

當代英文書信大全

How to write letters for all occasions

with revisions by Mary S. Allen
by Alexander L. Sheff and Edna Ingalls

樓偉亮 譯
海外英語出版社

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HOW TO WRITE LETTERS
FOR ALL OCCASIONS

原 著

商業信函部分

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譯者的話

本書係根據 Alexander L. Sheff 及 Edna Ingalls 兩位教授合著，並經 Mary S. Allen 重改修訂的 *How to Write Letters for All Occasions* 翻譯而成。該書在全世界都非常暢銷。因為它淺近實用，深受全球讀者所喜愛，打破了教科書出版的記錄，總共銷行了二百多萬冊。

譯者為幫助初學英文書信寫作的讀者自修起見，對於本書的翻譯工作，着實費了一番功夫。因為譯文不僅要顧到文句的流暢，尚要兼顧到盡量使原著英文句型的結構與譯文的句型一致，以便利讀者對照閱讀。故本書除了能幫助瞭解英文書信的寫作方法和要點之外，尚能有助於增進英文閱讀能力。

本書誠如原著序言中所說的：可以整本逐章地研究，也可以做英文書信寫作時參攷之用。對於初學英文書信寫作的讀者，本書為你提供有關英文書信寫作最完整的知識，最淺近而詳盡的解釋，和最生動實用的書信範例。讀者若能每天練習，相信在很短的時間內，就能打好很好的基礎。對於英文書信，不管是商業書信或社交書信，寫起來都會覺得容易得多。甚至於對中文書信的寫作，也會覺得與前不同了。而對於已經有很好的英文書信寫作基礎的讀者，本書許許多多生動而實用的書信範例，乃是你寫作時最好的參攷資料，可以幫助你獲得寫作的靈感，也可以幫助你寫得更吸引人，更現代化——當然，最重要的是，更具說服力！

朋友，如果你要學好英文書信的寫作，就從現在開始吧！
祝福你成功！

譯者 樓偉亮

Introduction to the Revised Edition

We all have to write letters, at home or at the office. Some of us may write only on occasion, others almost every day. In addition to our personal and business correspondence, from time to time we send or answer formal invitations which usually should follow certain accepted conventions in wording. The purpose of this book is to give you recommendations, suggestions, and specific models for letters appropriate to each and all of these various occasions.

Letter writing is often something that must be done, and it often seems like a chore even for fluent writers. It is our aim to help you remove some of the obstacles that can make it a chore. If letter writing is easier and pleasanter for you, your letters are likely to be better – more natural, and consequently clearer and more convincing.

At its best, writing letters is a normal and casual means of communication, a matter of readily telling someone else something that you know and he does not. Letters have to be a little more exact than conversation usually is, because in having your say in a letter your meaning has to be complete and clear. You cannot go on talking to clarify yourself. If you have thought things through, however, and your thinking is clear to you, you will probably have little trouble in trans-

再版序言

我們無論在家裏或在辦公廳都需要寫信。有些人偶而寫信，有些人幾乎每天寫信。除私人和商業信件外，我們有時候也需要寫些或回覆些正式請柬，同樣地，在用字方面通常有一定的格式需要遵守。本書的目的就是要為你介紹、提示、和提供各種適合不同場合的書信範例。

寫信常是件不想做，但又不能不做事，好像家庭雜務一樣，甚至對於經常寫作的人，都有此種感覺。本書就是要幫助你免除一些使寫信成為一項雜務的障礙。如果你寫信時感到較容易和較愉快，那麼你的信一定寫得比較好——更自然，因而更清楚和更具有說服力。

寫信只不過是將你所知道的告訴別人，一種傳遞消息的工具。寫信比會話要更明確，因為把你想說的話寫在信裡時，你的意思必須完整而清楚。你才能把它寫成一封信。你不能像會話一樣，為使你的意思表達清楚，而反覆敘說。如果你把要寫

ferring your thought to paper. You then may need to know only the technical formulas which you are expected to follow in putting your letter together.

This book can help you in two ways. You may want to go through it all, or parts of it, and practice writing some of the kinds of letters that apply to your needs. In this way you can develop for yourself the knack of writing letters freely, so that you will be able to keep up your correspondence with natural ease.

You can also use the book as a reference work, to look up the formalities and some terms of expression. You may need just an opening, to organize your thoughts and lead you into a letter, or you may need just a closing to get you graciously out of the letter. In this book you will find discussions of letter writing that provide specific suggestions. The many examples of letters making up the bulk of the book are models that you can follow in whole or in part. You may want to borrow some standard expressions from them, or you may be able to get from our letters inspiration for your own phrasing or for your own entire messages.

In its first edition *How to Write Letters for All Occasions* helped many people to handle their various kinds of correspondence. In revising it, we have tried to adapt it to current needs and we have modified it accordingly; but we have kept the original plan and most of the original material, both of which have proved themselves useful. The book now, as then, treats separately business letters and social letters, with a convenient breakdown of subjects under this main grouping — as shown in the Table of Contents — to help you find the models for the particular letter you need. An index at the back of the book will make it all the easier to locate specific points and pointers. We have brought the book up to date, so that the letters refer to current circumstances in a style that is now generally used. We hope you will find that they are the kind of letters you will want to write.

M. S. A.

的事情弄透徹，思路弄清楚，那麼把它寫在紙上就沒多大困難了。你只需要一些技術性的公式，把信組合起來。

本書能在兩方面來幫助你。你可以整本研究，或只選讀書中幾章，按你的需要練習幾種信的寫法。如此，你可以得到運用自如的寫信技巧，寫起信來易如反掌。

你同時也可以將這本書當參攷書用，查閱各種信件的模式和特定的表達方式。也許你只需要一個信的開頭，引導你組織你的思想；或者你只需要一個接尾，來優美地結束你的信。在這本書裏，你可以找到可提供你具體建議的書信寫作之討論。本書有許多各種不同的書信範例，你可全部參攷或只參攷其中一部份。你可以引用標準的表達語句，或爲你自己的措辭，或爲你自己整封的信從這本書得到靈感。

本書初版曾幫助很多人處理信件。再版修正時，儘量求適合現時需要，但原來的編寫方式和內容仍舊予以保留。因事實證明它們非常實用。本書仍分爲商業信件和社交信件兩大部，兩大部之內，並如目錄所列，按照主題區分，以便使你能容易找到你所需要的範例。本書末頁附有索引，可助你查閱你所需要的題目。我們已經把這本書改訂成完全符合現代需要的一本書。書中的範例完全以現代流行的體裁書寫，內容亦非常新穎。我們希望這本書能適合你的需要。

M. S. A.

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