

**DON BASILIO: A
PRACTICAL GUIDE TO
SPANISH CONVERSATION
AND CORRESPONDENCE**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649028030

Don Basilio: A Practical Guide to Spanish Conversation And Correspondence by J. Schilling

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

J. SCHILLING

**DON BASILIO: A
PRACTICAL GUIDE TO
SPANISH CONVERSATION
AND CORRESPONDENCE**

BOOKS BY PROFESSOR SCHILLING

SPANISH GRAMMAR

Translated and edited by FREDERICK ZAGEL.

340 pp. 12mo. \$1.10.

A. Rambeau, *Professor in the University of Berlin*: It seems to me a very good idea to offer an English version of this highly esteemed book to the American Public.

DON BASILIO

Translated and edited by FREDERICK ZAGEL.

156 pp. 12mo. \$1.00.

A guide for Spanish conversation and commercial correspondence, to follow the Spanish grammar.

HENRY HOLT AND COMPANY

NEW YORK

CHICAGO

J. SCHILLING'S
DON BASILIO

*A PRACTICAL GUIDE TO SPANISH
CONVERSATION AND CORRESPONDENCE*

TRANSLATED AND EDITED BY
FREDERICK ZAGEL



NEW YORK
HENRY HOLT AND COMPANY
1907

PREFACE.

THE present work was written by Professor Schilling as a companion Reading-book to his well known "Spanish Grammar." It aims at being a Practical Guide to Spanish Conversation and Correspondence, and is intended to meet the wants of all intending to visit Spanish-speaking countries, or to correspond with Spanish business houses. It is an entirely original work, and is written in dialogue-form, in an easy colloquial style.

Don Basilio is the "hero" of this narrative. We are first introduced to him in his bed-room, making his toilet with the aid of his valet. Breakfast follows; then a visit from a friend, who prevails upon him to accompany him on a holiday tour to Spain. He calls on his banker, goes to the optician's, the watchmaker's, &c., and receives several visitors. He lunches with one friend, and dines with another. Business arrangements of all sorts have to be made in view of a long absence; then ensue partings with relatives and friends, and the last scene is at the railway station.

In this way a very wide range of subjects is introduced to the reader—the toilet, the table, business arrangements, intercourse with friends, greetings and leave-takings, &c.—the whole being illustrated with copious notes and references to the "Grammar."

In Part II. will be found useful specimens of Correspondence, both of a private and of a business nature, comprising banking and general business letters, offers of goods and services, bills of exchange, receipts, &c., together with a vocabulary of all the words contained in the text of this part.

F. Z.

LONDON, *1st August*, 1907.

INDEX TO FIRST PART.

	Page
Don Basilio is awakened by his servant John	1
Soliloquy	3
John returns to the bedroom	3
Reception of a most unexpected visitor	4
Visit of an unknown lady	7
Don Basilio makes his arrangements for the journey	9
Visit of a gentleman who brings a letter of recommendation	10
Soliloquy	16
Don Basilio takes leave of a colleague of his	17
Don Basilio at his banker's office	18
Don Basilio gives an account of a sea-voyage	21
Don Basilio goes to the optician's to buy a field-glass	28
Don Basilio goes to the watchmaker's	32
Don Basilio meets a friend, with whom he afterwards lunches. Con- versation	33
Don Basilio takes leave of the mother and sister of a friend	42
Don Basilio takes leave of his parents	47
Don Basilio awaits his friend Edward, to dine with him subsequently. Conversation	51
Don Eugenio comes in to the dessert-course. The conversation brightens	53
Continuation of the entertainment in the smoking-room	67
The two friends, now being alone, set to work	72
Don Basilio in his study	74
Having finished their work, the two friends take tea	76
Don Basilio sets various small matters in order before going to bed	79
Soliloquy	80
Don Basilio gives his final orders and proceeds to the Northern Station, where he meets his travelling companion	90
Various friends arrive to take leave of the travellers	84

INDEX TO SECOND PART.

	Pages
A.—Abbreviations	91-97
B.—Titles to be used	97-100
C.—Ways of concluding a letter	100-102
	Nos.
D.—Short notes and private letters	1-14
E.—Family announcements	15-24
F.—Business letters	25-69
Circulars... ..	25-32
Offer of services	33-34
Letter soliciting an agent	35
Offer of goods	36
Reply to circular and orders	37-39
Letter of recommendation	40-41
Advice of shipments with invoice	42-43
Advice acknowledging receipt and re-shipment of goods	44-48
Reply acknowledging receipt of remittances	49-51
Inquiries as to the reputation of a firm	52-54
Reply giving the information requested	55-57
Letter declining to execute an order and reply	58
Requests for payment	59-61
Reply to requests for payment	62-63
Reports from an agent	64-67
Reply to a claim	68
Claim for missing declarations	69
G.—Bank Letters	70-92
Remittance for account of a third party	70
Forwarding a bill of exchange for cashing	71
Answer and return of an unendorsed bill	72
Reply	73
Return of an unaccepted bill and advice of a draft	74
Letter of credit	75
Advice of the letter of credit	76
Order for the purchase of securities	77
Answer	78
Soliciting an acceptance credit	79
Answer in the affirmative	80
Answer in the negative... ..	81

INDEX TO SECOND PART.

vii

	Nos.
Opening a credit in favour of a commission agent	82
Answer with remittance	83
Order to withdraw a bill, the drawee of which requests extension of time	84
Sending back a bill protested for non-payment, and re-draft account for handing over to a solicitor ...	85-86
Answer	87
Letter accompanying extract of a current account, and thankfully acknowledging a call	88
Answer and claim	89
Letters soliciting a post	90-91
Answer in the negative... ..	92
H.—Forms of Bills, Promissory Notes, Instruction to pay, Receipt and Certificate of Origin	93-100
	Pages
Vocabulary	145-156