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開明青年英語叢書

英文書信

李未農編

陳耀宗藏書

10.

開明書店印行

# 英文書信

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# 編輯例言

英語是我國中學課程中一種必修的外國語；它在青年的學業進修和社會服務等方面都有很廣的用途。但這種生疏的外國語常使學習的青年感覺困難。這除了語言的本身上的隔膜以外，還有幾種原因，如一般英語教學法的不能適應我國人的習慣，和中學青年的良好英語補充讀物的缺少，便是最顯著的兩種。“開明青年英語叢書”乃是為補救這兩種缺點而編輯的。

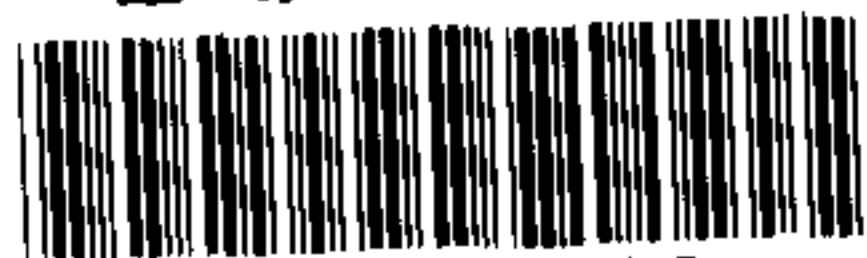
本叢書在編撰時注重以下的各點：

第一，本叢書是供中學青年課外自修和失學青年自學英語之用的。我們估量青年讀者在學習英語的時候，最感困難的是不易從原本書籍（即單用英語講解的書籍）中獲得透徹的了解，所以本叢書全用中文講解，而且用的是淺顯易讀的文字，使具有初中一二年程度的青年就可看得明白。

第二，本叢書雖用中文講解，但英文的實例及例句，仍不厭求詳；所選實例及例句，都是淺易的和切合實用的，并有中文的譯註，足以幫助理解。

第三，本叢書各冊的內容都是由淺入深的，可以和學校的課本相輔而行，但各書中都盡量滲入課本所不能詳解和沒有講到的材料。

國家圖書館



001707628

第四,本叢書所用文法名詞的譯名,爲尊重各編撰者的意見,不強求其一律;但爲便利讀者起見,關於這些譯名,除在用到的地方加註原文外,并編成一“文法名詞譯名表”列在有關於文法的各冊的後面,以供讀者的參考。

一九三五年一月三十一日 編者識



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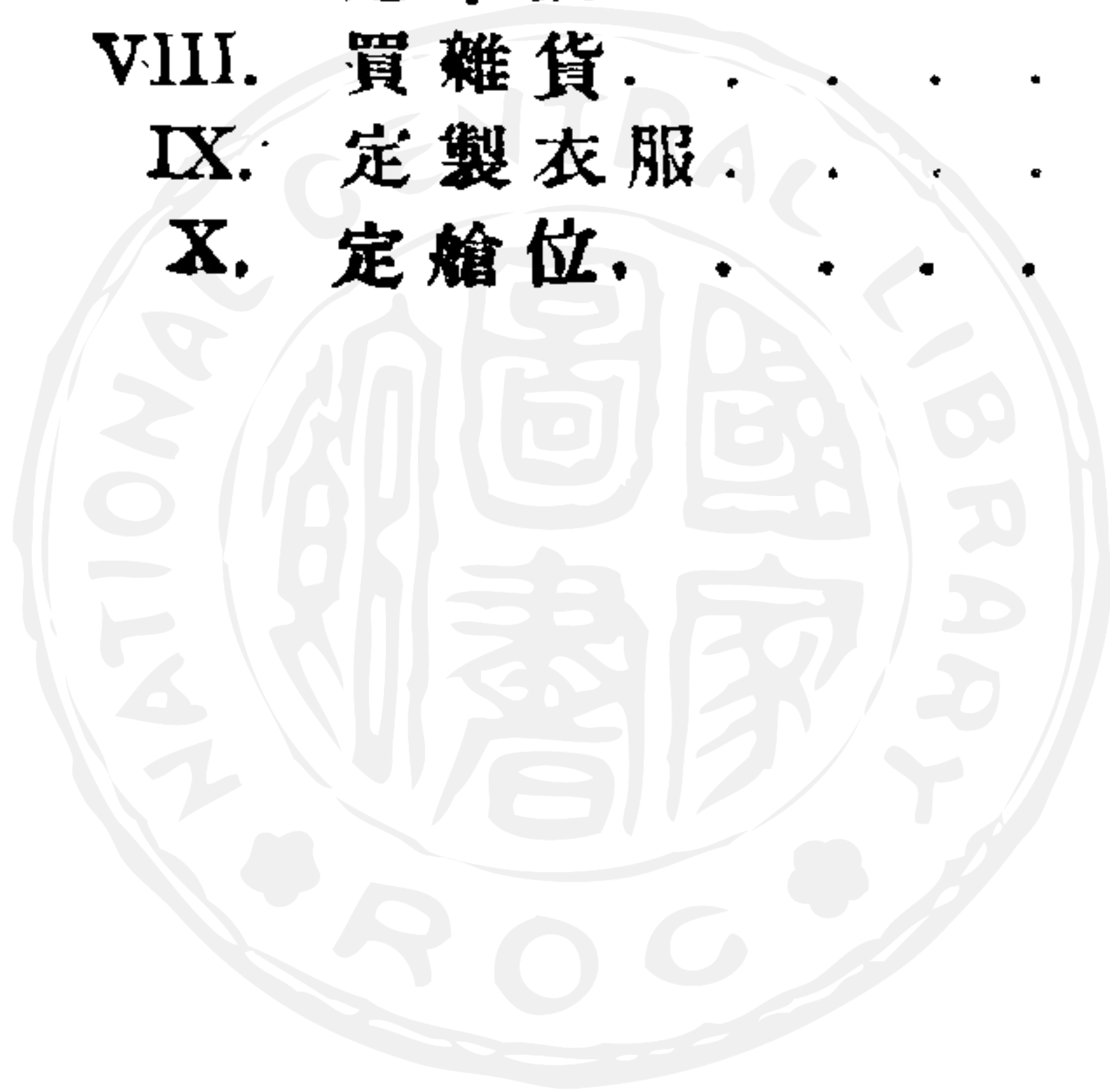


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# 第一章 總論

在交通繁盛的現代，書信已成為日用的必需品。我們雖然有電報，電話，無線電等等利器，書信仍不失其為最重要最普遍的交通媒介。這是因為書信自有它底特長，迥非其他工具所能及。

現在世界上最通用的語言是英語，尤其在通都大邑，英語幾成為各國的普通話。就以上海而論，不會英語的人簡直到處感覺不便，到處感覺喫虧。要從外國公司租一幢房子，買兩件東西，買一兩本書，假如你會說英語，就可以進行順利，否則，不是不得要領，便是上西崽的當，受西崽的氣。假如你會寫英文信，那就更好了，你只要坐在房裏，寫一封英文信，費幾分郵票，就可以為所欲為，煞是愜意。如果你想同外國各地的人物或商店發生關係，那末，英文書信更是極大的利器了。

除了實際的用處，英文書信又是練習英文作文的最妙方法。教室裏的作文課是受種種限制的，題目和時間都不能任我們自己支配。寫信就不然了。我們可以想到什麼說什麼，要說多少就說多少，要怎麼說就怎麼說，機會無限，寫法無限，長短也無限。這樣天天練習，我們不知不覺就成了作文好手，“熟能生巧”這話永遠是不錯的。



只要常常寫英文信，並且很用心去寫，不怕你不能寫出好英文信，也不愁你不能做出好的英文文章。

但是要寫好英文信，多多練習固然重要，而適當的模範也是不可少的。模倣是創造之母，我們一定先要學得普通的方法和格式，才能在這個範圍內發揮我們的能力。所以寫英文信，先要有好範本。這部書就是要給想寫英文信的人們一種範本，使他們既能在實際上應用，又能有練習英文作文的機會。

## I. 用具

古人說得好：“工欲善其事，必先利其器。”書信有書信應當用的器具。書信是社會的產物，它底用具也要依社會的習慣。讓我們先說說外國慣用的書信用具。

### A. 信紙和信封

信紙和信封都以樸素為原則。男子普通用白色的，女子有時可以用有色的，但也以淡色的為妙。男子用的信紙信封普通較女子的大一些。有格的信紙只可用在商業函件，在社交中是不雅的。如果你在無格的紙上不能寫成直行，你就應當多多練習，如果來不及練習，可以用一張有格的紙鋪在信紙下面，照着來寫，就可以寫得整齊。至於有花的紙，在外國沒有當信紙用的。

社交的信都用不透明的厚紙做信封。商業函件的信封常在正面挖一個長圓的洞，洞上貼一塊透明的紙。這

是要將信上所寫的收信人姓名住址顯露出來，可以省去寫信封的麻煩。

### B. 墨 水

藍黑色 (blue black) 的墨水用途最廣，寫信用的也是這一種。偶爾有用青蓮色 (violet) 墨水的，但這種墨水受了潮溼容易退去，不及藍黑色的好。打字機也多用藍色和黑色。紅色墨水絕對不可以用。

## II. 格 式

一封英文信大致部分為四個部分，即開端 (heading)，引子 (introduction)，本文 (body) 和結束 (conclusion)。後面有時加上附言 (postscript)，但不常用。

### A. 開 端

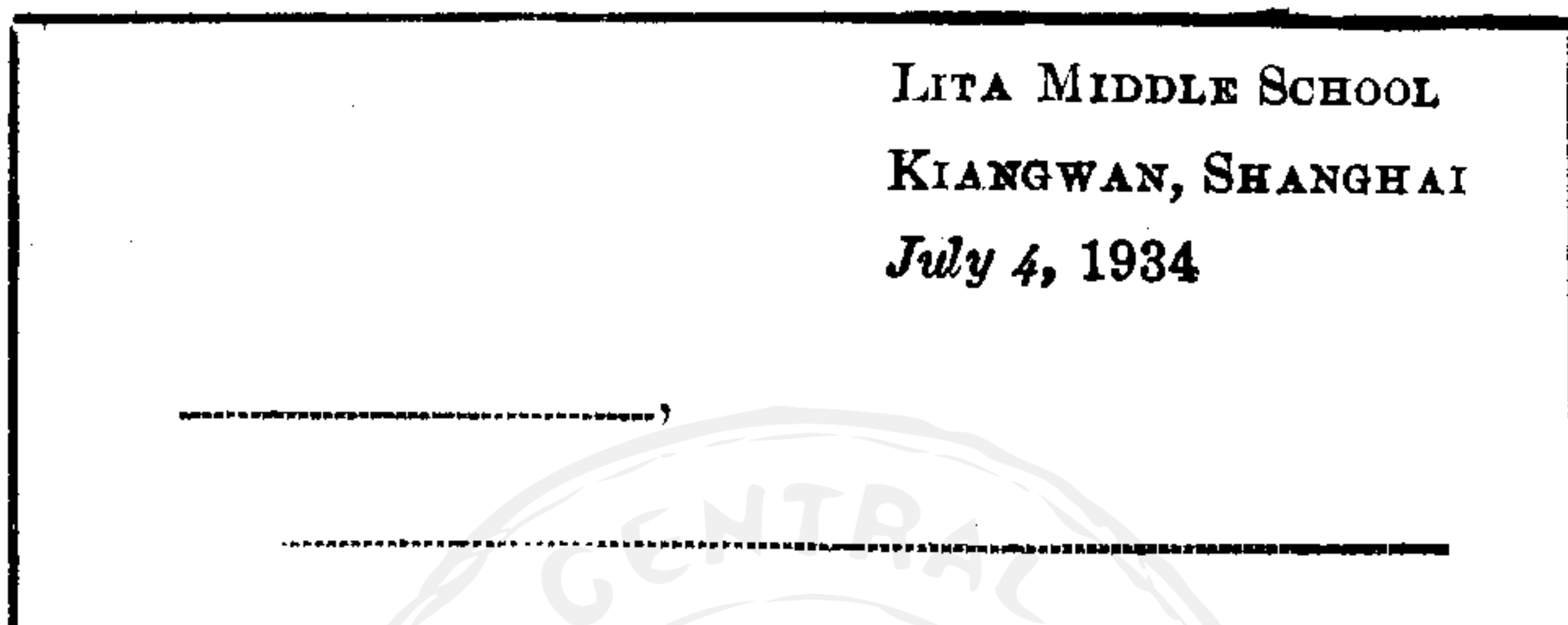
中國人寫信常把自己的住址略去，或寫在信的末尾或信封上。英文書信不是這樣。為收信人的便利起見，寫信人第一件要做的事，就是把自己的住址和寫信的日期寫在信紙的右邊上面的角上。這叫做開端。商業信牋都有印好的通信處，可是日期仍舊要寫。至於社交信件，除非有特殊的情形，這一項是不能省去的。通訊處應先從門牌號數寫起，然後到街名；若寄往外埠，應加上本埠之名；若寄往外省，應再加上本省之名；若寄往外國，應再加上本國之名。總而言之，務使收信人明瞭發信人的所在，以便作覆。發信日期寫在通訊處的下面，先寫月份，

再寫日期，最後寫年份。通訊處最好能寫在一行，但若字數太多，也不妨寫作兩行。日期總寫成一行。各行開頭向右讓出一兩個字母的地位，這是舊式的寫法，現在因為打字機的應用很廣，連不用打字機的信也將各行在左邊取齊的寫。現在舉幾個例：

	KAIMING BOOK Co. 278 FOOCHOW RD. March 20, 1934
..... ..... ..... .....	開明書店 福州路二七八號 三月廿日，一九三四  ..... ..... ..... .....



這是由上海開明書店寄往本埠的信，所以不寫“上海”字樣。



這是寄往外埠的信件，所以要寫“上海”字樣。

### B. 引 子

寫商業函件或公文的時候，寫完了開端，便應當在左邊下面寫引子。引子包含兩部分，就是收信人的姓名住址和稱呼。但社交信普通不要寫收信人的姓名住址，只寫稱呼。

姓名上都要加以稱號，現在分別着寫在下面：一

Mr. 和 Esq. —— Mr. 就是 Mister 的縮寫，用在沒有官爵的男子的姓名之前，與中文的“先生”，“君”等相當。Esq. 是 Esquire 的縮寫，與 Mr. 同意，但較為尊敬。但是 Esq. 應當寫在姓名之後。例如 Mr. C. T. Wang; C. T. Wang, Esq. 若指多數男子，則在姓名前用 Messrs.，即法文 Messieurs 的縮寫。所以在公司的名字之前常用這個稱號，如 Messrs. Evans & Sons。

Miss 和 Mrs.——這兩個字是用在女子的姓名之前的。沒有結婚的用 Miss, 如 Miss Chang。但若一家有幾個姊妹, 總稱起來, 則為 Miss Wangs 或 Misses Wang; 如果單說 Miss Wang, 而不及其名, 則指其長女。Mrs. 是 Mistress 的縮寫, 但讀為 (mɪs'ɪz), 用在已結婚的女子, 相當於中文的“太太”。

Master——用在未成年之男子的姓名之前, 如 Master C. Li, Master W. H. Chen。

如收信人為醫生或博士, 他的姓名前面要用 Dr. (doctor), 如為軍人, 則用 Capt. (captain), General 等字樣, 如為大學教授, 則用 Prof. (professor) 字樣。

收信人的住址包括門牌號數, 街名, 城名, 省名和國名等, 其寫法與開端內的住址相仿。例如由外埠寫給住在上海四川路永安里十一號的胡先生的信, 引子應當這樣寫:

15 NORTH AVENUE, NANKING

April 15, 1933

Mr. Y. T. Hu

15 Yung-An-Li, Szechwan Road

Shanghai

寫完收信人的姓名住址, 現在要在下一行寫稱呼了。稱呼因收信人與發信人的關係不同而異。商業函件

對於男子的稱呼，單數普通用 Sir, Dear Sir 或 My dear Sir; 多數用 Dear Sirs 或 Gentlemen。對於女子，單數用 Madame, Dear Madame, 或 My dear Madame; 複數用 Mesdames (法文，讀若 mādah'm), Dear Mesdames 或 My dear Mesdames。至於社交信件，對於不大熟識的人也像商業函件一樣。對於熟識的人，普通的稱呼是 Dear Mr. A, Dear Friend; 再親熱一點就用 My dear A, My dear Friend。至於家裏的人，對於長輩則用 My dear Father 或 My dearest Father, My dear Mother 或 My dearest Mother; 對於平輩，則用 My dear Tom 或 My dearest Tom, My dear Mary 或 My dearest Mary, 由此類推。稱呼後面常用逗點 (comma), 也有時用支點 (colon)。

### C. 本 文

本文從稱呼下一行偏右一點寫起。有些考究寫信的人，以為第一個字不可以用 I (我) 字，因為這樣就有點自尊自大的意味。不過用 I 起首的本文仍舊很多，本文沒有特殊的格式和限制，是任憑作者自由發揮的。但開端也有許多常用的語句，今略舉幾條如下：—

Whith great delight I learn that.....

我很歡喜地聽說.....

Will you excuse the shortness of this letter?

這封信這樣短，你不怪我嗎？



Pray excuse this short letter.

請莫怪這封信寫得短。

As I have not heard of you for long, I feel anxious.

長久沒有得着你的消息我覺得着急。

How are you getting along during this hot weather?

在這個暑天，你起居如何？

I have the honour to address you that.....

敬啓者.....

I have the pleasure to tell you that.....

我很快樂地告訴你.....

I can at last sit down to write to you, and beg you  
will excuse my apparent neglect.

我現在才得坐下寫信給你，並請原諒我的  
疏忽。

I have just received your kind letter.

我剛剛收到你的信。

Many thanks for your last kind letter.

接最近來信，感謝之至。

Your letter of the 1st inst. was duly received.

本月一日來信已照收。(inst. = instant)

Your kind letter gave me much pleasure.

來信使我很歡喜。

I am very glad to have received a letter from you yesterday.

昨天接你來信，我很歡喜。

Your kind letter of Sunday arrived this morning.

日曜日來信，今早收到了。

#### D. 收 尾

本文寫完，即當於下一行偏左邊寫收尾了。收尾可分爲三部，即結束，敬語和署名，各佔一行。

結束就是敬語的一部分，有時候合而爲一，有時候分而爲二，可以隨意。結束也有時不用。例如：

With best regard,  
問好。

Hoping for an early reply,  
望早賜覆。

With kind regard to your wife,  
問尊夫人好。

Please convey my best regard to your father.  
請致意於你的父親。

敬語有許多種類，每封信的敬語都要與引子裏的稱呼相呼應，現在將最重要的略舉幾種：—

1. { Yours very affectionately,  
Yours affectionately,  
Your affectionate (Son, Child),

2. { Yours very sincerely,  
Yours sincerely,
3. { Yours truly,  
Yours faithfully,

1. 用於家庭之間, 2. 用於熟識的朋友之間, 3. 用於不甚熟識的人或商業信件。又有在敬語之上加一句 I am, I remain, Believe me to be 等字樣的, 太嫌客氣煩瑣, 可以省去。

署名要寫得很清楚, 以便使收信人看得出是誰來的信。除非對於極親近和熟識的人, 姓名一定要寫整個的字, 不可只用字頭。外國人對於素不相識的人寫信, 普通都將 Mr., Mrs., 或 Miss 等字寫在自己名字之前, 這是要分別男女, 以免回信時鬧出笑話的。

公文和商業文件普通可用打字機, 但署名一定要用筆寫。社交的信, 除正式的請帖賀柬等以外, 都非用手寫不可。

#### E. 附 言

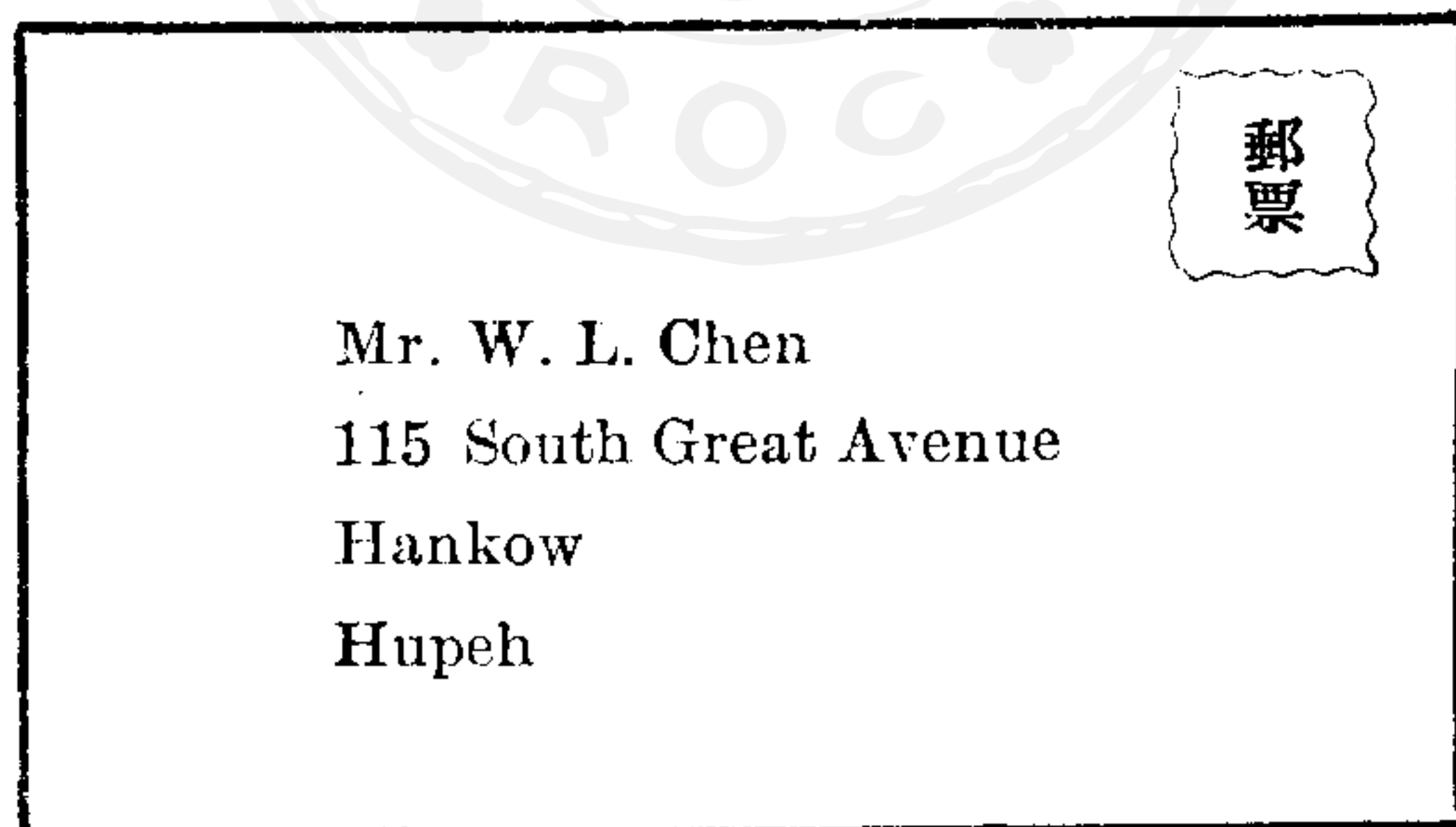
署名以後, 如果忽然發現遺漏了些不得不說的話, 便要在署名下一行或隔兩行, 從左邊寫 P. S. (即 Postscript 的縮寫) 二字, 接着寫出要說的話, 寫完再署名, 不過這次只寫字頭就夠了。附言表示寫信的人潦草和大意, 非在必不得已的時候, 最好不要用。



