

開明中學講義

開明英文講義

[第三冊]

林語堂 林 幽
合 編



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〔第三冊〕

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LESSON CLXXXI (第一百八十一課)

(1) We have studied the different parts of a friendly (frĕn'dli) letter and we shall now study the business letter. (2) A business letter has the same parts as a friendly letter; but the address of a business man or a business house is usually printed (prĭn'tid) and this part is called the letter head. (3) We shall study below two typical (tip'ikl) letter heads.

I

Cable Address	The Great China Co.	Codes Used:
TACHUNGHWA,	Importers, Exporters, &	A.B.O. 6th Edition,
Shanghai.	Commission Agents	Acme, and Private
EXPORT DEPT.	34 The Bund,	
Reference No: ...	Shanghai, China.193...

II

WORKS	The Hua Shang Can Co.	Telegraphic Address
64 Minkuo Road,	(Manufacturers of Cans	58329, Hankow.
Hankow, China.	of All Shapes and Sizes)	Codes Used:
SALES OFFICE	SALES OFFICE	Bentley and
7 Chungshan Road,		Private.
Hankow, China.		

生 字

1. **friendly** (frĕn'dli), 和順的, 親熱的, 友誼的。— **friendly letter**: 友誼的信, 朋友間的通信。
business, 商業, 商店。

business letter: 商界的信札。
business man: 商人, 商家。
2. **business house**: 商店。
print (prĭnt), 印刷。

letter head: 信箋頭部所印之字。

3. typical (tɪp'ɪkl, 或 tɪp'ɪkəl), 可爲代表的。

I: 左 (以下亞刺伯號碼, 如 "1,4" 等, 皆指行數):

1. cable (kæ'bl), 海底電線, "海電" 的。—— cable address —— 海電掛號住址。

4. export (ɛk'spɔ:t), 輸出, 出口。

department(dɪpɑ:t'ment), 部份, 部。簡寫爲 dept. —— export department: 出口部。

5. reference (rɛfrɛns, 第二個 e 無音), 參考。—— reference no: 備考的號數。

中 1. Co. 乃 company 之簡。

2. importer (ɪm'pɔ:tə), 輸入商, 進口商。

exporter (ɛk'spɔ:tə), 輸出商, 出口商。

commission (kəmɪʃ'n), 委托, 佣金, 佣金。

agent (æ'jənt), 代理人。

commission agent: (受委託的代理人) 代辦人。

右 4. code (kɔ:d), 電報密碼。

A.B.C. 電報密碼的名。

5. edition (ɪdɪʃən), 重訂版。

acme (æk'mi), 頂, 最高; 但在此處乃一種電報密碼的名。

private (prɪ'vɪt), 私下的, 在此處指自己編的密碼。

II: 左 1. works, 工場, 工廠。

4. sales office: 銷售處, 營業部。

中 1. can (kæn), 罐頭。

2. manufacturer (mæn'ʃʌk'ʃərə, 或 mæn'ʃʌk'ʃrə), 製造者。

shape (ʃəp), 形狀。

右 1. telegraphic (tɛlɪ'græfɪk), 屬於 "陸電" 的。—— telegraphic address: 陸電掛號住址。

4. Bentley (bɛn'tli), 人名, 在此處乃密碼名。

講 義

(A) 當然信箋頭文字排列的形式不只這幾樣, 例如有的把那公司何年成立或它有分行在什麼所在都印出來。

(B) 外國商店往來的書信常有類分, 而各類中之各信又皆有號數; 備考的號數就是指明該信爲某類某號。我們於復信時, 如果人家的信上有備考的號數, 須把它寫上, 以便答我們的信的人便於查閱舊信。

(C) Codes Used = Codes which are used = 所用的密碼。

(D)193... 這一行乃備寫信時填上日子的。

練 習

A. 背誦: 現在時制 過去時制 過去分詞
print printed printed

單數	多數	單數	多數
department	departments	reference	references
importer	importers	exporter	exporters
code	codes	edition	editions
manufacturer	manufacturers	shape	shapes

B. 造句(用將來完了時制):

pardon,	put on,	spend,
sweep,	try.	

LESSON CLXXXII (第一百八十二課)

Proprietor **The Wang Ai-li Export Co.** Cable Address:
 & 13 Kiukiang Road, WALEX, or 11596,
 Manager Shanghai, China. Shanghai.
 Wang Ai-li Codes Used:
 Ref. No. AW. 1 A-B.C. 6th Edi-
 tion and Private.

July 1, 1933.

Messrs. Winkle Import and Export Corp..
 246, East 47th Street,
 New York, N. Y., U. S. A.

Dear Sirs:

(1) I have the honour (õn'ə) to write you about the estab-
 lishment (ěstäb'līshmənt) of my own (õn) export house in this
 city.

