

新增英華二集

華英繙譯金鍼 TRANSLATION EXERCISES By Li Ung Bing

Mr. Li was for many years connected with the Consular Service of the United States, and has had long and varied experiences in business and documentary translation.

Book I contains Exercises to be translated into English, Book II those to be translated into Chinese; each consisting of 158 lessons, divided into three sections,—Simple, Advanced, and Documentary. Annotations under each lesson and selected sample translations at the back of each book are special features. Lessons well graded; subject-matter interesting; documents of recent date on diplomatic, customs, postal, and other questions. Students and translators will find these books a great help.

Each Book \$1.20 per copy

■¹⁹ Commercial Press, Ltd., Publishers

English Letter-Writer

With
Chinese Translations
COMMERCIAL PRESS, LTD.

中華民國六年八月十五版
戊申年九月初版

(新增英華尺牘一冊)

(每冊定價大洋叁角伍分)
(外埠酌加運費匯費)

編纂者 商務印書館編譯所
發行者 商務印書館
總發行所 商務印書館
印刷所 上海棋盤街中市
分售處 商務印書館

北京天津保定奉天吉林長春
上海河南路北首寶山路
南京杭州蘭谿吳興安慶
蘇州常熟太倉開封洛陽
長沙寶慶衡州成都重慶
福州廈門廣州潮州韶州湘陰
石家莊哈爾濱桂林梧州雲南貴陽
香港新嘉坡

此書有著作權翻印必究

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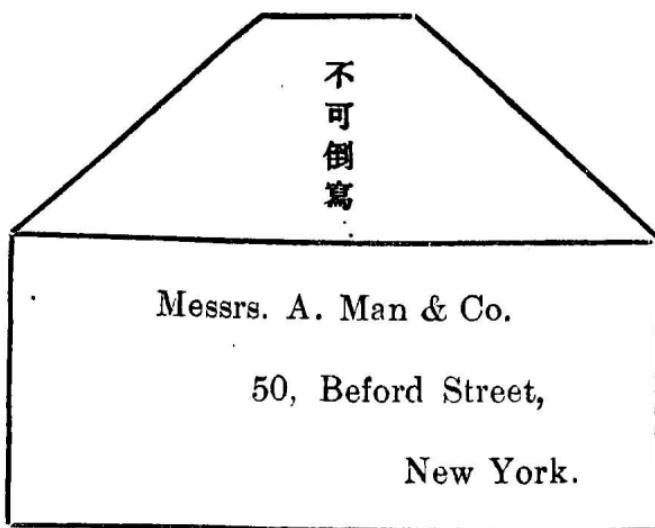
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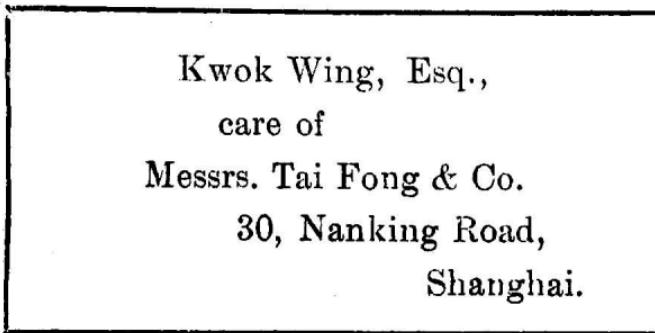
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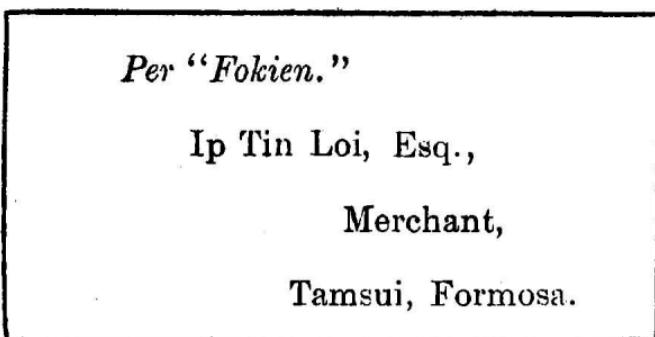
內信呈交美國紐約

內信呈交上海南京路
第三十號

內信寄至臺灣淡水



此信附搭福建輪船寄



式 格 面 信

Mr. Kwok Yuen-ting,
North Formosa Government School

Twatulia,
By Politeness of } Mr. Limkòyu }
Tamsui,
Formosa.

郭潤廷先生升
林西學堂生內稻北生
臺縣如大臺託
古水轉生淡交

*Favoured by
Wat Kook Po, Esq.*

Mr. Fung Yat,
at Mr. Kai Kwang's
19, Cheong Lok Lane,
Shanghai.

