Appendix A1

A Detailed List of Data Sources of the Business Letter Corpus

Complied 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)
AUTHOR: Roy W. Poe
PUBLISHER: McGraw-Hill
YEAR: 1994
NUMBER OF WORDS: 41,123 (247 KB)
NUMBER OF LETTERS: 248

BZ3 (03-Shipley.txt)
TITLE: Business Writer’s Quick Reference Guide
AUTHOR: Shipley 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

BZ6 (06-SalesLetterWorks.txt)
TITLE: SALES LetterWorks (FD)
AUTHOR: Nate Rosenblatt
PUBLISHER: Round Lake Publishing Co.
YEAR: 1996
NUNBER 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
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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 diskettes 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-Kudyra_1.txt)
TITLE: Proven Business Letters (Saishin Business Tegami Jiten) on CD-ROM
AUTHOR: Francis Kudyra
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-Kudyra_2.txt)
TITLE: Proven Business Letters (Saishin Business Tegami Jiten) on CD-ROM
AUTHOR: Francis Kudyra
Partial listing of reference works:

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

BZ28 (28-Alex.txt)
AUTHOR: Alexsandra 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)
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
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

**BZ36 (36-IBC.txt)**


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