

Appendix A1

A Detailed List of Data Sources of the Business Letter Corpus

Compiled by Yasumasa Someya, April 1997 - March 1998

File Name: BusinessLetterCorpus.txt

File Size: 8295 KB

Total Number of Words: 1,511,924 (including headers)

English Words: 1,404,997

Japanese Words: 106,927

Number of Lines: 245,702

Number of Pages: 6,143 (WS-WORD/A4)

Number of Documents: 110,522

CONTENTS

Part One: American Samples (AmE)

BZ01 (01-Holt.txt)

TITLE: *BUSILETTER: Model Business Letters*

AUTHOR: Michael T. Holt

PUBLISHER: The Japan Times, Tokyo

YEAR: 1988

NUMBER OF WORDS: 28,472 (171 KB)

NUMBER OF LETTERS: 298

BZ2 (02-Poe.txt)

TITLE: *The McGraw-Hill Handbook of Business Letters*

AUTHOR: Roy W. Poe

PUBLISHER: McGraw-Hill

YEAR: 1994

NUMBER OF WORDS: 41,123 (247 KB)

NUMBER OF LETTERS: 248

BZ3 (03-Shipleigh.txt)

TITLE: *Business Writer's Quick Reference Guide*

AUTHOR: Shipleigh Associates

PUBLISHER: ditto

YEAR: 1986

NUMBER OF WORDS: 7,516 (49 KB)

NUMBER OF LETTERS: 24

BZ4 (04-Frank.txt)

TITLE: *200 LETTERS FOR JOB HUNTERS*

AUTHOR: William S. Frank

PUBLISHER: Ten Speed Press

YEAR: 1996

NUMBER OF WORDS: 44,621 (281 KB)

NUMBER OF LETTERS: 212

Note: text data available from Internet Web site <http://careerlab.com/letters/>

BZ5 (05-BusinessLetterWorks.txt)

TITLE: *BUSINESS LetterWorks* (FD)

AUTHOR: Stephen P. Elliot (ed.)

PUBLISHER: Round Lake Publishing Co.

YEAR: 1996

NUMBER OF WORDS: 48,499 (313 KB)

NUMBER OF LETTERS: 408

Note: This book is also published by Random House, Inc. under the title, *The Random House Book of*

Contemporary Business Letters (1988,1989)

BZ6 (06-SalesLetterWorks.txt)

TITLE: *SALES LetterWorks* (FD)
AUTHOR: Nate Rosenblatt
PUBLISHER: Round Lake Publishing Co.
YEAR: 1996
NUMBER OF WORDS: 64,985 (Table of Contents excluded)
NUMBER OF LETTERS: 323

BZ7 (07-PersonalLetterWorks.txt)

TITLE: *PERSONAL LetterWorks* (FD)
AUTHOR: Judy Barton and Nate Rosenblatt
PUBLISHER: Round Lake Publishing Co.
YEAR: 1994
NUMBER OF WORDS: 60,340 (Table of Contents excluded)
NUMBER OF LETTERS: 406

BZ8 (08-MSOffice.txt)

TITLE: NA (Business Letter Templates attached to MICROSOFT OFFICE)
AUTHOR: MICROSOFT
PUBLISHER: ditto
YEAR: 1996
NUMBER OF WORDS: 1,844 (12 KB)
NUMBER OF LETTERS: 15

BZ9 (09-BusinessModelOffice.txt)

TITLE: *Model Business Letters Ver.1.0.2* (CD-ROM)
AUTHOR: ModelOffice, Inc. (Austin, TX, U.S.A.)
PUBLISHER: ditto
YEAR: 1996
NUMBER OF WORDS: 90,172 (545 KB)
NUMBER OF LETTERS: 563

BZ10 (10-SalesModelOffice.txt)

TITLE: *Model Sales & Marketing Letters Ver. 2* (CD-ROM)
AUTHOR: ModelOffice, Inc. (Austin, TX, U.S.A.) Portions (c) 1984-1996 Dianna Booher
PUBLISHER: ditto
YEAR: 1996-1997
NUMBER OF WORDS: 57,518
NUMBER OF LETTERS: 399

BZ11 (11-PersonalModelOffice.txt)

TITLE: *Model Personal Letters Ver. 2* (CD-ROM)
AUTHOR: ModelOffice, Inc. (Austin, TX, U.S.A.)
PUBLISHER: ditto
YEAR: 1996-1997
NUMBER OF WORDS: 61,093 (Table of Contents excluded)
NUMBER OF LETTERS: 378+39+27 = 444

BZ12 (12-BusinessPLUS.txt)

TITLE: *Model Business Letters PLUS* (CD-ROM)
AUTHOR: ModelOffice, Inc. (Austin, TX, U.S.A.) Portions (c) 1984-1996 Dianna Booher
PUBLISHER: ditto
YEAR: 1996-1997
NUMBER OF WORDS: 32,242 (Table of Contents excluded)
NUMBER OF LETTERS: 227

