



Presented by
Falconbury

Drafting International Commercial Agreements in English

12-13 November 2024

The complete guide to drafting clear and concise commercial agreements in English for international lawyers. Presented by an expert linguist with extensive experience in commercial law.



Format:
Live online



CPD:
12 hours for your records



Certificate of completion

Course overview

Most international agreements are drafted in the English language, irrespective of the nationality of the 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.

Under the careful guidance of the expert trainer, this course will ensure you gain a comprehensive understanding of the common pitfalls to be aware of. This high-practical, intensive 2-day event will make sure you're up to date with the key areas of risk 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 course you will:

- **Learn** how to recognise drafting inaccuracies and 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 legal and business communications

The practical exercises will ensure the learning is embedded.

Who should attend?

This programme is relevant whether you work in private practice, in-house or for an institution. The course will enable you to be more effective in oral and written communication and contract drafting, as well as improve your listening and reading skills.

- 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

Welcome and introduction to the course

Guidelines to clear drafting: Part 1

- Avoiding superfluous language
- Old fashioned language
- Repetition and the importance of a good structure

Redrafting exercises: Part 1

Guidelines to clear drafting: Part 2

- Expressing obligations
- Rights and signposting – “subject to” and “notwithstanding”
- Phrasal verbs in legal English

Redrafting exercises: Part 2

Legal vocabulary

- Key clauses from contracts
 - warranties, liquidated damages, term and boilerplate clauses such as severability and notice
- Review of the structure and contents of contracts
- Collocation

Legal vocabulary exercises

Review of the language of legal correspondence

- Examples of standard opening and closing
- Differences between semi-formal and informal register
- Differences between British and American English

Legal correspondence exercise

- Participants will redraft a badly written email in formal British English

Day 2

Reviewing the guidelines to clear drafting covered in day one – practical exercise

- Participants will apply the principles of clear drafting they have learned in day one to the redrafting of a clause from an international commercial agreement - insurance clause from a manufacturing agreement
- 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

Grammar

- Prepositions in legal English

Ambiguity exercises

- Participants will learn how to identify ambiguity and redraft sentences so that there is only one appropriate meaning

Review of the structure and contents of contracts practical exercise

- Participants will apply the principles of clear drafting they have learned in day one to the redrafting of a clause from an international commercial agreements - secondary activities clause from an employment agreement

Advanced contract drafting practical exercise: Part 1

- With guidance from the expert trainer, participants will be working in small teams to draft a number of clauses from scratch based on written instructions.
- The clauses will be taken from the following types of agreements: membership agreement of a health club and a commercial lease

Advanced contract drafting practical exercise: Part 2

- With guidance from the expert trainer, participants will be working in small teams to draft an audit clause from a license agreement

Course review and final questions

Presenter



Alan Simmons

Alan Simmons LLB (Hons) in Law with French , LLM in International Human Rights Law, RSA CETEFLLA. Alan is a highly experienced trainer of legal English who has been working with international lawyers across the globe for nearly 30 years. He shares his expertise by delivering legal and business skills and language training to lawyers, other professionals and businesspeople to enhance their skills at drafting concise and watertight contract clauses in the English language.

He qualified as a solicitor in England having studied law in the UK, Strasbourg and the European University Institute in Florence and then went on to train as a solicitor in an international law firm. He spent some years practising commercial law in law firms in London in the areas of corporate law, construction law, employment law, intellectual property, advertising and media law.

He is fluent in French and Portuguese and has good written and spoken Spanish, Italian and Albanian. He has completed legal translations from French, Spanish and Portuguese and he also has conversational German, Japanese, Croatian, Dutch, Finnish, Norwegian and Romanian. His passion for different writing systems in languages means he has learnt to read and write Hindi, Persian, Japanese and Arabic.

He has used his skills and 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

12-13 November 2024

Live online

09:30-17:00 **UK (London)** (UTC+00)

Course code 14401

GBP **999** ~~1,199~~

EUR **1,439** ~~1,719~~

USD **1,647** ~~1,959~~

Until 08 Oct

How to book



Online:

ipi.academy/2825

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

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

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IPI
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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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