

Corpus Analysis
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Quantitative Analysis

1. The most significant items in this list

Frequency of Adjectives

<u>Possessive</u>	
my	249
your	37
<u>Demonstrative</u>	
that	97
this	73
<u>Qualifiers</u>	
dear	45
new	24
last	19
effective	18
smooth	16
continued	12
past	10
<u>Indefinite</u>	
all	24
any	21
both	13
another	9

Frequency of Adverbs

as	71
in	62
sincerely	49
all	24
here	20
not	19
By	14
however	12
much	11
over	11

Frequency of Conjunctions

and	155
that	97
for	86
as	71
like	22
not	19
if	18
but	17
By	14
both	13
However	12
after	10

Frequency of nouns

sirs	45
position	40
time	40
Inc.	39
company	35
resignation	31
weeks	28
work	28
career	27
decision	25
notice	25
opportunity	23
employment	22
letter	21
December	18
experience	18
responsibilities	17
day	16
transition	16
years	16
team	15
consideration	14
part	12
success	12
contract	10
today	10

Frequency of verbs

have	111
will	63
be	53
is	49
would	34
am	33
wish	32
work	28
been	27
thank	26
can	22
like	22
has	20
know	19
accepted	16
do	16
leave	15
move	15
feel	14
decided	13
help	13
was	12
appreciate	11
let	11
accept	10
give	10
hope	10

<u>Auxiliars</u>	
have	111
is	49
has	20
was	12
<u>Infinitives</u>	
be	53
wish	32
work	28
thank	26
like	22
know	19
do	16
leave	15

move	15
feel	14
help	13
appreciate	11
let	11
accept	10
give	10
hope	10
<u>Modals</u>	
will	63
would	34
can	22
<u>Past Participle</u>	
been	27
accepted	16
decided	13

Frequency of Prepositions

to	240
of	144
for	86
with	68
in	62
at	33
from	25
on	24
during	18
by	14
over	11
after	10
about	9

Frequency of pronouns

<u>Personal</u>	
I	304
you	122
me	65
it	28
<u>Demonstrative</u>	
that	97
this	73

<u>Indefinite</u>	
all	24
any	21
both	13
another	9

Frequency of articles

the	158
a	94
an	22

Core Vocabulary

Nouns	Adjectives	Verbs	Adverbs	Prepositions
Advancement	Adult	Accept	Again	About
Appreciation	All	Accepted	All	After
Area	Another	Allow	As	As
Assistance	Any	Allowing	Before	Before
Associates	Assured	Am	By	By
Business	Best	Appreciate	Else	During
Career	Both	Are	Elsewhere	For
Challenges	Careful	Assist	Enough	From
Committee	Challenging	Assure	Formally	In
Community	Confident	Be	Forward	Of
Consideration	Continued	Been	Further	On
Contributions	Current	Believe	Here	Out
Course	Dear	Can	Hereby	Over
Conviction	Difficult	Come	How	Per
Day	Easy	Completing	However	To
Date	Effective	Confirm	In	Towards
Decision	Else	Consider	Last	Up
Distributors	Enough	Contact	More	With
Duties	Every	Continue	Much	
Employer	Fair	Contribute	Next	
Employment	Final	Could	Not	
Experience	Fine	Decided	Now	
Family	Formal	Discuss	Once	
Firm	Forward	Do	Only	
Fortune	Free	Done	Out	
Future	Full	Employed	Out	
Goals	Further	Express	Over	
Guidance	Good	Feel	Sincerely	
Intention	Great	Find	Smoothly	
Job	Happy	Give	So	

