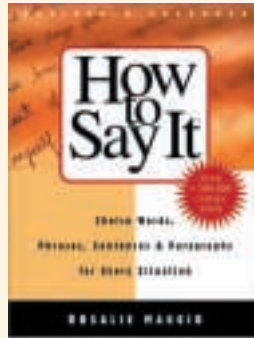




How to Say It

A Helpful Guide on Letter Writing

We all know the importance of saying the right thing at the right time. The question is how to say it. For occasional letter writers, it is nothing extraordinary for them to sit in front of the desk, wondering how to start a congratulatory letter or how to decline an invitation tactfully. For anyone who has trouble finding the right words to convey his message, *How to Say It* is a practical and useful guide.



At the heart of each chapter are versatile lists of words, phrases, sentences, and paragraphs relating to the topic. These lists provide readers with the terms that help them convey their message appropriately, whether they want to sound formal or casual, traditional or contemporary. Full sample letters are also included to give the readers a sense of what to look for in the final product. Appendix I touches on the mechanics of letter writing such as letter formats, whilst Appendix II deals with the content of letters, in terms of grammar and usage, as well as frequently misspelled or confused words, and redundant phrases.

The book covers 50 letter topics including letters of appreciation, congratulation, acceptance and refusal. Each chapter begins with general guidelines for writing a particular type of letter, followed by practical advice for special situations and tips on the content, such as what to say, and sometimes – more importantly – what not to say. For example, in the chapter on refusals, the author points out that writing a letter of refusal can be a challenge since most people hate to be rejected. The tips on writing include responding promptly (to allow the reader more time to find another solution or invitee) and giving your reason before your refusal (to prepare the reader for disappointment).

How to Say It is a user-friendly tool that tells you what to say and how to say it. The author, however, makes it clear that the ultimate aim of the book is not to offer readers a quick reference with ready-to-use samples. Since there is more than one right way to write a letter, readers may adapt the guidelines as they see fit in specific situations. What is important in letter writing is, after all, one's own voice and style.

There can be no high civilisation where there is not ample leisure.

Henry Ward Beecher

棋嘆



前高級法定語文主任黃宇亮

編按：

中國象棋相傳為唐代大臣牛僧孺創製。不少象棋術語以習語的形式流傳至今，如“馬後炮”、“過河卒子”、“棄車保帥”等，足見象棋的普及程度。圍棋與象棋都是變化繁複、益智怡情的遊戲，兩者都需要嚴密的邏輯思維，棋藝的探索更是無窮無盡。

南宋文人既醉心圍棋，又對象棋興趣濃厚，最著名的棋迷有劉克莊和文天祥。集儒業武功於一身的王守仁，幼年時沉迷象棋，並有詩云：“象棋終日樂悠悠”。今天好此道者仍然大不乏人，以下一篇文章不但道出對弈之樂，更論及棋藝之精微深奧。

日徂月往，軸轉流新。嗟乎！余之棋路歷程，幾經轉折，竟亦有如是者。

余自少嗜弈，所醉心者，唯象棋而已。及而立之年，眼界始大開焉！原來棋戲紛繁，各有特色，招法互異。語云：

策馬飛車爭先
追星耀角求後

此語摘述象棋與黑白棋之要義，一在爭先取勢，一在後發先至。餘若圍棋五子棋等等，弈法各自不同，無必勝之常道。余窮半生之力，博覽羣戲，感箇中優劣，仿如古之九品官制，上下高低有序。

閒時與友手談，其樂無窮。棋中真趣，非親歷其境，恐未能領略一二。再如藝深且廣，即專注其一，能入其堂奧者，鮮矣。於戲！棋海無涯，豈有極乎！

國手下棋一着，便見得數十着以後之着。

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