

## Appendix A3

## A Sample Excerpt from the Learner BLC

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# LEARNER CORPUS OF ENGLISH BUSINESS LETTERS (Ver. WM98)
# Compiled by Yasumasa Someya (May 30, 1998).
# Reviewed and Revised: Aug. 20, Oct. 3, and Oct. 28, 1998
# Total Number of Letters: 1,484
# Total Number of Words (after adjustment): 210,404
# Data Sources
# ( . . . )
# =====
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**Plain Text Version**

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[WM98:00006] # < WM970506-001 >
[WM98:00007]
[WM98:00008] Dear Mr. Smith :
[WM98:00009]
[WM98:00010] Your Outstanding Account
[WM98:00011]
[WM98:00012] Thank you for your participation to a farewell party of Mr. John D Wilson of September 9 , 19 -- .
[WM98:00013] Unfortunately , our records show that a participation fee for the party is still outstanding and
your payment is now more than three weeks overdue .
[WM98:00014]
[WM98:00015] You are entitled to a special 20 % discount for the regular fee , ¥ 50,000 ( fifty thousand yen ) ,
according to JUBA membership regulations , and so , the amount due is ¥ 40,000 ( forty thousand yen ) .
[WM98:00016]
[WM98:00017] Please note that your membership may be lost , unless we receive your payment within
fifteen ( 15 ) days from the day of issue of this letter .
[WM98:00018] May we therefor ask you to make remittance in full by bank transfer , Account No. 1-9287 ,
Chiyoda Branch , The first National Bank of Japan , at your convenience ?
[WM98:00019] If you have already done so , thank you - and please disregard this letter .
[WM98:00020]
[WM98:00021] If you have any problems regarding this account , please do not hesitate to contact us at any time .
[WM98:00022]
[WM98:00023] Sincerely yours ,
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**POS-tagged Version** (blank lines omitted) =====

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[WM98:00012] Thank_VB you_PRP for_IN your_PRP$ participation_NN to_IN a_DT farewell_NN party_NN
of_IN Mr._NNP John_NNP D_NNP Wilson_NNP of_IN September_NNP 9_CD ,_, 19_CD --_-- ._.
[WM98:00013] Unfortunately_RB ,_, our_PRP$ records_NNS show_VBP that_IN a_DT participation_NN
fee_NN for_IN the_DT party_NN is_BE still_RB outstanding_JJ and_CC your_PRP$ payment_NN is_BE
now_RB more_RBR than_IN three_CD weeks_NNS overdue_JJ ._.
[WM98:00015] You_PRP are_BE entitled_VBN to_IN a_DT special_JJ 20_CD %_NN discount_NN for_IN
the_DT regular_JJ fee_NN ,_, ¥_¥ 50,000_CD (_( fifty_CD thousand_CD yen_NN )_) ,_, according_VBG
to_IN JUBA_NNP membership_NN regulations_NNS ,_, and_CC so_RB ,_, the_DT amount_NN due_JJ
is_BE ¥_¥ 40,000_CD (_( forty_CD thousand_CD yen_NN )_) ._.
[WM98:00017] Please_RB note_VB that_IN your_PRP$ membership_NN may_MD be_BE lost_VBN ,_,
unless_IN we_PRP receive_VBP your_PRP$ payment_NN within_IN fifteen_CD (_( 15_CD )_) days_NNS
from_IN the_DT day_NN of_IN issue_NN of_IN this_DT letter_NN ._.
[WM98:00018] May_MD we_PRP therefor_RB ask_VBP you_PRP to_TO make_VB remittance_NN in_IN
full_JJ by_IN bank_NN transfer_NN ,_, Account_NNP No._NN 1-9287_CD ,_, Chiyoda_NNP Branch_NNP ,_,
The_DT first_JJ National_NNP Bank_NNP of_IN Japan_NNP ,_, at_IN your_PRP$ convenience_NN ?_?
( . . . )
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