

開明中學講義

開明英文講義

〔第三冊〕

林語堂 合編
林幽

開明函授學校出版
臺灣開明書店印行

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開明英文講義

[第三冊]

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LESSON 1

Letter-heads

(1) We have studied the different parts of a friendly [frënd/'li] 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 [prɪn/'tɪd], and this part is called the letter-head [lēt/'əhed]. (3) We shall study below two typical [tɪp/'ɪkl] letter-heads.

I

Cable Address	THE GREAT CHINA CO.	Codes Used:
TACHUNGHWA	Importers, Exporters, &	A.B.C. 6th Edition;
SHANGHAI	Commission Agents	Acme, and Private
EXPORT DEPT	34 The Bund	
	Shanghai, China	

Reference No. _____, 194_____.

II

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

生 字

- | | |
|---|---|
| 1. friendly [frënd/'li]: 和順的, 親熱的, 友誼的。——friendly letter: 友誼的信, 朋友間的通信。 | business [bɪz/'nɪs]: 商業, 營業。——business letter: 商界的信札。 |
| 2. business man: 商人, 商家。 | |

business house: 商店。

print [prɪnt]: 印刷。

letter-head [lɛtər'hɛd]: 書信箋頭所印之文字。

3. *typical* [tɪp'ɪkl, 或 tɪp'ɪkəl]: 可為代表的。 [指行數]:

I: 左 (以下亞刺伯號碼, 如 1, 4 等, 皆

(1) *cable* [kæ'bɪl]: 海底電線; “海電”的。——*cable address*: 海電掛號住址。 [(名詞)]

(4) *export* [ɛks'pɔrt]: 輸出, 出口。
department [dɪpɑrt'mɛnt]: 部份, 部。(簡寫作 *dept.*) ——
export department: 出口部。

(5) *reference* [rɛf'rɛns, 第二個 e 無音]: 參考。——*Reference No.* 備考的號數。

中 (1) *Co.* = *company* 之簡。

(2) *importer* [ɪmpɔrtər]: 輸入商, 進口商。 [出口商。]

exporter [ɛks'pɔrtər]: 輸出商,

(3) *commission* [kə'mɪʃən]: 委

託; 佣金, 佣錢。

agent [æ'ʃənt]: 代理人。——

commission agent: (受委託的代理人), 代辦人,

右 (1) *code* [kɔd]: 電報密碼。

(2) *A.B.C.* [æ'bɛ'sɛ/]: 電報密碼名。

edition [ɪ'dɪʃən]: 重訂版。

(3) *acme* [æk'mɪ]: 頂, 最高; (此處指) 一種電報密碼的名。

private [praɪ'vɪt]: 私下的; (此處指) 自己編的密碼。 [廠。]

II: 左 (1) *works* [wɜrks]: 工場, 工

(4) *sales office*: 銷售處, 營業部。

中 (1) *can* [kæn]: 罐頭。(名詞)

(2) *manufacturer* [mæn'ʊfæk'tʃərə, 或 -fæk'tʃərə]: 製造者。

(3) *shape* [ʃəp]: 形狀。

右 (1) *telegraphic* [təl'ɪgrəf'ɪk]: 屬於“陸電”的。——*telegraphic address*: 陸電掛號住址。

(4) *Bentley* [bɛnt'li]: 人名; (此處指) 電報密碼名。

講

義

(A) 當然書信箋頭文字的格式不止這兩種, 例如有的商家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分類, 而各類中之各信又皆有號數; “備考的號數” 就是指明該信為某類某號。如果人家的信上有備考的號數, 我們覆信時, 須把它寫上, 以便收信人便於查閱舊信。

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

(D), 194... 這一行預備寫信時填上日期的。

練

習

【背誦】現在時制

print

過去時制

printed

過去分詞

printed

單 數	複 數	單 數	複 數
department	departments	reference	references
importer	importers	exporter	exporters
code	codes	size	sizes
manufacturer	manufacturers	shape	shapes
letter-head	letter-heads	can	cans
edition	editions	agent	agents

【造句】 用將來完了時制：

(1) pardon, (2) put on, (3) spend, (4) sweep, (5) try.

