## Contents

THANKS AND ACKNOWLEDGMENTS  
INTRODUCTION  

**THE LEGAL SYSTEM**

1. Legal systems  
   A. The structure of the law  
   B. The constitution  
   C. Jurisdiction  

2. Sources of law: legislation  
   A. Background to making new law  
   B. Early development of a Bill  
   C. Passing an Act  

3. Sources of law: common law  
   A. Common law in the UK  
   B. Law reports  

4. The court system  
   A. Civil courts  
   B. Criminal courts  

5. Criminal justice and criminal proceedings  
   A. Criminal justice  
   B. Categories of criminal offence  
   C. Criminal court proceedings  

6. Civil procedure  
   A. Civil Procedure Rules  
   B. Proceeding with a claim  

7. Tribunals  
   A. The status and range of tribunals  
   B. Composition of tribunals and procedure  

8. European Union law  
   A. What is the EU?  
   B. How does the EU impact on Member States?  

**LEGAL PROFESSIONALS**

9. Solicitors  
   A. Legal practitioners  
   B. Training  
   C. A partner in a law firm  

10. Barristers  
    A. Organisation  
    B. Training and qualifications of practising barristers  

11. Working lives  
    A. A company commercial lawyer  
    B. A legal secretary  

12. Judges  
    A. Judicial appointments in England and Wales  
    B. The training of judges  
    C. Civil courts: sentencing and court orders  

13. A law firm's structure and practice  
    A. A law firm's structure and practice  

**LEGAL PROFESSIONALS IN PRACTICE**

14. Client care procedures  
    A. Explaining client care procedures  

15. Money laundering procedures  
    A. Money laundering procedures  

16. Client correspondence  
    A. Client correspondence  
    B. Standard phrases for starting and ending letters and emails  

17. Explanations and clarification  
    A. Explaining a procedure  
    B. Approximating and comparing  
    C. Rewriting and clarifying  

---

*Professional English in Use: Law*
LAW IN PRACTICE

19 Business organisations  44
   A Sole trader
   B Partnerships
   C Limited Companies

20 Formation of a company  46
   A Incorporation
   B Memorandum and Articles of Association

21 Raising capital by share sale  48
   A Share capital
   B Share value
   C Rights attaching to shares

22 Debt financing: secured lending  50
   A Granting security
   B The terms of a charge

23 Company directors and company secretaries  52
   A Qualifications and duties of a company director
   B Qualifications and duties of a company secretary

24 Insolvency and winding up  54
   A Insolvency
   B Insolvency scenarios

25 Alternative dispute resolution  56
   A Alternative dispute resolution
   B ADR procedures

26 Corporation Tax  58
   A Corporation Tax liability in the UK
   B Word combinations with ‘tax’

Mergers and acquisitons  60
   A Mergers and acquisitions
   B Denial disclosure requirements

Anti-competitive behaviour  62
   A Competition law
   B Competition inquiry
   C Information gathering, hearings, and remedies

