

Conference Paper

Discourse Analysis of Business Letters for the Construction and Maintenance of Fallu-ja Bridge between 1927-1929

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Abstract

The present study aims to identify and describe the function of grammatical cohesive devices utilized at the discourse level. Business letters for the construction and maintenance of Falluja bridge between 1927-1929 were analyzed to show the communicative functions of the grammatical cohesive devices. To this end, the study adopted Halliday and Hassan's (1976) model of grammatical cohesion. The conclusions arrived at reflecting the discursal value of the grammatical cohesive devices that contribute to the cohesion of the text achieving communicative functions in the text. The recurrence of grammatical cohesive devices reveals that the selected business letters are closely related to the value that they have in their communicative purposes.

Keywords: Business Letters, Cohesion, Discourse analysis, Falluja Bridge, Text

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1. Introduction

Many approaches for discourse analysis are there and the difference between these approaches is that a few of them concern analysis of the texts and others don't (Fairclough, 2000). According to Brown and Yule (1983), discourse analysis is the analysis of language in use. Business letters represent a part of the written phase of discourse (text) and they have their own features of text. They are written for specific communicative purposes which can be indicated by the discursal value of grammatical cohesive devices as part of discourse markers. According to Aijmer's (1996:210) and (Lenk,1995:2), discourse markers function as guides to the receiver's interpretation since each discourse marker signals a particular relationship between different parts of the text and a specific meaning in the text, in terms of functionality.

One kind of the text that shows various kinds of discourse markers is the business letter text. In writing a text, cohesion is an important aspect to be considered in discourse analysis. Halliday and Hasan (1976: 30) state that the use of cohesion is very significant as it functions to join ideas between sentences. Therefore, cohesion makes the text sequence to help reader comprehend the meaning easily. The present study investigates the communicative functions of particular kinds of discourse markers

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namely grammatical cohesive devices that contribute to cohesion of the business letter text. In a business letter text, discourse markers have important roles as cohesive devices in indicating the intended meaning because they intend the message relating to the following discourse (Kroon, 1997:17).

The purpose of this quantitative study is to identify the recurrence of grammatical cohesive devices in the business letters for the construction and maintenance of Falluja bridge between 1927-1929 and to describe the function of these devices at the discourse level through the qualitative analysis of the selected letters.

To this end, Halliday and Hassan's (1976) model is adopted to analyze the selected business letters. Halliday and Hasan (1976:6) identify two main categories of cohesion: grammatical cohesion and lexical cohesion. The grammatical cohesion, the theoretical framework of the study, is subcategorized into four kinds: reference, substitution, ellipsis, and conjunction, while, lexical cohesion is illustrated through vocabulary (reiteration and collocation). The data of the current paper consists of five selected business letters for the construction and maintenance of Falluja bridge between 1927-1929.

2. Literature Review

Many researches on business letters have been conducted. Bargiela-Chiappini & Harris (1996) expressed requests and status in business correspondence. Barbara et al (1996) are concerned with the use of English for various communicative purposes in the Brazilian business activities, particularly, different types of business organizations. Gimenez (2000) investigated whether the nature of e-mail messages had already started to affect business text. He made an analysis of the register and context at the style used in commercial electronic mail. Vergaro (2002) investigated discourse strategies in Italian and English money chasing letters. Also Vergaro (2004) described a contrastive study on rhetorical differences between Italian and English business letters. Wei & Yunlin (2008) studied English business letters communicating bad news to reveal the linguistic devices realizing the interpersonal function. Xu (2012) identified the interpersonal function of English business letters in terms of modality to prove good interpersonal relations between the sender and the receiver. Iqbal and Anwar (2013) analyzed a formal business letter in the light of CDA and cohesion, thus they deduced that the letter was well-formed structure according to both approaches. Jansen & Janssen (2010) applied the politeness strategies on business letters and they found out that the positive politeness strategy (Give Reasons) is more effective to persuade the receiver. Business letters regarding Falluja bridge, to the best knowledge of the researcher, have not been tackled before. Therefore, it is necessary to analyze these letters from the perspective of grammatical cohesive devices.

