

英語輔導叢書

Samples of English Correspondence

英文應用文 實例

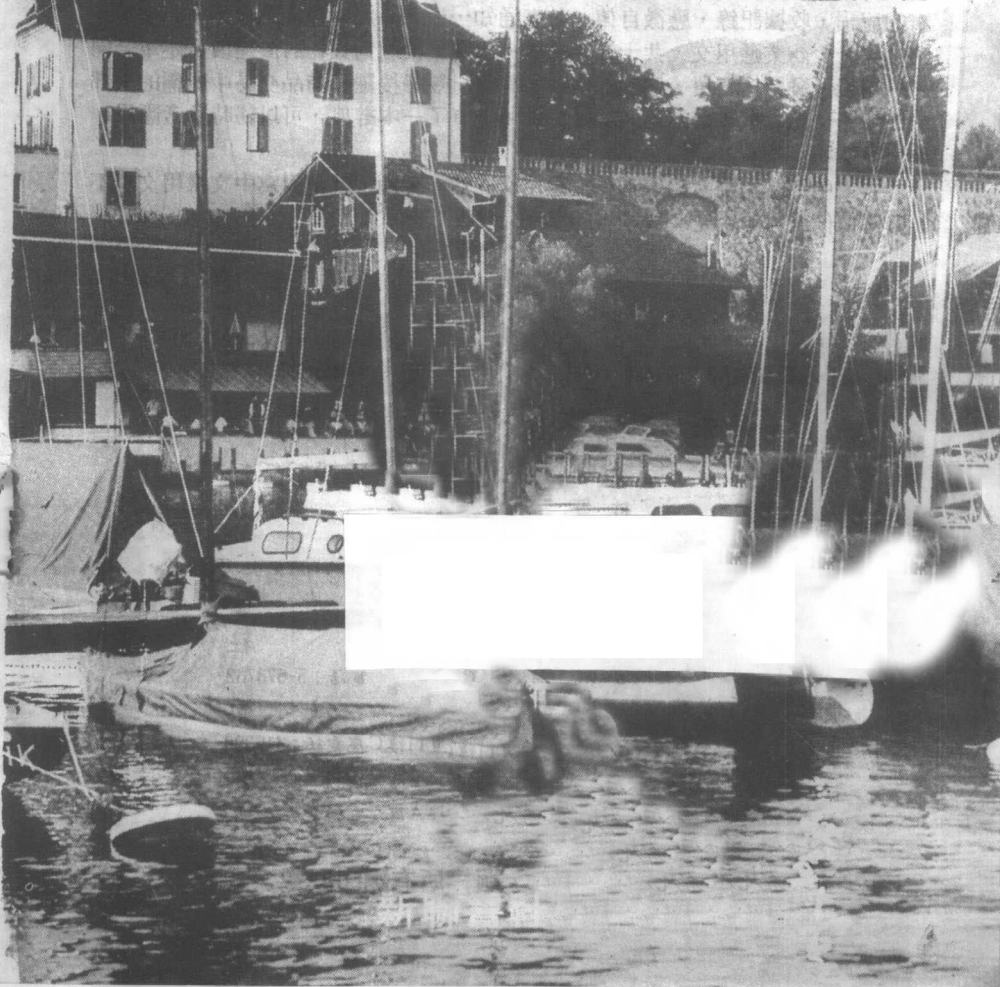
孫滌靈編著

新聯書社出版

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英文應用文 實例

孫滌靈編著



內容簡介

隨着時代的進步，人類交際的頻密，不論在中國或外國，應用文的使用越來越廣泛，它的形式也越來越繁複。一個讀過幾年英文的人，如果沒有接觸過各種形式的英文應用文，即使他能寫出一篇較好的文章，也不一定能寫出恰如其分，符合習慣的應用文來。這是因為應用文有它獨特的格式，如會議記錄和請柬的寫法就不一樣，收據和租約也極不相似。有些應用文，包括普通商業上的，如租售契約，買賣合同等等在簽寫時偶一疏忽，用詞稍有差錯，易被人歪曲，造成物質上的巨大損失。因此，不妨大膽地說，生活在現今社會上，每個人具有一點應用文的基本知識，不無裨益。