LIABILITY

29 Tort 1: personal injury claim  64
   A Tort
   B Claim briefing notes – personal injury claims

30 Tort 2: clinical negligence  66
   A Clinical negligence practice

CONTRACT

31 Forming a contract 1  68
   A Basic principles
   B Formation of a contract

32 Forming a contract 2  70
   A Form of contracts
   B Void, voidable or unenforceable contracts

33 Structure of a commercial contract  72
   A Structure of a commercial contract

34 Express and implied terms  74
   A Express terms
   B Implied terms

35 Exclusion, limitation and standard clauses  76
   A Exclusion and limitation clauses
   B Standard clauses
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Privity of contract, discharge, and remedies</td>
</tr>
<tr>
<td>A</td>
<td>Privity of contract</td>
</tr>
<tr>
<td>B</td>
<td>Discharge of contract</td>
</tr>
<tr>
<td>C</td>
<td>Remedies for breach of contract</td>
</tr>
<tr>
<td>37</td>
<td>Standard terms in the sale and supply of goods</td>
</tr>
<tr>
<td>A</td>
<td>Using standard terms</td>
</tr>
<tr>
<td>B</td>
<td>Incorporating terms</td>
</tr>
<tr>
<td>39</td>
<td>Licensing agreements and computer programs</td>
</tr>
<tr>
<td>A</td>
<td>Licences and software products</td>
</tr>
<tr>
<td>B</td>
<td>Exclusion and limitation clauses</td>
</tr>
<tr>
<td>39</td>
<td>Commercial leases</td>
</tr>
<tr>
<td>A</td>
<td>Interest in property</td>
</tr>
<tr>
<td>B</td>
<td>Terms of a commercial lease</td>
</tr>
<tr>
<td>C</td>
<td>Obtaining leasehold interest</td>
</tr>
<tr>
<td>40</td>
<td>Buying and selling commercial property</td>
</tr>
<tr>
<td>A</td>
<td>Commercial conveyancing</td>
</tr>
<tr>
<td>B</td>
<td>Sale by auction</td>
</tr>
<tr>
<td>C</td>
<td>Sale by private treaty</td>
</tr>
<tr>
<td>41</td>
<td>Employment law</td>
</tr>
<tr>
<td>A</td>
<td>Employment law</td>
</tr>
<tr>
<td>B</td>
<td>Contract of employment</td>
</tr>
<tr>
<td><strong>INTELLECTUAL PROPERTY</strong></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Copyright and patent</td>
</tr>
<tr>
<td>A</td>
<td>Copyright</td>
</tr>
<tr>
<td>B</td>
<td>Patent</td>
</tr>
<tr>
<td>43</td>
<td>Trade marks, domain names, and remedies for IP infringement</td>
</tr>
<tr>
<td>A</td>
<td>Trade marks and domain names</td>
</tr>
<tr>
<td>B</td>
<td>Remedies for IP infringement</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY LAW</strong></td>
<td><strong>94</strong></td>
</tr>
<tr>
<td>44</td>
<td>Information technology law and cybercrime</td>
</tr>
<tr>
<td>A</td>
<td>Computer security</td>
</tr>
<tr>
<td>B</td>
<td>Cybercrime</td>
</tr>
<tr>
<td>C</td>
<td>Data protection</td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL LAW</strong></td>
<td><strong>96</strong></td>
</tr>
<tr>
<td>45</td>
<td>Environmental law</td>
</tr>
<tr>
<td>A</td>
<td>International environmental law</td>
</tr>
<tr>
<td>B</td>
<td>National environmental law</td>
</tr>
<tr>
<td>C</td>
<td>Application of environmental law</td>
</tr>
</tbody>
</table>

**Answer key**

**Index**

---

Professional English in Use Law
Introduction

Who is this book for?

*Professional English in Use Law* is for a wide range of people who need to use legal English vocabulary in their work, for example as lawyers or litigators, paralegals or legal researchers, legal secretaries or trainee lawyers. English language learners may need to use legal English to work with foreign colleagues or clients; to describe or explain aspects of their own legal system; to find out about other systems. The book is also for students of law who wish to develop their knowledge of legal English vocabulary to assist their legal studies. It will also help extend the vocabulary of business professionals who need some knowledge of legal English vocabulary for commercial agreements and transactions. The book is suitable for learners who have reached an upper intermediate or advanced level of English. The book can be used effectively for individual study or by a teacher in class, one to one or in groups. If you are preparing for the ILFCL exam (*International Legal English Certificate*), this book will help you to develop your vocabulary.

Language and law

The book aims to help learners develop their legal English vocabulary. It is not intended to be an introduction to law in English speaking countries nor to be relied upon for information or advice about law or the practice of law. It presents vocabulary in the context of the legal systems in the UK because the meaning of any legal terms and the conceptual relationship between terms is located within a specific legal system. The authors assume that you will need to talk and write about your own legal system. Consequently, some tasks encourage you to think about how far your own system shares the same legal concepts or procedures, and to decide whether to use a legal term in English as an equivalent to a concept in your own system or to employ an approximation in discussion or writing (see Unit 17).

What kind of legal English is in this book?

This book concentrates on the vocabulary arising from the practice of commercial law (including company law, contract formation, employment law, sale of goods, real property, and intellectual property) but also presents more general legal English vocabulary. The legal topics covered are common to many legal systems and in that context the book has an international dimension. There are references in most units of the book to English language websites to help you to extend your language practice and to assist your understanding of legal concepts in English in authentic contexts.

How is the book organised?

The book consists of 45 two-page units organised into four thematic sections: The legal system, Legal professionals, Legal professionals in practice, and Law in practice (including Liability, Contract, Intellectual property, Information technology law, and Environmental law). The units proceed from general legal topics to more specific.

The left-hand page of each unit presents legal terms and expressions in context and the right-hand page is designed to let you check and develop your understanding of them and how they are used through a series of exercises. Key terms or expressions may occur in more than one unit.

There is an answer key at the back of the book. Most of the exercises have questions with only one correct answer. If there is more than one possible answer the exercise tells you. Some of the exercises, including the Over to you activities at the end of each unit (see below), are designed for discussion and/or writing about the legal jurisdiction you work or study in.

