

# 活用英文書信手冊

劉瑞林 著

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THE HANDBOOK OF THE  
ENGLISH LETTER WRITING

BY LIU JUI LIN

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活用英文書信手冊

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## 序

由於臺灣工商業日趨繁榮，教育水準日益提高，所以被用爲世界語言的英文，用途越來越廣。所以，英文書信也就成了現時代大多數人所必須習用的基本常識和工具了。

可是，寫英文書信，與寫普通文章不同。開始寫英文信的人，往往都得有一本指導寫英文信的參考書籍，以便有所遵循，不致發生錯誤，鬧出笑話。許多英文書信範本，乃應運而生。現在，市面上各種不同的有關指導寫英文書信的書籍，不下百餘種。但是，這些書籍，千篇一律的都是列舉若干封信例，並不能使學寫英文書信的人，在實際寫信時，得到多大的實用價值。

水牛出版社主持人彭誠晃先生有鑑於此，才囑我編撰一本對寫英文書信真正有幫助的書。幾經研究，決定寫這樣的一本“活用英文書信手冊”。

有了這本書，只要略懂英文的人，都可隨心所欲的寫出理想的英文書信。

編者雖曾在新聞界任編譯工作多年，但自知才疏學淺，

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所以本書之編撰，曾參考下列諸書，書信範例也多摘自該書內，未敢掠美，一併註明。

劉瑞林 謹識

五十七年十二月

- 參考書籍 1. *"How to Write Better Letters"*  
by Marcel M. Swartz
2. *"Model Letters for All Occasions"*  
by Leo J. Henkin
3. *"The Complete Letter Writer"*  
by N. H. and S. K. Mager

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# 第 一 章

## 筆 友

### LETTERS OF PEN-PAL

- (1) I saw your name in the "Teenager's Magazine". (1)在“少年雜誌”上，看到你的名字。
- (2) I received your address from a boy in my class at school and I am hoping you will not mind getting a letter from a girl. (2)從同班的一位男同學那裡得知你的住址。希望你不會因為收到一個女孩子突兀的信而介意。
- (3) I am sitting here with a map before me hoping I copied your address correctly, and wondering if my letter will be answered. (3)寫此信時我把地圖攤在面前，希望不致把你的地址寫錯，同時，我並在擔心着是否能得到你的回信。
- (4) I received your most inter- (4)昨天接到了你那封內



- esting letter yesterday, I want to thank you for the picture. 容極為有趣的信，同時謝謝寄來的照片。
- (5) I am very happy to communicate with a friend of American pen-pal. (5)能結交一位美國筆友，使我非常快樂。
- (6) I am very delighted to learn by the newspaper that you are looking for a foreign pen-pal. (6)很高興從報紙上獲知你在徵求一名外國筆友。
- (7) I want to thank you for the very friendly message you sent to me. (7)謝謝你寄來充滿友情的來信。
- (8) Please write to me and tell me about your country and I will be glad to answer any questions you would like to ask me. (8)請給我來信並告訴我貴國的情形，同時我樂于回答你任何想問的問題。
- (9) I guess I will close and look forward to receiving your letter. (9)就此擱筆，並盼能接到你的信。
- (10) If there is anything more you would like to know about, please let me know (10)假如還有更多你想知道的事物，請在下封信裡告訴我，我會一

in the next letter and I'll 一答覆的。  
tell you about it.

(11) I must close and I ~~hope~~ (11) 我該結束這封信了，  
you have found something 希望你在這封信中能  
of interest in this letter. 發現些有趣之處。

(12) I must close now, and will (12) 就此擱筆，我會很快  
write sooner next time. 再寫信給你的。

(13) I could keep on writing (13) 即使用一整天的時  
all day telling you about 間，也無法把我們的  
our city and school so I 城市 and 學校的情形講  
had better stop now. 完，因此，我暫時就  
此擱筆。

(14) I will be waiting to hear (14) 企盼着你的來信。  
from you.

(15) I was so happy to get a (15) 承妳寄來照片，真使  
picture from you. I think 我高興。妳真是美麗  
you are very pretty. And 非凡，穿的那身衣服  
your clothes are lovely. 也漂亮可愛。

(16) Will you please send me (16) 你可否寄一張照片給  
your picture and then I 我？我也將寄一張我  
will send you mine. 的照片給你。

(17) If you would like to know (17) 假如你想多知道一些  
more about my country I 我們國家的情形，我

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- will tell you about it in my next letter. 將在下一封信裡告訴你。
- (18) Enclosed are some pictures and stamps. I hope you will enjoy looking at them. (18)隨信寄去一些風景照片和郵票，希望你會喜歡它們。
- (19) If there is anything you want to know about Free China, please let me know and I will answer as well as I can. (19)如果你想知道任何關於自由中國的事物，請告訴我，我會盡我所能的回答。
- (20) Please don't forget to send your picture to me. (20)請別忘了把你的玉照寄給我。
- (21) Enclosed are some picture postcards of Taiwan. I am sorry that there is writing on the back of them. (21)隨信附寄一些臺灣的風景明信片，遺憾的是它們的背面寫了字。
- (22) I shall enclose some of the autographs of my favorite movie stars in my next letter for you to keep. (22)下封信中，我將寄給你一些我所蒐集我最喜歡的電影明星親筆簽名。
- (23) I am sure you would like to hear a little about my home and school. (23)我相信你一定願意知道一些關於我的家庭和學校的事。

