

# 西文打字法實習

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商

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## 第 一 實 習

觸覺字字術 (touch system of typewriting) 全賴手指之觸覺。每指各有所司。打字時兩目專注于原稿。除必要時，切勿移顧機上。此條最易破犯。非但費時，且易致錯誤。切誌切誌。

實習時姿勢手術兩項，為成敗之關鍵，最須注意。

### 導 鍵

導鍵者，打字時手指所固守之八鍵也。由導鍵始能得他鍵之位置，故手指須常按于導鍵。

導鍵在第二行（由下數起）。左手小指置于 A，無名指置于 S，中指置于 D，食指置于 F。右手小指置于 ; 號，無名指置于 L，中指置于 K，食指置于 J。此即準備時及打字時應取之位置。初學者可將指尖輕置于導鍵上。練習既久，各指須懸于鍵上，僅可偶爾觸之。

第一圖中繪影之健即為導鍵。右面空圈為他種符號，亦以右小指司之。



第 一 圖

手指既各得其位，即可開始實習，先以左指擊 a。擊後立復原位，否則字跡重疊，且費時間。小指最弱，擊時稍須用力。

次擊 s, d, f, g, f 諸字。擊 g 時，食指須向右展開。擊後即還原位。

實習時須看一字母打一字母.隨打隨思.勿依手指之次序,任意打去.否則無效.

左面諸字母既畢,以右拇指按空鍵一下.乃以右手如法擊 ; l, k, j, h, j. 愈緩愈佳.務使各指所費之時間相等.若按拍子然.同時目專注書中之練習.萬勿移顧及機.

打完一行,可觀察一過.小指力弱,所印之象常淡不可辨,當矯正之.務使八指之壓力平均.

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj  
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

## 第 二 實 習

前述關於姿勢手術數節，須字字實踐，切勿懈怠。

本實習之目的，在練習手指之嫻熟。字母之排列無定，各指所司之字母須用腦想出之。非萬不得已，不得觀諸鍵之所在。

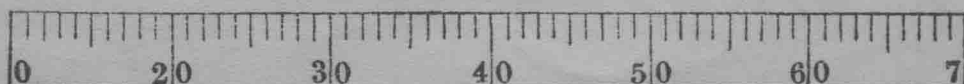
偶有錯誤，不可塗改，或用橡皮。須重複練習，至嫻熟為止。

asfg; asfg; asfg; asfg; asfg; asfg; asfg; asfg; asfg; asfg;  
sldgh sldgh sldgh sldgh sldgh sldgh sldgh sldgh sldgh sldgh  
ssass ssass ssass ssass ssass ssass ssass ssass ssass ssass  
allss allss allss allss allss allss allss allss allss allss  
;fald ;fald ;fald ;fald ;fald ;fald ;fald ;fald ;fald ;fald  
kljfa kljfa kljfa kljfa kljfa kljfa kljfa kljfa kljfa kljfa  
sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg  
hsalj hsalj hsalj hsalj hsalj hsalj hsalj hsalj hsalj hsalj  
assgh assgh assgh assgh assgh assgh assgh assgh assgh assgh  
;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh  
aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa  
sssss sssss sssss sssss sssss sssss sssss sssss sssss sssss  
lllll lllll lllll lllll lllll lllll lllll lllll lllll lllll  
fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf

### 第 三 實 習

今練習第二行字母所綴成之字.字有長短,可照打字機上之尺排列之.

每字打二十行.同字母有連續者.擊時不可一重一輕.小指尤宜注意.



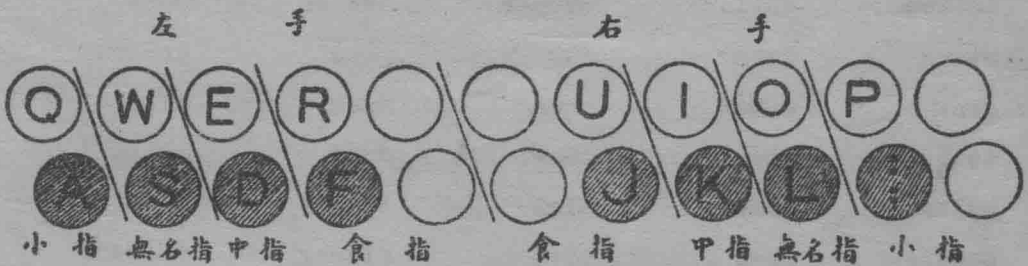
|      |         |      |       |       |
|------|---------|------|-------|-------|
| all  | ask     | lad  | halls | shall |
| fall | lass    | asks | alas  | glass |
| glad | flags   | jags | sad   | flask |
| lag  | alfalfa | add  | had   | gas   |
| ash  | sag     | gall | slash | has   |
| hag  | dash    | slag | gash  | fads  |

### 第 四 實 習

第二行之字母既已嫻熟,可習第三行之字母.此時窺觀手指之引誘特強,務須自制之.

手指先置于導鍵上.目光全集于書中之演題.擊時須遲緩中節.快速非特無益,且阻進步.

awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;  
 awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ; awerqfa ;oiupj ;



第 二 圖

## 第 五 實 習

先將第四實習練習十遍.再打下列諸字.每字打十行.  
本實習可分作四次練習.

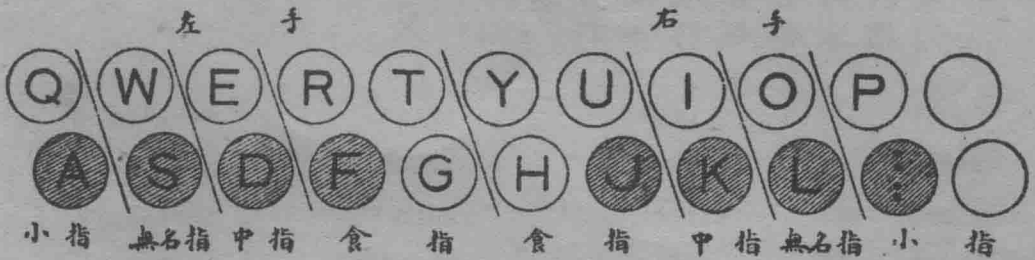
注意：(1) 專看演題. (2) 擊鍵輕而堅. (3) 速力均勻.

|         |         |         |        |        |
|---------|---------|---------|--------|--------|
| if      | elk     | sell    | flake  | alias  |
| flea    | sea     | fields  | fails  | fail   |
| jokes   | dirks   | desks   | row    | saw    |
| asked   | lead    | feed    | seeds  | jade   |
| squeal  | larks   | liked   | war    | oppose |
| apples  | offal   | equals  | world  | would  |
| fells   | skill   | squall  | aisles | skill  |
| usual   | wasp    | our     | were   | dew    |
| jailers | drawls  | awaked  | upper  | said   |
| park    | dark    | paper   | queer  | read   |
| fife    | folds   | was     | wed    | people |
| lulled  | dollars | pepper  | swords | pork   |
| aware   | swear   | our     | pope   | errors |
| dear    | sawed   | aqua    | apes   | oil    |
| soil    | airs    | rear    | deaf   | arise  |
| poise   | quake   | slake   | fiddle | riddle |
| saddle  | free    | sirs    | flower | flowed |
| rue     | wore    | spoiled | flaps  | drew   |
| few     | flew    | look    | work   | sake   |
| asked   | rise    | sea     | ears   | fear   |



### 第 六 實 習

學者對於中間諸字母若T, Y, G, H等常感困難.另設本實習,以資練習.指法見第三圖.



第 三 圖

下列演題反覆習之.每擊一鍵,須牢記該鍵之所在.惟目須專集于演題.

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj  
 ertgf iuyhj ertgf iuyhj ertgf iuyhj ertgf iuyhj  
 tyrugh tyrugh tyrugh tyrugh tyrugh tyrugh tyrugh tyrugh  
 qtred pyoik qtred pyoik qtred pyoik qtred pyoik  
 tgrfed yhujik tgrfed yhujik tgrfed yhujik tgrfed yhujik  
 aqswde ;ploki aqswde ;ploki aqswde ;ploki aqswde ;ploki  
 qawsed p;olik qawsed p;olik qawsed p;olik qawsed p;olik  
 frftfg jujyjh frftfg jujyjh frftfg jujyjh frftfg jujyjh

## 第 七 實 習

本實習之字皆需中間諸鍵。練習時注意各指之壓力，  
以免明淡不勻之弊。

本實習可分作三次練習。

下列諸字，每個打十行。

|           |          |           |           |
|-----------|----------|-----------|-----------|
| fault     | artful   | styles    | kettles   |
| faithful  | disloyal | should    | guilds    |
| there     | although | youth     | therefore |
| their     | writer.  | afterward | toward    |
| light     | though   | illegal   | herself   |
| qualify   | laughs   | others    | ushers    |
| whiskers  | duty     | quiet     | twilight  |
| tassel    | troops   | drugs     | quarry    |
| waggish   | little   | triple    | terrify   |
| letter    | wetter   | ergot     | outsider  |
| struggles | trowel   | gallows   | property  |
| yours     | truly    | stupid    | those     |
| great     | shrug    | shrewed   | grew      |
| strap     | right    | light     | height    |
| tough     | slough   | dough     | thorough  |
| tooth     | torpedo  | grass     | trash     |
| shark     | shear    | shops     | pretty    |
| ready     | steady   | wedges    | fledge    |

## 第 八 實 習

本實習爲大寫實習。打大寫時指法不變。字母如在左邊，以右小指按右邊更換鍵 (shift key)。字母在右邊，以左小指按左面之更換鍵。更換鍵可按不可擊。又不可以他指按之。

下列諸字，每個打五行。

|           |            |           |          |
|-----------|------------|-----------|----------|
| Asia      | Russia     | Florida   | Shari    |
| Portugal  | Wakefield  | Querfurt  | Augustus |
| George    | Elyria     | Kirkwall  | Uppsala  |
| Weisshorn | Weatherley | York Isis | Lassa    |
| Waterloo  | Gregory    | Paul      | Douglas  |

## 第 九 實 習

終止符號 (period) 以右小指擊之.不可太重.  
下列每句打二十句.

Prosperity goes to those who work hard.

Wise efforts will surely get a reward.

Speed will look after itself if you do your part well.