Where appropriate, website addresses at the bottom of the right-hand pages give links to further information in English on related legal topics.
Also at the end of the book there is an index which lists the key words and phrases which have been highlighted and gives the unit numbers in which they appear. The index also tells you how the words and expressions are pronounced.

The left-hand page
The texts on the left-hand page vary in length. Each text has a clear heading. Some texts are from spoken contexts; others from written. Some are from formal contexts, for example an extract from legislation, or contract terms, or a formal presentation; others are from more informal interactions, for example discussions between legal colleagues talking about aspects of their work. Some units draw your attention to characteristic features of legal language in English or to differences between legal English usage in the United States and England. All the units highlight typical word combinations.

The right-hand page
A range of exercises on the right-hand page give practice in using the highlighted legal vocabulary and expressions from the left-hand page. Sometimes the exercises provide practice in contexts like emails between legal colleagues, letters to clients, contract terms, or legal forms. Other exercises focus on checking comprehension of meaning or distinctions in use between similar words, stress in pronunciation, or the formation of words.

'Over to you' activities
These activities give you the chance to practise using English legal language to write or talk about aspects of a legal jurisdiction known to you, and about your own work, study, or opinions. Self-study learners can do these as a written activity or set up a computer blog to share ideas with others wanting to develop their legal English vocabulary through practice.

In the classroom, the Over to you activities can be used as the basis for discussion in small groups, with a spokesperson for each group summarising the discussion and its outcome for the whole class. Alternatively, pairs can exchange views, ideas, or information and then combine with another pair to report on their discussion. The teacher can monitor the discussions for appropriate and accurate use of vocabulary. Learners can follow up by using the Over to you as a written activity, for example for homework. Learners might do more research on language use by exploring the suggested web links.

How to use the book for self-study
Find a topic you are looking for by referring to the contents page or the index. Quickly write in note form in English what you already know about the topic and any questions you have. Then read through the texts on the left-hand page of the unit. If you are unsure of the meaning of terms, try to guess the meaning from the context as you read. Do the exercises on the right-hand page. Check your answers in the key. If you have made any mistakes look at the text again and check the exercise. Write down useful words in a notebook; notice how they are used in other texts. If you are still unsure of any words, look them up in a law dictionary. There are also legal glossaries online.

How to use the book in the classroom
Teachers can choose the units that relate to learners' particular needs and interests, or themes which the course is focusing on. Learners can work on the units in pairs or individually, the teacher going round the class listening and advising. Teachers should encourage learners to discuss why one answer is possible and others are not.

We hope you find the book useful and easy to use. We would welcome your comments and suggestions on using it.
The legal system in the United Kingdom (UK)

The study of law distinguishes between public law and private law, but in legal practice in the UK, the distinction between civil law and criminal law is more important to practising lawyers. Public law relates to the state. It is concerned with laws which govern processes in local and national government and conflicts between the individual and the state in areas such as immigration and social security. Private law is concerned with the relationships between legal persons, that is, individuals and corporations, and includes family law, contract law, and property law. Criminal law deals with certain forms of conduct for which the state reserves punishment, for example murder and theft. The state prosecutes the offender. Civil law concerns relationships between private persons, their rights, and their duties. It is also concerned with conduct which may give rise to a claim by a legal person for compensation or an injunction - an order made by the court. However, each field of law tends to overlap with others. For example, a road accident case may lead to a criminal prosecution as well as a civil action for compensation.

Substantive law creates, defines or regulates rights, liabilities, and duties in all areas of law and is contrasted with procedural law, which defines the procedure by which a law is to be enforced.

The constitution

The head of state is the monarch, currently the Queen in the UK, but the government carries the authority of the Crown (the monarch). The Westminster Parliament has two chambers: the House of Lords and the House of Commons, which sit separately and are constituted on different principles. The Commons is an elected body of members. Substantial reform is being carried out in the upper house, the House of Lords, where it is proposed that the majority of members be appointed, with a minority elected, replacing the hereditary peers. There is no written constitution, but constitutional law consists of statute law (see Unit 2), common law (see Unit 3), and constitutional conventions.

Jurisdiction

There are four countries and three distinct jurisdictions in the United Kingdom: England and Wales, Scotland, and Northern Ireland. All share a legislature in the Westminster Parliament for the making of new laws and have a common law tradition, but each has its own hierarchy of courts, legal rules and legal profession. Wales and Northern Ireland each have their own Assembly and since 1999, Scottish Members of Parliament (SMPs) have sat in their own Parliament. Under an Act of the Westminster Parliament, the Scottish Parliament has power to legislate on any subject not specifically reserved to the Westminster Parliament such as defence or foreign policy. The UK's accession to the European Communities in 1973, authorised by the European Communities Act 1972, has meant the addition of a further legislative authority in the legal system. The UK is also a signatory of the European Convention of Human Rights and this has been incorporated into UK law.
1.1 Complete the definitions. Look at A opposite to help you.

