

商 用 英 文 範 例

附 歷 屆 考 試 試 題 解 答

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商用英文範例

附 歷屆考試試題解題

目 次

1 商用英文常用字彙	1
2 商用英文常用文句	9
3 商用英文略語表	13
4 商用英文各類範例	23
I、商品提供及報價	23
II、訂購函	36
III、帳款及銀行業務	46
IV、保 險	57
V、貨物運輸	63
VI、索款與訴苦	71
VII、信用照會	77
VIII、就職應徵函	85
IX、市場情況以及市場報告	94
X、國際電報及明信片	98
歷屆試題暨解答	105

I

商用英文常用字彙

- (一) **貴函**: Your letter; Your favour; Your esteemed letter; Your esteemed favour; Your valued letter; Your valued favour; Your note; Your friendly note; Your friendly advice; Yours.
- (二) **敝信**: Our (my) letter; Our (my) respects (n. pl.); Ours (mine).
- (三) **本函**: This letter; These lines; The present.
- (四) **前函**: The last letter; The last mail (American); The last post (English); The last respects (自己的信) ; The last favour (來信)
- (五) **次函**: The next letter; The next mail (American); The next post (English); The letter following; The following.
- (六) **幾月幾日發之貴函**: Your letter of (the) 5th May; Your favour dated (the) 5th June; Yours of the 3rd July. Your letter under date 5th July; Your letter bearing date 5th July; Your letter of yesterday; Your letter dated yesterday.
- (七) **貴電**: Your telegram; Your wire; Your cablegram (從外國) ; Your coded wire (密碼電報之場合); Your code message ; Your wireless telegram; Your TELEX (電報掛號)
- (八) **貴電話**: Your telephone message; Your phone message; Your telephone call; Your ring.
- (九) **通知, 介紹, 告知**: (Noun) An advice; A notice; An infor-

2 商用英文範例

、mation; A notification; A report; A news; A message.

【文例】

1. By this letter we inform you that we shall send these wines to our friends at Cologne.
我們將此葡萄酒寄到我們在哥倫的客戶，特此通達。
2. Through these lines, we intimate you that they may send you considerable orders.
我們將利用此一路線，大量訂購，特先通知。
3. The purpose of this letter is to inform you that the goods were despatched by canal to Hamburg.
本信之目的，在報告商品已經由運河，寄到漢堡。

- (十) 回信: An answer; A reply; A response. To answer; To reply; To give a reply; To give one's answer; To make an answer; To answer one's letter. Replying to; Answering to. In answer to; In reply to; In response to. To await an answer; To wait for an answer. To get an answer; To favour one with an answer; To get a letter answered.

【文例】

1. Replying to your inquiry of the 10th inst., we are unable to offer you plates of the size you specify.
貴公司本月 10 日發出大函敬悉。但是本公司無法供應貴公司所求的碗盤，所以無從報價。
2. In answer to your favour of the 6th May, we inform you that we are unable to take the goods offered by you.
貴公司五月六日大函敬悉，惟本公司無法允購貴公司開出之貨單。
3. We are glad to answer your inquiry concerning S. & Company.
關於 S 公司之照會，特此函覆。

- (十一) 收領，收訖: Receipt (收到); A receipt (收據); A receiver (收領人，管錢人); A recipient (收款人); To receive; To be to (at) hand; To come to hand; To be in po-

ssession of; To get; To have; To make out a receipt (作成收據) ; To acknowledge receipt (告知收訖)

【文例】

1. We have received your letter dated 6th February.
二月六日大函敬悉
2. We are pleased to acknowledge receipt of your favour of the 1st June.
六月一日貴函敬悉
3. We are in possession of your favour of the 6th June, and regret having to inform you that it is impossible for us to deliver the goods,
六月六日貴函敬悉。惟該商品現已欠貨，無法供應，特此函達，並希見諒。

(ㄅ) 確認: To confirm (確認) ; Confirming (確認) ; Confirmation (確認) ; A letter of confirmation (確認書)

【文例】

1. We confirm our call of last week respecting our offers to you.
關於前週本公司所報價事項，我們重予確認
2. Confirming our letter of last week, we ask you to appoint an early interview with our representative.
茲確認本公司函件，並惠請早日指定與本公司代表人商談之日期。

(ㄅ) Please (高興，愉快，欣幸) [快樂，欣慰] : To have the pleasure to do; To have pleasure in (of) doing. To take (a) pleasure in doing (something); To be pleasure to (with) (by); To be glad to (of)(about).

