make himself so useful. He is now almost seventeen, and is both tall and strong for his age. He *has been educated at* (曾肄業於) Harrow, and, according to the principal's report, he possesses the qualifications necessary to fit him for a profession such as yours. As I am anxious to see him *attached to an office staff* (入辦公團體) as soon as possible, perhaps you will favor me with a line in reply to this, naming the terms of admission of a pupil, should you be willing to receive him.

I am, dear sir,

Yours faithfully,

WALTER TRENCH.

(Name and Address.)

23. *Requesting a Merchant to Take a Youth into His Office*

17 CARPENTER ROW, S. W.,
May 31, 1917.

MY DEAR WRIGHT (or Mr. Wright, or if merely an acquaintance, Dear Sir),

I wish to place my son William in an office where he will get a thorough knowledge of business as it *is transacted* (被處理) by *methodical people* (有秩序之人), and, as I know of

none better than yours, I am writing this to ask you to find him something to do. He is nearly sixteen, a strong, healthy lad, energetic, and *well-disposed* (性格良好). He has left school reputedly clever and industrious, and, I imagine, only wants a little *training* (練習) to be made useful. If you can *see your way* (設法) to admit him as one of your juniors I will *regard myself as your debtor* (感激之至), and I have every confidence that the boy himself *will recognize the obligation* (負責) by studying how to please his superiors. Perhaps you will let me know if you can make an *opening* (空位) for him.

I am,

Yours faithfully,

GEORGE FORSYTH.

24. *Requesting a Friend to Obtain a Situation for the
Writer's Son*

5 FULTON ROAD, N.,

April 4, 1917.

DEAR SIR,

My son, Edward, has now finally left school, and I am anxious to see him employed in some good *house of business* (商店) where he may learn what *will be of advantage* (有利益) to him in after years. I know, however, so very little about business, and so few people *connected with it* (在商界中), that any application I might make *on his behalf* (爲彼故) for a situation would, I am afraid, *prove fruitless* (不能奏效). I venture, therefore, to ask you to aid me in this matter, by bearing Edward in mind, *should a vacancy occur* (或遇有空缺) in the offices of any of your *city friends* (城中諸朋輩). He

has been very diligent at school, and promises to acquit himself *creditably* (有信用) in whatever he undertakes; but, *being a partial judge* (在一方面之鑒別), I perhaps ought to say nothing on that score. He is sixteen, *tall for his age* (以彼之年紀而論身實過高), and exceedingly active. He is quite eager to begin life, and has urged me repeatedly to write to you on the subject, forgetting how little time you can have to spare *to attend to* (注意及) such requests as mine.

Trusting I have not already *encroached* (侵佔) upon any of your engagements.

Believe me, dear sir,

Yours sincerely,

HELEN WINGFIELD.

25. *Letter to a Friend, Asking Him to Use Influence to Secure an Appointment for a Son*

THE AVENUE, ST. ALBANS,

October 18, 1917.

DEAR JACKSON,

My son Arthur has decided *to apply for* (請求) the *secretaryship* (書記之職) of the new hospital at . . . , and as I know that you are one of the *Governors of that institution* (院中諸管理員), and take a prominent part in its *administration* (管理), I write to ask you for your kind interest on his behalf. The appointment is a lucrative one, and I confess it would be a relief to me if he could secure it and so become *wholly independent of assistance* (完全自立; 不求助於 . . .) from his father, who has other children to educate and start in the world. But I *would not obtrude*

this consideration upon your friendship (不以此事瀆君) if it were not the only one. I am confident that *in many respects* (在多方面) Arthur is a particularly eligible candidate for the post. He is methodical and careful in his work, and could be relied upon to discharge the purely clerical part of his duties punctually and efficiently; his integrity is unquestionable, and he has a winning manner that *ingratiates* (結好) him with his fellows and inspires them with what may almost be called enthusiasm over anything upon which he himself is keen. I venture to think that this is an invaluable quality for a man entrusted with the supervision of the detailed working of any institution.

If within perfectly proper limits you can see your way to press his application I shall be infinitely obliged to you, and I am confident you will never have reason to regret anything you may have done to secure the appointment for my boy.

With kind regards, believe me,

Yours sincerely,

ALFRED HUNTING.

26. *Letter to a Friend, Asking for a Nomination for a Boy to a School*

PRINCE ALFRED'S ROAD, STOKE NEWINGTON,
London, Nov. 21, 1917.

MY DEAR . . . ,

I am anxious to enter my eldest boy on the *foundation* (補助金) of . . . School, of which I see from the lists you are one of the Governors. Will you do me the great kindness of giving me a *nomination* (指定) for him? *Acquainted as you*

are with my circumstances (知我若君), you will be able to understand the importance to me of *the great reduction in the expenses of the boy's education* (培植兒童之費大加減省) which could then be effected, and if you are not already committed to others, I shall be intensely grateful if you will render to me this valuable and most helpful service.

With many thanks in anticipation, I am,

Yours faithfully,

CHARLES LANGTON.

27. *Another to an Acquaintance*

REMOUNT ROAD, HADLEY WOOD,

October 24, 1917.

DEAR MR. . . . ,

I see from lists supplied to me that you are one of the *governing body* (職員團) of . . . School, and *presume upon an acquaintance* (忝在相知用敢) to write and ask whether you can give me the great assistance of a nomination for foundation for my eldest boy. I attach high importance to a public school education, and should be thankful if I were enabled to give my sons the benefit of one, but it is *not in my power* (非余力所能及) to do so unless I am assisted in some such way as this. I have no doubt you are *besieged with requests* (受多人之請託) such as mine, and for various reasons you may find yourself obliged to reply in the negative to me; if, however, you are in a position to give me the nomination you will do me the greatest possible kindness, and place me under an obligation which I shall make it my first thought to endeavor in some way to discharge.

Awaiting your reply, I am,

Yours faithfully,

WILLIAM RIBBWAY.

28. *Another to a Stranger*

BERESFORD COTTAGE, WEXFORD,

October 24, 1917.

DEAR SIR,

I am most anxious to obtain for my eldest son a nomination to the foundation of the . . . School. I know none of the governing body personally and have no *private influence* (私力) which might secure for me what I so much desire. Unless, therefore, I abandon the idea altogether, I am compelled to address myself to a *stranger* (素不相識者). May I suggest then that mine is a case which comes within the *original intentions* (初志) of the *founder* (出補助金者)? If I were in a position to pay the larger fees required for boys not upon the foundation, I would gladly do so at the cost of any *personal sacrifice* (個人的犧牲), but they are wholly *beyond my power to afford* (力所不能供給). It is no improper desire to spare my own pocket that prompts me to apply to a stranger, but an indubitable anxiety to leave no stone unturned to secure for my son the benefit of a public school training, which, without the assistance of some charitable foundation, he will not be able to enjoy. It is right that I should put you in a position to make some inquiries about my own *antecedents* (來歷) and *standing* (境地), and I therefore add that . . . and . . . have known me and about my affairs for many years, and will, I am sure, reply frankly to any questions you may ask.

I am,

Yours faithfully,

THOMAS MOORE.

29. *Asking a Lady to Sing at a Concert*

THE VICARAGE, DUNSTANTON,
Nov. 22, 1917.

DEAR MISS ELTON,

We are *getting up* (發起) a *concert* (音樂會) in aid of our schools on the 30th; will you be so good as to let your name appear on the *program* (秩序單)?

It would be a great attraction, I can assure you, without flattery, and I hope you will be able to oblige.

Yours cordially,

HENRIETTA WINTHORPE.

E. LETTERS RELATING TO BETROTHAL AND MARRIAGE

1. *A Lady, Writing to Her Lover on Christmas Eve*

WARWICK TERRACE, CLIFDEN,
Christmas Eve, 1920.

MY DEAREST HARRY,

My first duty, as well as my greatest pleasure, is to write to you and wish you a *merry Christmas* (歡樂聖誕), and to express to you a little of my great hope that *your life may be blessed and your path prosperous* (福星臨照; 前程昌榮). I wish, indeed, my dear, I had some better gift to offer you to-morrow. But the will is here, though not the power, and you will take that will for the deed, and believe that could I show more substantially than by words my warm wishes for you it should be gladly done.

On this *Christmas Eve* (聖誕夕) I have a solemn happiness in my heart which it is *beyond my power* (無辭) to

express—a happiness that brings my spirit to its knees as it were, and dims my eyes. Heaven bless you, dearest, for all your goodness to me, and may the kindness and love you have given me be repaid tenfold into your own bosom by Him with whom all goodness dwells. Good-by, and with much love and many a warm wish for your future.

Believe me,

Ever your own,

BERTHA.

2. *From a Lady to an Admirer Whom She Has Seen on Several Occasions*

CASTLE HOUSE, SHALFORD,

May 12, 1918.

DEAR SIR,

I assure you that I feel highly flattered by the letter you sent me yesterday, but we have met so very, very seldom that I am afraid you *have acted from impulse* (因衝動而爲) rather than from the good honest sense (而不出於篤厚之意想) which your friends, and I among the number, give you the credit of possessing (以爲君所有者). You know far better than I that impulse, however honorable and generous it may be, is, in matters that concern one's whole life (以學生之關係而論), often the agent which produces unhappiness in days to come (來日).

You will say, of course, that you wrote to me *calmly* (平心) and deliberately, but I cannot think so, for a *moment's reflection* (片時之反省) would have told you that to imagine I

could consent to such a hasty proposal (以爲余可以允此躁急之請求) were not to pay me the respect you profess to do. I am not conscious of entertaining any deeper feeling than esteem for you, and I wish sincerely you had thought a little before writing, and saved me the pain of saying "No." I say "No"; but let us remain good friends and forget this incident.

I remain,

Your sincere well-wisher,

MARY FRAYNE.

3. *From a Lady to Her Fiancé, Complaining of
His Silence*

HATFIELD TERRACE, WORKSOP,

October 18, 1917.

It is quite a fortnight, my dearest Tom, since I heard anything of you. Why do you not write to me? Have I *in anyway* (有幾處) offended you, dearest? Do not be so unkind as to punish me if you consider I have done wrong. If I have not offended you—and I cannot think that I have—your continued indifference is unkind in the extreme. Mother is very angry about it!

I do hope, *for her sake and your own* (因吾母及爲君計故), if not for mine, that you will at once write and *explain* (辨明). You probably do not think what it is for me, day after day, *to be waiting in vain for* (徒勞守候) your letters, and not a sign from you ever comes.

A line (一行字) or so, even to say you are well, or very busy, would assure me that you were not indifferent. But nearly two weeks' silence is *hard to bear* (難忍), Tom, dearest; and I do hope you will write immediately on receipt of this.

I cannot write more, for I am very miserable. Do please answer this letter; and with love,

Believe me, my dearest Tom,

Your very true and devoted,

MARGARET.

4. *From a Lady, Upbraiding Her Fiancé for Not Writing*

HATFIELD TERRACE, WORKSOP,

October 20, 1917.

DEAR TOM,

You have not yet replied to my letter as I begged you to do on Monday. This note is the last I shall address to you, for it is not right for me to *keep begging of* (強求) a man to write. All honorable and good feelings should equally impel him to reply on receipt of the first complaint.

You are making me very, very unhappy, and mother plainly says that I ought to *put an end to* (解散) our engagement. She will not believe you are true to me; but I believe in you, and would forgive your extraordinary silence if you would write at once.

Edward is going to . . . to-morrow, and will call at your address. Please do write at once.

I remain,

Yours truly,

MARGARET.

5. *From a Lady, Complaining of Her Lover's Silence*

24 PUMP STREET, BAT,

August 23, 1917.

MY DEAREST FRANK,

Your silence makes me very uneasy. I have not heard from you since the . . . , a very, very long time, I think. I fear greatly something very wrong is the matter, because it is so unlike you to leave me without a word of inquiry. I am very much distressed and *depressed* (沮喪), and nothing will cheer me but a letter from you. Write immediately

To your own

EVE.

6. *From a Young Lady to a Friend, Complaining of Coolness*

ROSE COTTAGE, WEDNESDAY.

MY DEAR ADA,

I cannot any longer refrain from writing to you upon a subject which has for some time past given me considerable uneasiness.

I have noticed that your manner towards me *of late* (近來) has not been of that free and cordial nature which *characterized* (區別) it formerly. There exists a *coldness* (冷淡) and *restraint* (拘束) quite foreign to your nature (與君之素性不相符合), which is painful for me to witness, and still more painful to reflect upon (凝想).

I cannot bear to think (不耐作此想) that a *friendship of so long a standing* (如此長久之交情) as ours has been, should be *broken off* (斷; 離), or disturbed by some *trifling misunderstanding* (細故) which might be easily adjusted or explained away. I cannot *charge myself* (自責) with having given you cause of offense, but I may have done so unintentionally, and I therefore beg of you to tell me *unreservedly* (不隱藏) whether I have said or done aught to offend you, and I will willingly make all the reparation in my power.

Did I not set a high value on your friendship (使非重視君之友誼), I should not have taken the trouble to seek this explanation. I trust, then, you will *view my motive in its proper light* (對於余之發意作正當之觀察), and prove that you also appreciate my good opinion by acceding to my request.

Trusting that I shall soon hear from you, believe me, my dear Ada,

Yours very sincerely,

MARIA.

7. Answer to the Foregoing

THE LIMES, THURSDAY.

MY DEAR MARIA,

I hasten to assure you that your *misgivings* (疑惑) are perfectly *groundless* (無根據), and that I entertain for you *at the present moment* (目前) the same feelings of friendship and esteem that I always have.

While you, *on your part* (在汝方面), are unconscious of having given offense, so am I *on mine* (在我方面) of having

exhibited any coldness towards you; at the same time I plead guilty to not having been so cheerful and *light-hearted* (快活) lately as is my wont, and this may have tinged my manner with a reticence and reserve which we are all *apt to* (往往; 易於) attribute to inconstancy or coldness.

The truth is, my dear Maria, that there have been some troubles in our family lately, which I *have taken very much to heart* (心中殊耿耿不釋), and which *in spite of* (雖則) all my efforts to shake them off, *oppress me heavily* (迫余至甚). I cannot well explain this matter to you in a letter, but I hope to see you in a day or two, when I will tell you all. I should have confided the secret to you before, but I did not wish to *harass* (煩擾) you unnecessarily, and I gave myself credit for being able to disguise my feelings sufficiently to prevent your detecting anything by my *outward bearing* (外態). Since, however, I have betrayed myself, and you exact this confession from me, I shall, when we meet again, *unburden my mind* (披露心懷) to you, and seek consolation in that sympathy which I know you will be ready to accord.

Meanwhile, again assuring you of my unalterable friendship, believe me, my dear Maria,

Yours very sincerely,

ADA.

8. *Inquiring Why a Lady Has Not Written*

(Place and Date.)

MY DEAREST GRACE,

What is the matter that I have not heard from you for three weeks? You last wrote on the 1st, and this is the 20th. You surely *cannot conceive* (不曾想及) how uneasy

your silence makes me, or you would write oftener. I fancy sometimes you are ill, or *have met with an accident* (遭受意外之事), and at the bare thought I grow sad and frightened. *But someone would write, were either the case* (然二者若居其一, 人將告我). I do not for a moment think you delay writing to *tease* (煩擾) me, but through that feminine weakness . . . *procrastination* (因循). "Feminine weakness, indeed!" I think I hear you say. Well, dearest, I admit that my own sex is not quite blameless in that respect. Still, when delays of three weeks arise in our correspondence, I think I have some right to say *cross things* (怨望之言). Suppose I were to *pay you back in your own coin* (以君之待我者待君), and write at long intervals, would you not complain? Really, I am very anxious, so much so, that unless you write at once, *I shall have a fit of despondency* (余將沮喪絕望).

I saw a nice cottage a day or so ago that would just suit us, were you to "name the day," an early one, I hope, and allow me to *install* (貯) you in it. I won't describe it, nor tell you any more of my plans, until I hear from you.

Now write by return of post, if only a line, dearest, and believe me

Ever your affectionate

FRANK.

9. *An Answer to a Letter Written on New Year's Day*

(Place and Date.)

MY DEAREST MAGGIE,

I was very glad to get your letter yesterday, as I felt rather depressed and out of spirits. *My reflections were somewhat in unison with your own* (吾之反省與君似出一軌),

with regard to what the past year had not accomplished, and mixed up with some forebodings for *the one now entered upon* (彼方來之新年). Still, when I look back I have to be grateful for *the year now dead and gone* (此長逝之舊歲). Your affection had not, I know, grown less, though those *foes to love* (愛情之敵)—separation and uncertainty—are in the field. I often feel your watchful love and sympathy *is still with and blessing me* (仍加於余身並增余福), though parted so far from me. Then in the past year I think I have made a few new friends, whose names are added to *the list my heart keeps* (心中切記之姓名表上). I often sigh for the old ones, though I ought to remember it is the wisdom of God to fill up with new hopes and new interests what their loss makes vacant. Christmas and New Year always sadden me; they force one to think of what would be best forgotten—failure, loss, disappointment, and death. But these are gloomy thoughts which I *will put aside* (將拋棄), and with you join in the hope that this fresh year upon which we have entered may bring with it its smiles for you and me. Write to me, dearest Maggie and believe always in

Your affectionate

EDWARD.

10. *A Letter of Expostulation*

THE CRESCENT, BANNOW,

Feb. 18, 1917.

MY DEAR PHILIP,

I have lately observed with very great sorrow that *your interest in my society and my plans has been rapidly lessening* (君對余方面之趣味頓見淡薄), until I fear now it *has no*

real existence (已無深情可言). You come here very seldom—never to spend the evening as you used to do, and when I express a wish of any kind it *seems to fall on a deaf ear* (似作充耳不聞). How has such a change been wrought? I have never been exacting nor jealous, nor troubled you when I saw you were weary or more disposed to visit other friends instead of coming to me. I fear there is something wrong, some trouble approaching which *will make this poor heart of mine ache* (使余心痛). When first you came it was *with a smile and a willing step* (欣然出於熱願). You were impatient until we saw each other; and when we met, you thought the time flew fast away. Now your step is slow, and there is no smile; the time hangs heavy, and the moment you seem pleased is when we are not alone.

The change has been noticed, not by me only, but by all here, and much surprise has been expressed at it. But how can I explain when I myself am in the dark? Is it that you are *tired of* (倦於) coming here, and wish *to break off* (解散) the engagement, or is there some *great sorrow hanging over* you? If you wish to leave me you have but to speak and you are free. If it be trouble, why not tell me and let us all gather round you and save you from it? You are sadly mistaken if you think I would care for you less were you poorer, and as mistaken if you think me a bar to another attachment.

You will write and tell me what I am to think, *for this dreadful suspense is more than I can bear* (蓋此可怖之疑竇余實難堪).

Still your own

MARGARET.

11. *From a Lady, Explaining a Misunderstanding*

THE RETREAT, COOMBE,

March 23, 1917.

MY DEAREST EDWARD,

You surely never really thought that I was guilty of “*flirting*” (賣弄風情) with a stranger at the Wilsons’ even though a report was spread to that effect (如此傳揚)? Yet the *tone* (口氣) of your letter, more than your words, seems to imply that you accepted the statement as true, without even asking me, with whom you profess to have reposed undoubted confidence, whether or not I had allowed a stranger to pay me marked attention. My dear, I am *sorely grieved to think* (思之痛心) that you are capable of doubting me, for I fear there is unhappiness in store for us both if you allow *idle tales to catch your ears* (浮言惑聽). The true story of my meeting with the stranger is this. He has recently returned from the *West Coast of Africa* (阿非利加洲之西海岸), where he saw John, who gave him a letter of introduction to my father. I saw him on the night of his arrival at the Wilsons’, and was introduced to him as John’s sister. Was it not natural that I should inquire for my brother and ask him questions about *the mode of life* (生活狀態) on the West Coast? I was interested, not in the man himself but in his story, and listened eagerly as he told it, and from my attention of it probably arose the ill-natured report that reached your ears.

I have entered into this explanation because I feel you were not really yourself when you wrote. You will write to me by return, dear, and say that after all you didn’t believe what was told you

About your own

GRACE.

12. *Congratulating an Engagement*

(Place and Date.)

MY DEAR

Permit me to be amongst the first to congratulate you upon your engagement to Miss (or Mr.) We only heard the news this morning, and are very pleased to think that you have the prospect of so much happiness before you. We know Miss (or Mr.) . . . , and can heartily congratulate you upon your choice. The girls are wild at the news, and want to know *when "the event" is to be* (此事將於何時實行). Come and see us some of these days *when you can spare a day* (當君能得一日之閒). My wife will write for herself and the girls, but I cannot resist the temptation to send my good wishes to my young friend . . . with mine own hand.