馮賴日兄府收展
屈光十九上旭海里帶第至
上函長樂生求
內函敬里帶第至

Valued

Ip Tsze Lun, Esq.,
care of
Nam Fung Shop,
12, Queen's Road,
With 50 dollars } Hongkong.
to himself.

葉子麟先生親手收啓
南豐大寶交號收下
寄信併香港大馬路
內信二號收下
第十交銀五十圓

Haste,

Ho Yau, Esq.,
in his absence to
Leong Tsun, Esq.,
Canton, 10th } Post Office,
January, 1891. } Foochow.

梁全月日由廣東寄
何隨到即收
有倘生不
內先何君在
急要信呈交
書信館內
呈交福州

Per Steamer "Shanse."

Mr. Wu Hsiu,

Tsung-le Yamēn,

Peking,

China.

伍總
此兆理
信仁銜交信
附兄門中國並
山升北書壹
西啟輪船寄
京壹包寄

With a parcel of Books.

呼稱內信

- 子寄父** Honoured father; or honoured Sir. 祖父, 叔伯, 岳父母, 母舅, 舅母, 並親戚之尊者, 皆用 Honoured 字冠之.
- 子寄母** Honoured mother, 女寄母同.
- 父母寄子女** Dear child; or Dear A Sam.
- 兄寄弟 弟寄兄** Dear brother; or Dear A Tsoi.
- 寄姊妹** Dear sister.
- 寄表兄弟** Dear cousin.
- 寄女眷親友已字者** { Madam; 較尊者 Honoured madam.
- 未字者 Miss; or Dear Miss.
- 卑寄尊** Sir; or Honoured Sir, 僕寄主同.
- 尊寄卑** Mr. Lim, or Dear A Sing, 主寄僕同.
- 寄平輩** Mr. Johnson; Dear Sir; Dear Mr. Johnson; Dear friend; my dear friend; Gentleman; or Mr. G. Smith.
- 子自稱** Your dutiful son, Your affectionate son; or Your affectionate and dutiful son.
- 父母自稱** Your affectionate father or mother.

- 兄弟自稱** Your affectionate brother, Your loving brother; or Yours ever. **姊妹侄女表兄弟等皆仿此**.
- 主自稱** Your affectionate master.
- 僕自稱** Your obedient servant; your humble servant; your obliged servant; your affectionate servant; your obedient humble servant; your obliged and obedient servant; your affectionate and faithful servant; your much obliged servant; your most obliged and obedient servant; your most dutiful servant; yours obediently and faithfully; or most obediently yours. **與下卑輩皆通用**
- 卑輩自稱** Yours sincere and obedient servant. **與上僕自稱皆通用**.
- 尊輩自稱** Your truly, or I am yours. **有與平輩通用者須斟酌用之**.
- 平輩自稱** Your real friend; your faithful friend; your sincere friend; your obliged friend; your sincere well wisher; your affectionate friend; your truly affectionate friend and servant; your faithful and affectionate friend, your faithful friend and servant; yours faithfully; yours obediently; yours affectionately; yours sincerely; yours truly; yours respectfully; or your truly obliged. **有與上尊輩通用者須斟酌用之**. 西國自謂忠信等字爲謙辭，故中外之禮不同也。

錄 擇 字 筆 省 內 信

- | | | |
|---------------------------|-------|----------------|
| Mr. Master or Mister..... | 男客之通稱 | } (萬國話字稱 Sol.) |
| Esq. Esquire..... | 同上 | |

Messrs. or M. M.; Messieurs	諸君也(本法國字)
Mrs.; Mistress.....	女客之通稱
Amt. Amount.....	數目也
B. C. Before Christ	耶穌未降生之前也
Exc. Excellency.....	大人之稱也
Hon. Honorable.....	大老爺之稱也
Gent. Gentleman	仁翁之稱也
No. Number	號數也
Dr. Doctor.....	醫生也, 博士也
N. B. Take notice.....	特此報告
R.S.V.P. Answer if you please.....	望賜玉音
E.&O.E. Errors and Omission excepted	倘有錯漏祈爲除之
C. O. D. Cash on delivery.....	現銀交貨
O. K. All right.....	妥當, 不錯
Pd. Paid.....	完數, 清結
Payt. Payment	交銀
Bal. Balance	數尾
Recd. Received	收妥, 收完, 接到
Rec'pt. Receipt.....	收單
Per. By.....	由, 搭, 託也
Viâ. By the way of.....	順經也
Vs. Against.....	告也
\$. Dollar.....	成圓銀也
Ct. Cent	先士
A. At.....	以也, 該也
Ea. Each.....	每個也
&. and.....	及, 又
Obt. Obedient	遵教也

