

Appendix 1

Mrs S Saunders
Greenhead Parish Council
Scotchoulthard
Haltwhistle
NE49 9NH

Monday 13th November 2017

Dear Susan,

I am studying English Language & Linguistics at University and I am going to be completing my dissertation this year, concentrating on Conversation Analysis. I have already used a recording of a meeting at Haltwhistle Town Council and would like the opportunity to record a meeting to use from Greenhead Parish council. This will form part of my data in order for me to carry out my research.

I will be transcribing the data to the best of my ability, and it will be used in the dissertation and, also for a presentation. I am happy to answer any other questions you may have about the research I am doing and will attend the meeting to do so.

There will be the opportunity for the council to receive a copy of the final assignment, should they wish to see it.

Thank you,

Amy Saunders
Undergraduate Student at York St John University