

## REFERRING TO A LEGAL DOCUMENT

The following expressions are useful when referring to a legal document or explaining its content.

*It says in clause 3 that ...*

*The termination clause clearly **states** / **stipulates that** ...*

***According to** clause 5 the employee must ...*

***It says here** ...*

***This simply means that** ...*

#### 4 Work with a partner to discuss some problems relating to a contract of employment.

##### PARTNER FILES

Partner A File 03, p. 70–71  
Partner B File 03, p. 75–76

#### 5 Thierry speaks English very well, but has difficulty finding the right tone in letters and emails. He would like to write his email in a friendly but formal style. Fill the gaps with the words below.

contacting • discuss • getting in touch with • got back • here are • I am attaching •  
I apologise • just • please • pretty • reasonably • resolve • returned •  
sort out • sorry • talk about • unfortunately • want • wish • you see

From: t.schwarz@softline.com To: cathy.obrien@hotmail.com

Subject: amendments to contract

Dear Mrs. O'Brien

Regarding our meeting last week, \_\_\_\_\_<sup>1</sup> for not \_\_\_\_\_<sup>2</sup> you earlier. \_\_\_\_\_<sup>3</sup>, our solicitor was in court for most of last week and only \_\_\_\_\_<sup>4</sup> yesterday.

As we agreed, \_\_\_\_\_<sup>5</sup> the amendments to your contract as suggested by him. I think you'll find that overall they \_\_\_\_\_<sup>6</sup> the issues you raised with me last week \_\_\_\_\_<sup>7</sup> well.

Could you have a look at them and let me know me by the end of the week at the latest if there are any points you still \_\_\_\_\_<sup>8</sup> to \_\_\_\_\_<sup>9</sup>? I can then try to have the contract ready for signing by the middle of next week.

In the meantime, if there are any other matters where I can be of help, \_\_\_\_\_<sup>10</sup> give me a call.

I look forward to hearing from you soon.

Best regards  
Thierry Schwarz