ENGLISH TYPEWRITING

实用英文打字法

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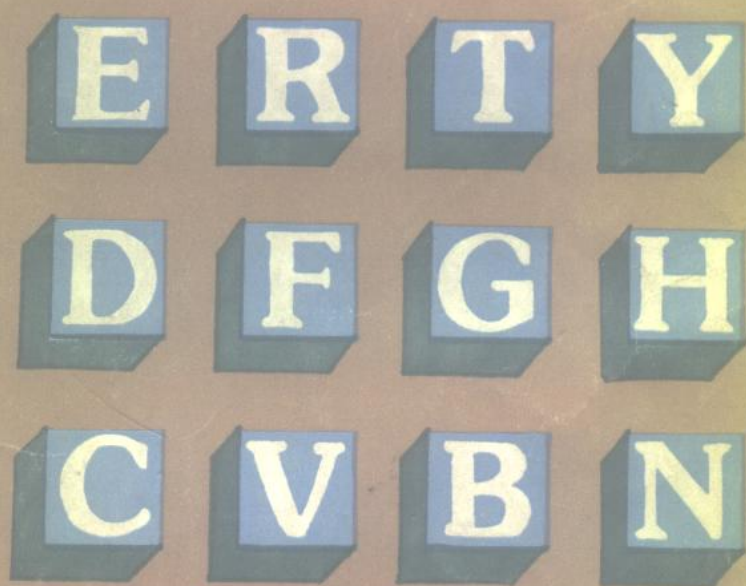
E R T Y

D F G H

C V B N

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前　言

　　英文打字是从事对外经济贸易、文化教育和科学技术交流等活动中的一项非常有用的技能。为使读者尽快掌握这门技能，特编写了这本英文打字法，作为教学或自学的教材。

　　本书内容主要为两大部分。第一部分着重介绍打字的基本方法及正确的格式。通过这一部分的练习，可学会正规的打字方法，能缮打各种书信、文件、资料等，并做到指法熟练，符合格式要求，在日常打字工作中胜任自如。第二部分着重介绍外贸函电及各种表格的打法。通过这一部分的练习，除能进一步提高打字技术外，还可增加有关的业务常识。这一部分所编表格，力求具有实用和参考价值。此外还介绍了如何用蜡纸打字及练打手写稿。

　　附录中介绍了符号标记、花纹图案等的打法，可供学者练习使用。

　　要使英文打字准确熟练，主要靠学者多打多练。本书各章编入了大量练习，以满足学者反复练习的需要。

　　本书在编写中，参考和部分选用了英国 Frederick Heelis 所编 «Pitman's Business Typewriting» 一书。第六章外贸函电实例，选用了北京外贸学院编写的教材。

