

# 英文 應用文寫作

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自學本位 中文講解  
英文應用文寫作  
English Sheretarial Writings Self-taught

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## 編 者 序

要編一本切合實用的英文應用文，的確不是一件容易辦到的事，單就找求材料一層而言，已夠麻煩了。我們曾寫信到各機關去要求材料，也托熟人到各機關去抄材料，但總因為各家的文件，多少有點祕密性，不肯拿給我們看，因而所得到的文件格式，遠不如我們所理想到的那樣的多。

我們所收集的文件格式，雖說不十分多，但總比本書所編入的，要多出一倍。我們所以不把所有的格式，一併編進去的原因，因為我們當時曾擬定一個目標，本書所收的文件，須以切合讀者個人的實際需要者為限。例如個人生在社會中，不免有應酬，因而不得不明白各種社交用信的寫法，各種請帖的格式，及名片的用法等。個人必須尋求職業，因而也不得不明白各種求業所必需的知識，例如自薦書、履歷書、證明書、介紹書等的寫法。個人在日常生活中，總有收支、借貸、買賣等事，因而不得不明白收據、欠據、借據、發票、存單、支票、定貨信、催貨信等的用法和寫法。在這到處鬧着失業慌的年頭，難得有幾個公家機關，普遍招考人才，因而對於這些機關——如鹽務、海關、郵政、鐵道等所常用的文件，如英文呈文、指令、訓令、通告、說帖之類，不得不有一個門徑。個人平常在機關或商號中服務，難免與當局的人，有所接洽，或有所交涉，因而像要求加薪、預支薪水、告假、辭職等信的寫法，也不得不弄個熟悉。我們在本書中所收集的，都限於這一類日常必需用到的英文應用文件。反過來說，像保險公司的保險單據等，雖亦為英文應用文的一種，但內中項目繁多，千篇一律，需用的時候，隨時可弄到樣張，毋須動筆撰述；既毋

須撰述，自不必去學習了，也不必本書用有限的篇幅，去轉載它們了。諸如這一類的文件，我們在這本書內，一概從略。

至於本書的編制，因各門類不同，分成二十一章。全書都用中文講解，詳細說明某種文件，該用何種套語開頭？何種套語結尾？該怎樣編號？怎樣分段？怎樣簽署？怎樣注銷？怎樣寫法有效？怎樣寫法就要鬧出笑話？如此說明之後，再舉實際文件，作為範例，藉資倣效。對於每一範例，又詳加註釋，並用華文對譯，務使讀者研究下去，不致發生困難。我們的目標，希望讀者看完本書，只要英文作文稍有根底，對於各種應用文件，都可用英文應付。所以說明務求親切，舉例務求廣博，註解務求詳細。我們對於所懸的目標，在本書中究竟能否實現，那只好讓本書的讀者們來批評了。我們真盼望着讀者們的指教。

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# 第 一 章

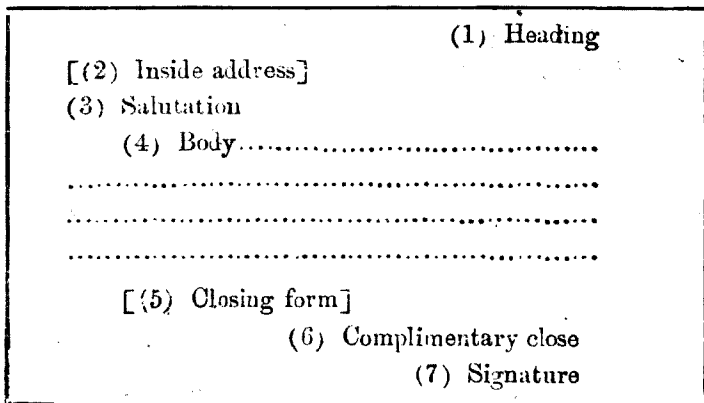
## 英文信的構成

(The Structure of an English Letter)

英文應用文中，最普通而又最需用的，首推信札。英文信的格式，和中文信的格式，大不相同。我們在本章內，擬把英文信的主要部份，分三段說明。第一，先說明英文信的格式的大概，使讀者看了以後，先得一個全體的瞭解；然後第二步，再分說信札的各個部份，列舉最普通的寫法；末了，再就“開信封”一項，加以詳細的說明。讀者看完本章以後，對於英文信的構成，必可完全瞭解，只要普通英文的造句，有些根底，能把自己所要說的意思，表達得出，那就可以大胆地寫信了。而且學會寫信以後，對於其他的應用文件，也可相當應付，因為在英文中，文件的格式，根本沒有像中文中那樣的多，普通都用信札的形式表示，只在用字上，稍有出入罷了。

### I. 英文信的格式。

英文信的格式，用圖解表之，不外：



上例 (1), (3), (4), (6), (7) 五項, 在普通信札中, 概不可缺, 第二項 inside address (受信人住址), 在商業信中, 必須具備, 在親友信中, 可以免除. 第五項 closing form (結尾句), 照現在的趨勢, 以不用爲是.

茲將上面的圖式, 列成實例如下:

448 Pao Shan Road  
Shanghai  
Jan. 15, 1936

}... (1)

23 North Main Street  
Wuhu, Anhwei

}... (2)

Dear Tao-nan:

}... (3)

To-day's Shun Pao tells me that you have successfully passed the examination for admission to the National Central University. Allow me to offer my hearty congratulations on your success. I hope that your earnest application to study, which has gained you this happy result, will again win you an honourable place in the University.

}... (4)

With kindest regards to all your family,

}... (5)

Yours sincerely,

}... (6)

Han Lu-ming

}... (7)

道兩足下：閱今日申報，悉吾兄投考國立中央大學，已獲錄取，甚爲慶賀。足下努力學問，致此次能獲佳果，甚望同此努力，能使足下將來在大學中，佔優等地位。府上自尊大人以下，代爲請安。

弟韓魯民鞠躬

## II. 信札中各項的寫法。

(1) **Heading** (開端).——這所謂“開端”，包括發信人的住址 (address) 和發信的日期 (date). 我們寫中國信，把自己的住址，寫在信封的左下角，例如韓魯民住在上海寶山路四四八號，就在信封的左下角，寫“上海寶山路四四八號韓絨”；但寫英文信，須把住址寫在信箋的右上角，例如上面(1)項所示。

其次，我們寫中文信的住址時，先寫城名，次寫街名，次寫門牌號，但在英文信中，却須先寫門牌號，其次爲街名，又次爲城名。請牢記“448 Pao Shan Road, Shanghai”的順序。倘一行寫不下，可分成二項，如：

448 Pao Shan Road

Shanghai

其次，對於日期的寫法，也須一加注意。在中文信中，普通寫成“民國二十七年一月十五日”的順序，在英文信中，普通用公曆表示年份，所以民國二十七年，須改成公元 1938 年。還有在排列的順序方面，總是：(1) 月份，(2) 日子，(3) 年份，而在月份和日子之間，普通都加逗點 (Comma)。所以民國二十七年一月十五日的寫法，是：

Jan. 15, 1938

倘把上面所講的住址和日期，合寫在一塊，就組成所謂 heading，而如下式：

448 Pao Shan Road

Shanghai

Jan. 15, 1936

這種寫法，稱爲 block form (齊平式)，每行第一字母，互相齊平。還有一種稱爲 indented form (向右縮進式) 的寫法，我們不必去管它。我們在實用上，只要記牢齊平式的寫法就好了。

又次，在有些信箋上，印有現存的信頭 (letter head)，把發信人的住址、電話號碼、電報號碼等，印在上面。在這種信箋上，當然不必再寫住址，只須寫上日期就好了。

(2) Inside Address (受信人的住址)。——我們已經說過，在親友的通信中，inside address 一項，可以免除，而且有時候，可以寫在信箋的左下角，其地位在署名的一行的下一行。但這一切，我們都可不管，我們只須記得，在親友的通信中，inside address 可以免除，在商業的信上，却非有這一項不可。

其次的問題，在這 inside address 一項下，究寫些什麼呢？我們的回答，是：(1) 受信人的姓名，(2) 受信人的住址。受信人的住址的寫法，和 heading 一項下發信人的住址的寫法相同。至於受信人的姓名的寫法，只須在姓名之前，加上下列各種稱號中的一種：

- a. Mr.——加在男子的姓名前，例：  
Mr. Han Lu-ming
- b. Miss——加在未婚女子的姓名前，例：  
Miss Han Shao-ming
- c. Mrs. ——加在已婚女子的姓名前，例：  
Mrs. Han Lu-ming
- d. Dr.——加在有博士頭銜的人的姓名前，例：  
Dr. Han Lu-ming
- e. Prof.——加在大學教授的姓名前，例：  
Prof. Han Lu-ming
- f. Master——加在兒童的姓名前，例：  
Master Han Kao-lieu

上面 a 項對於男子的稱呼，除 Mr. 以外，尚可用 Esq. 一字，放在姓名之後，作為替代。大抵英國人寫信，多用 Esq. 一字，稱呼男子。但既用 Mr.，就不能再加 Esq.，因為這二個字，是同一的意義。寫 Esq. 之前，須先在姓名之後，加一逗點，例：Han Lu-ming, Esq.

現在，假定我們要寫一封信給王光生君，他住在南京中山路八十四號，我們根據上面所說的 inside address 的寫法，就可寫成下式：

Mr. Wang Kwang-seng

84 Sun Yat-shen Road

Nanking

3. **Salutation** (稱呼).——這所指的，是寫信人對於受信人的尊稱；因與寫信人有親疏遠近等關係的不同，稱呼的方法，也各不相同，茲分類說明之。

- a. 用於親族間的稱呼。 對父母叔父母等，普通只須在 **My dear** 之後，加上表示親族關係的字即得；注意表示親族關係的字，應該大寫。例：

My dear Father:

My dear Aunt:

對兄弟姊妹，從兄弟，從姊妹等 普通只須在 **My dear** 之後，加上各人的名字即得。例：

My dear Lu-ming:

My dear Shao-ming.

在夫婦之間，普通用如下的稱呼：

Dearest:

My Dearest.

- b. 用於朋友間的稱呼。 普通的寫法，是在 **Dear** 或 **My dear** 之後，加上各人的姓氏，例：

My dear Han:

Dear Han:

有時也可不寫姓氏，僅寫·

Dear Friend: (注意 **Friend** 的第一字母須大寫.)

My dear Friend:

倘朋友的年事較長，或聲位較高，就得稍客氣些，加上 Mr. 一字，例：

Dear Mr. Han:

My dear Mr. Han:

c. 用於女人的稱呼，對已婚者，稱：

Dear Mrs. Han:

My dear Mrs. Han:

對未婚者，稱：

Dear Miss Han:

My dear Miss Han:

對生疏的女子，無論已婚未婚，都稱：

Madam:

Dear Madam:

My dear Madam:

d. 用於生疏或不相識的男子的稱呼，倘指一個人，用：

Sir:

Dear Sir:

My dear Sir:

倘指一人以上，或寫信給男女兼有的商號，用：

Gentlemen:

Dear Sirs:

e. 關於標點或大寫法方面，有三點須注意。第一，在 salutation 之後，概用 colon (:); 第二，單用 Dear 一



字時，它的第一字母，應當大寫；第三，倘 My dear 連用，而它們後面，又接有名字或姓氏時，那 dear 的第一字母，就必須小寫。

4. **Body (本文)**.——信的本文，即指信的內容，其第一字，比 salutation 的第一字母，稍縮進些，普通以縮進三個字母的地位，最為適當，其第二行，與 salutation 齊平。例：

My dear Uncle :

Thank you very much for the pretty book you sent me on my birthday.....

倘所寫的，不止一件事，就得寫成幾段 (paragraph)。普通的原則，是把一件事寫成一段。第二段的第一字，與第一段的第一字齊平，第二段的第二行，與第一段的第二行齊平，亦即與 salutation 的第一字齊平。倘有第三第四段，其寫法一概倣此。

5. **Closing form (結尾句)**.——結尾句指問候、索取覆信等套語而言，近今的趨勢，須把這些套語除去，倘欲表達問候、索取覆信等的意思，就寫成全句，歸入正文 (body) 中去。話雖如此，但現在寫信的人，不問其為中國人或西洋人，仍喜歡列入此種套語，因此，我們在講信的格式時，也不得不稍加提及。

普通所謂結尾句，都用 ing 或 with 起頭，因而不是全句；唯其不是全句，所以其後不能加句點 (period)，應該加逗點 (comma)，這是最宜注意的一點，例

Awaiting the favour of your reply,

Yours truly,

Chen Tao-nan

最通用的結尾句，爲：

- a. Hoping to hear from you soon, (望早賜回玉)
- b. Trusting to be favoured with an early reply, (同上)
- c. Hoping that you are still enjoying good health, (祝貴體康健)
- d. Regretting the trouble I am causing you, (種種麻煩乞恕之)
- e. With kind (est) regards to your family, (闔府乞爲致候)
- f. With our united kind regards, (舍下均囑筆問候)

6. Complimentary close (謙恕的結語).——“謙恕的結語”所表達的意思，約如中文信中“鞠躬”、“頓首”等所表達的意思，寫的時候，須向右縮進，但不要過分縮進，因還有 signature 一項，還得再向右縮進些；普通從信箋的中部寫起，最爲適當。此外，還有二點，須得注意：(1) complimentary close 的第一字母，必須大寫；(2) 它的後面，只能用逗點，千萬不要用句點。

關於 complimentary close 的種類和用法，另外：

- a. 對上級職員及尊長等, 用  
 Yours respectfully,      Respectfully yours,
- b. 對平輩朋友, 用  
 Yours sincerely,      Yours very sincerely,  
 Yours cordially,      Yours faithfully,
- c. 對親密的人, 用  
 Yours affectionately,      Yours very affectionately,  
 Yours lovingly,      Lovingly yours,
- d. 在商業信中, 普通用  
 Yours truly,      Truly yours,  
 Yours very truly,      Yours respectfully,

7. *Signature* (簽名).——簽名一項, 寫在 complimentary close 一項之下, 地位須比 complimentary close 的第一字母, 更向右縮進些。

在簽名的一項下, 最好寫出全個姓名, 以示慎重。關於姓名的寫法, 照外國慣例, 須把名字寫在前面, 姓寫在後面, 例如一個姓韓名魯民的人, 該寫作 Lu Ming Han, 倘寫作 Han Lu Ming, 也許別人會把他認做姓民名韓魯的人, 尤其在寫信給外國人的時候, 會有這樣的事情發生。但實際上, 寫作 Han Lu Ming 那樣的人極多。所以你儘可在這兩種寫法中, 任擇其一。但當收信的人, 是不相識的西人時, 那你還是寫作 Lu Ming Han 那樣好。此外, Han Lu-ming 也是極普通的寫法; 還有, 寫作 L. M. Han 亦可。

其次，倘寫信的人是女性，而欲表出性別，那就可在姓名之前，加上一個括弧，在括弧中，寫上 Miss，表明是未婚的人，寫上 Mrs.，表明是已婚的人。當然，在寫 Mrs. 的時候，簽名應用丈夫的名字（假定是王錦森），例如下面的 b；或用下面的第三種方式亦可。

- a. Truly yours,  
                    (Miss) Han Shao-ming
- b. Truly yours,  
                    (Mrs.) Wang Chin-sen
- c. Truly yours,  
                    Han Shao-ming  
                    (Mrs. Wang Chin-sen)

又次，在公務信或商業信上，倘欲表出自己的職位，那就可在打字的時候，打好 complimentary close 和職位的名稱，如 Manager, Dean, President 等，然後在這二行之間所留的空位上，簽上自己的名字。假定陳道南是公司的經理，那就可簽成下式：

Yours very truly,  
  
Chen Tao-nan  
  
Manager

以上已把信札的主要項目，說明大概，懂得它們以後，對於普通信的格式，已可全無問題；但尚有四項，在商業信上，用得極多，我們至少應當明白它們的意義，如今略述之如下：

8. *Postscript* (再啓).——寫好一封信，忽然想起一件事情，要加進去，可在信箋下端，寫 P. S. 二字，然後把要說的話，寫了上去。如此辦法，僅在百忙之中，可以用之，所以在商業信中，偶或一用，情有可原，在社交信中，總以不用爲是。倘或用了，會使別人想起你不大客氣。

9. *Identification marks* (辨認的記號).——現在的商業信，普通都由書記員擬稿，打字員打字。但擬稿員與打字員，也許不止一人，爲欲辨別誰人起草，誰人打字，普通都在 *signature* 之下二三行，註上擬稿人和打字人的姓名的第一字母，而用 colon (:) 或 dash (—) 分開二人的姓名的第一字母。假如擬稿員是陳道南，就註上 CTN，打字員是胡問禮，就註上 H W L，又在二個姓名的記號之間，插入 colon 或 dash，成爲：

C T N : H W L

C T N — H W L

10. *Enclosure direction* (附件說明).——信中倘有附件，就可在 *Identification marks* 之下，先寫 Encl. 一字，然後舉出件名，例：

C T N — H W L

Encl: Price list

Samples

11. *Letter reference* (信的號數).——商務上信札來往極多，爲便於查覆，可請受信的人，在寫回信的時候，說出該

信的號數。這信的號數，稱爲 letter reference，通常寫在 inside address 的上面，例：

Please refer to

A—543

The Chi Ming Book Company, Ltd.

328 Foochow Road, Shanghai

Jan. 10, 1938

### III. 寫信封的方法 (Superscription)

開信封有種種方法，我們在這裏，僅把最實用的寫法，一一加以說明：

a. 一封正式的信，在信封上，須寫上 (1) 受信人的姓名及住址，這項的寫法，與 inside address 完全相同；(2) 發信人的姓名及住址，這項的寫法，只須在信封的左上角，先寫上自己的姓名，再寫上 heading 中所寫的東西，不過不必寫上日期。受信人的姓名及住址，通例從信封的中部寫起。假定住在上海寶山路四四八號的胡問禮，寫信給住在浙江杭州寺院街七三號的陳道南君，那在信封上，就當開列如下：

From Hu Wen Li  
448 Pao Shan Road  
Shanghai



Mr. Chen Tao-nan  
73 Temple Street  
Hangchow, Chekiang

b. 在信封的左上角，寫上發信人的住址，倘寄遞不到，郵局可退還給你，所以最好寫上。普通商業上的信封，多印好現成的 return address (退回的住址)，那時，當然不必再寫發信人的住址了。return address 的寫法，普通為 Please return to....., 或 Return in a week to..... 或 After five days return to..... 例：

After five days return to  
Mr. Hu Wen Li  
448 Pao Shan Road, Shanghai



c. 寫信給一個人，倘該信須請人轉交，那就應該在信封上，寫明請其轉交的人的姓名。例如胡君給周君的信，須由王錦森君轉交，應該寫出 c/o Mr. Wang Chin-sen 的字樣。例：

|  |
|--|
| <p>Mr. Chow I-fan<br/> c/o Mr. Wang Chin-sen<br/> 23 North Main street<br/> Wuhu, Anhwei</p> |
|--|

c/o = Care of (轉交)

d. 倘胡君這一封信，不由郵局寄遞，托王君親自帶交周君，那就應在信封左的下部，寫如下的字樣：

Kindness of Mr. C. S. Wang.  
Kindly favoured by Mr. C. S. Wang.  
By politeness of Mr. C. S. Wang  
Through courtesy of Mr. C. S. Wang.  
Favoured by Mr. C. S. Wang

例：

|  |
|--|
| <p>Mr. Chow I-fan<br/> 23 North Main Street, Wuhu<br/> Kindness of C. S. Wang.</p> |
|--|



e. 倘係介紹信，普通都在信封的左上角或左下角，寫如下的語句：

Introducing Mr.....

To introduce Mr. ....

例：

|   |
|---|
| <p>Introducing Mr. C. S. Wang</p> <p>Mr. Chow I-fan<br/>23 North Main Street<br/>Wuhu, Anhwei</p> |
|---|

f. 倘所寫的，是送給不指定姓名和住址的推薦信 (letter of recommendation)，那在信封上，普通寫如下的字樣：

|                               |
|-------------------------------|
| <p>To whom it may concern</p> |
|-------------------------------|

g. 倘在信封上，欲表明“親展”，“密函”等意義，可在信封左下角，寫如下的字：

Private  
Personal  
Confidential  
Strictly confidential

|   |
|---|
| <p>Mr. Chow I-fan</p> <p>Confidential</p> |
|---|

h. 倘欲表明“萬急”等意義，可用如下的語句：

Immediate

In haste

Urgent

Mr. Chow I-fan

Immediate

i. 倘欲表明內係印刷品等的意義，用如下的語句：

Photo only (內係照相)

Printed matter only (內係印刷品)

Mr. Chow I-fan

Photo only

i. 倘欲表明快遞或掛號等意義，用下列諸字：

Registered (掛號)

Express (快信)

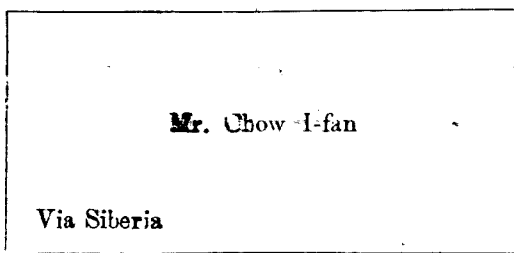
Express delivery (快遞)

Mr. Chow I-fan

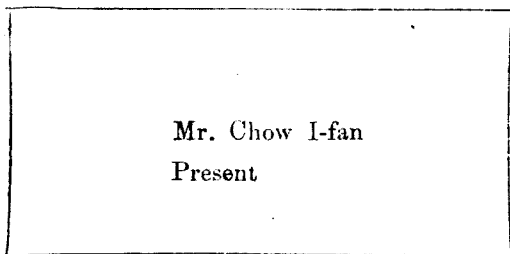
Registered

k. 國內往來的信，或由火車寄遞，或由輪船發送，由郵局規定，但寄至國外的信，可由寄者自己揀一條路寄發，而在信封上寫明 譬如寄到歐洲的信，可經由西伯利亞鐵道

寄遞，亦可經由海路寄遞，倘係前者，可於信封左下角，寫明 Via (= By way of) Siberia，倘係後者，可寫明 Via Suez。例：



1. 倘係專差送去的信，不必寫住址，僅須在姓名下，寫 Present 一字，(



## 第二章 介紹信

介紹信 (Letters of Introduction) 普通都不封口，有時單用名片，上寫 Introducing Mr..... (謹介紹.....先生)，作為替代。

### 介紹信用語

(1) 謹將....先生介紹給你 Allow me to introduce to you Mr....; Let me introduce to you Mr....; I take pleasure

in introducing Mr.... to you; I have the pleasure of introducing Mr.... to you; I have the honour of introducing to you Mr....; It affords me great pleasure to introduce to you Mr....; This letter will introduce to you Mr....; This is to introduce to your acquaintance Mr....; The bearer is Mr....; The bearer of this is Mr....

- (2) 希望隨時賜以照顧，弟將視同身受也 I hope you will show him attention which I shall consider as shown to myself; Any attention you may show him will be gratefully acknowledged by....
- (3) 希望足下樂與往返，彼必能將上海最近消息告君 I hope you will enjoy his company, and he will be able to give you the latest news from Shanghai.
- (4) 祈賜接見 I hope you will give him a favourable reception.
- (5) 持此信之王君，在過去三年內，在敝店服務 The bearer of this, Mr. Wang, has been in my firm for the past three years.
- (6) 因彼在貴處全然生疏，可否導彼入一舒適之旅館？ As he is an entire stranger in your locality, will you kindly conduct him to a comfortable hotel?
- (7) 倘能賜下一封介紹給.....先生的信，我將不勝感激之至 I should feel greatly obliged if you would kindly give me a letter of introduction to Mr....; I should feel greatly obliged if you could let me have a letter of introduction to Mr.....
- (8) 茲如命附上給.....先生的介紹信一封 In accordance with your request, I send you a letter of introduction to Mr...., which you will find enclosed herein.

## 1.

## ▲An introduction (介紹信)

Shanghai, Jan. 10, 1938

Dear Mr. Ling:

I have the honour of introducing to you my intimate friend Mr. Wang Hao-shan. Any attention you may show him will be gratefully acknowledged by,

Yours sincerely,

Chen Fong-mu

[註] I have the honour of introducing 我有介紹……的榮耀, 謹介紹, intimate friend 知己朋友, attention 照顧, gratefully 感激地, acknowledged 接受, acknowledged by 與 Chen Fong-Mu 連讀成句.

[譯] 林先生: 謹把我的知己朋友王浩山先生介紹給你, 你所賜給他的照顧, 將爲我——你的忠實朋友——所感激.

陳方模 謹啟.

## 2.

## Letter of Introduction (介紹信)

To the Foh Shing Starch

Manufacturing Co.

Shanghai, Jan. 10, 1938

Gentlemen:

Mr. Wang Hao-shan of the Shanghai Trading Company is about to visit the principal cities of the province of Kwangtung for the purpose of extending the business relations of his house. Any information you can afford him, introduction to houses

in his line of business which you can give him, we shall duly esteem.

Yours very truly,  
Chen Fong-mu

[註] Starch manufacturing Co. 澱粉製造公司. for the purpose of 爲了...的目的. extending 推廣. business relations 商業關係. house 店號. afford 供給. his line of business 他的同業. esteem 尊視.

[譯] 謹啟者：上海貿易公司的王浩山先生，將前來廣東，遊歷各大城市，推廣他所開設的店號的營業關係，倘蒙賜以各項消息，並將與他同業的商號，介紹給他，敝處將非常感激。此致  
福星澱粉製造公司執事。

陳方模謹啟。

### 3.

Asking for a letter of introduction (索取介紹信)

To Mr. Chen Fong-mu Hangchow, Jan. 10, 1938

Dear Sir:

Will you have the kindness to give me a letter of introduction to Mr. Ling Su-ming, as I intend to see him on the 20th this month?

Yours truly,  
Wang Hao-shan

[註] kindness 仁慈. intend 有意. 這一封索取介紹信的備，亦可寫成如下的格式：

Sir:

As I intend to see Mr. Ling Su-ming on the 20th this month, I shall esteem it a favour if you will oblige me with a letter of introduction to him.

Yours sincerely,  
Wang Hao-shan

[譯] 謹啟者：鄙人有意在本月二十號，去看林蘇民先生，可否賜介紹信一封？此致  
陳方模先生。

王浩山謹上。

## 4

Asking for a letter of introduction (索取介紹信)

Hangchow, Jan. 10, 1938

To Professor Chen Fong-mu

Dear Sir:

I expect to leave for America early next month, and intend to stay there about three years for study. I think you told me you knew a great many people there, and I should be most grateful for one or two letters of introduction to them, as I am an entire stranger in America.

Yours most respectfully,

Wang Hao-shan

[註] I expect to leave = I am going to leave. I should be most grateful for, 我必非常感激. an entire stranger, 全然生客. I should be most grateful for one or two.... 一句改作 I should esteem it a great favour if you would give me one or two.... 亦可.

[譯] 謹啟者：我希望下月初動身赴美，並希望在那裏居住三年，專門讀書。記得你會對我說過，你在那裏，有許多熟人，可否賜

寄介紹信一二封，給彼地人士，因我到美國去，還是第一次，人地是完全生疏的。此上

陳方模教授。

王浩山謹上。

### 第 三 章 推 薦 信

推薦信 (Letters of Recommendation) 和介紹信，非常相似，只前者必須說及被推薦者的長處，而在介紹中，可不必如此。普通的推薦信，多用如下的語句：

(1) The bearer of this, Mr....., is.....

(2) The bearer, Mr....., is.....

(持這封信的..... 先生，是.....)

倘寫推薦信時，不知這一封信，要給誰看，可用：“To whom it may concern:” 去代替 My Dear Sir 或 Dear Mr....

寫推薦信時，該以事實為限，切勿空為吹噓，致失去真情，以致自己失去信用。

#### 推 薦 信 用 語

(1) 我得證明王浩山君的勤勉和他的優良品行 甚為欣慰

I have much pleasure in testifying to the diligence and good conduct of Mr. Wang Hao-shan.

(2) 我敢替他担保必然的成功，並認為能够雇用他的人是很幸福的

I venture to promise a successful career for him, and should consider those persons fortunate into whose service he may enter.



- (3) 當他做學生的時候，以勤勉、精確、誠實、及忠實盡職著名 As a student, he distinguished himself for his diligence, accuracy, integrity, and conscientious discharge of every duty.
- (4) 我極願把他介紹給各處地方的人，特願介紹給他有服務機會的人 I cordially recommend him to good people everywhere, and especially to those to whom he may offer his services.
- (5) 希望你能特別考慮這封推薦信 I hope you will give this recommendation your best consideration.
- (6) 因他是個可靠的人，我願用全心力推薦給你 As he is a trustworthy man, I can recommend him to you with all my heart.
- (7) 他的品行和習慣是無可訾議的 His moral character and habits are unexceptionable.
- (8) 承詢關於王君的品行，謹敢答覆，他是一個品性高潔的紳士和商人 In reply to your inquiries with regard to Mr. Wang, it gives us great pleasure to testify to his high character as a gentleman and man of business.
- (9) 極願把他推薦給任何需要他的服役的人 I cordially recommend him to any person in need of such service as he can perform.

## 1

### Recommending a bookkeeper (推薦簿記員)

Hangchow, Jan. 10, 1938

To Mr. Ling Su-ming

My Dear Sir:

The bearer of this, Mr. Wang Hao-shan, has been well known to me for several years. He is strictly conscientious, and faithful in the fulfilment

of all business entrusted to him. He is a good penman, a first-class bookkeeper and all round office man.

If you can make room for him in your extensive establishment, you will obtain a most faithful servant, and oblige,

Yours very truly,  
Chen Fong-mu.

【註】 bearer 執持者. conscientious 謹慎的. faithful 忠實的. fulfilment 履行. all round 全能的. make room 謀一席位. extensive establishment 擴充的商號. oblige 加恩於. 這字和下行的 "yours very truly, Chen Fong-mu" 連讀而成全句.

【譯】 謹啟者，帶這封信的王浩山先生，已有好幾年，與我相熟，各種託付他的事情，他都極謹慎並極忠實的履行，他是擅長書法的人，是第一流的簿記員，又是全能的辦事人，倘你能在新近擴充的商號內，替他謀一席位，你將得到忠實的助手，並將加恩於你那忠實的朋友，此致  
林蘇民先生。 陳方模謹啟。

## 2

### Recommending a typist (推薦打字員)

To the Chi Ming Book Co. Shanghai, Jan. 15, 1938  
Gentlemen:

Your favour of the 10th inst. duly received. In reply to your inquiries with regard to Mr. Wang Hao-shan, it gives us great pleasure to testify to his high character and ability as a gentleman and typist. He was employed by us in the capacity of typist, for five years, during which time we found

him invariably discharging his duties with skill and ability. From what we know of his character and ability, we feel certain that you will have no cause to regret by engaging him as typist.

We are, Gentlemen, Yours respectfully,

Foh Shing Starch Manufacturing Co.