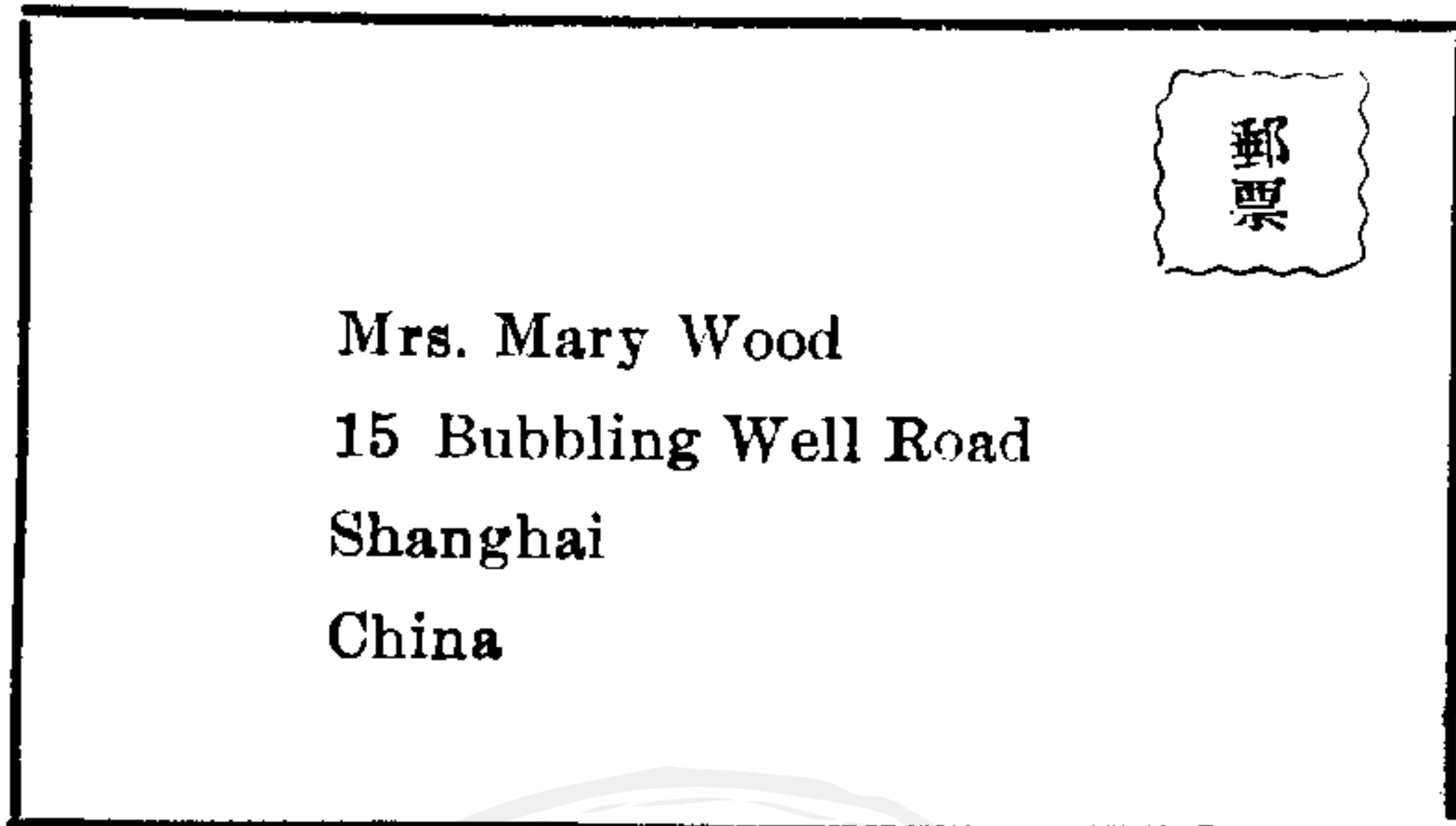
F. 信 封

信封上要寫收信人的姓名住址，從信封中央偏左一點寫起，姓名佔一行，住址則視字數的多少，而佔一行或兩行。住址的寫法也是門牌號數居第一，街名居第二，城名居第三，省名居第四，國名居第五。本埠的信不必寫埠名，本省的信不必寫省名，本國的信不必寫國名。

郵票每封信只應用一張，若必不得已而用兩張以上，便應當將它們貼在一處，以免郵局蓋戳時多加無謂的麻煩。貼郵票又有一定地方，即信封的上邊右角上。郵票要貼得端正，不可倒貼橫貼或斜貼，使收信人感覺不快。今舉例如下：



這是寫給湖北省漢口南大街一百十五號的陳先生的信，這是由外省發的，所以寫明省名。



這是由外國寄給上海靜安寺路十五號 Mary Wood 夫人的，所以寫 China 字樣。

信封上邊左角上常有寫發信人的姓名住址的，這用在掛號信或商業信。又有種種慣用的語句，常寫在信封左邊，或上或下，如：—

Via Siberia 是經過西伯利亞的意思，因為道經西伯利亞鐵路為程較短，費時較少，信件可以到得快些。Via 是拉丁文，即 by way of (經過) 的意思，如 Via Hongkong, Via Suez Canal 等，這兩個字普通都寫在信封左上角。

Per C.M.S.N. Co. S.S. "Hai Yuan" 即由招商局輪船公司海元輪的意思。Per 是 by (由) 的意思。C.M.S.N. Co. 就是 Chinese Merchants' Steam Navigation Company (招商局輪船公司) 的意思。S.S. 就是 Steamship (輪船) 的縮寫。這也是寫在左上角的。

If not delivered, please return to Commercial Press Ltd., Honan Road, Shanghai, 或 If not delivered within

ten days, please return to....., 或 After ten days, return to....., 這是說“如無法投遞, 即乞寄還上海河南路商務印書館有限公司”。Ltd. 爲 Limited 的縮寫, 即“有限公司”的意思。這也是寫在左上角的。

在介紹信的信封左下角上應寫 Introducing Mr. A., 或 Recommending Mr. B., 或 To introduce Mr. C., 即介紹某君的意思, 使收信人一望而知是介紹什麼人的。

Personal 或 Private 或 Confidential 也常寫在信封的左下角處, 就是“親啓”的意思。因恐他人代拆書信, 所以寫這個字, 以防消息洩漏。

Immediate 或 Urgent 或 Rush 也常寫在信封左下角處, 就是“大至急”的意思。

還有 Please Forward 常寫在信的左上角處, 因為恐怕收信人已遷居他處, 請人轉遞。

Kindness of Mr. A, 或 Favored by Mr. A, 或 Kindly favored by Mr. A, 或 Politeness of Mr. A, 或 Favor by Mr. A, 或 Courtesy of Mr. A 等都是煩人帶交的信, 所以寫“敬煩某君帶交”等字於信封左下角上。

掛號信通常於信封左下角上寫 Registered 或 Regd. 或 ® 一字, 快信於同處寫 Express Delivery 或 Special Delivery。

Poste Restante 或 Leave until called for 或 % Post Master 也寫在左下方, 表示存郵局待收信人來取的意思。



e。即 care of (煩收轉)的意思。

航空郵件常在信封左上方寫 Air Mail 或 Aerial Mail 或 Par Avion 字樣。

### III. 寫 法

上文已經將書信用具和格式說了一個大概。關於形式方面，還有要注意的兩點，就是“紙邊餘白”和書法。

#### A. 紙 邊 餘 白

我們無論寫什麼，一定要在一張紙的上下左右留下一點空白，這是人人都曉得的。但是在信紙上，這些空白尤須留得整齊，使收信人看了有爽心悅目之感。寫一張紙的時候，上面要空出一吋左右，下面約空半吋。左右兩邊可空半寸或三分之一吋，並且從上至下看起來要成一條直線。右邊如果遇到一個太長的字，寫下去會佔了空白的，便應不把它寫在將要寫完的一行而寫在下一行的開端，這樣便顯得清爽。但有時也可以把一個長字分成音節 (syllable)，將一部分寫在要寫完的一行，後面加一短橫劃 (hyphen)，將另一部分寫在下一行，那末，右邊便整齊了。例如 beautiful 一字可分為 beau-ti-ful 三個音節，如果寫到 beau，一行完了，便在它的後面劃一個短劃，而將 tiful 寫在下一行。遇到這種情形的時候，應當查一查字典，看各音節的分法，然後再寫下去，因為音節的分法都是一定的，不可以隨便。

## B. 書 法

寫信是表現自己的思想感情，所以第一要注意的，就是寫出來的字要使人認得，並且要引起人的快感。常有寫信的人信筆寫去，不管收信人的能否看得懂，i 上不加點，t 上沒有橫劃，u 同 n 不分，n 同 m 一樣，使收信的人叫苦。就算他肯費許多時間和氣力去一個字一個字的猜，這種信也有背寫信的本意。如果信內有重要的事，因為字跡的不明，也許把事都誤掉。所以書信內的字要寫得清楚，容易認識。

書信內的筆跡又代表寫信的人的人格。人格是什麼？不外是一個人的習慣。如果信是給不相識的人的，他看見信上字跡潦草，塗改得一塌糊塗，他必斷定寫信的人是一個粗心浮氣或不長於文墨的人，於是對他生出不好的印象。如果信是寫給相識的人的，他一看見這種情形，便會以為你沒有誠意，或當時有什麼精神上的失常。要免去這種不好的結果，我們寫信的時候，最好先擬一個草稿，然後小心在意的抄到信紙上。字寫錯了，應當再換一張紙，不可塗抹得滿紙墨痕，使人看了不但對於信起了惡感，並且對於寫信的人也深覺不滿。

## O 作 法

書信的作法大致是只可意會不可言傳的。我們多讀名人的書信，自然可以找到門徑。英國有幾個作家專以書信見長，與小說家戲劇家詩人等齊名。Lord Chester-



field 就是最著名的書翰家，又有一種書翰體的小說，小說的本事都寓於許多書信之中，一部書從頭至尾只是一部書信集。十八世紀的李查生 (Samuel Richardson) 就是這一種小說的鉅子。如果我們要曉得書信的祕訣，最好拿他們的作品仔細研究。但是他們的作品雖好，卻非初學的人所能了解，也不見得適合實際上的應用。為便利計，此處略述書信的作法，作為學書信的初步，並作為以下各章的理論根據。

一封信就是一篇文章，所以是凡作文應當注意的事，在書信上也要同樣注意。中國舊式的尺牘滿篇是浮腔濫調，使人看了，摸不着它的意思，英文書信，普通不是這樣。英文書信每封也有一兩句寒暄或客氣的話，可是沒有中文那樣普遍，那樣陳腐得討厭。寫英文信，應該直接了當，開頭便說所要說的話；話說完了，即刻收束，不必拉拉雜雜，充實篇幅。

更重要的是書信要有內容，就是所說的話要有意義。寫信是為發表意思的，如果沒有意思，何必寫信？許多應酬信和滿紙言不由衷的話大可以不寫。對於不熟識的人，沒有事不必寫信；因事寫信的時候，要寫得簡單明瞭。對於親戚朋友，書信要寫得娓娓動聽，靄然可親，如同對面交談一樣，才是好書信。

一種信有一種信的用意，因用意的不同，措辭也就各有差別。現在分門別類的談一談。



1. 贈 送

贈送物品，普通要寫一封信，說明贈物的品類或用途。至於所贈之物，不可過於揄揚，否則有誇大的嫌疑；又不可以過於客氣，說這件東西一文不值，因為拿一文不值的東西贈給別人，顯得你沒有敬意。贈物是要討受者的歡喜，所以措辭要注意到這方面，至於物品的價值最好不談。這類書信最常用的語句是：

(a) Please accept the fish which is sent with this note.

請收下同這封信一齊送上的魚。

(b) I beg you to accept my photograph as a souvenir.

請收下我的照片作為紀念。

(c) Allow me to present you a book which may be a pleasant reading to you.

讓我贈給你一本書，你也許樂於閱讀。

(d) The present is nothing, when compared with the friendly feeling and good wishes accompanying it.

此種贈品若與相隨的友情和好意相比，直如無物。

(e) I send herewith a dozen pictures which I think may give you pleasure.

奉上畫片一打，我想它們或許可以得到你的歡喜。

**2. 感謝及道歉**

這種信應當直接了當，最忌冗長。信一冗長，便難免加入些不相干的話，不但寫信的本意反被湮沒，就是繁文費辭也顯見缺乏誠意。所以這種信開頭應敘述感謝或道歉的原因，然後將謝意或歉意懇摯的表達出來，就可以收束了。

這種信常用的語句如下：—

(a) Many thanks for your kindness to me in the last year.

過去一年，承你恩惠，很是感激。

(b) Allow me to thank you heartily for your valuable present.

受你厚贈，謹致謝意。

(c) Please accept my sincerest thanks for your good advice.

承你善言忠告，感激之至。

(d) I am sorry that I cannot return the book today as I promised.

今天不能如約還書，很覺抱歉。

(e) Will you excuse me for this seeming carelessness?

這種近似粗心的事，你可以原諒我嗎？

(f) Allow me to explain what seems to you a case of misdemeanor.

這事由你看來似乎是罪過，但請讓我加以解釋。

### 3. 約 會

約會的信一定要寫明時間地點和約會的用意，又要在約會的日期前幾天發出，使收信人有充分的時間作準備。小規模的遊宴，用普通信相約，幾句簡單明瞭的話就夠了。遇到大規模的正式宴會，則以用請帖為妙。請帖普通用第三人稱 (he, she, they, his, her, their) 來寫，或直書發信人或收信人的姓名。常用語句如下：—

#### 非正式的約會信

(a) We shall be very much delighted if you will give us your company.

如果你肯陪伴我們，我們就喜歡極了。

(b) If you are not engaged, will you please come for an evening walk with me?

如果你有工夫，願意來同我晚間散步嗎？

(c) We will set on foot a concert next Saturday. Will you take part in it?

下星期六我們要發起一個音樂會，你願意參加嗎？



(d) As the weather is delightful, I have a mind to visit the seashore.

風和日麗，我想去遊海濱。

#### 請帖用語

(a) Mr. and Mrs. \_\_\_\_\_ request the honor of Mr. and Mrs. \_\_\_\_\_'s company.

某某先生和太太恭請某某先生和太太光臨。

(b) Mr. and Mrs. \_\_\_\_\_ present their compliments to Mr. and Mrs. \_\_\_\_\_ and request the pleasure of their company.

某先生和太太問某先生和太太的好，並欣然邀他們枉駕。

收下請帖，普通都要回帖，回帖的形式依請帖而定。請帖用第三人稱或直書姓名時，回帖也一樣辦理。請帖用主婦的名字時，回帖也用婦人的名字。允許赴宴時的回帖普通用下面的起語：—

(a) Mr. and Mrs. \_\_\_\_\_ have the honor to accept the invitation of Mr. and Mrs. \_\_\_\_\_.

某先生和太太敬領某先生和太太的邀請。

(b) Mr. and Mrs. \_\_\_\_\_ have much pleasure in accepting the invitation of Mr. and Mrs. \_\_\_\_\_.

某先生和太太欣然承諾某先生和太太的邀請。

如果因爲特別情形不能赴宴，回帖應聲明原因，如“先有約會” (prior engagement), “疾病” (a slight illness), “家有要事” (important business in the family), “離家” (absence) 等。其開端如下：—

(a) Mr. and Mrs. \_\_\_\_\_ regret that a previous engagement prevents them from accepting Mr. and Mrs. \_\_\_\_\_'s kind invitation.....

某先生和太太因爲先有約會不能領受某先生和太太的邀請，很抱歉意。

(b) Mr. and Mrs. \_\_\_\_\_ decline with thanks the kind invitation of Mr. and Mrs. \_\_\_\_\_ as they have to leave town to-morrow.

某先生和太太因爲明日離城 辭謝某先生和太太的邀請。

#### 4. 詢 問

詢問的信有兩個要點：第一是措辭要恭敬，第二是文字要簡明。答覆問題是一件麻煩事，而且人家沒有替你做這種事的義務，若不恭敬措辭，人家便不樂於答覆。既是麻煩人家，就應當把麻煩的程度減到無可再減，所以長篇大論的問題，白費人家的光陰和腦力，是很不相宜的。既是發問，問題應當寫得很清楚，人家才能得到要領，曉得如何作答。這種書信常用的語句如下：—

(a) Will you kindly let me know if you happen to know of any good middle school advertising for students?

如聞有好中學登報招生，請即示知為幸。

(b) As you are familiar with the conditions in your city, I make bold to ask you for information in regard to the rate of rent.

因為你熟習貴處情形，所以我敢於拿房租的價格請問你。

(c) Will you please greatly oblige me by giving my letter a detailed answer?

請詳為答覆，無任感激。

(d) Please favor me with an answer at your earliest convenience.

請得便時即賜回音。

### 5. 通知

通知的信大半是敘述事實，所敘的事要能引起讀者的興趣，文筆要能繪色繪聲，使讀者真如耳聞目見一樣。這種信的長短，要看事的多少和敘述的詳略而定。所敘的事，是凡與對方沒有直接或間接關係的，或對方不願與聞的，都不應羈入。可是敘述不得其法，雖然有有趣的事，也難引起人的興趣。所以寫這種信，層次要特別清楚，用字要特別慎重，語句要特別精鍊。這種信常用下列的語句：—



(a) You will be surprised to find I am writing to you from Hangchow. The fact is that our teacher has taken our class to this place for a spring trip.

你一見我從杭州寫信給你，必會驚訝。這是因為我們春季旅行，由生先領我們一班到此地。

(b) You may be interested to hear that I have entered the Municipal Middle School.

你聽得我入了市立中學，也許很感興趣。

(c) Let me tell you my school life, which I think will not be uninteresting to you.

讓我把我的學校生活狀況告訴你，我想這對於你不是無味的。

(d) I write to make an account of my experience in the past three months, which you will find highly amusing.

我報告過去三個月的經驗，你一定覺得很有趣。

## 6. 請 求

請求的信，不消說，是應當特別客氣的。但是對人客氣，不見得就等於降低自己。請求幫助的信一定要敘述自己不得已而求助的苦衷，絕不可露出自己不努力的嫌疑，否則不能引起人家的同情，得不到人家的幫助。請求位置的信，更要保持自己的身分，自誇才能固然不可，妄

自菲薄尤其不可。最好憑實直陳，使人一見信就明白你恰合他們的需要，顯見你的誠實。求位置的信如果是應招請的，開始就應當把招請的廣告敘述出來，連日期和報紙的名目都要指出。有時可以將廣告剪下來，貼在信上。這種信常用的語句如下：—

(a) In spite of my patient labor in English lessons, I find myself still unable to catch up with my class. Will you please take the trouble of instructing me privately?

我雖努力用功英文，覺得還不能趕上同班。你可以不怕麻煩，替我補習嗎？

(b) Owing to unexpected expense, I am hardly pressed for money. Can you spare ten dollars now? I will return the sum at the end of the month.

因為有意外的用途，我在金錢上很是窘迫。你能挪十元給我嗎？我月終還你。

(c) In answer to your advertisement in today's Shun Pao, I apply to you for the post of clerk.

看今天申報上的廣告，我應你們的招請，願做店員。

(d) Having read in to-day's paper that you are in need of a clerk, I apply to you for the position.

見報知貴店需要店員一人，我請充這個位置。

7. 介 紹

介紹的信普通是由被介紹者面交的。持信人同你的關係和介紹的用意都應加以敘述。收信人接到這信，就給持信人相當的招待或幫助。不過寫這種信，應先問被介紹者是否可靠。如果你對於一個人沒有深交或不大相信，最好不要替他寫介紹信，因為他對於收信人的行為是要由你負責的。若是舉薦人做某種事，你的責任更大，寫信更應當審慎。這種信的常用語句如下：—

(a) This is to introduce to you Mr. A, my intimate friend.

這封信將我的摯友A君介紹給你。

(b) The bearer of this letter Mr. A, is my classmate who will enter your school.

持信人A君是我的同學，他將入貴校肄業。

(c) As he is a perfect stranger in your city, will you give him some necessary directions?

因為他人地生疏，你可以給他一點必要的指導嗎？

(d) Any favor you show to him will be gratefully appreciated by me.

你對於他的好處，我總銘感於心。



(e) Learning that you are looking about for an assistant, I recommend Mr. B, my friend for the position.

曉得你正在尋找一位助手，我舉薦我的朋友 A 君來充此職。

### 8. 勸 戒

勸戒的信，目的在使人改過從善，所以說理應當明晰，態度應當誠懇，措辭應當委婉。說理不明晰，收信的人不見自己的錯誤，這信就不生效力。勸戒的信如果以嬉笑譏諷的態度出之，收信人就以為你對他開玩笑，不會有改過的心思。所以勸人改過，態度要莊重，但措辭不可以過於嚴厲，引人反感。勸戒信如果使人老羞成怒，就失了勸戒的本意了。勸戒信最重要的條件，就在使人知道他的行為對於他有害，改過對於他有利，使他自然而然的傾向於趨利避害。這種書信的慣用語如下：—

(a) I am sorry to hear that you do not pay much attention to your lessons at school.

聽說你在校不大注意功課，我很難過。

(b) Your vicious habits have caused me many a sleepless night.

聽說你的惡習，我幾夜不能安寢。

(c) I am afraid this will do you a great deal of harm.

我恐怕這種事對於你將有大害。

(d) As an intimate friend, I warn you of the danger of your present course of conduct.

因為我是你的摯友，知道你這樣行事很有危險，所以我警告你。

9. 慶 弔

慶弔的信應當寫得簡短。慶賀的信不可以有羨慕或嫉妒的意思，只對於收信人的喜慶表示好意就夠了。弔慰的信，目的在用同情的話寬解收信人的愁苦，所以措辭應當很誠懇，但不可過於悲哀，觸動收信人的情感；最後應當拿前途的希望安慰他現在的苦痛。這種信常用的語句如下：—

慶 賀

(a) I wish you a happy New Year.

恭賀新年快樂。

(b) Pray accept my best and sincerest wishes for the New Year.

時值新年，謹以最誠懇的好意祝你快樂。

(c) I congratulate you on your happy union with Miss A.

我賀你與 A 女士結婚之喜。

(d) Present my regards and compliments to your bride.

請將我的賀意代致新人。

弔 慰

(e) I beg to offer you my heartfelt sympathy.

我對於你十分同情。

(f) I would speak to comfort you but cannot find words to do so.

我要以言語安慰你，但是找不到適當的話。

### 10. 購買

購買的信最應注意簡明，商人時間很寶貴，沒有工夫看長而無謂的信。所以寫商業函件不可以舞文弄墨，說明了要說的事就夠了。商業的信都是關於金錢的事，寫時務宜仔細，寫後必覆看一二次，以免錯誤。這種信常用的語句如下：—

(a) I shall thank you to execute my order with the least possible delay.

請將定貨急速發下為感。

(b) I beg you will be good enough to inform me of the prices of the books named here.

請告我下開各書的價錢。

(c) Enclosed you will find a postal order of twenty dollars (\$ 20.00), for which please send me one copy each of the following books.

寄上郵匯票一張計二十元，請將下列各書每種寄下一本。

(d) Please attend to my orders immediately, for I am expecting these books every moment.

我所定的貨，請即刻辦理，因為我時刻盼望這些書到來。



## 第二章 贈 送

### I. 贈 書 籍

MY DEAR CHAN-MIN,

Please accept this copy of Constance and Mary Maud's "Stories of Shakespeare." As Shakespeare's plays are too hard for you yet, I hope this book will introduce you to the masterpieces of the greatest English poet.

Several authors have written stories from Shakespeare's plays. Lamb's "Tales from Shakespeare" is widely used in Chinese schools. But it was written in the old style which does not suit our schools. Maud's book is in modern English and, I am sure, will give you both interesting stories and examples of excellent English.

Sincerely yours,

WANG SAN-YUNG.

親愛的長民，

請收下這一本康絲登與毛德合編的“莎氏樂府演義”。因為莎翁底戲劇現在對於你還是太難，我希望這本書可以將英國最大詩人（指莎翁）底傑作介紹給你。

寫莎翁戲劇底故事的作家已有數人。藍姆底“莎氏樂府本事”在中國學校裏最通用，可是這本書文筆古老，

不適於中國學校之用。毛德底書是用近代英文寫的，我相信它不但可以給你有趣味的故事，而且可以給你好英文的榜樣。

王森榮

## II. 回 信

MY DEAR SAN-YUNG,

Many thanks to you for your valuable present. I have heard Shakespeare so often mentioned by our teacher that I have longed to know something about his plays. I have no doubt this book will fulfil my wish.

Once I looked into Lamb's "Tales from Shakespeare," but I was taken aback by its long sentences and involved style. You who have anticipated my difficulty are so kind as to help me out of it. For this, more thanks are due to you.

Sincerely yours,

LI CHAN-MIN.

親愛的森榮；

多謝你底有價值的贈品。我常常聽先生說到莎翁，渴望知道他底戲劇。我相信這本書可以使我如願以償。

有一次我翻閱藍姆底“莎氏樂府本事”，它底長句子和繁複的文筆使我望而生畏。你竟料到我底困難，並且幫我免掉困難，因此更應當感謝你。

李長民

## III. 贈 果

DEAR MR. CHOW,

A townsman of mine came yesterday from our part of the country and brought me some pears. They are just the sort of fruit you like best. I send you some by the messenger.

Our part of the country is specially rich in good fruits. Fruit trees can be seen all along the railway by the passengers from Tientsin to Peiping. The pears produced there are sweeter and more juicy than to be found elsewhere. I hope you will accept them.

Yours truly,

Hsü YAN-SHI.

周先生，

昨天我一個同鄉從家鄉來，給我帶來一些梨。這正是你最喜歡的水果。我差人送上幾個。

我們家鄉特別富於水果，沿平津鐵路都是水果樹，旅客都看見過。該處出產的梨比他處格外汁多味甜。我希望你收下。

許 延 禧

## IV. 回 信

DEAR MR. Hsü,

Your present is a delight to me and my family. We all thank you heartily for your great kindness. The



fruiterers here can never offer such pears as yours at any price. We have often to eat wooden and sour fruits for our dessert. Your present has solved the problem.

Truly yours,

CHOW TEH-CHANG.