(2) I have been connected, for years, with the Chinese
 American Import and Export Co., first as a buyer, then as the
 head of their buying department. (3) Since the beginning of
 this year, when that Company failed, I have been investiga-
 ting (invěs'tigāting) the conditions here; and, after due (dū)

consideration (kənsɪd'ərə'shən), I have established (ɛstəb'liʃt) an export house of my own.

(4) As you were an old customer of the Chinese American Import and Export Co., it is not necessary (nɛs'əsəri) for me to tell you about the good connections I have at this end.

(5) However, I may assure (əʃuə) you that you will receive the same satisfactory (sət'ɪsfək'təri) service (sɛr'vɪs) from me as you had from the old company.

(6) My terms of payment (tɛmzɒv pəmənt) is also the same as that of the old company.

(7) I am,

Yours very truly (trʊ'li),

The Wang Ai-li Export Co.

per Wang Aili

(Manager)

WA/BKT

生 字

一行左 **proprietor** (prəprɪ'ətə), 所有者, 主人。

中 **export Co.**: 出口公司, 或商店。
八行 **Messrs.** (乃 Messieurs 之簡, 係 Mr. 之多數; 讀 mɛs'ɛz), 諸位先生, 寶號。

Winkle (wɪŋ'kl), 人名。

Corporation (kɔr'perə'shən), 公司; 簡寫作 corp.

十行 **New York** (nū'yɔr'k): 紐約, N.Y. = New York.

U.S.A. = United States of America, 美洲合眾國, 美國。

1. **honour** (ɒn'ə, h 無音), 榮耀。

establishment (ɛstəb'liʃmənt), 開設。[名詞]

own (ɒn), (在所有格的名詞或代名

詞之後) 自己的。

2. **for years**: 數年。

head, 主任。

buying department: 購買部。

3. **investigate** (ɪnvɛs'tɪgət), 調查。

consideration (kənsɪd'ərə'shən), 考慮。

due (dū), 適宜的, 相當的。

establish (ɛstəb'liʃ), 開設。【云謂詞】

4. **necessary** (nɛs'ɪsəri, 或 nɛs'əsəri, 或把第三音 ə 減去而讀 -səri 亦可), 必要的。

at this end: (在這端) 在這邊。

5. **assure** (əʃuə), 向... 鄭重宣言, 保證。

satisfactory (sət'ɪsfək'təri, 或

-trī), 叫人滿意的。

service (sēr'vīs), 服務。

6. terms (tēr'mz), 條件。

payment (pā'mənt), 付款。——

terms of payment: 付款的條件。

7. truly (trū'li), 真誠地。

講 義

(A) messieurs 是法文, 係 monsieur 之多數。monsieur 即 my sir = Mr. messieurs 即 my sirs. monsieur 讀 məsy'ēr; messieur 讀 mēs'yērz, 或 mā'syēr; Messrs. 即 messieurs 之簡, 但讀 mēsəz, 或 mēs'yəz。

(B) 紐約是城的名, 又是省的名, 所以正確的寫法是如這信中所寫的, 雖則單寫, New York, 或 New York City, 該信仍可寄到。

(C) 外國人有榮耀的事, 往往直認不諱, 如本信第一句的口氣。

(D) connect 與 connection 在本課中的用法都是商業上的術語 be connected with X company, 即在 X company 服務, 至 connection 則為妥洽, 接頭。

(E) Yours very truly, 乃很有禮貌而不至於呆板的結尾語。

(F) 在 Yours very truly 之下所印的寫體 Wang Aili, 是代王愛利的簽字。

(G) WA/BKY 是指這封信係 WA (王愛利) 念出來給 BKY (他的速記打字員的姓名的第一個字母) 打的。所以須這樣者因為如遇重要的事情發生時可以查出該信是誰念的是誰打的, 以便討論責任問題。

練 習

A. 背誦:	現在時制	過去時制	過去分詞
	investigate	investigated	investigated
	establish	established (-sht)	established
	assure	assured	assured

單數	多數	單數	多數
proprietor	proprietors	honour	honours
Mr.	Messrs.	payment	payments
service	services		

單數	多數
commission agent	commission agents
corporation	corporations
establishment	establishments
consideration	considerations

B. 造句(云詞謂用現在時制受事態):

teach, understand, want, write, try.

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LESSON CLXXXIII (第一百八十三課)

Cable Address:

The Winkle Import &

Codes Used:

WINKLECORP;

Export Corp.,

A.B.C. 5th Ed.

New York.

246, East 47th Street,

Bentley, and

New York, U.S.A.

Private.

Reference No. WA/1

July 25, 1933.

Mr. Wang Ai-li,

Messrs. Wang Ai-li Export Co.,

13 Kiukiang Road,

Shanghai, China.