- (24) I am sending you a picture of Ann Margaret I cut from a magazine. (24) 寄上一張我從一本雜誌上剪下的安瑪格麗的照片。
- (25) Please excuse the awful writing and many mistakes. (25) 請原諒我拙劣的書法和許多錯誤。
- (26) I hope to have one of my pictures for you in my next letter. (26) 我希望在下封信裡，能寄一張我的照片給你。
- (27) Please answer my letter as I shall be looking forward to receiving it. (27) 請回信，我將翹首渴盼着接到它。
- (28) I received your most interesting letter yesterday and want to thank you for the picture and stamps. (28) 昨天接到了你那封極有趣的信，多謝你寄來的照片和郵票。
- (29) I guess by the time I receive your next letter I will be out of school for vacation. (29) 我推測當我接到你下一封信時，我已離校渡假去了。
- (30) Our summer vacation starts July 1 and ends Oct. 1. (30) 我們的暑假七月一日開始，十月一日結束。
- (31) I hope you will excuse me for taking so long to write. (31) 請原諒我囉嗦的寫了這麼長。
- (32) I am collecting stamps and (32) 我在集郵，盼你能寄

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- I would like you to send me some used Japanese, English or other stamps that you can find. 些用過的日本，英國或其它你能找到的舊郵票。
- ㉔ I am sending you some stamps from France. ㉔我寄給你了一些法蘭西的郵票。
- ㉕ I have tried to make this letter as interesting as possible. ㉕我設法盡可能的使這封信生動有趣。
- ㉖ My hobby is collecting stamps from all countries in the world. ㉖我的嗜好是搜集世界各國的郵票。
- ㉗ I am a dog fancier, I have three dogs in my family. ㉗我是個愛養狗的人，我家裡有三隻狗。
- ㉘ My hobby is carving small trinkets out of wood. ㉘我的癖好是用木頭彫刻一些小玩具。
- ㉙ I have other hobbies such as collecting the autographs of movie stars and making model airplanes. ㉙我並有另一些癖好，像搜集電影明星簽名和製造飛機模型。
- ㉚ I just started this hobby a month or two ago. ㉚這一嗜好，我才開始一兩個月。

- (40) What sort of games do you play in your country? (40) 你在貴國都玩些甚麼遊戲呢?
- (41) What does your country look like? (41) 貴國風物是怎樣的?
- (42) How do you spend your holidays? (42) 你都如何渡假的?
- (43) Have you any pets? (43) 你有沒有養什麼小動物?
- (44) Those are some of the things I want you to tell me about. (44) 我希望你能告訴我這些事。
- (45) I like history and art. I enjoy good music, and I have had two and a half years of English. (45) 我喜歡歷史與藝術。我欣賞好音樂，同時我已學了兩年半的英文。
- (46) I must close now, and will write sooner next time. (46) 我必須就此擱筆了，很快就會再寫信給你。
- (47) This Saturday my family and I are leaving to go on our vacation. We won't be getting back until April 9th, so if you write me (47) 本星期六我將和家人出外旅行，要到四月九日才能回來，因此，在四月九日之前你如寫信給我，我暫時也

- before then, I won't get it. 看不到。
- (48) May I say you write very well and use beautiful English? (48)我要說你的英文詞句流暢動人，字跡也秀麗得很。
- (49) I am sure you would like to hear a little about my school. (49)我深信你想知道些我學校的情形。
- (50) I attend Taipei High School and there are nearly 3500 boys and girls attending this school. (50)我在臺北高中就讀，全校有男女學生約三千五百人。
- (51) We play basketball every night after school. (51)我們每晚放學後都要打籃球。
- (52) I have hundreds of things to say but I am finding it hard to begin. (52)我有千言萬語想說，但却不知該從何說起。
- (53) Let's talk about my family. (53)且來談談我的家庭吧。
- (54) There are four members in my family, mother, father sister and myself. (54)我一家四口，父母姐姐和我。
- (55) I am seventeen years old. (55)我今年十七歲。

- 60 I weigh one hundred and fifty-nine pounds. And I am five feet seven inches tall. 60我體重 159 磅，高五呎七吋。
- 61 My father owns a grocery store and when I am not in school I help in it. 61家父開一家雜貨店，我不上學時就在店裡幫忙。
- 62 My brother is married and is away from home. 62我哥哥已經結婚，住得離家很遠。
- 63 In summer we go swimming nearly every day. 63夏天裡我們幾乎每天都游泳。
- 64 Among outdoor games I like basketball. Do you play basketball over there in New York? 64戶外運動裡我喜歡籃球。你們在紐約玩不玩籃球？
- 65 I go to the theater about twice a week and I like western pictures. 65我差不多每星期看兩次電影，我喜歡西部片。
- 66 I have very little work to do at home. All I do is carry wood for the stove. 66在家時我沒有甚麼事可做。唯一要我做的就是將木柴放進火爐裡。
- 67 Some day I plan to visit America because I am very 67我計劃有一天能去美國訪問，因為我對美



- |  |                                |
|--|--------------------------------|
| interested in the American boys and girls.   | 國的少年男女很感興趣。                    |
| 64 When I am out of school I am planning on going to an aviation school or else join the navy.   | 64 離開學校之後我打算去學飛行或者加入海軍。        |
| 65 I am eighteen and will graduate from High School in June.   | 65 我今年十八歲，六月就將高中畢業。            |
| 66 In summer, most of the time was spent in fishing and swimming.  | 66 在夏天，大部份時間都消磨在釣魚與游泳上。        |
| 67 If the weather is fine next Sunday, we intend to go to the beach.   | 67 假如下個星期日天氣好，我們將去海濱。          |
| 68 We had a big storm about a month ago in this country. Several hundred houses were washed away and about a hundred people were killed. | 68 一個月前本國暴雨成災，數百幢房屋被毀，約有一百人遭難。 |
| 69 Which season do you like best? I like the autumn.   | 69 你最喜歡那一季節？我愛秋天。              |