BZ13 (13-SalesPLUS.txt)

TITLE: *Model Sales Letters PLUS* (CD-ROM)
AUTHOR: ModelOffice, Inc. (Austin, TX, U.S.A.) Portions (c) 1984-1996 Dianna Booher

PUBLISHER: ditto
YEAR: 1996-1997
NUMBER OF WORDS: 22,236 (Table of Contents excluded)
NUMBER OF LETTERS: 171

BZ14 (14-ModelPersonal_PLUS.txt)

TITLE: *Model Personal Letters PLUS* (CD-ROM)
AUTHOR: ModelOffice, Inc. (Austin, TX, U.S.A.) Portions (c) 1984-1996 Dianna Booher
PUBLISHER: ditto
YEAR: 1996-1997
NUMBER OF WORDS: 20,175
NUMBER OF LETTERS: 187

BZ15 (15-LetterExpert.txt)

TITLE: *Business Letter Expert* (Ver. 1.0b)
AUTHOR: Parsons Technology, Inc. (U.S.A)
PUBLISHER: ditto
YEAR: 1996
NUMBER OF WORDS: 53,551 (335 KB)
NUMBER OF LETTERS: 449

Note: Program and data files downloaded from the Internet Website of Parsons Technology, Inc.

BZ16 (16-Moscor.txt)

TITLE: *Moscor Form Letters*
AUTHOR: Moscor Publishing
PUBLISHER: ditto
YEAR: unknown
NUMBER OF WORDS: 9,159 (60 KB)
NUMBER OF LETTERS: 99

Note: Distributed as a shareware in two ASCII file disketts by Evergreen Enterprises, Miami FL, U.S.A,

BZ17 (17-Geffner.txt)

TITLE: *Business Letters The Easiest Way*
AUTHOR: Andrea B Geffner (Dean, Taylor Business Institute, NY)
PUBLISHER: Barron Inc.,NY. (Barron's Educational Series),
YEAR: 1983
NUMBER OF WORDS: 9,599 (59 KB)
NUMBER OF LETTERS: 72

BZ18 (18-Griffin.txt)

TITLE: *The Complete Handbook of Model Business Letters*
AUTHOR: Pretice Hall, Inc.
PUBLISHER: Jack Griffin
YEAR: 1993
NUMBER OF WORDS: 76,713 (458 KB)
NUMBER OF LETTERS: 581

BZ19 (19-Kudrya_1.txt)

TITLE: *Proven Business Letters (Saishin Business Tegami Jiten) on CD-ROM*
AUTHOR: Francis Kudrya
PUBLISHER: K&A Communications and Ashahi Shuppan, Japan
YEAR: 1997
NUMBER OF WORDS: 250,968 (1627 KB)
NUMBER OF LETTERS: 2,409

Note: This file (Part 1) contains business and social letters

BZ20 (20-Kudrya_2.txt)

TITLE: *Proven Business Letters (Saishin Business Tegami Jiten) on CD-ROM*
AUTHOR: Francis Kudrya

PUBLISHER: K&A Communications and Ashahi Shuppan, Japan

YEAR: 1997

NUMBER OF WORDS: 5,874 (39 KB)

NUMBER OF LETTERS: 42

Note: This file (Part 2) contains e-mail, fax, reports, contracts, etc.

BZ21 (21-Baugh.txt)

TITLE: *Handbook for Memo Writing* (Chapter 7: Model Business Memos)

AUTHOR: L. Sue Baugh

PUBLISHER: NTC Publishing Group (Chicago)

YEAR: 1995

NUMBER OF WORDS: 12,101 (74 KB)

NUMBER OF LETTERS: 61

Part Two: British Samples (BrE)

BZ22 (22-Ashley.txt)

TITLE: *A Handbook of Commercial Correspondence*

AUTHOR: A. Ashley

PUBLISHER: Oxford University Press.

YEAR: 1984

NUMBER OF WORDS: 19,921 (117 KB)

NUMBER OF LETTERS: 146

BZ23 (23-Gartside.txt)

TITLE: *Model Business Letters*

AUTHOR: L. Gartside

PUBLISHER: Pitman Publishing (London)

YEAR: 1992

NUMBER OF WORDS: 54,963 (324 KB)

NUMBER OF LETTERS: 441

BZ24 (24-Saville.txt)

TITLE: *Business Letter Writer*

AUTHOR: Jenny & Tim Saville

PUBLISHER: Ward Lock Villiers House (London)

YEAR: 1981 and 1995

NUMBER OF WORDS: 7,963 (47 KB)

NUMBER OF LETTERS: 76

BZ25 (25-Bosticco.txt)

TITLE: *Personal Letters for Business People*

AUTHOR: Mary Bosticco

PUBLISHER: Bower Publishing Company (Hampshire, England)

YEAR: 1986 (3rd ed.)

