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The Use of Adverbial Clauses in Business Correspondence

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Z á s a d y p r o v y p r a c o v á n í :

Studentka se ve své bakalářské práci zaměří na výskyt a užití vedlejších vět příslovečných v obchodní korespondenci. Nejprve na základě studia relevantní odborné literatury z oblasti lingvistiky vymezí pojem "vedlejší věta příslovečná", uvede specifické rysy tohoto typu závislých vět, jejich strukturní a sémantické aspekty a kritéria klasifikace. Dále se bude zabývat jejich pozicí ve větě z hlediska aktuálního členění větného. Následně provede analýzu vybraných textů obchodní korespondence, se zaměřením na frekvenci užití jednotlivých typů vět, tj. s ohledem na jejich syntaktickou realizaci, sémantickou roli a pozici ve větě. Na závěr shrne a zhodnotí výskyt a užití analyzovaných příslovečných vět a jejich funkce s ohledem na daný stylistický registr.

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Annotation

This bachelor paper deals with the use of adverbial clauses in business correspondence. It studies the frequency of occurrence of the particular semantic types and at the same time concentrates on their form and function they have in the sentence. This work proposes to analyse the most common clauses which are supposed to be used in order to convey the necessary facts related to the sphere of business. The first part of this work is theoretical and creates a basis for the analysis of randomly chosen samples extracted from the business letters. These samples are further used in order to illustrate the characteristic features of selected types of adverbial clauses that are consequently commented upon.

Keywords

english language; linguistics; analysis; adverbial clauses; business correspondence

Název

Užití vedlejších vět příslovečných v obchodní korespondenci

Souhrn

Tato bakalářská práce se zabývá užíváním vedlejších vět příslovečných v obchodní korespondenci. Zkoumá četnost výskytu jednotlivých sémantických typů a zároveň se soustředí na to, v jaké formě se tyto věty objevují a jaká je jejich funkce. Tato práce si klade za cíl analyzovat věty, u kterých se předpokládá, že jsou nejvíce používané k vyjádření nezbytných skutečností souvisejících s obchodní sférou. První část této práce je teoretická a na jejím základě je pak vypracována analýza náhodně vybraných vzorků převzatých z obchodních dopisů. Tyto vzorky dále slouží k ilustraci charakteristických rysů zvolených typů příslovečných vět, které jsou následně okomentovány.

Klíčová slova

anglický jazyk; lingvistika; analýza; příslovečné věty; obchodní korespondence

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1. Introduction

Business correspondence creates an essential part of today's world of commerce. Handling of the effective correspondence signifies company's professionalism and reliability because the impression created by accurately typed, logically oriented letter can be the crucial factor in success of any business. As the main aim of this letter is to inform the other side about various circumstances or conditions, it is necessary to convey them as accurately as possible. The importance of accuracy proceeds from the fact that the information expressed indirectly may result in misunderstanding of the letter content. One way how to reach the accuracy and explicitness is the usage of particular grammatical phenomena, i.e. adverbial clause. Therefore, the use of adverbial clauses is studied in this register because it is presupposed that the essential information in the commercial relation will be expressed thanks to this clause.

This paper examines which particular semantic types of adverbial clauses are occurring in the discourse of business correspondence, further it concentrates on their structure and function they have in the sentence. The main aim of this work is to prove that the adverbial clauses of time, reason, place and condition will be the most frequently used in the surveyed type of discourse.

The whole work is basically divided into two core parts, i.e. theoretical (including chapters 2, 3 and 4) and practical (chapters 5, 6 and 7). The second chapter characterizes the term adverbial clause, describes its typical features and introduces the way of its realization. The syntactic function of adverbial clause is discussed in the third chapter. The fourth chapter is devoted to their semantic roles, it states the way of their classification and thoroughly deals with the clauses of time, reason, place and condition. The theoretical part provides a background for the analysis itself and the information stated there is verified in the practical part. The practical part is opened by the fifth chapter describing the distinctive features of business correspondence, stating the methodology and formulating the hypothesis saying that the most common adverbial clauses in business correspondence will be the clauses of time, reason, place and condition. The sixth chapter introduces the analysis findings and the very last chapter is devoted to the summary of results. Finally, the whole paper is concluded.

2. Adverbial clause

This is the first chapter which provides the theoretical background of this paper; it deals with the term of adverbial clause and concentrates on the clause structures as well.

2.1 *Characteristics and properties of adverbial clause*

Firstly, it is crucial to explain what the term *adverbial clause* denotes, to define its properties and describe the characteristic features of this clause. Leech defines the adverbial clause as “a clause which acts as an adverbial in the main clause or sentence it belongs to”. (Leech, 1992, p. 11) In other words, these clauses represent the syntactic realization of adverbial, they substitute this sentence element. (Dušková, 2006, p. 627) Another property of this clause is that it modifies the rest of the main clause; it adds the extra information concerning the condition, concession, place, time, result, etc. Thus, it specifies the circumstances described by the main clause. (Leech, 1992, p. 12)

Most adverbial clauses are introduced by the *subordinator* and in some cases by the preposition. The used subordinator indicates their link with the main clause because these conjunctions are able to semantically express the kind of relation between the main and subordinate clause. Quirk and Greenbaum consider the subordinating conjunctions as the most important formal indicators of subordination, particularly for the finite clauses. (Quirk, Greenbaum, 1973, p. 313) It signals that the adverbial clause is *subordinate* which means that it may not stand alone as a complete sentence because it is a part of another clause. (Leech, 1992, p. 20) The clause which is subordinate is grammatically complete but does not by itself make a complete sense. The analysed example of such clause is stated below:

If you supply the customers direct, how long will it take an order to be made up and shipped *once it has been received?* (Ashley, 1985, p. 171)

The subordinate adverbial clause is introduced by *once*, it does not may stand alone because it is a part of the preceding main clause.

Subordination enables to organize the multiple clause structures and Tárnyiková explains that this is possible thanks to the fact that each subordinate clause in the

sentence may be superordinate to one or more other clauses, so that a hierarchy of clauses may be built up. (Tárnyiková, 1993, p. 94) And this sometimes results in building of highly *complex sentences* which are frequently used in the surveyed discourse. Watts defines the complex sentence as “a group of words which expresses two or more unified thoughts, one of which is the main or principal thought having dependent on it one or more subordinate thoughts”. (Watts in Fries, 1977, p. 30) Tárnyiková offers rather simpler definition; she says that in the complex sentence there is always present one main clause which is hierarchically superordinate to the subordinate clause or clauses. (Tárnyiková, 1993, p. 97) Unlike the subordinate clause, the main clause can often stand on its own because it makes the complete sense by itself. Besides, both of them may be co-ordinated, i.e. “one of two or more main or subordinate clauses of equal value that are connected”. (Swan, 2005, p. xviii) The example of the complex sentence taken from the corpus is given below:

We will issue a cover note *as soon as you complete and return the enclosed declaration form*. (Ashley, 1985, p. 233)

The stated complex sentence is formed by the superordinate main clause and by two subordinate clauses introduced by the subordinator *as soon as*. The subordinate clauses are co-ordinated, i.e. on the same level.

Concerning their position in the sentence, the adverbial clauses are optional and both initial and final placement is common. (Quirk, 1974, p. 743) Position of the subordinate clause does not influence the meaning of the whole sentence, i.e. meaning remains the same regardless of position. Swan adds that their position depends on what is to be emphasized and further develop this idea by saying that “the most important information usually comes last”. (Swan, 2005, p. 510)

2.2 Structural types of the clause

We distinguish three possible ways of realization of the adverbial clause, i.e. by the finite, non-finite or verbless clauses. The main criterion of this classification is the kind of verb phrase acting as its verb element. (Quirk, Greenbaum, 1973, p. 310)

2.2.1 *Finite clause*

This clause has its verb element in the form of a finite verb phrase “which is a verb showing tense and subject concord”, i.e. there is a correspondence between the subject and verb in person and number. (Leech et al., 1984, p. 78) Leech et al. illustrate the finite adverbial clause on this example:

As the job was finished, we went home early. (Leech et al., 1984, p. 79)

2.2.2 *Non-finite clause*

In this case, the verb element contains a non-finite verb phrase. Non-finite clauses may either contain the subject or may be subjectless. Four possible non-finite forms of the verb are distinguished, i.e. -ing participle, -ed participle or to infinitive. (Leech, Svartvik, 1986, p. 213) These types of clauses are then called as *-ing clause*, *-ed clause* and *to-infinitive clause*. The fourth structural class, which is relatively rare, is bare infinitive, i.e. infinitive without *to*. (Quirk et al., 1985, p. 993) See the particular example of the -ing and -ed clause:

Leaving the room, he tripped over the mat. (Quirk, Greenbaum, 1973, p. 311)

We left the room and went home, **the job finished**. (Quirk, Greenbaum, 1973, p. 311)

These non-finite clauses are used as a mean of syntactic condensation because “they lack tense markers and modal auxiliaries and frequently lack a subject and a subordinating conjunction”. (Quirk et al., 1985, p. 995) Quirk et al. emphasize that the main advantage of condensation is compactness but at the same they warn that this advantage has to be well balanced against the danger of ambiguity. (Quirk et al., 1985, p. 995) More detailed information concerning the topic of condensation can be found in Quirk et al. (1985).

2.2.3 *Verbless clause*

Verbless clause contains no verb element and as well as non-finite clause is commonly subjectless. It is assumed that a form of the verb *be* has been omitted. (Leech, Svartvik, 1986, p. 214) Following Quirk and Greenbaum, when the subject of

the verbless clause is omitted, it is possible to recover it from the context. (Quirk, Greenbaum, 1973, p. 312) For better understanding of this theory, they state a few examples and one of them is displayed below:

Whether right or wrong, he always comes off worst in an argument. = Whether **he is** right or wrong... (Quirk, Greenbaum, 1973, p. 312)

To summarize the key points of this chapter, the adverbial clause is subordinate and operates as adverbial in the main clause, adds the information concerning the result, time, place, etc. and can be realized by the finite, non-finite or verbless clauses.

3. Syntactic function of adverbial clause

This chapter discusses the syntactic function of adverbial clauses; it describes the main differences between adjuncts and disjuncts and introduces their division. The information stated in the following paragraphs is only general, more details will be provided in the subchapters devoted to the particular semantic types of adverbial clauses. In addition, it will be further illustrated on the examples in the practical part as well.

While the adverbials in general syntactically function as adjuncts, disjuncts, subjuncts or conjuncts, the adverbial clauses in particular act mainly as adjuncts and disjuncts. (Quirk et al., 1985, p. 1068) With respect to semantics, Quirk et al. say that adjuncts and disjuncts differ in that aspect that adjuncts denote the circumstances of the situation in the main clause, while disjuncts provide some kind of evaluation either of the style or form of what is said in the main clause or on its content. (Quirk et al., 1985, p. 1070) In other words, disjuncts are personal speaker's or writer's comments informing about his opinion or attitude towards the content or style of the communication. Thus, disjuncts seem to be less objective than adjuncts.

Quirk et al. point out that the main syntactic difference is that "disjuncts are peripheral to the clause to which they are attached", the peripheral status is indicated mostly negatively because disjuncts do not allow the application of various focusing

devices. (Quirk et al., 1985, p. 1070) On the other hand, clauses acting as adjuncts are to some extent integrated within the sentence. (Čáňová, 2001, p. 14)

There are two types of adjuncts, i.e. *predication* and *sentence* adjuncts. They mainly differ in accordance to their mobility within the sentence. While sentence adjunct may appear in all positions, i.e. initial, final and medial, predication adjunct depends on the predication and is normally positioned finally. They are not so mobile because they provide the complementation, e.g. for the verbs in the SVA type or function as the adverbial in the SVOA type. Quirk et al. observe that fronting of predication adjuncts is rarely used and if it occurs, it is only for rhetorical purposes. (Quirk et al., 1985, p. 1074 – 1075)

We distinguish two types of disjuncts as well, i.e. *style* and *content* disjuncts. While style disjuncts “implicitly refer to the circumstances of the speech act”, content disjuncts, as their name indicates, comment on the content of the main clause. Thus, style disjuncts are more peripheral to their superordinate clause. (Quirk et al., 1985, p. 1072) Quirk and Greenbaum add that they in some way define under what conditions the speaker or writer is expressing himself. (Quirk, Greenbaum, 1973, p. 242) In addition, style disjuncts often imply a verb of speaking and the subject *I*. (Quirk et al., 1985, p. 1072) See the examples illustrating the adjunct and disjunct clauses:

The purpose of the inquiry **was so that all complaints would be made public**. (Quirk et al., 1985, p. 1074)

To emphasize her point, she invited me to visit her village. (Quirk et al., 1985, p. 1075)

Since you know Latin, you should be able to translate the inscription. (Quirk et al., 1985, p. 1072)

What does the word mean, **since you're so clever**? (Quirk et al., 1985, p. 1072)

The first clause acts as adjunct because it is integrated into the sentence; it makes the complementation of the subject which means that it is predication adjunct. While in the second example, the sequence of the subordinate and main clause may be reversed and thus this subordinate clause functions as sentence adjunct. In the third example is illustrated content disjunct clause providing the comment on the content of the main

clause, i.e. the ability to translate. On the other hand, the following example demonstrates the additional comment on what has been said and therefore it functions as style disjunct.

To sum up the most important information included in this chapter, the adverbial clauses function either as adjuncts which are to some extent integrated within the sentence or disjuncts which are more peripheral to the clause. Further it has been stated that there two types of adjuncts, i.e. predication and sentence and disjuncts are either style or content.

4. Semantic role of adverbial clause

This chapter is devoted to the semantic roles of adverbial clauses. Firstly, it provides the general information concerning the semantic analysis, secondly states the way of classification of these clauses and finally characterizes 4 selected semantic types of adverbial clauses in detail.