3. Grammatical Cohesive Devices

Halliday and Hasan (1976:67) mention that "the concept of cohesion is a semantic one" and speakers are able to notice and interpret text by virtue of the presence of devices that relate sentences to each other. These devices are referred to as cohesive ties which create cohesion and called grammatical devices by Halliday and Hasan (ibid). Halliday and Hasan do not bring the issue of discourse markers directly in the analysis of textual function, but they investigate words such as "but, and, I mean, to sum up, ...etc." as sentence connectives that perform an important part in semantic cohesion.

Discourse markers are considered as effective cohesive devices with various meanings and functions in segment organization. Cohesive devices are the demonstration of semantic relations that identify the reason for cohesion between the messages of a text. Halliday and Hasan (1976: 04) emphasize that the idea of cohesion makes it conceivable to investigate a text as far as its cohesive properties. Cohesive devices can be shown in the form of grammatical cohesion, adopted in the present study, and lexical cohesion.

Grammatical cohesion refers to the semantic structure and the most auxiliary unit in the language structure is the sentence (Halliday and Hasan 1976: 28). The structure identifies the way in which grammatical components occur and connected inside a sentence. Each type of grammatical cohesive devices connects different sentences to make a specific linguistic environment and reflects a certain communicative function. Table (1) below, based on Halliday and Hasan (1976), shows the types of grammatical cohesive devices. The classifications are not fully exemplified, for more details (see Halliday and Hasan, 1976: 333-338).

Table (1) Types & sub-types of grammatical cohesive devices based on Halliday and Hassan (1976)

Type of Grammatical Cohesive Devices	Sub-Types
Reference	Personal
	Comparative
	Demonstrative
Substitution	Nominal
	Verbal
	Clausal
Ellipsis	Nominal
	Verbal
	Clausal
Conjunction	Additive
	Adversative
	Causal
	Temporal

4. Methodology

This study conveys the discursual value of grammatical cohesive devices utilized in the selected business letters to achieve the communicative functions in these letters texts. Five samples of business letters for the construction and maintenance of Falluja bridge between 1927-1929 are selected for the sake of analysis adopting Halliday and Hassan's (1976) model of analysis as being the most comprehensive treatment of the subject and a standard model in this area. The quantitative and qualitative analyses are followed in this study.

5. Analysis of the Selected Business Letters

5.1. Analysis of Letter 1

The sender (writer) of the first letter was Office of the Crown Agents for the Colonies which was the responsible for achieving projects in the colonies under British control and the receiver (reader) was Public Work Department. The letter had been written on 19th of March, 1927 to express the details of the contract of construction and maintenance of a bridge over the river Euphrates at Falluja between Office of the Crown Agents for the Colonies referred to as "the Crown Agents" acting for and on behalf of the Government of Iraq of the one part and Sir John Jackson Limited referred to as "the Contractors" of the other part.

In this letter, the grammatical cohesive devices employed by the Crown Agents are **reference** and **conjunction**. As referential relation, the Crown Agents use the personal pronouns "their" three times, "them" twice and "themselves" twice to refer backward (anaphorically) to "the Contractors" except one personal pronoun of "them" refers backward to "the Works" of project. The personal pronoun "it" is used three times to refer forward (cataphorically) to the clause "these presents shall be entered into by way of Contract" twice and "such Bond shall bear even date with this Contract". Another type of reference is the use of the demonstrative reference as in "this", "these" and "which". The demonstrative 'this' is used three times to refer forward once to "Deed" and twice to the "Contract". While "these" is used twice to refer forward to the "presents" of the project and "which" is used to relate the verbal action "might influence them" to "all matters" and to refer backward to "a Tender" which mentioned before in the text.

The use of the definite article before "parties" and "said parties" creates cohesion because the words have been mentioned already in the letter. Therefore, the type of the definite article reference is endophoric. The use of the definite article before the words or phrases such as "specification", "one part", "Contractors", "other part", "site", "Works", "Instructions", "Drawings", "sum", "Bridge", "provisions", "Engineer" ...etc. indicates that

these words are shared between the Crown Agents and Public Work Department. Thus, this second use of the definite article is exophoric. It will create a cohesion among the parts of the text. In addition, there is another kind of definite article used in this letter before the identifiable words or phrases such as “19th day of March”, “Crown Agents”, “Colonies”, “City of Westminster”, “Government of Iraq”, “River Euphrates”, ...etc. Hence, the situation of business letter text provides the necessary information to make the items of business letter identifiable by the heavy use of the definite article before these items.

