

Business Letters に重要な二点

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A. 今日の忙がしい時代、特にすべてのものが speed up されている現代においては文も簡潔簡明をよしとする。嘗て19世紀の文豪 Caryle の one sentence が一頁も続くのを名文とされたのは昔語りである。文学でも今は long-winded は流行しない。況んや多忙極まる実業界の business letters に於ては verbose, wordy expression は最も不可とされている。一日に何百通何千通とくる sales letters など冗長なものは読まれないで屑籠に棄てられてしまう。簡明なら reader に内容の重要性と非重要性の判別を容易にし、読み易くまた関心もおこる。要するに今日程 concise expression を必要とする時代はない。簡潔な文は商業通信文の命であると英国の Slattery は言っている。但し簡潔化のために要点が尽されなかつたり、問題が clarify されなかつたり礼を失して curt and rude になることは厳に慎まねばならない。

また concise と同時に readable, understandable な文とすることも極めて大切で、このためには会話に用いる informal English が望ましい。しかし卑俗な slang を用いることなく dignity を失わないよう well-educated People が日常使う conversational English が望ましい。以下Aでは実例を挙げて concise and informal English business letter の重要性をみることにする。

ここで筆者が特に concise and conversational English の重要性を強調する所には近来 business transaction が手紙よりも電報、電話、テレックス、専用回線を利用する商談が日を追って急上昇しつつある現状を考えれば当然のことである。しかも語数や時間制限のため簡潔でなければならない。尤も何れの場合でもその直後に手紙による確認が必要なことは勿論である。

B. no mistakes の文を書くこと。学業成績や入社試験の場合なら50点か50点以

上とれば passable であっても、実社会では少しの誤りも許されない (Skelton: p. 51) mis-spelling は一箇所あっても全文を書き直せと言われる。又我々日本人の侵し易い syllabication の誤り、文法上の誤りなど、なかなか完全な文は書けないものである。こゝでは類似語の混同、単語の誤用、誇張に過ぎる形容詞や副詞についてのみ触れることとする。

A. 簡 潔 な 文

以下に挙げる例文は(a)冗長なもの、まわりくどい言いまわし, trite, hackneyed, jargon の例 (b) concise, informal な文例。以下 spelling 並びに表現法は英国式に従う。

1. (a) poor: We desire to acknowledge receipt of your kind favour of recent note.

(b) better: Thank you for your letter of May 10.

2. お問合せの情報今手もとにないが入手次第お知らせする。

(a) poor: We regret that we cannot reply to your inquiry just now, but as soon as the information requested by you is available to us, we will let you know it.

(b) better: We'll give you an answer as soon as we have information you asked for.

3. 上記の件は適当に処置ずみの旨知らせます。

(a) poor: We wish to *advise* you that the *aforementioned* matter has been satisfactorily adjusted. (The italicized words are trite.)

(b) better: We'd like you to know that this matter has been taken care of. (Slattery p. 57)

4. お手紙は受取っていない。

(a) poor: A search through our files shows that *we did not receive your letter*,

(b) better: (The italicized part 以外は不要)

5. 一月期限の貴店未払金額は……

(a) poor: I am writing to you to let you know that a thorough review of the file on *your account* very definitely *shows that no remittance in payment of the balance* standing on your account and *due in January has been received* for crediting, so that *the debit balance of £17 5s. 4d.* to which you refer in your letter *still remains to be paid.*

(b) better: (The italicized parts combined are enough.)

6. 貴店の当座勘定現在額を知らせようお手紙を会計課にまわしました。

(a) poor: Your letter has been forwarded to our Accounts Department *with the request that they determine* the present position of your account and inform us of *same.* (ibid. 92) (The italicized parts are trite or stiff.)

(b) better: We've sent your letter to our Accounts Department and asked them to let us know the present position of your account.

7. 顧客の要請により既に送った電気湯沸器を一まわり大型の物に交換することを承諾した手紙。

(a) poor: Permit me to take this opportunity to thank you for your letter which I have just received. In reply I wish to state that *we should be very glad to exchange the electric water heater* in question for a *similar one in a larger size* in accordance with your request. (The italicized parts 以外は不要)

(b) better: (Thank you for your letter of June 6.) We shall be glad to exchange your water heater for a similar one in a larger size. すぐ返事を出す場合は () 内の Thank you… は不要, 手紙の内容で返事であることが自然分るから。

8. 書物の発刊趣意書

(a) poor: The purpose of this book is to help officials in their use of written English. To some of them this may seem a work of *supererogation*

(古, 神学用語) calculated only to place an unnecessary burden on a body of people already overburdened. (H. G. Vallins: Good English)

(b) better: This book is written to help officials to write Good English. Some of them may think it a superfluous book, designed only to burden unnecessarily a body of people already overburdened.

