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學生課外讀物

英漢對照

模範書信

Bilingual

Model Letter writing

上海春明書店印行

ENGLISH LETTER WRITING

WITH CHINESE TRANSLATIONS

EDITOR: TUNG CHIEN CHIH

THE CHUN MING BOOK CO.

SHANGHAI CHINA

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趣旨纂編

1. 本書內含國文書信七十二篇，並英文對譯七十二篇；更附以書信程式，應用文件；使閱者得從閱讀中增長其英文應用文上之常識。

2. 本書所載書信，均依據家庭，學校，及社會各方面之實在情形；故其取材極切實用而多趣味。

3. 本書所用文字及格式，均極自然，極通用，極便利於學者，最為有用。

4. 本書為學生課外讀物，既甚相宜；若作教本之用，亦極適當。

5. 本書稱呼概用新制；惟對於尊長，仍沿舊例，以示敬重。

吳縣董堅志

1935, 8, 30.

漢 英 對 照

模 範 學 生 書 信

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第一編 家庭書信

稟祖父

祖父大人膝下：

敬稟者，日久未奉家書，不勝孺慕。恭維 大人杖履安康，曷勝欣頌！有便尙求早賜音書，以慰遊子之心。是所厚幸！

肅此叩請

福安！伏乞

垂鑒！

孫兒××謹稟由×省××街寄 ×月××日

Hollywood Road, Hongkong, June. 5, 1935.

Dear grandpapa.

How do you do? 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,



祖母

祖母大人膝下：

敬稟者， 母親信內留有空紙一面，備孫女奉稟，孫女擬請 大人來此一聚，請小住數月，孫等住近×地，所居之屋，尚屬精美，並有花園一座， 大人若來此一遊，可與居家無異。 父親大人曾云，如 大人搭火車至×地，需時不過二點鐘 父親大人可在車站奉候，並有馬車，以備迎接， 大人及攜行李之用。伏望 大人勿却所請，早日惠臨，為幸！

肅此叩請

福安！

孫女××叩稟 ×月××日

Tamsui, October. 5, 1935.

My dear grandmamma,

As mamma, has left one side of her litter for me to write to you, I beg and entreat you to come and see us, and stay a long time, Do, there's a dear, good grand-mamma.

Although we live nead Twatuting, we have a pretty house and a large garden just like the country, So that you will be as quiet here as you are in your own home,

Papa says the railway will bring you to Twatuting.

in two houses, and he will be at the station to meet you, and bring you and your luggage on here in a oak, So, my dear grandmamma, I hope you will not disappoint us, but come as soon as you come to see.

Your affectionate granddaughter,

稟父親

父親大人膝下：

敬稟者，日前奉上第一號安稟，曾云不日當再續稟，爲特奉陳。計自前稟發出以後，中間雖不甚長，兒自覺略有進步。來諭 大人亦以爲然否？男 寫信已不如從前之苦，且格式次序已較爲清晰。教師云： 大人書法與銅版印刷無異，男當竭力研求，期與 大人相仿也。

肅此卽請

金安！

男 × × 謹稟 × 月 × × 日

The Victoria College, December 5, 1935.

My dear papa

When I wrote you my first letter, I promised to send you another in a short time, which I now do.

Although it is not very long since I wrote I think I have made pretty good progress, and I hope that you

will think so too.

I find it is not so hard to form some of the letters as it was at first, and they appear to me to be better shaped and more distinct.

I will go on trying I can write as well as you do, and my master says that your writing is just like copperplate,

With kind love,

I remain, my dear Papa.

Your dutiful and affectionate son,

稟母親

母親大人膝下：

敬稟者，大人閱看此信之時，想大人必云比較第一次爲有進境，彼時雖用工不少纔成篇段，現下筆之時，比前稍易，而綴句成章，亦可不用停頓矣。謹記

大人之囑寫字須當光潔，男當照兒所能細心繕寫。

肅此奉稟，叩請

金安！

男 × × 謹上 × 月 × × 日

Hongkong, February 5, 1935.

My dear Mamma,

I hope when you see this letter you will say that it is a great improvement on the first, It was as much as I could do then to get the letters into shape, but it seems much easier now, and I can join some of them without stopping

I remember, Mamma, you said that a son ought to write nicely so I will try to write as well as possible.

With kind love,

I am, my dear Mamma,

Your dutiful and loving son,

稟父母親

父母親大人膝下：

敬稟者，上星期此間極為危險，有土匪千人持械攻城，意圖劫掠，大人聞此，或將為之一驚。所幸軍隊防禦甚嚴，匪人立即擊散。現在城中秩序業已恢復，惟恐傳聞失實，致勞 慈念，故特專函稟 閱！

肅此敬叩

福安！

男××謹稟 ×月××日

Peih sien, Jan, 5, 1935,

My dear Father and Mother,

You will probably be surprised to hear that this place was in a very dangerous position last week, about a thousand bandits, armed with rifles, made several attacks on the city for the purpose of plundering, Fortunately it was strongly guarded by troops, and so the robbers were soon suppressed, I am happy to say that the normal conditions, have now been restored, for fear that misinformation may cause you anxiety about me, I hasten to write you these few lines

Your dutiful Son,

Lias Wen

稟伯父

伯父大人尊前：

捧讀××日 手諭，辱承 寵招，欣然無似。姪將此事轉稟 家慈，已蒙許可。茲定於下星期^日赴杭，先此奉覆！

即請

福安！

姪××謹上 ×月××日

伯母大人及弟輩均此問安

Nanking Road,

Shanghai,

June 5, 1935.

My dear uncle,

I was glad to read your letter of the 24th inst, asking me to come your home, I have consulted my mother and she at once agreed to your proposal, I shall start for Hangchow next Sunday by rail,

Please give my kindest regards to Aunt and Corisms,

Your loving nephew

F. J. Tsas,

稟叔父

叔父大人座前：

敬稟者，前蒙 惠賜大木馬一匹，拜領之下，感激莫名。從此寒天雨日，不必出外，即可在家效馳騁之樂。辱承厚賜，姪當倍加珍惜。起居如常，敬祝 大人康健逾恆，是所遙禱！

肅此鳴謝，恭請

福安！

姪××謹上 ×月××日

Burd Street, Hongkong, June 5, 1935.

Dear Uncle George.

Thank you very much for the fine big rocking-horse you have been so kind as 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 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,

致兄

大哥手足：

日來鄉關念切，亟思旋里，而假期尚遠，約在兩月之後，故此時惟有再傳尺素以告一切，並望時讀來示藉以自慰。弟自到校後，所有時間，大都消耗於研習英文，日來自覺稍有進步。其他各課，弟亦專心研求，惟於算術一科，終覺扞格，進步極鮮，然弟決計在此學期告終前，特之以堅忍不拔之力，以去各種困難，而求其精進焉！

草此，敬叩

近安！並請 母親大人福安 大姊前代候

胞弟××謹上 ×月××日

High School,

Siangtan

May 5, 1935.

My dear Brother,

I am very anxious to be once more at home, but it will be two months before the vacation begins, Until then I shall have to content myself with writing to you and reading your letters, I am denating most of the time the study of English, and I find that I have impraved a little, I also pay much attention to the other subjects, but I have great diffroulty in studying arithmetic, and learn it rather slowly, I have determined, however, to persevere and to get over the difficulties before this term expires,

Giving my love to mother and sister

Your loving brother,

B, Tsaing,

致弟

×弟手足：

今晨 ×先生寄來長函一封，深責吾 弟在校懈怠，據云吾 弟對於極簡易之問題，亦不置答。兄聞此言，極為不

安！吾 弟如此，似非求學之道，倘不速改舊態，則虛耗光陰與金錢，甚可惜也。茲恐吾 弟受責，并未稟知 父親大人，惟望改過自新，專心求學，是所至盼！

專此，順頌

學社！

兄××手啓 ×月××日

Tsinanfu, 22nd march, 1935,

Dear Brother,

This morning I received a lengthy letter from Mr, F, C, Chang, in which he complained of your laziness and inattention in school, he says you often refuse to answer even the simplest questions, It grieved me very much to hear such neny, is this the way to pursne your studies? If you continue thus, you will do nothing but waste time and money, to save you from being severely punished, I did not let been heard of him since, las^t week I sent him two letters, but neither of them has brought a reply I presume you know where he is, Please tell me his present address if you know it,

Yours Sincerely.

Tien Kwo-Yung.

致姊

× 姊妝前：

茲者，^妹擬織物若干，以娛母親，且此項手工甚有趣味，未識姊能教妹否，倘蒙 賢姊不棄，允以指教，則感德無既矣！

此請

安好！

妹 × × 鞠躬 × 月 × × 日

Anping. Monday Afeernoon,

My dear sister,

I write to ask you if you will be kind enough to teach me how to knit, for it is such pretty work, and I should like to knit something for mamma, to surprise her,

If you will take the trouble to teach me, I shall be so much obliged to you,

I am,

Your affectionate sister,

致妹

賢妹妝次：

前奉 母親云：如兄有信達 妹，則兄之信，可由 母

親信中同寄，爲特奉書，不知吾妹在鄉合意否？又不知安樂否？省中一切新聞，母親諭內，已詳述，可無用贅及。惟小妹花帶兒現有小恙，食不占脣者，已三日矣。本日醫生當來診視，但望藥到回春，不日想能安好也。因 母親已在候弟之信，是以不及多敘，惟願吾 妹珍重爲要！

草此，順候

盍安！

兄××手啓 ×月××日

Swatow, October 17, 1935.

My dear Sister,

Mamma said that if I wished to write a few lines to you she would inclose the note in her letter, so I mean to ask you how you like the country, and if you are well and happy, Mamma will let you know all the news, but I am sorry to tell you that little Fidele is ill and has not eat eaten anything for three days. The doctor is coming to see her to-day, and I hope he will be able to give her something to make her well again soon,

Mamma is waiting for my note, so I must conclude and with kind love,

I remain, my dear sister,

Your loving brother,

致兄姊

兄姊同覽：

啓者，倫敦乃隆盛之邦，市面廣闊，店鋪宏衢，不勝屈指。街上居民繁庶，車馬絡繹不絕於途，四通八達，誠足觀也，一時未易言盡。下星期擬再詳告，在此一切平安。諒姊弟亦均安好，爲慰！

此請

近安！

妹××謹啓 ×月××日

London, April 5, 1935,

My dear Brothers and Sisters.

London is such a Wonderful Place, it is very large, and there are shops and streets, and squares without end, and crowds of people, horses and carriages running about in all directions, I cannot tell you a quarter of what I have seen, but next week I will write you a long letter all about it.

I am quite well, and I hope that all of you are the same.

I remain,

Your affectionate sister,

諭姪

×姪如見：

刻聞 貴校業已放假，想吾 姪此時定已旋里。際此溽暑蟄居鬧市，至非所宜。余已移家西湖新宅，新華二兒亦極盼 姪至，倘吾 姪惠然肯來，則二人必樂與偕同赴鄰近各處，或蕩舟中流，或田獵郊野，或馳馬平原，凡此種種運動皆屬賞心樂事，有益無損，吾 姪可將此意婉達 堂上，請其勿阻吾 姪於假內離家，幸甚！倘能得當望速見覆！

卽頌

進步！

愚伯××手泐 ×月××日

West-Lake,

Hangchow,

June 26, 1935.