The comparative reference is used in this business letter by the occurrence of “other”, “all”, “additional”, “several” and “any”. The comparative device of general comparison “other” refers back to “the Contractors”, in one situation, and forward to “Drawings”, in another. “all” denotes “inquiries”, “information”, “matters”, “possible contingencies”, ...etc. Also “additional” refers backward to “the said Works” to achieve cohesion. On the other hand, the comparative devices of particular comparison in this letter are “several” and “any”; “several” refers to many “Bond” should be produced by “the Contractors” and “The British General Insurance Company Limited”. Finally, “any” refers to no specific type of additional “Works”, no exact time as “the Engineer” visits “the site” and no particular part of the additional “Works” to be achieved by “the Contractors”.

Conjunction contrasts with reference in that it is not an anaphoric connection. In this business letter, two types of conjunction are used: the additive and causal/conditional conjunctions. The additive relation is represented by the conjunctive “and” which is used 36 times to add necessary information for “the parties” about the project, to facilitate the enumeration of the items of the contract and to project backward to deal with all the items enumerated. Another additive conjunction is used to add more information related to “the said Works” that is “in addition”. The causal/conditional conjunctive “in accordance with” is used six times in this letter to state and add information that confirms to the contract presented. Six conditional statements are stipulated in this letter. To be executed, they should confirm to the “provisions” and “Drawings” of the project. The reader will understand the strong conformity and the truth of this by the use of the conjunction “in accordance with”.

5.2. Analysis of Letter 2

The sender (writer) of this letter was Office of the Solicitors to the Contractors and the receiver (reader) was Office of the Crown Agents for the Colonies referred to as “the Crown Agents”. The letter had been written on 20th of July, 1928 to reveal the difficulties occurred in the process of the construction of Falluja bridge such as “the transport of the plant and materials” which were delayed “by the Iraq Government Railways”, “the method of removal of the excavation by grab” became inapplicable because of the

sandstone found in the site and strengthening the dykes above Falluja and confining the great volume of flood water to one channel led to that the flood water “rushed with unprecedented force past the site of the bridge”. Also it is to present some proposals to minimize the loss and avoid such issues in future.

The grammatical cohesive devices used in this business letter are **reference, ellipsis and conjunction**. The referential relations are seen in the use of the anaphoric reference. One type is the use of personal pronouns like the pronominal pronouns “they” and “them” which refer back to “the Contractors” and “the Iraq Government Railways”, “we” and “us” referring backward to “Solicitors to the Contractors”, “you” refers back to “the Crown Agents” and “he” which refers back to “the Engineer”. The personal pronoun “it” occurs seven times to refer forward (cataphorically) to the clauses like “a price should be agreed”, “the Contractors should have definite instructions”, “works to be executed under the supervision of the Engineer”, ...etc. The only possessive pronoun used in this letter is “theirs” which refers backward to “the Contractors”. The determiner pronouns such as; “their” which is used to refer back to “the Crown Agents”, “the Contractors”, “the cylinders” and “the dykes”, “our” refers backward to “Solicitors to the Contractors”, “his” which refers back to “the Engineer” and “the Director of Public Works of Iraq” and “its” that refers backward to “the flood water”.

The second type of reference used in this letter is the demonstrative reference. The definite article “the” is the most one used in this letter among the demonstrative sub-types. It precedes words and phrases such as “position”, “works”, “supply of plant”, “piers”, “excavation”, “river bed”, “cylinders”, “Contractors”, “flood water”, “Engineer”, “letter”, ...etc., As the subject of this business letter “Contract for Falluja Bridge, Iraq” suggests, the reference of most words and phrases mentioned is exphoric. In other words, these words and phrases are shared between the “Solicitors to the Contractors” and “the Crown Agents”. The anaphoric reference of the definite article “the” occurs to refer backward to “above contract”, “plant”, “material”, “flood”, ...etc. in order to present cohesive structures. The identifiable words and phrases such as “Iraq Government Railways”, “Euphrates”, “Vertical” and “Crown Agents” are preceded by the definite article “the”.