許先生，

你的惠贈使我和我一家都很喜歡。我們多謝你底厚惠。無論價錢如何，此地水果店總不能拿出像你這樣的梨。我們喫水果，常常不得不用木質而酸的東西，你的贈物解決了這個問題。

周德昌

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## V. 贈照片

MY DEAR FATHER,

I am quite well in school. Last Sunday I accompanied some schoolmates of mine to a department store. After buying some necessaries, we came to a photographer's and had our pictures taken. As you have not seen me since last summer, you may be wondering how your boy has grown. Here is my picture, from which you can see that I am in good health and full of spirit.

I am anxious to see you and mother. But the winter vacation is too short for me to return home. I

hope you will send me your picture at your earliest convenience.

Your affectionate Son,  
CHIN-HWA.

親愛的父親，

我在學校身體很好。上星期日我同幾個同學赴百貨商店，買了幾樣需用品以後，我們來到一家照像館，大家都照了像。你自從去夏沒有見過我，也許不知道我現狀如何。這裏有我底照片；你看了就知道我身體健康，精神飽滿。

我切望同你和母親見面。但是寒假太短，不能回家。我希望你們得便將你們底照片寄來。

男 錦 華

## VI. 回 信

MY DEAR CHIN-HWA,

Your letter and photograph are duly received. I am very glad to find that you are in such excellent health and have grown taller in the last few months. I am the more delighted by your good English. From your letter I can see you must have studied English very hard. Such progress cannot be made without hard work.

We are all hale and hearty at home. The chilly winds are setting in, and our appetite increases apace. I think it is the same with you.

Photographers are scarce down in the country. We have to wait for their chance visits. As soon as we can have our pictures taken, we will send you one.

Your loving Father.

親愛的錦華，

你底信和照片都收到了。你身體健旺，並且數月來長得更高，我聽了很喜歡。我更歡喜你的好英文。從你這封信，我知道你一定在英文上很用功。這樣的進步，不用功是做不到的。

我們在家，都很壯健。現在寒風正起，我們底食量逐步增加。我想你也是這樣。

鄉下照像師很少。我們必須候他們底偶然來臨。我們照了像時，即寄給你一張。

父 諭

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## VII. 贈 照 片

MY DEAR COUSIN,

In this letter, you will find inclosed a portrait of mine. Your requests for it have always been in my mind, but I was unable to give you one, owing to the scarcity of good photographers here. Now one of my classmates proves to be an expert in this art, and is kind enough to take my picture. Don't you think it excellent?



I have a mind to learn photography. A camera doesn't cost much. What a delight it would be to be able to take down every beautiful thing that comes my way! With some practice I think I can master it. Will you join me in this in the coming holidays?

Your Cousin,

CHANG SHI-MENG.

親愛的表兄，

你可以看見這封信內附有我底照片一張。你屢次要照片，我總記在心裏，但因沒有好照像師，所以沒有能給你。現在我有一個同班確是這種藝術底專家，並且很客氣地替我照像。你看這張像照得好不好？

我有意學習照像術。照像機所費不多。我若能將我所遇見的美麗東西都照下來，豈不是一樁樂事！我想只要有些練習，我就可以學得純熟。你願意在將來假期內同我一道學習嗎？

你底表弟張西孟

## VIII. 回 信

MY DEAR SHI-MENG,

I have received your letter and your portrait with great pleasure. You look a picture of health, and I am sure your classmate's camera has done you justice.

I never thought photography can be learned so easily. To me the photographer's art has always been a marvel. I shall be very much obliged to you, if you will teach me how to use the camera. I am expecting every moment the approach of our holidays.

Yours affectionately,

LIANG YUAN-LUNG.

親愛的西孟，

收到你底信和照片，我很歡喜。你容顏健旺，你同班底鏡頭一定替你照得很像。

不想照像術這樣容易學。照像師底技術，我總以為神奇。如果你願意教我用鏡頭的方法，那我就要很感激你。我時刻 着假期底到來。

表兄梁元龍

## IX. 贈 賀 儀

MY DEAR CHIANG-JEN,

Please accept my token of good wishes on the occasion of your happy marriage. It is only a couple of cloisonné vases, which are nothing in comparison with my desire to see you happy.

I am sorry the monthly test prevents me from attending the ceremony. As soon as the test is over, I

will come and pay you a call. Please give my best regard to your wife.

Yours sincerely,

TAN CHIA-CHI.

親愛的江仁，

請收下我這對於你幸福的婚姻的紀念品。這不過是一對景泰藍花瓶，比起我望你快樂的心思，真算不得什麼。

抱歉得很，因為月考作梗，我不能參加典禮。但是考試一完，即當來訪。請致意於你底夫人。

譚家驥

X 回 信

MY DEAR CHIA-CHI,

Thank you for your gift and kindness. The cloisonné vases are really beautiful. No wonder the cloisonné work has won a world fame as the flower of Chinese art. The vases of the ancient Greeks cannot rival them in workmanship.

You are always welcome to my home. My wife and I are expecting you every moment. Please come as soon as you are at leisure. My wife unites with me in kind remembrance.

Truly yours,

LI CHIANG-JEN.



親愛的家驥，

謝謝你底贈品和好意。景泰藍花瓶真正美麗，無怪景泰藍博得馳名全世界，為中國美術底菁英。古代希臘人底花瓶也不能勝過它們。

在我們底家裏你是永遠受歡迎的。我同我底夫人時刻盼望你來。請有暇即來。我們一同問你好。

黎江仁

## XI. 贈入場券

DEAR MR. .... ,

Next Friday a tract and field meet will be held in our school. Please accept these two tickets of admission and be sure to come.

In this meet I will take one hundred metres dash and high jump. I have practised every day for the last two months, but I am not sure whether I can win the championship. Anyhow I will do my best. Your presence will greatly encourage me. Please do come with your brother.

Sincerely yours,

*Signature.*

.....

下星期五我們學校將舉行田徑賽運動會。請收下這兩張入場券，屆時務請駕臨。

在這次運動會，我將參加百米賽跑和跳高。我在過去兩個月中每日練習，但是能否充選手，尙無把握。無論如何，我總盡我底能力。你若在場，我就更覺振奮。請和你底弟弟同來。

## XII. 回 信

DEAR MR. ....,

Your letter with two tickets inclosed has come duly to hand. I am very much obliged to you for your kind invitation and will come to see your games. My brother will accompany me to your school.

As you are very strong and fond of athletic games, your success can be foretold. I have for a long time known you to be a fast runner. As for high jump, you must have gained great skill by your persistent practice. The proverb that practice makes perfect will hold true in your case as in other cases.

Yours sincerely,

.....

你底信和附寄的兩張入場券，都已收到。我很感激你底邀請，並且願意來看你們底運動。我底弟弟也同我一道到你們學校裏來。

你身體很強，又好運動，成功定可預卜。我早已知道你是一個跑得快的人。至於跳高，你既不斷的練習，一定得到妙法。那句“熟能生巧”的格言不但在他處應驗，在你這事上也必定應驗的。

## 第三章 感謝及道歉

### I. 謝先生補習英文

DEAR MR. ....,

I write to thank you for your kindness in teaching me privately the English grammar for the last year. It was a great trouble to you. Yet after a day's hard work, you still had patience to take the trouble. You were never tired of answering my questions and looking over my exercises.

I believe your labour is not thrown to the winds. I have profited a great deal by your instruction. Before I came to you, I could not write one sentence without mistake. What progress I have made since, this letter can testify. And I owe all this to you and to you only, my dear teacher. You may contemplate the result of your work with satisfaction.

Besides, you have won the heart of your pupil. I may be dull in my studies, but I am not ungrateful. My gratitude to you is without bound. So long as I live, I shall always remain your thankful pupil.

Respectfully yours,

*Signature.*

.....



一年以來，你替我補習英文法，我寫這封信來對你道謝。這件事很麻煩你，可是你勞苦了一天以後，仍很耐心地做這麻煩事。你回答我底問題，看我底練習，絕沒有厭倦的神氣。

我相信你做這件事，不是徒勞無功的。我從你底教訓，得到很多益處。未曾到你那裏補習的時候，我連一個沒有錯誤的句子都寫不出。我底進步如何，這封信就是個證據。而我這種進步，都是從你得來，唯有從你得來，親愛的先生。你想一想你工作底結果，也可以自慰了。

不但這樣，你還取得你學生底敬愛。在功課上我也許遲鈍，但我絕不是沒有良心。我對你是感激無量的。我生存之日，都是我感激你的時光。

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## II. 謝 援 救

MY DEAR MR. ....,

I thank you heartily for your timely rescue off Woosung Fort last Saturday. Having a half holiday that afternoon, I accompanied several of my school-fellows to the beach to practise swimming. As I was not a proficient swimmer, I was unable to cope with the strong waves. A big wave soon struck me on my head, and swept me off my footing. My friends were too far away to offer me any help. If it had not been for you;

I would have been drowned. It is your timely aid that saved my life.

I lost my senses then. I came to myself only after they carried me to school and called in a doctor. Now with three days' rest, I begin to feel well enough to leave my bed. And the first thing I do is to write you this letter. As soon as I regain my health, I will come to your school and thank you in person. As you have saved my life, you will doubtlessly accept my friendship, which, I hope, will last as long as my life.

Yours sincerely,

*Signature.*  
.....

上星期六你在吳淞砲臺灣給我及時的援救，我多謝你。那天下午我們學校沒有功課，我同幾位同學到海濱練習游泳。因為我不熟於游泳，我不能同大浪抵抗。不久一個大浪打在我底頭上，把我掀倒。我底朋友們都在遠處，不及救施。如果不是因為你的緣故，我就會淹死了。你是我底救命恩人。

我當時昏暈過去。後來他們把我擡回校，又把醫生請了來，我才蘇醒。休息了三天，我現在覺得身體已好，可以起牀。我第一件要做的事就是寫這封信。俟我健康恢復，即當前來道謝。你既救了我底命，你必肯同我結交，我希望我們底交情常在，死而後已。

## III. 謝友人照顧

DEAR .....

On my first coming to this town, I was a perfect stranger here. I did not know where to look for my school. The streets and shops puzzled me so much that I did not have the courage to go out of doors. It is your valuable guidance that has enabled me to go about the town without losing myself. And I thank you very much for your kindness.

Now I begin to know a little about the tramways and buses. Last Friday I went with some friends to the book stores in Foochow Road and bought several text books. Today we will go to the department stores for some underwear. Perhaps we shall look into some more book shops to buy exercise books and pencils.

Our school will open the day after tomorrow. Lessons will begin the next day. I shall not be able to call on you this week, since I have to do many things before the opening of the school. And those things are hard to me who am a new-comer. I believe I shall get used to them in a few days. Then I will visit you and tell you all that has happened after our separation.

Yours sincerely,

*Signature.*

.....



初來的時候，我完全是一個外鄉人。我不知道我底學校在何處。街道和商店都弄得我莫明其妙，我不敢出門一步。我所以能到各處走而不至於迷路，都是因為你指導。我多謝你底好處。

現在我對於電車和公共汽車，才稍微曉得一點。上星期五，我同幾個朋友到福州路書店裏去買了幾本教科書。今天我們要到百貨商店裏去買襯衣。我們從書店走過的時候，也許再進去看看，買幾本練習簿幾枝鉛筆。

我們學校後日開學，再後一日上課。我因為有許多事要在開學前做好，所以不能來找你。這些事在初來的我做起來，都是困難的。我想再過幾天，我就會習慣了。到那時候，我再來訪你，將別後的事告訴你。

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#### IV. 謝友人宴會

MY DEAR .....

This is to thank you for your rich and palatable feast of last night. Your hospitality made me quite at home. Your conversation has given me as much pleasure as instruction. Above all, your wife's cookery is wonderful. Indeed I have never tasted such good food since I left home.

It is very kind of you to introduce me to such a worthy friend as Mr. Kung. I like him at first sight.

He is well-informed in everything and has a kind word to say about everybody. This latter is quite rare now-a-days. People tell scandals about their acquaintances behind their backs, but flatters them in their presence. Such people are never to be trusted. Mr. Kung is free from such meanness. It is well said that birds of a feather flock together. Only such a good fellow as you can have such an honorable friend as Mr. Kung. I desire to be honored by Mr. Kung with his friendship. Please convey my best regard to your wife.

Sincerely yours,

*Signature.*  
.....

謝謝你昨晚豐盛美味的肴饌。你待客的殷勤，使我覺得很舒服。你底談話，我聽了覺得不但有趣而且有益，而你夫人底烹飪尤其高明。自我離開家庭以來，永遠沒有嘗過這樣美味的食品。

你介紹你底好友孔君給我，真是待我很好。我一見了他就喜歡他。他什麼都曉得，說起相識的人來，他總是談人家底好處。這是現在少有的。現在的人總在人背後談人家底壞事，在見面時卻諂媚人家。這種人絕不可靠。孔君沒有這樣卑鄙的事。古語說得好：同聲相應，同氣相求。你這樣的好人才有孔君這樣可敬的朋友。我深願蒙孔君賞光與我結交。請致意於你底夫人。



## V. 因不能按期還書道歉

DEAR MR. ....,

I ought to return your book this afternoon as I promised. But I am sorry I cannot do so. Your book is so interesting that, having read it once, I want to read it twice. There are some passages in it which are very beautiful. I have a mind to learn them by heart.

I hope this will be no inconvenience to you. Of course if you want it now, I will return it to you at once. I can borrow it again any time when you can spare it. Don't stand on ceremony in claiming what is your own. But if you do not need it at present, please let me keep it for one week more. I will be sure to return the book by that time.

Yours sincerely,

*Signature.*

.....

我應當實踐前言，今天下午還你底書。但是我很抱歉，我不能還給你。你底書非常有趣，我讀了一遍，還想讀第二遍。這書有幾段很美麗的文章，我有意把它們記住。

我希望這件事不至於對你有不便之處。自然，如果你現在就要，我也可以即刻還給你。等什麼時候，你不用它，我再借來。這是你底東西，你要它時，請不必客氣。但是假使你現在不要用，請你讓我多留存一個星期。一星期後，我必定奉還。



## VI. 因失去借來的書道歉

MY DEAR .....

I am very sorry to tell you that I have lost the valuable book you were so kind to lend me last month. I read it everyday after class and intended to finish it next week. Yesterday when I came to my room, it was nowhere to be found. No doubt, it was taken away by some one of my classmates, who likes the book as much as I. I will try to recover it as soon as possible. If I fail to find it, I will get a new book for you.

But I am afraid it can never take the place of the old one. Old books are like old friends. Once lost, they can never be replaced. They are connected with old associations which the new ones can never have. And for this irrecoverable loss, I am to blame. I was so careless with my things. This is a warning to me to be more careful in the future.

Yours faithfully,

*Signature.*

.....

我很抱歉，上月你好意借給我的一本書，竟遺失了。我每天下課以後拿它來讀，想在下星期讀完。昨天我到寢室去找這本書，無論在那裏也找不着。必定是我底一個同學拿了去，他同我一樣愛這本書。我將趕快尋着它。如果找不到，我買一本新書還你。

但是新書恐怕不能代替那本舊書吧！舊書同舊友一樣，一失就不能再得。舊書都與往事相連，新書則否。而這種不可恢復的損失，都是我底罪過。我對於事物太大意了。這一次給我一個警告，教我以後小心。

## VII. 因上課時失態向先生道歉

MY DEAR TEACHER,

I write this to beg your pardon for the bad manners I showed you this morning. Owing to a fever, I did not sleep well last night. This morning some friends advised me to ask leave of absence. But as I did not like to lose the two hours of English lessons, I came to the class in spite of a severe headache. In the third hour, my fortitude began to fail me. This is why I fell asleep, when you were teaching us in the class. I know it is unpardonable, but I hope you will pardon me for this time.

This afternoon, I consulted a doctor. He gave me some medicine and advised me to go to bed at once, and take two days' complete rest. As I cannot prepare my lessons this evening, will you please excuse me in tomorrow's test and allow me to make up next week? It will be very kind of you if you will consider my suffering. I will work harder after I am recovered.

Your obedient Pupil,

.....

我寫這封信，是因爲我今晨對你態度不好，特請你恕我底罪。我因爲發熱，昨夜失眠。今早幾個朋友勸我請假。但我不願意缺兩點鐘英文的課，所以不顧很厲害的頭痛，仍來上課。到第三堂，我實在支持不住了。你上堂講書的時候，我所以睡着了，就是因爲這個原故。我曉得這是不可饒恕的，但是我希望你饒恕我這一次。

今天下午，我去看醫生。他給了我些藥，並且教我即刻睡到牀上，完全休息兩日。我今晚既不能預備功課，明天的臨時考試，也不能應考，你可以原諒我允許我下星期補考嗎？如果你能諒我底苦痛，我就很感激你底好處了。我復原以後，一定更加用功。

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### VIII. 因到期不能還債道歉

DEAR MR. ....

I am very sorry that owing to something unforeseen, I am not able to pay my debt now, which is due today. When I borrowed your money, I expected a remittance from my home within this week. Yesterday I received a letter from my father, saying that he could not send money to me for the present, because it would bring trouble to our house. You know in my part of the country there is a great famine this year as the result of a long drought. The hungry crowds ransacked every house where rice or money could be



found. It is dangerous to go to the bank or the post office with money.

But he has written to one of his friends in this city, asking him to help me in my need. Next Sunday I will go and visit him, and can probably get what I want. My debt to you shall be paid immediately after I receive his loan. Nevertheless, I still feel sorry for the delay of the payment.

Truly yours,

*Signature.*

.....

很對不住，因為意外的緣故，我今天應該還你的借款，現在不能還給你了。我向你借錢的時候，我預料本星期內家裏有錢匯來。昨天接到我父親一封信，說現在不能寄錢給我，因為寄錢會惹出事來。你知道今年我們鄉下久旱，成了一個大荒年。飢民成羣，到有錢有米的人家去搶劫，拿錢到郵局去匯，是極危險的事。

但是我底父親已寫信給他在此地的一個朋友，請他幫我底忙。下星期日我要去拜訪他，或者可以得償所願。我借得錢以後，即當奉還尊款。可是延期還債，畢竟也使我很抱歉的。

## IX. 因考試不及格向先生道歉

MY DEAR TEACHER,

You must be very much annoyed at my failure in the monthly test. The subjects are not of the hardest.

The time allowed is sufficient for the work. Yet I could not do the subjects well enough to get a passing mark, while most of my classmates did them admirably.

What may be the cause? Don't think I am so base as to put the blame on you, my teacher! By your good teaching we have profited very much. You are indefatigable in looking over our exercises. You are always ready to answer our questions. No other English teacher has done so much for his students as you have.

The cause is not far to find. I am sorry to say that though I like English very much, I like games more. I spend almost all the time after class on the playground. In the evening, I feel very tired and doze over my books. Is it surprising that I should fail in the test?

The blame being all mine, please don't be troubled by my failure. I promise to play less and do more English work after this. I will try to be a worthy student of yours. Please accept my excuse for this time

Your Pupil,

.....

今天我考得不及格，你一定覺得難過。題目不頂難，時間也足夠作題目之用，可是多數同學都考得好，我卻不能考得及格。

這是什麼緣故呢？不要以為我會卑鄙得歸咎於你，先生。你教得很好，我們都很得益處。你批閱我們底練

習總不厭倦。你對於我們底疑問總肯回答。別的英文教師都沒有像你這樣替學生做這麼多的事。

這原因很容易明白的。說起來很慚愧，我雖然很喜歡英文，可是更喜歡遊戲。課外的時間，我差不多都在操場上過了。一到晚上，我就覺得很疲倦，看着書打盹。我考試失敗，又何足怪？

過失都在我身上，那末，請不要因為我不及格，而使得你心裏難過。我發願以後少做遊戲多讀英文。我要作你底好學生。請接受我底歉意。

---

## X. 因爽約道歉

MY DEAR .....

Please don't call me bad names for my failure to join you for a picnic to Woosung Fort yesterday. Let me plead my case. I had always borne your appointment in my mind and expected much pleasure in your company. But yesterday morning, when I was just ready to set out, my brother came to my school with some others to see me. This is quite unexpected and prevented me from coming to you. When they were gone at last, it was already too late for such purpose. Am I not an unfortunate man to be thus deprived of my pleasure when it was ready for me?



I hope my misfortune did not spoil your picnic. Yesterday was very fine and the sight of the sea must be delightful. Where did you take your refreshment? Did you go to the embankment and Pao-shan Hsien? How did those places look which had seen the bloodiest battles in 1932? I had a lot of questions to ask you. Next Saturday I will go to your school and learn these things by myself.

Yours sincerely,

*Signature.*  
.....

昨天我沒有赴你們在吳淞砲台灣的郊宴，請不要因此罵我，讓我來替我自己辯護。你們底約會，我總記在心裏，並且預料陪着你們同去時的快樂。但是昨天早晨，我正預備出發的時候，我底哥哥同幾個人來找我。這事出我意料之外，使我不能來。等他們走了，時間已是太晚，來不及了。快樂就在我底眼前，竟被奪去，我不是個倒霉的人嗎？

我希望我底不幸不至於破壞你們底郊宴吧！昨天天氣很好，海景一定很悅人。你們在什麼地方喫點心？你們到海塘和寶山縣城去過嗎？那些經過一二八最猛烈的戰事的地方，現在怎麼樣了？我有許多問題要問你，下星期六我要到你們學校裏來當面問你。

## XI. 因友人來訪不遇道歉

MY DEAR .....

I am very sorry that I was absent yesterday when you came to see me. The fact is I had an engagement in the International Settlement and, ignorant of your visit, accompanied some friends to the theatre. Not until nine o'clock in the evening did I return to school. Mr. Chang, my room-mate, told me of your visit. You must have been disappointed by my absence.

You will, I hope, not leave town this week. I will call on you tomorrow afternoon at 3 o'clock. As this is the first time you come to town, I will bring you to some places that may interest you. The large department stores are very famous. The public parks are delightful to visit. You are perhaps fond of moving pictures. I can accompany you to the largest theatres. Please wait for me in your hotel at the time appointed.

Yours sincerely,

*Signature.*

.....

抱歉得很，昨天你來會我，我不在校。我昨天有一個公共租界的約會，因為不曉得你來，我又陪幾個朋友去看戲。到了晚上九點鐘我才回校。同室張君告訴我說你來過。你找我不遇，一定心裏很失望吧！

我希望你這星期不離開此地。明天下午三時我要來訪你。因為你初次來此，我要帶你到幾處有趣的地方。大百貨商店很有名，遊公園也很愜意。你也許喜歡電影，我可以帶你到最大的影戲院去。請屆時在旅館裏等着我。





## 第四章 約 會

### I. 父親生日邀友人赴宴

MY DEAR .....

Next Friday being my father's birthday, we shall have a gathering of a few friends to celebrate the occasion. It would be delightful if you can favor us with your company. My father is specially desirous to make acquaintance with you who have helped his son in so many ways. Please come at five o'clock p.m. on that day. I hope to have your early and favorable reply.

Sincerely yours,

*Signature.*

.....

下星期五是我父親底生日，請幾個朋友聚會慶祝。如果你惠然肯來，那就很好了。因為你在許多方面都幫我底忙，我底父親特別願意結識你。請那天下午五點鐘來。希望你早點允許我。

## II. 回 信 (允 許)

MY DEAR .....

I accept your invitation of next Friday with great pleasure. I have so often heard you talk of your good father that I long to see him. How fortunate it is for me that I can avail myself of this opportunity to offer him my best wishes! I will come on time.

Sincerely yours,

*Signature.*

我很願意接受你下星期五的邀請。我常常聽你說起令尊，我也渴望見他。我能利用這個機會來慶賀他，這是何等幸事啊！我屆時必來。

## III. 回 信 (拒 絕)

MY DEAR .....

I am sorry that a previous engagement prevents me from accepting your kind invitation of Friday. I have promised Mr. Li a visit to his house on Friday afternoon at six o'clock. I desire to come and offer my congratulations to your father, but I cannot do so. However, please convey my best wishes to him.

Yours sincerely,

*Signature.*

很對不住，一個早先的約會作梗，我不能接受你星期五的邀請了。我已經答應星期五下午六時到李家去。我很想來對你底父親道賀，但是做不到。還請你致意於你底父親。

#### IV. 邀友人吃蟹

MY DEAR .....

Yesterday, a townsman of mine made me a present of two dozen crabs. You know the deliciousness of autumn crabs which have often been celebrated by our poets. And those crabs sold in restaurants are not half so large as mine. I will enjoy them with some intimate friends, and specially with you who have always been so kind to me.

Please come this afternoon at 4 o'clock, and bring your nephew with you. We shall have a good time and make merry till eight in the evening.

Yours sincerely,

*Signature.*

.....

昨天我一個同鄉送給我兩打螃蟹。你曉得秋天螃蟹底肥美，許多詩人都常稱讚過。菜館所賣的螃蟹還不及我底一半大。我要同幾個親近的朋友同享此樂，尤其要同總待我很好的你。

請今日下午四點鐘來，並請帶你底姪兒來，我們要宴樂到晚上八點鐘。



## V. 回 信 (允 許)

DEAR MR. ....,

My mouth watered on reading your invitation for this afternoon. I shall come with great pleasure. My nephew will accompany me. We will be at your house by half past four.