　　由于编者水平有限，书中缺点错误在所难免，希望读者指正。

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杨之翰

1983年1月

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目　　录

第一章 英文打字机的构造与使用

1. 英文打字机的构造
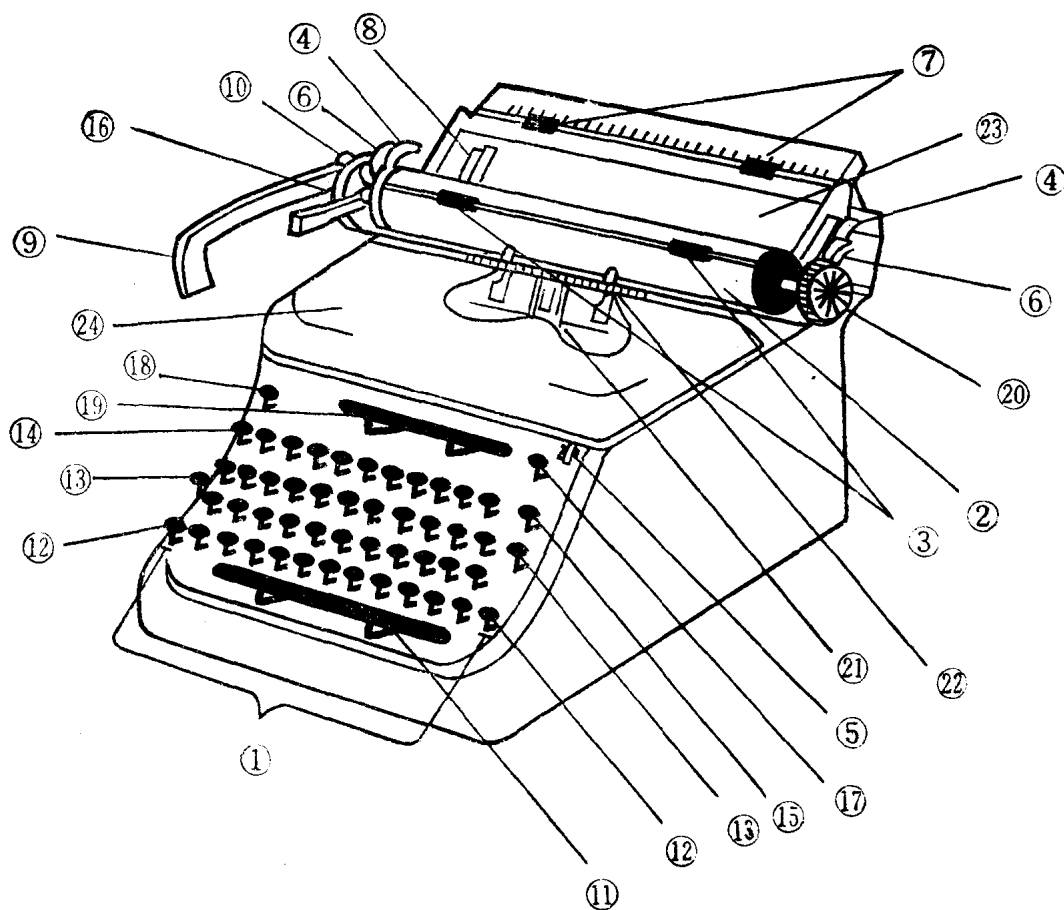

图1

1.键盘 2.卷筒 3.压纸架及辘 4.松纸杆 5.色带指示器 6.机头滑动杆 7.选眼掣
8.齐纸标 9.换行杆 10.行距调节杆 11.空格杠 12.大写键 13.大写锁 14.退客键
15.边限松动键 16.可变行距调节钮 17.制表掣定位键 18.制表掣去位键 19.制表
掣杠 20.卷筒轴头 *21.字模位 22.正面标尺 23.托纸板 24.保护盖 **警告铃
（在机器内，图上未标出）

　　*图上指示线延长到小方框上端当中豁口处即是。

　　**警告铃（Alarm Bell）当打字打到已定好的右侧边限时，机内会发出警告铃声。听到警告铃声，就不要再
往下打了，须另起一行再打。

2．英文打字机的用法

（1）键盘 (Key Board)　包括全部字键，即字母、数字、符号等。用指尖敲击字键，字键上所标的字母、数字、符号等就可打出。

（2）卷筒 (Cylinder)　用以卷进打字纸。将纸插入卷筒，转动卷筒末端的钮，纸即被卷上卷筒。

（3）压纸架及辘 (Paper Holder Bail)　用以压住卷筒上的纸张。卷纸时，将压纸架提起，待纸卷上后，放下压纸架。

（4）松纸杆 (Paper Release Lever)　用以放松卷筒上的纸张，以便移正纸张。打数份副本时，用松纸杆，使纸张易于装卸。

（5）色带指示器 (Ribbon Indicator)　用以调节色带。色带指示器旁标有蓝、红、白三种颜色，打字时，须把色带钮拨至所需颜色处。打蜡纸时，将色带钮拨至白色处，使字模直接打在蜡纸上。

（6）机头滑动杆 (Carriage Release Lever)　机头一端（或两端）有滑动杆，按住滑动杆，机头即可任意向左右滑动。

（7）边限掣 (Marginal Stop)　用以在纸张上定左右两侧边限。书信、文件的左侧边限一般定为1.5英寸，右侧边限为1英寸。将左侧边限掣移到离纸张左边缘1.5英寸处，右侧边限掣移到离纸张右边缘1英寸处，左右两侧边限即已定好。

