

英文打字自習基礎

J.B.Harleth 原著 / 吳瑞南譯 / 黃惠珍校訂

Typing is fun!

It's easy to learn.

Master typing while young.....

It'll come in handy

when you take up a career!

Typing also teaches languages.

Only twenty-six letters

on the keyboard

but they can make up

all the words

in the world!



國際打字學社印行

AA1215/0402

A 級：筆記

(時間限制10分)

1. 下面的Inside Address雖可寫成一行,但請將它改寫成Block Form(垂直型),open punctuation (不加標點)的文章。

Miss Margaret Michell Sanford Equipment Inc 1254 Colorado Avenue Long Beach CA 90813

2. 在 Letter Size 用紙上,打下面之表時,各段與段之間應空下多少空格,才能相等呢?請將答案記入 () 中。

(1) pica活字 (格)

8.5吋 (約21.6公分)					
12格	11打數	13打數	10打數	12打數	12格

(2) Elite活字 (格)

8.5吋 (約21.6公分)					
15格	13打數	10打數	14打數	11打數	15格

3. 請將適當的字,填入下面的空格裡。

	縮 寫	英 語	日 語
a		continued	
b	mdse.		
c	rcpt.		
d			教 授
e		department	

4. 以符號及數字填入下面(1)~(5)之題目中。

- (1) Thirty-five dollars and fifty cents -----
 (2) Eight feet seven inches -----
 (3) Six multiplied ten is equal to sixty -----
 (4) One hundred divided by two is equal to fifty -----
 (5) Twenty degrees thirty minutes ten seconds -----

5. 依照工商會議處,英文打字技能檢定測驗速度計分標準(國際打字比賽規則),請將下面(a)~(d)之文中的錯誤數,記入 () 中。

(問題) We can't pay more than ¥8,000 a day for this work, but we can

- (a) We cant pay more than \$8,000 a day this for work, but we can ()
 (b) We can't pay more than ¥8,00 a day for this work, but we can ()
 (c) we can't pay more than ¥3,000 an day for this wrok, but we can ()
 (d) We can't pay more then ¥8,000 a day for this work, but wecan ()

Current Date _____

Mr. John E. Peterson
1855 Dodge Street
Detroit, Michigan 48231

Dear Mr. Peterson:

We certainly do appreciate your calling our attention to the mistakes we made in filling your recent order. I have checked over the original order blank and find that you are correct in every detail.

No, we did not send you the power drill you ordered, although we promised that they would go out immediately, by express. They are being sent to you today by special delivery, and they should reach you sometime next week.

You have ordered our highest-grade power drill. We know you will enjoy using them. From time to time you may desire to add extra parts. Each of the thirty-one pieces completing the set may be purchased separately. When you have the entire outfit, you will find that you will be able to take care of almost any job around the house. We are mailing you a folder that describes this drill and suggests many uses to which it can be put.

We do have an explanation for your not receiving Tool Kit No. 4. The number you quoted must be from the catalogue we issued a year ago, last spring. The one you ordered is unfortunately out of stock; we have been trying to locate one in our Nagano plant, but they have just written that they are out of that particular number there, also.

The Tool Kits we have in stock now are:

(1)

<u>Type</u>	<u>Content</u>	<u>Price</u>
No. 5	10 items	\$49.50
No. 14	12 "	55.00
No. 20	15 "	60.00
No. 27	18. "	65.00

The only Tool Kit of any type similar to the one you selected is No. 27. However, we hesitate to send substitutes without permission, particularly in this case, for tool kits have advanced rather rapidly in price. No. 27 now costs \$65.00, plus tax. Do we have your permission to send this more expensive kit? We shall take no action on this until we hear from you.

We sincerely hope that you will continue giving us your business. Frankly, we are at a loss to understand why the mistakes were made. Our only explanation is that companies are composed of individuals, and sometimes a person here or there gets out of step. Apparently our shipping clerk just wasn't marching with the group the day he filled your order.

We hope that our past record of good service will convince you that we value your patronage and want to keep you as a customer. We hope, too, that we have succeeded in adjusting everything to your entire satisfaction. If not, please write us again.