Yours sincerely,

*Signature.*

.....

看了你請我今下午去喫蟹的信，我饞涎欲滴，我很願意來。我底姪兒同我一道來。我們四點半到你家。

## VI. 回 信 (拒 絕)

DEAR MR. ....,

I am sorry that I cannot accept your kind invitation for this afternoon. A stomach-ache has caused me much suffering in the last two days. I was advised by doctors not to eat crabs, though I like this delicious food very much. As my nephew cannot come without me, we will be absent from your feast. Nevertheless we thank you for your kindness.

Yours faithfully,

*Signature.*

.....

很對不住，我不能領受你今天下午的邀請。兩天以來，我腹痛得很難過。醫生教我不要喫蟹，雖然我很喜歡喫。我既不能來，我底姪兒也不能獨自來。可是我們謝謝你底好意。

## VII. 邀友人遊公園

DEAR MR. ....,

It seems we have not met for ages. How are you getting on? In the last half year we have had very bad weather. The summer heat was intolerable. The continual autumn rains filled me with disgust and melancholy. Now it begins to clear up, and becomes as fine as we could desire. The chrysanthemums are in full bloom. It is high time for us to spend some pleasant hours in the park. Some friends of mine and I have made up our minds to go to the Jesfield Park on the birthday of Dr. Sun Yat-sen, which will take place on November 12. Will you join us at the station?

We will start in the morning by the 8:30 train and bring our lunch with us. We will remain in the park till three o'clock p.m. and return by the 5:30 train. Please favor us with an early reply.

Yours sincerely,

*Signature.*

.....

我們似乎許多年不見了，你現在如何？過去的半年，天氣很壞，夏天熱得難過，秋天雨水連綿，使我滿心煩惱和悲哀。現在天朗氣清，很適人意。菊花正當盛開。要在公園裏遊樂幾點鐘，此其時矣。我同幾個朋友已決定到十一月十二日孫中山生日那天去遊兆豐公園。你可以到車站同我們一道去嗎？

我們要在早晨乘八點半的火車出發，並攜帶午餐去。我們要玩到下午三時，乘五點半的火車回來。請你早點回答我們。

### VIII. 回 信 (允 許)

MY DEAR .....

I am very glad to accompany you to the Jesfield Park on November 12. I will be sure to come to the station on time.

我很高興於十一月十二日陪你們到兆豐公園去。我屆時一定到車站。

### IX. 回 信 (拒 絕)

I am very sorry that I cannot go with you to the Jesfield Park on November 12. It is the birthday of the Father of the Chinese Republic, and a solemn memorial service will be held in our school in the morning. Our principal has announced that every



student must participate in the service. Those who fail to do this will be punished severely. You know the strictness of our school-masters. I cannot but obey their command and remain the whole day in school.

Yours sincerely,

*Signature.*

.....

很對不住，十一月十二日我不能同你們到兆豐公園去。那天是中華民國國父誕辰，我們學校要在早晨舉行隆重的紀念會。我們校長已出了布告，說學生各個都要參加這個紀念會。不到會的學生要受重罰。你曉得我們底先生都是很嚴的。我們不得不服從他們底命令，終日在校。

## X. 招友人加入英語練習會

MY DEAR .....

Some of our schoolmates have organized an English speaking society to practise English conversation. Every Saturday night a meeting will be held, in which there will be oration, declamation, dialogue and debate. The entrance fee is one dollar and the membership fee two dollars for one term. The members should speak only English to one another. Would you like to join the society?

You know English conversation is very useful both in studying English and in practical affairs. By conversation we can learn the use of English words. By conversation we can put into practice what we have studied in grammar. We have studied English several years, but we cannot speak it. English would be a dead language to us, if we do not try to learn speaking.

As for practical purpose, English is spoken in every sea-port of our country. In Shanghai, we have to do with foreigners almost everyday. Any foreigner understands English if you speak well enough. This is a great convenience for us. If you want to enter business in Shanghai, you will surely be successful if you can speak good English.

We have thirty members already. Mr. Yang is the president, and I am the secretary. We shall be very happy, if you will join us.

Yours sincerely,

*Signature.*

我們幾個同學為練習英語會話，組織了一個英語練習會。每禮拜六晚上要開一個會，作演說，背誦，對話和辯論。入會金一元，會費每學期二元。會員之間只許說英語。你願意入會嗎？

你總曉得英語會話無論對於學習英文和實際做事，都是有用的。英語會話可以練習英文字底應用，可以應

用我們學過的文法。我們已經學了幾年英文，可是我們還不能說英語。如果我們不努力去學說話，我們底英文要成爲死語言了。

至於實際應用，英文是我國各海港的通用文字。在上海，我們差不多天天同外國人發生關係。如果你英文說得好，外國人能懂你底話。這是很方便的。如果你要入商界，只要能說好英語，你必定成功。

我們已有三十個會員。會長是楊君，我是文牘。如果你肯入會，我們都要很快樂。

---

## XI. 招 賞 雪

MY DEAR .....

After three days' heavy snow-falling, we have at last a fair sky and beautiful sunshine. The earth is clothed with a white mantle. The trees appear to be made of crystals and the roofs, of silver. What a brave sight we have!

I think this sight will appear to better advantage, if we can have a bird's-eye view of it. Don't you think it delightful for us to climb up the hill at the back of our school? Would you like to go with me to make the trial? If you would, we will gain a full view of the beautiful scenery.



The air is clear and healthful. The whole Nature invites us to take some outdoor exercise. We can have no better game than a walk and climb in the snow. If you are not occupied, please come after dinner this afternoon.

Yours sincerely,

*Signature.*  
.....

大雪落了三天，我們終久看見晴天和陽光了。大地一望皆白，樹木像是琉璃的，屋頂像是銀的。這是何等美景呀！

我想如果我們能憑高四望，這種景象會更加好看。你想如果走上我們學校背後的山，豈不是很有趣嗎？你願意和我同去試試嗎？如果你願意，我們能把美景完全看見。

空氣新鮮衛生。整個的大自然招我們作戶外運動。在雪裏散步和登山，是最好的運動了。你若沒有事，請今天午飯後來。

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## XII. 邀比賽足球

DEAR SIRs,

Having heard your wide-spread renown in football, we want to have a friendly game with you. Will you please come to our school to play with us next

Saturday at 4 p.m., if you are not engaged? We anticipate the pleasure of the game and hope to have your early reply.

Yours faithfully,

*Signature.*  
.....

貴足球隊名聞遐邇，我們想同你們作友誼比賽。你們如果沒有約會，下星期六下午四時你們願意來敝校賽球嗎？我們預望賽球底快樂，並請早作答覆。

### XIII. 回 信 (允 許)

GENTLEMEN,

We accept with great pleasure your invitation for a football match next Saturday at 4 p.m. It is very kind of you to speak so highly of us. We have always done our best in the games, and hope to be worthy of your regard this time.

Yours truly,

*Signature.*  
.....

蒙召與貴校於星期六下午四時比賽足球，我們欣然承諾。蒙高加稱許，很感盛意。我們以往對於比賽總很盡力，希望這次仍舊不辱眷顧。

## XIV. 約友人遊山水

MY DEAR MR. ....,

I reached home safe and sound two days after we parted in our school. Yesterday several of my friends called on me and proposed to make a visit to Antan, ten *li* from my home. As you do not go home this summer, I think it is best for you to join us in the party.

Antan is indeed a very beautiful spot. The caves, the waterfalls and the mountain peaks have always been famous. Many of our poets have sung their praises. It was well said by the ancients that whoever has never visited Antan has lived in vain. Shall we live in vain when we have time and means at our disposal?

Aside from the beauty of the scenery, Antan is a best summer resort. In the mountains, the temperature never rises far above eighty degrees Fahrenheit, not even in midsummer. How different it is from your city lodgings where you are smothered by the summer heat, deafened by the street-cars, and surrounded by the ugly walls! Do come to us to spend the summer.

We are waiting for an early reply.

Yours faithfully,

*Signature.*

.....



我們在學校分別了兩天以後，我平安抵家。昨天幾個朋友來訪，提議同遊離家十里的雁蕩山。你今夏既不回家，最好加入我們底團體。

雁蕩真是一個極美麗的地方：石洞，瀑布和山峯一向是著名的。許多詩人曾加以歌詠讚賞。古人說得好，“不遊雁蕩是虛生。”現在我們底時間和力量都可以任意支配，我們肯虛此一生嗎？

除風景佳麗之外，雁蕩是一個最好的避暑地。山中溫度總不過華氏表八十度，即在中夏也是如此。你住在城內公寓，暑氣薰人，電車聒耳，牆壁環繞四周，與此地相差不啻天淵。請來同我們過夏吧！

候你早來回信。

## XV. 回 信 (允許)

MY DEAR MR. ....?

I am beginning to feel lonely in my lodgings and disgusted with city life, when your letter of ..... came to hand. You are very considerate in inviting me to your visiting party. I accept your invitation with much pleasure. I shall start for your home tomorrow morning and hope to see you within two days.

Sincerely yours,

*Signature.*

.....

我正在覺得公寓寂寞，城市生活討厭，你底信到了。你顧念到我約我同遊，我很願意接受你底邀請。我明天就動身，希望兩天內同你會面。

## XVI. 回 信 (謝 絕)

MY DEAR MR. ....)

I am very much obliged to you for your kind invitation, but I have to decline it with a sorrowful heart. As you know, I am staying in this city for the purpose of studying English in the summer school. I do not take lodgings but live in the school. As it is in the suburb, it is not so hot and noisy as may be supposed. Though it is here neither so beautiful nor so cool as in the mountains, it is at least tolerable. I wish you joy in your visit.

Yours faithfully,

*Signature.*  
.....

你好意約我，我很感激，但是我不得不很慚愧的辭謝。因為你知道我住在這裏，為的是在暑期學校裏學英文。我底住處，不是公寓，而是學校。這學校在郊外，不像你所設想的那樣暑熱和嘈雜。雖然此地不如山裏那樣美麗清涼，也還可以過得去。我希望你遊玩得快樂。

## XVII. 請帖

以上約會的信，都是非正式的請書，學生用之，最爲適宜。另外還有一種正式的請帖，用於社交的宴會。因爲這種請帖也是外國常用的，我們應當曉得它們底格式。現在附帶着在這里說一說。

外國人請客赴宴普通都是夫婦一同具名，所請的客大概都是成對的夫婦。如果來賓中有兩個未婚的男子，那末也要請兩個處女來同他們相當；這樣，筵席上纔好坐，未婚的人才不至於相形見絀。外國的禮俗，姑且不談，現在只舉一兩個實例，以見一斑：

Mr. and Mrs. John Smith request the pleasure of Mr. and Mrs. Charles Brown's company at dinner on Tuesday, April 13, at six o'clock.

15 Gosvener Street,

April 10,

R. S. V. P.

約翰·史密斯先生和太太敬請查理·布朗先生和太太於星期二（即四月十三日）六時光臨便飯。

格斯維諾街十五號

四月十日

敬候回音

由上面的請帖，我們可見它與書信底格式不同。第一，它用第三身（third person），不用你我等等字。第二，



發帖底地點和日期都寫在帖子底下面右方。第三，開頭沒有 My dear ..... 等字樣，結尾也沒有 Yours truly 等字樣，並且也不署名。信尾 R. S. V. P. 是法文 Réspoudez, s'il vous plait 底縮寫，等於英文 Reply, if you please, 就是“請賜回音”的意思。

### XVIII. 回 帖 (允 許)

Mr. and Mrs. Charles Brown have the pleasure to accept the invitation of Mr. and Mrs. John Smith to dinner, on Tuesday, April 13, at six o'clock.

25 Fleet Street,

April 11, 1930.

查理·布朗先生和太太敬領約翰·史密斯先生和太太星期二（即四月十三日）六時的邀請。

福利脫街二十五號

一九三〇年四月十一日

### XIX. 回 帖 (謝 絕)

Mr. and Mrs. Charles Brown regret that a previous engagement prevents their accepting Mr. and Mrs. John Smith's kind invitation to dinner on Tuesday, April 13, at six o'clock.

25 Fleet Street,

April 11, 1930.

查理·布朗先生和太太因爲有早先的約會不能接受約翰·史密斯先生和太太星期二（即四月十三日）六時的邀請，很覺抱歉。

福利脫街二十五號

一九三〇年四月十一日



## 第五章 詢問

### I. 問補習英文法應讀何書

MY DEAR TEACHER,

Since I came to senior middle school, English has been a hard subject to me. I am not a lazy student. I read my lessons regularly and did all the work you required of me. I spared 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 is made in my comprehension of English. When I take a new lesson, I cannot understand it before you explain it. I cannot write a single sentence without some grammatical mistake. What may be the matter with me?

I think my grammar book is to blame for this unsatisfactory state of affairs. I have read Nesfield's Third Grammar a year for myself. How do you think of this book? It is widely used in Chinese schools. Many friends recommended it to me. Is there any better grammar book than this? I want your advice in this respect.

Your affectionate Student,

*Signature.*

.....



自從我入高中以來，英文就是我最困難的功課。我並不是一個懶學生。我靠常讀我底功課，你要我做的工作，我都做了。我查生字，絕不怕麻煩。我最用功於文法，所以規則和定義，我都能記得。但是無論怎樣努力，我了解英文的能力毫無進步。當我讀一課新書，如果你不講解，我就不能懂得。我寫一句句子，總有文法上的錯誤。這是什麼原故呢？

我想這種不好的現象是文法書之過吧。我用納氏文法第三冊自習了一年。你對於這本書意見如何？這本書在中國學校裏用得很廣，許多朋友介紹這本書給我。還有比這個更好的書嗎？請你指教。

## II. 回 信

DEAR MR. ....,

What you said in your letter has a grain of truth in it but not the whole truth. Your choice of the book is not a wise one. But the way you studied it is even farther from being wise. The trouble lies not so much in the book as in your abuse of it.

As a text book, Nesfield's Third Grammar is indeed out of date. Its minute classifications and numerous rules and definitions are tiresome. It takes up a great deal of time and is of no practical use. It gives too few exercises, so that the students cannot practise fully what they have learned. These are the defects which

make the book unfit for the classroom and the beginners of grammar. But as a reference book, it has its value. The use of prepositions and common idioms are better illustrated here than in any other book.

Grammar is not learned by reading a grammar book or any number of grammar books. To master grammar, you must apply it as often as possible. When you read a passage in your reader, you must try to see its structure as given by grammar. You must write exercises very often and make your sentences grammatical. It is only a waste of time to remember the rules and definitions without doing exercises.

You see you should not put the whole blame on Nesfield's Grammar. As you have read it, I advise you to apply it to your reading and writing. Try to make short sentences first. When short sentences are well made, you can write long ones well. Above all, apply your grammar to your reader. Don't read any other grammar book. Keep to your reader and try to understand its grammar. You will get on all right.

Yours sincerely,

*Signature.*

.....

你信中所說的有點道理，但不全有道理。你所選的書是不對的。但是你讀這書的方法更是不對。書底毛病小，而誤用這書的毛病卻是很大。



納氏文法第三冊用爲教本，誠然不合時宜。這書討厭的地方是分類很瑣碎，規則和定義很多。它很費時間而沒有實用。它底練習太少，學生不能充分練習。因爲有這些缺點，這本書不適用於課堂和初學。但是當作參考書，它也有價值。此書說明前置詞和普通熟語的用法，比別的書都好。

文法不是讀一本文法書或幾本文法書就可以學會了的。要熟習文法，你一定要應用它，愈多愈妙。你在讀本上每讀一段，總要看出它文法上的構造。你一定要常作練習，造句要合文法。只記規則和定義而不做練習，那便是空費時間。

你可知這錯處不全在納氏文法了。你既讀了這本書，我勸你將它應用到讀和造句上去。先試作短句，短句造得好，長句也會造得好。最重要的是將文法應用於讀本。不要再讀別的文法書。專心讀你底讀本，努力瞭解它底文法。你將來總會有進步。

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### III. 問英文課外讀物

MY DEAR TEACHER,

It is my desire to take English literature as my special study in the university. We have five hours of English every week, but I don't think it a sufficient preparation for my special study. Besides our regular



work, I want to make some supplementary reading. Will you please enlighten me as to the most suitable books I can read now?

I think essays are as important as novels in literature. But I like novels better. In your recommendation, please name novels as well as essays. Thank you beforehand for the trouble.

Your obedient Pupil,

*Signature.*

.....

我想在大學裏專攻英國文學。我們每星期有五小時英文，但是我要專攻英國文學，這個預備恐怕不夠。除了我們底正課以外，我要讀點課外的書。我現在最宜於讀什麼書呢？請指教。

我想論文與小說在文學上一樣重要。但是我最喜歡小說。你介紹書的時候，請兩種都舉幾本。先謝謝你。

#### IV. 回 信

DEAR MR. ....,

Your letter delights me very much. English literature is not an easy course. Many Chinese students have taken it but only a few have gained success. Some students of English literature have succeeded so ill that after their graduation from the university they cannot read common English books with understanding. Why?

Among other causes, a bad foundation is undoubtedly a serious one. It is therefore very wise that you should begin early to lay a good English foundation for yourself.

In literature, it is indeed hard to say one kind of writing is more important than another. But in modern English literature novelists are more numerous and popular than essayists. The lessons a novel teaches are more objective than those of the essay. Novels, therefore, appeal more to the common people in a country where education becomes almost universal. But the essay has also its proper place in modern English literature. For practical purpose the essay is very important. It is the oftenest used vehicle of thought. In the form of essay, we give our opinion on a certain matter. In the form of essay too, we explain things to people. In short, the essay is the most useful form of writing. It is therefore wise that you should pay equal attention to the novel and the essay.

Modern English novelists are very many. For a Chinese student of the senior middle school, most of their products are hard. Slangs and colloquial expressions abound in their books. Moreover, there are English customs which are hard for Chinese students to understand. On account of these, I will not recommend Dickens or Scott to you though their novels are among the most famous. Thackeray and George Eliot are also very important, but their novels are for more advanced study. I advise you



to read short stories first, say "Famous English Tales" and "Famous English Fiction" published by Chung Hwa Book Company. Having mastered these two books, you can go on with Mrs. Gaskell's "Cranford" which is a long short story and very delightful. Then Goldsmith's "Vicar of Wakefield" is a good book for you. These will last you two years. If mastered, they will give you a good foundation of English literature.

As for essay, Irving's "Sketch Book" is an interesting book. You will find two excellent short stories in it, "Rip Van Winkle" and "The Legend of the Sleepy Hollow." The essays on "Christmas", "Westminster Abbey" and "Wife" are some of the best English essays.

I am myself interested in English literature, and very glad to find that your interest lies the same way. If you are in need of my help in your work, please come to me. You will be always welcome.

Sincerely yours,

*Signature.*

.....

你底信使我很歡喜。英國文學不是容易學的。許多中國學生學這門功課，但是成功的僅有少數。有些學英國文學的人成績很壞，大學畢業以後，還不能讀懂普通英文書。別的原因姑且不論，根基不良是一個重要的原因。所以你這樣早就着手於好的英文基礎，是很對的。



在文學裏很難說一種文章比別種重要。但是在近代英國文學裏，小說家比論文作家爲數較多，名氣也較大。小說裏的教訓比論文的格外切實，所以在一個教育幾乎普及的國家裏，小說格外配合平民底脾胃。但是在近代英國文學裏，論文也自有相當的地位。在實際應用上，論文很重要。論文是發表思想時最常用的工具。我們對於一件事發表意見，要寫成論文。我們對人解釋一件事，也要寫成論文。總之，論文是最有用的一種文章。所以你對於小說和論文同樣注意，也是很對的。

近代英國小說家很多。他們底作品對於中國高中的學生大半都是難的。他們書裏很多土語和俗話。而且英國有許多習俗，是中國學生難以了解的。因爲這個原故。狄根斯和斯考特底小說雖然最著名，我不對你介紹。沙克利和埃里歐也很重要，但是他們底小說，程度較高的才可以讀。我勸你先讀短篇小說，如中華書局出版的“英文名人述異”和“英文名人小說”。這兩本書讀熟，再接着讀格斯克爾夫人底“克蘭弗”，這是一本中篇小說，很是有趣。以後再讀高爾斯密斯底“威克斐牧師傳”。這幾本書足供兩年之用。如果讀得熟，就可以給你一個學英國文學的好基礎。

關於論文，伊爾文底“見聞雜記”是一本有趣的書。這裏有兩篇很好的短篇故事，“呂泊大夢”和“睡谷軼聞”。那幾篇關於“聖誕節”，“西敏寺”和“妻”的文章，可以歸到英國最好的論文裏。

我自己對於英國文學有興趣，知道你與我有同好，很高興。如果你在工作上需我幫助，請到我這裏來，我總歡迎你。

## V. 問應預備入大學何系

MY DEAR FATHER,

After two years in the senior middle school, it is time to think of the course I am going to take in the university. I do fairly well in most of the subjects in this school. In English and Chinese, I can write good compositions and understand general modern writings. In mathematics I am not backward in my class. For the other subjects, my attainment is second to none. It therefore puzzles me very much, when I think what my special study in the university should be.

I used to think of taking literature as my specialty. Chinese classics have interested me more than any other subject. Chinese poetry has a special charm for me. I can pass hours in reading them without being tired. In my class, no one can excel me in Chinese composition. My Chinese teacher has said that I have the natural capacity of a writer. Don't you think it wise for me to choose Chinese literature as my future study?

I have given a very serious consideration to this question, but am not able to make up my mind. I refer



this to you in order that you may bring your experience to bear on the future career of your son.

Yours affectionately,

*Signature.*

在高中讀了兩年之後，我想到將來在大學裏應當入那一科了。在這學校裏，我各門功課都還不差。關於中文和英文，我能寫好的文章和了解普通的著作。關於數學，我在一班裏也不落後。至於別的功課，我底成績也是首屈一指的。所以我一想到將來大學裏的專門研究，就覺得無所適從。

我常想專門學中文。我對於中國經書比對於別的功課興趣獨多。我特別喜歡中國詩。讀起中國詩來，我幾點鐘都不覺得厭倦。在我一班裏，誰的中文作文也不及我。我底國文教員說我有作家底天資。你想我選中國文學為將來的研究好不好？

對於這個問題，我已經鄭重考慮過，但是不能決定。我請問你，請拿你底經驗指示我底前途。

## VI. 回 信

MY DEAR BOY,

Your last letter reached me this morning. I am much interested with your university career. My sole wish is that you should pursue such a course of study as



will enable you to earn your bread after your graduation. With this in view, Chinese literature or any kind of literature is not the right course for you to take.

In and for itself, I have no objection to the study of Chinese literature. On the contrary, I maintain that every Chinese who has enjoyed higher education should make himself a master of Chinese writing and know something about the masterpieces of his mother country. But I do object to your taking it as a special study.

In choosing a career, you must first take your family circumstances into account. I am sorry to say we are not in easy circumstances. We cannot afford to be idle. We must earn our bread by the sweat of our brows. What can a university student of Chinese literature be after his graduation? A teacher or a writer. As I was once a teacher, my hand to mouth life should be a warning to you. And to be a writer is even worse. His life is very precarious. He is always at the mercy of the avaricious publishers and a capricious public. He cannot be sure of tomorrow. It is for this reason that even the popular writers are generally poor.

Then you must consider the present needs of our country. We do not want professional writers, of whom we have plenty. China has sorely realized her backwardness in physical science and industry. She wants a lot of engineers and inventors to make her prosperous economically. Nowadays, a graduate from the college

of technology can easily find employment, while those from the college of arts or law can scarcely get any job without special influence. Of the unemployed, the bulk is made of graduates from the college of arts or law.

From the above, what advice I shall give you is quite obvious. To be able to make a living and to serve your country, you should take the course of engineering. Follow my advice and you will never regret it.

Your loving Father,

*Signature.*

.....

今晨接到你最近的信。我對於你底大學前程很是關心。我唯一的願望，是你專學一門可以掙飯喫的學科。由此看來，中國文學或任何國的文學不是你應當專修的學科。

就中國文學的本身而論，我不反對學它。不但不反對，我還主張每個受過高等教育的人都應當擅長寫中文，並且應當對於本國的文學傑作有點知識。但是你要拿中國文學當作專門研究，我卻反對。

要選擇一種前程，你必須先顧到你家境。說起來慚愧，我們處在艱難的境遇之中。我們沒有錢過游惰的生活。我們必須用血汗來掙飯喫。中國文學系的畢業生能做什麼？做一個教師或者一個作家。我做過教師，我底家無餘糧的生活，你看了應當引以為戒。要做一個作家，那就更不行了。作家底生活是很沒有保障的，貪婪的出



版家和反覆無常的大眾操縱着他底命運。他對於將來，毫無把握。甚至有名的作家普通都是窮的，就是因為這個原故。

你又要想到我國現在的需要。我們有許多以文為業的人，已經夠了。中國已經自覺到自然科學和工業的落後。中國所需要的是一羣工程師和發明家來造成她在經濟上的繁榮。現在工學院的畢業生容易找到位置，而文學院或法學院的畢業生，若沒有特別勢力，便不容易找事。大多數失業的人都是文學院或法學院底畢業生。

從上面所說的，我要給你的忠告可以不言而喻了。因為要能生活，要能為國作事，你應當入工科。請聽從我底勸告，你將來就不會後悔。

## VII. 問 大 學 情 形

MY DEAR .....

