

**MANUAL OF MERCANTILE  
CORRESPONDENCE IN TWO  
LANGUAGES - ENGLISH AND  
GERMAN. TWO VOLUMES, FIRST  
VOLUME: ENGLISH-GERMAN**

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MANUAL  
OF  
MERCANTILE CORRESPONDENCE  
IN TWO LANGUAGES — ENGLISH AND GERMAN.

By Messrs. L. SIMON, Dr. CHR. VOGEL, H. P. SKELTON & W. C. WRANKMORE.

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by

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der  
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in deutscher und englischer Sprache.

Versehen mit einer

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In zwei Theilen.

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## PREFACE TO THE NINTH EDITION.

In the preparation of the first edition of our Commercial Correspondence, some twenty years ago, our intention was to obtain a unity in at least one part of the work by a series of letters of the same tenor running through the four volumes of which the work at first consisted. Our success, however, was not commensurate with our endeavours until the work reached the fifth edition, when we secured the services of Mr. H. P. SKELTON, by birth an Englishman, for our purpose. Mr. SKELTON had passed a great part of his life in France and Germany, not only as actual correspondent in various mercantile houses, but he devoted also a good portion of his time to the teaching of the French and English languages. To him our thanks are due not only for a thorough revision of the text of the former editions and an enlargement of our Manual by a great number of new letters, but also for that degree of perfection which, in regard to the high aim of the work, under the circumstances it was possible to attain.

It has proved necessary, namely with respect to certain peculiarities in the mercantile relations of the four countries we have to do with (England, France, Italy and Germany), to confine the desired change to a certain number of letters, the general nature of which allows, as regards the different languages and conditions of the country, of one and the same treatment. In consequence the two Parts of our „Commercial Correspondence” consist each in two sections, of which the one comprises all the letters of similar contents in both Parts, *i. e.* in all six volumes; while the second section contains such letters as have regard to the different business relations, as also to the peculiar style of their treatment in the four countries.

The letters of like tenor are, according to their origin, translated into the other two languages, in which cases the names of the firms and towns have been, where advisable, altered. In many cases, of course, the letters of former editions were eligible; but in both Parts of the single Collections entirely new letters will be found, which appertaining more to the immediate present, and procured from English, French, Italian or German offices, have been introduced into the work. This is particularly the case with the im-

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portant Section of Market Reports, which consists of a series of these commercial communications selected with care and judgment and provided with judicious explanatory remarks. With regard to the present edition we especially refer to the extensive views of the Western American market of San Francisco, throwing a clear light upon the important and growing relation that exists to the commerce of the said port, both by the great increase of steamers on the Pacific Ocean and the speedy dispatch of Eastern supplies conveyed by the Pacific Railway. For these new parts of our work a thorough and careful annotation was needed; it had been elaborated by Mr. E. MICHAELSEN who had also added some new specimens of letters to other sections of the book. Besides this we are indebted for the present edition to Mr. W. C. WRANKMORE and Mr. C. A. DRANSFELD for a carefully carried out improvement of the text and explanatory remarks. Mr. C. A. DRANSFELD has also greatly improved and augmented the dictionary of commercial terms.

The eighth edition was entirely revised by Mr. F. REISER, Consular Clerk and Sworn Translator of the English Language at Stettin. He made the necessary alterations in both the text and the auxiliary notes, eliminated obsolete terms and introduced such as are more in accordance with the present time. Further he thoroughly revised and augmented the part containing the dictionary of mercantile terms and added some original letters about Banking Transactions, Charter-Parties, Bills of Lading, Affidavits and Protests. On the whole the former principle, according to which the one volume of each Part forms the key to the other, has essentially been retained in the present edition.

As regards, now, the proper Aim and Purpose of our „Commercial Correspondence“, we may refer in general to the remarks and suggestions with which the former editions were prefaced.

It has been compiled and elaborated particularly for the purpose of giving young men the opportunity to practise and perfect themselves in Mercantile Correspondence; even should they be little acquainted with the English Language, our work will enable them to study Commercial Style, and to appropriate it without a master.

Our collection contains models of letters of almost every kind, relating to the different occurrences that may happen in mercantile life, and there is perhaps no establishment of any importance but in which some of our examples with very slight alterations, might not daily occur and could be used. The letters are not written by the editors, as is the case in many

other works of a similar description; they have originated actually in and by business transactions.

We need not say that in the names (firms), dates, &c. variations have been made; however, the names of the places where the letters originated and where they were directed to, have been retained and thereby add to the value of our book, by showing what sort of business and intercourse is actually carried on between the different places and countries.

For the use of Germans, who want to instruct and perfect themselves in English Correspondence, we have added a short treatise, explaining the manner in which the student should employ his time, to enable him, even without a master to attain his object, that is to say, to become an experienced and able correspondent in the English language; for that purpose we refer to the second volume (German-English), feeling assured, that, if he acts upon the advice given therein, he will soon perceive the same good effect which our Editors have themselves experienced during the course of their long years' practice as Teachers of Modern Languages.

## PREFACE TO THE TENTH EDITION.

The present edition is a reprint of the preceding, but has been most thoroughly and carefully revised in every respect. For this purpose and under the obliging assistance of the original author of this English Commercial Correspondence: Dr. Chr. Vogel, Director of a Commercial School at Geneva, French Switzerland, we have secured the services of Mr. Leland Mason, whose long residence in Germany, experience in teaching his mother-tongue and wide acquaintance with the English mercantile correspondence, eminently fit him for the task. He has besides rectified the several typographical and other errors of the ninth edition, bestowing upon the present one every possible care. No better testimonial than its ever-increasing popularity could be given to the genuine value of our work. And to maintain this popularity with the public shall be our constant aim. In recommending the present edition to those interested in the subject, we can but hope that our work will again fully justify its claims to being the best manual of English Commercial Correspondence published in Germany.