With very kind regards (or kind love).

Yours truly (very truly, or sincerely),

EDGAR DUFFIELD.

13. *Another to a Gentleman (Intimate)*

(Place and Date.)

MY DEAR HAROLD,

I am really delighted to hear of your engagement, and hasten to send you my *warm congratulations* (誠摯之祝賀). The longer I live the more persuaded I am that the married life is the best and, therefore, the happiest for every man; *the responsibilities it involves are heavy* (此事所附連之責任甚重), *but its compensating privileges are rich* (但其所得償者

頗厚); on the other hand, the bachelor's life, being self-centered, is selfish and must *in the end be lonely* (卒至獨處無伴).

My wife would like to call at once upon Miss . . . , and I hope you will bring her to luncheon and introduce her *at the earliest possible moment* (得能於最早之時) to the *home life* (家庭生活) of one of your old friends. Assure her from me of as warm a welcome here as you have always found, and when she comes I will congratulate her in person *upon the admirable judgment* (對於彼可欽之辨識力) she has displayed in her choice of a husband.

Yours, as ever,

WALTER LOWE.

14. *Another to a Relative (Disapproving)*

(Place and Date.)

MY DEAR PERCY,

Your letter announcing your engagement to Miss . . . certainly surprised me. I had no idea that you *were contemplating* (出此計畫) any such step, and I hope that you have well considered the matter and that you will not find out, too late, that *your ardor has carried you too far* (君之熱情驅君太過).

As for my consent and approval, *they do not count* (不關緊要). If you had considered me at all you *would have asked my opinion* (必已詢余意見) before you committed yourself, and then I would have told you that *I considered you rash and impulsive* (以吾觀之君太鹵莽率性). I cannot prevent your being engaged, but I cannot congratulate you *upon the step* (對於此事). The young lady is doubtless all you picture her, and I have nothing to urge against her personally. But

consent and approval I cannot give. You are too young and inexperienced, and too impecunious to indulge in such a luxury as a wife for years to come, and a long engagement is a mistake. I remain, my dear Percy,

Your affectionate uncle,
FRANK RICHARDS.

15. *Fixing an Early Day*

17 NORTH ROAD, CHEPSTOW,
February 20, 1917.

MY DEAR (or dearest) Percy,

I need not hesitate in saying that your proposal is very agreeable to me; indeed, it is much more so than I can express here, or could tell you even were you at my side. People generally *disapprove of* (反對) early marriages, and were I differently situated I dare say I should agree with them; but, as it is, I think there is great justification for the *step* (對於此種行爲). Besides, knowing each other as we do, I think our prospect of happiness is quite as bright as that of those who wait longer. *At any rate* (無論如何), I believe you to be so good and true that I have no fear of the future. Troubles may come upon us, of course; we may become very poor; but, whether you are richer or poorer, I shall always strive to be to you a true wife.

Everything you say about a house and housekeeping is all I could desire, and I sincerely hope I may be found deserving of all your care and *forethought* (綢繆). Now, *as to* (關於) that other very, very important matter, what shall I say? It is *comparatively easy to talk about what may be coming* (討論將來若何較爲容易), but to fix a date, or to

speaking in more *conventional fashion* (習俗; 流行), to name a day for our marriage is a task of some difficulty. I am sure it is simply naming the day when my greatest earthly happiness will begin, and I know that I am doing you a great injustice in seeming reluctant to reply at once to your request. I am very far from tampering with your great kindness and love for me; but you know *women have not the decision of men* (婦人之決斷力較劣於男人), and I am but a woman. If I must now, however, name the day, come what will, I say . . . and now I have named the very earliest.

Your affectionate

LIZZIE.

16. *Congratulating a Lady on Her Engagement*

ELM ROAD, WESTLAND,

Oct. 24, 1917.

MY DEAR BERTHA,

I was deeply interested to hear of your *engagement* (定婚), and write to *congratulate* (恭賀) you heartily. *George* (女夫名) is a favorite everywhere, and I am sure that *while your news will cause many a pang of envy* (好音傳來必將使人人羨妬不已), yet everybody will surely consider George a very fortunate young man. The course of true love will, I know, *run very smoothly in your case* (定卜和諧), and you have my best good wishes for a *happy married life* (新婚樂境).

Your affectionate friend,

WINIFRED.

17. *To a Young Lady on Her Engagement*

WHITBY LODGE, HARROW,

Sept. 18, 1917.

MY DEAREST GRACE,

Surprises never come alone. We heard only last week of . . . 's engagement, and now your success. Allow me to congratulate you with all my heart upon your choice of a *partner for life* (終身之伴). Mr. . . . is a pleasant, gentlemanly man, and I think you a very fortunate girl to have secured such an enviable husband. Where do you intend to *settle down* (居住)? Have you decided? Come and see me as soon as you can and let us have a quiet chat about Mr. Everyone will envy you and him, according to their sex, for I am afraid that you, my dear, have turned many heads and fluttered many hearts in your time, short as your career has been, and Mr. . . . is quite the handsomest man I know.

Tell me all about him when you write—and soon, for we are anxious to hear how it happened. You *have kept this very quiet* (祕不肯宣); but you need not be secret any longer. Ted sends his kindest regards to you, and wishes you every happiness, now and in future. With all my heart I congratulate you once more, and remain ever, dearest,

Yours affectionately,

MAGGIE BROWN.

18. *To a Young Lady on Her Engagement (Disapproving)*

THE KNOLL, ROSAMORE,

Sept. 23, 1918.

MY DEAREST AGNES,

I hardly know how to begin my letter. Your news is so unexpected, and *by no means* (必不) pleasant, I am sorry to say. Forgive me, dear, but I really cannot *approve of* (允准) your selection of Mr. . . . as a husband. No doubt he is an attractive man, and a great favorite; but these universal favorites *seldom make the best husbands* (鮮有爲良善之丈夫者). They *have been made so much of* (極受社會上之優待) before marriage, that they are apt to think themselves neglected after marriage unless their wives are very attentive to all their little humors. You will think me unkind *in thus throwing cold water* (投以冷語) upon your prospects. I do not mean to be unkind, I assure you, but I cannot congratulate you so warmly as I would have done had you chosen a *different type of man* (他種人物). I understand that Mr. . . . has no profession; *that in itself is a mistake* (此事即成一缺點). No man, unless born to wealth and prosperity, can afford to be idle; and a lazy husband is in the way at times, unless he *possesses a common sense so sound as to be uncommon* (有一種極健全之普通才識所不多見者).

However, I trust that you will be happy, and enjoy your future together. I wish well to you both, and shall have much pleasure in *being introduced to* (被介紹至) Mr. . . . when you can find time to bring him here. Though he is not the husband I would have selected for you, I have little doubt that your good sense *will triumph in the end*

(終將獲勝). Write to me soon, and tell me your arrangements. When the time comes, I dare say I shall find something for your wedding or your new home, but don't be *precipitate* (匆遽).

Your uncle unites with me in love and best wishes. I remain

Your affectionate aunt,
MARTHA DALKELLY.

19. *From a Young Married Lady to a Friend After Marriage*

WRATHAM, KENT,
Oct. 25, 1917.

MY DEAR NELLY,

I left home, as you know, not in the best of spirits, although the only reason I had for feeling sad was *the separation from old and dear associations* (與舊伴故偶間之離別). My husband, too, *experienced a feeling of a similar kind* (經驗同樣之感); so on that point we were in entire sympathy with each another, until we reached our destination. Then the change of scene, the meeting with nice people, and the delightful weather caused a reaction, and we were soon briskly at work sight-seeing and pleasure-making. We were *not* (非), however, *unmindful of home* (不思索). *On the contrary* (反是), we often wished that you and Fred were with us, enjoying, as we did, the sweet air and the quiet beauty of the little hamlet.

We left on the . . . and *made our first attempt at house-keeping* (初次嘗試管理家務), an attempt which I cannot say has been so far successful, but Jack has been so thoughtful

and so constantly with me that the troubles incidental to newly-married life *seem as trifles* (一若微不足道) not worth thinking of. You will, perhaps, ask me whether I would not free myself from my *cares* (職務) and be single again were that possible, rather than continue in my present state? And I answer, "No." I am so happy in the enjoyment of Jack's confidence that I wouldn't change again for a queen's ransom.

You must come and spend some time with us when we have got all the workpeople out of the house, and then I can tell you all about our trip, whom we met, and all the rest of it. Give my love to all our friends, and believe me,

Sincerely yours,

GRACE REDMOND.

20. *Stating Objections to an Early Marriage*

LEINSTER LODGE, IGHTEM,
February 18, 1917.

MY DEAR FRED,

You may be sure I was pleased to get your last letter; your letters are always pleasing, but that of Tuesday seemed to me more delightful than all the others put together. It expressed your anxiety that we should not be long separated, and pleaded so earnestly for an early marriage that it makes me *almost miserable to say no* (幾不忍言否). But, my dear Fred, while anxious to relieve your anxiety, I am equally anxious to *consult your best interests* (爲君之利害設想), and prove myself a true friend now, as I hope to prove myself a true wife in days to come. You know as well as I do that although money cannot but happiness, we cannot be happy

without money, that is, without an *income sufficient* (足夠之進款) to maintain a home such as you have been accustomed to. We might, as you suggest, begin married life in *furnished apartments* (賃居; 室內陳設亦為房主所供給); but I am afraid you would soon *grow weary of* (受困) such a life, and wish that we had waited a little longer until you had a little cottage of your own in which we could do exactly as we pleased. We are both young, and able to wait a long time. You are *rising in the world* (在世上日見升騰), but if *burdened with* (擔負) a wife your progress would be slow; you would have less time and thought *to devote to* (致心於) your business, and I should be miserable knowing that I was the cause thereof. No, my dear Fred, we mustn't dream of marriage yet awhile, not until I am convinced you will not suffer by marrying me.

Write soon and say you are not angry with me for speaking so plainly and so much against my own wishes.

Ever yours sincerely,

HETTY.

F. LETTERS OF CONGRATULATION AND CONDOLENCE

1. *Congratulating a Gentleman upon His Marriage*

(Place and Date.)

DEAR . . . ,

I have just received a little *missive* (消息) which informs me of two happy hearts made one. I wish you much joy. You have my earnest congratulations on the event, and good

wishes for a long and serenely happy married life. *May each succeeding year find you happier than the one before* (願君之快樂與歲月俱增).

God bless you and yours, and surround you ever with His choicest blessings (願天永錫汝以嘉福).

Your friend,

L. L. WU.

2. *Congratulating a Lady on Her Marriage*

THE COTTAGE, MARDEN,

Oct. 23, 1917.

MY DEAR AGNES,

You are now married, and it is to wish you joy of the occasion that I am writing this. The course of true love, in your case, has, I am sure, *run very smoothly* (和譜) indeed. If it continues to flow as sweetly through your new life, you will be one of the most enviable of women, and I think it will, because I know your husband's character to be open, honest, and manly, and your own—well, I shall only say *you are as worthy of his devotion as he is of yours* (汝之堪配彼人亦猶彼之堪配汝). You may be certain that you have well-wishers *in all directions* (各處), not only among your friends, but in a host of young and old acquaintances. You will be sorely missed, my dear Agnes, but there is not one of your friends selfish enough *to wish you any other than your present lot* (除願君現在之佳運外別無他種欣願也). We regret your absence, but we rejoice that you have such a fair prospect before you of rest and happiness.

We shall see you occasionally and hear from you often, let us hope. I will not add more now—not more than to wish you a sweet, calm life as mistress of a happy English home.

Ever sincerely yours,
FLORENCE WHITE.

3. *A Letter of Congratulation for Graduation*

1,020 ELGIN ROAD,
Oct. 5, 1919.

MY DEAR MR. SUN,

Having learned (得悉) that you have finished your *course* (課程) in the *Preparatory Department* (預科) of *Nanyang College* (南洋公學), and that you *have won great honor* (極受榮譽) in your final examination, I am glad indeed to extend my hearty congratulations to you, not only because you have received a *certificate* (證書), but also for your *perseverance* (毅力) in finishing the course. Although your *first step* (初階) in education is now over, still there are many more steps for you *to take* (進行). So I sincerely advise you not to be *contented with* (滿足) your *present achievements* (目前之成功), but *to go on* (繼續進行) to get the highest degree in education possible; for you know it is said, "A little knowledge is a dangerous thing." Also I hope that you may afterwards have an opportunity *to go abroad* (留學異國), and that on your return, *you may do your best to benefit our fellow countrymen* (出君所學, 以利國人).

Very sincerely yours,
CHAS. S. WONG.

4. *A Reply to the Above*

- 37 TAIWAN ROAD,

October 6, 1919.

MY DEAR MR. WONG,

Your letter has been received. I feel very grateful to you for your kindness in congratulating me, and at the same time, I feel very unworthy of such praise (過譽難當), as what I have attained to (今之所學) is only elementary. I thank you very much for your advice, which I will take to heart (謹誌於心). As I am well aware (深悉) that my knowledge is insufficient (不足), I assure you that I will continue to study, and will also look for a chance (待機) to go abroad, in order to (藉以) get a Western education. Eventually, I hope my aim may be realized, as "Where there is a will, there is a way" (有志竟成). With this proverb, I encourage myself.

Hoping that you will write to me often, so that we may always keep in touch (常相接觸) with each other, I remain,

Yours very sincerely,

SUN YOH HONG.

5. *Congratulating a Friend on Passing Successfully a School Examination*

CANTON, Jan. 20, 1919.

DEAR LING,

I was greatly pleased to hear through your brother (由令兄處) that you have passed through the prescribed course of study (所規定之功課) in St. John's College (聖約翰大學, St.

即 Saint 之縮寫) and have graduated *with honors* (得榮譽). Knowing how deeply your parents and relatives *have been interested in your success* (對於君之成功其欣快爲何如), it is particularly gratifying *to have you reward them* (答慰彼等) *by the achievement of such rapid progress* (進步極速之成功).

Accept my best wishes for your future success.

Your sincere friend,

B. D. CHWANG.

6. *Upon the Birth of a Child (To the Father of the Infant)*

SHANGHAI, May 3, 1919.

MY DEAR ARTHUR,

Let me heartily congratulate you upon the "*auspicious event*" (幸事) which happened yesterday. So it's a boy! Well, may he grow up to be a blessing and a help to his mother and yourself. We hope he and his dear mamma are *getting on splendidly* (健康). Let us know how they progress. I daresay they can spare you sometime for an evening now, so come across and dine with us and have a chat. As soon as permitted, Mrs. . . . will call and see your wife and baby; but don't wait for that to come here. But wishes and good luck to the lad, says

Yours very truly,

JAMES PENFIELD.

7. *Another (Familiar)*

SHANGHAI, Feb. 18, 1919.

MY DEAR JACK,

I have just seen in the papers the *announcement* (宣告) of the birth of your son and heir, and I am impelled to express immediately my delight at this fresh happiness of yours. I shall hope to hear that *all is going well* (萬事順利) with mother and child, and that there never was a finer or more satisfactory baby. In all earnestness, old fellow, I congratulate you heartily on the birth of a boy who I hope *will survive to carry on your name* (長保君名) and in whom you *will live* (繼續在世) after you *have made your exit from the world* (辭世). It is a splendid thing for a man to be able to feel that he *has perpetuated* (永存) himself, and to look forward not to a solitary old age, but to a *cheerful evening of life* (快樂的晚年) brightened by the presence of sons and daughters who love and honor him. It was a shrewd knowledge of human nature that made the Psalmist say, "Happy is the man that hath his quiver full of them." May that happiness at any rate be yours.

Wilt heartiest congratulations to your wife as well, I am,

Yours, as ever,

GEORGE FIELDING.

8. *To a Lady, Condoling with Her in Her Bereavement*

MAYFIELD COTTAGE, TWICKENHAM

February 24, 1917.

MY DEAREST BERTHA,

What can I say that will *in the smallest degree* (至少) express my sorrow and regret? The terrible news of . . . 's death reached us this morning, and we were so shocked that we could not at first *realize the fact* (實認此事). Poor dear, what can I do for you? Is anything possible? How can we assuage your grief *at the loss of* (亡) such a husband and father—such a friend? Any *consolation* (安慰) I could offer would be vain if you were one of those who sorrow without hope. But I know that you feel, as we feel, that the parting is but *for a while* (暫時), and that in a future happier state you will meet dear . . . again.

May I come and see you? Do let me comfort you if I can. Can . . . do anything? If he can, let me know. I am sure my dear husband will assist you *in anyway* (不論何事) you may desire. I will not write more at this time; any intrusion upon your sorrow will be painful. Good-by, my dearest Bertha, and believe me, with our heartfelt sympathy,

Your affectionate

MARY ARMSTRONG.

9. *Another—Respecting the Death of a Child or Near Relative*

THE DELL, NORWOOD,

February 24, 1917.

MY DEAR CARRIE,

We are deeply and sincerely sorry for your *great loss* (切膚之痛). How you must be suffering, poor thing! and how we sympathize with you and Mr. . . . *in this terrible trial* (在此可怖之患難中)! It seems incredible now; but depend upon it there is some consolation, some all-ruling reason, for *such a severe blow* (一猛烈之打擊) as this. At a time when Death is in the house, any written consolation and sympathy must seem *cold and lifeless* (淡無生氣); but believe that we truly, most deeply, deplore the loss you have sustained, and pray that God *will give you strength to bear the blow* (將助汝以勝此厄運) which He in His mercy has seen fit to inflict upon you.

My husband unites with me in kindest condolences and sympathy, while, I remain, my dear Carrie,

Your affectionate friend,

ALICE GREY.

10. *To a Gentleman in His Bereavement*

THE GROVE, HIGHFIELD,

Oct. 19, 1917.

MY DEAR MR. PRINCE,

My husband has just informed me of the *great and irreparable* (不能補救) loss which you and all your friends have sustained, and I cannot refrain from sending you a few lines to assure you of my true and fullest sympathy for you

and the dear children, who must be heartbroken. Your dear wife and I were friends for years, and we knew her worth, her true kindness of heart, and unselfishness. May God in mercy *temper this blow to your heart* (調劑此對於君心之打擊) is my sincere prayer. My husband may perhaps see you; and if he or I can be of any use (或能替力) to you or to your children, you have only to call upon us; we will gladly *do our utmost* (竭力) to assist you if you need help in anyway.

With very kind regards and good wishes for you all, believe me,

Yours sincerely,
EMILY CARLOW.

11. *To a Friend on the Death of a Mother*

TIENTSIN, June 1, 1919.

DEAR . . . ,

I have just learned on my return from a visit in the country (鄉間) of the death of your mother. *Having suffered the loss of my mother when I was a child* (我幼年喪母故已飽嘗此中苦況), *I know how to sympathize with you in your afflictions* (則對於君之慘遭大故宜如何同病相憐), though, fortunately for you, your mother lived *to guide the footsteps of her boy till manhood's years* (助長彼童成人) had crowned his intellect with *judgment* (辨識力) and fixed *moral principles* (道德之要素). It can be truly said that in the training of her family, in the church, in the social circle, she always did her duty nobly, and *was an ornament to society* (特式羣倫). Ripened in years, and fully prepared for *another state of existence* (仙逝), she passes on now to enjoy the reward of a life well spent on earth.

Restored to maidenhood prime, we cannot doubt that in the *flowery walks* (花道, 言行於花道中極得其樂也) of *spirit life* (靈魂生活), she is the same good woman that we knew so well here.

Truly yours,
B. O. LI.

12. *To a Friend on the Death of a Brother*

HANKOW, Aug. 10, 1919.

DEAR . . . ,

I have learned *with profound regret* (深憂) of the death of your brother. I condole sincerely with you on the sad event, and if sympathy of friends can be any consolation under the *trying circumstances* (慘傷之境地), be assured that all who knew him *share in your sorrow* (共抱哀意) for his loss. There is, however, a higher Source of Consolation than earthly friendship, and, commending you to that, I remain,

Yours faithfully,
J. G. NEE.

13. *To a Lady Who Has Lost Her Husband; or, To a Gentleman Who Has Lost His Wife*

LONDON, July 4, 1919.

MY DEAR MRS. (OR MR.) FULKE,

You will not, I hope, think me intrusive at such a time if I address to you a few lines to assure you of our (my) deep sympathy and sorrow for your bereavement. Nothing that one can say in such circumstances *can adequately express the*

feelings which all entertain for you (能以適當之辭達此人人爲君而有之感), but it will be some little consolation for you to remember even in your deep grief that your . . . *was held in such high esteem by us all* (爲余輩全體所欽敬), and that we sincerely mourn the loss of a friend and neighbor who had endeared himself (herself) to everyone.