Learning	Important	Had	There	
Letter	Last	Has	Therefore	
Level	Long	Have	Thoroughly	
Life	My	Having	Truly	
Manager	New	Help	Under	
Notice	Next	Hope	Very	
Offer	Other	Is	Well	
Opportunity	Our	Inform	When	
Organization	Outstanding	Know	Yet	
Part	Own	Learned		
People	Past	Leave		
Period	Personal	Leaving		
Pleasure	Positive	Let		
Position	Possible	Made		
Problems	Productive	Make		
Projects	Professional	May		
Purpose	Required	Move		
Questions	Rewarding	Need		
Recovery	Sincere	Offer		
Regret	Smooth	Provide		
Request	Some	Pursue		
Resignation	Special	Request		
Respect	Starting	Required		
Responsibilities	This	Resign		
Service	Very	Should		
Sirs	Well	Support		
Skills	Willing	Take		
Success	Your	Tender		
Support		Thank		
Team		Took		
Time		Train		
Things		Transfer		
Training		Understand		
Transition		Want		
Value		Was		
Webmaster		Will		
Weeks		Wish		
Wholesale		Work		
Work		Worked		
Workers		Working		
		Would		

Qualitative Analysis

1. Focus on some of the most frequent words of your list, for example technical or semi-technical, modals, verbs, connectors.
2. Start observing their collocation.

The Most frequent Verbs

<i>Auxiliary verbs</i>	<i>Tenses/Use</i>	<i>Concordance</i>
Have (111)	<p>It is mainly used to form the Present Perfect of verbs in order to express or underline:</p> <p>1. <u>the duration of an event</u>, (an event begun in the past and that has not finished yet.)</p> <p>2. <u>the consequences/results for the present of an event or of a decision made before.</u></p>	<p>I have spent ten rewarding years with ABC Inc. in which....</p> <p>In the past seven years, I have made significant contributions to Kane International by implementing</p> <p>I have greatly enjoyed my association with Carnival over the past 12 years....</p> <p>After much thought, and serious discussions with friends and family, I have decided to pursue a different career.</p> <p>After much reflection, I have decided that I must resign from my position as Production Line Supervisor.</p> <p>However, it is now time for me to move on and I have accepted a position with another firm.</p> <p>As a direct result of this experience, and after careful consideration and discussion with my family, I have decided to further my personal interests and professional goals.....</p>

	<p><u>Passive form of Present Perfect</u> The active or the passive is generally chosen depending on what the writer wants to underline.</p> <p>In this case, the emphasis is on “contributions” because the writer wants to underline his work.</p> <p>Here, the focus is on what has happened.</p>	<p>I sincerely hope my contributions have been felt not only in our department, but also across the company as a whole</p> <p>This is to inform you that I have been presented with an opportunity that.....</p>
Has (20)	<p>It is mainly used to form the Present perfect (III sing. pers.) of verbs, in order to underline</p> <ol style="list-style-type: none"> 1. <u>the duration of an event</u> (in Impersonal Expressions) 2. <u>Consequences for the present</u> <p>Passive form of the Present Perfect.</p>	<p>It has been my genuine pleasure to work for ABC Company during these last four years.</p> <p>However, the time has come to move on. This letter is to formally announce my resignation.....</p> <p>Nevertheless, my time here has not been wasted. I have gained experience and have honed my skills.</p> <p>The support and concern shown by you and the rest of the management team has been deeply appreciated.</p>

Be (53)	<p>Mainly used with Will to form Future Tenses</p> <p>It is also used with other modals such as May, in if conditional phrases</p>	<p>The associations I have made during my employment here will truly be memorable for years to come.</p> <p>...and my last day of employment will be 20th December.</p> <p>If I may be of any assistance, please let me know</p>
Is (49)	<p>Simple Present (III sing. Pers.)</p> <p>It is used as main verb in impersonal expressions.</p> <p>It is often followed by the infinitive of a verb, <u>in order to express purpose</u>:</p> <p>SUBJECT + IS + TO + BASE FORM</p> <p>Passive form of Present Simple In my corpus is rarely used as auxiliary verb to form passive</p>	<p>It is with careful consideration that I tender my resignation. It is truly with much regret that I must extend my letter of resignation at this time.</p> <p>This letter is to formally announce my resignation with ABC INC.</p> <p>The purpose of this letter is to inform you of my resignation.....</p> <p>My decision is based on the uncertainty of the future of my career at ABC INC.</p>
Am (33)	<p>Simple present (I. sing. pers)</p> <p>It is often used as “main verb” in order <u>to express a state</u> (VB+ADJ.)</p> <p>As auxiliary verb is used to form the Present Continuous of verbs (SUBJECT+AM+...ING)</p>	<p>I am excited to further my career by completing my education.</p> <p>I am willing to help as much as possible during the next two weeks to complete all of the tasks.....</p>