My dear Nephew,

I was recently told that your school has closed and I am sure you must have returned home, but it is not good for you to stay in town during this hot season,

We have removed to our new premises near the

West-Lake, your cousins Hsing and Haw are anxious to see you. If you come, they will be glad to go boating, hunting and riating with you in this vicinity, such exercises are diverting and harmless, you would find them beneficial and refreshing, Please ask your mother not to make any objection to your leaving home during this vacation, let me hear from you as soon as you can,

Your dear uncle,

C, Tsao.

致堂兄

×哥左右：

昨奉 手示，捧讀之餘，欣喜無似；名言偉論，溢於楮墨。弟在覆迴誦，至十餘次，猶戀戀不忍釋也。日來天氣惡劣，弟恆不能外出，當此景物蕭條寂寂寡權之時，倘能得名著若干冊，誠最足以悅心意娛耳目也。苟吾 哥有餘書見假，則弟當善爲保存，決不污損，且銘感五內，永矢勿諼！

草此佈達，即請

冬安！

弟××謹啓 ×月××日

闔府均此請安

Tutree Cottage,

Soochow,

Dec. 5, 1935.

My dear cousin,

I was so pleased with your last letter and it was so full of good things that I read it over ten times before I paused, I am seldom able to go out now, for the weather has broken, A few nice books would be very diverting in this dull season, If you will send me any you can spare, I promise to keep them unsoiled and to cherish eternal gratitude in my heart.

With best wishes to all,

Your affectionate cousin

Fu Liang.

致堂弟

× 弟如晤：

昨晚方餐，適奉 瑤翰，彷彿如佳客惠臨，來此席歡迎。可知兄等方以淫雨浙瀝，正不知何時得再見天日，適吾弟書來，於是一變此悄然寡歡之思，而傳觀來書談論欣然矣。家兄寄上迭更斯全集一部，兄亦自書篋中檢出六册一并奉上。

。此後數日中，吾 弟當不患無良好之書，以供誦讀也。

此覆，即請

冬安！並頌 伯母大人 福安

兄 × × 謹上 × × 月 × × 日

Carter Road,

Shanghai,

Dec, 13, 1935.

Dear Cousin Fu,

Your letter was a welcome guest at our dinner table last evening, we were all wondering when the rain would cease pattering outside and allow us to have a glimpse of sunshine, your note turned our thoughts from that dismal topic and our tongues wagged merrily while it was passed from hand to hand,

My brother is sending you a set of Charles Dickens, and I am adding half a dozen volumes from my own little library, so you will have plenty of nice reading for many days to come,

Please remember me to Aunt,

Yours cordially.

Sing Ling.

致姑母

姑母大人尊前：

敬稟者，茲呈上小包一件，內係線結女紅，係姪女代大人所製，伏乞察收為幸！姪女能得於平日餘閒，成此有用之小物，以供於吾敬愛之 姑母之前，深為幸欣願！

肅此，敬叩

近安！

姪女××謹上 ×月××日

Takow, may 5, 1935.

My dear Aunt,

I have sent you small parcel of crochet work which I have done for you, and with which I hope you will be pleased, I thought I could not employ my spare hours more pleasantly than in working some useful little things for one, who has been so good to me,

With best love,

I remain, my dear Aunt:

Your loving niece,

致表兄

××表兄如晤：

昨日若非終日陰雨，弟已於下午趨前一叙矣。因有事乞助於吾兄也。茲有代數問題數則，頗覺難解，弟未能列成等式，可否煩吾兄示以解法？

專此，即頌

台綏！

表弟××謹上 ×月××日

Monday 11th, nov.

My dear Cousin,

Had it not rained the whole day, I should have come to meet you yesterday afternoon; for I needed your help, here are some algebraic problems which I find very difficult, I cannot form their equations, may I trouble you to show me how to work them?

Yours affectionately,

Wang Yin-Ming

致表弟

××表弟如握：

昨奉 宋雲，並承 賜飲冰室全集一部（上海春明書店出版），拜領之下，感謝靡涯。梁先生為我國今日名宿之一，其所為文，至可寶貴，而兄對於此數十冊，倍覺可珍，無他，以其出於吾弟之賜也。家嚴於日內將至滬上，屆時

或當奉謁 台端！

草此馳謝，即頌

時綏！

愚表兄××手啓 ×月××日

闔府均此請安！

West Lake,

Hangchow,

July 10, 1935,

Dear cousin Bao,

Many thanks for your kind letter and a copy of Liang Che-Chao's works, Mr. Liang is one of the greatest scholars in China to-day, anything from his pen must surely be valuable, I esteem these volumes the more because they are a gift from you,

My father will come to Shanghai within a few days, and he will perhaps visit you,

Please remember me to your family.

Cordially yours,

C. S. Soo.

第二編 交際書信

贈書藉

××表兄惠鑒：

茲奉上飲冰室全集一部，希即 晒納。區區之物，聊表
微忱而已！

草此奉達，祇頌

日祉！

表弟×××謹上 ×月××日

姨丈大人前，代爲叱名請安！

Great Western Road,

Shanghai,

July 5, 1935,

My dear Cousin,

You will receive with this note a copy of Liang Che-
Chao's works which I beg you will accept as a token of
my best regards,

Please present my respects to your father,

Cordially yours,

N. Bao.

贈書目

××先生惠鑒：

頃奉本月××日 惠翰，敬悉一是。茲另包寄上敝局最
新書目一冊， 執事讀之，想可贊許。倘蒙 惠顧，無任欣

幸！

肅此上達，敬請
台安！

春明書店啓 ×月××日
Chun Ming Book Co., Ltd.,
Corner of Foochow & Shantung Roads
Shanghai,

Dec 5, 1935,

F, S, Das, Esq.,
184 Broad Road,
Wuchang,

Dear Sir,

We beg to acknowledge the receipt of your letter of the 18th inst, in reply we send you, under separate cover, a copy of our latest catalogue and trust this will prove of interest to you,

Hoping to be soon favored with your esteemed orders,

Truly yours,

Chun Ming Book Co, Ltd.,

Per C. W.

贈小說

××我哥如握：

昨夕唔談，弟謂今日趨前送行，豈料公事羈身，不能如願，失約乞愆，尚祈原宥。我哥行裝，諒已齊備？茲奉上小說一冊，（秘本小說“金屋夢”）聊作我哥旅行中之良伴，我哥抵達後，即希寄我數行，為禱！

專此即請

時安！

弟××手奏 ×月×日

Saturday morning 18th July,

Dear Yao,

At our meeting last evening, stated that I would see you off to-day; but I did not anticipate that my duties in town would prevent me from doing so, excuse me for not being able to keep my word I think your luggage is all ready, I am now sending you under separate cover a copy of a Chinese novel, which may serve as a very good companion on your Journey,

Hoping that you will write to me as soon as you arrive in tientsin.

Your most sincere friend,

Chen Hsi-tao.

邀觀運動會

×君足下：

本月二十五日敝校將開運動會，不知 足下亦有意到會觀賽乎？倘蒙早日賜覆，曷勝感激之至！

草此即請

近安！

弟××叩上 ×月××日

Nanyang Middle School,

Shanghai,

August ××, 1935,

Dear Mr Wu,

We shall have an athletic meet on the 25th inst, will you come and join us? I shall be much obliged if you can give me an early reply.

Sincerely Yours,

G. King.

邀遊花園

××先生惠鑒：

今日午後，弟意欲與 台駕同赴張園一遊，不識可 俯允否？今日天氣晴和，正是行樂之時，且弟雅不欲吾 兄過

返粵東，而不一遊此勝地以去也。弟擬於午後一時造 府，不知 執事何時有暇？尚希 示覆，即交來人帶下爲荷！

專此即請

刻安！

弟×××謹蕭 即刻

Tibet Road,

Sunday Morning

Dear mr. Ma,

may I have the pleasure of taking you to Chang Su-Ho's garden this afternoon? The day is very fine and I do not like the idea of your returning to Canton without having visited this famous resort,

If it is convenient for you, I shall call for you at one o' clock, the bearer will wait for your reply,

Cordially Yours,

C, S, An.

通候遠友

××同學兄足下：

去年今日，弟等聚首於同學會，足下尚能記憶否？弟今年旅居此地，當時確未料及。抵美後，僅得足下一書，未見再賜教言，是何故耶？弟在此極適，夏日藉旅行以消

遣，亦甚樂也。敬祈 常通音問，是所至禱！

專此敬請

秋安！

弟××手奏 ×月××日

Chicago University,

Chicago U,S,A,.

××th August, 1935,

My dear mr. Loo.

Do you remember that it was this day last year that we met at the alumni conference? At that time I little expected that this year I should be located in this part of the world, I have received only one letter from you since my arrival, why did you not write me a second one?

I am getting along very happily, the summer days were spent in very delightful travel,

Let me hear from you often,

With best Wishes

Lu Ching-Lan.

索書目

春明書店執事先生 惠鑒：

請 賜貴局最新完全目錄一份，即寄×省××縣××大街××號可也。

瑣事瀆神，先此預謝，此請
鑒安！

晚×××謹啓 ×月××日

Broad Road,

Wuchang,

Dec. ××, 1935,

Chun Ming Book Co, Ltd.

Corner of Foochow & Shantung Roads,

Shanghai,

Gentlemen,

Please send me a copy of you latest complete catalogue, my address is as the heading of the letter,

Thanking you in advance,

Yours truly,

F, S, Dao.

勸戒酒

××表兄文儿：

比聞吾 兄飲酒無度，沉湎不返，聞之不勝悵惘。叨在
葭末，用敢馳書奉勸，伏乞 鑒其微忱，而垂察焉！飲酒

一事，實爲極大之耗費，此固吾 哥所知者，吾人一生當養成一種節儉之生活，無論何種消耗品，宜一概蠲除。況含有酒精之飲料，皆爲毒藥而非食品，蓋酒精一物，足以敗壞吾人身體中各部而有餘。倘 兄欲求頭腦明晰，身體堅強，則煙酒二物，皆不宜沾染，望吾 哥俯納芻蕘，捐此惡習，幸甚幸甚！

風便惠我好，手此，卽頌

日祉！

表弟××謹上 ×月××日

Park Road,

Shanghai,

August ××, 1935,

Dear Cousin Loh.

I have been informed that you have been drawn into the habit of drinking, How anxiously I offer you a piece of advice!

Drinking is, as you well know, an expensive luxury we ought to keep to a simple way of living luxury should be entirely abandoned, Besides, all alcoholic beverages are poisons, they are not, foods, Alcohol ruins every part of the human organism, if you wish

to have a clear head and a sound body, you should touch neither liquor nor tobacco. Therefore, listen to me my dear cousin, and rid yourself of that evil habit as soon as you can,

Hoping to hear from you,

Your affectionate cousin.

Wong Yi-Ting.

