

書信寫作要點

一封英文書信的格式，通常正式的函件，分爲六部份，那就是：

(1) 發信人地址、日期 (Heading), (2) 受信人姓名地址 (Inside address), (3) 對受信人的稱謂 (Salutation), (4) 信的本文 (Body of the letter), (5) 信的結語 (Closing or Complimentary close), (6) 發信人簽名 (Signature)。此外，如有必要時，還有「附言」(Postscript)。茲分別說明如下：

1. 發信人地址・日期

發出一封信時，須在信紙的右邊上角，離開信紙上端約一吋或半吋，寫下發信人的地址與發信日期，分作數行寫，次序是 (1) 門牌號數，街名，(2) 市名 (如寫到外國去時，便須在城市後面，再添上國名)，(3) 發信的月、日、年。

166 Hollywood, 1st fl.
Hong Kong
Dec. 15, 19—

說明：(1) 每一行的末了一個字母，須離信紙邊緣半吋或三分之一吋，並與下面的「信的本文取齊」

(2) 左例譯文爲：香港荷李活道一六六號二樓，一九——年十二月十五日。

3. 對受信人的稱謂

這是寫在受信人姓名地址之下面一行（如果不寫受信人姓名地址時，這「稱謂」便寫在「受信人姓名地址」的位置）

稱謂有種種，稱謂後面必須用逗點號（，），不過美國也通用（：）。

(a) Dear Sir. 或 My dear Sir, （用於不大熟悉的男人或業務函件，多一 My 字更為正式）；多數則為 Sir, 或 Gentlemen:

Dear Madam, 或 My dear Madam, （稱不論已婚或未婚的女人，用法同 Dear Sir）

Sir, （單用一個 Sir 字，大抵用於對機關、官員等）。

(b) Dear Mr. 姓……, Dear Miss 姓……, Dear Mrs. 姓……, Dear Dr. 姓……, （通常是用於認識的男女的，但美國已通行作為非常正式的社交函件的稱謂了）

(c) 對於熟悉的人或親屬：

(1) Dear friend, My dear 姓., Dear 名……, Dear Teacher,

(2) Dear father （或 Da, Daddy 等）, Dear Mother （或 Ma, Mama 等）, Dear Uncle, Dear Aunt （或 Auntie）, Dear Brother, Dear Sister, Dear Cousin 名……, （書名與否都可以）。

4. 信的本文

信的本文，就是寫下所要說的話，位置在對受信人稱呼的下面一行，開頭一個字須寫在稱謂下面的中部。全信應該分段，，每段與第一段的首字取齊。（現在美國也有每段的第一行第一字並不縮入，而只在每一段間的下面隔開一行。

例如：

(1)

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.....(稱謂)	
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(2)

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.....(稱謂)	
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5. 信的結尾

信的本文寫完後，便要有個致敬的結束語，有如中國信件的「弟……頓首」之類，位置在信的本文的最後一行下面右邊，但要從稍為

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學校、家庭、學生、學業

學生與學校類

申請獎學金

親愛的先生：

我從今天的學校公報，獲悉學校對於上學期大考平均分數在九十分以上的學生，要給予獎學金。你將會從學校的記錄冊，見到我上學期大考的成績是九十五分。我想我有獲得一部分獎學金的權利。

我家境貧窮，我的父親已盡力所能及，供給我在學校讀書。關於這一點，我要請你問我的級友和鄰居唐玉麟。這項獎學金將使我的家庭解除了重大負擔，使我的前途更佳。

尊敬你的，

.....

請求月考補考

親愛的老師：

我英文的月考不及格，真抱憾。我慣常很用功，尤其是對於英文，但是爲了考試前生病，有一星期未到校上課。當我病好時，要準備考試已太遲了。我的考卷，成績很壞而不

middle school student. I am not a lazy student, as you can sometimes happen to hear my classmates' calling me Bookworm. I read my lessons regularly and did all the work you required of me. I spare no pains in looking up the new words in the dictionary. I studied grammar most diligently so that I can remember most of the rules and definitions. But try hard as I may, no progress has been made in my comprehension of English so far. When I take a new lesson, I cannot understand it a bit before you explain it. There are often some grammatical mistakes in most of the sentences I wrote. What may be the matter with me?

I hope you will kindly point out my shortcomings and show me the way to improve my English.

Your affectionate student,

.....

Request for after-class tutoring

My dear Teacher:

Owing to a poor foundation of English in the junior middle school, I now feel difficult to catch up with my class. I was aware of this from the beginning. Thinking that steady work would win the day, I applied myself to the lessons with all my might. But after a couple of months of hard labour, it seems to me that no progress has been made. My English is as poor as formerly. I still cannot write a good composition. Nor can read with full understanding.

I am sure this should be due to the fact that I have groped alone in the dark. I did not conduct my study in the proper way.

factory facility in the use of the English language, (3) adequate financial resources to complete the undergraduate study.

I hope you will kindly send me an application blank.

