

英漢社交書信

櫻庭一郎等編著

莊以淳譯

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中流出版社有限公司出版

內 容 簡 介

在本書中，將英文信分作「開頭」、「主文」、以及「結尾」等三個主要部分，按37項具有代表性的情況，再分三章羅列其範例進行解釋。讀者可從每一部分分別選擇其中一則適當的範例組合起來，即可構成一封完整的英文信。

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中流出版社有限公司出版

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譯者的話

「萬事起頭難」，大凡作文，最傷腦筋的，每每是頭一句或頭一段，這是人所周知的共同經驗。

作詩、作文，有「起、承、轉、結」這一基本原則，自然也可以應用之於寫信。由於中文信與英文信彼此都有不少共通的地方，只要在文法和習語上已有一定的水平，學習寫英文信，其實並非一件難事。

本書第一章所收錄的是「開頭部分」，即信件中的「頭一段」，亦即相當於「起」的部分。

第二章則是信件中的「主文」，即相當於「承」與「轉」的核心部分。

第三章則分別列舉信尾最後一段的範例，表示如何結束一封信的最後一段，這就是「結」。雖然並不一定是「結論」，往往是一些形式上的客套話，但作為一封信的「結尾」，也是既不可或缺，亦不容忽視的一個部分。

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- (4) 居喪用名片
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- (7) 答謝用名片
- (8) 證明書
- (9) 英文履歷書
- (10) 常見昵稱一覽表

第一章 私人信的開頭部分

§ 1 初次通信時

1 請允許我寫信給您。我的名字是王文。就讀於高中三年級。現年十八歲。(現在太平洋有限公司出口部工作。)

Allow me to write to you. My name is Wen Wang. I am in the third year of a senior high school. I am 18 years old. (I am with the Export Department of Pacific & Co., Ltd.)

2 雖然夙未謀面，但請恕我冒昧寫信給您。☆

I have never seen you but it *is a great pleasure for me to write to you.

*be a great pleasure 非常高興。

3 我是從一本〈筆友雜誌〉裏看到你的姓名的。我寫信給你，是由於想跟你做個筆友。

I have found your name and address in a pen pal magazine. I am writing to you *in the hope that I can make pen friends with you.

* in the hope that ~懷着~的希望。

☆歐、美人士並不以給陌生人寫信為一件冒昧、失禮的事情，故此，在首次寫信給人時均不必說 Forgive me.....。

4 請允許我寫信給您。我是從香港阿巴甸教堂的威廉神父那裏獲悉您的姓名與地址的。

Allow me to write to you. I have heard of your name and address from *Father Williams, a priest at Aberdeen Church in Hong Kong.

* 神父 Father, 要大寫, 冠於姓氏之前。

5 我現在就讀於高中二年級。我一直想和一些美國人用英文通信來往。

I am in the second year of a senior high school. I have long been wishing to exchange letters in English with some Americans.

6 你的姓名和地址, 是從東京美國大使館的約翰遜先生處得來的。我是高中的女學生。

Your name and address have *been given me by Mr. Johnson at the American Embassy in Tokyo. I am a senior high school girl.

*be given by ~由~給介紹。

7 我是懷着或許會交上一個外國朋友的希望而寫信給您的。這是我頭一次用英文來寫信。希望你會了解我而和我做個筆友。

I am writing to you in the hope that I may have a foreign friend through letters. This is the first time for me to write a letter in English. I hope that you will kindly understand me and become a pen pal of mine.

8 雖然用英文給外國人寫信非常吃力, (可是)我是希望能夠做你底筆友之一而寫信給你的。

Although it *is very difficult to write an English letter to a foreigner, I am writing to you in the hope that I shall be able to be one of your pen pals.

*be difficult to ~難做~, 不容易做~。

9 請原諒我用拙劣的英文寫信給你。我不善於寫英文, 因而唯恐不能讓你好好地了解我。

Allow me to write to you in *poor English. I am not good at writing English, so I am afraid I cannot make myself understood well by you.

*poor English 拙劣的英文（英語）。

10 我不怎麼知道有關妳的事情，瑪利，除了（知道）妳是和我同年的一個十六歲的女孩子之外。妳是頭一個看我的英文信的外國朋友。

I don't know much about you, Mary, except *the fact that you are a 16-year-old girl, *the same age as mine. You are my first foreign friend that reads my English letter.

*the fact that ~ ~這一事實。

*the same age as mine 跟我同年（歲）。

11 我是從我校的〈筆友俱樂部〉那兒看到你的姓名和地址的。我了解貴國，也希望你了解中國。

I knew your name and address from the pen pal club of my school. I want to *know about your country and also wish you to know about China.