9. 当社女性販売人の募集広告に対する応募のお手紙拝見。面接したいから電話でご都合知らせられ度し。

(b) poor: Thank you for your reply to our advertisement for a saleswoman which appeared in last Sunday's paper. Your letter interested us and we feel that you may have the qualifications and experience required for this position.

We would very much like to discuss this position with you any time this week of your convenience. If you will phone me as soon as possible, we will be able to arrange an interview. (Thank you... your letter interested us. は下の文で one sentence, We would ... at your convenience, は b の can you come for an interview? の方が more concise and clearer.)

(b) better: We were very interested in the letter you wrote in reply to our ad for a saleswoman. We feel you may have qualifications and background needed for this position.

Can you come to see me for an interview some time this week? If you phone me, I'll make an appointment to suit you,

10. 社の新版カタログ大変おくれましたが本日お送りしました。お待たせして失礼いたしました。

(a) poor: We regret the delay in forwarding your copy of our latest catalogue. It is being sent to you today under separate cover. We appreciate your courtesy in waiting until it was again available for distribution. (We regret the delay ... は trite. is being sent の受身よりは We're sending の方が direct and forceful, 別便にては不要)

(b) better: I'm sorry we took so long to send you our latest catalogue, We're sending it today, Thank you for waiting *until it was reprinted.*

(a) のように *until ... for distribution* は wordy, *until it was reprinted* の方が遙かに brief and clear.

11. 当方運送部の手ちがいで注文品の届先をまちがえた事情を述べて陳謝し且つ同種の商品を送ったから今週金曜までに着く筈。着次第電話を下さいと頼む。

(a) poor: *This is in reply to your letter of August 14 advising us that the machine parts which you ordered from us July 18 were not delivered to you, upon receiving your letter we immediately investigated this matter and discovered that due to an error in our shipping department this order was shipped to your General Office in London instead of direct to your works as it should have been.*

We are sending you another delivery as per your original order by passenger train and you should receive it no later than Friday of this week. I will appreciate it if you will telephone me on receipt of this delivery so that we will know that it was delivered.

I have telephoned Mr. Brown at your General Office to explain this matter to him and request him to return the misdirected shipment to us.

We regret very much that this error occurred and we are very sorry that you have been inconvenienced by it. (163語) italicized parts は不要。必要部分の中にも *advising* や *as per* の如き jargon やまわりくどい表現が多く、文法上の error もある。

(b) better: Because of an error in our despatch department the machine parts you ordered on 18th July were sent to your Head Office in London instead of direct to you.

We are sending you a replacement delivery by passenger train. It should reach you by Friday of this week. Please phone me as soon as it arrives, so that I know you have it.

We're sorry for this mistake, and for the trouble it caused you.

(76語) (Slattery 334 無駄のない要点を尽した簡潔な文で readable でもある。)

12. 社員の中に交通事故を起したと相手側の報せを受けた会社に本人からは何の報告もない。若し事実なら本人のためにも会社のためにも委しい報告をせよと求める手紙。

(a) poor: *We are in receipt of a letter from a Mr. Charles Brown in which he states that he was involved in a collision accident with you on 17th February at approximately 7:00 p. m. in the vicinity of Staples Corner, on the North Circular Road.*

An inspection of our file shows no report of any such incident and we therefore are uncertain about this matter.

If the accident *alleged by Mr. Brown* did occur it is most important that we have a complete report on it from you in order that we may take whatever action may prove necessary in this case, for your own protection as well as for ours.

If the alleged action took place, please let us know at once. I am enclosing an accident report form for your use in describing details of the accident.

May I ask that you give this matter your immediate attention.

(Slattery 336) italicized partsは不要, 必要部分も冗長。

(b) better: A Mr. Charles Brown has written to us to say that he was involved in an accident with you on 17th February near Staples Corner, North Circular Road, at about 7.00 p. m.

We have no report from you of such an accident, and we'd like to get the matter cleared up.

If this accident did take place, it's most important that we have a complete report on it from you so that we can take whatever action may be necessary. This is as much for your protection as for ours.