[註] inquiries 查詢, with regard to 關於, testify to 證明, in the capacity of 用...的資格, invariably 常常地, discharging his duties 完盡職務, no cause to regret 沒有悔恨的理由. Your favour of the 10th inst. duly received 亦可寫作: (a) Your favour of the 10th inst. to hand; (b) I beg to acknowledge receipt of your letter dated the 10th inst. (c) I am obliged for your letter of—(d) I thank you for your favour of—(e) Many thanks for yours of—(f) In reply to yours of—

[譯] 謹覆者: 本月十號的信, 業經收到, 承詢關於王浩山先生的情形, 我們樂於證明, 他是一個品格極高而又具有才幹的紳士和打字員. 他在我們的地方, 曾以打字員的職司, 服務五年, 在這服務期內, 我們發見他常用技巧和才幹, 履行他的職務. 從我們所知道的他的品性和才幹看來, 我們敢確定地說, 倘貴處雇他做打字員, 決不會貽害貴處的, 此致  
模範書局執事.

福星澱粉製造公司謹上.

3

Recommending a young man who  
wishes to study law (推薦希望研究法律的青年)

35 Soochow Road, Shanghai

Jan. 10, 1938

Dear Mr. Ling:

Allow me to introduce to you my young friend,  
Wang Hao-shan, who has just left a middle school

and wishes to find employment in a lawyer's office which will give him ample time to attend a school.

If you are in want of a lad of his years, you cannot do better than to take him, as I know him to be honest, amiable, intelligent, and persevering.

If you do not require his services yourself, you can doubtless assist him to find elsewhere the employment he seeks.

By doing so you will greatly oblige,

Yours truly,

Chen Fong-mu

【註】 has just left a middle school = has just completed the middle school course. employment 職務. lawyer's office 律師事務所. persevering 堅忍的. services 服役.

【譯】 林先生：請允許我，把我那位名叫王浩山的青年朋友，介紹給你。他剛離開中學，希望在律師事務所內，找到職務，該項職務，將使他有充分時間，進入學校讀書。倘你需要像他那樣年齡的青年幫忙，你最好收用他，因我知道他是誠實的，溫厚的，聰穎的，並堅忍的。倘你自己不需要他的服役，那你定能幫助他，在其他地方，找到他所需要的職務。你這樣做，將加大恩於你那忠實的朋友。

陳方模謹啟。

## 第 四 章 自 薦 信

自薦信 (Letter of Application) 用於自欲加入某種會社或自己欲求得某種職位的場合，通例在後面附有履歷書。但照英美的習慣，都在信中說明自己履歷，並不於信之外，另

附履歷書。信中所該說明的，不外已婚 (married) 或獨身 (single, unmarried)，自己所欲得到的報酬怎樣，倘欲查詢自己的品行，可以詢問那幾個人。倘因看見報紙上的廣告而應徵，最好說明那一種報紙。

### 自薦信用語

- (1) 務請恕我如此突然寫信來，但…… I trust you will excuse the liberty I take in thus addressing you, but....
- (2) 聞貴店的英文書記一席懸缺，敢冒昧上書自荐 Having heard that the situation of an English correspondent is vacant in your house (or firm), I beg to offer myself as a candidate for the situation; Having learnt that you desire the services of an English correspondent, I respectfully offer my services as an applicant for the situation.
- (3) 我於此職，曾在康星公司內，有五年經驗，可請向該公司查詢 I have had five years' experience with my last employers, Messrs. Kong Shen & Co., who will gladly bear witness to my qualifications; I have held a similar appointment for the past five years with Messrs. Kong Shen & Co., to whom I can refer you, as to my character.
- (4) 同時更敢向貴處保證，我的努力盡職，將使貴處得到完全的滿足與信用 At the same time, I assure you that every exertion on my part shall be made to merit your entire satisfaction and confidence.
- (5) 我不怕工作，而且當我有工作做的時候，決不貪懶 I am not afraid of work, and never allow myself to be idle when there is anything to do.

- (6) 我可奉告貴處，我尙未結婚，年尙未到二十五 I may state for your information that I am unmarried, and under twenty-five years of age.
- (7) 倘蒙不棄，當竭力以報 Should my application be regarded favourably, no exertion should be wanting on my part to please you; Should my application be regarded favourably, I shall endeavour to justify the confidence you may repose in me; Should you be willing to take me on trial, I will try faithfully to fulfill all your requirements.
- (8) 至於薪水，那全請貴處決定 Regarding salary, I leave that with you.
- (9) 至於薪水，我要求百圓一月，這是我慣常所得的數目，想貴處總不以我爲要求過分也 With regard to salary, I should ask \$100 a month, the same that I have been in the habit of receiving, and which, I trust, you will not consider excessive.
- (10) 希望能得貴處任用 Hoping that my application may meet your wishes; Hoping you will be willing to take me on trial; Awaiting a favourable reply; Trusting that I may be honoured with your preference, I remain, Yours respectfully....

## 1.

Applying for a position of English  
correspondent (自薦英文通訊員的職位)

Hangchow, Jan. 10, 1938

To Messrs. Kong Shen & Co.  
Shanghai  
Gentlemen:

I have learnt from Mr. Chao Hung of your sales department that you are in need of a clerk

who is capable to conduct correspondence in English. If the situation still remains vacant, I beg to offer my services.

I am, Gentlemen,

Yours respectfully,

Wang Hao-shan

[註] correspondent 通信員. Messrs. 諸位先生. Kong Shen and Co. 康星公司. 在英文中倘商號的名稱，用人名開頭，那在它的後面，該接 and Co., 亦唯在這種場合，其前可加 Messrs. 那樣的稱呼. sales department 發行所. in need of 需要. clerk 書記. conduct 處理. correspondence in English 英文通訊. situation 位置. vacant 空的. beg 乞. offer 供奉.

“聞貴處需要一書記員，”此語可譯作：(a) I have heard that you are in need of a clerk. (b) I have learnt that you want a clerk. (c) I am informed that.... (d) I understand that.... (e) Having heard (or learnt) that.... (f) Having understood that....

“I beg to offer my services”一語，亦可寫作：(a) I beg to apply for the situation (or position). (b) I beg leave to apply to—(c) I beg leave (or permission) to offer my services in the capacity of clerk. (d) I beg to offer my services as an applicant for the situation. (e) I beg to offer my services as a candidate for the situation. (f) I hasten to apply for the situation.

[譯] 謹啟者：從貴處發行所趙亨先生那裏聽到，貴處需要一個能處理英文通訊事務的書記。倘這位置還是空着的話，我願供奉我的服役。此上

康星公司諸執事先生。

王浩山謹上。

## 2.

Applying for a position as English  
Correspondent (自薦英文通訊員的職位)

To the Chi Ming Book Co. 10 West Lake Road, Hangchow  
Jan. 10, 1938

Dear Sirs:

In reply to your advertisement in to-day's "China Press," I beg to offer my services as English correspondent with your firm.

I am 28 years of age, and have had five years' experience in the lines of English correspondence. Graduating from the Shanghai Higher Commercial School in July 1930, I served with Messrs. James & Co. as English correspondent until last month. Besides I am skilled in typewriting. So I feel confident of my ability to fill a position such as you announce as vacant and give entire satisfaction in the discharge of my duties.

Trusting you will give my application your kind consideration and hoping to hear favourably from you at your convenience, I remain,

Your obedient servant,

Wang Hao-shan

【註】這信略敘自己的履歷，故與前信不同，普通寫自薦信，概取此式。in reply 答覆。advertisement 廣告。China Press 大陸報。with your firm=in your firm. experience 經驗。in the lines of 在……的方面。served 服務。with Messrs. James and Co.=in Messrs. James and Co... besides 此外。typewriting 打字。confident 自信的。an-



nounce 宣稱, kind consideration 和善的考慮, at your convenience 在你們方便的時候, obedient servant 順服的僕役。

【譯】 謹啟者：答覆貴處今日在大陸報上所載的廣告，我敢冒昧供奉我的服役，在貴公司內，充任英文通訊員。我今年二十八歲，在英文通信的事務方面，曾有五年經驗。我於一九三〇年七月從上海高等商科學校畢業後，即在傑姆士公司，充任英文通訊員，直到上月份停職。此外，我又精於打字，所以我自信有能力担任貴處所空的職位，並於履行職務方面，能使貴處完全滿意。懇請貴處對於我的自薦書，能作和善的考慮，並及早賜覆。此上上海模範書局諸先生。

王浩山謹上。

### 3.

Applying for the position of typist.

(自薦打字員的職位)

To Messrs. Kong Shen & Co. Hangchow  
Dear Sir: Jan. 10, 1938.

Seeing in the "Shanghai Times" of to-day that you are in need of typists, I beg to offer my services. I am 25 years of age and have had five years' experience as typist.

Regarding salary, I leave that with you.

Soliciting the favour of an interview,

I remain, Yours respectfully,

Wang Hao-shan

【註】 leave that with you 留那事讓你們決定, soliciting 乞求, 用 begging 一字亦可, interview 面談。

【譯】 謹啟者：閱今日泰晤士報，悉貴處需要打字員，茲特向貴處供奉我的服役。我今年二十五歲，對於打字員職務，曾有五年經驗。至於薪水，那全可由貴處決定。希望能得一次面晤。此上上海康星公司諸先生。

王浩山謹上。

## 4.

Applying for the position of bookkeeper

(自薦簿記員的職位)

To Messrs. Kong-shen & Co.

Hangchow

Shanghai

Jan. 10, 1938

Gentlemen:

In the "Shanghai Times" of to-day, I notice your advertisement calling for the services of a bookkeeper. I beg leave to offer myself for the position, feeling confident that I am qualified to fill it to your satisfaction.

I am twenty-five years of age, and unmarried. Having graduated from a commercial school three years ago, I was in Messrs. James & Co. for two years, where I filled a situation similar to that indicated by you.

Should my application be regarded favourably, I shall endeavour to justify the confidence you may repose in me.

I remain,

Gentlemen,

Your obedient servant,

Wang Hao-shan.

[註] calling for 徵求. beg leave 乞求許可. I am qualified to 我有資格於. similar to 與...相同. Should my application be regarded favourably = If my application should be regarded favourably. justify 使...為合理. confidence 信任. repose in 放置在.

[譯] 謹啟者：在今日的泰晤士報上，看到貴處廣告，知貴處需要簿記員的服役，茲請貴處允許，讓我應徵該職位，因我相信我有資格做該職位的事，而使貴處滿意。我今年二十五歲，尙未結婚。自從三年前畢業於某商業學校後，曾在傑姆士公司做事二年，所任職務，與貴處所說的相同。倘我的冒昧自薦而能順利地被採納，那我將企圖努力，使貴處加在我身上的信任，全然合理。專致  
上海康星公司。

王浩山謹上。

5.

Applying for a position of teacher (自薦教師的位置)

To Mr. Daniel Chu  
Principal of the First Provincial  
Middle School, Hangchow

Dear Sir: Soochow, Jan. 10, 1937.

I understand that you have a position of teacher of English vacant in your school, and beg leave to apply for the same, enclosing the curriculum vitae. I am 32 years of age and a graduate of the College of Literature of the Central University. I have taught English at a certain middle school in the city for the past five years. As for my salary, I expect \$100 per month.

Should my application be regarded favourably, I shall endeavour to justify the confidence you may repose in me.

I remain,

Yours obediently,

Li Chin Hwa

[註] principal 校長. First Provincial Middle School 省立第一中學. the same=the position of the teacher of English. enclosing 附奉. curriculum vitae 履歷書. college of literature 文學學院. Central University 中央大學. the city 本城. as for 至於.

[譯] 謹啟者：據我知道，貴校英文教師一席，現在空着，因敢乞求允許，讓我應徵該職位，並附上履歷表一紙，乞查收。我今年三十二歲，是中央大學文學學院的畢業生，並曾於過去五年，在本城某中學校，教授英文。至於我的薪水，希望一百元一月。倘我的冒昧自薦而蒙順利地採納，那我將企圖着，使貴校加於我身上的信任，不致失望。此致  
杭州第一中學校長  
朱彥宜先生。

李景華謹上。

## 6.

### Applying for a position of a translator (自薦繙譯員的職位)

Jan. 10, 1938

Sirs:

Being informed that the services of translators are required by your department, I beg most respectfully to apply for the post.

I am a native of Canton and am 30 years of age. After having graduated in the Canton Middle School at Canton, I joined the Tong Shan Engineering College to study, but on account of uncongenial climate I was obliged to abandon my study and returned to my native place to recover my health. Before the outbreak of the Revolution I joined the

Survey Party of the Yunnan-Kwangsi Line as a Surveyor. Then I came to Peiping and joined the "Peking Daily News" as a translator for about a period of two years. More recently I have been engaged as newspaper correspondent of the "China Times" of Tsinan. I am able to translate *ex tempore*, and my Chinese knowledge is above an average scholar. As I think there will be good prospect in the Salt Administration for well-educated young men, I shall feel happy if you will give me an opportunity for examination.

Awaiting your reply,

I am, Sirs,

Yours faithfully,

Robert K. Liu

【註】 being informed 得知, department 部, the post 翻譯員的職位, Canton 廣州, Tong Shan Engineering College 唐山工程學院, uncongenial climate 不適宜的氣候, abandon 放棄, outbreak 發生, revolution 革命, survey party 測量隊, Yunnan-Kwangsi Line 滇桂路, for about a period of two years 約有二年的時間, newspaper correspondent 報紙通信員, *ex tempore* 立即, prospect 希望, salt administration 鹽務, well-educated 受過好教育的, "awaiting your reply" 須和 "I am" 連讀成句, 意謂 "等候回信".

【譯】 執事先生：得悉貴部需要翻譯員的服役，茲特備函自薦此職位，乞加恩恕。我是廣州人，現年三十歲，畢業於廣州的廣州中學後，進入唐山工程學院，研究工程，但因該地氣候，不能適合，不得不返歸故鄉，從事休養。革命爆發之前，加入滇桂鐵路的測量隊，充任測量員。後來到北平，任“北京每日新聞”的繙譯員，約有二年。近來受聘於濟南的“中國時報”，充任報館通訊員。

我能於立時之間，毫無準備地從事繙譯，我的中文程度，也比一般的中國學生高些。因我想到在鹽務中，對於一個受過優良教育的青年，較有希望，所以倘蒙准許參加考試，將不勝欣幸之至。謹請覆示。

劉羅白謹上。

## 第 五 章 請 求 信

請求信 (Letter of Favour; Letters Soliciting Favours)

指向人作一定的請求的信札而言，措辭要客氣，但不必卑躬屈己，有損體面，更不必用中國信的體裁，迂迴曲折，致使對方不解真意所在。

### 請 求 信 用 語

- (1) 有瀆清神，殊覺不安 I am sorry to trouble you; I am sorry to cause you trouble; I am afraid that it will give you trouble; I fear that it will cause (or occasion) you lots of trouble.
- (2) 務請.... Please....; Will you please....?; Will you kindly....?; Would you kindly....?; I request you to.....
- (3) 倘蒙.....，將不勝感激之至 I shall feel much obliged if you kindly....; I shall esteem it a great favour if you kindly....; I shall be much obliged if you kindly....; I should esteem it a great favour if you would kindly....; You will do me a favour if you will....; May I ask you a favour?; I shall be very glad if you will....

- (4) 麻煩處請原諒 With apologies for troubling you.
- (5) 爾我相知未深，竟加煩擾，務請恕之 I trust that you will forgive my troubling you on so slight an acquaintance.
- (6) 對已賜重恩於我的人，再加麻煩，此事務乞恕之 I hope you will excuse my troubling one to whom I am already so much indebted.
- (7) 倘蒙成全，將永感恩莫忘 If you will...., I shall ever most gratefully remember your kindness.
- (8) 倘曾觀察到或會聞及任何錯誤或脫漏，而蒙示知，當感恩不盡  
If you have observed, or been told of any errors or omissions, you will do me a great favour by letting me know them.

## 1.

Asking a friend for a call (乞友來訪信)

Hangchow, Jan. 9, 1938

Dear Mr. Ling:

I am very sorry I was absent to call on Dr. Kao when you called the other day. I shall be glad if you can make it convenient to call upon me the day after to-morrow, the 11th inst., as I have an important affair to talk over with you.

Believe me,

Yours very truly,

Wang Hao-shan

【註】 I was absent = I was out. call on 拜訪. convenient 方便的. inst. = instant 本月份. an important affair 重大事件. talk over with you 和你談談.

【譯】 林先生：那天你來看我，適我外出訪謁高博士，以致不遇，非常抱歉。明天（即本月十一日）倘你得便而能前來的話，我將非常欣喜，因我有重要的事情，要和你談談。

王浩山謹上。

## 2.

A reply to the above (回信)

Hangchow. Jan. 10, 1938

Dear Mr. Wang:

Many thanks for your postcard last night. As I shall be disengaged to-morrow, I shall call on you without fail.

Yours very truly,

Ling Ping-nan

【註】 Postcard 明信片。I shall be disengaged = I shall be free 我將得空 without fail 必。

【譯】 王先生：昨晚收到你給我的那張明信片，非常謝謝。因我明天將有得空，我必定前來看你。

林秉南謹上。

## 3.

Requesting the loan of a book (請求借書)

Hangchow, Jan. 10, 1938

Dear Mr. Ling:

While last at your house, you showed me a book entitled "Mid-night," which I remember as a work of so much interest that I feel much inclined



to peruse it, and should esteem it a great favour if you would lend it to me. I will take great care of it, and return it in a few days, as I have, at present, abundant leisure for reading.

Yours truly,

Wang Hao-shan

【註】 entitled = with the title of 題名為. interest 興味. peruse 熟讀. esteem it a great favour 認此為極大的恩賜. abundant 多的.

【譯】 林先生：上次在府上時，你給我看一本題名為“仲夜”的書。該書我記得非常有趣，極望能熟讀它，倘你能把它借我一讀，那我將認它為極大恩惠，我必善為保藏，並於幾天後奉還，因我現在有許多可以讀書的空時間。

王浩山謹上。

4.

Answer to the above (回信)

Shanghai, Jan. 12, 1938

Dear Mr. Wang:

You are quite welcome to the volume you express a wish to read; but I must ask you to let me have it by the 10th of next month, as I shall then have occasion for it.

Yours very truly,

Ling Ping-nan

【註】 are quite welcome to..... 很歡迎借用... express 表示. wish 願望. occasion 機會.

【譯】 王先生：你所希望讀的書，極歡迎你來借，但我必須懇請你，在下月十日，把這本書還我，因我在那時候，將有機會要用到它。

林秉南謹上。

## 4.

Requesting a loan from a friend (向朋友借款信)

Hangehow, Jan. 10, 1938

My Dear Ping-nan:

May I ask a favour of you, with the hope that you will be able to grant? I have a most pressing need for 50 dollars. Do you think you could oblige me with that sum for a couple of months, when I shall refund the amount promptly?

Believe me, Dear Ping-nan,

Ever yours,

Wang Hao-shan

【註】 a favour 恩惠, with the hope that = in the hope that 希望. a most pressing need 急用. oblige me with = accommodate me with 惠借. refund = return 歸還. promptly 迅速地. 借錢的信, 也可如此寫法:

Dear Mr. Ping-nan:

I am now in an embarrassment. Will you do me the favour to lend me some 50 dollars which I shall return on the 25th inst., as I expect a remittance from my uncle in the country on or about the 25th.

By doing so, you will much oblige,

Yours very truly,

Wang Hao-shan

【譯】 秉南足下: 我欲向你商請一事, 希望你能允許, 可否? 我現在急需五十元之數, 你想你能把那個數目, 暫時借我二個月嗎? 在二個月後, 我將迅速地償還該款. 請相信我.

王浩山謹上.

## 5.

Answer to the above (回信)

Hangchow, Jan. 12, 1938

My Dear Hao-shan:

I hasten to answer your note of yesterday, which reached my desk this morning, and it gives me much pleasure to have it in my power to accommodate you. I therefore lose no time in forwarding you a postal money order for \$50, in reimbursing which, I beg you will suit your convenience.

I remain,

Your sincere friend,

Ling Ping-nan

[註] your note = you letter = your favour. in my power 在我能力之內. accommodate 行方便. lose no time 急急. forward 送. postal money order 郵政匯票. reimburse = return 歸還. suit your convenience 合你的方便.

[譯] 浩山足下：你昨天發出的信，我今晨收到，閱後急寫信作覆，這事在我能力之內，能够給你方便。我非常快樂，因此即刻奉上五十元的郵政匯票一紙，至於它的償還，那只看你的方便就好了，不必急急。

你的老友林秉南謹上。

## 6.

From a tenant to his landlord concerning repairs  
(房客請房東修繕房屋信)

To Mr. Ku Teh-hwe

No. 13 Kwang-hua Villa

Jan. 10, 1938

Dear Sir:

Will you kindly send some one at once to examine the roof of this house, as the rain comes through in several places. I am sorry to say the pump well is also out of order, and require immediate attention to prevent further mischief.

I remain,

Yours truly,

James Yin

【註】 tenant 租屋人. landlord 房主人. repairs 修繕事項. examine 檢查. several places 幾處. pump-well 汲水之井. out of order 損壞. require 要. immediate attention = immediate repair 迅速的修繕. prevent 防. further mischief 更大的損害.

【譯】 謹啟者：接信之後，可否急差一人，前來檢查我所住的房屋屋頂，因有好幾個地方，有雨漏下來，其次，我又很抱歉地告訴你，這裏的汲水井，也不靈動，需要急速的修理，以免將來較大的損害。此致  
顧德輝先生。

應傑姆謹上。

## 7.

Answer to the above (回信)

33 Szechuen Road, Shanghai

Jan. 13, 1938

Dear Sir:

Your favour of the 10th inst. duly received. I have instructed my agent, Mr. Kao, to have the necessary repairs done without delay.

I remain,

Yours obediently,

Ku Teh-hue

[註] duly received = duly to hand 按時收到. instructed = told 命. agent 經理人. necessary repairs 必要的修繕. without delay = immediately 立即.

[譯] 謹覆者：十日來信，已經收閱，我已着經理人高君，即時前來，進行各種必需的修繕。

顧德輝謹覆。

## 8.

Asking for a catalogue. (索取目錄)

To the Commercial Press      33 West Lake Road  
Hangchow

Jan. 10, 1938

Dear Sirs:

I shall be much obliged if you will kindly send me your monthly catalogue for November as well

as the specimen pages of the Comprehensive English-Chinese dictionary.

Yours faithfully,  
Wang Hao-shan

【註】 the Commercial Press 商務印書館. I shall be much obliged if you will kindly send me—亦可寫作 Will you kindly send me—? catalogue 目錄, as well as = and, specimen pages 樣張. Comprehensive 綜合的.

【譯】 謹啟者：專函索取貴館十一月份一月目錄，及綜合英漢辭典的樣張，倘蒙賜寄，不勝感激之至。此致  
商務印書館執事

王浩山謹上。

9.

Asking for the insertion of an  
advertisement. (請求登入廣告)

To the Business Manager of Shanghai  
the "Shanghai Times." Jan. 10, 1938

Dear Sir:

Please insert in your paper the enclosed advertisement for three days beginning on the 1st prox. The bearer will pay you the fee.

Yours faithfully,  
Ling Ping-nan

【註】 business manager 營業部長. insert 插入. enclosed 附上的. advertisement 廣告. prox. 是 proximo 之略，作“下月”解. bearer 持信人. fee 代價

〔譯〕 謹啟者：茲由來人奉上廣告一張，請登人貴報，從下月一日起，連登三天，所費若干，將由來人付清。此致  
泰晤士報營業部長。

林秉南謹上。

10.

A Request for Increase of Salary

(請求加薪信)

The Manager

Jan. 10, 1938

Dear Sir:

As you are aware, it was in 1926 that I joined this firm and since then have filled successively the positions of typist, English correspondent and bookkeeper. During all this period I have been doing my duties with ardent zeal, always seeking to make myself more useful to the firm. Perhaps I might not be considered presumptuous if I were to claim that my services have been of a satisfactory nature.

Being married and having a family to support, I find that my income barely serves to make ends meet. On the other hand, the expenses for the maintenance of my family have steadily grown and the cost of living is also on the upward tendency.

Under such circumstances, I shall deem it a great favour if you will be good enough to grant me a rise in my salary. In anticipating your

favourable consideration of this request, I beg to say that I shall redouble my efforts to give you every satisfaction in time to come so as to show my profound gratitude.

Your obedient servant,

Wang Hao-shan

〔註〕 aware 曉得的. joined 加入. successively 繼續地. ardent zeal 非常的熱心. presumptuous 傲慢的. support 供養. to make ends meet 足夠支付. cost of living 生活費. upward tendency 向上的趨勢. under such circumstances 在這樣的情形之下. anticipating 預料. redouble 加倍. gratitude 感激.

〔譯〕 經理先生：我從一九二六年進入本公司，此後歷任打字員，英文通訊員及簿記員的職份，這一切，當為先生所熟知。在這期間內，我會熱心從事，希望自己對於公司，能有更大的用處。現在倘使我說，我的服務，定使先生滿意；想先生總不致認為我是誇傲的。我現在已結了婚，有家庭要維持，因而我的薪水，僅足以維持，反之，維持家庭的費用，却日漸提高，而生活的費用，也有日漸上漲的趨勢。在這樣的情境之下，我將認為極大的恩賜，倘你能把我的薪水增加，預料到你於我這個要求，定能俯允，我敢說我在將來時候，將加倍努力，使你格外滿意，以表示我對於你的深長的感激。

王浩山謹上。

11.

Expressing Gratitude for Increase  
of Salary (謝加薪水)

The Manager

Jan. 15, 1938

Present

Dear Sir:

Kindly accept my thanks for the very substantial addition you have made to my salary. It



shall be my constant endeavour to continue to merit your confidence and good will, and to give you every satisfaction in my power.

I remain,

Yours obediently,

Wang Hao-shan

[註] present 面呈. accept 接受. substantial 實質的. merit 應得. obediently 順服地.

[譯] 經理先生：承你在實質上，加了我的薪水，我非常感激。我將繼續努力，使你的信託和盛意，不致落空，並將竭盡全力，使你在各方面，得到滿意。

王浩山謹上。

## 12.

### Asking for Advance of salary (要求預支薪水)

The Manager

Jan. 10, 1938

Present

Dear Sir:

I beg you will kindly advance me \$200, the salary of two months, to be returned in five installments, i.e., beginning with January, a sum of \$40 is to be deducted from my salary each month for a period of five months. I am well aware that this would violate the regulations of this company, but the urgent need of money and the vain applications I have already made to friends for loans have compelled me to make this request. In view of the

many kindnesses you have shown me in the past, I have great hopes that you will be good enough to grant this request.

Yours faithfully,  
Wang Hao-shan

[註] advance 預支. installments 按期分付之款. i.e., = that is 即. deducted 扣除. a period of five months 五個月的時期. violate 違反. regulations 規則. urgent need 急切的需要. vain 徒然的. In view of 想到. kindnesses 仁善的行爲.

[譯] 經理先生：我寫信請求公司，預借給我二個月的薪水，分五次歸還，即從一月份起，每月在我的薪水下，扣去四十元，五個月內扣清。我深知道這事有背公司的定章，但因款項的急切需要，又因向朋友告借而又不得成功，因此不得不作此項請求。想到你從前賜給我許多恩惠，我有極大的希望，認為先生總肯玉成這事的。

王浩山謹上。

### 13.

#### Asking for Permission of Translation (請求翻譯權)

Mr. Ling Ping-nan, who is a regular contributor to the Shun Pao, the Shen Wen Pao, and several other leading newspapers and magazines, presents his sincere compliments to Prof. Ross, and should esteem it a high honour and a great favour, if the Professor would be kind enough to allow him to translate into Chinese language his elaborate work, "Evolution of the Russian Bolshevik Revolution" which is the most comprehensive review of the

Russian Revolution ever produced, shedding, as it does, a fresh light on the struggles now going on in Russia.

5 Hart Road, Shanghai

Jan. 10, 1936

[註] permission 允許. a regular contributor 經常撰稿員. leading 第一流的. comprehensive 綜合的. review 批評. shedding a fresh light on在...一事上發出新的光輝.

像這樣的寫給一個不相識的人，以用第三人稱爲合宜。

[譯] 申報新聞報及其他第一流報章雜誌的經常撰稿員林秉南，備函向羅斯教授，表誠摯的謝意，並將認爲極大的恩賜和榮譽，倘羅斯教授能允許他，把教授的精心之作，即“俄國布爾塞維克革命的演進”一書，譯成中文。這書對於俄羅斯的革命，作最詳盡的批評，能在俄國現在仍在進行的爭扎上，放出新的光輝。謹請

羅斯教授允許。

林秉南謹上。

#### 14.

Asking Someone to Find a Position for a Brother

(代弟請求職業)

Jan. 10, 1938

Dear Mr. Ling:

My brother, Wang Hao-shih, has finally left college, and I am anxious to see him employed in some good business firm. I am afraid I know so few people in business circles that it would be fruitless for me to look for a situation on behalf of my brother. Therefore, I venture to ask you to aid me in this matter. If a vacancy should

occur in any of the offices of your friends, please recommend my brother for it. He has done very well at college, and he is now twenty-four years old. He is very eager to begin a business life, and has often urged me to write to you on the subject.

Sincerely yours,

Wang Hao-shan

[註] business firm 商號. business circles 商界. look for 尋找. on behalf of 爲了. venture 敢.

[譯] 林先生：舍弟王浩水終於在大學畢業了，我極焦急地希望他在好的商號內，得到一個職位。但我在商界中，所知的人極少，爲舍弟尋求商界職業，定歸徒然。因此敢請先生在這事上，幫我的忙。倘在你的朋友的機關中，有着缺位，務請加以推薦。他在學校中，功課極好，現年二十四歲。他極希望開始商業生活，並常催促我，寫信給你，請你介紹。

王浩山謹上。

15.

Asking for Samples (請寄樣貨)

Kong-shen & Co., Ltd.  
3 Honan Road, Shanghai  
Jan. 10, 1938

James & Co., Ltd.

Dear Sirs:

We shall be obliged if you will kindly quote us your best price for British Tweeds of first quality, and send samples of the same. The material should be heavy and light in colour.

We do a large business in suits of this material, and if prices and patterns are satisfactory, you will receive a considerable order.

Yours truly,

Chao Loh-san

The Manager

[註] samples 樣子. quote 開示價目. best price 最低價目. tweeds 花呢布. of first quality 頭等的. heavy 厚的. light 淡的. suits 衣服. patterns 花樣. considerable order 大量的定購.

[譯] 執事先生：我們將非常感激，倘你們能把貴處出售的上等不列顛呢布，開示價目，並寄下樣貨，該項呢布，質料須厚實，顏色却要淡些，敝處用該項呢布，製成衣服，營業頗大，倘貴處的價目和式樣，能合敝處需要，敝處當有大批定貨。

經理趙樂三謹上。

## 第六章 通知信

寫通知信 (Letters of Information) 務求其簡括，各種繁文浮詞，可免則免之。倘向他人報告不幸的事件，該於語字之間，表示十分的同情態度。當然，捏造事實，無論就體例上說，或就道德上說，都是不能允許的事。

### 通知信用語

- (1) 謹通知你……的事 I beg to inform you that; I write to say that; I respectfully beg to inform you that; I am pleased to inform you that; I have the pleasure to inform you that; I have the honour to inform you that;

I beg to advise you that....

