



# CONTRACTS



Scan to review worksheet

Expemo code:  
1FZ9-I1L7-6BC



1

## Warm up

Look at these photos. Who are the people in each? What do the photos have in common?

Picture A



Picture B



Picture C



Picture D





## 2

## Vocabulary 1

Complete the text with the words below that match the synonyms in brackets.

appendix

binding

fulfil

parties

sue

terms

A contract is a legal agreement between two or more \_\_\_\_\_<sup>1</sup> (people or groups). Every contract contains different \_\_\_\_\_<sup>2</sup> (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 \_\_\_\_\_<sup>3</sup> (meet) all the conditions, even if he or she has not read the full agreement. We can also say that the conditions are now \_\_\_\_\_<sup>4</sup> (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 \_\_\_\_\_<sup>5</sup> (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 \_\_\_\_\_<sup>6</sup> (extra section).

## 3

## Vocabulary 2

Match the types of contracts to their definitions.

1. a lease
  2. an employment contract
  3. a contract of sale
  4. an insurance policy
  5. a software licence
  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 programme



## 4

## Listening 1



Listen to four conversations. What type of contract from the exercise above are they talking about in each one? There are two extras you do not need to use.

a lease

an employment contract

a contract of sale

an insurance policy

a software licence

a credit agreement

1. Conversation 1 → \_\_\_\_\_
2. Conversation 2 → \_\_\_\_\_
3. Conversation 3 → \_\_\_\_\_
4. Conversation 4 → \_\_\_\_\_

## 5

## Vocabulary 3

Listen to the recording again. Complete the sentences with verbs from the conversations and match them to the meanings below.



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. fulfil 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



## 6

## Vocabulary 4

Complete the sentences below with the correct form of the verbs above. One of the words isn't needed.

1. Our lease expired at the end of last year, but we \_\_\_\_\_ the contract by another year.
2. We cannot sell the goods to a third party. If we do this, we will \_\_\_\_\_ the contract.
3. We were very happy with the service so after our contract ended, we \_\_\_\_\_ it.
4. The construction firm couldn't \_\_\_\_\_ the contract because of the bad weather.
5. \_\_\_\_\_ the contract is possible, as long as we notify the other party one month in advance.
6. In order to make everything legal, the lawyers \_\_\_\_\_ a contract and signed it.

## 7

## Vocabulary 5

Look at the sentences and phrases below. What do you think the underlined words mean? In pairs, match them to their meaning.

- The company named above (hereinafter referred to as "the contractor"), agrees to provide the services described below for a period of ...
- Both parties are to follow strictly the schedule hereto attached.
- In order to ensure payment of the obligations herein...
- We do not warrant that the website will meet all your needs.
- By signing this contract, you hereby accept the terms and conditions.

- |                           |                |
|---------------------------|----------------|
| 1. as a result            | a. hereinafter |
| 2. guarantee              | b. hereto      |
| 3. in this document       | c. herein      |
| 4. later in this document | d. hereby      |
| 5. to this document       | e. warrant     |



## 8

**Speaking 1**

Ask your classmates questions to complete the handout.

**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 licence every month.

has terminated a contract before its end.

## 9

**Extension activity 1**

Discuss the questions below.

1. How important are contracts in your work?
2. What typical actions are required and prohibited in contracts with your clients or suppliers?
3. How can you terminate a contract with your clients or suppliers?
4. Do your clients or suppliers ever breach your contracts? What happens then?





## 10

## Extension activity 2

Complete the script below with one word in each gap. Then listen again to check.

## Conversation 1

- Woman:** Welcome \_\_\_\_\_<sup>1</sup> the office!
- Man:** Thank you. I'm really \_\_\_\_\_<sup>2</sup> to get started!
- Woman:** I'll show you around in a bit, but we need to \_\_\_\_\_<sup>3</sup> care of the paperwork first. I asked my secretary to draw up your contract and send it to you by email. Did you have time to look at it?
- Man:** Yes, I did.
- Woman:** Do you have any questions?
- Man:** No, not \_\_\_\_\_<sup>4</sup>.
- Woman:** Great. So come into my office so we can sign it.

## Conversation 2

- Man:** This is all very clear – just one question: what \_\_\_\_\_<sup>1</sup> if I breach the contract?
- Woman:** You \_\_\_\_\_<sup>2</sup> if you can't pay the money back?
- Man:** Yes, although I'm not planning to do that, of \_\_\_\_\_<sup>3</sup>.
- Woman:** Well, you can come back here to the bank and talk to me to see if we can change the \_\_\_\_\_<sup>4</sup>.
- Man:** That's good to know.

## Conversation 3

- Man:** And what does it \_\_\_\_\_<sup>1</sup>?
- Woman:** Any damage to the house and everything in it: so fire, for example, or a natural disaster. Also if you \_\_\_\_\_<sup>2</sup> robbed.
- Man:** OK. And do I have to renew the contract every year?
- Woman:** No. It's automatic, but we will send you a letter with the new terms and any change \_\_\_\_\_<sup>3</sup> price.
- Man:** That all \_\_\_\_\_<sup>4</sup> fine. Where do I sign?



## Conversation 4

- Man:** I'm thinking of moving to a bigger office, but we agreed to stay in this one \_\_\_\_\_<sup>1</sup> December. Can we terminate the contract early?
- Woman:** Only if both \_\_\_\_\_<sup>2</sup> agree, I'm afraid.
- Man:** I don't see that \_\_\_\_\_<sup>3</sup>. The owner of the building wants to extend the contract for another ten years!
- Woman:** So we might have to complete the contract – or pay a heavy fine. Well, if we wait, we'll have lots of time to plan the moving.
- Man:** That's true. OK, \_\_\_\_\_<sup>4</sup> do that then.

