CONTRACTS



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Expemo code:
1K8N-41LC-90E

1 Warm up

Look at these photos. Who are the people in each? What do the photos have in common?

Picture A



Picture B



Picture C



Picture D



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2 Vocabulary 1

Complete the text with the words below that match the synonyms in brackets.

appendix binding fulfil parties sue terms

A contract is a legal agreement between two or more _____[1] (people or groups). Every contract contains different _____[2] (conditions) which state what each side must do. If the contract is in a written form, and somebody signs it, then usually that person must _____[3] (meet) all the conditions, even if he or she has not read the full agreement. We can also say that the conditions are now _____[4] (cannot be broken). If someone breaks the contract, for example if a person refuses to pay after receiving a service, the other person may decide to _____[5] (take legal action) in a court of law. Sometimes, the parties may want to include some extra conditions in a contract after it has been signed. They can do this by adding an _____[6] (extra section).

3 Vocabulary 2

Match the types of contracts to their definitions.

1. **a lease**
2. **an employment contract**
3. **a contract of sale**
4. **an insurance policy**
5. **a software licence**
6. **a credit agreement**

a. a contract between an insurance company and a person who pays for the insurance

b. a legal contract in which a bank agrees to loan a customer a certain amount of money for a specified amount of time

c. a contract which allows one party (the tenant) to use the land or property of the other party (the landlord) for a specified period of time

d. a contract between a seller (or vendor) and a buyer (or purchaser)

e. a contract between an employer and an employee

f. a contract which allows someone to use a computer programme

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4 Listening 1

Listen to four conversations. What type of contract from the exercise above are they talking about in each one? There are two extras you do not need to use.

a lease	**an employment contract**	**a contract of sale**
an insurance policy	**a software licence**	**a credit agreement**

1. Conversation 1 → _____
2. Conversation 2 → _____
3. Conversation 3 → _____
4. Conversation 4 → _____

5 Vocabulary 3

Part A: Listen to the recording again. Complete the sentences with verbs from the conversations.

breach **complete** **draw up** **extend** **renew** **sign** **terminate**

1. I asked my secretary to _____ your contract and send it to you by email.
2. So come into my office so we can _____ it.
3. Just one question: what happens if I _____ the contract?
4. And do I have to _____ the contract every year?
5. Can we _____ the contract early?
6. The owner of the building wants to _____ the contract for another ten years!
7. So we might have to _____ the contract – or pay a heavy fine.

Part B: Now, match verbs to the meanings below.

1.	complete	a.	end a contract before the official end date
2.	renew	b.	prepare/write a contract
3.	draw up	c.	put your signature on a contract to show that you agree to it
4.	extend	d.	make a contract continue for a longer time
5.	sign	e.	sign a new contract (when the previous contract has finished)
6.	breach	f.	break one or more of the terms of the contract
7.	terminate	g.	fulfil all the terms of the contract

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6 Vocabulary 4

Complete the sentences below with the correct form of the verbs from previous task. One of the words isn't needed.

breach complete draw up extend renew terminate

1. Our lease expired at the end of last year, but we _____ the contract by another year.
2. We cannot sell the goods to a third party. If we do this, we will _____ the contract.
3. We were very happy with the service so after our contract ended, we _____ it.
4. The construction firm couldn't _____ the contract because of the bad weather.
5. _____ the contract is possible, as long as we notify the other party one month in advance.
6. In order to make everything legal, the lawyers _____ a contract and signed it.

7 Vocabulary 5

Look at the sentences and phrases below. What do you think the underlined words mean? In pairs, match them to their meaning.

- The company named above (hereinafter referred to as "the contractor"), agrees to provide the services described below for a period of ...
- Both parties are to follow strictly the schedule hereto attached.
- In order to ensure payment of the obligations herein...
- We do not warrant that the website will meet all your needs.
- By signing this contract, you hereby accept the terms and conditions.

1.	as a result	a.	hereby
2.	guarantee	b.	herein
3.	in this document	c.	hereto
4.	later in this document	d.	warrant
5.	to this document	e.	hereinafter

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8 Speaking 1

Ask your classmates questions to complete the handout.

Find someone who...
has recently signed a contract.
has an insurance policy.
has breached a contract.
is planning on renewing their lease.
would like to change their employment contract.
is responsible for drawing up contracts.
pays for a software licence every month.
has terminated a contract before its end.

9 Extension activity 1

Discuss the questions below.

1. How important are contracts in your work?
2. What typical actions are required and prohibited in contracts with your clients or suppliers?
3. How can you terminate a contract with your clients or suppliers?
4. Do your clients or suppliers ever breach your contracts? What happens then?



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10 Extension activity 2

Complete the script below with one word in each gap. Then listen again to check.

Conversation 1

Woman: Welcome _____[1] the office!

Man: Thank you. I'm really _____[2] to get started!

Woman: I'll show you around in a bit, but we need to _____[3] care of the paperwork first. I asked my secretary to draw up your contract and send it to you by email. Did you have time to look at it?

Man: Yes, I did.

Woman: Do you have any questions?

Man: No, not _____[4].

Woman: Great. So come into my office so we can sign it.

Conversation 2

Man: This is all very clear – just one question: what _____[1] if I breach the contract?

Woman: You _____[2] if you can't pay the money back?

Man: Yes, although I'm not planning to do that, of _____[3].

Woman: Well, you can come back here to the bank and talk to me to see if we can change the _____[4].

Man: That's good to know.

Conversation 3

Man: And what does it _____[1]?

Woman: Any damage to the house and everything in it: so fire, for example, or a natural disaster. Also if you _____[2] robbed.

Man: OK. And do I have to renew the contract every year?

Woman: No. It's automatic, but we will send you a letter with the new terms and any change _____[3] price.

Man: That all _____[4] fine. Where do I sign?

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Conversation 4

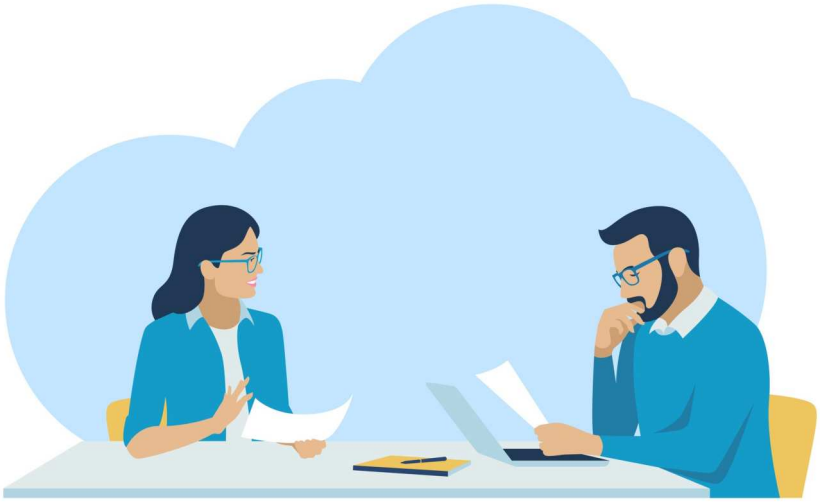
Man: I'm thinking of moving to a bigger office, but we agreed to stay in this one _____[1] December. Can we terminate the contract early?

Woman: Only if both _____[2] agree, I'm afraid.

Man: I don't see that _____[3]. The owner of the building wants to extend the contract for another ten years!

Woman: So we might have to complete the contract – or pay a heavy fine. Well, if we wait, we'll have lots of time to plan the moving.

Man: That's true. OK, _____[4] do that then.



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