- (2) 我因通知你...的事而非常痛心 I am sorry to inform you that; I am sorry to say that; I regret to inform you that; I regret to announce that; I regret to advise that...
- (3) 我因通知你...的事而非常快樂 I am happy to say that; I am happy to inform you that; I beg to assure you that; I am sure you will be pleased to hear that; I am exceedingly gratified at being able to inform you that....
- (4) 我因在你離開本市之前而不能見到你, 心下甚為憂竊  
I regret exceedingly I could not have the pleasure of seeing you before you left town.
- (5) 我們謹告訴你, 我們已在康生有限公司的名義下, 開始營業  
We beg to inform you that we have commenced business under the name of Kong Shen & Co.
- (6) 我謹告訴你我已於本日遷至上開地址 I beg to inform you that I have this day removed to the above address.
- (7) 倘有能幫你忙的地方, 務請讓我知道 Please let me know if I can be of any service to you.
- (8) 我們三於今日按照貴處定單寄上各物 We have this day forwarded to your address the goods according to your order.

### 1.

Informing a friend of the removal (報告遷居)

No. 7 Park Road, Shanghai  
Jan. 10, 1938

Dear Mr. Ling:

As I told you the other day when you called on me, I have removed to the above-mentioned address

this day. The new address is only five minutes' walk from Park Road bus stop.

Yours very truly,

Kong I-shing

[註] removed 遷居. above-mentioned 上開的. address 住所. bus stop 公共汽車停車站. 該信亦可寫作下式：

Dear Friend:

I beg to inform you that I have this day removed to the above-mentioned address. Will you kindly call on me, when you happen to come this way (or to this part of the city)!

Yours very truly,

.....

[譯] 林先生：上次你到敝處來的時候，我已對你說起，我要搬家，今天我已搬到上開的住址了。該處離派克路的公共汽車站，僅五分鐘的路程。

康一新謹上。

## 2.

**Informing a friend of one's leaving hospital**

(向朋友報告自己出院)

Shanghai, Jan. 15, 1938

Dear George:

Many thanks for your kind inquiries during my illness. I am happy to inform you that I am now quite well again and left hospital yesterday. I shall call on you in a few days in person to thank you for your past kindness.

Yours very truly,

Dickens Ho

【註】 inquiries 問候. I am now quite well again = I have completely recovered = I am now all right again = I am now quite myself again 我已完全復原. in person 親自. past 過去的.

【譯】 喬琪兄：我生病的時候，承你數次來看我，非常感激。我現在非常快樂的告訴你，我現在已經十分復原，並在昨天離開醫院。我在幾天之後，將親自來看你，謝你過去時候對我的好意。

何迪耕謹上。

## 3.

Informing of an easy delivery (報告容易的生產)

Shanghai, Jan. 10, 1938

Dear Mr. Ho:

My wife gave birth to a boy yesterday afternoon at three, and I am happy to say that both mother and child are doing very well.

Yours very truly,

George Shen

【註】 delivery 婦女生產. gave birth to 生出. doing very well 很好。

【譯】 何先生：內人在昨日下午三點鐘，生下一個男孩，我很快樂的告訴你，母子二人，都很安好。

沈喬琪謹上。

## 4.

Informing a professor of a holiday (通知放假)

To Prof. Daniel Chang      Far Eastern University,  
Oct. 9, 1937

Sir:

I beg to inform that your attendance to the



University will not be required to-morrow, as it is a national holiday.

I am Sir,

Your obedient servant,

William Wu

Dean

【註】 University 大學. attendance 出席授課. national holiday 國慶日.  
dean 教務主任.

【譯】 明天是國慶日，放假一天，不必來校授課，謹此通知  
張但宜教授。

教務主任吳威廉謹上。

### 5.

Informing the subscriber of the end of his  
subscription (通知定戶滿期)

To Mr. William Wu 309 Hankow Road, Shanghai  
Jan. 10, 1938

Dear Sir:

We beg to say that your present subscription to the "Shun Pao" will end on January 20. If you desire to continue the subscription, a remittance should be forwarded previous to that date.

The Subscription Office of the

"Shun Pao"

【註】 subscriber 報章雜誌定閱者. subscription 報費, 定閱. end 到期. continue 繼續. a remittance 匯款. forwarded 送到. previous to that date 在那日之前.

【譯】 謹啟者: 你這次所定閱的申報, 將於一月二十號滿期, 倘你要繼續定閱, 請你在那日之前, 把匯款寄下.

申報定購處謹啟.

## 6.

### Another form (另式)

309 Hankow Road, Shanghai  
Jan. 10, 1938

Dear Sir:

Your subscription to the Shun Pao expires on January 20, 1938. This notice is given you in advance so as to avoid any inconvenience, or any interruption in your subscription.

We trust that we may receive your renewal.

Awaiting your prompt reply,

We remain,

Yours very truly,

The Shun Pao

【註】 expires=ends 滿期. avoid 避免. inconvenience 不便. interruption 中斷. renewal 繼續.

【譯】 謹啟者: 尊處所定的申報, 將於一月二十日滿期, 茲備函通知, 希望藉此得免除尊處的麻煩或報紙的中斷, 並望即日收到尊處的匯款. 專此候覆.

申報館謹啟.

## 7.

Informing of the forwarding of goods

(通知寄出貨物)

To Mr. Daniel Chu

Shanghai, Jan. 10, 1938

Soochow

Dear Sir:

We beg to inform you that we have this day forwarded to your address by parcel post all the goods according to your order.

We remain,

Yours faithfully,

Sincere Co.

[註] by parcel post 用小包郵寄. all the goods according to your order 照你所定的全部貨物.

[譯] 謹啟者: 尊處所定的全部貨物, 此間已於今日由郵包悉數寄上, 即請查收為盼. 此致  
朱但宜先生. 先施公司謹上.

## 8.

. Another form (另式)

To Mr. Daniel Chu

Shanghai, Jan. 10, 1938

Soochow

Dear Sir:

We have this day forwarded to your address, per rail, the goods ordered in your favour of the 5th inst.

Enclosed you will please find invoice of the same.

Soliciting further orders,

We are,

Very respectfully yours,

Sincere Co.

[註] forwarded = sent. per rail = by rail 由火車. invoice 發票. soliciting further orders 懇請再來定購. 上面的信, 也可寫成如下的形式:

Dear Sir:

We beg to acknowledge the receipt of your esteemed order of the 13th ult., according to which we beg to inform you we have this day forwarded to your address per rail, the goods.

Enclosed you will please find invoice of the same.

[譯] 謹啟者: 尊處本月五號所定的貨物, 此間已於今日由火車寄至貴處. 茲附上該貨發票一紙, 即請查收, 並請再來定購. 此致朱但宜先生.

先施公司謹啟.

9.

Informing of the opening of business (通知開店)

To Messrs. Kong-shen & Co. 8 Nanking Road  
Shanghai

Gentlemen: Jan. 10, 1938

We beg to give notice that we have started business as Importers, Exporters, and Commission Agents at the above address. We feel sure that no other firm can supply goods which are better or cheaper.

We shall be very pleased to receive orders and dispatch samples at any time on application.

Yours faithfully,

James & Co.

【註】 We beg to give notice = We beg to inform you 謹告貴處。 importers 進口者。 exporters 出口者。 Commission Agents 經理員。 receive orders = receive commands 接受定貨。 samples 樣本。 on application 經請求。

【譯】 謹啟者：敝處已於上開住址，開始進行進口，出口，及經理的營業，自信貨品之美，貨價之廉，決非其他商店所能比擬。倘蒙定貨或索取樣品，當非常歡迎。此致  
康星公司諸執事。

傑姆士公司謹上。

### 10.

Announcing the death of father to a friend of the deceased. (對父執報告父喪)

Hangchow, Jan. 10, 1938

Dear Sir:

It is with the most heartfelt grief that I have to inform you that after a long illness, my father died last night at 10, all being unavailing. The funeral will take place at the Kwan-ti Temple, Kwan-ti Street, on the 20th at two p.m.

Thanking you for your kind friendship which you gave my late father,

Yours much obliged,

David King

[註] with the most heartfelt grief 非常悲慟的, have to 不得不, after a long illness 經久病之後, all being unavailing 藥石均勿占效, funeral 葬儀, late father 先父.

[譯] 謹啟者: 我不得不極悲慟的告訴你, 我的父親, 經過長時期的疾病後, 已於昨夜十點鐘, 各種藥石, 均勿占效, 與世長逝, 葬儀將於本月二十日下午二時在關帝街關帝廟舉行, 先父在日, 承蒙不時照拂, 非常感激, 合此申謝.

金大衛謹上.

### 11.

From A Clerk Notifying Resignation

(書記員辭職信)

To the Manager

Jan. 10, 1938

Present

Dear Sir:

I beg to tender my resignation of my appointment in this office. I am for many reasons sorry to leave a situation where I have received so much kindness and made so many friends, but I find it absolutely necessary to seek an appointment which gives promise of more rapid promotion than I can look forward to here, and which will enable me to earn a higher salary than I draw at present. Please, therefore, accept my notice to leave your service on the 20th inst.

Yours obediently,

Wang Hao-shan

[註] clerk 書記員. resignation 辭職. tender 提出. appointment 職務. for many reasons 有許多理由. absolutely 絕對地. more rapid promotion 較快的陞遷. look forward to 期望. earn 賺. draw 支取. at present 現下.

[譯] 經理先生：我謹向此間提出辭職。我在此間曾受到極大優遇，又交到許多好友，今茲辭職，心中十分難受。但我發見，這是絕對必需的事，我得找到一個職位，能希望比此間所有的較速的陞遷，又能獲取比此間所得的較大的薪水。為特懇請先生，准我在本月二十日，離去此間的職務。

王浩山謹上。

## 12.

### To An Employee Giving Notice (通知雇員解職信)

Dear Mr. Wang:

In consequence of the abnormal conditions of the market which have slackened our business, we find it imperative to make retrenchments in our expenditure and have with much reluctance decided to dispense with your services. Will you kindly take this as a formal notice of the termination of our contract?

Regretting that this step is at all necessary and hoping for future chances of the renewal of your valuable co-operation, I remain,

Yours truly,

K. Y. Ling  
Manager

【註】 in consequence of 由於. abnormal conditions 反常的情形. market 市面. slackened 減縮. imperative 必需的. retrenchment 緊縮. with much reluctance 非常不願地. dispense with 省去. formal notice 正式的通知. termination 結束. contract 契約. co-operation 合作.

【譯】 王先生：由於市況的不佳，已使我們的營業，大為減縮，因而我們在開支方面，不得不大為節省，其結果，不得不使我們決定，對於你的服務，也一同減去，這是我們非常不願意的事。就請先生把這一封信，算作我們合同終止的正式通知信，我們萬不得已，寫這一封信，務請原諒，並希望將來機會來到，再能借重先生，得到先生的有價值的服務。

經理林光葉謹上。

13.

Letter notifying the close of an engagement

(通知解僱信)

Ming-kwang Middle School  
Shanghai, June 10, 1935

Dear Sir:

Owing to the rigid economy ordered by the Board of Trustees for our school, I am sorry to say that it will be impossible for us to meet the expense of a foreign employé on our staff during the next financial year, commencing July 1st, 1935. I trust that in the interval you may be able to secure another post worthy of your high attainments. If my humble services can be of any use to you for this end, please make the fullest use of them. The School has had every reason to be gratified with



your work, and we shall feel great regret in parting with you.

I beg to remain,

Yours very truly,

Wang En-tien

Director

To Mr. George Smith

[註] rigid 嚴重的. economy 節約. Board of Trustees 董事會. employ/e 雇員. attainments 學力. staff 職員. part with 分別.

[譯] 謹啟者：茲因敝校的董事會，發下命令，實行嚴厲的節約，我不得不抱歉的告訴你，此間在下一會計年度，即從一九三五年七月一號開始的會計年度，將沒有能力，在敝校職員部中，聘請一位外國職員。我相信，在這期間內，你必能找到另一職位，和你的優秀的造詣相稱。倘我對於你的尋找職位，有可效力之處，務請儘量利用我的服役。敝校對於你的服務，處處都極滿意，今茲與你分別，全體同人，都非常難過。此致  
斯密士先生。

上海民光中學校長黃恩天謹上。

## 第 七 章 詢 問 信

詢問信 (Letters of Enquiry) 的種類極多，但以用於生人者較多，所以問候請安的語句，普通不能加入，但表示謝意的語句，却不能少。

### 詢 問 信 用 語

- (1) 倘承告知……，將不勝感激之至 I should be much obliged if you would kindly let me know if . . . ; I should esteem

it a great favour if you would kindly let me know whether....; You will oblige me by stating if....; You will oblige me by informing me whether....; Will you kindly let me know if....?; Will you kindly inform me of....?

- (2) 謹寫信來詢問關於王浩山先生的品性與資格 I write you to ask for information as to the character and qualifications of Mr. Wang Hao-shan who....; I should be much obliged by your kindly giving me some information as to the character and qualifications of Mr. Wang Hao-shan who....
- (3) 關於.....商號的資力, 倘蒙相告, 將不勝感激之至 I should be much obliged if you would kindly let me know your opinion of the solvency of.... Firm.
- (4) 足下是否認識王君, 他是否可靠, 倘蒙相告, 受恩不淺 You will oblige me by stating if Mr. Wang Hao-shan is known to you, and worthy of credit.
- (5) 因知道貴處與康生公司有往來, 倘蒙告知貴處對於該公司所具之意見, 將感激之至, 'Knowing that you have business relations with Kong-shen & Co., I shall be much obliged if you will let me know your opinion of their solvency.
- (6) 煩擾處乞原諒(用於信末) Apologising for the trouble I am giving you.
- (7) 望早示佳音 Hoping that I may be favoured with an early reply.
- (8) 請勿將此次通信, 宣洩他人 Trusting that you will regard this communication as confidential.
- (9) 謹此預謝貴處所能給予之消息 Thanking you in advance for whatever information you will give us....
- (10) 關於.....先生的事, 不敢作好的推薦, 甚以為遺憾 I regret that I cannot conscientiously speak in very high terms of Mr.....

## 1.

Asking convenient time to receive visitors

(詢問訪謁時間)

Shanghai, Jan. 10, 1938

Dear Mr. Kao:

I shall feel obliged if you will kindly inform me at what time I may call to consult you about the matter I told you the other day.

Yours sincerely,

James Chang

【註】 visitors 客人。“I shall feel obliged if you will kindly inform me”一語，用“Will you kindly inform me?”亦可。上信若寫作下式，也很得體：

Dear Mr. Kao:

I wish to call on you, concerning a matter of importance, to-morrow evening at 7 o'clock; will you please let me know whether it is convenient to you, and oblige

Yours sincerely,

James Chang

【註】 consult 磋商。 matter = affair 事件。 concerning 關於。 let me know 請示知。

【譯】 高先生：我將非常感激，倘你能告訴我，什麼時候，我可到你那裏，和你商談那天我告訴過你的事。

張傑茂謹上。

2.

Answer to the above (回信)

Shanghai, Jan. 12, 1938

Dear Mr. Chang:

I shall be glad to see you to-morrow at any hour most convenient to you.

Yours sincerely,

Kao Wen-ping

【註】 shall be glad = shall be happy = shall be delighted 極喜歡。倘不得空，可寫如下的回信：

Dear Mr. Chang:

I am sorry to inform you that a previous engagement prevents me from receiving you to-morrow.

Yours sincerely,

previous engagement 先期的約定. prevents...from 阻止...做.

【譯】 張先生：我明天將於最適合你的鐘點，和你談天。

高文彬謹覆。

3.

Inquiring as to whether a book is on hand

(詢問書籍的有無)

To The Commercial Press 45 North Main Street, Wuhu  
 Press Jan. 10, 1938

Dear Sirs:

As I wish to have a copy of Mr. Brown's "Exercises in English Grammar," would you kindly

let me know whether you have one on hand and also the price of it, including the postage?

Yours faithfully,

S. Pao-ling

【註】 a copy 一部. would you kindly let me know 用 would you kindly inform me 或 I shall be much obliged if you kindly inform me 均可. on hand 有. including 包括. postage 郵費.

【譯】 謹啟者：因我要買一本勃郎氏著的“英文文法練習冊”，請告訴我，貴處有無這一部書，它的價目，連郵費在內，一共若干？此致

商務印書館諸執事。

施葆林謹上。

#### 4.

#### Asking the prices of books (詢問書價)

To The Commercial Press      45 North Main Street, Wuhu  
Jan. 10, 1938

Dear Sirs:

Would you kindly let me know by return of post the prices of the following books, including the postage:

|                  |                        |
|------------------|------------------------|
| Mr. J. Brown's   | “English Grammar.”     |
| Mr. F. William's | “English Composition.” |

Yours faithfully,

S. Pao-ling

【註】 by return of post = per return of mail 原班回郵. including the postage 包括郵費.

【譯】 謹啟者：下列各書，連郵費在內，共洋若干，請即示知為盼，計開：  
 勃郎氏著“英文文法”一冊  
 威廉氏著“英文作文”一冊

此致  
 商務印書館執事先生。

施葆林謹上。

5.

**Inquiry about an applicant for a position**

(查詢自薦人的品行)

To Mr. James Li                      Shanghai, Jan. 10, 1938  
 Nanking

Dear Sir:

Your name has been given me as a reference by Mr. Wang Hao-shan of Hangchow, who is a candidate for a position as English correspondent in my firm. I should be much obliged by your kindly giving some information as to his character and general fitness for a post such as we offer.

Awaiting the favour of an early answer,

I am,

Yours faithfully,

S. S. King

【註】 a reference 查詢處. candidate 候補者. correspondent 通信員. information 消息. general fitness 一般的適否.

【譯】 謹啟者：你的名字，已被杭州的王浩山君，開給我們，供我們查詢。王君現在是敝處英文通訊員的職位的候補者，倘蒙指示王君的性格和他是否適合英文通訊員的職位的二點，我將非常感激。希望早日賜下回音。此致  
 李傑茂先生。

金析聲謹上。

## 6.

Answer to the above (回信)

To Mr. S. S. King  
Shanghai

Nanking, Jan. 12, 1938

Dear Sir:

I beg to acknowledge receipt of your favour dated the 10th inst., in which you inquire as to the character and qualifications of Mr. Wang Hao-shan. This gentleman has been employed by my firm for the past two years as a translator and has always performed his work in a highly creditable manner. Personally, I feel confident of his ability to fill to your entire satisfaction a position such as you offer.

Yours faithfully,

James Li

[註] inquire 詢問, qualifications 資格, in a highly creditable manner 很可信地, confident 信任的, to your entire satisfaction 使你完全滿意, 倘 James Li 覺得 Wang Hao-shan 不能任此職務, 可作如下的覆信:

Dear Sir:

Your favour of the 10th inst., duly to hand, and I am sorry to have to inform you that Mr. Wang Hao-shan has been employed by my firm for the past two years, it is true; but that he is a very poor translator, being unsteady and unreliable in his habits.

Yours faithfully,

duly to hand 已按期收到, unsteady 不穩定的, unreliable 不可靠的。

[譯] 謹覆者：本月十日貴處給鄙人的信，業經收到，承詢關於王浩山的性情和資格，按王君於過去二年，在敝處充任繙譯員，所做工作，總是非常可靠，就我個人觀察，覺得他的才能，充任貴處所提供他的工作，必可使貴處完全滿意。此覆  
金析聲先生。

李傑茂謹上。

7.

Inquiry as to responsibility (詢問信用的程度)

To Mr. James Li Shanghai, Jan. 10, 1938  
Nanking  
Dear Sir:

We are requested by Mr. Wang Hao-shan, to apply to you for information as to his standing and responsibility commercially. He is about entering into business relations with us, and a prompt reply will greatly oblige,

Yours respectfully,

S. S. King

[註] apply to 向...獲得, standing 地位, responsibility 信用, commercially 商業上, business relations 商業關係, prompt reply 迅速的答覆。

[譯] 謹啟者：敝處受王浩山先生的申請，向先生查詢他的商業地位和信用，他不久將和敝處發生商業關係，倘蒙指示他的情形，敝處將受惠不盡。此致  
李傑茂先生。

金析聲謹上。



## 8.

## Answer to the above (回信)

To Mr. S. S. King

Nanking, Jan. 15, 1938

Shanghai

Dear Sir:

Yours of the 10th inst. received and I am pleased to report that Mr. Wang Hao-shan is an old acquaintance of mine, and entirely worthy of any trust you may place in him.

Yours respectfully,

James Li

[註] received 已收到. acquaintance 相識者. worthy of any trust 足受信任. 倘覺王君的信用有問題, 可寫作:

Dear Sir:

I advise you not to enter into any business connection with the person referred to in yours of the 10th inst. Please avail yourself of this secret communication with the utmost discretion.

Yours faithfully,

not to enter into any business connection, 不與發生任何商業關係. avail of 利用. secret communication. 秘密的通訊. utmost discretion 極度的慎重.

[譯] 謹覆者: 本月十日來信已經拜讀, 承詢關於王浩山先生的信用, 我敢報告, 他是我的一個熟友, 任何責任, 放在他身上, 都非常可靠. 此覆  
金析馨先生.

李傑謹上.

9.

Another form (另式)

To Mr. S. S. King                      Nanking, Jan. 15, 1938  
Shanghai

Dear Sir:

In reply to your favour, I am happy to assure you that the firm referred to has an ample capital at its disposal, and is prompt and punctual in its transactions. If you open an account with it, you will have no cause to regret.

I am greatly pleased to have been of some little service to you, and,

Remain,

Yours truly,

James Li

[註] your favour 來信. assure 保證. the firm referred to 所說及的商號.  
ample 充分的. at its disposal 供它的使用. prompt and punctual 迅  
速而準時的. transactions 買賣. open an account with 與……開賬.  
regret 悔恨. of some little service 有些微服役.

[譯] 謹覆者：來示接閱，我很快樂的敢保證貴處，來信所說及的商號，  
有充足的資本，可供使用，在各種買賣上，都能迅速而準時地  
履行。倘貴處和它開立賬戶，決不致使貴處悔恨。我能對貴處  
有些許服役之處，心中非常快樂。此覆  
金析聲先生。

李傑茂謹上。

## 10.

Complaining of delay in the execution  
of an order for a book (責問延遲寄所定的書)

The Commercial Press            45 North Main Street, Wuhu  
   Jan. 10, 1938

Dear Sirs:

About a week ago I ordered from you a copy of Prof. Brown's "Exercises in English Grammar," but it has not yet reached me. I am afraid it has not yet been forwarded. You will please make necessary inquiries at once.

Yours faithfully,

S. Pao-ling

[註] ordered from you 向貴處定購. not yet forwarded 尚未寄出. necessary inquiries 必需的調查.

[譯] 謹啟者：大約一禮拜前，曾向貴處定購勃郎教授的“英文文法練習”一冊，迄未見寄下，或該書竟未被寄出，請接信後，即為作必需的查詢，此致  
商務印書館執事。

施葆林謹上。

## 11.

Answer to the above (回信)

To Mr. S. Pao-ling            Shanghai, Jan. 12, 1938  
Wuhu

Dear Sir:

Many thanks for your kind patronage. With regard to your inquiry, we beg to inform you that

we sent you the book yesterday; but we think that it will reach you the day after to-morrow at the latest.

Yours most obediently,

The Commercial Press Sales  
Department

【註】 patronage 惠顧. with regard to 關於. at the latest 至遲.

【譯】 謹覆者：承蒙惠顧，非常感激。關於你的詢問，敝處敢通知你，該書已於昨日寄出，至遲後天必可到達你的地方。此覆  
施葆林先生。

商務印書館發行所謹覆。

12.

Asking a Confidential Opinion (詢問秘密意見)

The Chekiang Local Bank

Jan. 10, 1938

Hangchow

Gentlemen:

We are about to engage in a rather extensive transaction with the Kwang Hwa Silk Weaving Co. of your city. As a matter of precaution we venture to ask you if you can give us any information respecting their financial position.

If you give us the reference we want, we will treat it as strictly confidential.

Yours truly,

Li Ping-nan

The Manager

【註】 local 地方的, extensive engagement 巨額的買賣, silk weaving company 絲織物公司, precaution 慎重, respecting 關於, financial position 財政地位, strictly confidential 嚴格地祕密的。

【譯】 謹啟者：我們將和貴處的光華絲織物公司，發生巨額的交易，茲為慎重起見，敢冒昧詢問貴行，可否將該公司的財政地位見告。倘蒙示知敝處所需要的消息，敝處當極端祕密，不使貴行為難。

經理林秉南謹上。

## 第八章 問候信

國語中的問候信 (Letters of inquiry after health) 通例用“聞……甚為驚駭”等語調，在英文的問候信中，也用這種格調，因而多用 to regret, to be sorry, to be distressed, to be grieved, to be shocked 等語。

### 問候信用語

- (1) 聽聞你生病，心下甚為不安 I am very sorry to hear of your illness; I regret to hear of your illness; I am much grieved to hear of your illness; I am deeply distressed to hear of your illness; I am shocked to hear of your illness; I hear of your illness with sincere regret; It is with great concern that I hear of your illness; It is with great anxiety that I hear of your illness; It is with great sorrow that I hear of your illness; I cannot tell you how sad I felt when I was informed of your illness.

- (2) 希望善爲調養 I hope that you will take good care of yourself; I hope that you will take the best care of yourself.
- (3) 極望你能早日復原 I must sincerely hope that you will soon recover; I hope you will soon be all right again; I hope you will soon be quite well again; I hope you will soon get over it; I hope for your speedy recovery; I hope you will soon be better; I hope you will soon be restored to health; I hope that you are now better, and that in a short time you will be quite well.
- (4) 希望即能聽到你漸趨佳境的消息 Hoping to hear very soon that you are better, I am, Yours...; Hoping sincerely to find you better, Yours...; With kindest regards and best wishes for your quick recovery, Yours....
- (5) 倘我對你能有效勞之處，請隨時呼喚我 If I can be of service to you in any way, remember that to aid you is ever the sincere wish of, Your friend,...; I trust, if I can be of any service, that you will call upon me freely; If I can be of assistance (or of service) to you, I hope you will not hesitate to let me know, and I shall be delighted to serve you to the best of my ability.
- (6) 我將在今晚來看你 I shall call and see you this evening.
- (7) 我決在明天清早來看你，因我有許多話要對你講 I will come and see you early to-morrow morning, for I have much to tell you.
- (8) 我非常快樂的知道你現在的情形已經沒有危險 I now rejoice to learn that your condition is not dangerous.
- (9) 我聽到你的復原，非常快樂，因而立即向你致祝賀之忱 I am so glad to hear of your recovery that I cannot delay offering you my most heartfelt congratulations.
- (10) 承你寫信詢問我的健康，我非常感激 I am much obliged to you for your kind note asking after my health; I thank you for your kind inquiries after my health.

## 1.

Inquiring after a friend's health (詢問朋友的病狀)

Hangchow, Jan. 10, 1938

Dear Mr. Ling:

I am very sorry to hear that you are laid up with influenza. I hope that you will take good care of yourself and recover soon.

Yours very truly,

Wang Hao-shan.

[註] inquiry after 問候. laid up with influenza 因感冒而臥在床上. take good care 善加調養.

[譯] 林先生: 我因聽到你受感冒而臥在床上, 心中非常焦急. 我希望你能好好調養, 早日恢復健康.

王浩山謹上.

## 2.

Answer to the above (回信)

Shanghai, Jan. 12, 1938

Dear Mr. Wang:

I am much obliged to you for your kind note asking after my health. I am happy to say the doctor assures me that I will recover in a few days unless complications occur.

Yours very truly,

Ling Ping-nan

[註] I am much obliged to you 我非常感激你. note 信. asking after 問候. doctor 醫師. complications 併發症.

[譯] 王先生: 我非常感激你的那封問候我的健康的信. 我很快樂地告訴你, 醫師對我保證, 倘沒有其他的病發現, 幾天之後, 我即可恢復健康.

林秉南謹上.

### 3.

From a boy to another who is ill (問候病友的信)

Shanghai Middle School  
Shanghai

Jan. 10, 1938

Dear Pao-ling:

I was very sorry to hear that you were so ill, but I hope that you are now better, and that in a short time you will be quite well. We all miss you very much, and often talk about you; so you must make haste and come among us again.

Yours truly,

Ling S-kong

[註] in a short time 短時間後. quite well 十分健康. miss you very much 因缺少你而感覺不樂. make haste 迅速復原.

[譯] 葆林兄: 我聽到你病到如此厲害, 心下非常焦急, 但盼望你現在已好些了, 並盼望你在短時間內, 能完全復原. 我們因為缺少你而非常不樂, 不時提到你, 所以你得早日復原, 早日回到學校.

林世康謹上.



## 4.

Answer to the above (回信)

76 Szechuen Road, Shanghai

Jan. 12, 1938

Dear S-kong:

I am much obliged to you for your kind note asking after my health. I am happy to say that I am much better, but still very weak, and the doctor says it will be some time before I can get out. I very much long to go to school and be with you again.

Yours truly,  
S. Pao-ling

[註] weak 疲弱. some time 相當時間. get out 出外. long 切望.

[譯] 世康兄：你寫信給我，詢問我的健康，我非常感謝你，我很快樂的對你說，我現在已好得多了，但身體仍然疲弱，醫師說，必須經過相當時間，方能出外。我切望到學校裏來，再和你們相聚。  
施葆林謹上。

## 5.

Inquiring after the health of a  
friend's brother (問候朋友的兄弟的病狀)

Jan. 10, 1938

Dear Mr. Ling:

It is with great concern that I hear from Mr. Kao that your younger brother has had an attack of pleurisy and entered hospital. I am anxious to

know how he is now. If I can be of any service, kindly write to me. I shall shortly call and see your brother.

Hastening to inquire after his health,  
Yours very truly,  
Wang Hao-shan

【註】 with great concern 非常憂戚. pleurisy 肋膜炎. of any service=of any use 有任何用處 上信也可寫作下式:

Dear Mr. Ling:

I am very sorry to learn from Mr. Kao that your younger brother is now in hospital, being attacked by pleurisy. I am anxious to know how he is now. If I can be of.....,

.....

【譯】 林先生：我從高先生的地方，聽到令弟患肋膜炎，已進入醫院，心下甚為憂戚。我急欲知道他現下的情形怎樣。倘我能有任何用處，務請寫信給我，我不久將去看望令弟。急切問候他的健康。

王浩山謹上。

## 6.

Answer to the above (回信)

Jan. 12, 1938

Dear Mr. Wang:

Many thanks for your kind inquiries after my brother. I am happy to say that he is better every day since he was taken to hospital and that he will

be able to leave hospital at the end of this month if he improves at this rate.

Again thanking for your kindness, .

Yours very truly,

Ling Ping-nan

[註] inquiries 詢問. taken to hospital 入院. improves 漸入佳境. at this rate 照這速度.