Dear Mr. Wang:

(1) Your favour of the 1st, inst. (in'stənt), has had our best attention, and, before we speak of business, allow (əlow) us to congratulate (kəŋgrət'ulāt) you on the establishment of your own business.

(2) As regards (rɪgərdz) business, our present situation (sɪt'uā'shən) is as follows. (3) Since the failure (fə'lyə) of the Chinese American Import and Export Co., we have been doing business with Messrs. Foch, Shaw, & Co. of your port (pɔrt).

(4) Their prices are considerably (kənsɪd'ərəblɪ) lower than that of your old company, as the inclosed (ɪŋklōzd) statistics (stætɪs'tɪks) will show. (5) However, we have to open letter of credit (krəd'ɪt) to them, instead of payment against delivery (dɪlɪv'ərɪ) as was the terms of your old company.

(6) Since you are ready to grant (grænt) us the same terms

as your old company, we shall be glad to place our orders with you, if you can meet us on the question of price. (7) Please write us your offers (ɔf'əz). (8) If satisfactory, we shall then place a trial (tri'əl) order with you.

(9) Yours faithfully (fā'thfööli),

(10) The Winkle Import & Export Corp.

Fritz S. Lee

(11) FSL/YM

(Import Dept.)

(12) 1 inclosure (inklō'zhə)

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生 字

1. **favour**, (在商業尺牘中) 尊函, 惠書。
instant (in'stənt), 本月, 簡作 inst.
has had: 已得到。
allow (əlow'), 准許。
congratulate (kəngrät'ulāt, 或 kōn-), 賀, 恭祝。
2. **as regards**: 關於。
present, 現在的。
situation (sit'uā'shən), 情形, 情境。
as follows: 如下。
3. **failure** (fā'lyə, 或 fā'lūr), 失敗, 倒閉。
port (pōrt), 海口。
4. **considerably** (kənsid'erəbli, 或 kōnsid'erəbli, -dərebli 或 d-rəbli), 頗, 甚。
inclose (inklō'z), 包入, 封入。
statistics (stətis'tiks), 統計。
5. **credit** (krēd'it), 信用, 轉為財源上

- 的通融力。—— **letter of credit**: 許可通融書; 許可抵押提款證。
- against**, 相對。
- delivery** (dīlīv'ərī, 或 dīlīv'rī), 交貨, 領貨。—— **payment against delivery**: 付款取貨, 收款交貨。
6. **grant** (grān't), 許可, 允許。
order, 定貨, 定貨單。—— **place order with you**: 向你定貨。
meet, 相合; 接頭。
 7. **offer** (ɔf'ə), 供獻, 轉為出價。
 8. **trial** (tri'əl), 試探。—— **trial order**: 試辦的定貨單。
 9. **faithfully** (fā'thfööli, 或 fā'thflī), 忠誠地。Yours faithfully, 商業信札上通常的結尾語, 並無什麼特別的意義。
 12. **inclosure** (inklō'zhə), 包圍, 被封在信中的文件。

講 義

- (A) favour 當“尊函”用, 只限於商界的信札。
(B) instant 之簡為 inst. 可算是標準的寫法。
(C) as regards, as follows, 都是簡句, 全句應如下 as it regards, as it

follows, 而 "it" 都是插用的, 並沒有什麼意義在裏頭。

(D) 注意 trial 是名詞, 並不是形容詞, trial order 乃兩個名詞合起來組成的名詞。

(E) 1 inclosure, 註明須有一種文件附在此信中。

(F) statistics 字只有這式, 通常作多數用, 但作統計學用時則為單數。

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練 習

A. 背誦:

現在時制	過去時制	過去分詞
allow	allowed	allowed
inclose	inclosed	inclosed
grant	granted	granted
meet	met	met

單數	多數	單數	多數
favour	favours	situation	situations
business	—	failure	failures
port	ports	statistics (統計學)	statistics
delivery	deliveries	order	orders
offer	offers	inclosure	inclosures

B. 造句(用將來時制受事態):

affect, agree, apply, assert, awaken.

LESSON CLXXXIV (第一百八十四課)

Proprietor	The Wang Ai-li Export Co.	Cable Address:
&	13 Kiukiang Road,	WALEX, or 11596
Manager	Shanghai, China.	Shanghai.
Wang Ai-li		Codes Used:
		A.B.O. 6th Ed.,
		and Private.

Reference No. AW 2

Aug. 14, 1933.

Messrs. Winkle Import & Export Corp.
246 East 47th Street,
New York, N. Y., U. S. A.

Dear Sirs:

(1) I have for acknowledgement (əknɔl'ɪjmənt) the receipt (rɪsɛ't) of your favour dated (dɑ'tɪd) the 25th ult. (ʊl'tɪmɔ).