4.1 Semantic function

If it is dealt with the semantic roles of adverbial clauses, the meaning of the clause is being identified. As Quirk et al. emphasize, the semantic analysis of adverbial clauses is rather problematic because “many subordinators introduce clauses with different meaning”. (Quirk et al., 1985, p. 1077) The validity of their claim will be demonstrated on the clauses introduced by the subordinator *as*. See the example sentences detected in the analysis and one given by Quirk et al.:

As my bank statement showed the money had been debited to my account, I assumed that it had been credited to your account as well. (Ashley, 1985, p. 86)

We are sure you will find a ready sale for our products in England *as have other retailers throughout Europe and America*, and we do hope we can reach an agreement on the terms quoted. (Ashley, 1985, p. 46)

As I drove away, I saw them waving goodbye. (Quirk et al., 1985, p. 1078)

As you know, over the past months I have placed a number of orders with you and

settled promptly, so I hope this has established my reputation with your company.
(Ashley, 1985, p. 117)

While in the first sentence *as* is used as the subordinator of the reason clause, in the second sentence it introduces the clause of similarity and comparison and the third clause introduced by *as* is the clause of time. In addition, the last sentence demonstrates that *as* can introduce the comment clause as well. This implies that what is really essential, if identifying the semantic function of these clauses, is the context.

To summarize, the subordinating conjunction can not be considered as a true guide to the kind of clause introduced, but what is crucial in this process, is the work that the clause is doing, i.e. the previously mentioned context. (Eckersley, 1966, p. 337)

4.2 *Semantic classification*

For the purposes of the research is crucial to state the classification of adverbial clauses according to their semantic function and to say which classification will be preferred in this paper. Even though there are various kinds of approaches to the semantic classification of adverbial clauses, it can be said that the differences between them are only minor.

Quirk et al. semantically distinguish the adverbial clauses in this way: the clauses of time, contingency, place, concession, contrast, exception, similarity and comparison, proportion, result, purpose, preference, reason clauses, conditional clauses and finally comment clauses. (Quirk et al., 1985, p. 1078 – 1112)

For comparison, Alexander has a slightly different approach to the subject, he uses the terms of adverbial clause of time, place, reason, etc. as well as Quirk et al. do. On the other hand, in Alexander's classification appears the adverbial clause of manner which in fact is the clause of similarity and comparison if considering the classification given by Quirk et al. (Alexander, 1991, p. 25) Alexander and Zandvoort indicate that the clauses of concession are sometimes called contrast clauses. This means that they do not divide these clauses into two semantic categories as Quirk et al. do. In addition, Alexander and Zandvoort do not differentiate the clauses of exception, proportion, and preference and they do not mention the comment clauses. (Alexander, 1991, p. 26; Zandvoort, 1965, p. 219)

When the approach of grammarians to the semantic classification has been surveyed, the main difference has been observed just in case of the indication of clause of manner. Dušková shares the same approach as Alexander does and she offers this category as well. But she divides this category into the subcategories of clauses of comparison and comparative clauses. (Dušková, 2006, p. 230) Leech et al. make some kind of compromise in their classification as they mention the both terms for one category, i.e. the clause of manner/comparison. (Leech et al., 1983, p. 97)

Nevertheless, the classification which will be applied in the whole work is that introduced by Quirk et al.

4.3 Description of chosen semantic types of adverbial clauses

The main aim of the following subchapters is to thoroughly define 4 chosen types of adverbial clauses classified according to their semantic function.

4.3.1 Clause of time

Firstly, the attention will be paid to the *clause of time* or sometimes so called *temporal clause*. This clause indicates “when the action is done”. (Eckersley, 1966, p. 338) and adds the extra information concerning the time of the happening. Čáňová explains that this clause is used “to say when something happens by referring to a period of time or to another event”. (Čáňová, 2001, p. 50) In case that the clause of time refers to something that will take place or exist in the future, we use the present simple or present perfect time in the subordinate clause. (Alexander, 1991, p. 24) Tárníková remarks that the clause of time quite often precedes its main clause and suggests the possible explanation why it is so. She says that by the means of this clause “the narrator introduces us into the temporal frame of his narration”. (Tárníková, 1993, p. 95) Dušková states that the subordinators introducing the temporal clauses denote the various temporal relationships. And adds that such subordinators as *as*, *as long as*, *when* or *while* indicate the simultaneity; *until*, *before* and *till* indicate that the situation in the main clause occurred before that in the subordinate clause; on the other hand the subordinating conjunctions *once*, *since* or *after* indicate that the situation in the main clause occurs after that in the subordinate clause. (Dušková, 2006, p. 628)

In the following paragraphs will be illustrated the usage of subordinators with regard to the clause structure.

Finite clauses are introduced by several subordinators, for instance: *as, while, as long as, as soon as, once, after, since*, etc. Eckersley states this example of the finite clause of time introduced by *while*:

I learnt a lot of French, **while I was in Paris**. (Eckersley, 1966, p. 338)

Following Quirk et al., the non-finite adverbial -ing clauses are introduced by one of the following subordinating conjunction: *once, till, when, whenever, while, whilst, until*. These clauses may be introduced by the prepositions such as: *after, on, before* and *since*. (Quirk et al., 1985, p. 1078) Quirk et al. illustrates the -ing clause of time as follows:

Since coming here, life has been much more pleasant. (Quirk et al., 1985, p. 1078)

The second type of non-finite clause, i.e. adverbial -ed clause, is introduced by one of the following conjunctions and Quirk et al. remark that these subordinators are used with the finite clauses as well: *as soon as, once, till, until, when, whenever* and *whilst*. (Quirk et al., 1985, p. 1078) For better applying of this theory, see the example given by Quirk:

Once published, the book caused a remarkable stir. (Quirk, 1974, p. 744)

The last possible non-finite structure of the temporal clause is to-infinitive clause which has no subordinator or subject. Quirk and Greenbaum explain that they may have the temporal function and thus may be placed among the temporal clauses. As these to-infinitive clauses express the outcome of the situation, they call them infinitive clauses of “outcome”. (Quirk and Greenbaum, 1973, p. 323) For better understanding, they state one example of such clause:

I awoke one morning **to find the house in an uproar**. (Quirk and Greenbaum, 1973,

p. 323)

As Quirk et al. further explain, the restriction to the final position suggests an analogy between to-infinitive clauses and result clauses which they resemble in meaning. They propose a clue how to differentiate these two clauses from one another. To-infinitive clauses of time can be paraphrased by switching the relationship of subordination and using the *when-* or *after-*clause. (Quirk et al., 1985, p. 1079) The paraphrase of the sentence given above is then as follows: **When/After I awoke one morning**, I found the house in an uproar.

Regarding the verbless clauses, we use the same subordinators as in case of non-finite -ed clauses. See the example sentence listed below:

Complete your work **as soon as possible**. (Quirk et al., 1985, p. 1079)

Quirk et al. state that clauses with *as soon as* “seem to be limited to a few adjectives that are used predicatively with nominal clauses and convey the modal meanings of possibility or necessity”. (Quirk et al., 1985, p. 1079) These adjectives are above all: *available*, *feasible*, *necessary* and *possible*. There is the implied subject *it* referring to the main clause, so the subordinate clause listed above can be paraphrased in this way: Complete your work **as soon as IT IS possible**. (Quirk et al., 1985, p. 1079)

Concerning the syntactic function, Quirk et al. state that these clauses function as adjuncts in the sentence and add that they usually are sentence adjuncts. (Quirk et al., 1985, p. 1080) This theory will be illustrated on the particular example listed below:

When it rains, I usually go to the office by bus. = I usually go to the office by bus **when it rains**. (Eckersley, 1966, p. 338)

As it was possible to remove the temporal clause from the initial to the final position without any effect on the sentence meaning, this clause is syntactically sentence adjunct.

Dinner will be **when everybody has arrived**. (Quirk et al., 1985, p. 1074)

On the other hand, this example illustrates the temporal clause functioning as predication adjunct. This clause makes the complementation of the verb *be*, it depends on the predication. As already implied, fronting of the predication adjunct clause is possible but it is used only for rhetorical purposes.

To summarize the most important points of this subchapter, the temporal clauses indicate when some action is done, their syntactic function is adjunct and their subordinators denote various temporal relationships.

4.3.2 *Reason clause*

The next semantic type of clause which will be characterized is the *reason clause*. Leech offers the following definition: “reason clause expresses a link of cause and effect between two ideas”. (Leech, 1992, p. 19) Eckersley adds that it indicates why the particular action was done. (Eckersley, 1966, p. 339) Quirk et al. say that “the situation in the subordinate clause precedes in time that of the main clause”. (Quirk et al., 1985, p. 1103) It means that firstly there was the reason of the happening expressed by the subordinate clause and as a consequence of it happened something in the main clause. The most common subordinators of reason clauses are *because* and *since*, other possible subordinating conjunctions of these clauses are *as* and *for* which is considered to be formal. (Quirk et al., 1985, p. 1104)

Alexander explains that the general rule says that whether it is the reason or main clause we want to emphasize, the emphasized clause comes to an end of the sentence. He continues by saying that the sentences often begin with *as* or *since* because the reasons they refer to may be known to the addressee and therefore it is not necessary to emphasize these reasons. While *because* has a tendency to come after the main clause in order to stress the reason with which the addressee is very probably not familiar. (Alexander, 1991, p. 26) The example sentences are stated below:

As you can't type the letter yourself, you'll have to ask Susan to do it for you.
(Alexander, 1991, p. 26)

She watered the flowers **because they were dry**. (Quirk et al., 1985, p. 1104)

The first reason clause is introduced by *as* and precedes the main clause which means

that there is no need to emphasize the reason because the addressee knows about his inability to type the letter. While in the second, the reason clause introduced by *because* is placed after the main clause and the reason, which is unknown for the addressee, is stressed.

Concerning this subject, Quirk adds that these different positional tendencies are related to their different syntactic function. He further explains that the *because*-clauses are close to adjuncts, whereas the *since*- and *as*-clauses are like disjuncts. But there is an exception concerning the colloquial English where the *because*-clause can function as disjunct of reason. (Quirk, 1974, p. 752) Quirk et al. add that the adjunct *because*-clauses tend to be positioned initially, while style disjunct *because*-clauses are always at the final position. (1985, p. 1106) See the example illustrating this theory:

Are you going to the post office? – **because I have some letters to send.** (Quirk, 1974, p. 752)

This reason clause introduced by *because* is positioned finally and therefore syntactically functions as style disjunct; the sentence has been very probably used in some common conversation not in written language. In addition, the hearer has to infer the relation between these two clauses which implies that this subordinate clause is style disjunct with regard to its reason relationship. This question will be discussed in the following paragraphs.

Quirk et al. distinguish two types of reason relationship between the reason and main clause, i.e. *direct* and *indirect*. The direct reason relationship means that the reason expressed by the subordinate clause is directly related to the situation in the main clause. On the contrary, the indirect reason relationship denotes that the reason is not related to the main clause but as Quirk et al. say “reason is a motivation for the implicit speech act of the utterance”. (Quirk et al., 1985, p. 1104) This indicates that if the clause expresses the indirect reason, then it is syntactically style disjunct. As the example of the indirect reason relationship will be used the above stated sentence:

Are you going to the post office? – **because I have some letters to send.** (Quirk, 1974, p. 752)

The speaker implicitly conveys that he asks for sending of some letters which is a result of speaker's motivation, i.e. the fact that the hearer is going to the post office.

Quirk further warns that there is a close connection between the temporal and cause sequence because the subordinators *as* and *since* introduce the clauses of time and reason as well and this can result in ambiguity. (Quirk, 1974, p. 752) For more information concerning this subject see the subchapter 4.1.

To sum up the most significant facts given in this subchapter, the reason clauses state why some action was done and they express either the direct or indirect reason.

4.3.3 *Clause of place*

The *clause of place* will be described in this subchapter. Eckersley states that it indicates "where an action was done". (Eckersley, 1966, p. 338) Quirk says that these clauses are introduced by the relatives *where* (specific) and *wherever* (non-specific) (Quirk, 1973, p. 323) Alexander explains that clauses of place usually follow the main clause. (Alexander, 1991, p. 25) See the examples illustrating this subject:

I will go **wherever you go**. (Eckersley, 1966, p. 338)

Stay **where you are**. (Eckersley, 1966, p. 338)

The first clause is introduced by *wherever*, it says that I will go to any place, it is not restricted or further specified. The second example demonstrating the clause introduced by *where* illustrates the place which is specific, i.e. the place where you are.

Zandvoort claims that the clauses of place "are less usual than attributive clauses of this type", i.e. relative clauses. (Zandvoort, 1965, p. 216) He says that these clauses qualify a noun in the main clause but at the same time contain an adverbial element. (Zandvoort, 1965, p. 214) Dušková agrees and says that there is a transition between them and relative clauses. (Dušková, 2001, p. 627) The example introduced by Zandvoort is stated below:

I remember the house **where I was born**. (Zandvoort, 1965, p. 214)

This clause contain the adverbial element, i.e. *where* but it modifies the noun, i.e. house. So, it can not be classified as the adverbial clause but as the relative clause which may be paraphrased in this way: I remember the house **in which I was born**.

To summarize the key points of this subchapter, the clauses of place inform about the place of the happening and are introduced by *where or wherever*. These clauses are said to be less common than the relative clauses containing the adverbial element.

4.3.4 *Conditional clause*

The last semantic type which will be examined in greater detail is *conditional clause*. Leech defines this clause simply as “an adverbial clause expressing a condition”. (Leech, 1992, p. 27) Čáňová explains that this clause is used when we want to talk about a possible situation and its consequences. (Čáňová, 2001, p. 51) That possible situation is involved in the subordinate conditional clause while the result of the condition is given in the main clause. Dušková says that the conditional clause expresses the relation of cause and consequence and adds that the realization of the content of the main clause depends on the fulfilment of the condition expressed in the subordinate clause. (Dušková, 2006, p. 638) To sum up, these clauses convey that something will happen only under the particular condition and thus one circumstance depends on another.