[譯] 王先生：承詢及舍弟健康，非常感激，我很快樂的告訴你，舍弟的病，自進醫院之後，漸入佳境，照這速度好去，本月底將可出院，再此申謝。

林秉南謹上。

## 7.

Inquiring after a friend's health in summer

(暑中詢問朋友的健康)

Hangchow, July 10, 1938

Dear Mr. Ling:

Please excuse me for my long negligence in writing to you. The heat is almost unbearable, yet I hope you are in excellent health. I am happy to say that I am very well.

With kind regards to your family,

Yours very truly,

Wang Hao-shan

[註] negligence 怠慢. unbearable 難耐受的. in excellent health 非常好. regards 致意. your family 你家裏的人. 上信也可寫作下式：

Dear Mr. Ling:

Please excuse me for my long silence. I hope you are all well in spite of the almost unbearable heat wave by which we are now visited. I am glad to state that I am very well,

With kind regards to all your family,

.....

heat wave 暑氣. long silence 長久的不寫信. in spite of 雖則. we are now visited 我們現在被侵襲着.

【譯】 林先生：久不寫信給你，請你原諒。現在的熱度，簡直不能忍受。但我希望你身體健康。我很快樂的告訴你，我的身體很好。府上各位，均請代為問候。

王浩山謹上。

## 8.

Reply to the above (回信)

Shanghai, July 12, 1938

Dear Mr. Wang:

We are all delighted to learn from your letter that notwithstanding the heat of the last few days you are enjoying good health. I am happy to state that we are all quite well too.

Yours very truly,

Ling Ping-nan

【註】 learn 得知. notwithstanding 雖則. enjoying good health 享受好的健康. good 一字，在這裏用 fine 或 excellent 亦可。

【譯】 王先生：我們接到你的信，知道前幾天的熱度，雖非常之高，但你仍享受好的健康，非常欣喜。我們也非常之好，敢告。

林秉南謹上。

## 9.

Inquiring after a friend about the fire (詢問火災)

Shanghai, Jan. 10, 1938

Dear Mr. Li:

I see in this morning's papers that there was a big fire in Kiangwan last night. I write to ask you if your house was safe.

Yours sincerely,  
Chang S-chun

[註] a big fire = a conflagration 大火. safe 平安的.

[譯] 李先生：讀今天的報紙，知道昨晚江灣大火，急寫信來問，府上有否累及。

張世昌謹上。

## 10.

Answer to the above (回信)

Kiangwan, Jan. 12, 1938

Dear Mr. Chang:

Many thanks for your prompt note of inquiry. Unfortunately my house was burnt down too, as it was situated near the spot where the fire broke out. But I am happy to say that all my family escaped without accident.

Yours very sincerely,  
Li Tse-hao

【註】 note of inquiry 詢問信. burnt down 燒去; 它的反面“得免於火”, 相當於 escaped the fire. where the fire broke out=where the fire started 火所發生的地方. without accident=safely 平安無事. 倘他的房子沒有燒去, 可寫如下的信:

Dear Mr. Chang:

Please accept my best thanks for your prompt note of inquiry. I am happy to say that fortunately my house escaped the fire and that all my family are safe.

.....

【譯】 張先生: 非常感謝你那迅速的詢問信. 不幸, 舍間因附近火災發生的地方, 也被燒去. 但我仍快樂的告訴你, 全家的人總算平安無事.

李子豪謹上.

## 11.

Inquiring after a friend about the  
damage of floods (詢問水災)

Shanghai, July 10, 1938

Dear Mr. Ku:

I am surprised to learn that your districts have been visited by severe floods. I hasten to write you to ask if you and your family are safe.

Yours truly,

Kao Zen-liang

【註】 severe floods 嚴重的水災. I hasten to write to ask=I write in haste to ask=我急寫信來問. 上信也可寫作下式:

Dear Mr. Ku:

I am surprised to see in to-day's papers that there have been terrible floods in your districts. I hasten to inquire if your family are all safe.

Yours truly,

Kao Zen-liang

[譯] 顧先生：我聽到貴處遭受嚴重的水災，心裏非常驚駭。我急寫信來問，你和你府上的人，是否完全平安。

高人標謹上。

## 12.

### Answer to the above (回信)

Haining, July 13, 1938

Dear Mr. Kao:

I am much obliged to you for your prompt inquiry in connection with the floods in our districts. Owing to the heavy rainfall for the past several days, the river Chien-tung has risen by over 10 ft., submerging hundreds of houses and washing away several bridges. But I am happy to say that my house is safe, situated as it is on an eminence, as you know. My wife joins me in thanking you for your kind and prompt inquiry.

Yours sincerely,

Ku Tien-zeng

[註] prompt inquiry 迅速的詢問, in connection with 關於, risen 漲高, submerging 沉沒, washing away 沖去, on an eminence 在高位, my wife joins me = my wife unites with me 內人和我。

[譯] 高先生：關於敝處的水災，承蒙迅速的垂詢，心下非常感激。因為過去幾天的連綿大雨，錢塘江水漲到一丈以上，沉沒百餘房屋，並沖去幾架橋樑。但我很快樂的告訴你，舍間因地處高位，像你所知道的，幸免於難，內子和我共同向你表示垂詢的熱忱。

顧天龍謹上。

## 第九章 請帖類

普通所謂請帖 (invitations), 分正式的 (formal) 與非正式的 (informal) 二類。正式的請帖 全用第三人稱的口吻; 非正式的請帖, 與普通的信札相似, 用第一、第二人稱的代名詞, 即 “I”, “we”, “you” 等。普通在熟朋友中間, 用非正式的請帖, 但在舉行莊重的禮式, 如婚禮、喪禮等時, 所發請帖, 以用正式的一類爲是。

### 請 帖 用 語

- (1) 王浩山先生謹邀……先生 (用於正式的請帖內, 故雙方都用第三人稱) Mr. Wang Hao-shan presents his compliments to Mr. ....
- (2) 謹邀……先生光降於…… To request the pleasure of Mr. ....'s company at ....; To request the honour of Mr. ....'s company at.....
- (3) 謹請足下光降於 (用於非正式的請帖) Your presence is cordially requested at; It would give us great pleasure, if you would....; Will you give us the pleasure of your company at....?
- (4) 承寵召, 謹如命出席奉陪 To have the honour to accept the invitation of....to....; To have the pleasure to accept the invitation of....to....; I have much pleasure in accepting your kind invitation to....; I shall have much pleasure in availing myself of your kind invitation to.....
- (5) 謹請覆示 R. S. V. P. (= Répondez, s'il vous plait; answer, if you please); The favour of an answer is requested.
- (6) 請在門口出示此片 (用請帖限制入場時用此語) Please present this card at the door.



- (7) 否可光降爲敝處一貴客 Will you do us the favour of making one of our number?
- (8) 幸而得空必樂於參加 Fortunately, I am at leisure and shall join you with pleasure.
- (9) 但因我於該日下午必須往市中心區一走, 或許要遲到些時  
But as I have to go to the Civic Center that afternoon, I shall possibly be a little late.
- (10) 家嚴突然生病, 不得不把約在十五號的晚餐會延期 The sudden illness of my father will oblige me to postpone the dinner-party fixed for the 15th.

## 1.

## An invitation to a garden party (請赴園遊會)

Mr. and Mrs. James King request the pleasure of Mr. and Mrs. George Chen's company at a garden party to be held in celebration of the 5th anniversary of the foundation of the Shanghai Middle School, on Saturday, the 15th inst., at 2 o'clock.  
R.S.V.P.

Jan. 10th .

[註] 共同署名的請帖, 只須寫夫的名字, 而於其前加 Mr. and Mrs. request the pleasure of.....'s company 謹請.....出席, in celebration of 慶祝, foundation 創立. R.S.V.P. Répondez, s'il vous plait (= answer if you please) 請賜覆示.

[譯] 本月十五日星期六下午二時舉行上海中學創立五週紀念的園遊會, 恭請

陳喬琪先生  
太太 光降.

請賜覆示

金傑茂夫婦謹啟.

## 2

## Answer to the above (回柬)

Mr. and Mrs. George Chen have great pleasure in accepting Mr. and Mrs. James King's kind invitation to their garden party on Saturday, the 15th inst., at 2 o'clock.

Jan. 12th

[註] 該信倘寫作非正式的格式，可用下式：

Dear Mr. King:

Many thanks for your cordial (or kind) invitation to the garden party on Saturday, the 15th inst., at 2 o'clock, which Mrs. Chen and I are much pleased to accept.

Yours very truly,

George Chen

[譯] 承召於本月十五日星期六下午二時參加

金傑茂<sup>先生</sup>太太舉行的園遊會，屆時准如命觀光。

陳喬琪夫婦謹覆。

## 3.

## Answer to the above (in the negative)

(辭柬)

Mr. and Mrs. George Chen regret very much that a previous engagement prevents them from having the pleasure of accepting Mr. and Mrs. James King's kind invitation to a garden party on Saturday next.

Jan. 12th

[註] a previous engagement 先約. prevent 阻止. 倘改用第一第二人稱, 可如下:

Dear Mr. King:

Please accept our best thanks for your cordial invitation to the garden party on Staurday next, but I regret to inform you that a previous engagement prevents Mrs. Chen and myself from accepting it.

Yours very truly,

George Chen

[譯] 因有前約, 不能參加

金傑茂<sup>先生</sup>太太在下星期六舉行的園遊會, 不勝抱歉之至。

陳喬琪夫婦謹上。

4.

Inviting a gentleman to an informal dinner (邀請便飯)

14 North Honan Road

Shanghai, Jan. 10, 1938

Dear Mr. Chen:

Will you give us the pleasure of your company at dinner on Thursday, the 15th inst., at 6 o'clock?

An early answer will oblige,

Very truly yours,

James King

[註] 上信亦可寫作:

Dear Mr. Chen:

I request the pleasure of your company at dinner on Thursday, the 15th inst., at 6 o'clock.

An early answer will oblige,

Yours very truly,

【譯】 陳先生：請你在本月十五日星期四下午六點鐘，來舍便飯，未識可否？請早賜覆為盼。

金傑茂謹上。

5.

Answer to the above (回信)

23 Pao Shan Road, Chapel,  
Jan. 12, 1937

Dear Mr. King:

I have much pleasure in accepting your kind invitation for Thursday, the 15th inst., at 6 o'clock.

Very sincerely yours,  
George Chen

【註】 I have much pleasure 我非常榮幸。

【譯】 金先生：承召於本月十五日星期四六點鐘來府晚餐，接受之餘，非常榮幸。

陳喬琪謹覆。

6.

Answer to the above (in the negative)

(辭柬)

23 Pao Shan Road, Chapel,  
Jan. 12, 1937

Dear Mr. King:

I regret that a previous engagement prevents me from having the pleasure of accepting your kind

invitation to dinner on Thursday, the 15th inst., at 6 o'clock.

Yours very truly,  
George Chen

[譯] 金先生：我非常抱歉，因有前約，不能如命於本月十五日星期四下午六時來府晚餐

陳喬琪謹上。

7.

Invitation to Dinner. (邀請晚餐)

Mr. and Mrs. James King request the pleasure of Mr. and Mrs. George Chen's company to dinner on Thursday, January 15th, at 6 o'clock. R.S.V.P. 74 North Honan Road, Shanghai  
Jan. 10th

[註] 倘用第一人稱，上柬可改為：

74 North Honan Road, Shanghai  
Jan. 10, 1938

Dear Mr. Chen:

I request the pleasure of the company of you and Mrs. Chen to dinner on Thursday, the 15th inst., at 6 o'clock.

An early answer will oblige,

Yours very truly,

.....

[譯] 謹於一月十五日星期四下午六時，恭請

陳喬琪<sup>先生</sup>太太<sup>晚宴</sup> 候光。

候覆。

金傑茂夫婦謹訂。

## 8.

Answer to the above (in the negative)

(辭柬)

Mr. and Mrs. George Chen present their compliments to Mr. and Mrs. King, and regret that a previous engagement prevents them from accepting their kind invitation to dinner on Thursday next.

23 Pao Shan Road, Chapei

Jan. 12, 1938

[註] 請帖用第三人稱時，通例回帖也用第三人稱。present their compliments 表敬意。regret 抱歉。a previous engagement 先約。prevent 阻止。倘用第一人稱，可如下式：

23 Pao Shan Road, Chapei

Dec. 16, 1938

Dear Mr. King:

Many thanks for your cordial invitation to dinner on Thursday next, which, however, I regret a previous engagement prevents us from accepting.

[譯] 茲因先約，不克應

先生之召，於下星期四日，前去晚餐，萬分抱歉，但於他們的厚意，非常感激。

陳喬琪夫婦謹上。

## 9.

Answer to the above (in the affirmative)

(諾柬)

Mr. and Mrs. George Chen have great pleasure in accepting Mr. and Mrs. King's kind invitation to dinner on the 15th inst.

23 Pao Shan Road, Chapei

Jan. 12, 1938

【註】 have great pleasure in accepting 非常快樂地接受。上信倘用第一人稱，可如下式：

23 Pao Shan Road, Chapoi

Jan. 12, 1927

Dear Mr. King:

Many thanks for your kind invitation to dinner on the 15th inst., which we are very much delighted to accept.

Yours very truly,

George Chen

【譯】 承金<sup>先生</sup>太太<sub>太太</sub> 龍召，於本月十五日晚餐，屆時當出席奉陪末座。  
陳喬琪夫婦謹覆。

## 10.

### Invitation to a Wedding (1) (邀觀婚禮)

Mr. and Mrs. James King

request the honour of

Mr. and Mrs. George Chen's

company at the marriage of their eldest daughter

Anne

and

Mr. William Kong

on Monday, Jan. the fifteenth

one thousand nine hundred and thirty-eight

at four o'clock

at the Park Hotel

Park Road, Shanghai

【譯】 一九三六年一月十五日星期一下午四時長女安娜與康威廉君  
行結婚禮，恭請

陳喬琪先生觀禮  
太太

金傑姆夫婦謹訂

地點：上海派克路國際大飯店

11.

Invitation to a Wedding (2) (邀觀婚禮)

Mr. and Mrs. Kong Nan-shin  
request the honour of

Mr. and Mrs. George Chen's  
company at the marriage of their eldest son  
William

and

Miss Anne Wu

on Monday, Jan. the fifteenth  
one thousand nine hundred and thirty-eight  
at four o'clock

at the Park Hotel

Park Road, Shanghai

Dinner immediately following the ceremony.

【註】 上柬由男宅出面，特別通用於中國社會。又因我國喜筵，多在  
婚禮之後開席，故可在請柬上，註上“Dinner immediately following  
the ceremony”（禮後入席）一語。

【譯】 一九三六年一月十五日星期一下午四時長男威廉與吳安娜  
女士結婚，恭請

陳喬琪先生觀禮  
太太

康南新夫婦謹訂

地點：上海派克路國際大飯店

禮後入席



## 12.

## An invitation to a funeral (邀觀葬禮)

Yu Yuan Road, Shanghai

Jan. 10, 1938

Dear Mr. Wang:

Your presence is requested at the funeral of my father, Kong Nan-shin, which will leave this house for the Chang An Cemetery the day after tomorrow, the 12th inst., at 2 p.m. The service will be conducted according to the Buddhist rites.

I am,

Yours faithfully,  
William Kong

[註] presence 出席. requested 邀請. leave 出發. cemetery 墓地.

[譯] 王先生: 先父康南星公的靈柩, 將於後天(即本月十二日)下午二時, 自本宅運至長安公墓, 並將按照佛教儀式, 舉行葬禮, 屆時務請光降.

康威廉謹上.

## 13.

## Invitation from a School (學校的請柬)

FUH TAN UNIVERSITY, KIANGWAN

Twenty-third Annual Commencement Day

The President and faculty of the University

request the honour of your presence

at the Commencement Day Exercises

and Conferring of Degrees

Saturday, June 30th, 1937 at 2.00 p. m.

Tea 5.00 p.m.

光臨

江灣復旦大學校長暨職教員同訂

做大學於六月三十日星期六下午二時舉行畢業典禮發給學位下午五時茶點恭請

14.

Invitation from a Business House (商店的請柬)

The Board of Directors and General Manager  
of  
**THE GREAT CHINA BANKING CORPORATION**  
request the honour of your presence at the  
opening of the Corporation's New Premises  
Corner of Ningpo and Honan Roads  
on Friday August 15, 1938.  
at two o'clock, p.m.

光臨

一九三八年八月十五日星期五下午二時啟行  
舉行新屋落成典禮敬請

大華銀行董事會謹訂  
總經理  
地址 濟波路河南路口

15.

Invitation from a Public Organization (公共團體請柬)

The Oriental Fine Arts Society cordially  
requests your presence at its 3rd annual Art  
Exhibition to be held at the Soochow Club  
House, 76 Tibet Road, opening daily from  
Monday, 12th, to Monday 19th of September  
(inclusive) at 2-6 P.M. The Exhibits will  
comprise Paintings in Chinese and Western  
Styles, Sculptures and Decorative Designs.

光降評覽不勝欣幸

謹啟者本會定於九月十二日星期  
一(在內)止在西藏路七十八號  
鄉會舉行第三屆美術展覽會  
二至六時公開展覽陳列名家  
洋畫彫刻圖案四部  
出品分中西國畫

東方美術社謹訂

## 第十章 催促信

在催促信 (Dunning Letters) 中，必須明白寫出所催促的東西，措辭應儘量客氣，但客氣中，仍須有力，要使對方的人，看了你的信，不好意思不付給你所催促的東西。

### 催 促 信 用 語

- (1) 請把它交給來人而加惠於…… Please hand it to the bearer of this note and oblige, Yours...
- (2) 上月十日向貴處定購……，並附大洋拾元，作為代價和郵票之用 On the 10th ult., I forwarded (or sent) you an order for……, enclosing a P. O. O. for the sum of \$10 to cover price and postage; On the 10th ult., I forwarded you an order for……, enclosing a postal money order for \$10 in payment of it and the postage.
- (3) 因目下急需現款 Being at present rather short of ready cash; As I am just now much troubled for ready money.
- (4) 茲不得不告，貴處尙有一百元之借票一紙，仍在敝處 I must remind you that I still hold your I.O.U. for the sum of \$100; I am compelled to remind you that I have in my possession your I.O.U. for the sum of \$100.
- (5) 特備函通知，尊賬上月底未曾清償，此與前約相背 I beg to call your attention to the fact that your account was not settled at the end of last month contrary to promise; I beg to remind you that your account still remains unsettled.

though it was to be settled by the end of last month according to promise.

- (6) 請在本星期內，惠下支票以償此款 I request that you will favour us with a cheque for the same in the course of this week.
- (7) 倘至本月二十五日，仍未接到滙款，那只能將此事件托鄙人之顧問律師辦理矣 Should I not receive a remittance from you by the 25th inst., I shall have no alternative but to place the matter in the hands of my attorneys; I shall feel obliged, to my sincere regret, to have the claim placed into the hands of my attorneys, unless I hear from you satisfactorily by the 25th of this month.
- (8) 倘在本星期內，全數寄下，或至少將該款之大部份寄下，當不勝感激之至 I would esteem it a great favour if you would remit either the whole, or at least the greater part, of the amount due, in the course of this week.
- (9) 倘不便滙寄全款，即寄下一部份，亦必加惠於弟也 If it does not suit you to remit the whole, part will be thankfully received by, Yours . . . .
- (10) 實因手頭缺款，故敢如此相催，倘再延期不付，將使我十分為難 Nothing but my really wanting the money would have induced me to be thus urgent, but I assure you that further delay will materially inconvenience me.
- (11) 我只請你再等二個月，那時希望能夠如約付清 I only beg your patience for about two months longer, when I hope to pay you faithfully, with gratitude.
- (12) 倘蒙等候至本月底，我必允許不使你失望 But if you will kindly wait for me until the end of this month, I faithfully promise that I will not disappoint you.

## 1.

Asking a friend to return the book (請朋友歸還書籍)

64 Yates Road, Shanghai

Jan. 10, 1938

Dear Mr. Li:

If you have done with the book I lent you the other day, please hand it to the bearer of this note and oblige,

Yours truly,

James King

【註】 have done with 已讀完. bearer of this note 來人. oblige 加惠於, 這 oblige 一字, 該與 Yours truly, James King, 連讀而成句. 上信亦可改爲:

Jan. 10, 1938

Dear Mr. Li:

Have you done with the book I lent you the other day? If so, I shall be much obliged if you will hand it to the bearer of this note.

Yours truly,

.....

【譯】 李先生: 倘你已經讀完我日前借給你的書, 請交來人帶下, 而加惠於你的朋友.

金傑茂謹上.

## 2.

Answer to the above (回信)

76 Chekiang Road, Shanghai

Jan. 12, 1938

Dear Mr. King:

I return you with many thanks the book you were kind enough to lend me the other day. I am

glad to say that I have derived great benefits from it.

Again thanking you for your kindness,  
Yours very sincerely,  
Robert Li

[註] you were kind enough = you were good enough. derived 得到.  
great benefits 大的益處. 該信也可寫成下式:

Jan. 12, 1938

Dear Mr. King:

Please accept my best thanks for your kindness in lending me the book which I hereby return you. I am happy to say that it has given me great benefits.

With renewed thanks for your kindness,

Yours very sincerely,  
Robert Li

[譯] 金先生: 我極感激你借書給我, 茲將該書奉還, 乞查收. 我很快樂的告訴你, 我曾從這本書, 得到極大的益處. 茲再申謝你的好意.

李羅白謹上.

### 3.

Urgent request for carrying out of an order  
(請速發定貨)

The Commercial Press      45 North Main Street, Wuhu.  
Jan. 10, 1938

Dear Sirs:

On the 28th ult., I forwarded you an order for a copy of Prof. T. William's "English Gram-

mar," enclosing a postal order for \$2 in payment of it and the postage. Already about a fortnight has elapsed since then. But the book has not yet reached me, neither have I received any tidings of it. You will much oblige me by sending the book at once.

Yours faithfully,

S. Pao-ling

【註】 forwarded you 寄給你. order 定購. enclosing 附入. in payment of 價付. elapsed 過. tidings 消息.

【譯】 謹啟者：上月二十八日，曾向貴處定購威廉教授的“英文文法”一冊，並寄上郵政匯款洋二元，作為該書的代價和郵費。迄今已二星期過去，尙未見該書寄到，也不接到任何信息，極為悵惘。請接信後，即將該書寄下為盼。

施葆林謹上。

#### 4.

#### Asking for payment of rent (請付房租)

To Mr. Robert Li                      Shanghai, Jan. 10, 1938

Dear Sir:

It is with extreme reluctance and regret that I have to remind you that you have now been my tenant for three months without meeting any of the payments, which were to be made monthly. I feel obliged to call your attention to the fact that there is now \$300 due to me.

Yours respectfully,

Dickens Wang

【註】 with extreme reluctance 非常不願. regret 抱歉. tenant 房客. payments 償付. monthly 按月(= every month). due to me 欠我.

【譯】 李羅白先生：我非常不願並非常抱歉的寫這封信給你，但我不得不通知你，你已做了我的房客三個月，但沒有一次付過房錢，而這房錢，按理，應得每月付清的。我不得不請你注意，你已欠我三百元房租了。

王迪耕謹上。

5.

Asking for payment of account (請付賬款)

83 Honan Road, Shanghai.

To Mr. Robert Li

Jan. 10, 1938

Dear Sir:

I beg to call your attention to the fact that your account was not settled last month contrary to promise, and further to request that you will oblige me by paying it by the 20th inst. at the latest.

I am, Sir,

Yours obediently,

Dickens Wang

【註】 not settled 不被付清. at the latest 至遲.

【譯】 李羅白先生：我請你注意下開事實，即你的賬目，在上月份，並未結清，這是違反我們的前約的。其次，我又請求你，至遲到本月二十號，務請付清你的賬目，而加惠於我。

王迪耕謹上。



## 6.

Answer to the above (回信)

76 Chekiang Road, Shanghai.

Jan. 12, 1938

Sir:

I really must beg of you to defer the payment of my debt until the end of next month, when I shall be in a condition to meet your demand. Regretting that circumstances prevent my being more prompt in attending to your wishes,

I remain, Sir,

Your obedient servant,

Robert Li

【註】 defer 延期. meet your demand 應你的要求. circumstances 事情. my being more prompt in attending to your wishes 及早滿足你的要求.

【譯】 謹覆者：我實在必須請求你，准我延期到下月底，付發我的債務。那時我將能够應付你的要求。我很抱歉，因環境阻止我如約清償我的債務，而滿足你的需要。

李羅白謹上。

## 7.

Asking for payment of a debt (請還債)

83 Honan Road, Shanghai

Jan. 10, 1938

Dear Mr. Li:

I must remind you that I still hold your I.O.U. for the sum of \$100, and hope you will give it early

attention, as I am just now troubled for ready money.

Yours very truly,

Dickens Wang

[註] I. O. U. 係 I Owe You 之略，可譯作“欠據”。give it early attention 把這件事早放在心上，ready money 現款。

[譯] 李先生：我不得不請你注意，你尙有一百元的欠據，在我手中，希望你把這一件事，早放在心上，因我現在正因缺乏現款而覺得爲難。

王迪耕謹上。

8.

Answer to the above (回信)

76 Chekiang Road  
Shanghai  
Jan. 12, 1938

Dear Mr. Wang:

I am happy in being able to enclose you the sum for which I have been already too long your debtor. Assuring you the unforeseen disappointments have been the sole cause of my want of punctuality.

I am,

Yours very truly,

Robert Li

[註] being able to 能够，debtor 債戶，unforeseen disappointments 預料不到的失望，sole cause 唯一的原因，punctuality 遵守約時。

[譯] 王先生：我極快樂，能奉還這筆欠得你已經很久的款項。我敢實地對你說，實因預料不到的失望，使我在所約的日期上，不能歸還此款。

李羅白謹上。

## 9.

## Paying on account (付賬款的一部份)

76 Chekiang Road  
Shanghai  
Jan. 10, 1938

Dear Mr. Wang:

I am really sorry that I am unable to settle the whole of your bill to-day; but I send you a check for \$25 on account and will endeavour to let you have the balance, \$75, at the end of the current month.

Yours truly,

Robert Li

[註] bill 賬單. check 支票. on account 付一部份. endeavour 企圖. balance 餘款. 該信也可寫作:

Dear Sirs:

I regret very much that I am unable to pay the whole of your bill to-day; but I send you a check for \$25 on account and will endeavour to pay the balance, \$75, at the end of this month.

Yours sincerely,

[譯] 王先生: 我實非常抱歉, 不能在今天付清全部賬款, 但我附上支票洋二十五元, 作為該款的一部份的價付, 餘款將於儘本月底付清.

李羅白謹上.

## 第十一章 贈物信

贈物信 (Letters Offering Presents) 的應用頗大, 因為你送禮物給別人, 別人所認為榮幸的, 如其說是你所送的禮物,

毋寧說是你那代表這禮物的一片誠意。倘你能於禮物之外，又寫上幾句你所要說的話，受禮物的人，自然益覺快樂。

### 贈物信用語

- (1) 請許我奉上.... Allow me to offer you the accompanying .....; Allow me to offer for your acceptance....; Allow me to present you with....; Let me present you with....; Please accept....; I beg your acceptance of....; I beg to present you with....; It will give me pleasure if you accept....
- (2) 作為.....之表示 By token of....; as a token of.
- (3) 作為紀念 As a souvenir; as a memento.
- (4) 粗品 A trifling gift; A trifle; A slight present.
- (5) 附上 I am enclosing; I enclose.
- (6) 在另包中 Under separate cover.
- (7) 無意中接到你那精美的禮物，我真不知怎樣謝你 In my surprise and delight on receiving your handsome present, I hardly know how to thank you enough for it.
- (8) 再為申謝。 With renewed thanks; Again thanking you for your kindness.

#### I.

Presenting a friend with a book (贈書給朋友)

Shanghai, Jan. 10, 1938

Dear Mr. Chen:

As the "English Secretarial Writings Self-Taught," just published by the Chi Ming Book

Co. is favourably noticed by the press, I beg to present you with a copy and hope it will prove of some use to your esteemed sons.

Yours truly,

Robert Li

[註] just published 剛出版的. favourably noticed 獲得好評. the press 報章. of some use 有用場的

[譯] 陳先生：啓明書局新近出版的“模範英文應用文”，頗受報章雜誌的好評，茲奉上一冊，希望該書對於令郎們有相當用處。

李羅白謹上。

2.

Answer to the above. (回信)

Shanghai, Jan 12, 1938

Dear Mr. Li:

Many thanks for a copy of the “English Secretarial Writings Self-Taught”; which you were kind enough to send me. My sons are much pleased with it, for it is so good a reference book for them.

Again thanking you for your present,

Yours sincerely,

George Chen

[註] are much pleased with it, 非常喜歡它. reference book 參考書.

[譯] 李先生：承蒙送給我英文應用文寫作一冊，非常感謝，小兒們非常喜歡這本書，因為它是對於他們的極好參考書。特此再申謝意。

陳喬琪謹上。

## 3.

Sending a photo. (贈送照相)

Shanghai, Jan. 10, 1938

Dear Mr. Chu:

I send you under separate cover a new photograph of mine taken a few days ago at International Studio; with it go my best regards to you all.

Yours sincerely,

George Chen.

【註】 photo=photograph 照相. under separate cover 在另外一包內. taken at 攝於. studio 照相館. my best regards=my best wishes 我的最好的祝願.

【譯】 朱先生：在另外一包內，奉上前幾天在國際照相館所拍的照片一張，同時並向府上各位致意。

陳喬琪謹上。

## 4.

Answer to the above (回信)

Shanghai, Jan. 12, 1938

Dear Mr. Chen:

I thank you very much for your picture and a kind note. We are all delighted to look at the picture of our familiar friend who appears to enjoy excellent health.

With our thanks and best wishes,

I am,

Yours very truly,

Daniel Chu

[註] familiar friend 熟朋友. appears 看似. enjoy excellent health 身體強壯.

[譯] 陳先生: 非常感謝你的照相和你的信. 我們看到我們那位熟朋友的照, 和他那種非常康壯的面容, 都非常快樂. 謝你的好意, 並祝你安好.

朱但宜謹上.

### 5.

#### Presenting a friend with a bottle of wine (送酒給朋友)

Shanghai, Jan. 10, 1938

Dear Mr. Chen:

The cold has markedly increased since the mid-winter season set in, yet I hope that you are all in excellent health. I am happy to state that all my family are very well. I beg you will accept the accompanying bottle of wine which I have received from a friend in Shao-shin as a slight token of my regard.

Yours sincerely,

Daniel Chu

[註] markedly increased 顯然地增加. the midwinter season 寒季. set in 興作. accompanying bottle of wine 隨函送上的一瓶酒. as a slight token of my regard 作為我的敬意的一點徵象.

[譯] 陳先生: 自從嚴寒興作以後, 冷度已顯然地增高, 但我希望你的身體, 非常健康. 我很快樂地告訴你, 我家裏的人, 大小都很安好. 隨信奉上從紹興朋友送來的一瓶酒, 請你收納, 聊表我的一點敬意.

朱但宜謹上.