LESSON 2

Announcing the Establishment of a Firm

Proprietor	WANG AI-LI EXPORT CO.	Cable Address:
&	13 Kiukiang Road	WALEX, or 11596
Manager	Shanghai, China	Shanghai
WANG AI-LI		Codes Used:
		A B C. 6th Ed.
		and Private

Ref. No. AW. 1

July 1, 194_____.

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

DEAR SIRS:

(1) I have the honour [ɔ̃n'ə] to write you about the establishment [ʃɪstəb'lishmənt] of my own [ɔ̃n] export house in this city.

(2) I have been connected, for years, with the Chinese American Import & 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 investigating [ɪnvēs'tɪgātlŋ] the conditions here; and, after due [dū] consideration [kənsɪd'ərā'shən] I have established [ɪstəb'lɪʃt] an export house of my own.

(4) As you were an old customer of the Chinese American Import & Export Co., it is not necessary [nēs'əsərɪ] for me to tell you about the good connections I have at this end. (5) However, I may assure [əʃhoor'] you that you will receive the same satisfactory [sāt'ɪsfāk'tərɪ] service [sēr'vɪs] from me as you had from the old company.

(6) My terms of payment [tɜrmz_əv pā'mənt] is also the same as that of the old company

(7) I am,

Yours very truly [trū'li],

Wang Ai-li Export Co.

per Wang Ai-li

(Manager)

(8) WA/BKT

生

字

左 (1) proprietor [prəpri'etə]: 所有者, 主人; 老闆。 「商號。」

中 (1) export company: 出口公司或 Messrs. (= Messieurs 之簡, 係 Mr. 之複數) [mɒs'əz]: 諸位先生, 寶號。

Winkle [wɪŋ'kl]: 人名。

import [ɪm'pɔrt]: 輸入, 進口。
(名詞)

corporation [kɔr'pərə'shən]: 公司。(簡寫作 corp.)

(10) New York [nū'yoʊrk]: 紐約。
(N.Y. = New York)

U.S.A. (= United States of America): 美洲合衆國, 美國。

1. honour [ɒn'ə, h 無音]: 榮耀。

establishment [ɪstəb'lɪʃment, əs-]: 開設。(名詞)

- own** [ɔn]: (在所有格的名詞或代名詞之後) 自己的。
2. **for years**: 數年, 多年。
head [həd]: 主任。
buying department: 進貨部。
3. **investigate** [ɪnvə'stɪgət]: 調查。
due [dū]: 適宜的, 相當的。
consideration [kənsɪd'ərəʃən]: 考慮。 [(云謂詞)]
establish [ɪ'stəb'lɪʃ]: 開設。
4. **necessary** [nəs'ɪsəri, 或 nəs'-esəri, 或將第三個元音 ə 略去讀 -sri 亦可]: 必要的。
at this end: (在這端), 在這邊。
5. **assure** [əʃʊər]: 向 ~ 鄭重宣言, 保證。
satisfactory [sæt'ɪsfək'təri, 或 -tri]: 令人滿意的。
service [sə'vɪs]: 服務。
6. **terms** [tɜrmz]: 條件。
payment [pə'ment]: 付款。——
terms of payment: 付款的條件。
7. **truly** [trʊi]: 真誠地。

講 義

(A) *messieurs* 是法文 *monsieur* 之複數。 *monsieur*=*my sir*=*Mr.*; *messieurs*=*my sirs*. *monsieur* 讀 [məsyɛr']; *messieurs* 讀 [mɛs'yɛrz], 或 [mə'syɛr]; *Messrs.* 即 *messieurs* 之簡, 但讀 [mɛs'ɔz], 或 [mɛs'yɔz]。