【文例】

1. We have the pleasure of enclosing herewith the documents.
同函奉上有關文件。
2. We have much pleasure of placing the following order

4. 商用英文範例

with you : --

茲向台端訂購下列貨物

3. I am glad that you have accepted my offer.

本人欣聞台端已接受我的報價。

(註) Enclose (同封) : Enclose (English); Inclose (American).

【文例】

1. Enclosed you will find an invoice of 50 cases goods.

奉上商品 50 箱之清單，請點收。

2. A stamped envelope is enclosed for reply.

爲供回信，同函奉土已貼郵票之信封。

(註) **迅速，立刻**：Urgently; Promptly; Immediately; At once; As soon as possible; As promptly as possible; At one's earliest convenience; Without delay; Immediately on receipt of this letter (接獲此信後，隨時)；By express messenger (火速急電) ；By express letter (由限時信)

(註) **回信**：By return; By return of post; By return of mail.

(註) **依照**：According to; Conformably to; In accordance with; In conformity with (to); In agreement with.

(註) **就……，關於** About; Regarding; Concerning; As to; With regard to; In regard to (of); Respecting; In connection with; Referring to; In reference to.

(註) **Due (期滿)**：To be due (支付期限將屆，〔輪船等〕將到達) Duly (正時、當然) ；in due course (依照順序)

(註) **Per (每一，頂替，使用……)**：Per annum (每年)；Per mensem (每月)；Per diem (每日)；Per piece (每一個)；Per lb. (每磅) ；Per b. (每一捆)；Per ton (每一噸)；Per yard (每一碼)；Per bottle (每一瓶) ；As per (依照)

【文例】

1. Please deliver these goods immediately to the London dock.

請立即將此商品寄到倫敦碼頭

2. According to your order of the 20th ult., we have sent you 30 bales of raw cotton.

遵照前月 20 日訂單，已寄出棉花 30 捆。

3. I received in due course your letter of the 30th July.

我確實收到貴七月三十日大函。

(四) 很抱歉 (對不起...雖過於獨斷) : To take the liberty of doing something; To take the liberty to do something.

(四) 甚感遺憾，請包涵 : To regret; To be sorry; To regret to say; To be sorry to say; To one's regret; To express regret; To be regretted; To be regrettable.

(四) (我們)對於……甚為光榮 (非常榮幸) : To have the honour of doing (being); To have the honour to do (be);

To do one (oneself) the honour of doing (being) ; To esteem (regard) it as a high honour to do (be); To appreciate the honour to do (be); To feel honoured to do (be); To owe one a debt of honour to do (be); To be honoured with doing (being) something; To honour one with doing (being) something.

(四) 請……: Please; Kindly; Be good enough; Be kind enough; Have the kindness.

【文例】

1. We take the liberty to enclose herewith sample and a price-list of the new season cotton fabrics.

茲因新季節將臨，奉上棉織品之樣品與定價表，請參照。

2. I am regretted to have to inform you that two cases of them are so bad in quality.

其中二箱品質太差，特此通知，並請包涵。

3. My only regret was that on account of lack of time, I could not pay enough attention to the arrangement.

僅有一點念念不忘的，因時間匆促，未能週慮萬端。

(四) 感謝，衷心感謝等 : To thank; To be (feel) thankful; To be

6 商用英文範例

(teel) grateful; To be obliged; To give (tender, return) one's thanks; To express one's gratitude (appreciation).

【文例】

1. We thank you for your inquiry.
謝謝你的照會。
2. We wish to thank you for giving us this opportunity of serving you,
因有了此一機會，我們能為貴公司服務，表示謝意。
3. Your acknowledgement will oblige.
傾收時，請告知為荷。
4. We should be glad to have your reply by return.
如獲回信，我們將感興奮。

(四) 感謝照顧，日後仍請鼎力支持，等

【文例】

1. I trust that you will kindly continue to favour me with your confidence and order.
我懇請繼續惠予信任與訂購。
2. We trust to be favoured with your esteemed order as in the past, and assure you of our best attention to the same.
我們希望能獲得與過去同樣的訂單，將對此，盡最良善的注意。
3. We thank you for all past favour, and we are always at your service.
謝謝您過去的愛顧，本公司對您的吩咐，隨時可效勞。

(五) 請照顧等 (請吩咐) Command; Order; Service. (服務) To command; To order; To serve; To be at one's service; To do one a service; To be of service to one; (美) to service.