## 6.

Answer to the above (回信)

Shanghai, Jan. 12, 1938

Dear Mr. Chu:

I am delighted to learn that you are all in good health notwithstanding the increasing cold. As for my family, I am happy to say that they are all very well. Please accept my best thanks for your kind present from Shao-shin, noted for wine,

Yours sincerely,

George Chen

[註] notwithstanding the increasing cold 雖嚴寒日甚. noted for wine 以產酒聞名的.

[譯] 朱先生: 我聽到你和府上的人, 雖在嚴寒日甚的時候, 身體非常康壯, 心下甚為快樂. 至於我家裏的人, 我很快樂的對你說, 他們都非常之好. 承賜紹興名酒一瓶, 非常感激, 請接納我的謝意.

陳喬琪謹上.

## 7.

Presenting a teacher with a souvenir (贈紀念品給教師)

The students of the Shanghai Middle School send their kindest love and best wishes to Mr. Robert H. Wang, on the occasion of his being transferred to Nanking and beg his acceptance of the accompanying gold watch as a token of their heartfelt gratitude for his kind and zealous instruction for the past five years.

Shanghai, Jan. 10, 1936



【註】 souvenir 紀念品. on the occasion of 當.....之際. transferred 轉任. as a token of 作為...之表示 (=in token of). heartfelt gratitude 由衷的感謝 (=sincere gratitude). zealous instruction 熱心的教授.

【譯】 上海中學全體學生，當這王羅亨先生轉任到南京去的時候，敬向王羅亨先生表示他們的愛護和祝望，並懇王先生接受他們所贈的金錢一只，聊表他們對於王先生五年來熱心教育的謝意。

上海中學全體學生謹上。

## 第十二章 定貨信

定貨信 (Letters Ordering Goods) 的寫法，首重明瞭，應把貨名，寄遞方法及付款方法等，寫得清清楚楚，務使他人一看之後，即知你所要定的，是什麼貨物，不致有誤。倘所定的貨物，不止一種，最好將每一貨物，列成一行，以醒眉目。

### 定貨信用語

- (1) 同函附奉郵政匯票 (或支票) 洋五十元，作為...之用 Enclosed please find a P. O. O. (a cheque) for \$50, for which....
- (2) 請寄下..... You will be kind enough to send me (the undersigned)....; You will please send me (the undersigned)....; I hope you will send me (the undersigned)....
- (3) 請交付來人 You will deliver to the bearer of this; You will please deliver to the bearer.
- (4) 下列各貨 The following goods; The following articles; The undermentioned goods.
- (5) 交貨時付款 C. O. D. (=Cash On Delivery).
- (6) 由鐵道寄遞 By rail; By train; Per rail.

- (7) 請將下列各貨，連同賬單，交來人帶下 Please deliver to the bearer, with bill of cost, the following goods....
- (8) 記在我的賬上 Charge to my account.
- (9) 請寄到.....(普通寫在信尾) Please direct to....; Please address to....
- (10) 函奉郵政匯票洋十元，作為物價與郵票之用 Enclosed please find a P. O. O. ( or a postal money order ) for \$10 to cover price and postage; A postal money order for \$10, covering price and postage, is herewith enclosed.
- (11) 請於相當期內給予收據 Kindly acknowledge receipt in due course; Expecting your acknowledgment of receipt in due course.
- (12) 請按附表所載，速將貨物寄下 Please forward as soon as possible, the articles detailed in the enclosed list.
- (13) 倘至本月二十五日，仍將貨物寄到，我將不得不在別處購買，而請貴處取銷我的定購 If the goods are not here by the twenty-fifth inst., I shall be compelled to purchase elsewhere, and you will please countermand my order.
- (14) 此次延斯，已使我極不方便，並已不得不使我對我那最好的主顧失約 This delay has put me to the greatest inconvenience, and has compelled me to break faith with some of my best customers.

## 1.

Form of order to a publisher. (向書店購書)

The Chi Ming Book Co. 22 East Gate Street  
328 Foochow Road, Shanghai Wuhu, Jan. 10 1937.  
Dear Sirs:

Enclosed please find a postal money order for two dollars eighty-five cents (\$2.85), including the

postage, for which you will be kind enough to send me per return of mail, the following books:

|  |        |
|--|--------|
| One Copy of "A stepping=stone to English . . . . .           | \$ .60 |
| One Copy of "A Living English Grammar Self-Taught" . . . . . | \$ .60 |
| One Copy of "English Composition Self-Taught" . . . . .      | \$ .60 |
| Postage . . . . .  | \$ .35 |
| Total . . . . .  | \$2.15 |

Yours faithfully,

Frank H. Ling

【註】 a postal money order for two dollars fifteen cents 二元一角五分的郵政匯票一紙。在 order 或 cheque (支票) 之後，倘接銀錢之數，該用前置詞 for 作為連結。for which 用這筆錢。per return of mail = by return of mail 原班回郵，速即。self-taught 自修的。

【譯】 謹啓者：附上二元一角五分的郵政匯票一紙，用這筆錢，請寄下開各書，連同郵資在內，計開：

|                |        |        |
|----------------|--------|--------|
| 英語之門一冊，洋       | ... .. | 六角     |
| 活用英文法造句與作文一冊，洋 | ... .. | 六角     |
| 英文造句與作文一冊，洋    | ... .. | 六角     |
| 郵費             | ... .. | 三角五分   |
| 共              | ... .. | 二元一角五分 |

此致

上海啓明書局執事。

林福恆謹上。

2.

## Another Form (另式)

The Commercial Press                      22 East Gate Street  
Shanghai                                      Wuhu, Jan. 10, 1938

Dear Sirs:

Enclosed please find a postal order for three dollars fifty cents (\$3.50); for which you will please send me the "Eastern Miscellany" for one year, beginning with the first number of the 10th volume.

Yours faithfully,

Frank H. Ling

【註】 the Eastern Miscellany 東方雜誌, beginning with 從.....開始, the first number 第一期, the 10th volume 第十卷.

【譯】 謹啟者: 附上郵政匯票洋三元五角, 用這筆錢, 請寄東方雜誌全年, 從第十卷的第一期起, 此致  
商務印書館諸執事.

林福恒謹上.

3.

## Order for Raw Silk (定購生絲)

James & Co.  
48 Nanking Road, Shanghai  
Jan. 10, 1938

Great China Silk Co., Hangchow

Dear Sirs:

With reference to your favour of the 8th inst., together with samples, I beg to accept your quota-

tion of \$286.3 per picule of raw silk of the first quality, and shall be glad if you will forward a consignment of five picules, in accordance with your sample.

Although I am accustomed to buy carriage free, I consent to pay the freight in this instance, but in consideration of this you will no doubt make me an allowance of 2% discount.

On receipt of the consignment, I shall cover you for the amount of the invoice.

Yours faithfully,

Robert K. Kung

Manager

【註】 raw silk 生絲. your favour 來信. quotation 所開的價目. picule 擔. of the first quality 頭等的. forward 發出. consignment 托售的貨物. accustomed to 慣於. carriage free 運輸免費. consent 同意. in this instance 在這事例上. in consideration of 想到. no doubt 無疑地. make an allowance 津貼. 2% discount 九八折. cover you for the amount 付全數.

【譯】 謹啟者：接閱本月八號貴處來信及樣貨，茲接受貴處所開頭等生絲每担二百八十六元三角的價目，倘蒙按照樣貨，發下五擔，將不勝感激之至。我平日買貨，雖慣於不負運費之責，但這次同意担负運費，貴處想到這一點，想必能給我九八折的優待。貨到之後，當即按照發票，付發全款。此致  
杭州大華絲公司諸執事。

經理孔羅閣謹上。

### 第十三章 報告書、志願書、 證明書及履歷書

在英文中,所有報告書,志願書,證明書及履歷書(Forms of Reports, Applications, Testimonials and Curricula Vitae),普通都用信札的形式。報告書通指缺席報告等而言,開頭時多用“I beg to report that . . . .”及“I regret (or I am sorry) that I cannot attend office (attend school) . . . .”等語句。證明書開頭的地方,多用“This is to certify that . . . .; I have much pleasure in testifying that . . . .; I hereby certify that . . . .”等語句。履歷書在英美習慣上,多用信的形式。但在國內,因中文履歷書,多另列一紙,也有單獨一張的英文履歷書的格式,但當你對英美人述自己的履歷時,總以取信的格式爲是。

#### 1.

#### Report of Absence (報告缺席)

To Mr. James H. Loh  
Principal of the Shanghai  
Middle School

JAN. 10, 1938

Dear Sir:

I beg to report that I shall be unable to attend school this morning owing to illness.

Yours most respectfully,

Wang Wen-li

[註] beg to report 謹報告. owing to illness 因爲有病.

[譯] 謹啟者: 茲因有病, 今晨不能來校受課, 特此報告  
上海中學駱校長.

學生王文理謹上.

## 2.

### Another Form (另式)

To Mr. Robert Y. Wang  
Principal of the Shanghai  
Commercial School

Jan. 10, 1938

Dear Sir:

I beg to report that I shall be absent from school for three weeks from this day, as I shall take a change of air in accordance with the doctor's advice, owing to beriberi from which I have been suffering since the 28th ult.

Yours most obediently,

Liang Pao-wei

[註] take a change of air 轉地調養. in accordance with the doctor's advice 依醫師的忠告. beriberi 脚氣病. 上信亦可寫作下式:

Dear Sir:

I beg to report that I shall absent myself from school for three weeks, commencing this day, and take a change of air in accordance with the doctor's advice....

[譯] 謹啟者: 我從上月二十八日起, 一直患着脚氣病, 茲照醫師之囑, 易地調養, 因特從今天起, 向學校告假三月. 此上  
上海商業學校王校長.

學生梁寶偉謹上.

## 3.

From a clerk to his employers, excusing  
his absence on account of illness  
(書記員因病缺席報告書)

To the Manager

Jan. 10, 1938

Dear Sir:

I am very sorry I was unable to come to the office this morning owing to illness. I enclose a certificate from the doctor, who is attending me, as he fears it will be several days before I shall be able to resume my duties.

With renewed regrets,

I beg to remain, Sir,

Yours respectfully,

Li Chun-tien

[註] a certificate 證明書, resume my duties 再來上工, renewed 重新的, 該信也可寫作下式:

Dear Sir:

I regret very much I was unable to attend the office this morning owing to illness. The doctor says it will be several days before I shall be able to resume my duties, so I enclose a certificate from him...

Yours sincerely,

[譯] 經理先生: 我很抱歉的告訴你, 今晨我因有病, 不能前來做工, 茲附上醫師證明書一紙, 請察收。據醫師云, 我得好幾天後, 方能再來上工。種種抱歉, 尚乞鑒恕。

李忠天謹上。



## 4.

**Application for Admission to a School (申請入學書)**

To Mr. William K. Shen 38 Fukien Road  
 President of the Shanghai Shanghai  
 Commercial College Jan. 10, 1938

Dear Sir:

I respectfully apply to be admitted to the entrance examination of your school and herewith enclose my curriculum vitae in accordance with Art. V of the regulations.

I am, Sir,

Your Obedient Servant,  
 Sung Foh-wei

[註] respectfully 恭敬地. apply 申請. admitted 被許. herewith 茲. curriculum vitae 履歷書. in accordance with=according to 依照. regulations 規則.

[譯] 校長先生:我極恭敬地呈請貴校,乞准參加貴校的入學考試,並依據貴校章程第五條,附上我的履歷書,即請查收為盼。  
 宋福韋謹上

## 5.

**Application for Examination (報考志願書)**

To Dr. W. W. Liu Jan. 10, 1938  
 Chairman of the Diplomatic Service  
 Examination Committee  
 Nanking

Sir:

I beg to apply to be admitted to the Diplomatic Service Examination, and enclose herewith the

papers specified in Art. IV of the Regulations relating to the said Examination.

Yours obediently,

Sung Li-tse

*Born:* January 12, 1912

*age:* 29 years old

*Social Status:* LL.B., Soochow Law School

*Domicile:* 35 Peace Street, Sungkiang, Kiangsu

*Present Address:* 52 North Szechuen Road

Shanghai

[註] chairman 主席, diplomatic service examination 外交人員考試, committee 委員會, herewith 在這裏, papers 文件, specified 規定, Art. = Article 條款, regulations 規程, the said examination 該考試, social status 社會地位, domicile 永久通訊處, present address 現在地址.

[譯] 謹啟者: 茲備函向貴處報告, 乞准參加外交人員考試為盼, 又依據考試規程第四款, 將各種必需文件, 隨函奉上, 合請查收, 此上

外交人員考試委員會主席.

宋勵志謹上.

生日 一九一二年一月十二日

年歲 二十九歲

社會地位 東吳法學院法學士

永久住址 江蘇松江太平街三十五號

現在住址 上海北四川路五十二號

## 6.

Certificate testifying to the completion of a school course (在學證明書)

### CERTIFICATE

I hereby certify that Liu Chin-kwei, aged 23,

completed all the courses of the Sophomore year of this University on July 1, 1936.

David Y. Yu,  
President

New China University  
Shanghai, Jan. 10, 1938

[註] hereby 茲. certify 證明. courses 課程. Sophomore year 大學二年級. 上書亦可改爲:

This is to certify that Liu Chin-kwei, born on January 12, 1914, completed all the courses of the Sophomore year of this University on July 1, 1934.

[譯] 學生劉卿桂, 二十三歲, 於一九三六年七月一日, 在本大學修畢各種大學二年級課程, 特此證明.

新中國大學校長余大衛謹具.

## 7.

### A Testimonial (證明書)

Dear Sir:

Han Lu-ming, left this school in June, 1937, gaining eighty per cent in all subjects. His work was always satisfactory; his English and type-writing are good, and his character excellent. He has always been diligent, and has been popular with masters and boys alike. I have much pleasure in recommending him to any one wishing to engage an English correspondent.

Very sincerely yours,

George Y. King

Director

New China English College  
Shanghai, Jan. 10, 1938

【註】 該項證明書, 倘在寫的時候, 不知道要寫給誰, 可於 “Dear Sir” 的地方, 寫上: “To whom it may concern”, eighty per cent 八十分, subjects 科目, masters 教師, alike 同樣地, engage 雇用, director 校長。

【譯】 學生韓魯民, 於一九三五年六月, 離開本校, 在校中各種功課, 均八十分; 英文和打字頗佳, 品性也好, 他做事勤勉, 教師和同學, 都喜歡他, 我很樂意地介紹他給希望雇用他做英文通訊員的人。

新中華英文學校校長金喬賢謹具。

### 8.

Another form (另式)

Shanghai Middle School,  
Shanghai

Jan. 10, 1938

Dear Sir:

I beg to certify that Mr. Lu Chi-lien has been for two years a teacher of English in this institution, that he has shown diligence and ability in the discharge of his duties, and that he has enjoyed the esteem alike of his colleagues and pupils.

Very truly yours

Hung Shao-kwang  
Principal

【註】 I beg to certify 謹為證明, institution = school 學校, discharge 盡, duties 職務, esteem 尊敬, colleagues 同事, principal 校長。

【譯】 執事先生: 盧季澗先生曾在本校教授英文二年, 富於才能, 勤於職守, 無論同事 學生, 都極愛戴他, 謹此證明。

上海中學校校長洪紹光謹上。

## 9.

## Application for a Testimonial (請發給證明書)

To Mr. George Y. King      Shanghai, Jan. 10, 1938  
 Director of the New China  
 English College

Dear Sir:

Being a candidate for the situation of English correspondent in Messrs. Fong Shen & Co., I venture to solicit the favour of a testimonial from you as to my diligence and conduct while a pupil at your college, and also to entreat that, should you deem me a worthy candidate, you would kindly exert your interest on my behalf.

Respectfully yours,

Han Lu-ming

【註】 being a candidate for the situation = I am trying to obtain the position 意欲得到……的位置. candidate 候補者. venture 敢. solicit 乞. entreat 請求. deem 認爲. exert 盡力. exert your interest 盡你的力. on my behalf 爲了我.

【譯】 校長先生：因欲在福星公司內，做一個英文通訊員的候補人，故敢寫信給你，懇你給我一封證明書，證明我在學校時的勤勉和品行，又請求你，倘你認爲我是有資格的候補人，那請你爲我的緣故，盡一番力。

學生韓魯民謹上。

## 10.

## Curriculum Vitae 履歷書

|                    |                                      |
|--------------------|--------------------------------------|
| Date               | Jan. 10, 1937                        |
| Full name          | Han Lu-ming                          |
| Age                | 30 (Born March 3, 1938)              |
| Permanent domicile | 23 North Main Street<br>Wuhu         |
| Present address    | 13 Pao Shan Road<br>Chapei, Shanghai |

## Studies pursued:

1. Entered the Anhwei Provincial Second Middle School, August, 1919. Completed the whole course, July 1925.
2. Entered the Fuh Tan University, Shanghai, September, 1925. Completed the whole course, July, 1929.

## Service:

Was in the Shanghai Commercial and Savings Bank from September 1929 to August, 1936.

## Rewards and Punishments:

None.

The undersigned declares that the above statements are correct.

Han Lu-ming.

## 履 歷

日期 一九三六年一月十日  
 姓名 韓魯民  
 年齡 三十歲（生於一九〇八年三月三日）  
 永久住址 蕪湖北大街二十三號  
 現在住址 上海閘北寶山路十三號  
 學歷

1. 一九一九年八月進安徽省立第二中學，一九二五年七月畢業。
2. 一九二五年九月進復旦大學，一九二九年七月畢業。

## 服務

從一九二九年九月起，到一九三六年八月止，在上海商業儲蓄銀行服務。

## 獎勵和懲罰

無

簽署者宣稱上開履歷，俱屬正確。

韓魯民謹填

## 11.

## Another Form (另式)

Jan. 10, 1936

Gentlemen:

Allow me to lay before you the following particulars of my past career:

|                    |                                      |
|--------------------|--------------------------------------|
| Name               | Han Lu-ming                          |
| Age                | Thirty                               |
| Permanent domicile | 23 North Main Street<br>Wuhu, Anhwei |
| Present address    | 13 Pao Shan Road<br>Chapei, Shanghai |

I was born in Wuhu in the year 1899, and at the age of fifteen I entered the Anhwei Provincial

Second Middle School. Having completed the regular course in that school, I was admitted to the Fuh Tan University, Shanghai, where I completed the whole course in the year 1930. Then in the same year I entered the Shanghai Commercial and Savings Bank and had been with them till last August.

I am of strong constitution and temperate habits, never having suffered from illness during my life-time.

I trust this will meet with your favourable consideration.

Yours truly,

Han Lu-ming

【註】 regular course 規定的科目。 was admitted 被准許進入。 the whole course 全部課程。 Shanghai Commercial and Savings Bank 上海商業儲蓄銀行。

【譯】 執事先生：請允許我將鄙人的履歷，向貴處陳述：

姓名 韓魯民  
 年齡 三十歲  
 本籍 蕪湖北大街二十三號  
 現址 上海閘北寶山路十三號

鄙人生於公元一八〇九年，十五歲時，進安徽省立第二中學，畢業後，入上海復旦大學，至一九二六年，大學畢業。同年，進上海商業儲蓄銀行供職，直至去年八月。

鄙人身體強壯，各種習慣都能節制，生平尙未生過病。希望上開履歷，能使貴處滿意。

韓魯民謹上。



## 第十四章

## Despatches, Circular Orders &amp; Notes

## (公文, 通告, 及說帖)

在中文應用文中, 呈文訓令之類, 滿紙“案查……奉此等因”, 非但難寫, 而且難看, 但在英文中, 呈文訓令等的格式, 非常簡單, 而且有一定的程序——合理的因而容易記憶的程序, 學習起來, 並不困難. 我們在本課內, 想把最通行的英文呈文, 英文訓令, 英文指令, 及英文通告等的格式, 加以研究. 茲先從呈文說起.

## I. 呈文

一張完全的英文呈文, 在紙的左上角, 該編上號碼, 俾便援引. 在紙的右上角, 該填上日期, 以資翻查. 倘所用的紙, 沒有印上機關的名稱, 就該把機關的名稱和住址, 寫在日期一行之上, 與寫英文信的情形, 全然相同.

其次, 說到呈文的內容, 普通包括: (1) subject, (2) reference, (3) statement of the case, 及 (4) recommendation. 內中“subject”一項, 相當於中文公文中的“摘要”, 把呈文的內容, 作概括的指出, 使讀呈文的人, 於一讀之後, 即知該呈文的旨趣. 所謂“reference”, 相當於中文公文中的“案查”, 舉出與此呈文有關者, 是那幾種文卷, 在援引有關的文卷時, 不必說出內容, 只須舉出各該文卷的號數. 所謂“statement of the case”, 相當於中文公文中的“事由”, 須把關於該呈文的重要事由, 詳細敘明. 如此事實敘明之後, 就可根據事實, 對上司作一建議, 於是在“recommendation”一項下, 即可把上呈文的人的意見, 明白說出, 請求核准. 所以你看, 這四個項目, 具有邏輯的連接關係, 一看之後, 自然覺得非如此寫不可, 因而也就容易記得了.

末了, 只須把上呈文的人的名字簽上, 並註上自己的職務. 一張正式的呈文, 就此完結了. 現在舉一實例如下, 以供研摩.

1.

Shantung District Inspectorate Office

山 東 鹽 務 稽 核 分 所

No. F. D.                          (此處填上號碼)

Date                          (此處填上日期)

**Subject:**

Application for issue of compensation to Messrs. Chen Kuo Ying and Cheng Chi Tang, former Haichuang Writer and Weigher respectively, for their personal losses sustained in R.C. 17th. on account of Tataohui disturbance.

**Reference:**

C. I. despatch to Shantung D.I. No. F.D. 1109 of 26th. May R.C. 23rd.

**Statement of Case:**

A despatch has been received from the Tsingtao Assistant District Inspectors transmitting applications from Messrs. Chen Kuo Ying and Cheng Chi Tang, formerly Writer and Weigher respectively at Haichuang Releasing Office, for issue of compensation to make good their personal losses sustained in R.C. 17th. during the Tataohui disturbance; and recommending that a compensation equivalent to their 3 months' pay amounting to \$66.00 may be issued to each of the applicants concerned.

**Recommendation:**

Since the personal losses were actually sustained by the two claimants concerned on account of bandit disturbance during R.C. 17th., we beg to recommend that \$66.00 may be issued to each of them as compensation even though their applications are submitted after expiration of the prescribed time limit of 6 months.

We also beg to suggest that an extension of six months' time limit may be granted to those persons who have not yet submitted their applications for issue of compensation till now. This extended time limit will expire on 25th. May R.C. 24th.

The Chief Inspectors' instructions are solicited.

(此處由分所經理簽署)

D. I.

**【註】** 上面的呈文，從財部鹽務稽核所那裏得來，該所於十七年份，曾在青島海莊地方，發生一件事，員司受了損失，當時允予賠償，但當時有幾個受損失的人，不在青島，不能即時具領賠償費，限他們在六個月期內，前去領取，滿期後，仍有數人未曾領取，要求補領。於是山東分所經理，備文向上海總所，懇准予補發，並肯准予展期六個月，讓其他受損失者，都能領到損失費。上文即是當時山東分所經理所上的呈文，它的簽名人，我們省去了。F. D. = Finance Department 會計部。R. C. 23rd 民國二十三年。issue of compensation to 發賠償費給..... writer 文書。weigher 司秤員。respectively 各別地。on account of 因為。C. I. = Chief Ins-

pectors 總辦. Shangtung D. I.=Shangtung District Inspector 山東分所經理. No. F. D..... 會字第.....號. Tsingtao 青島. assistant 助理的. transmitting 轉遞. Haichuang Releasing Office 海莊驗放處. recommending 建議. 3 months' pay 三個月的薪水. personal losses 個人的損失. claimants 要求者. submitted 呈上. expiration 滿期. prescribed time limit 指定的限期. extension 展延. instructions 指令. solicited 乞求的. 上述呈文的全譯如下：

## (譯文)

案查十七年份青島海莊肇事案內，員司損失賠償金洋四百六十元八角，暨准未在青島之人員，在六個月期內前來領取，會奉鈞所二十三年五月二十六日會字第.....號指令核准，並經轉飭青島支所遵辦各在案。茲據該支所本年一月十五日財務第.....號呈略稱，「據前海莊驗放處書記甄國英，司秤員程積堂呈請援案核發海莊案內個人損失賠償費等情，查該員等應得等於三個月薪金之賠償金，計各為六十六元，擬請准予補發，呈報鑒核，等情，據此，查該前書記等，呈遞請補發賠償費之要求，已逾原案所規定六個月之期限，惟當時因海莊肇事，該員等確屬遭受損失，擬懇鈞所核准照發，以示體恤，至未領此案賠償金者，於今尚有多人，擬請再行展期六個月，至本年五月二十五日為截止。所請是否可行，理合檢同清單，備文呈報，伏乞鈞所鑒核訓示祇遵，實為公便。

謹呈

財政部鹽務稽核總所

山東鹽務稽核分所 經理○○○

2.

No. (此處填上號碼)

Tachiao (此處填上日期)

Subject:

Loss of \$440.35 of revenue funds owing to robbery at Tachiao in Chinkow Section.

**Reference:**

D. I. despatch No. G.A.....dated February 14th. R. C. 22nd.

**Statement of Case:**

We beg to transmit the Chinkow Collector's despatch No. F. D.....dated March 15th R. C. 22nd. (copy enclosed), applying for authority to write off from the accounts an amount of \$440.35 being revenue funds robbed from the Tachiao Releasing Station.

**Recommendation:**

As there is no hope for the recovery of this amount, we beg to request the Collector's application may be sanctioned by the Chief Inspectors.

(此處管理人員簽名)

-----  
Signatures of Officers-in-charge

【註】這是分派所送達分所的呈文，呈文的簽字人，我們省去了。該呈文的內容，雖較為簡單，但也包括 subject, reference, statement of case 及 recommendation 四項。loss 損失, revenue funds 稅款, owing to 由於, Tachiao 大橋 Chinkow 金口, G. A. = General Affairs 總務, No. G.A..... 總字第.....號, transmit 轉呈, collector 徵收員, copy enclosed 原件附上, applying for authority 請求當局, write off 註銷, accounts 賬, releasing station 驗放站, recovery 恢復, collector's application 徵收員的申請書, sanctioned 被批准, officers-in-charge 管理人員。

## II. 訓令

在上面，我們已把呈文的寫法，說明大概。現在且略論訓令的寫法。一張完全的英文訓令，與一張完全的英文呈文相同，也包括四項，不過呈文中的 recommendation，改為訓令中的 instruction 而已。其他開頭結尾的格式，均與呈文相似，也須註明號數日期，也須有上司的簽署。下面的一張，很可作為參考。

OFFICE OF THE  
CHIEF INSPECTORATE OF SALT REVENUE  
18, THE BUND  
SHANGHAI

No. F. D. (此處填上號數) . . . . . Date (此處填上日期) . . . . .

**Subject:**

Compensations for personal losses.

**Reference:**

Shantung despatch No. F.D....., dated  
January 24, R.C. 24th.

**Statement of Case:**

Transmitting an application from Messrs. Chen Kuo-ying and Cheng Chi-tang, formerly Writer and Weigher respectively of the Haichuang Releasing Office, for the issue of the respective compensations of \$213.00 and \$299.00, as shown in the submitted statement, for personal losses sus-

tained during the Tataohui disturbance in the year R.C. 17th; recommending that a compensation of \$66.00, equivalent to three months' pay, be issued to each of them, even though their application were submitted after the expiration of the prescribed time limit of six months; and proposing that an extension of another six months, i.e. to May 25, R.C. 24th., be granted to those persons who have not yet submitted their applications for the issue of compensations.

**Instructions:**

As recommended, a compensation of \$66.00 each, equivalent to three months' pay, is sanctioned for issue to Messrs. Chen and Cheng.

Your application for authority to grant an extension of another six months, i.e. to May 25, R.C. 24th., to those employees who have not yet submitted their applications for the issue of compensations is also approved. However, in order to close the case, which has been outstanding for a number of years, the employees should be instructed to submit their claims as soon as possible. Claims submitted after May 25, R.C. 24th. are not to be considered.

(總辦簽字)

Chief Inspector

(會辦簽字)

Associate Chief Inspector

[註] 上錄的指令，對上面第一張呈文而發，所述事實，均與該呈文相同，僅第四項 instruction (指令) 中，措詞不同。指令的要點有二，即 (1) 准補發賠償費給陳姓二人，(2) 准具領賠償費期限延長六個月。該指令中的 “statement of case”，用三個現在分詞，即 transmitting, recommending 及 proposing 三字，將呈文上的要點，陳述無遺，極為得體。transmitting 轉呈，respective compensations 各自的賠償，submitted statement 呈請的賬單，the Tataohui disturbance 大刀會擾亂，recommending 建議，Be issued to 被發給，even though 雖則，proposing 提議，i.e. = that is 即，be granted to 賜給，instructions 指令；中文中的“訓令”，亦相當於此字。大抵“指令”指下有所呈而責其照辦的令，“訓令”指單由上司責令屬員照辦的令。後面 circular order (通告) 中 “instructs” 一字，就該譯作“訓令”，as recommended 照所建議的，employees 僱員，approved 裁可，in order to 為欲，the case 該案件，outstanding 未了的，a number of years 許多年份，are not to be considered 將不被考量，chief inspector 總辦，associate chief inspector 會辦。

### III. Circular Order (通告)

這裏所說的“通告”，指總會或總所發給各附屬機關的通告。內容不外轉達上司的命令或轉遞上司的規程或方案等。它的寫法，通例都在紙的上端當中處，寫上“Circular Order No. ....”的字樣。在它下面，又寫上該通告的摘要。在摘要之末，普通用“transmit”一字，表示“轉達”的意味，用“forward”一字，表示“轉送規程方案等”的意味，用“instructs”一字，表示“訓令”的意味。

其次，與普通的信札相同，寫上接受通告者的機關名。其他開頭和結尾，都用普通信札的格式。下面的幾個通令，也從鹽務稽核所那裏得來，號數，機關名等，都由編者省去了。



1.

Circular Order No.           (填上號數)          

Members of Ministry of Finance not allowed to recommend candidates to revenue collecting offices for appointment—Ministerial Order—transmits.

The District Inspectors of Salt Revenue,  
District of           (填上地名)          

Gentlemen:

A Ministerial Order No., . . . . . dated the 13th July R.C. 21st. has been received:

Setting forth that of late candidates have frequently been recommended by members of the Ministry of Finance to revenue collecting offices for appointment, and ordering that hereafter the officers in charge should report at once whenever this happens, in order that due punishment may be meted out to those who made such recommendations.

You should take due note of the Ministry's Order.

We are,

Gentlemen,

Yours faithfully,

          (總辦簽名)          

Chief Inspector

[註] members of Ministry of Finance 財政部人員. not allowed = are not allowed 不許. candidates 候補員. revenue collecting offices 稅收機關. for appointment 要求委任. ministerial order 財部命令. transmits 轉達. The District Inspectors of Salt Revenue 鹽務稽核分所經理. District of ..... 分所. setting forth 陳述. of late 近來. frequently 常. 注意 setting forth 和 ordering 二字. 是二件不同的事的開頭字. hereafter 此後. officers in charge 管理人員. due punishment 適當的處罰. meted out 按量給與. due note 應當的注意. ministry's order 財部的命令.