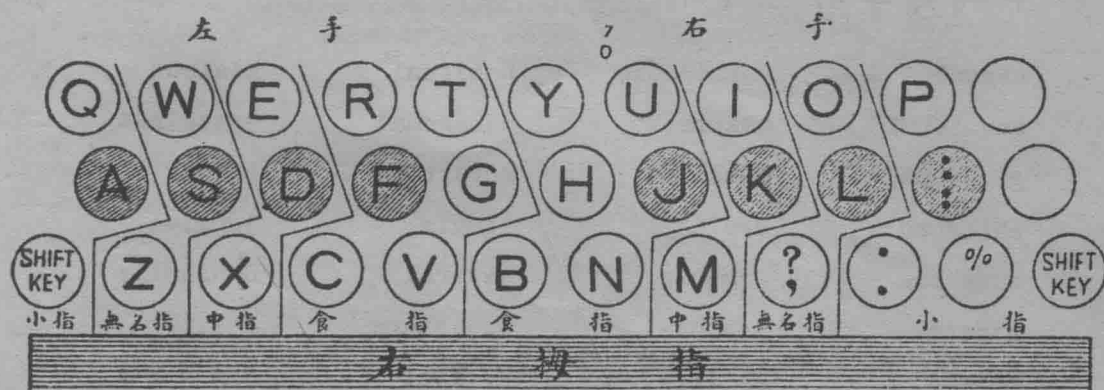
Geography is a useful study.

Look out for the dog.

We have your letter of last Saturday.

## 第 十 實 習

本實習練習第一行字母,指法可看第四圖.應注意者,左小指不司字母鍵,右無名指司終點,中指司逗號(Comma).



第 四 圖

先置諸指于導鍵上,繼續習練下列演題.隨打隨記各字母之位置,至嫻熟為止.

注意: (1) 勿看鍵盤, (2) 擊鍵從容, (3) 節奏均勻.

azxcvf lkmbj azxcvf lkmbj azxcvf lkmbj azxcvf lkmbj

awzasa awzasa awzasa awzasa awzasa awzasa awzasa awzasa

trgfvc yuhjbn trgfvc yuhjbn trgfvc yuhjbn trgfvc yuhjbn

第 十 一 實 習

本實習可分作四次練習。

注意：(1) 坐須挺直，(2) 勿看鍵盤，(3) 勿躁急。  
下列每字打二十行。

|                        |                         |                          |           |
|------------------------|-------------------------|--------------------------|-----------|
| absent <sup>11</sup>   | formidable <sup>7</sup> | habitual <sup>2</sup>    | zealous   |
| acquittal              | quarrel <sup>10</sup>   | hexagonal <sup>8</sup>   | valueless |
| geography              | dazzling <sup>9</sup>   | advertise <sup>4</sup>   | twenty    |
| children <sup>9</sup>  | could <sup>12</sup>     | jingle <sup>11</sup>     | jungle    |
| knocking <sup>9</sup>  | gambols <sup>10</sup>   | several <sup>10</sup>    | unusually |
| general <sup>10</sup>  | possess <sup>10</sup>   | necessary <sup>5</sup>   | laxity    |
| moral <sup>12</sup>    | college <sup>10</sup>   | arrival <sup>10</sup>    | fantastic |
| musical <sup>10</sup>  | success <sup>10</sup>   | readiness <sup>4</sup>   | plank     |
| justice <sup>10</sup>  | linen <sup>12</sup>     | fraternal <sup>4</sup>   | sixfold   |
| axled <sup>12</sup>    | boxing <sup>11</sup>    | wrestlers <sup>5</sup>   | weather   |
| jovial <sup>11</sup>   | jealous <sup>10</sup>   | diphthongal <sup>6</sup> | vowels    |
| engaged <sup>17</sup>  | decided <sup>10</sup>   | carried <sup>10</sup>    | married   |
| sweetness <sup>4</sup> | prettiness <sup>7</sup> | rights <sup>11</sup>     | quaking   |
| exercises <sup>4</sup> | judges <sup>11</sup>    | laurel <sup>11</sup>     | boyhood   |
| clinging <sup>9</sup>  | mixing <sup>11</sup>    | boxing <sup>11</sup>     | thinning  |
| growth <sup>11</sup>   | breadth <sup>9</sup>    | width <sup>12</sup>      | smooth    |
| behind <sup>11</sup>   | front <sup>12</sup>     | enjoy <sup>12</sup>      | zebra     |
| wolves <sup>11</sup>   | calves <sup>11</sup>    | halves <sup>11</sup>     | knives    |
| nation <sup>11</sup>   | action <sup>11</sup>    | option <sup>11</sup>     | ration    |
| joyous <sup>11</sup>   | envious <sup>13</sup>   | callous <sup>13</sup>    | copious   |

## 第 十 二 實 習

本實習可分作四次練習。

下列每行練習十遍。

were were were were were were were were were were  
was was was was was was was was was was was was  
wax wax wax wax wax wax wax wax wax wax wax wax  
saw saw saw saw saw saw saw saw saw saw saw saw  
ass ass ass ass ass ass ass ass ass ass ass ass  
please please please please please please please please  
place place place place place place place place place  
war war war war war war war war war war war war  
quack quick quack quick quack quick quack quick quack  
quart squad quart squad quart squad quart squad  
paper piper paper piper paper piper paper piper paper  
equal equal equal equal equal equal equal equal equal  
apple apple apple apple apple apple apple apple  
straw plump straw plump straw plump straw plump straw  
queen queen queen queen queen queen queen queen queen  
pour pour pour pour pour pour pour pour pour pour  
said said said said said said said said said said said  
mean mean mean mean mean mean mean mean mean mean  
meat meat meat meat meat meat meat meat meat meat  
knave knave knave knave knave knave knave knave knave  
grave grave grave grave grave grave grave grave grave  
brave brave brave brave brave brave brave brave brave  
plum plum plum plum plum plum plum plum plum plum

### 第 十 三 實 習

下列句子每句打十遍,使無一錯誤.終點及他附號不可猛擊.

(,), (:), (;) 之後各空一位.

Birds of a feather flock together.

When a woman repulses, beware.

When a woman beckons, beware.

Love is the wine of life and marriage is the morning after.

We pardon as long as we love.

Listening is the sincerest form of flattery.

Good cheer is no hindrance to a good life.

Reason should direct and appetite obey.

Rare as is true love, true friendship is rarer.

The only way to have a friend is to be one.

Sympathy is good; advice is better; help is best.

Music is the universal language of mankind.

Youth is a blunder; Manhood, a struggle; Old Age, a regret.

Wine is wont to show the mind of man.

A woman is only a woman, but a good cigar is a Smoke.

Dogmatism is puppyism come to its full growth.

Moderation is the pleasure of the wise.

Now good digestion wait on appetite and health on both.



## 第 十 四 實 習

先將下列字母反覆打十行.以作準備.

abcdefghijklmnopqrstuvwxyz ; zyxwvutsrqponmlkjihgfedcba

下列各句盡含英文字母,以求練習之普遍.每句打十遍.起首空五位.

A thorough knowledge of the keyboard is the first requisite of the zealous typist who desires to excel in his work and enjoy the envied distinction of those who become champions.

It is far easier to learn to write by touch than by sight and all who wish to become good typists should realize this fact and practice each exercise with joy, as it is only a question of time when they will understand the value of the work they are doing.

Let accuracy be the foundation from which you make a quick advance to join the ranks of those who are neither too lax nor too lazy to storm the fortress of high speed.

43  
17

## 第 十 五 實 習

7  
16

本實習爲長字之練習。  
下列之字，每字打十行。

|             |              |             |             |
|-------------|--------------|-------------|-------------|
| separation  | satisfactory | stationery  | explanation |
| examination | condition    | telegraphy  | reliability |
| answering   | reparation   | intellect   | congruous   |
| philosophy  | contribution | university  | sovereigns  |
| aberrations | conscience   | acknowledge | ordinarily  |
| improperly  | institutions | authority   | reasonable  |

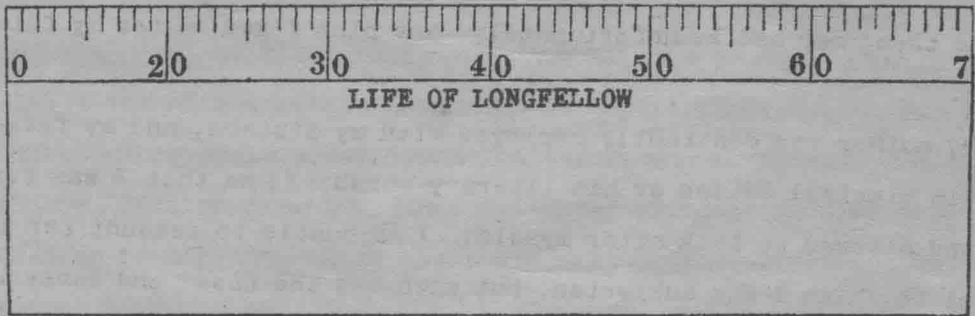
## 第 十 六 實 習

本實習為標題格式之練習。

### 集 中 法

標題每須置于中央，是以稍須心算。法將每行之總位數減去題中之位數，以二除之，答數即為左邊應留之空位。

例：今欲將 LIFE OF LONGFELLOW 一題印于中央。設左右兩邊限 (marginal stops) 間共六十位。題中十八位，相減得四十二位，以二除之，得二十一。由左邊空二十一格即是矣。(注意：紙之兩邊亦須相等)見第五圖。



### 習 題

將下列各標題集中。

- CHAPTER XXI. POEMS OF LONGFELLOW. LI HUNG-CHANG. Life of Johnson.  
 A NIGHT ADVENTURE. ROBINSON CRUSOE, by Daniel Defoe. ESSAYS  
 by LORD MACAULAY. Exercise LVII. Rural Life. TYPHOID: ITS CAUSE & CURE.  
 Camp Life. PREFACE.

## 第 十 七 實 習

本實習練習長篇文字。打時目不可看鍵盤，不求迅速，但求準確。一遍既就，覘其有錯誤否，印象均勻否。

注意：(1.) 每句終點後空二位。(2.) 每節之前空五位或十位。(3.) 連字附號(-)以右小指司之須書于右邊。

下列文字，依樣打十張。

My parents had four sons and five daughters. My eldest brother was studying for the bar in Dublin; and as the family fortune was limited, we were somewhat cramped to afford him the requisite means for his education. I was consequently kept at home, picking up, when I felt disposed, any crumbs of knowledge which came in my way, but seldom going out of my way to find them; nor had I, unfortunately, any plan fixed on for my future career.

My mother was constantly employed with my sisters, and my father with his clerical duties or his literary pursuits; so that I was forgotten, and allowed to look after myself. I am unable to account for the neglect to which I was subjected, but such was the case; and consequently I ran wild, and contrived to become acquainted with some scampish youths in the neighbourhood, in every way my inferiors except in age; and they gave me lessons which I was, I own, too willing to learn, in all that was bad.