You will, I trust, pardon my suggestion that if I can in anyway be of assistance to you in your trouble you may command me. Trusting that time will heal the terrible wound you have sustained. I am, with true sympathy,

Yours sincerely,

ARTHUR FRITTERS.

14. *To a Lady or Gentleman Who Has Lost a Father*

NEW YORK, March 5, 1919.

MY DEAR MRS. BLUNDILL,

We were greatly shocked this morning at seeing the announcement of your father's death in the paper. We *had no idea* (未料及) that his *attack* (病), of which we heard, was likely to terminate so sadly, and we feel most deeply for you and yours in these *melancholy circumstances* (抑鬱之境地). Pray accept expression of our heartfelt sympathy and regret for your loss, and be assured that these are no mere formal words of sorrow. Your father had so many friends, and had so endeared himself to us that we feel we too have lost a friend (or a dear acquaintance).

My brothers and sisters mourn with you, and pray that your natural grief may as soon as possible be lightened to you. Believe me, dear Mrs. Blundell, with our united kind regards,

Yours very truly,
FREDERICK PALGROVE.

15. *To a Lady Who Has Lost Her Husband (Official)*

NEW YORK, May 13, 1919.

DEAR MADAM,

It is with deep regret that I undertake the sad duty, *on behalf of my committee* (代我董事團), of expressing the universal regret with which we have learned the fact of Mr. . . . 's death. I am desired—and indeed myself feel compelled—to express to you the general sorrow of your late husband's colleagues and their sincere sympathy with you and your family. Few men had *a larger circle of true friends* (廣交真誠之友) than had your husband, and we can only estimate your loss by our own, which is really great and irreparable.

Be assured, dear madam, that my colleagues and myself are only too willing to do anything in our power to *lighten your present heavy burden* (減輕夫人目前之重大擔負); and we hope that if necessary and desirable you will apply to us at any time when we can be of use.

With every kind wish for yourself and family, believe me, dear madam,

Yours faithfully,
JOHN HOWARD,
(Chairman).

G. MISCELLANEOUS LETTERS AND BRIEF NOTES

1. *From a Young Lady Who Has Recently Become Possessed of a Fortune, to One Not So Fortunate*

BALLYMENA, IRELAND, JAN. 4.

MY DEAR LIZZY,

You will probably be surprised to hear that since I last had the pleasure of seeing you, I have, by the death of a *distant relative* (遠親), unexpectedly come into possession of considerable property. The will provides a handsome income for me until I *am of age* (成年), and I am then to have the uncontrolled management of my *fortune* (產業).

Knowing that since the death of your dear parents your own *lot in life* (前途命運) is *no longer* (不復) the happy one as it was, I hasten to propose to you to become a *sharer* (共享者) in that good fortune which has been snatched from you and lavished upon myself.

You need have no scruples of false delicacy in accepting this offer, for I am already greatly in your debt, for many favors and kindnesses received from you and yours during the *period* (時代) of girlhood. I therefore trust you will not *thwart* (阻) me in my desire to be, not generous, but just.

I should like to see you at once over here; and as the journey is expensive, and the wish is mine, you must do me the favor *to apply the inclosed to* (將附上款項用於) the *exigencies of the trip* (旅行中之急需).

When we see *one another* (互相) we can talk matters over; trusting you will not lose a moment in acceding to my desire. Believe me, my dear Lizzy,

Your ever affectionate friend,

EMMA.

2. *Answer to the Foregoing*

16 Herbert Street, LONDON.

January 6.

MY DEAR EMMA,

Many thanks for your noble and generous letter just received; your conduct is no less than I expected of you, and for once Fortune has been reasonable in the selection of a recipient of her favors.

While *proffering* (貢獻) you my warmest expressions of gratitude for your affectionate kindness, I must, at the same time, protest against the idea of becoming a pensioner of your bounty. I am blessed with good health, have received a liberal education and ought to be able to earn a *decent livelihood* (不卑陋之生活).

I will, however, most gladly pay you a visit, and as there are some relatives of mine residing in your neighborhood, it is possible that my journey will lead to definite advantage. The inclosure you must allow me to *regard as* (視作) a loan.

I shall start from here in four or five days, and will let you know, the day previously, exactly when I am coming. Meanwhile, believe me, my dear Emma,

Your affectionate friend,

LIZZY.

3. *Before Leaving Town*

CROYLANDS, BRIXTON

Oct. 21, 1919.

MY DEAR ALICE,

I have this year been denied the *pleasure of anticipation* . . . (預想之樂) the most delightful of all pleasures in my opinion. John had quite *made up his mind* (決意) that

it was impossible to leave business, and I, like a dutiful wife, agreed with him that it was impossible. Fancy, then, my surprise when he walked in last night and coolly told me to *pack up* (整裝) and be ready to *start for* (動身至) *Portend* (地名) to-morrow. I could almost have cried with vexation; I had planned nothing; weeks had rolled past and not a single *castle* (幻想) had I built, and, of course, the packing and the bustle have not left me a moment to dream of the delights of Portend. I am writing this during one of the *lulls* (風平浪靜之時) of preparation, as I wouldn't for the world leave town without saying good-by, wearied though I am. We shall stay a month, John says, but really there is no certainty when one's husband is in business, more especially since the introduction of telegraph wires into every civilized nook and corner of the world. I think the telegraphists, or whoever are the responsible people, might have regarded the Highlands as sacred, and allowed visitors to recruit quietly for a few weeks without being liable at any moment to be torn from the sweet heather and plunged twenty-four hours after in the smoke of the *metropolis* (首都). But I mustn't complain, nor must I write another line, for the din has begun again, and I am wanted. Good-by, give my love to everybody at home, and believe me,

Ever yours sincerely,

ELSIE STIRLING.

4. Letter on Arrival

THE NOOK, PORTEND, N. B.,

Oct. 27, 1919.

MY DEAR ALICE,

We arrived at our *destination* (目的地) yesterday, and found our old nest ready for us. I was very thankful, for the people are the dearest old couple in the world, and the

cottage, or "hut," as John calls it, besides being a model of cleanliness, is at the *foot of a great mountain* (大山之麓) clothed in deep, thick heather *tipped with* (尖端生有) rich purple bloom. Before I awoke I dreamed we were still in town with the word "impossible" ringing in my ear. Nor could I quite believe we were in the north until I drew up the *blind* (百葉窗) and saw the bloom and the monster hill towering high toward the sky before me. John had been out *hours before* (數句鐘之前), bathing and watching the fishermen delivering their cargoes of herrings caught during the night. How restless men are when they go anywhere. I felt *fatigued* (倦乏), and made up my mind to *remain indoors* (坐守門內) for the day, but he had rambled over half the place before breakfast. He has assumed the air of a mountaineer, and *pooh-poohs* (厭惡) everything I say. I wish you were with us, and sitting beside me at the parlor window. It looks out on a lazy blue *loch* (蘇格蘭語, 作"湖"譯) several miles wide, at least, it seems so, for the sheep on the hill opposite look exactly like moving white pebbles.

I was myself too lazy to do anything this morning in the way of unpacking. It spoils one's pleasure to be regular in one's habits here, or to plan, or hurry, or perch one's self, as John does, on peaks and old ruins *for the sake of* (爲 . . . 起見) the view. I can see him from here smoking on an ancient wall, which was part of a *stronghold* (墩臺) belonging to a *royal Celt* (色爾特皇族), whose name I never can recollect. Now John, I know, is not thinking of the Celt or his bones, or even of the wall he is sitting upon. His thoughts are in Fenchurch Street or in the Exchange, or somewhere near Cornhill. Wait until to-morrow when he misses "*The Times*" (泰晤士報). He will then drive me to

Portend for the sake of ordering his favorite newspaper, and I shall then have an opportunity of telling you something about that *time-honored burgh* (因歲久而得名之鄉邑).

Now, good-by, and believe me,

Your sincere friend,

ELSIE STIRLING.

5. Describing a Visit

THE NOOK, PORTEND, N. B. (*North British* 之略),
Oct. 29, 1919.

MY DEAR ALICE,

As I anticipated in my last letter, John soon became *inconsolable* (憂愁難解) for the *want* (缺乏) of his beloved "Times." The ruins, the loch, and the lovely scenery around us were *no longer* (不復) attractive. The craving for news was triumphant, and the result was, we drove to Portend. I like shopping there; not that I am ever *in absolute need* (必需) of any of my purchases, but the difference between the shopmen there and the *same class* (即 shopmen) in London is *so marked* (顯見) that I never lose an opportunity of paying them a visit. They are *neither fussy nor absurd* (不騷動亦不背理) *in serving* (接待) their customers, and whether you are a stranger or not, a lady or a gentleman, *the bargaining goes on* (貿易之進行) under a running comment on the herring fishing and the turnip fields in the neighborhood. And then you see the beauties of the *Highlands* (在蘇格蘭之西北部), some of whom are indeed very pretty girls, but they are strong, I fancy, both in mind and body, and filled with fine old Highland pride, without, adds John, in the true spirit of the South, "a sixpence to bless themselves."

I think Portend is the *quaintest* (最奇特的) old place in these islands; the houses, judging from the size of the doorways, seem to be sinking into the earth through sheer age. There are "barns" supposed to be *haunted* (常到) by witches; particular wells out of which some ancient kings drank; huge stones said to have been pitched by *a race of giants* (巨人種) in some game of the period in which they lived; and nearly every big house has a legend attached to it. The great man of the place is the Provost, before whom fall, metaphorically, all the natives *below the rank of Baillie* (在市參事會員以下), when he thinks proper to walk abroad. The ministers, too, are regarded as standing on some lofty *pinnacle* (小尖塔), *frowning* (疾首蹙額) on evil doers, and commending, the honest butchers and bakers for their sweet bread and wholesome mutton. And there is *a great deal of* (甚多) downright honesty in these parts. If the tea is bad and bitter the grocer is not aware that any better kind exists; but, *with regard to* (至於) the articles produced on the spot, such as butter, cheese, and bread, you may rely upon it they are genuine.

I was not allowed to remain long in the burgh. John having arranged for his paper, wondered what on earth I could see in the place to wish to stop in it, so we *drove home* (坐車返家), by a narrow road *skirting the loch* (沿湖), which had suddenly awoke from its slumbers and was covered with *myriads of ripples* (無窮之微波). We enjoyed our drive immensely.

I will write again soon, but must close now. Good-by, my dear Alice, and believe me,

Ever yours sincerely,

ELSIE STIRLING.

6. *Returning Home*

THE NOOK, PORTEND, N. B.,

Nov. 3, 1919.

MY DEAR ALICE,

Our holiday having almost come to an end, we leave here on Tuesday. We were just beginning to feel thoroughly at ease as the month began to draw to a close, and I knew too well there was *but a poor chance* (極少機會) of our remaining beyond that time. I did venture to say how nice it would be if we could remain a week or two longer. "Impossible, my dear," said John, so snappishly that I said nothing more. I thought men did not know the meaning of "impossible." I feel quite sad at the prospect of leaving. I have made a host of kind friends who have begged me to stop *all through the season* (盡此一季之光陰), but duty, you know, calls. John's unusual snappishness convinces me that he also would like to stay, but how can he, when his partner is ready to begin his holiday in *Wales* (地名)?

The last few days *have been spent in visiting* (盡耗於訪友之中), and really if I had been a *blood relation* (血系親戚) on the eve of departure for the Antipodes, greater kindness could not have been shown me, and I'm sure I have done nothing to deserve it. But it is natural for these simple Highlanders to be *hospitable* (善於應客). They entertain a stranger as a point of duty, and not *with the view of* (因欲) any return. Of course, I don't refer to the hotel-keepers; they are lowlanders, *on money-making bent* (有獲得金錢之癖).

Good-by, my dear Alice, and believe me,

Ever yours sincerely,

ELSIE STIRLING.

7. *On the Way Home*

QUEEN'S HOTEL, GLASGOW,

Nov. 5, 1919.

MY DEAR ALICE,

We had such a rough passage from Portend that I feel quite unable to travel farther to-day. We shall stay, therefore, here to-night and leave by the mail train for town to-morrow. I don't remember having suffered so much in my life as I did on board the Highland steamer. When we left, the *prophets* (預言者) assured us that although the weather was a "*bit breezy*" (微風略動), the passage would be pleasant enough. What can be their *notion* (意想) of bad weather, I wonder! No sooner had we crossed the bar than the vessel began to pitch and roll, and as the wind rose, the dreadful motion increased so much that I was glad to get below, and allow myself to be "stowed away" in a corner of the cabin. Of course, I soon became sick and helpless, and poor John was little better. To make matters worse, he, through a mistaken sense of duty, almost *smothered* (窒息) me beneath rugs and blankets, while I grew so feeble as to be unable to utter a word in the shape of protest. What became of him I don't know, and he is unable to recollect himself, until the steamer got round the *Mull* (蘇格蘭海岬), when *the sea grew less tempestuous* (風濤漸息). I saw his white face bending over me afterwards, and he looked so utterly wretched that, sick though I was, I implored him to lie down and *take care of* (顧護) himself. Hour after hour this misery continued, even after we got into *smooth water* (無風波之海面上), so thoroughly upset were we during the gale. Even now, the chair on which I am sitting seems to rock *to and fro* (前俯後仰), and *now and then* (常常) I have to stop, and assure myself that I am not really at sea.

Everybody here says that a good dose of sea-sickness is beneficial. It may be, but I think it is possible to be benefited without having to pass through such an *ordeal* (痛苦之經驗). I hope so, at least, for if ever I require a benefit I shall not look for it at sea. How can people sing "I love the sea," when it makes one so miserable? I think their *point of view* (眼光) must be Brighton pier. But I must stop and rest, so as to be in "*trim*" (裝束完整) for the journey to-morrow. Give my love to all at home, my dear Alice.

Ever yours sincerely,
ELSIE STIRLING.

8. *At Home*

CROYLANDS, BRIXTON,
Nov. 14, 1919.

MY DEAR ALICE,

I feel ashamed of the letter I sent you from *Glasgow* (地名). You will regard me as a *miserable being* (可憐人) for making so much of a few hours' tossing in a Highland steamer. I ought to be a better sailor, I know; when I go to sea again I shall try. John has quite recovered his spirits and his looks, and has the *audacity* (厚顏) to tell me that he was on deck during the *gale* (大風)—a "*stiff breeze*" (稍強之微風) he calls it, but I am certain it was a gale, or a *hurricane* (颶風), or something of the kind. I heard someone moaning near me in the cabin, and I am certain it was John, but he *stoutly denies it* (堅不承認).

I think the passage, rough though it was, *has done me a great deal of good* (益余良多). I feel better and *brisker* (活潑)

and stronger than I felt even when at Portend. What a delightful place that is! We shall go there again next year, and you must come with us and get thoroughly upset at the Mull. I found the house *in very good order* (布置整齊) on arriving, so that I have not much to do beyond seeing the people who are calling, now that they know we are at home. Some of them have been farther away, but, on comparing notes, I find there are few who have enjoyed themselves so much as we have done. The *Continent* (歐洲大陸) is expensive, and the traveling is *fatiguing* (疲勞), so that, taking everything into account, I prefer the Highlands. You must come up to town soon, and hear all I have to say, *before my memory fails* (當我未忘之前). Good-by, my dear Alice,

Ever yours sincerely,

ELSIE STIRLING.

9. *Making Inquiries Concerning a School (Boys' or Girls')*

16 HOFER ROAD, S. W.,

June 12, 1917.

DEAR MRS. APTON,

Will you kindly give me your frank opinion respecting Mr. (or Mrs.) . . . School? Our little lad (or girl) must go to some such *establishment* (學校) *next term* (下學期), and as your nephews (or nieces) are, I think, at Mr. . . . 's (or girls at Mrs. . . . 's) you can no doubt recommend his (her) school. We do not propose to send Willie (Laura) to a *very expensive school* (費用極高之學校), but I think Mr. . . . will suit. If your reply be favorable, *as far as your experience goes* (以君經驗之所得), I can then *write for a prospectus* (函索章程) of the school, but I would rather have your opinion first.

Pray excuse my troubling you about this, but I am sure you will not mind my asking. I hope Mr. . . . and all your children are quite well. With kind regards.

Yours sincerely,
MARY DEY.

10. *To a Gentleman Going Abroad*

LOUTH ROAD, CAMBRIDGE.

MY DEAR DAVID,

You will get this, I hope, before the steamer leaves for (開往) *Southampton* (地名), and perhaps it will comfort you to know that there is one here *praying fervently* (熱心禱祝) for your safety *on the voyage out* (當遠航時), and during *your stay abroad* (住留海外). I wish I could say farewell again, as it was said when we parted, but as that cannot be, I must content myself by writing it. I feel assured that you are sad enough, without being made still more so by any words of mine, and I would fain write cheerfully to make, if possible, *the moment of departure* (離別之時) less painful. But when the heart is *low* (悲哀), as mine is, *the words will ring mournfully* (語聲多悲). Yet I could not let you leave us for so long a voyage without *a line of comfort* (一行慰藉之辭), or without telling you how much you are missed already, and how anxiously I shall count the months and the years until you are on your way home. Ah, me! what a time of watching and waiting! But you will write often, very often, as you promised, and thus make the waiting less sorrowful.

And now, my dear David, good-by, and that God may bless and prosper you in your exile is the prayer of

Your ever affectionate
ALICE.

11. *A Letter of Apology*

May 1, 1915.

DEAR MR. SUN,

Since our last *disagreement* (失和) several months ago, our friendship has been *rather strained* (頓形疏淡). The *anguish* (悲疼) and *remorse* (悔恨) occasioned by offending you are getting *too acute for me to refrain* (不能再忍) from writing to ask for your forgiveness. As you remember, the *cause* (主因) of our disagreement was small. It was chiefly *due to* (因為) our *hot temper* (急性). Every young man is apt to lose his temper, even though he should not. While we were both at fault, my fault was greater because I was the first to become angry.

I now beg to *offer you my apology* (謝罪) in the hope that our friendship may be renewed. I can assure you that I shall *do my best never again to lose control of myself* (竭力抑制吾身, 決勿再縱急性).

Trusting that through the kindness of your heart you will forgive me,

Yours very sincerely,

WOO HONG SING.

12. *Answer to the Above*

May 1, 1915.

DEAR MR. WOO,

I am very glad indeed to have received your kind letter of *reconciliation* (修好; 和洽). *With respect to* (關於) our *contention* (爭論), the *point* (主因點) is really very slight. It has given me great uneasiness to stay all day long in the

same classroom with you and *to treat* (待遇) you as a stranger. I have often thought of writing *to ask for your pardon* (求君寬赦), but regret that you wrote first. As the fault is certainly on my side, I cannot refrain from blaming myself for carelessly offending you. Since you are now *so kind as to forgive my fault* (幸蒙海量恕吾), I am only too willing to accept your reconciliation. *From now on* (自今以後) let us forget *the past* (往事) and be very faithful to each other as long as we live. With best wishes,

Ever sincerely your friend,

YORK H. SUN.

18. *Letter to a Stranger, Talking About Various Things*

OAKLAND, CALIF., Feb. 22, 1918.

DEAR FRIEND ACROSS THE PACIFIC:

I do not know your name yet, so I must address you in this way. You are wondering who I am, so I will introduce myself at once. My name is Harold Wright. I am an American high school boy and *would like to have* (極欲; 冀得) as my friend a boy in China of about my own age. That is the reason I am writing to you.

My father has a position with an importing firm. Yesterday afternoon I *called at* (謁見) father's office to come home with him. He introduced me to a Chinese merchant, Mr. Wang, who is now traveling in America. While father was talking to another gentleman, I *had a nice chat* (暢談) with Mr. Wang. He told me many interesting things about China, but what I heard *made me wish to know more* (使我更欲有所知). So when he told me that he had a son in school, I *made up my mind* (決意) I would write to you, and ask him to send you the letter.

I intend to be a wide-awake business man when I grow up, so I am beginning now to find out all I can about other countries. Father says *the world is growing smaller* (世界日見其小, 即東西往來無需多時之意) all the time, because of *modern means of communication* (近世交通之媒介), and that we should *become well acquainted with* (熟識) and learn to understand our neighbors. Father says the opening of the *Panama Canal* (巴拿馬運河) is one thing that will help us to do this.