（8）齐纸标 (Lateral Paper Guide)　齐纸标用以对齐纸的左侧边缘，使每一张卷上卷筒的纸都放在卷筒上同一个位置。如一个文件有数页，每一页对准齐纸标安放，换纸后，就不必另定左右边限。

（9）换行杆 (Line Spacer Lever)　另起一行时，要推动换行杆，同时将机头推向右方，到左侧边限时，即可另起一行。

（10）行距调节杆 (Line Space Regulator)　行距调节杆的边上，标有数字1、2、3。如所需行距为1行，可将行距调节杆拨至1处，2、3 行以此类推。

（11）空格杠 (Space Bar)　敲击空格杠，可使字与字之间出现一个空格。每打完一个单词（不是字母），要用右手姆指敲击一下空格杠。

（12）大写键 (Shift Key)　要打大写字母或要打字键上半部所标的符号时，可按住大写键，再敲击字键，打出的字母即为大写或所需的符号。

（13）大写锁 (Shift Lock)　要连续打几个大写字母或字键上半部所标的符号，可按下大写锁，再敲击字键。要改为打小写时，按一下大写键，大写锁即可松开。

（14）退格键 (Back Spacer)　按动退格键，可使机头倒退一格。

（15）边限松动键 (Margin Release Key)　当打字打到右侧边限，警告铃响之后，机头就不再向右方移动了。此时按一下边限松动键，就可以多打1、2个字母。

（16）可变行距调节钮 (Adjustable Line Spacer Button)　打字机卷筒左端（或左右两端）轴头中央有一钮，把它拉出或按入（因各类打字机构造不同而异），即可随意更动行距，使行距不受行距调节杆旁的 1、2、3 行限制。

（17-19）制表掣定位键、去位键及制表掣杠 (Tabular Stop Set Key, Clear Key & Tabular Bar)　缮打表格时，可在每一栏开始之处，按一下制表掣定位键，以定每一栏第一字的位置。打第二行时，只要按动制表掣杠，机头就会滑到所定位置之处，而不必一格一格地敲击空格杠。打信文时，在每段文字起首之处要空五格，也可用此定位键定位，而不必敲击五次空格杠。要去掉这些已定好的位置时，只须把机头移至原定位处，再按一下制表掣去位键，即可解除定位。

3. 英文打字速度的计算

计算英文打字数量，以五击算作一个单字，包括空格及标点符号都计算在内，即敲击一次键算一个字母，敲击五次键算一个单字。

日常工作中，一般要求每分钟打50至60个单字（200至300个字母）。

4. 打字的正确姿势

打字机的放置：安放打字机，应超出桌子边缘一至二英寸。

坐的姿势：腰背挺直，两脚平稳踏地，身体离打字机不可太远。

手臂、肘和腕的姿势：前臂与打字机最下面一行字键平行。不要用肘和腕使劲，而是通过手指关节活动的力量敲击字键。

手指的姿势：手指微微弯曲，轻放在导键上。右手大姆指稍靠近空格杠。

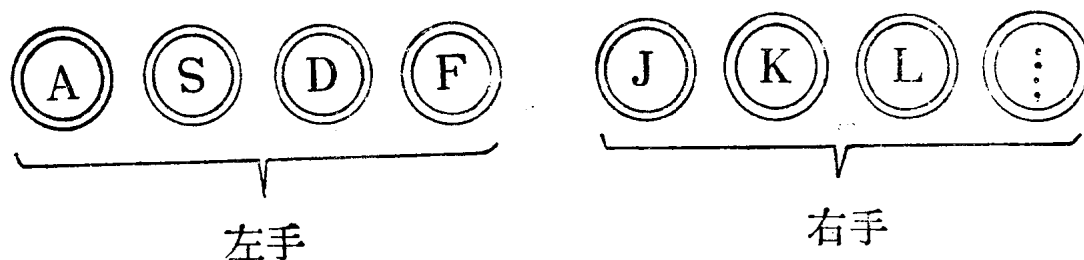桌椅的高度：桌子要比普通写字桌稍矮一些，如没有专用打字桌，可把椅子垫高一些，使打字时前臂与打字机最下面一行字键平行。