Sincerely yours,

Akira Kubota, Manager

AK:RM

請將此表之第一欄NO.按英文字母順序排列，而 NO.後面的各行也加以改變，使它成爲一好體裁的表。

UNION OVERSEAS TRAVELING BAG
(Overnight & Longtime)

<u>No.</u>	<u>Articles</u>	<u>Size</u> cm	<u>Weight</u> kg	<u>Price</u> ¥	<u>Color</u>
<u>SIERRA 100</u>					
A-321	53cm O'nite Case	53X39X18	2.6	13,800	White
C-328	60cm Pullman	60X44X20	3.7	17,000	Yellow
B-323	56cm Weekend Case	56X42X20	2.9	15,500	Blue
D-336	67cm Pullman	67X51X21	4.4	20,000	Black
<u>SILHOUETTE 100</u>					
E-612	Beauty Case	38X22X21	2.5	13,800	Red
G-623	56cm Weekend Case	56X42X20	3.3	18,800	Olive
F-622	53cm Wide-O'nite	53X39X19	2.9	16,500	Brown
H-624	60cm Pullman	60X44X20	4.0	19,500	Green
I-628	60cm Wide-Pullman	60X44X22	4.5	20,000	Silver
K-638	67cm Wide-Pullman	67X51X24	5.3	25,800	Blue
J-636	67cm Pullman	67X51X22	5.0	23,500	Gold
L-647	75cm Pullman	75X53X25	6.1	28,000	Black
<u>WARDROBE TRUNK</u>					
M-764	67cm Wide-Two-Suiter	67X53X25	5.7	26,800	White
<u>SILHOUETTE DELUXE</u>					
N-921	53cm Wide-O'nite	53X39X20	2.9	17,500	Gray
O-928	60cm Wide-Pullman	60X44X23	4.1	21,800	Olive

1. 對於以 TREND OF EXPENDITURES IN MEAT AND FISH 作為 main heading (表題)，是從最初的位置起空12格，然後從 (Unit: Yen) 的 minor heading 開始打起。關於這種打法是對是錯？請加以圈選之。

正 錯

2. 請將適當的字填入下面的空欄裡。

	英 語	日 語	縮 寫
a	care of		
b		2月	
c			P.S.
d	manufacturing		
e		建築物	

3. 以 Single Space 打42行，每行長60打數，打在 Letter Size 用紙的中央，並將上下左右的空白取相等。不過開始打時，應從紙的上端空幾格才好呢？還有，從左端空幾格才好呢？使用的活字是 Elite。

(1) 從上端 _____

(2) 從左端 _____

4. 依照工商會議處，英文打字技能檢定測驗速度計分標準(國際打字比賽規則)，請將10分鐘的 Gross Strokes 及 NWPM 算出來。不過，在此之前的答案部份沒有錯誤。

(問題) reason for my choice, but in a subconscious way I would see some- 2477
thing which would lead me to believe that the one I was choosing 2542

(答案) reason for me choice, but in a subonscious way I would see some-
thing which would lead to me beli

(1) Gross Strokes _____

(2) NWPM _____

5. 將 A 欄 B 欄義意相同的，連在一起。

A 欄	B 欄
margin	刻度 R
column	鬆弛
scale	欄
release	參考
indent	空白
lever	
reference	

Current Date

Mr. Justin C. Green
Washington Square
New York, NY 10003

Dear Mr. Green:

I was very sorry indeed to receive your letter of October 30, in which you wrote that you have decided to cancel your Magazine of Japan, Ancient and Modern. Our records show that you have been with us for more than ten years. We are wondering why you have decided to stop subscribing.

The loss of your subscription is a serious matter to us. Apparently you have found that the magazine is not doing as good a job as it did in the past. If this is the case, we want to know what is wrong. Do you find the articles in the magazine uninteresting? Is there some field you feel you would like us to cover that we do not now cover? Do you think that we should change the style of the magazine?

For the last few months, we have been working on a number of projects that we feel will make the Magazine of Japan, Ancient and Modern more valuable than ever. We are going to add several new features that I know you will like.

(1)

Would you change your mind about cancelling your subscription? We are confident that after you see what we have planned for you during the next six months, you will not regret taking that action. We are sure every one of these forthcoming issues will prove to be of such great interest and value to you that you will wonder how you ever could have written us to cancel your subscription to the Magazine of Japan, Ancient and Modern.

We are enclosing an envelope in which you can send us your renewal. We are looking forward to hearing from you very soon.