I wish you could spend a day with me at the Exposition. It is held *in honor of* (紀念) the opening of the Panama Canal, you know, and there is so much to see that one hardly knows what to look at first. The grounds are very pretty, with flowers and green lawns, and the buildings are very large. The domes of the big buildings are tinted in light, pretty colors, so that people's eyes will not grow so tired when they are sight-seeing as they would if the buildings were all white. When the sun shines brightly on many large white buildings, it almost blinds one. We like to say that California is the "land of sunshine and roses," for we have a very mild climate with sunny days almost *all the year round* (週年).

I have seen several *aerial meets* (空中集會, 即試演飛機之意) on the Exposition grounds. There were many kinds of flying machines *taking part* (與會), and the aviators do wonderful things. The newspapers call the aviators "birdmen," and some of their machines are so pretty and graceful that they look very much like huge birds when they are high up in the air. Do you *enjoy seeing* (喜見; 樂看) airships? If you would like to hear about the Exposition, I will tell you more in my next letter.

To-day is Washington's birthday, so I have a holiday. Of course, you know who Washington was, because you now live in a Republic too. I think it is just fine that you do. This afternoon we are going to have a baseball match between the *Sophomores* (美國大學第二年級生) and the *Freshmen* (美國大學第一年級生) in my school. I am "pitcher" (拋者) for the Freshmen, so I must get ready for the game soon. I wouldn't miss a baseball game for anything. I think it is about the best sport there is, don't you?

Please tell me something about yourself and your school. Do you live in, or have you seen a walled city? A walled city always sounds like a storybook to me, and I like to imagine what one would be like. I don't know whether it would be pleasant or not to live inside one. My home city is across the bay from *San Francisco* (舊金山). Shall I tell you something about my home and the city where I live, in my next letter, or shall I tell you about something else in America?

Sincerely your friend,
HAROLD WRIGHT.

14. Answer

ST. JOHN'S UNIVERSITY,
Shanghai, China,
March 20, 1915.

MR. HAROLD WRIGHT,
Oakland, Calif.,
U. S. A.

MY DEAR FRIEND:

Your welcome letter of Feb. 22nd is received. I cannot tell you how glad I am to have a friend across the Pacific. I shall look forward to (佇盼) the coming of your letters with

keen interest (銳利之興味; 殷殷之心). I am glad that you have met my father. He has told me in his letters many interesting things about your country, but, of course, he is too busy to write of things that a boy would like to know. The coming of your letters will make more real my work in geography and history. Then, too, letter writing will give me good practice in English composition, only I wish I could write better English. But I am sure you will overlook my mistakes, as English is not my native language. What is more, I hope to come to America to study some of these days. So anything that you tell me about your great country will interest me.

I suppose it is *my turn* (輪及我之時) to tell you something about myself. Well, I am a student in the Preparatory Department of *St. John's University* (聖約翰大學), which is situated a short distance to the west of Shanghai. We have about 400 students. We have a pretty campus, with big lawns and beautiful trees. We have a number of foreign teachers, most of whom are Americans, and we also have some Chinese teachers who studied in America, so I *dare believe* (敢信) that my school is not much different from yours. But I have to study Chinese, and that is something you don't have to do.

You ask me if I live in a walled city. My house at one time was within the native city of Shanghai. It was a walled city then, but the wall was pulled down *a couple of years* (數年) ago. Our people are now building a tram—I am told you call it street car in America—lining along the spaces where the wall stood. Our native city is not large and our wall was not high and strong like those of Nanking and Peiping. You may not know that Shanghai is made up of

the native city, the settlements *under foreign control* (管轄之權屬之外人), and districts to the north and south of them under the control of Chinese. My home is now in the northern district outside of the *International Settlement* (公共租界). If you could see one of our walled cities, you will find that *life within it is really* (城中居住實係事實, 蓋對前函 like a storybook 而言, 謂非寓言也). I hope that you will be able to see the walls of Nanking or Peiping some day.

Yes, I know who Washington was, I remember one of the first stories I read in English was about Washington and his hatchet, and I have not forgotten the lesson it taught me yet. Do you know that our President *takes Washington as his model* (以華盛頓為模範)?

So you are the pitcher of your baseball team! How nice it must be to fill such an important position! I am not so keen on baseball as you. I like to see the game when it is well played. I have tried to play the game a few times, but somehow I could never find the ball with the stick. I dare say you can show me a trick or two. I like football better, and I play in the second team of the College. Our College nearly always gets away with the prizes in athletics, but this year Nanyang University beat us in football 4 to 1. A true sportsman feels happy whether he wins or loses, does he not? We shall have our *Second Far Eastern Championship Athletic Games* (第二次遠東運動大會) here in May. I shall try to tell you of them by and by. I understand that you will have all sorts of athletic contests and sports at the *Panama Exposition* (巴拿馬賽會). Please tell me some of the doings *along this line* (關於此類事者).

How I envy you for living so close to San Francisco during 1915! I shall be glad indeed if you will kindly tell

me more about the Exposition. Do tell me what you think of the Chinese exhibit after you have visited it.

You ask me if I enjoy seeing airships. I do; but I am not so fortunate as you in having a chance to see them often. I only saw one about four years ago. Shortly afterwards the machine came down with a crash and the "birdman" was killed *right in view of* (正在 . . . 目光之中; 正當衆人之前) thousands of people at the Races. I see by the papers that flying machines are doing wonderful things in the European War. With kind regards,

Yours sincerely,
WANG FEE-TING.

15. *Brief Notes. (9 Specimens.)*

a. *Requesting the Recipient to Come*

(Place and Date.)

MY DEAR SIR,

I shall feel obliged if you will favor me with a call at your earliest convenience. I remain, my dear sir,

Yours faithfully,
WALTER SPARROW.

(Name and Address.)

b. *Informing the Writer's Call*

(Place and Date.)

DEAR SIR,

I beg you will have the kindness to inform me at what time I may call to consult you respecting a letter from London which I received yesterday.

Yours very truly,
THOMAS AQUINAS.

(Name and Address.)

c. Answer to the Above

(Place and Date.)

MY DEAR SIR,

I shall be happy to see you to-morrow at any hour which may be most convenient to you.

Yours faithfully,

HENRY BARLOW.

(Name and Address.)

d. Invitation to Come to Discuss Some Business Matter

Mr. Henry Glen will be glad if Mr. Edwards will call upon him this afternoon at 3 o'clock to discuss some important business.

21 Russell Street,

(Date in full . . .)

e. Answer to the Above

Mr. Edwards respectfully acknowledges (or hastens to acknowledge) Mr. Henry Glen's note, and will wait upon him as proposed.

25 Bedford Crescent,

(Date in full . . .)

f. Taking Something by a Bearer

Mr. Fraser requests Mr. Burton to give the bearer the dressing case which he purchased this morning.

18 Kennington Street,

(Date in full . . .)

g. Asking for Books

Mr. Hall would feel obliged by Mr. Fraser's sending him on Friday the books mentioned in the inclosed list.

Caithness House,
Wednesday.

h. Asking for the Return of Book

Mr. Smith begs Mr. Granston will be so good as to send back the volume of Scott which he lent him.

10 Somerville Street,
Saturday.

i. Answer with Book Returned

Mr. Granston herewith returns Mr. Smith's book with many thanks. He has read it with much pleasure.

Marchmont Cottage,
Saturday.

CHAPTER III

SPECIMENS OF BUSINESS LETTERS

A. LETTERS OF APPLICATION, OF DISMISSAL, OF RESIGNATION
AND THEIR REPLIES1. *Application for a Position as Clerk (Lady)*

SIR (or Gentlemen)

With reference to (至於) your advertisement in the "Telegraph" (日報名) this morning I beg to offer myself (自薦) for the position as clerk (or other capacity, as advertised). I have

had ten months' experience in the *house of Messrs.* . . . , (某公司中), and they will, I am sure, be so good as *to testify to my qualifications* (證明余之資格) for the position I desire. I am eighteen years old, punctual and methodical, and can give you the highest references as to character, etc., if required. I am receiving twenty shillings a week at present.

Yours faithfully,

SARAH ELLIS.

40 Eldon Road, S. W.,

June 10.

2. *Application for a Situation as Cashier*

GENTLEMEN,

Seeing your advertisement in the "Times," of this date, for a cashier, I have the honor to apply for the situation. My qualifications will, I trust, be considered satisfactory when I state that I have *filled* (充當) the position of cashier for two years in the establishment of Messrs. . . . and . . . , who are cognizant of my wish to improve my position, and who will be glad *to forward my views* (代述余之希望). My *departure* (分離) from them is quite *voluntary* (出於自願), and they will, I believe, give me a good character for steadiness and trustworthiness.

Yours faithfully (or Your obedient servant),

MARY JACKS.

22 Elder Villas, N. W.,

July 9.

3. *Another Application (General Form)*

DEAR SIRS,

My friend Mr. . . . has kindly informed me that you are *looking out for* (招請) a clerk [(or *amanuensis* (筆記者) or

secretary (秘書), or *typewriter* (打字人), as the case may be (依其情形所需)], and has suggested that I should apply to you for the appointment. I am *well accustomed to business* (熟悉商事), can write *shorthand* (速記術) (here mention qualifications), and am not afraid of hard work. Mr. . . . made no reference to salary, but no doubt we can easily *come to terms* (議定) if you think it *worth your while* (於君方面視為值得) to grant me an interview and will make an appointment for that purpose.

Yours truly,

R. JACOBS.

14 Paris Road, S. E.,

July 17.

4. *Application for Employment as Bookkeeper*

23 BURTON ROAD, S. E.,

Nov. 1, 1917.

SIR,

In answer to your advertisement for a "young lady to *keep the books* (記帳) at a family hotel," I beg to introduce myself to your notice as a person fully qualified to perform the duties of bookkeeper satisfactorily. I have been *accustomed to* (習於) keep the books of a larger establishment in the country, and attend both to the local and to the general correspondence of the hotel. I left recently *on account of* (因為) *a change in the management* (經理易人), by which new employees were introduced, but I can confidently *refer to* (請證於) the present manager *as well as* (及) *to the former* (前經理人), should you entertain this application. My age is nineteen.

Inclosing the names of the gentlemen to whom I have referred, I am, sir,

Your obedient servant,
MARGARET KING.

To the Advertiser, B. L.,
10 Rose Street, E. C.

5. *Application for Employment as Workmistress*

CLIFF COTTAGE, CHEDDAR,
March 21, 1917.

SIR,

I beg to become a *candidate* (候補人) for the position of workmistress now vacant in the Somerset County Lunatic Asylum, and with that view I inclose copies of testimonials, the originals of which I hope to have the honor of presenting to you in person when the examination of candidates *takes place* (舉行). I am quite prepared to *undertake the duties* (服務) named in your advertisement, having had an experience which *extends over* (逾) a period of three years *in dealing with* (處理) female clothing and bedding. I have not hitherto taught females to read and write, but my own education having been fair, I could undertake the duty required confidently. The salary and the separate *remuneration* (酬報) are perfectly satisfactory. My age is twenty-four. I have been married, but now I am a *widow* (孀婦) with no family. I have the honor to be, sir.

Your obedient servant,
SARAH PURVES.

To the secretary,
(Address)

6. *Application for Employment as a General Servant*

SEA VIEW, TORQUAY,
June 2, 1917.

MADAM,

Being informed that you require the services of a general servant, I beg most respectfully to apply for the situation. I have *lived in* (就事於) Mrs. Baxter's family for four years, and I understand that she will give me a good character if I am successful *in attracting your notice* (引君垂顧). She is not wishful that I should leave, but I am desirous of making a change, by which I may better my position *to some slight extent* (稍稍). My age is twenty-nine, and the wages I now receive are . . . pounds per annum. I am, madam,

Your obedient servant,
ELIZA PALMER.

7. *Letter of Inquiry as Regards the Character
of a General Servant*

SEA VIEW, TORQUAY,
April 2, 1917:

MADAM (or Dear Madam),

Mary Gray, your housemaid, knowing that I require a servant, has written applying for the situation, and *refers me to you* (請余就證於君) for a character. As I want a girl immediately, I shall be glad *to engage* (雇用) Mary, if you can speak generally in her favor.

Your obedient servant (or Yours sincerely),
GRACE ABERCROMBIE.

8. *Answer to the Above, Favorably*

MEATH COTTAGE, BROMLEY,
April 3, 1917.

MADAM (or Dear Madam),

I hasten to answer your note of yesterday about Mary Gray. She has been with me for four years, and is both industrious and honest. She is strong and *used to* (慣於) hard work, so that I consider her *well able to perform the tasks of a general servant* (充作尋常僕役必可勝任). I do not like *parting with* (分離) her, but if you are desirous to employ her, I shall not *stand in her way* (阻渠).

Your obedient servant (or Yours sincerely),
BARBARA BALDWIN.

9. *An Unfavorable Answer*

MEATH COTTAGE, BROMLEY,
April 4, 1917.

MADAM (or Dear Madam),

My answer to your note *as to* (關於) Mary Gray must, I am sorry to have to say it, be unfavorable. I was upon the point of dismissing her when your note arrived, as I consider her *quite an unfit person* (頗不相宜之人) to be left alone in the house. She is *excessively indolent* (怠惰過恆) and very fond of a class of company that a girl ought not to see.

Your obedient servant (or Yours sincerely),
BARBARA BALDWIN.

10. *From a Young Lady, Applying for a
Situation as Typist*

FOREST ROAD, HAMPSTEAD,
Nov. 1, 1917.

DEAR SIR,

I beg to offer my services (自薦) for the vacancy which you advertise (登廣告) in "The Daily Telegraph" (日報名) of the 2nd inst. (instant 之略, 作“本月”解). I am an expert shorthand-typist, speed 80 or 90 words a minute (每一分鐘能打字八十或九十). I was educated by (受教於) Miss Tuldon, at the High School, Roman Road, Croydon (地名), and if you will apply to (問) that lady, she will furnish you with an excellent reference in regard to (關於) my abilities. Age 16.

Hoping you will entertain my application, I remain,

Yours respectfully,

MABEL STEREO.

11. *From a Lady in Answer to an Advertisement
for a Governess*

37 HOWARTH HILL, S. E.,
Sept. 25, 1917.

MADAM,

Being qualified to undertake the responsibilities of (負... 之責) a governess, I beg you will permit me to call upon you and place myself on the list of applicants (請願名單) for the position which I believe is vacant in your establishment. Until recently the education of two young ladies of good family was entrusted to my care, and I am at liberty to say that

the most implicit confidence of their parents *was placed in me* (加余身上) *from first to last* (始終). It will be pardonable if I add that I retired from my responsibilities leaving the ladies excellent English scholars, fair *linguists* (諸多種語言), and good, if I may not use the word accomplished, musicians. I am permitted to refer to their parents, who express themselves desirous of furthering my aims.

Your obedient servant,

MARGARET GLEN.

(Name and address stated in advertisement.)

12. *Answer to the Above, Affirmatively*

RILSDALE, DULWICH,
Sept. 27, 1917.

MADAM,

I am indebted for your letter of yesterday, expressing a wish to see me about the position I have vacant, and if you can conveniently call here, at, say, *eleven* (十一句鐘) to-morrow morning, I shall be at home.

Yours obediently,

SOPHIA NELSON.

13. *Another Answer, Affirmatively*

RILSDALE, DULWICH,
Sept. 27, 1917.

Mrs. Nelson begs to thank Miss Glen for her letter of yesterday. Mrs. Nelson will be at home at eleven to-morrow, when she will be pleased to see Miss Glen *on the subject of her communication* (關於彼通信之要旨).

14. *A Boy's Application for Employment*

HIGH STREET, CAMDEN TOWN,

February 27, 1917.

SIR,

I beg leave to apply for the vacant situation in your office. Having only recently left school, I have had no actual experience (實地經驗) of an office boy's duties, but being able to calculate accurately and write neatly and distinctly, I probably could make myself useful in a very short time. I have been taught at home to pay the most respectful attention to my elders and punctually *perform my tasks* (執行我之職務), and when sent with messages, (or letters to the city, go and return without *losing time* (喪時) on the way)

My father, who is a respectable tradesman in *Camden Town* (地名), will be glad to wait upon you and describe my character and *qualifications* (資格), should you think this application worthy of notice. My age is fifteen.

Your obedient servant,

FRANCIS WALTON.

To the Advertiser, M. K.,

14 Fleet Street, E. C.

15. *A Junior Clerk's Application for Employment*

JOHN STREET, HIGHGATE,

May 18, 1917.

SIR,

In reply to your advertisement for a *junior clerk* (次等書記), which appeared in "The Daily Telegraph" of yesterday, I beg to apply for the vacancy as a youth anxious to make

himself useful in a good *house of business* (商業公司). I have already had some experience as a clerk, though not at the entering desk, yet, being a fair writer and an accurate *calculator* (計算者), I trust I should succeed in giving you satisfaction. I have for the last six months been employed by Mr. Stanhope, *tea broker* (茶葉業中之掮客), of *Mincing Lane* (地名), who will speak favorably of my abilities and character, should you take this application into consideration. The salary which would induce me to leave Mr. Stanhope would be £30 a year.

Your obedient servant,

WILLIAM LOWE.

To the Advertiser, W. F.,
10 Market Street, Manchester.

16. *An Efficient Clerk's Application for Employment*

COLLEGE ROW,

Oct. 18, 1917.

SIR,

Allow me to address you on the subject of your advertisement, which *appeared* (登載) in "The Times" this morning, for a clerk practically acquainted with *bookkeeping* (簿記學) and accounts generally. I am prepared to give you ample assurances of my qualifications for the vacancy, and, if required, a *guarantee* (保證) for the faithful discharge of any trust reposed on me. I have a *thorough knowledge* (完全知識) of the *system of bookkeeping* (簿記法) pursued by large firms, and have been *accustomed to* (慣熟) deal with accounts of almost all kinds. My experience extends over a period of

seven years, and my employers during these years have been gentlemen of considerable responsibility. My age is twenty-three, and the salary I *should look for* (所希望) would be £120 a year.

Your obedient servant,

ERNEST JOHNSON.

To the Advertiser, J. D.,
The Temple, Liverpool.

17. *To a Lady, Refusing Assistance*

FOSTER LANE, LONDON,

Nov. 18, 1917.

DEAR MISS . . . (or Dear Madam),

I beg to acknowledge the receipt of your letter of yesterday's date, and in reply to express my regret that it is *out of my power* (非權力所及) to render you the assistance you seek. The claims of my own relatives and friends are *paramount* (首要), yet were I aware of any such appointment or occupation as you desire, now vacant, and you had *testimonials* (證書) as to fitness for it, I would mention it to you. Unfortunately I can do nothing more.

Yours faithfully,

ERNEST LOCKYER.

18. *Another*

FOSTER LANE, LONDON,

Mr. Lockyer presents his compliments to Miss . . . and regrets that he is unable to assist her in the *attainment* (達到) of her wishes for employment.

February 22, 1918.

19. *Requesting a Reference on Appointment*

4 NEAVEE ROAD, N.,

May 1, 1918.

DEAR MR. JONES,

I venture to write and ask if you have any *objection* (反對) *to be my reference* (作余之證人) as to character, etc.? I have the chance of an appointment in Messrs. . . . as cashier, and *have taken the liberty* (冒昧) to mention your name as a reference to the firm. So, if they write perhaps you will not mind saying anything you can *in my favor* (照顧我), as you have known me a *good many* (多) years now. Thanking you very much *in anticipation* (預先) of your kindness, I remain, dear Mr. Jones,

Truly and faithfully yours,

K. MAYER.

20. *From a Lady Writing to Another About
a Nursery Governess*

ROCKMOUNT, WELLINGTON,

Oct. 25, 1917.

MY DEAR MRS. COLLINS,

You know so many nice young people, girls who are *not called accomplished* (未可稱爲造就), but who have had a fair English education, and are intelligent, amiable, and neat, that I wish you would ask one of them to come to us, and *take charge of* (管養) my two little girls. Since Miss Marley left, they have been learning only a few simple lessons, and are *growing up* (生長) like wild things, so difficult it is for me to be in the nursery during the day. You know much better

than I can explain the kind of girl I want and the salary I ought to pay, so if you can think of somebody, and induce her to call upon me as well, you will be doing me a *particular service* (特別之教勞).

Yours sincerely,

MARY HALLIBURTON.

21. *Answer, Affirmatively*

THE PARADE, SOUTHSEA,

Oct. 24, 1917.

MY DEAR MRS. HALLIBURTON,

I have asked Miss Slater to call upon you to-morrow, as I think she is *exactly the kind of person to take charge of* (擔任此職之適宜人物); and do justice to, your little girls. She is very intelligent and *good-tempered* (性情溫和), and, from what I know of her *antecedents* (來歷), you may leave the nursery to her without any anxiety.