Will you please let me know about this as soon as possible. I enclose an accident report form for you to use in describing the accident if it did

occur. (ibid. 351)

13. クラブの定期晩餐会をひきうけた料理店がクラブの人々に非常に喜ばれたのに対する料理店の手紙。

(a) poor: *We wish to thank you for your very kind letter expressing your club's satisfaction with the service and arrangements we provided for its annual dinner. We are very happy that our efforts met with your approval and that of the members of your club.*

May I express our appreciation of your group's patronage of our facilities. I do not have to assure you that your club will always be most welcome at Smith's and that we shall always be ready to do everything we can to make your occasion completely successful and enjoyable. イタリックは不要部分

(b) better: Thank you for your very kind letter. We're very pleased to hear that your club was so well satisfied with our service and arrangements for its annual dinner.

We're proud and very gratified that you have come to us. Your club will always have a warm welcome at Smith's. We will do everything we can to make next visit as enjoyable as your annual dinner was. (ibid. 355)

14. 当社がこの注文をうける見込みが未だあるかどうか調べてほしい。

(a) poor: *Referring to our quotation of the 26th January to Messrs.—, we shall be interested to hear if this matter is still under consideration or whether the order has definitely passed us.* (italicized parts は不要)

(b) better: Please try to find out if there is still any hope of our getting this order.

15. 当店の注文 303 号円柱 6 本につき。できれば 45 feet の長さのものを更に 5 本同じ取引条件で送られ度し。信用状金額が不足なら差額は当社宛一覽払手形を振出され

よ。(この追加注文は当社の客からのもの、できれば応じて頂き度く)

(a) poor: Please refer to our purchase No. 303 covering 6" columns. One of our buyers desired to increase their order by 5 pieces 45' lengths same terms and conditions and if it is not too late and you can arrange this to advantage we would ask that you please do the needful by increasing our order accordingly.

As to credit, we would ask that you simply draw on us at sight for any excess developing.

We hope that we are not bothering you unnecessarily in the premises but as you can understand we would like to take care of buyer's requirements in full if it is at all possible for us to do so. (113語) これは米国の buyer から来た手紙の実例で一般に海外からの手紙は冗長だと著者 Skelton は言う, p. 123

(b) better: Our Order 303, 6" Columns:

If possible, please supply five more 45' lengths, on the same terms. If the credit we have opened is insufficient, kindly draw on us at sight for the difference.

(This request comes from our client, whom we would like to oblige if possible.) (48語) 即ち (a) の半分以下。() の中は省略できるので僅か34語となる。

16. 同封の株式割当状について

当方の株のうち 120 株を妻の名義にかえてほしい。このため必要な分割状 2 通 2 シリングの手数料を含めて ￡275 2s. の小切手を貴社の確認を得次第送ります。

Investor's letter — Referring to the enclosed Letter of Allotment —

I desire to register 120 of these shares in my wife's name. For this purpose, I presumably require split letters, and shall be obliged if you will do the needful. I note the charge of one shilling for each split letter required, and presume I must send you 2s. for these. I propose accordingly to send you my cheque for ￡ 275-2-0 on receipt of your confir-

mation. この文も決してよくない。

Bank's reply —

(a) poor: *I am in receipt of your letter dated the 6th April enclosing Allotment Letter No. 282 for 500 shares in your name. To enable part of Allotment to be registered in your wife's name it will be necessary, as you have stated, for this Allotment Letter to be exchanged for two split Allotment Letters, and as you desire that these should be issued fully paid, I shall await the remittance of £ 275 2s., and upon its receipt will send you the Split Allotment Letters, duly receipted as paid up in full.*

(italicized parts 以外は不要。中間の長い文は (b) の I confirm what you say. の 5 語で十分。

(b) better: I am in receipt of your letter of 6th April with enclosure as informed, and confirm what you say. Please therefore send us your cheque for £ 275—2—0 (ibid. p. 124)

Reader を不快にさせる手紙

17. 支払期限が3ヶ月も過ぎていて督促状を出したのに返事もなく、却て新たな注文をしてきたのに対して掛売を断わり、更に掛金取立の提訴も止むなきに至る旨の強硬な手紙

(a) poor: When your order of 18th June for 25 bath towels was received by our Sales Department, it was forwarded to me with the information that your account has shown a past due balance of £ 58 7s. 3d. for the last three months and also no record of any correspondence from you in reply to our notices to you relative to this matter.

In view of the above and in accordance with our credit policies, I wish to advise you that we will not be able to supply any goods to you until a suitable adjustment of your account has been made.