謝人邀遊

××君足下：

頃接手書，藉悉一是，弟適遭伯父之喪，心煩意亂，五內交焚。貴校後日之運動會，勢必不能到場，悵也何如？惟祝吾哥於各種賽跑咸得首獎耳！

手此布達，順頌

文祉！

弟×××謹上 ×月××日

Chekiang Road, Shanghai,

August ××, 1935,

Dear Mr. King

Owing to the death of my uncle, it is impossible for me to join the athletic meet in your school on the day after to-morrow,

Hoping you will win the prize in the races,

Sincerely yours,

S. D. Wu.

謝人規過

××表棣如握：

頃接 惠柬，辱承 眷顧，錫以良言。凡所云云，深印腦中，敢不謹遵。酒精之害，誠駭聽聞，此後當痛改前非，除我飲酒之嗜好，今敢自許，他日吾 弟遇我，當見 弟所惠愛之人，仍一不沾嗜好之少年也。

此覆，並請

秋安！

表兄××謹啓 ×月××日

闔府均此！

Bridge Street,

Hangchow,

August ××, 1935,

Dear Wong,

Your letter has made a deep impression on my mind, the effects of alcohol are indeed dreadful, I will follow your words and free myself from my alcoholic cravings, I promise you that when you see me again,

you will find that your dear cousin is still a young man
with healthful habits.

With best wishes to all,

Cordially yours,

A. T. Loh.

慰人喪親

× × 兄惠鑒：

昨接訃音，驚悉 伯母大人仙逝之耗，曷勝惋惜！伏思
伯母大人仁慈為懷，弟等同深敬愛。吾 兄失此怙恃，定多
悲痛，尚望我 兄節哀順變，以慰萱靈，是所至禱！弟略遲
數日，當隨家母趨詣靈闈，躬親叩奠！

專此，順候

孝履！

弟 × × 謹啓

Hongkong February, 5, 1935,

My dear Elias,

It has grieved me very very much to hear that
you have lost your dear, good mamma, who was so
kind to everybody, and whom we all loved, I hope that
you will not cry very much, I love you dearly, and will
do all I can to comfort you, mamma and I will call and

see you in a few days, and believe me,

My dear Elias.

Yours very affectionately,

慰人患病

××兄惠鑒；

刻接手書，始知 兄偶抱清恙，不能出外。所云出遊之舉，業已作罷，俟貴體愈後，再擇期舉行。明日即當趨 府奉候！

先此布覆，敬請

痊安！

弟××謹啓

Kinkiang Road, Wednesday, March.

Dear Clar,

I was very sorry to hear you were so poorly; and as you could not come with us, we did not go for the walk we talked about, but have put it off to another day, when you may be able to go, I will come and see you to-morrow.

I am,

Yours affectionately, Ma.

第三編 請托書信

托人售券

××仁兄閣下：

弟承紅十字會之委托，代售賑濟會入場券；該款專為賑濟江北水災之用。茲附上十張，敬乞鼎力代銷為荷！如閣下再需此券，請遣人來取可也。

專肅，敬請

台安！

弟××謹上 ×月××日

Shanghai, 9 th july, 1935,

Dear my, Wong,

I have been asked by the Red Cross Society to sell tickets for the charity Bayoav, the money is to be devoted to relieving sufferers from the flood in kiangpei, may I request the favor of your rendering me assistance in selling the enclosed ten tickets? in case you want more, please send for them,

Yours sincerely,

Mei Chung-Fang.

請人解紛

茲懇者：小店今有白糖二百包，當進口或出口時，海關人員，不明底細，有所留難，擬請閣下前往一說，以解此困難，為荷！此上

××先生 台鑒。

××號謹啓 ×月××日

Saigon, June 5, 1935,

Mr, Fung Yuh.

Sir,

We trust you will be able to get over the difficulty that has occurred at the Custom-house relating to the two hundred bags of white sugar, owing to the officers, misunderstanding on the importation (or exportation),

Yours faithfully,

Chum kee & Co.

請人潤稿

××我哥如晤！

茲寄上譯稿一篇，敬求斧削，弟逐譯此稿，雖極精心，自知仍多失當之辭，所有未能譯成英文之名詞，弟已於中文原稿中劃出，務乞改正，得便即希賜還為禱！

手此即請

著安！

弟×××手奏 ×月××日

Monday morning, × × th Dec,

My dear Zee,

I send here with a piece of transtation for your correction, Although great care was taken with, I am sure there are still a number of inaccurate and inappropriate expressions, in the Chinese version I have marked those terms which I could not render into English, kindly do me the favor of correcting it and send it back at your earliest conveniend,

Always yours,

Shen Tsu-Shun.

請人推荐

× × 先生台鑒：

敬啓者， 閣下識_弟有年，半生知己，敢以一事奉懇。今有×行欲延請一書記，_弟欲圖此職，料該行定必向_弟索閱證書，以明僕之品行。因思僕生平梗概，惟_足下知之甚詳，故特肅函奉詢，可否准_弟將_尊名達於該行，爲彼訪察之地？如蒙_金諾，自當感激奮勉，以報該行及_足下之恩，並使有知_足下屬意之不誤。如荷_吹嘘，俾得有成，則銘感無既矣！

此請

台安！

僕 × × × 謹啓

Hongkong, November 5, 1935,

Mr, Saunders,

Dear Sir,

As I have had the honor of being known to you for some years, during which period I trust my conduct has impressed you favorably, I take the liberty of soliciting at your hands the following favor,

Messrs, C, & Co. are in want of a clerk, and being out of all manner of employment, I am anxious to fill up that vacancy,

As a matter of course, messrs, C, & Co. desire testimonials as to my capacity and integrity, and as you are in a position to sheap positively on these points, I have written to ask you whether I may so far trespass on your kindness as to mention your name by way of reference,

Should you kindly grant the request, I need scarcely assure you that my endeavor will be to prove both to

messrs, C, & Co, and yourself that you have not been mistaken in your opinion of me, while I shall ever feel grateful for this further instance of the interest evidenced by you in the welfare of

Your truly obliged,

Shek Ming.

請加薪水

××先生台鑒：

逕陳者，僕奉職 尊處，約有三載，薪水一項，未蒙增加，本不敢奉瀆，惟以僕自結婚以來，室家增累，以是每月薪水所得，不敷所用，用敢奉瀆，如蒙 鑒察下情，曷勝感幸！

專此即請

台安！

僕××謹啓

Amoy, December 5, 1935,

Sir,

I take the liberty of reminding you that I have served you for nearly three years without having been favored with an increase of salary,

I should not have ventured to apply to you at

present, were it not that by my marriage, and resulting increase of family, my expenses are now too large for my present income,

I should therefore esteem it a great favor if you would kindly pay a little attention to this matter

I am, very sincerely,

Sir,

Your obliged servant

Hing Sang.

.....Esq.

因病請假

× × 先生台鑒：

敬啓者，僕因患風寒，今日不能到店視事，日內俟賤體復元，自當即行來 前供職！

此請

台安！

弟 × × 謹啓

Amoy, March 5, 1935,

Sir,

As I am suffering from a severe cold, I am unable to attend to my duties to-day, but I hope I shall have

the pleasure of doing so in a few days when I am perfectly recovered,

I am, with truth,

Sir,

Your obedient servant,

Moor, Esq'

Sassoor,

因事請假

執事先生台鑒：

敬啓者，僕服務 尊處，條已二載，未嘗有一日不到店辦事之時。今擬請告假十天，想 台端必不視僕爲放肆輕率，僕意擬往鄉間一訪故友，得以休養數日，他日回店供職，精神亦可一新，想 台端必能俯允也。

此請

日安！

弟×××謹啓

Amoy, August 5, 1935,

Gentlemen,

I take the liberty of reminding you that I have now served you unremittingly for two years, without having been absent from my post for a single day, I trust, therefore, that you will not consider me presumptuous

or inconsiderate if I now venture to solicit leave of absence for a week or ten days.

My wish is to visit my friends in the country, I have no doubt that the relaxation will have a beneficial effect upon my health, and enable me to return to my duties with renewed strength and energy,

Trusting to your kindness to grant me this favor,

I am, etc.

請代辦貨

××仁翁先生閣下：

敬啓者，茲懇 尊處代購下列各種貨物，務須質精式佳爲要，即祈分作五包交快輪寄港，並懇照便宜之價代爲保險。各貨包面可書交粵商×××先生收；除將發票及提單寄交×君外，請將各單另錄一份寄弟爲盼！前由支那號輪船寄上之糖及棉花二種，奉托代售銷清後，祈將清單即日寄下爲感！

肅此敬托，順候

台祺！

弟×××謹啓

Hongkong, April 5, 1935,

Sir,

Please purchase for me the articles as noted below, of a good quality and tasteful patterns, and ship the same in 5 packages by the first vessel for Hongkong, effecting insurance on the lowest terms,

You will consign them to Mr, Tam Poj-Un, merchant in Canton to whom you will inclose the invoice and bill of lading, with duplicates to me,

Expecting soon to receive an account sales of the whole of my sugar and cotton consigned to you by the "China",

I am, Sir,

Your most obedient servant

Man Lee.

Tung Fai Esq.,

Shanghai,

請人購貨

船長先生台鑒：

啓者，頃聞 貴舟蒞至，供給貨物，定必須人，想貴舟尚未有所約定，僕深以得 貴舟光顧爲榮。僕與各顧客交接，向以不負雅意爲宗旨，貨物上等，而價值公道，且 敬

各貨常甚新鮮，揀選甚精，如得 光顧，自當妥速報命，
足下儘可放心。××船長×君關於敝號信用，定可盡告，又
有英國×船亦可往詢，二船現均在埠。茲附上小號名片一紙
，即請有便 惠臨，爲盼！

此請

台安！

小號×××謹啓

Central Market, Hongkong, October 5, 1935,

Sir,

Being infomed that you were just at anchor, and
presuming you have not settled with any one for the
supplying of provirsions for your ship, I venture
therefore to solicit a share of your patronage.

In dealing with my customers, it has always been
my endeavor to merit their support, by giring them only
warranted goods, and to charge them fairly and justly;
and as my stock is always fresk, varied and carefully
selected, you can rest assured that any orders intrusted
to me will be carried out with promptness and
satisfaction,

Captain....., the master of the S, S, "....." will

satisfy you as to the trustworthiness of my shop and I beg to refer you also to Captain....., master of the British Lark "....." Both ships are now lying in the harbor,

For your better guidance to my shop I beg to inclose here-with my business card,

I remain, Sir

Your ofedient servant,

L, M.

To Captain "....."

Master S, S, "....."

請代銷貨

× × 先生台鑒：

茲交泛姆船運上貨物一批，該貨擬委托 尊處銷售，茲將該貨發票附呈，至請 檢收。此貨式樣適時，而物料精美，不僅易於推銷，且可獲利，用敢奉煩，尙望 鼎力推銷，無任感盼！承由 × × 船寄下之棉花發票，刻已寄到，該貨亦不日可以到埠矣！

特此奉達，敬請

台安！

弟 × × × 謹啓

London, July 5, 1935,

Sir,

Annexed you have invoice of goods shipped by the "Fame" amount L436.13, consigned to you sale on our account.