本書共分兩部分。第一部分社交應用文，共十章。從書信的常用語到婚喪喜事的祝詞，收據記錄，應徵自傳，啟事通知……等等幾乎包羅萬象，應有盡有；第二部分，商業應用文，共十章。從第一次商業接觸到貨物討價還價，定單合同、信用證、發票提貨單，運輸保險……等等，幾乎搜羅了商品交易所需的全部文件契約。讀者有了這本書，就好像手頭上有了了一本辭典，可以隨時參考應用，極為方便。

本書中英文對照，對學習英文應用文固然有幫助，就是對寫中文應用文也不無參考價值，可以說是舉兩得的事。

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英文應用文實例

英語輔導叢書

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PART ONE 第一篇

SOCIAL CORRESPONDENCE

社交應用文

CHAPTER 1 第一章

EXPRESSIONS IN ENGLISH LETTER

書信常用語

1. Openings of Letter 書信開場白

- (1) Thank you for your letter of the 5th September.
九月五日手示奉悉。
- (2) Your letter of the 5th September reached us yesterday.
昨日捧讀九月五日手書。
- (3) We acknowledge with thanks receipt of your letter of the 5th September.
九月五日來信收閱，謝謝。
- (4) We have pleasure in acknowledging receipt of your letter of the 5th September which reached us yesterday.
昨天收到你九月五日來信，甚高興。
- (5) We are pleased to acknowledge receipt of your letter of the 5th September.
收到九月五日來信，甚喜。
- (6) We have received your letter of the 5th September and have noted your remarks contained therein.
捧讀九月五日手書，所述各點均已奉悉。
- (7) I wish to inform you that
敬啟者：
- (8) As I have not heard of you for long, I feel anxious.
久未奉示，不勝懸念。
- (9) I am glad to hear of your continued success.
欣聞閣下不斷取得成就。
- (10) Pardon me for bothering you the other day when I had the pleasure of seeing you.
日前吵擾，無任歉仄。

2. Greetings 問候

- (1) I hope you are keeping quite well.
伏維起居迪吉。
- (2) I am very glad to hear that you are all enjoying good health.
聞闔府安康，欣慰何似。
- (3) I hope you are all well and that nothing has happened.
伏維起居無恙，諸事順遂。
- (4) I hope you have taken care of yourself during the late cold weather.
近來天寒，尚望善自珍攝。
- (5) I am extremely anxious about your health in this bitterly cold weather.
時值嚴寒，起居何似，不勝懸念。
- (6) As the season grows colder, I beg you will take good care of yourself.
氣候日冷，尚祈珍重自愛。
- (7) How are you this unreasonable weather?
氣候無常，未知起居可安？
- (8) How has it been with you?
起居無恙否？
- (9) The season is becoming hotter and hotter, but I hope all your family are in good health.
邇來天氣日漸炎熱，伏維全家康泰。
- (10) Be careful of your health.
尚盼自愛不宜。
- (11) It gives me great pleasure to learn of your prosperity.
得悉閣下日益興隆，無任欣幸。
- (12) With sincere wishes for your health and happiness.
恭維福躬安泰，諸事迪吉。



3. Apology 致歉

- (1) I beg you will excuse my apparent neglect.
久疏問候，伏祈原諒。
- (2) I regret that I have been too negligent in my duty of writing to you.
函稟久疏，抱咎實深。
- (3) I have not written to you for a long time, but I hope you are enjoying a sound health.
未向您問候已久，緬維合府康泰爲佳。
- (4) I fear you are very angry with me for not having answered your kind letter, I have been dreadfully busy ever since you left.
久未覆書，諒必罪責，只以別後瑣事冗繁，未遑握筆耳！
- (5) I ought to call on you but I have been so busy that I have been unable to do so.
本應往訪，奈俗務纏身，未獲如願。
- (6) Please pardon my long neglect in writing to you.
久未馳書問候，請原諒。
- (7) I beg you will pardon my long silence.
久未通訊，猶祈見恕。
- (8) I am very sorry that I have not written to you for such a long time, since I wrote to you last.
前曾奉上一函，於茲已久未問候，抱歉之至。
- (9) I am very sorry for not having answered your kind letter.
惠書久接，遲覆爲歉。
- (10) I must request your indulgence for having so long neglected to reply to your last letter.
前辱惠書，未遑致覆，務乞原諒是幸。