NUMBER OF WORDS: 88,253 (504 KB)

NUMBER OF LETTERS: 854

BZ26 (26-Naterop.txt)

TITLE: *Business Letters for All*

AUTHOR: Bertha J. Naterop, Eric Weis, Evan Haberfelner

PUBLISHER: Oxford University Press

YEAR: 1988 (First edition, 1977)

NUMBER OF WORDS: 5,179 (31 KB)

NUMBER OF LETTERS: 38

BZ27 (27-Maitland.txt)

TITLE: *Instant Business Letters*

AUTHOR: Iain Maitland

PUBLISHER: Thorsons (an imprint of HarperCollins Publishers, London)

YEAR: 1996
 NUMBER OF WORDS: 15,604 (105 KB)
 NUMBER OF LETTERS: 200

Part Three: Mixed Samples (Non-Native Writers Involved: NnE/BrE/AmE)

BZ28 (28-Alex.txt)

TITLE: NA (letters written based on exercises in *Business Communication: A Problem Solving Approach*, Roy W. Poe, et al. 1978)
 AUTHOR: Aleksandra Bensusan and Yasumasa Someya
 PUBLISHER: NA
 YEAR: 1985
 NUMBER OF WORDS: 12,360 (72 KB)
 NUMBER OF LETTERS: 104

BZ29 (29-WM.txt)

TITLE: *Writing Marathon*
 AUTHOR: Yasumasa Someya (proofread by native speakers of English)
 PUBLISHER: ALC Publishing, Inc., Japan
 YEAR: 1986, 1995
 NUMBER OF WORDS: 10,705 (77 KB)
 NUMBER OF LETTERS: 78

BZ30 (30-AlcEmail.txt)

TITLE: *Introduction to English Business E-mail*
 AUTHOR: Yasumasa Someya (proofread by native speakers)
 PUBLISHER: ALC Publishing, Inc., Japan
 YEAR: 1997
 NUMBER OF WORDS: 13,394 (80 KB)
 NUMBER OF LETTERS: 100

BZ31 (31-RyanEmail.txt)

TITLE: *English Business E-Mail for Business*
 AUTHOR: Kevin Ryan & Koji Nagatsuna
 PUBLISHER: Nihon Keizai Shinbun, Inc., Japan
 YEAR: 1997
 NUMBER OF WORDS: 38,260
 NUMBER OF LETTERS: 367

BZ32 (32-Wada.txt)

TITLE: *Handbook of International Exchange Letters (Kokusai Koryu Letter Handbook)*
 AUTHOR: Makiko Wada (proofread by native speakers of English)
 PUBLISHER: Maruzen Planet, Co. Ltd., Japan
 YEAR: 1990
 NUMBER OF WORDS: 42,694 (240 KB)
 NUMBER OF LETTERS: 230

BZ33 (33-Ikezaki.txt)

TITLE: *A Comprehensive Manual of Overseas Business Letters In English (Eibun Kaigai Business Katsuyou Zennsho)*
 AUTHOR: Miyoko Ikezaki (proofread by native speakers of English)
 PUBLISHER: Nihon Jitsugyou Shuppan, Co. Ltd., Japan
 YEAR: 1992
 NUMBER OF WORDS: 21,342 (English words only)
 NUMBER OF LETTERS: 142

BZ34 (34-Anonymous_1.txt)

TITLE: NA (in-house documents)
 AUTHOR: Anonymous (See note below)
 PUBLISHER: ditto
 YEAR: 1980

NUMBER OF WORDS: 35,836 (228 KB)

NUMBER OF LETTERS: 207

Note: The documents contained in this file were provided by a private Japanese corporation whose identity is not allowed to disclose.

BZ35 (35-Anonymous_2.txt)

TITLE: NA (in-house documents)

AUTHOR: Anonymous (See note below)

PUBLISHER: ditto

YEAR: 1979

NUMBER OF WORDS: 11,056

NUMBER OF LETTERS: 78

Note: The documents contained in this file were provided by a private Japanese corporation whose identity is not allowed to disclose.

BZ36 (36-IBC.txt)

TITLE: *A Comprehensive Manual of Social Business Letters (Eibun Business Seishiki Girei Bunrei Soran)*

AUTHOR: International Business Education Center (Kaigai Business Jitsumu Kyouiku Center)

PUBLISHER: ditto

YEAR: 1988

NUMBER OF WORDS: 26,481

NUMBER OF LETTERS: 144

BZ37 (37-SomeyaFile.txt)

TITLE: NA (letters personally received or otherwise possessed by Yasumasa Someya)

AUTHOR: NA

PUBLISHER: NA

YEAR: NA

NUMBER OF WORDS: 27,473 (170 KB)

NUMBER OF LETTERS: 103