Other uses of the demonstrative reference are seen in the devices such as “this”, “these”, “which” and “that”. The nominal demonstrative “this” is used twice to refer backward to “A suggestion has been made” and an advice of saving “crops and roads”, and four times to refer forward to “flood water”, “great volume of water”, “uncontemplated work”, and “excavation”. The first occurrence of “these” in this letter is to refer backward to the “circumstances”, while the second is to refer forward to “the cylinders” and both of them are used to make the letter text cohesive. The relative demonstratives “which” and “that” are used in this business letter clearly. The anaphoric reference of “which” is to refer backward to “the transport of plant and material”, “the flood water”, “the

loss”, “fresh alignment”, ...etc., while it is used to relate the verbal actions “has arisen”, “happened”, “had arisen”, “have arisen” and “come down the river” to “the position”, “the first thing”, “difficulties”, “heavy claims against the Crown Agents” and “the velocity of water” respectively. Finally, the relative demonstrative “that” occurs only one time to refer back to “the site of bridge” so as to connect the ideas implied cohesively.

The third type of reference used in this business letter is the comparative reference that is represented by its two types: general comparison and particular comparison. The general comparison is represented by “all”, “similar” and “worse”, whereas the particular comparison is represented by the quantifier “any” and “much”. The occurrence of “all” provides a quantity that indicates the whole “preparations” of work and “orders and instructions” to be followed in constructing the bridge which are referred to cataphrally. The use of “similar” and “worse” is to state and compare the “damage may occur at the next flood” with reference backward to the preceded flood. The quantifier “any” is used to refer forward to indicate that no exact drawing contained the “sandstone”, no “information” referring to the preceded floods, no “promise of payment”, no exact “default” caused by “the Contractors”, no “document” naming the “Chief Engineer” and no exact number of persons “who come within the definition of Engineer”. The use of “much” creates cohesion in this letter since it is to denote that no all “the flood water” had been confined “above Falluja” to one channel but particular which caused the damage of the bridge site.

The second type of grammatical cohesive devices used is Ellipsis. The nominal ellipsis is used to be recoverable from the context by which cohesion is achieved. So, in this business letter, the nominal ellipsis occurs such as “...washed away the Contractors’ staging”, “...are being made”, “... were being still further strengthened”, “This seems to be ...”, ...etc., can be recovered from words or phrases mentioned before in the letter text such as “a flood of great volume”, “Efforts”, “the dykes” and “a suggestion”.

Conjunctions used in this letter are additive, adversative, causal/conditional and temporal conjunctions. The additive conjunctions used in this letter are “and”, “nor”, “or” and “besides”. An extensive use of the additive “and” indicates the importance of this device in representing the content and relating the sentences to each other, so it occurs, about 53 times, more than other conjunctions. The use of “nor” is to indicate extra information such as “nor have they received any promise” or to enumerate the firms that cannot “save crops and roads” at their expense as in “nor of Lloyds who have insured against flood, nor of the Bondsmen”. Part of the additive relations is the conjunction of alternative “or” which is used to present six alternatives in this letter like “or reverse the decision”, “or any two”, “or only one person”, ...etc., while the solicitors to the Contractors used “besides” when they enumerated the justifications of meeting suggested between them and “the Crown Agents”, so it occurs with “the delay in the completion of the bridge”.

The adversative conjunctions used in this business letter are “but”, “however” and “instead of” to qualify or redirect the data in preceded clauses. The use of “but” is to qualify obtaining the directions by “the Contractors” as in “they have not succeeded”, and the responsibility of “the failure of the bridge” as in “from the acts and defaults of the Iraq Government”, ...etc., while “however” is used to redirect the effect of works on the dykes to increase the flood water into “much of which have escaped over or through the dykes” and it is also used to direct the attention from the matters caused delaying the work into the viewpoint of the Contractors that “the matters ... can be amicably disposed of”. The final adversative conjunction used in this letter is “instead of” which occurs once to qualify the quality of material mentioned in “the contract” that can “be excavated” to the “sandstone” found in the site. Another use of “instead of” is to present an alternative of “a meeting” suggested by the solicitors to the Contractors by “the Crown Agents should instruct one of their officials to meet the Contractors”.

