

一、名 词

1. 我们蝴蝶牌缝纫机畅销于世界市场

误: Our "Butterfly" Sewing Machinery has commanded a ready sale in world markets.

正: Our "Butterfly" Sewing Machines have commanded a ready sale in world markets.

说明: machinery 是机器的总称, 为不可数名词, 无复数形式。machine 是指具体的机器, 可有复数形式, 由此本句中应用 machine。类似的词有 equipment, 为不可数名词, 指装备; 但当它指具体的设备器材时为可数名词, 有复数。如: radio broadcasting equipments 为无线电广播器材。

2. 这些附件是金属制成的。

误: These accessories are made of metals.

正: These accessories are made of metal.

说明: metal 是物质名词, 只有单数形式。当它具有复数形式时, 是指各种各类的金属。例如下句中的“金属”应用 metals。

我们经营各种黑色金属。

We deal in ferrous metals.

类似的词还有 oil 油, oils 各种各类的油, tea 茶叶, teas 各种各类的茶叶, rice 米, rices 各种各类的米。

3. 请向我们提供你方最近市场报导。

误: Please provide us with the latest informations on the market at your end.

正: Please provide us with the latest information on the market at your end.

说明: information 为不可数名词, 无复数形式, 但可与表示量的短语用在一起。如: two pieces of information。同类的名词有 furniture 家具, three pieces of furniture 三件家具; paper 纸张, three sheets of paper 三张纸。

4. 你们的付款条件是什么?

误: What is your payment term?

正: What are your payment terms?

说明: terms 作“条件、条款”解, 总是复数形式, 动词应用复数。

5. 我们刚收到好几条兑换率波动的消息。

误: We have just received some news about the fluctuations of the exchange rates.

正: We have just received some pieces of news about the fluctuations of the exchange rates.

说明: news 是不可数名词, 具有复数形式, 但只用作单数。

如: 好消息源源不断而来。

Good news keeps pouring in.

几条消息该说成是: some pieces of news.

6. 我们能向你报 500 打男式衬衫。

误: We can offer you 500 dozens of men's shirts.

正: We can offer you 500 dozen of men's shirts.

说明: dozen 与数词或 many, several 等词连用时, 复数不加“s”, 但它作为复数形式时意为“几十”, “许多”。

英语商业书信中 常见错误分析

吴经熙

如：好几十年 dozens of years

许多人 dozens of people

7. 我们的旅行剪刀每盒装一打，每把剪刀用软纸包装。

误：Our trip scissors are packed in boxes of one dozen each. Each scissor is wrapped in soft paper.

正：Our trip scissors are packed in boxes on one dozen each. Each pair of scissors is wrapped in soft paper.

说明：scissors 用复数形式，一把剪刀是 a pair of scissors，每把剪刀是 each pair of scissors.

8. 请向我方报盘，说明规格与包装。

误：Please make us an offer, indicating specification and packing.

正：Please make us an offer, indicating specifications and packing.

说明：当 specification 作为“规格”，“明细单”解时，常用复数形式。

9. 至于出运日期，我们与你方代表有不同的看法。

误：As for the date of shipment, we had views different from your representative.

正：As for the date of shipment, we had views different from your representative's.

说明：本句汉语中，在“你方代表”后面省略了“…看法”。在英语中，一个名词所有格所修饰的词如果前面已提到过，为避免重复，往往可以省略；但是名词所有格不能省略，因此必须说：your representative's.

10. 鉴于你公司已与我们做了二年半的生意，我们会向你报最优惠的价。

误：Since your company has done business with us for two and half a year, we'll send you the most favourable offer.

正：Since your company has done business with us for two years and a half, we'll send you the most favourable offer.

说明：“半小时”、“半年”、“半个月”应是 half an hour, half a year, half a month.

一个半或一个半以上的“半”应是“—and a half”.

例如：一吨半 one ton and a half (one and a half ton)

三年半 three years and a half

五天半 five days and a half

二个半月 two months and a half

二、代 词

1. 我们的产品比他们的好。

误：Our products are better than them.