正确的打字姿势，有助于提高速度和减少疲劳。

图 2　打字姿势

第二章 指法要求及键盘运用

1. 导 键

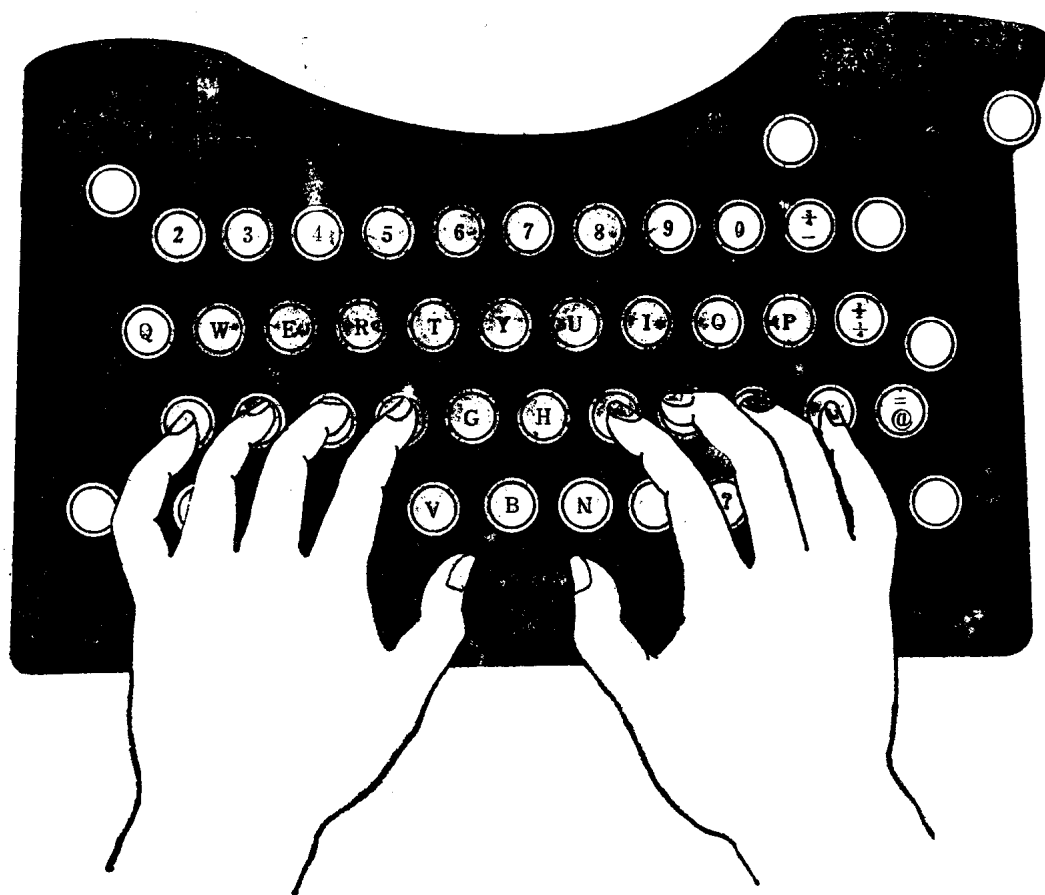上述八个字母为导键，练习打字时，首先要熟悉此八个导键字母。双手从小指依次放在上述八个导键上（见图3），左右手都从小指开始，按顺序敲击字键。导键在打字机

图3 手指在导键上的位置

字盘从下往上数的第二行。打第一行或第三、第四行时，手指从导键处向下或向上移，每打完一个字母，手指必须按规定的指法放回导键。待熟练后，手指会自然地连续击键。除导键八个字母外，第二行中间还有两个字母 G 和 H，用左手食指打 G，用右手食指打 H。键盘上每一行中间两个字母用相应的左右手食指打（如 T、Y；B、N）。