The causal respective conjunctions used in this letter are “With regard to” and “in that respect”. The solicitors tell the Crown Agents that “a price should be agreed” which refers to the price of removal of new materials “With regard to the sandstone found” in the excavation works. Also they state that the Iraq Government “appear to have been highly successful” to save crops and roads during the flood, so the solicitors use “in that respect” which refers to that “the Government were well advised to save crops and roads”. Finally, the temporal conjunctions, occur in this business letter, are represented by “The first thing” and “Shortly after”. The solicitors use these two conjunctions to state the difficulties or matters occurred during the construction of Falluja bridge, in term of time, so they elaborate that “the transport of plant and materials” had been “delayed by Iraq Government Railways” which was “The first thing” of matters and mention the next event that “Shortly after”, the contractors found the “sandstone” during the excavation works which was another difficulty or matter.

5.3. Analysis of Letter 3

This letter had been labeled as “CONFIDENTIAL” and sent by Abdul Muhsin Beg al Sa’dun, “President of the Council of Ministers” and the receiver (reader) was UK Prime Minister. The letter had been written on 12th of January, 1929 to illustrate the two memoranda (No. CW/4/12/6353 dated 4-12-28 and No. CW/4/12/70 dated 5-1-29) which refer to “the Falluja Bridge Contract”. These memoranda had been sent to the High Commissioner for Iraq from the Ministry of Communications and Works that rejected to appoint “an independent Engineer” to decide the questions regarding the “dispute”. Abdul Muhsin Beg al Sa’dun was to express that the High Commissioner for Iraq “must disclaim any responsibility for whatever may be the outcome” of the decisions by Ministry of Communications and Works.

The cohesive devices employed in this letter are **reference** and **conjunction**. For reference type, the personal pronoun “I” refers to the writer of letter himself “Abdul Muhsin Beg al Sa’dun”, while “he” refers backward to “the High Commissioner for Iraq” and “they” refers back to the memoranda. The determiners “his” and “your” are also used in this letter to refer backward to “the High Commissioner for Iraq” by “his” and the receiver of this letter “UK Prime Minister” by “your”. The nominal demonstratives “These” and “this” are used to connect the issues of this letter and be cohesive. “These” refers backward to “two memoranda” mentioned in a preceded clause, whereas “this” refers backward to the appointment of “an independent engineer”. The relative demonstrative “which” occur three times in the letter text. Two of them are to relate the verbal expressions such as “has passed between the Ministry of Communications and Works and the Crown Agents” and “has been adopted” to “correspondence” and “the attitude” respectively. The third one is used to refer backward to “the line” adopted by the Ministry of Communications and Works.

Another type of the demonstrative reference used in this letter is the definite article “the” which has an important role in creating cohesion in the business letter text by identifying the words or phrases such as “secretary”, “negotiations”, “Contractors”, “Solicitors”, “questions”, ...etc. as shared knowledge information between Abdul Muhsin Beg al Sa’dun, “President of the Council of Ministers” and UK Prime Minister that is the exophoric reference. Also the identifiable ones such as “High Commissioner”, “Falluja Bridge Contract”, “Crown Agents”, “Iraq Government”, “firm of Messer Jacksons Limited”, ...etc. have been preceded by the definite article. The last type of reference is the comparative reference which is represented by the quantifiers “any” to refer forward to indicate that no exact sort of “responsibility” to be on the side of “the High Commissioner for Iraq” according to “the line” taken by the Ministry of Communications and Works and “both” that is used to refer backward to the memoranda showing the correspondence between the Ministry of Communications and Works and the Crown Agents.

Conjunctions used in this letter are additive, adversative and causal/conditional. The only one additive conjunctive device is used in this letter which is “and” as in “and Works”, “and they both enclose...”, “and the Crown Agents”, ...etc., hence, an extensive and frequent use of the conjunction “and” indicates that this business letter text contains many details and new information to be added to the already ones. The other type of conjunction is the adversative conjunction. The conjunctive device “but” is used to direct attention from the comment of “the High Commissioner” “on the attitude which has been adopted” by the Ministry of Communications and Works to indicating that “his advice has not been sought and that accordingly he has given none”. This type of relation informs cohesion. To execute the cohesive business letter text, the causal/conditional conjunctives “accordingly” and “Under the circumstances” are used in this letter. The use of “accordingly” is related to the previous issue regarding the High Commissioner’s

attitude that is “his advice has not been sought” by conditional relation so the result is that “he has given none”. Another relation of conditional function is indicated by the use of the conjunctive “Under the circumstances” that refers to “the attitude which has been adopted” by the Ministry of Communications and Works that is the rejection of appointment of “an independent engineer” and led to the High Commissioner’s desire to “place on record that he must disclaim any responsibility” regarding this matter.

