

英语商业书信中常见错误分析

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形容词与副词

1. 两国的贸易代表团昨日在广州相会并举行了友好的谈判。

误: Trade delegations from two different countries met in Guangzhou yesterday and talked friendly.

正: Trade delegations from two different countries met in Guangzhou yesterday and had a friendly talk.

说明: 不是所有以“ly”结尾的字都是副词。friendly 是形容词。

2. 令人遗憾的是我们多次磋商均未能达成交易。

误: It is regretful that we were unable to close the business in spite of our repeated negotiations.

正: It is regrettable that we were unable to close the business in spite of our repeated negotiations.

说明: regretful 与 regrettable 都是形容词, 但是 regretful 词义是“遗憾的”主语一般是人, 所以应该说: We are regretful.... regrettable 词义是“令人遗憾的”主语一般是某件事, 所以应该说 It is regrettable.... 或作定语修饰名词: a regrettable loss, a regrettable fact 等。

3. 我们必须采取有效措施以改善包装。

误: We must take efficient measures to improve packing.

正: We must take effective measures to improve packing.

说明: efficient 是“高效率的”常用于人, 如 an efficient salesman; effective 是“有效的”, 如 effective medicine.

4. 价格听来是合理的, 但料子摸上去不大柔软。

误: The price sounds reasonably but the material doesn't feel softly.

正: The price sounds reasonable but the material doesn't feel soft.

说明: sound, feel, taste, smell, look 等词可用作联系动词, 后面接形容词作表语, 不接副词。

5. 我们遗憾目前很难增加供应。

误: We regret that we are difficult to increase our supply for the moment.

正: We regret that it is difficult for us to increase our supply for the moment.

or: We regret that we are unable to.....

说明: 形容词 difficult 的意思是 not easy. 主语一般为事物。如果一定要表示“某人有困

难做某事可用”“It is difficult for sb.to do sth.....”这类句型,但当它作为“不易取悦的”解时,主语可以是人。例如,他是个很难相处的人。He is rather difficult to get on with. 同样用“It is impossible for us..来表达“我们不可能……”而不能说“We are impossible.....”

6. 当收到你方来电时,你们所订的货已于三天前运出了。

误: When we received your cable, we had shipped your ordered goods two days ago.

正: When we received your cable, we had shipped your ordered goods two days before

说明: ago 是表示从现在算起若干时间以前,一般与过去式连用,如表示过去某个时间以前,应用 before.

试比较下例:我们三天前就以电报发盘给你方。

We cabled you our offer three days ago.

7. 由于手头无货,歉难满足你方需要。

误: As we have not stock on hand, we regret our inability to meet your requirements.

正: As we have no stock on hand, we regret our inability to meet your requirements.

说明: stock 是名词,应用形容词 no 来修饰,not 是副词。

试比较下例:我们只能供应你 5 吨,因手头现货不足。

We can only supply you with 5 tons because our stock is not sufficient enough.

此句中 sufficient 是形容词故应用副词 not 来修饰。

8. 我们期待施密司先生的到来。我们很欢迎他。

误: We are expecting Mr. Smith's arrival. He will be very much welcome here.

正: We are expecting Mr. Smith's arrival. He will be very welcome here.

说明: welcome 是形容词,用 very 来修饰即可。

试比较下例:我们非常遗憾,由“红星”轮装来的那批货到达时有破损情况。

We very much regret that the shipment per s.s. “Red Star” arrived in a damaged condition.

very 一般修饰形容词和副词,不直接修饰动词。用来修饰动词表示程度的副词词组是 very much.

9. 由“和平”轮运来的货到达我处情况如此令人不满意,以致我们不得不向你方提出索赔。

误: Our ordered goods shipped per s.s. “Peace” reached us in so unsatisfactory a condition that we could not but lodge a claim against you.

正: Our ordered goods shipped per s.s. “Peace” reached us in such an unsatisfactory condition that we could not but lodge a claim against you.

说明: so 作“这么”、“那么”解时是用来修饰形容词或副词;其句型是 so + adj or adv + that 或 so + adj as to; such 作“这样的”、“如此的”解是形容词,其句型是 such + article + adj + n. + that. 上句中 condition 是名词,故应用 such.

10. 兹向你推荐货号 2001 作为代替,该货与你所需品种相似,并在其他市场销路很广。

误: We would like to recommend Art.No.2001 instead, which is similar to the article you require and is selling extremely good in other markets.

正: We would like to recommend Art.No.2001 iustead, which is similar to the article you require and is selling extremely well in other markets.

说明: 动词 sell 在此句中是不及物动词, 不是连系动词, 因此应用副词 well 修饰。

形容词与副词的比较级

1. 你们服装的式样很美观, 但不及日本制品美。

误: The designs of your garments are beautiful but they are not more beautiful than those of Japanese makes.

正: The designs of your garments are beautiful but they are not so beautiful as those of Japanese makes.

说明: 在表示“和……不一样……”, “不及……”这类概念时, 应用形容词的原级来表示。

2. 谈判进展得没有我们预期的那样顺利。

误: The negotiations didn't go so smooth as we had expected.

正: The negotiations didn't go so smoothly as we had expected.

说明: 此句是副词的原级比较, 这里的 smooth 是用来修饰动词 go, 所以应改成副词 “smoothly”。

同样情况, 我们会把装运尽可能安排好。We'll arrange shipment as well as we can.

3. 第 1156 号品种是展出品种中最新的一种。

误: Art.No.1156 is the latest of all other products on display.

正: Art.No.1156 is the latest of all the products on display.

说明: of all other products 没有包括 Art. No.1156 在内, 最高级范围的短语应包括 “第 1156 号品种”, 因此应用 of all the products on display.

4. 我们喜欢A级胜于B级。

误: We prefer Grade A than Grade B.

正: We prefer Grade A to Grade B.

说明: 形容词的比较级还可使用其他一些句型来表示, 这时不一定用连词 “than” 来表达。上句中用了句型 prefer...to... 来表示, 与此相同的句型还有, inferior to 比……差, superior to 比……优越。

5. 如你所知, 销售季节已经来临, 等候供货时间越长, 我们销售越少。

误: As you know, selling season has come. The longer we wait for supplies, we can sell the less.

正: ……The longer we wait for supplies, the less we can sell.

说明: “越……越……” 这样的句子强调的部份应放在主语和谓语动词的前面。

又例: 价格越低, 利润越少。The lower the price, the poorer the profit

这是一种平衡句的形式。