Hble. Humble.....	愚僕也
Servt. Servant	僕也
Capt. Captain.....	船主也
Co. Company.....	同儕也
P. S. Postscript.....	又及,再者,信加後言也
Per cent. Each hundred.....	每百也
St. Street	街道也
Viz. Namely, to wit.....	卽此也
&c., and so forth.....	云云, 等也
Jan. January	正月也
Feb. February	二月也
Sept. September.....	九月也
Oct. October.....	十月也
Nov. November.....	十一月也
Dec. December.....	十二月也
Ins. Instant	本月也
Ult. Ultimo	前月也
Prox. Proximo.....	下月也
A. M. Before mid-day.....	上午也
P. M. After mid-day	下午也
£. 1. or £. a Pound, Sterling	一磅銀
lb, a Pound weight.....	一磅物十二兩也
c/o Care of.....	交某轉交也
Do. Ditto.....	同上也
A. or Ans. Answer.....	回音也
A. C. (ante Christum) before Christ.....	耶穌時之前也
Acct. Account	數也
A. D. (Anno Domini), In the year of our Lord	耶穌降生也

POSITION OF THE VARIOUS PARTS.

The following position of the several parts of a letter should be observed:

1. Write the *Date* near the upper right hand corner of the sheet.
2. Commence the *Complimentary Address* on the line next beneath one inch from the left side of the sheet.
3. The *Body of the letter* should be commenced nearly under the last letter of the complimentary address.
4. Begin the *Complimentary closing* on the line next beneath the body of the letter, one half of the distance from the left to the right side of the page.
5. The centre of the *Signature* may be under the last letter of the complimentary closing.
6. The name and address of the person written to should come on the line beneath the signature, at the left of the sheet.

Date.

Kulangsu, 7 November, 1891.

Complimentary Address.

My Dear Friend,

Body of the Letter

I am obliged to you for your invitation, but being long accustomed to retirement, which I was always fond of, I am now more than ever unwilling to visit those noisy scenes which I never loved, and which I now more than ever abhor. I remember you with all the friendship I ever professed, which is as much as I ever entertained for any man.

I love you and yours. I thank you for your continued remembrances of me, and shall not cease to be their and your.

Complimentary closing.

Affectionate Friend,

Signature.

Kwok Yuen Chee.

Name.

Chew Kong Key, Esq.

Address.

Amoy,

China.

FROM A LITTLE BOY ON ONE PAPA, WHOM HE HAS NOT SEEN
LATELY OF AN EVENING AS FORMERLY.

Queen's Road, Hongkong, 6th August, 1891.

My dear Papa,

I am obliged to go to bed now every night without seeing you, and Mamma says you cannot get home in time because you are so busy. I am sorry, my dear Papa, that you have to work so hard, and when I grow a man I will help you; but do try and come home early as you used, and see

Your loving son,

敬稟者茲奉

子奉父書

母親命兒夜間先睡可否准兒先睡理合稟明蓋因

父親大人回家太晚諒必事務衝煩思之令兒悶甚
倘兒成人長進自能幫助料理也但願大人

每晚照常早歸則兒幸甚謹此恭請

晚安伏乞

訓鑒謹呈

父親大人 膝下

月

不肖男

日

稟

*A LITTLE BOY'S FIRST LETTER TO HIS PAPA.

The Victoria College, Hongkong,

20th October, 1891.

My dear Papa,

Will you not be glad to find that I am able to write a letter?
It is not a very long one, but I hope it will please you, I will send
you a nice letter by-and-by.

From your loving son,

子奉父書

孩兒○○跪稟

父親大人膝下敬稟者 兒現能寫一小篇書信冀博父親快心

未誌 大人果能歡喜否此後 兒擬時奉一簡明書信以

報近聞肅此虔叩

福安伏乞

垂鑒

月

日

由香港大書院呈

FROM A LITTLE BOY WHO HAS DISOBeyed HIS PARENTS.

Burd Street, Tuesday Evening.

12th February, 1891.

My dear Parents,

I am very sorry that I was so naughty to-day in doing what you told me not to do. But if, dear Papa and Mamma, you will forgive me, I will try to be a good boy, and never disobey you again.

Hoping that you will soon let me come and see you in the drawing-room.

I remain,

My dear parents,

Your own dutiful son,

雙親大人膝下敬稟者本日奉 諭切切勿爲該

事無奈事已舉行 兒亦自知悔過實在悶甚

倘蒙 雙親准 兒所請大開赦罪之門則 男

以後斷斷不敢再行不孝之事也但望 大

人早准 兒至堂上請罪幸甚肅此叩請

金安伏乞

謹稟

子奉父書

慈鑒

月 日

不肖男○○跪稟