【文例】

1. We thank you for the opportunity to be of service to you.
如有機會，能為台端服務，則感激不盡。

2. Our knowledge of paper is at your command — use it.
有關紙方面的常識，我們隨時能為你服務，並請利用。

3. We assure you that it will be a pleasure to serve you again, at any time.
我們以能隨時為貴公司服務為榮。

(四) 同封回信用的平信或信封等。

1. A return envelope that requires no postage is enclosed for your convenience in replying.
供您回信之方便，同函奉上免貼郵票之信封。

2. Just mail me the enclosed card. Or call us by telephone.
請寄回同函之卡片，或給我一個電話。

3. An order form is enclosed. Fill it out and attach your check.
茲同函奉上訂單乙紙，請依式填寫後附上支票寄給我。

(四) 請認知下列簽名等

1. We would ask you kindly to note our respective signatures given below.
我們各人之簽名並列如下，並請惠予留意。

2. We request your kind attention to the signature at foot.
對下列簽名，請您惠予認知。

3. We request that you will take note of their signatures.
他們的簽名請惠予認知。

(四) 表示歉意或道歉等

1. Please accept our apologies for the inconvenience this matter has given you.
為本件，麻煩台端不少，請惠納我們的歉意。

2. Meanwhile, I can only ask you to accept my apologies.
無論如何，我祇能請求你惠予寬恕。

3. We apologize you for troubling you.
麻煩不少，請您寬恕。

(四) ……願望（希望），相信等

8 商用英文範例

1. We hope that our shipment will reach you safely , and that we shall hear favourably from you.

我們祈禱裝載之貨物能安全地到達貴地，並能接獲您的捷報。

2. I hope to receive your further commands at an early date.

我們盼望日內再能收到您的訂單。

3. We trust that this business may prove to our mutual advantage.

我們相信，這一次交易，對雙方均有利益。

2

商用英文常用文句

一、開頭文句

(一) 特此奉告等

1. We are pleased to inform you that
2. We have the honour to inform you that (of)
3. We have to advise you of (that)
4. We are pleased to have this opportunity to bring before you that (of)
5. Please allow us to call your attention to

(二) 爲（目的）奉告某某事項，特修本函等

1. The purpose of this letter is to inform you that (of)
2. The object of the present is to report you that
3. By this letter we purpose to inform you that (of)

(三) 惠請告知某某事項，等

1. Please inform me that (of)
2. Be good enough to inform me that (of)
3. I should be obliged (glad) if you would inform me that (of)
4. We shall be pleased to have your information regarding (on, as to, about)

(四) 茲特確認，本公司某月某日函件，等。

10 商用英文範例

1. We confirm our letter of the 10th of this month
2. Confirming our respects of the 10th May, ...
3. Confirming our last of the 10th June, ...

(五) 貴公司某月某日大函，敬悉，等

1. Your letter of April 10 gave me much pleasure
2. We thank you for your favour of the 5th May
3. Your favour of the 5th May is duly received

(六) 茲特回答貴公司某月某日來函所敘述有關某某事項，等

1. In reply to your letter of the 5th of May, I have to inform you that (of)
2. In response to your letter of 10th May, I wish to say that
3. Answering your letter of the 8th of February re..., I would say that

(七) 非常遺憾，我們奉告台端關於，等

1. We regret to inform (advise, announce) you that (of)
2. To our greatest regret we must inform you that (of)
3. I feel sorry for having to announce you that

(八) 當我們得悉……甚為遺憾，等

1. We are very sorry to hear (know) that
2. We regret to hear of (that)
3. We regret that we have been informed that (of)

(九) 我們對於台端某月某日貴函之照會，深表謝意，等

1. I thank you for your inquiry of the 10th May
2. Thanks for your kind enquiry of May 5

(十) 謹同封某某，請收領，等

1. Enclosed please find
2. We have pleasure in enclosing herewith
3. We are pleased to hand you enclosed

(十一) 遵照某月某日來函指示，等

1. In accordance with the instructions given (contained) in your favour of the 10th May
2. According to the directions contained in yours of the

6th May

(土) 關於詳情，讓下一次敘述，等

1. Particulars will be related in the following.
2. I will inform you more fully in my next.

(土) 如下列所記，如附件所述，等。

1. As stated below,
2. Attached you will find ...
3. As indicated overleaf (下頁，背面)
4. As already mentioned,

(土) 因電文不甚明瞭……，等

1. Please repeat your wire on receipt of this, stating your meaning more clearly.
2. Your telegram is not clear; explain the third and fourth words.
3. Your telegram is too short to be understood. Please repeat it more fully.

