

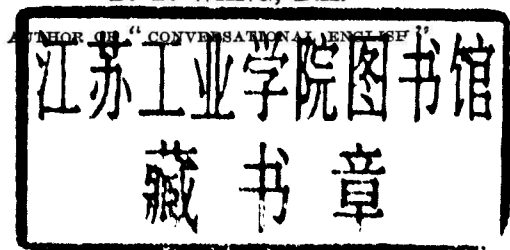
英语尺牍范本

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MODEL LETTER WRITING

BY

B. Y. WANG, B.A.



THE COMMERCIAL PRESS, LIMITED
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1928

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英 語 尺 牘 範 本

MODEL LETTER WRITING

弁 言

地無論歐美人無分中西以一己之意志箇人之懷抱著之於筆形之於楮使人明瞭若見其肺肝然者尺牘尙矣吾國自歐美交通以來著述英語尺牘者代有聞人或以時代之關係取材陳腐或以程度之淺顯限於等級能示人以疇範導之以模楷誘掖後進不可多得王君步賢焚膏繼晷積歲而成英語尺牘範本一冊余誦讀一周覺百有四十頁之中無體不備有美皆收暢不沉繁簡不疏漏中學用作教科本則講解易於明皙聽受易於悟會大學供諸案頭則易於採取且今之學者對於尺牘一科最易犯之弊病引用生字痕顯割裂不能冥密無間意義晦澀閱者不知其意義或則累牘連篇重牀疊架厭倦昏悶閱未終篇而置諸腦後則是書之精而細簡而明導人納於規範之中亦足多焉苟因之而於大同世界商務貿易酬應益見親密化干戈爲玉帛通情愫而敦睦誼其有益於後學功豈淺尠余因贅數言爲之介紹

民國十四年一月冬

上海趙錫恩晉卿甫識於滬西之松雪廬

PREFACE

This book is designed to help readers in the better understanding of the usage and proprieties of social, official, and business correspondence. It is, therefore, made to cover a wide range of subjects, all of which have been treated with explicitness.

The author flatters himself that this book is a real compendium of practical information on letter writing, in that it furnishes such a number and variety of forms and expressions upon each subject, which, by a few simple modifications, may be adapted to suit almost any case. In addition, the explanatory footnotes in Chinese introduced whenever they seemed called for, forms another feature that makes it more complete.

Much pains have been taken to render the statements and directions of the present volume accurate, that it might be a trustworthy guide. For this purpose a large number of the best authorities on the particular subjects, as well as many other books of reference, have been consulted.

With these explanations the author presents his work to the public, and hopes that it will prove of great help to those who desire to study the art of English letter writing.

GENERAL DIRECTIONS

The various parts of a letter are :

1. The Heading
2. The Address
3. The Body of the Letter
4. The Complimentary Closing and Signature

1. THE HEADING

The heading of a letter should give the place and date of writing.

[Form 1]

SHANGHAI, October 25, 19__.

[Form 2]

T. WILLIAM.

B. JOHN.

WILLIAM & JOHN,

BOOKSELLERS & STATIONERS,

125.....ROAD,

SHANGHAI,.....19....

[Form 3]

10.....ROAD, TIENTSIN,

June 6, 19__.

[Form 4]

P. O. Box 357,

SHANGHAI, August 2, 19— .

[Form 5]

HELEN TERRACE,

SHANGHAI, Sept. 1, 19— .

2. THE ADDRESS

The address of a letter consists of the name and title of the person on the firm to whom it is written.

[Form 1]

DEAR LEE :

[Form 2]

DEAR MR. LEE :

[Form 3]

MY DEAR MR. LEE :

[Form 4]

MESSRS. ANDERSON & BROWN,
15.....ROAD,
SHANGHAI.

[Form 5]

MR. G. T. BROWN,
20.....ROAD,
SHANGHAI,

DEAR MR. BROWN :

[Form 6]

MR. G. H. BROWN :
COUNSELOR AND ATTORNEY AT LAW,
420.....ROAD, SHANGHAI.

DEAR SIR :

3. THE BODY OF THE LETTER

The body of a letter is the written message, or what we have to say.

[Form]

MR. C. B. CHEN,
45.....ROAD.

DEAR SIR :

In reply to your letter of the 10th instant, I regret to say that

4. THE COMPLIMENTARY CLOSING

The complimentary closing is a courteous expression of good faith, respect, or affection, which is added to the end of a letter. The writer should keep it in conformity with the style of letter he has written, and with his relations to the person addressed.

