

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

abide by	cancel	establishment	provide
agreement	determine	obligates	resolve
assurance	engaging	parties	specifies

Contracts are an integral part of the workplace. In simple terms, contracts are an (1) _____ between two or more (2) _____ that (3) _____ terms and (4) _____ the parties to follow them. Contracts often include the amount that a client will pay contractors and what services will be provided. For example, in your office, you may have a contract that provides (5) _____ that your copier machine or phones will be repaired within a certain amount of time. This service can either be done off-site or at your (6) _____. A contract often states ways to (7) _____ if quality of work delivered is acceptable. Well-written contracts usually (8) _____ ways to (9) _____ problems like these when they happen. Before (10) _____ in a contract, both parties should think carefully, as they will have to (11) _____ the conditions specified in it. A contract usually specifies how the two parties can (12) _____ it if either party fails to meet the terms.