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, _____[1] for not _____[2] you earlier. _____[3], our solicitor was in court for most of last week and only _____[4] yesterday.

As we agreed, _____[5] the amendments to your contract as suggested by him. I think you'll find that overall they _____[6] the issues you raised with me last week _____[7] 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 _____[8] to _____[9]? 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, _____[10] give me a call.

I look forward to hearing from you soon.

Best regards
Thierry Schwarz

LIVEWORKSHEETS