4. Reply 覆信

- (1) I have just received your kind letter.
頃奉惠書。
- (2) Many thanks for your kind letter, just received.
頃接手書，感謝莫銘。
- (3) Your kind letter, received yesterday, entirely satisfies me.
昨承賜書，不勝欣慰。
- (4) Your letter of the 1st inst. was duly received.
本月一日惠書收悉。
- (5) We have the pleasure to acknowledge the receipt of your letter of the 3rd Feb.
二月三日來信誦悉，不勝喜躍。
- (6) I am greatly obliged for your kind invitation, received yesterday.
昨接手示，承蒙邀請，無任感謝。
- (7) I was absent from town when your letter arrived, or I should have replied immediately.
來信到達，適我去外地，否則，定當早覆。
- (8) I am very sorry that your letter of the 5th inst. arrived while I was away from home, hence it was not replied so soon.
本月五日手書到達，適我外出，未克作覆，抱歉之至。
- (9) I had the pleasure at receiving your letter of the 24th May, on the 2nd June.
七月二日欣奉五月二十四日惠書。
- (10) Your letter to my brother was shown to me.
致家兄來信，我已拜讀。
- (11) I am in receipt of your esteemed letter of yesterday.
鈞示昨已收悉。
- (12) As your enquiry cannot be answered off hand, I shall call on you shortly as soon as my time admits, and give explanations in detail.
承詢之事一時難以奉覆，待暇再行面談。
- (13) I return you a thousand thanks for your friendly advice.
蒙諄諄告誡，感何可言。
- (14) Having mislaid your address, I have not been able to reply sooner.
尊址遺失，未克作覆，歉甚。
- (15) I was delighted to receive your letter dated the 15th, and am glad to see by it that you
十五日手書捧讀，得悉閣下……無任欣喜。

5. Request for Reply 要求對方回信

- (1) I hope you will write directly.
盼即賜覆。
- (2) I shall anxiously await your reply.
立盼回音。
- (3) I shall feel obliged by a reply at your earliest convenience.
盼速賜覆至盼至禱。
- (4) I wish to receive your instructions by letter.
靜待教益。
- (5) Let me hear if you received the parcel safely.
包裹收到，請即賜覆。
- (6) Awaiting your reply.
立候回示。
- (7) I am looking forward to your answer in a few days.
日內希即覆信。
- (8) May I request a reply at your earliest convenience?
懇請早日回覆。
- (9) Write to me as soon as possible.
務祈速覆。
- (10) Let me have your answer, if possible, by the bearer.
務請示覆，交來人帶下。
- (11) An immediate reply, care of Mr. Chang will oblige.
盼速覆，交張君轉來，甚感。
- (12) P. S. The favour of an early reply will be appreciated.
再者：請早賜覆信，謝謝。
- (13) We are unable to account for your prolonged silence.
久未來信，令人費解。
- (14) We shall appreciate an early reply from you.
倘蒙早覆，無任感激。
- (15) An early reply from you will be greatly appreciated.
倘蒙早覆，無任感激。
- (16) Your prompt reply will be appreciated.
倘蒙早覆，無任感激。
- (17) We shall be pleased to hear from you soon.
早賜佳音，不勝快樂。