The summarization given above makes clear the term related to the subject of conditional clause, i.e. *direct condition*. According to Quirk et al., conditional clauses are predominantly used to express the direct condition; such clause can be defined as a clause in which “the truth of the proposition in the main clause is a consequence of the fulfilment of the condition in the conditional clause”. (Quirk et al., 1985, p. 1088) So, the condition in the subordinate clause is directly connected with the situation in the main clause. Quirk et al. state this example for illustration:

If you put the baby down, she'll scream. (Quirk et al., 1985, p. 1089)

Quirk et al. say that speaker's aim is to make the hearer to understand that the truth of the prognosis “*she'll scream*” is dependent on the fulfilment of the condition “*your*

putting the baby down". They further develop this idea by saying that "the hearer in practise infers the converse", i.e. **If you don't put the baby down**, she won't scream. (Quirk et al., 1985, p. 1089)

Conditional clauses expressing the direct condition are two kinds distinguished by the form and meaning of the main clause, i.e. either *open* or *hypothetical condition*. Quirk et al. point out that the open conditions (which are also termed real or factual) are *neutral* which means that the question of the fulfilment or nonfulfilment of the condition is left unresolved and therefore the truth of the proposition expressed by the main clause is unresolved as well. (Quirk et al., 1985, p. 1091) In other words, the sentence does not say anything about the realization of the condition. (Eckersley, 1966, p. 397) The question of realization is open and thus it is not clear if the situation happen or not, we are speaking in a general way. Eckersley illustrates the open condition on the sentence introduced below:

If John works hard, he will pass the examination. (Eckersley, 1966, p. 347)

This sentence do not state that John will or will not work hard and at the same time it is not clear if he pass the examination or not.

On the other hand, the hypothetical condition (or sometimes called unreal) expresses speaker's expectation that the condition in the subordinate clause will not be fulfilled, is not fulfilled or was not fulfilled. As apparent from the previous sentence, hypothetical conditions may refer to the future, present or past. Eckersley says that the hypothetical conditional sentence "makes a hypothesis which may be contrary to fact or just something not thought as a fact". (Eckersley, 1966, p. 349) He states this example:

If Henry were here, he would know the answer. (Eckersley, 1966, p. 349)

Conditional clauses convey the implications; in this case is implied that Henry is not here. Eckersley adds that they can imply a doubt as well. (Eckersley, 1966, p. 349)

Quirk et al. emphasize that the distinction between open and hypothetical condition

is important because of grammar as the verbs in hypothetical conditions are backshifted. (Quirk et al., 1985, p. 1092) See the figure 15.35 given by Quirk et al.:

	Conditional clause	Main clause
Present and future reference	PAST <i>If I were younger,</i>	PAST MODAL <i>I would study Classical Greek.</i>
Past reference	PAST PERFECTIVE <i>If I had seen you,</i>	PAST PERFECTIVE MODAL <i>I would have invited you home.</i>

Fig 15.35 Verb forms with hypothetical conditions (Quirk et al., 1985, p. 1092)

As the examples from the figure show, present or future hypothetical meanings are expressed by *would, should* or by some other past modal auxiliary + infinitive in the main clause and by the past tense in the subordinate clause.

Following Quirk et al., more peripheral uses of conditional clauses express the *indirect condition*. For the purposes of this paper only the basic facts concerning these clauses will be outlined. To express the indirect condition means that the condition in the subordinate clause is not related to the situation in the main clause, the subordinate and main clauses are not directly connected to each other. (Quirk et al., 1985, p. 1089) See the example sentence illustrating this subject:

She's far too considerate, **if I may say so**. (Quirk et al., 1985, p. 1089)

Quirk et al. say that the condition depends on "the implicit speech act of the utterance: *I'm telling you, if I may, that she's far too considerate*". (Quirk et al., 1985, p. 1089) Clauses expressing the condition which is indirect are chiefly realized by the *if*-clauses and syntactically function as style disjuncts as they add speaker's comment on what is being said in the conversation, it is his personal evaluation. While the clauses expressing the direct condition function as adjuncts in the sentence. (Quirk et al., 1985, p. 1095)

Concerning the subordinators, Quirk et al. as well as Leech say that the most frequent subordinator of conditional clause is *if* and they add that the negative subordinating conjunction *unless* is the next most common. (Quirk et al., 1985, p. 1089; Leech, 1992, p. 27) Other possible subordinators are for instance: *in case*, *on condition (that)*, *provided (that)*, *supposing (that)*, *as long as*, etc. Several subordinators combine the meaning, e.g. condition with time: *before*, *as long as*, *once*, etc. (Quirk et al., 1985, p. 1089) All the introduced subordinators are used with finite clauses. Quirk et al. state few examples and one of them is displayed below:

You may leave the apartment at any time, **provided that you give a month's notice or pay an additional month's rent.** (Quirk et al., 1985, p. 1090)

Non-finite (chiefly *-ed* clauses) and verbless conditional clauses are introduced only by *if* and *unless*. These two subordinators are marginally acceptable to be used with *-ing* clauses as well. (Quirk et al., 1985, p. 1090) See the example of *-ed* conditional clause:

The grass will grow more quickly, **if watered regularly.** (Quirk et al., 1985, p. 1090)

Verbless *if*-clauses commonly include the expression *if possible* or *if necessary*, in this case the implied subject is the main clause itself or possibly its part. (Quirk et al., 1985, p. 1090) Quirk et al. state the example sentence to better apply this theory:

Marion wants me to type the letter **if possible.** (Quirk et al., 1985, p. 1090)
= Marion wants me to type the letter if it is possible for me to type it.

To sum up, the conditional clause expresses condition which is either direct (there are two types, i.e. open and hypothetical) or indirect. Clauses expressing the direct condition are syntactically adjuncts, while those expressing the indirect condition syntactically function as style disjuncts.

This chapter concerning the semantic roles of adverbial clauses closes the whole theoretical part and is followed by the practical part.

5. Introduction to the research

5.1 *Characteristic features of business correspondence*

Before concentrating on the analysis itself, few words concerning the researched discourse, i.e. business correspondence, should be mentioned. Generally, a business letter is any letter written in formal language used for the internal or external communication.

Concerning the question of functional style, Knittlová and Rochowanská state that the commercial correspondence belongs to the business style which is considered as a subgenre of the administrative style. (Knittlová, Rochowanská, 1977, p. 15) According to Galperin, “the aim of communication in this style of language is to reach agreement between two contracting parties”. (Galperin, 1977, p. 313) Galperin sees a special system of clichés, terms and set expressions as the most essential feature of the administrative style. (Galperin, 1977, p. 313) There is one feature common for all the varieties of this style, i.e. the use of abbreviations, symbols and contractions. All the above named expressions have highly conventional character. Another feature related to the issue of business correspondence is politeness. What is very often used is the grammatical device of passive voice. Geffner points out that it is possible to achieve courtesy and tact by so called “you approach”. (Geffner, 1982, p. 5)

Knittlová and Rochowanská say that facts given in the letters have to be conveyed accurately, explicitly, precisely and no hidden meanings possibly causing misunderstanding of the letter content are present. (Knittlová, Rochowanská, 1977, p. 16) In order to reach that objectivity, clarity and explicitness, the complex sentences are used in this type of correspondence. It is not exceptional that one paragraph of the letter is formed by the single sentence. This fact is related to the medium of the given style because in the written language the complicated sentence-units are used, Galperin explains that it prefers “hypotaxis to parataxis; long periods are more frequent than short utterances”. (Galperin, 1977, p. 40)

5.2 *Methodology and hypothesis formulation*

For the purposes of this bachelor paper 142 tokens of various semantic types of adverbial clauses have been gathered, sorted according to their semantic role and

classified with regard to their form and function in the sentence and frequency of occurrence. Further, conditional, temporal, reason clauses and clauses of place have been examined in detail. All the analysed clauses have been extracted from various types of letters such as: offers, complaints, orders, inquiries, replies, etc. introduced by A. Ashley in *A Handbook of Commercial Correspondence*. The whole corpus is attached in Appendix 7.

The analysis deals with the use of adverbial clauses in business correspondence and tries to find out the most frequent clauses occurring in the surveyed discourse. Knittlová and Rochovanská state that one of the most significant features of this style is *accuracy* (Knittlová, Rochovanská, 1977, p. 16) and from this statement proceeds the hypothesis saying that the most important information which needs to be conveyed accurately and precisely in the business letter is: WHEN, WHY, WHERE and UNDER WHAT CONDITION some action will take the place. It is supposed that this information is essential in the commercial relation as well because it can be used in order to state for example: *when* the payment will be done, *why* the delivery has been delayed, *where* the goods will be stored or *under what condition* the contract will be signed. It is highly important to negotiate the terms like this in each business. This implies that the *clauses of time, reason, place* and *condition* are expected to be the most common in given register.

The main aim of this paper is to prove the validity of the above formulated assumption. With regard to this, the analysis primarily concentrates on the conditional, temporal, reason clauses and clauses of place which are studied in greater detail. These clauses are examined not only from the point of view of their form and function but this paper also evaluates their temporal reference, the use of subordinators, position in the sentence, further it states the type of condition, reason and temporal relationship, comments on the use of tenses and describes other characteristics typical for these clauses. The whole research is based on the theoretical background provided by the previous chapters.

6. Analysis findings

This chapter contains the analysis findings regarding the adverbial clauses of time, place, condition and reason. They will be evaluated according to their frequency in the investigated discourse. This part further provides the comments on the characteristic features of these clauses which are demonstrated on the particular examples extracted from *A Handbook of Commercial Correspondence*. Each subchapter is devoted to one particular semantic type. The last subchapter evaluates the use of other types of adverbial clauses which have not been examined so much in detail.

6.1 Conditional clause

Firstly, the attention will be paid to conditional clause which has been detected 38 times; it creates 27% of the whole selected corpus and therefore this clause has been the most frequent among of all the analysed samples. All the identified conditional clauses syntactically function as sentence adjunct and thus their position in the sentence is variable.

Their syntactic function is related to the type of condition they express. Because all the detected clauses express the direct condition, they syntactically function as sentence adjuncts (see the subchapter 4.3.4). Thus, according to their syntactic function, the sequence of the main and subordinate clause may be reversed as it is demonstrated on the example:

1) *If you can offer a competitive quotation, and satisfactory accommodation and facilities, you can rely on regular bookings from us in the future.* (Ashley, 1985, p. 254)

You can rely on regular bookings from us in the future, if you can offer a competitive quotation, and satisfactory accommodation and facilities.

Nevertheless, the majority of the examined tokens tends to be placed initially, i.e. before the main clause. Particularly, 28 clauses from the total amount of 38 have occupied the initial position. See the examples illustrating the final and initial position:

2) We would be grateful *if you could confirm* that this company settles promptly on due dates, and are sound enough to meet credits of up to £3 000.00 in transactions. (Ashley, 1985, p. 126)

3) *If you accept this assessment*, would you please fill out the enclosed claims form and return it to us, with a letter confirming acceptance of the compensation we have offered? (Ashley, 1985, p. 227)

The clause stated as first is positioned finally and according to Quirk et al., the new information is commonly placed at the end of the whole sentence. The focus of the message is the new information. (Quirk et al., 1985, p. 1361) With reference to this, author's aim is to ask the addressee for his/her confirmation – this is that new information. The second subordinate clause positioned initially only describes the setting of the happening and somehow prepares the reader for coming of the new information by providing the context of given information. (Quirk et al., 1985, p. 1361)

Čáňová states that when the *if*-clause is positioned initially, *then* is sometimes put at the beginning of the main clause. (Čáňová, 2001, p. 51) See the only one identified example:

4) *If these conditions are suitable*, **then** we would certainly accept an initial one year contract to act as your agent. (Ashley, 1985, p. 173)

With regard to the clause structure, conditional clauses predominantly have the finite structure, particularly 34 clauses from the total number of 38. Further, 4 verbless clauses have been marked. The first stated example illustrates the finite conditional clause, while the second clause is verbless in which the implied subject is the main clause itself:

5) *If you want us to send you another shipment as per your order No. 14478*, please let us know. (Ashley, 1985, p. 99)

6) Nevertheless, *if necessary*, I am willing to supply references. (Ashley, 1985, p. 117)
= If *it* is necessary, I am willing to supply references.

Concerning the subordinating conjunctions, *if* has been used 37 times (introducing 33 finite and 4 verbless clauses) by which Quirk's and Leech's claim that *if* is the most frequent subordinator has been proved. (Quirk et al., 1985, p. 1089; Leech, 1992, p. 27)

Unless, which is a negative subordinator, has been detected once. The clause introduced by *unless* is demonstrated below:

7) Therefore, *unless I receive your remittance within the next ten days*, my solicitors will be instructed to start proceedings to recover the debt. (Ashley, 1985, p. 89)

The paraphrase of this clause by using *if* will be as follows: Therefore, *if I do not receive your remittance within the next ten days*, my solicitors will be instructed to start proceedings to recover the debt. Because as already mentioned, *unless* is the negative subordinator, the negative item must be used after the positive subordinator *if*.

Co-ordinated conditional clause has been identified in the corpus as well:

8) *If these conditions interest you, and you can meet orders of over 1000 garments at one time*, please send us your current catalogue and price list. (Ashley, 1985, p. 31)

Coordination means that these two conditional clauses are on the same level. The subordinator is not repeated in the second clause, it has to be assumed from the context. The condition states that the addressee can contact the author of the letter in case of fulfilment of two conditions, i.e. if he is interested and at the same time if he is able to meet the orders.

