

CONTRACT DRAFTING COURSE

The course is divided into a theoretical part and a practical part (see the course content below). It is designed in the form of on-line classes, and it consists of 20 meetings (90 min. each) once a week.

THEORETICAL PART

Content arrangement and management	<ul style="list-style-type: none">• contract structure• contract clauses, sections, numbering• contract style• spelling rules• graphical solutions
Contract language	
Grammar structures	<ul style="list-style-type: none">• use of here-, there- forms• prescriptive grammar - use of modal verbs• use of active and passive forms• use of pronouns• use of prepositions• use of singular and plural forms• discussing typical grammar errors
Lexical forms	<ul style="list-style-type: none">• contract terminology• redundancy and wordiness• contract ambiguity• discussing typical lexical errors
Syntactic structures	<ul style="list-style-type: none">• types of sentences• word order• subordinate clauses• sentence length – solutions

PRACTICAL PART

Contract analysis	<ul style="list-style-type: none">• discussing the body of the contract• discussing the following documents:<ul style="list-style-type: none">- service agreement,- sales agreement, licensing agreement,- NDAs,- MOU (Memorandum of Understanding),- amendments and addenda- company documentation (memorandum and articles of association, power of attorney)- employment contract• negotiating a contract• creating a contract• plain legal language rules – discussing ISO 24495-1:2023
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