5.4. Analysis of Letter 4

This letter had been sent by Sir John Jackson Limited “the Contractors” and the receiver (reader) was Sir Clement Kinloch-Cooke, who was the Member of Parliament for Cardiff East. The letter had been dated on 24th of January, 1929 to appreciate Sir Clement’s good offices to avoid the dispute arisen between the contractors and the Iraq Government by appointing an independent engineer. Also they explained that the engineer should be entirely unfettered by the Crown Agents or by the Iraq Government, but the Iraq Government refused and suggested a “litigation” in the form of “arbitration”. The situation was described by them as “nothing short of a disaster” because “it will be a sorry look-out persons undertaking works in Iraq” and nobody care of undertaking works for the Crown Agents representing “a foreign Government”.

The grammatical cohesive devices used in this letter are **reference**, **substitution** and **conjunction**. The referential relations are seen in the use of the anaphoric and cataphoric types of reference. One type is the use of pronouns “we” and “us” which refer backward to the senders of this letter “the contractors”, “you” is used four times to refer back to Sir Clement and “they” which occurs three times to refer backward twice to “the Iraq Government” and only one to “capital conditions”. While “it” is used twice to refer forward to “whether the Crown Agents are strong enough ...” and “a sorry look-out for persons undertaking works in Iraq”, but it is used one time to refer back to the situation arisen by the dispute. Also the possessive determiner “your” occurs in this letter to refer backward to Sir Clement. The second type of reference used in this letter is the demonstrative reference. The definite article “the” is the most one used in this letter among other demonstratives. It precedes words and phrases such as “letter”, “matters”, “solicitors”, contract”, “appointment”, “works”, ...etc. the reference of these words or phrases mentioned in the letter is exphoric since they are shared between the contractors and Sir Clement. Moreover, there are some identifiable words and phrases like “Crown Agents”, “Iraq Government”, “Colonial Office” which are preceded by the definite article “the”.

Other types of the demonstrative reference are seen in this letter such as “which”, “this” and “these”. The occurrence of “which” is to refer back to “the letter” received by Sir Clement and “the interest” taken by Sir Clement. While “this” is used to refer forward

to “matter”, “advice” and “kind”, on one hand, and to refer back to appointment of an independent engineer, on the other hand. Finally, the demonstrative “these” is used in this letter to refer backward to “times” so as to achieve cohesion in this letter. The third type of reference used in this letter is the comparative reference that is represented by its two types: general comparison represented by “such” and “nothing short” and particular comparison represented by “most”. All of these devices refer forward to “disputes” as in “such disputes”, “a disaster” as in “it is nothing short of a disaster” and “enormous delay and expense” as in “the most enormous delay and expense”.

The second type of grammatical cohesive devices used is substitution. The clausal substitute “so” is used to presuppose the whole of the clause “an independent engineer should be appointed”, whereas the verbal substitute “do” occurs to take the position of the verbal expression “insist that an independent engineer should be appointed as provided by the Contract”.

Conjunctions used in this letter are additive and causal/conditional conjunctions. The additive conjunctives “and” and “or” are used clearly in this letter. The use of “and” indicates the representation of content and the relation of sentences to each other. The other kind of the additive relation is the conjunctive “or” that is used to present alternatives such as “... unfettered by the Crown Agents or the Iraq Government”. The causal/conditional conjunctives “therefore” and “if” are used differently. The use of “therefore” is related to the cause “all your good offices have been frustrated” that leads to “We are sorry”. While the type of conditional relation expressed by “if” is used to explain the condition “they cannot do this” under which the result would be that “it will be a sorry look-out for persons undertaking works in Iraq”. Hence, the conditional relation is used to show the impact of dispute between the Contractors and the Iraq Government on the works of Falluja bridge.

