

中英文对照

钢笔字帖

钱沛云 戴恩华 编著

中友光学仪器厂厂长

尊敬的先生：

一九八九年一月四日来信已收到。

承聘用我为你厂总工程师，我很愉快，并愿意按照合同规定，从一九八九年二月一日起，在这个岗位上为您厂效劳。

伊丽莎白·P·布朗

一九八九年一月十五日

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字帖示范

• 中文楷书(英国谚语) •

谚语是智慧的结晶。
朋友乃第二个自我。
心满意足永远富裕。
死得正直,一生光荣。
忠实的朋友煞是难得。
勇士不用擂鼓来助威。
好的格言永远不会过时。
自己挑选的担子不觉重。
廉洁的人无需自我表白。
否认错误等于重犯错误。
勉强的好意不值得感谢。
大胆的尝试等于成功一半。

• 英文匀笔斜体行书(英国谚语) •

Proverbs are the abridgements of wisdom.

A friend is a second self.

A contented mind is always rich.

A fair death honours the whole life.

A faithful friend is hard to find.

A gallant man needs no drums to rouse him.

A good maxim is never out of season.

A burden of one's choice is not felt.

A clean hand wants no washing.

A fault once denied is twice committed.

A forced kindness deserves no thanks.

A bold attempt is half success.

忧虑是生命之敌。
恒心是美德之基。
简洁是智慧的灵魂。
最忙的人最有时间。
坦率乃批评之明珠。
单方面殷勤难持久。
出身重要,教养更重要。
黑色东西不着他色。
繁务考验人,也造就人。
谨防不是重自己名誉的人。
谨慎不是构成勇敢的要素。
恐惧往往出于判断的错误。

• 英文匀笔斜体行书(英国谚语) •

Care is an enemy to life.

Constancy is the foundation of virtue.

Brevity is the soul of wit.

Busiest men find the most time.

Candour is the brightest gem of criticism.

Courtesy on one side never lasts long.

Birth is much, but breeding is more.

Black takes no colour.

Business makes a man as well as tries him.

Beware of him who regards not his reputation.

Discretion is the better part of valour.

Defect of judgment is often the cause of fear.

美名胜于钱财。
母爱始终不渝。
诺言就是债务。
小雨可以镇大风。
学识浅薄，贻害无穷。
沉默不语使人聪明。
井里的石头丢不了。
临阵惊惶等于输了一半。
谦恭有百利而无一害。
以身作则是最好的说教。
好朋友如同冬天的太阳。
不知足是人的最坏毛病。

• 英文匀笔斜体行书(英国谚语) •

A good name is better than gold.

A mother's love changes never.

Promise is debt.

Small rain lays great winds.

A little learning is a dangerous thing.

A still tongue makes a wise head.

A stone in the well is not lost.

A man surprised is half beaten.

A man's hat in his hand never did him any harm.

An example is the best sermon.

A good friend is as the sun in winter.

A man's discontent is his worst evil.

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杰克·马启 先生收

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陈志明寄

• 英文圆体行书(书信应用文·信封) •

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伊丽莎白·P·布朗女士
威尔勃福斯街7号
芬斯白莉园
伦敦N·4, 英国

亲爱的布朗女士:

今确定,从一九八九年二月一日起,
聘请您为本厂总工程师,任期二年,随
信附奉聘请合同。您对合同条款是否
赞同,请告知为盼。

您忠诚的

施海音

中华人民共和国上海市

中友光学仪器厂厂长

一九八九年一月四日

January 4, 1989

Elizabeth P. Brown,
7 Wilberforce Road,
Finsbury Park,
London N. 4, England.

Dear Ms. Brown,

This is to confirm your appointment
as Chief Engineer in our factory as of
February 1, 1989 for a two-year term as
specified in the contract of engagement
hereto attached. Please let us know if
you find the terms acceptable.

Sincerely yours,

Shi Haiyin,
Director,

Zhongyou Optical Instrument Company,
Shanghai, People's Republic of China.

中友光学仪器厂厂长
尊敬的先生：

一九八九年一月四日来信已收到。
承聘用我为你厂总工程师，我很愉快，并愿意按照合同规定，从一九八九年二月一日起，在这个岗位上为您厂效劳。

伊丽莎白·P·布朗

一九八九年一月十五日

January 15, 1989

Mr. Shi Haijin,
Director,
Zhongyou Optical Instruments Company,
Shanghai,
People's Republic of China.

Dear sir,

This is to acknowledge receipt of your letter of January 4, 1989 offering me the position of Chief Engineer in your factory. I take pleasure in informing you that I shall be most willing to work in this capacity under the terms stipulated in the contract commencing February 1, 1989.

Sincerely yours,
Elizabeth P. Brown

亲爱的先生：

我已取得中学毕业文凭。我对自然科学的课程有着特殊的兴趣并且成绩优良。

所以，我计划在贵院继续我的学业，如能提供所有贵院药物学专业本科入学申请表，本人将不胜感激。谨盼早日回复。

您忠诚的

李维

一九八八年八月二十一日

Aug. 21, 1933

Dear sir,

I plan to continue my study in your college. I have obtained the High School Certificate here recently. I am particularly interested in medical studies.

It would be much appreciated if you could kindly send me all the application for admission forms of undergraduate study majoring in pharmacology, and also materials concerning scholarships.

I am looking forward to hearing from you soon.

Yours faithfully,

Li Wei

亲爱的李维

您对威斯康逊医学院本科学
习有如此兴趣,我们很感激。现寄
上本科学习科目的最新情况及申请
表。如果您需要有关提供给外国
学生的奖学金的详细信息,请直
接写信到留学生处经济支助办公
室。

您忠诚的

安多瓦那·伯尔梯

一九八八年九月十七日