

實業會話

實 用 商 業 會 話
PRACTICAL COMMERCIAL
CONVERSATION

BY

S. S. CHOW

FIRST EDITION

COMMERCIAL PRESS, LIMITED
SHANGHAI

1921

英文商業文牘備要

A Manual of Commercial Correspondence and Commercial Forms

By LI UNG BING

(Author of "Translation Exercises" and "A Guide to Letter Writing")

Price, 80 cts.

This book is intended as a supplement to "A Guide to Letter Writing." It consists of two parts: Part I comprising some 120 examples of well-written commercial letters, carefully selected, adapted, and annotated, and Part II commercial forms. These forms are not only intended as illustrations of the letters contained in Part I but also as a guide to young Chinese who enter for the first time upon a commercial life. With this end in view, the forms are carefully explained, and some legal business forms, such as power of attorney, agreement, etc., are included. Trade terms and phrases are explained in the appendices.

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COMMERCIAL PRESS, LTD., PUBLISHERS

Practical Commercial Conversation

Commercial Press, Limited

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中華民國十年十二月初版

(實用商業會話一冊)

(每冊定價大洋陸角)

(外埠酌加運費匯費)

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發行者 商務印書館

印刷所 上海北河南路北首寶山路
商務印書館

總發行所 上海棋盤街中市
商務印書館

分售處 商務印書館分館

北京天津保定奉天吉林龍江
濟南太原開封鄭州西安南京
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此書有著作權翻印必究

例 言

1. 是書目的.欲使讀者在商場或商店中與英美人交談時.流利自如.無格格不吐之弊.

2. 是書範圍.以商業會話為主.普通會話之日常通用者.亦略爲增入.

3. 是書中會話.雖多屬商業性質.然以個人爲主體.故普通學生.亦皆適用.

4. 是書中會話.向登載英文雜誌及英語週刊.茲除已登載者外.另補入重要者十餘篇.

5. 是書當刊入兩種雜誌時.因時勢之需要.譯文初用文言.後用白話.茲悉仍舊貫.讀者諒之.

6. 是書原稿.曾經鄭富灼先生鑒定.凡登載英語週刊各稿.曾經張叔良先生校訂.特附誌於此

民國十年十一月平海瀾識

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PRACTICAL COMMERCIAL CONVERSATION

Inquiring One's Way

Hollo, old chap, where are you off to?

Nowhere in particular; I'm just out for a stroll.

Do you live near here?

Yes, just close by; why don't you come and see me? You can come along with me now, if you've nothing special on.

Sorry; I'm on my way to Sinza Terrace on business. I suppose you couldn't direct me the quickest way to get there?

Turn to the right at the cross street, then down the second street on the left, and it will take you right into Sinza Terrace.

Thank you very much.

問路

喂,老友,汝往何處.

無特別之場所,吾正散步閒遊耳.

君居近此地耶.

然,正相邇,君何爲不過訪我乎;倘君無特別之事,則此時可與我偕行也.

歉甚,吾此際因事往新開路,吾度足下或能示我最捷之路以達其地乎.

在十字路轉右,乃從左邊之第二路直下,即能引君至新開路矣.

多謝足下.

Don't mention it. Don't forget to look me up, whenever you are at leisure.

I will, with the greatest pleasure. Good-by.

Excuse me, please. Could you tell me where is Mr. Jones's house?

I don't recollect ever having heard of the name. Don't you know the number of the house?

I was directed to No. 15 or 16. I've been to both houses, but there is nobody of that name living there.

You'd better inquire at the rice-dealer's, next door but one, or at the hair-dresser's at the corner; probably they can tell you.

Thank you.

Say, will you kindly tell me if Mr. Jones lives in this neighborhood?

Yes, sir, he lives at No. 1, next street to the right.

Does Mr. Jones live here?

請勿言此，無論何時，君有餘晷，幸毋忘過而訪我。

吾必樂謁閣下，再會。

幸恕我，君能告我鍾士先生之家否。

曾聞是名與否，吾乃不能記憶，君不知其家之門牌耶。

吾被導至第十五第十六兩號，是二家者，吾均到過，然並無彼姓之人寄寓於其間也。

君可問吾鄰右第二家之米店，或彼隅之理髮店，彼等或能告汝。

謝君。

喂，足下能告我鍾士先生是否居於此間鄰右乎。

然，先生，彼寓於右首街中之第一號。

鍾士先生寓此乎。

No, he moved only a few days ago to No. 24 on the other side of the street.

Is Mr. Jones in ?