第 十 八 實 習

下列文字,依樣打十張.

Spring flew <sup>a flash</sup> swiftly by, and summer came; and if the village had been beautiful at first, it was now in the full glow and luxuriance of its richness. The great trees which had looked shrunken and bare in the earlier months had now burst <sup>into</sup> into strong life and health, and stretching forth their green arms over the thirsty ground, converted open and naked spots into choice nooks, where was a deep and pleasant shade from which to look upon the wide prospect, steeped in sunshine, which lay stretched out beyond. The earth had donned her mantle of brightest green, and shed her richest perfumes abroad. It was the prime and vigor of the year; all things were glad and flourishing.

Still the same quiet life went on at the little cottage, and the same cheerful serenity prevailed among its inmates. Oliver had long since grown stout and healthy; but health or sickness made no difference in his warm feelings to those about him, though they do in the feelings of a great many people. He was still the same gentle, attached, affectionate creature that he had been when pain and suffering had wasted his strength, and when he was dependent for every slight attention and comfort on those who tended him.

## 第 十 九 實 習

下列文字, 依樣打十張。

### THE GREAT WALL

In connection with the above caravan road passing through Nankow Pass, it seems proper at this point to mention the Great Wall of China. The Peiping-Suiyuan Railway follows the same gorge as the caravan road, and passes under the ridge of the West Hills only a few hundred feet from the gate where the caravan road passes through the wall. The wall in this vicinity is very substantially built, and although it is doubtless many years since repairs were made, much of it is still in surprisingly good condition. All the mortar seems to have been pure lime, with no sand or other filler.

第 二 十 實 習

下列文字, 依樣打十張.

Like all the existing great apes, the ancestral man was probably a solitary creature, dangerous to all he knew except his mate or mates - for apparently his monogamy was not very strict - and his little children. Even his children may have gone in fear of him and looked to their mothers for help and protection. There is no written or carven history of our race to tell of its habits and fears and passions a million years ago. Flint implements reveal but little of the soul.

But in recent years the past history of mankind has been studied very profitably from a new angle. Just as in the bodily anatomy and development of man we find the evidences of his ancient ancestry in the seas, so in the fundamental ideas and traditions of his mind we begin to read the story of the disciplines and suppressions that have made our present way of living possible. In many of the rapidly vanishing practices of savage and barbaric peoples, and in

第 二 十 一 實 習

下列文字依樣打十張，務使一字勿錯。

A Musical Instrument

What was he doing, the great god Pan,  
Down in the reeds by the river?  
Spreading ruin and scattering ban,  
Splashing and paddling with hoofs of a goat,  
And breaking the golden lilies afloat  
With the dragon fly on the river?

He tore out a reed, the great god Pan,  
From the deep cool bed of the river,  
The limpid water turbidly ran,  
And the broken lilies a-dying lay,  
And the dragon fly had fled away,  
Ere he brought it out of the river.

High on the shore sat the great god Pan,  
While turbidly flowed the river,  
And hacked and hewed as a great god can  
With his hard bleak steel at the patient reed,  
Till there was not sign of the leaf indeed  
To prove it fresh from the river.

-Elizabeth Barrett Browning.



第 二 十 二 實 習

每字打五行,勿使錯誤.

|                           |                           |                            |               |
|---------------------------|---------------------------|----------------------------|---------------|
| kaleidoscope <sup>7</sup> | isothermal <sup>7</sup>   | incandescence <sup>4</sup> | delegation    |
| undulation <sup>7</sup>   | locomotion <sup>7</sup>   | quadrangle <sup>7</sup>    | quadruped     |
| controvert <sup>7</sup>   | magnanimous <sup>6</sup>  | inexorable <sup>7</sup>    | detrimental   |
| clergyman <sup>6</sup>    | successfully <sup>5</sup> | concentrate <sup>6</sup>   | epicurean     |
| aesthetics <sup>7</sup>   | chrysalis <sup>7</sup>    | connoisseur <sup>6</sup>   | sedulously    |
| prolixity <sup>7</sup>    | exquisite <sup>8</sup>    | prurient <sup>9</sup>      | jocosity      |
| irascible <sup>6</sup>    | hemorrhage <sup>7</sup>   | individual <sup>7</sup>    | distinctly    |
| extinguished <sup>7</sup> | pompous <sup>10</sup>     | observance <sup>7</sup>    | irretrievable |
| vacuity <sup>10</sup>     | phonographic <sup>5</sup> | operator <sup>9</sup>      | illustrate    |
| opposition <sup>7</sup>   | society <sup>10</sup>     | published <sup>4</sup>     | elaborate     |
| governmental <sup>7</sup> | paragraph <sup>7</sup>    | immediately <sup>6</sup>   | retrograde    |
| knowledge <sup>8</sup>    | prodigious <sup>7</sup>   | medicine <sup>9</sup>      | thousands     |
| identical <sup>4</sup>    | utterances <sup>7</sup>   | alphabetical <sup>5</sup>  | collection    |

第 二 十 三 實 習

下 列 文 字, 照 樣 打 十 張.

a;sldkfjghfjdksla;sldkfjghfjdksla;sldkfjghfjdksla;

a;sldkfjghfjdksla;sldkfjghfjdksla;sldkfjghfjdksla;

a;sldkfjghfjdksla;sldkfjghfjdksla;sldkfjghfjdksla;

Real skill is the sure reward of wise efforts.

Real skill is the sure reward of wise efforts.

Real skill is the sure reward of wise efforts.

Real skill is the sure reward of wise efforts.

Real skill is the sure reward of wise efforts.

a;sldkfjghfjdksla;sldkfjghfjdksla;sldkfjghfjdksla;

a;sldkfjghfjdksla;sldkfjghfjdksla;sldkfjghfjdksla;

a;sldkfjghfjdksla;sldkfjghfjdksla;sldkfjghfjdksla;

Mothers are the only goddesses in whom the whole world believes.

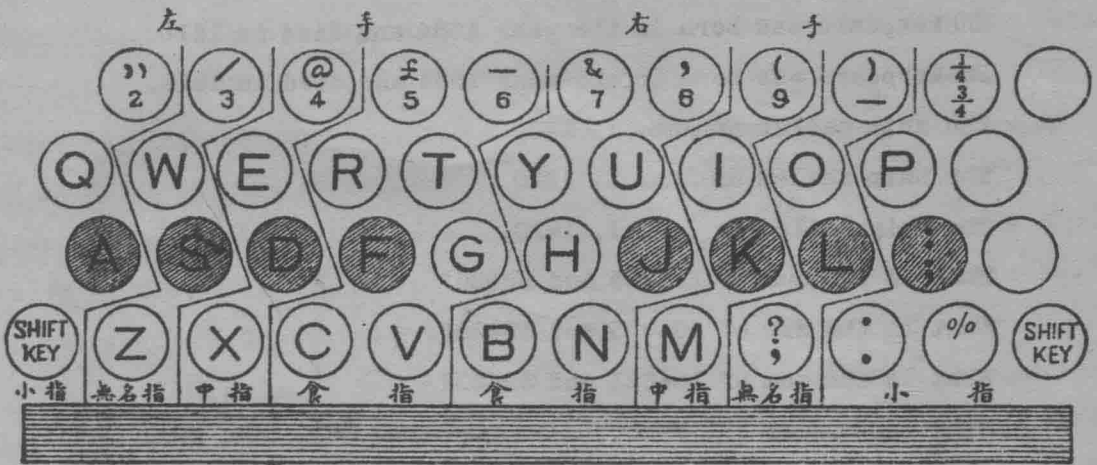
Mothers are the only goddesses in whom the whole world believes.

Mothers are the only goddesses in whom the whole world believes.

Mothers are the only goddesses in whom the whole world believes.

第 二 十 四 實 習

亞刺伯數字,多位于第四行,指法看第六圖.應注意者,鍵盤上無 1 字,須以小寫 l 代之.切勿用大寫 I.



第 六 圖

數種打字機另設 0 鍵.無此,可以大寫 O 代之.  
數字距導鍵最遠,練習時不可看鍵盤,應摸索得之.

12345 09876 12345 09876 12345 09876 12345 09876 12345 09876  
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第 二 十 五 實 習

下列文字,照樣打十張.

Shakespeare was born in the year 1564 and died in 1616.

Shakespeare was born in the year 1564 and died in 1616.

Shakespeare was born in the year 1564 and died in 1616..

The ship sailed on Jan. 1, 1920.

The ship sailed on Jan. 1, 1920.

The ship sailed on Jan. 1, 1920.

What is the sum of 184023 and 59420?

What is the sum of 184023 and 59420?

What is the sum of 184023 and 59420?

Find the sum of the consecutive numbers, 523, 524, 525,  
526, 527, 528, 529, and 530.

Find the sum of the consecutive numbers, 523, 524, 525,  
526, 527, 528, 529, and 530.

Find the sum of the consecutive numbers, 523, 524, 525,  
526, 527, 528, 529, and 530.

## 第 二 十 六 實 習

下列文字,照樣打十張

No Man's Land. "All's over with me," he cried. He will leave on the 25th (Saturday) by the Empress of Russia. Don't you think so? The three R's are Reading, Writing, and Arithmetic. The word go is a verb. The price is fifty dollars less 15% discount. The living room is 14" x 18". He said, "I came to take leave of you." John Murray & Co., Tientsin. December 25th, 1913. The price of this book is 4/-. How you rave! Read this: He who thinks knows. "A splendid book... one which should be read by everybody."- The China Press. Mr. S. K. Liu, M.A., will lecture on "Social Evils." Don't delay. Do the exercises on pages 57, 84, and 104. A  $\frac{1}{2}$ " ribbon may be used on this machine. What is the matter? 8" 4' by 6" 4' is large enough. Maids are May when they are maids, but the sky changes when they are wives.- Shakespeare. East, West; Home's best. "What?" asked the girl. This wine contains 60% alcohol.

第 二 十 七 實 習

下列文字,照樣打十張.

"But are you an American citizen?" angrily demanded the official at the passport office.

"My mother was American" - began the applicant.

"Yes, yes" -

"But she married a Frenchman" -

"Yes."

"In Italy."

"Yes; but where were you born?"

"I was born on a ship flying Spanish colors while she was lying at anchor in Honolulu harbor, but my parents died in Brazil when I was only four years old and I was adopted by a Chinese, who brought me up in Russia" -

"Well, he's" - began an official.

"He's a bloomin' League of Nations!" exploded the official who had first spoken.