Leipzig, March 1882.

The Publisher.



## Schlüssel für die Aussprache.

Die Lautzeichen a e i o u sind Vokale; w und y sind sowohl Vokale als Konsonanten; die andern Buchstaben sind nur Konsonanten.

### I. Vokale und Diphthonge.

ɛ lautet wie e in Weh, d. h. ein geschlossenes, reines e ohne Anlaut von ä; in einer mit r schließenden Silbe wie e in Wehr, d. h. e mit einem Anlaut von ä. — fäte, färo.

ä, ein dem Englischen eigentümlicher Laut, liegt zwischen dem a und e in Raß und Raß, d. h. ein a mit einem leisen Anlaute von ä. — fät.

ø wie i in nie, gedehntes i. — hē.

ø wie e in gedacht, d. h. ein kurzes, reines e ohne Anlaut von ä; in einer mit r schließenden Silbe, wie e in verbracht, d. h. ein kurzes e mit Anlaut von ä. — hēn, hēr.

i wie ei in Weib, z. B. mine.

ū wie juh in Jugend, z. B. union.

ı wie i in Tritt, z. B. pin.

ü wie ö in öfter, z. B. büt.

ō wie oh in Lohu, z. B. nö.

y wie ai in Raib, z. B. ay.

ö wie o in Gott, z. B. shöp.

ÿ wie i in Bränn, z. B. pyramid.

ai, ay wie eh in gehen, z. B. gāin, päy.

ea, ee wie ih in fliehen, z. B. fēar, grēn.

ow wie juh in Jugend, z. B. nōw.

oi, oy wie eu (oi) in Reuß, z. B. vōice, böy.

ou, ow wie au in Haus, z. B. hōuse, nōw.

Da zu viele Aussprachezeichen eher ermüdend und verwirrend als erklärend wirken, so ist in dieser neuen Auflage nur die Beibehaltung der notwendigsten Zeichen durchgeführt und in besonderen Fällen die Aussprache mittels deutscher Laute in den Anmerkungen bezeichnet. Der Accent hebt die Silbe hervor, auf welcher der Ton liegt.

### II. Konsonanten.

o lautet 1) wie ein scharfes ʃ vor e, i und y, 2) sonst wie f. — Also ca lautet keh, ce fih, ci fei, co koh, cy hei, cri frei x.

ch lautet wie tʃh: also cha tʃeh, chi tʃei.

- g.** In Wörtern deutschen Ursprungs lautet *g* stets wie das deutsche *g*; in Wörtern französischen Ursprungs hat es denselben Laut, außer vor *e*, *i* und *y*, vor welchen es zwischen *bj* und *bsch*, genau wie das französische *j* mit vorausgehendem *b*, lautet.
- gh** lautet am Anfang des Wortes wie *g*, sonst ist es stumm; also *right* sprich reit, *high* sprich hei, *ghost* sprich gohst.
- j** hat stets den Laut wie französisch *aj*, also *ja* sprich bschej, *ji* sprich bschei, *jo* sprich bscho.
- ng** am Ende des Wortes lautet wie das deutsche *ng* in der Mitte des Wortes; also *ring* lautet nicht wie das deutsche *Ring*, sondern wie die erste Silbe in *rin—gen*.
- q** ist immer mit *u* verbunden, und lautet wie im Deutschen.
- r** 1) vor dem Vokal ungefähr wie im Deutschen; 2) nach dem Vokal, am Ausgang der Silbe, wird es sehr weich und sanft von den Engländern ausgesprochen.
- s** zwischen zwei Vokalen wie im Deutschen; sonst, insbesondere am Anfang der Silbe, etwa wie unser *ß* in reifen.
- se** vor *e*, *i*, *y* wie *ß*; sonst wie *st*. Also *sea* sprich steh; *see* seh, *sei* hei, *soo* sto, *scu* stju, *sey* hei, *sero* ströh.
- sch** wie *st*; also *sche* sprich stih.
- sh** wie *sch*; *sha* sprich scheh.
- th.** Obgleich nur *th* geschrieben wird, so unterscheidet der Engländer doch in der Aussprache ein weiches und hartes, *dh* und *th*. Es wird gesprochen, indem man die flache Zunge ein wenig zwischen die Vorderzähne schiebt und so *d* oder *t* ausspricht, wobei durch das Anstoßen der Zunge an die Oberzähne ein Laut entsteht, der etwa in der Mitte liegt zwischen *d*, resp. *t*, und *s*. Häufige Übung wird diesen für uns fremdartigen und anfangs etwas schwierigen Laut dem Schüler geläufig machen.
- v** etwas schärfer als *w*, wie das französische *v*.
- w** als Konsonant lautet wie ein rasch ausgesprochenes, an den nächsten Vokal hin angepreßtes starkes *u* (daher der Name: *double u* [döbbeljuh], d. i. doppeltes *u*). Also *wa* lautet wie *ueh*, als eine Silbe; also noch offener und voller als unser *w*.
- wh** wird geschrieben, aber *hw* gesprochen, also *whi* sprich huei.
- x** zwischen zwei Vokalen wie *gs*, sonst wie *ks*; also *next* nekst, *exa* egseh.
- y** als Konsonant wie das deutsche *j*, also *ya* jeh.
- z** wie *s*, also *ze* sprich seh.

Die andern, hier nicht berücksichtigten Konsonanten lauten wie im Deutschen.

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