I shall finish my senior middle school course next summer. For advanced study, I have determined to take the course of engineering, as my father desires. This course will suit me as well as literature, since I am not unprepared in mathematics and physical science. But the choice of a university puzzles me very much. Engineering cannot be learned by mere book reading. To take this course, I must enter a university where there are enough equipments for me to make practice and experiments.



Can you give me some help in this respect? As you have studied in the Provincial University for two years, you may happen to know the best college of technology in our country. 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 expense a student in such a university should pay. It will be all the better, if you can get a detailed regulations of such an institution for me. I shall be very much obliged to you for so much trouble.

Yours sincerely,

*Signature.*  
.....

明年夏天我將在高中畢業。關於升學，我已經遵從我父親底意思，專門學工科。這一科與文科對於我一樣合適，因為我對於數學和自然科學也不是沒有基礎。但是要選擇一個大學，卻很困難了。工科不是讀書就可以學好的。要學這一門，我一定要入一個設備很好的大學，好供我實習和實驗。

關於這件事，你能幫助我嗎？你既在省立大學裏讀了兩年，你也許知道那個是本國最好的工學院吧。如果你知道，請詳細地告訴我。我特別要曉得在這種大學裏一個學生要用多少錢。如果你能替我找一份這種大學的詳細章程，那就更好了。麻煩了你，我很感謝你。

VIII. 回 信

MY DEAR .....

Your letter of 21 inst. came to me yesterday. I am very glad to know that you have profited by your father's wisdom to choose engineering as your future career. Engineers are now sought for everywhere in China. You need not be anxious about finding a job, once you have graduated from a college of technology.

Respecting the proper university you should enter, I am sorry to say I am as ignorant as you. However, I will inquire for you and keep you informed of the result. I have several friends in different universities. They can surely furnish me with any information I want.

Yours faithfully,

*Signature.*

.....

昨日收到你本月二十一日的信，知道你受你父親教訓之益，選工程爲你將來立身之道，我很高興。現在中國處處都需要工程師。你一從工程科畢業以後，就不愁沒有事做。

關於相當的大學，抱歉得很，我同你一樣不曉得。可是我要替你探詢一下，將結果隨時通知你。我有幾個朋友在各大學裏，他們一定能給我所需要的知識。

## IX. 向書局詢問書價

普通對於不相識的人或團體問事，爲必得回信計，信裏應當附帶一個寫好自己姓名住址並且貼足郵票的信封。否則，收信人也許不願意抄寫信上面的姓名住址，或者公司商店不肯白費幾分郵票，那末，我們所要的回信，便不能到手。

MESSRS. BROWN & Co. LTD.

150 BROADWAY EAST

SHANGHAI

DEAR SIRs:

Please kindly tell me whether you have in stock Shakespeare's "Merchant of Venice" (edited by Craig and published by Methuen). What is the price per copy? You will find an addressed envelope enclosed in this letter.

Yours faithfully,

*Signature.*

.....

莎士比亞著的“威尼斯商人”(Craig 主編, Methuen 出版), 不知貴公司有無存貨, 請惠然見告。每本爲價幾何? 信中附有一個寫好姓名住址的信封。



## X. 向輪船公司問艙位和票價

THE MANAGER OF THE ..... STEAMSHIP Co.

MY DEAR SIR:

I understand from your advertisement in this morning's "Shanghai Post" that the S.S. Hai Yung will set sail from this port for Hongkong on the 22 inst. Please let me know the rates for cabin and steerage.

Yours truly,

*Signature.*

從今天的上海郵報（假設的報名），我曉得海永輪將於本月二十二日由上海開往香港。此輪頭等票價多少，二等多少？請示知。

## XI. 問明約會的地點

DEAR SIR,

Your letter of the fifth inst. is duly received. In reply, I promise to call on you at the appointed hour and date. Kindly inform me whether I should go to your house or your office. Please answer me by return post.

Yours truly,

*Signature.*

本月五日的來信已收到。我在你約定的時刻和日期必當來訪。但不知應到你家或應到你的辦公室，請以見告。請原班回



## 第六章 通知

### I. 通知考學校情形

MY DEAR FATHER,

Now at last the entrance examination comes to an end and I am at leisure to relate to you the particulars in which I am sure you are interested. When I first came to enroll myself, I found only thirty names in the roll book. But when the examination took place, imagine my surprise in finding more than four hundred candidates. For the first day, we had the Three People's Principles and Chinese in the morning, and English and mathematics in the afternoon. The Three People's Principles was easy. It consisted of twenty simple questions answered by one or two sentences each. Chinese was harder. We were required to write a composition of 500 words on "My School Life" in the vernacular style, and give definitions and illustrations to thirty phrases. English and mathematics were the hardest subjects in this examination. There were dictation, sentence formation, and analysis for English. I did well in sentence formation and analysis, for English grammar was my favorite subject in the junior middle school. But the dictation puzzled me very much. I never paid attention to English pronunciation and now



could not understand what was read to me. Many mistakes were made in my paper. In mathematics, we had five subjects, one from arithmetic, two from algebra, and two from geometry. I did only four and at least one of them was incorrect.

On the second day, we were examined on history and geography in the morning and physics and chemistry in the afternoon. Geography consisted of a map of the main rivers of our country and ten questions to be answered in three or four sentences each. For history, they gave us five subjects for discussion and ten names of eminent persons for character sketches. In physics and chemistry we were examined about the formulas and definitions of terms. Each consisted of six subjects.

Natural history and oral examination came on the third day. Of natural history, I did very well in hygiene, but botany and zoology were harder for me, because I did not remember the names of plants and animals. In the oral examination, I was questioned about my home life, my experience in the junior middle school and my future prospects.

Now the examination is over, I am anxious to know the result. We were told the matriculation list will be published on the Shun Pao of August 20. I have still one week to wait. My fear is that I may fail to pass the

examination. What shall I do if such prove to be the fact? My dear father, will you love your son no less if he fails in the examination?

As soon as the list is published, I will write to you again.

Your loving Son,

*Signature.*  
.....

現在入學試驗已畢，我才有時間來敘說你所關心的詳細情節。我初來報名的時候，報名簿上只有三十個人。但舉行考試的時候，應考的人竟有了四百多個，你可想見我多麼詫異。第一天，早晨考黨義和國文，下午考英文和數學。黨義是容易的，二十個簡單的問題，每題答一兩句。國文較難，做一篇五百字的“我底學校生活”的白話文，還有三十個成語要我們解釋和舉例。英文和數學是這次考試頂難的功課。英文有默寫，造句和分析句子。造句和分析句子，我都做得很好，因為在初中裏我喜歡英文文法。但是默寫弄得我很莫明其妙。我對於英文發音素不注意，現在聽不懂讀出來的字句。我底卷子上弄出許多錯誤。數學有五個題目，一題算術，兩題代數，兩題幾何。我做出四題，至少有一題做錯了。

第二天，早晨考歷史地理，下午考物理和化學。地理是繪一張中國大河流的地圖，和十個問題，每題答三四句。歷史是五個討論的問題，和十個歷史上的名人要我



們描寫。物理和化學考的是公式和學名的定義，每門六題。

第三天有博物和口試。考博物時，衛生我考得很好，但是因為我不記得植物和動物的名字，植物學和動物學我都覺得很難。口試問的是我的家庭生活，初中的經驗和將來的計劃。

現在考過了，我急欲曉得結果。聽說錄取名單將於八月二十號的申報上發表。我還要等候一個星期。我深恐我不能考取。如果真不能取，我將怎樣辦呢？親愛的父親，如果我落了第，你還能像從前那樣愛我嗎？

俟錄取名單發表了，我即刻就寫信給你。

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## II. 報告考取

MY DEAR FATHER,

You will be delighted to hear that I am a matriculated student in the Provincial Senior Middle School now. All my anxiety is over. Of the one hundred and thirty-nine students matriculated, I stand third in the list. I never expected myself to be able to stand so high. Surely Fortune has smiled on me. My close application in the junior middle school was not in vain.

Our school will open on the first of September, and new students have to pay the fees before that. Besides



books and uniforms which we should provide for ourselves, I have to pay ten dollars for the tuition, thirty for the board and fifteen for the lodging. I came here with twenty dollars of which only three are left now. Please remit me at once one hundred dollars. I will enter school immediately after I have paid my fees.

Your dutiful Son,

*Signature.*

你聽得我考取了省立高級中學，一定很喜歡。現在我不憂慮了。考取的學生一百三十九名，我列第三名。我沒有想到我能取得這樣高。命運之神真照應我。我在初中裏的專心功課不是徒然的。

我們學校將於九月一日開學，新生要在開學前繳清各費。除書籍與制服自備外，我應繳學費十元，膳費三十元和宿費十五元。我來的時候有二十元，現在只剩三元了。請趕快匯下一百元。我繳了費，即刻入學。

### III. 報告入學

MY DEAR FATHER,

Your letter of August 25, which enclosed a money order for one hundred dollars is duly received. Having paid my fees, I entered school two days ago, and began my new life with high spirits.

This school looks much more magnificent than my old one. We have a three-story building for classrooms and school offices, a two-story building for a library and another for laboratory. For dormitories, we have three two-story buildings, one for girls and two for boys. The auditorium is so large that six hundred students can sit in it without being pressed for room. The dining room is still larger. Eighty tables are arranged in three rows and yet leave space enough for the kitchen boys to pass through with their dishes and other utensils.

The playground is another wonderful sight. It is twice as large as our farm. One half of it makes the drill ground for our morning exercise and military drill. The other half is divided into four tennis-courts, four basket-ball fields and one football ground. Round the whole ground we have race courses, on both sides of which are planted box-trees. A swimming pool is said about to be constructed the next year.

But what delights me most is the school garden. It is at the back of our school. In the entrance stand many tall trees to form an avenue. Then come flower-beds arranged in all kinds of figures. A bower of thatched roof is on the right and a large hot-house of glass on the left. The laurels are in full bloom now. The whole garden is filled with fragrance. What a fun it would be to study our lessons in the shade of trees or in the bower!

The opening exercises were held yesterday in the auditorium. We heard a speech from our principal Mr.

Chang, who told us to work as hard as we could to save our country. He said, "The next world war is approaching and China will be forced to fight for her existence. Brave soldiers are necessary for our national defence, of course. But to win the battle, we must also have great scientists and inventors. Were not the flying machines and poisonous gases invented by scientists? Let us all apply ourselves to science and our country will be saved. Boys and girls, you are the hope of our country." We were greatly moved by his speech and vowed to fulfil his expectations.

We will begin our lessons tomorrow. Most of my school-fellows have come and I find them all friendly and honest. I have made acquaintance with three of my class. Tomorrow afternoon I will accompany them to the bookstore for my text-books. I am well and happy here and hope you are so at home.

Your dutiful Son,

*Signature.*

.....

八月二十五日的信和一百元的匯票都照收了。納了費以後，我兩天以前進了學校，很高興地開始我底新生活。

這個學校比我從前的學校宏大得多。我們有一座三層的房子作教室和學校辦公室，一座兩層的做圖書館，還有一座做實驗室。我們有三座兩層的寢室，一座是女生



宿舍，兩座是男生宿舍。禮堂很大，六百學生坐在裏面也不覺得擁擠。飯廳更大，八十張飯桌在裏面排成三行，廚役仍然有拿着碟子器皿走過去的空隙。

操場又是可觀的。它有我們底農場兩倍大。一半做早操和兵操的操場。另一半分成四個網球場，四個籃球場，一個足球場。全場四圍都有跑道，兩旁都栽着黃楊。聽說明年還要建造一個游泳池。

但是我最喜歡的是校園。這園在學校背後。進門的地方有兩行大樹夾着一條路。然後許多花牀佈置成種種形狀。右邊是一座茅草的涼亭，左邊是一個玻璃的暖室。桂花正在盛開，滿園香氣。在樹蔭下或涼亭裏讀書，多麼有趣呵！

昨天在禮堂裏行開學典禮。我們聽校長張先生底訓話，他教我們努力用功來救國。他說：“下次世界大戰就要到了，中國爲自身的生存，不得不戰。要保衛國家，自然要用勇敢的武士。但是要想戰勝，我們還要有科學家和發明家。飛機和毒瓦斯不都是科學家發明的嗎？讓我們專心致志於科學，我們底國家才會有救。男女學生呵，你們是國家底希望！”我們聽了他底訓話，都很感動，我們誓不負他底期望。

我們明天開課。大多數同學都已到齊，我覺得他們都很和氣誠實。我已經認識了三個同班。明日下午我要同他們到書店去買教科書。我在這裏，身體健強，精神快樂，我希望你們在家裏也是這樣。

#### IV. 報告學校情形

MY DEAR FATHER,

It is a long time since I wrote to you. My lessons have absorbed my attention so much that I did not find time to write a letter. Today is the National Festival and we are given a holiday. I take this opportunity to tell you what I know about our school. I am sure you will be very much interested in my account.

In my last letter, I said our school was very magnificent in its buildings, playgrounds and school-garden. Now I also find that the teachers are learned and conscientious in their teachings. They take much pains to make us learn our lessons. They pay much attention to our home work. Above all, they live and work together with us. Their personal influence is felt by every one of us. In this school there is no distinct barrier at all between teachers and students.

But the lessons here are not so easy as in the junior middle school. We have English composition every week. We read Washington Irving's "Sketch Book" as our text. The teacher gives explanations and questions all in English. We have to prepare our lessons beforehand. As there are very many new words in the book, we are told to look for their meaning in the dictionary. You may imagine what a laborious task this is! We usually spend two or three hours in preparing one lesson. But this labor is not lost to us. We can remember the words



much better in this way, than they are told us by the teacher. No pains, no gains. The teacher knows best what will do us good.

As for Chinese, we read more writings in the literary style than before. Some passages of classics are assigned to us for supplementary readings. We have to write reports for the supplementary work as well as a composition every week. Our principal told us that Chinese is the most important subject for us, because it is our national language. We cannot do anything without a good foundation of Chinese. Most of us are keeping diaries in order to practise writing Chinese.

For mathematics, we have higher algebra, which is much harder than the elementary algebra in the junior middle school. In every chapter there are many exercises and problems which we must work out by ourselves. Some students read the formulas only instead of doing the exercises. But they find to their cost they cannot learn the formulas by heart, until all the exercises are worked out. For a student who does not master one chapter of algebra, the next chapter will be all Greek to him. Fortunately I have done all the work required, and so I can get on fairly well.

I have given you some idea of how the three most important lessons are taught here. The other subjects are like them in being harder and fuller than in the junior middle school. I shall pass them over and tell you something about our physical education.



This school lays great emphasis on physical training. It is not like those schools which train a few champions but neglect the well-being of the great majority of students. Our school requires every student to take part in the games. One student should take at least one kind of game. I have put down my name as a member of the football team. Besides, morning exercises are held every day before breakfast. A military officer drills us three hours every week. A sound mind in a sound body is the motto of our school.

This evening there will be a lantern procession to celebrate the anniversary of the founding of our Republic. I shall parade with my school-fellows through the main streets of the city. I wish you were here to see the fine sight.

The letter is long enough. Before I close, let me tell you that I am in excellent health. I hope you are the same at home.

Your loving Son,

*Signature.*

我長久沒有寫信給你了。我專心功課，無暇寫信。今天是國慶日，我們放假一天。我乘這個機會，將我所知關於我們學校的事告訴你。我相信你對於我底報告必很感興趣。

在前次的信裏，我說我們學校底建築，操場和校園都很宏大。現在我覺得先生們也很有學問，盡心教課。他們

不怕麻煩地教我們功課。他們對於我們底自習很注意。最重要的是他們同我們住在一處，同我們一塊工作。他們個人的影響，每個學生都感覺到。這個學校師生之間絕沒有隔閡。

但是這裏的功課不像在初中裏那樣容易。每星期我們有英文作文。我們讀伊爾文“見聞雜記”。先生解釋和發問都用英語。我們都先預備功課。這本書裏生字很多，先生要我們查字典。你可以想見這件事是怎樣的費力。我們預備一課書，常常費兩三點鐘的工夫。但是這種力氣不是白費的。這樣，我們能記生字，比先生告訴我們還記得牢些。不做苦工，不能得益。先生最曉得對於我們有益的事。

關於國文，我們現在讀的文言文比從前多。先生指定了幾篇經書作課外讀物。我們不但每星期要作文，而且要寫課外閱讀的報告。我們校長告訴我們說中文是我們最重要的功課，因為它是我們本國的文字。我們沒有國文的好根基，便什麼事也不能做。我們大多數的學生都寫日記，以便練習中文。

我們的數學是大代數，比初中的初等代數要難得多。每章有許多練習題和問題都要我們自己做出來。有幾個學生不去做練習題，卻去讀公式。但是他們很喫虧，他們才知道練習不做出來，公式也記不住。一個學生學代數，如果有一章不懂，下章他更莫明其妙了。幸而我已經把要做的練習都做出來了，我可以進行得順利。



這學校最重要的三門功課的教法，我已經告訴你了。別的功課也都比初中裏困難而且詳細。關於這些功課，姑且從略，我要將我們學校底體育情形，告訴你一點

這個學校特別注重體育。它不像別的學校那樣只訓練少數的選手而不顧大多數學生底健康。我們學校要每個學生參加運動。一個學生至少要選一種運動。我已經報了名入足球隊。除此以外，每天早飯以前總舉行早操。一個軍官教我們兵操，每星期三小時。我們學校的主張是“有健全的身體才有健全的精神。”

今晚有提燈會來慶祝中華民國成立紀念。我將同我底同學遊行城裏的大街。可惜你不在這裏看這種熱鬧的景象。

這封信很長了。停筆以前，我還要告訴你我底身體很好，並希望你們在家也很好。

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## V. 通知年假留校

MY DEAR FATHER,

The end of this term drawing near, we are now preparing for the terminal examination. The school gives us three days' holiday for the New Year, and I have plenty of time for the preparation. The examination will take place on the twelfth of January. After it is over, two weeks will be given for the winter vacation. Some of



my classmates will remain here in the vacation to review their lessons. I have made up my mind to join them in their studies.

As the vacation is so short, I don't think it worth my while to return home in this cold weather. Snow has fallen, and the road must be very unfavorable to travelers. In our warm schoolrooms, we can study our lessons and acquire much from our books. Time is gold. I do not like to lose my valuable time to brave the cold northern wind.

The money you sent me at the beginning of the term has been all spent. I owe a few dollars to my classmate. In the vacation I have to pay two dollars for my lodging and six for my board. Next term when the school opens, the tuition, the lodging and board should be paid too. Will you please remit me one hundred dollars before the vacation? I am sorely in need of money now.

I wish you all a happy new year.

Your dutiful Son,

*Signature.*

.....

這一學期將要完了，我們正在預備學期考試。學校在新年放假三天，我預備功課的時間很充足。考試將於本月十二日舉行。考試過了以後，放兩星期寒假。幾個同學寒假內留校溫課。我已決定同他們一道讀書。

因為假期這樣短，我想在這樣寒冷的天氣回家是不值得的。雪已經落過，道路一定很不好走。在學校溫暖的

房裏，我們可以學我們底功課，讀書得益。時間就是黃金。我不願意丟掉我寶貴的光陰去冒寒冷的北風。

這學期開始時你寄來的錢已經用完了。我欠同學幾塊錢的債。假期內我要付宿費兩元，膳費六元。下學期開學時，又要付學費，宿費和膳費。請於放假前寄一百元給我。現在我急需錢用。

恭賀新禧！

## VI. 暑假將近通知家庭

MY DEAR FATHER,

Your letter of June 2 was duly received. I am very glad to know that you are all well at home. As this month is the last of this term, the final examination will take place very soon. Our lessons will end on the sixteenth and examination begin two days later. The summer vacation will last from July 6 to August 31. I will start for home on July 1, and arrive the next day.

My school-fellows are very busy now in preparing their lessons. Fortunately I have worked hard in this term and mastered my lessons perfectly every day. The examination does not make any difference in my life. I go to bed at ten every night as usual, while some of my classmates study their lessons far after midnight. What a pity that they did not work harder in ordinary times! If they had played less and studied more, they would

not be in the present scrape. But it is too late for them to study now.

Please meet me at the station with your carriage. I don't think I can walk the distance of thirty *li* in the heat of the summer sun.

Yours affectionately,

*Signature.*

收到六月二日的信，知道家中都好，我很歡喜。這是本學期的最後一月，學年考試不久就要舉行了。我們底功課將於十六日結束，考試於兩日後開始。暑假自七月六日起至八月三十一日止。我將於七月一日起程回家，次日到家。

我底同學現在都忙着預備功課。幸而我平時用功，功課完全熟習。考試對於我底生活毫不發生影響。我每夜照常十時就寢，而幾個同學半夜以後仍在讀書。可惜他們平時不用功。如果他們少玩一點，多讀點書，他們現在不至於遇到這種困難。但現在他們用功也來不及了。

請派你底馬車到車站接我。在這種大熱的夏天太陽之下，我恐怕不能走這三十里路。

## VII. 報告春假旅行

MY DEAR FATHER,

From my address you know I am now in Hangchow. We are taking a trip in this spring vacation to



visit the famous West Lake. Our teachers accompany us here to guide us. We have seen several grand temples, villas, and grottoes. We have climbed the Southern and Northern Hill-tops. We are going to hire a boat to carry us over the lake.

The West Lake is indeed a beautiful spot. It is a lake as smooth and clear as a mirror amidst many hills. Temples, monuments and villas stand all round its bank, along which ran wide and well-made roads. In the bosom of the lake, boats may be seen going here and there like so many swans. An embankment divides the lake into two parts, the inner and the outer lake. Tall trees line the roads on the embankment. Arches lie under it for the boats to pass through. Nature and art have worked together to make this place one of the most charming landscapes in China.

In this season the visitors are specially numerous. Many schools take their students here for a spring trip. Besides enjoying the landscape, they gather specimens of plants and visit schools. The hotels are full of guests so that the price for rooms is raised. It is lucky for us that we are lodged in a school. We would feel great inconvenience, if we should put up in hotels.

Besides students and other visitors, we see crowds of pilgrims from every part of the country. They come to worship the gods, especially the god of wealth and the goddess of fecundity. With their offerings they want the all-powerful beings to help them make money or

give births to sons. What pitiful fools they are! But we should excuse them for their superstition. They have never been properly educated and do not know anything except the old traditions. The monks, nuns and other social parasites take advantage of their ignorance, and live on them. They make the West Lake a centre of superstition.

The spring vacation lasts only a week. We shall come back to school on the eighth, and resume our lessons the next day.

Your dutiful Son,

*Signature.*  
.....

從我底住址，你曉得我現在在杭州。我們在春假內旅行到有名的西湖來遊覽。我們先生同來，指導我們。我們已經看了幾個廟宇，別墅和山洞。我們已經攀登了南北兩個高峯。我們正要雇船遊湖。

西湖真是一個美麗的地方。湖在羣山之中同一面鏡子一樣光滑清澈。廟宇，紀念碑和別墅環繞湖的四週，沿湖岸都是寬闊整齊的馬路。我們可以看見許多船在湖面上來來往往，好像許多天鵝。一條堤將西湖分爲兩部，就是裏湖和外湖。大樹夾着堤上的道。堤下有許多橋洞，讓小船通過。天然加上人工，使這裏成爲中國一個最美麗的風景。



現在遊客特別多。許多學校的學生來此旅行。除了賞玩風景，他們還採集植物標本，參觀學校。旅館住滿了客人，所以房價也提高了。幸而我們住在一個學校裏。如果我們住旅館，一定覺得很不方便。

除學生和別的遊客外，我們看見從各處來的成羣的香客。他們來拜神，特別是財神和送子觀音。他們想用供獻，使萬能的神幫助他們賺錢和養兒子。他們真是可憐的蠢物！但是我們要原諒他們底迷信。他們沒有受過適當的教育，除了傳統的舊思想外，一無所知。僧尼和社會上的別種寄生蟲利用他們底無知，靠着他們喫飯。他們把西湖弄成一個迷信的中心。

春假只有一星期。我們將於八日回校，翌日上課。

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### VIII. 報告暑假生活的計劃

MY DEAR .....

In the twinkling of an eye, two weeks have passed since we parted in our school. I am sure you are enjoying a home life as happy as mine. The weather has grown hot and we cannot do much work. But I have determined to lead a regular life, which I believe will do good to my health and my study. I will tell you how I pass the day and want to have your opinion.