No, sir, he went out about a quarter of an hour ago. Who are you, sir ?

I am Mr. Smith. Will he be back soon ?

I don't think he'll be back before dark.

What is the most likely time to find him at home ?

He is always at home before ten o'clock in the morning, and after six in the evening.

Will you give him this card, please, and tell him I will call to-morrow morning about nine ?

Yes, certainly. You can see him earlier than that, if you like. He is a very early riser

That would suit me better. Could I see him as early as eight o'clock ?

否，伊數日前，已遷至此街彼面之第二十四號。

鍾士先生在家乎。

否，先生，伊外出約有一刻鐘矣；先生，子爲誰耶。

我名斯密士；伊不久即回否。

吾意昏黑之前，伊未必回寓。

彼在家最普通之時候爲何時。

早上十句鐘前，彼常在家，晚上則在六句鐘之後。

請交此名片與彼，並謂吾於明早約九句鐘來也。

從命，如君欲見彼，較此更早亦可，彼乃一極早起之人也。

是則更爲相宜於我，我能於八句鐘之時見彼乎。

Oh, yes, I should think so.

然，吾以爲可。

Well, tell your master that I called, and that I will come again to-morrow morning.

善，請告汝之主人謂吾曾造訪，並謂吾將於明早再來。

Visiting (1)

拜候 (一)

Mr. Lee, allow me to introduce to you Mr. Lung; I don't think you gentlemen have met before.

李先生容我介紹龍先生於君，我意君等從前未嘗會面也。

I am pleased to meet you, Mr. Lung.

龍先生，吾甚樂得見足下。

The pleasure is mutual.

其爲樂彼此相同也。

Pray be seated, gentlemen, and make yourselves at home.

各位請坐，自待如在家可也。

Do you live in Shanghai, Mr. Lung?

龍先生，君寓上海否。

No, I've been living in Peking these past six months.

否，近六個月以來，吾寓北京。

What can I offer you gentlemen to drink? Do you like a cup of tea?

吾將以何者奉飲耶；君等亦喜茶否。

I'd prefer a cup of tea, if it's no trouble.

No trouble, I usually take tea about this time of the afternoon.

Well, Lee, how goes the world with you, of late?

Thanks, as usual. My wife has gone up to Kuling, for the week-end: so I'm all alone.

A bachelor, once again?

Yes; but it's a bit lonely in the house without the wife and children.

Have the children gone with their mother?

Well, Amy and Robbie have; Nellie is staying with her grandmother for a week; and I packed Harry off to school in Hongkong last month; he was only running wild at home.

Well, we must be going now, as we have to do some shopping on our way. Good-by, Mr. Lee.

Good-by, gentlemen.

如不騷擾，則吾願飲杯茗。

殊無騷擾，我常於午後此時啜茗。

善，李先生，足下近況何似。

敬謝，如常耳；內子已至牯嶺，度此週尾，故吾獨居也。

然則又作曠夫矣。

是，然妻子不在家中，亦不過稍形寂寞耳。

諸兒與其母同往耶。

然，愛梅與羅裨偕母同往；耐麗居於祖母家中一週之久；而赫里則吾於上月送之至香港讀書矣；彼在家頗嬉而已。

好，吾等現在就要告辭，因吾等在途中尚須購物也。再會，李君。

再會，諸君。

Visiting (2)

Good morning. What a splendid day, isn't it?

Yes, glorious it is.

Don't let me disturb you, if you're busy.

Not at all. Just one minute, while I finish this letter. You'll find the morning's paper on that table; and some books in that bookcase.

Thanks, I'll find something to amuse myself till you're disengaged.

Well, what news to-day?

Nothing particular. I've dropped in to see how you are getting along.

Thanks; and how about yourself?

I've been a bit out of sorts last week.

Have you, really? What's the matter?

Oh, nothing serious; just run down a bit, the doctor says, through over-work.

拜候 (二)

早安。天時真明媚哉，君亦以爲然否。

是，天氣誠燦爛。

倘君無暇，幸勿任我奉擾。

不盡然，姑俟少頃，吾當畢此信也，桌上晨報，廚中書籍，君可擇閱。

多謝，吾擬擇閱可以令我歡樂者，以俟足下事畢。

善，今日新聞如何。

無特別之新聞，吾之忽來，蓋敬候足下起居耳。

敬謝，尊駕如何。

上週曾抱微恙。

君真曾抱恙耶，是何疾。

殊非重要，稍有不舒適而已，醫者謂由於工作過度所致。

Yes, work tells on one this hot weather, doesn't it?