Yours sincerely,

(Signature)

W. M. Ho

我相信，現在她已可一再安定下來讀她的功課，並補起了她久假未修習的課業了。

你的誠意的，

.....

關於兒子的成績單

（發信人姓名，地址）

（收信人地址，日期）

先生，

我昨天讀了傑克的成績單，不勝驚異。我從不會想到他的學業成績會這麼壞的。

我曾詳細察閱了成績單，見到他的功課，除了運動之外，完全不佳。我和他的談話中，得到的印象是，在這學期，給他運動的時間很多。我固然敢說這對他有好處，卻也覺得，是否在他的時間與興趣方面，不會佔太高的分配額。

我要對你保證，對於此事，我絕不有意歸咎於你和你的教職員。毋寧是我更想在請求你們的幫助。如果你對他的時間表，能加以調整，使他可以比較現在，更有多時間用心於

女兒受欺凌

(發信人地址，日期)

(收信人姓名地址)

艾李遜女士，

昨天瑪利回家時，左眼有厲害的傷口，情緒不寧。

從瑪利問出全部經過情形是不容易的。我從她說出的不連貫的點點滴滴情況，猜出她是給一個男生打傷的——他的名字似乎是陳傑克——他慣常欺負她的。昨天這男生用手杖打她。她實在應該去告訴你，報告他的欺侮，但她說她不敢。

瑪利驚懼得很，以致今天我經過好大麻煩，才能勸動她去上學。我使她安心，強調說你一定會注意到此事不會再發生的。我確知，你對那男生一語便夠了。通常，男生們都是頑皮的，我並不願意他爲了此事而受得不必要的麻煩。

你的誠意的，

.....

Choosing a university for studying engineering

Dear Mr.,

I shall finish my senior middle school course next summer. My father desires me to go to a university for furthering my education.

For advanced study, I have determined to take the course of engineering, as I am well conversant with mathematics and natural sciences. But the choice of a university puzzles me. Engineering cannot be learned by mere book-reading. To take this course I must enter a university where there are enough equipment and implements for me to make practice and experiments.

Can you help me in this respect? I think you may happen to know the best college of technology in the United States or United Kingdom. If such is the case, kindly inform me of it in as much detail as you can. I want to know especially the amount of expenses a student in such a university should pay. I shall be much obliged to you if you can get a copy of detailed regulations of such an institution for me.

Thank you for the trouble.

Sincerely yours,

.....

How to study English grammar

Dear,

As regards how to study English grammar and benefit from it, here is some advice I should like to offer.

snake charmers, yet I saw and enjoyed something else. There are men with trained monkeys, others with trained bears who do clumsy dances and then hold out a furry paw for a token of appreciation. They are as numerous as the swarms of street vendors.

There are many elephants too. While they are not to be seen strolling through the city streets, they can be observed in all the game sanctuaries. An elephant ride of one hour can easily be arranged. I took one ride through curiosity.

Food here is very good; it is interesting to try local Indian cuisine. Double-deck streetcars are part of the crowded street traffic, along with buses, taxis, bullock carts and pedestrians.

In Bombay there are the hanging gardens of Melabar and the Elephanta Caves. The latter is on an island six miles by launch across the harbour and contain a fantastic collection of Eighth Century sculpture.

The beauties and wonders of India's craftsmen have added untold glory to the world through the centuries. The gold or silver work is outstanding, and wood-carving has been perfected to its highest form. I have bought some as gifts for you and some other friends. I think you will be delighted when you see it.

Yours sincerely,

.....

In London

(Heading)

Dear Tom,

As soon as my airplane landed at London airport, I spotted our old classmate Ming already waiting for meeting me. My fear

Reason for long silence

Dear John,

Sorry to say that I have not written you for ages. I suppose you must be angry at my long silence. But I am sure you will forgive me if you know the reason of my neglecting my old friend.

I devoted the whole summer vacation to preparing for the entrance examination of Prince University. I almost never had time to go to a motion-picture theatre. Daily, I shut up myself at home and was absorbed in those taxing and exacting textbooks which would help me to cross the threshold of the University's gate. Now I am glad to inform you that I have been matriculated.

If you are not too busy with your new undertaking, I hope I can hear from you soon.

Your sincere friend,

.....

To former teacher

Dear Sir,

It is almost three years since I graduated from our high school. I must apologize for having not written to you even once. I have just learned from my old classmate, Mr. Henry Chang, that you are still teaching in our school, and I hasten to write you to pay my respect to you and redeem my fault of long silence. I hope you are getting on very well and all that you have undertaken are successful.

As my father cannot afford me to have college education, I have opened a small bookstore at my native town. It is to support my family as well as to provide for myself a chance to read lots of works which are written by famous authors.

Business life is far from easy and happy as school life. Sometimes I met with frustrations and I would recall to mind the happy school days which were gone. I hope I can save some money that will enable me to further my studies in a university some day. I think you will be glad to hear of my ambition.

Trusting you are in the best of health, I am,

Respectfully yours,

... ..