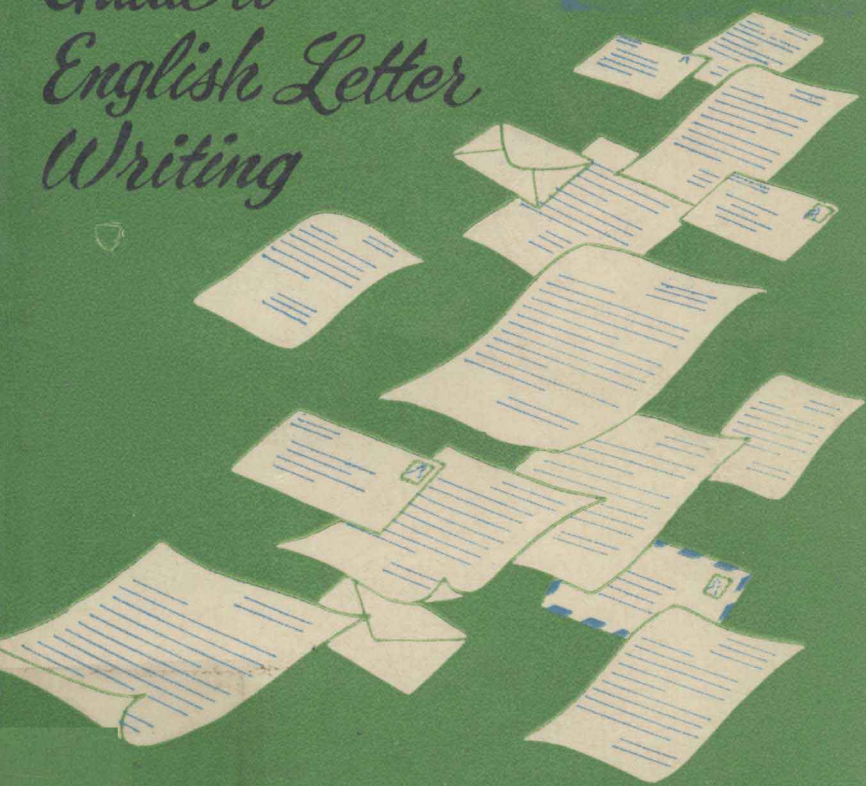


英文書信教程

*Guide to
English Letter
Writing*



可兼瀾編譯

香港新聯書社印行

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第一章 一封信的書寫

(a) 寫一封信的必要條件

一般人大都喜歡接到信；但喜歡寫信的人却很少。人們寫信通常是當作一件不可避免的任務。

寫一封信最重要是真摯和自然。如給你朋友的信是爲了表達你的意向或思想，那就讓它表達出來。不應有粉飾，炫耀，冷淡或拘謹的語調。要親切却不能熟不拘禮；要健談却不能過多隱語。信裏的懇切和一般語調的程度要配合你與朋友間親密的程度，亦要配合信的目的。當友誼逐漸發展，朋友們對你的工作，家庭，衣著，所讀的書本等生活細節，漸漸有更深的興趣。當你更親切的去了解他們，你便會對他們毫不隱瞞地提醒他們，勸告他們，勉勵他們。雖然你們的關係已達到最親切，但在信裏亦不要「太過健談」，否則會把信的效果減弱，並且由於信裏一般語調的低下，便減損了它所受到的歡迎。如“Sorry not to have written before,” “Must rush now for the post,” 等的畧語是不合適的。

同樣地如 won't, shan't, alright (for “all right”), I'm, we've, 等畧字，不要屢次出現得太多。

另一方面要注意接信人的年齡、趣味和與你的關係。你的未出閣的姨對於你上週末下午所贏得的錦標，或會不感到

有特別的興趣，但她却可能喜歡知道你們如何去慶祝你母親——她的姊姊的壽辰。你年輕的姪兒會寫給你一短柬（或明信片），但在假期中却不希望你覆信告訴他你在辦事處是如何的忙碌。再者，要是你給朋友的信寫得太拘謹，語氣過於炫耀或過於保守，倘若使他不滿，可能謝絕你的要求。相反地，給你僱主的信中，如習用輕快或熱心的口吻，又可能同樣受人見怪。

最後，寫信的體裁要正確。一封信必須有適當的開始、接續與及結尾。信的內文當然是最重要之部份，但是虛偽的開始及結尾，可能使讀者不快。

(b) 一封信的八項部份

一封信可以分成八個部份。

一、發信人地址 這項應該清楚地排列在信箋頂端靠右邊。應記着以逗點來分開一個地址的各個部份，並在地址後用句點。

特別是寄給一個陌生人的信，地址應寫得清楚正確，使回信時能投遞得到。如果是寄往國外的信，國名就必要寫上。

在美觀上，既不要把地址擠寫到紙的角裏，也不要讓它孤零零的寫在信紙的中間。標準寫法如下列：——

43, Norman Avenue,
Highams Park,
London, E.4.