第 二 十 八 實 習

下列草字,每個打十行.

|                           |                            |                          |             |
|---------------------------|----------------------------|--------------------------|-------------|
| minimum <sup>10</sup>     | psychology <sup>7</sup>    | auxiliary <sup>8</sup>   | embezzle    |
| recognize <sup>8</sup>    | monotonous <sup>7</sup>    | exceedingly <sup>6</sup> | extremes    |
| electrical <sup>7</sup>   | inconvenient <sup>5</sup>  | genuinely <sup>8</sup>   | subtlety    |
| approximate <sup>6</sup>  | accuracy <sup>9</sup>      | exorbitant <sup>7</sup>  | diseases    |
| strengthened <sup>5</sup> | hypocrisy <sup>8</sup>     | assessment <sup>7</sup>  | paroxysm    |
| gradually <sup>7</sup>    | indifferent <sup>6</sup>   | consequent <sup>7</sup>  | hundreds    |
| practice <sup>9</sup>     | miscellaneous <sup>4</sup> | ravages <sup>10</sup>    | zephyr      |
| referred <sup>9</sup>     | excavate <sup>9</sup>      | perhaps <sup>10</sup>    | announce    |
| typists <sup>11</sup>     | average <sup>10</sup>      | precedence <sup>5</sup>  | scientific  |
| familiarity <sup>6</sup>  | development <sup>6</sup>   | materially <sup>7</sup>  | advocate    |
| fortunate <sup>8</sup>    | descension <sup>7</sup>    | occasion <sup>9</sup>    | importance  |
| orchestra <sup>8</sup>    | regarded <sup>7</sup>      | receive <sup>10</sup>    | homonym     |
| caravan <sup>10</sup>     | seizure <sup>10</sup>      | criticize <sup>8</sup>   | circulation |

## 商業信件

打字於商業信件應用最廣。本書設例特多。惟僅約述打字者通用之慣例；至於書信格式，另有專書，今不備論。

**左右邊** 信之左右，各須留邊。其闊狹影響信之形式極大。須隨信之長短紙之大小而定。通常約一吋。本書舉例甚多，學者當知所擇也。

**縮寫** 信中年月地名常用縮筆。但以打字機打出，費時無幾，不如完全打出。

**信體** 信之本體，或每行書之，或間行書之，亦依字之多寡而定。學者當細察各例，識其形式，則實用時不難知所措手矣。

**段落** 每節前空五位或十位。每節間或空一行，或不空。亦可於習題中見之。

**結束** 設如信之左邊始於零位，則結束之語若 Yours truly, 可起始於三十至三十五位間。

**簽字** 簽字務須用墨水筆書之。



第 二 十 九 實 習

下列書信,依樣打十張.勿使有錯誤.

Rotterdam,

28th April, 1915.

Mr. Horace Marsh,

London.

Dear Sir:

I have the pleasure to acknowledge the receipt of your letter of the 25th inst., and find the general conditions stated by you satisfactory.

I shall now await your visit in June, when we can further discuss the business in view, and in the interval shall make arrangements to get out a good assortment of samples for the autumn, so that you may have them in sufficient time to place before your buyers.

Please advise me when you have fixed the exact date of your arrival here.

Yours truly,

第 三 十 實 習

下列書信,依樣打十張.

London,

May 27, 1912.

Messrs. Maurice Bacon & Co.,

London.

Gentlemen:

I have received a case of Hats this morning, consigned by you on the 5th inst., but, upon opening this, find that none of the quantities, sizes, or shapes corresponds with your invoice of that date. You have evidently sent me the wrong goods, and, as I am in a great hurry for the Hats which I ordered, this delay is very inconvenient and annoying. None of the lines in this case is of any use to me, and I hold the same at your disposal pending your reply. You had better wire to me, on receipt of this, when I may expect the correct goods, and, as I am in a very awkward position through this carelessness, I must ask you to see that I get delivery of my order by return.

Yours truly,

第 三 十 一 實 習

下 列 書 信, 依 樣 打 十 張.

Manchester,

3rd November, 1912.

George Richardson, Esq.,

London.

In re Thomas More, Dover,

Dear Sir,

We should be glad if you would inform us what is being done in regard to the above estate, and whether a first dividend will shortly be declared. We understood you were trying to dispose of the remainder of stock by private treaty, and trust you have been successful in this.

Yours faithfully,

第 三 十 二 實 習

下列書信,依樣打十張.

London,

26th May, 1920.

Messrs. G. P. Glover & Co.,

Manchester.

Gentlemen:

Referring to our order of the 2d inst. for Shepherd Check, we shall be glad to know when we may expect delivery, as the goods are most urgently wanted. These goods were promised within a week, and we have been put to considerable inconvenience through the long delay. Please wire us in the morning whether you can deliver at the end of this week.

This is not the first time that we have had to complain of delay in deliveries of goods ordered, and, as in this case the goods were wanted as soon as possible, we particularly stipulated for prompt delivery when giving the order to your representative, who promised to see that it was attended to immediately.

Awaiting your wire, we remain,

Yours truly,

第 三 十 三 實 習

下 列 書 信, 依 樣 打 十 張.

Chicago,

25th June, 1912.

Mr. Henry Lomax,

London.

Dear Sir,

We beg to acknowledge the receipt of your letter of the 18th May, enclosing a sight draft, value \$300, which amount, with 5 per cent discount, will be duly passed to your credit, with thanks.

We hope to be favoured with your further orders and remain, dear sir,

Yours faithfully,

第 三 十 四 實 習

下 列 書 信, 依 樣 打 十 張.

London,

18th May, 1918.

Messrs. John Werner & Co.,

Chicago.

Dear Sirs:

The goods invoiced by you on the 10th inst. have now safely arrived, and are satisfactory. In settlement of the amount of your invoice, less 5 per cent discount, I enclose a sight draft, value \$300. Please acknowledge the receipt in course of post.

Yours sincerely,

第 三 十 五 實 習

下 列 書 信, 依 樣 打 十 張.

London,

May 20, 1923.

Messrs. W. Farnham & Sons,

London.

Dear Sirs:

For account of Messrs. Henry Seeley & Co., of Boston, we beg to send you herewith our cheque, value 18s. 6d., which amount please pass to the credit of these gentlemen, and send us receipt.

Yours faithfully,

第 三 十 六 實 習

下 列 書 信, 依 樣 打 十 張.

Northampton,

May 4, 1923.

Messrs. T. Graham & Co.,

London.

Gentlemen:

I am in receipt of your yesterday's letter, and have forwarded to-day another sample pair of Curtains, worked exactly to the pattern you desire. This design, as stated in my price list, is quite original, but I could, of course, supply others equally novel in design, and, as I have only 50 pairs of the curtains you have selected in stock, perhaps you would like the remaining 50 pairs executed in one or more of the other designs, as otherwise it would be about six weeks before I could deliver.

The Cornflower and Poppy Curtains which I mentioned in my last are much wider than the pair I am sending you, and of these I could deliver 30 pairs at once from stock, the price of these, as previously quoted, being 36s. a pair, carriage paid. I shall be glad to hear from you whether I may send these 30 pairs, or if you would prefer to wait for the completion of your order in the design of the curtains which I am sending you to-day. If you take the 50 pairs, as selected, and the 30 pairs I am now offering, this will leave 20 pairs to complete the order, and these could be executed at once in the new designs referred to above.

I await your early reply, and remain,

Yours faithfully,



第 三 十 七 實 習

下列書信,依樣打十張.

London,

16th April, 1924.

Messrs. Lintott & Son,

Rouen.

Gentlemen,-

We received your cable this morning instructing us to buy the parcel of Patna Rice at 16s., and the writer did his very best to do the business at that figure; but, sales being brisk and stocks very low, the brokers would not entertain an offer below 17s. We therefore wired you to know whether we should secure the 1,000 bags at that price, and, upon receiving your reply in the affirmative, purchased the parcel. The goods will go forward by the steamer Breton, which sails on Thursday, 18th inst., and we enclose invoice and Bill of Lading for them herewith. We have not effected insurance, as we presume your floating policy covers such consignments.

We trust that the parcel will reach you safely, and that the quality will please you.

Yours truly,

第 三 十 八 實 習

下 列 信 封, 依 樣 各 打 十 枚.

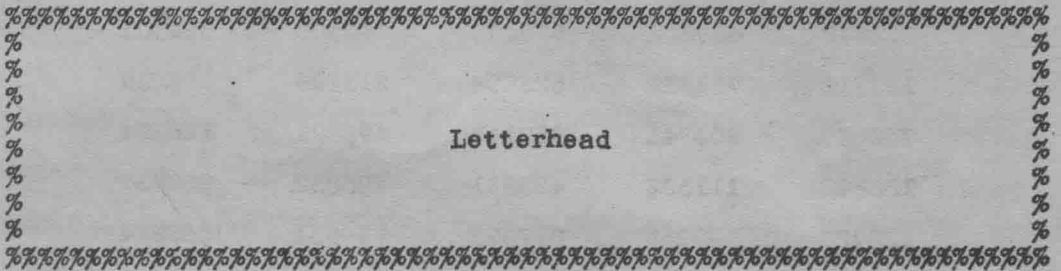
Messrs. Allen & Hanburys, Ltd.,  
40 Canton Road,  
SHANGHAI.

Messrs. Rielley, Simmons & Milne  
25 Peking Road  
SHANGHAI.

Mr. K. L. King  
Rue Pasteur  
Tientsin

第 三 十 九 實 習

商用信箋常印有店家詳細地址，稱曰 Letterhead. 有此者僅須書明發信日期.



November 3, 1925.

Hine, Son & Hine,  
New York.

Gentlemen,-

Be good enough to furnish the bearer of this letter, Mr. Charles Warrington, of London, with funds to the extent of \$2,000 (say Two Thousand Dollars), less the amount of your charges. Mr. Warrington will pass through New York with his son, en route for San Francisco, and we shall esteem as a personal favor any attention you may show this gentleman.

Please note your payments on the back of this letter, and draw upon us at sight for them, sending us Mr. Warrington's duplicate receipt in each instance.