As the afternoon is generally hot, I do my work in the morning. I get up at sunrise and take a walk in



the hills and forests around our house for half an hour. After that I come home for breakfast. I begin my work at six. First I read English and Chinese for two hours each and then review mathematics for an hour. In the afternoon I usually take a nap after dinner and awake at three o'clock. Then I take a novel or a book of Chinese poetry and sit myself under a tree till six o'clock. After supper, I take a walk again in the fields for an hour. Sometimes some friends would call and accompany me to fish in the pond. We can catch a lot of fish in an evening. In this way I spend my time happily and profitably.

How are you spending your summer vacation? Though the weather is not favorable, we can always acquire something out of our books, if we read them regularly. A wonderful progress can be made in one summer. I hope you are using your time wisely.

Sincerely yours,

*Signature.*

轉瞬之間，我們分手兩星期了。我相信你底家庭生活同我底一樣快樂。天氣已熱，我們不能多做工作。但是我下了決心要使生活有規則，我相信規則的生活對於我底健康和學問都有益處。我將告訴你我如何過日子，請你表示你底意見。

因爲下午很熱，我在早晨工作。我日出就起牀，到四圍的山林裏散步半小時。以後我回來喫早飯。六點鐘我

開始工作。我先讀英文中文各兩小時 然後溫習數學一小時。下午飯後，我總睡一覺，到三點鐘才醒。然後拿一本小說或中國詩，我坐在樹下面，一直到六點鐘。晚飯之後，我又到田間去散步一小時。有時候幾個朋友來訪，同我到池塘去釣魚。我們一晚能捉到很多的魚。我這樣過暑假，又快樂，又有益。

你怎樣過暑假呢？天氣雖然不好，如果我們靠常讀書，我們也可以得一點益處。一個夏天我們可以有很大的進步。我希望你善用你底時間。

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## IX. 通知回校

MY DEAR .....

The summer vacation is nearly at an end, and you may be wondering how I have spent my time. I can tell you that I have not spent it unprofitably.

In the beginning I made a plan for my daily work, as I told you in the last letter. I did very well at first. I read "Grimm's Fairy Tales" quite through. This is a very interesting book, not too hard for me. I got a great deal out of it. I read several Chinese books and reviewed half of our lessons of higher algebra. Then something happened which interrupted my work for a time.

You know in the country, public sanitation is sadly neglected. There are offal heaps on the streets,

before our doors, and even outside our windows. Here nobody cares to clear them away as in the great cities. They are the most favorable breeding places for the flies which pestered our kitchen. The result can be imagined. My father had a cholera. My brother and I had dysentery. Our house was converted into a hospital. Fortunately, a good doctor lives at a little distance. By his skilful treatment, we were cured, and we recovered in a few days.

After my illness, I did not work so regularly as before. I only amused myself with some novels. Sometimes I read some Chinese essays. This required the least effort. But still something useful could be gained from it. When I regained my health, I resumed my former work. I have since carried it on in spite of the summer heat.

I am getting ready to come back to school. I shall leave home on August 24 and reach school on 25. When will you go to school? I anticipate with joy our being together again after this long separation.

Yours sincerely,

*Signature.*

.....

暑假就快完了，你也許不知道我怎樣過的日子。我可以告訴你，這個暑假過得不算沒有益處。

開始的時候，我做了一個工作的計劃，上次信已經告訴你了。起初很好，我讀完了一本“葛林氏童話集”。這是



一本很有趣味的書，對於我並不甚難。我很得些益處。我又讀了幾本中文書，溫習了一半大代數。這個時候發生了一件事，一時阻礙了我的工作。

你曉得鄉下人對於公共衛生很不講究。街道上，我們門前，甚至我們窗外，都有垃圾堆。這裏不像城裏一樣，有人想掃除它們。這些東西最適於繁殖擾害廚房的蒼蠅。結果可想而知。我底父親得了霍亂症，我底弟弟和我都得了痢疾。我們底家變成一個醫院。幸而一位好醫生住得不遠。經他善為醫治，我們底病才治好，幾天以內我們就復原了。

病後我不像從前那樣有規則的用功。我只是讀兩本小說來消遣。有時我讀點中文。這種事最不費力。但是我仍然從它們得到一點有用的知識。我健康恢復的時候，我又恢復從前的工作。從此我就不管夏天怎樣熱，繼續到現在。

我正在預備回校。我將於八月廿四日離家，廿五日到校。你何時到校？我預想我們久別重逢，很覺着快樂。

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## X. 報告參觀首都

MY DEAR .....

We have stayed here two days. Our teacher took us to several places worth our sight. This is not the

first time I came here. My last visit was five years ago, when our national capital was still in Peking. Inside the city I saw nothing then but desolate places and narrow and dirty streets. But now as if by magic, everything is changed in this city.

There are several main streets as broad and busy as those in Shanghai. The motor cars and buses run on them to and fro. The new buildings are erected as rapidly as the growth of mushrooms. Any imported article can be had in the big shops, only the price is higher. The city is quite modernized.

The mausoleum of Dr. Sun Yat-sen is the first thing a visitor to Nanking should see. We visited it after the day of our arrival. It stands on the hillside of Tze-Ching-Shan. We have to ascend more than three hundred stone steps before we reach the main building which holds Dr. Sun's remains. We paid our respects and went to the mausoleum of Ming-Tai-Tsu. This is as magnificent as Dr. Sun's, but rather out of repair. Thus a day was spent to see the greatest buildings in the capital.

We went to the Yuan-Woo Lake next day. A boat carried us from the city gate to the American Continent, as one part of the park is called. It is well planted with flowers and trees. The landscape is a beautiful one, with Tze-Ching-Shan reflected in the lake. But two-thirds of the park is not yet cultivated. When the park is made complete, it will be a very large one indeed.



We will remain here two days more to visit the schools. We will visit Wusih and Soochow on our way back.

Sincerely yours,

*Signature:*  
.....

我們留此已經兩天了。先生帶我們去遊過幾處可看的地方。我來這裏，這不是第一次。我第一次來，是在五年之前，那時國都還在北京。那時城裏只見荒涼的地方和狹窄的街道。但是現在好像受了魔術一樣，這城裏一切都變了。

有幾條大街同上海的一樣寬闊和熱鬧。汽車和公共汽車在路上來往行駛。新建築造得很快，有如雨後春筍。無論什麼外國貨，大商店裏都有，只是價錢較貴。這個城市近代化了。

中山陵是遊南京的人首先要看的。我們來到的次日，就去觀光。中山陵在紫金山的坡上。要先登三百多層的石級，我們才到中山先生遺體所在的地方。我們行了禮，就到明孝陵去。明孝陵同中山陵一樣偉大，但是有一點年久失修。這樣遊首都最偉大的建築，就費去了一天。

第二天我們去遊玄武湖。我們由城門乘船，到公園一部分的美洲。美洲的花樹很多。此處湖光映着山色，風景佳麗。但這公園有三分之二還沒有開關。它完成了的時候，一定很大。

我們還要在這裏再停兩天，參觀學校。歸途中我們還要遊無錫和蘇州。



## 第七章 請 求

### I. 向學校請假

DEAR MR. ....,

This morning I received a registered letter from home, stating that my mother was taken seriously ill and desired very much to see me. I think I am obliged to go home to see my dear mother. As my home is three days' journey from here, it will take me at least one week from my school. Will you grant me leave of absence for the period?

I enclose with this letter the registered letter from my home. You will see it is an urgent business. I am sure you will grant my request.

Yours respectfully,

*Signature.*

.....

今晨我接到家裏來的一封信，說我底母親病重，很想看看我。我想我不得不回家一次，看看我親愛的母親。我底家離此地有三天的路程，我至少要離開學校一個星期。你可以准我一星期的假嗎？

附呈我家裏來的掛號信。你可知道這是一件急迫的事。我相信你一定允許我底請求。

## II. 其 二

DEAR MR. ....,

In the last few days, I caught a bad cold. A slight fever and continual cough have made me very uncomfortable. This morning I went to Dr. Chen for a consultation. He advised me to go to bed at once and take complete rest for one week. He suspected it was a case of consumption. You know it is wise to follow a doctor's direction. Will you allow me to absent myself from school for one week? I enclose in this letter Dr. Chen's diagnosis.

Yours respectfully,

*Signature.*  
.....

幾日以來，我傷風很重。輕的發熱和不斷的咳嗽使我很不舒服。今晨我到陳醫生處診病，他勸我即刻就寢，完全休息一個星期。他恐怕這是一個肺病的症候。你曉得醫生的指導是應當服從的。你可以允許我缺課一星期嗎？附呈陳醫生的診斷書。

## III. 其 三

DEAR MR. ....,

My father has come to town and wants me to accompany him in his visits. As it is not right for me to disobey him, I ask you to grant me leave of absence

for three days. I enclose my father's letter to you in proof thereof.

Yours respectfully,

*Signature.*  
.....

我底父親來此，要我陪他訪友。父命既不可違，我只得請三天的假。附呈我父親給你的信，以作證據。

#### IV. 爲子向學校請假

MY DEAR SIR,

Coming to town, I want to introduce my son to my dear friends who may help him from time to time. It will not take long. I think three days is quite enough. Please grant him three days' leave of absence.

Yours truly,

*Signature.*  
.....

我來到此地，想將我的兒子介紹給朋友，將來他們也許可以時時幫助他。這件事費時不多，我想三天就夠了。請准他三天的假。

#### V. 請父親寄錢

MY DEAR FATHER,

I am in a difficulty. When I came to school, you gave me only one hundred dollars. The journey cost



me five dollars. I paid sixty dollars to the school for tuition, board and lodging fees. With the rest I have to provide myself with a suit of uniform, books, shoes and miscellaneous expenses. I have now only two dollars left.

We finished our English reader yesterday. A new book is to be bought, the price of which is five dollars. Winter is approaching, I have to buy some warm underwear. The school wants us to contribute to the famine relief fund, and each student should pay at least a dollar. I don't know what to do at present. Please remit me twenty dollars at once.

I am quite well and wish you the same.

Your dutiful Son,

*Signature.*

.....

我現在遇了困難。當我來校時，你只給我一百元。路費用去五元。我繳學膳宿等費六十元。所餘的錢要充買制服，皮鞋和雜物之用。我現在只剩兩元了。

昨天我們的英文讀本讀完了，要買五元一本的新書。冬天快到了，我須買幾件暖襪衣。學校要我們出賑災捐，每人至少一元。我現在不知所為。請馬上寄給我二十元。

我很好，並問你們好。

## VI. 向友人借貸

MY DEAR .....,

I write this to ask you a favor. An unexpected purchase has to be made after all my money is spent. I

have written home for a remittance. But the money will take a week in coming. The purchase is so urgent that no time shall be lost. Can you spare six dollars for ten days? If it is in your power to help me with that sum, I promise to repay you as soon as I receive my father's remittance.

Yours sincerely,

*Signature*  
.....

我寫這封信，要請你加惠於我。我的錢用完了，不料又要買一件不可少的東西。我已經去信要家裏寄錢給我。但是錢要一個星期才能寄來。這件東西急待購買，不容或緩。你能拿六元借給我十天嗎？如果你可以借錢給我，我一收到家裏的匯款，就還給你。

## VII. 回 信 (允 許)

MY DEAR .....

I am glad to be of some use to such a dear friend as you and enclose here six dollars for your use. As for repayment, don't trouble yourself about it until you are in easier circumstances and have money to spare. If you are in need of more, please give the word and I shall be at your service.

Yours sincerely,

*Signature.*  
.....

我能對於你這樣的一個好朋友有點用處，很覺高興。現在附奉洋六元。關於歸還，請你不必掛念，等你境況較佳，囊有餘錢的時候再說。你如果還有需要，請即示知，我無不從命。

### VIII. 回 信（婉言謝絕）

MY DEAR .....,

I am sorry that being hard up myself, I am at present unable to meet your request as I could wish. However, I will do my best to raise the money from my friends. If it should prove successful, I will write to inform you.

Sincerely yours,

*Signature.*

.....

抱歉的很，我自己正苦沒錢，雖願應命，無奈力不從心。可是我願竭力從友人處代籌此款。如果有成，即當專函奉告。

### IX. 回 信（拒 絕）

DEAR MR. .....,

Your thriftless ways have brought you to a crisis at last. In spite of my repeated advice and your father's warning, you have been spending money heedlessly. See what you have come to. You are hard pushed for six dollars. How many times six dollars



have you squandered? I wonder. I shall help ruin you, if I grant your request. Please excuse me.

Yours truly,

*Signature.*

.....

你的不知節省的習慣，畢竟使你遇到難關。無論我怎樣忠告你，你的父親怎樣警戒你，你還是任意用錢。請看你到了什麼地步了。你爲六元而受窘，我不知道你已經揮霍了六元的多少倍了。如果我允許你，我就是幫着誤你了。請原諒我吧！

## X. 請先生補習英文

MY DEAR MR. ....,

Owing to a poor foundation in the junior middle school, I am unable to catch up with my class in English. 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 four months of hard labor, it seems to me no progress has been made. I cannot write a good composition. I cannot read with full understanding. My English work is as poor as formerly.

I think this is due to the fact that I did not conduct my study in the proper way. I have groped in the dark. I must have a guide to direct me in my work.

As you are very enthusiastic in your teaching, I am sure you would like to help me, if you have time. May I come to your room every evening at eight for your instruction? It will take only half an hour or so.

Yours respectfully,

*Signature.*

.....

因爲初中的基礎不佳，我的英文趕不上我的同班。我起初就曉得這件事。我想不間斷的工作一定可以得勝，所以竭力用功。但是苦學了四個月之後，我似乎仍然沒有進步。我不能寫一篇好的英文作文。我讀書不能充分了解。我的英文功課同從前一樣不好。

我想這是因爲我讀書不得其法。我一向在暗中摸索。我非有一個導師指導我的功課不可。你教書很熱心，我相信你如果有時間，一定肯幫助我。我可以每晚八時到你房間裏請教嗎？這所費不過半點鐘左右。

## XI. 回 信

DEAR MR. ....,

I grant your request with great pleasure. My door is always open to, and my time at the service of, those who want instruction. You are welcome to me.

I have been impressed by your close attention to the lessons. In the past few months you have made some progress, though it is not apparent to yourself.

Rome was not built in one day. To achieve success, you must be patient. But some supplementary work will surely do you a lot of good. Please come at any time you like.

Sincerely yours,

*Signature.*

.....

我很願意允許你的請求。只要有人來請教，我總樂於接待，並且絕不吝惜時間。我很歡迎你。

你的用功，我已經深知。在過去幾個月中間，你已經有了一點進步，雖然你自己不知道。羅馬不是一日造成的。要想成功，還須耐性。但是補習也可以對於你有很大的益處。請隨便什麼時候來。

## XII. 請友人介紹職業

MY DEAR .....

Yesterday a letter came from my home, stating that the crops of this year have failed in my part of the country. There will be a great famine in our neighborhood. As my family depends on farming for maintenance, my father will scarcely have the means to support me in school. What am I to do?

I have been two years in the senior middle school. One year more and I shall finish my course.



It is not wise for me to stop school now. I must look about me for some work which will bring me the means to carry on my study. You are always kind to me. Won't you help me in this difficulty?

I think I can teach one or two hours of English after school. It will not take too much time and I can still study my lessons. You have many acquaintances and relations in this city. Is there any one who wants to take English lessons? If there is, give your poor friend a recommendation.

Sincerely yours,

*Signature.*  
.....

昨天家中來信，說今年我們鄉下收成欠佳，附近要成一個大荒年。因為我家全靠耕田維持生活，我底父親將無力供給給我讀書。我怎麼辦呢？

我已經在高中兩年了。再過一年，我就可以畢業了。我現在不宜停學。我必須找點可以賺錢的工作，以維持我的讀書。你對於我總是很好。我現在處這種困境，你不幫助我嗎？

我想我能在課餘之暇教一兩點鐘英文。這件事不太費時間，我仍然能讀功課。你在此地有許多相識和親戚。有沒有願意補習英文的呢？如果有的，請為推薦。

## XIII. 回 信

MY DEAR .....

I am sorry to hear of your misfortune, but very glad to find you have such indomitable will to continue your study. In this period of general calamity, many students have left school for want of means. They cannot fight it out with ill fortune. I am afraid in after life they will look back with regret on their own weakness. If they wanted to find means to support themselves, the way would be open to them. It is not impossible to do some work and continue their study at the same time.

Where there is a will, there is a way. My cousin who is studying in the second year grade of the Municipal Junior Middle School is in need of some supplementary English work. You will be an admirable teacher to him. He will pay you ten dollars a month for one hour's teaching every day. Would you like to have him as a student?

Yours sincerely,

*Signature.*

.....

聽了你的不幸，很覺得難過，但是知道了你有百折不回的志嚮，想繼續求學，我又很歡喜。在這種處處是災的年頭，許多學生都因為無力求學，離開學校。他們不能與噩運奮鬥到底。我恐怕將來他們會追悔自己太軟弱了吧！

如果他們要想法自立，他們就有辦法。一方作事，一方繼續讀書，這不是不可能的。

有志者事竟成。我的表弟在市立初中二年級讀書，需要補習英文。你做他的先生，一定很好的。你每日教他一小時，他每月送你十塊錢。你願意要他做學生嗎？

#### XIV. 請 借 書

MY DEAR .....

Yesterday I saw a copy of "Robinson Crusoe" on your bookshelf. I have long heard the name of this book and longed to read it once. As you were not at home yesterday, I did not think it right for me to take it away without your permission. Will you lend it to me for a month if you are not reading it? I promise to return it to you at the end of the period. I will take the best care of it.

Sincerely yours,

*Signature.*

.....

昨天我看見你書架上有一本“魯濱孫漂流記”。我久聞此書之名，渴望讀它一遍。因為你昨天不在家，我覺得不應當沒有得你許可就把它拿去。如果你現在不讀，可以將它借給我一個月嗎？我到月終一定還給你。讀時一定對它很小心。



## XV. 回 信

MY DEAR .....

I send "Robinson Crusoe" with this letter. You are quite welcome to what I have. I have read it once. I have no mind to read it now, seeing I am occupied with other books. Read it as long as you like. When you have finished it, please tell me your opinion about this famous book.

Yours sincerely,

*Signature.*

今隨信送上“魯濱孫漂流記”。只要我所有的，都歡迎你拿來用。這書我已經讀過一遍。我現在不想讀它，因為我正在讀別的書。這本書你可以隨便讀多麼久。你讀完的時候，請把你關於這本名著的意見告訴我。

## XVI. 請 入 會

MY DEAR .....

I have learned that there is a literary society in our school of which you are the president. Being a lover of literature, I have long wished to organize such a society which would do a great deal of good. But other things having absorbed my attention, I was too busy to think of this. What a pleasant surprise it is when I heard you have done what I wanted to do!

I should like to join your society, if you are kind enough to admit me. I will do everything for the good of the society, and prove myself to be a worthy member.

Yours sincerely,

*Signature.*  
.....

我聽說我們學校裏有一個文學會，並且你是會長。我是一個愛文學的人，久已想組織一個這種很有益的會。但因我的注意用在別的事上，我覺得太忙，無暇想到這件事。我所要做的事竟被你們做出來，我聽了又驚又喜。

如果你們許我入會，我願意加入。我將力謀會務的發展，做一個好會員。

## XVII. 回 信

MY DEAR .....

Your letter has delighted me very much. I welcome you with all my heart. Our society is but newly organized, and wants such able members as you are. We have done our best, but our best could not go very far in our work. Your joining us will give new life to our society and make it do wonders. Please favor us with your presence in the next meeting which will take place Saturday next.

With this letter, a copy of the regulations of the society is enclosed. You will see, a new member

shall pay two dollars for entrance fee, and another two dollars for membership fee of this term. Will you please pay the sum to our treasurer?

Yours sincerely,

*Signature.*  
.....

我很歡喜你的信。我誠心敬意地歡迎你。我們的會成立不久，正需要像你這樣有才幹的會員。我們已盡力來幹，但是我們的能力有限，不足以發展本會的事務。你一入會，這會就得了新生命，可以做出驚人的事來。下星期六開會的時候，請來到會。

今奉上本會章程一份。你可以看見一個新會員要付二元入會費和另外二元本學期的會費。請將此款繳給會計。

### XVIII. 請 補 考

MY DEAR TEACHER,

I am sorry that I failed in the monthly test of English. I always worked very hard, but, owing to illness before the test, I was kept from school for one week. When I was recovered, it was too late to prepare for the test. This is why the result was so unsatisfactory.

If you will allow me to make a second trial, I am sure I can do better. I have prepared my lessons thoroughly. Do let me have another chance.

Your obedient Pupil,

*Signature.*  
.....



我很抱歉，英文月考我不及格。我素來用功，但是因為考試前害病，缺課一星期。我病好了的時候，已經來不及預備考試了。結果所以這樣不好，就是因為這個原故。

如果你可以讓我再試一試，我相信我能考得較好。我已經把功課預備得很完備。請再給我一個機會吧！

## XIX. 回 信

DEAR .....

In reply to your letter, I am sorry to say your request cannot be granted. Others have failed in the test. If only you are allowed a second test, it would be unjust to them. If I give a second trial to all those who have failed, what would be the use of the first? It will cause a great confusion in the system of the school.

In fact your illness is not the sole cause of your failure. According to your letter, you were prevented from preparing the lessons by illness. You were ill for one week only. Most of the subjects of the test were not taken from the lessons of that week. What did you do before you fell ill? I am afraid you did not work so hard at your lessons as you should. You should always be prepared for the test, which is only a means to find out whether or not you have learned your lessons. If you did not learn your lessons every day, what is the use of making you learn them on the eve of the test? Within a few days you will surely forget what you have learned so rapidly.

As this test is the first one in this term, your failure does not matter much. But it should serve to teach you that you must do your work every day. You should be able to take the test within a moment's notice. Learning thus acquired will last you for life. Above all, bear in mind that you are preparing for your future career, not for the test merely. Therefore work as hard as you can, so that you may not fail in future.

Yours sincerely,

*Signature.*

對不住，我不能允許你的請求。這次月考，別的學生也有不及格的。如果允許你補考，便是對於他們不公平。如果不及格的都可以補考，那末第一次考試有什麼用呢？這件事對於校章將引起一個大糾紛。

其實你的不及格不完全因為病的緣故。據你信上說，你因病不能預備功課。你只病了一星期。試題大多數都不出在這星期的功課。那末你病前做些什麼？我恐怕你沒有努力用功吧！考試是看你是否學習了你的功課的，你應當天天預備考試。如果你在平時不學功課，那末在考試前夜逼着你學，又有什麼用呢？學得這樣快的知識，幾天以內就可以完全忘記的。

這次月考只是本學期的第一次，所以你的不及格關係尚小。但是從這次的不及格，你應當知道平時用功了。你應當一得了通知，即刻就能應考。這樣學得的知識，才



能終身不忘。最重要的，是要記住，你正在預備做將來的事業，不是僅僅預備考試。所以請你竭力用功，將來才不至於失敗。

## XX. 請給獎學金

MY DEAR SIR:

I understand from today's Gazette that the school will award scholarship to those students who have passed the last final examination with an average mark of over ninety. The amount is eighty dollars for each student. From the school register, you will see that my record for the last final examination is 92.5. I think I am entitled to one portion of the scholarship.

My family being poor, it is as much as my father could do to support me in school. On this point, I refer you to Mr. Wang, my classmate. The scholarship will take away a heavy burden from my family and better my future prospect.

Yours respectfully,

*Signature.*

閱今日校刊，我知道學校對於上次大考總平均在九十分以上的學生，將給與獎學金，每名八十元。你可以從學籍簿上看到我上學期的成績是九十二分五。我想我應得一份獎學金。

我家境貧窮，我父親供給給我上學，費盡氣力。關於這事，請問我同班王君。我如果能得這個獎學金，我家將減去一個重擔，我的前途也可以較佳了。



## XXI. 索學校章程

THE REGISTRAR  
CENTRAL UNIVERSITY  
NANKING

MY DEAR SIR:

As I have made up my mind to enter your school, I should be much obliged if you would send me a copy of your regulations. Enclosed please find a 2-cent postage stamp.

Respectfully yours,

*Signature.*  
.....

南京中央大學註冊處

執事先生：

我已經決定入貴校肄業，請惠下貴校章程一份為荷。  
附呈郵票兩分。

## XXII. 索書目

THE COMMERCIAL PRESS, LTD.  
SHANGHAI

DEAR SIRS:

I shall be very much obliged to you if you will favor me with a copy of your catalogue of the latest issue.

Yours truly,

*Signature.*  
.....

上海商務印書館

諸位先生：

請惠下最近書目一份爲感。

## XXIII. 請做報館翻譯員

THE MORNING POST

SHANGHAI

DEAR SIR:

From your advertisement in to-day's "Morning Post," I find that you are wanting an English translator in your office. I beg to apply for the situation. I have just finished my course in the Provincial Senior Middle School, which is famous for its great emphasis on English translation. I am eighteen years old and have distinguished myself in English and Chinese in my school. As for my character and fitness for the post, I can refer you to my school. I enclose in this letter three specimens of my translation.

Yours faithfully,

*Signature.*

.....