Sincerely yours,

Circulation Manager

SM:SW

Enclosure

JET TUNING FORK CLOCK
(Original Design)

<u>Name</u>	<u>Material</u>	<u>Size</u> mm	<u>Frame</u> <u>Color</u>	<u>Price</u> ¥
Reiza	Plastic	195×245×50	Ivory	8,000
Popes	"	240×245×70	Blue	8,500
Civer	"	250×320×60	Orange	10,000
Palace	Wood	270×320×60	Red	12,500
Resort	Castiron	280×300×60	White	15,000
Bouget	"	310×380×60	Black	18,500
Wagon	Metal	300×330×65	Gold	20,000
Elise	Plastic	300×390×70	Gray	25,800
Marble	"	310×320×70	Brown	30,000
Mireu	Metal	350×330×80	Black	35,000

In regard to the architecture of Japan, as	43
to other matters, one must put himself in an	88
attitude of sympathy with her people, or at	132
least he must become awakened to a sympathetic	179
appreciation of this work and the conditions	224
under which it has arisen. Above all, he must rid	275
himself of all preconceived ideas as to what a	322
house should be, and judge the work of a Japanese	372
builder solely from the Japanese standpoint.	418
Architectural edifices, such as we recognize as	466
architectural, do not exist outside her temples	514
and castles. Some reason for this condition of	562
things may be looked for in the fact that the	608
vast majority of the Japanese are poor; and	652
further, in the fact that the idea of co-operative	703
buildings has never entered a Japanese mind,	748
each family, with few exceptions, managing to	794
have a house of its own. As a result of this,	841
a vast number of the houses are shelters merely,	890
and are such from necessity; though even among	937
these poorer shelters little bits of temple	981
architecture creep in.	1005
In considering the temples of the Japanese,	1049
one should take into account their methods of	1095
worship, and precisely what use the worshippers	1143
make of these remarkable edifices. And so with	1191
intelligent sympathy finally around in all these	1240
matters, they begin to wear a new aspect; and	1286
what appeared grotesque and unmeaning before,	1332

now becomes full of significance and beauty.	1378
We see that there is something truly majestic	1424
in the appearance of the broad and massive	1467
temples, with the grand upward sweep of their	1513
heavily-tiled roofs and deep-shaded eaves, with	1561
intricate maze of supports and carvings beneath;	1610
the whole sustained on colossal round posts	1654
locked and tied together by equally massive	1698
timbers. Certainly, to a Japanese the effect	1744
must be inspiring beyond description; and the	1790
contrast between these structures and the tiny	1837
and perishable dwellings that surround them	1881
renders the former all the most grand and	1924
impressive. Foreigners though familiar with	1969
the cathedral architecture of Europe, must yet	2016
see much to admire in these buildings. Even in	2064
the smaller towns and villages, where one might	2112
least expect to find such structures, the travel-	2160
ler sometimes encounters these stately edifices.	2210
Their surroundings are invariably picturesque;	2257
no sterile lot or worthless sand-hill outside	2303
the village, will suit these simple people, but	2351
the most charming and beautiful place is always	2399
selected as a site for their temples of worship.	2449
Whatever may be said regarding the archi-	2489
tecture of Japan, the foreigner, at least, finds	2538
it difficult to recognize any distinct types of	2586
architecture among the houses, or to distinguish	2635
any radical differences in the various kinds of	2683

(2)

dwelling he sees in his travels through the	2728
country. It may be possible that these exist,	2775
for one soon gets to recognize the differences	2822
between the compact house of the merchant in the	2871
city and the country house; but as for special	2918
types of architecture that would parallel the	2964
different styles found in our country, these are	3013
none. Everywhere one notices minor details of	3060
finish and ornament which he sees more fully	3105
developed in the temple architecture, and which	3153
is evidently derived from this source; and if it	3202
can be shown, as it unquestionably can, that	3247
these features were brought into the country by	3295
the priests who brought one of the two great	3340
religions, then we can trace many features of	3386
architectural detail to their home, and to the	3433
avenues through which they came.	3467
In connection with the statement just made,	3511
that it is difficult to recognize any special	3557
types of architecture in Japanese dwellings, it	3605
may be interesting to mention that we found it	3652
impossible to get books in their language treat-	3699
ing of house architecture. Books in abundance can	3750
be got treating of temple architecture, from the	3799
plans of the framing to the completed structure,	3846
but a book which shall show the plans and eleva-	3895
tions of the ordinary dwelling the writer has	3941
never yet seen.	3956

1. 將KANSAI CHAMBER OF COMMERCE AND INDUSTRY之標題打在Letter Size用紙的中央。以Pica活字來打字。從紙的左端留幾制空格較佳，請填之。

從左端空 _____ 格。

2. 請用英語將記號或者名稱，填入下面空欄。

	名 稱	記 號		名 稱	記 號
a	diagonal		f		£
b		\$	g	section	
c	asterisk		h		+
d		¥	i	division	
e	left parenthesis		j		¢