We remain, gentlemen,

Yours truly,

第 四 十 實 習

下列數字,各打二十遍.

|        |        |        |        |        |
|--------|--------|--------|--------|--------|
| 892438 | 849302 | 284903 | 293804 | 694294 |
| 302842 | 489302 | 679403 | 740300 | 924301 |
| 183912 | 731132 | 523894 | 213295 | 594239 |
| 742669 | 203941 | 932145 | 493801 | 326254 |
| 158842 | 111392 | 429831 | 125832 | 209837 |
| 128429 | 302959 | 677023 | 749934 | 289274 |
| 187564 | 392760 | 249390 | 123383 | 445293 |

第 四 十 一 實 習

下列單字,各打二十遍.

|                            |                             |                         |                             |
|----------------------------|-----------------------------|-------------------------|-----------------------------|
| vegetable <sup>植物</sup>    | awkward <sup>拙劣</sup>       | vertex <sup>頂</sup>     | weaver <sup>織</sup>         |
| comply <sup>順從</sup>       | traders <sup>交易者</sup>      | steadfast <sup>堅固</sup> | rewarded <sup>酬報</sup>      |
| address <sup>10</sup>      | bureau <sup>11</sup>        | excise <sup>稅</sup>     | independent <sup>自由</sup>   |
| officially <sup>12</sup>   | extraordinary <sup>13</sup> | eccentric <sup>14</sup> | prejudice <sup>15</sup>     |
| exhibit <sup>16</sup>      | proficient <sup>17</sup>    | recollect <sup>18</sup> | business <sup>19</sup>      |
| scrupulous <sup>20</sup>   | audacious <sup>21</sup>     | typically <sup>22</sup> | contrary <sup>23</sup>      |
| moisture <sup>24</sup>     | temporary <sup>25</sup>     | dangerous <sup>26</sup> | questions <sup>27</sup>     |
| exactly <sup>28</sup>      | difficult <sup>29</sup>     | promptly <sup>30</sup>  | questionnaire <sup>31</sup> |
| metropolitan <sup>32</sup> | acquired <sup>33</sup>      | banquet <sup>34</sup>   | congregation <sup>35</sup>  |

第 四 十 二 實 習

下列信件,照樣打十張.

Norwood,

January 13, 1924.

The Spiegel Electric Co., Ltd.,

London.

Gentlemen:

I am desirous of using the electric light in my premises, and shall be glad if you will send me your very lowest estimate for the following work:-

Shop, 8 lights on 3 switches.

Shop windows, 8 lights on 3 switches.

Shop parlor, 1 light on 1 switch.

Drawing-room, 3 lights on 2 switches.

The ordinary pendants would be required for the shop and windows, but for the drawing-room you might submit a few illustrations when your representative calls on me.

Yours truly,

第 四 十 三 實 習

下 列 表 格, 照 樣 打 十 張.

Maritime Customs Revenue

1910 to 1919

| Year | Foreign Trade | Home trade  | Total Revenue |
|------|---------------|-------------|---------------|
|      | H. K. Taels   | H. K. Taels | H. K. Taels   |
| 1910 | 28,600,277    | 6,872,602   | 35,571,879    |
| 1911 | 29,656,393    | 6,523,432   | 36,179,825    |
| 1912 | 32,332,086    | 7,618,526   | 39,950,612    |
| 1913 | 36,652,355    | 7,317,498   | 43,969,853    |
| 1914 | 32,150,395    | 6,767,130   | 38,913,525    |
| 1915 | 29,194,567    | 7,553,139   | 36,747,706    |
| 1916 | 30,566,093    | 7,198,218   | 37,764,311    |
| 1917 | 31,135,409    | 7,074,020   | 38,189,429    |
| 1918 | 29,599,509    | 6,745,536   | 36,345,045    |
| 1919 | 38,262,983    | 7,746,177   | 46,009,160    |

第 四 十 四 實 習

下列單字,每個打二十遍.

|               |              |               |              |
|---------------|--------------|---------------|--------------|
| psychological | multiplicity | animadversion | equilibrium  |
| magniloquent  | idiosyncrasy | heterogeneous | repugnant    |
| advantages    | economize    | unavoidable   | artificial   |
| especially    | equitable    | realistic     | intermixture |
| invulnerable  | cowardice    | brigadier     | shadowy      |
| corrective    | mathematics  | inevitable    | similarly    |



第 四 十 五 實 習

下列文字,照樣打十張.

CHINESE ABROAD

The following official estimate of Chinese living abroad has been compiled. The figures are probably too high (e.g., Japanese returns give the number of Chinese in Japan as 11,840, compared with the 17,700 of this table):

|                  |           |                   |        |
|------------------|-----------|-------------------|--------|
| Formosa.....     | 2,258,650 | Peru.....         | 45,000 |
| Java.....        | 1,825,700 | Siberia.....      | 37,000 |
| Siam.....        | 1,500,000 | Australia.....    | 35,000 |
| East Indies..... | 1,500,000 | Honolulu.....     | 27,000 |
| Singapore.....   | 1,500,000 | Brazil.....       | 20,000 |
| Hongkong.....    | 314,390   | Japan.....        | 17,700 |
| Annam.....       | 197,300   | Canada.....       | 12,000 |
| U.S.A. ....      | 150,000   | Korea.....        | 11,300 |
| Burma.....       | 134,600   | South Africa..... | 5,000  |
| Cuba.....        | 90,000    | Mexico.....       | 3,000  |
| Philippines..... | 84,060    | Europe.....       | 1,760  |
| Macao.....       | 74,560    |                   |        |

第 四 十 六 實 習

下 列 書 信, 照 樣 打 十 張.

London,

27th April, 1924.

Messrs. Henry Longley & Son,  
Leicester.

Gentlemen:

Please forward by Midland Railway first passenger train-

2 spindles "Aladdin" Fingering, Pink @8s. 6ds.

2 " Middle " White @9s.

2 " Super " Red @9s. 6ds.

These are wanted for a special order, and I rely upon your giving this  
your prompt attention as I must have the goods here by to-morrow evening  
certain.

Yours truly,

第 四 十 七 實 習

下 列 書 信, 照 樣 打 十 張.

Great Tower Street, E. C.  
January 11, 1923.

Messrs. Mordan & Flint  
Great Winchester Street, E.C.

Gentlemen,-

We thank you for your enquiry of yesterday's date, and beg to offer you the following-

|                                     |                       |
|-------------------------------------|-----------------------|
| Fine Patras, half or quarter cases, | 18s. to 20s. per cwt. |
| " Vostizza " "                      | 21s. " 24s. "         |
| Finest do. " "                      | 26s. " 28s. "         |
| Extra choice " "                    | 30s. " 34s. "         |

f.o.b., London; net cash

This offer is subject to the goods being unsold on receipt of your reply. The market has been rising steadily for sometime past, and we would advise you to place your order as soon as possible, as there is every indication that a further advance of probably 5s. to 7s. 6d. per cwt. will shortly take place.

We regret your friends should have to complain in regard to the packing, but assure you that we have never had such complaints before, and believe the last parcel must have roughly handled during transit.

However, in the event of the present order coming our way, we shall take care that the goods are satisfactorily packed.

Awaiting your commands,

We remain, gentlemen,  
Yours faithfully,

第 四 十 八 實 習

下 列 書 信, 照 樣 打 十 張.

Rotterdam,  
June 10, 1922.

Paul Yates, Esq.,  
London.

Dear Sir:

In regard to the conversation you had with the writer when you were over at the Show last week, you will remember that I expressed to you my dissatisfaction with the manner in which my present London agents have dealt with my goods, and that I had already informed them of my intention to determine our agreement when it expires in July next. You mentioned that you were looking out for an agency for Domestic China, and it has occurred to me that, perhaps, we might come to terms.

I am given to understand that you are doing a large trade in Fancy China, and have connections with some of the buyers of my class of goods. It would, therefore, perhaps be to our mutual advantage if you were to take over the sole agency for the English market when my present arrangement has expired.

Although my present agents are not showing much energy in pushing my goods, I have already had sufficient evidence that there is a good market for them, and that, at the low prices I offer, I can compete with rival markets, whether English or German.

If you are not open to do this business, perhaps you will be good enough to mention some well-established firm of importers who could be relied upon to act honestly and energetically in introducing my productions to the English trade. I hope to hear that you can entertain this business, and in that event shall be glad if you will state the terms and commission upon which you are willing to work.

Meanwhile, I remain,  
Yours very truly,

第 四 十 九 實 習

下列建築規範格式,照樣打十張.

SPECIFICATION of labor and material to be furnished for the alteration of the building known as No. 123 Coburg Street, Leicester, for John Martin, Esquire, owner, in accordance with the plans and these specifications furnished by Mr. David Jones, Architect, and under his supervision. 監視

GENERAL  
CONDITIONS

The Contractor shall furnish all material, labor, transportation, scaffolding, utensils, and so forth, of every description required for the full performance of the work herein specified. He shall lay out his work, and be responsible for its correctness, and shall keep a competent foreman on the premises or shall be in attendance himself; shall not sublet any part of the work without the written consent of the Owner, and shall obtain all and any permits necessary to carry out his work, paying the lawful fees therefor; shall give the proper authorities all requisite notices relating to the work in charge; shall afford the Architect every facility for inspection; shall be responsible for any violation of law, or damage to property caused by him or his employees; and shall properly direct his work during its progress.

All material to be the best of their several kinds as herein specified; and all labor to be performed in the best manner, and to be subject to the approval of the Architect. All work and material must conform to the laws, rules, and regulations in force in the locality in which the building is to stand, anything herein specified to the contrary notwithstanding.

MASON WORK

The mason is to do all the mason work hereby required in connection with the alteration. Plastering, concreting and cementing, furring, lathing, fireproofing, brick and terra cotta work, and patching included; also include all 4" and other terra cotta blocks. Furring and lathing to be of metal. Mason to do all cutting of bricks, terra cotta, and other work apportioned to himself or his sub-contractors that may be required by other Contractors to carry on their work.

西 文 打 字 法 實 習

HALLS Halls are to be cemented with proper height of bed, and are to have ceramic tile furnished. Style of tile to be selected by the owner or architect.

OUTSIDE WALLS Furnish and put in necessary foundations of concrete, of size and depths as shown on plans. Contractor to repair all breaks of plaster, etc., caused himself or his workmen, whether new or old portions of the building. When directed by the architect the contractor shall remove all rubbish caused by himself or his workmen.

Atlas or Whitehall Portland Cement to be used for all foundations.

CARPENTER WORK The carpenter is to do all the carpentering required in this alteration.

The timber to be used is to be White Pine, which must be sound, dry, well seasoned, and free from all defects, such as sap, knots, etc.

## 第 五 十 實 習

下列文件，照樣打十張。

THE PROVISIONAL CONSTITUTION

of the

REPUBLIC OF CHINA

(Promulgated in 1912)

### I. General Provisions

Article 1.- The Republic of China is established by the Chinese people.

Article 2.- The sovereignty of the Chinese Republic is vested in the whole body of the people.

