

# 英语商业书信中常见错误分析(续上期)

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## 四、动 词

### (一) 时态

1. 我们从八月廿三日来信中注意到你方欲购买我们的染色灯芯绒。

**误:** We noted from your letter dated August 23rd that you are in that market for our Dyed Corduroy.

**正:** we note from your letter dated August 23rd that you are in the market for our Dyed Corduroy.

**说明:** 虽然 note 的行动发生在写信前,但在商业写信中为使句子生动自然,通常用一般现在式来代替过去刚发生的动作。

2. 兹附上我们所经营的商品名单一份供你参改。

**误:** We shall enclose a list of the commodities we handle for your reference.

**正:** We enclose(are enclosing) a list of the commodities we handle for your reference.

**说明:** 当你写这句话时,信还未寄出。为使语言更有力,用一般现在式代替将来式。有时为了强调 enclose 的动作也可用现在进行式。

3. 如果情况好转,我们当立即与你联系。

**误:** If conditions will improve, we shall contact you without delay.

**正:** If conditions improve, we shall

contact you without delay.

**说明:** 在表示将来的条件与时间状语从句中 If..., When(As soon as)..., 用一般现在式代替将来式。又如,当业务发展到我们双方都感到满意时,我方将再次来谈论此事。

We shall revert to this matter when (as soon as) business develops to our mutual satisfaction.

4. 我们不知道他们是否会考虑分批装船。

**误:** We don't know if they consider partial shipment.

**正:** we don't know if they will consider partial shipment.

**说明:** 此句中的“if”所引导的名词从句作“whether”解、因此在从句中还是应用将来式。

5. 我们已于五月卅日回复了你方五月十六日有关上述事件的来函

**误:** We have already replied on May 30 to your letter of May 16 on the above subject.

**正:** We replied on May 30 to your letter of May 16 on the above subject.

**说明:** 发生在过去某一特定时刻的动作应用一般过去式,不能因为汉语中出现了“已”或“曾”等就用现在完成式。

6. A.B.C.公司今年已向~~我们~~订购了两批货。

**误:** A.B.C. Company placed two orders with us this year.

**正:** A.B.C. Company has placed two orders with us this year.

**说明:** 本句中的时间副词 this year 包括了“目前为止”虽然 placed 的动作已于过去完成, 仍用现在完成式。

7. 他们开始进口无线电已有一年多了。

**误:** They have started to import radio sets for more than a year.

**正:** It is more than a year since they started to import radio sets.

**说明:** start 是终止性动词, 表示一个短暂的动作, 因此不能与表示延续时间的短词 for more than a year 连用。

8. 有关我货的质量, 用户们答应给我方一个确切的回答

**误:** As for the quality of our product, the users are promising to let us have a definite reply.

**正:** As for the quality of our product, the users promise to let us have a definite reply.

**说明:** 动词 promise 本身就含有所指状态的继续一般不需要用进行式了。

## (二) 语态

1. 损坏是在运输途中发生的。

**误:** The damage was happened in transit.

**正:** The damage happened in transit.

**说明:** happen 为不及物动词, 没有被动语态。类似的动词还有: occur, miscarry 等。

例: 如发生破损你方必须完全负责。

If breakage occurs, you will have to take up the whole responsibility.

我们的信很可能误投了。

Most probably our letter has miscarried.

2. 你方订单会得到我方即刻的关注。

**误:** Your order will be received our prompt and careful attention.

**正:** Your order will receive our prompt and careful attention.

**说明:** 本句中, 学生往往用被动语态, 因为他们认为“订单”不能主动得到“我方即刻的关注”的是人使它得到的但在英语里习惯上用主动。此句中的 receive 实际上有 have 之意, 如果我们翻译时换个动词 give, 那就应用被动语态了成为: Your order will be given our prompt and careful attention.

经常在商业书信中出现的类似的动词还有: follow, read, find, enjoy, fetch 等。

例: 如价格合理, 大笔订货将接踵而来。

If prices are reasonable, substantial orders will follow. (而不是 will be followed)

电文如下:

The cable reads(而不是 is read) as follows:

由于价廉物美, 经久耐用, 该货在我市场畅销。

The product will find (而不是 will be found) a ready market here because it is reasonable in price, fine in quality and durable in use.

中国丝绸在世界市场上享有良好声誉。

Chinese silk enjoys(而不是 is enjoyed) a good reputation in the world market.

