

Complete the text with these words!

appendix

binding

fulfill

parties

sue

terms

A contract is a legal agreement between two or more _____¹ (people or groups). Every contract contains different _____² (conditions) which state what each side must do. If the contract is in a written form, and somebody signs it, then usually that person must _____³ (meet) all the conditions, even if he or she has not read the full agreement. We can also say that the conditions are now _____⁴ (cannot be broken). If someone breaks the contract, for example if a person refuses to pay after receiving a service, the other person may decide to _____⁵ (take legal action) in a court of law. Sometimes, the parties may want to include some extra conditions in a contract after it has been signed. They can do this by adding an _____⁶ (extra section).

Match the type of contract to the definition

1. a lease
2. an employment contract
3. a contract of sale
4. an insurance policy
5. a software license
6. a credit agreement

- a. a contract between an insurance company and a person who pays for the insurance
- b. a legal contract in which a bank agrees to loan a customer a certain amount of money for a specified amount of time
- c. a contract which allows one party (the tenant) to use the land or property of the other party (the landlord) for a specified period of time
- d. a contract between a seller (or vendor) and a buyer (or purchaser)
- e. a contract between an employer and an employee
- f. a contract which allows someone to use a computer program

**Listen to four conversations.
What type of contract from the previous exercise are
they talking about?**



a lease

an insurance policy

an employment contract

a software license

a contract of sale

a credit agreement

1. Conversation 1 → _____

2. Conversation 2 → _____

3. Conversation 3 → _____

4. Conversation 4 → _____

**Complete the sentences with words from the
conversation**

1. I asked my secretary to _____ your
contract and send it to you by email.

2. So come into my office so we can
_____ it.

3. Just one question: what happens if I
_____ the contract?

4. And do I have to _____ the contract
every year?

5. Can we _____ the contract early?

6. The owner of the building wants to
_____ the contract for another ten
years!

7. So we might have to _____ the
contract – or pay a heavy fine.

a. sign a new contract (when the
previous contract has finished)

b. prepare/write a contract

c. fulfill all the terms of the contract

d. put your signature on a contract to
show that you agree to it

e. make a contract continue for a
longer time

f. end a contract before the official
end date

g. break one or more of the terms of
the contract

Find someone who...



has recently signed a contract.

has an insurance policy.

has breached a contract.

is planning on renewing their lease.

would like to change their employment contract.

is responsible for drawing up contracts.

pays for a software license every month.

has terminated a contract before its end.