(B) “紐約”是城名, 又是省名, 所以正確的寫法是如這封信中所寫的, 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”; *connection* 的本義則為 “妥洽, 接頭”。

(E) *Yours very truly*, 乃很有禮貌而又不過於呆板的結尾語。

(F) 在 *Yours very truly*, 之下所印的斜體 *Wang Ai-li*, 是代表王愛利的簽字。 *per* 是 “經手” 的意思。

(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, 因為遇有重要的事情發生, 可以查出該信是誰念的是誰打的, 以便討論責任問題。

練 習

【背誦】	現在時制	過去時制	過去分詞
	<i>investigate</i>	<i>investigated</i>	<i>investigated</i>
	<i>establish</i>	<i>established</i>	<i>established</i>
	<i>assure</i>	<i>assured</i>	<i>assured</i>

單數	複數	單數	複數
proprietor	proprietors	corporation	corporations
Mr	Messrs.	establishment	establishments
service	services	consideration	considerations
honour	honours	payment	payments
commission agent		commission agents	
import (export) house		import (export) houses	
export (import) company		export (import) companies	
business house		business houses	
business man		business men	

【造句】云謂詞用現在時制受事態：

- (1) teach, (2) understand, (3) want, (4) write,
(5) receive.

LESSON 3

Making Inquiry

Cable Address: **THE WINKLE IMPORT AND**
WINKLECORP
 New York
EXPORT CORP.
 246, East 47th Street
 New York, U.S.A.

Codes Used:
 A.B.C. 5th Ed.,
 Bentley, and
 Private

Reference No. WA/1

July 25, 194__.

Mr. Wang Ai-li,
 Messrs. Wang Ai-li Export Co.,
 13 Kiukiang Road,
 Shanghai, China.

DEAR MR. WANG:

(1) Your favour [fā've] of the 1st, inst. [in'stənt],
 has had our best attention, and, before we speak of

business, allow [əlow'] us to congratulate [kəŋgrät'ülāt] you on the establishment of your own business.

(2) As regards [rīgār'dz] business, our present situation [sīt'ūā'shən] is as follows. (3) Since the failure [fā'lyə] of the Chinese American Import and Export Co., we have been doing business with Messrs. Foch, Shaw, & Co. of your port [pōrt]. (4) Their prices are considerably [kənsid'ərəblī] lower than that of your old company, as the enclosed [īnklō'zd] statistics [stætis'tīks] will show. (5) However, we have to open letter of credit [krəd'īt] to them, instead of payment against delivery [dīlīv'erī] as was the terms of your old company.

(6) Since you are ready to grant [grahnt] 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 [ōf'əz]. (8) If satisfactory, we shall then place a trial [tri'əl] order with you.

(9) Yours faithfully [fā'thfōōlī],

The Winkle Import and Export Corp.

per Fritz S. Lee
(Import Dept.)

(10) FSL/YM

(11) 1 enclosure [īnklō'zhə]

生

字

1. **favour** [fā'və]: (在商業尺牘中) 尊函, 惠書。 [作 inst.]
instant [īn'stənt]: 本月。(簡 has had: 已得到。
allow [əlow']: 准許。
congratulate [kəŋgrät'ülāt,

- 或 kōn]: 賀, 恭祝。
2. **regard** [rīgār'd]: 關涉, 關係。
——as regards: 關於, 至於。
present [prēz'nt]: 現在的。
situation [sīt'ūā'shən]: 情形, as follows: 如下。 [情境。