(As I am sure you will readily understand, our costs of doing

business are such that we cannot undertake to fill orders on credit where there is a past due balance of long standing and no record of an attempt to make arrangements for settling it, any more than in your own business operations you could afford this type of practice.)

We are always reluctant to take effective action to collect on past due accounts, but (as I am sure you will understand, there are times when) this is the only course of action open to us.

We hope that you will see your way to give prompt attention to this matter so as to avoid jeopardising your credit position. ()内は不要

(b) better: We will not be able to supply you with the 25 bath towels you ordered on 18th June until you pay the balance of £ 58 7s. 3d. due on your account.

This sum has been due for the last three months. Although we have sent you reminders about it, we have not received a reply from you.

As a business man you will appreciate that we cannot supply goods on credit when no arrangements have been made to settle a long-standing debt.

We are always reluctant to sue for money owed to us, and sincerely hope that this will not be necessary in your case.

Can you please attend this matter immediately. (Slattery 363)

注. (a)の書き出しは何月何日貴店からのタオルの注文を当社販売部が受取り、当方へまわされてきた云々と此の手紙には関係のないこと。(b)はご注文のタオルは差上げられないの書き出しで始まり、次にその理由を述べる。concise and clearである。また用語に於ても督促状のことを(a)は notices (b)は reminders, 提訴するを(a)は take effective action (b)は sue for money として(a)が遠曲な用語を用いているのに(b)は簡単明瞭な語を用いている。何度も督促状を出しても返事がないばかりか更に新たな credit order をしてくるような相手には遠曲語法は無用であるばかりか、効果も乏しい。

18. 衣服の小包を送ったのに当社が紛失したと苦情を申し込んできたが全然受取った覚えのない旨の返事

(a) poor: We have instituted the most careful and intensive investigation into the clause of your *complaint*, and the net result of our investigations is that no member of our staff can call to mind the receipt from you of a package containing the three-piece suit which you now *complain* we have lost, nor have we any written record of it in our books. (complain, complaint は loaded words で禁物, その他 you didn't understand, you failed to, you neglected to..., you apparently overlooked などと同様)

(b) Better: Following the most careful search, we regret we can trace no record of the receipt of your three-piece suit, nor has any member of our staff any recollection of it. (Max Crombie: p. 19)

19. 断り状の後にも効果的な sales message を。

Thank you for your order for a "Tinkle-Twin" alarm clock. I am sorry, but we no longer carry this particular clock, which was listed in one of our older catalogues. I enclose your cheque for £ 2-0-0. (Slattery: 248) この断り状のあとへ

(a) I hope that we will be able to serve you at some other time. (全然 sales message ではない)

(b) You will find several excellent clocks in the same price range in our latest catalogue.

カタログを送らないので客はカタログ入手の為に余分な手数を払わねばならぬ。従って上の文の後へ一語 enclosed をつけ加えて, カタログを同封すればよい。

(c) I can send you "Opal" at £1 10s. or our "Sentry" at £1 19s. このあとへ as you see in our enclosed catalogue. とつけ加えてカタログを同封する。更に (b) と (c) には Please mark the one you like in the order form and put it in the prepaid envelope. までつけ加えれば申分ない。

20. カタログの無料送付方を依頼してきた者に charge customer であるか, 又は

£20 かそれ以上の買物をした客に限り進呈すると云う断り状

(a) Poor: Your letter asking for a free copy of our latest catalogue to be sent to you has been referred to me for reply. We are, of course, very glad that you are interested in us and in our catalogue and were very sorry to have to inform you that for some time it has not been our policy to distribute our catalogue without charge, except to those customers who have established accounts with us. This policy is necessary because of the very high cost involved in producing such catalogues in the great number required in our business. Until about five years ago we did provide catalogues free upon request, but since that time *we have had to make it our policy to send a catalogue if one is requested, only if the person requesting it opens an account with us or has made a purchase from us amounting to over £ 20.* Our catalogues are in considerable demand because they are complete, up-to-date, and well illustrated, but, of course, all of this adds to the expense of producing and distributing them. We are sure that you will understand the necessity of our policy in this matter, but we will of course be happy to supply you with a catalogue under either of the arrangements specified above. (ibid. 291) 218 語が one paragraph となっている。イタリックの部分以外は全部不要。

(d) better: We'd like to give free catalogues but can't because of their high cost. We will give a catalogue to a customer who opens an account, or makes a purchase amounting to £ 20—0—0. or more. (僅か 36語)

