

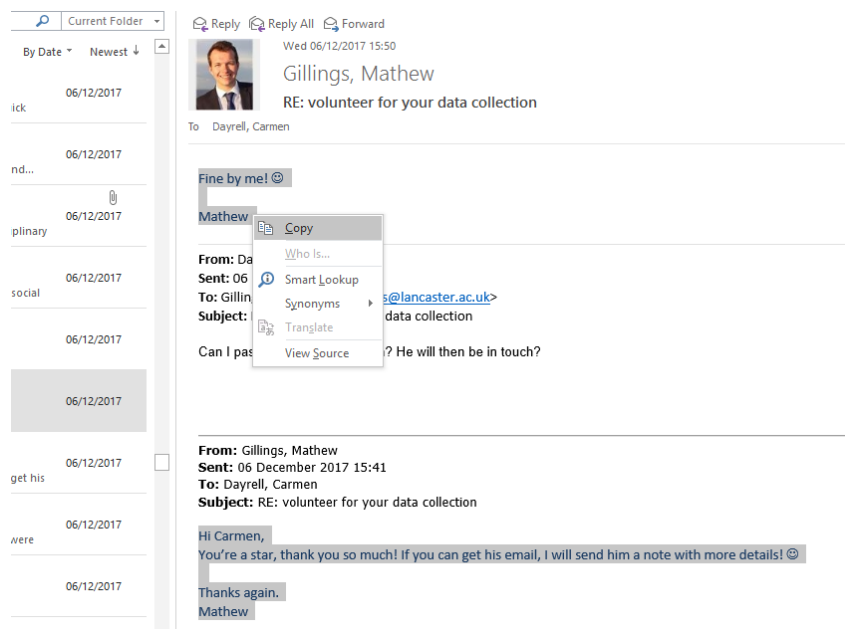
**BNC 2014 – Email collection**

**#BNC2014**

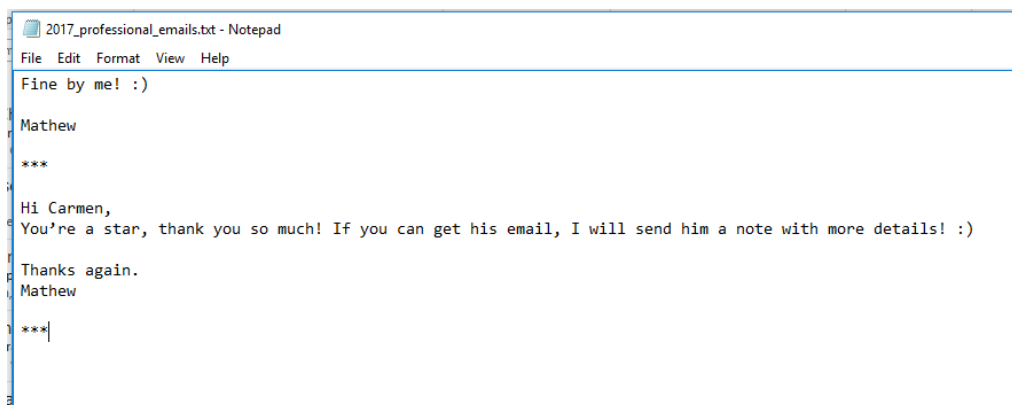
To collect emails for the Written BNC2014 we rely on the generosity of the British public to give us access to their sent emails to incorporate them into the corpus. We are asking the public to provide us with copies of any emails sent between 2014 and 2018. Emails should be unedited, but you are welcome to anonymise them. We will carry out our own anonymization procedures, but if you would like to remove any personal information yourself, please replace it with [anon] before submission.

**Note:** Emails should be **written by British native speakers**, people who grew up in the UK and use English as their first language, **and unedited**.

**Step 1:** Open any email which was sent by you during the period 2014-2018. Do not submit emails that have been sent to you unless you have received consent from the sender.



**Step 2:** Copy and paste the text of the email into a Word or .txt file. Repeat this for as many emails as you can (we are looking for 1,600,000 words, so the more you can offer, the better!). Keep personal and professional emails in separate files, and keep emails from different years in separate files.



#BNC2014

**Step 3:** You are welcome to anonymise the data by replacing any names or personal information with **[anon]**. We will carry out our own anonymization procedures, but if you would like to remove personal information yourself, we would recommend sifting through your messages to ensure you are happy for everything to be included in the corpus.

```
2017_professional_emails.txt - Notepad
File Edit Format View Help
Fine by me! :)

[anon]

***

Hi [anon],
You're a star, thank you so much! If you can get his email, I will send him a note with more details! :)

Thanks again.
[anon]

***
```

**Step 4:** Visit the “Email collection” page through the CASS website and upload your Word or .txt file through the Google form: [http://cass.lancs.ac.uk/?page\\_id=2462](http://cass.lancs.ac.uk/?page_id=2462)

Are you a: \*

Native speaker of British English

Native speaker of American English

Other: \_\_\_\_\_

Please submit a copy of any emails sent by you between 2014-2018. You can upload multiple emails in one document. These must be emails which were sent by you, not received by you. Please anonymise any names and/or personal information - you can do this by replacing names/information with [anon]. You can upload in any widely used file format. \*

[ADD FILE](#)

What year were the emails sent during? \*

2014

2015

2016

2017

2018