厂方的质量方面作了改进, 因此他们的产品可以卖得好价。

As the manufacturers have made improvement in quality, their products

fetch (而不是 are fetched) a good price.

### (三) 情态动词

1. 由于本月份无直达船到你港口, 为此请你延长信用证有效期。

**误:** As there is no direct steamer for your port this month, we shall request you to extend the validity of the L/C.

**正:** As there is no direct steamer for your port this month, we would request you to extend the validity of the L/C.

**说明:** 本句的汉语有因客观上的困难非常委婉地向对方提出请求的意见, 因此用情态动词 would 来表示。

2. 一旦合约签订, 双方都应遵守。

**误:** Once a contract is signed, both parties will abide by.

**正:** Once a contract is signed, both parties shall abide by.

**说明:** 情态动词 shall 用于第三人称表示一种义务来执行条约中所订的规定。

3. 我们感到惊奇有关信用证竟然还未开到。

**误:** We are surprised that the relative L/C has not arrived.

**正:** We are surprised that the relative L/C should have not arrived.

**说明:** “情态动词 + 动词完成式”构成谓语表示惊讶之意。误句中 has not arrived 仅表示“还未到达”, 原文是“竟然还未开到”应用 should + have not arrived 来表示。除此之外, 这种谓语形式还可表示原来应做到但实际上没有做到之意。如下例:

所订之货本该在六月底以前装船, 但我方迄今仍未得到你方究竟在什么时候能交货的确切音信。

The ordered goods should have

been shipped before the end of June. But so far we have not had any definite information from you as to when we may expect delivery.

4. 请告之所需数量以便我们为你保留存货。

**误:** Please let us know the quantity you require so that we shall reserve the stock for you.

**正:** Please let us know the quantity you require so that we may reserve the stock for you.

**说明:** so that 引起的状语从句表示目的在英语中通常用 so that we may... 来构成谓语。

5. 我们建议你方代表于四月份访华。

**误:** We suggest your representative will visit China in April.

**正:** We suggest your representative (should) visit China in April.

**说明:** 在 suggest 后面的宾语从句中应用 should。而且通常 should 是省略的。类似的动词有 demand, propose, insist 等

例: 我们坚持用信用证付款。

We insist the payment (should) be made by L/C.

我们建议你们把请帖寄给我们伦敦的总公司。

We propose that you (should) send the invitation card to our Head Office in London.

6. 但是我们会记住你的需要。一等供应情况好转, 立即与你方联系。

**误:** We shall, however, bear in mind your requirements and shall contact you as soon as the supply position improves.

**正:** We will, however, bear in mind your requirements and shall contact you

as soon as the supply position improves.

**说明：**will 用于第一人称表示意愿与决心。

7. 如蒙立即航寄样品，我们当不胜感激。

**误：**We shall appreciate it if you airmail the samples.

**正：**We shall appreciate it if you will airmail the samples.

**说明，**在 if 从句中应用现在式代替将来式，但在此句型中 will 是情态动词表示说话者婉转客气的语气也有愿意的含义，注意：如果主句中用了 should 即从句中也相应地用 would，也就是说本句也可写成：

We should appreciate it if you would airmail the samples.

#### (四)不定式

1. 天气的突变使我们推迟了出运。

**误：**The sudden change of weather made us to delay the shipment.

**正：**The sudden change of weather made us delay the shipment.

**说明：**在 make 后面复合宾语中的不定式符号“to”可以省略，相同的动词有 let, see, hear 等。但是 make 如用于被动语态，那后面的不定式符号“to”不能省去。

**例：**产品的规格必须满足用户的需要。

The specifications of the products must be made to satisfy the users' requirements.

2. 由于销售季节已来临，我们奉劝你方不要迟迟不寄订单。

**误：**As the sales season is coming, we wish to advise you don't be late for sending your orders.

**正：**As the sales season is coming, we wish to advise you not to be late for

sending your orders.

**说明：**advise you 后面跟的不是直接引语，而是动词不定式的否定形式。因此不能用 don't be late 结构应用动词不定式的否定形式。not to be late.

3. 因目前存货有限，你方最好尽早订购。

**误：**Since the supply is at present very limited, you had better to order early.

**正：**Since the supply is at present very limited, you had better order early.

**说明：**had better 为惯用语后面跟动词原形，不用动词不定式符号“to”。相同的短语有 cannot but.

**例：**在此情况下，我方不得不要求货物在香港转船。

Under such circumstances, we cannot but ask you to tranship the goods at Hong Kong.