[Form 1]

Yours truly,
M. N. ST'O.

[Form 2]

Yours very truly,
WILLIAM & HOPE.

[Form 3]

Hoping to hear from you soon, I remain
Respectfully yours,
S. T. PENG.

THE SUPERScription

The superscription, or the address of the envelope, must be written fully and distinctly, so as not to hinder, in any way, the speedy delivery of the letter.

[FORM 1]

	Stamp
<p>MR. S. T. WU</p> <p>125 BURKILL ROAD</p> <p>SHANGHAI</p>	

[FORM 2]

	Stamp
<p>S. T. WU, ESQ., B. A.</p> <p>PRINCIPAL OF THE.....SCHOOL</p> <p>.....ROAD</p> <p>SHANGHAI</p>	

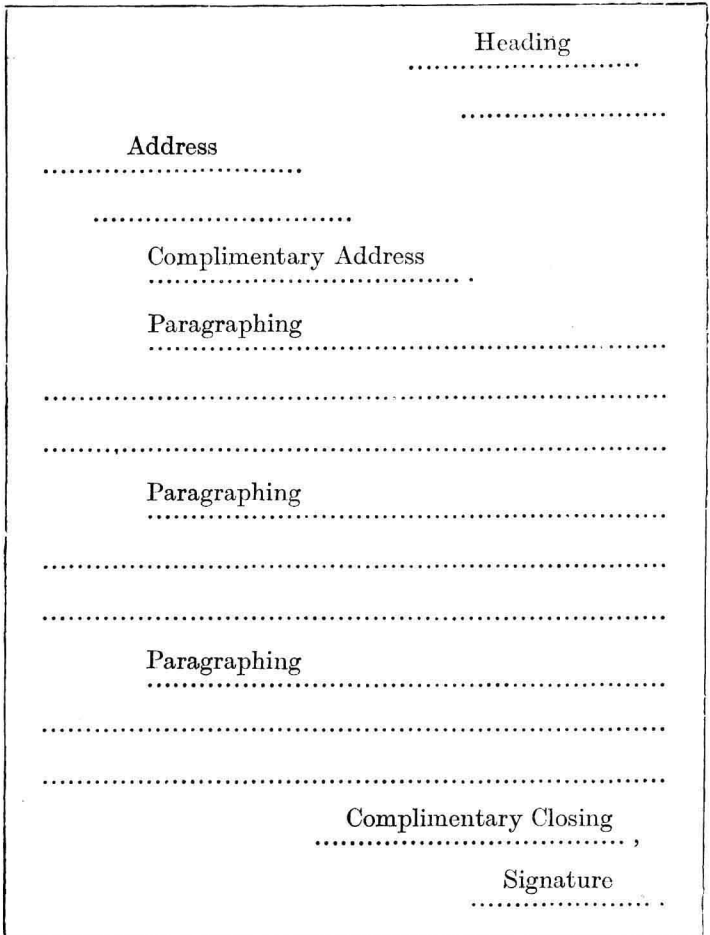
[FORM 3]

	Stamp
<p style="text-align: center;">MESSRS. X Y & Co. 12.....STREET NEW YORK CITY U. S. A.</p> <p>P. O. Box 125</p>	

[FORM 4]

<p>FROM P. R. LI 465.....ROAD SHANGHAI</p>	Stamp
<p style="text-align: center;">MR. S. T. WU CARE OF (OR %) MR. L. M. NYIEN 32.....ROAD PEKING</p>	

DIAGRAM OF THE PARTS OF A LETTER



FORMS FOR COMMENCING, CONCLUDING, AND ADDRESSING
LETTERS TO PERSONS OF RANK

TITLE	ADDRESSING ENVELOPE	SALUTATION: FORMAL	SALUTATION: INFORMAL	CLOSING: FORMAL	CLOSING: INFORMAL
PRESIDENT	President	Sir	My dear Mr. President	I have the honor to remain your most obedient servant,	I have the honor to remain most respectfully (or sincerely) yours,
VICE PRESIDENT	The Vice President	Sir or Dear Sir	My dear Mr....	I have, sir, the honor to remain your obedient servant,	I have the honor to remain most respectfully (or sincerely) yours,
CABINET MEMBER	Hon. or Honorable..... Secretary of the Interior, etc.	Sir or Dear Sir	My dear Mr....	I have, sir, the honor to remain your obedient servant,	I have the honor to remain most respectfully (or sincerely) yours,
SENATOR	Senator	Sir or Dear Sir	My dear Senator	I have, sir, the honor to remain your obedient servant,	Believe me, most sincerely yours,