## 2.

Circular Order No.          (填上號數)

Canvassing for Official posts strictly prohibited as ordered by National Government —instructs.

The District Inspectors of Salt Revenue,

District of          (填上地名)

Gentlemen:

A Ministerial Order No....., dated May 31st. R.C. 21st. has been received, instructing that canvassing for official posts is to be strictly prohibited, as ordered by the Executive Yuan upon the suggestion made by Minister Lo Wen Kan of the Ministry of Justice. Minister Lo's petition to the Executive Yuan is to the following effect:

“This is a term of National Crisis and the country is beset with dangers from all sides. The task of devising and carrying out plans of reconstruction is heavier than officials could bear even if they devoted all their time and energy to this direction. It is therefore incumbent upon Government Officials not to receive callers who are canvassing for official posts, whether with letters of recommendation or on the claim of friendship or relationship. There have been instances where the letters of recommendation have stated the nature of relationship between the callers and the persons who made the recommendations, or those called upon, and some of them even went so far as to define the kind of position desired. This practice must be stopped. There has already been an Order on the subject, issued by the National Government on the 19th of October, R.C. 17th. Provisions have been laid down in Articles 11 and 13 of the Regulations governing the Conduct of Government Officials promulgated on the 2nd. of June R.C. 20th. It is suggested that further orders be issued to all Government Offices throughout the country strictly prohibiting such practices.

Any Government Official who violates this Order should be severely punished.”

You should act accordingly.

We are,

Gentlemen,

Yours faithfully,

(總辦簽名)

Chief Inspectors.

【註】 Canvassing 運動. official posts 官職. strictly prohibited 被嚴禁. National Government 國民政府. instructs 訓令. 上項命令. 由上司單面發下. 着分所遵守. 故該譯作訓令. the Executive Yuan 行政院. Minister Lo Wen Kan 羅文幹部長. Ministry of Justice 司法部. petition 呈文. to the following effect 如下. term 時期. national crisis 國家的危機. is beset 被襲擊. devising 創立. carrying out 實行. plans of reconstruction 建設計劃. officials 官吏. bear 擔當. direction 方面. It is incumbent upon government officials 官吏分當. callers 造訪者. claim 權利. those called upon 被訪問的人. even went so far as 甚至於. practice 慣例. on the subject 關於這事情. provisions 條款. articles 條文. regulations 規則. governing 管理. conduct 行爲. promulgated 公布. is suggested 被提議. further orders 另外的命令. accordingly 遵照.

3.

Circular Order No.          (填上號數)

Set of regulations governing enforcement of National General Budget for 20th fiscal year—-forwards.

The District Inspectors of Salt Revenue,  
District of                      (填上地名)

Gentlemen:

An order No.....has been received from the Ministry of Finance, forwarding, for compliance and promulgation, copies of two orders from the Executive Yuan, together with a set of regulations governing the enforcement of the National General Budget for the 20th fiscal year.

Herewith enclosed are English translations of the said orders and regulations. You are to act accordingly.

We are,

Gentlemen,

Yours faithfully,

(總辦簽字)

Chief Inspectors.

[註] set of regulations 一套的規則. enforcement 實行. National general budget 國家總預算. fiscal year 會計年度 forwards 轉送. compliance 遵照. promulgation 公布. copies 份. herewith 在這裏. the said orders and regulations 該命令和規則. are to 理當.

#### IV. Note (說帖)

這是辦公室中所用的文件格式。在大的機關內，每天進出的呈文，指令，訓令，通告，為數極多，做總辦或經理的人，

勢難一一閱讀。於是着文書人員，先加整理，說明各件大概，並於說明之後，加以建議，呈奉總辦或經理核正。倘總辦或經理認為所擬辦法妥當，只須簽一個字，着令照辦。這種文書所呈奉的文件，普通稱為 *note*，可譯作說帖。式樣如下：

### Note for the Chief Inspectors

#### Subject:

Purchase of land for building purpose.

#### Abstract:

Huaipei D.Is. report that as the land price in Hsukou, proposed east terminus of the Lunghai Line, is growing, and as no land will probably be available when the Lunghai Line is actually extended to Hsukou, it is necessary to purchase without delay the land required for building the Salt Offices and Staff Quarters at Hsukou.

#### Suggestions:

It is suggested to transmit the Huaipei application to the Finance Ministry for instructions, referring to Ministerial Order No. . . . . dated 23 August R.C. 21st.

[註] Note for the chief inspectors 給總辦看的說帖. purchase 購買. abstract 事情大概. Huaipei D. Is. 淮北分所經理. Hsukou 滄口. proposed 提議中的. east terminus 東部終點. Lunghai Line 隴海鐵路. available 可用的. actually 真實地. without delay 不延遲地. 立即. salt offices 鹽務機關. staff quarters 職員住宅. referring to 提到.

## 第十五章 Business Forms (商用文件)

商業上通用的文件極多，幾於各業都有自己的特殊的格式，但這種格式，普通都現成印好，不必做職員的人，親手書寫；其實，即使動手書寫，也寫不完全。例如一張保險單，內中包括許多款項，有的更易一字，出入非常巨大。但因它們是現存印就的格式，千篇一律，很易得到。諸如這類式樣，我們在本書內，一概從略。我們在本書中所要講的，以實用為對象，注重在普通用得極多而又不易得到的文件，並於說明之時，儘量解釋各種文件的特殊效用，使讀者不單認得它們的格式，而且懂得它們的用法。

### I. Form of I. O. U. (欠據的寫法)

I. O. U. 是 “I owe you” 三字之略，相當於中文的 “我欠你”，是英文中最簡單的一種借據，它所表示的，只是一種債務的承認，不像下面所講的幾種借據，於承認債務之外，更是一種 “允許付款” (a promise to pay) 的表示。一張完全的 I. O. U., 須包括 (1) 日期, (2) 債主的姓名, (3) 所借的數目, 及 (4) 借債人的簽署。格式如下：

Jan. 15, 1938

To Mr. Kao Lan-huei

I.O.U. Dollars one hundred and fifty only  
(\$150.00).

Robert K. Wang

## II. Promissory notes (借據)

借據和 I. O. U. 不同，不僅是對於債務的承認，且於承認之外，更允許於一定期間償還，因此普通都用 “One month after date I promise to pay” 或 “Three months after date I promise to pay” 等語句開頭。在二人或二人共同借款，因而須共同負責付款的場合，普通用 (a) We jointly promise to pay, etc. 或 (b) We jointly and severally promise to pay, etc. 的語句。用 (a) 的時候，表明二人共同負責；用 (b) 的時候，表明每一個人，有償付借款全額的義務。有時候，上面寫 “I promise to pay,” 下面簽字的人，却不止一個，那就作 “每一個人有償付借款全額的義務” 的意義解，即相當於 (b) 的場合。格式：

## 1.

\$1,500.00

Shanghai, Jan. 15, 1938

*Three Months* after date I promise to pay Mr. Kao Lan-huei or Order the sum of one thousand and five hundred dollars, for value received.

Robert K. Wang

[註] Three months after date 自本日起算至三個月後。Mr. Kao or Order 高先生或其所派遣的人。for value received 所借得的洋銀。

## 2.

\$1,500.00

Shanghai, Jan. 15, 1938

*Three Months* after date, for value received, I promise to pay to Mr. Kao Lan-huei or Order



the sum of one thousand and five hundred dollars, with interest at 8% per annum.

Robert K. Wang

[註] 這張借據，註明利率，故與前者不同。with interest of 8% per annum 外加常年八厘之利息。

### 3.

\$1,500.00

Shanghai, Jan. 10, 1938

*Two Months* after date we jointly promise to pay to Mr. Kao Lan-huei or Order the sum of one thousand and five hundred dollars, for value received.

Robert K. Wang

James W. King

[註] We jointly 我們共同，意謂下面簽字的二人共同負責償付，倘改爲 “we jointly and severally promise to pay,” 那就是 “每人負責償付全額” 的意義。

### 4.

\$1,500.00

Shanghai, Jan. 15, 1938

*Two months* after date I promise to pay to Mr. Kao Lan-huei or Order the sum of one thousand and five hundred dollars, for value received.

Robert K. Wang

James W. King

[註] 在 “I promise to pay” 之後，簽上二個名字，就表明他們每一個人，負責償付全額。

## 5.

\$1,500.00

Shanghai, Jan. 15, 1938

On April 15, 1938 fixed, I promise to pay to the bearer of this note the sum of one thousand and five hundred dollars, for value received.

Robert K. Wang.

[註] 此式與他式不同處，在此式僅註明將款付給持票人，並不註明付給誰人，所以無論何人，倘持有此票，即可於一九三八年四月十五日，向 Robert K. Wang 收款，fixed 已定的，the bearer of this note 持票人。

## III. Forms of Receipts (收據格式)

收據指收到銀錢或貨物時所出的一張字據，雖其內容，可大不相同，但通用“received from”或“received of”開頭。收到貨物的收據，普通把收到的貨物，另外寫成一行，以醒眉目。收到銀錢的收據，普通都寫明白收款的理由，例如清償債務，薪水，房租等項。倘所收到的，只是全款的一部份，普通都用“in part payment of”那樣的語句。下面每一張收據，都代表一種普通常用到的收付項目，你要寫一張收據而感覺為難的時候，只須把下面的幾種，通讀一過，大致可無問題了

## 1.

Jan. 15, 1938

Received of Mr. Kao Lan-huei five hundred dollars.

\$500.00

Robert K. Wang

【註】 上據只說明收到大洋五百元，不寫明該五百元的用處，是最簡單的格式，也是到處可用的格式。你在寫收據時，倘寫不明白該款項的用處，只須用上面的格式，就不致有誤。

## 2.

Jan. 15, 1938

Received from the Commercial Press, the under-mentioned goods:

Ten copies of Hayes and Moon's *Modern History*.

Robert K. Wang

【註】 the Commercial Press 商務印書館. undermentioned 下舉的.

## 3.

Shanghai, Jan. 15, 1938

Received of Mr. Robert K. Wang for safe custody the following:

One box, said to contain Jewellery.

The Shanghai Commercial & Savings Bank

【註】 safe 穩當的. custody 保管. said to contain jewellery 據說是藏着珠寶的. 上海各銀行，都有保險箱，代為保管珍貴的東西. Robert K. Wang 將珠寶箱交上海銀行收藏，上海銀行就出上項收據給他。

## 4.

Shanghai, Jan. 10, 1938

Received from the Chi Ming Book Company the sum of one hundred dollars, being my salary for the month of November, 1937.

\$100.00

Robert K. Wang

【註】 being my salary 作為我的薪水。

5.

Shanghai, Jan. 15, 1938

Received from Mr. Robert K. Wang, the sum of three hundred dollars, in part payment of one car.

\$300.00

Great China Automobile Co.

[註] in part payment 作為一部份的付款。

6.

Shanghai, Jan. 15, 1938

Received from Mr. Kao Lan-huei, the sum of two hundred and fifty dollars, being the amount of rent due on the premises No. 38-39 situated on North Honan Road from December 1 to 30, 1937.

\$250.00

J. L. Chang

Agent for the Sincere Realty Co.

[註] rent 租錢. due 到期的. premises 房屋, 住宅. situated 位於. agent 經理人. Realty Co. 地產公司。

7.

Shanghai, Jan. 15, 1938

Received of Mr. Kao Lan-huei, the sum of one hundred and ninety-three dollars five cents for

balance of account due Jan. 1st, 1938.

\$193.05

### Greater Shanghai Pharmacy

[註] balance of account 賬款的尾數, pharmacy 藥房.

### 8.

Shanghai, Jan. 15, 1938

Received of Hangchow Silk Co. 300 bales of superior raw silk, through Shanghai Express Co., Shanghai.

Tai-shen Silk Weaving Co. Ltd.

[註] silk 蠶絲, bales 包, superior raw silk 特等生絲, through 經由 Shanghai Express Co. 上海捷運公司 (轉運公司名), Silk Weaving Co. 織綢公司.

## VI. Invoices (發票)

發票的種類有三, 其一爲 cash invoice (現購發票), 其二爲 inland invoice (外埠發票), 其三爲 export invoice (國外發票). 第一種指各店門市所用的發票, 註明日期, 貨名, 價目名, 並經手店員的姓名. 在大公司的現購發票上, 除經手店員簽字外, 又有覆查人的簽署. 第二種指從本埠發貨給外埠時所用的發票, 於貨名價目等之外, 尚須開列保險, 包裝, 轉運等費. 第三種指從本國發貨給外國商店時所用的發票, 必須註明裝貨的船名. 現在把上面所說的三種發票, 各舉一種最普通的式樣如下:

1. Cash Invoice (現購發票)

Jan. 15, 1938

M. ....

Sold by ..... Checked by .....

|                | \$  | cts. |
|----------------|-----|------|
| 10 lbs. sugar  | 1   | 50   |
| 3 tins sardine |     | 90   |
| Total          | \$2 | 40   |

[註] sold by....., 由.....賣出, checked by....., 由.....覆核. lbs. 磅.  
tins 聽, sardine 沙丁魚.

2. Inland Invoice (外埠發票)

Shanghai, Jan. 15, 1938

Messrs. Wuhu Electric Light Co.

Wuhu

Bought of Shanghai Power Company

44 Szechuan Road

|  |        |          |    |
|--|--------|----------|----|
| To 5 doz. Electric Fans for table use, 16" | 30.—   | \$ 1,800 | 00 |
| Less 10%                                   |        | 180      | 00 |
|  |        | 1,620    | 00 |
| Charges:                                   |        |          |    |
| Freight                                    | \$3.00 |          |    |
| Insurance                                  | \$1.00 |          |    |
| Packing                                    | \$2.00 |          |    |
| Coolie Hire                                | \$1.00 | 7        | 00 |
|  |        | \$1,627  | 00 |

【註】 Messrs. Wuhu Electric Light Co. 是受貨者. Shanghai Power Co., Ltd. 是開發票的人, 也就是發貨的人. 發票上面 “Bought of” 的主詞是 Wuhu Electric Light Co. Shanghai Power Company 上海電力公司. doz. = dozen 打. electric fans for table use 案頭用電扇. charges 費用. freight 運費. insurance 保險費. Packing 包裝. coolie hire 工役費.

### 3 Export Invoice (國外發票)

No. 363

China Silk Trading Co., Ltd.

Invoice of 25 packages raw silk shipped on Jan. 15, 1938  
per S.S. “President Jackson” from Shanghai  
to San Francisco by order and for account  
of U.S. Silk Weaving Co., Ltd.

|   |       |    |          |   |
|---|-------|----|----------|---|
| 25 packages raw silk,<br>1st quality, piculs 50,<br>c. i. f. San Francisco<br><br>E. & O. E.<br>Shanghai, Jan. 15, 1936 | \$400 | 00 | \$2,0000 | — |
|---|-------|----|----------|---|

【註】 raw silk 生絲. S.S. = screw steamer 輪船. President Jackson 捷克遜總統號. San Francisco 舊金山. by order and for account 依……之定購, 在……之賬上. picul 擔. c. i. f. = cost, insurance, and freight 貨價, 保費, 及運費. c. i. f. San Francisco, 保險運費等項俟運到舊金山付給. 既如此規定, 在發票上, 自然沒有 “charges” 的一項了. E. & O. E. = Errors and omissions excepted 如有錯誤及遺漏隨時改正.

## V. Contract (合同)

商業上的合同，指交易雙方所訂的條例與款項，既訂之後，交易雙方，就有照此履行的義務。在合同中，主要的項目，是：(1) 貨的類別，(2) 貨的數量，(3) 雙方同意的價目，(4) 交貨期限，及 (5) 付款方法等。最好每一項目，自成一項，使一望之下，即可明瞭該合同之內容。下面的一張格式，雖為紙商所用，但條目清楚，最便仿用。

Contract No. (此處填合同號數)

## CONTRACT

For the sale and purchase of the under-mentioned goods between Messrs.

Lincoln & Hellen

上海林亨洋行

VENDORS, AND MESSRS. Chi Ming Book Co.,  
Shanghai, Purchasers, subject to the Terms and Conditions  
of the Standard Contract of the Shanghai Paper Im-  
porters' Association dated 28th February, 1938 Unless  
Expressly Stipulated in Part or in Whole to the Contary,  
viz:

Quantity: 300 (three hundred) tons of 2240  
貨 量 lbs. each.



- Quality:** White unglazed news printing paper  
**品 質** on reels as per sample.
- Specification:** Width: 46"; substance: 48  
**類 別** grammes per square meter;  
core: 3."
- Colour:** As per sample.  
**顏 色**
- Packing:** In strong rolls as usual.  
**包 裝**
- Shipment:** In 5 monthly lots of 60 tons each,  
**裝 運** beginning April 1936.
- Price:** £8.6.8. (pounds eight sterling, shillings  
**價 目** six and pence eight) per ton of 2240  
lbs., delivered net weight, c.i.f. Shang-  
hai.

Nine per cent Interest, Storage, Coolie hire and Insurance Charges will be Charged 15 days after arrival.

Buyers Undertake to Pay Duty for the goods Ordered within 15 days, further to clear and pay for same within 60 days after arrival, in default whereof Sellers Reserve

the Right to Resell the Goods for Buyers' Account without Further Notice.

Shanghai, Jan. 10, 1936

The Chi Ming Book Co., Ltd

(此處碧明書局經理簽字)

Manager

Lincoln & Hellen

(此處林亨洋行經理簽字)

Confirmed by buyers

Manager

買主請於此處簽字蓋章

[註] vendors 出賣者. purchasers 買主. subject to 受.....的管束. terms and conditions 條件. standard contract 標準合同. Shanghai paper importers' association 上海紙業進口協會. expressly 顯然地. stipulated 被約定. in part or in whole 部份地或全般地. to the contrary 相反地. viz = namely 即. unglazed 無光的. news printing paper 新聞紙. on reels 裝成筒的. as per sample 如樣張所示. 46" = 46 inches. core 軸心. as usual 如一般的. in 5 monthly lots 每月一批分五批. sterling 合於英國標準貨幣價值的. delivered net weight 出貨時的淨重量. duty 稅餉. clear 出貨. pay for same 償付貨額. in default whereof 倘不履行. 則. reserve 保留. resell 轉賣. for buyers' account 在買主的帳上. 意謂出賣結果. 倘有短少. 由訂約的買主補足. 倘有贏餘. 亦歸訂約的買主收受. without further notice 沒有另外的通知.

## 第十六章 Banking Forms

### (銀行文件)

銀行的事業，非常繁多，每一種事業，都有它特殊的應用文件，我們在這本書內，只能把日常用得着的文件格式，略加論述，其他詳細情形，讀者可向銀行貨幣學那樣的書中去參考。

## I. Checks (支票)

支票的格式，各銀行各不相同，但普通所用的，也相差不多，下面的格式，項目完備，可供參考：

|  |                          |                         |
|--|--------------------------|-------------------------|
| Ch. No. 4445   | Ap. No. 105 Ch. No. 4445 | Shanghai, Dec. 15, 1937 |
| Dec 15, 1937   |                          |                         |
| To The Wing On Co., Ltd.   |                          |                         |
| For sundries   |                          |                         |
|  |                          |                         |
| Bal. Bro't For'd   | 320                      | 15                      |
| Amt. Deposited   | 160                      | 00                      |
| Total  | 480                      | 15                      |
| Amt. this check  | 5                        | 00                      |
| Bal. carr'd. for'd   | 430                      | 15                      |
| Pay to <u>The Wing On Co., Ltd.</u> or bearer<br>Dollars <u>50.00</u> <i>Paying only.</i><br><b>The Shanghai Commercial &amp; Savings Bank, Ltd.,</b><br><b>Shanghai</b> |                          |                         |
| Robert K. Wang   |                          |                         |

【註】 虛線左邊的一張是存根. Ch. No. 支票號數. Bal. Bro't For'd = Balance brought forward 上次結存. Am't. (= amount) deposited = 存入金額. total 總計. Am't. this check 支出金額. Bal. card. for'd = Balance carried forward 結存. 虛線右邊的一張是支票, 你開給誰, 就把這票給他. ac. No. = account No. 賬戶號數. or bearer 或其所派遣的人.

在支票中, 有所謂橫線支票 (crossed check) 者, 其開法只須在票上劃兩條平行線, 而於平行線內, 寫上 "& Co." 二字即得:

/ & Co. /

橫線支票的好處, 可使該支票中所開的數目, 一定付給應該受款的人. 銀行兌付此項支票, 須有其他銀行或錢莊作保, 方肯照付, 不像 bearer check (來人票) 那樣, 可以見票即付. 即此週折, 可使各種冒領等情免除.

## 2. Draft (匯票)

銀行中通用的匯票格式, 普通有二種, 有所謂 sight draft (即期匯票) 者, 受款人接到銀行通知單後, 即可前去領款. 有所謂 time draft (定期匯票) 者, 須到期後, 方可領款. 例如你要匯款到倫敦王志剛君, 那你可到中國、上海等通匯的銀行, 將款子付給銀行, 稍付一點匯費, 銀行就替你匯款到英國國家銀行或其他它們有交易的銀行. 倫敦的銀行, 收到中國銀行的通知書後, 即通知王君, 着他到銀行去領款. 倘你希望王君即時領到銀錢, 那你可寫上 "At sight, pay to Mr. Tse-kiang Wang or Order.....", 否則就寫明你所定的期限, 譬如說 "On March 15, 1938, pay to Mr. Tse-kiang Wang or Order....." 格式:

## A.

**Sight Draft.**

No 1110 Shanghai, Jan. 10, 1938

£55.00

At sight, pay to Mr. Tse-kiang Wang or Order  
Fifty-five pounds.

Robert K. Wang

To Bank of EnglandLondon

[註] at sight 見票. Bank of England 英國國家銀行.

## B.

**Time Draft**

No. 1110 Shanghai, Jan. 10, 1938

£55.00

On March 10, 1938, pay to Mr. Tse-kiang Wang  
or Order Fifty-five pounds.

Payable in London on March 10, 1938.

Robert K. Wang

To Bank of EnglandLondon

[註] payable in London 在倫敦付款.

### 3. Application for Fixed Deposit (定期存款申請單)

存戶向銀行存款時，銀行備有空自存款申請單，着存戶填寫，其用意，(1) 存戶填寫之後，表明存戶接受銀行的條件；(2) 存戶填寫之後，再加簽署，以便核對。該項空白存款申請單，約如下式：

| <b>The Bank of China</b>                             |          |               |               |
|--|----------|---------------|---------------|
| Wanted the Bank's Deposit Receipt for the following: |          |               |               |
| Amount   | Period   | From          | To            |
| \$500.00   | one year | Jan. 10, 1937 | Jan. 10, 1938 |
| Shanghai, Jan. 10, 1937                              |          |               | R. K. Wang    |

[註] Bank's Deposit Receipt 銀行的存單. for the following 包含下列各項的。

### 4. Deposit Receipt (存款收據)

所謂存款收據，即銀行發給存戶的存單，下面的一張的格式，可供參考：

#### Deposit Receipt

No. 220 Due. Jan 10, 1938

The Bank of China

\$500.00 Jan 10, 1937

Received from B. K. Wang

Dollars Five hundred only national currency to

be placed on deposit for 12 months bearing interest at the rate of 7 % per annum, repayable here on production of this receipt properly indorsed.

for THE BANK OF CHINA

Interest on this receipt will cease at due date, unless renewed.

(此處銀行經理簽字)

Manager

[註] Due 到期. National currency 國幣. bearing interest 起息. at the rate of 以.....的比率. 7%讀作 seven per cent 百分之七. per annum 每年. repayable 發還. production 顯示. properly indorsed 具有正當背簽的, 所謂正當背簽, 意即在該存單背後簽名或蓋章, 而所簽的名或所蓋的章, 與存款申請單上所簽的或所蓋的, 一式無二. Interest on this receipt will cease at due date, unless renewed 到期後如不轉期, 不給利息.

### 5.

Application for opening an account (開戶申請書)

做生意的人, 每天總有幾筆賬款進出, 而且總有相當匯票, 勢難把現款存在家中, 各賬俱用現款付發. 何況現款攜帶, 實是極不方便極不穩妥的事. 於是使用支票——將款子存入銀行, 由銀行給與支票簿, 遇有款項, 即開支票付發, ——成爲必要的事, 欲用支票, 須先開戶, 申請開戶的信, 可做用下式:

Shanghai, Jan. 10, 1938

To the manager  
the Bank of China

Dear Sir:

Being desirous to open a current deposit account with your bank in the name of Chi Ming Book Co., Ltd.

we have to request you to grant us Check Book, Paying-in Book and Pass Book, as required for the purpose, and we hereby engage that any checks which might remain in our hands after closing the account shall be returned to you.

Inclosed please find our specimen signature for your guidance.

Yours faithfully,

*Y. Chau*

Manager, Chi Ming Book Co., Ltd.

【註】 current deposit account 往來賬. in the name of 用.....的名義. grant 發給. check book 支票簿. paying-in book 解款簿. pass book 存摺. engage 約定. after closing the account 賬日完結之後. shall be returned 必被送還. specimen signature 簽字樣式. guidance 指導.

【譯】 中國銀行經理先生：茲因敝處欲用啓明書局名義，在貴行開立一往來賬戶，特函申請貴行，發給敝處支票簿，解款簿，及存摺各一件，以供應用；並與貴行約定，此後所有留在敝處之結清支票，概送交貴行，同函附上敝處之簽字樣式，以便貴處於付款時，作為憑證。

啓明書局經理朱炎謹啓

一月十日

## 6.

### Letter Stopping Payment of a Check (停付支票申請信)

自己開出的支票，倘因某種緣故，不欲付款，可正式備函，申請銀行，不付此款，該項聲請書的式樣如：



Jan. 10, 1938

To the Manager  
The Bank of China

Dear Sir:

Please stop payment of check No. 457, for \$200.00, drawn in favour of James L. Chang and signed by myself.

Yours faithfully,

Y. Chu

Manager, Chi Ming Book Co., Ltd.

[註] drawn in favour of Mr. Chang 開給張君的, signed by myself 我自己簽字的。

[譯] 中國銀行經理先生:

鄙人自署開給張繼茂君之支票第四五七號計款二百元正, 請停止付給爲盼。

啓明書局經理朱炎謹啓

## 第十七章 Notifications and Public Signs

### (佈告與公共揭示)

#### 1. Notifications (佈告)

寫英文佈告, 雖沒有固定的辦法, 但下列幾點, 是重要的暗示:

1. 佈告開頭的地方, 該寫上佈告的號碼, 它的寫法, 普通都用 "Notification No. ...." 的字眼. 倘該佈告是五七〇號, 就在虛線之處, 填上數目, 成爲 "Notification No. 570."

2. 其次, 該揭出佈告的內容, 用最簡括的字句, 加以揭示, 好像一篇文章的標題一樣。

3. 又次，講到佈告的本身，普通都用“Notice is hereby given that.....”那樣的字句開頭。倘該佈告所說的事，與其他佈告有關，倘不指出其他佈告的大略，將使讀佈告的人，不能明白全情。那就應該指出與它相關的其他佈告。那時，開頭的語句，不外：“With reference to Notification No. (有關係的佈告的號數,) dated (前佈告的月名, 日期名, 年份名,) + ing (用動詞的現在分詞開頭, 說明前佈告的內容), notice is hereby given that.....”

4. 佈告的末了，須有負責人署名，按照英文佈告的格式，該負責人的署名前，都加上“By orders”二字，意謂奉命而出此佈告。

5. 末了，又須寫上發佈告的地方和日期。我們現在，且舉幾張佈告的例，作為參考。

1.

**NOTIFICATION No. 4616.**

**Vacancy—Chinese Assistant  
Veterinary Surgeon.**

The Council requires the services of a Chinese Assistant Veterinary Surgeon in the Public Health Department. Requirements:

1. Applicants must hold foreign qualifications.
2. Age—under 35 and preferably unmarried.

The selected candidate must undergo a medical examination of physical fitness before engagement by one of the Council's Medical Officers, and give satisfactory service for a period of six months on probation before appointment is confirmed.

Commencing Salary \$275 to \$300 per mensem depending on qualifications. Participation in Superannuation Fund upon confirmation of appointment. After 3 years' satisfactory service the employee is eligible for a Class "L" Letter of Appointment.

Applications should be made on special forms provided for the purpose, in candidates' own handwriting and addressed to the Commissioner of Public Health, Administration Building, 223 Hankow Road, accompanied by copies of three recent testimonials.

Application Forms may be obtained on application to Room 211.

Applications received after August 15 will not be considered.

No interviews will be granted and any canvassing for the vacancy will entail disqualification.

The selected candidate will be required to commence duties on or about October 1, 1935.

By order,

G. GODFREY PHILLIPS,

*Acting Secretary*

Council Chamber

Shanghai, July 18, 1935

【註】 Veterinary surgeon 獸醫. The Council = the Shanghai Municipal Council 上海工部局. Public Health Department 公共衛生處. requirements 資格. foreign qualifications 外國的 (獸醫) 資格. preferably 最好. medical examination 檢驗. physical fitness 身體的適合與否. on probation 試用. commencing salary 起首的薪水. per mensem 每月. participation 參加. superannuation fund 退職基金. letter of appointment 委任書. Commissioner of Public Health 公共衛生處處長. testimonials 證明書. canvassing 運動. acting 代理的. Chamber 評議會.

【譯】 佈告第四六一六號 (爲任用華籍助理獸醫事)

爲佈告事。照得本局衛生處。現欲任用華籍助理獸醫一名。該員須具有外國獸醫之資格。年齡在三十五歲以下。最好未曾結婚。選用之人。須先由本局醫務員檢驗身體。合格者然後試用。試用六個月後倘服務滿意。當正式叙用。起首月薪。自二百七十五元至三百元。視資格而定。自正式叙用之日起。得享退職儲金利益。服務滿三年而經認爲滿意時。當給以 [就地] 任用人員之委任書。陳請任用人。須將本局特備之空白陳請書。親筆填寫。連同最近之證書三份。送交漢口路二二三號本局辦公總處衛生處處長。空白陳請書。可向第二一一號辦公室索取。八月十五日以後送到之陳請書。本局將不予考量。陳請人不准來局面謁。倘有託人說項情事。即將其任用資格取消。所經選用之人。須於本年十月一日。或是日前後。到局報務。合特佈告周知。此佈。

西歷一九三八年七月十八日代理總辦 費利溥。

2.

NOTIFICATION No. 4622.

Appointment of Probationary  
Sub-Inspectors of Police—  
Chinese.

With reference to Notification No. 4593, dated **May 16, 1938**, inviting applications from Chinese

citizens for appointment as Probationary Sub-Inspectors in the Police Force, notice is hereby given that certain candidates have been selected to undergo a written examination to be held at the Polytechnic Public School for Chinese on Wednesday, August 21. Notification concerning this examination will be sent from Police Headquarters to all selected candidates.

Applicants who do not receive such intimations should understand that their applications will not receive further consideration. They are requested to call at the Central Registry, Room No. 407, Police Headquarters, No. 185 Foochow Road, for the return of any original testimonials, etc., which they may have submitted with their applications.