练指法前，先熟悉一下键盘。练时尽可能不看键盘，眼睛盯住书稿，并力求打得准确迅速。

2. 导键及 GH 键练习

以下是导键及 GH 键共十个字母的练习，练时必须按前述指法打。

EXERCISE 1

Type Each Line Six Times

asdfgfasdfgfasdfgfasdfgfasdfgfasdfgfasdfgfasdfgfasdfgfasdfgfasdfgf
asdfgf asdfgf asdfgf asdfgf asdfgf asdfgf asdfgf asdfgf asdfgf asdfgf
;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

EXERCISE 2

Type Each Line Six Times

as as as as as as as as as as sad sad sad sad sad sad sad sad sad sad
gas gas gas gas gas gas gas gas gas fads fads fads fads fads fads fads fads
falls falls falls falls falls falls falls asks asks asks asks asks asks asks
flasks flasks flasks flasks flasks flasks flasks lash lash lash lash lash lash

EXERCISE 3

Type Each Line Six Times

jags hash jags hash jags hash jags hash jags hash jags hash jags hash
dash half dash half dash half dash half dash half dash half dash half
hall gall hall gall hall gall hall gall hall gall hall gall hall gall hall gall
gags shag gags shag gags shag gags shag gags shag gags shag gags shag

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EXERCISE   4

Type Each Line Six Times

a sash has a jag; a sash has a jag; a sash has a jag;
a hag has had half a flask;   a hag has had half a flask;
a glad lad had a gala flag: a glad lad had a gala flag;
a salad glass had a sad fall;   a salad glass had a sad fall;

3. 键盘第三行字键练习

在下列练习中，需加练键盘第三行上 E、R 及 I、U 四个字母。请按照图 4 所示指法打。

EXERCISE   5

Type Each Line Four Times

his agile giraffe fled as he slashed her
a judge glares if he sees a skilful erasure
ideas are as reeds if ideals drag us like lead
she filled a jade glass jug as her ladies regaled us

EXERCISE   6

Type Each Line Four Times

he is a life guard; a laugh is as useful as a sigh
a fearless leader fell dead as he guarded his flag
a hill had a high railed ledge regarded as safe
a lurid red glare lured her; she hurried us aside

在下列练习中，练打键盘第三行的其它字母。请按照图4所示指法练。

EXERCISE   7

Type Each Line Six Times

sqwertasqwertasqwertasqwertasqwertasqwertasqwertasqwertasqwerta
sqwerta sqwerta sqwerta sqwerta sqwerta sqwerta sqwerta sqwerta

图 4 左右手指法示意图

lpoiuy: lpoiuy; lpoiuy; lpoiuy; lpoiuy; lpoiuy; lpoiuy; lpoiuy; lpoiuy;
sqwerta lpoiuy; sqwerta lpoiuy; sqwerta lpoiuy; sqwerta lpoiuy;

EXERCISE 8

Type Each Line Six Times

quota quota quota quota quota quota quota quota quota quota quota
typewriters typewriters typewriters typewriters typewriters typewriters
proud requital proud requital proud requital proud requital proud requital
your true worth; your true worth; your true worth; your true worth;

EXERCISE 9

Type Each Line Four Times

we are assured that the house property is likely to let well
if you desire it we are ready to quote you for jugs or jars
we should like to say we are quite satisfied with the goods
he requires fully eight days to get the jewellery together
we keep large supplies of dried fruit at our warehouses
we are glad to hear that you will allow us to quote you

EXERCISE 10

Type Each Line Four Times

all typists should see that their letters are well displayed
to read good literature regularly is to reap great thoughts
operators should spell all usual words without outside aid
do your work so that all good judges will speak well of it
rush or hustle helps little towards a really speedy output
see that your typewriters are quite fit for their work