21. Paragraphing による明確化

先月お送りした計算書はまちがっていたことをお詫びします。正しい残額は £ 25 1s. 9d. とすべきでした。当方誤って £ 47 8s. 3d. をお払い下さるようお願いして同額をお払い頂いた為に貴下の貸越額は £ 22 6s. 6d. となりました。超過お払込分はご返金申上げましょうか、それとも貴下の貸方勘定に入れておきましょうか。御希望のほうをお知らせ下さい。此のたびの当方の過失を深くおわびいたしま

す。

(a) poor: The statement of account we sent you last month was incorrect, since it showed a balance due of £47 8s. 3d. instead of the correct balance due of £25 1s. 9d. and since you sent a payment for the larger amount, you have a credit due to you of £22 6s. 6d. which we will either refund or apply to your account, as you prefer, if you will let us know which you would like us to do. Please accept our apologies for this error. (ibid. 292)

(評) 85語が a single paragraph となっている。特に最初の78語が one sentence である。それが instead of や関係詞 which や接続詞 since や if で長々と続いているのは感心できない。次のように短かい分り易い文に分割して 4 paragraphs とする。また当方の誤を先方が気づいていないようだが、矢張り冒頭にも結語同様に陳謝の語を入れた方がよい。

(b) better: We're sorry the statement of account we sent you last month was incorrect. The correct balance should be due of £25 1s. 9d.

Since you paid £47 8s. 3d. as we asked you to by mistake, you now have a credit due to you of £22 6s. 6d.

Shall we refund your credit or apply to your account? Please let us know which you would like us to do.

Would you kindly accept our apologies for this error. 以上でAの文の簡潔化は終るが, literature や catalogue を同封してこれを説明することにより簡略化と明確化が大いに助長されることを附け加えておく。

B. Words and Phrases の誤用, 不適當な用法

1. 類似語の混同 (suffix, prefix の相違)

{ beneficial 有益な, 有利な
beneficent 慈善の, 情深い

{ continuous 途切れずに続く ~ rain ひっきりなしに降る雨
continual 間隔をおいて続く ~ interruptions 度かさなる妨害

- { credible 信頼できる a ~ story 確かな話
 { credulous 信じ易い, だまされ易い
 { creditable = honorable, praiseworthy
- { disqualified (from or for) 失格した
 { unqualified 無資格の, 不適任な
- { disinterested 私心のない, 公平な
 { uninterested 無関心な, 無関係の
- { expressive (of) を表わす
 { expressible で表現できる (by, in)
- { economic 経済上の an ~ blockade 経済封鎖
 { economical 節約の be ~ of one's time 自分の時間を節約する
- { forgo なして済ます, 見合わせる, — 時に forego と綴る
 { forego 先ぶれする, 先立つ
- { forward 前へ進んで
 { foreword 序言
- { historic 歴史上有名な, 歴史に残る a ~ spot 史跡 ~ events 史的重大事件
 { historical 歴史の a ~ evidence 史上の証拠 a ~ novel 歴史小説
- { officious おせっかいの, 非公式の (official の反対)
 { official 公認の, 公式の
- { observation 観察
 { observance 遵守
- { sensible 賢い, 分別のある
 { sensitive 感じ易い, 敏感な
 { sensuous 感覚的, 官能的, 審美的
 { sensual 肉感的, 好色の

respectable 尊敬すべき, 立派な
respectful 敬意を表する, 礼儀正しい,
respective それぞれの, 各自の

virtual 事実上の, 实际的 ~ defeat 負けたも同然
virtuous 有徳の, 高潔な

§ D. H. Vallins : Good English 参照

2. 過度に誇張した語 (overdone superlatives)

this *gigantic* catalogue of super-bargains;

the *breath-taking* value we offer you;

the *superlative* beauty and *most* exquisite tone of this masterpiece;

this *most unique* Tea Service (unique が既に最上級であるが, native speaker でも屢犯す誤り。またお茶のサービスに此のような形容詞を使うのは滑稽である。very unique も不可)

no bigger bargains anywhere *in the universe* (in the world とすべき所);

Our *enormous* stocks must be cleared at *terrific* reduction. (enormous は huge, gigantic, immense などより更に強い表現。terrific は remarkable が適當。However great reductions may be, they can never strike terror to our heart. であるから)

Grasp this *magnificent* offer of a 1s. tin for 9d. ! (僅か3ペンスの割引は magnificent とは言えない。また grasp an opportunity; accept an offer と言うから, こゝは Grasp を accept とすべきである)

We are *extremely* happy to place your name on our list of *highly valued* charge customers, and we sincerely want you to know that we have hundreds of loyal employers all very eager and anxious to serve,

I was *exceptionally* pleased to note your name on this morning's list of

much-appreciated new charge customers. (上の2文以外は Crombie より)

(上記2文のような高度の信用取引関係は考え難いから却て読者には不実に聞えて信用されないだろう)

It is indeed a pleasure for the house of Le Roi to serve you, and you may feel sure that we shall *do everything possible* to keep you happy.