正：Our products are better than theirs.

说明：误句中 them 是代词 they 的宾格。than 是连接词。此处应用名词型的物主代词 theirs = their products.

2. 我们产品的质量比他们的好得多。

误：The quality of our products is much better than their products.

正：The quality of our products is much better than that of their products.

说明：在误句中，主语是 quality，而从句的主语却是 their products，比较的事物不一致。因此正句的从句中应加上 the quality。为避免重复，用代词 that 代表前面提到的 the quality；但须注意，如主句的主语为复数，那就应用 those 来代替。

如：你方商品的价格比我们的高。

The prices of your commodities are higher than those of ours.

3. 我方想借此机会向你大量订购。

误: We wish to avail myself of this opportunity to place large orders with you.

正: We wish to avail ourselves of this opportunity to place large orders with you.

说明: 主语为 we 反身代词也应用复数 ourselves.

4. 五月份交货不可能, 因本月份无直达船, 这就是我们的难处。

误: May delivery is impossible for there is no direct steamer this month. This is our problem.

正: May delivery is impossible for there is no direct steamer this month. That is our problem.

说明: 对前面提到的事, 汉语中用“这”来表示, 而英语中常用 that (those) 来表示。

5. 货到目的地时, 我们发现没有一箱是完整的。

误: When the goods arrived at the destination, we found no boxes in good condition.

正: When the goods arrived at the destination, we found none of the boxes in good condition.

说明: none 与 no 都作“没有……”解, 但是 none 往往有一定的范围, 如正句中 none of the boxes 指的是到达目的地的这批货, 误句中的 no boxes 就没有这种限制。类似的还有 any—, any of—。

如: 你若对其中任何一种产品有兴趣的话, 请即告之。

If you are interested in any of the articles, please let us know

without delay.

汉语中“其中任何一种”是指在一定范围内的任何一种, 因此应用 any of the articles.

any article 只表示“任何一种”。

6. 这是展出我们棉布呢绒商品的纺织品馆。

误: This is the Hall of Textiles, which our cotton and wollen piece goods are displayed.

正: This is the Hall of Textiles, where(in which)our cotton and wollen piece goods are displayad.

说明: which 是关系代词。在误句中代 Hall, 因此应在前面加上 in 成为 in which = in the Hall of Textiles. where 是关系副词。也可用来引导定语从句修饰主句中表示地点的名词, 正句中的 where 表示 in the Hall of Textiles = in which.

7. 这是你们上次来参观过的样品间。

误: This is the sample room where you visited last time.

正: This is the sample room which you visited last time.

说明: 关系副词往往用来引导定语从句, 但应视具体情况而定。本句中的谓语动词 visited 是及物动词, 就须用关系代词 which 来引导从句, 并作 visited 的宾语。

8. 请让我们知道哪种是你方最畅销的丝巾。

误: Please let us know that what is your best-selling silk scarf.

正: Please let us know what is your best-selling silk scarf.

说明: what = the thing which, what 起连接从句的作用。它本身又是从句中的宾语, 此句中 that 是多余的。

9. 如蒙早复, 不胜感激。

误: We should appreciate if you

would let us have an early reply.

正: We should appreciate it if you would let us have an early reply.

说明: 正句中 it 为习惯用法, 汉语中表达不出来, 但在英语中却不能省去, 因为 appreciate 是及物动词, 需要一个宾语。it 就是它的宾语。

10. 我方同意你方五月十七日来函中提及的条款。

误: We agree to your terms mentioned in your letter of May 17.

正: We agree to the terms mentioned in your letter of May 17.

说明: 从汉语角度理解当然是“你方的条款”, 但在英语中应用定冠词代替物主代词。

又如: 我们所订的货
the(不是 our) goods ordered by us.

我们即将生产的新品种
the(不是 our) new model we shall produce shortly.

三、冠 词

1. 我们收到了来自美国出口商的几封报盘信。

误: We have received several offers from United States of America.