As the articles are all fashionable patterns, and of a superior quality, we trust you will find little difficulty in procuring both a good and a ready market them, we leave the sale to you, convinced that you will use your best exertions for our interest.

We have just received your invoice of the cotton by the "Aun" and hope that she will arrive safe in a few days,

We are, sir,

Your most obedient servants,
Simson, Monleath & Co,

K, Manford Esq,

Lisbon,

托人拍賣

× × 先生閣下：

啓者，今晨所談一節，茲特將各貨名目開單附呈，該貨已飭卽行送上，到祈置諸 寶號售貨間內。待下次卽月之××日拍賣之時，一同出售可也。倘俾遵照所示每百計洋十圓！

此請

刻安！

弟×××謹啓

Hongkong, October 5, 1935,

M, N, Esq.,

Sir.

Referring you to the conversation we had together this morning, I now send you the articles of which a list is appended herewith, to be put into your sales room with a view of their being disposed of at your next sale by public auction, to be held in your sales room on the 5th instant, the commission to be as agreed, viz; 10 per cent.

I am,

Yours faithfully,

F, G.

托人定貨

××寶號

執事先生惠鑒：

頃由 尊處所寄下之時價單內，讀悉在 尊處市場棉花，購價甚屬相宜，似尚可獲利，擬即煩 尊處照最便宜之價，代購上等棉花五十包。購就後，如一有船隻開往×埠，請即將該貨交由該輪運至該埠××號收。所有發票及提單等，請即便 寄下為盼！

此請

台安！

弟×××謹啓

Penang, August 5, 1935,

Gentlemen,

I perceive from your last price current sent me, that cottons can be purchased on favorable terms in your market, and consequently something might be done to advantage in that article.

Would you therefore have the goodness to purchase for me on the best terms, say 50 bales of the best descriptions, and ship the same for Swatow, consigned to messrs Ho Hing by the first vessel from your port?

The invoice and bill of lading transmit as soon as

possible,

I am,

Gentlemen,

Yours respectfully,

Wilkins.

Messrs, Sword & Co.,

Bombay,

請緩付款

執事先生台鑒：

茲啓者，辱承 交往已有十載，_僕對於付款一事，未嘗延誤，諒早蒙 洞鑒。比以遭遇各事，極不順手，所有債權諸君之要求，不僅無從依照，且非至_僕將各事理楚之時無力付還。爲特奉達，擬懇 將_僕欠款疑展緩一年，伏祈 示准。想彼時定能完全理楚，如不得 諸君子慨賜贊助，竊恐_僕難以支持，敬懇 早賜玉音，易勝竚盼！

專此卽請

台安！

弟×××謹啓

Sir.

It is now above ten years since I first had dealings with you, and during that time you will know that my

payments were regular; but at present I am sorry that my affairs are so perplexed, that it is not in my power to comply with the just demands of my creditors nor even to pay them anything until my affairs are settled; for that reason, Sir, I have sent to you, desiring a letter of license for only twelve months, in which time I hope to be able to settle my affairs to their satisfaction; but if they will not comply with this, I am utterly ruined, your answer impatiently expected by your obedient humble servant,

D, E. 7th March

請緩付租

執事先生台鑒：

敬啓者，鄙人租住 貴屋十有餘載，向來每季房租，按時付清，從未有誤。近以諸事不能順手，所有房租一項，不得不仰懇 執事准與遲延一季，再行照付，彼時見催，自當力圖報命。如蒙 俯允，銘感無極！

專此敬請

台安！

僕×××謹上

Sir,

I have been your tenant above ten years in the house where I now live; and you know that I never failed to pay my rent quarterly when due, At present I am extremely sorry to inform you, that from a variety of losses and disappointments, I am under the necessity of begging that you will indulge me one quarter longer, By that time I hope to have it in my power to answer your just demand, and the favor shall be ever gratefully acknowledged by your obedient humble servant,

E, E.

請給荐書

××先生台鑒：

敬啓者，僕擬往×埠一行，並擬在該處謀一較好之位置，尊處事務擬於月底告辭。自念服務左右數年，於茲幸無隕越，平素持躬辦事，如何擬懇惠賜證書一紙，藉以證明，是所至感！

專此，即請

台安！

僕×××謹啓

Sir,

Having a desire to visit Wenchow in hopes of

thereby improving my position, I beg to offer you my resignation at the end of this month.

Trusting that, during the length of time I have had the honor of serving you, I have succeeded in giving you satisfaction, I venture to request you to favor me with a testimonial of my conduct and ability,

I am with respect,

Sir,

Your obedient humble servant,

Sing Ngon,

請求復用

× × 先生賜鑒：

敬啓者，僕一時草率，行爲多過，事後愧悔之餘，欲略有所陳，想得蒙 先生之鑒諒也。僕奉侍左右，歷有多年，平日主事多謹奉公維勤，區區下忱，諒在 洞鑒之中？一旦見棄，能無黯然！更以事出偶然，尤使僕傷悲無已。用敢瀝陳鄙懷，敬乞 念其愛載之忱，恕我疏忽之罪，嗣後決不敢再蹈前愆，惟 先生宥之而示焉！曷勝幸甚！

此請

台安！

僕 × × × 謹啓

Shanghai, December 5, 1935,

Sir,

I trust you will pardon me for addressing you on the subject of our recent misunderstanding, 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.

The long period 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, I trust that it also furnishes some evidence of my having faithfully served you, most painful would it be to me under any circumstances to terminate this honorable and happy connection, but still more painful to quit your service through an unfortunate incident which, ever since its occurrence, has given me ceaseless uneasiness, and which I shall ever regret,

I therefore beg, sir, to render you the most ample and heartfelt apologies for the indiscretion 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 to forgive the fault, and to your kindness in assuring me of that forgiveness,

I am, etc,

第四編 報告書信

報告到校情形

大姊惠鑒：

弟自敏別登程，忽已三日，昨晚七時，安抵滬上，逕赴校中。校舍於假期內，重加修葺，刻已煥然一新，至覺悅目。臥室中亦添置器具，弟已得一極安適之臥榻。弟初抵校，諸多匆促，略草數行，謹以上聞，俾知弟安抵校中，藉慰懸念耳！一俟稍暇，當將途中所歷，一一奉告也。

此請

近安！

弟××敬肅 ×月××日

The Public School,

Shanghai,

Jan, 31 st 1935,

My dear Sister,

Three days have passed since I left home, I arrived at Shanghai at seven O'clock in the evening and went to school immediately, the school has been repaired during the vacation and looks very nice. The dormitory is also well furnished and I have a comfortable bed.

This letter is dashed off in haste just to let you know of my safe arrival, I shall write to you fully of my experiences on the journey. When I have a little more time.

Your dear brother,

T. C. Bang.

報告考試成績

大哥手足：

校中大考已畢，茲將成績寄聞：國文算術成績尚佳，物理地理，均未及格，今秋尚須補考；如再不及格，將不得升班，故弟頗為焦急！此次休假，弟之樂趣將因此減去不少矣。吾哥比來諒安好如恆？念念！

手此敬請

暑安！

弟×××謹上 ×月××日

Nanchang, 10th july, 1935.

My dear Brother,

The final examinations being over, I write to inform you of the results, I did fairly well in Chinese and mathematics; but I am very sorry to say I failed in physics and geography, I shall have to be examined again on these two subjects this fall, if I fail again, I can-not be promoted to a higher class, I feel exceedingly sorry, indeed this failure will deprive me of the greater part of my pleasure during this vacation.

Trusting that you are as well as ever,

Your most affectionate brother,

Chu Yao-How,

報告家中情形

×弟文儿：

頃接××日手書，知已安抵校中，無任快慰！姊將來書譯告母親，亦非常欣慰。刻表兄×君已自日本返國，暫住吾家；渠爲我曹述種種見聞，頗饒風趣，此種事實想弟亦所樂聞，容當詳告一二。得暇尙望時惠好音，俾釋懸念，爲盼！

手此奉覆，順頌

學社！

胞姊××謹上 ×月××日

The Middle Brige.

Ningpo.

Jan. 5, 1935.

My dear Brother,

Your letter of the ××th inst, gives us a great pleasure, mother was much relieved, when I interpreted, it to her.

Our cousin Wong has returned from Japan and is staying with us. He told me many interesting stories which I think will please you, had I time, I would write to you in detail.

Hoping to hear from you soon,

Your loving Sister.

L. T. Bang.

報告銷貨清單

執事先生台鑒：

敬啓者，前月十九日 尊處托銷之湖絲二十包，業已遵命，現款銷脫，計淨得銀一千九百六十兩，該款已存入銀

行。請 足下隨時前往支取，當可見票即付，並祈以後時
賜教益，為盼！

此請

台安！

××號謹啓

Hankow, March, 14, 1935.

Sir,

Your 20 bales of silk consigned to us on the 19th ult. have all been disposed of for cash, agreeably to your instructions.

The net proceeds are taels 1,960,00 which sum has been paid into the bank, and we await your draft upon us, when it will be paid at sight.

Trusting for further favor.

We are

Sir, etc.

報告×行倒閉

××先生台鑒：

××行倒閉一事，茲詳加察訪，其中有十成之一，難以收到。該號大約在何時可以產抵銀，尙屬疑問。聞 兄牽累於此，深為惋惜！倘能有所效勞之處，請即示知，俾便遵

命！

端此敬請

台安！

弟×××謹啓 ×月××日

Shanghai, September 5, 1935.

John Murray, Esq.,

Macao.

Dear Sir,

After a minute, investigation of the affairs of Kinnear & Co., we are sorry to inform you that more than 10% will not be obtained, and it is even doubtful when this small composition will be realized.

We regret that you are so deeply concerned in this failure, any service that we can render you here, you may freely command.

We remain,

Dear Sir,

Yours very truly.

J. Day & Co.

報告書籍價目

××先生執事：

手示誦悉，茲將囑開各書價目，開列於下，即希 察核
！ Caryle, S Hero and Hero Worship \$0.80, Huxley'S
Essays \$1.20 辱承 垂詢，曷勝榮幸，以後倘有所需，定
當應命！ 此覆即請
台安！

× × × 謹肅 × 月 × × 日
The Old Book Store,
22 Long Road Tientsin,
Nov, × ×, 1935.

W, J, Li, Esq.,
Green Road,
Hanchow,

Dear Sir,

In reply to your favor of recent date, we beg to
quote you the following prices for the books for which
you made enquiries.

Caryle'S Hero and Hero Worship	\$0.80
Huxley'S Essays	\$1.20

Thanking you for your enquiry and awaiting your
further Command, We are,

Truly yours.

The Old Book Store,

Per J. C. Johnson,

報告貨已配就

× × 寶號：

執事先生台鑒：

敬覆者，尊處寄來第十四號支單一紙，業經配就；該貨於本日交× ×船運奉。茲特寄上提單印底，並發票各一份，至請 檢收，並祈 源源惠顧，至所欣幸！

此請

台安！

弟× × ×謹啓

Ningpo, July 5, 1935.

To messrs.....

(Place)

Dear Sirs.

We thank your for you order No. 14, in reply, we have the pleasure to tell you that we have completed in filling your order, and have also this day shipped the goods per S. S. "....." to your, herewith please find a B/L with its copy and also an invoice.