上海晨報執事先生，

由今天晨報的廣告，知道你們正需要一位英文翻譯員，我要謀這個位置。省立高中以注重英文翻譯著名，我剛從這裏畢業。我年十八歲，在學校裏擅長英文和中文。至於我的品行和才幹，請向我的學校探詢。附呈翻譯三種。

## XXIV. 請做小學教員

THE PRINCIPAL  
THE MUNICIPAL PRIMARY SCHOOL  
SHANGHAI

MY DEAR SIR:

I was informed that your school is in need of a teacher for the first grade. I beg to apply for this post. Being a graduate of the Provincial Normal School, I have had three years' experience of teaching in the District Primary School of Shanghai. It is only due to an illness that I resigned the position last year. Now being thoroughly recovered, I feel myself equal to any amount of work. As to my character and ability, I refer you to the District Primary School of Shanghai.

Yours faithfully,

*Signature.*

上海市立小學校長先生，

聽說貴校缺乏一年級教師一位，我要謀這個位置。我是省立師範學校畢業生，在上海縣立小學曾有三年的教授經驗。只因害病，去年辭職。現在病已全愈，我覺得可以勝任任何煩劇的工作。關於我的品行和能力，請問上海縣立小學。



## 第八章 介紹

介紹信普通不由郵局寄遞，而由被介紹人轉交，所以常不封口。

### I. 介紹學友

MY DEAR .....

This is to introduce to you my intimate friend, Mr. Chen, who is going to the Provincial Senior Middle School in your city. He has been very kind to me in the last three years. He is a fine tennis player and a good sportsman in other ways. He has just graduated from the Junior Middle School.

As a perfect stranger in your city, he stands in need of some help in going about and the purchase of necessaries. Will you be so kind as to offer him some necessary help? Any kindness to him will be duly appreciated by me.

Yours sincerely,

*Signature.*

.....

這封信介紹給你我底好友陳君。陳君此次到貴處想入貴處省立高級中學。他三年來對我很好。他是一個網球健將，別種運動亦很擅長。他剛從初級中學畢業。

因爲他初履貴處，人地生疏，他出外和購物，都要人幫助。你願意給他一點必要的幫助嗎？你如果對他有好處，我必很感激你。

## II. 其 二

MY DEAR .....

Allow me to introduce to you my dear friend Mr. Chang, who is going to your part of the country to visit the famous Tientai Shan. He has often heard of the wonderful landscape in your neighborhood and for the want of a guide, never ventured to go there. He came to me for advice. As I know you are a lover of the beautiful and ever kind to strangers, I take the liberty to tell him your past kindness in lodging me at your home and showing me over the different spots. He is delighted beyond measure by my information, and wants me to write you this letter. I hope you will show him the same kindness as you did to me.

Mr. Chang is as fond of natural beauty as you. You will find him a good companion and an accomplished scholar. I have no doubt you will enjoy his company very much. Thank you in advance for your trouble.

Yours faithfully,

*Signature.*

.....

讓我介紹給你我底好友張君。他到你鄉下，是要去遊覽那有名的天台山。他常聽人說到你家鄉附近的美麗風景，但因為沒有嚮導，總不敢去。他來同我商量。我既知道你是一個愛美的人，並且待外來的人很好，我就不揣冒昧，將你從前留我住在你家和導我遊覽各地的事告訴了他。他非常高興，要我寫這封信給你。我希望你待他同從前待我一樣的好。

張君同你一樣愛自然的美。你見了他，就會曉得他是一個良伴，並且是一個有學問的人。我相信你會很喜歡同他作伴。奉煩之處，預先道謝。

### III. 其 三

MY DEAR MR. ....,

My classmate and dear friend Mr. Tan is going to enter your school after his graduation here. He and I have worked and played together for three years. No friend deserves so much love and respect as he does. Now that we have finished our course here, we must part with each other. With the greatest pleasure, I introduce him to you.

Will you please give him some necessary guidance in regard to the entrance examination? Your school is noted for its strictness. Your information will be very valuable for a new-comer. I shall consider it a personal favor, if you would help him.

Yours faithfully,

*Signature.*  
.....



我底同班好友唐君在這裏畢業以後，將入貴校肄業。我們兩個在一處作功課、遊戲，已有三年。他是一個最可愛可敬的朋友。現在我們畢業了，非分手不可。我很快樂地將他介紹給你。

關於貴校入學試驗，你可以給他一點指導嗎？你們貴校以嚴格著名。你底教導對於新來的人必是很有價值的。如果你肯幫他忙，我如親受恩惠一樣。

#### IV. 其 四

DEAR MR. ....,

My classmates will avail themselves of the spring holidays to gather botanical specimens in the neighborhood of your village. As it is the first time they come to your part of the country, I am afraid they cannot do much without proper guidance. I know you are a botanist yourself and fond of field work. I beg you will give them as much help as necessary.

I should have accompanied them on this trip, if an urgent business had not prevented me. But they will find that you are better guide than I. I thank you beforehand for the great trouble this will bring you.

Yours faithfully,

*Signature.*

.....

我底幾個同學將利用春假期間，到你底村莊附近去採集植物標本。他們初次到你底家鄉，若沒有相當的人指導，恐怕不能有多少成績。我曉得你是一個植物學家，並且喜歡野外採集的工作。我求你給他們必要的幫助。

我原要陪他們走一遭，但因有要事，不得前往。你做他們底嚮導，一定比我更好。這件事很麻煩你，我預先道謝。

## V. 其 五

DEAR MR. ....

The bearer of this letter is Mr. Kung, a great friend of mine. He is a lover of ancient art and architecture. The fame of the old capital of China has attracted him to your city. He means to stay there two months in order to study all the important historical scenes he can find. Being a resident in that city, you must be familiar with the grand buildings and the historical facts connected with them. It will be a great favor to me as well as to him, if you will show him all the places worth visiting.

As it is not convenient for a stranger to live so long in a hotel, I wonder whether you can lodge him in your house. If you can spare a little room for his use, it would be a great facilitation for his work.

Yours truly,

*Signature.*

.....

持信人孔君是我底好友。他愛好古代的藝術和建築。他慕中國舊都底聲名，來到貴處。他想留住兩個月，來研究一切重要的史跡。你居於這個地方，必熟習那些偉大的建築物 and 與之相關的史實。如果你肯將值得遊訪的地方指點給他，那末，這不但是待他好，也就是待我好了。

一個外鄉人住在旅館裏這樣長久，殊感不便，我不知道你能不能容他在你家裏住。如果你能讓出一個小房間來給他用，那就對於他底工作更有益了。

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## VI. 介紹友人爲商店學徒

MY DEAR UNCLE,

You told me last year that you would take two more apprentices in your bookshop. I write this to recommend my dear friend Mr. Wang for the apprenticeship. He is a graduate of the District Junior Middle School. His father desiring him to be a merchant, he is looking for a suitable shop to serve his apprentice. To be a bookseller is what he likes best, since he can then pursue his study and calling at the same time. Will you please take him as an apprentice in your bookshop?

Mr. Wang is just the man for you. At school, he is good at numbers. He can write good business letters in English as well as in Chinese. He has worked half a year in the consumers' co-operative shop of our



school. And here nobody has ever found a fault with him. He will surely be of great help to you, if you will favor him with the place.

Your affectionate Nephew,

*Signature.*

.....

去年你告訴我，說要在你底書店裏添兩個學徒。我寫這封信舉薦我底好友王君做學徒。他是縣立初級中學畢業生。他底父親要他做個商人，他正在找一個相當的商店去學生意。他最願意做個書商，因為這樣他便可以同時做生意和讀書。你願意在你底書店裏用他嗎？

王君正是你所需要的人。在學校的時候，他擅長數學。他能寫中文和英文的商業函件。他曾在我們學校的消費合作社做了半年的事，人人都很滿意他。如果你肯給他一個位置，他一定很能幫你忙。

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## VII. 介紹保姆

MY DEAR AUNT,

The bearer of this letter is my nurse Mrs. Ching, whom I recommend to you as a nurse to my little cousin. You may have heard about her from my mother. She tended me since I was three years old, and, when I grew up, my younger brother was put under her care. Now there is no more little child in the family, I think

you will be glad to employ her, as somebody is needed to take care of my cousin.

Mrs. Ching is very careful and watchful over children in all their ways. She knows something about reading and writing. She is interested herself in children's games. I am ever grateful to her for the tender care she took of me and my brother. My cousin would be delighted to have such a good nurse.

Affectionately yours,

*Signature.*

.....

持信人是我底保姆秦氏，我這封信舉薦她作我表弟底保姆。你也許聽我母親說過她。自從我三歲的時候，她看護我；我長大的時候，她又看護我底小弟弟。現在家中沒有小孩了，我想我底表弟正需人看護，你必樂於用她。

秦氏對於小孩底各種習慣，都很小心在意。她也認識幾個字，能寫幾個字。她對於小孩的遊戲很有興趣。她對於我和我底弟弟的慈愛，是我永久感激的。我底表弟有了這樣的一個好保姆，他一定很快樂。

## VIII. 介紹書記

MY DEAR .....,

From your letter of 25 inst., I learned that you are in need of a copyist in your office. My friend Mr.

King, the bearer of this letter, is just the man you want. He has had a middle school education, and is specially good in Chinese and English. He writes a very good hand rapidly. To write one thousand words per hour is an easy thing for him. He is seeking for office-work and no such work suits him so well as yours.

Besides, he is an efficient typist. He learned it in the Shanghai Commercial School, and is able to do six pages in an hour. He was once a clerk in the Municipal Public Works Department and only left the service as a result of illness. Now he is completely recovered and will be glad to serve you, if you would employ him.

Sincerely yours,

*Signature.*

.....

接你本月廿五日來信，知道你底寫字間裏需要一位書記。持信人是我底朋友金君，他正合你底需要。金君受過中等教育，特別擅長中英文。他寫得一筆很好的字，而且寫得很快。他一點鐘寫一千字，很不費力。他正在找寫字間的工作，你底工作對他最為相宜。

除此以外，他還是一個打字能手。他在上海商業學校裏學得打字，每點鐘能打六頁。他曾在本市工務局裏做過書記，因病退職。現在他身體已完全復原了，如果你肯用他，他願意替你做事。



## IX. 介紹女同學爲圖書管理員

MY DEAR .....

The bearer of this letter Miss Yuan is a fellow-student of mine. She has just graduated from the junior middle school. Having no means to pursue further study, she is desirous to find employment in a library. As you are the director of the Municipal Library, perhaps you can give her some chance.

Miss Yuan is an industrious student and able worker. She has managed our school library with remarkable success for two years. Under her management everything is in good order. She is specially glad to work in a library, because she can spend her leisure hours in study. It would greatly foster her learning as well as her career, if you would give her employment. I will furnish you with any further information concerning her, which you may require.

Yours truly,

*Signature.*

.....

持信人袁女士是我底一個同學。她剛從初級中學畢業。因爲無力升學，她願意在一個圖書館裏任事。你是市立圖書館館長，或者能給她一個機會。

袁女士是一個用功的學生，並且是一個有才幹的辦事人。她管理我們學校圖書館，已有二年，成績極好。在

她管理之下，一切事物都很整齊。她特別願意做圖書館的事，因為她可以暇時讀書。如果你肯用她，那不但有益於她底前途，而且有益於她底學問。關於她的事，如果你要知其詳，我很願意告訴你。

## X. 介紹女友爲家庭教師

MY DEAR COUSIN,

Having heard that your father is looking about for a governess to teach your little sisters, I herewith recommend my friend Miss Han for the position. She has just finished her course in a normal school, and will take education as her life work. She is an advocator of the new method of teaching, which is still unpopular in our country. Fearing that she cannot carry out her plan in a school without obstacle, she wants to be a governess. Please ask your father to have her teach in your family. I am sure she will do a great deal of good to the little ones.

As a student, Miss Han has had three years' experience as a teacher in the Practice Primary School of the Normal School. She did wonderful work there. It was a great delight to watch her teaching those children. She was so tender and motherly that every child loved her. By her new method, the children learned their lessons rapidly and without any conscious

effort. Your sisters would enjoy the best education, if they are put under her care. I shall be very glad to give you more particulars about her, if required.

Yours affectionately,

*Signature.*

.....

聽說你底父親想找一位家庭女教師教你底小妹妹，我寫這封信舉薦我底朋友韓女士。她剛在師範學校畢業，擬以教育爲終身事業。她主張我國尙未通用的新教授法。她恐怕在學校任課，不能自由實行她底計畫，所以願意當家庭教師。請懇求你底父親讓她在你家教書。我相信她對於小孩子一定有很多的益處。

韓女士作學生的時候，她已在師範附屬小學裏有過三年的教授經驗。她底成績很可驚人。看她教那些兒童，真正有趣。她對兒童非常溫和，像個母親，所以兒童都愛她。她用新方法教課，兒童學得很快而且絕不覺費力。你底妹妹如果受她教訓，一定能得最好的教育。關於她的事，必要時我願意更詳細地告知你。



## 第九章 勸 戒

### I. 戒 交 損 友

MY DEAR .....

I am sorry to hear that you have contracted a friendship for Mr. B, who is notorious for his frivolity. I have known Mr. B and his family a long time. His father did not bring him up properly. Even in the primary school, he was allowed to be idle. Idleness, you know, is the workshop of all evils. He formed the habit of gambling. A great deal of money was lost in those games. When he came to middle school, his purpose was not to pursue his studies but to enjoy the immoral pleasures. He absented himself very often from school. After school, he was never found in his study room. He frequented all kinds of the resorts of pleasure. He cheated in examinations. He was over head and ears in debt. Many students have been corrupted by him.

You may imagine my surprise when I find you a constant companion to this wicked man. You may have been impressed by his agreeable manners and delightful conversation. But remember what Shakespeare teaches us that all that glitters is not gold. Under this captivating appearance, there is lurking a dangerous

villian. He is really a wolf in sheep's skin. Some day he will show his true self, and make you a victim as he has made such of others.

Moreover, a man is judged by the company he keeps. If you associate with good' men, you will be regarded as a good man too. If you make friends with bad ones, people will regard you as bad. As Mr. B's wickedness is known everywhere, I am afraid that you will find yourself shunned by the good and ruined by the friend you are blind enough to be on such intimate terms with.

It is never too late to mend. Begin from this hour to break off this dangerous friendship. Don't have anything to do with him any more. Don't think that you can hold your ground against temptation, once you have got into its midst. I hope you will show your moral strength in this matter.

Sincerely yours,

*Signature.*

聽說你同有名的輕薄之徒 B 君結交，我很覺得難過。B 君和他的家庭，我久已知道。他的父親教養他不得其道。在小學的時候，就許他遊惰。你曉得遊惰是衆惡之源。他養成賭博的習慣，輸了許多錢。他入中學的時候，他的目的不在求學，而在享些不道德的娛樂。他常常缺課。下課以後，他總不在自習室。他常遊各種娛樂場。他

考試作弊。他債臺高築。許多學生都被他腐化了。

當我曉得你永遠同這個壞人在一處，我的詫異可想而知。你也許爲他的巧言令色所感動。但是你記得莎士比亞所說的話：輝煌的東西未必都是金子。他外表雖然可愛，心裏卻是陰險。他實在是一個蒙了羊皮的狼。將來他會真形出現，把你做個犧牲品，也像他對別人一樣。

而且要斷定一個人的好壞，須看他所交的朋友。如果你同好人結交，人家就拿你當好人；如果你同壞人結交，人家就以你爲壞人。B君的奸惡，既是處處聞名，我恐怕你將來爲善人所避而爲你所濫交的朋友所誤。

改過總不嫌遲的。請自即時起，斷絕這種危險的友誼。以後不要再同他往來。不要以爲你一旦陷入誘惑而能抵抗。希望你在這件事上表現你的道德力。

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## II. 戒荒廢功課

**MY DEAR .....**

Yesterday I received a letter from your cousin, saying that you have recently spent more time in sports than in study. This news fills me with fear for your future. Let me speak on this subject at length.

Sports are important because they promote your health and teach you fair play. In so far as a sound mind is to be found in a sound body, they are useful and should



not be neglected. Sports are the means by which we can gain a strong body. But a strong body unguided by sufficient knowledge and a strong mind, is only a poor affair. You can be strong without going to school. The farmers and laborers are even stronger in body than most of the students. At school, the lessons are the first consideration and sports the second only. You should not prefer sports to lessons.

In considering the future of a student, the school subjects appear more important. After your graduation, you must find employment. What does the society demand? It wants clerks, good accountants, scientists, and so forth, but no sportsmen. It is the school subjects that prepare you for those callings, and not sports. What will you do after graduation, if you are good for nothing but sports? Is it wise for you to enjoy the present pleasure of sports at the expense of your future career?

Your family is not a rich one. They have pinched themselves to support you in school. They look to you for support after you have finished your education. You shall win bread for them. You cannot feed and clothe them by merely engaging in sports. Just think what a shame it would be that after graduation you should starve your family by your unemployment!

These are harsh words. But as we are intimate friends, I feel it my duty to speak plainly with you. You will excuse my warmth, when you consider how

important my subject is. I hope my harsh words will do you good. Listen to my advice. Play less and study more. You will never regret it.

Yours sincerely,

*Signature.*  
.....

昨日接你的表兄來信，說你的時間多用在運動而少用在讀書。這種消息使我對於你的將來很覺得憂慮。讓我對於這個問題詳細討論一下。

運動有益健康，並且養成公道心，因此是重要的。有健全的身體，然後有健全的精神，運動是有用的並且是不可忽略的。運動是強壯身體的手段。但是有強壯的身體而沒有充分的知識和堅強的精神指導它，也是不行的。你就是不入學校，身體也可以強壯。農人和苦力的身體比大多數學生都強壯。在學校裏功課是首要的，運動只是次要的。你不應當偏重運動而忽略功課。

論到一個學生的前程，功課更顯得重要了。畢業以後你一定要找事做。社會需要的是什麼？它需要好店員，會計員，科學家等等，但不需要運動家。預備你作這些職業的，是學校的功課，而不是運動。如果你除運動之外，一無所長，畢業後怎樣辦呢？你只顧目前的快樂，而犧牲你的前程，這是聰明人做的事嗎？

你的家道不算殷實。他們撐衣節食來供給你上學。他們希望你畢業以後養他們。你應當掙飯給他們喫。你



如果只是從事運動，必不能周全他們的衣食。如果你畢業以後沒有事做，使他們挨餓，你想可恥不可恥！

這是嚴重的話。但因我們是知己的朋友，我覺得應當赤裸裸地對你說。你想到我的題目的重要，便不會怪我動火了。希望我的話能有益於你。請聽我的勸告，少運動，多做功課。你將來決不會後悔的。

### III. 戒浪費

MY DEAREST .....

Your letter of the twentieth inst. caused me a great deal of uneasiness. You have in this short period of five months received two hundred dollars from me. Yet you are asking for more. I wonder how you have spent so much. For a middle school student I have thought one hundred and fifty is quite a liberal allowance for a term.

Do not think that my love of money makes me close-fisted with your education. On the contrary, I am ready to give all I have to secure you a proper education. But this does not mean that you should use your money carelessly. In putting you into a school, I want to make you a useful man, not a spendthrift. A spendthrift will always spend more than he has the ability to earn. He will have to do improper things to gain money or depend



on others for his livelihood. He will lose his self-respect and with it his honor. This is not what I expect from you.

You know when I was young your grandfather had no means to send me to school. I had to work. I have lived by the sweat of my brows. What little learning I have, I picked up for myself in my leisure hours, not from a school. Now after twenty years of hard labor, I become well-to-do, and am able to give you what I was unable to have in my youth. Think of this when you are about to spend your money. Remember how hard I have worked in order to support you. Thank your stars that you have the means to pursue your study at an age when your father was working in the farms. If you do this, you will use your money wisely.

I am not advising you to be a miser. Necessary things should be bought. Necessary expenses should be defrayed. But for a student, such things are not so numerous. Simple habit and frugal living are good qualities you should learn to cultivate. Extravagance could lead to nothing but evil.

Your affectionate Father,

*Signature.*

.....

你本月二十日的信使我很不安。你在五個月的短時間內，已從我這裏拿去二百元。但你還向我要錢。我不曉得你怎樣用了這許多。我想一個中學生，每學期有一百五十元也算很寬裕了。

不要以為我愛金錢，在你的教育上覺得吝惜。我不但不吝惜，而且願意盡其所有，使你受相當的教育。但是這不是說你應當亂用錢。我使你入學校，是要你做一個有用的人，不是要你去揮霍。習於揮霍的人，總是入不敷出。他不是作惡掙錢就是依賴別人為生。他會失去自重心，因而失去他的人格。這不是我所望於你的。

你曉得我少年的時候，你的祖父沒有力量送我入學校。我非做工不可。我總用血汗來掙飯喫。我所有的一點知識，都是從工餘之暇自己得來的，不是從學校得來的。做了二十年的苦工，我現在才得小康，能將我年青時候所不能有的給你。當你月錢的時候，不要忘記這一層。你要記住，我為供給你的原故，怎樣努力工作。在我耕田的年齡，你會有力量求學，這是你應當感謝你的命運的。如果你這樣想，你便不亂用錢了。

我並不是勸你做守財奴。必要的東西是應當買的。必要的費用是應當支出的。但是對於一個學生，這種事情並不多。你應當學着養成儉樸的生活習慣。奢侈不能生出好結果來。

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#### IV. 戒戀愛

MY DEAREST .....

I write in haste to express my concern on hearing that you have formed an attachment with your classmate,



Miss Chen. As love is a noble feeling and young people are specially susceptible to it, your attachment is but natural. Far be it from me to put obstacle in the way of anything that may bring you happiness. On the contrary, I will do what I can to promote it. But by happiness we do not mean some pleasant feeling for the time being, but something more permanent and solid.

You are only a middle school student as well as Miss Chen. Your sole business is to study your lessons for the preparation of a profession. Your future depends on your present hard work at the lessons. To do this you must avoid anything that may divert your attention or waste your time. Love is an absorbing emotion, it excludes every other consideration, it rivets your attention on the beloved object alone. I am afraid this will distract you from school work, and bring you no good.

I was a lover myself in my youth. I have seen in my life many young people in love. But I seldom had the pleasure of finding them happy after their marriage. Lovers live in an unreal world. As soon as they are married, the real business of this world soon brings them to their senses. What can they feel but disappointment? Disappointment brings in its train discontent, and discontent, misery. This is the natural result of marriage for love.

Yet I do not object to this kind of marriage, when the lovers are able to make a living. Enough



income to live on will take away a great deal of the misery and in time reconcile them to the life of reality. They can regain the happiness which seems to be lost in the beginning. Are you sure that you can win your bread after graduation? Can you enter a profession after you have spent your time in love-making instead of in your lessons? I will not venture to answer these questions.

Please consider what I have told you. Bring your common sense to bear on the course you are pursuing. I do not advise you to break off the attachment, if it will cause you pain. But prudence dictates that you should go no farther in this affair. I am waiting for an early reply.

Your affectionate Father,

*Signature.*  
.....

聽說你同你的同學陳女士戀愛，我很掛念，趕快寫這封信表示我的意見。愛情是高尙的，少年人特別容易有這種感覺，你的戀愛不足爲奇。只要能給你幸福的，我決不加以阻撓。我不但不阻撓，而且要加以提倡。但是所謂幸福，並不是暫時的歡樂，而是一種較永久較堅實的東西。

你同陳女士都是中學生。你唯一的任務是讀書，預備將來的職業。你的前途全靠你現在用功讀書。要用功讀書，你一定先要避去一切擾亂注意和浪費時間的事情。愛情是吸收全副精神的情緒，它使你不顧一切，將注意集

中於愛人。我恐怕這件事使你無心用功，結果對於你有損無益。

我年青的時候也戀愛過。我一生也見過許多的少年情侶。可是結婚以後很快樂的人卻很少見。情人的生活是在一個虛無飄渺的世界中。他們一結了婚，遇見這個世界的實際生活，便覺醒了。他們除了失望還有什麼感覺呢？失望繼之以不滿，不滿繼之以痛苦。這是戀愛婚姻的自然結果。

但是如果情人能謀獨立的生活，我對於這種婚姻也不反對。如果他們有充分的收入，痛苦便可以減少許多，他們可以漸漸滿意於現實的生活。他們可以恢復那起初似乎失去了的幸福。你對於畢業後的生活有把握嗎？你既將時間用在戀愛而不用在功課，你自信能得職業嗎？我不敢回答這種問題。

請將我所說的話加以考慮。請用你的常識來約束你的行爲。我不是勸你斷絕戀愛，如果這使你感覺痛苦。可是爲慎重起見，這件事不應當再進行了。我望你早作答覆。

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## V. 戒 悲 觀

MY DEAR .....

Your letter of the fourth alarmed me exceedingly. You have got the wrong point of view, so everything seems dark to you. Everything has two sides, one dark



and the other bright. If you look only at the dark side of things, naturally you fall into pessimism. Nothing seems worth while to you. Dissatisfaction fills up your mind. I am afraid this will lead to serious results.