*know about ~ 了解~, 知道（有關）~（的事情）。

12 你的姓名和地址，是從我校的英語教師布朗先生那兒獲悉的。我料想你是個極好的大學生。我希望你會同我當個好筆友。

Your name and address *have been given me by Mr. Brown, who is a teacher of English in my school. I imagine you are a *wonderful student. I hope you will be a good pen pal of mine.

*has been 亦無不可。

*wonderful student 極好的大學生。

13 我是從中國的一家英文報紙〈北京日報〉看到你的姓名和地址的。我一直在想着，如果能夠在貴國有個朋友互相通信的話，那將會是多麼好的一件事啊。

I knew your name and address in *the Beijing Daily News, one of English newspapers in China. I have been thinking how wonderful it

would be if I could have a friend in your country with whom I can
*exchange letters.

* 凡屬報紙、雜誌的名稱，要加定冠詞 the。

* exchange letters 互相通信。

14 請恕我冒昧寫信給你。我認識了作為學生旅行團團友最近來過香港的阿姆斯特朗先生。他告訴我，你正在找一個（住在）中國的筆友。他把你底姓名和地址給了我，好讓我寫信給你。

Allow me to write to you. I *got acquainted with Mr. Armstrong who recently visited Hong Kong as a member of the student traveling mission. He told me that you are looking for a pen pal in Japan. He gave me your name and address *so that I might write to you.

* get acquainted with ~ 認識（某人）；了解（某事）。

* so that may (might) 好讓 (能夠) 做 ~。

15 你的姓名和地址，是最近來過中國的愛德華·西蒙斯先生給我的。他說，你正在蒐集中國名勝古蹟的照片。我對這一類照片有興趣，因而寫信給你，希望能夠和你通信合作。

Your name and address have been given me by Mr. Edward Simons who recently visited China. He said that you are collecting photos of Chinese *places of historic interest. I am interested in such photos, so I am writing to you in the hope that I may exchange letters and co-operate with you.

* place(s) of historic interest (名勝) 古蹟。

〔開頭第一句的寫法〕(1)

「請恕我冒昧寫信給您」之類的說法是不能直譯成英文的，茲列舉一些常用的句子以供參考：

- It is a great pleasure for me to write to you.
- It is a thrill to write a letter to a foreign friend.
- It gives me a thrilling excitement to write to you.
- How thrilling to exchange letters with a foreign friend like you.
- You may be interested to receive a letter from a young Chinese girl (boy).

16 請恕我冒昧寫信給你。你或許已從正在 貴地逗留的陳綺雯小姐（那兒）聽說過我的名字。我寫信給你，是希望能夠成為你的筆友。

Allow me to write to you. You have probably *heard of my name from Miss Yee Wen Chan who *is staying in your city. I am writing to you in the hope that I can be your pen pal.

*hear of ~ 聽說（得知）~。

*be staying in ~ 在~逗留（呆着）。

17 我從〈星晚報〉上獲悉你底嗜好是集郵。我也有同樣的嗜好。因此我寫信給你，希望能夠成為你的筆友。茲隨函附上幾張紀念一九七二年在北海道舉行的冬季奧運會的日本郵票。請你收下來作為我的一點禮物吧。

I have known from the Star Evening News that your hobby is *collecting stamps. I have the same hobby. So I am writing to you in the hope that I can be your pen pal. I enclose some of the Japanese stamps commemorating the 1972 Winter Olympics held in Hokkaido. Please *accept them as a gift from me.

*collection of stamps 是「集郵」的另一說法。

*accept...as a gift from ~ 作為~的禮物接受…。

18 我打算高中畢業後到美國繼續學業。我一直在找尋一個美國的筆友。你的姓名和地址，是由駐在紐約的彼得行代理人王明德先生給我的。

I *am planning to continue my study in the U.S. after I graduate from the high school here. I have been looking for a pen pal in the *U.S. Your name and address were given me by Mr. Wang Ming Tak, a representative of Peter & Co. in New York.

*be planning to ~ 打算~。

*U. S. A. 之前要加定冠詞 the。

19 我是通過萬國筆友俱樂部獲悉你的姓名和地址的。希望你會繼續和我通信。我寫給你一些有關我本人的事情，以便你選擇我作為

你的筆友之一。

I got your name and address through the International Pen Friend Club. I hope you will keep on *corresponding with me. I'll write here about myself to give you some materials for choosing me as one of your pen pals.

*correspond with ~ 和~通信。

20 我現在一家出口醫療機器的小商行工作。我是爲了希望能夠成爲你的筆友而寫信給你的。

I am working at a small *firm exporting medical apparatus. I am writing to you in the hope that I may be your pen pal.