As already indicated, all the researched tokens of conditional clauses express the direct condition, it proves Quirk's claim that conditional clauses are predominantly used to express this type of condition. (Quirk et al., 1985, p. 1088) The condition stated in the subordinate clause is directly related to the situation in the main clause and its fulfilment is necessary in order to make the claim in the main clause true (see the subchapter 4.3.2). The particular example of such conditional clause is stated below:

9) However, I suggest you write to British Rail, *and if the goods were being carried at 'company's risk'* I am sure they will consider compensation. (Ashley, 1985, p. 187)

Author's claim conveying that he is sure about the considering of the compensation undoubtedly depends on the condition stated in the subordinate clause because they will consider that compensation only if the goods were being carried at company's risk, i.e.

only in case of fulfilment of the given condition and author's aim is to make the addressee understand that the fulfilment of the condition is necessary. The addressee can infer the following converse meaning that they will not consider the compensation if the goods were *not* being carried at company's risk. To summarize, the truth of the prediction in the main clause depends on the fulfilment of the condition stated by the subordinate clause. (Quirk et al., 1985, p. 1088)

All the analysed tokens of conditional clauses leave unresolved the fulfilment or nonfulfilment of the stated condition, so these clauses express so called open condition (see the subchapter 4.3.2). The example sentence is displayed below:

10) *If you produce a series like this*, would you send us a list? (Ashley, 1985, p. 178)

It is open whether the company produces the particular series or not, the sentence does not say anything about the production of the company which means that the truth of the suggestion expressed by the main clause is unresolved as well.

The above stated sentence refers to future, notice the use of present tense in the subordinate clause, the main clause is in future time, *would* expresses politeness – which is crucial in business correspondence. It suggests some kind of possible action taking place in the future, the author asks another company for doing something for him. He asks in a polite way which causes a very positive effect on the reader because he is feeling to be esteemed and consequently is willing to cooperate and assist the business partner in that matter. In other words, the sentence can be classified as author's polite request. In comparison, the same sentence paraphrased by using the imperative, i.e. *If you produce a series like this, send us a list.*, sounds less polite and even though the feeling concerning this may be rather subjective, the sentence is more the command than request. And if the all company's correspondence is handed in this way, it may cause the lost of its trading partners and as a result the bankruptcy of the whole firm. But it does not mean that the imperative can not be used in business correspondence at all, on the contrary it is but in another way. This subject will be discussed further.

Would has been quite frequent element in the main clause, it has been detected

11 times, while *will* has been identified 8 times. According to Eckersley and Dušková, *would* is more polite and less indirect than *will*. (Eckersley, 1966, p. 349; Dušková, 2006, p. 201) See the examples illustrating this subject:

11) *If you can offer competitive prices and guarantees we would put your system in all our outlets, but initially we would only install the system in our main branch.* (Ashley, 1985, p. 16)

12) *If you need references, we will be glad to supply them.* (Ashley, 1985, p. 75)

The first example illustrates the modal verb expressing the author's future hope; it has more hypothetical meaning and thus is more indirect and polite. While *will* in the second example, conveys the given fact, goes straight to the point and therefore is more direct and consequently less polite in comparison to *would*.

Even more frequent than *would* has been *imperative*, detected 13 times in the main clause. But it is not imperative as such which directly instructs what to do, i.e. imperative expressing the command. With regard to the register, the requirement of politeness has to be stated again because the form of imperative used in the business letters expresses some request, proposal or suggestion what to do or how to behave in the particular situation. So, politeness may be expressed not only by the modals. In addition, it may be emphasized thanks to the word choice, particular example is *please*. And if the main clause having the imperative structure contains it, then it meets the requirement of politeness. See the example sentence detected in the corpus:

13) *If there is any further information you require, please contact me and I will be pleased to help you.* (Ashley, 1985, p. 224)

This conditional clause contains an idea of willingness. The author wants to show his interest and offers his help to the business partner which is very important in order to gain partner's confidence. The main clause has imperative structure but expresses some proposal, they offer help on their own even though they have not been asked for.

In addition, the main clause containing *should* has been detected once. This sentence is stated below:

17) *And if the transaction is on a letter of credit basis*, you should advise your bank that this document will be acceptable instead of the B/L. (Ashley, 1985, p. 207)

Should in the main clause evokes the feeling that the author deduce that addressee has to advise his bank, it is author's opinion and his sure about it. Dušková adds that *should* expresses speaker's conviction that it is advisable to do so. (Dušková, 2006, p. 197) As the study of modal verbs is not the main aim of this paper, see Dušková (2006) for more detailed information concerning the modal verbs and their functions.

Regarding their time reference, the majority of clauses refers to future, exactly it is so in 37 cases. Further, 1 clause has past reference. See the examples listed below:

14) *If the account is still not settled*, we will have to make formal protest, which we hope will not be necessary. (Ashley, 1985, p. 149)

15) However, we wondered *if this was for re-exporting purposes*. (Ashley, 1985, p. 160)

As Eckersley states, after the *if*-clause the future time can not be used even if the meaning is future except that *will* is used in order to convey not future but willingness. And he adds that this could be expressed more politely and indirectly with *would*. (Eckersley, 1966, p. 349) This case has been found once among all the analysed conditional clauses:

16) *If you would like to do this*, please contact me and we can discuss it. (Ashley, 1985, p. 138)

In this sentence *would* together with *like* occurs in the conditional clause which is possible thanks to the fact that it expresses willingness.

This subchapter has demonstrated and commented upon the characteristic features of conditional clauses identified in various types of business letters. It will be further dealt with them in the following chapter where the summary of results will be introduced.

6.2 *Clause of time*

This section is devoted to the clause of time which has been the 2nd most frequent

clause identified in the corpus. It has occurred 36 times and thus creates 25% of the whole corpus of the surveyed adverbial clauses. Clauses of time have one primacy, only these clauses have been realized by all the possible structures, i.e. finite, non-finite and verbless. The exact quantification is given as follows: the finite clauses of time, which have been the most common, have been detected 22 times, followed by verbless identified 8 times and non-finite clauses with 6 occurrences. See the particular example of the temporal clause detected in the analysis:

18) Would you send someone with my consignment *as soon as possible* and at the same time pick up the wrongly delivered goods? (Ashley, 1985, p. 96)

The stated example illustrates the verbless clause of time which means that it does not contain any verb element. This clause implies the subject: as soon as *it* is possible. Clauses with *as soon as* are quite frequent temporal expression used in business correspondence which is also demonstrated in the analysis because all the verbless clauses detected in the corpus are of that kind. It is possible to use the abbreviation ASAP when writing the business letter but this case has not been found in the corpus.

19) We have instructed our bank to arrange for a letter of credit for £6158.92 to be paid against your pro-forma invoice No. G1152/S, and the proceeds will be credited to you *as soon as Canadian Trust receive the documents*. (Ashley, 1985, p. 76)

The above stated clause is introduced by *as soon as* as well but in this case, the subordinator introduces such clause which has its verb in the form of the finite verb phrase, particularly *receive*. This implies that this clause of time is finite with regard to its structure.

The last structure which has realized the examined clauses of time is non-finite, particularly -ing clause. See the particular example of such clause:

20) *When submitting your draft*, would you please enclose the following documents? (Ashley, 1985, p. 153)

On this temporal clause is demonstrated the non-finite clause structure which has 4 possible non-finite forms, in this case it is -ing participle, particularly *submitting*,

therefore this clause is classified as -ing clause (see the subchapter 2.2).

Regarding the syntactic function, the adverbial clauses of time syntactically function as adjuncts, sentence adjuncts have been identified 28 times and predication adjuncts have occurred 8 times. See the example sentences listed below:

21) We have sent, by separate post, samples of the advertised cassettes and other brands we stock, and would urge you to place an order *as soon as possible* as there has been a huge response to our advertisement. (Ashley, 1985, p. 43)

22) You may draw on us at 60 days against the credit *as soon as you provide evidence of shipment*. (Ashley, 1985, p. 154)

The first one illustrates the temporal verbless clause introduced by *as soon as* which is used predicatively and functions as the adverbial in the SVOA type. It provides the complementation for its superordinate clause, particularly for the object *order*, to which it adds the information concerning the time. This implies that it syntactically functions as predication adjunct. This clause is positioned finally, i.e. after the main clause, and with respect to its syntactic function it is not possible to reverse to sequence of the main and subordinate clause. In the second example, which is introduced by *as soon as* well, the subordinate clause is positioned finally too but in this case the sequence of the main and subordinate clause can be easily reversed: *As soon as you provide evidence of shipment*, you may draw on us at 60 days against the credit. So, this clause is more mobile and thus functions as sentence adjunct (see the chapter 3).

With regard to their position in the sentence, the majority of clauses of time is positioned finally, particularly 30 clauses of the total amount of 36. The first example demonstrates the clause of time positioned finally and the second illustrates the initial position of the subordinate temporal clause:

23) I have deducted a total of £168.50 from your statement and will send you a cheque for £1,471.82 *once I have your confirmation of this amount*. (Ashley, 1985, p. 107)

24) *Before signing the delivery note*, could you please check that the consignment is complete and undamaged? (Ashley, 1985, p. 185)

The clause positioned finally contains the information which is new for the addressee.

The message which has to be conveyed by the author is to inform the addressee that it is necessary to confirm the amount. While the second subordinate clause positioned initially only provides the background, the new information is stated in the main clause.

Temporal clauses have been the richest with regard to the use of subordinators; there have appeared 6 various subordinating conjunctions (see Appendix 5). The most frequent subordinator has been *as soon as* (17 occurrences), the high frequency of its occurrence is related to the fact already mentioned, i.e. that *as soon as* introduces the verbless clause *as soon as possible* appearing very often in the investigated discourse. The second most common subordinator has been *when* introducing 8 clauses. Nevertheless, it has been supposed to be used more often with respect to the fact that *when* is generally considered to be the most common subordinator of this clause. See the examples listed below:

25) Please inform me *when you have made arrangements with your agents in London*. (Ashley, 1985, p. 151)

x

*We are writing to you with reference to the above order and our letter of 22 May in which we asked you **when we could expect delivery of the 60 dynamos (Artex model 55)** you were to have supplied on 3 June for an export order.* (Ashley, 1985, p. 102)

The reason why the appearance of *when* as the subordinator of the temporal clause has been relatively lower may be the possible transition between the adverbial clause of time listed as first and the nominal clause expressing the object. More detailed information concerning this question can be found in Quirk et al. (1985). To sum up, *when* quite often introduces the clauses in the business letters but not only the clauses of time.

With regard to its usage only in terms of clause of time, its lower occurrence may be caused by the fact that *when* expresses not only the simultaneity but also the temporal relationship time after which has been detected in most cases (24 cases from the total number of 36). And this relationship is expressed by the subordinator *as soon as* as well. And as mentioned above, this particular subordinator is very common and verbless clause *as soon as possible/necessary* occurs nearly in every letter. So, *as soon as* is more preferred to convey the temporal relationship time after in business

correspondence and therefore the number of appearance of *when* is rather lower. To summarize, the usage of subordinator is partly influenced by the discourse.

27) Would it be possible for me to have, say, half a dozen units of each kit, on approval, *before placing a firm order?* (Ashley, 1985, p. 32)

The temporal relationship denoted by the subordinator will be illustrated on this token. This clause is introduced by *before* which indicates that firstly the situation in the main clause will occur, i.e. firstly the author wants to have the units on approval and after that he will place a firm order. The relationship time before has been identified 6 times.

28) I am sending you the claims form you requested in your letter dated 19 August 1985 and we will consider the matter *once we have full details.* (Ashley, 1985, p. 239)

On the other hand, this clause is introduced by *once* indicating that the situation in the main clause will occur after that in the subordinate clause, i.e. firstly the author will have full details and then they will consider the matter. The temporal relationship expressing time after has been the most frequent; it has been identified in 24 cases.

29) The documents are now with us and will be handed to you *when you call.* (Ashley, 1985, p. 158)

This example illustrates the clause of time introduced by *when* which is one of the subordinators expressing the simultaneity of the situation in the main and subordinate clause, i.e. you will call and at the same time the documents will be handed. The temporal relationship expressing the same time has been detected 6 times. The other subordinators indicating temporal relationships are stated in the theoretical part.

Concerning the temporal reference, if the temporal clause refers to future, the subordinate clause is in present or present perfect tense. In case of its present reference, present tense is used in both clauses and if the temporal clause has past reference, then the main as well as subordinate clause is in past tense. (Eckersley, 1966, p. 338) From the total number of 36 identified temporal clauses, 32 of them have future reference. Further, 2 clauses refer to present and remaining 2 clauses refers to past. The example

illustrating each type of reference is stated below:

30) I am sorry about the inconvenience you have experienced and will tell my men to repair the damage *as soon as I have your confirmation* that they can begin work. (Ashley, 1985, p. 101)

31) We are prepared to allow you further three days *before presenting it to the bank again*, in which time we hope that the draft will have been met. (Ashley, 1985, p. 149)

32) *When we first contacted you last February* you told us that you would be prepared to reconsider terms of payment once we had established a trading association. (Ashley, 1985, p. 75)

The first one refers to future, the main clause contains *will* which implies that future time is used there and consequently the subordinate clause is in present tense. The second example refers to present as the both clauses are in present tense and the third sentence has past reference and both clauses are in past tense.

This subchapter has been devoted to the description of characteristic features of clauses of time which have been illustrated on the particular examples and commented on. The summary of all results will be stated in the chapter 7.

6.3 Reason clause

This subchapter deals with the clause of reason identified 34 times in the corpus; it covers 24% of all the analysed clauses. Concerning their structure, all the detected clauses of reason are finite clauses which syntactically function as content disjunct.