You look fit enough. The hot weather seems to agree with you.

I'm just back from a spell at the seaside.

Ah! that accounts for it. It has done you good, evidently.

I feel much benefited.

Well, I'm afraid I must be going now. When can I expect you to look us up? It seems ages since you last gave us a call.

Why, I was at your place just before the vacation: I've only been back a few days, and haven't really had time to call on anyone.

Well, what about taking dinner with us next Wednesday?

Thanks, I'm disengaged on that evening.

Well, good-by.

Good-by.

然,暑天作工,於人頗有影響,君以爲然否.

尊駕似能忍受,暑熱天氣,尚屬適宜於君也.

吾剛自海濱遊息回來.

噫,是即足下所以能受暑熱之故也.其於足下有益,蓋顯然矣.

吾覺得益甚大.

善,吾恐現時必須去矣.吾能於何時候君光臨一視我儕耶,自君最後之過訪,爲時似數年矣.

何耶,吾在未至海濱之前,嘗在君家,吾歸來不過兩三日,實未嘗有暇以拜候他人也.

既如是,下水曜日與我儕同餐如何.

多謝,該日下午,我乃無事.

甚好,再會.

再會.

Visiting (3)

拜候 (三)

Mr. Kuo, this is Mr. Lu, Mr. Lu, Mr. Kuo.

顧先生,此爲劉先生;
劉先生,此爲顧先生.

Very pleased to meet you, Mr. Kuo; your name seems quite familiar, though this is, I believe, the first time we've met.

顧先生,得見尊顏,至以爲樂,此際雖爲我儕初次相會,而大名素仰,我所信也.

The pleasure is mutual. I've heard quite a lot about you from our friend here, and have often wished to have the pleasure of making your acquaintance.

其樂彼此正同,吾嘗聞諸是間友人談及足下者甚多,蓋已久欲得與君相識之樂矣.

Do you know Mr. Chang Yu-sing, Mr. Kuo?

顧先生,汝識張汝誠先生否.

Yes, we are on good terms.

識之,我等彼此相好也.

Old Chang has gone home.

老張已回家矣.

Is that so?

然耶.

Yes, he's taking the daughter home to be married, I hear.

然,吾聞彼攜其女回家結婚.

Really? That's the first time I've heard of it. Who's the lucky man?

真耶,是乃吾第一次所聞者,誰爲有福之人耶.

A captain in the navy, I understand. She made his acquaintance here, while the ship was in port. A case of love at first sight, I believe.

Not a very long engagement!

Not according to our old-fashioned ideas; but the young people don't go in for long engagements nowadays.

Money doesn't always make a happy match. Does it?

I think it all depends on the young couple themselves. Where there's true love money makes very little difference.

Visiting (4)

Good morning, I'm Mr. Andrew.

Good morning, Mr. Andrew; my name is Burton. What can I do for you, Mr. Andrew?

吾聞爲水師統領，當艦泊港中時，女在此間與之結識，初次相見，愛情遂生，我所信也。

然則定婚未久耳。

揆諸我儕之舊法，則爲不久，然近來少年之人，蓋不作長期之定婚矣。

金錢非常能致佳偶，然否。

吾意此乃視乎伉儷少年之自身，如有真愛情，則金錢非所論也。

拜候 (四)

早安，我爲晏渡紐。

早安，晏先生，吾名爲潘東；吾可爲君效勞者何耶。

I've this letter of introduction from our mutual friend, Mr. Crane.

Oh, yes; Mr. Crane is quite an old friend of mine. How did you leave him?

Quite well. And he asked me to convey his kind wishes to you.

Thank you, by the way, are you related to Mr. Andrew of Strong & Co.?

No, I am not related to him; but I think I know him. I suppose the similarity of the names struck you.

I understand from Mr. Crane's letter that you come here to open a branch store.

Yes, that's why I begged him to ask you to give me some advice.

Well, I think there is a good field here: everything points to this port becoming an important center in the near future.

吾有一介紹函，乃自我儕相識之友祈連君處來者。

啊，是也，祈先生爲我之老友，君與之別時，彼之近況何如。

殊佳；祈君亦囑我敬候足下起居。

敬謝，請問君與司徒郎公司之晏先生有親誼乎。

否，吾與之並無親誼，然我意認識其人；我度相同之名，致令足下想起其人耳。

吾閱祈先生函，藉知足下來此開一支店。

然，此卽吾所以求祈君轉請足下賜我以教誨之故也。

甚善，吾意此間機會甚佳；各種事物，均足以表示此港將來成一重要之中心點也。