4. 我们已多次提醒你速开信用证。

**误：**We have repeatedly reminded you of opening the relative L/C at once.

**正：**We have repeatedly reminded you to open the relative L/C at once.

**说明：**to remind sb. to do sth. 表示提醒某人关于某事。提醒某人去做某事应用 to remind sb. to do sth.

5. 我们遗憾目前不能增加供应。

**误：**We regret our inability of increasing our supply for the moment.

**正：**We regret our inability to increase our supply for the moment.

**说明：**在 ability 或 inability 后面常接动词不定式作定语来表示“有做某事的能力”而不用“of...”短语。

6. 现寄上第 205 号销售合约一式二份，其中一份请签署后寄回给我们存档

**误：**We are sending you our S/C

No.205 in duplicate, a copy of which is to counter-sign and return for our file.

**正**, We are sending you our S/CNo. 205 in duplicate, a copy of which is to be counter-signed and returned for our file.or: We are sending you our S/C No. 205 in duplicate, a copy of which please counter-sign and return for our file.

**说明**: 误句中引起定语从句的 which 是指 S/C No. 205 如把 which 做从句中的主语那谓语句应用不定式被动语态、或者把 which 做从句中的宾语, 谓语动词可用不定式的主动语态。

又见下例:

我们被邀请参加广交会, 感到很高兴。

We are glad to be invited to attend the Kwangzhou Fair.

由此可见, 如不定式逻辑上主语是它所表示的动作的承受者, 这时应用不定式的被动语态, 反之, 则用主动语态。

7, 我们很高兴已与你们达成了许多交易。

**误**: We are glad to conclude many transactions with you.

**正**: We are glad to have concluded many transactions with you.

**说明**: 不定式所表示的动作在谓语所表示的动作之前发生那不定式应用完成式, 本句中“已与你们达成了许多交易”发生在“we are glad”之前, 故应用不定式的完成式。

同样的例子:

破坏似乎发生在运输途中。

The damage seemed to have happened on route.(to have happened 发生在 seemed 之前)

很抱歉给你方带来了诸多不便。

We are sorry to have given you much inconvenience.(to have given 发生在

We are sorry 之前)

### (五)动名词

1. 我们的非洲客户习惯于用人民币做交易

**误**: Our customers in Africa are used to do business in terms of RMB.

**正**: Our customers in Africa are used to doing business in terms of RMB.

**说明**: to be used to 是指某人已适应某项事物 to 是前置词, 后接名词或动名词。used to 是表示过去经常反复的动作 to 是不定式。

比例下例子:

我们过去常以纸盒包装货物。

We used to pack the goods in cartons.

我们厂方习惯于木箱装货。

Our manufacturers are used to packing the goods in wooden cases.

2. 你要的品种已停止生产。现以极相似品种代替。

**误**: They have stoppped to produce the article you want.Now we offer you a similar one instead.

**正**: They have stoppad proucing the article you want.Now we offer you a similar one instead.

**说明**: stop 后面可接动名词做宾语, 也可用不定式做宾语, 但意思不同。stop to produce 表示“停下来去生产”, stop proucing 表示“停止生产”

3. 我们记得曾给你寄过一份现行的价目单。

**误**: We remember to have sent you a copy of our current price list.

**正**: We remember having sent you a copy of our price list.

**说明**: remember 后面如用动名词则表

示“记得曾做过某事”指过去的动作。如后接不定式“表示“记住去做某事”指将来的动作。

试比较下例句子。

报价时请记住指明装运日期

Please remember to indicate the date of shipment when quoting.

类似的动词还有: forget

你方忘了把所需数量告诉我们。

You forgot to inform us of the quantity you require.

(后接不定式意思是“忘了去做某事”)

我们忘了曾寄过请贴给你们。

We forgot having sent you an invitation.

(后接动名词意思是“忘了曾做过某事”)

4. 我们盼望收到你方早日答复。

误: We anticipate to receive your early reply.

正: We anticipate receiving your early reply.

说明: 在动词 anticipate 后面一般只接动名词做宾语, 相同的动词还有 suggest, avoid, consider 等

例: 如大量订购我们可以改虑减价1%。

If you place large orders, we may consider reducing the price by 1%.

我们建议友好地介决争端。

We suggest settling the case amicably.

请及时开证避免运期的延迟。

Please open the L/C in time in order to avoid delaying the shipment.