Article 3.- The territory of the Chinese Republic consists of the twenty-two provinces, Inner and Outer Mongolia, Tibet and Chinghai (Koko Nor).

Article 4.- The sovereignty of the Chinese Republic is exercised by the National Council, the Provisional President, the Cabinet, and the Judiciary.

### II. Citizens

Article 5.- Citizens of the Chinese Republic are all equal, and there shall be no racial, class or religious distinctions.

Article 6.- Citizens shall enjoy the following rights:

- (1) No citizen shall be arrested, imprisoned, tried or punished except in accordance with the Law.
- (2) The habitation of any citizen shall not be entered or searched, except in accordance with Law.
- (3) Citizens shall enjoy the right of the security of their property and the freedom of trade.
- (4) Citizens shall have the freedom of speech, of publication, of association.
- (5) Citizens shall have the right of the secrecy of their letters.
- (6) Citizens shall have the liberty of residence and removed.
- (7) Citizens shall have the freedom of religion.

Article 7.- Citizens shall have the right to petition Parliament.

第 五 十 一 實 習

下 列 發 票, 照 樣 打 十 張.

Shanghai, March 20, 1925.

Mr. F. C. Smith,  
City.

Bought of Sincere Company,  
Universal Providers.

Terms Cash.

Nanking Road.

|          |                 |               |     |         |
|----------|-----------------|---------------|-----|---------|
| Jan. 23, | 3 lbs.          | Cheese-----@  | 25¢ | \$ .75  |
| 26,      | 5 "             | Butter-----"  | 50¢ | 1.25    |
| Feb. 2,  | 10 "            | Sugar-----"   | 12¢ | 1.20    |
| 8,       | $\frac{1}{2}$ " | Tea-----"     | 80¢ | .40     |
| 16,      | 2 doz.          | Oranges-----" | 90¢ | 1.80    |
|          | 4 "             | Peaches-----" | 60¢ | 2.40    |
|          | $\frac{1}{2}$ " | Apples-----"  | 50¢ | .25     |
|          | 5 lbs.          | Butter-----"  | 50¢ | 1.25    |
| 18,      | 4 "             | Coffee-----"  | 25¢ | 1.00    |
|          |                 |               |     | <hr/>   |
|          |                 |               |     | \$10.30 |



第 五 十 二 實 習

下列單字,每個打二十遍.

|                            |                            |                           |              |
|----------------------------|----------------------------|---------------------------|--------------|
| millionaire <sup>6</sup>   | jurisprudence <sup>4</sup> | incorporated <sup>5</sup> | services     |
| judicious <sup>8</sup>     | prescribed <sup>7</sup>    | opinion <sup>10</sup>     | inexplicable |
| alphabet <sup>9</sup>      | inexorable <sup>7</sup>    | probably <sup>9</sup>     | inferior     |
| necessarily <sup>6</sup>   | bodyguard <sup>8</sup>     | extricate <sup>8</sup>    | quartz       |
| expressive <sup>7</sup>    | natural <sup>10</sup>      | proficient <sup>7</sup>   | experiment   |
| haphazardly <sup>6</sup>   | disaster <sup>9</sup>      | standard <sup>9</sup>     | interfere    |
| abstraction <sup>6</sup>   | correspond <sup>7</sup>    | splendid <sup>9</sup>     | wretched     |
| necessitating <sup>4</sup> | extinguished <sup>5</sup>  | enthusiasm <sup>7</sup>   | magazines    |

第 五 十 三 實 習

下 列 租 契, 照 樣 打 十 張.

THIS INDENTURE, made the ..... day of ..... in the year ..... between A. B., of the city of ....., party of the first part, and C. D., of ..... party of the second part.

WITNESSETH:

That the said party of the first part, in consideration of the rents, covenants, and agreements hereinafter mentioned, reserved, and contained on the part of the said party of the second part, his executors, administrators, and assigns, to be paid, kept, and performed, has demised and to farm let, unto the said party of the second part, his executors, administrators, and assigns, all (insert description), with the appurtenances, unto the said party of the second part, his executors, administrators, and assigns, from the ..... day of ....., 19..., for the term of ten years then next ensuing, yielding and paying therefor, unto the said party of the first part, his heirs or assigns, yearly and every year during the said term hereby granted, the yearly rent or sum of \$....., in equal half-yearly payments, to wit: on the 1st days of October and April in each and every year; provided, that if the yearly rent above reserved, or any part thereof, shall be unpaid on any day of payment whereon the same ought to be paid as aforesaid; or if default shall be made in any of the covenants or agreements herein contained, on the part of the said party of the second part, his heirs or assigns, to re-enter upon the said premises, and the same to have again, as in their first and former estate.

西 文 打 字 法 實 習

And the said party of the second part does covenant and agree, with the said party of the first part, his heirs and assigns, that he, the said party of the second part, his executors, administrators, or assigns, will yearly and every year during the said term, pay unto the said party of the first part, his heirs or assigns, the yearly rent above reserved, on the days and in manner limited and prescribed as aforesaid, for the payment thereof, without any deduction or delay. And that the said party of the second part, his executors, administrators, or assigns, will, at his own proper costs and charges, bear, pay, and discharge all taxes, duties, and assessments, as may, during the said term hereby granted, be charged, assessed, or imposed upon the said demised premises. And that on the determination of the estate hereby granted, the said party of the second part, his executors, administrators, or assigns, shall and will leave and surrender unto the said party of the first part, his heirs or assigns, the said demised premises in as good state and condition as they are now in, ordinary wear and damages by the elements excepted.

And the said party of the first part does covenant and agree, with the said party of the second part, his executors, administrators, and assigns, that the said party of the second part, his executors, administrators, and assigns, paying the said yearly rent above reserved, and performing the covenants and agreements aforesaid on his part, the said party of the second part, his executors, administrators, and assigns, shall and may at all times during the said term hereby granted, peaceably have, hold, and enjoy the said demised premises, without any manner of trouble or hindrance of or from the said party of the first part, his heirs, or assigns, or any other person or persons whomsoever.

西 文 打 字 法 實 習

In witness whereof, the parties of these presents have hereunto set  
their hands and seals.

Sealed and delivered in the presence of

.....

A. B.

C. D.

第 五 十 四 實 習

下列遺囑,照樣打十張.

I,....., of the City of ....., do make my last will and testament as follow:

FIRST.- I give and bequeath unto my sisters ....., and ....., and my brothers, ....., and ....., each the sum of one thousand dollars.

SECOND.- I give and bequeath unto all of my grand children, who may be living at the time of my decease, each the sum of one thousand dollars.

THIRD.- I give and bequeath unto .....Church, of said City of ....., the sum of one thousand dollars.

FOURTH.- I give and bequeath unto the Trustees of the.....Hospital of said City of ....., the sum of one thousand dollars.

. . . . .

TENTH.- I hereby nominate and appoint..... Executor of this my last will and testament.

IN WITNESS WHEREOF, I, ....., have to this my last will and testament hereto set my hand and seal, this thirteenth day of February, A. D., one thousand nine hundred and twenty-one.

----- (SEAL.)

Signed, sealed, published and declared by the said..... as and for his last will and testament, in the presence of us, who, in his presence and at his request, in the presence of each other, have hereto set our hands as witnesses, the day and year last above written.

-----  
-----

西 文 打 字 法 實 習

第 五 十 五 實 習

下 列 劇 本 封 面， 照 樣 打 十 張。

"THE PHILANDERER"

A PLAY IN FOUR ACTS

BY

G. BERNARD SHAW

第 五 十 六 實 習

下 列 劇 本, 照 樣 打 十 張.

"THE PHILANDERER"

-----:0:-----

ACT I

SCENE: A lady and gentleman are making love to one another in the drawing-room of a flat in Ashley Gardens in the Victoria district of London. It is past ten at night. The walls are hung with theatrical engravings and photographs: Kemble as Hamlet, Mrs. Siddons as Queen Katharine pleading in court, Macready as Werner (after MacIise), Sir Henry Irving as Richard III (after Long), Miss Ellen Terry, Mrs. Kendal, Miss Ada Rehan, Madame Sarah Bernhardt, Mr. Henry Arthur Jones, Mr. A. W. Pinero, Mr. Sydney Grundy, and so on, but not the Signora Duse or any one connected with Ibsen. The room is not rectangular, one corner being cut off diagonally by the doorway, and the opposite one rounded by a turret window filled up with a stand of flowers surrounding a statuette of Shakespeare. The fireplace is on the doorway side, with an armchair near it. A small round table, further from the door on the same side, with a chair beside it, has a yellow backed French novel lying open on it. The piano, a grand, is on the Shakespeare side, open, with the keyboard at right angles to the wall. The piece of music on the desk is "When Other Lips." Incandescent lights, well shaded, are on the piano and mantelpiece. Near the piano is a sofa, on which the lady and gentleman are seated affectionately side by side, in one another's arms.

The lady, Grace Tranfield, is about 32, slight of build, delicate of feature, and sensitive in expression. She is just now given up to the emotion of the moment; but her well closed mouth proudly set brows, firm chin, and elegant carriage show plenty of determination and self-respect. She is in evening dress.

The gentleman, Leonard Charteris, a few years older, is unconventionally but smartly dressed in a velvet jacket and cashmere trousers. His collar, dyed Wotan blue, is part of his shirt, and turns over a garnet colored scarf of Indian silk, secured by a turquoise ring. He wears blue socks and leather sandals. The arrangement of his tawny hair, and of his moustaches and short beard, is

西 文 打 字 法 實 習

apparently left to Nature; but he has taken care that Nature shall do him the fullest justice. His amative enthusiasm, at which he is himself laughing, and his clever, imaginative, humorous ways, contrast strongly with the sincere tenderness and dignified quietness of the woman.

CHARTERIS. (Impulsively clasping Grace.)

My dearest love.

GRACE. (Responding affectionately.)

My darling. Are you happy?

CHARTERIS.

In Heaven.

GRACE.

My own.

CHARTERIS.

My heart's love. (He sighs happily, and takes her hands in his, looking quaintly at her.) That must positively be my last kiss, Grace; or I shall become downright silly. Let us talk. (He releases her and sits a little apart.) Grace, is this your first love affair?

GRACE.

Have you forgotten that I am a widow? Do you think I married Tranfield for money?

CHARTERIS.

How do I know? Besides, you might have married him not because you loved him, but because you didn't love anybody else. When one is young, one marries out of mere curiosity, just to see what it's like.