1 is law relating to acts committed against the law which are punished by the state.
2 is concerned with the constitution or government of the state, or the relationship between state and citizens.
3 is rules which determine how a case is administered by the courts.
4 is concerned with the rights and duties of individuals, organisations, and associations (such as companies, trade unions, and charities), as opposed to criminal law.
5 is common law and statute law used by the courts in making decisions.

1.2 Complete the sentences. Look at B and C opposite to help you. There is more than one possibility for one of the answers.

1 In many systems a president rather than a monarch is

2 The UK system has a parliament with two

3 As in other countries, the courts are organised in a of levels.
4 The Scottish Parliament has the to legislate on subjects not reserved to Westminster.
5 The EC is an important legislative in most European countries.
6 A number of international have been incorporated into national law.

1.3 Complete the table with words from A, B and C opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you. Then complete the sentences below with words from the table.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>constitute</td>
<td>constitution</td>
<td>constitutional</td>
</tr>
<tr>
<td>legislate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>proceed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>convene</td>
<td>regulation</td>
<td></td>
</tr>
<tr>
<td>accede</td>
<td></td>
<td></td>
</tr>
<tr>
<td>elect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>authorise</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 The is the body which has the function of making law; normally it is the Parliament.
2 It is quite a lengthy process to to the European Community.
3 Sometimes a court case can be delayed while counsel argue over problems.

Over to you
Describe some of the distinctive features of your legal system and constitution, first as if to a foreign lawyer, then as if to a foreign lay person.
For more information on the UK Parliament and legislative processes, go to: www.parliament.uk; for the US Senate, go to: www.senate.gov.
Sources of law: legislation

A Background to making new law

How are laws made in the UK?

The predominant sources of law in the United Kingdom are:

- **primary legislation**, known as Acts of Parliament or statutes, which begin life as drafts called Bills (see B and C below);
- **secondary or delegated legislation**, such as statutory instruments, bye-laws, and professional regulations.

A new Act is passed in order to:

- **update or amend existing legislation**;
- **legislate for new circumstances and enforce government policies**;
- ensure UK compliance with International or European Union (EU) Law;
- consolidate laws by bringing together into one statute all the existing statutes on one topic;
- codify rules by bringing together all the case law and statutes on a particular subject where the principles are established.

Parliament can enact any law it chooses or repeal obsolete laws which are no longer relevant, and the courts must enforce it. The exception to this is EU law.

Note: Act of Parliament and Bill are always capitalised in legal usage; statute is not. Statutory instruments are delegated legislation created by government ministers. Bye-laws are made by Local Government or public bodies.

B Early development of a Bill

The government may proceed to initiate a consultative process by the publication of a Green Paper in which its proposals are set out at an early stage with the intention of attracting public response and comment. The government’s White Papers contain more definite proposals, although these are often published following consultation or discussion with pressure groups, professional bodies, or voluntary organisations. A Bill does not have to be preceded by a White or Green paper, although it may have been presented for public scrutiny, that is, examination, in draft form earlier.

C Passing an Act

All Acts must be submitted to both Houses of Parliament in the draft form of a Bill. The legislative process involves three readings in both Houses. At the first reading, the title is read to Members of Parliament (MPs); at the second reading, MPs debate proposals. Then, a standing committee will scrutinise the provisions in the Bill and may amend it to ensure that it enshrines the principles debated and approved at the second reading. This is reported back to MPs. Again, the third reading, the Bill is re-presented. The Bill then goes through readings in the upper house. The actual drafting of the legislation is undertaken by Parliamentary Counsel. Finally, a Bill must receive Royal Assent from the monarch before it becomes law on a specified date. In fact, this stage has been reduced to a formal reading of the short title of an Act in both Houses of Parliament and is now a formality.

Government Bills are introduced by the Government; Private Members Bills are proposed by MPs. Both methods may result in Public Acts that govern the general public. Private Acts affect particular individuals or institutions.

Note: No article (a/the) is necessary in to become law.
2.1 Find verbs in A opposite that can be used to make word combinations with the words below. There is more than one possibility for three of the answers.

Parliament can

2 ........................... new statutes.
3 ........................... existing legislation.
4 ........................... obsolete law.
5 ........................... statute law, case law, and amendments into one Act.
6 ........................... law by repealing and re-enacting in one statute provisions of a number of statutes on the same subject.

