GENRE ANALYSIS OF THE ENGLISH
APPLICATION LETTERS WRITTEN BY CHINESE

GUO ZHONG MING

RESEARCH PAPER SUBMITTED IN FULFILMENT
OF THE REQUIREMENTS
FOR THE DEGREE OF B.A.(Hons) ENGLISH LANGUAGE
AND COMMUNICATION

FACULTY OF MUSIC, SOCIAL SCIENCES AND DESIGN
ENGLISH DEPARTMENT
UNIVERSITY COLLEGE SEDAYA INTERNATIONAL
KUALA LUMPUR

AUGUST 2008

ABSTRACT

This study is a genre analysis of twenty English application letters written by Chinese applicants. The primary source of the corpus was through the Internet, either forwarded by colleagues and friends based in China or downloaded from different websites. A modified version of the Seven-Move Structural Model of Bhatia (1993) was used in analyzing the corpus. The research design is a combination of quantitative and qualitative description of the twenty application letters. The first section of the analysis focused on the applicants' profile while the second probed into schematic structure of the application genre. To show the structural aspect of the corpus, a simple distribution of percentages was employed where the items were shown in tabular form. The analysis showed that the twenty English application letters contained either five or four moves based on the Seven-Move Structural Model. The major contribution of this present study is the grouping of the corpus into five structures that do not follow the typical moves suggested by Bhatia. Although the corpus is quite limited to form conclusive statements about Chinese styles of writing application letters in English, the lexico-grammatical features showed that they possess a good command of the language. This might be attributed to the communicative function of a job application letter where an applicant is guided by the level of formality as well as the necessary moves to attract the implied reader (the employer). The findings of this study will not only benefit those who teach students how to write English application letters, but also offer other students in English Language and Communication a guide on how to analyze the genre of job application letter.