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

LIVEWORKSHEETS

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

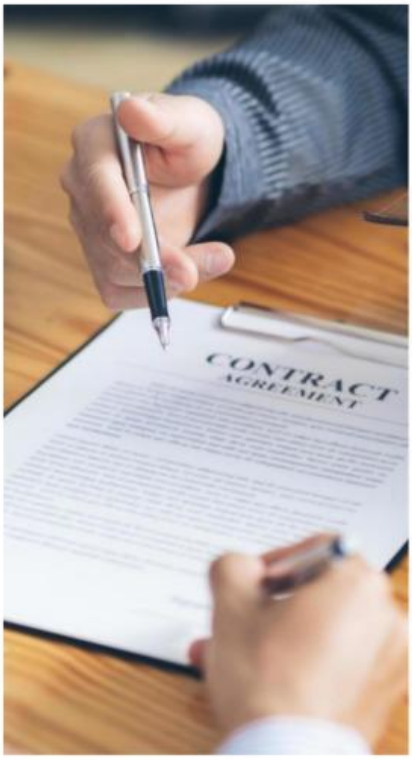
e. make a contract continue for a longer time

f. end a contract before the official end date

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

LIVEWORKSHEETS

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.

LIVEWORKSHEETS