4. 键盘第一行字键练习

下列练习包括键盘第一行的各个字母，请按图4所示指法打。

EXERCISE 11

Type Each Line Six Times

SZXCVSZXCVSZXCVSZXCVSZXCVSZXCVSZXCVS ZXCVSZXCVSZXCVSZXCVSZXCVSZXCVSZXCVSZXCV
szxcvb szxcvb szxcvb szxcvb szxcvb szxcvb szxcvb szxcvb szxcvb szxcvb
1/., mn 1/., mn 1/., mn 1/., mn 1/., mn 1/., mn 1/., mn 1/., mn 1/., mn
szxcvb 1/., mn szxcvb 1/., mn szxcvb 1/., mn szxcvb 1/., mn szxcvb 1.., mn

EXERCISE 12

Type Each Line Six Times

maxima, maxima, maxima, maxima; verbal, verbal, verbal, verbal, verbal
convivial, convivial, convivial, convivial; bronzes, bronzes, bronzes, bronzes
victims, victims, victims, victims; climbs, climbs, climbs, climbs, climbs
taxicabs, taxicabs, taxicabs, taxicabs; zenana, zenana, zenana, zenana

EXERCISE 13

Type Each Line Six Times

coaxing, convincing; coaxing, convincing; coaxing, convincing;
buzzing, vexing; buzzing, vexing; buzzing, vexing; buzzing, vexing;
piazza, cambrics; piazza, cambrics; piazza, cambrics; piazza, cambrics;
six men became very zealous. six men became very zealous.

5. 大写键的用法

   下列练习中有大写字母。打大写字母时，用小指按大写键。打完该大写字母后立即
松键。大写键要按紧，否则打出的大写字母会偏上，显得不整齐。键盘左右各有一个大写
键，以便两手交替使用。

EXERCISE 14

Type Each Line Four Times

The Governing Director is Captain Benjamin Cox of Coventry.
Mr. Monanza may next visit Birmingham, Cuxhaven, and Vienna.

The Professor of Political Theory and Institutions, Oxford.

A breezy Manxman, Victor McQuex, won a crazy pavement prize.

EXERCISE 15

Type This Exercise Three Times

The Pyramids of Egypt, the Hanging Gardens of Babylon, the Tomb of Mausolus, the Temple of Diana at Ephesus, the statue of Zeus by Phidias, the Palace of Cyrus (the stones of which were cemented with gold), and the Colossus of Rhodes, were accounted the Seven Wonders of the World of antiquity. Of this septet of gigantic marvels only the Pyramids remain, defiant of time.

EXERCISE 16

Type Each Line Twice

Some men learn the value of money by not having any.
A fool will be a fool whether he goes to hospital or not.
A man must get down to his work to get up in the world.
Make the best of people's life should be our aim.
There may be noise about us but it is in silence we grow.
What man has done man can do; what has never been may be.

EXERCISE 17

Type Each Sentence Twice

The world does not owe you a living, but when you have shown the world that you can work, it will gladly pay you a living.

Some men learn all they know from books, whilst some learn from life; the main thing is to get a start on right lines.

The one way in which a man may get wise quickly is by having knowledge given to him.

I tell you, I do not care how good old methods are; new ones are better even if they are only just as good.

My father said when he was a young fellow he made it a rule to take the first job that came along and use it for bait.

EXERCISE 18
Type This Sentence Twice

It is true that no man can ask more than he gives, and one who cannot take orders is not to be trusted to give them.

6. 连字号

这一练习的最后一段中，有一个连字号"-"，即 to-day 的 to 和 day 之间有一条小横线，称作连字号。连字号在键盘第四行的右端。连字号在英文稿中常可见到，要熟悉这一符号。

打这一练习时，要注意每个字的正确性，眼睛不要看键盘，宁可打得慢些，务求不出错。

EXERCISE 19
Type Each Sentence Twice

It is a good thing to learn at the very outset of life not to play with the spoon before you take the medicine.

I agree with you that debt is just like any other kind of trap; it is easy to get into, but hard to get out of.

A man has said that the best of a book is not only the thought it contains, but the thought which it suggests.

No man is bound to be rich or great, or even wise, but every true and worthy man is bound to be honest.

The habit of looking on the best side of every event is worth more than a good fortune.

The world is moving so rapidly to-day that you have to run as fast as you can to stay where you are.