Yours sincerely,

ISABEL COLLINS.

22. *A Letter of Application for a Brother-in-Law*

607 AVENUE ROAD, SHANGHAI,

August 15, 1915.

MR. LIU TING-YUNG,

The Commercial Press, Ltd.,

Local.

DEAR SIR:

May I write you to ask if you will be so kind as to find a position for my brother-in-law, Wang Wei-teh, who is now twenty years old? He has finished the *Freshman year* (大學初級) in college and also the *first term* (第一學期) of bookkeeping

under Mr. Y. T. Wood at the *Y. M. C. A.* (青年會, 即 Young Men's Christian Association 之會寫) Evening School. He is taking the *Typewriting Course* (打字科) at the same school, and will graduate at the end of the *Summer Term* (夏季學期).

I shall be much obliged to you if you will kindly give him a *trial* (試用) in your firm. We can arrange terms later, thanking you in anticipation.

Yours truly,

CHEN PEI-SHAN.

23. *An Answer to the Above, Negatively*

THE COMMERCIAL PRESS, LTD.,

453 Honan Road, Shanghai,

August 17, 1915.

MR. CHEN PEI-SHAN,

607 Avenue Road,

Shanghai.

DEAR MR. CHEN:

In reply to your letter of 15th inst., I wish to say that I have spoken to our manager *regarding* (關於) a position for your brother-in-law.

As we are now sending about forty students from our *Apprentice School* (補習學校) to our *Branch Offices* (各分館) and *various departments* (各部), we regret that we have no *vacancy* (懸缺) for him *at present* (現在). However, his *qualifications* (資格) make him a *desirable* (合格) man for our business. We shall keep him in mind, and in case of *any*

opening (遇有空額) we shall be glad to write you again on the subject. Regretting that I cannot write you favorably,

Yours sincerely,

LIU TING-YUNG.

24. *From a Servant Who Has Received Notice of Dismissal,
but Desires to Retain His Situation*

February 5.

SIR,

I trust you will pardon me for addressing you on the subject of our *recent misunderstanding* (近日發生之誤會事), and that you will be pleased to receive my sincere expressions of regret for the hasty and unjustifiable conduct into which I was *momentarily betrayed* (一時之錯).

The long *period* (時期) that I have had the honor of serving you is a sufficient proof of the esteem in which I hold my employer, and the value I set upon my employment, while, *on the other hand* (他一方面), I trust that it also furnishes some evidence of my having faithfully served you. Most painful would it be to me under any *circumstances* (境况) to terminate this honorable and happy *connection* (關係), but still more painful to quit your service through an unfortunate incident, which, *ever since its occurrence* (從未發現), has given me ceaseless uneasiness, and which I shall ever regret.

I therefore beg, sir, to tender you the most ample and *heartfelt* (良心上感覺的) apologies for the *indiscretion* (疏忽) of which I was guilty, to express to you my unalterable esteem and respect, and to assure you that you shall never again have occasion to complain of a similar error.

Trusting in your *leniency* (寬仁) to forgive the fault, and to your kindness in assuring me of that forgiveness, I remain, sir,

Yours obediently and respectfully,
J. GREEN.

25. *A Letter of Application as Salesman*

KIU RU SHANG, CHINKIANG,
September 1, 1917.

MANAGERS,
The Commercial Press, Ltd.,
Shanghai.

GENTLEMEN:

Having noticed your advertisement in to-day's "*Eastern Times*" (時報), *calling for* (招請) the services of a salesman, I beg to *offer myself* (自薦) as a candidate, *feeling quite confident* (自信) that I am in every way *qualified to fill the position* (堪稱此職).

Failing health (病) compelled me, at the end of last year, to *withdraw* (告退) from the house of Messrs. . . . , in whose employ I had been for some years. While traveling from *place to place* (東西往來) for the benefit of my health, I have been renewing old acquaintances among our merchants and obtaining introductions to many new firms *lately commencing business* (新近開始營業). From this you will perceive that I shall not fail to serve you to your full satisfaction. *For further particulars* (其他詳細), I *can refer you to* (敢請賞詣) Messrs. . . . , who will give you any information.

Trusting that you will favorably consider my application, I am,

Respectfully yours,
T. O. YEN.

26. *A Favorable Answer to a Young Man
Seeking Employment*

THE PARK TERRACE, BRIXTON
January 16, 1917.

MY DEAR EDWARD,

I have your letter requesting some employment as . . . or . . . , I will *see* (設法) what I can do for you, but fear any such work *as you require* (如君所求者) will be difficult to find. However, I *will keep my eyes open* (注意; 留心). Come and see me to-morrow at one o'clock and *lunch* (小食) with me; we may *hit upon* (討論) something between us.

Yours truly,
FREDERICK ROBERTS.

27. *To a Young Man or Woman Seeking Employment
(Declining)*

CANNON STREET, E. C.,
January 18, 1917.

DEAR . . . (or Mr. . . .),

In reply to your letter about a situation (or work, or an appointment), I regret to have to say that I am quite unable to *accede* (承諾) to your request. There are no *vacancies* (懸缺) at present in my office nor am I *aware of* (熟識) any in the houses of friends. Should I hear of anything likely to suit you I will let you know, but at present I *have no means of meeting your wishes* (無法以遂君願) for a situation as . . . or

Faithfully yours,
WALTER FINN.

28. *From an Employer Remonstrating with a Clerk*

38 HIGH STREET, LONDON,
July 21, 1917.

DEAR MR. JOHNSON,

I am obliged, although with much regret, to express my *dissatisfaction* (不滿意) with the manner in which you have of late discharged your duties in my office. Your service has merely been *perfunctory* (輕忽) and rendered with no *display of keenness* (奮心之表示) in the interests of the business from which, nevertheless, you derive your present income; I have also had my attention drawn to a want of punctuality in coming to the office and an *alacrity* (欣然) in leaving it before the *stipulated time* (規定時刻) has actually expired that seem *likely* (易) to become habitual if not checked, and that *augur ill for your future career* (對於君之前途呈不利之兆). I do not desire now to do more than *remonstrate* (規勸) with you and suggest the advisability in your own interests of fulfilling at least the strict letter of the agreement under which you work for me; but I would remind you that the man who discharges his *functions* (職務) in a more liberal spirit than this is the one who succeeds in life; the man who takes for his motto, "Not as little as I need, but as much as I can," is the one who makes himself indispensable, and so secures *practical recognition of his merit* (實際上勤勞之承認), as well as the confidence and regard of his employer. I beg you to accept this kindly-intentioned remonstrance in the spirit in which it is offered, and to remove altogether the cause of the dissatisfaction with you which it is my duty to tell you I feel at the present time.

Yours faithfully,
HENRY NELSON.

29. *From an Employer, Dismissing a Clerk*

(Place and Date.)

DEAR MR. JOHNSON,

I have already had occasion to express my dissatisfaction with the view you take of your duties in my office, and I hoped that my previous letter would have impressed upon you the *serious consequences* (嚴重之關係) likely to follow your *unpunctuality* (不準時刻) and carelessness. Since, however, my protest *has failed to have the effect* (無效) I hoped, it is necessary for me to say that I cannot permit *the kindly feeling I have for all my staff* (吾對於衆同事之良好感情) to prevent me from doing what I *regard as* (視為) my own duty as a business man, I require from my servants the same *fidelity* (忠信) and punctual attention to their several duties as I render in my own position, and since you are *no longer* (不復) willing to render these to me I can no longer retain you in my employment. Please, therefore, accept this communication as *formal notice* (正式通告) from me that I terminate your engagement here on the 20th proximo, upon which date your successor will relieve you of your duties.

Yours faithfully,

HENRY NELSON.

30. *From a Confidential Clerk, Resigning His Appointment*

(Place and Date.)

DEAR MR. BOLTON,

My *agreement* (合同) with you contains a *clause* (條) providing three months' notice of the desire of *either party* (每一方面) to terminate the employment, and *in accordance with*

(依照) that clause I write now to *acquaint* (告知) you with my wish to resign my appointment next *Michaelmas* (秋祭節, 在陽曆九月二十九日).

Much as I shall regret leaving the service of one who has been so uniformly considerate and kind to me as you have always been, I *am constrained* (被迫) in the interests of my family to do so *in order to take up* (因欲接受) a *more lucrative appointment* (入款較佳之位置) which *through the kind interest of friends* (藉朋輩之援助) has been offered to me.

Will you therefore kindly accept this formal notice, and believe me,

Yours very faithfully,
HERBERT MILSOM.

31. *From an Employer, Accepting Resignation*

(Place and Date.)

DEAR MR. MILSOM,

It is with great regret that I learn your wish to leave my employment, but I have, of course, *no alternative* (不得已; 無別法) but to accept the *resignation* (辭職) which you tender in your letter of yesterday's date. It is a satisfaction to me to know that a lucrative appointment awaits you, and I am confident that you will fill it to the entire satisfaction of your new employers, and *win* (獲得) the same *implicit confidence* (深信) from them that you won so long ago from me. If any *testimony* (證書) of mine to your *high principle* (高義), *loyalty* (忠誠), and *disinterested devotion* (清廉供事) to your duty is of any service to you, it shall be immediately *forthcoming* (給).

With every good wish for your success in life, I am,

Yours very faithfully,
JAMES BOLTON.

B. LETTERS RELATING TO REFERENCES

1. *Application for Warehouseman's Reference*

LONDON, Aug. 17, 1919.

DEAR SIRs,

James Smith has applied to us for a situation as warehouseman, and *refers us to you* (囑余輩就證於君). He states that he was *in your employ* (受聘於君) about eighteen months, and left last Saturday because of a *reduction in the staff* (公司中裁減人員). We should esteem it a favor if you would kindly let us know by return whether his statements are correct, and whether you found him honest, punctual, sober, and tidy in his work.

Please find stamped addressed envelope inclosed (茲附上已有住址及郵票之信封一紙).

Assuring you that anything you say will be treated as strictly private and confidential, we remain,

Faithfully yours,

JAMES WILCOX & GIBBS.

2. *Unfavorable Reference*

LONDON, Aug. 18, 1919.

Messrs. James Wilcox & Gibbs,

London.

PRIVATE AND CONFIDENTIAL

DEAR SIRs,

With reference to (關於) your letter of yesterday's date, we beg to say that James Smith was in our employ for about

six months, and was discharged six weeks ago because we were not at all satisfied with him.

Yours faithfully,
R. BURCHIN & SONS.

3. *Favorable Reference*

LONDON, Aug. 18, 1919.

Messrs. James Wilcox & Gibbs,
London.

DEAR SIRs,

In answer to yours of yesterday, we beg to say that James Smith was in our employ about eighteen months, and was, much to our regret, discharged last Saturday, *owing to slackness of trade* (因營業清淡). *During the time he was with us* (當彼與余輩共事之日) we always found him a most conscientious worker, very punctual, and, as far as we know, strictly honest.

We had an excellent five years' reference with him.

Yours faithfully,
R. BURCHIN & SONS.

4. *Reply Referring to Former Employers*

LONDON, Aug. 18, 1919.

Messrs. James Wilcox & Gibbs,
London.

DEAR SIRs,

James Smith was in our employ about three months, and was discharged last Saturday. *We beg to refer you for any*

further information (其詳細消息請向 . . .) to his former employers, Messrs. Alfred Coulson & Co., 25 Birchin Lane, City, E. C.

Yours faithfully,
R. BURCHIN & SONS.

5. *Letter of Engagement*

LONDON, Aug. 19, 1919.

Mr. James Smith,
London.

DEAR SIR,

With reference to your application for a situation as warehouseman, we beg to say that we *have taken up your reference with* (已舉證於 . . .) Messrs. Burchin & Sons, and find it satisfactory. We have therefore decided to give you a trial, and shall be glad if you *will commence your duties* (開始作事) here at 9 o'clock, next Monday morning. Your wages, as arranged, are to be 20s. (二十先令, s. 卽 shillings 之略) a week, *living in* (宿於公司中). Please acknowledge receipt of this letter.

Yours faithfully,
JAMES WILCOX & GIBBS.

6. *Letter Asking New Customer for Trade References*

LEICESTER, April 13, 1919.

Messrs. Aylesbury & Crowther,
Nottingham.

GENTLEMEN,

With reference to your esteemed order, which is now in hand, we have to inform you that it is our *invariable custom* (定規), when *opening new accounts* (新做帳), to be favored

with a couple of *trade references* (商業上之憑證). In as much as we have not had the pleasure of doing business with you previously, we shall be glad if you will conform to this, and let us have the necessary information at your early convenience.

Thanking you in anticipation, we remain,

Yours faithfully,

RICHARDSONS, LTD.

7. *Letter Taking Up Customer's Reference*

LONDON, April 3, 1919.

Messrs. Parsons & Love, Ltd.,

London, E. C.

DEAR SIRS,

Messrs. Diprose & Co., of *Southend-on-Sea* (地名), have asked us to *open an account with them* (與之往來), and give us your name as a reference. Will you therefore kindly inform us if, in your opinion, we may safely credit them, say, *to the extent of £100* (在一百鎊之內), and also whether they are *prompt* (急速) in their payments?

Please find stamped addressed envelope inclosed.

Thanking you in anticipation of your reply, and assuring you that we shall be pleased at any time to be able to *render you a like service* (君遇有此類事者必當同樣報效), we are, dear sirs,

Yours faithfully,

BROWN & ROBERTSON, LTD.

8. *Unfavorable Reference*

LONDON, April 3, 1919.

Messrs. Brown & Robertson, Ltd.,

London.

DEAR SIRs,

In answer to yours of *even date* (本日), we must express our surprise that Messrs. Diprose & Co. should take it upon themselves to give our name as a reference. *The firm in question* (所談之公司) *has never had an account* (從未往來做帳) with us; as far as we know they are *sound enough* (甚可靠), but we have no certain knowledge of their true *financial position* (經濟上地位). The only *transactions* (交易) we have had with them during the past eighteen months are two small orders, both of which were paid for in cash on delivery of goods.

Regretting our inability to assist you in this matter, we remain,

Yours faithfully,

PARSONS & LOVE, LTD.

9. *Favorable Reference*

LONDON, April 3, 1919.

Messrs. Brown & Robertson, Ltd.,

London.

DEAR SIRs,

In reply to yours of *even date* respecting Messrs. Diprose & Co., we have much pleasure in stating that they are a small

but highly respectable firm, and very old and valued customers of ours, *having been established close upon thirty years* (開創迄今幾近三十載). They do not as a rule take their cash discounts, but are very prompt in payment at the net dates. *We ourselves have no hesitation in giving them credit to an amount considerably beyond the sum you mention* (吾輩與彼往來之帳目, 其數有大於君所述者, 蓋吾輩自身固深信之也).

Trusting that this information may be of use to you, we remain,

Yours faithfully,

PARSONS & LOVE, LTD.

G. LETTERS RELATING TO ORDERING GOODS

1. A Letter Ordering Goods

CHINKIANG, December 1, 1919.

Messrs. Friedrich Bayer & Co.,

6A Hongkong Road, Shanghai.

DEAR SIRS,

We are *much obliged to you* (甚感) for the *samples of Indigo* (靛樣) you sent us the 5th inst. We *transmit herewith* (茲寄呈) an order for 6,000 *lbs.* (即 *libra* 之撥寫, 多數, 意即 pound 也) *middling quality* (中等) *Java Indigo* (爪哇靛) and 4,000 *lbs.* best *Madras* (麻大拉薩靛). *As to* (至於) the *cost* (價格), we hope you will allow us *10% discount* (九折) on your *retail price* (另賣價). *If you accept the terms we propose* (如蒙允准所開條件), please *ship* (裝運) the same by steamer at your earliest convenience.

Yours faithfully,

SARY TAI & CO.

2. *From a Merchant to a Manufacturer, with Order*

WOOD STREET, LONDON, August 7.

Messrs. Jordan, White & Co.

GENTLEMEN,

I have the pleasure of forwarding you an order for . . . ,
as per samples inclosed.

In executing this order (在配此定貨單之時) I beg of you to
be particular as regards quality (留意於各貨之質地), etc., as
I require the goods for a special class of customers.

In the event of your being able to execute the order
partially only, or not being able to execute it at all, please
advise me to that effect as speedily as possible, so that I may
acquaint my correspondents with equal promptitude.

Your particular attention to this matter will oblige (關於
此事特別注意, 感甚, 感甚).

Yours truly,

W. POTTER.

3. *Answer to the Foregoing, Executing the Order Perfectly*

MANCHESTER, August 8.

Mr. W. Potter.

DEAR SIR,

Your favor of the 7th inst. has received our immediate
attention, and we are happy to say that we have been able to
execute your esteemed order in such a manner as we think
will give you perfect satisfaction.

In order that there should be as little delay as possible we
have forwarded the parcel *per quick train* (由快車運上), and
you will therefore receive it early to-morrow.

Holding ourselves at your further disposal (吾儕極望君繼續惠顧), and assuring you of our desire to attend to your interests, we are, dear sir,

Yours faithfully,
BROOKS, WHITE & Co.

4. *Refusal to Execute an Order, Owing to Unsatisfactory*

References

LONDON, October 14.

Mr. W. Jackson.

SIR,

In reply to your favor of the 11th inst., we beg respectfully to say that we must *decline executing the order* (拒絕配貨) you have transmitted us *on any other terms than cash* (除現款交易外無商議餘地).

In arriving at this conclusion, we trust you will not think us unnecessarily harsh; but, without entering into particulars, permit us to observe that our *means* (資本) are too limited, and *the profit realized by the peculiar class of goods we sell* (我儕於發售特等貨物所獲之盈利) *are too small to admit of* (殊微不足以應. . .) our opening accounts in the settlement of which there might be a want of promptitude and punctuality.

If you think proper to receive our goods on the terms indicated (設君欲批購各貨而照所擬之條件) we will select them with due care, and forward you the *invoice* (貨單), and, on receipt of cash for the same, the parcel shall be immediately dispatched to you.

Yours respectfully,
DENMAN, PRICE & Co.

5. *Refusal to Execute an Order Until References Are Supplied*

LIVERPOOL, Dec. 18.

Mr. N. Ponsonby.

SIR,

We are in receipt of your favor of the 17th inst., inclosing order for goods, *in respect to* (關於) which we beg to remind you that you *have omitted to furnish us with references* (未給我備以證人), and that you *make no mention of the mode in which you propose to pay for the goods* (且君對於付款之法未置一辭).

We need scarcely remind you that it is customary, *in all cases of a first order being given* (凡於初次定貨時), to furnish satisfactory references or to forward cash; and as we have not hitherto had the pleasure of *transacting business* (商業上之往來) with you, and have, indeed, no knowledge of you, we must beg of you to furnish us with the names of some two or three respectable firms with whom you are *in the habit of* (常) doing business, or to express your willingness to pay ready money for the goods ordered on receipt of invoice.

Yours obediently,

G. GOODWIN & Co.

6. *Transmitting Order for Goods*

HIGH STREET, MACKLIN,

July 5, 1919.

GENTLEMEN,

I am obliged by your prompt and gratifying reply to my letter on the 4th inst., and I now beg to place in your hands an *order* (定貨單) *for a few additions* (為數件) I wish to

make to my stock. As these goods are wanted almost daily. I shall be glad to receive them as early as possible. I need hardly remind you that much of my future business *depends on* (依...爲準) the *quality of the articles* (貨件之性質) I offer for sale now, and I feel assured your *parcels* (貨件) will afford my *customers* (顧客) *no grounds* (無理由) for complaint.

Inclosing order sheet, I am, gentlemen,

Your obedient servant,

ROBERT PHILLIPS.

(Name and Address.)

7. *Advising the Completion of an Order*

CANNON STREET, E. C.,

July 8, 1919.

DEAR SIR,

On receipt of (收到) your favor of the 5th inst., we placed your order in hand for immediate *execution* (配貨), and have now to advise its *completion from our most approved goods in stock* (棧房). Being without *instructions* (通告) *respecting* (關於) the packing and delivery of the parcel, we used *oilcloth* (油布) and single canvas, and dispatched it to your address *per* (由) *Chaplin & Horne* (船名). The invoice, *amounting to* (總計) £54. 3s., we beg to inclose.

Yours faithfully,

MOORE, ROBINSON & Co.

(Name and Address.)

8. *Giving an Order for Goods*

4 DOGAN STREET, LIVERPOOL,

July 19, 1919.