(この手紙を書いた会社は reader のために何でもするとは到底信じられない。見えずいた嘘である。)

This is an exemplary *good* beginning to a claim letter, (exemplary は強い言葉で *good* は不要だがよく犯す誤り、筆者にも経験がある。)

その他 *stupendous*, *miraculous*, *epoch-making*, *smashing* など極端な *sensational expressions* の濫用は最上級の *adj.* や *adv.* と共に避ける方が無難である。また陳腐な *more than glad*, *more than happy*, *only too glad*, *perfectly true*, *by far the best*, *quite certain*, *absolutely unpardonable*, *the very maximum* などの *phrase* や *amazing*, *sensational*, *revolutionary*, *ideal*, *best*, *finest*, *perfect* 等の *exaggerated adjectives* のつく商品はめったにあるものではないにも拘らず、このような語を度々用いることは却て不実に聞えて *readers* の不信を招く結果となる。大体小さい会社が却て誇張した大袈裟な言を用いると Crombie は言っている。例えば *You'll find that Loomoleum is truly the ideal low-priced floor covering.*

Are you looking for something that will sell like wildfire and give your customers *the greatest possible satisfaction?*

It will take you only a few minutes to read this letter. But it may *save you and your family untold hardship during the years ahead.* Here is *a really magnificent* opportunity if you consider carefully the suggestion now offered — and act without delay!

This new mower is *revolutionary* in build, style, performance and customer appeal. Here is your *golden opportunity!*

(Menning & Wilkinson p.89 参照)

3. まわりくどい言い方 circumlocution (あの方が訂正した語)

an upward movement → a rise; furnish particulars → give details; communicate with → write to; institute the necessary inquiries → inquire or find out; We are of opinion → We think; a substantial percentage → some; We can hardly refuse to → We will; wholly unfounded → untrue; The details are already in your possession → You already have the details; (We require) on this occasion → this time; The goods are in course of transit → The goods are on their way; Are you prepared to accept...? → Will you accept...? (Skelton p. 91)

4. 不要語句の削除 () の中は不要語

(We beg to state that) the goods were despatched on the 17th September.

We have to acknowledge with thanks your letter of 14th June, (the contents of which have been duly noted).

We will (arrange to) deliver on Thursday.

We regret that we cannot (see our way to) comply with your request.

Please (let us have your) reply as soon as possible.

The boy was dismissed because he was negligent (in the performance of his duties).

The magnitude of our stocks will (necessarily) depend on (the extent of) the demand (for these goods).

We shall be able to ship the stanchions by tomorrow's steamer, but (we shall) not (be able to ship) the beams (by tomorrow's steamer).

The iron and steel markets remain (in a) *lethargic* (condition). The (situation in the) Continental markets *has* become confused. (Ibid.92)

(注) *lethargic* は *inactive* に改め、*has* は勿論 *have* とする。

参 考 書 に つ い て

James L. Slattery: *Business Letter Writing*

London Macdonaldo & Co., Ltd. 1966初版

The Educational Science Division of U. S. Industries, Inc. の監修による書物であるためか難解な語を避けて極めて分かり易い *informal* な日常語を用い、その上僅か4年前に書かれた為に表現が極めて現代的である。但し英国版のため *spelling* はすべて英国式。本稿は此の書に負うところが多い。

Reginald Skelton: *Higher Business Correspondence*

London Sir Isaac Pitman & Sons, Ltd. 1962版

但し初版は1937年、多年実業界に従事した経験を活かしたもので、用語は時に少々古い。

Max Crombie: *Successful Business Letters*

London W. Foulsham & Co., Ltd. 1958版

12年前に出版されたせいか用語はかなり古いものが多い。

G. H. Vallins: *Good English* London 版

J. H. Menning and C. W. Wilkinson: *Communicating*

Through Letters and Reports 米国 Illinois

Richard D. Irwin, Inc. 1967年5月初版

同年秋には既に4版を重ねる程の売れゆき。但し2年前の拙稿に引用したのと英国式を主としたかった為に今回の引例は最少限にとどめた。