3. 請用英語，寫出二個打字機零件名稱來，但必需附有 Release這單字。

(1) _____ Release

(2) _____ Release

4. 將下面之 Business Letter構成要素，按照信紙打法順序，將其號碼記入 () 中。

() Complimentary Close

() Salutation

() Enclosure

() Date

() Body of the Letter

5. 依照工商會議處，英文打字技能檢定測驗速度計分標準，請將10分鐘的Gross Strokes及NWPM算出來。不過，在此之前的答案部份沒錯。

(問題) employs you, but will depend solely on your own ability and effort, and within reason you can make it whatever you want

2033

2093

(答案) employ you, but will depend solely on to your own ability and effort, and within season you ca

(1) Gross Strokes _____

(2) NWPM _____

November 9, 1975

Mr. Peter A. Galonis
Information Processing Center
1950 S. W. 60th Ave.
Portland, OR 97201

Dear Mr. Galonis:

Letter of Reference

The applicant, Takeo Shimada, was a student in our university 1968-72. I taught him for three years and found him regular in his habits, painstaking in his study, and popular with his friends on the campus.

Through my contact with him in these years I found him to be a steady and assiduous young man with considerable mental alertness, deeply interested in the English language as well as in Electronic Data Processing Systems.

Articles

An Analysis of Ecologically Motivated
Consumer Purchase Behavior.

A Simulation Test of the Efficient
Markets Model.

The articles which he contributed to the company organ and some other periodicals have been well received, and I feel sure that a chance to study in the United States will mean a great deal to him in terms of personal development and the prosecution of his study.

Sincerely yours,

Professor of Economics

UMLA FEES AND LIVING EXPENSES
(Estimated Budget for 1975--76)

<u>Fees</u>	<u>Per Quarter</u>	<u>October to June Three Quarters</u>
Registration fee	\$ 100.00	\$ 300.00
Educational fee	120.00	360.00
Nonresident tuition	<u>500.00</u>	<u>1500.00</u>
Total	\$ 720.00	\$2160.00
 <u>Living Expenses (approximate)</u>		
Room & board (variable)	\$ 500.00	\$1500.00
Books & supplies (variable)	<u>80.00</u>	<u>240.00</u>
Total	\$ 580.00	\$1740.00
 TOTAL (Fees & Living Expenses)	 \$1300.00	 \$3900.00

November 9, 1975

Eastern Boat Company
1137 Lincoln Lane
Philadelphia, PA 19119

Attention: Mr. Wilbur J. Benson

Gentlemen:

Our new factory will be commencing production on the 10th of March next year and I should very much like to invite you and your wife to be present at a celebration to mark the occasion.

I am inviting all those individuals and firms that have contributed to our success, and trust that you will pay us the compliment to accepting.

A luncheon will be arranged at the Green Park Hotel, followed by the opening ceremony and a tour of the factory. In the evening there will be a banquet.

Please confirm that you will be able to attend by advising me of your arrival time--I can then arrange for you to be met. All arrangements for your stay overnight on the 10th will, of course, be made by us at our expense.

Sincerely yours,

KUBOTA & CO., LTD.

Masao Ikeda
President

MI:YS

A rich lady and her daughter were travelling abroad, and they came to a country in the Far East. Their ship arrived in port very late at night, and so they went immediately to their hotel, which was built in western style. It was large, modern and luxurious. The mother and daughter were given two adjoining rooms divided by a private bathroom. They could both enter the bathroom from their own rooms, and of course they could enter each other's room by passing through the bathroom.

They were both very tired, so they agreed to go straight to bed. The mother went to her bedroom and the girl went to her own bedroom. The daughter fell asleep at once, and when she woke up the next morning she discovered it was nearly noon. She got up and went into the bathroom and listened at her mother's door, to see if she could hear her mother moving about. But she could hear nothing, so she assumed her mother was still asleep, tired out after their long trip. So the girl took a bath and dressed. By that time it was one o'clock, and still she could hear no sound from her mother's bedroom. As she was hungry and wanted her lunch, she decided to waken her mother.

She opened the door into her mother's bedroom, but found it was empty. The bed had not been used. Indeed, all the furniture was different from what she had seen the night before. Even the wallpaper on the walls and the curtains at the windows were different. There was no sign of her mother's clothes and luggage. She could not believe this was the room her mother had gone to sleep in the night before. She felt she must be going mad, so she picked up the telephone and called the front desk, but no reply. Then, she hurried downstairs, feeling growing uneasiness and panic in her mind. Then she walked straight to the front desk and asked the clerk to tell where her mother was. She explained her mother had not been in her room and it was completely different from the room she had seen that night.

(1)