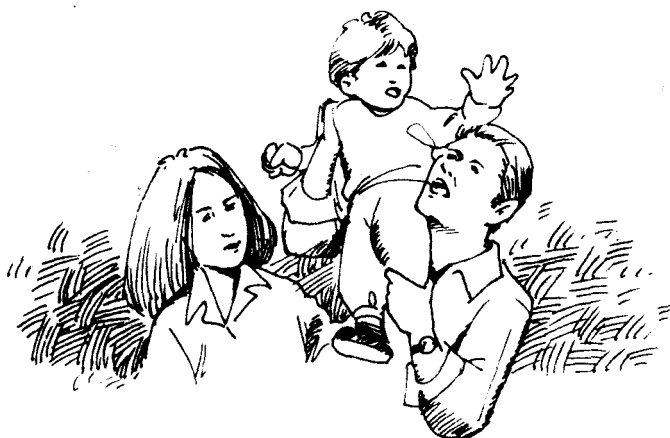
6. Reporting Safety 向友人報平安

- (1) I am very happy to tell you that my family are all quite well.
我合家平安，差堪告慰。
- (2) Happily, all at home are quite well.
幸全家安康。
- (3) Our time is passed much as usual.
我等生活如常。
- (4) As for ourselves at home, little change has taken place since you left.
自你走後家中無甚變化。
- (5) Thank you for your kind inquiries after my health, I am better now.
辱承慰問，感激萬分，目前我的健康已好轉。
- (6) I am quite well, and I hope that all of you are the same.
我身體甚好，尚望閣下與我相同。
- (7) Your mother and I remain as well as when I last wrote.
汝母及我身體均好如我前信所述。
- (8) I am very thankful to hear from your kind note that my parents there are enjoying sound health.
敬悉家父母身體康泰，不勝欣慰，特此致謝。



7. Endings of Letter 結束語

- (1) Be pleased to make my compliments to Mrs. B and to dear Miss C and to everybody else.
B太太和C小姐及其它諸友盼代問候。
- (2) When you write to him, thank him for his kindness in remembering us.
你去信時請代謝他的隆情厚意。
- (3) He writes me to inform you that
他來信叫我代轉告你.....
- (4) Please present to Mr. D my most sincere wishes for welfare and happiness.
請代向D先生祝他幸福快樂。
- (5) My papa and mamma beg also to add their best thanks to mine.
家父母統此致意。
- (6) Pray present my kindest regards to Miss B and believe that I am.
請代向B小姐致意，至盼。
- (7) My wife unites with me in kind remembrance.
內人同此致候。
- (8) With my regards to all my friends in Shanghai.
上海諸友統此問好。
- (9) Please remember me to your family.
敬祝合家福安。
- (10) With kind regards to your family.
敬祝合家福安。
- (11) With our united best regards.
家人均此向你問好。
- (12) With united kind regards to all your circle.
家人均此向你合家問好。