GENTLEMEN (or Dear Sirs),

I will thank you to purchase for my account 200 bales fair Oomrawuttee cotton, at the *market price* (市價), on receipt of this, unless otherwise *advised by wire* (以電報通知), and ship the same by a vessel classed A at Lloyd's effecting insurance thereon as heretofore. For the amount of the invoice I authorize you to draw upon me *at six months' sight* (見字六個月內), and either attach the *documents of the shipment* (裝運單) to the *draft* (匯票) or draw against credits, as you find most convenient. You will *advise* (通知) me in due course of the purchase, which in selection will, I am sure, be dealt with carefully.

Yours faithfully,

WILLIAM COATS.'

[The documents of the shipment are the *bills of lading* (裝單), *insurance policy* (保險費單), and, if the draft is sold to a bank, a *letter of hypothecation* (抵押證明書). Credits are instruments granted by bankers authorizing merchants to draw upon them for a certain sum of money; it being understood that the drafts will be used only in *bona fide operations* (現金交易)].

9. *Executing the Order*

341 HIGH STREET, LONDON

August 1, 1919.

SIR (or Dear Sir),

We have to acknowledge the receipt of your esteemed favor of the 19th *ult.* (上月即 ultimo 之縮寫), instructing us to purchase for your account 200 bales fair Oomrawuttee cotton, and we now have the pleasure to advise having executed the commission at . . . per candy, which is equivalent to . . . per lb., *free on board* (運費已付). The quality of the sample selected is very good, and we have taken every precaution to secure you *against disappointment* (免生失望) when the shipment reaches your port. We have engaged freight in the *Dhuleep Singh* (船名), now loading with all dispatch, and we anticipate advising you by next mail of her departure, and forwarding to you the accounts of the shipment.

The *tendency of prices in our market is upward* (市價看漲), and should advices from your part continue favorable we are confident a considerable advance will take place.

Yours faithfully,

BARLOW BROTHERS.

(Name and Address.)

10. *Executing Part of an Order and Drawing for the Amount*

99 ST. GILES SQUARE, LONDON,

Feb. 7, 1919.

DEAR SIRs,

We refer you to our respects of the 1st inst., advising the execution of part of your order, and *as the late unexpected alteration of the political situation in Europe* (近今歐洲政治上之意外變動) has had a severely hardening effect on our prices,

we find it impossible to purchase the remainder, and, indeed, think ourselves fortunate in having secured the parcels alluded to in our last. We feel pleasure in the reflection that the change which must consequently take place in your market will enable you to profit considerably by this shipment, and induce you to favor us again with your orders.

The invoice amount, £1,462 5s., is placed to your debit (記入君名下之帳上), and our drafts on *Hamburg* (地名) of this day balance the sum. The bill of lading we have sent to *Bremen* (地名), and the order for insurance to *Amsterdam* (地名), both by this post (二者均同時付郵矣).

Yours faithfully,

GLENTIES, TODD & Co.

(Name and Address.)

D. SHIPPING, FORWARDING, AND CLEARING GOODS

1. *Answer to Inquiry When Next Cape Town Steamer Will Sail. Particulars of Goods Asked for*

LONDON, April 1, 1919.

Messrs. Duhay & Co.,

London.

DEAR SIRS,

We have to thank you for yours of yesterday inquiring the next steamer for *Cape Town* (開往開普敦者), and have pleasure in advising that the s. s. (steamship 之略) *Johannesburg* (船名) will be loading in the *Southwest India Dock* (西南印度碼頭) until Friday next, the 8th inst.; following her (繼此船之後者) is the *Gaika* (船名), loading in the *East India Dock* (東印度碼頭) until the 13th inst. We shall be glad to book

your two cases by whichever of these steamers most convenient to you for delivery.

Kindly let us have particulars for insurance and Customs purposes, and advise us the class of machine these working parts are for.

Thanking you for this order, we are, dear sirs,

Yours faithfully,

CARNE, SEWELL & Co.

2. *Acknowledgment of Mate's Receipt*

LONDON, Feb. 9, 1919.

Messrs. Furnivall & Sons,
London.

DEAR SIRs,

We thank you for yours of yesterday handing us *Mate's* (船長) *receipt* (所給之收條) for 50 cases *Hardware* (金類器) shipped to *Wellington* (地名), per s. s. *Waipara* (船名), on account of Messrs. Ivy, Waterhouse & Co., Wellington, *New Zealand* (地名).

Yours faithfully,

JONES & Co.

3. *Confirmation of Verbal Shipping Rates for Tin Scrap*

Jan. 14, 1919.

Messrs. Arthurs & Co.,
London.

DEAR SIRs,

TIN SCRAP TO OSTEND.

We are in receipt of your favor of the 11th inst., with reference to the above and beg to confirm the figures quoted by Mr. Jones to you.

We have sailings to *Ostend* (地名) every Tuesday and Saturday from *St. Katharine's Wharf* (聖開石而音碼頭) and are willing to carry per each steamer up to 50 tons of *Tin Scrap* (願於每船之上裝載五十噸馬口鐵片), in bales, from any *Riverside Wharf*, within limits, at 6/- per ton, including *Lighterage* (駁船費合計在內).

We cannot arrange for the packing at the different warehouses as that is merchants' business, nor can we send a barge to any wharf for less than 20 tons (各貨在二十噸以內者我等不能用駁船將貨代送至碼頭).

Yours truly,

For the Union Steamship Co., Ltd.,
EDWARD DONOVAN.

4. *Letter Regarding Dispatch of Goods per Passenger Train, Half Rate*

LONDON, May 15, 1919.

Mr. Jacob Jones,
Wrexham.

DEAR SIR,

With reference to your request that we shall in future send your goods *per passenger train* (以客車), *half rate* (半費), we beg to state that before the *Railway Companies* (鐵路公司) will accept parcels on such terms they require us to sign a document *making ourselves responsible for any loss or damage in transit* (使我等自負途中損失或破壞之責).

This, of course, we cannot possibly consent to do, the Carriers and Railway Companies being the Servants of the Consignees and not ours.

You might, however, *make a special arrangement with the Company at your end* (與貴處鐵路公司訂定特別辦法), in which case please advise us.

Trusting that this explanation will be satisfactory, and assuring you of our best services at all times, we remain,

Faithfully yours,

THE PERFECT GLOVE CO.

5. *Refusal to Divide Parcels of Drapery into Small Lots*

LONDON, June 4, 1919.

Messrs. Frank Histed & Co.,
Sidcup.

DEAR SIRS,

With reference to your request to divide parcels into 28-lb. lots, we regret we could not undertake to do this. The practice *would lead to confusion and mistakes* (將致雜亂及生錯誤), as well as add to the cost of packing and booking.

We would call your attention to the fact that all the leading drapery houses in the city *observe the same rule in regard to not dividing* (均有此種不散裝之規定).

Should any remains arise from an order these need not exceed your contract weight.

Yours faithfully,

ARTHUR PEACOCK, LTD.

6. *Advice of Goods Being Shipped*

LIVERPOOL, April 4, 1919.

GENTLEMEN (or Dear Sirs),

We were duly favored with yours of the 27th ult., and, agreeably to your kind order, *have shipped on board the Rob*

Roy (已裝老白老船運上), for your account and risk, in packages as per invoice annexed (or inclosed).

We trust that the goods *will arrive sound* (安抵) and give you satisfaction. We have added a few articles not contained in your order, which, *from their novelty and excellent workmanship* (以彼貨物之新奇及製作之精美), ought to find a good market in your city.

Yours faithfully,

CLYDE, HOWE & Co.

(Name and Address.)

7. *Reply to a Letter Advising the Arrival of a Shipment*

WELLINGTON, June 3, 1919.

GENTLEMEN (or Dear Sirs),

Your esteemed favor of the 15th ultimo I have duly received, and I am happy to hear that the goods per the *Rebert Bruce* (船名) arrived safely and met with your approbation.

Your bill for £200, *due 10th ult.* (上月十日到期), I have duly honored.

On the receipt of the silk per the *Queen of Burmah* (船名), I will write to you again. *In its sale you may rely upon my best exertions* (彼貨之銷售, 我必竭力爲之, 此君可信賴者也).

Yours faithfully,

DAVID STIRLING.

(Name and Address.)

E. LETTERS RELATING TO THE COLLECTION OF ACCOUNTS
AND BILLS

1. *Transmitting Accounts of a Shipment*

NEW YORK, March 2, 1919.

SIR,

Concerning our respects of the 30th ult., we beg to advise having shipped for your account 200 bales cotton, per *Dhuleep Singh* (船名), for *Liverpool* (英國商埠名), the invoice of which, amounting to £4,300, we inclose. Against the shipment we have drawn for a like sum at six months' sight, in favor of the *Royal Bank of India* (印度皇家銀行), *attaching the shipping documents to the draft* (貨單附貼於支票之上), *which please protect on presentation* (此紙幸乞於透寄時妥保之).

Yours faithfully,

BARLOW BROTHERS.

(Name and Address.)

2. *Inclosing Draft Drawn Against Consignment*

LONDON, April 5, 1919.

DEAR SIRS,

We beg to hand you Bills of Lading for 25 packages cotton, per *Rustam* (船名), *consigned to* (委託) your correspondents, Messrs. Noble, Walker & Co., Port-au-Prince, for sale on our account, and also an invoice for the shipment, amounting to £1,473 15s. As arranged with your prior, we have drawn at three months' date for £1,105 6s. 3d. (d. 即

denarius之略,爲古羅馬之銀幣,約值一辨士之數), as an advance of three fourths of the invoice, and now inclose the draft acceptance, which kindly return to us in due course.

Yours faithfully,

PRINCE, FOSTER & Co.

Messrs. Robert Walker & Co.,
Fenchurch Street,
London.

3. Answer Inclosing Acceptance

FENCHURCH STREET, LONDON,

April 6, 1919.

DEAR SIRs,

We have to acknowledge receipt of your favor of yesterday's date, *handing* (授) us shipping documents per *Rustam* and draft amounting to £1,105 6s. 3d. for our acceptance as advance against shipment, and in reply we have the pleasure to inclose the same duly honored. We trust that the result of the venture of your part will be so far encouraging as to induce you to ship *at regular periods* (有定期) to our friends at Port-au-Prince.

Yours faithfully,

ROBERT WALKER & Co.

(Name and Address.)

4. Transmitting Account Sales

PORT-AU-PRINCE, May 2, 1919.

DEAR SIRs,

We now have the pleasure to hand you an *account sales* (賣出報告) for 25 packages cottons per *Rustam*, *net proceeds*

(淨獲) £1,780 14s., which we hope you will find correct. This sum we remit by the outgoing mail to our correspondents, Messrs. Robert Walker & Co., of London, who will render you an account and place the credit balance at your disposal. The result of the shipment has not been so large as we anticipated, *owing to a falling off in the demand for piece goods soon after the arrival of the Rustam* (因於魯斯台船到埠之後布疋之銷路頓形呆滯), but prices have not fallen below the level at which they were last season, and we confidently expect they will advance steadily as the up-country produce comes into the market. We prefer, however, to sell when *a margin of profit* (微利) can be obtained, *rather than hold over goods in the hope of an advance* (較積貨以待高價者爲宜), and we have dealt with your shipment as we deal with our own purchases.

Yours faithfully,

NOBLE WALKER & Co.

(Name and Address.)

5. *Rendering an Account Current*

LONDON, Feb. 11, 1919.

DEAR SIRs,

Inclosed you will find a copy of *account current* (流水帳) for your shipment per *Rustam*, showing a balance in your favor of £403 9s., for which we hand you a check on the Blackstone Banking Co. *An acknowledgment in course will oblige* (倘蒙將來給一收條甚感),

Yours faithfully,

ROBERT WALKER & Co.

(Name and Address.)

6. *Letter Requesting Payment*

ALICANTE, April 6, 1919.

SIR,

I beg to hand you a copy of *last quarter's account* (上季帳項), the amount of which is £12 8s. 4d., and request, if convenient, a check *during the course of the week* (在此一星期之內), *as demands upon me are considerable just now* (因我現在適有緊急之需要). I trust you found my statement correct, and were satisfied with the quality of the articles supplied.

Your obedient servant,
FREDERICK HARRIS.

(Name and Address.)

7. *Letter Requiring Payment*

LONDON, Feb. 1, 1919.

SIR,

Having several heavy engagements to meet (適遇有幾種重大之事務) early next week I am *under the necessity of* (必須) asking you to settle my bill for the March quarter to-morrow or next day. Were I in a position to wait longer for a settlement it would afford me pleasure to do so, but at present it is *quite out of my power* (實余力之所不及). I beg, therefore, you will hand a check to my collector on Thursday. The amount of the bill rendered is £12 8s. 4d.

Your obedient servant,
FREDERICK HARRIS.

(Name and Address.)

8. *Letter Demanding Payment*

LONDON, Jan. 12, 1919.

SIR,

Having applied to you repeatedly (寄君敬函), but ineffectually, for a settlement of my bill I have now to intimate that unless it is paid before 12 o'clock to-morrow I shall place it in my solicitor's hands for recovery *in a court of law* (在法庭中).

Your obedient servant,
FREDERICK HARRIS.

(Name and Address.)

9. *Customer's Letter, Promising to Pay*

SAN FRANCISCO, July 3, 1919.

SIR,

It has been through no remissness on my part that your bill *has remained undischarged* (未還清) so long, but owing entirely to my inability to collect my own *outstandings* (帳款), which amount altogether to a considerable sum of money. I have, however, a promise of payment on the 14th inst., upon which I can rely, and although I am seriously *in want of* (缺少) money for business purposes, I promise to settle your bill as soon as the cash comes into my hands.

Your obedient servant,
JAMES WILKINSON.

(Name and Address.)

10. *Requesting a Delay in Payment*

LONDON, Aug. 1, 1919.

DEAR SIR,

Having a bill for a large amount to meet besides your own, I beg your forbearance (求君寬限) for a few days, say till the 10th inst., at the expiration of which I trust to be able to remit in full.

Yours faithfully,

WILLIAM TOSBY.

(Name and Address.)

11. *Answer to a Request for Payment*

LONDON, Aug. 1, 1919.

DEAR SIR,

In compliance with (順從) your request, I inclose an order payable on demand at the . . . Bank (or check as the case may be) for £159 3s., the full balance *due to* (負欠) you, which *place to the credit of my account on collection* (請收入於我之帳內), and oblige,

Yours faithfully,

JOSEPH KING.

(Name and Address.)

12. *Another Answer*

LONDON, Aug. 1, 1919.

DEAR SIR,

I am sorry that it is not in my power to pay the balance of your account at present. *In the course of* (在...之內) a week or

two I hope to receive some money due to me, when I shall have much pleasure in settling your account.

Regretting that my obligation to you was not discharged before, I am,

Yours faithfully,
WALTER SANDON.

(Name and Address.)

13. *Stating Inability to Remit*

LONDON, April 14, 1919.

DEAR SIR,

I am sorry to say that at present it is very inconvenient for me to remit the amount of your claims, £72 10s. I would feel obliged if you *would draw* (延期) on me for payment at three months' date.

Hoping you *will see no objection to this course* (對於此事將無異論), I remain,

Yours faithfully,
JAMES MACLOGHLIN.

(Name and Address.)

14. *Remitting in Payment of an Account*

LONDON, May 1, 1919.

GENTLEMEN (or Dear Sirs),

We beg herewith to *hand you* (奉上) a draft (or check) on the *Chartered Mercantile Bank* (銀行名) for £2,300 in payment of your account, for which please send us a receipt, and oblige,

Yours faithfully,
COYLAT & SONS.

(Messrs. Nicol & Co., Carwar.)

15. *Acknowledgment*

LIVERPOOL, May 6, 1919.

GENTLEMEN (or Dear Sirs),

We have the pleasure to acknowledge the receipt of your favor of 1st inst., inclosing a draft (or check) on the Chartered Mercantile Bank for £2,300 *in discharge of* (歸償) our account, and, with best thanks, we remain,

Yours faithfully,

NICHOL & Co.

(Name and Address.)

16. *From a Shopkeeper to a Wholesale Dealer, Requesting Further Time for Payment*

READING, March 2, 1919.

DEAR SIR,

I am compelled by *unforeseen circumstances* (意外之際遇), and *much against my will* (逆我志願), to make a request—the first one of the kind I have ever preferred, and I hope the last.

Owing to the unfavorable state of the weather and other causes (因天氣不佳及他種原因), business has latterly been so bad that I have been unable to realize the funds necessary to *meet my engagements* (踐吾之約), and I *see no prospect of* (無望) doing so at present, unless it is by *disposing of my stock* (出讓存貨) at a great sacrifice, which I do not think you would desire me to do.

I have a number of good accounts, none of which are, however, *due for three weeks* (到期已三星期), and I could not ask for payment beforehand without *running the risk of offending* (觸犯) some of my best and largest customers.

I trust that under these circumstances you *will extend your indulgence to me* (施惠於我), and suffer my account to *stand over* (寬期), say till *this day month* (下月此日), when it will be *punctually met* (如期清償), and the obligation gratefully acknowledged by me.

Yours respectfully,
S. TILLEY.

H. Malcom, Esq. 214.

17. *Reply to the Foregoing*

11 FALKIRK STREET, LONDON, March 4

DEAR SIR,

I was somewhat embarrassed by the receipt of your letter postponing the payment of your account, for, to tell you the truth, *I had partly depended on the cash due from you to meet some engagements of my own* (吾款余實將賴以踐吾自己之約).

I do not, however, wish to appear harsh and selfish, and I shall be content to allow the matter to stand over *until the time you mention* (至君所述之期為止). I must at the same time request you to be punctual then, as nonfulfillment on your part would really place me in a position of some difficulty.

Yours truly,
M. EVANS.

18. *Complaining of Want of Punctuality in Payment*

4 ACKWORTHY STREET, LONDON,
January 16.

MR. T. TARDEW.
SIR,

You wrote to me a month since declaring *your inability to settle your account* (君之無力清償), and stating in the most

positive terms that a settlement should be made on the 2d of the present month. *More than a fortnight has elapsed since the day named* (距君之約期已逾二星期), but the promised settlement has not been made, neither have I heard from you one word *respecting the affair* (關於此事).

I am now compelled to write to you in more serious terms, and to urge upon you the necessity of attending to this matter without further delay.

As a man of business, you must be aware that these irregularities in business connection will not only have great disadvantage to yourself, but also considerable inconvenience to me, and I must tell you plainly that if all my customers were as tardy in settling their accounts as you are, I *should soon have to give up business* (瞬將盡敗所業).

I cannot help thinking that although you may, so other men do, *experience occasional periods of pressure* (遇遭壓迫), the general irregularity in your payments arises from an absence of consideration for others rather than a want of means; and now that I have thus placed the matter before you, I do hope that you will not only promptly attend to the account outstanding, but that you will endeavor to be more punctual in future engagements.

Yours respectfully,

A. WHEELER.

19. *To a Creditor from a Debtor Who Has Filed His*

Petition in Bankruptcy

April 21.

DEAR SIR,

I regret very much to inform you that I have been compelled to *file my petition* (填就呈書) in *bankruptcy* (破產).

Such a course was necessary in the interests of my creditors, for Messrs. . . . were pressing me unduly. My failure is *due to the difficulty in collecting accounts and consequent lack of ready capital* (因帳款難收與資本金之缺乏), but I am confident that the estate will realize twenty shillings in the pound.

Thanking you for your many favors, I remain,

Yours faithfully,

ALFRED MANNESBY.

20. *Letter of Credit*

NEW YORK, Feb. 4, 1919.

SIR,

This letter will be delivered to you by Mr. John Marshall, eldest son of Mr. Marshall of our firm, who will visit your city *preparatory to a tour through India* (準備旅行道經印度). His drafts (the amount £500) you will oblige us by *honoring* (支付) and placing to our debit at the *current rate of exchange* (兌換市率). Any personal attention you may be able to show Mr. John Marshall will confer an additional obligation on us.

Yours faithfully,

MARTON & Co.

(Name and Address.)

21. *Tradesman's Letter Handing Quarterly Account*

NEW YORK, April 5, 1919.

SIR,

The *quarter ending March 31st* (至三月三十一日止之一季) having expired, I beg to hand you a *statement of account* (帳目), amounting to £12 8s. 4d., which, I believe, you will find

correct. I trust *the articles supplied* (所供給之貨) gave satisfaction, and that you will continue to favor me with your orders.

Your obedient servant,

FREDERICK HARRIS.

(James Wilkinson, Esq.,
The Grove,
Peckham.)

22. *Customer Objecting to a Tradesman's Bill*

THE GROVE, PECKHAM,

April 10, 1919.

