



Presented by
Falconbury

Drafting International Commercial Agreements in English - Summer School

8-11 July 2024

This course will enable you to draft with confidence clauses from international commercial agreements and legal correspondence. It will also give you a greater understanding of legal vocabulary and aspects of English contract law.



Format:
Classroom



CPD:
24 hours for your records



Certificate of completion

Course overview

Most international agreements are drafted in the English language irrespective of the nationality of contracting parties. Language errors in the text and unclear and inconcise phrasing cause confusion and can ultimately lead to a dispute if they go unnoticed. By attending this course you will gain a comprehensive understanding of the common pitfalls, key areas of risk and up-to-date drafting techniques in English to ensure you protect your organisation against unnecessary risk.

These intensive four days with our expert trainer will ensure you're up to date and have a full understanding of the latest drafting techniques in English.

There will be plenty of time during the course to ask your questions and get clarity on contract drafting and legal writing technicalities. By enhancing your skills and knowledge you will ensure you protect your organisation against unnecessary risk and be successful in your role.

Benefits of attending

By attending this highly practical and participative course you will:

- **Learn** how to recognise drafting inaccuracies to effectively re-draft poorly written clauses
- **Draft** effective standard clauses that can be used across the organisation to manage exposure to legal risk
- **Understand** the principles of using plain English within your contract to reduce uncertainty
- **Focus** on agreement structure, linguistic clarity and accuracy to draft with confidence
- **Discover** how to avoid over complex sentences and structures to limit the risk of dispute
- **Develop** more effective legal writing skills that can be used in all your business communications

Who should attend?

- Lawyers working in industry and government
- Lawyers in banks and financial institutions
- Lawyers in private practice
- Lawyers and corporate executives involved in the drafting of contracts in English

Programme

Day 1

Introduction to clear drafting Part 1

- Structuring clauses
- Avoiding old fashioned language
- Avoiding repetition and superfluous language

Introduction to clear drafting part 2

- Avoiding ambiguity
- Ensuring completeness
- Avoiding sentence interruptions

Legal vocabulary

- Verb/noun collocation

Practical workshop: Contract redrafting Part 1

Re-drafting exercises based on extracts from a distribution agreement and a manufacturing agreement

During this practical session, participants will apply the principles learnt to redrafting a range of clauses from international commercial agreements. The expert trainer will review the redrafting both individually and in a group forum and will provide constructive feedback and guidance.

Legal vocabulary

- Countable nouns
- Collocation

Legal correspondence

Review of the key phrases in legal correspondence including:

- standard openings and closing
- making requests
- differences between UK and US English

Practical workshop: Legal correspondence Part 1

During this practical session participants will apply the principles learnt to the redrafting of a badly written email.

The expert trainer will review the redrafted email both individually and in a group forum and will provide constructive feedback and guidance.

Day 2

Contract Law Part 1: Pre-contract agreements

- Heads of agreement, letters of intent and pre-contract liability
- Duty of good faith
- Overview of the terms of a confidentiality agreement
- Enforceability of confidentiality agreements

Practical workshop: Contract Redrafting Part 2

During this practical session participants will apply the principles and skills of clear redrafting to a clause from a confidentiality agreement.

The expert trainer will review the redrafting both individually and in a group forum and will provide constructive feedback and guidance.

Contract Law Part 2: The formation of a contract and The contents of a contract

- Requirements to form a contract
- Express and implied terms
- Exemption clauses

Legal vocabulary and grammar

British/American legal and commercial vocabulary

Practical workshop: Legal correspondence Part 2

During this practical session participants will apply the principles learnt to write a letter of advice regarding a clause from a commercial agreement.

The expert trainer will review the letter of advice both individually and in a group forum and will provide constructive feedback and guidance.

Practical workshop: Contract redrafting Part 3

During this practical exercise participants will redraft a clause from the employment agreement of a managing director.

The expert trainer will review the redrafted clause both individually and in a group forum and will provide constructive feedback and guidance.

Day 3

Contract Law Part 3: Remedies for breach of contract

- Review of the contract law presentations made during day 2
- Assessment of damages
- Liquidated damages and penalty clause
- Specific performance

Practical workshop: Legal Correspondence Part 3 - Writing legal advice on a contract case study

During this practical session participants will draft a letter of advice based on the remedies for breach of contract.

Both individual and group work exercises will be undertaken with results reviewed in a group forum and constructive feedback and guidance supplied by the expert trainer.

Legal vocabulary

- Review of collocation

Practical workshop: Contract drafting Part 1

During this practical session participants will draft clauses from the following agreements:

- Membership agreement of a health club
- Commercial lease

The expert trainer will review the drafted clauses both individually and in a group forum and will provide constructive feedback and guidance.

Legal writing

- Review of the rules of punctuation

Practical workshop: Proofreading

During this practical exercise participants will try to locate and correct a number of errors in a document including punctuation, spelling and grammar.

Grammar

- Legal vocabulary/clauses from commercial agreements

Programme

Day 4

Contract Law Part 4: Presentation on boiler plate clauses and force majeure

- Review of the contract law presentation made in Day 3
- Force majeure and the doctrine of frustration
- Boiler plate clauses including
 - No waiver
 - Entire agreement
 - Severability
 - Assignment

Practical workshop: Contract Drafting Part 3

During this practical session participants will draft a clause from an escrow agreement.

The expert trainer will review the drafted clause both individually and in a group forum and will provide constructive feedback and guidance.

Practical workshop: Contract drafting 4

During this practical session participants will draft a clause from a license agreement

The expert trainer will review the redrafting both individually and in a group forum and will provide constructive feedback and guidance.

Presenter



Alan Simmons

Alan Simmons LLB (Hons) in Law with French LLM, RSA CETEFLLA. Alan is a highly experienced trainer of legal English who has been working with international lawyers across the globe for over 20 years to enhance their skills at drafting concise and watertight clauses in the English language. He qualified as a solicitor in England and has passed the New York Bar with a view to becoming a US qualified lawyer. He studied law in the UK, Strasbourg and the European University in Florence and then went on to train as a solicitor in an international law firm and practised in commercial law in law firms in London. He has used this experience to successfully train legal staff from junior counsel to judges in all elements of international commercial law across the world. Alan is a dynamic trainer and applies a highly interactive style to ensure complete understanding and an enjoyable learning experience.

Course date

8-11 July 2024

Classroom

London

Course code 13870

GBP **1,699** ~~2,099~~

EUR **2,449** ~~3,009~~

USD **2,805** ~~3,429~~

Until 03 Jun

How to book



Online:

ipi.academy/2669

Alternatively contact us to book, or if you have any queries:



Email:

info@ipi.academy



Phone:

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Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

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IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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