All the tokens of reason clauses are introduced by the subordinating conjunction *as*, which is surprising, because Quirk et al. state that these clauses are most commonly introduced by *because* and *since*, while the subordinator *as* is listed as other subordinator which indicates that its usage is less frequent. (Quirk et al., 1985, p. 1104) Moreover, using of *as* as the subordinator may result in ambiguity because as already described in the theoretical part, *as* introduces the other semantic types of adverbial clauses as well. Explanation why *as* is so often used (at least in case of clauses placed initially which have been identified 15 times in the corpus) may be provided thanks to the general rule given by Alexander (described in chapter 4). To briefly introduce it, it

does not matter which clause we want to emphasize, the emphasized clause comes to an end of the sentence which means that the most important information comes to an end. Alexander further explains that the sentences often begin with *as* or *since* because the reasons they refer to may be known to the addressee and therefore it is not necessary to emphasize these reasons. On the other hand, *because* has a tendency to come after the main clause in order to stress the reason with which the addressee is very probably not familiar. (Alexander, 1991, p. 26) Nevertheless, *as* has introduced the subordinate clause even though the clause is positioned finally. See the example sentences listed below:

33) *As you have not replied to the letter you leave little choice for me but to place the matter in the hands of solicitors.* (Ashley, 1985, p. 20)

The reason expressed by the adverbial clause is known to the addressee, there is no need to emphasize it, so the reason clause introduced by *as* is placed initially. It is obvious that the addressee knows that he has not replied; it is a fact. Consequently, it is important to stress the content of the main clause which is because of that placed finally as it contains the most important and new information, i.e. that the matter will be placed in the hands of solicitors.

34) *However, we would have no hesitation in offering them the sort of credit you mentioned, viz. £3000.00, as they are a large reputable organization and very well known in this country.* (Ashley, 1985, p. 127)

On the other hand, this reason clause is positioned after the main clause which means that there was need to emphasize the main clause, the most important information for the addressee is stated in the subordinate clause, he does not know anything about the reputation of the company because he has asked about it as apparent from the context.

According to the rule given by Alexander, when the emphasized clause is subordinate, it is more usual to introduce the clause by *because*. (Alexander, 1991, p. 26) But as already mentioned any reason clause introduced by *because* has not been detected in the corpus and consequently, the example given by Alexander will be used: *Jim's trying to find a place of his own because he wants to feel independent.*

(Alexander, 1991, p. 26) The subordinate reason clause is positioned finally, introduces the reason which is not known to the addressee and thus the subordinate clause is emphasized. Regarding the syntactic function, unlike the clauses introduced by *as* which are disjuncts (it is related to the expressed reason relationship which will be discussed further), this reason clause introduced *because* functions as adjunct in the sentence. *Because*-clauses may function as disjunct (particularly style) as well but they are positioned only finally which is not this case because the sequence of sentences can be reversed as follows: *Because he wants to feel independent, Jim's trying to find a place of his own.* With regard to this, the subordinate clause is adjunct.

This implies that the explanation concerning the use of only one subordinator, i.e. *as* may be related to the syntactic function. The analysed reason clauses provide the comment on the content of the main clause, it is author's opinion and it has been the aim and purpose of these sentences to express it and because this can be expressed only by disjunct clause, the subordinator *as* is used because the *as*-clauses function as disjuncts (see the subchapter 4.3.2). See the example identified in the analysis:

35) I am sorry to tell you that we cannot pay compensation in this case *as the damage was caused by factors outside the terms of the policy.* (Ashley, 1985, p. 228)

The reason clause comments on the content of main clause, i.e. explains why they can not pay the compensation and therefore syntactically function as content disjunct.

Concerning the reason relationship, all the analysed tokens of reason clauses express the direct reason and thus the reason expressed by the subordinate clause is closely related to the situation described in the main clause. The example demonstrating this theory is stated below:

36) *As we will be sending another order within the month,* could you please confirm that you agree to these new terms of payment? (Ashley, 1985, p. 75)

The reason why the author of the letter asks for that confirmation is that they are going to send another order, so for the author is necessary to know if they accept the new terms. The reason given in the subordinate clause is obviously related to the main clause, there is no need to infer anything as in case of indirect reason relationship. And

because the identified clauses express the direct condition, they syntactically function as content disjuncts (see the subchapter 4.3.4).

The 100% occurrence of direct reason is given by the discourse in which the clauses have been analysed because the business correspondence tends to use only direct language, it is necessary to convey the facts accurately and explicitly which is not possible in case of indirect reason.

For comparison, the example demonstrating the clause expressing the indirect reason is stated: *As you're in charge, where are the files on the new project?* (Quirk et al., 1985, p. 1104) This example is stated by Quirk et al. and in order to show the indirectness, they paraphrase it in this way: *As you're in charge, I'm asking you where the files on the new project are?* These two clauses are not connected, it is not immediately clear what they have in common and thus it is necessary to deduce that connection. Generally, the deduction is not so complicated matter but it is supposed that the clauses expressing the indirect reason will be more common in speech than in written language. Particularly in the business letters, it has not to be used at all because as already mentioned facts given in the letters have to be conveyed precisely and indirect reason may cause misunderstanding of the letter content.

This subchapter has concentrated on the reason clauses detected in the discourse of business correspondence, their distinctive features have been described and evaluated. The summary will be given in the following chapter.

6.4 Clause of place

Surprisingly, no clause of place has been detected in the corpus. It should be tried to explain what the cause is. Zandvoort claims that the clauses of place “are less usual than attributive clauses of this type”, i.e. relative clauses. (Zandvoort, 1965, p. 216) This may be the possible explanation because if some clause introduced by *where* has occurred (any other subordinator has not been identified), then this subordinate clause has been relative:

*For the meetings we will need a room that can accommodate 60 to 70 people, with sound equipment, and if possible a stage **from where lectures and demonstrations can***

be given. (Ashley, 1985, p. 254)

We would like to advise you that your order has been shipped on the SS Marconissa and should reach you within the next days. (Ashley, 1985, p. 59)

The examples illustrate that the first subordinate clause modifies the noun *stage* stated in the main clause, the subordinate clause can be paraphrased as follows: *a stage from which lectures and demonstrations can be given* (see the subchapter 4.3.3). This implies that the information concerning the place is not expressed by the clause but thanks to the noun phrases postmodified by the relative clauses or it can be expressed by the means of the prepositional phrases as well.

This subchapter has dealt with the clauses of place which have not occurred in the surveyed corpus and therefore it has been tried to find the possible explanation concerning this matter.

6.5 Other semantic types of adverbial clauses

Although the main attention in the analysis has been paid to the previously described semantic types of clauses, few words concerning the other types identified in the business letters should be mentioned.

Besides the most frequently occurring conditional clauses and clauses of time and reason, worth mentioning is the clause of purpose. This clause has been detected 12 times and that represents 8% in the total amount. While the result clause, which overlaps with the purpose clause both in subordinators and in meaning as well (Quirk et al., 1985, p. 1108), has been identified in 6 cases and it is 4% of the whole data corpus. Relatively high frequency of occurrence has been registered in case of concessive clause with 8 occurrences and thus creating 6% of all the selected tokens. Further, 4 comment clauses have been identified creating 3% of the whole data corpus, then 3 clauses of similarity and comparison representing 2% of all the identified clauses. Finally, 1 clause of contrast has occurred and it creates 1% of the corpus (see Appendix 1).

See the particular examples detected in the corpus. They illustrate the clause of purpose, concessive clause and clause of result:

37) However, *to avoid a repetition* I have transferred £500.00 from my deposit account and this should ensure against overdrawing in future. (Ashley, 1985, p. 139)

38) She has a cargo capacity of 7,000 tons *and although she is larger than you wanted*, her owners are willing to offer a part charter of her. (Ashley, 1985, p. 215)

39) We would like something that can prevent robbery and shop-lifting, *so the Secure 15 might suit us*. (Ashley, 1985, p. 16)

More comprehensive information with regard to the semantic roles of adverbial clauses can be found in Quirk et al. (1985).

7. Results summary

With reference to the analysis findings, the given supposition has been verified for the most part because conditional clauses (38 occurrences), clauses of time (36 occurrences) and reason clauses (34 occurrences) have been the most common in the corpus. On the other hand, any clause of place has not been identified among the analysed samples which means that clauses are not used for stating of place in business correspondence, place is expressed by the means of the prepositional phrases or noun phrases postmodified by the relative clauses. See the table exactly quantifying the occurrence of all the identified semantic types:

Semantic type	Number of occurrence	%
Clause of time	36	25
Conditional clause	38	27
Concessive clause	8	6
Reason clause	34	24
Comment clause	4	3
Result clause	6	4
Clause of purpose	12	8
Clause of similarity and comparison	3	2
Clause of contrast	1	1
TOTAL	142	100

Concerning the clause structure, the most of them has been realized by the finite

clause, particularly 116 clauses from the total number of 142. Non-finite structure is less numerous (14 occurrences) because the use of non-finite clauses may sometimes result in ambiguity and with regard to the fact that the expressions in business correspondence have to be as clear and comprehensible as possible, these clauses are used only when the author is sure that there is no danger of possible misunderstanding of the content. Verbless clauses have been detected 12 times, 8 of them have been temporal clauses *as soon as possible* which is quite widespread temporal expression used in business correspondence (see Appendix 2).

With regard to their function in the sentence, 89 of all the analysed samples function syntactically as adjunct (see Appendix 3 and 4). The syntactic function of the thoroughly analysed types of clauses will be described and evaluated further.

Now, the main attention will be paid entirely to those clauses which have been analysed in greater detail, i.e. conditional, temporal and reason. Regarding their time reference, the majority of clauses refers to future because in business is essential to negotiate the future actions and to reach agreement with the other side.

Concerning the subordinators, the richest in subordinators has been the clause of time which has been introduced by 6 various subordinating conjunctions and the most frequent has been *as soon as*. Conditional clause has been introduced by 2 types of subordinators, particularly *if* and negative *unless* which has been detected once. The only one used subordinator has been identified in case of clause of reason, i.e. *as*; its use is related to the syntactic function of the clause (see Appendix 5 and 6).

With respect to the position in the sentence, conditional clauses have been positioned initially in 28 cases and thus the majority of all the detected conditional clauses has introduced the background of the situation. On the other hand, 30 clauses of time have been positioned finally which implies that the temporal expression has been the most significant information because it comes to an end of the sentence. The clauses of reason have been predominantly positioned finally as well (21 times) and therefore the reason given in the subordinate clause has been known to the addressee.

Regarding their syntactic function, the most common has been predication adjunct, so the sequence of the main and subordinate clause may be reversed. This function has been detected 66 times, from which 28 sentence adjuncts have been identified as a function of clause of time and the rest is formed by conditional clause (its syntactic

function is related to the type of the expressed condition). Further, 34 content disjuncts have been identified and all of them have been the reason clauses (function is related to the type of the expressed reason). Then, 8 predication adjuncts have been detected in the form of temporal verbless clauses.

Conditional clause has quite specific role in business correspondence because mostly it does not state the condition as such (if you do this, then that will happen), it expresses rather some request or proposal. It is frequently used as a letter closing in which the author offers further cooperation or assistance to his trading partner which is related to the question of politeness in business correspondence.

All of the analysed clauses express the direct condition, so the condition is directly related to the situation in the main clause and consequently there is no need to infer that connection, it is clearly stated. All the clauses express the open condition which means that the fulfilment of the stated condition is left unresolved. Concerning the structure of the main clause, *would* has been identified more often than *will* because *would* is more indirect and polite and politeness is another significant feature of business correspondence. Imperative has been the most commonly used in the main clause but in this case, it does not express the command but proposal – this is again connected with the subject of politeness.

Concerning the temporal relationship, the vast majority of the analysed clauses of time has expressed the temporal relationship *time after*.

All the identified clauses of reason express the direct reason therefore the relation between the situations described in the main and subordinate clause is direct. It arises from the kind of discourse because business correspondence uses the direct language, accuracy and explicitness is one of its key aspects and if the clause expresses the indirect reason, the reader has to infer the relations and reveal meanings hidden outside the text itself and this has not to occur in business letters.

The importance of accuracy and explicitness highlights not only the use of the direct reason relationship but also the use of the direct condition in conditional clauses or preference of finite clause structures in general.

8. Conclusion

This bachelor paper concerns about the study of use of adverbial clauses in the discourse of business correspondence. It is based on the theoretical background acquired by the means of study of the relevant linguistic literature and corpus of randomly selected 142 tokens of adverbial clauses identified in *A Handbook of Commercial Correspondence* by A. Ashley.

It has been presupposed that the most frequently used adverbial clauses in business correspondence will be the clauses of time, reason, place and condition. And the main of this work has been to carry out the research which will either affirm the truth of this proposition or refute it.

The whole corpus of clauses has been firstly classified with regard to the semantic role, clause structure and function. Further, they have been evaluated according to their frequency. After that the process of research has continued by concentrating entirely on the clauses of time, reason, place and condition which have been thoroughly examined with respect to their temporal reference, the use of subordinators, position in the sentence, temporal relationship, type of the expressed condition, reason relationship, etc. Finally, the all semantic types of adverbial clauses included in the corpus have been evaluated according to their frequency of occurrence.

With reference to the results of this research, the stated assumption has been verified for the most part because the most common semantic type of the adverbial clause occurring in the created corpus has been conditional clause, followed by the clause of time and the third most frequent has been the clause of reason. The clause of place has been the only one clause which has not fulfilled the expectations regarding its high frequency of occurrence in business correspondence because it has even been identified not once. This implies that the spatial expressions are realized by the noun or prepositional phrases in the investigated discourse.

As already mentioned, the research has been based on the study of linguistic literature and the most of the introduced facts has been verified by the carried survey, for instance the preference of conditional clauses to express the direct condition or

expressing of the direct reason in case of reason clauses. In this case, the findings are related to the type of the surveyed register as well because the clauses expressing the direct condition or reason are explicit and explicitness is another distinctive feature of business correspondence. The next verified fact concerns about the question of clause of place which is according to the opinion of grammarians' rather less frequent than the noun phrases postmodified by the relative clauses. Generally, the grammarians pay the biggest attention to the temporal and conditional clauses which are studied in greater detail in comparison to the other semantic types. Thus, it is expected that they will be very often used in the spoken and written language as well. And their frequent occurrence has been proved in the discourse of business correspondence as well.

This work has introduced the semantic types of clauses appearing in the business letters and has paid the special attention to the clauses of condition, time, reason and place which have been studied detailedly with respect to the main aim of this paper. In order to offer the even more complex view of this matter, the whole work can be further extended by concentrating on the study and evaluation of the typical features of the other semantic types of clauses detected in the studied discourse.