	In order to <u>express an action or event which is taking place now</u>	I am giving the company two weeks notice, and my last day of employment will be 20 th December. I am writing to you today to officially tender my resignation...
Was (12)	It is used as main verb to form the Simple Past in sentences where the focus is not on the actor but on the object/action. <u>To express a decision that was made in the past</u> It is rarely used as auxiliary verb to form the passive	This decision to pursue another opportunity was not an easy one. When I was initially hired , I thought that your company.... My decision to resign was finalized after long and careful consideration of all factors.

<u>Modals</u>	<u>Tense/Use</u>	<u>Concordance</u>
Will (63)	Future of the verb to be <u>It is used to express a decision regarding the future</u> Present Subjunctive <u>It is often used to express a hope regarding the future</u> Future	My last day will be 20th December I hope you will provide me with a favourable recommendation I hope you will respect my position in this matter It's my hope that we will stay in touch I assure you that I will continue

	<p><u>It is used to assure somebody about something regarding the future.</u> (I assure you that I will)</p> <p>If- conditional It's not frequent! (First conditional) It is used when the future event the writer is referring to is very <u>probable</u>. It is used for <u>real possibility</u>.</p> <p>If +MD (may) +VB (Be), + Please + IMP +MD (will)+VB (make)</p>	<p>to work diligently in completing projects, training my replacement, and transitioning my responsibilities.</p> <p>If I may be of any assistance in the hiring process or training of my replacement, please know that I will gladly make myself available to this effort during the next four weeks.</p>
Would (34)	<p>Conditional MD+TO+VB</p> <p>CONG+PP, MD +TO+VB</p> <p>MD+VB+NOUN +TO+VB</p> <p><i>IF CONDITIONAL</i> <u>To express a polite request</u> Only First conditional If +SP (S. PRESENT),+MD</p>	<p>I would like to thank you for the experience of having worked for Kinsley Manufacturing, a truly outstanding organization</p> <p>Although you and I have had our differences of opinions, I would like to express my appreciation to you and the company for the learning experience I have had here at ABC Inc.</p> <p>I would welcome the opportunity to discuss with you a possible career future, assuming you are interested in keeping me employed with your company.</p> <p>Also, if you feel there are any unresolved problems, I would appreciate discussing these problems with...</p>
Can (22)	<p><i>IF CONDITIONAL</i> <u>To offer help</u></p>	<p>If there is anything I can do to assist the smooth transition of responsibilities, please let me</p>

	First Conditional IF+VB+MD+VB+TO+VB, PLEASE+IMP.	know
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The most frequent nouns

Position (40)	<p><u>A position in a company or competition is a job; a formal use.</u></p> <p>This noun can usually be found after an adjective</p> <p>or</p> <p>followed by the preposition as + the job</p>	<p>I have accepted a new position with another company.</p> <p>I have accepted a position as Executive Editor at a growing publishing house in New Jersey.</p>
Time (40)		<p>...but I feel the time has come to move on to new challenges.</p> <p>I have learned a lot during my time here</p>
Company (35)	Abbreviation +Company	I have accepted a position with CDE Company
Resignation (31)	<p>It is a formal statement of your intention to leave a job or position.</p> <p>It can be found as "letter of resignation" (technical word) or simply "resignation"</p>	<p>It is truly with much regret that I must extend my letter of resignation</p> <p>This letter is to formally announce my resignation from ABC Company,</p>

Adjectives

New (24)	ADJ+NOUN	I have accepted a new position
Last (19)	ADJ+ADJ+NOUN+MD	My last day will be 20 th December.
Effective (18)	When something such as a law	