2.2 Complete the sentences. Look at A, B and C opposite to help you. Pay attention to the grammatical context.

1 An order made under authority delegated to a government minister by an Act of Parliament is known as a ...........................

2 A ........................... is made by a local authority or a public or nationalised body and has to be approved by central government.

3 Charities like Oxfam and Help the Aged can act as ........................... , lobbying for law reform.

4 The Committee needs to ensure the Bill incorporates the principles agreed so they check it by ...........................

2.3 A visiting Russian colleague is asking an English solicitor about the legislative process. Replace the underlined words in their conversation with alternative words from C opposite. Pay attention to the grammatical context. There is more than one possibility for two of the answers.

Natasha: How is new legislation enacted?
Charles: Well, initially the (1) draft legislation has to be (2) presented to both houses. The draft is (3) discussed several times. A committee has the job of checking that the Bill (4) incorporates the fundamental elements (5) agreed at the second reading. After this, the Bill is (6) shown again to the lower house.

Natasha: Who does the (7) formal writing of the legislation?
Charles: it's (8) done by qualified barristers employed as civil servants, known as Parliamentary Counsel.

Natasha: Who can (9) put forward Bills?
Charles: The government and, less commonly, MPs.

---

Over to you

Describe the process of making new law in your country. What are the strengths and weaknesses of the process?

For more information on the UK Parliament and legislative processes, go to: www.parliament.uk. For legislation around the world, go to: www.lexadin.nl/willegis/hofr/legis.htm
Sources of law: common law

Common law in the UK

Penny Arkwright practises in the High Court. She is speaking at an international convention for young lawyers.

The legal system in many countries, including Australia, Canada (except Quebec), Ghana, Hong Kong, India, Jamaica, Malaysia, New Zealand, Pakistan, Tanzania, the USA (except Louisiana), the Bahamas, and Zambia, is based on common law. The common law consists of the substantive law and procedural rules that are created by the judicial decisions made in the courts. Although legislation may override such decisions, the legislation itself is subject to interpretation and refinement in the courts.

Essential to the common law is the hierarchy of the courts in all of the UK jurisdictions and the principle of binding precedent. In practice, this means that the decision of a higher court is binding on a lower court; that is, the decision must be followed, and in the course of a trial the judges must refer to existing precedents. They'll also consider decisions made in a lower court, although they're not bound to follow them. However, a rule set by a court of greater or equal status must be applied if it's to the point - relevant or pertinent.

During a trial, counsel will cite cases and either attempt to distinguish the case at trial from those referred to or, alternatively, argue that the rule at law reasoned and established in a previous case is applicable and should be followed. Hence the term case law. A case will inevitably involve many facts and issues of evidence. The eventual decision itself doesn't necessarily set the precedent. The precedent is the rule of law which the first instance judge relied on in determining the case's outcome.

Judges in a case may make other statements of law. Whilst not constituting binding precedents, these may be considered in subsequent cases and may be cited as persuasive authority, if appropriate. Since the Human Rights Act of 1988, all courts in the United Kingdom must now refer to the ultimate authority of the European Court of Human Rights, including all previous decisions made by that court.

Note: practices - qualified to work professionally

Law reports

The development and application of the common law system pivots upon the existence of a comprehensive system of reporting cases. The Law Reports, published annually by the Council of Law Reporting, are perhaps the most authoritative and frequently cited set of reports, differing from other series of law reports, such as Butterworth's All England Law Reports [All ER] or specialist reports like Lloyd's Law Reports, in that they contain summaries of counsel's arguments and are revised by the judge sitting in each respective case before publication. Cases aren't always reported in the year that they are decided so a case citation will refer to the volume and year in which the case was published, for example Meah v Robert, [1978] 1 All ER 97. Developments in electronic databases have increased public access to recent cases.

Note: Latin terms used for the legal principles outlined in the above texts are:

- stare decisis - principles of binding precedent
- ratio decidendi - the rule at law reasoned
- obiter dictum - persuasive authority

In a civil case citation, for example Meah v Robert, [1978] 1 All ER 97, v (Latin for versus) is said 'and'.
3.1 Penny Arkwright is talking about her experience of court cases to a Russian colleague. Replace the underlined words and phrases with alternative words and phrases from A and B opposite. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

1. The courts are compelled to apply the precedent set by a higher court.
2. During the court case the judge will evaluate all the evidence and the legal issues.
3. Judges are required to follow the ratio, or reasoning, in relevant previous decided cases.
4. However, the judge may note a case cited as precedent by counsel as materially different from the one at trial.
5. It is, however, the role of counsel to refer to relevant previous case decisions.
6. The principle of following the decisions of higher courts is fundamental to case law.
7. The Law Reports series are the most frequently cited reports because the text is edited by the trial judge.
8. New legislation may pay no attention to the decision of an earlier court judgment.