CHAPTER 2 第二章

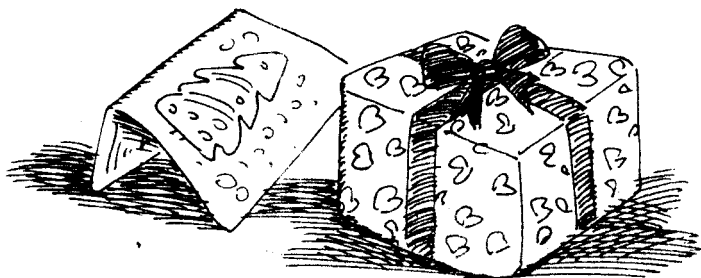
CONGRATULATIONS AND SYMPATHY

賀詞與慰問

1. Congratulation on Christmas and New Year

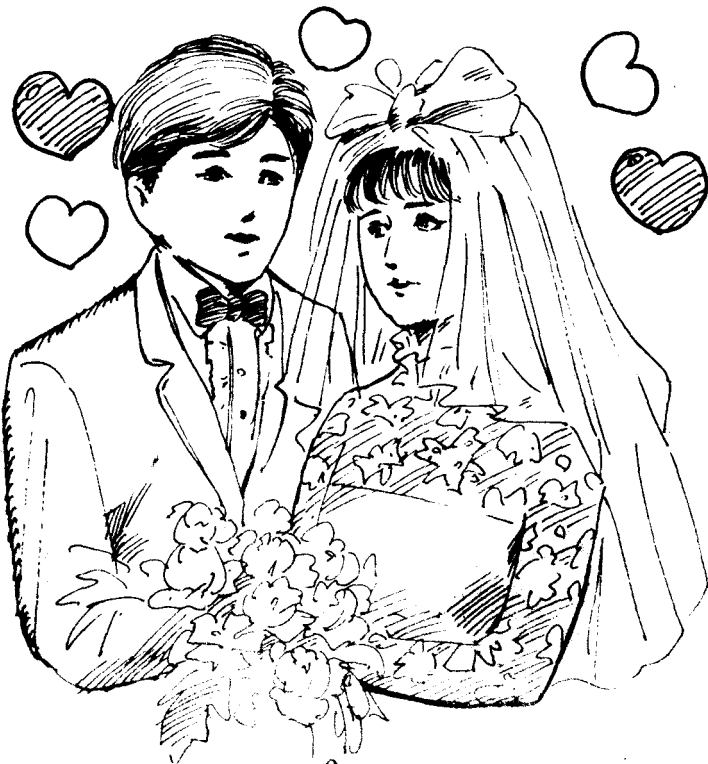
賀聖誕及新年

- (1) Merry Christmas and Happy New Year!
聖誕快樂，新年幸福。
- (2) Allow me to wish you a bright and prosperous New Year.
恭賀新禧！
- (3) I wish you a happy New Year, and I hope sincerely that you will continue in your usual good health throughout the year.
新年快樂並祈福躬康泰。
- (4) I wish you have a most happy and prosperous New Year and many returns of them.
敬祝新年昌盛，福壽無疆。
- (5) I write you these few lines, wishing you a happy New Year.
聊奉數語恭賀新年。
- (6) A happy New Year to you and many of them!
新年快樂並頌萬福。
- (7) I hope you may have a happy New Year, and that all things may prosper with you.
恭祝新年，諸事順遂。



2. Marriage 賀結婚

- (1) I congratulate your happy union with Miss B.
閣下與B女士結婚，謹此祝賀。
- (2) Accept my sincere congratulation on your marriage with Miss B.
聞閣下與B女士結婚，特此敬賀。
- (3) I intend to offer as my wedding gift a drawing clock.
奉上時鐘一口，聊助合巹之儀。
- (4) Allow me to present you with a in congratulation upon your marriage with Miss B.
呈上……特此誌喜。
- (5) Wishing you many happy returns of the wedding day.
值茲閣下結婚之喜，恭祝幸福無量。
- (6) I have the pleasure of accepting your kind invitation to your wedding ceremony.
接獲閣下結婚喜帖，不勝雀躍。
- (7) The news reaching me of your recent marriage, I hasten to offer you my most sincere congratulation.
欣聞閣下結婚之喜，特申敬賀。



3. Giving Birth to a Child 賀生育

- (1) Allow me to offer you my sincere congratulation on the birth of your son.
聞閣下產育一子，特申祝賀。
- (2) I am delighted to hear that Mrs. B has given birth to a son.
喜聞尊夫人誕下一子，可喜可賀。
- (3) I learn with much pleasure that your wish has been fulfilled in the birth of a boy.
得悉閣下生兒之願已達，不勝喜躍。
- (4) Hearing that you have now a little son. I sincerely congratulate you and hope for the future happiness and prosperity of your family.
聞閣下喜有麟兒，用申祝賀並頌合家幸福吉祥。
- (5) I am glad to hear that Mrs. B has had a boy and I imagine how glad you are.
B夫人生下一子，諒必高興萬分。
- (6) With best wishes for the health of both your treasures.
謹祝母子平安無恙。
- (7) I beg to present my best wishes for the quick reestablishment of her health.
敬祝尊夫人早日恢復康泰。