	<p>or an agreement becomes effective, it begins officially to apply or be valid.</p> <p>ADJ+DATE</p>	<p>It is with both regret and anticipation that I submit this letter of resignation, effective December 29, 1999</p>
Smooth (16)	<p>You use smooth to describe something that is going well and is free of problems or trouble.</p> <p>ADJ+NOUN</p>	<p>Please let me know if there is anything I can do to assist in the smooth transition of my responsibilities.</p>

3. Is there any linguistic pattern that is typical of the target language?

The language in these letters is not very different from everyday language or the language adopted in normal letters. There are not long nominal groups connected by a verbal group as in the scientific language

4. What are the most common forms of nominalization (if any)?

Nominalizations are not very frequent in my corpus. I have found this one:

Example 1: Upon **completion** of my degree program, should find need for my skills in the area of Ohio, I would of course consider.....

5. From the observation of certain items, can you detect the presence of specific language functions essential in the target language?

Functions:

The main function of these letters is **to inform somebody of a decision**:

The purpose of this letter is to inform you of.....(The focus shifts from the actor (writer) to the action/object of the discourse. Moreover, we have the verb **is** followed by an infinitive in order to express purpose)

This letter is to formally **announce** my resignation from ABC Inc. (the verb “**to announce**” is very redundantIn a normal letter, we would use “**tell/inform**”: I am writing to you to....)

In order to **inform** it is used a style that I would define both **impersonal** and **emphatic**:

1. There is an emphatic use of adverbs:

It is truly with much regret that I must extend my letter of resignation.....

It is with both regret and anticipation that I submit this letter of resignation.....

(Moreover, there is also the use of technical verbs such as extend/submit/tender whereas in normal letters we would probably use the verb “to send”

Example: I’m sorry for the letter I have sent you....)

2. There is an emphatic use of adjectives as well:

It is with firm conviction that I tender my resignation...

It is with somewhat of a heavy heart that I am submitting my written notice of resignation...

Another important function in these kind of letters is to explain how the decision has been made:

“After”

(Time)

After much thought, and serious discussions with friends and family, I have decided to pursue a different career.

After careful consideration, please accept my resignation.....

After much thought, I have accepted a position outside of the company.

As

(Result)

As a direct result of this experience, and after careful consideration and discussion with my family, I have decided to further my personal interests and professional goals.....

As required by my contract of employment, I hereby give you two weeks notice of my intention to leave my position as webmaster.

As you know, I have been very unwell for some time now and as a consequence, feel that I am unable to work for ABC Inc. any longer.

However

(Contrast)

I have been very happy working here and found my work both challenging and enjoyable.

However, it is now time for me to move on and I have accepted a position with another

6. Are there any passive forms? How often are they used and when?

Passive form has a low frequency in my corpus, because the auxiliary verb “have” is mainly used to form the Present Perfect of verbs (active form) and the auxiliary verb “to be” is mainly used in “impersonal expressions”.

The passive is used when the writer wants to emphasize “an action/thing he/she did” or “something that has happened to him” (His contribution, an opportunity....).The attention shifts from the actor to the action/events!

Example 1: I sincerely hope my contributions have been felt not only in our department, but also across the company as a whole.

Example 2: This is to inform you that I have been presented with an opportunity that.....

Example3: Nevertheless, my time here has not been wasted. I have gained experience and have honed my skills.

Example 4: The support and concern shown by you and the rest of the management team has been deeply appreciated.

INC. Example 5: My decision **is based** on the uncertainty of the future of my career at ABC

Example 6: When I **was** initially **hired**, I thought that your company....

Example 7: My decision to resign **was finalized** after long and careful consideration of all factors.

6. What are the most common verbal tenses to be found?

The most common verbal tense is the **Present perfect**. It is followed by the **Future**, the **Conditional**, **Simple Present** & **Present Continuous**. (See the table above)

7. Can you detect compound noun phrases that are typical of this variety, (i.e. nominal phrases)?

- **Letter of resignation** (“technical word”)
- **Contract of employment** (“technical word”)
- **Transfer/Transition of my responsibilities** (technical words)

Compound Nouns:

- **Learning experience**
- **Employment experience**
- **Hiring process**
- **Marketing strategies**
- **Career advancement**
- **Business affairs**

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