

公文寫作研討會記要

二零零三年十一月十日，公務員事務局法定語文事務部假香港科學館演講廳舉行公文寫作研討會。香港教育學院語文教育學院院長陳永明教授應邀主講“公務中文傳意技巧”，論述公文寫作應注意的要點。

陳教授指出，語言不斷在變，中文也不例外。以香港為例，公文格式有新舊之分，讀音有從正、從眾之別。至於撰寫公文，除了錯別字，我們也應注意中文文法及行文邏輯的問題。

陳教授集中剖析公函的格式和用字遣辭。陳教授同意白話公函可略去傳統恭維語、頌揚語等套語，格式也不宜一成不變，可因應受文人身分等實際情況略為調整，最重要的原則是讓受文人讀起來感到舒服。

此外，中文公函修辭容易受英語影響，例如“你”、“我”等代名詞太多的話，讀來既囉唆累贅，又有違中文意合的特性。省去不恰當、多餘的代名詞，可令行文更簡潔利落，自然流暢。



陳教授強調結構的重要，指出行文必須顧及上文下理。中英文的表達習慣不同，行文結構因而有別。假如把英文公函的格式及用字生搬硬套，容易令中文公函上文不對下理。只要依中文的時序脈絡有系統地鋪陳，公函的邏輯便能更清晰，結構更嚴密。

陳教授又指出，公函的受文人不一定等同收信人，例如代部門去函報章，答覆市民的投訴，真正的受文人是報章讀者，不是報章編輯。因此撰寫公函時，必須清楚受眾的身分，照顧受文人的感受，設身處地，措辭才會合宜得體。

陳教授總結時強調，即使熟識公函格式，但中文修養欠佳，還是難寫好公函。歸根究柢，要寫出通順達意、措辭得體的公函，最重要是提升中文水平，而多讀多寫是提高中文修養的不二法門。

陳永明教授著作等身，著述涉及文學、哲學和音樂等領域，包括《哲人哲語》、《五線譜邊緣的躑躅》、《莫信詩人竟平澹——陶淵明心路歷程新探》等。陳教授另曾在電台及電視台主持《中文一分鐘》、《詩韻詞情》等節目，並擔任多項公職，包括香港語文教育及研究常務委員會委員、教育統籌局課程發展議會成員等，對推動香港的語文教學發展貢獻良多。

Beware of the Trojan Horse!



The Trojan Horse. What would come to your mind right away? Stealth? Ingenuity? Malice?

Thanks to the giant wooden horse conceived by the crafty warrior, Odysseus, the Greeks captured the impregnable City of Troy and ended the decade long war. Has it ever occurred to you that such a fascinating drama of military tactics may be re-staged right inside your PC? And you are oblivious to what is going on, like the poor Trojans whose city was taken just when they thought they had won the war.

‘Trojan Horse’ refers to those programs that infect your computer and open a channel which allows hackers to take control of your PC behind your back. They are imposters — programs that claim to be something useful but, in fact, cause mischief such as deleting files, changing system settings, stealing passwords, denying service and running vicious programs. The Trojan Horse contains malicious codes. Once triggered, they will cause loss or even theft of data. Worse still, your PC is used as a platform to attack other computers.



How and when are you likely to let the Horse enter your PC? Whenever you download a program, you are at risk. Chatting on the ICQ, opening an attachment, sharing files and allowing others to have access to your computer are but a few examples.

It is a common belief among Internet users that with virus scanners, their computers are immune to a raid by a Trojan Horse. Unfortunately, this is not exactly the case. While we can rely on anti-virus tools to detect the most common Trojan Horse programs, the most effective safeguard is to update regularly the latest virus signature.

All in all, it is the user’s constant vigilance that most strongly fortifies his computer against hackers’ infiltration. Be wary of what you receive when you are surfing the Internet, checking e-mails or cyberchatting. Avoid visiting suspicious websites. The Trojan Horse, like viruses and worms, is ubiquitous in the cyber world. Never ever let it in!