By order,

G. GODFREY PHILLIPS,

*Acting Secretary*

Council Chamber

Shanghai, August 8, 1935

【註】 上列佈告，就說及其他的佈告，故用“With reference to……”那樣的語句開頭。probationary 試用的。sub-inspector 副查察。inviting 邀請。written examination 筆試。to be held 將被舉行。polytechnic 工藝的。Police Headquarters 警務處。intimations 通告。registry 註冊處。submitted 呈送。

【譯】 佈告第四六二二號（為招考警務處華籍試用副巡官事）  
為佈告事。照得本局前以須任用華籍試用副巡官若干名。經於本年五月十六日。刊發布告第四五九三號在案。茲已就陳請人中

選擇若干名爲候試人，並定於本月二十一日星期三，在格致公學內舉行筆試。關於此項考試之通告，當由本局警務處分送各候試人，陳請人之未收到此項通告者，應知其所遞之陳請書，已在不再加考量之列，可即前往福州路一八五號本局警務處辦公室第四〇七號註冊處，將前與陳請書一併呈送之任何證書等件取回，合特布告周知，此布。

西歷一九三八年八月八日

代理總辦 費利溥

3.

NOTIFICATION No. 4623.  
HONGKEW PARK—FISHING

Notice is hereby given that the following amended rules will be enforced as from September 1, 1937:—

1. Permits are issued by the Public Works Department at a charge of \$3 per annum.
2. Fishing with rod and line only is permitted and on no account may night lines, dead lines, nets, etc., be used.
3. Not more than two rods per person may be used.
4. The number of permits is limited to one hundred to be issued in the order in which applications are received.
5. Permits are to be shown upon request and apply to fishing only. Ordinary tickets are required for admission to the Park.

6. Permits are issued for a period of twelve months, but may be withdrawn without notice at any time should the Council so decide.
7. No permit holder may kill and/or take away more than two fish in any one day and such fish shall not be less than six inches in length. All other fish landed must be returned to the water alive and care exercised that no unnecessary injury is caused in landing or in detaching fish from the hook.
8. Any infringement of these rules will entail cancellation of the Permit issued to the person concerned.

By order,

G. GODFREY PHILLIPS,

*Acting Secretary*

Council Chamber

Shanghai, August 15, 1936

【註】佈告的主要目的，在把某項事情，公佈大眾，使大眾都知道這一件事情。因此，寫佈告時，最宜注意的一點，就在用顯明的方法，來傳達該項事情，為欲達到此目的，在必需時，儘可用 1, 2, 3 等字，標列項目，使人一望而知該佈告的內容，包括幾點。上面是一張公佈規則的佈告，每一規則之前，加上數字，讀的人自然更易分曉了。fishing 釣魚，amended rules 修正的規則，be enforced 被實行，permits 允許證，issued 發給，charge 收費，rod and line 釣竿和釣絲，on no account 不論如何，night lines 隔夜的釣絲（使魚在夜裏上釣，翌日順手來取），dead lines 沒有人執持的釣絲，in the order 照……的順序，apply to……only 只能適用於……

withdrawn 撤銷, should the Council so decide = if the Council should so decide. in length 長, landed 釣起的 detaching 解, hook 釣鈎, infringement 違背.

[譯] 佈告第四六二三號 (爲修正虹口公園釣魚規則事)

爲布告事, 照得虹口公園釣魚規則, 現經修正如下, 自本年九月一日起施行.

- 一. 釣魚憑照由本局工務處發給, 每張每年收照費三元.
  - 二. 釣魚祇准用竿及釣絲, 無論如何, 不得將釣絲隔夜預垂池內, 或將其繫於池旁, 而無人持執, 或使用網等.
  - 三. 每人所用釣竿, 不得過兩根.
  - 四. 憑照之數目, 以一百張爲限, 並按照接到陳請書之次序發給.
  - 五. 所領憑照, 如需檢驗, 應即呈閱, 並僅適用於釣魚, 入公園時仍須照常購券.
  - 六. 憑照有效時期爲十二個月, 但本局如決定吊銷, 得不預發通告而隨時吊銷之.
  - 七. 領照人任何一日間所殺死及 (或) 取去之魚, 不得過兩尾, 是項魚身之長度, 不得在六英寸以下, 所經釣獲一切其他之魚, 均須重行活放水中, 取魚上岸, 或自釣鈎上將魚取下時, 務須注意, 勿使受無謂之傷害.
  - 八. 領照人倘違背本規則任何條款, 當將其憑照吊銷.
- 合特布告周知, 此布.

西歷一九三六年八月十五日

代理總辦 費利溥

## II. Public Signs (公共揭示)

公共揭示的特點, 在用極短的字句, 表示一個觀念, 使人一見之後, 即刻明瞭. 因爲要短, 有時不照文法寫, 有時竟用一二個意義截然不同的字, 表示一件事物, 例如把 "Gentlemen" 作 "男廁所" 解, "Ladies" 作 "女廁所" 解. 我們在這裏, 把最普通的揭示, 加以搜集, 以供參考.



Admission Free. 任人入場。

No Admittance; No Admittance Except On Business.

閒人莫入。

Ticket Office. 購券處。

Entrance. 入口。

Way Out. 出口。

Exit. 太平門; 出口。

All Full. 人數已滿。

Special. 特別席。

Gentlemen. 男子席; 男廁所。

Ladies. 婦人席; 女廁所。

Silence Must Be Strictly Observed. 嚴禁談話。

No Smoking; No Smoking Allowed. 禁止吸煙。

No Spitting; Spitting Prohibited. 禁止吐痰。

Wipe Your Shoes And Boots. 靴鞋有泥, 請各擦去。

No Scribbling. 不許塗寫。

Please Keep Hands Off. 請勿動手。

Hands Off. 不可動手。

Engaged. 已有人定(座位之類)

Beware of Pick-Pockets. 謹防扒手。

Forbidden To Injure The Trees. 禁止攀折花木

Keep Off The Grass. 草上不許踐踏。

Dogs Not Allowed. 禁止攜犬入內。

Children Are Not Admitted Unless In Charge Of  
Their Parents. 小孩非父兄隨帶不得入內。

Office. 辦事處.

Office Hours: 8 a.m.—4 p.m. 辦事時間自午前八時至午後四時.

Inquiries. 問事處.

Closed. 本日休業.

Private. 私室.

In. 在內.

Out. 公出.

Knock. 請敲門.

Push. 請向前推.

Pull. 請向後拉.

Night Bell. 夜間有事請按此鈴.

Please Shut the Door. 隨手關門.

---

Shut. 此門不通.

No Thoroughfare. 止步;路不通行.

This Way To..... 此路往.....

W. C. (= Water Closet); Lavatory. 廁所.

---

House To Let; To let; House To Be Let. 房屋招租.

House For Sale. 出售房屋.

Reserved. 預定.

---

Look Out. 小心留神.

Wet Paint. 油漆未乾.

Poison. 有毒謹防.

Danger. 危險.

Drive Slowly. 車馬緩行.

Post on Bill. 不許招貼.

## 第十八章 Forms of Advertisement

### (廣告格式)

做廣告是一種專門技術，除文字之外，還須借助於圖畫、素描之類，以吸引注意。關於這些，我們在這裏，自然無暇述及，市上有專門講廣告學的書，可供參考。我們在這裏，只能就文字的格式方面，加以研究，而且所研究的，亦以個人在日常生活中有機會用到的爲限。我們爲敘述便利起見，先把廣告的格式，具體舉出，然後再在註解當中，提出應當注意之點。

#### I. Positions Vacant (徵求人才)

##### 1.

#### THE LESTER SCHOOL

505 EAST SEWARD ROAD

**A** PPLICATIONS are invited for a part time teacher of Matriculation French. Previous experience essential. Application forms, which should be returned by Tuesday, December 10, may be obtained from the registrar.

[註] 這是雷士德學校徵求兼課法文教員的廣告，因爲有正式的住址，所以就自己的住址，寫在上面。East Seward Road 東熙華德路。“Applications are invited” 應徵書被歡迎着，這是徵求人才的廣告上所常用的語句；至於什麼職務的應徵書，普通都在後半句說明，即在 for 以後的字句中說明。a part time teacher 兼課教員。Matriculation French 升入大學時所必需的法文。previous experience 先前的教學經驗。essential 必需的。application forms 空白應徵書。by Tuesday, Dec. 10 至遲在十二月十日星期二。may be obtained 可被得到。the registrar 學校註冊員。

## 2.

**W**ANTED a well experienced Chinese translator, preferably under 30 years of age, speaking fluent English. References needed. Replies to Box 333, the China Press.

[註] 徵求人才的機關。倘不願自己的機關，被他人知道，以免推荐保舉等的麻煩，那就可向一定的報館，暫租一隻信箱，在廣告上，就說明回信請寄某報第幾號信箱，例如上面徵求人所租的，是大陸報三三三號信箱。Wanted 被需要，這也是徵求人才的廣告中所常用的一個開頭的字眼。well experienced 富有經驗的。Chinese translator 中國的繙譯員。preferably 最好。fluent English 流利的英語。references 查詢處，保證人。replies 回信，即應徵人的回信。the China Press 大陸報。

## II. Positions Wanted (人才待聘)

## 1.

**V**ERY capable secretary-stenographer, many years' experience, can hold executive position, open for engagement. Best references. Replies to Box 3986, The Shanghai Times.

[註] 要別人來聘，就該把自己的長處寫出來，例如本廣告的待聘人，是一位“very capable secretary-stenographer”(極能幹的文書兼速記員)，而且有多年的經驗，並且能够担任行政事務。many years' experience=with many years' experience. can hold executive position=who can hold executive position. open for engagement=is open for engagement 徵求職務，全句的動詞，是被省去的“is”。The Shanghai Times 泰晤士報。

## 2.

**C**HINESE translator, speaking fluent English, seeks position in newspaper or other office for

small salary to commence with. Replies to Box 3987, The Shanghai Times.

[註] seeks position 尋求職位。“尋求職位”的說法，普通不外 seeks position, is open for engagement, seeks employment 等。newspaper or other office 報館或其他的機關。small salary 小的薪水。to commence with 開始。

## 3.

**E**NERGETIC salesman, experienced, seeks position. References. Replies to Box 3948, The Shanghai Times.

[註] energetic 富有毅力的。salesman 推銷員。references 具有保證。

## 4.

**R**USSIAN, middle-aged, seeks immediate employment as watchman (day or night duty). Honest and holds good references. Replies to Box 3961, The Shanghai Times.

[註] Russian 俄羅斯人。middle-aged 中年的。immediate employment 立時的職務。watchman 門房。day or night duty 日班或夜班。honest and holds good references = is honest and holds..... 在廣告中，像“is”等字，常被省略。

## III. Educational (教育的廣告)

所謂教育的廣告，實則只是“待聘”的廣告的一種，不過說出所授的科目，因而較爲具體些。寫這類廣告，不外二種方式，或以所授科目爲主體，而用受動語態 (passive voice) 的句式，或以教授的人爲主體，而用主動語態 (active voice) 的句式，下面第一第二則的廣告，屬於前一類，第三則的廣告，屬於後一類。

## 1.

**S**HORTHAND and typing lessons given by experienced British lady tutor. Also bookkeeping lessons given by gentleman. Reasonable terms. Replies to Box 2988, The Shanghai Times.

[註] shorthand and typing lessons 速寫和打字的科目. given by=are given by 被.....所教授, 因為這廣告用科目作主體, 所以動詞用受動式. British lady tutor 英國籍的女子家庭教師. bookkeeping lessons 簿記科目. reasonable terms 合理的條件, 意謂收費公道.

## 2.

**G**ERMAN lessons given by lady teacher. Easy methods, and moderate terms. Replies to Box 3942, The Shanghai Times.

[註] German lessons 德文科目. lady teacher 女教師. easy methods 用簡易的方法. moderate terms. 收公道的學費.

## 3.

**F**ULLY qualified and experienced lady tutor, gives lessons in French grammar, conversation, and French shorthand. Will coach pupils for exams. Replies to Box 3947, The Shanghai Times.

[註] fully qualified and experienced 資格完備經驗充足的. 這廣告以 lady tutor 作為主體, 所以動詞用主動語態 gives. French grammar, conversation and French shorthand. 法文的文法、會話及法文的速寫. coach pupils for exams. (=examinations) 訓練學生應考.

## IV. Personal (私人的徵求)

普通像徵求伴侶, 徵求配偶等, 都歸在這項的下面.

## 1.

**Y**OUNG lady desires companion to go dancing, movies, motoring, hiking. Fond of music and is of pleasant disposition. Preferably American or English. Replies to Box 3965, The Shanghai Times.

[註] desires 需要. companion 伴侶. motoring 駕駛汽車. hiking 散步. fond of music and is of pleasant disposition. (應徵者該) 喜歡音樂而又性情和好.

## 2.

**M**IDDLE-AGED German gentleman would like to meet elderly lady British or German, with view to matrimony. Is going to outport. Replies to Box 3964, The Shanghai Times.

[註] middle-aged 中年的. meet 會見. elderly lady British or German 年長的英國婦女或德國婦女. with a view to 以……為目的, 有意於……. matrimony 婚姻. Is going to outport 將到外埠去.

## V. Wanted to Rent (徵求住宅)

在報紙上, “房屋召租”的廣告極多, 但也有希望分租他人的房屋因而登報徵求的. 這類廣告, 亦以個人的需要為主體, 故亦舉例以示式樣.

## 1.

**F**URNISHED two-roomed modern apartment with all conveniences required by January 1. Must be good locality. Replies to Box 3970, The Shanghai Times.

**[註]** furnished 佈置好的. two-roomed modern apartment 雙房的新式房間. with all conveniences 具有各種需要的設備. required by January 1 至遲到一月一號要用. good locality 好的地段.

## 2.

**B**ACHELOR requires nicely furnished steam-heated room in private home, Western district. Full board. Must have garage. Replies to Box 3967, The Shanghai Times.

**[註]** bachelor 單身者. steam-heated 用水汀取暖的. private home 私人的家庭. Western district (上海的) 西區. full board 供備全膳. garage 汽車間.

## VI. Houses to Let (房屋出租)

## 1.

**T**O LET.—Nos. 58 and 60 Avenue Joffre 5-roomed semi-detached residence with a bathroom and spacious attic. Garden. Moderate rental. Apply to Cumine & Co., Ltd., 149 Szechuen Road. Tel. 16151.

**[註]** to let 召租. Nos. = numbers 號數. Avenue Joffre 鄧飛路. semi-detached 半隔離的. bathroom 洗浴間. spacious attic 寬大的頂閣. garden 有花園. moderate rental 公道的租費. apply to 向...詢問. Cumine & Co., Ltd. 古漢有限公司.

## 2.

**T**O LET.—Macgregor Road, Nos. 107, 109, 117, 121, 123, 133, 135 and 143; each house contains 5 main rooms, hot water boiler, small garden. Rent



\$75.00 each per month. Care-taker at 117. Apply Brandt and Rodgers, Ltd., 391 Kiangse Road. Tel. 11169.

[註] Macgregor Road 麥克利克路. main rooms 大房間. hot water boiler 熱水鍋. Rent \$75.00 each per month 房租每幢每月七十五元. care-taker at 117 看守人在一一七號. Kiangse Road 江西路.

## VII Shops and Offices to Let (店房及辦公室出租)

### 1.

**T**O LET.—53-55 Avenue Edward VII site formerly occupied by “North China Garage.” Convenient locality for business of any description. Rent moderate. Apply to Marcel Darre, Property Dept., 1 The Bund. Tel. 13054-15825.

[註] Avenue Edward VII 愛多亞路. site 地位. formerly 從前. North China Garage 華北汽車公司. business of any description 各種的營業. Marcel Darre 公司名. property dept. = property department 地產部. 1 The Bund 外灘一號. Tel. 13054-15825 電話13054 號或15825號.

### 2.

**3** STOREYED Foreign style shops with canopy, at corner of Nanking and Szechuen Roads, moderate rental. Further particulars apply Brandt and Rodgers, Ltd., 391 Kiangse Road. Tel. 11169.

[註] 3 storeyed 三層的. foreign style 西式的. canopy 天幕. at corner of 在……路和……路的轉角. further particulars 詳細情形. Brandt and Rodgers, Ltd. 公司名.

## 3.

**O**FFICES TO LET at 160 Avenue Edward VII. Various sizes. Excellent location. Very moderate rental. Apply to Foong Sheng Industrial, Commercial Development Corporation, 160 Avenue Edward VII. Tel. 11133.

[註] Offices to let 辦公室出租. various sizes 各種的大小. excellent location 極好的地段. "Foong Sheng Industrial, Commercial Development Corporation" 公司名.

## VIII. Recommending House Servants (介紹傭人的廣告)

上面所舉的廣告，都是關於自身的廣告，但有時，我們也須替他人登廣告，例如你有幾個傭人，平日做事極好，倘你要離開上海，或無意再用他們的時候，也得替他們想個法子。下面二則廣告的內容，都是關於這類事情的。

## 1.

**R**ELIABLE chauffeur, good driver, recommended. Replies to Box 3975, The Shanghai Times.

[註] reliable chauffeur 可信托的汽車夫. good driver 開車好手. recommended = is recommended. 意謂倘有人要雇用汽車夫，這個車夫，為租用泰晤士報三九七五號信箱的人所推薦。

## 2.

**C**OOK-BOY and house coolie recommended by advertiser leaving Shanghai. Two excellent servants. Replies to Box 3966, The Shanghai Times.

[註] cook-boy 飯司務. house coolie 家僕. advertiser 登廣告的人. leaving Shanghai 將要離開上海的.

### IX. Medical (醫生的廣告)

私人行醫的廣告，倘係小規模的登法，可用如下的二種格式：

#### 1

**Dr. I.M. STEINMANN, M.D.**

**SPECIALIST IN URINARY and INTERNAL  
DISEASES**

Office Hours: 10-1 and 4-6,

or by appointment

114 NANKING ROAD

4th FLOOR

(corner Szechuen Road)

Tel.: Office: 14422 Res: 71133

[註] Dr.=Doctor 醫師. M.D.=Doctor of Medicine 醫學博士. specialist 是.....的專家. urinary 泌尿的. internal 內臟的. office hours 門診時間. by appointment 用約定的方法. Nanking Road 南京路, 大馬路. corner Szechuen Road (南京路) 四川路轉角. Tel.=telephone 電話. res.=residence 住宅.

#### 2.

**Dr. R. HOLPER, M.D.**

**SPECIALIST IN URINARY AND SKIN  
DISEASES**

Office Hours: 10-12 and 4-6,

or by appointment

REMOVED TO

59 PEKING ROAD

Tel.: Office: 10734 Res.: 32527

[註] 這是通告事務所遷移的廣告，橫線以下，開列新的診所。skin 皮膚的。removed to 遷移到。Peking Road 北京路。

## 第十九章 Forms of cards and Signboards

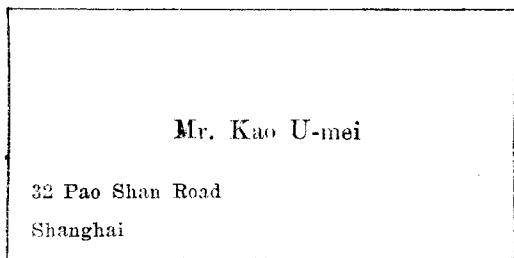
### (卡片及招牌的格式)

我們這裏所說的卡片，包括名片 (visiting cards)，聖誕及賀年卡片 (Christmas and New Year's cards)。所說的招牌，指各店家所用的招牌。因為招牌的格式，和名片有點相像，故合併為一章。如今分別論之。

#### I. Visiting Cards (名片)

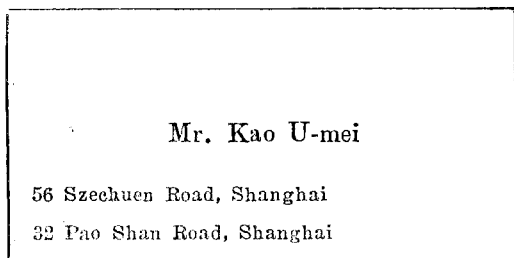
西俗男子用的名片，比女子用的名片，要來得小些。普通男子在自己的名字前，總加上 Mr. 一字，女子在自己的名字前，依其曾經結婚與否，加上 Miss (小姐) 或 Mrs. (夫人) 一字，倘附有住址，普通都印在名片的左下角。例：

#### 1.



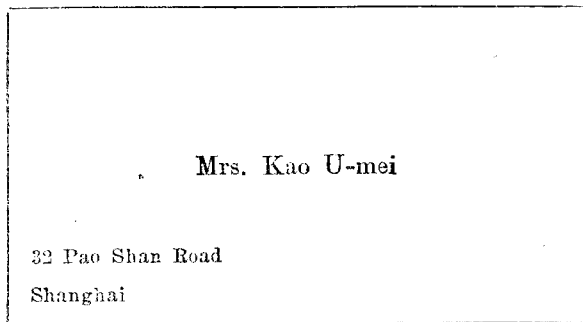
這是高友梅君的社交名片，附有私人的住址。

## 2.



這是高君的職務名片，除住址外，又加上自己辦公處的地址。普通都把辦公處的地址，放在私人住址的上面。

## 3.



這是高夫人的名片，紙張要比高先生的大些。倘高先生的妹妹，名叫高蘭英，那她的名片，只須在“Mrs. Kao U-mei”的地方，印上“Miss Kao lau-ying”就好了。

4.

Introducing Mr. Robert K. Wang

Mr. Kao U-mei

32 Pao Shan Road  
Shanghai

這是高先生用名片介紹朋友的辦法，只須在名片的左上角，寫上“Introducing Mr.....”的字句即可。

5.

To inquire

Mr. Kao U-mei

32 Pao Shan Road  
Shanghai

這是高先生用名片探病的方法，在左上角寫上“To inquire”即可。病者病愈之後，該親到高家投片致謝，那時名片的左上角，可寫上“With thanks for kind inquiries”那樣的字。

6.

With deep sympathy

Mr. Kao U-mei

32 Pao Shan Road  
Shanghai

這是高先生用名片致唁的辦法，可於名片左上角，寫上“With deep sympathy”那樣的字，投送其家，以誌弔唁。

## 7.

|  |
|--|
| <p>With compliments</p> <p>Mr. Kao U-mei</p> <p>32 Pao Shan Road</p> <p>Shanghai</p> |
|--|

這是高先生送禮物給他人時所寫的名片格式。“With compliments”是“敬贈”的意義。

## II. Christmas and New Year's Cards

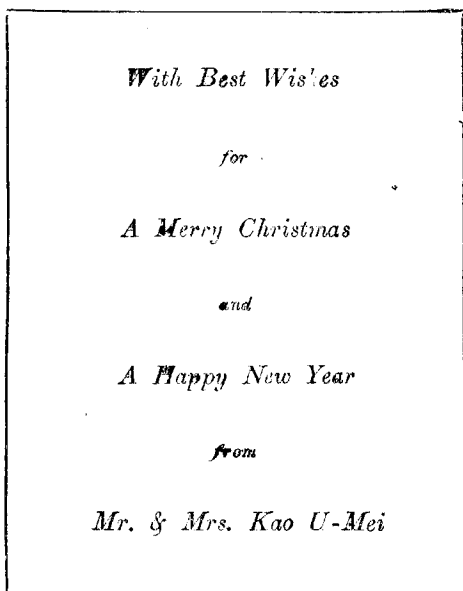
## (聖誕及新年賀片)

西人在耶穌聖誕節，常於親友之間，互寄賀片，以示親密。又因新年與聖誕節相近，常在一張賀片上，寫二種賀詞，其一賀聖誕，其二賀新年。格式：

## 1.

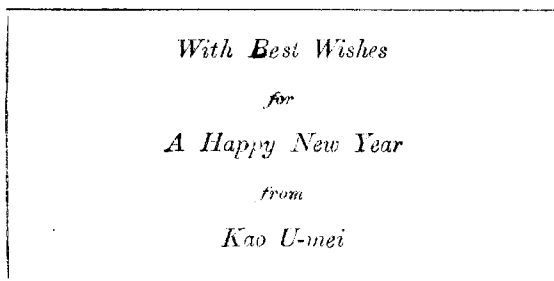
|   |
|---|
| <p><i>Wishing You</i></p> <p><i>A Merry Christmas</i></p> <p><i>and</i></p> <p><i>A Happy New Year</i></p> <p><i>from</i></p> <p><i>Kao U-mei</i></p> |
|---|

2.



以上兩種格式，在送賀片給西人或基督教徒朋友時可用；但使送受雙方，都不是基督教徒，那不必賀聖誕，只須賀新年就好了。下面的格式可用：

3.





## III. Signboards (招牌)

1.

PAO KEE

Photographer

寶 記  
照 相

4.

YUEN KONG

General Store-keeper

源 康  
食 物 雜 貨 號

2.

CHUN FUNG CHONG

Dry Goods Store

震 豐 昌  
疋 頭 抄 莊

5.

LAO KEW CHONG

Silk, satins, Crape, Gauze and Embroideries

老 九 章  
綢 緞 顧 繡

3.

KWONG SUN

Woollen and Cotton Merchant

廣 昇  
絨 棉 疋 頭 字 號

6.

LING KEE

Tailor and Outfitter

林 記 成 衣

7.

CHING CHUN

Tailor, Outfitter and Upholsterer

錦 昌  
外國成衣家用雜貨

11.

HUNG CHUN

Dealers in Hats, Caps, Furs, Etc.

恆 昌  
帽子皮貨發客

8.

MOW SING

Rice Dealer

茂 興  
米 號

12.

CHUN KEE

Dairy

昌 記  
牛 奶 房

9.

FONG CHUN

Flour Mill

豐 昌  
麵 粉 廠

13

KUNG SING FOO

Curiosities

孔 新 甫  
古 玩 發 客

10.

TUCK CHANG

Jeweller, Watch-maker  
Gold & Silver Smith

德 祥  
寶石鑲錶金銀器皿

14.

HSIA KONG TAI

Household Furniture

謝 康 泰  
傢 具 木 器

15.

SIN KEE

Boot and Shoe Makers

昇 記  
外 國 靴 鞋

19.

HSIA KONG KEE

Sign-board Painter

謝 康 記  
漆 寫 招 牌

16.

CHOW SING CHONG

Stove and Hardware

周 興 昌  
火 爐 鐵 器

20.

ROBERT K. WANG

Surgeon Dentist

黃 羅 錦  
牙 科 醫 生

17.

HSIA KING KEE

Carpenter, Mason and Contractor

謝 金 記  
水 木 兩 作 包 辦 工 料

21.

NEW  
CHINA DISPENSARY

Chemist &amp; Druggist

新 中 國 大 藥 房  
西 洋 藥 品 化 學 材 料

18.

HSIA CHUN KEE

Shipbuilder, Caulker and  
Contractor

謝 昌 記  
裝 船 打 淨 包 辦 工 料

22.

LI CHONG

Bakery

禮 昌  
麵 包 舖

## 第二十章 Inscriptions (碑誌)

碑誌之類的文字，也有一定的格式，但因它們的用處較少，所以在本書內，不加詳細的講解，只列出較為普遍的幾種，以供參考。

### I. On Corner Stones (寫在基石上的)

This stone was laid by Wei Teh-foh, Ph. D.,  
Columbia University, ex-minister of Education.

On the fifteenth day of October one thousand nine  
hundred and thirty-seven

in the presence of

Wang Chi Tong, ex-minister of Communication,

Kung Ta Chun, Chairman of the Board of  
Directors

Robert K. Wang, M. A., General Manager  
James & Co., Architects

Greater Shanghai Construction Co., Contractors

【註】 Ph. D. = Doctor of Philosophy 哲學博士, Columbia University 科倫比亞大學, ex-minister of Education 前教育部長, in the presence of 在.....的面前, ex-minister of Communication 前交通部長, Board of directors 董事會, General manager 總經理, architects 建築人, contractors 承造人。

## (譯 文)

一九三七年十月十五日前教育部長美國科倫比亞大學哲學博士  
魏德韻 謹奠此基

|     |       |        |
|-----|-------|--------|
| 襄理者 | 前交通部長 | 黃季同    |
|     | 董事長   | 孔大羣    |
|     | 總經理   | 王勞勃    |
|     | 建築人   | 傑姆斯公司  |
|     | 承造人   | 太華營造公司 |

## II. Below statues (刻在銅像下的)

Sir Robert Hart, Baronet. G. C. M. G.

1860-1937

Inspector General  
of the

Chinese Maritime Customs

Founder of

China's Lighthouse Services

Organizer and Administrator

of the

National Post Office

Trusted Counsellor of the Chinese Government

True Friend of the Chinese People

Modest, Patient, Sagacious and Resolute

He Overcame Formidable Obstacles and Accomplished a work of Great Beneficence for China and the World.

【註】 baronet 從男爵. G. C. M. G. = Grand Cross of St. Michael and St. George 大十字勳章. Inspector General 總辦. Inspector General of the Chinese Maritime Customs 中國總稅務司. founder 創立人. light-house services 燈塔事務. organizer 組織者. administrator 管理者. post office 郵政局. trusted counsellor 倚重的顧問. modest 謙恕的. patient 忍耐的. sagacious 聰明的. resolute 果敢的. formidable obstacles 可怕的障礙. accomplished 完成. beneficence 利益.

## (譯 文)

英國從男爵勳士赫德，生於公元一八五〇年，沒於一九三七年。歷任中國總稅務司，倡建各處燈塔，手創全國郵政，為中國政府所倚重，亦中國人民之良友。謙和忍耐，聰明果斷，排除障礙，用成大業，中國世界，同蒙其益。爰範斯像，以誌景仰。

## III. On a Tablet in a Memorial Hall

(刻在紀念堂中的紀念碑上的)

Lu Memorial Hall

1937

Erected to the Memory of

Lu Tsong-ling, Ph. D.

of Soochow

Ex-President of this Association

Founder of China Commercial College

Respected for His

Many Acts of Generosity,

His Love of Country,

and His Upright Character

in Public Affairs

【註】 tablet 石碑. memorial hall 紀念堂. to the memory of 以紀念……. of Soochow 蘇州籍. association 會. commercial college 商學院. acts

of generosity 急公好義的行爲, upright character 正直的性格.  
public affairs 公衆事務.

(譯 文)

思 盧 堂

一 九 三 五 年 建

中國商學院主人本會前會長哲學博士蘇州盧忠林先生，急公好義，正直端方，愛護祖國，爰建此堂，以誌景仰。

#### IV. On a Tombstone (刻在墓碑上的)

Sacred

To the Memory of

Kao Yu-mei

Ex-President

of

China Commercial College

Who died of typhoid at Shanghai

on the 15th November, 1937

Aged 45 Years

Interred in this Cemetery, December 15th

This stone was erected by a few

of those who appreciated

His sterling worth

【註】 sacred 奉獻給……的, died of typhoid 患傷寒而死, interred 被埋葬, cemetery 墓地, appreciated 欽佩, sterling worth 完美的功德。

(譯 文)

中國商學院前校長高如梅，一九三五年十一月十五日，罹傷寒症，卒於上海，十二月十五日，卜葬於此，享年四十五歲，同人慕其高明，爲樹此碑。

## 第二十一章

## Commercial Terms, Abbreviation &amp; Symbols

## (商業用語, 略字, 及符號)

商業和其他行業一樣, 具有它自己的特殊的用語, 略字, 及符號, 因為比較專門點的緣故, 在普通辭典上, 不容易找到它們的意義和用法. 我們在這裏, 特立商業用語, 略字, 及符號一章, 具有二個目的. 其一, 使閱讀商業文件的人, 遇有特殊的商業術語, 可以查出它們的中文意義; 其二, 使擬寫商業文件的人, 在不知某商業術語的時候, 可以翻閱. 我們把常見的商業用語, 按船舶, 銀行, 郵局, 電報, 保險, 商業等七項分類, 其目的, 也不過要使讀者容易查考些.