二、結語文句

(一) 我們盼望於近日內接獲回信，等。

1. We hope to receive your favour at an early date.
2. We trust that you will reply us immediately.
3. Please reply immediately.
4. We look forward to receiving your early reply.
5. As the matter is urgent, an early reply will oblige.

(二) 回信請用電報，等。

1. We await your reply by telegraph.
2. We are anxiously awaiting your reply by telegram.
3. Inform us by telegram of your lowest quotations.

(三) 關於某某事項，謹表謝意，等

1. Please accept our thanks for the trouble you have taken.
2. We are obliged to you for your kind attention in this matter.
3. We thank you for your order just received.

(四) 請原諒我的回信遲延至……，等

1. I hope you will excuse me for not having replied to you until today.
2. I have to (must) apologize you for not answering your letter in time.

(五) 我們對您的愛顧，謹先致衷心的謝意，等。

1. We request you to accept our warmest thanks for the anticipated favour.
2. We thank you in advance for the anticipated favour.

(六) 我們時刻不忘盡我們所能，爲您服務，等。

1. We assure you of our best services at all times.
2. We shall be pleased to be of service to you at all times.

(七) 請原諒添上您的麻煩，等

1. We trust you will excuse us for this inconvenience.
2. Kindly excuse me for troubling you in this matter.

(八) 請寬恕對某某事項，等。

1. We request you to accept our regret for the error of our clerk.
2. We greatly regret that we have caused you such an inconvenience.

(九) 懇請惠予多加照顧，等。

1. We solicit a continuance of your valued favour.
2. We hope we may receive your further favour.

(十) 如有機會，我們必會報答台端給我們的大恩，等。

1. We wish to reciprocate the goodwill.
2. We are always ready to render you such or similar services.

(十一) 今天我已經講完應報告事項，等。

1. With nothing further for the present.
2. Without more to write you by this mail.
3. We have no more (nothing further) to tell (inform) you today.

3

商用英文略語表

A

a.a.r.;aar.	against all risk	全 險
a.r.	against risk	對危險負……
ac.	acre	英 畝
acct.	account;accountant	帳目、會計員
acc.	acceptance	受領支票
A L	first-class	第一流
ad(s)	advertisement(s)	廣 告
A.D.	Anno Dommi	紀元前
a/d;A/D	after date	期日後
admr.	administrator	管理人
adv.	advice	通 知
aftn.	afternoon	下 午
a.g.b.	a good brand	上等品質
agt.	agent	代理人
a.m.;A.M.	ante meridiem	上 午
ans.	answer	回 答
a/or	and or	以及/或
a/p	account paid	帳款付清
app.	appendix	付 錄
Apl.;Apr.	April	四 月
A.R.;A/R	all risks	全 險
art.	article	物品、款項
arr.	Arrival	到 貨
A/S;acc/s	account sales	銷貨帳

14 商用英文範例

a/s	after sight	見票後
assimt.	assignment	轉手
asst.	assistant	助理
@	at;to;from	在、單一價、從…止
atty.	attorney	律師
Aug.	August	八月
av.;A/V	average	平均
A/W	actual weight	淨重

B

B/	second class	第二級
b/-;b/s	bag(s);bale(s)	包、袋、捆
bal.	balance	餘數、差額
bar.	barrel	桶
B.B.	bill book	支票簿
B.D.	bank draft	銀行匯票
Bd.	bond	公債、公司債
bd1(s)	bundle(s)	捆、捆、包
B/E;Bs/E	bill(s) of exchange	匯票
bght.	bought	購買
bk	bank; book	銀行、帳簿
B/L	bill of lading	提貨單
bot.	bottle	瓶
B.P.;B/p	bill payable	付款單據
br.	brand	商標
B.R.;B/R	bills receivable	收款單
Braz.	Brazil	巴西
brkge.	brokerage	經紀人佣金
b.s.;B/S	balance sheet	資產負債表
bx	box	箱

C

c.;¢	cent	仙
c/-;c/s	case	箱
c.a.f.	cost and freight	包括運費價格
cap.	capital	資本
carr.fwd.	carried forward	轉下頁