Hoping to be favored with your further orders.

Yours truly,

.....

報告貨物失事

××寶號：

執事先生台鑒：

逕啓者，××輪失事一節，茲查 尊處貨物適亦裝在該船，此事想爲 尊處所極不樂聞。所幸者，該貨業經保險，該公司亦極信實，並無周折，曾經允許於下月廿四日賠回，三十日以前必可將款付清。

特此奉聞，敬請

台安！

弟××謹啓

Hongkong, January 31, 1935.

Gentlemen,

I regret exceedingly to have to announce to you the unpleasant intelligence of the loss of "Rond" on board of which were your goods.

I am happy, however to say, that the underwriters by whom they were insured and honorable men, who without any trouble, have agreed to pay the amount on the 24th proximo; and by the 30th your account current

will be made up, and transmitted to you; meantime.

I remain Gentlemen.

Yours very truly.

John Marker.

To

Messrs, Hogg & Co.

Shanghai,

報告回家日期

二哥手足：

本月二十五日起，校中舉行畢業試驗，業經宣布矣。七月四五日，弟或可旋里。未動身前，弟尚望與吾哥一晤，何日趨前，當再函知可也。

此頌

文祉！

弟×××上言 ×月××日

Government Insitute of Technolony,

Siccawei.

20th june, 1935.

My dear Brother,

It has been annainced that graduation examinations will commence from the 25th inst, it may be possible

for me to leave for home on the 4th or the 5th July,
I hope to meet you once more before I leave, I shall let
you know when I am coming.

Your loving brother,

Wu Kwo-hwan.

報告遠遊情形

××老哥惠鑒：

弟於上月二十九日登××輪北上，昨晚安抵天津，擬在
津勾留一二日，以遊覽此名區古邑。弟初抵此間，於各種情
形，都不了了，故不能將其風俗情形一一奉告。惟有一事可
言者，則此間緣河一帶，乃西人租界耳！弟於本星期底擬搭
車入北平，俟抵校後，即當函告一切。

此請

學安！

弟×××謹上 ×月××日

Grand Hotel,

Tientsin,

Sept, ×, 1935.

Dear Mr. Chung.

I embarked in the "Singmin" on the 29th ult, and
arrived here last evening, I intend to spend one or two

days in looking at this historic place, as I am quite strange to the part, I can not write you anything about it; but one thing I may mention is that there is a foreign settlement here bordering the river.

I shall go to Peiping by rail at the end of the week, and will write to you as soon as I enter college.

Cordially Yours,

S. N. Hwa.

第五編 詢問書信

詢友住址

××仁兄先生足下：

前接 令表兄由×埠來書，謂將辭交涉使署秘書之職，往×地擔任教務云云：嗣後毫無信息，至深懸系。上星期弟連去兩函，均未得覆，諒 執事知其行蹤及現住地址，敬乞示知爲禱！

專此敬請

台安！

弟×××鞠躬 ×月××日

Tientsin, Jan, 6, 1935.

Dear Mr. Yen,

Some time ago your cousin wrote to me from mukden, saying that he was about to resign his position as a secretary in the office of the Commissioner of Foreign Affairs, and was going to take up educational work in Changchun to my astonishment nothing has been heard of him since. Last week I sent him two letters, but neither of them has brought a reply, I presume you know where he is, please tell me his present address if you know it,

Yours sincerely,

Tien Kwo-yung.

詢招生事

××仁兄惠鑒：

茲有^弟友願入 貴校肄業，渠已畢業於本邑初級小學
茲托^弟代詢 貴校今夏是否招收新生，敬希 賜覆為幸！
此請

文安！

弟×××謹上 ×月××日

Chungking,

×th April, 1935,

My dear Mr. Yuan,

A friend of mine who is a graduate from a primary school in his own town, wishes enter your school, he has asked me to find out if your school will admit new students this summer, hoping to be favored with an early reply.

yours sincerely,

Chang Chung-ming.

詢網球價

執事先生台鑒：

敝會欲購熊牌網球十打，現在寶號有無此貨？請即示知，并請開明每打之實價，為感！

此請

台安！

××網球俱樂部×××謹啓 ×月××日

The Union Tennis Club,

Market Street, Hamun

×th march, 1935.

Messrs King Lee & Co. Ltd.,

Corner of Peiking and Honan Rds,

Shanghai.

Dear Sirs,

We want to buy ten dozen tennis balls of the "Bear Brand" please let us know at once if you have such goods in stock and quote us the net price per dozen,

Truly yours,

Su Pen-yi.

For The Union Tennis Club.

詢問人品

執事先生台鑒：

敬啓者，茲有×××者，云曾在 尊處辦事三年；並云生平品性，足下可以見告。弟有意錄用，惟擬一查其是否誠實可靠，舉止如何？於其在 敝號所謀之職，是否相當？爲特奉詢，如蒙 見告，曷勝感幸！

此請

台安！

弟×××謹啓

Sandakan October 7, 1935.

Sir,

Mr. Ting Wan, who represents himself as having been in your employment for three years, has referred me to you for his character; and as I have some intention of engaging him, I should feel obliged if you would

inform me as to his honesty and general good conduct,
as to his fitness for the post which he seeks to fill in
my establishment,

I am, Sir,

Yours respectfully,

Bush.

詢問書價

執事先生大鑒：

請將 Carlule 'S Hero and Hero Worship 及 Huxley
S' Essays 二書價格，詳細錄示，不勝感激！

先此預謝，敬請

鑒安！

× × × 謹上 × 月 × × 日

Green Road,

Hanchow,

Nov, ×, 1935.

The Old Book Store,

Long Road, Tientsin,

Dear Sirs,

Please kindly quote me the prices of the following
books:—

Caryle'S Hero and Hero Worship,
Huxley'S Essays,
Thanking you in anticipation,

Truly yours,

W. J. Li.

詢問行期

××君左右：

接誦手札，知大駕將滬濱，欣喜無似。屆時弟樂任嚮導，並導君遊覽各處名勝，不知吾兄航海來乎？抑自陸路來耶？以弟愚見，則乘火車來，似所費較廉，且略覺便利，不知尊意如何？請將起行日期，及遵何道而來，一一示知，俾得於足下抵埠時，恭往迎迓也。

手此奉覆，即頌

冬安！

弟×××謹上 ×月××日

Siccawei, Road,

Shanghai,

Dec, ×, 1935.

Dear Mr. Yuen,

I learn with much pleasure that you will come to Shanghai in the near future, I shall be delighted to act

as your guide, and to show you the sights, shall you come by land or sea? From my point of view it is more economical and convenient to travel by rail.

Please let me know when and by what route you will come, and I will meet you on your arrival.

Sincerely yours,

L. Pas.

詢問船期

啓者，弟今有貨二十件，欲付 寶行輪船運往×埠，不知即日可以有船前往否？抑不久即可有船，祈爲示知。此致

××輪船公司照：

×××頓首 ×月××日

Hongkong, November 5, 1935.

Messrs, Tait & Co.

Gentlemen,

I shall have twenty packages of goods to ship shortly for Chefoo by one of your steamers, and I will thank you to inform me if there it at present any vessel bound to that place, or any soon expected here.

I am,

Gentlemen,

Yours obediently,

詢問租金

××先生台鑒：

逕啓者，近悉 尊處爲英商××船經理，並聞該船，現值未有貨物運輸，僕因有貨，欲從本埠載至×埠，如租金公道；僕擬將該船承租六個月。爲特奉詢，敬請將租金等項賜知爲盼！

專此敬請

台安！

弟×××謹啓 ×月××日

Japan, December 7, 1935.

Mr. Price,

Sir,

Being informed that you are agent for the British schooner "Auna" which is now in want of freight, I beg you will let me take charge of her for six months with a care from this port to Amoy on reasonable terms.

An answer respecting terms, etc., is requested,

I am, Sir,

Yours truly,

Yee Sung.

第六編 自荐書信

自荐職員

執事先生台鑒：

敬啓者，閱報見 尊處廣告，用敢自荐。僕名××年方二十，未有家室，前在×洋行任事四年，所司職務，恰如尊處所需，自維當可勝任。至於薪水一節，向來每一年，約有一千金之數，竊欲照常取給，諒 閣下必不以爲過豐也。僕在舊東處，於去年七月，因事自行辭職，其所以辭職之故，亦可明告，如蒙 訪問，則舊東對於僕之稱職與否，必能奉告。倘蒙 錄用，曷勝感幸！

專此敬請

台安！

僕×××謹啓

325 Kinkiang Road, Shanghai, October 17, 1935,

Gentlemen,

In reply to your advertisement in the China mail of to-day, I beg to offer my services.

My name is Wu Man; I am twenty years of age and

unmarried, I was for four years in the house of messrs, Dent & Co, where I filled a situation similar to that indicated by you; and I have every confidence of being able to fulfill the duties of the vacant post.

With regard to salary, I should ask 1,000 Taels a year, the same as I have been in the habit of receiving, and which, I trust, you will, not consider excessive, I left the service of my late employers in July, 1875, of my own accord, and for reasons that can be satisfactorily explained, those gentlemen, upon being referred to, will no doubt testify to my fitness for the situation seek in your establishment; and trusting that I may be honored with your preference.

I remain,

Gentlemen,

Your obedient servant,

Wu. Man.

To the Japan Trading Company.

自荐書記

××先生台鑒：

敬稟者，此間 貴署內有書記之職，尙屬乏人。僕 敬求
此職。僕 五年來歷辦此種事務，均得有證書，今謹附呈，敬
懇 俯准所請，則感 德靡旣矣！

肅此奉稟，敬請

台安！

僕 × × × 謹啓 × 月 × × 日

Hongkong, January 15, 1935.

Sir

It having come to my knowledge that a vacancy for
a clerkship exists in your department, I beg to apply to
you for the post,

I have served in similar positions to the one I now
apply for the last five years, and I beg to append
certificates of my conduct during that period.

Trusting you will take this application into your
favorable consideration,

I have the honor to be,

Sir.

Your most obedient servant.

To

The Registrar-general,

Hongkong,

自荐文牘

×海關稅務司先生鈞鑒：

敬啓者，比聞 尊處中文文牘員，尙屬乏人，僕願任是職。僕業經在本處地方官署任事十有餘年，如蒙 錄用，自當不負 盛意。至僕性情，均有證書可憑，如需檢閱，自當奉上。

肅此敬請

崇安！

僕×××謹啓 ×月××日

Canton, January 15, 1935.

To

The Commissioner of Customs,

Canton.

Sir,

I beg to offer myself for the Chinese Clerk's situation that is now vacant in your department.

Having been linguist in several local offices at this port for upwards of ten years, I trust I can give you every satisfaction, should you employ me in your office,

I hold several certificates regarding my character,

which I can forward to you for inspection, if required,

I have the honor to be, Sir,

Your most obedient servant,

B. Nause.

自荐繙譯

××先生台鑒：

敬啓者，近聞 貴署有書記並繙譯一缺，尙未有人，用敢自陳。僕前在×省海關充任此職，約有三年；後在本埠××先生從事，又復二載，乃於三月間，自行告辭。如蒙 見納，當將各荐書呈 鑒，以爲作證，隨時均可待 命晉謁台端。

特此奉讀，敬請

台安！

僕×××謹啓 ×月××日

Hongkong, October 6, 1935.