3.2 Complete the table with words from A and B opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>cite</td>
<td>citation</td>
<td></td>
</tr>
<tr>
<td>apply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>precede</td>
<td>persuasion</td>
<td></td>
</tr>
<tr>
<td>bind</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.3 Penny is working with a trainee barrister. Complete her sentences with appropriate words from the table above.

1. Well, that decision of the Appeal Court is going to be ................. on the case we've got at trial just now.
2. We need to be able to convince the judge that the rule in Meab v Roberts is ................. to this case.
3. Can you check the case .......................? I think the year's wrong.
4. Should we add to our argument that Edwards v Peck is a ................. precedent given the legal issues, although the judge isn't bound to follow it?

Over to you

Explain to a colleague from a different jurisdiction how cases are used and recorded in your legal system.

To look at some recent UK case reports, go to: www.courtservice.gov.uk and www.lawreports.co.uk.
Civil courts

Duncan Ritchie, a barrister, is talking to a visiting group of young European lawyers.

‘Both criminal and civil courts in England and Wales primarily hear evidence and aim to determine what exactly happened in a case. Broadly speaking, the lower courts decide matters of fact and the upper courts normally deal with points of law. In England, simple civil actions, for example family matters such as undefended divorce, are normally heard in either the Magistrates’ Courts or the County Courts. Judges have different titles depending on their experience, training, and level. A single stipendiary magistrate or three lay magistrates sit in the Magistrates’ Court. There’s no jury in a Magistrates’ Court. Family cases may go on appeal from the Magistrates’ Court to the County Courts. The County Court also hears complex first instance civil cases, such as contract disputes, compensation claims, consumer complaints about faulty goods or services, and bankruptcy cases. Claimants, previously referred to as plaintiffs, may seek a legal remedy for some harm or injury they have suffered. There are circuit judges and recorders who sit in the County Courts, usually without a jury. Juries are now rare in civil actions, so normally the judge considers both law and fact.

More complex civil cases, such as the administration of estates and actions for the recovery of land, are heard in the High Court of Justice, which is divided into three divisions: Family, Chancery and Queen’s Bench. The court has both original, that is, first instance, and appellate jurisdiction. From the High Court cases may go on appeal to the civil division of the Court of Appeal, which can reverse or uphold a decision of the lower courts. Its decisions bind all the lower civil courts. Civil cases may leapfrog from the High Court to the House of Lords, bypassing the Court of Appeal, where points of law of general public importance are involved. Appellants must, however, apply for leave to appeal. Decisions of the House of Lords are binding on all other courts but not necessarily on itself. The court of the House of Lords consists of twelve life peers appointed from judges and barristers. The quorum, or minimum number, of law lords for an appeal hearing is normally three, but generally there is a sitting of five judges.’

Note: A stipendiary is a full-time paid magistrate who has qualified as a lawyer.
A lay magistrate is unpaid and is an established member of the local community.
A circuit is a geographical division for legal purposes; England and Wales are divided into six.
A recorder is a part-time judge with ten years standing as a barrister or solicitor.
See Unit 12 for more information about judges. See B below for more information about juries.

Criminal courts

‘About 95% of all criminal cases in England and Wales are tried in the Magistrates’ Courts, which deal with petty crimes, that is, less serious ones. In certain circumstances, the court may commit an accused person to the Crown Court for more severe punishment, either by way of a fine or imprisonment. Except in cases of homicide, children under 14 and young persons – that is, minors between 14 and 17 years of age – must always be tried summarily, meaning without a jury, by a Youth Court. A Youth Court is a branch of the Magistrates’ Court. Indictable offences, that is, more serious ones such as theft, assault, drug dealing, and murder, are reserved for trial in the Crown Court. In almost all criminal cases, the State, in the name of the Crown, prosecute a person alleged to have committed a crime. In England and Wales, a jury of twelve people decides whether the defendant is guilty of the crime she or he is charged with. The Crown Court may hear cases in circuit areas. From the Crown Court, appeal against conviction or sentence lies to the Criminal Division of the Court of Appeal. If leave to appeal is granted by that court, cases may go on appeal to the House of Lords.’
4.1 Complete the diagram. Look at A and B opposite to help you.

The Court System in England and Wales

CRIMINAL CASES

Appeals may sometimes go to The Court of Appeal
(Criminal Division)

Appeals go from here to The Crown Court

Appeals go from here to The (1) ..............