## 第 五 十 七 實 習

下列醫學文字,照樣打十張

### CARBUNCLES

Carbuncles are most frequently situated about the back of the neck, at the edge of the hair-covered area, and in nearly all cases require surgical treatment. When operating, the common mistake is to make the incision far too small. The skin must be shaved for some little distance round the carbuncle, which should be freely opened by two incisions crossing each other at right angles, care being taken that all the area of hardness is opened up by the incisions. If the inflammatory condition has shown a tendency to spread, the quadrants of skin marked out by the incisions must be raised, and the septic focus beneath them thoroughly opened up. A blunt curette and forceps can be used to remove the slough, but care should be taken not to destroy the wall of granulation tissue which protects the rest of the system from infection. No stitches are inserted, the wound being dressed with hot fomentations; these are changed frequently, and will speedily cause the carbuncle to heal, if it has been thoroughly opened. As the inflammation extends under the skin, superficially rather than deeply, any spreading of the septic process can be recognized

## 字 之 分 折

印刷品中左右兩邊均成直線，因兩字間之空位可以伸縮也。惟打字機上，不能預爲部位。右邊因之不齊，凹凸過甚，有妨美觀，故每須將一字分折，接續排在次行。續字符號(-)須書於右邊。

初學者每苦分字，茲述數條，以示梗概。

1. 單音字不可分折。例如 cow, may, go, plague, strength, through。  
單音字變爲複數，雖有兩音，亦不可分折。例如 noses, oxen, pieces。
2. 英國本字不分爲佳。例如 other, mother, whether。惟複字可依其音分之。例如 my-self, un-do, your-selves。
3. 英文字多由字根，前置字，後置字集成。例如 dependent 一字，pend 爲字根，de 爲前置字，ent 爲後置字。轉行時即可依此分折之。in-clude, care-ful, god-ly, 諸字，亦其例也。
4. 字尾變化，如 ed, ing, 等皆後置字也。轉行時不可分折。例如 work-ing, work-ed, spoil-ing, spoil-ed。

5. 一字有連續二子音者,常可於此子音間分之.例如  
ac-cede, suc-ceed, pos-ses-sive.
6. 一字首有母音者,勿於此母音後分之爲佳.故 O-hio,  
a-void, a-vert, 均不適宜.

置左邊限於 0 位,右邊限於 40 位,打以下習題,特注意於  
字之分折.

There was a delicious sensation of mingled sensation and awe with which I looked down, from my giddy height, on the monsters of the deep at their uncouth gambols. Shoals of porpoises tumbling about the bow of the ship; the grampus slowly heaving his huge form above the surface; or the ravenous shark, darting, like a specter, through the blue water. My imagination would conjure up all that I had heard or read of the watery world beneath me; of the finny herds that roam its fathomless valleys; of the shapeless monsters that lurk among the very foundations of the earth; and of those wild phantasms that swell the tales of fishermen and sailors.

第 五 十 八 實 習

下列化學名辭,照樣打十張.

|   |                             |
|---|-----------------------------|
| 5-Nitro-2-aminotoluene <sup>10</sup>        | S-Dimethylaminoazobenzene   |
| Paranitrosomethylaminobenzoate <sup>2</sup> | Dihydroxystearic Acid       |
| P-Aminobenzenesulphonic Acid <sup>6</sup>   | 1, 8-Dihydroxynaphthalene   |
| Phenanthraquinone <sup>15</sup>             | Anthraquinonylhydrozine     |
| Tetramethyldiaminobenzophenone <sup>2</sup> | Dextro-quinidine            |
| 1, 4-Dimethyl-2-aminobenzene <sup>4</sup>   | 6-Chloro-m-cresol           |
| Hydroquinonemonomethyl Ether <sup>7</sup>   | Pseudocumenol               |
| 1, 3, 2-xylene <sup>17</sup>                | Resorcinolmonomethyl Ether  |
| d-phenylaminoacetate <sup>12</sup>          | P-Aminobenzenesulphonate    |
| Sodobenzoic Acid <sup>16</sup>              | N-Methylantranilic Acid     |
| Dinitrophenol <sup>19</sup>                 | P-Nitrocinnamic             |
| Isocaproic Acid <sup>17</sup>               | Tolylhydrazine              |
| O-Chlorophenol <sup>18</sup>                | Acetylphenylglycine         |
| Allylamine <sup>22</sup>                    | Di-n-propylamine            |
| Acetyl Piperidine <sup>15</sup>             | Chloromathylethyl Ether     |
| Nicotinic Acid <sup>18</sup>                | AlphaAminophenylacetic Acid |
| Salicyaldehyde <sup>18</sup>                | M-Chlorophenol              |
| Fumaric Acid <sup>20</sup>                  | Isovaleric Acid             |
| Hexahydrobenzoic Acid <sup>11</sup>         | Para-Bromophenylhydrozine   |
| Cinchonidine <sup>20</sup>                  | Ethylenediamine             |

## 第 五 十 九 實 習

置左邊限於 0 位,右邊限於 40 位,打下列文字十張.

### CHRISTMAS

But is old, old good old Christmas gone? Nothing but the hair of his good, gray, old head and beard left? Well, I will have that, seeing I cannot have more of him. Hue and Cry after Christmas.

A man might then behold  
At Christmas, in each hall  
Good fires to curb the cold,  
And meat for great and small.  
The neighbors were friendly bidden.  
And all had welcome true,  
The poor from the gates were not chidden,  
When this old cap was new.

Old Song.

Nothing in England exercises a more delightful spell over my imagination than the lingerings of the holiday customs and rural games of former times. They recall the pictures my fancy used to draw in the May morning of life, when as yet I only knew the world through books, and believed it to be all that poets had painted it; and they bring with them the flavor of those honest days of yore, in which, perhaps, with equal fallacy, I am apt to think the world was more homebred, social, and joyous than at present. I regret to say that they are daily growing more and more faint, being gradually worn away by time, but still more obliterated by modern fashion.