Sir,

Hearing that there is a vacancy in your department for a clerk and interpreter, I beg to offer myself for the situation.

I have had some years experience of the duties of both posts, having been for three years employed in a

similar capacity in the Canton Customhouse, and two years with Mr.—of this place, whose service I left in march last of my own accord.

Should you be glad to entertain my application, I shall be happy to forward you my references and testimonials and to wait upon you at any hour you may please to name,

I am,

Your obedient servant.

J. K.

L. M. Esq.,

自荐雇員

× × 銀行

經理先生 台鑒：

敬啓者，頃聞 貴行三等書記，尙屬乏人，^僕願充斯職。僕曾在他處充書記之職，現因舊東返國，是以賦閒在家。前在舊東任事之時，均有證書可憑，倘需查閱，自當呈覽！

專此敬請

台安！

僕 × × × 謹啓 × 月 × × 日

Hongkong, January 17, 1935.

Sir,

I beg that you will consider me as an applicant for the situation as 3rd clerk now vacant in your office.

I have been clerk in several merchants offices, and am unemployed at present, because my last employer has returned to his native country.

Should I be required to produce certificates, regarding my character and competency, I can forward the recommendations I hold from my former employers.

I am, Sir,

Your obedient servant,

C. Diyid.

To

The manager,

Hongkong & Shanghai Banking Corporation,

Hongkong,

自薦會計

× × 先生台鑒：

敬啓者，頃閱 閣下所登×報廣告，用敢奉陳。僕年近二十，尙未婚娶，曾受商業教育，簿記帳目，均能熟悉。至

其他職務，亦深願充任，僕雖未曾任事他處，苟蒙有所委任，不久當能稱職。如荷錄用，僕當以品行證書上呈清鑒；卽需保單，亦可照辦。

專此，敬請

台安！

僕×××謹啓 ×月××日

Shanghai, July 16, 1935.

Siemssen, Esq,

Sir,

I hasten to reply to your advertisement in the Sun Pao of to-day, I am a young man (age 21), and single, I have received a good commercial education, and am versed in book-keeping and accounts generally, in other respects I am willing to render myself generally useful, and, although I have not hitherto filled a situation, I doubt not in a short time I should be able to fulfill any duties assigned to me.

In the event of your doing me the honor to select me for the proffered employment, I could furnish you with satisfactory testimonials as to character, and could, if necessary, provide guarantees for fidelity.

Trusting that I may have the honor of hearing from
you in reply.

I remain,

Sir,

Your obedient servant.

Hawes.

第七編 一般書信

定閱報紙

××報館尊照：

鄙人擬訂閱 貴報全年一份，茲附呈匯票一紙，計洋二
元，望察收！

專此奉訂，並候

撰安！

×××謹上 ×月××日

325 N, Honan Road, Shanghai,

April, ××, 1935.

The manager,

The China Press,

Canton Road,

Soochow

Dear Sir,

Please enter my name as a subscriber to "The China Press" for one year, I enclose a check for two dollars,

Truly yours,

E. H. Hsu.

舉荐僕役

××先生台鑒：

啓者，來人侍_弟三載，忠實可托，近至倫敦謀事，一星期前，自行告辭。頃接其來信云：足下欲加錄用，惟需_弟舉荐。_弟思該人在_敝處既屬誠實勤能，在尊處當亦如此，用敢樂爲推荐。如蒙錄用，定可使君滿意也。

專此，即請

台安！

弟×××謹啓

Sir,

The bearer has served me with integrity and fidelity these three years, but having a desire to settle in London, he left my house about a week ago, and by a letter received from him this day, I find you are willing to employ him on my recommendation, and it is with the

greatest pleasure I comply with this request, his behavior, while with me, was strictly honest, sober, and diligent; and doubt not but it will be the same with you I have sent this inclosed in one to himself, and if you employ him, I hope he will give satisfaction, — I am, Sir, your humble servant.

J. Sonfe.

介紹交易

××先生台鑒：

茲有^敝處友人×君，因事道經上海，×君信用昭著，毋待贅述，為特介紹。由×君持信來前，倘寶號願與交往，必能互有裨益，弟可深信：

專此，敬請

台安！

弟×××謹啓

Hongkong, September 5, 1935,

Dear Sir,

I beg leave to introduce to your respectable house. my particular friend Mr. K. D. of this place, who is the bearer.

He visits Shanghai in the way of business, and as

his credit is unquestionable and extensive, I shall be glad to hear that you have opened an account with him fully assured that it will be for your mutual interest.

I am,

Dear Sir,

Your most obedient servant,

K. Y. Chen.

E, F, Esq,

Shanghai.

告借銀錢

××仁兄惠鑒：

獲交以來，弟生性不欲乞憐於人之情形，諒早荷洞鑒。蓋僕之宗旨，亦甯願施惠於人，不願受人之惠。惟此以家事所迫，擬向尊處借洋百元，以六個月為期，未識便否？倘值不便，亦屬無妨，弟固不願足下因弟而受困難也。弟不欲向尊處告借，故曾在別處羅掘，數日來一無所獲；且弟倘不能於預定之日到期照付，亦不願自誤誤人。特此奉瀆，諒足下不以為罪也。如不便，請明示為感！

此請

台安！

弟×××謹啓 ×月××日

Dear Sir,

I believe that ever since you first knew me, you will be ready to acknowledge that no person was ever more bashful in asking favors than myself. Indeed, I have always considered it is more pleasing to an honest mind to confer than to receive a favor; but an unexpected affliction in my family obliges me to solicit your assistance, by the loan of about \$100 for six months, but on this condition, that you can spare it without hurting yourself; for I would by no means choose that my friend should suffer in his present circumstances in order to oblige me indeed, sir, I was some days engaged amongst my acquaintances to raise the money, before I could prevail with myself to ask it from you; and that I have not done it, is from a principle far more noble than any lucrative motive, nor indeed would I have asked it at all, were I not morally certain of paying it at the time proposed, I hope this will not give offense, and as I said before, if it is any way inconvenient, let me beg that you will refuse it.

I am, Sir, yours with the greatest sincerity,

D. Ming.

借用球拍

×君惠鑒：

敝校定於十月四日與××大學比賽網球，不幸弟之球拍於昨日突遭破裂，此間一時又無從購覓。素諗 足下球拍甚多，恆有一二備而不用，倘能假用數日，銘感無涯矣！

專此，敬請

文安！

弟×××謹啓 ×月××日

The Normal College.

Nanking,

Sept, 15th, 1935,

Dear Mr. Fu.

We shall have a tennis tournament with Nanking University on the 4th of October, unfortunately I broke my racket yesterday, and can not get a new one here. I remember that you always have one or two spare rackets, and should consider it a favor if you would let me have one for a few days.

Thanking you in advance.

Yours very sincerely

S. T. Wei.

索取賠款

××保險公司鑒：

啓者，頃接日本輪船代理處宣稱：日本號輪船，由橫濱而來，在海面因火失事，全船貨物付諸一炬。弟有×貨附裝該船，曾在尊處保過平安險，洋一千元，保險單第五千五百四十號。所有該款，祈即 賜匯票寄下，是荷！

此請

台安！

××號啓 ×月××日

Hongkong, October 30, 1935.

Gentlemen,

The S. S. "Japan" on which we shipped the goods insured for \$1,000 by policy No. 5540 at your office, having been burnt at sea with her cargo during her voyage from Yokohama as, announced by her agents, we shall feel obliged by your sending us a check for the amount.

We are,

Your abedient servan.

The Union Insurance Co. Ltd.

催結帳款

執事先生台鑒：

辱蒙 賜顧，深感 雅意。所有 尊處結核之款，弟 本不欲催，祇因現有意外急需，且為數甚鉅，非懇吾 兄臂助 綿力，殊有不逮。故敢懇將該款即行惠擲，或先惠若干，亦 所至感。迫於債權，及家庭之累，冒昧瀆陳，尙祈 原宥， 為幸！

專此，即請

台安！

弟 × × × 謹啓

Shanghai, August 6, 1935.

Sir,

Although the balance of the account between us has been of long standing in my favor, yet I would not have applied to you at present, had not, a very unexpected demand been made upon me for a considerable sum, which, without your assistance, it is not in my power to answer, I hope you will excuse this freedom, which nothing but a regard to my credit and family could oblige me to take, if it does not suit you to remit the

whole part, will be thankfully received by.

Your humble servant, etc.

購辦網球

執事先生台鑒：

敝會於二十日寄上一函。即蒙 賜覆，不勝感謝。茲請
寶號配熊牌網球十打，該價若干，持信人音照付款也。

此請

台安！

××網球俱樂部×××謹啓 ×月××日

The Anion Tennis Club, Ningpo,

××th March, 1935.

Messrs, King, Lee & Co. Ltd.

Shanghai,

Dear Sirs,

Many thanks for your prompt reply to our letter of the 20th, please supply us with ten dozen tennis balls of the "Bear Brand" for which the bearer will let your have cash payment,

Truly yours,

P. Y. San.

For The Union Tennis Club.

第八編 書信程式

信封寫式

From Kuong, CANTON,	Postage stamp
Hon Sung.	
Magistrate of Shanghai District,	
Shanghai City,	

內函投呈 × 縣 縣 政 府	郵 票
× 縣 長 升 啓	
× 省 × 緘	

From Canton,
Messrs, Wah Chang & Co.
Cantonese and Foreign Goods Dealers,
Honan Road,
Shanghai,

內要函妥交

× 縣 × × 路

廣 洋 貨 店

× × 大 寶 號 台 啓

由 × 縣 × × 緘寄

From Ruong,
U. S. A.

Mr, Yu King Ting,

H, Street,

Honan Road

CANCHOW,

內函祈匯寄至 × 省 × 縣 確交 × × 街

× 府

× × × 先 生 升 啓

自美洲中國駐洋局 × 緘寄

經往舊金山大埠

Via San Francisco,

Kwong Tsik Shan Tong

care of

Wah Chong Store,

Hongkong,

From New York

U. S. A.

吉要信煩山舊金山路寄

香港妥交

× × 店收勞即轉交

× × × 堂 收 啓

× × 由美國紐約埠緘寄

Tsai King Fong, Esq.,

By kindness of }

Mr. Wong Wen, }

From Lee,

Peking.

U. S. A.

內 函 敬 頌

× × 仁兄帶至北平勞飭送

× × × 先 生 升 啓

由美國弟 × × × 謹托

From C. H.
Honan Road
Shanghai

Mr, Ho Kai Shun,

A, Villabe,

Care of

WING TONG FOOK HONG,

信 內 並 銀

HONGKONG,

Dollors within

銀函敬懇帶交香港

× × 寶行執事 生收敬頌轉寄 × × 鄉

× × × 先 生 察 收

自上海弟 × × 謹托

Mr. L. CHEN

Care of Mr. G.

Hongkong.