5.5. Analysis of Letter 5

The sender (writer) of this letter was Office of the Solicitors to the Contractors and the receiver (reader) was Office of the Solicitors to the Iraq Government. The letter had been written on 17th of April, 1929 and entitled “Falluja Bridge” to reveal that “the Crown Agents have settled with the Underwriters” without communicating the Contractors. Also they expressed their sorry that neither the Iraq Government nor the solicitors communicate with the Solicitors to the Contractors and that “affects the settlement” achieved by the Solicitors to the Contractors for “rebuilding of the bridge”. So they suggested that the issue “to be submitted to some eminent Counsel”.

All grammatical cohesive devices **reference**, **substitution**, **ellipsis** and **conjunction** are employed by the solicitors to the Contractors in this letter. Reference is represented in the use of a number of subjective and possessive pronouns. The pronoun “you”

and possessive determiner pronoun “your” refer backward to the solicitors to the Iraq Government, whereas “we”, “us” and “our” refer back to the solicitors to the Contractors. The use of pronouns “they” and “them” refer anaphorically to “the Crown Agents” twice and “the Underwriters” three times. The only one use of possessive determiner “his” is to refer back to “eminent Counsel”. The solicitors to the Contractors use the pronoun “it” three times to refer backward to the situation that “our clients did not know how the above sum was arrived at” and the behavior of the Crown Agent who “have settled with the Underwriters behind our clients’ back” as mentioned by the solicitors while the final one is used to refer forward to “these questions of insurance should be disposed of”.

Another type of reference is the demonstrative reference which is represented by “which”, “this”, “that” and “these”. Five uses of “which” are to refer back to “our letter”, “the basis”, “settlement”, “the amount” and “the sum”, but it is used once to relate the verbal action “should have been paid” to the nominal part “the sum”. The occurrence of “this” is to refer back to “the claim by the Crown Agents”, “the Crown Agents have settled with the Underwriters” and “a Case to be submitted”, while it is represented only once to refer forward to “serious matter”. The two representations of “that” are to refer back to “Clause 12 of the Contract”. “these” is used twice to refer forward to “questions of insurance”. Also the definite article “the” is used in this letter with other demonstratives. The use of “the” with words and phrases such as “sum”, “basis”, “claim”, “settlement”, “monies”, “clause”, ...etc. mentioned in the letter is exphoric because they are shared between the solicitors to the contractors and the solicitors to the Iraq Government. Also the identifiable words and phrases like “Crown Agents” and “Underwriters” are preceded by the definite article “the”.

The comparative reference is used in this business letter by the representation of “other”, “all”, “the same”, “both” and “less”. The comparative device of general comparison “other” refers forward to “matters”. “all” denotes “moneys” that should be “payable”. Also “the same” refers backward to “the sum”. “both” is used to refer back to the parties of the contract. On the other hand, the comparative device of particular comparison occurs in this letter is “less” that refers back to the discussable sum.

The second type of cohesive devices used is substitution. The clausal one “so” is represented twice to substitute the clause mentioned by the solicitors to the contractor that is “the Crown Agents accepted the sum ... without communicating with us”, whereas the verbal substitute “do” occurs to take the position of the verbal expression “promise to communicate with us immediately”. Thirdly, the only one nominal ellipsis occurs in this letter as in “and were astonished to hear that ...” that can be recoverable from the preceded clause that reveal the nominal part “We” which is ellipted.

The fourth type of grammatical devices used in this letter is conjunction. Additive, adversative, causal/conditional and temporal occur clearly in the given letter. The additive conjunctions used in this letter are represented by “and” and “or”. The conjunctive

“and” is used to extend the information by relating two phrases or clauses such as “and are astonished to hear ...”, “and your promise”, “and the other matters”, ...etc. The conjunctive “or” is also used to extend the information by providing two alternatives as in “or companies”. The second type of conjunction used is the adversative represented by “however” and “but” that reveal the cohesive letter text. The use of the device “however” shows a new direction elaborated as “We pointed out ... the basis on which the claim by the Crown Agents ought to be made” which is added to the prior one. The solicitors to the contractors use “but” to qualify the idea of “the basis on which the claim by the Crown Agents ought to be made” by “the Crown Agents have settled with the Underwriters behind our clients’ back ...”.