第 六 十 實 習

下 列 花 紋, 照 樣 打 十 張

```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X
X
X      0          00000      00000      00000      00000      00000      00000
X      0          0          0          0          0          0          0
X      0          0          0          0          0          0          0
X      0          0000      0          0          0          0000      00000
X      0          0          0          0          0          0          0
X      0          0          0          0          0          0          0
X      00000      00000      0          0          00000      0          0
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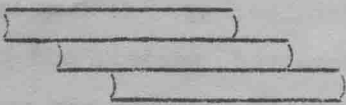
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$$$$$$$$$      $$$$$$$$$$      $$$$$$$$$$      $$$$$$$$$$      $$$$$$$$$$
$          $          $          $          $          $          $
$          $          $          $          $          $          $
$$$$$$$$$      $$$$$$$$$$      $$$$$$$$$$      $$$$$$$$$$      $$$$$$$$$$

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%%%%%%%%%%%%%
%          %
%      quinine sulphate      %
%          %
%%%%%%%%%%%%%

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X X X X X X X X X X

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-----
THE END
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```

## 數 學 符 號

數學符號非用特製鍵盤,終不能得滿意之結果.茲將尋常打字機所備之符號,述之於下.

加號(+) 常以(1)與(-)集成;惟形式不佳,不適用.

減號(-) 用(一).

乘號(×) 用小寫x;在代數式中,可用一點(·).

除號(÷) 以(一)與(:)集成.

等號(=) 用兩個(一).惟該符號位於中央,須先將皮棍齒輪 (ratchet) 放鬆,然後上下移之.

分數 尋常機上所備之分數,僅足供商業之用.其他分數可用(1).分子書於左,分母書於右.平劃(—)亦可用,惟稍須練習.

比例 可用(:)及(::).

羅馬數字 用大寫I, V, L, C, D, M. 及 $\bar{M}$ 集成. I 作1, V 作5, L 作50, C 作100, M 作1,000,  $\bar{M}$  作1,000,000.

平方根 可用(—)及(1)之集合.

星號(★) 用大寫A及小寫v疊印.

## 測 驗

打字標準在準確與速度二者，故測驗須包括此兩項。準確有絕對標準，惟速度之記法極難，因字有長短難易之差，斷不能以每分鐘所打之字數作為速度之標準也。最新記速度法不以字為單位，而以擊為單位。本書採用此法，詳述于下。

一擊之意義甚廣，非特單指擊字鍵之意，且包括空鍵，更換鍵，轉行，等種種。

**時間** 測驗時間限三分鐘，蓋通常書信約須此時也。計時須用秒。

**材料** 本測驗分三次，材料均相等。三次之結果平均之，即為標準。學者倘嫌不足，可做製之。

每測驗備二份。一份供應試者。一份供閱者。每字下注每分鐘平均擊數。

**準備** 應試者先練習他種文件五分鐘。

置左邊限於50位。右邊限於10位。每段始於10，用列表機(tabulator)，故作一擊計算。

**錯誤** 錯誤不得改正。

格式書法務須照原文；否則作錯誤論。

時間一到，立須停止。



**計算** 閱卷時應注意三項：

- (1) 錯誤： 包括一切誤擊。
- (2) 遺漏： 包括空位。遺漏三次，於每分鐘擊數減一擊。
- (3) 重複： 包括空位。重複三次，於每分鐘擊數加一擊。

每測驗附張所書之數目，即為每分鐘之擊數。以此數依遺漏及重複加減後，即可應用下列公式。

$$\frac{\text{每分擊數} \times 10}{\text{錯誤} + 10} = \text{每分鐘淨擊數。}$$

**注意** 錯誤愈多，答數愈少。錯誤若無，每分鐘之擊數即為答數。

**例** 重複 = 6；遺漏 = 3；錯誤 = 4；每分擊數 = 276  
遺漏與重複相抵尚餘 3。應於 276 加 1 得 277。

故  $\frac{277 \times 10}{4 + 10} = \frac{2770}{14} = 197$  (每分鐘淨擊數)。

第 一 測 驗 (甲)

June: 10:10.

Name.....

Date.....

Gentlemen,-

Herewith I beg to enclose an invoice for the goods I ordered by you on the 27th April, and despatched by canal to Hamburg, to be forwarded on by direct London steamer.

I trust the goods will reach you safely, and, as they have been carefully finished, I am confident you will be pleased with them.

I have several heavy bills to meet during this month and have therefore taken the liberty to draw upon you for the amount of my invoice at three months net from date. Kindly oblige me in this instance by honoring my draft on presentation.

Yours truly,

第 一 測 驗 (乙)

Gentlemen,-

3

Herewith I beg to enclose an invoice for the goods I ordered by you  
7 8 10 11 13 14 17 18 20 22 23 26 27 28

on the 27th April, and despatched by canal to Hamburg, to be forwarded on  
29 30 32 34 36 40 41 43 44 46 47 48 52 53

by direct London steamer.

54 56 59 62

I trust the goods will reach you safely, and, as they have been care-  
63 65 66 68 70 72 73 76 77 79 80 82 84

fully finished, I am confident you will be pleased with them.

87 90 91 92 95 97 98 99 102 104 105

I have several heavy bills to meet during this month and have there-  
107 109 111 113 115 116 118 120 122 124 125 127 131

fore taken the liberty to draw upon you for the amount of my invoice at  
135 136 139 140 141 143 144 145 147 149 150 151 154 155

three months net from date. Kindly oblige me in this instance by honoring  
157 159 160 162 164 167 169 170 171 173 176 177 180

my draft on presentation.

181 183 184 188

Yours truly,

191 192

第 二 測 驗 (甲)

Name.....

Date.....

Gentlemen,-

We are in receipt of yours of the 7th inst., enclosing reply from Messrs. Wells & Co., your cartage contractors, respecting fruit ex Purlieu, in Mill wall Dock.

We note their remarks, which, however, are far from satisfactory to us, and there is no doubt in our minds that, if an effort is made, the fruit can be obtained in time for shipment by our Friday's steamer. You are aware of the importance of getting this class of goods down quickly, and, unless an extra effort is made, we are likely to lose the traffic.

If your carmen care to attend to this matter, well and good, but, at present, we must confess that we do not see any necessity to keep vans waiting about from six o'clock in the morning until late in the afternoon, and we think it only requires a little effort on the part of your carmen to get the goods carted to your wharf for shipment within the time mentioned.

Please give this matter your prompt attention.

Yours truly,

第 二 測 驗 (乙)

Gentlemen,-  
3

We are in receipt of yours of the 7th inst., enclosing reply from  
5 6 7 10 11 13 14 15 17 18 22 25 27

Messrs. Wells & Co., Your cartage contractors, respecting fruit ex  
30 32 33 34 37 39 43 47 49 50

Purlieu, in Mill wall Dock.  
53 54 56 57 60

We note their remarks, which, however, are far from satisfactory to  
62 64 66 68 71 74 75 77 78 83 84

us, and there is no doubt in our minds that, if an effort is made, the  
85 87 89 90 91 93 94 96 98 99 101 102 104 105 107 108

fruit can be obtained in time for shipment by our Friday's steamer. You  
110 112 113 116 117 119 121 124 125 126 130 133 135

are aware of the importance of getting this class of foods down quickly,  
136 138 139 141 144 145 148 150 152 153 155 156 159

and, unless an extra effort is made, we are likely to lose the traffic.  
161 163 164 166 169 170 171 173 174 176 177 179 180 183

If your carmen care to attend to this matter, well and good, but, at  
185 187 189 191 192 194 195 197 199 201 202 204 206 207

present, we must confess that we do not see any necessity to keep vans  
210 211 213 216 217 218 219 220 221 222 226 227 228 230

waiting about from six o'clock in the morning until late in the afternoon,  
231 232 233 236 238 239 240 243 244 245 246 248 251

and we think it only requires a little effort on the part of your carmen  
253 254 256 257 258 261 262 264 267 268 269 271 272 273 276

to get the goods carted to your wharf for shipment within the time men-  
277 278 279 281 284 285 286 288 290 293 295 296 298

tioned.  
201

Please give this matter your prompt attention.  
305 306 308 311 312 315 318

Yours truly,  
321 323

第 三 測 驗 (甲)

Name.....

Date.....

Dear sir:

We wired to you to-day as follows: "Correct goods sent to-day," which we now beg to confirm. We exceedingly regret to find that, owing to a mistake in the packing department, the wrong goods have been sent to you. We assure you that such a thing has never happened to us before during the whole of our experience, as the utmost care is used, and it occurred now only by reason of a figure's being misread by a new clerk who writes out the packing orders, and, moreover, the total quantities happened to be the same, although the assortment and sizes were different.

We need scarcely assure you that such an event is not likely to happen again and we apologize sincerely for any inconvenience this may have caused you. We have instructed the railway company to be sure that delivery of your goods is effected to-morrow without fail.

Please debit our account with any expenses incurred on the case sent in error, and hand the goods over to the railway company, whom we have instructed to recollect.

Regretting the trouble we are causing you,

Yours respectfully,

第 三 測 驗 (乙)

Dear Sir:

1 3

We wired to you to-day as follows: "Correct goods sent to-day," which  
5 7 8 9 11 12 14 18 20 22 24 27

we now beg to confirm. We exceedingly regret to find that, owing to a  
28 29 31 32 34 36 40 43 44 45 47 49 50 51

mistake in the packing department, the wrong goods have been sent to you.  
53 54 56 58 62 64 66 68 69 71 73 74 75

We assure you that such a thing has never happened to us before during the  
77 79 81 82 84 85 86 88 90 93 94 95 97 99 100

whole of our experience, as the utmost care is used, and it occurred now  
102 103 104 108 109 110 112 114 115 116 118 119 121 122

only by reason of a figure's being misread by a new clerk who writes out  
124 125 127 128 131 133 136 137 139 141 142 144 145

the packing orders, and, moreover, the total quantities happened to be the  
147 150 152 154 157 159 161 165 168 169 170 171

same, although the assortment and sizes were different.  
173 176 178 181 183 185 187 190

We need scarcely assure you that such an event is not likely to hap-  
192 194 197 199 200 202 204 205 207 208 209 211 212 215

pen again, and we apologize sincerely for any inconvenience this may have  
217 218 219 223 226 227 229 233 235 236 238

caused you. We have instructed the railway company to be sure that de-  
240 242 244 245 249 250 253 256 257 258 259 261

livery of your goods is effected to-morrow without fail.  
264 265 266 268 269 271 274 277 279

Please debit our account with any expenses incurred on the case sent  
281 283 284 287 289 290 293 296 297 298 300 301

in error, and hand the goods over to the railway company, whom we have  
302 304 306 308 309 311 313 314 315 318 321 323 324 326

instructed to re-collect.  
329 330 334

第 三 測 驗 (丙)

Regretting the trouble we are causing you,  
338 340 342 343 345 348 349

Yours respectfully,  
352 357



## 常 用 簡 寫

|  |   |
|--|---|
| A1; first-class                            | divid.; dividend                            |
| @; at                                      | dks.; docks                                 |
| a.a.r.; against all risks                  | D/n; debit note                             |
| A/c., acct.; account                       | doz.; dozen                                 |
| A/C; account current                       | dols.; dollars                              |
| ad lib.; at pleasure                       | D/o; delivery order                         |
| ad val.; ad valorem, according<br>to value | dpth.; depth                                |
| adv.; advertisement                        | Dr.; debit or debtor; Doctor                |
| aftn.; afternoon                           | do.; ditto                                  |
| agt.; agent                                | E.E.; errors excepted                       |
| a.m.; before noon                          | E. & O.E.; errors and omissions<br>excepted |
| amt.; amount                               | enclo-s.; enclosure-s                       |
| a/c; account of                            | et Cie.; & Compagnie                        |
| A/S; account sales                         | exp.; express                               |
| avoir.; avoirdupois                        | f.a.q.; fair average quality                |
| B/E; bill of exchange                      | fol.; folio                                 |
| B/L; bill of lading                        | folg.; following                            |
| bdth.; breadth                             | f.o.b.; free on board                       |
| bro., bros.; brother-s                     | f.o.r.; free on rail                        |
| brl.; barrel                               | fl.; florin                                 |
| bt.; bght.; bought                         | fr.; franc                                  |
| C. A.; chartered accountant                | gns.; guineas                               |
| capt.; captain                             | hhd.; hogshead                              |
| cent.; centum, a hundred                   | I O U; I owe you                            |
| C. H.; Customhouse                         | in re; in the matter of                     |
| Cie.; Compagnie                            | inst.; instant, present month               |
| Co.; Company                               | inv.; invoice                               |
| comm.; commission                          | in ex.; in extenso                          |
| C/n; credit note                           | ins.; insurance                             |
| C.O.D.; cash on delivery                   | klo. or ko.; kilo                           |
| contg.; containing                         | Ltd., Ld.; limited                          |
| c/o; care of                               | lgth.; length                               |
| ege. pd.; carriage paid                    | lb.; pound                                  |
| cr.; credit or creditor                    | lit.; litre                                 |
| cum div; with dividend                     | l/c; letter of credit                       |
| cub.; cubic                                | max.; maximum                               |
| ctge.; cartage                             | med.; medium                                |
| currt.; current                            | Messrs.; Messieurs                          |
| cwt.; hundredweight (112 lbs.)             | m/d; months after date                      |
| consgt.; consignment                       | mfg.; manufacturing                         |
| c/s; case                                  | mfr.; manufacturer                          |
| dept.; department                          | mixt.; mixed                                |
| d/d; days after date                       | Mks.; marks                                 |
| d/s; days after sight                      | MM.; Messieurs                              |
| deld. or dd.; delivered                    | MS.; manuscript                             |
| dely.; delivery                            | MSS.; manuscripts                           |
| disc.; discount                            | m/s; months after sight                     |

# 西 文 打 字 法 實 習

|                                     |                                  |
|-------------------------------------|----------------------------------|
| mths., mos.; months                 | qy.; query                       |
| min.; minimum                       | qual.; quality                   |
| nom. cap.; nominal capital          | recd.; received                  |
| No.; number                         | refce.; reference                |
| o.; order                           | recpt.; receipt                  |
| O/a; on account                     | retd.; returned                  |
| O/d; on demand                      | regd.; registered                |
| O/o; order of                       | R.S.V.P.; please reply           |
| o/s; out of stock                   | sec.; secretary                  |
| oz.; ounce                          | senr.; senior                    |
| p.c.; post card                     | s. or sh.; shilling              |
| p.c.; per cent                      | str.; steamer                    |
| pcl.; parcel                        | ss.; steamship                   |
| per ann.; per annum                 | s/s; steamship                   |
| per pro.; per procuration; by proxy | S.N.; shipping note              |
| pro tem.; for the time being        | sq.; square                      |
| pro; for                            | stg.; sterling                   |
| prox.; proximo                      | subs. cap.; subscribed capital   |
| P. O.; postal order                 | T. L. O.; total loss only        |
| p. m.; afternoon                    | tgm.; telegram                   |
| p. p.; parcel post                  | tr.; tare                        |
| P. S.; postscript                   | ult.; ultimo                     |
| P. T. O.; please turn over          | U.S.A.; United States of America |
| P. N.; promissory note              | viz.; namely                     |
| pfg.; pfennig                       | yd.; yard                        |
| P. & L.; profit and loss            | yr.; year                        |