內函祈帶至香港詢交

×××仁翁收下即懇轉交

家 兄 × × 手 啓

弟 × × 謹托

From name enclosed,

Mr. Chen Ying Foo.

21, Little Burke Street,

MELBOURNE

北多路列埠大金山新交祈信吉
牌門號一十二第街

啓 升 生 先 先生 先生 先生

具 內 名

Mr. Wong Yuen Foo.

Care of Ye Nee Store.

64 Little Burke Street.

Melbourne.

號四十六第街北多路列埠大金山新交煩函要
牌門

號 寶 號 寶 號

翁 翁 翁 翁 翁 翁 翁

絨 絨 絨

From HONGKONG,
Per Steamer "Peking"

Mr. Lew Sing Kiu.

Messrs, Smith & Co.
Yokohama.

With a parcel of Books JAPAN

外附書籍一包敬祈

北平輪船帳房帶至橫濱交

× × 大寶行內

× × × 先生 查收

香港××號緘托

Per direct Steamer.

Chen Jen Ching Esq,

care of

Messrs, Smith & Co,

FOOCHOW

平安信敬求付頭期輪船帶至福州確交

× × 洋行收卽懇飭交

× × × 先生 升

由天津××局緘托

Mr. Smith,

Messrs J, H & Co,

Honan Road,

SHANGHAI

要函祈卽交河南路

× × 洋行內呈

× × 太太 升

× × 手肅

Mr. Smith.

10, Honan Road,

With a roll of papers,

至帶捲紙外件密

交確牌門號×路×

收察先生×××

緘署×

From Chang Pah Sang,
YUNNAN, CHINA,

Messrs, Wong T'sz Ying and Lew Hing Nin.

No, 24 FOOK CHONG FIRW,
HIOGO,
JAPAN

吉信祈轉寄日本神戶埠第二十四番地

× × 大寶行內交

× × × 先生 鈞 啓

× 省 × 寄

Messrs, Lee Chong Loong & Co.

No. 61, Wing Lok Street,
HONGKONG,

要 信 卽 寄

香 港 上 環 永 樂 街

× × × 大 寶 號 升

上海 × × 號 鄺 械

Mr. Wo Chen Pau,

Hing Chang, a Cotton Shop,

Politeness of }
Mr. Yuk Ching. } HONAN,

with a parcel of dollars,

銀洋併信壹封敬懇

× × 仁兄榮便帶 × 飭送 × 縣

× × 棉花店寶號 確交

× × × 台 察

自滬弟 × × 絨干

From Nanking, China

Dr, Suvoong,

15, Boone Road,

HANKOW

Books—Please keep dry,

內要件祈交漢口湖口蓬路第××
號門牌醫寓

× × 大 醫 士 台 啓

由南京××緘寄

From Wong Ney-York,
U. S. A.

Lo Cho Hong, Esq,

HANKOW ROAD,
SHANGHAI,

Glass—Please handle with care,

內玻璃祈帶交

上海漢口路

× × 大 寶 號 煩 轉 交

× × × 先 生 察 啓

自美國紐約埠×寄

信內寫式

Position of the Various Parts

The following position of the several parts of a letter should be observed.

1, Write the date near the upper right-hand corner of the sheet.

2, Commence the complimentary address on the line next beneath one inch from the left side of the sheet.

3, The body of the letter should be commenced nearly under the last letter of the complimentary address.

4, Begin the complimentary closing on the line next beneath the body of the letter, one half of the distance from the left to the right side of the page.

5, The center of the signature may be under the last letter of the complimentary closing.

6, The name and address of the person written to should come on the line beneath the signature, at the left of the sheet.

信內稱呼

子寄父……………Honored Father; or, Honored Sir, 祖父,

叔伯，岳父母，母舅，舅母，並親戚之尊者，皆用 Honored 字冠之。

子寄母…… Honored Mother, 女寄母同。

父母寄子女…… Dear Child; or, Dear A San.

兄寄弟弟寄兄…… Dear Brother; or Dear A Tsoi.

寄妹妹…… Dear Sister.

寄表兄弟…… Dear Cousin.

寄女眷親友已字者 Madam; 較尊者 Honored Madam,

未字者 Miss; or, Dear Miss.

卑寄尊…… Sir, or; Honored Sir 僕寄主同。

尊寄卑…… Mr. Lim; or, Dear A Sing, 主寄僕同。

寄平輩…… Mr. Johnson; Dear Sir; Dear Mr. Johnson;
Dear Friend; my dear Friend; Gentleman;
or. Mr. G Smith.

子自稱…… Your dutiful son; you affectionate son;
or; your affectionate and dutiful son.

父母自稱…… Your affectionate father or mother.

兄弟自稱…… Your affectionate brother; your loving
brother; or, yours ever. (姊妹姪女表兄弟
等皆仿此。)

主自稱……………Your affectionate master.

僕自稱……………Your obedient servant; your humble sery,
ant; your obliged servant; your affectionate
servant; your obedient humble servant;
your obliged and obedient servant;
your affectionate and faithful servant;
your much, obliged servant; your most
obliged and obedient servant; your most
dutiful servant; yours obediently and
faithfully; most obediently yours,(與下卑
輩皆通用)。

卑輩自稱……………Your sincere and obedient servant,(與上僕
自稱皆通用)。

尊輩自稱 ……Yours thuly; or, I am yours, 有與平輩通
用者須斟酌用之。

平輩自稱……………Your real friend; your faithful friend;
your sincere friend; your obliged friend;
your sincere well-wisher; your affectionate
friend; your truly affectionate friend and
servant; your faithfully and affectionate

friend; your faithful friend and servant;
 yours faithfully; yours obediently; yours
 affectionately; yours sincerely; yours
 truly; yours respectfully; your truly
 obliged, (有與上尊輩通用者須斟酌用之, 西
 國自謂忠信等字爲謙辭, 故中外之禮不同也
)。

信內省筆字

- Mr. Master or mister...男客之通稱 } (萬國話字稱 Sol,)
 Esq. Esquire.....同 上 }
 Messrs, or m,m, messieurs諸君也 (本法國字)
 Mrs, Mistress.....女客之通稱。
 Amt, Amount.....數目也。
 B, C, Befere Christ.....耶穌未降生之前也。
 Exc, Excellency.....大人之稱也。
 Hon, Honorable.....大老爺之稱也。
 Gent, Gentleman仁翁之稱也。
 No, Number號數也。
 Dr, Doctor.....醫生也, 博士也。
 N, B, Take notice.....特此報告。

R, S, V, P, Answer if you please	望賜玉音。
E, &, O, E, Errors and omission excepted	倘有錯漏祈爲除之。
C, O, D, Cash on delivery	現銀交貨。
O, K, All right	妥當，不錯。
Pd, Paid	完數，清結。
Peyt, Payment	交銀。
Bal, Balance	數尾。
Read Received	收妥，收完，接到。
Rec Pt Receipt	收單。
Per By	由，搭，托也。
Via Yp the way of	順經也。
Vs, Against	告也。
\$ Dollar	成圓銀也。
Ct, Cent	先士。
A, At	以也，該也。
Ea, Each	每個也。
& And	及，又。
obt, Obedient	遵教也。
Hble Humble	愚僕也。
Servt, Servant	僕也。

Capt, Captain	船主也。
Co, Company	同濟也公司。
P,S, Postscript	又，及，再者，信加 後言也。
Per cent By the hundred	每百也。
St, Street	街道也。
Vir, Namely, to wit	卽此也。
&C, And so forth	云云，等也。
an, January	正月也。
Feb, February	二月也。
Sept, September	九月也。
Oct, October	十月也。
Nov, November	十一月也。
Dec, December	十二月也。
Lns, Lstant	本月也。
Ult, Ultinro	前月也。
Prox, Proximo	下月也。
A,m, Before midday	上午也。
P,m, After midday	下午也。
L1, of L A pound, sterling	一磅銀。

- lb, A pound weight.....一磅物十二兩也。
- c/o Care of.....交×轉示也。
- Do Ditto.....同上也。
- A, or Ans, Answer.....回音也。
- A, C, (AnteChristiam) Before Christ 耶穌時之前也。
- Acct, Account.....數也。
- A D, (Anno Domini) In the year of our Lord 耶穌降生也。

附 錄

便 條

收 銀

啓者，小店今收到 寶號數尾銀六百五十二兩，正計
自前至此日爲止，茲特送呈收單一紙，祈查收入，隨
依次發回併求再行

惠顧，幸甚！此達

××大寶號照

汕頭××號頓首

Swatow, April 2, 1935.

Dear Sir,

Inclosed we beg to hand you bill for acceptance
for taels 652, the amount of the balance due from you
to us to the present date.

We shall feel obliged by your accepting the
same and returning it in due course.

And awaiting further favors,

We are,

Dear Sir,

Yours respectfully

Foong Lo.

送 單

執事先生台鑒：

敬啓者，今附呈上月清單一紙，至祈 察收，並盼
早爲 一查。如蒙 惠寄銀票，或 指示照常劃對，均
所欣感！

專此敬請

台安！

× × 謹啓

Ningpo, may 1, 1935.

Gentlemen,

Inclosed we beg to hand you statement of account of the past month, which we believe you will find correct, we shall feel obliged by your examining the same at you earliest convenience, and shall be happy to receive your check for the amount, or instructions to draw upon you in the ordinary course,

We are,

Gentlemen,

Yours truly,

Sit yut,

催 款

啓者，茲送奉上月份 尊處所購各種食料清單一紙，至祈 檢收，並懇將該款早日 賜下，是所至感！刻值歲暮，敝號須將本年帳務一爲結束。特此奉瀆，敬請

台安！

× × 號謹啓

Queen' S Road,

October 8, 1935.

Dear Sir,

Inclosed we beg to send our bill for \$29,34 for provisions supplied to yourself during the last month. which amount we shall feel obliged by your sending us at your earliest convenience as our now year' S day is approaching and we are desirous to close our accounts for the year now nearly completed.

We are, Sir,

yours faithfully,

eto.

索 賬

× × 先生台鑒：

上月間，辱承 賜顧，計洋六十八元，倘蒙早日惠付，尤深感荷！該款本不敢催，極應俟 足下有便惠

擲。迫於急需，冒昧奉瀆，尚祈鑒宥為幸！

專此敬請

台安！

弟 × × × 謹啓

Hongkong, September 15, 1935,

Sir.

We shall feel obliged by your settling the account of (\$68,00) sixty-eight dollars due to us for the sundry articles bought of during the month of August 1935.

We had hoped that our necessities would not have compelled us to ask you for this amount, until you might have made the payment perfectly convenient to yourself; but our engagements compel us to call on you.

Trusting to your goodness to excuse us freedom,
I am, etc.

契 約

租 契

立出租人×××堂×記，現有屋一間，坐在×縣××街第××號門牌。現出租與××，每月上期租銀五十元，限三年為期。××住屋時，如需修葺，自行出資支理訂明，不准作違警生意及在屋內操作粗工，以重商業。此據！

出租人×××堂×記筆

×年×月××日

Agreement between Kwong Tsik Han Tong Yung Kee and Hon long.