CIVIL CASES

The (7) ....................... of Lords

The Court of (6) ......................
(Civil Division)

Appeals usually go to or may (5) ...................... to

The (4) .....................
Queen's Bench Division

Chancery Division

Family (3) ...............

Appeals may leapfrog from here to

The County Court or

The Court of First (2) ......................

4.2 Complete the table with words from A and B opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun – event or action</th>
<th>Noun – person</th>
</tr>
</thead>
<tbody>
<tr>
<td>sit</td>
<td>'sitting</td>
<td></td>
</tr>
<tr>
<td>appeal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>try</td>
<td></td>
<td></td>
</tr>
<tr>
<td>claim</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3 Match the two parts of the sentences and complete the gaps with words from the table above. Pay attention to the grammatical context. There is more than one possibility for three of the gaps.

1 The ................. courts can
2 An appellant must get
3 In a civil action, a ................. who has suffered
4 Magistrates generally .......... cases of petty crime as
5 Indecent offences are

a a court of first instance.
b normally .................. in the Crown Court.
c reverse or uphold decisions of lower courts.
d harm or injury seeks a remedy.
e leave to .................. before taking a case to
a higher court.

Over to you

Draw a diagram of your court system and explain the court structure as if to a foreign client who is pursuing an action in your courts. Use your own language for the names of the courts but use English to describe their function.

For more information on UK courts, go to: www.courtservice.gov.uk; for other courts, go to: www.lexadin.nl/wlg/courts/not/hr/courts.htm
Criminal justice and criminal proceedings

Duncan Ritchie, a barrister, is talking to a visiting group of young European lawyers.

A. Criminal justice

The state prosecutes those charged with a crime. The police investigate a crime and may apprehend suspects and detain them in custody. If the police decide an offender should be prosecuted, a file on the case is sent to the Crown Prosecution Service (CPS) – the national prosecution service for England and Wales. The CPS must consider whether there is enough evidence for a realistic prospect of conviction, and if so, whether the public interest requires a prosecution. They can decide to either go ahead with the prosecution, send the case back to the police for a caution, or take no further action. Criminal proceedings can be initiated either by the serving of a summons setting out the offence and requiring the accused to attend court, or, in more serious cases, by a warrant of arrest issued by a Magistrates’ Court. Lawyers from the CPS may act as public prosecutors. The Criminal Defence Service provides legal aid, which funds the services of an independent duty solicitor who represents the accused in the police station and in court. However, at the end of a Crown Court case the judge has the power to order the defendant to pay some or all of the defence costs.

Note: If Green is prosecuted for a crime, the ensuing trial will be called the case of R v Green. R is the abbreviation for the Crown (Regina for a Queen or Rex for a King); v (Latin for versus) is said ‘against’ in a criminal case.

B. Categories of criminal offence

There are three categories of criminal offence: summary offences, tried without a jury, are minor crimes only triable in the Magistrates’ Court. Indictable offences are serious crimes, such as murder, which can only be heard in the Crown Court. The formal document containing the alleged offences, supported by facts, is called the indictment. A case which can be heard in either the Magistrates’ Court or the Crown Court, such as theft or burglary, is triable either way. If the defendant pleads guilty, the Magistrates’ Court can either proceed to sentence or commit to the Crown Court for sentence, where more severe penalties are available. If there is a not guilty plea, the court can decide the mode of trial. The person charged may request a trial by jury. If granted, such trials take place in the Crown Court.

Note: indictable offences are also known as notifiable offences in the UK.

C. Criminal court proceedings

The English system of justice is adversarial, which means that each side collects and presents their own evidence and attacks their opponent’s by cross-examination. In a criminal trial, the burden of proof is on the prosecution to prove beyond reasonable doubt that the accused is guilty. A person accused or under arrest for an offence may be granted bail and temporarily released. However, bail may be refused, for example if there are grounds for believing that the accused would fail to appear for trial or commit an offence. In the Crown Court, there may be a preparatory hearing for a complex case before the jury is sworn in. Prior to the trial, there is a statutory requirement for disclosure by the prosecution and defence of material relevant to the case, for example details of any alibis – people who can provide proof of the accused’s whereabouts at the time of the crime – or witnesses – people who may have seen something relevant to the crime. Once a trial has begun, the defendant may be advised by counsel to change his or her plea to guilty, in expectation of a reduced sentence. If, at the end of the trial, the court’s verdict is not guilty, then the defendant is acquitted.
5.1 Complete the definitions. Look at A and B opposite to help you.
1 a ________________________________________________ – a court document authorising the police to
   detain someone
2 au _______________________________________________ – a written statement with details of the crimes someone is charged with
3 a _______________________________________________ – a formal order to attend court

5.2 Make word combinations from A, B and C opposite using words from the box. Then use
appropriate word combinations to complete the sentences below.

