

新增英華天誼

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.

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此書有著作權翻印必究

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信 面 格 式

不可倒寫

Messrs. A. Man & Co.

50, Beford Street,

New York.

柯文大寶行

收啓

必富街第五十號

內信呈交美國紐約

Kwok Wing, Esq.,

care of

Messrs. Tai Fong & Co.

30, Nanking Road,

Shanghai.

郭永先生

收啓

太豐大寶行收入
煩轉交

內信呈交上海南京路
第三十號

Per "Fokien."

Ip Tin Loi, Esq.,

Merchant,

Tamsui, Formosa.

葉天來先生
此信附搭福建輪船寄
收展

英商
內信寄至臺灣淡水

信 面 格 式

Mr. Kwok Yuen-ting,
North Formosa Government School
Twatulia,
By Politeness of } Tamsui,
Mr. Limkòyu } Formosa.

郭潤廷先生升啓
西學堂內
水縣大稻埕
臺灣臺北府
林古如先生轉交
內信託

Favoured by
Wat Kook Po, Esq. }
Mr. Fung Yat,
at Mr. Kai Kwang's
19, Cheong Lok Lane,
Shanghai.

馮日光兄收展
賴光九先生府上
上海長樂里第
屈旭波先生帶至
內函敬求

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
南豐大寶號收下
第十二號
寄交香港大馬路
內信併銀五十圓

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

梁全何有
月隨到日由廣東寄
倘何君不在可交
先生君內
書信館呈交福州
內急要信

Per Steamer "Shanse."

Mr. Wu Hsiu,

Tsung-le Yamên,

Peking,

With a parcel of Books.

China.

總理衙門
信外並書壹包寄
此信附山西輪船寄
伍兆仁兄升啟

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,

子奉父書

敬稟者茲奉

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

日

不肖男

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

未諗 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,

子奉父書

謹稟

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

慈鑒

月 日

不肖男○○○跪稟