I, Kwong Tsik Han Tong Yung Kee, agree to let to Hop Long the house No. 4, Queen' S Road, Sheung Wan of Hongkong, for a term of three years from this date, at (\$50,00) fifty dollars per month, to be paid monthly in advance, the said Hop Long is it keep the house in proper repair at his own expense, and not to do any illegal business or heavy work within the house or allow it to be done.

Witness my hand and seal

the 17th day of November, 1935.

Kwong Tsik Han 'Tong Yung Kee.

承 攬

× × 票自願照，已在 × 公司寫字樓細看繪定之貨倉圖式，及註明所需之材料，在虹口建造石貨倉一所，取工料銀二千圓正。

擔保人上海 × × 路 × × 號東主 × × ，

投標充建貨倉人 × × 立

× 年 × 月 × × 日

Shanghai, Dec, 10th, 1935.

Tender.

I hereby undertake to execute the following work required by messrs A, & Co., Viz,

One stone godown at Hongkew, according to the plan and specifications which I have examined in the office of A, & C.

The erection will be at the cost of (\$2,000,00) two thousand dollars only.

B. Watson.

Contractor.

Security Mr. C.

Proprietor of Wah Chang Firm.

Honan Road,

Shanghai.

合 同

××仁兄先生台鑒：

茲立合同，弟自願仍留任在貴公司處，僱工，管理收銀之職。由今日起至一千九百五十五年××月××號止。

並候

均安！

××公司列位仁兄先生台鑒。

弟×××謹訂

×年×月××日

Shanghai, Dec, 2nd, 1935.

Messrs, C, W, & Co.

Dear Sirs,

I hereby agree to remain in the service of your firm as a shroff from the present until the day of Dec. ××st 1955.

Yours respectfully,

B. Foud.

保 單

××仁兄先生台鑒：

茲立保單，自願爲吾胞弟××担保，在××大公司當收銀之職。由今日起，計至一千九百五十五年××月××日止。如在期內或有虧空銀兩，及一切責任事，惟吾是問。此據

！ 並候

大安！

××公司

列位先生 照！

弟×××啓

×年×月×日

Shanghai, June ×nd, 1935.

I hereby guarantee that my brother shall remain in the employment of Messrs.....&Co., as a shroff from the present date until Dec 31st, 1935. and× am responsible for any emberrlement, etc.

A. Fu.

公 丈

呈 文

爲婢失無踪，乞 恩飭差查緝事：

竊民有使婢一口，名××年十二歲，於本月××日下午

三點鐘其往買生果，去後至今不見回寓，預料被人拐誘。伏乞
鈞所飭差查訪該婢下落，冀得收回，實為公便！

謹呈

警察所長 鈞鑒：

具呈人 < × ×

住所 ……………

×年×月××日

Hongkong, November × ×th, 1935.

To the Sitting Police Magistrate.

The Humble Petition of A. E.

a Shopkeeper 6, Queen'S Road, Shung Wan
Sheweth

That on the 8th day of this month about 3, P. M.,
your petitioner' S Servant gir', named B., aged 12, was
sent out by your petitioner to buy some fruit, and has
not since returned, she is supposed to have been kidnapped
by some person or persons unknown, your petitioner
entreats your honour to have an inquiry made respecting
her whereabouts.

訴 狀

呈為夥伴私帶夜照及貨物奔逃，乞 恩再給夜照，以便查緝

事：

竊民在××路第××號門牌，開設××綢緞布疋店，並買拍賣貨物。本月十一日，在民店管帳××，係×省××縣人，已外出兩日，並不回店，曾着伴四處查訪，查無踪跡。緣彼帶去每季發給之夜照一張，及民店貨物，約值銀二十五圓。敬懇再將每季夜照賜給一紙，伏乞 俯如所請，感德無既矣。

謹狀

警察所長 公鑒：

具狀人×××

×年×月××日

Hongkong, November 13th 1935.

To the Captain Superintendent of police,

The petition of A., a shopkeeper

Sheweth,

That he keeps a dry goods store, named Wing Long, No. L, Queen' S Road west, that your petitioner also buys goods at public auctions, that on the 11th inst, a man named Mr. C., belonging to Nan-hai district of Kwang-Tung province, was in the employ of your petitioner as an accountant that he had disappeared for the last two

days, and that up to this date he has not returned, your petitioner also states that Mr. C, has been looked for, but has not been seen, and also he has taken with him a Quarterly Night Pass, and some of the articles valued \$25,00 belonging to the shop.

May it please you therefore that another Quarterly night Pass be granted to your petitioner? If so your petitioner shall be much obliged.

公 函

敬肅者，昨禮拜六日，至夜半時，見有兩人，形跡可疑者，一在_{敵舍}後牆之後，一站在路間，距屋十步之遠，因察伊等在彼處必思入屋竊物，但只持短竹一竿，並無他物，當急登第二層樓近窗口處，鳴鑼，藉此驚醒鄰戶，而該二人亦即奔去矣。

肅泐奉聞，敬請
助安！

× × × 啓

× 年 × 月 × × 日

Hongkong, November × × th, 1935.

A. C., Esq.,

Captain superintendent of police.

Sir,

I beg to inform you that about midnight on saturday last weatk I saw two suspicious-looking persons, one was behind the back wall of my house, and the other on the road about ten paces off. I feel convinced that they were there for the purpose of committing a burglary.

I saw nothing in their possession except a short bamboo, but I immediately sounded a gong in the window of the second story.

This aroused the neighbourhood and the two men immediately ran away.

Your obedient servant,

B. Hout.

廣 告

召 租

巷內有二樓二底屋兩間出賃，合意者，請到××路×××堂面議是荷！

TO LET.

Two two-story houses in this alley

Apply to Kwong Tsik Han Tong.

Honan Road.

召 租(其二)

如欲租賃，請進屋內面議！

“To Let”

Apply Within.

聲 明

××店遷往××路，第××號門牌，在××西報館對面，如有信函，請往彼處妥交！

The shop of Fuk Long is removed to No. 30,
Hankow Road, opposite to Daily News office,
Letters for this shop may be delivered there.

如有弄壞此處物件，定必嚴拿送官懲究。

Any trespasser will be dealt with according to law.

由此路上 This way up. 閒人免進 No admittance.

由此路下 This way down. 樓上 Upstairs.

此處路不通行 There is no. 此處不准堆污穢之物 Commit.
thoroughfare here. no unisance.

此房重地 Private room. 招帖即扯 Post no bills.

其 他

磁 器 等 物.	Crockery.
小 心 過 船.	With care.
千 祈 勿 壓.	Please not to lay anything on it.

內 糖 果 祈.	Preserves.
小 心 安 放.	This side-up, with care.
切 勿 反 覆.	Please dont lay anything on this parcel.

賬 單

洗衣賬單

蒙光顧

十一月二日	洗衣	二十四件
七 日	洗衣	一 百 件
十 日	洗衣	二 十 件
十五日	洗衣	三十五件
二十日	洗衣	一 百 件
廿七日	洗衣	四十五件

共計三百二十四件 每百件工銀二圓算

合共計洋六圓九角六分

此上

× × 先生台照

上海 × × 路 × 記單

西歷一千九百三十五年 × 月 × 日

4, Shantung Road,

Shanghai Dec, 17th 1935.

C, Smith, Esq.,

Dr, to Chong Kee, Washerman.

1935,					\$	cts.
Nov.	2	Washing	24	Pieces of clothing.....		
"	7	"	100	" "		
"	10	"	20	" "		
"	15	"	35	" "		
"	20	"	100.	" "		
"	27	"	<u>45</u>	" "		
<u>324 at \$2,00 Per 100</u>					\$	6 96

Received Payment,

Chong Kee.

傢具賬單

蒙光顧

十月三日

取圓檯一張

銀 二十圓

	取大牀一張	銀	三十二圓
四日	二層樓房二間洗灰水	銀	十圓
	拆牀裝牀工	銀	一圓
七日	拆舊窗門裝換新窗工	銀	四圓

共計銀六十七圓

十一月十日	來銀二十圓半	} 共來銀三十五圓半
十日	來銀十圓	
廿一日	專兄來銀五圓	

除來尙欠洋三十一圓五角

此上

××大寶行 照

上海××木器店單

西歷一千九百三十五年×月×日

Shanghai, Dec, 17th, 1935.

Messrs, Smith & Co.

Dr, to Kwang Long Carpenter.

1935		\$	Cts.	\$	Cts.
Oct. 3	To I Round table.....	20	00		
" 3	" I Bedstead	32	00		
" 4	" Whitewashing 2 rooms in second Story				

	'' 4	'' Shifting a bedstead.....	10	00		
	'' 7	Taking down the old windows	1	00		
		and fixing the new ones	4	00		
		Cash received,				
Nov.	10	'' ''			20	50
	'' 21	'' '' (from Mr. Janes,)			10	00
		Balance \$			5	00
					31	50
			67	00	67	00

Received Payment,

Kwang Long.

伙食賬單

蒙光顧

本年十一月分憑簿取伙食共計銀一百二十五圓

此上

××先生 台覽

上海××路×記伙食館單

西歷一千九百三十五年××月××日

7, Hankow Road,

Shanghai Dec, 15th, 1935.

H, Greig Esq.,

Dr, to Tai Kee, Compradore,

To Provisions per pass book supplied		
during the month of Nov. 1935.	\$125	00

Received Payment,
Tai Kee.

雜貨賬單

蒙取

十一月三日	白竹布巾	二打	銀	二元四角
	啤 酒	一打	銀	一元三角
四 日	大波打酒	二打二一算	銀	四圓二角
	肥 皂	二磅	銀	一 角
	酸 菓	二罇	銀	三 角
	生 菜 油	四大罇	銀	一 圓
	絹面洋傘	一把	銀	三圓二角
	牛 乳 餅	一磅	銀	二 角
	大沙甸魚	一罐	銀	二 角

洋芥末 一罇 銀 一 角

手 鈴 一個 銀 三角五分

合共計銀一十三圓三角五分

× × 先生 台照

上海 × 記單

西歷一千九百三十五年 × × 月 × × 日

Shanghai, June 13th, 1935.

T, Jones, Esq.,

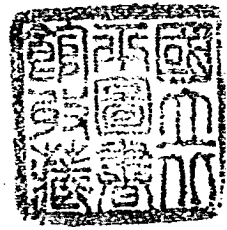
Bought of Hing Kee.

1935,			\$	Cts,
Nov. 3rd,	2	Dor, Linen Handkerchiefs	2	40
" "	1	" Pint Beer	1	30
" 4	2	" Quart Stout a \$2,10P,dor	4	20
" "	2	lbs, Soap		10
" "	2	Bottles Pickles		30
" "	4	" Salad, oil, large	1	00
" "	1	Silk umbrella	3	20
" "	1	lb Cheese		20
" "	1	Tin Sardines, large		20

'' ''	1	Bottle mustard		10
'' ''	1	Hand-bell		35
		Total \$	13	35

Received, Payment,

Herg Kee.



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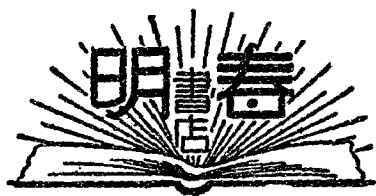
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