Raymond Trundell.

The Links Cottage,
Sunningdale,
Surrey.



Doveleys,
Redfern Road,
Weston-super-Mare.



Messrs. Arbuthnot & Price,
Insurance Brokers,
Carlisle.



The Nautilus Shipping Company,
22, Leadenhall St., London, E.C.2.



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二、日期 人們的興趣各有不同，但大致上的格式是使其最低限度不致混雜，也不要過於雕琢，運用的例子可在這書裏見到。10th March, 19..... 24th November, 19.....從這種格式看來，月令的名稱出現在兩組字樣之間。月令名又可簡寫，例如 Jan., Feb., Apr., Aug., Sept., Oct., Nov., Dec. Dec. 偶然也可寫作 Decr.

別的格式如：——March 10th, 19.....和 10/3/1976. 有些更寫成 10/3/76. 有少數人也許多少有點學究氣，他們把日期寫得很完全：

March Ten, Nineteen Seventy

以上兩種格式比其他的雖不大令人滿意，但總比無日期的信較為可取。

日期寫在地址下面。有時編入地址的格式裏。

例如：

St. Margarets,
Farnborough,
Hants.

23rd March, 19

又可寫成這樣的格式：

St. Margarets,
Farnborough,
Hants.

23rd March, 19

三、收信人的名字，銜頭及地址 這是給一個陌生人或商業上或禮節上的信中一個必要條件。雖然如今也許已是僅有的通信慣例，其本意是爲了保證收信人本人收到該信而設。在一封友好或私人的信中，這就較不重要。

名字和地址寫在日期下一行的左方，例如：

43, Norman Avenue,
Highams Park,
London, E.4.
10th March, 19

A. V. Siddons, Esq., M.A.,
Goldings Hill,
Ongar,
Essex.

有些人却把收信人名字及地址寫在信末，這只純然是一種趣味上的情形。

四、稱謂 這一項固然有十分廣泛的差異，從禮貌的稱“Sir”“Gentlemen”和“Madam”等到親愛的或情書裏秘密的稱呼。

最普通的稱謂是“Dear.....”。“My dear.....”僅是用在朋友間。“My dearest.....”是表示更親切。雖然有人說貴族不許其妻子稱他為“My dearest husband”，因為“dearest”得先要有其他對手稱“dear”，以及“dearer”。

稱謂之後用一逗點。如 Dear Sir, My dear Eva, Gentlemen, Sir, 等。不需要更技巧的鋪張，如 Gentlemen:——或 Dear Robert, /。

五、信的內文 在稱謂下一行開始，如：

Dear Sir,

In reply.....

Dearest Ethel,

Thank you.....

信的內文當然是最主要之部份。應該記着下面數點：

- (a) 注意左面的邊緣要平整，那是信裏各行爲首的字母所排列而成。闊度破格，會給人一個不齊整的印象。這規則的例外就是每一新段的開始，應該在邊緣空白處起再留一寸位置才起始。
- (b) 雖然右面邊緣是不可能一樣平整，但亦要力求其闊度劃一。
- (c) 若超過一頁，就要寫上頁碼。
- (d) 要力求文法，標點及語彙上的正確。即使你與收信者的關係親切，也應注意。像 *sh'd, af'n* 等不適當的簡寫和像 “John was married last Saturday!!!!!!” 那樣加標點是無益的。句子結構和分段的規則，亦如文章一樣。

六、自稱格 這項必要與「稱謂」相配合。“Yours ever,” 總不會跟着 “Dear Sir,”，而 “My dearest Mother,” 下面又不能寫上 “Yours respectfully.”

一些較爲有禮的自稱格是：——

Your obedient servant,
Yours respectfully,
Yours faithfully,
Yours truly,
Yours very truly,.

這些都可以冠以：——

I am,
We remain,.