8. **failure** [fā'lyə 或 fā'lūr]: 失敗, 倒閉。
import and export company: 進出口公司。
port [pōrt]: 港口。
4. **considerably** [kənsɪd'ərəbli, -drəbli, 或 kōn-]: 頗, 甚。
enclose [ɪnklō'z]: 包入, 封入。
statistics [statɪs'tɪks]: 統計。
5. **credit** [krəd'ɪt]: 信用; (轉爲) 財源上的通融力。——*letter of credit*: 許可通融書; 許可抵押提款證。
against [əgā'nst]: 相對。
delivery [dɪlɪv'ərɪ, -jɪv'rɪ]: 交貨, 領貨。——*payment against delivery*: 付款取貨, 收款交貨。
6. **grant** [grahnt]: 許可, 允許。
order [ɔr'də]: 定貨; 定貨單。——*place an order with you*: 向尊處定貨。
meet [mēt]: 相合; 接頭。
7. **offer** [ɔf'ə]: 供獻 (轉爲) 出價。
8. **trial** [tri'əl]: 試探。——*trial order*: 試辦的定貨單。
9. **faithfully** [fā'thfoʊli, 或 -fi]: 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。
11. **enclosure** [ɪnklō'zhə]: 包圍 (信札中的) 附件。

講 義

- (A) *favour* 當“尊函”用, 只限於商界的信札。
 (B) *instant* 之簡寫作 *inst.*, 可算是標準的寫法。
 (C) *as regards, as follows*, 都是簡句, 全句本來是 *as it regards, as it follows*, 而 *it* 都是“插用的”, 並沒有什麼意義在裏頭。 [詞。]
 (D) 注意 *trial* 是名詞, 並不是形容詞, *trial order* 是兩個名詞合成一個名詞。
 (E) *1 enclosure*, 註明須有一種文件附在此信中, 意即“附件一”。
 (F) *statistics* 只有這一式, 通常作函數用, 但作“統計學”解時則爲單數,

練 習

【背誦】 現在時制	過去時制	過去分詞
allow	allowed	allowed
enclose	enclosed	enclosed
grant	granted	granted
meet	met	met

單 數	複 數	單 數	複 數
favour	favours	situation	situations
port	ports	failure	failures
delivery	deliveries	order	orders
offer	offers	enclosure	enclosures
business	——	statistics (統計學)	statistics

【造句】 用將來時制受事態：

(1) affect, (2) agree, (3) apply, (4) assert, (5) awaken.

LESSON 4

Replying the Inquiry

Proprietor
&
Manager
WANG AI-LI

WANG AI-LI EXPORT CO.
13 Kiukiang Road
Shanghai, China

Cable Address:
WALEX, or 11596
Shanghai
Codes Used:
A.B.C. 6th Ed.
and Private

Reference No. AW. 2

Aug. 14, 194_____.

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

DEAR SIR:

(1) I have for acknowledgement [əknɒl'ɪjment] the receipt [rɪsē't] of your favour dated [dā'tɪd] the 25th, ult. [ʊl'tīmō]. (2) I wish to thank you for your spirit [spɪr'ɪt] of cooperation [kō-ɒp'ərā'shən] and will do my best to cooperate 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 [mēnz] the lowest prices obtainable [əbtā'nəbl] in the market a few months ago. (4) On the average [äv'ərīj], I can allow you a six and half per cent [pəsənt'] rebate [rībā't] on their prices. (5) These prices are subject to a further [fūr'dhə] discount [dīs'kownt] of two per cent, if your order exceeds [iksē'dz] three thousand dollars gold.

(6) Let me assure you that they are the lowest prices obtainable at present. (7) In the future [fū'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 [trē'tmənt].

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

I am,

Yours faithfully,

Wang Ai-li Export Co.

per Wang Ai-li
(Manager)

(10) WA/BKY

生

字

1. **acknowledgement** [ək'nɒl'ij-mənt]: 承認。
- **receipt** [rīsē't]: 接收; 收條。
- date** [dāt]: 載明日期。(云謂詞)
- ultimo** [ül'timō]: 上月。(簡寫)
2. **spirit** [spīr'īt]: 精神。[ult.]

- cooperation** [kō-ɔp'ərəʃn-shən, 或 -sbn]: 合作。(名詞)
3. **means** [mēnz]: 方法, 模樣, ——
by no means: (迄無模樣), 決不, 決非。 [到的。]
- obtainable** [əbtā'nəbl]: 可得