To conclude this paper, as the mostly occurring adverbial clauses in business correspondence are classified the clauses of condition, time and reason answering the question under what condition, when and why and thus specifying the circumstances introduced by the main clause and adding the extra information concerning the time, reason and condition which has to be stated in order to reach the accuracy in the business letters.

9. Resumé

Tato bakalářská práce se zabývá užíváním vedlejších vět příslovečných v obchodní korespondenci. Zkoumá výskyt jednotlivých sémantických typů příslovečných vět v daném diskurzu, které následně hodnotí na základě jejich četnosti. Jednotlivé typy vět jsou dále klasifikovány též z pohledu syntaktického, pozornost je tedy věnována i funkci, kterou příslovečné věty zastávají v rámci celého souvětí. Další zkoumaným hlediskem je způsob, jakým jsou tyto vedlejší věty realizovány, tzn. jejich struktura.

Práce si klade za cíl analyzovat, jaké typy vedlejších příslovečných vět se v obchodní korespondenci vyskytují vůbec nejčastěji. Jelikož jedním z nejpodstatnějších znaků daného stylistického registru je přesnost, předpokládá se, že tou nejdůležitější a nejvýznamnější skutečností, která by měla být v obchodním dopise vyjádřena přesně a naprosto jasně, je informace signalizující KDY, PROČ, KDE a ZA JAKÉ PODMÍNKY dojde k uskutečnění události. Z toho vyplývá domněnka, že nejfrekventovanějšími příslovečnými větami v obchodní korespondenci budou *příslopečné věty časové, příčinné, místní a podmínkové*, které právě na tyto otázky poskytují odpověď.

Celá práce je rozdělena do dvou větších celků, tzn. na část teoretickou (zahrnující kapitoly 2, 3 a 4) a praktickou (kapitoly 5, 6 a 7).

Druhá kapitola je rozdělena na dvě podkapitoly, z nichž ta první objasňuje termín *vedlejší věta příslovečná*, popisuje její charakteristické znaky a rysy, vysvětluje vzájemné vztahy mezi větami hlavními a vedlejšími a zabývá se jejich pozicí ve větě. Ve druhé podkapitole je věnována pozornost způsobům realizace příslovečných vět (tj. pomocí *určitých* nebo *neurčitých tvarů slovesných*, případně *neslovesných vět*).

Třetí kapitola se zaměřuje na syntaktickou roli příslovečných vět, jejichž funkcí je buď *adjunct* (příslopečné určení začleněné do větné skladby) nebo *disjunct* (příslopečné určení nezačleněné do větné skladby). Jsou zde také uvedeny hlavní rozdíly mezi *adjunct* a *disjunct* a jejich rozdělení, tj. na *sentence adjunct* (může se objevit na všech pozicích v rámci souvětí) a *predication adjunct* (závisí na predikaci, většinou následuje za hlavní větou), *content disjunct* (hodnotící obsah sdělení) a *style disjunct* (hodnotící způsob sdělení). Znaky a vlastnosti všech uvedených typů jsou dále charakterizovány.

Poslední kapitola teoretické části se věnuje příslovečným větám z pohledu

sémantického, to znamená z hlediska jejich významu. Skládá se ze třech podkapitol, první z nich poskytuje obecné informace týkající se sémantické analýzy vět, kde je upozorňováno hlavně na fakt, že jednotlivé podřadicí spojky uvozují různé typy vět, a proto se při analýze jejich významu nelze primárně zaměřit pouze na druh spojky, nejpodstatnější je totiž kontext. Ve druhé podkapitole jsou uvedeny způsoby sémantické klasifikace vět a objasnění, která z daných klasifikací bude v celé práci upřednostňována, tj. klasifikace dle Quirka a kol. Poslední, třetí podkapitola, obsahuje popis a charakteristiku vybraných sémantických typů vět, které jsou hlavním předmětem zkoumání, tzn. příslovečné věty časové, příčinné, místní a podmínkové. U všech zmíněných druhů vět je uvedena jejich definice, typy používaných podřadicích spojek, pozice ve větě a syntaktická funkce, dále jsou zde popsány vlastnosti typické výlučně pro jednotlivé druhy vět, jako např. časové vztahy vyjádřené spojkami u časových vět, druh podmínky u vět podmínkových nebo druh příčiny u vět příčinných.

Pro lepší porozumění dané problematice jsou u všech gramatických jevů popsaných v teoretické části uváděny příklady převzaté z relevantní literatury. Teoretická část je strukturována takovým způsobem, aby jevy v ní uvedené a vysvětlené byly přímo reflektovány v části praktické, kde jsou jejich vlastnosti ověřovány na konkrétních příkladech vět vyskytujících se v obchodních dopisech. Z toho vyplývá, že teoretická část společně se zkoumaným vzorkem tvoří podklad pro zpracování analýzy.

Praktickou část otevírá pátá kapitola, jejímž hlavním úkolem je představit samotný výzkum. Tato kapitola je rozdělena do dvou podkapitol, přičemž ta první z nich popisuje typické vlastnosti a znaky registru, ve kterém byly příslovečné věty zkoumány, tj. obchodní korespondence. Druhá podkapitola se věnuje metodologii výzkumu, což znamená, že popisuje, jak celý proces výzkumu probíhal. Uvádí, že předmětem analýzy je korpus, vytvořený výhradně pro účely tohoto výzkumu, který se skládá ze 142 náhodně vybraných vzorků různých druhů příslovečných vět, které byly seskupeny podle jejich sémantické funkce a dále analyzovány z hlediska formy a funkce syntaktické. Nalezené vzorky všech druhů vět byly poté hodnoceny na základě četnosti jejich výskytu. S ohledem na stanovený cíl celé této práce byly příslovečné věty podmínkové, časové, příčinné a místní posléze zkoumány detailně. Vzorky vět byly převzaty z různých druhů obchodních dopisů, jako jsou nabídky, poptávky, reklamace

nebo objednávky, které byly představeny v příručce *A Handbook of Commercial Correspondence* od A. Ashley. Tato příručka je jediným a tudíž primárním zdrojem analýzy. Celý korpus, včetně uvedené formy a funkce jednotlivých vět, je přiložen v příloze 7. Druhá podkapitola se soustředí na formulaci výše uvedené hypotézy a zároveň stanovení hlavního cíle této práce, což je prokázání nebo vyvrácení předpokladu, že věty časové, místní, příčinné a podmínkové budou nejvíce časté v diskurzu obchodní korespondence.

V šesté kapitole je věnován prostor zjištěním, která z provedeného výzkumu vyplynula. Pro větší přehlednost je tato kapitola je dále členěna na podkapitoly věnované jednotlivým typům analyzovaných vět. Jak již bylo řečeno, tyto typy jsou hodnoceny z hlediska jejich četnosti s ohledem na celý korpus a jsou studovány z hlediska formy, funkce, pozice ve větě, časové reference a dále je pak pozornost věnována rysům, které jsou příznačné jen a pouze pro dané druhy vět. Všechny tyto aspekty jsou ilustrovány na konkrétních příkladech převzatých z obchodních dopisů a následně okomentovány. Poslední podkapitola se zabývá ostatními typy příslovečných vět, které byly v daném korpusu nalezeny, hodnotí je z hlediska četnosti a uvádí příklady těch nejčastějších z nich.

Sedmá kapitola, která je poslední kapitolou praktické části, se věnuje shrnutí a interpretaci zjištěných výsledků výzkumu. Snaží se tyto výsledky interpretovat především s ohledem na typ registru, ve kterém byly vedlejší věty příslovečné analyzovány.

Číselné vyjádření výsledků výzkumu je uvedeno v tabulkách přiložených v příloze.

Z výsledků výzkumu vyplývá, že nejčastěji se vyskytujícím typem příslovečné věty v obchodní korespondenci je *vedlejší věta podmínková*, která byla objevena 38krát, což tvoří 27% celého korpusu. Druhou nejčastější vedlejší větou objevující se v rámci obchodních dopisů byla *vedlejší věta časová* nalezená 36krát, tj. 25% ze všech druhů vět podrobených analýze. Po ní následuje *vedlejší věta příčinná*, která se konkrétně vyskytla ve 34 případech, tj. 24% všech zkoumaných vedlejších vět. Oproti původnímu předpokladu se ve zkoumaném vzorku nevyskytla ani jedna *vedlejší věta místní*, která tedy tímto nesplnila očekávání, že bude patřit mezi nejvíce časté příslovečné věty v obchodní korespondenci. Nicméně došlo ke zjištění, že označení místa se

v obchodních dopisech nevyjadřuje pomocí vedlejších vět místních, nýbrž prostřednictvím *nominálních nebo předložkových frází*. Další typy vět identifikovaných v korpusu i s přesnou kvantifikací jsou uvedeny v příloze 1.

Dále bylo zjištěno, že většina analyzovaných vedlejších vět byla realizována pomocí určitých tvarů slovesných, konkrétně tomu tak bylo ve 116 případech z celkového počtu 142 zkoumaných vět. Realizace prostřednictvím neurčitých tvarů měla menší zastoupení (14 výskytů), protože její používání může občas vést k mnohoznačnosti a vzhledem k tomu, že vyjádření v obchodní korespondenci musí být tak jasná a pochopitelná, jak jen je to možné, věty tvořené neurčitými slovesnými tvary jsou použity jen v případech, že si autor je naprosto jistý, že nebezpečí mnohoznačného výkladu věty a následkem toho nepochopení celého obsahu dopisu nehrozí. Neslovesné věty byly objeveny 12krát, přičemž 8 z nich byly věty časové *as soon as possible*, což je velice běžné a rozšířené časové vyjádření užívané v obchodních dopisech (viz. příloha 2). Pokud jde o syntaktickou funkci, 89 vedlejších vět z celkového počtu 142 funguje ve větě jako *sentence adjunct* (viz. příloha 3 a 4).

Následující odstavce budou věnovány výhradně dopodrobna zkoumaným příslovečným větám, tzn. podmínkovým, časovým a příčinným. Ohledně jejich časové reference, valná většina analyzovaných vět odkazuje na budoucnost, protože v rámci obchodních vztahů je podstatné vyjednat budoucí spolupráci a dosáhnout dohody s druhou stranou.

Nejbohatší co do počtu podřadicích spojek byla věta časová, které byla uvozena 6 různými spojkami a tou nejčastější byla *as soon as*. Podmínkovou uvozovaly dvě spojky, konkrétně *if* a negativní *unless*, která byla zaznamenána jednou. Jedinou podřadicí spojkou uvozující příčinnou větu byla *as*, což souvisí se syntaktickou funkcí zkoumaných vět (viz. příloha 5).

Co se týče pozice ve větě, bylo zjištěno, že většina podmínkových vět (28 případů) stojí před větou hlavní, což znamená, že vedlejší věta pouze uvádí čtenáře do děje. Oproti tomu 30 časových vět z celkového počtu 36 následuje za hlavní větou, což indikuje, že časové vyjádření bylo tou nejdůležitější a nejpodstatnější informací, protože je uvedeno na konci souvětí. Více než polovina příčinných vět (konkrétně 21) byla také

umístěna na pozici za hlavní větou, z čehož vyplývá, že příčina vyjádřená vedlejší větou byla adresátovi již známá.

Podmínková věta má v obchodní korespondenci svou specifickou roli, protože ve většině případů neuvádí podmínku jako takovou (když uděláte toto, pak se stane toto), ale spíše vyjadřuje žádost či návrh, což souvisí s daným registrem a jeho požadavkem na zachování zdvořilého tónu korespondence.

Všechny analyzované podmínkové věty vyjadřují *direct condition (podmínku přímou)*, což znamená, že podmínka uvedená ve vedlejší větě je přímo spojená se situací popsanou ve větě hlavní, z čehož vyplývá, že není třeba si spojení mezi oběma větami domýšlet, to je jasně dáno. Všechny zkoumané podmínkové věty vyjadřují *reálnou (možnou) podmínku*, čili otázka týkající se splnění nebo nesplnění dané podmínky je otevřená. S ohledem na strukturu hlavní věty, nejčastějším elementem byl rozkazovací způsob, ale v tomto případě nevyjadřuje rozkaz, nýbrž návrh, což opět vyplývá z charakteristiky obchodní korespondence.

Podřadící spojky, které uvozují vedlejší věty časové vyjadřují různé časové vztahy, převažujícím časovým vztahem v rámci analyzovaných vět byla *následnost*.

Všechny příčinné věty vyjadřují *direct reason (přímou příčinu)*, což znamená, že vztah mezi situací popsanou v hlavní a vedlejší větě je přímý. To opět vyplývá z typu diskurzu, protože obchodní korespondence používá přímý jazyk a přesnost společně s jednoznačností jsou jedním z jejích klíčových aspektů. Pokud totiž vedlejší věta vyjadřuje nepřímou příčinu, čtenář si musí vztahy domýšlet a odkrývat skryté významy a to se v obchodní dopisech stávat nesmí.

S ohledem na výše uvedené výsledky provedeného výzkumu týkajícího se výskytu příslovečných vět v obchodní korespondenci lze vyvodit závěr, že nejčastěji využívanými vedlejšími větami v obchodních dopisech jsou věty podmínkové, časové a příčinné, které odpovídají na otázky: za jaké podmínky, kdy a proč dojde k uskutečnění nějaké činnosti. Z výsledků tedy vyplývá, že domněnka se z velké části potvrdila, řečí čísel ze tří čtvrtin, což bylo zapříčiněno tím, že vedlejší věta místní nebyla v korpusu

zaznamenána ani jednou. Prostřednictvím vět podmínkových, časových a příčinných autor dopisu informuje adresáta o skutečnostech, jejichž znalost je pro adresáta naprosto nezbytná a díky kterým je dosaženo přesnosti vyjadřování v obchodních dopisech, která jedním z jejích hlavních znaků.