SIR,

I return your bill for the March quarter for *correction* (請更正), as the prices charged therein are *in excess of* (過於) those of any of the other tradesmen in the neighborhood. The articles you supplied *were of a decidedly inferior quality* (確係劣貨無疑), and not at all what we expected when we were induced to give you our custom. I consider the overcharges altogether amount to fully 25 per cent, and unless you reduce your account accordingly I shall allow it to remain unsettled.

Your obedient servant,

JAMES WILKINSON.

(Name and Address.)

23. *Reply of Tradesman, Declining to Correct Account*

April 15, 1919.

SIR,

The prices charged in your account, so far from being excessive, are quite as moderate as those of any of my neighbors, and are so slightly above cost that were I to deduct 25

per cent, I should be a great loser. The articles I supplied were *the best obtainable in the market* (市中所能求得之最好者), and yours is the first complaint I have received *as regards* (關於) their quality. It would have been more *satisfactory to all concerned* (各方面均可滿意) had you mentioned before this that you were being served with inferior goods; but, seeing that your orders were given *throughout the whole quarter* (盡此一季之內) without a single word of complaint, I had every reason to believe you were satisfied. However anxious I am to retain your account, I cannot do so at so great a sacrifice as 25 per cent, more especially as I would thereby subject myself to similar demands from all my customers, which *would simply result in ruin* (將必至倒閉而後已). I must, therefore, request you to pay the amount of the bill in full, and oblige,

Your obedient servant,

FREDERICK HARRIS.

(Name and Address.)

24. *Reply of Tradesman, Reducing Account*

NEW YORK, April 15, 1919.

SIR,

Although I consider my bill entirely *free from anything in shape of an overcharge* (並未過索), I am, nevertheless, willing to allow you, in this instance, 25 per cent for cash. But *I cannot on any future occasion make a similar allowance* (於此後往來上我不能再有相類之應許), otherwise your account would become *a source of loss* (虧本之源) *instead of profit to me* (而非於我有利). My collector will call upon you tomorrow at noon for your check.

Your obedient servant,

FREDERICK HARRIS

(Name and Address.)

25. *Check Dishonored*

LONDON, May 4, 1917.

MR. CHARLES WINSLOW,

Derby.

DEAR SIR,

We beg to advise you that your check for £85 7s. has been returned to us by our bankers to-day marked *N/S* (not sufficient之略). *Having regard to the difficulty we have experienced lately in securing settlements from you* (近日已經驗索取票帳之困難) *we are not disposed to keep your account open any longer* (從此不敢與君再作帳目上之往來), and have accordingly placed the matter in the hands of (將此事交於) our solicitors, Messrs. Francis, Simms & Wood-head (公司名), 14 Old Jewry, London, E. C., to whom we must now refer you.

Regretting the unpleasant necessity, we remain,

Yours faithfully,

A. CALCUTT & Co.

26. *Handing Bill for Acceptance*

CANNON STREET, D. C.,

July 9, 1917.

DEAR SIR,

We addressed you yesterday, and now we beg to inclose our *draft* (支票) at three months' date, for £54 3s., drawn against goods to that amount, as per invoice, which please to *honor* (證實) and return in due course.

Yours faithfully,

MOORE, ROBINSON & Co.

(Name and Address.)

Form of Bill

3 HIGH ST., LONDON,
July 9, 1917.

£54 3s. 0d.

Three months after date, pay to our order the sum of fifty-four pounds three shillings *sterling* (英國幣制), *for value received* (用以償收到貨物之值).

(Signature.)

To (Name and Address.)

N. B. In Accepting a Bill, Write Across it, "Accepted, Payable at . . ." (State Where).

注意——凡允支匯票必須於匯票上橫寫 "Accepted, payable at 某處等" 字樣。

27. *Complaining of a Returned Bill of Exchange*

BERESFORD PLACE, LONDON,
July 8.

MR. T. WRIGHT.

SIR,

I am much surprised and vexed at having returned to me the bill I drew upon you *in accordance with the terms agreed upon* (按照所商定之條件) between us. When you found that you *were not in a position to meet* (不能接受) the bill, you should have advised me of the fact, so as to enable me to make some arrangement. Your not having done this has put me to the greatest inconvenience, and I must inform you that unless the bill is acquitted within ten days, I shall be compelled to *take immediate steps in the matter* (對於此事立刻施對付辦法).

Yours respectfully,

N. UNDERWOOD.

28. *To a Creditor, Asking that a Bill Be Renewed*

PILKINGTON ROAD, MAIDSTONE, KENT,
November 18, 1917.

DEAR SIR,

I notice from my books that the *three months' bill* (三月爲期之期票) that I gave you on . . . falls due (到期) on Thursday of next week, and I regret having to ask you kindly to renew the same for another month. I have had some *very heavy expenses* (重大出款) lately, and have also experienced considerable difficulty in *getting accounts in* (收帳). I shall, of course, be pleased to pay the usual rate of interest on renewal and the expenses *in regard to* (關於) bill stamps, etc.

Thanking you in anticipation for your consideration, I remain,

Yours faithfully,
HARRISON CIRCLE.

29. *Acknowledging Receipt of Invoice and Returning
Bill Accepted*

HIGH STREET, MACKLIN,
May 19, 1917.

DEAR SIRS,

I am indebted for your favors of the 5th and 6th inst., inclosing respectively invoice for £54 3s. and draft for the same amount at three months' date. I now beg to inclose *the latter* (後者, 即 draft) accepted, and will duly provide for it as it matures (到交付之期).

I have to thank you for your careful and prompt attention to my order, and beg you will *deal with* (處置) my goods, *as regards* (關於) packing and delivery, as you have hitherto dealt with those of your other customers.

Yours faithfully,
ROBERT PHILLIPS.

(Name and Address.)

30. *Advising a Bill Returned Under Protest*

July 13.

SIR,

Your draft on *Thompson & Co.* (公司名) for £300, due 9th inst., has been this day returned to me *under protest* (抗爭) for nonpayment, and amounts, with charges, to £305 8s., for which I will thank you for a remittance by return of post.

Yours respectfully,
JOHN BUNSTON.

(Name and Address.)

31. *Remitting for the Foregoing Bill*

July 16.

SIR,

I am favored with yours of the 13th, informing me that my draft on Messrs. Thompson & Co., due on the 9th inst., has been returned to you for nonpayment. I rest satisfied that *every exertion to procure payment* (關於索債之各種盡力) has been used, although without success.

Inclosed you have a check for the amount on Williams & Co. for £305 8s., *the receipt of which please acknowledge* (請給一收條), and transmit the draft to me.

Yours respectfully,
CHARLES BREDWIN.

(Name and Address.)

32. *To a Tradesman, Repudiating Liability for Goods Supplied*

LONDON, Nov. 3, 1919.

SIR,

I am surprised to-day by the receipt of a communication from you inclosing a bill for £ . . . for goods supplied. *During the whole period of my residence in this neighborhood* (在當我住於此隣之時) it has been my *invariable custom* (不變之常規) to pay the tradesmen's accounts, your own among them, every week, and I submit courteously but firmly that *in permitting so large an account to be debited against my name* (在余名下有如此大之欠款) without drawing my attention to the fact *you were remiss in your duty to yourself as a prudent business man* (以精細之商人論, 君於君之義務上不免稍有懈怠). I, at all events, must decline to accept any responsibility for the irregularity, and accordingly I *repudiate liability* (不能負責) for the *sum alleged to be due* (表明所欠之款). The goods were not supplied to the order of myself nor of any person authorized to pledge my credit.

Yours faithfully,
ROBERT JONES.

F. CLAIMS AND COMPLAINTS

1. *Reply to a Claim on Spices*

LONDON, Sept. 11, 1917.

MESSRS. BEHRER & Co.,

Dresden.

DEAR SIRS,

We beg to acknowledge receipt of your favor of the 7th inst., regarding the difference in quality of No. 220. 30 bags Spices, shipped on the 31st ult.

We regret to note that you claim that the quality is *inferior to original sample sent* (較劣於昔日送閱之樣貨), and request that we credit you with $\frac{1}{2}d.$ (pence之略) per lb. This we are unable to do, as we forwarded you a purchase sample prior to shipment, and, not hearing from you *to the contrary* (異言), presumed same to be in order.

However, we wish *to meet you* (合君之意) in the matter, and if, therefore, you will send us, by return, a fair sample of the bulk, we will examine the same carefully and see what can be done.

With regard to (關於) the loss in weight, *this could only have occurred in transit* (此必於途中運送時失落無疑), we having invoiced on the London Shipping weights, of which we inclose a copy. We would suggest that you *make your claim on the forwarding agent* (向運送處質問), as in a case of this kind we really cannot accept any liability.

Yours faithfully,

JAMES BLYTH & Co.

2. *Claim for "Ullage" Case of Sugar*

BERMONDSEY, May 16, 1917.

MESSRS. RICHARDS & WYMAN,
Fenchurch St., E. C.

DEAR SIR,

I beg to inform you that among the 50 cases *W. S. R. Cubes* (一種糖名) delivered by my carman here this afternoon there was one "*Ullage*" (短缺) case, so marked, which we weighed and found *20 lbs. short* (短少二十鎊). Kindly send us a *credit note* (證函) for the shortage.

Yours faithfully,

ARTHUR HACKETT.

3. *Acknowledgment of the Above Letter*

LONDON, May 17, 1917.

MR. ARTHUR HACKETT,
Bermondsey, S. E.

DEAR SIR,

We are in receipt of your letter of yesterday's date respecting an "*Ullage*" case, and this morning sent our man to the wharf to make inquiries. The *Wharfingers* (埠頭之人) state they are unable to account for *the deficiency in weight* (重量之減輕), as their sheet says that 50 full cases were delivered to your carman. However, as you say that the case in question is marked "*Ullage*," they are sending a man down to inspect it.

Yours faithfully,

RICHARDS & WYMAN.

4. *Settlement of Claim for "Ullage" Case*

LONDON, May 19, 1917.

MR. ARTHUR HACKETT,

Bermondsey, S. E.

DEAR SIR,

Regarding "Ullage" Case W. S. R. Cubes

With reference to (關於) the above, the Wharfingers acknowledge that the delivery of the "Ullage" Case to you was their mistake (將分量減輕之箱遞寄與君乃係彼輩之誤), and we have pleasure, therefore, in inclosing herewith a Credit Note for 2/9.

Apologizing for the trouble the matter has given you, we remain, dear sir,

Yours faithfully,

RICHARDS & WYMAN.

5. *Complaint of Belgium Glass. Claim for Damage*

LONDON, Sept. 3, 1917.

MESSRS. SPEYER & LITZER,

Belgium.

DEAR SIRS,

We regret to find on opening up the ten cases of glass delivered here yesterday by *Messrs. Brash and Rotheram* (公司名) that 10% (即 ten per cent) of the *sheets* (玻璃片) are broken, 50% *show bubbles* (生氣眼), and nearly all are badly scratched.

Will you please instruct your *London Agents* (在倫敦之經理人) to inspect and report to you upon this delivery, because we shall have to claim upon you for 33% of the *amt.* (amount 之略) of your invoice—the balance representing our estimate of the glass as it stands?

As we are *under contract* (與他家訂有合同) to deliver *assorted sizes* (適合大小之貨物) of this quality immediately, and are waiting your decision before cutting up, we *look for* (靜候) your immediate attention to this matter.

Yours faithfully,
C. H. BROWN & Co.

6. *Complaint Regarding Quality of Paper*

BATH, Jan. 17, 1917.

MESSRS. ROBINSON & SMITH,

London.

DEAR SIRS,

We regret to have to complain of the last supply of "*News*" (新聞紙) sent us. It is extremely unsatisfactory, being very irregular in substance and finish, and when *run* (用; 工作) on the machine "fluffs" to such an extent that we are obliged to stop and clean up at frequent intervals.

We do not wish to make difficulty over the matter, but if we keep the paper we can only do so *at a substantial reduction in price* (切實減價), *to compensate* (補償) us for the loss of time in working—a serious item.

We await your reply.

Yours truly,
WESTERN EXPRESS CO.

7. *Letter Urging Speedy Delivery of Cloth*

BRISTOL, May 8, 1917.

MESSRS. STRINGER & PAGE,

Bradford.

GENTLEMEN,

We are in receipt of your favor of 7th inst., regarding delivery of remaining 3 pieces of cloth *B 1922* (貨物種類之號碼), which you now promise to deliver in about three weeks' time.

It would be a great favor to us if you could in anyway expedite the finishing of these 3 pieces, so that they may be delivered not later than the 20th inst., as we are *under an obligation to finish an order* (亦欲應配貨單) for Curtains, etc., by the end of the month, and delivery even by the 20th barely gives us time to make up the goods between that date and the 31st.

Replying upon your previous promise of delivery *within 6 weeks of receipt of order* (在收到定貨單後六星期內), which would have been about the 20th ult., we felt we could safely undertake our order for delivery by the end of May. *The delay on your part now places us in a very serious and awkward position toward our customer* (尊處之遲延實使余對於余之顧客處於極難之地位), and we must ask you kindly to do your best to help us out of it.

Please let us have *a line* (一行之信) on the subject by return of post.

Yours truly,

MARSDEN & SONS.

8. *Apology for Delay in Execution of Order*

BRADFORD, May 9, 1917.

MESSRS. MARSDEN & SONS,
London.

GENTLEMEN,

In reply to yours of yesterday's date, we very much regret the delay in executing the balance of your esteemed order of the 2d ult., which has not been entirely our own fault. There has been, as you are aware, a great difficulty within the last two months in getting adequate supplies of the *raw material* (原料). *The panicky state of the market* (恐慌之市面) has now, however, *subsided* (漸為平定), and we have been able to lay in a stock of material sufficient to execute all *outstanding orders* (未配之貨單). We fully appreciate your position in the matter and will *do our very utmost* (竭盡力之所能) to send off the goods before the 20th, if possible. *At any rate* (無論如何) you can rely upon getting them at the latest by that date.

Apologizing for the inconvenience that *the delay in dispatch* (遲延寄發) has caused you, we remain,

Yours faithfully,

STRINGER & PAGE.

9. *Complaining of Delay in the Execution of an Order*

SOUTHAMPTON, March 23.

MR. S. MURFETT,

DEAR SIR,

On the 10th inst., I forwarded you an order, requesting you to execute and *dispatch it not later than the 20th inst.* (於本月二十日以前必須將各物寄出). The 23d of the month

has now arrived, but the goods *have not yet come to hand* (尙未接到), *neither have I received any tidings of them* (且於各物之音信亦尙未得聞). This delay has put me to the greatest inconvenience, and has compelled me to *break my faith* (失信用) with some of my best customers. If you found it impossible to execute the order *by the time stipulated for* (於指定之期限內), why did you not write to me to that effect, in order to enable me to advise my correspondents accordingly?

I now write most positively to say, that unless the goods are delivered by the 30th inst., at the very latest, I cannot receive them, as after that date they will be perfectly useless.

Trusting that you *will use every effort* (竭力) to prevent further disappointment and delay, I am, dear sir,

Yours truly,
B. CONWAY.

10. *Answer to the Foregoing*

17 SELDEN STREET, LONDON,
March 24.

MR. B. CONWAY.

DEAR SIR,

I regret exceedingly the nondelivery of your esteemed order, and the inconvenience and disappointment occasioned you thereby. I can assure you, however, that I am *in no way responsible for* (不負 . . . 之責) the delay, but that, on the contrary, I *have used every effort* (竭力) to secure the prompt execution and dispatch of the order.

It happens, unfortunately for us, that just at the present moment *the manufacturers are overwhelmed with business* (廠家

正忙於製造), and, in a juncture such as this, there is no help for it but to wait patiently the execution *in due course of the orders sent* (按照定貨先後之次序).

With the hope, however, of prevailing upon the manufacturer *in this particular instance* (遇此不常有之時) to use a little extra diligence, I have written him, by this evening's post, a most urgent letter; and I feel certain that if my request *can be complied with* (能承照辦), it most certainly will be. So soon as I receive an answer, I will write or telegraph to you such positive information as may prevent further disappointment.

I must *apologize* (謝罪) for not having written to you previously; but the truth is, I myself was expecting every day to hear some tidings of the order which I might send you.

Regretting the trouble and annoyance to which you have been put, and trusting these will be speedily *remedied* (補救), I am, dear sir,

Yours faithfully,
S. MURFETT.

G. TRAVELERS' LETTERS

1. To His Firm from a Traveler

THE VILLAGE HOTEL, HUDDERSFIELD,
Jan. 2, 1917.

GENTLEMEN,

I beg to inclose a *report* (報告單) showing the calls I made yesterday, and the replies that were made in response to my *applications* (請求) for orders.

Sheets showing the orders which I have secured are also inclosed.

My return address will be "Mountain Hotel, *Halifax*" (地名).

Yours respectfully,
JAMES MASTERS.

2. *From a Commercial Traveler to His Employers*

(Place and Date.)

MESSRS. HARVEY, JONES & Co.

GENTLEMEN,

On the other side (在信紙之另一面) I beg to hand orders, which you will, perhaps, be good enough to execute and forward without delay.

Although my success in this town has not been equal to my wishes, I trust you will give me credit for having *exerted myself to the utmost* (鞠躬盡瘁), and that you will be induced to consider the results under the present circumstances as favorable as could be expected. You are aware that trade in the provinces is in a most unsatisfactory state, and in this particular locality I can assure you that everything appears to be in a depressed condition; and go where I will, I am met by complaints of the unusual badness of business.

I trust, however, that as I move onwards, *matters will mend* (商況當稍佳). No effort shall be wanting on my part, not only to do a good business with old customers, but to open new accounts. I will not fail to send you, day by day, an account of my progress, and I hope it will be in my power to inclose in each letter a full sheet of orders.

Yours respectfully,
G. ROBERTSON.

3. *Another*

(Place and Date.)

GENTLEMEN,

I beg to inclose a list of small orders which I have obtained from your *old connections* (老主顧) in this town. I am happy to say I have been able to extend it by adding two new firms to your list, and I believe in both instances you will find them very reliable. I proceed to-morrow to Shrewsbury, where I propose remaining two days; my address will be, White Hart Hotel, High Street.

Yours obediently,
ROBERT TURPIN.

4. *Another, Expressing Regret for Results*

MUMBLES HOTEL, PORTRUSH

Jan. 21, 1917.

GENTLEMEN,

I beg to inclose a report showing the calls I made yesterday, and the replies that were given in response to my applications for orders. Sheets showing orders which I secured are also inclosed.

I regret very much that the result of my efforts, as shown by these orders, is so small, but as you can see from the list of calls, etc., *this state* of affairs does not occur through any fault of my own. I have worked hard and used my best endeavors in every direction, but business in this part of the country is very bad at present and I have also made an unfortunate sequence of calls when the people were out of town.

Assuring you that my best efforts will be made to improve affairs, I am,

Yours respectfully,
THOMAS GARRETT.

H. CIRCULAR LETTERS RELATING TO INTERNAL
BUSINESS ARRANGEMENTS

1. *Admission of a New Partner*

PORTSMOUTH, May 13, 1917.

MESSRS. A. HOLDRON, LTD.,
York.

GENTLEMEN,

I have pleasure in advising you that, *owing to the large increase in my business engagements* (因營業範圍之擴張), I *have taken into partnership* (邀請 . . . 入股) my senior traveler, Mr. S. Wainwright, who has been a representative of this firm for the past twenty years, and is thoroughly *conversant with* (熟習) all its details of management. The name of the firm *will remain as before* (一如曩昔).

Thanking you for your kind support and hoping for a continuance of the same, I beg to remain,

Yours faithfully,
Arthur Waugh & Co.
ARTHUR WAUGH.

(Mr. S. Wainwright will sign:)
Arthur Waugh & Co.

2. *New Partner Advising His Own Customers*

PORTSMOUTH, May 13, 1917.

MR. PHILIP THWAITES,
Brighton.

DEAR SIR,

As you will see from the inclosed circular, I *have been taken into partnership* (被招入股) by Mr. Arthur Waugh, and shall consequently have to deny myself the privilege of a regular call upon you. I feel confident, however, that you *will accord to* (合意) my successor, Mr. Thomas Holding,—whom I hope to have the pleasure of personally introducing to you within the next week,—that consideration and support which you have, for so many years, given to me. Thanking you, I beg to remain,

Yours truly,
S. WAINWRIGHT.

3. *Death of Partner: New Partner Admitted*

GLASGOW, May 1, 1917.

MESSES. M. POWER & SON,
Sunderland.

