

英语商业书信中常见错误分析

吴 经 熙

介 词

1. 我们的付款条件是用不可撤销的信用证, 这是双方谈判时所商定的。

误: Our terms of payment are by irrevocable L/C, to which we have agreed during nego tiation.

正: Our terms of payment are by irrevocable L/C, on which we have agreed during negotiation.

说明: 同意某人的意见是 agree with sb. 同意某事是 agree to sth. 双方所一致同意或商定的是 agree on sth.

2. 你方价格与我市场不符, 请把价格减去 2%。

误: Your price is out of line with the market at our end. Please reduce it to %.

正: Your price is out of line with the market at our end. Please reduce it by 2%.

说明: 把价格减到某一具体数字, 应用 to reduce it to..., 把价格减去百分之几 应用 o reduce it by...%.

3. 关于男式衬衫, 我们抱歉暂时不能供应。

误: As regard men's shirts, we regret to say that we are unable to supply for the time being.

正: As regards men's shirts, we regret to say that we are unable to supply fo the time being.

说明: “关于”, “至于”有很多表达方式: as regards, with regard to, in regard to, regarding. 只有与 as 连用时应用 as regards.

4. 收到你方三月十七日来函, 向我打听你货在我地的销售可能性。

误: We have received your letter dated March 17, enquiring for the possibility of selling your goods in our market.

正: We have received your letter dated March 17, enquiring about the possi-bility of selling your goods in our market.

说明: enquire for 是询购某商品, 如果是打听或探问某事应用 enquire about.

5. 一有机会, 我们将立刻与你联系。

误: When opportunity arises, we'll contact with you at once.

正: When opportunity arises, we'll contact you at once.

说明：contact 是及物动词，因此不必用介词 with。“与你联系”是汉语的说法，但 contact 如作名词用，则需加 with。如 We are making contact with them.，我们正在和他们联系。

6. 为了你们自己的利益，我们建议从速来电接受。

误：We would suggest for your own interest that you cable your acceptance as promptly as possible.

正：We would suggest in your own interest that you cable your acceptance as promptly as possible.

说明：汉语“为了你们自己的利益”中的“为了”在翻译时往往会用 for，但并不是所有的“为了”在英语中都用 for 来表示，此句中应用 in one's interest 或 in the interest of sb

7. 三百辆自行车的报盘在一周内有效。

误：The offer for 300 bicycles holds good within a week.

正：The offer for 300 bicycles holds good for a week.

说明：商业英语中对所开价格在多少时间内“有效”有很多表达方法，其中一种可用 hold good 来表达，后接介词 for，不要看到 week 就想到用 within，其他短语可用来表达的有：be valid for, be firm for, be open for.

8. 你方八月五日来函收悉，其中提到由东风号轮装来的大米索赔问题。

误：We are in receipt of your letter of August 5, in which you mentioned a claim for rice shipped by s.s. “East Wind”.

正：We are in receipt of your letter of August 5, in which you mentioned a claim on rice shipped by s.s. “East Wind”.

说明：为某事向某人提出索赔用介词 for.

例：我们向你方提出短重的索赔。

We lodged a claim against you for shortage.

向某人提出有关某商品的索赔却用介词 on.

例：我们向你方提出 200 吨大米的索赔。

We lodged a claim on 200 tons of rice.

9. 兹特通知直达船要到下月底才有。

误：We wish to inform you that there will be a direct steamer until the end of next month.

正：We wish to inform you that there will not be a direct steamer until the end of next month.

说明：until 这个前置词学生经常用错，主要是中英两国语言表达方式不同。英语中 until 前面的动作一直延续到 until 后面动作开始为止。此句汉语是直达船要到下月底才有，意思是从现在一直到下月底都没有直达船，因此 until 前面应用否定式。

10. 我们在“中国外贸”杂志上看到你们矛牌旅行剪刀的广告，对此我们很感兴趣。

误：We have seen your advertisement of “Spear” Brand Trip Scissors on the “China's Foreign Trade”, which has caught our eyes.

正：We have seen your advertisement of “Spear” Brand Trip Scissors in the

"China's Foreign Trade", which has caught our eyes.

说明：登在报上的某篇文章或广告在汉语中常用“在……上”。在英语中因是指杂志里面，所以应用前置词 in。

11. 迄今我方未收到你方复信。

误：Up to now, we haven't got any answer of our letter.

正：Up to now, we haven't got any answer to our letter.

说明：answer 作名词时后接前置词 to。此外，answer 宜改为 reply，商业书信中用 reply 比用 answer 多而且也较为正式。

12. 我们反对在信用证中插入这项条款。

误：We oppose to your inserting such a clause in the L/C.

正：We oppose your inserting such a clause in the L/C.

说明：oppose 是及物动词后直接跟宾语，如用介词 to 跟在后面，那须说 be opposed to，而这时的 opposed 是表语，表示状态。

13. 若不及时开证，你方要对因迟装而引起的任何损失负责。

误：If you do not establish the L/C in time, you will be held responsible for any losses resulting in the delay in shipment.

正：If you donot establish the L/C in time, you will be held responsible for any losses resulting from the delay in shipment.

说明：result in 所表达的：前面是“因”，后面是“果”。result from 所表达的是“果”在前面，“因”在后面。试比较下例句子：

施密司先生来华访问结果购买了五百吨大米。

Mr. Smith's visit to China resulted in a purchase of 500 tons of rice.

迟装是因恶劣的天气造成的。

Delay in shipment resulted from bad weather.

14. 家具与设备必须是最新式样。

误：The furniture and equipment must be the most up-to-date design.

正：The furniture and equipment must be of the most up-to-date design.

说明：在误句中把 the furniture and equipment 与 the most up-to-date design 等同起来了，应用 of the most up-to-date design 的短语来表达。凡是 of + 名词的短语相当于这个名词的形容词。

例：of importance = important; of use = useful; of interest = interesting.

连 接 词

1. 由于货物是按 C.I.F. 成交的，所以保险由我们办理。

误：As the goods are sold on C.I.F.basis,so we will effect insurance for you.

正：As the goods are sold on C.I.F. basis, we will effect insurance for you.

说明：as 是从属连接词，so 是并列连接词，两者都是连接词，用在同一个句子中，主句便没有了，所以应把 so 删去。

2. 我们的工具不仅经久耐用, 而且便于携带。

误: Our tools not only are durable in use but also convenient to carry about.

正: Our tools are not only durable in use but also convenient to carry about.

说明: not only...but also...是关连词, 连接平行的词、词组或分句。本句中的 durable in use 与 convenient to carry about 是两个平行的表语成分, 应置于谓语动词之后, 也就是说 not only 后接什么词类与成分, but also 后亦须接同样的词类与成分。

3. 我们喜欢货物用盒装, 不喜欢用箱装。

误: We prefer to pack the goods in cases than in boxes.

正: We prefer to pack the goods in cases rather than in boxes.

说明: 与 prefer 连用的是 rather than, 不是 than.

4. 自那以后, 我们既没有收到你方来信, 也没有收到电报。

误: Since then we have not received your letters and cables.

正: Since then we have not received your letters or cables.

说明: 在否定的叙述中, 应用 or 来连接, 以否定两个平行结构, 或者可用 neither..... nor..... 来表达。

(上转第 52 页)

可直接由连云港出口而至环太平洋地区。我们可通过这连接欧亚的第二座大陆桥咽喉, 加上信奉伊斯兰教的少数民族有数千万集中在西北地区, 完全可掉转方向, 吸收外资,

开阔外销市场, 进行国际经济合作。最近苏联把远东海参威开辟为自由港, 这点更值得我们注意。