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Appendices

Appendix 1

Occurrence of detected semantic roles of adverbial clauses

Semantic type	Number of occurrence	%
Clause of time	36	25
Conditional clause	38	27
Concessive clause	8	6
Reason clause	34	24
Comment clause	4	3
Result clause	6	4
Clause of purpose	12	8
Clause of similarity and comparison	3	2
Clause of contrast	1	1
TOTAL	142	100

Appendix 2

Structure of analysed adverbial clauses

Adverbial clause	Finite clause	Non-finite clause			Verbless clause
		ing	ed	to- infinitive	
Clause of time	22	6			8
Conditional clause	34				4
Concessive clause	8				
Reason clause	34				
Comment clause	4				
Result clause	6				
Clause of purpose	4			8	
Clause of similarity and comparison	3				
Clause of contrast	1				
TOTAL	116	6	0	8	12

Appendix 3

Adverbial clauses syntactically functioning as adjuncts

Semantic category	Syntactic category			
	Adjunct		TOTAL	%
	Sentence	Predication		
Clause of time	28	8	36	40
Conditional clause	38		38	44
Clause of purpose	7	5	12	13
Clause of similarity and comparison		3	3	3
TOTAL	73	16	89	100

Appendix 4

Adverbial clauses syntactically functioning as disjuncts

Semantic category	Syntactic category			
	Disjunct		TOTAL	%
	Content	Style		
Concessive clause	8		8	15
Reason clause	34		34	64
Comment clause				8
Result clause				11
Clause of contrast	1		1	2
TOTAL	43	0	43	100

Appendix 5

Subordinators of clauses of time

Clause of time	Subordinator/preposition					
	while	when	as soon as	before	once	until
Finite	1	6	9		4	2
Non-finite		2		4		
Verbless			8			
TOTAL	1	8	17	4	4	2

Appendix 6

Subordinators of conditional and reason clauses

Type of clause	Subordinator		
	if	unless	as
Conditional finite	34	1	
Conditional non-finite			
Conditional verbless	3		
Reason finite			34
Reason non-finite			
Reason verbless			
TOTAL	37	1	34

Appendix 7

Samples used in analysis of adverbial clauses

Conditional clauses:

- 1) *If there is any further information you require*, please contact us. (Ashley, 1985, p.15)
finite; sentence adjunct
- 2) *If you can offer competitive prices and guarantees* we would put your system in all our outlets, but initially we would only install the system in our main branch. (Ashley, 1985, p. 16)
finite; sentence adjunct
- 3) Initially, we will test your system in our main branch, and *if successful*, then extend it throughout out other branches, but of course a competitive quotation and full guarantees for maintenance and service would be necessary. (Ashley, 1985, p. 17)
verbless; sentence adjunct
- 4) Our principals are a large chain store in North America and will probably place substantial orders *if the quality and prices of your products are suitable*. (Ashley, 1985, p. 30)
finite; sentence adjunct
- 5) *If these conditions interest you, and you can meet orders of over 1000 garments at one time*, please send us your current catalogue and price list. (Ashley, 1985, p. 31)
finite; sentence adjunct
- 6) Please contact us *if we can be of any further help to you*. (Ashley, 1985, p. 42)
finite; sentence adjunct
- 7) *If possible*, I would like to stay with an English family. (Ashley, 1985, p. 28)
verbless; sentence adjunct
- 8) *If there is any further information you required*, please contact us, and once again thank you for your letter. (Ashley, 1985, p. 44)
finite; sentence adjunct
- 9) *If you do not have some of the listed items in stock*, please do not send substitutes in their place. (Ashley, 1985, p. 54)
finite; sentence adjunct
- 10) *If you need references*, we will be glad to supply them. (Ashley, 1985, p. 75)
finite; sentence adjunct
- 11) I would be most grateful *if you could help me in this matter*. (Ashley, 1985, p. 83)
finite; sentence adjunct

- 12) Could you please check this with Barnsley's, *and if there are any problems* let me know, so that I can make enquiries here? (Ashley, 1985, p. 86)
finite; sentence adjunct
- 13) Therefore, *unless I receive your remittance within the next ten days*, my solicitors will be instructed to start proceedings to recover the debt. (Ashley, 1985, p. 89)
finite; sentence adjunct
- 14) *If you want us to send you another shipment as per your order No. 14478*, please let us know. (Ashley, 1985, p. 99)
finite; sentence adjunct
- 15) The matter is urgent as we can be sued *if any of our customers are injured by falling over the cracks in the flooring*. (Ashley, 1985, p. 100)
finite; sentence adjunct
- 16) Nevertheless, *if necessary*, I am willing to supply references. (Ashley, 1985, p. 117)
verbless ; sentence adjunct
- 17) *If you require a reference*, you can contact our other suppliers, Pierson & Co., Louis Drive, Dawson, Ontario, who will vouch for us. (Ashley, 1985, p. 119)
finite; sentence adjunct
- 18) We would be grateful *if you could confirm* that this company settles promptly on due dates, and are sound enough to meet credits of up to £3 000.00 in transactions. (Ashley, 1985, p. 126)
finite; sentence adjunct
- 19) For the meetings we will need a room that can accommodate 60 to 70 people, with sound equipment, and *if possible* a stage from where lectures and demonstrations can be given. (Ashley, 1985, p. 254)
finite; sentence adjunct
- 20) *If you would like to do this*, please contact me and we can discuss it. (Ashley, 1985, p. 138)
finite; sentence adjunct
- 21) *If the account is still not settled*, we will have to make formal protest, which we hope will not be necessary. (Ashley, 1985, p. 149)
finite; sentence adjunct
- 22) However, we wondered *if this was for re-exporting purposes*. (Ashley, 1985, p. 160)
finite; sentence adjunct
- 23) *If you supply the customers direct*, how long will it take an order to be made up and shipped once it has been received? (Ashley, 1985, p. 171)
finite; sentence adjunct
- 24) *If a disagreement arises over the terms of the contract*, which law would be referred to in arbitration? (Ashley, 1985, p. 171)
finite; sentence adjunct

- 25) *If you have any further questions with regard to the contract, or anything else, please contact me.* (Ashley, 1985, p. 172)
finite; sentence adjunct
- 26) Finally, we will hold the stock you suggested, *but if there is a rush of orders*, as there may be now we are nearing Christmas, you would have to shorten the delivery date you quoted, from six weeks to three weeks from receipt of order. (Ashley, 1985, p. 173)
finite; sentence adjunct
- 27) *If these conditions are suitable*, then we would certainly accept an initial one year contract to act as your agent. (Ashley, 1985, p. 173)
finite; sentence adjunct
- 28) *If you produce a series like this*, would you send us a list? (Ashley, 1985, p. 178)
finite; sentence adjunct
- 29) However, I suggest you write to British Rail, *and if the goods were being carried at 'company's risk'* I am sure they will consider compensation. (Ashley, 1985, p. 187)
finite; sentence adjunct
- 30) *If there any problems*, please contact us immediately. (Ashley, 1985, p. 201)
finite; sentence adjunct
- 31) *And if the transaction is on a letter of credit basis*, you should advise your bank that this document will be acceptable instead of the B/L. (Ashley, 1985, p. 207)
finite; sentence adjunct
- 32) Please contact us *if there is any further information you require*. (Ashley, 1985, p. 204)
finite; sentence adjunct
- 33) *If there is any further information you require*, please contact me and I will be pleased to help you. (Ashley, 1985, p. 224)
finite; sentence adjunct
- 34) I would be grateful *if you could send us the necessary claims forms*. (Ashley, 1985, p. 226)
finite; sentence adjunct
- 35) *If you accept this assessment*, would you please fill out the enclosed claims form and return it to us, with a letter confirming acceptance of the compensation we have offered? (Ashley, 1985, p. 227)
finite; sentence adjunct
- 36) Details with regard to packing and values are attached, and we would be grateful *if you could quote a rate covering all risks from port to port*. (Ashley, 1985, p. 232)
finite; sentence adjunct
- 37) *If you can offer a competitive quotation, and satisfactory accommodation and facilities*, you can rely on regular bookings from us in the future. (Ashley, 1985, p. 254)
finite; sentence adjunct

- 38) *If I can offer you any similar service in the future*, please contact me. (Ashley, 1985, p. 257)
finite; sentence adjunct

Comment clauses:

- 39) This service is given to all our customers throughout the world, *and as you probably know*, we deal with countries from the Far East to Europe and Latin America, and this fact alone bears out our reputation which has been established for more than a hundred years and has made our motto a household world – Time for Everyone. (Ashley, 1985, p. 14)
finite; content disjunct
- 40) *As you are probably aware*, all our products are fully guaranteed and backed by our world-wide reputation. (Ashley, 1985, p. 15)
finite; content disjunct
- 41) *As you know*, over the past months I have placed a number of orders with you and settled promptly, so I hope this has established my reputation with your company. (Ashley, 1985, p. 117)
finite; content disjunct
- 42) However, *as you probably realize*, our tapes and records are sold at extremely competitive prices which allow us only small profit margins, and this prevents us offering any of our customers credit facilities. (Ashley, 1985, p. 118)
finite; content disjunct

Result clauses:

- 43) They were impressed with the security system you installed for them, *so we are writing to you about it*. (Ashley, 1985, p. 16)
finite; content disjunct
- 44) We would like something that can prevent robbery and shop-lifting, *so the Secure 15 might suit us*. (Ashley, 1985, p. 16)
finite; content disjunct
- 45) We would like to make a decision on this soon, *so we would appreciate an early reply*. (Ashley, 1985, p. 16)
finite; content disjunct
- 46) As you know, over the past months I have placed a number of orders with you and settled promptly, *so I hope this has established my reputation with your company*. (Ashley, 1985, p. 117)
finite; content disjunct
- 47) Our contract states that we have to take delivery between 1st and 5th August, *so we will need a ship* that will be able to load during those dates. (Ashley, 1985, p. 214)
finite; content disjunct

- 48) We will be bringing our own visual aids with us, *so it will not be necessary* to provide projectors, boards or screens. (Ashley, 1985, p. 254)
finite; content disjunct

Clauses of contrast:

- 49) DMS had the Secure 18 installed, but as we mentioned, they are wholesalers, *while we are a chain of stores*. (Ashley, 1985, p. 16)
finite; content disjunct

Clauses of purpose:

- 50) However, I am reluctant to do this and am offering you a further ten days *to settle the account*. (Ashley, 1985, p. 20)
non-finite, to-infinitive clause; sentence adjunct
- 51) At present we still have places available for students taking the Proficiency course beginning in July, but would ask you to book as soon as possible *so that we can reserve a place for you in the class and arrange accommodation with an English family*. (Ashley, 1985, p. 42)
finite; sentence adjunct
- 52) Could you please check this with Barnsley's, and if there are any problems let me know, *so that I can make enquiries here?* (Ashley, 1985, p. 86)
finite; sentence adjunct
- 53) I am writing to you *to complain about the shipment of sweaters* we received yesterday against the above order. (Ashley, 1985, p. 98)
non-finite, to infinitive clause; predication adjunct
- 54) Please would you return the whole consignment to us, postage and packing forward, and we will ask the shipping company to come and inspect the damage *so that they can arrange compensation*. (Ashley, 1985, p. 99)
finite; sentence adjunct
- 55) I am writing *to inform you* that you now have an overdraft of £158.63 on your current account. (Ashley, 1985, p. 138)
non-finite, to infinitive clause; predication adjunct
- 56) However, *to avoid a repetition* I have transferred £500.00 from my deposit account and this should ensure against overdrawing in future. (Ashley, 1985, p. 139)
non-finite, to infinitive clause; sentence adjunct
- 57) As our own driver is ill, I have arranged for Cartiers Ltd. *to deliver the above order on Wednesday 18 November*. (Ashley, 1985, p. 185)
non-finite, to infinitive clause; sentence adjunct

- 58) We would like to charter a vessel for one voyage from Newcastle, New South Wales, Australia, to Hamburg, Germany, *to take a consignment of 4,000 tons of bauxite.* (Ashley, 1985, p. 214)
non-finite, to infinitive clause; sentence adjunct
- 59) This letter is *to confirm my telex and your answer of today* which you agreed to reserve two separate rooms with shower and bath, full pension, from 12 June to 21 June inclusive for Mr P. R. Dell and Mr B. Newsome, who will be attending the Textile Trade Fair in Rome. (Ashley, 1985, p. 254)
non-finite, to infinitive clause; predication adjunct
- 60) From 8 to 11 July, Mr Sven Vassen, of Vassen Industries, Oslo, and two of his colleagues, will be looking around the factory as his firm intends to place a large contract with us *to supply them with components over the next three years.* (Ashley, 1985, p. 263)
non-finite, to infinitive clause; predication adjunct
- 61) It will be also necessary for lunch hours and breaks to be arranged *so that there will always be someone available in every section.* (Ashley, 1985, p. 263)
finite; predication adjunct

Reason clauses:

- 62) Please reply as soon as possible *as we would like to make a decision within the next few months.* (Ashley, 1985, p. 17)
finite; content disjunct
- 63) *As you have not replied to the letter* you leave little choice for me but to place the matter in the hands of solicitors. (Ashley, 1985, p. 20)
finite; content disjunct
- 64) *As we usually place very large orders,* we would expect a quantity discount in addition to a 20% trade discount of net list-prices, and our terms of payment are normally 30-day bill of exchange, documents against acceptance. (Ashley, 1985, p. 31)
finite; content disjunct
- 65) I have enclosed an order, No. B1463, in anticipation of you agreeing, *and as there is no particular hurry for the units,* you could send them along with your next delivery. (Ashley, 1985, p. 32)
finite; content disjunct
- 66) We have sent, by separate post, samples of the advertised cassettes and other brands we stock, and would urge you to place an order as soon as possible *as there has been a huge response to our advertisement.* (Ashley, 1985, p. 43)
finite; content disjunct
- 67) They have agreed to pay by letter of credit, which we discussed on the phone last week, and they would like delivery before the end of this month, which should be easily effected *as there are regular sailings from Liverpool.* (1985, p. 58)
finite; content disjunct