DEAR SIR,

I beg to inform you that, owing to the *decease* (逝世) of my friend and partner, Mr. William Morris, I have taken into partnership Mr. Robert Custance, late of Messrs. *Rowbotham & Co.* (公司名), 19 Renfield Street, *Glasgow* (地名), and with his coöperation *will carry on this business* (繼續營業) under the *style* (名號) of

Smithson & Custance

All accounts of the late firm of *Smithson & Morris* (公司之舊號) will be settled by Mr. Custance and myself.

Thanking you for the support you have hitherto accorded us, and trusting still to maintain our friendly business relations, we are,

Yours faithfully,

SMITHSON & CUSTANCE.

(Mr. Smithson will sign:)

Smithson & Custance.

(Mr. Custance will sign:)

Smithson & Custance.

4. Admission of Son as Partner

LONDON, Jan. 28, 1917.

MADAME LAROLLE,

London.

MADAM,

We have great pleasure in *advising* (通知) you that, on and after the 1st *prox.* (下月, 即 *proximo* 之略), Mr. Walter Parton, eldest son of our senior partner, *will be admitted a member of the firm* (將為本公司股東之一), the style of which *will be altered to* (將變為) that of Messrs. *Parton, Son, & Walsh* (新改之公司名號).

Thanking you for past favors and calling attention to the signatures *at foot* (尾後), we remain,

Yours faithfully,

PARTON & WALSH.

(Mr. James Parton will sign:)

(Mr. Walsh will sign:)

(Mr. Walter Parton will sign:)

5. *Retirement of Partner: Power of Procuration to Chief Clerk*

SWANSEA, June 1. 1917.

MR. W. FORTESCUE,
Birmingham.

DEAR SIR,

I regret to inform you that my esteemed partner, Mr. James Wilson, has, *owing to continued ill health* (因久病未愈), decided to retire, and this business will accordingly be carried on, as from the above date, under the same style by myself alone.

I have, however, granted *power of procuration* (代理權) to my *chief clerk* (總書記), Mr. Percival Chambers, whose signature is appended below.

Thanking you for your kind support in the past, and *trusting to merit its continuance* (得繼續賜顧), I remain,

Yours faithfully,

Fredk. Richards.

(RICHARDS & WILSON.)

(Mr. Percival Chambers will sign as follows:)

Richards & Wilson,

PP. Percival Chambers.

(Per procuration 之略, 即係代表之意.)

6. *Circular Advising Dismissal or Resignation of Traveler*

NEWCASTLE-ON-TYNE, Dec. 1, 1917.

MESSERS. ANDREWS & HARVEY,
Manchester.

DEAR SIRS,

We beg to notify you that Mr. Robert Smart, who has been our South-West Lancashire representative for the past

seven years, has now *left our service* (脫離職務), and has therefore no authority either to collect accounts or take orders on our behalf.

We have *appointed in his stead* (派代替) our Mr. Seth James, who has for many years had control of our salesroom, and *is thoroughly conversant with the requirements of your particular district* (且對於貴地各種之需要均極熟知).

Mr. James purposes to call upon you some time this month with *samples of our New Spring Novelties* (春季各新奇物品之樣貨), which we trust will sufficiently interest you to secure your esteemed orders.

Yours faithfully,

JOHNSON & Co.

注意——此信僅能適用於 traveler 之因劣故而被除退者若彼 traveler 爲一有價值之人而自願辭退者則此信中之第一段宜改如下文。

It is with great regret that we have to inform you that Mr. Robert Smart, who . . . past seven years, has now left our service.

We have appointed. . . .

7. *Letter from Seller Regarding Transfer of Business*

19 FRIDAY STREET, E. C.,

July 19, 1917.

MESSRS. THORNOLIFFE & Co.,

Bath.

GENTLEMEN,

I beg to say that the business carried on by me for the past thirty years at the above address *has been purchased by*

(已被 . . . 所買) the old-established firm of Messrs. *W. Roberts & Co.* (公司名), who will transfer it as a new department to their own well-known premises at 15 Wood Street, E. C., as from the 1st prox.

Messrs. *W. Roberts and Co.* have taken over the whole of my liabilities, stock, and *book debts* (帳項), so that I must ask you to forward to them *all amounts due* (所欠各款).

Trusting that you will favor them with the same generous support that you have always accorded to me, and wishing you every success, believe me to be,

Yours very truly,

JOHN STAPLES.

8. *Circular Announcing an Amalgamation of Business*

75 WATLING STREET, E. C.,

July 1, 1917.

MESSES. MORTIMER & Co.,

Bristol.

GENTLEMEN,

We have the pleasure in announcing that, on and after the 31st July, our two firms of Messrs. *Blake & Cosway* (公司名) and Messrs. *Nunn Brothers* (公司名), hitherto carrying on business at 19 Ryder Street, E. C., and 147 Watling Street, E. C., *respectively* (分; 各), *will amalgamate* (將合併) under the style of Messrs. *Blake, Cosway & Nunn* (新公司之名號), and the combined firms *will transfer their offices to more commodious premises* (新以營業所遷往更便利之地) at the above address, 75 Watling Street, E. C., to which *all communications* (各種往來書信) after the 31st inst. should be sent.

Trusting that the confidence you have hitherto reposed in us will be continued, and assuring you that nothing shall be lacking on our part to merit your favors, we remain,

Faithfully yours,

Blake & Cosway.

Nunn Brothers.

(NOW BLAKE, COSWAY & NUNN.)

9. *Establishment of a New Branch*

LONDON, May 1, 1917.

MESSRS. FREDERICK WORRALL & SONS,

Liverpool.

GENTLEMEN,

We have pleasure in announcing that, owing to the large increase in the volume of our trade (營業範圍) with the north of England (英國北部), we have decided for the convenience of our customers (爲便利顧客起見) to open a new branch (新分局) in Liverpool and have appointed as manager our Mr. Alfred Fortescue.

Mr. Fortescue, who has been with us (與我輩共事) for the last twenty years, has been granted power of procuracy, and we shall feel obliged if, instead of sending your kind inquiries and orders direct to our London Works (可不必再將垂詢各件及定貨單等直寄倫敦本公司), you will, in future, place them with him. He is, of course, *quite conversant with all the details of manufacture* (對於製造之詳情知之頗熟), and will be able to answer all inquiries.

Thanking you for your valued support in the past, and hoping for its continuance, we remain,

Faithfully yours,
SWEETMAN & JONSON.

Mr. Alfred Fortescue will sign:
Sweetman & Jonson,
PP. Alfred Fortescue.

10. *Circular Announcing Removal of Premises*

16 HIGH ST., LONDON, W. C.,
Sept. 25, 1917.

MESSRS. JOSEPH CAIRD & SONS,
Cheltenham.

GENTLEMEN,

Owing to the *expiration of our lease* (租期已滿) and the acquisition of the site by the *L. C. C.* (倫敦鄉會, 此三字即 London Country Council 之略) for *street-widening purposes* (爲開闢道路緣故), we have removed to the above address, immediately in the rear of our late premises.

Being actual manufacturers we are able to guarantee the uniform quality and *excellent workmanship* (優美之工作) of our goods, and we shall be glad to be favored, as before, with your esteemed orders, which shall always have our prompt and careful attention.

Thanking you for past favors and hoping for a continuance of the same, we beg to remain, gentlemen,

Yours faithfully,
BENJAMIN WAUGH & Co.

11. *Letter Announcing the Admission of a Partner*

LONDON, April 11, 1919.

SIR,

We beg leave to inform you that we have this day admitted Mr. Thomas Smith as partner in our business, here and at Manchester. In future *the style of our firm* (敝公司之牌號) will be Robinson, Smith, & Co., in London, and Thomas Smith & Co., Manchester.

Requesting you to note our signatures *at foot* (書在尾後), we are, sir,

Your obedient servants,

ROBINSON, SMITH, & Co.

Mr.....will sign.....

Mr.....will sign.....

12. *Inimiting that an Assistant Signs per Procuracion*

LONDON, Oct. 23, 1919.

SIR,

We beg to inform you that Mr. David Moodie is authorized to sign our firm per procuracion from this date. Requesting you to note Mr. Moodie's signature at foot, we remain,

Yours faithfully,

CARSTON GREY & Co.

Mr. Moodie will sign.....

13. *Intimating the Withdrawal of a Power of Attorney*

LONDON, Oct. 23, 1920.

SIR,

We beg leave to inform you that the *power of attorney* (代理權) authorizing Mr. David Moodie to sign our firm per procuration is *withdrawn* (收回) this day.

Yours faithfully,
CARSTON GREY & Co.

I. LETTERS RELATING TO INSURANCE—FIRE AND MARINE

1. *Letter Advising Damage by Fire*

LONDON, Oct. 14, 1917.

THE EXCELLENT INSURANCE Co.,

London, E. C.

GENTLEMEN,

FIRE POLICY No. 1,437,331.

We very much regret to inform you that a serious fire *broke out* (爆現) upon our premises at the above address, between 7 and 8 o'clock last evening. All the warehousemen and clerks had left before 6:30, and *only the caretaker was present* (在昔僅看守人一人而已). The *second floor* (二層樓) is completely gutted, and much damage has been done by water to the rest of the building, but all the *books of account* (帳簿) are uninjured. We are at present unable to state any cause for the outbreak.

Kindly let us know what particulars you require from us when making our claim.

Yours faithfully,
MARK ROBERTSON & Co.

2. Reply from the Insurance Company

LONDON, Oct. 15, 1917.

MESSRS. MARK ROBERTSON & CO.,

London, W. C.

GENTLEMEN,

FIRE POLICY No. 1,437,331.

I beg to acknowledge receipt of your letter of the 14th inst. advising of a loss by fire.

If you will have the claim *made out on the inclosed form* (載明於附上之單上) and return it to me, *the matter shall receive attention* (則此事將為吾輩所注意即吾輩方可辦理此事之意).

Yours faithfully,

SAMUEL JONES.

(Branch Manager)

3. Part Transfer of Insurance from One Premises to Another

15 JAMES ST., HAYMARKET, W. C.,

Sept. 14, 1917.

THE EXCELLENT INSURANCE CO.,

London, E. C.

GENTLEMEN,

REGARDING FIRE POLICY 7,493,784.

Please transfer £800 of the sum insured under the above policy from the Dante Press, 14 Bouverie St., E. C., to our

own warehouse at 147 King St., Covent Garden, W. C. We are now storing the molds that *have hitherto been in the possession of* (現在爲 . . . 所有) the Dante Press.

Yours faithfully,
EDWARDS & BLAKE.

4. *Acknowledgment by the Insurance Co.*

LONDON, Sept. 15, 1917.

MESSRS. EDWARDS & BLAKE,
Haymarket, W. C.

DEAR SIRs,

REGARDING FIRE POLICY 7,493,784.

We are in receipt of your favor of the 14th inst. regarding warehousing of molds at King St., Covent Garden.

As soon as our *Surveyor* (査査者), *to whom it has been referred* (即此事將取證於彼者), reports to us, we will again *communicate with* (通函) you. In the meantime the insurance is held secure.

Yours faithfully,
W. HENDERSON.
(Branch Manager)

5. *Letter Asking for Reduction of Fire Premium*

CARDIFF, Jan. 8, 1917.

THE EXCELLENT INSURANCE CO.,
Cardiff

GENTLEMEN,

POLICY No. 246,810.

I shall be glad if you will reconsider *the rate of premium* (保險費率) charged for my goods in transit shed, which, as

you know, is occasionally used as a *bonded store* (未經納稅之貨物貯藏處) and *storage warehouse* (貯藏所).

The following points, in my opinion, warrant its receiving *preferential treatment* (優待) in this respect:

1. The shed is not artificially heated, and the lighting is by electricity—the primary current being the Great Southern Railway's main generating station.
2. There is a *first-class equipment of fire-extinguishing appliances* (最精之救火用器), in addition to the *Fire Float* (救火用艇) in the *Dock* (船塢).
3. A water main under *hydraulic pressure* (水壓力) runs round the whole dock side, and it can be tapped at any crane juncture for extinguishing purposes.
4. No power is employed in the building.

Awaiting your favorable consideration, I remain,

Yours faithfully,

EDWARD JONES.

6. *Letter Asking for Insurance of Additional Premises*

NEW CROSS, Feb. 18, 1917.

THE EXCELLENT INSURANCE CO.,

London.

GENTLEMEN,

POLICY No. 123, 456.

I beg to inform you that I have taken additional premises next door, No. 62 Waterside, and *have a stock of £7,500 worth*

of goods (存有價值七千五百鎊之貨), which I require to be insured *in addition to* (加於) the £20,000 on my premises at Nos. 50 to 60.

Will the premium be at the same rate?

Yours faithfully,
J. B. KAY.

7. *Reply of the Insurance Co. to the Above*

LONDON, Feb. 19, 1917.

J. B. KAY, Esq.,
New Cross.

DEAR SIR,

Replying to your letter of the 18th inst., the premium on the additional insurance will probably be at the same rate as Policy No. 123,456, but *please fill up the inclosed form* (附上一單即希照填), and I will let you know definitely.

Meantime, I am holding you covered.

Yours faithfully,
HENRY CHAPLIN.
(Gen. Manager)

8. *Inquiry for Marine Insurance Floating Policy*

LONDON, Feb. 14, 1917.

MESSRS. T. Y. FARWELL & Co.,
Gracechurch St.,
London, E. C.

DEAR SIRS,

Please quote us, by return, your lowest rate for a *Floating Policy* (水面上之保險), £20,000 *A. A. R.* (against all risks 之略) on *general merchandise* (普通商品), per *Cunard* (船公司名)

and *White Star* (船公司名) steamers from Liverpool or Southampton, to Boston or New York. Also let us know *what additional premium there would be* (須增加保險費若干) for occasional small shipments in wood and zinc per s. s. *Russian* (船名), Liverpool to *St. John's* (地名), N. F.

Yours faithfully,

C. C. TOMLINSON & Co.

9. *Reply to Inquiry for Floating Policy*

LONDON, Feb. 15, 1917.

MESSRS. C. C. TOMLINSON & Co.,

18½ Wood St., E. C.

DEAR SIRS,

In reply to your inquiry of yesterday's date as to our *rate* (保險費率) for a £20,000 Floating Policy A. A. R., on general merchandise per Cunard and *White Star Strs.* (steamers 之 籍 窩) from Liverpool or Southampton, to Boston or New York, we can quote you 2/3%. This is *an exceptionally low rate* (例外低率即最便宜之價), and we trust you can pass us the business. On shipments in wood and zinc, per s. s. *Russian*, from Liverpool to *St. John's*, N. F., the extra premium would be 5/9%.

Yours faithfully,

T. Y. FARWELL & Co.

10. *Insurance of Goods on Sea Voyage*

LONDON, June 17, 1917.

THE OCEAN INSURANCE Co.,

London.

DEAR SIRs,

I shall be glad if you will hold covered the *undermentioned articles of clothing, etc.* (下列之衣服等件), the property of my wife and self, sailing by s. s. *Ionic* (船名) from *London* (英京) to *Sydney* (地名) on 25th inst.

On 1 case Household Goods.....	valued at	£50
1 ,, Silver Goods.....	,, ,,	£30
1 ,, Books, etc.	,, ,,	£10

Yours faithfully,

JAMES MORTIMER.

11. *Ordering Insurance to Be Effected*

Nov. 25, 1919.

SIR,

Please *effect insurance* (保險) *against all risks* (對於各種危險) for £1,500, on 25 packages shipped, per *Rustam*, from *Liverpool* to *Port-au-Prince* (地名), consigned to Messrs. *Noble, Walker and Co.* (公司名), on our account.

At foot are particulars of the shipment.

Your obedient servants,

PRINCE, FOSTER & Co.

(Name and Address.)

12. Effecting Insurance

November 27, 1917.

GENTLEMEN,

Agreeably to your wishes, I have effected insurance against all risks for £1,500, at . . . , on your account, on 25 packages, per Rustam, from Liverpool to Port-au-Prince. The *policy* (保險單) will be forwarded to you in due course.

Your obedient servant,

JOHN WALLDEN.

(Name and Address.)

J. ADVERTISEMENTS

1. *Offer for Situation*

A. Assistant Clerk wanted by a Foreign Shipping House, an experienced and good correspondent; best references required. Address in own handwriting, stating age (under 30 preferred) B. D. C., c/o J. W. Vicars, 5 Mincing Lane, E. C.

B. Wanted, a young man, who is competent to keep books, to assist in Office; must write a good hand and cast accounts correctly.—Address, with reference, Box 350, "Daily News."

C. Translator, a vacancy occurs, in office of a trade journal for a gentleman with good financial and commercial experience, who is able to read French and German, and to translate from these languages into English. Good salary to competent man. Address X. Y. Z., Office of "Daily News," Fleet St., E. C.

D. Bookkeeper and Correspondent—Wanted, a Bookkeeper, competent to keep the accounts, and assist in conducting the correspondence of an establishment. Address, stating experience and giving reference, A. B. C., c/o Bells' Advertising Agency, Fleet St., E. C.

E. Traveler for France wanted, by an Export House, a young Englishman preferred. He must possess a good appearance and address and be a thorough master of the French language. Address G. 350, "The Times" Office, E. C.

F. Wanted a young man, eighteen or nineteen years of age, to act as Invoice Clerk; must write a good hand.—Address, in own handwriting, "Business," care of "Nightly News" Office.

G. Salesman—An old established house can use an energetic, experienced salesman in the paint and varnish line; one who prefers an outside position; age not over thirty-five years; to such a man as can fill the requirements a good opportunity is offered. Inclose testimonials. Address, stating age and experience, and giving references, H. 36, "Ledger" Office.

H. Wanted immediately, a good packer, having experience in packing books and other publications. Apply, in writing, to Box 230, "Commercial News" Office.

I. Wanted—To take charge of Credit Department, an experienced bookkeeper and good correspondent; best references required and man under 30 preferred. Address A. B., "Herald."

J. Bookkeeper and General Manager Wanted—An experienced bookkeeper, correspondent, and practical business man wanted to take charge of a lumber company at Newport. Liberal salary will be paid to the right man. Address, stating age and experience, to Newport Lumber Co.

K. Partner Wanted—A long established house of Commission Merchants at Liverpool connected with the South American trade is prepared to admit a junior partner with £300 to extend a new and profitable branch of the Export Trade. Splendid opportunity for a young energetic man. Replies, stating amount of Capital to "Brazils," Office of Liverpool "Mercury."

L. Required, by large foreign firm of produce merchants, gentleman to take entire charge of London Branch. Applicants must be men of good standing and business capabilities and have a good knowledge of foreign languages and be able to furnish security if required. Apply in first instance to Messrs. A. B. & Co., 11 New Broad Street, E. C.

M. Office Boy—Wanted, in a Commission Agents' Office, a Boy, about 14 to 16. Wages for first year 5s. per week. Apply, in own handwriting, to M. K., 14 Fleet St., E. C.

N. Wanted an efficient clerk, with a practical knowledge of bookkeeping and accounts generally, for an office in Liverpool. State age, salary required, and former experience to J. D. Temple, Liverpool.

2. Situations Wanted

A. Journalist, thoroughly qualified, is open to supply country periodicals with special articles, a weekly column of comic paragraphs, etc., on reasonable terms; sport a specialty. Write to E. R., c/o Editor, "Iron Monger," Fleet Street, London, E. C.

B. Printers' Manager, practical and experienced, offers his services to firm where energy and integrity will be appreciated; would edit Provincial weekly or work up branch business; life abstainer; moderate salary; excellent references—P. M., 32 Attwell Road, Peckham.

C. To Stationers—Assistant Manager, smart, practical, experienced, and economical, desires immediate change, excellent references, moderate salary; "Active" Commercial News, 30 Fleet St., E. C.

D. Correspondent Clerk requires situation (or trustworthy situation) in country house of wholesale merchants; has good practical experience, first-class references; age 24. K., c/o Walker Bros., 30 Bouverie St., E. C.

E. Mr. A. Baker, General Printer, Bury St., Edmunds, wishes to recommend a steady, intelligent, industrious young man (20) as News Compositor.

F. Wanted, a position as Banto by a Chinese, aged 35, who has had many years' experience in Shanghai in chemicals, both medical and industrial. He has, however, no knowledge of any foreign language. First-class references and first-class sureties can be given. Address X. Y. Z., care of "Advertiser" Office.

G. Young man, with knowledge of bookkeeping and general office work, wants employment in an English firm at moderate terms. Speaks English. Address A. B., care of the "Times" Office.

H. A position as Salesman by a competent Japanese either in English or French firm. Highest Testimonials. Write "Japanese," care of the "Japan Times" Office.

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(一五九六)
增註英語尺牘選

Selected English Letters.
with Explanatory Notes in Chinese

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