I think this comes of your reading so much the works of Thomas Hardy. According to him, man is the puppet of Nature. We can do nothing as we like. Fate always meddles with our conduct and works against us. Before this inexorable power we are helpless. Each struggle on our part only plunges us the deeper into the snare fate has set for us. His theory is founded on a false philosophy and is only a poor guide to our life.

In this world we have successes as well as failures. Our daily experiences show that in most cases industry and bravery do result in success. For those who lack will power or ability we can with a degree of certainty predict their failure. It is not Nature but our own weakness, that is the cause of our misery. If we have only the will and the strength to sustain it, we can conquer anything. A brave and energetic man can achieve success in very unfavorable circumstances.

You see we need not despair of success. This world is at least one in which justice in a measure prevails. Though its dark side is not to be neglected, you can always gain hope and strength from its bright side. Therefore take courage and do your work as hard as possible. You will be rewarded with brilliant success.



I hope you will put aside Hardy's work, which is unwholesome for a young man. Read Dickens instead and you will find how good our world is.

Sincerely yours,

*Signature.*  
.....

你四日的來信使我非常驚慌。你的觀點錯誤，所以在你看來一切都是黑暗的。每件事有兩面，一面黑暗，一面光明。如果你只看黑暗一面，你自然要陷於悲觀。據你看來，事事都沒有價值，你滿心不快。我恐怕這種情形會生出嚴重的結果。

我想這是你多讀哈代的作品的结果。據他看來，人類是大自然的玩物。我們無論做什麼事，都不能如意。運命時刻干涉我們的行爲，時刻同我們作對。對於這個殘酷的勢力，我們是無可奈何的。我們越加反抗，我們落在運命的羅網裏也越深。他的理論根據不正確的哲學，不能爲人生的指南。

在這個世界上，我們固然有失敗，但是也有成功。由日常的經驗，我們看見勤勉和勇敢的人，在大多數情形之下，必歸於成功。至於意志薄弱或能力缺乏的人，我們可以多少斷定他們會失敗。使我們受苦的不是大自然，而是我們自己的弱點。祇要我們有意志和毅力，我們就可以戰勝一切。一個勇敢有爲的人，就是處在逆境，也可以達到成功。

你可知我們對於成功不必失望。這個世界至少是一個有公道的世界。它的黑暗方面雖然不可忽視，可是你總能從光明方面得到希望和力氣。所以請你鼓起勇氣盡力做事吧！你必能成功。

哈代的作品對於青年人有害，希望你拋開，改讀狄根斯的作品，那末，你就會看出我們的世界是一個何等的好世界。

## VI. 勸友人勿停學

MY DEAR .....

Your father told me that you are on the point of leaving school to study at home. This is a dangerous course for you to take. It may ruin your future. I hastily write this to offer my advice and hope you will alter your plan before it is too late.

The middle school is a place where you should learn common sense. It teaches you something about everything, so that you can be an intelligent man. Without this foundation you cannot go on with advanced study. You seem to have the idea that you can specialize in literature without a middle school education. You think you can be a writer by studying the old Chinese classics by yourself. You are mistaken. The modern world is an enlightened one. It demands common sense from its



writers. I don't think common sense can be acquired by burying yourself in the old Chinese classics.

Moreover, by studying solitarily at home you cannot make great headway even in Chinese writing. In the school you are guided by your teachers and stimulated by your fellow-students. You are pushed on without being aware of it. When those influences are withdrawn, you will find yourself deprived of the chief incentive to your work. You will study by fits and starts. The result being unsatisfactory, you will be disappointed. Then your resolution will break down and your study come to a sad end.

Chinese literature can be studied without leaving school. You can supplement your lessons by reading some classic authors yourself. Don't say that you cannot find time, for it is a poor excuse. For a man of will, time is always at his service. In this way you will do better in school than out of it.

Yours sincerely,

*Signature.*

.....

你的父親告訴我說，你正要離開學校，在家裏用功。你走的是一條危險的路，也許要誤了你的前途。我趕快寫信勸你，希望你早一點改變計劃。

中學是你學常識的地方。它每樣東西都教你一點，爲的是使你做一個有知識的人。沒有這個基礎，你不能



更進而求高深的學問。你似乎以爲沒有受過中學教育的人也能專攻文學。你以爲只要自己研究中國古文，你便可以做一個作家。你卻錯了。現代世界是一個開明的世界，現代的作家非有常識不可。只埋頭讀中國古文，我想不能得到常識的。

並且你自己一個人在家讀書，結果連中文也不會有長進。在學校裏有教師指導你，有同學刺激你。你不知不覺的便進步了。沒有這種勢力，你就失掉工作上最大的鼓勵。你在工作上就會或作或輟。結果不好，你就要失望了。你的決心就會消失，你的研究就會停止了。

你不離開學校，也可以學中文。你可以課外自己讀些古文。不必說你沒有時間，因爲這話不能替你解嘲。對於一個有意志力的人，時間總是聽他取用的。這樣一來，你在學校裏比在家裏好。

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## VII. 勸友人運動

MY DEAR .....

I am sorry to hear that you suffered from a severe cold, and hope you have got better now. You have worked so hard that you have had no time for exercises. This is harmful to your health and makes you a victim to the cold. If you do not take more exercises in the future, your health will get poorer day by day. The result will be fatal to you.

Do not think that time spent in exercises is wasted. Exercises invigorate the body and refresh the mind. After one or two hours of exercises you can study better. With a strong body you can keep on working without feeling fatigue. With a broken health your work will be interrupted from time to time by fatigue or sickness. You can make little progress in this way.

I am not advising you to devote all your time to exercises. I only mean that exercises are as useful and important as your lessons. You should not do the one to the neglect of another. My advice is that as soon as you are recovered, take at least one hour's exercise daily. Do not sit at your desk all day long any more. It will do you no good.

Sincerely yours,

*Signature.*  
.....

聽說你患重傷風，很覺不安，希望你現在好一點了。你太用功了，連運動的時間也沒有。這有害於你的健康，使你得傷風的病。如果你以後不多做運動，你的健康會一天壞似一天。結果對你一定很壞。

不要以為運動的時間是浪費的。運動能強壯身體，激發精神。運動一兩點鐘以後，你更能用功。身體強壯，你便能繼續用功，不覺疲倦。健康一失，疲勞或疾病就要常常阻礙你的用功。這樣，你就不能進步。



我並不是勸你將一切時間專用來運動。我以為運動和功課一樣有益和重要。你不應當顧此失彼。我勸你身體復原以後，每天至少運動一點鐘。不要再整天坐在桌旁，這對於你是有損無益的。

### VIII. 戒友人吸煙飲酒

MY DEAR .....

I am very ill at ease on hearing that you have fallen into the habit of smoking cigarettes and drinking strong liquor. It is known that they are harmful to those who are fond of them. To a youth like you, they have specially evil effects.

Smoking and drinking waste your time which should be used for worthier purposes. In these idle pleasures, you forget the passing of time. When you should engage in your studies and serious business, cigarettes and wine call away your attention and keep you insensible of your duty. This will result in idleness and poor work.

But their evil effect on your mind and body is more to be abhorred. They excite your nerves and put them into disorder. Once you have taken to smoke and liquor, they will grow on you so that they can hardly be got rid of. Your spirits will be depressed without the application of liquor and smoke. Ordinary life will be



distasteful to you. You will frequent the restaurants and bars to enjoy low pleasures. Your temper will grow violent. Many people have been ruined by such bad habits.

It is declared by famous doctors that the unwise use of strong liquor is one of the causes of madness. The wine injures the brain and by long continuance deprives the drinkards his reason. It is also found that many children born of drinkards are feeble-minded. You see the habit of drinking will not only injure yourself, but your offspring also. The cigarettes are no less harmful. According to a doctor, the poison in one cigarette is enough to kill a sparrow. Just imagine how your lungs will look after you have inhaled the poisonous smoke for many years. It is no wonder that the smokers are generally subject to violent coughs in their old age.

I hope you will break your bad habits at once when they are still new. Do not think they are of little account. In the long run they do a lot of harm. They work your destruction gradually so that you do not know it yourself. If you do not take care, you will be their slave forever.

Yours sincerely,

*Signature.*

.....

聽說你染上了吸煙飲酒的習慣，心裏很覺不安。人人知道嗜好煙酒的人必受煙酒的害。對於像你這樣的青

年人，它們的壞處尤其厲害。

吸煙飲酒把你應當做正事的時間荒費掉。只顧享這種無謂的娛樂，你會把時間忘掉。你應當讀書和做正事的時候，煙酒引去你的注意，使你不顧到應做的事。結果你成爲懶惰的人，工作不力。

但是煙酒在你的身體和精神上的害處更是可怕。它興奮你的神經，使你的神經失常。你一旦嗜好煙酒，便成爲習慣，很難戒絕。沒有煙酒，你的精神就頹喪起來。你就覺得普通生活乏味。你就會常到菜館酒肆去享低等的娛樂。你的脾氣變成暴躁的。許多人已經被這種壞習慣所誤了。

據名醫說，飲酒無度是瘋狂症的一個原因。酒傷腦筋，久而久之，飲酒的人就失去理性。又有人發現醉漢所生的兒童多爲低能兒。可見飲酒的習慣不但害你自己，也害你的子孫。紙煙的害處也不亞於酒。據一個醫生說，一支紙煙所含的毒素可以毒殺一隻麻雀。請想你吸了許多年的毒煙以後，你的肺變成什麼模樣。無怪吸煙的人到了老年總咳嗽得很厲害。

希望你乘着這個習慣新養成的時候，把它斷掉。不要以爲它們沒有多大關係。日子久了，它們有很大的害處。它們漸漸地毀滅你，連你自己都不覺得。如果你不小心，你將要永遠作他們的奴隸了。



## 第十章 慶 弔

### I. 賀友人畢業

MY DEAR .....

It is with great joy that I learned the news of your graduation. Let me congratulate you on your success. This year the municipal final examination is specially severe. Many of my schoolmates have failed in it. Even Mr. Wang, whom we have always thought a good student, got a zero mark for his mathematics. He has to be re-examined before he can get his diploma. What a lucky fellow you are to be able to pass the examination with honor!

Don't think I attribute your success entirely to luck. Luck we all may have, if we are industrious enough to take hold of it. God helps only those who help themselves. It is your industriousness that has won for you the honor.

Yours truly,

*Signature.*

.....

聽得你畢業的消息，我很快樂。讓我賀你底成功。今年本市畢業會考特別嚴格。我底同學有許多人落了



第。甚至我們總認為好學生的王君，也在算學上得了零分。他要補考過，才能得文憑。你竟能考得很好，你真是一個走好運的人。

請不要以為我將你底成功完全歸之於運氣。我們都會有運氣，只要我們很勤勉，能抓着它。天助自助者。替你博得光榮的還是你底勤勉呵。

## II. 賀友人結婚

MY DEAR .....

From your invitation card I learned that you are about to be married to Miss Chen. Allow me to offer you my best wishes for this happy union. Marriage is one of the most important things in life. As you have graduated from the university and are well established in your profession, your marriage will no doubt promote your success.

I was informed that Miss Chen is a well-educated lady, who has the Chinese classics on her finger ends. She will certainly be a great help in your professional work. I congratulate you all the more on your good choice of a life-partner.

I will attend your nuptial with pleasure.

Your affectionate Friend,

*Signature.*

.....

由你底請帖，我知道你將與陳女士結婚。讓我對於你幸福的婚姻道賀。婚姻是人生一樁最重要的事。你既在大學畢了業，在職業上位置又很好，婚姻一定可以增進你底成功。

聽說陳女士是一個飽學女流，擅長國學。她定能在你底職業上為助甚大。我更賀你善於選擇一個內助。

你行結婚禮時，我將欣然到場。

### III. 賀 生 日

MY DEAR .....

I know very well that today is your birthday. May you enjoy many happy returns of this day! Last year when we were in school together, we celebrated our birthdays with peanuts and candy. Now that you have left us, the good old days have gone with you. How we miss you here!

You are having new school-fellows and perhaps are passing your birthday with them. Don't you sometimes think of us? I am sure you prefer old friends to new ones. For old time's sake, write as often to us as you have time. Your old friends are longing for your information.

Yours truly,

*Signature.*

.....

我熟知今日是你底生日。我希望你能享很長的壽數！去年我們同在一個學校，我們遇到生日都用長生菓和糖果來慶祝。現在你去了，快樂的往日，也隨你而去。我們在這里何等的想念你。

你有了新同學，也許同他們一道過生日。你不有時候想到我們嗎？我相信你對於老友的情誼勝於新友。請你顧念舊時的情誼，有暇常寫信來。你底老友都在盼望着你底消息呢。

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#### IV. 賀 年

賀年的信，普通都用印好的卡片，只要填上發信人底名字，再加上一個信封；或連名字也印在上面，背面寫出收信人姓名住址，當作明信片寄出。形式如下：

*A Happy New Year*

FROM:

C. L. HWANG



恭 賀 新 禧

黃 × × 鞠 躬

*A Bright and Prosperous  
New Year*

FROM:

CHEN .....

恭 祝 快 樂 興 隆 的 新 年

陳 × × 鞠 躬

外國人大半信奉基督教，聖誕節在十二月廿五日，與新年相近，所以他們賀聖誕節時，連帶賀新年。中國人不必學他們。

賀年信也有用手寫的，似乎更鄭重一些。

MY DEAR .....

Pray accept my best and sincerest wishes for the New Year. I hope you will continue enjoying good health.

I should pay my New Year's greeting in person. But my father's letter urged me to go home, and I have to leave town in the beginning of the holidays. As soon as I come back, I will call on you.

Yours sincerely,

*Signature.*

.....

恭賀新禧。我希望你能永享健康之樂。

我原當親來拜年。但家父來信，催我回家，學校一放假我就要離開這裡。我回來即當造訪。

## V. 賀友人考入大學

MY DEAR .....

It is with the utmost pleasure that I learned your success in the entrance examination of the Peking

National University. Thousands of candidates from all parts of the nation took the examination and only two hundred have passed it with success. Just think how hard it is to enter this university.

It is natural that there should be a rush to this institution of learning. It is the best university in China. It has done us wonderful work in promoting science and literature. And for social and political reform, it has always given us leaders and guidance in the last twenty years. Let me congratulate you on your glorious success. I am sure you will be a great ornament to your university.

Truly yours,

*Signature.*  
.....

我聽見你考取了國立北京大學，很覺歡喜。投考人有幾千之多，而考取的只有二百人，這個大學入學之難，可以想見了。

人家爭着考入這個學府，這是自然之理。北大是國內最好的大學。它曾提倡文學科學，大有功於我國。並且關於社會上和政治上的改革，二十年以來，北大總是領袖和指導者。讓我賀你底光榮成功。我確信你必能替你們底學校增光。



## VI. 弔友人父喪

MY DEAR .....

I was informed by your friend, Mr. Chang, that your father had passed away on the twentieth of last month. This sad news has put me in full sympathy with you. Your father was an honorable man and tender parent. Everybody who has known him, must feel the great loss caused by his death.

Words of course cannot heal a wound of this sort. But let me hope you will moderate your sorrow on this sad occasion. Natural feelings demand a free outlet, but filial piety requires something harder. You are in duty bound to look to your own health and to take care of your family affairs. These would be impossible if you indulge your feeling.

Sincerely yours,

*Signature.*

.....

你底朋友王君告訴我，說你底父親於上月廿日逝世。這個不好的消息，使我十分同情你。你底父親爲人可敬，爲父仁慈。凡是認識他的，無人不惋惜他底死。

言語當然不能止住你底哀痛。但希望你節制你對於這不幸的事的悲哀。感情自然要發洩，但因爲孝道的原故，要做更難的事。你要珍重自己的身體，並且要料理家務，這都是你應盡的責任。假若你純任感情，這就不行了。

## VII. 慰友人落第

DEAR MR. ....,

What a surprise to me when the news came that you failed in the entrance examination of the Central University! You have always worked hard in school. In the municipal graduation examination, you have distinguished yourself with honor. Your failure is not your own fault, I am sure.

Examinations are at best a haphazard affair. They depend as much on chance as the lottery. The scholar who has real knowledge may fail in the examination, if chance is against him. Please don't take this to heart. But like Robert Bruce, get ready to try again. If chance does not favor you once, it will be brought round by your perseverance.

Truly yours,

*Signature.*

.....

消息傳來，知道你考中大失敗，不勝驚訝。你在學校總很用功。畢業會考，你也榮居前列。你底失敗，我以為不是你底錯處。

考試至多不過是一種碰運氣的事。它多靠機會同彩票一樣。就是真有學問的學者，如果機會不巧，也會失敗的。請你不必深憂。像 Robert Bruce 一樣，請再預備，再嘗試。只要你拿出毅力來，即使一次機會不順，將來也可以轉移的。

## VIII. 慰友人被盜

MY DEAR .....

From today's paper, I learned with dismay that two robbers broke into your house last night and carried away a lot of valuables and your brother to boot. This is too much. I wonder what the watchmen were doing. If they allowed this sort of thing to happen, I don't know what we have kept them for. Now that the mischief is done, I think they will do their utmost to discover the robbers and restore your property and your brother. Please don't be too much grieved.

Kidnapping and robbery are becoming a serious menace to society. In this city, there were no fewer than two hundred kidnapping cases for the last nine months. As for robbery, it is so common that not a day passes but we will read it in the newspaper. The taxpayers ought really to take some measure toward the betterment of this state of affairs.

Yours truly,

*Signature*

.....

看今天的報，知昨夜你家被劫，不但失去許多貴重物品，而且令弟被綁去。這真太難了。我不知道巡捕所司何事。如果他們讓這種事發生，我們養這班人做什麼？現在事已如此，我想他們應當盡力去緝捕強盜，追回失物，尋獲令弟。請你不必過憂。



綁票和搶劫已成爲社會之憂。本市在過去九個月中間，綁票案有二百件之多。至於劫案，非常普通，報紙上沒有一天不登載的。納稅人真應當設法改進這種情形。

## IX. 慰友人失業

MY DEAR .....

I am sorry to hear that you have lost your position in the City Bank. It is indeed a shame to throw a man of your ability out of employment, while so many incompetent men keep their places. The manager must be a blind man not to see your value. What a blow it will be to your family who look to you for support!

But don't be discouraged, my friend. The world will soon take notice of your worth and seek you out. In the advertisement of today's paper, a book-keeper is wanted by a cotton mill. Apply to the mill by letter, and I think they would be very glad to employ you. If I can in any way be of help to you, I will be always at your service.

Yours sincerely,

*Signature.*

.....

聽說你失去市銀行的位置，我心裏很難過。你這樣有才幹的人竟會失業，而許多無能之輩反保得位置，真是

可恥。那位經理必是有眼無珠，不識你底好處。你底家庭都仰仗你底贍養，這件事對他們是何等的不幸呵！

但是我底朋友！請你不要灰心。社會會注意到你底好處，尋你出來。今天報上有一個廣告，一個紗廠要請一個司賬。請致函該紗廠應徵，我想他們必樂用於你。如果我有可以幫你忙的地方，我永遠願意替你盡力。



## 第十一章 購買

這種信是商業函件，以簡明扼要爲貴。通信購買，普通信內都附有匯票，信內首需將此事敘明，再說出匯錢的數目。數目要用兩種寫法，連着寫出，以防錯誤或改竄。先寫出英文的數目字，再加上亞刺伯的數目字，亞刺伯的數目字要用括弧括起來，如廿五元應這樣寫：

twenty-five dollars (\$ 25.00)

最後說到你要買的東西。這裏要說得很明白，否則容易發生錯誤。

### I. 買書

KAIMING BOOK COMPANY  
FOOCHOW ROAD, SHANGHAI

DEAR SIRS:-

Enclosed please find a money order for eleven dollars (\$11.00), for which please send me one copy each of the following books:—

- (1) Lin Yutang's "Kaiming English Readers,"  
Book I, II, and III,
- (2) Yeh Shaw-chün's "Index of the Thirteen  
Classics," and



(3) Chow Wei-chung's "Kaiming Arithmetic."

Truly yours,

(Mr.) *Signature*

.....

上海福州路開明書店

諸位先生：

今寄上匯票一紙計洋十一元正，請將下開各書每種寄下一本。計開：

- (1) 林語堂編開明英語讀本，第一、二、三冊，
- (2) 葉紹鈞著十三經索引，
- (3) 周爲羣著開明算術教本。

假若你不寄匯票，你可照郵局代收貨價的辦法通信購買，但信內要寫明 by C. O. D. (Cash on delivery)，否則，收信的商店不管你底事的。

MESSRS. KELLY & WALSH, LTD.

NANKING ROAD, SHANGHAI

GENTLEMEN:

Please send me by C. O. D. one copy each of the following books:

- (1) Webster's "New International Dictionary," second edition,
- (2) Cambridge "History of English Literature," in 13 vols., and

(3) Cambridge "Modern History," in 15 vols.

Truly yours,

(Mr.) *Signature.*

.....

上海南京路別發洋行

諸位先生：

請照郵局代收貨價辦法將下開各書每種寄下一份。

計開：

- (1) 韋氏萬國大辭典，第二版，一冊。
- (2) 劍橋英國文學史十三卷。
- (3) 劍橋近代史十五卷。

II. 預約開明廿五史

DEAR SIRs,

Enclosed you will find a money order for forty dollars (\$40.00), being my subscription for the "Twenty-five Histories" published by your company.

Truly yours,

(Mr.) *Signature.*

.....

今匯上大洋四十元，預約貴局出版的廿五史一部。

## III. 又一封

DEAR SIRs,

I enclose in this letter a check for five dollars (\$5.00), being my first instalment of subscription for the "Twenty-five Histories" published by your company.

Truly yours,

(Mr.) *Signature*.

信內附有支票一紙，計洋五元，依分期付款法預約廿五史一部，此爲第一次付款。

## IV. 定報

THE NORTH CHINA DAILY NEWS

THE BUND

GENTLEMEN:

Enclosed you will find a money order for thirty dollars (\$30.00), for which please send daily to my address a copy of the "North China Daily News" for one year, beginning with the first of August.

Yours truly,

(Mr.) *Signature*.



外灘字林西報館

諸位先生：

今寄上匯票一紙，計洋三十元，定閱貴報一年，自八月一日起，請每日送到我底住址。

## V. 購 傢 具

DEAR SIR:

From what I saw yesterday in your shop, I find that your price for such furnitures is a little too high. The desk is rather old-fashioned. The chairs are not provided with cushions. The iron bedstead is rusty. They will fit nobody but a poor student like me. I will take them, if you can reduce the price by ten dollars.

Truly yours,

*Signature.*  
.....

據我昨天所見，我覺得你這種傢具底價目有點太貴。那張寫字檯是舊式的，椅子沒有椅墊，鐵牀是鏽的。這種器具，除了像我這種窮學生以外，沒有人適用。如果你能減去十元的價錢，我就買這些器具。

## VI. 定座位

ISIS THEATRE  
NORTH SZECHWAN ROAD

GENTLEMEN:

I am enclosing a five-dollar note, for which please send me two tickets reserving box seats for tomorrow evening.

Truly yours,

(Mr.) *Signature.*  
.....

北四川路  
上海大戲院

諸位先生:

今寄上大洋五元,請送下明日夜戲的戲券兩張,並代留兩個包箱座位。

## VII. 定牛奶

KIANGWAN DAIRY

GENTLEMEN:

Please deliver two half-pint bottles of your milk at 145 Shing-An Li, Kiangwan Road, every morning, before seven o'clock, beginning with March 1.

Yours truly,

(Mr.) *Signature.*  
.....

江灣牛奶坊

諸位先生，

請自三月一日起，每晨七點鐘以前送半品特裝牛奶兩瓶至江灣路新安里一百四十五號。

VIII. 買 雜 貨

WEI KANG BUTCHERY & GROCERY  
BUBBLING WELL ROAD

SIR:

Please deliver to my address immediately the following articles:

Beef steak	2 lbs.
Potatoes	4 lbs.
Leghorn eggs	2 doz.

Truly yours,

(Mrs.) *Signature*

靜安寺路

惠康牛肉雜貨店

執事先生：

請將下列各物即刻按址送下：

牛 排	兩 磅
馬 鈴 薯	四 磅
來 格 亨 雞 蛋	兩 打



## IX. 定製衣服

TI FOO GENTLEMEN'S TAILOR  
SZECHWAN ROAD

GENTLEMEN:

Will you please send a man to me next Sunday afternoon at four o'clock with samples of the coat as described on page twelve of your catalogue?

Yours truly,

(Mr.) *Signature.*

四川路  
狄福西裝店

諸位先生:

請派人於下星期日下午四時來敝寓，並帶貴店目錄第十二頁所述的上衣樣品來。

## X. 定艙位

TA TUNG STEAMSHIP CO.  
THE BUND

DEAR SIRs:

Please reserve a private cabin on board the Steamship Blue Bird, to sail for Hongkong on February

---

20, and inform me of the number at your earliest convenience.

Faithfully yours,

(Mr.) *Signature.*

.....

外灘大同輪船公司

諸位先生：

請代定二月廿日開赴香港之青鳥輪官艙一間，並趕快將房間號數見告。