*firm 商行，公司。

21 我現在一家叫做湯姆貿易有限公司的小公司工作，那是製造、銷售玩具的。我從最近來過香港的克勞弗德先生處聽說，你現在某玩具研究所工作。聽說你喜愛玩具和（世上的）孩子。

I am working at a small firm named Tom Trading Co., Ltd. which manufactures and sells toys. I heard from Mr. Crawford who had recently visited Hong Kong that you are working at a toy laboratory. I was told that you love toys and children of the world.

[應盡量採用簡單句]

在開始練習寫英文信的初期，應盡量採用較簡短的簡單句，而避免使用分詞結構、關係代詞、連接詞等構成的長句或複合句。不然的話，常常會弄巧反拙，詞不達意，成爲不倫不類的句子。

§ 2 再次通信時

(1) 寫予熟朋友的場合

1 今天收到你的信了。

I received your letter today.

2 四月十日，收到你的四月一日來信。

On April 10 I received your letter *dated April 1, 19xx.

*dated ~ ~ (某年某月某日) 的。

〔備考〕正式的英文信件，一般要加“19××”等的年份，但朋友間來往的私人信，則往往也可省略。

3 真高興接到你好久沒來的信。

It was a great pleasure to receive your letter *for the first time in a long time.

*for the first time in a long time 原義是「長期以來頭一次的」。

〔備考〕上文是右邊英文範例的直譯，中文較常見的寫法是「好久不見有來信了，真高興接到你這封信」或「久違教益，忽接來翰，不勝欣慰」等等。

4 你底親切的信，使我深深爲之感動。

I *was deeply moved by *your kind letter.

*your kind letter 相當於中文的「華翰，瑤章，來教，來札……」等。

*be deeply moved 至深感激。

5 謝謝你四月一日的來信，這是我一直在期望着的。

Thank you for your letter of April 1. I have *been expecting it for a long time.

*be expecting ~ for a long time 長久以來一直在期望着~。

6 我看過你的信了，真高興能夠從此跟你繼續通信。

I have read your letter, and am very glad to be able to *keep correspondence with you from now on.

*keep correspondence with ~ 和~繼續通信；與~保持聯繫。

7 我非常高興你把我當如筆友之一來寫信給我。

I am very glad that you have written to me as *one of your pen pals.

*one of ~s ~之一。〔這~要用複數式〕

8 我很抱歉，好久沒給你寫信了。近來可好嗎？

I am sorry I have been silent for a long time. How are you getting along?

9 好些時未見你有音信了。可真不知道你過得怎麼樣？

I have not heard from you for some time. I wonder how you are getting on.

10 查理，你近來可好？

How are you doing, *Charlie? I think you are out on a trip.

*Charlie 是名不是姓，故不加 Mr.。像這句般單以名字稱呼，可增加親密感，是收效頗大的表現手法。

11 請原諒我長久沒給你寫信。

Please accept my sincere apology for the long silence.

〔備考〕「久疏音候，殊深歉仄」之類的意思，均可照譯如右。

12 謝謝來信。我很抱歉沒能立即回信。

Thank you for your letter. I am sorry I did not write you soon.

13 多謝來信。獲悉近況之後，我倒羨慕你底愉快的生活了。

Many thanks for your letter. I knew how you are living every day. I rather envy you your pleasant life.

14 接到你底精彩的信，我立即（開始）感到一見如故。我想，我

們是會成為好朋友的。可不是嗎？

I began *to feel friendly with you at once, getting your wonderful letter. I think we will be able to become good friends. Don't you think so?

*to feel friendly with ~ 原義是「對~感到友好」。

15 謝謝你底幾張美麗的美術明信片。我非常樂意看到你寄來的明信片，通過它們我就可以看到 貴國的事物了。

Thank you for your beautiful picture postcards. I am very happy to have your cards through which I can enjoy seeing things in your country.

16 瑪利，謝謝妳底信和隨函寄來的幾張照片。我看這些照片可真好極了。

Thank you for your letter, Mary, enclosing the photos. *I find the photos very wonderful.

*I find 的原義是「我發覺（發現）」。

17 多謝來信和美好的禮物。那是出乎意料之外的禮物，可真令我高興極了。謝謝你的好意啊。

Many thanks for your letter and wonderful gift. It is an *unexpected present, so I am really happy to have it. Thank you again for your kindness.

*unexpected 意外的，突如其來的。

18 我要謝謝你這麼快就給我回信。

I want to thank you for *replying to my letter very soon.

*reply to ~ 給~回信（回覆）。

19 我可真高興透了，接到你的信比我預期的還要早。

I am awfully glad to receive your letter earlier than I expected.