5. 及时装运是你方的责任。

误: To ship the goods in time is your duty.

正: Shipping the goods in time is your duty.

说明: 动名词是用来指明一般情况的,

本句汉语中“及时装运”是指一般概念应用动名词, 如果指的是具体的某次订货, 那就应用不定式。如下例:

六月份出运所订之货是不可能的

To ship the ordered goods in June is impossible.

## (六) 分词

1. 如要提前出运, 应先通知生产订货的工厂。

误: If you want to advance the shipment, you have to inform the factory produced the ordered goods.

正: If you want to advance the shipment, you have to inform the factory producing the ordered goods.

说明: 误句中分词“produced”所修饰的是工厂, 而工厂是“生产”的逻辑主语, 应是主动的。必须改用现在分词“producing”。

2. 我们对你方展出的商品有兴趣。

误: We are interesting in your products on display.

正: We are interested in your products on display.

说明: 汉语中“我们的兴趣”是受展出的商品所引起的, 因此当“我们”做主语时应用过去分词 interested 来表示 而 interesting 是令人感兴趣之意试比较下例句子:

这种新的传统商品令人感兴趣。

This kind of new traditional article is interesting.

类似的词有: exciting 令人激动的; excited 激动的; surprising 令人惊奇的; surprised 惊奇的; satisfying 令人满意的; satisfied 满意的。

例: 我们对你方货物的质量感到满意。

we are satisfied with the quality of your goods.

我们惊奇地获悉你方未能按照我方指示

执行订单。

We are surprised to learn that you have not executed our order in accordance with our instruction.

3. 你公司可否经常供给我们金星牌电视机, 比如说, 每月 1,000 架?

**误:** Can your Corporation keep us regularly to supply with "Golden Star" TV Sets, say, 1, 000 sets each month

**正:** Can your Corporation keep us regularly supplied with "Golden Star" TV Sets, say, 1,000 sets each month?

**说明:** keep 后面常接分词构成复合谓语, 而不接动词不定式。本句中 us 与 supplied 之间的关系是被动的因此用过去分词

又如: 价格一有任何变动, 我当随时通知你方。这是我们的常规。

It has always been our practice to keep you informed of any changes in price.

4. 我们可以接受 60 天期的信用证付款。银行利息由你们负担。

**误:** We can accept payment by L/C at 60 days sight with bank interest

to be born by you.

**正:** We can accept payment by L/C at 60 days sight with bank interest to be borne by you.

**说明:** born 和 borne 的原形动词是 bear, 但前者是作“出生”解。例如, 我出生在上海。I was born in Shanghai. 后者才是作“负担”解。

5. 由于驶往你港口直达船为数既少, 间隔又远。我们常常得经由香港运出。

**误:** As direct steamers to sail for your port are few and far between, we have to ship via Hongkong more often than not.

**正:** As direct steamers sailing for your port are few and far between, we have to ship via Hongkong more often than not.

**说明:** 正句中“sailing for your port”是分词短语用来修饰 steamers 其中 sail 又是不及物动词, 因此应用现在分词短语作定语来表示经常性的动作。如果用不定式“to sail”作定语, 一般来讲是表示一个未来的动作。

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资法》、《约旦哈希姆王国公司法》、《公司章程》、《外商活动控制条例》、《自由区公司法》等。事实上, 对这些法规的了解, 已使你懂得如何开展对约贸易工作。

再次, 如有可能, 可以考虑在约旦设立常驻贸易机构。如能在约率先设立商业机构, 将会大大增加所属公司或企业的竞争能力, 并扩大在约的影响, 直接促进贸易活动的充分展开。不但能使原有产品得到进一步巩固和发展, 而且能使我国更多的产品, 包括根据当地需求开发的适销对路新产品得到迅速发展。不过在考虑此事时, 务请注意约《外国经营业务控制条例第 3(6) 条和防卫条

例 1978 年, NO.51 规定: 完全是外国经营的公司只能是那些从事工业、旅游和旅游服务业的公司。根据这一法律规定, 要设立以赢利为目的的贸易机构, 还有些登记注册的技巧需要研究和解决。

最后, 每年在适当的时候派遣贸易小组开展推销活动和市场调研是十分必要的。小组的活动不能局限于推销, 更重要的任务是摸清产品更新换代的趋势, 以及新产品的开发。用推销活动后取得的资料, 改进产品, 调整价格, 理顺销售渠道和制定下一步发展计划。