Another conjunctive relation used by the solicitors to the contractors is the use of the causal/conditional conjunctions: “therefore”, “With regard to”, “if” and “thus”. The use of “therefore” reveals the result “they could make no comment on it” which is related to the cause “our clients did not know how the above sum was arrived at”. The conditional device “With regard to” relates the following conditional clause “we would point out that your reference to that clause is incorrect” with the prior expression “Clause 12 of the contract”. The conditional “if” is used twice to identify that the result such as “what is the sum which should have been paid” is restricted by the condition that is “the first question is answered in the affirmative”. The occurrence of “thus” with “enable the other matters before referred to to be discussed” is conditioned by “We might agree a Case to be submitted to some eminent Counsel”. The temporal relation is represented by “the first”, “the next” and “the third”. The use of such sequential temporal conjunctions is to present the questions in an already arrangement. This use of temporal conjunctions helps to make the parts of business letter text well-interrelated.

6. Results

Analysis of the five business letters regarding the construction and maintenance of Falluja bridge between 1927-1929 reveals that there are (604) grammatical cohesive devices. As shown in the following table, grammatical cohesion is employed by reference, conjunction, substitution and ellipsis; Reference is the most utilized one by (421) recurrences and has the percentage of 69.70% of the quantity of grammatical cohesive relations. Conjunction comes next, the aggregate number of conjunctions is (170) corresponding to 28.15% percentage. Substitution and ellipsis have the lowest recurrences among the grammatical cohesive devices; Substitution occurs (7) times with a 1.16% percentage of grammatical cohesive devices while Ellipsis appears (6) times and has the percentage of 0.99%. The figure (1) elaborates the graphical representation of the percentages of reference, conjunction, substitution and ellipsis utilized in the selected business letters.

Table (2) Recurrences and percentages of grammatical cohesive devices in the selected business letters

Grammatical Cohesive Devices	Reference	Substitution	Ellipsis	Conjunction
Recurrences in Letter 1	78	-	-	43
Recurrences in Letter 2	158	-	5	80
Recurrences in Letter 3	42	-	-	12
Recurrences in Letter 4	49	2	-	12
Recurrences in Letter 5	94	5	1	23
Total Recurrences	421	7	6	170
Percentage	69.70 %	1.16 %	0.99 %	28.15 %

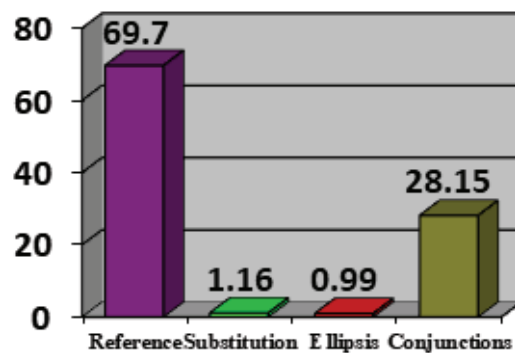


Figure (1) Graphical representation of grammatical cohesive devices

7. Conclusions

In the light of the preceding results, the present study has come up with the following conclusions:

1. Regarding Halliday and Hassan (1976), discourse functions of grammatical cohesive devices realized in the selected samples of business letter are variant, depending on the sender/writer and receiver/reader of letter, social context and text type; therefore, the linguistic choice should be highlighted at the discursal level.

2. Coping with cohesion relations related to the selected samples of business letters, reference and conjunction are utilized with high percentages, while substitution and ellipsis with low percentage as shown in the table (2). In business letters, reference and conjunction form the very basis of cohesive text which reflects the referential and connective functions, while substitution and ellipsis form striking effects on shaping the interpretation of receiver/reader and they show the rhetoric function. Hence, the high recurrence of reference reveals that the selected business letters had been written to discuss the issues shared between the participants. The second grammatical cohesive device is conjunction which was used by the sender to respond to the need of receiver by adding, qualifying, justifying and sequencing. While the lowest recurrence of substitution and ellipsis illustrate that the business letters should have been clear and no way to use the rhetorical expressions.
3. In terms of history, the selected business letters reveal three facts about Falluja bridge should be tackled seriously; the construction of Falluja bridge reflects the importance of geographical location of Falluja city since it connects the west of Iraq with Baghdad, secondly, the construction of Falluja bridge was concerned not only by the parties of the contract but also by the Iraqi President of Ministers and UK Prime Minister and finally that there were some disputes which occurred during the construction of bridge such as the delay of materials, the destroy of site because of the flood, the finding of sandstone, an independent engineer and paying money to the Crown Agents by the Underwriters without communicating the contractors.

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