20 謝謝你底美好的信。看到這些珍奇的郵票，（不禁）令我興奮。沒料到你的回信這末快。這就教我更加高興了。

Thank you for your nice letter. I was excited to see the strange stamps. I did not expect to have your reply so soon. And this *made me all the happier.

*make me all the happier 令我更加高興（開心）。

21 謝謝來信。我翻來覆去地看了好幾遍。我想，我要把你的信長期留下來作為紀念。

Thank you for your letter. I read it again and again. I think I will *keep your letter as a *memento for a long time.

*keep (=hold) 保存，留下。

*memento 紀念品。

22 我老是在想給你寫信，可就是懶，一直沒寫成。真對不起。

I have always been thinking of writing to you, but have *neglected to do so. I am quite sorry.

*neglect to do something (因疏忽、怠慢等) 忘記做某事，懶得做某事。

23 請原諒我沒寫信給你。有這麼多的事要寫，可又不知從何寫起才好。

Forgive me for my *silence. I have so many things to write you that I don't know what to *start with.

*silence 沉默；無音信。to keep silent 則是動詞的表現方式。

*start with ~ 從~開始。

24 你近來可好嗎？請原諒我好久沒給你寫信。因為（學校裏）考試，我一直忙的不可開交嘛。

How are you getting along? Please forgive me for the long silence. I have been terribly busy because of school examinations.

25 請原諒我好久沒給你寫信。我傷風在床上躺了兩個星期。實在萬分抱歉。

Forgive me for my long silence. I caught cold and have been kept in bed for two weeks. Please *accept my sincere apology.

*accept one's apology 接受某人的道歉。

26 請原諒我遲遲未能給你回信。我最近搬到這個市鎮，一直在忙的不亦樂乎呢。

Forgive me for the delay in replying to your letter. I recently *moved to this city and have been terribly busy.

*move to ~ 搬到(往)~。

27 近來可好？請原諒我沒給你寫信。這些日子來我一直很忙。海倫也有信來，埋怨我音信全無哩。

How are you doing? Forgive me for my silence. I have been busy these days. *Helen also wrote to me, complaining of my silence.

*Helen 是女子的名字，不是姓，故不必加上 Miss。

28 請原諒我好久沒給你寫信。我老是忙個不了嘛。我並非有意不理會你的。就請你接受我誠懇的道歉吧。

Forgive me for my long silence. I am always *busy with chores. I do not mean to ignore you. So please accept my sincere apology.

*be busy with chores 俗務纏綿，忙於零星瑣事。

*I do not mean to ~ 我的意思並非~，我無意~，我並非有意~。

29 你近來可好？北京是一天比一天更像春天了。

How are you doing? It is getting more like spring in Beijing day after day.

30 自從上次給你寫過信之後，發生了好些事情。你近來可好嗎？

So many things have happened since I last wrote you. How are you getting on?

(2) 語彙類

1 已是春令時節了。日本的春天是以櫻花盛開馳名的。可是現在，華盛頓的櫻花反而更加馳名。你近來過得可好？

It's spring now. The spring in Japan is known for cherry blossoms. But nowadays cherry blossoms in Washington, D.C. are rather better known. Are you getting along well?

*D. C. District of Columbia 之略，是美國首都華盛頓所在的行政區，通稱「哥倫比亞特區」。

2 這兒是愈來愈像春天了。相信你近來很好。你那兒現在是甚麼季節呢？

It is getting more like spring here. *I hope you are doing well. In what season are you now?

*I hope you are doing well. 原義是「我希望你（日子）過得好」，相當於我們的「料必安好如常」之類的意思。

〔備考〕與海外通信時，應留意彼此的季節未必相同。

3 這兒適值農曆五月。在海上可以看到「龍舟競渡」。香港的五月就像妳那樣美麗的呀，瑪麗。

It's May of the lunar month here now. The Dragon Boat Race is seen on the sea. May in Hong Kong is as fine as you, Mary.

〔備考〕「農曆五月」通常譯作 the 5th of the lunar month。又「龍舟競渡」或「賽龍舟」，由於外國人不解其內容，故爾最好稍加解釋。

4 我們這兒天氣一直不好。你們那兒天氣怎麼樣？

We are having bad weather here. How is the weather in your city?

〔備考〕寫信的人雖然是單數，但指天氣而言時，則用複數 we。

5 這幾天來，此地天氣晴雨無常。

The weather has been unsettled here these days.

6 暑氣是一天比一天嚴酷了。今時香港的自然環境正在受到破壞，市區內很少聽見蟬聲了。

Summer heat is getting severer *day after day. Environment is being disrupted in Hong Kong today, and cicadas are seldom heard to sing in city areas.

*day after day 日復一日地。