(2) I wish to thank you for your spirit (spɪr'ɪt) of co-operation (kɔ-ɔp'ərə'shən) and will do my best to co-operate with you.

(3) After going over the prices of Messrs. Foch, Shaw, & Co., I found that their prices, although considerably lower than that of the Chinese American Import & Export Co., are by no means (mɛnz) the lowest prices obtainable (əbtɑ'nəbl) in the market a few months ago. (4) On the average (æv'ərɪj),

I can allow you a six and half per cent (pəsɛn't) rebate (rɪbɑ't) on their prices. (5) These prices are subject to a further (fɜ'dhə) discount (dɪs'kɔwnt) of two per cent, if your order exceeds (ɛksɛ'dz) three thousand dollars gold.

(6) Let me assure you that they are the lowest prices obtainable at present. (7) In the future (fɜ'chə) it may be a little higher or lower, according to the market conditions.

(8) However, be assured that you will always be given a fair treatment (trɛ'tmənt).

(9) Hoping to be favoured with an order from you soon,

I am,

Yours faithfully,

(10) The Wang Al-li Export Co.

per Wang Aili

(11) WA/BKY

(Manager)

生 字

1. **acknowledgement** (əknɔl'ɪj-
mənt), 承認。
receipt (rɪsɛ't), 接收; 收條。

date, 載日子。
ultimo (ʊl'tɪmɔ), 上月; 簡寫 ult。
2. **spirit** (spɪr'ɪt), 精神。

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co-operation (kō-ōp'arā'shen, 或 kō-ōp'arā'shən), 合作。

3. means (mēnz), 方法, 模樣。— by no means: (迄無模樣) 決不, 決非。

obtainable (əbtā'nəbl), 可得到的。

4. average (āv'ərɪj, 或 āv'rɪj), 平均。
— on the average: 以平均計。
per cent (pəsɛn't), 百分比。

rebate (rɪbā't), 減少; 折扣。

5. subject, 受限制的。— subject to: 受限制於...。

further (fēr'dhə), 更進一層的。

discount (dɪs'kownt), 折扣。

exceed (ēksē'd), 超過。

dollar gold 或 gold dollar: 美金, 金元。

7. future (fū'chə), 將來。

8. treatment (trɛ'tmənt), 待遇。

講 義

(A) 第 1 句 = (我有關於承認) 所須承認者, [我有] 接到你 (被載) 上月廿五日的信。

(B) ultimo 之簡作 ult., 如 instant 之簡作 inst., 可算是標準的寫法。

(C) 嚴格地講 per cent 之末應有一點。如 per cent., 因為這 cent. 字是 centum 之簡; 但現在還是於字末不加點的人多。

(D) discount 與 rebate 實相同。

練 習

A. 背誦:		現在時制	過去時制	過去分詞
		date	dated	dated
		exceed	exceeded	exceeded
單數	多數	單數	多數	
acknow-	acknow-	receipt	receipts	
ledge-	ledge-	spirit	spirits	
ment	ments	mean (罕用)	means	
co-operation	co-operations	rebate	rebates	
average	averages	treatment	treatments	
discount	discounts			

B. 造句(用過去時制被動態):

bite, break, brush, built, choose.

LESSON CLXXXV (第一百八十五課)

(1) It was in the mid-winter (mɪd'wɪn'tə), and the weather was especially (ēspēsh'əlɪ) severe (sɪvər') that winter. (2) A

horse (hōrs), an ox and a dog were nearly frozen to death.

(3) Just as they stood shivering (shīv'oring), a man passed by.

(4) They at once begged Man to save them.

(5) Man was kind, he took them home and built fire for them. (6) He gave oats (ōts) to Horse, hay (hā) to Ox, and meat to Dog. (7) These three animals (ān'īmēlz) were very grateful (grā'tfōōl) to him and agreed to help him, each in a certain period (pēr'īəd) of his life.

(8) Horse took Man's first years, Ox took the middle part of Man's life, while Dog agreed to help him at the end of his life. (9) Thus, when Man is young, he acts quickly (kwīk'li), and gets angry quickly, like a horse. (10) When he is of middle age, he works hard and steadily (stēd'īli), he toils (toils) quietly, like an ox. (11) At old age, he is faithful (fā'thfōōl) and kind, although he is, at times, hard to please, like a dog.

12. Do you know that there are two men in this story?

13. No, I don't know, please tell me about them.

14. First, there was the man who helped the three animals, he must be some one in particular; then there was the man whom the three animals helped, he is man in general.

15. Ah, I see now.

16. Do you think it true that man has, in the three periods of his life, something similar to what we see in the three animals?

17. Yes, there is something in it.

18. The story must be true then.

19. That's a very poor way of arguing (ār'gūing).