



## Course: **Contract and Legal Document Drafting Course**

### Course type: **Private lessons, Group lessons**

Les No	Content / Syllabus	Duration
1	Parallel writing structures and using the active voice to assist understanding when imposing obligations.	45:00
2	Plain English writing techniques for contract drafting, how to use bullet points in contracts, avoiding the word 'Shall' in contracts, expressing obligations in the positive instead of negative for greater clarity.	45:00
3	The power of punctuation, using restrictive and non-restrictive adjectival clauses, Meaning and use of Hereby, Thereby, Whereby, Herein, Therein, Wherein, etc.	45:00
4	The standard structure of a commercial contract, using the recital to outline the background and reasons for the contract, writing the contract using verbs rather than nouns to assist understanding of clauses.	45:00
5	The differences in meaning, effect and use of warranties and representations in a contract. How to write and use them plus using warranties as a price adjustment mechanism to protect the client.	45:00
6	The differences in meaning, effect and use of covenants, indemnities and third-party guarantees. How to write and use them to ensure the contract achieves its objectives whilst protecting the clients' interests.	45:00
7	Liquidated damages clauses – what they are, when and how to use them, how to write them and when they may not be appropriate. The doctrine of concurrent delay in construction contracts.	45:00
8	Boilerplate clauses – what they are and how to write them with an explanation of the meaning and effect of the 20 most frequently used clauses plus some tips and advice on the dangers of using some of these clauses.	45:00
9	Increasing and decreasing the strength of the obligations. 3 general contract drafting principles to improve your contract writing style: a) strength in simplicity, b) writing contracts on the basis of what can go wrong, c) avoiding irrelevant confusing legalese. How to order and write the information in a clause. Don't use provisos.	45:00
10	Drafting conditions precedent and subsequent. Drafting termination clauses – voluntary termination and termination for cause. Drafting and complying with the 'Notices' clause. Material Adverse Changes Clauses.	45:00
11	Techniques for writing clauses and contracts with Clarity to improve understanding. Rules of Judicial Contract Interpretation.	45:00
12	Non-Disclosure Agreements - Confidentiality clauses and agreements - 11 points to be included in each clause/agreement. Legal Prepositions and Prepositional phrases. Legal Phrasal verbs.	45:00
13	Software as a service (SAAS) Contracts and service level agreements (SLA's) - essential points to be included in the SLA's. How to negotiate SLA's.	45:00
14	Drafting and use of protect, defend and hold harmless clauses. Contract remedies for breach.	45:00
15	Drafting Force Majeure Clauses – points which must be covered in the clauses.	45:00