

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