

**RUSSIAN COMMERCIAL
CORRESPONDENCE: LETTERS,
IDIOMS, GRAMMATICAL
NOTES, AND FULL VOCABULARY**

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Russian Commercial Correspondence: Letters, Idioms, Grammatical Notes, and Full Vocabulary by A. S. Mindel

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RUSSIAN COMMERCIAL CORRESPONDENCE

LETTERS, IDIOMS, GRAMMATICAL
NOTES, AND FULL VOCABULARY

BY

A. S. MINDEL, B.Com.

ASSISTANT LECTURER IN RUSSIAN IN THE UNIVERSITY



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PREFACE

THIS book is intended for students who, by a study of Russian extending over one or two years, have already acquired an elementary knowledge of the language. It consists of a series of letters and exercises on various branches of business, and each chapter is preceded by a vocabulary and idiomatic expressions, explained by copious grammatical notes. Students are strongly advised to master the vocabulary and idioms of each chapter, and particular attention is drawn to passages which exhibit a difference in the grammatical construction of the two languages.

With the exception of several important banks, the names of firms mentioned in this book are imaginary, and have no relation to any business house within my knowledge. But the nature of the goods dealt with, as well as the method of treating business transactions, are typical of Russian trade, so that by reading the book students will also become familiar with the conditions of Russian business.

I am much indebted to Professor Sedgefield for examining the manuscript and offering valuable criticism and suggestions, also for the kind interest he has taken in the publication of the book. Cordial thanks are also due to Mr. S. Azarkovitch and Mr. W. Stockton for reading the book in manuscript or proof, and to Mr. C. Oiserman, M.Sc., for reading the final proof. At the same time it is to be understood that I am the sole person responsible for any shortcomings of the book, and I shall be greatly obliged to teachers and students for any criticism and suggestions they may care to send me.

A. S. MINDEL.

THE UNIVERSITY, MANCHESTER,
May 1918.

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HINTS ON RUSSIAN LETTER-WRITING

I. Addresses.—Addresses on envelopes and at the beginning of letters are generally written in the following order :

1. **Name of Addressee** in the Dative case and preceded by *Господѣну* or *Г-ну* (Mr.), *Господѣмъ* or *Г-мъ* (Messrs.), *Госпожѣ* or *Г-жѣ* (Mrs., Madam), *e.g.* *Г-ну А. В. Иванову*.

In case the addressee is a Company with a fictitious name the firm's name is put in the Nominative case and is preceded by the words *Торговому Дѣму* or *Правленію Торговаго Дѣма* or *Въ Правленіе Торговаго Дѣма* (these words may be abbreviated, *e.g.* *Т/Д. «Вѣлга»*).

2. **Town.**—This is generally put in the Nominative case and is often preceded by the letter *г.* (*гѣрѣдъ*) *e.g.* *г. Москвѣ*.

The name of the town is sometimes preceded by the preposition *въ*, in which case the town is put in the Accusative on the envelope and in the Prepositional case in the address in the beginning of the letter, *e.g.* *въ Москвѣ* (on the envelope), *въ Москвѣ* (inside the letter).

3. **Street.**—Next comes the name of the street or road which may or may not be followed by *ул.* (*улица*) or *пр.* (*проспѣктъ*) or *пер.* (*переу-*

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локъ). The number of the house is generally put after the street. Thus :

Кіевская ул. № 38

ILLUSTRATIONS

Г-ну С. М. Антонову,
г. Рѣга,
Смоленскій пр. № 48,
RUSSIA.

or

Тор. Дому «Зенѣтъ»,
въ Москвѣ,
Офицерская 30,
RUSSIA.

or

Въ Правленіе Воляско-Камскаго Банны,
Петроградъ.

The word "Russia" is generally written in capital letters at the end of the address.

Some firms prefer to address envelopes both in Russian and English, thus :

Mr. S. M. Antonoff,
48, Smolenskaya St.,
RIGA. RUSSIA.

Г-ну С. М. Антонову,
Рѣга,
Смоленская ул. 48.

Note.—Many Russian firms address envelopes in the English order, i.e. name of addressee, street, and town.

II. **Date.**—Russian dates (Old Style) are thirteen days behind the dates of Western Europe (New Style). It is customary to put both dates on letters, the Russian date coming first. The two dates are separated by a stroke, *e.g.*

1/14-го Ю́ня 1917 г.

or

28/11-го Ма́я 1917 г.

In the latter case the number 28 means 28th of April (Old Style) which is the 11th of May (New Style).

Some prefer to put it this way :

28го Апру́ля 1917 г.
11го Ма́я

In letters to Russia one sometimes comes across a reversed order, the New Style coming first ; but this practice is steadily losing ground.

After the date before the name of the month put a full stop (.) or the letters го, either immediately after the last figure or connected with it by a hyphen (го is the ending of the Genitive case of ordinal numbers, *e.g.*, пя́таго from пя́тый, шестóго from шестóй).

The name of the month is put in the Genitive case.

Names of months are written in Russian with small letters, but this rule is not strictly adhered to in commercial correspondence. It would, however, be a mistake to write names of months with capital letters in the body of a letter.

After the year the letter г. (го́да) is put.

ILLUSTRATIONS

8/21. Ю́ня 1917 г.

8/21го Ю́ня 1917 г.

8/21-го Ю́ня 1917 г.