FORMS FOR COMMENCING, CONCLUDING, AND ADDRESSING
LETTERS TO PERSONS OF RANK (Continued)

TITLE	ADDRESSING ENVELOPE	SALUTATION: FORMAL	SALUTATION: INFORMAL	CLOSING: FORMAL	CLOSING: INFORMAL
MEMBER OF THE HOUSE OF REPRESENTATIVES	Honorable	Sir or Dear Sir	My dear Mr. ...	I have, sir, the honor to remain your obedient servant,	Believe me, most sincerely yours,
JUSTICE OF THE SUPREME COURT	Mr. Justice..... or The Hon., Justice of the Supreme Court	Sir or Dear Sir	Dear Justice...	I have, sir, the honor to remain your obedient servant,	Believe me, most sincerely yours,
GOVERNOR OF STATE	Governor	Sir or Dear Sir	Dear Governor or Dear Mr.	I have, sir, the honor to remain your obedient servant,	Believe me, most sincerely yours,
MAYOR OF CITY	His Honor the Mayor of New York,	Sir or Dear Sir	My dear Mayor	I have, sir, the honor to remain your obedient servant,	Believe me, most sincerely yours,

FORMS FOR COMMENCING, CONCLUDING, AND ADDRESSING
LETTERS TO PERSONS OF RANK (Continued)

TITLE	ADDRESSING ENVELOPE	SALUTATION: FORMAL	SALUTATION: INFORMAL	CLOSING: FORMAL	CLOSING: INFORMAL
KING or QUEEN	To His (or Her) Most Gra- cious Majesty King (Queen)	Sir (or Mad- am), may it please Your Majesty	Dear (or Honored) Sir (or Madam)	I have the honor to remain Your Majesty's most obedient serv- ant,	
ROYAL PRINCE or PRINCESS	To His (or Her) Royal High- ness, the Prince of Wales (or Princess)	Sir (or Madam), may it please Your High- ness	Dear Sir (or Madam)	I have the honor to remain Your Royal Highness's humble servant,	Your Royal High- ness's most obe- dient servant,
DUKE or DUCHESS	To His (or Her) Grace, the Duke of Wiltshire (or Duchess of Wiltshire)	My Lord (or Madam), may it please Your Grace	My dear Duke (or Duchess),	I have the honor to remain Your Grace's most obedient serv- ant,	Believe me, dear Duke (or Duch- ess)....., yours very sincerely,
MARQUIS or MARCHIONESS	To the Most Noble Mar- quis of Sus- sex To the Most Noble Mar- chioness of Sussex	My Lord Mar- quis (or Madam),	My dear Lord (or Lady)	Believe me Lord (or Lady)....., very sincerely yours,	Believe me, Lord (or Lady)....., very sincerely yours,

FORMS FOR COMMENCING, CONCLUDING, AND ADDRESSING
LETTERS TO PERSONS OF RANK (*Concluded*)

TITLE	ADDRESSING ENVELOPE	SALUTATION: FORMAL	SALUTATION: INFORMAL	CLOSING: FORMAL	CLOSING: INFORMAL
EARL <i>or</i> COUNTRESS	Right Honorable the Earl of Kent (<i>or</i> Countess of Kent)	My Lord (<i>or</i> Madam)	Dear Lord (<i>or</i> Lady) Kent	Believe me, my dear Lord (<i>or</i> Lady) Kent, sincerely yours,	
VISCOUNT <i>or</i> VISCOUNTESS	Right Honorable Viscount..... (<i>or</i> Viscountess.....)	My Lord (<i>or</i> Madam)	Dear Lord (<i>or</i> Lady)	Believe me, my dear Lord (<i>or</i> Lady), sincerely yours,	
BARON <i>or</i> BARONESS	Right Honorable the Baron..... (<i>or</i> Baroness.....)	My Lord (<i>or</i> Madam)	Dear Lord (<i>or</i> Lady)	Believe me, my dear Lord (<i>or</i> Lady), sincerely yours,	
KNIGHT <i>or</i> LADY	Sir Thomas White (<i>or</i> Lady Thomas White)	Sir (<i>or</i> Madam)	Dear Sir White (<i>or</i> Dear Lady White)	Believe me, dear Sir White, faithfully yours, Believe me, dear Lady White, faithfully yours,	