- 68) *As we will be sending another order within the month*, could you please confirm that you agree to these new terms of payment? (Ashley, 1985, p. 75)
finite; content disjunct
- 69) We were sorry to hear about the difficulties you have had, and understand the situation, but would appreciate it if you could clear the account as soon as possible, *as we ourselves have suppliers to pay*. (Ashley, 1985, p. 82)
finite; content disjunct
- 70) My government has put an embargo on all machine exports to Zurimba, and consequently we have found ourselves in temporary difficulties *as we had three major cash consignments for that country*. (Ashley, 1985, p. 83)
finite; content disjunct
- 71) However, the above bill has already allowed credit for 40 days, and although I appreciate your offer for and additional 6% interest on the £4360.00 outstanding, it is financially impossible to allow a further 60 days credit *as I myself have commitments*. (Ashley, 1985, p. 84)
finite; content disjunct
- 72) *As my bank statement showed the money had been debited to my account*, I assumed that it had been credited to your account as well. (Ashley, 1985, p. 86)
finite; content disjunct
- 73) *As most of my customers live in small flats earning in a moderate income* it is doubtful that I will be able to find a market for larger more expensive products. (Ashley, 1985, p. 96)
finite; content disjunct
- 74) *As the sale was on c.i.f. basis and the forwarding company your agents*, we suggest you contact them with regard to compensation. (Ashley, 1985, p. 98)
finite; content disjunct
- 75) The matter is urgent *as we can be sued* if any of our customers are injured by falling over the cracks in the flooring. (Ashley, 1985, p. 100)
finite; content disjunct
- 76) Nevertheless, I am quite prepared to allow monthly settlements, and there will be no need to supply references *as you are a long-standing customer*. (Ashley, 1985, p. 116)
finite; content disjunct
- 77) We have been paying you for some time on this basis, which does not really suit our accounting system, *and as we feel you know us well enough by now*, we think you would not object to our paying on quarterly statements by international bankers draft. (Ashley, 1985, p.119)
finite; content disjunct
- 78) We have been dealing with the firm for ten years and allow them credit facilities of up to £2000.00 which they only use occasionally *as they prefer to take advantage of our cash discounts*. (Ashley, 1985, p. 127)
finite; content disjunct

- 79) However, we would have no hesitation in offering them the sort of credit you mentioned, viz. £3000.00, *as they are a large reputable organization and very well known in this country.* (Ashley, 1985, p. 127)
finite; content disjunct
- 80) I am afraid I cannot give you the information you asked for *as it would be a breach of confidence*, and you would appreciate this. (Ashley, 1985, p. 128)
finite; content disjunct
- 81) I allowed your last credit transfer to Homemakers Ltd. to pass *as you have a large credit balance on your deposit account.* (Ashley, 1985, p. 138)
finite; content disjunct
- 82) The enclosed order, No. 90103, is for delivery as soon as possible *as the summer season is only a few weeks away.* (Ashley, 1985, p. 159)
finite; content disjunct
- 83) The initial contract will be for one year, subject to renewal by mutual agreement, and that disputes will be settled with reference to Dutch law, *as our relative legal systems are different.* (Ashley, 1985, p. 172)
finite; content disjunct
- 84) Finally, we will hold the stock you suggested, but if there is a rush of orders, *as there may be now we are nearing Christmas*, you would have to shorten the delivery date you quoted, from six weeks to three weeks from receipt of order. (Ashley, 1985, p. 173)
finite; content disjunct
- 85) I would appreciate a prompt reply, *as delivery must be made before the end of next week.* (Ashley, 1985, p. 183)
finite; content disjunct
- 86) *As our own driver is ill*, I have arranged for Cartiers Ltd. to deliver the above order on Wednesday 18 November. (Ashley, 1985, p. 185)
finite; content disjunct
- 87) The only danger from flood would be from burst pipes, *as we are some distance from the river.* (Ashley, 1985, p. 221)
finite; content disjunct
- 88) I have enclosed leaflets explaining our three fully-comprehensive industrial policies which offer the sort of cover you require, and I think that policy A351 would probably suit you best *as it offers the widest protection at 65p% with full indemnification.* (Ashley, 1985, p. 222)
finite; content disjunct
- 89) I am sorry to tell you that we cannot pay compensation in this case *as the damage was caused by factors outside the terms of the policy.* (Ashley, 1985, p. 228)
finite; content disjunct
- 90) *As the matter is urgent*, we would appreciate a prompt reply. (Ashley, 1985, p. 232)
finite; content disjunct

- 91) *As we will be making regular shipments*, we wondered if you could arrange open cover for £60,000.00 against all risks to insure consignments to North and South American Eastern seaboard ports. (Ashley, 1985, p. 235)
finite; content disjunct
- 92) *As you propose to ship regularly*, we can offer you a rate of 48p% for a total cover of £60,000.00 (Ashley, 1985, p. 236)
finite; content disjunct
- 93) Could you make sure that the rooms are situated at the back of the hotel, *as the rooms they were given last year, overlooking the main road, were rather noisy?* (Ashley, 1985, p. 254)
finite; content disjunct
- 94) The store has experienced a number of bad debts over the past few months due to customers paying with bad cheques, *and as the Christmas rush will soon be with us*, this problem could increase unless sales staff are more careful. (1985, p. 262)
finite; content disjunct
- 95) From 8 to 11 July, Mr Sven Vassen, of Vassen Industries, Oslo, and two of his colleagues, will be looking around the factory *as his firm intends to place a large contract with us* to supply them with components over the next three years. (Ashley, 1985, p. 263)
finite; content disjunct

Clauses of time:

- 96) Please reply *as soon as possible* as we would like to make a decision within the next few months. (Ashley, 1985, p. 17)
verbless; predication adjunct
- 97) Would it be possible for me to have, say, half a dozen units of each kit, on approval, *before placing a firm order?* (Ashley, 1985, p. 32)
non-finite, -ing clause; sentence adjunct
- 98) At present we still have places available for students taking the Proficiency course beginning in July, but would ask you to book *as soon as possible* so that we can reserve a place for you in the class and arrange accommodation with an English family. (Ashley, 1985, p. 42)
verbless; predication adjunct
- 99) We have sent, by separate post, samples of the advertised cassettes and other brands we stock, and would urge you to place an order *as soon as possible* as there has been a huge response to our advertisement. (Ashley, 1985, p. 43)
verbless; predication adjunct
- 100) At present we are testing a consignment of units recently imported from Taiwan, but these do not have a British Standards Institute stamp of approval and we would like to test them thoroughly *before putting them on the market*. (1985, p. 45)
non-finite, -ing clause; sentence adjunct

- 101) I look forward to your next order, and hope to see you *when I come to Swansea in December*. (p. 47)
finite; sentence adjunct
- 102) Please send any further correspondence relating to shipment or payment direct to Mackenzie Bros, and let us have a copy of the commercial invoice *when it is made up*. (Ashley, 1985, p. 58)
finite; sentence adjunct
- 103) *When we first contacted you last February* you told us that you would be prepared to reconsider terms of payment once we had established a trading association. (Ashley, 1985, p. 75)
finite; sentence adjunct
- 104) We have instructed our bank to arrange for a letter of credit for £6158.92 to be paid against your pro-forma invoice No. G1152/S, and the proceeds will be credited to you *as soon as Canadian Trust receive the documents*. (Ashley, 1985, p. 76)
finite; sentence adjunct
- 105) Our insurance company have promised us compensation within the next few weeks, *and once we have received this* the account will be paid in full. (Ashley, 1985, p. 81)
finite; sentence adjunct
- 106) We know you will appreciate the situation and hope you can bear with us *until the matter is settled*. (Ashley, 1985, p. 81)
finite; sentence adjunct
- 107) We were sorry to hear about the difficulties you have had, and understand the situation, but would appreciate it if you could clear the account as *soon as possible*, as we ourselves have suppliers to pay. (Ashley, 1985, p. 82)
verbless; predication adjunct
- 108) Would you send someone with my consignment *as soon as possible* and at the same time pick up the wrongly delivered goods? (Ashley, 1985, p. 96)
verbless; predication adjunct
- 109) You will find a list of the damaged and missing articles attached, and the consignment will be put to one side *until we receive your instructions*. (Ashley, 1985, p. 98)
finite; sentence adjunct
- 110) I am sorry about the inconvenience you have experienced and will tell my men to repair the damage *as soon as I have your confirmation* that they can begin work. (Ashley, 1985, p. 101)
finite; sentence adjunct
- 111) I have deducted a total of £168.50 from your statement and will send you a cheque for £1,471.82 *once I have your confirmation of this amount*. (Ashley, 1985, p. 107)
finite; sentence adjunct
- 112) We are prepared to allow you further three days *before presenting it to the bank again*, in which time we hope that the draft will have been met. (Ashley, 1985, p. 149)
non-finite, -ing clause; sentence adjunct

- 113) Please inform me *when you have made arrangements with your agents in London*. (Ashley, 1985, p. 151)
finite; sentence adjunct
- 114) *When submitting your draft*, would you please enclose the following documents? (Ashley, 1985, p. 153)
non-finite, -ing clause; sentence adjunct
- 115) Please telex us *as soon as you have arranged shipment*. (Ashley, 1985, p. 153)
finite; sentence adjunct
- 116) You may draw on us at 60 days against the credit *as soon as you provide evidence of shipment*. (Ashley, 1985, p. 154)
finite; sentence adjunct
- 117) The documents are now with us and will be handed to you *when you call*. (Ashley, 1985, p. 158)
finite; sentence adjunct
- 118) The enclosed order, No. 90103, is for delivery *as soon as possible* as the summer season is only a few weeks away. (Ashley, 1985, p. 159)
verbless; predication adjunct
- 119) Meanwhile, please confirm delivery, *when you receive the consignment*. (Ashley, 1985, p. 160)
finite; sentence adjunct
- 120) If you supply the customers direct, how long will it take an order to be made up and shipped *once it has been received*? (Ashley, 1985, p. 171)
finite; sentence adjunct
- 121) *Before signing the delivery note*, could you please check that the consignment is complete and undamaged? (Ashley, 1985, p. 185)
non-finite, -ing clause; sentence adjunct
- 122) Please will you cable your decision *as soon as possible*? (Ashley, 1985, p. 215)
verbless; predication adjunct
- 123) *When calculating the premium*, would you please take the following into consideration? (Ashley, 1985, p. 221)
non-finite, -ing clause; sentence adjunct
- 124) I will send you a cover note *as soon as I receive your cheque and completed proposal form*. (Ashley, 1985, p. 224)
finite; sentence adjunct
- 125) Insurance will be effected *as soon as we receive the enclosed proposal form*, completed by you. (Ashley, 1985, p. 225)
finite; sentence adjunct
- 126) He offers his sincere apologies for the inconvenience and will contact you *as soon as he returns to London*. (Ashley, 1985, p. 225)
finite; sentence adjunct

- 127) We will issue a cover note *as soon as you complete and return the enclosed declaration form*. (Ashley, 1985, p. 233)
finite; sentence adjunct
- 128) I am sending you the claims form you requested in your letter dated 19 August 1985 and we will consider the matter *once we have full details*. (Ashley, 1985, p. 239)
finite; sentence adjunct
- 129) I would appreciate your sending the tickets *as soon as possible* and have enclosed a cheque for £188.00. (Ashley, 1985, p. 253)
verbless; predication adjunct
- 130) Thank you very much for assisting Michael Hobbs *while he was in Oslo*. (Ashley, 1985, p. 257)
finite; sentence adjunct
- 131) *As soon as the fire bells ring*, immediately vacate the building by the appropriate Fire Exits. (Ashley, 1985, p. 261)
finite; sentence adjunct

Concessive clauses:

- 132) However, the above bill has already allowed credit for 40 days, *and although I appreciate your offer for and additional 6% interest on the £4360.00 outstanding*, it is financially impossible to allow a further 60 days credit as I myself have commitments. (Ashley, 1985, p. 84)
finite; content disjunct
- 133) They told us that you would be prepared to act as their referees, *and while we have little doubt about their ability to clear their accounts*, we would just like confirmation that their credit rating warrants quarterly settlements of up to £4000.00. (Ashley, 1985, p. 124)
finite; content disjunct
- 134) *Although we accept door-to-door responsibility*, we would advise you to take an all risk insurance policy, and send a copy of this and three copies of the commercial invoice to us. (Ashley, 1985, p. 207)
finite; content disjunct
- 135) She has a cargo capacity of 7,000 tons *and although she is larger than you wanted*, her owners are willing to offer a part charter of her. (1985, . 215)
finite; content disjunct
- 136) *Although the blaze was brought under control*, we estimate that about £4000.00 worth of stock was badly damaged. (Ashley, 1985, p. 226)
finite; content disjunct
- 137) If you look at Clause 15 on the policy, you will see that *although you are covered against flooding*, this only refers to storms, and not burst pipes due to icing. (Ashley, 1985, p. 228)
finite; content disjunct

- 138) *Although he would have liked to have come*, he will be in America at that time. (Ashley, 1985, p. 258)
finite; content disjunct
- 139) *Although they will be escorted by Michael Hobbs*, our Overseas Sales Manager, it may be necessary for individual employees to answer questions, or explain production procedures in their action. (Ashley, 1985, p. 263)
finite; content disjunct

Clauses of similarity and comparison:

- 140) We are sure you will find a ready sale for our products in England *as have other retailers throughout Europe and America*, and we do hope we can reach an agreement on the terms quoted. (Ashley, 1985, p. 46)
finite; predication adjunct
- 141) The boxes in which the sweaters were packed were damaged, and looked *as if they had been broken open in transit*. (Ashley, 1985, p. 98)
finite; predication adjunct
- 142) In your catalogue we saw the Secure 15 which looks *as though it might suit our purposes*. (Ashley, 1985, p. 16)
finite; predication adjunct