## I. Commercial Terms (商業用語)

## 1 Shipping 船 舶

|                      |     |     |     |     |       |
|----------------------|-----|-----|-----|-----|-------|
| Shipper              | ... | ... | ... | ... | 運貨者   |
| Shipping trade       | ... | ... | ... | ... | 海運業   |
| Consignment          | ... | ... | ... | ... | 託運之貨物 |
| Consignor            | ... | ... | ... | ... | 寄貨人   |
| Consignee            | ... | ... | ... | ... | 收貨人   |
| Freight              | ... | ... | ... | ... | 水脚    |
| Freight and gratuity | ... | ... | ... | ... | 運費及酬金 |
| Supercargo           | ... | ... | ... | ... | 商船管貨人 |
| Stevedore            | ... | ... | ... | ... | 貨物起卸人 |
| Shipping agent       | ... | ... | ... | ... | 裝船代理處 |
| Shipping advice      | ... | ... | ... | ... | 裝船通知單 |
| Shipping order       | ... | ... | ... | ... | 裝貨單   |
| Freight broker       | ... | ... | ... | ... | 運貨經紀人 |



|                     |     |     |     |     |                               |
|---------------------|-----|-----|-----|-----|-------------------------------|
| Loading             | ... | ... | ... | ... | 裝載之貨                          |
| Shipping invoice    | ... | ... | ... | ... | 出口單                           |
| Shipping weight     | ... | ..  | ... | ... | 裝船貨物重量                        |
| Tonnage dues        | ... | ... | ... | ... | 噸稅                            |
| Ship's husband      | ... | ... | ... | ... | 管理船上雜務人                       |
| Harbour dues        | ... | ... | ... | ... | 港稅                            |
| Anchorage           | ... | ... | ... | ... | 停泊稅                           |
| Mate's receipt      | ... | ..  | ..  | ..  | 船員收貨據                         |
| Entrance fee        | ... | ..  | ... | ... | 入港費                           |
| Clearance fee       | ... | ... | ... | ... | 出港費                           |
| Dock charge         | ... | ... | ... | ... | 船塢費                           |
| Marine insurance    | ... | ... | ... | ... | 水險                            |
| Pilotage            | ... | ... | ... | ... | 領港費                           |
| Log book            | ... | ... | ... | ... | 航海雜誌                          |
| Towage              | ... | ... | ... | ... | 拖船費                           |
| Free alongside ship | ... | ... | ... | ... | 船邊交貨                          |
| Ex ship             | ... | ... | ... | ... | 船上交貨                          |
| Free on board       | ... | ... | ... | ... | { 由賣主運貨上船擔任一切費用               |
| Bill of lading      | ... | ... | ... | ... | 提單                            |
| Bill of health      | ... | ... | ... | ... | { 船上健康證書 (開船前稅關領事等證明船中無患傳染病者) |
| Ship's entry        | ... | ... | ... | ... | 入港報告                          |
| Early shipment      | ... | ... | ... | ... | 早裝船                           |
| Charter             | ... | ... | ... | ... | 租船                            |
| Charter party       | ... | ... | ... | ... | 租船合同                          |
| Deviation clause    | ... | ... | ... | ... | 違犯航行規則                        |
| Jettison            | ... | .   | ... | ... | { 船貨投海 (船隻遇危險時, 投貨入海, 以減輕載重)  |

|                                    |     |     |     |     |          |
|------------------------------------|-----|-----|-----|-----|----------|
| Salvage                            | ... | ... | ... | ... | 救起之貨物    |
| Landing permit                     | ... | ... | ... | ... | 起貨單      |
| Port of call                       | ... | ... | ... | ... | 沿途停泊港    |
| Port of destination                | ... | ... | ... | ... | 到達港      |
| Lay days                           | ... | ... | ... | ... | 碇泊日期     |
| Ice-free port                      | ... | ... | ... | ... | 不凍港      |
| Free port                          | ... | ... | ... | ... | 自由港      |
| Inner harbour                      | ... | ... | ... | ... | 內港       |
| Port of loading                    | ... | ... | ... | ... | 裝貨港      |
| Wharfage                           | ... | ... | ... | ... | 碼頭租      |
| Wharfinger                         | ... | ... | ... | ... | 管碼頭人     |
| Port of registry                   | ... | ... | ... | ... | 船籍港      |
| Harbour master                     | ... | ... | ... | ... | 河泊司      |
| Maritime trade                     | ... | ... | ... | ... | 海上貿易     |
| Harbour regulations                | ... | ... | ... | ... | 港規       |
| Maritime law                       | ..  | ... | ... | ... | 海上法      |
| Pilot                              | ... | ... | ... | ... | 領港       |
| Ship's certificate of registry     |     |     |     | ... | 船照       |
| Certificate of nationality         | ..  | ... | ... | ... | 船籍證書     |
| Shipment by quickest route         |     |     | ... | ... | 貨裝航行最速之船 |
| Shipment by sailing boat           | ... | ... | ... | ... | 貨裝帆船     |
| Shipment by cheapest route         |     |     | ... | ... | 貨裝航費最廉之船 |
| Shipment by first available vessel |     |     |     | ... | 貨裝最近出口之船 |
| Discharge afloat                   | ... | ... | ... | ... | 船上卸貨     |

## 2. Banking 銀行事業

|                 |     |     |     |     |      |
|-----------------|-----|-----|-----|-----|------|
| Bank            | ... | ... | ... | ... | 銀行   |
| Fixed deposit   | ... | ... | ... | ... | 定期存款 |
| Current deposit | ... | ... | ... | ... | 活期存款 |
| Depositor       | ... | ... | ... | ... | 存款人  |

|                                |         |
|--------------------------------|---------|
| Cash credit ... ..             | 隨時透支款額  |
| Overdraft ... ..               | 透支      |
| Bank pass book ... ..          | 存款簿     |
| Bank rate ... ..               | 銀行貼現日息  |
| Safety deposit vault ... ..    | 保存庫     |
| Time loan ... ..               | 長期借款    |
| Short loan ... ..              | 短期借款    |
| Loan society ... ..            | 借款公司    |
| Floating debt ... ..           | 一時借款    |
| Call money ... ..              | 隨時借款    |
| Interest ... ..                | 利息      |
| Principal ... ..               | 本銀      |
| Mortgage ... ..                | 抵押      |
| Mortgagee ... ..               | 受抵押者    |
| Mortgager ... ..               | 押抵者     |
| Hypothecation ... ..           | 抵押物單    |
| Letter of hypothecation ... .. | 押匯單     |
| Security ... ..                | 擔保; 擔保品 |
| Debenture; Bond ... ..         | 公司債券    |
| Coupon ... ..                  | 息票      |
| Treasury note ... ..           | 國庫券     |
| Government securities ... ..   | 政府證券    |
| Documentary securities ... ..  | 有價券     |
| Collateral securities ... ..   | 副抵押品    |
| Cheque book ... ..             | 支票簿     |
| Deposit rate ... ..            | 存款利率    |
| Remittance ... ..              | 匯款      |
| Telegraph transfer ... ..      | 電匯      |
| Paying-in-book ... ..          | 解款簿     |
| Cheque ... ..                  | 支票      |

|  |          |
|--|----------|
| Cheque to bearer; Bearer cheque                | 來人支票     |
| Cheque to order; Order cheque ...              | 認人支票     |
| Cancelled cheque ... ..                        | 註銷支票     |
| Open cheque ... ..                             | 普通支票     |
| Crossed cheque ... ..                          | 劃線支票     |
| Certified cheque ... ..                        | 保證付款支票   |
| Forged cheque ... ..                           | 偽造支票     |
| Stale cheque ... ..                            | 失效支票     |
| Letter of credit ... ..                        | 支款憑信     |
| Circular letter of credit ... ..               | 循環支款憑信   |
| Bill of exchange; Draft ... ..                 | 匯票       |
| Inland exchange; Domestic ex-<br>change ... .. | } 國內匯兌   |
| Foreign exchange ... ..                        |          |
| Drawer; Maker ... ..                           | 出票人      |
| Drawee ... ..                                  | 兌票人      |
| Payee ... ..                                   | 兌款人      |
| Demand draft ... ..                            | 即期匯款     |
| Promissory note ... ..                         | 期票       |
| Note to order ... ..                           | 指名期票     |
| Note to bearer ... ..                          | 不指名期票    |
| Note at sight (on demand) ... ..               | 即期票      |
| Note after sight ... ..                        | 見票後付款之期票 |
| Acceptance ... ..                              | 承諾支付     |
| General acceptance .. ..                       | 普通承諾     |
| Qualified acceptance ... ..                    | 限制承諾     |
| Dishonour ... ..                               | 拒絕付款     |
| Notice of dishonour ... ..                     | 拒絕付款通知書  |
| Protest for non-payment ... ..                 | 拒絕付款抗議書  |

|                            |        |           |
|----------------------------|--------|-----------|
| Protest for non-acceptance | ...    | 拒絕承諾抗議書   |
| Protesting party           | ... .. | 抗議者       |
| Bill                       | ... .. | 付銀憑單      |
| Long bill                  | ... .. | 長期銀票      |
| Sight bill                 | ... .. | 即期銀票      |
| Overdue bill               | ... .. | 過期銀票      |
| Domiciled bill             | ... .. | 他處兌付銀票    |
| Cash order                 | ... .. | 即兌券       |
| Moratorium                 | ... .. | 停止兌現      |
| Maturity                   | ... .. | 滿期; 到期    |
| Days of grace              | ... .. | 通融日       |
| Endorsement                | ... .. | 背簽 (票背簽字) |
| Endorsee                   | ... .. | 背簽人       |
| Renewal of a note          | ... .. | 期票展期      |
| Financial crisis           | ... .. | 金融危機      |
| Stringency in money        | ... .. | 金融逼迫      |
| The tone of the market     | ... .. | 市況        |
| Weak market                | ... .. | 市面疲弱      |
| Strong market              | ... .. | 市面盛旺      |
| Firm market                | ... .. | 市面堅定      |
| Dull market                | ... .. | 市面冷淡      |
| Boom                       | ... .. | 陸漲        |
| Panic                      | ... .. | 恐慌        |
| Run upon a bank            | ... .. | 銀行擠兌      |
| Bankruptcy                 | ... .. | 破產        |
| Insolvency                 | ... .. | 無賠償力      |
| Solvency                   | ... .. | 有賠償力      |
| Liquidation                | ... .. | 清理        |
| Liquidator                 | ... .. | 清理人       |

## 3. Post Office 郵局

|                                     |         |
|-------------------------------------|---------|
| Postmaster general ... ..           | 郵務總辦    |
| Poste restante ... ..               | 留局待取之信件 |
| Collection of cash ... ..           | 收取現金    |
| Collection of trade charges ...     | 代收貨款    |
| Mail matter with value declared ... | 標明價格之郵件 |
| Registered letter ... ..            | 掛號信     |
| Double-registered letter ... ..     | 雙掛號     |
| Dead letter ... ..                  | 無法投遞信   |
| Post card ... ..                    | 郵片      |
| Mail steamer ... ..                 | 郵船      |
| Picture post card ... ..            | 花郵片     |
| Return post card; Double card ...   | 來回郵片    |
| Printed matter ... ..               | 印刷物     |
| Second class matter ... ..          | 第二等郵件   |
| Postage ... ..                      | 郵費      |
| Postage due ... ..                  | 欠資      |
| Postage due stamp ... ..            | 欠資郵票    |
| Post mark ... ..                    | 郵政蓋印    |
| Reply coupon ... ..                 | 回信用郵片   |
| Post office box ... ..              | 郵政信箱    |
| Postal order ... ..                 | 郵政匯票    |
| Parcel post ... ..                  | 包裹處     |

## 4. Telegram 電報

|                        |      |
|------------------------|------|
| Telegram ... ..        | 電報   |
| Wire ... ..            | 電線   |
| Urgent telegram ... .. | 急電   |
| Cablegram ... ..       | 海底電報 |

|                                    |     |     |     |        |
|------------------------------------|-----|-----|-----|--------|
| Cipher telegram                    | ... | ... | ... | 數字暗碼電報 |
| Message form (blank)               | ... | ... | ... | 電報紙    |
| Telegraph code                     | ... | ... | ... | 電報暗碼   |
| Code book                          | ... | ... | ... | 電報暗碼簿  |
| Telegraphic address; cable address |     |     |     | 電報地址   |
| Telegraph transfer                 | ... | ... | ... | 電匯     |
| Wireless telegraph                 | ... | ... | ... | 無線電報   |

### 5. Customs 海關

|                       |     |     |     |      |
|-----------------------|-----|-----|-----|------|
| Customs house         | ... | ... | ... | 海關   |
| Customs duty          | ... | ... | ... | 關稅   |
| Customs commissioner  | ... | ... | ... | 稅務司  |
| Customs officer       | ... | ... | ... | 關員   |
| Customs shed          | ... | ... | ... | 稅關房  |
| Import duty           | ... | ... | ... | 進口稅  |
| Export duty           | ... | ... | ... | 出口稅  |
| Duty free certificate | ... | ... | ... | 免稅執照 |
| Tariff                | ... | ... | ... | 稅則   |
| Passport              | ... | ... | ... | 護照   |
| Smuggling             | ... | ... | ... | 私運   |
| Bill of lading        | ... | ... | ... | 提貨單  |

### 6. Insurance 保險

|                            |     |     |     |      |
|----------------------------|-----|-----|-----|------|
| Life insurance (assurance) | ... | ... | ... | 壽險   |
| Fire insurance             | ... | ... | ... | 火險   |
| Marine insurance           | ... | ... | ... | 水險   |
| Endowment assurance        | ... | ... | ... | 養老保險 |
| Whole life insurance       | ... | ... | ... | 終身保險 |
| Policy                     | ... | ... | ... | 保險單  |
| Premium                    | ... | ... | ... | 保費   |

|                  |     |     |     |         |
|------------------|-----|-----|-----|---------|
| Surrender value  | ... | ... | ... | 中途解約退還費 |
| Insurance broker | ... | ... | ... | 保險經紀人   |

### 7. Commerce 商業

|                                      |     |     |     |          |
|--------------------------------------|-----|-----|-----|----------|
| Limited company                      | ... | ... | ... | 有限公司     |
| Joint stock company                  | ... | ... | ... | 股份公司     |
| Commercial partnership               | ... | ... | ... | 商業合資     |
| Partnership                          | ... | ... | ... | 合股       |
| Contract                             | ... | ... | ... | 合同       |
| Dissolution of partnership           | ... | ... | ... | 拆股       |
| Capital                              | ... | ... | ... | 資本       |
| Paid-up capital                      | ... | ... | ... | 實收股本     |
| Fixed capital                        | ... | ... | ... | 固定資本     |
| Working capital; Circulating capital | ... | ... | ... | } 流通資本   |
| capital                              | ... | ... | ... |          |
| Dead capital                         | ... | ... | ... | 不出產之資本   |
| Fund                                 | ... | ... | ... | 資金       |
| Reserve fund                         | ... | ... | ... | 準備公積金    |
| Sinking fund                         | ... | ... | ... | 還債公積金    |
| Liabilities                          | ... | ... | ... | 負債       |
| Business report                      | ... | ... | ... | 營業報告     |
| Percentage                           | ... | ... | ... | 佣錢       |
| Trade sale                           | ... | ... | ... | 同行買賣     |
| Cash sale                            | ... | ... | ... | 現金交易     |
| Credit sale                          | ... | ... | ... | 除賣       |
| Clearance sale                       | ... | ... | ... | 底貨拍賣     |
| Wholesale                            | ... | ... | ... | 批發       |
| Retail                               | ... | ... | ... | 零售       |
| Cheap sale                           | ... | ... | ... | 廉價拍賣     |
| Cash on delivery                     | ... | ... | ... | 貨到交款, 押匯 |



|                                |        |
|--------------------------------|--------|
| Retail store ... ..            | 零售店    |
| Show room ... ..               | 樣子間    |
| Shopwindow; Show window ...    | 商品陳列窗飾 |
| Price list ... ..              | 價目表    |
| Market price ... ..            | 市價     |
| Cost price ... ..              | 原價     |
| Wholesale price ... ..         | 批發價    |
| Retail price ... ..            | 零售價    |
| Net price ... ..               | 實價     |
| Fluctuation ... ..             | 漲落     |
| Tender ... ..                  | 投標     |
| Specification ... ..           | 清單     |
| Estimate ... ..                | 估價     |
| Security money ... ..          | 保證金    |
| Specimen ... ..                | 標本     |
| Interest ... ..                | 利息     |
| Simple interest ... ..         | 單利     |
| Compound interest ... ..       | 複利     |
| Account ... ..                 | 賬      |
| Profit and loss account ... .. | 盈虧賬    |
| Revenue account ... ..         | 歲入賬    |
| Cost account ... ..            | 成本賬    |
| Balance sheet ... ..           | 借貸對照表  |
| Inventory ... ..               | 財產目錄   |
| Fiscal year ... ..             | 會計年度   |
| Business year .. ..            | 營業年度   |
| Final settlement ... ..        | 決算     |
| Budget ... ..                  | 預算表    |
| Adjustment ... ..              | 整理     |
| Set-off ... ..                 | 收支兩抵   |

|                      |     |     |     |       |
|----------------------|-----|-----|-----|-------|
| Stock-taking ...     | ... | ... | ... | 查點存貨  |
| Balance ...          | ... | ... | ... | 餘款    |
| Valuation ...        | ... | ... | ... | 鑑定價格  |
| Depreciation ...     | ... | ... | ... | 折舊    |
| Account book ...     | ... | ... | ... | 賬簿    |
| Principal book ...   | ... | ... | ... | 主要簿   |
| Auxiliary book ...   | ... | ... | ... | 輔助簿   |
| Ledger ...           | ... | ... | ... | 總賬    |
| General ledger ...   | ... | ... | ... | 各門總賬  |
| Journal ...          | ... | ... | ... | 流水賬   |
| Journal day book ... | ... | ... | ... | 日記流水賬 |
| Cash book ...        | ... | ... | ... | 銀錢流水賬 |
| Petty cash book ...  | ... | ... | ... | 零用賬   |
| Balance book ...     | ... | ... | ... | 清算賬簿  |
| Posting ...          | ... | ... | ... | 騰入總賬  |

## II. Commercial Abbreviations (商業略字)

|                  |     |     |                            |     |
|------------------|-----|-----|----------------------------|-----|
| abst. ...        | ... | ... | abstract                   | 摘要  |
| acct. or a/c ... | ... | ... | account                    | 帳目  |
| A. D. ...        | ... | ... | In the year of our<br>Lord | 公元  |
| advt. or ad. ... | ... | ... | advertisement              | 廣告  |
| agt. ...         | ... | ... | agent                      | 經理員 |
| A. M. ...        | ... | ... | forenoon                   | 上午  |
| amt. ...         | ... | ... | amount                     | 總數  |
| ans. ...         | ... | ... | answer                     | 答覆  |
| assn. ...        | ... | ... | association                | 會社  |
| asst. ...        | ... | ... | assistant                  | 助理  |
| av. ...          | ... | ... | average                    | 平均  |
| asst. ...        | ... | ... | assorted                   | 類分  |

|            |     |     |                                   |                         |
|------------|-----|-----|-----------------------------------|-------------------------|
| ave.       | ... | ... | ... avenue                        | 路                       |
| Al.        | ... | ... | ... first class                   | 頭等                      |
| altho.     | ... | ... | ... although                      | 雖然                      |
| bal.       | ... | ... | ... balance                       | 餘款                      |
| bbl.       | ... | ... | ... barrel                        | 桶                       |
| bdl.       | ... | ... | ... bundle                        | 捆,包                     |
| bds.       | ... | ... | ... boards                        | 板,部                     |
| B/E        | ... | ... | ... bill of exchange              | 匯票                      |
| bkt.       | ... | ... | ... basket                        | 籃;筐                     |
| B/L.       | ... | ... | ... bill of lading                | 提單                      |
| bldg.      | ... | ... | ... building                      | 房屋                      |
| blk.       | ... | ... | ... black                         | 黑色                      |
| b/o        | ... | ... | ... Brought over                  | { 轉入(簿記<br>學用語)         |
| bu.        | ... | ... | ... bushel                        | 英量名                     |
| B/P        | ... | ... | ... bills payable                 | 付銀單                     |
| B/R        | ... | ... | ... bills receivable              | 收銀單                     |
| bt.        | ... | ... | ... bought                        | 買                       |
| B/S        | ... | ... | ... bills of sale                 | 出貨單                     |
| bx.        | ... | ... | ... box                           | 箱                       |
| via.       | ... | ... | ... by way of                     | 經過                      |
| e. or cts. | ... | ... | ... cents                         | 分                       |
| cap.       | ... | ... | ... capital                       | 資本                      |
| chap.      | ... | ... | ... chapter                       | 章                       |
| chgd.      | ... | ... | ... charged                       | 收費                      |
| chgs.      | ... | ... | ... charges                       | 雜費                      |
| c. i. f.   | ... | ... | ... { cost, insurance,<br>freight | { 貨價, 保費,<br>水脚一切在<br>內 |
| Co.        | ... | ... | ... Company                       | 公司                      |
| c/o        | ... | ... | ... care of                       | 轉交                      |

|              |     |     |   |                     |
|--------------|-----|-----|---|---------------------|
| C. O. D.     | ... | ... | cash on delivery                        | 貨到取款                |
| com.         | ... | ... | commercial                              | 商業的                 |
| com.         | ... | ... | commission                              | 佣金; 委員              |
| conist.      | ... | ... | consignment                             | 寄售貨物                |
| cr.          | ... | ... | credit, creditor                        | 存款, 債主              |
| c/s or cs.   | ... | ... | cases                                   | 箱                   |
| ctge.        | ... | ... | cartage                                 | 車費                  |
| cwt.         | ... | ... | hundredweight                           | 英重量名                |
| d.           | ... | ... | pence                                   | 辨士                  |
| dep.         | ... | ... | deposit                                 | 存款                  |
| dept.        | ... | ... | department                              | 部                   |
| dft.         | ... | ... | draft                                   | { 匯票, 船之<br>吃水      |
| disct.       | ... | ... | discount                                | 折扣                  |
| div.         | ... | ... | dividend                                | 股息                  |
| do.          | ... | ... | ditto (the same)                        | 全上                  |
| dr.          | ... | ... | debtor                                  | 債戶                  |
| ea.          | ... | ... | each                                    | 每                   |
| E. & O. E.   | ... | ... | { Errors and<br>Omissions<br>excepted } | 如有錯誤<br>及遺漏隨<br>時改正 |
| Eng.         | ... | ... | English                                 | 英國的                 |
| entd.        | ... | ... | entered                                 | 入帳                  |
| etc.         | ... | ... | and so forth                            | 等                   |
| ex.          | ... | ... | example                                 | 樣子                  |
| exch. or ex. | ... | ... | exchange                                | 兌換                  |
| exp.         | ... | ... | expense                                 | 費用                  |
| exp.         | ... | ... | express                                 | 運貨快車                |
| e. g.        | ... | ... | for example                             | 例如                  |
| F. A. S.     | ... | ... | free alongside ship                     | 船邊交貨                |

|                |     |     |                     |  |
|----------------|-----|-----|---------------------|--|
| f.             | ... | ... | Franc               | 法郎                                     |
| f. cp.         | ... | ... | foolscap            | 大張的紙                                   |
| fig.           | ... | ... | figure              | { 圖, 式樣, 數<br>目字                       |
| F. O. B.       | ... | ... | free on board       | { 賣主運貨<br>上船, 擔任<br>一切費用,<br>與買主無<br>涉 |
| Fr.            | ... | ... | French              | 法國的                                    |
| frt. or fgt.   | ... | ... | freight             | 水脚                                     |
| ft.            | ... | ... | feet or foot        | 呎                                      |
| gal.           | ... | ... | gallon              | 伽倫                                     |
| gen. or gen'l. | ... | ... | general             | 普通的                                    |
| gi.            | ... | ... | gill                | 英液體容<br>量名                             |
| G. T. C.       | ... | ... | good till cancelled | { 在未註銷<br>前有效, 照<br>行                  |
| gr.            | ... | ... | grain               | 英釐                                     |
| gr.            | ... | ... | great               | 大                                      |
| gro.           | ... | ... | gross               | 十二打                                    |
| guar.          | ... | ... | guarantee           | 担保                                     |
| C.             | ... | ... | hundred             | 一百                                     |
| hdkf.          | ... | ... | handkerchief        | 手帕                                     |
| hf.            | ... | ... | half                | 一半                                     |
| hhd.           | ... | ... | hogshead            | 英國大量器                                  |
| h. p.          | ... | ... | horse power         | 馬力                                     |
| hund.          | ... | ... | hundred             | 一百                                     |
| i. e.          | ... | ... | that is             | 即是                                     |
| imp.           | ... | ... | import              | 進口                                     |
| in.            | ... | ... | inches              | 吋                                      |
| Inc.           | ... | ... | Incorporated        | 聯合的                                    |

|               |     |     |                     |                     |
|---------------|-----|-----|---------------------|---------------------|
| ins.          | ... | ... | ... insurance       | 保險                  |
| int.          | ... | ... | ... instant         | 本月                  |
| int.          | ... | ... | ... interest        | 利息                  |
| inv.          | ... | ... | ... invoice         | 發票                  |
| invt.         | ... | ... | ... inventory       | 物件單                 |
| I. O. U.      | ... | ... | ... I owe you       | 欠據                  |
| jour.         | ... | ... | ... journal         | 流水簿                 |
| Jr.           | ... | ... | ... junior          | (子(父子同名時, 加此字以資區別)) |
| ult.          | ... | ... | ... last month      |                     |
| lb.           | ... | ... | ... pound or pounds | 磅                   |
| Ltd.          | ... | ... | ... Limited         | 有限                  |
| M.            | ... | ... | ... thousand        | 一千                  |
| m or min.     | ... | ... | ... minute          | 一分                  |
| mdse.         | ... | ... | ... merchandise     | 貨物                  |
| mem. or memo. | ... | ... | ... memorandum      | 便箋                  |
| mfd.          | ... | ... | ... manufactured    | 製造的                 |
| mfg.          | ... | ... | ... manufacturing   | 製造                  |
| mfr.          | ... | ... | ... manufacturer    | 製造家                 |
| mgr.          | ... | ... | ... manager         | 經理                  |
| Ms.           | ... | ... | ... manuscript      | 稿本                  |
| viz.          | ... | ... | ... namely          | 即                   |
| prox.         | ... | ... | ... next month      | 下月                  |
| n. b.         | ... | ... | ... note carefully  | 注意                  |
| no.           | ... | ... | ... number          | 數目                  |
| nos.          | ... | ... | ... numbers         | 數目                  |
| N. P.         | ... | ... | ... Notary Public   | 公證人                 |
| O. K.         | ... | ... | ... all correct     | 無誤                  |
| oz.           | ... | ... | ... ounce or ounces | 英兩                  |

|               |     |     |                     |                |
|---------------|-----|-----|---------------------|----------------|
| p.            | ... | ... | ... page            | 頁              |
| p & l.        | ... | ... | ... profit and loss | 盈虧             |
| payt.         | ... | ... | ... payment         | 付              |
| p. c.         | ... | ... | ... per cent        | 百分之            |
| pc.           | ... | ... | ... piece           | 件              |
| pd.           | ... | ... | ... paid            | 已付             |
| pk.           | ... | ... | ... peck            | 英國量名           |
| pkg.          | ... | ... | ... package         | 包              |
| P. M.         | ... | ... | ... afternoon       | 下午             |
| p. o.         | ... | ... | ... post office     | 郵局             |
| pr.           | ... | ... | ... pair            | 對              |
| pref.         | ... | ... | ... preferred       | 優先             |
| pres.         | ... | ... | ... president       | 會長, 總統         |
| P. S.         | ... | ... | ... postscript      | 再啟             |
| pp.           | ... | ... | ... pages           | 頁              |
| qr.           | ... | ... | ... quarter         | 英量名            |
| qt.           | ... | ... | ... quart           | { 一咖倫之<br>四分之一 |
| rec'd         | ... | ... | ... received        | 收到             |
| recr.         | ... | ... | ... receiver        | 收受者            |
| reg.          | ... | ... | ... registered      | 掛號             |
| R. R.         | ... | ... | ... railroad        | 鐵路             |
| ret.          | ... | ... | ... returned        | 歸還             |
| Ry.           | ... | ... | ... railway         | 鐵路             |
| s.            | ... | ... | ... shillings       | 先令             |
| sdv.          | ... | ... | ... sundry          | 雜物             |
| sec. or secy. | ... | ... | ... secretary       | 書記             |
| sh.           | ... | ... | ... share           | 股份             |
| shipt.        | ... | ... | ... shipment        | 裝運             |
| sq.           | ... | ... | ... square          | 平方             |

|           |     |     |     |                |      |
|-----------|-----|-----|-----|----------------|------|
| Sr.       | ... | ... | ... | Senior         | 前輩   |
| St.       | ... | ... | ... | saint          | 聖    |
| St.       | ... | ... | ... | street         | 街    |
| stkt.     | ... | ... | ... | steamboat      | 小輪船  |
| stor.     | ... | ... | ... | storage        | 棧租   |
| str.      | ... | ... | ... | steamer        | 大輪船  |
| super.    | ... | ... | ... | superfine      | 極精美的 |
| supt.     | ... | ... | ... | superintendent | 監督   |
| t. b.     | ... | ... | ... | trial balance  | 試算表  |
| tc.       | ... | ... | ... | tierces        | 桶    |
| tel.      | ... | ... | ... | telegraph      | 電報   |
| tr.       | ... | ... | ... | transpose      | 轉移   |
| treas.    | ... | ... | ... | treasurer      | 會計   |
| v. or vs. | ... | ... | ... | versus         | 對於   |
| ves.      | ... | ... | ... | vessel         | 船舶   |
| vol.      | ... | ... | ... | volume         | 卷冊   |
| wt.       | ... | ... | ... | weight         | 重量   |
| yd.       | ... | ... | ... | yard           | 碼    |
| yr.       | ... | ... | ... | year           | 年    |

### III. Commercial Symbols (商業符號)

|                     |                             |
|---------------------|-----------------------------|
| @.....at 每          | c/o.....care of 轉交          |
| a/c .....account 賬目 | ¢ .....cents 分              |
| &.....and 與         | \$.....dollars 洋            |
| %.....per cent 每百分  | £ .....pounds sterling 標準金磅 |
| ※.....number 數目     |                             |