正: We have received several offers from the United States of America.

说明: 由普通名词和另外一些词构成的专有名词前一般要加定冠词。

又如: 中华人民共和国 the People's Republic of China.

苏联 the Soviet Union.

联合王国 the United Kingdom.

用专有名词作国家名称, 一般前面不用冠词, 但也有例外。

如: 苏丹 the Sudan.

菲律宾 the Philippines.

荷兰 the Netherlands. (如用 Holland, 则前面不用定冠词)

2. 货物通常在信用证到达后二星期内出运。

误: The shipment is often to be made in two weeks after receipt of your L/C.

正: Shipment is often to be made in two weeks after receipt of your L/C.

说明: 抽象名词或物质名词用来表示一般概念时通常不加定冠词, 但是当它们表示一特定内容, 特别是当它有一限制性定语修饰时常须加定冠词。

如: 请尽快装运第 145 号订单项下的货。

please effect the shipment of Order No. 145 as soon as possible.

类似的例子还有:

按成本加运费达成的交易是应由买方投保保险。

Insurance has to be made by buyers for C&F transactions.

此句中 insurance 表示一般概念, 无须用定冠词。

我们收到你方六月二十三日来函询问有关你订货的保险问题。

we have received your letter of June 23rd, enquiring about the insurance on your order.

此句中的 insurance 表示特定的“你订货的保险”, 须用定冠词。

3. 哪一种更耐用一些, 型号 111 还是 121?

误: Which is more durable, Model No. 111 or No. 121?

正: Which is the more durable,

Model No.111 or No.121?

说明：形容词比较级前定冠词不可省。

另外定冠词还应用于以“of—”短语来表示范围的形容词比较级句子中。

如：就质量而论，二者之中还是这种比较好。

So far as quality is concerned, this is the better of the two.

4. 我们高兴地把样品寄给你。

误：We have the pleasure in sending you the samples.

正：We have the pleasure of (have pleasure in) sending you the samples.

说明：正句中 have the pleasure of 与 have pleasure in 这两个词组在汉语中都表示“高兴地”去做某事。pleasure 前用了定冠词则后接“of—”短语，如不用定冠词后接“in—”短语。另外它们后面又都可接不定式“to do—”短语。

5. 我们已为你们订妥了东风号轮的舱位。

误：We have booked the space for you in “East Wind”.

正：We have booked the space for you in the “East Wind”.

说明：轮船名字前应用定冠词，但如果前面有了 S.S. 那定冠词可省略。

6. 我们核对了条款的数字，无误。

误：We have checked the number of the items and found the same correct.

正：We have checked the number of the items and found same correct.

说明：按语法 same 前面应用定冠词，但在商业书信中可省略。same 作代词(不规则的用法)，在现代书信中已出现不多。

7. 我们能向你供应工业化学品。

误：We are in the position to supply you with industrial chemicals.

正：We are in a position to supply you with industrial chemicals.

说明：in a position to 是短语不用定冠词

8. 这二箱货发错了。

误：These two cases were sent by a mistake.

正：These two cases were sent by mistake.

说明：by mistake 是短语，前面不用定冠词。不用定冠词的短语还有：生效 take effect

收到 in receipt of

9. 我们须以保兑的不可撤销的信用证付款。

误：We require payment by a confirmed and irrevocable L/C.

正：We require payment by confirmed and irrevocable L/C.

说明：有关付款条件，前面往往冠词可以省略。同样在“折扣”、“佣金”前面不定冠词“a”可放，可不放。

如：如数量超过 500 打，我们可以给你 2% 的折扣。

If your quantity is over 500 dozen, we can give you (a) 2% discount.

10. 我们注意到在前信中你提到了交货期。

误：We note that in your previous letter you made the mention of the time of delivery.

正：We note that in your previous letter you made mention of the time of the delivery.

说明：短语 make mention of 作“提及”解。不用定冠词，但是 at the mention of 短语中的定冠词却不可省，它作“在提到……时”解。