<table>
<thead>
<tr>
<th>criminal</th>
<th>doubt</th>
<th>sentence</th>
<th>indicible</th>
<th>severe</th>
<th>plea</th>
<th>realistic</th>
<th>guilty</th>
</tr>
</thead>
<tbody>
<tr>
<td>reasonab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>defence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>proceed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>reduced</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prospect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>offences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>penalties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 The Crown Prosecutor considers whether there’s sufficient evidence to provide a ____________________________
   of conviction.
2 There should be no conviction without proof beyond ____________________________.
3 The Crown Court always hears ____________________________ such as manslaughter.
4 In sentencing serious crimes, courts can impose ____________________________.
5 At the end of a trial, a defendant may be ordered to pay a contribution towards ____________________________.

5.3 Replace the underlined words and phrases with alternative words and phrases from A, B and C opposite. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

a Bail may be refused and the defendant may be (1) held in police custody.
   Alternatively, the defendant may be (2) found not guilty by the court and discharged.
   Once proceedings have been initiated, the defendant (3) comes before the court.
   The police formally (4) accuse the suspect in the police station.
   If the offender pleads guilty in the Magistrates’ Court, the court imposes a (5) punishment.
   The police investigate a serious offence and (6) arrest a suspect.
   The suspect may ask for (7) release from custody before the trial.

5.4 Put the sentences in 5.3 into the correct order chronologically. Look at A, B and C opposite to help
you. The first stage is f.

Over to you

Describe the process of a criminal trial in your legal system as if to a client from a different
system.

For more information on the UK Crown Prosecution Service, go to: www.cps.gov.uk/; for the
US Department of Justice, go to: www.usdoj.gov/.
Civil Procedure Rules

Aliceair Hannah, a barrister, is talking to a visiting group of young European lawyers.

'All cases concerning goods, property, debt repayment, breach of contract (with some exceptions such as insolvency proceedings and non-contentious litigation), are subject to Civil Procedure Rules. The Rules, which came into force in 1999 in England and Wales, made radical changes to civil process in the County Court and the High Court.

The judge performs the role of case manager. The court sets a timetable for litigation, with the parties being under an obligation to the court to adhere to timescales which control the progress of the case. Procedure rules are supplemented by detailed instructions made by the judge which support the rules, known as practice directions.'

Proceeding with a claim

'Most claims are initiated by the use of a claim form, which functions as a summons. The claim form can be used for different types of claim, for example for specified or unspecified monetary sums, or for the claimant to ask the court to make an order. Once a claim has been issued, a copy is served on, that is, delivered to, the defendant with a response pack inviting them to either admit the claim, use a form of admission, or to defend it, using a form of defence. The response pack also contains an acknowledgement of service form to confirm receipt of the claim, and a counterclaim form for the defendant to use if they wish to claim against the claimant. A defendant must respond within 14 days of service of the particulars of the claim. If the defendant does not respond, judgment may be given in favour of the claimant. The defendant may be able to get a time extension for filing a reply on defence by using the part of the acknowledgement of service form which states an intention to defend the claim.

Cases are allocated to a regime or track by a procedural judge according to their monetary value. Claims of £5,000 or less are allocated to a small claims track while claims of up to £15,000 are allocated to a fast track. More complex claims with a greater value are allocated to a multi track regime. Fast track directions might include disclosure, where the claimant tells the defence of any relevant documents in their possession. This is followed by inspection, initiated by a written request by the claimant to look at relevant documents held by the defence, and an exchange of witness statements. The multi track regime is intended to be flexible and does not have a standard procedure. In all regimes, parties are encouraged to settle their differences and for this purpose a stay in proceedings, that is, a temporary halt, may be agreed. Case management conferences are often conducted by telephone and give parties the opportunity to review the process and make decisions. If a defendant is ordered to pay by a judge and fails to do so, the claimant can enforce the judgment in the Magistrates' Court.'

Note: The reforms to the Civil Procedure Rules led by Woolf in 1998 included the following changes in legal language:
- claim form, formerly known as a writ of summons
- specified, formerly known as a liquidated claim (a fixed monetary sum)
- claimant, formerly known as a plaintiff
6.1 Complete the definitions. Look at A and B opposite to help you.

1 .................................................. – the process by which a claimant may look at written evidence held by the defence
2 .................................................. – the document in which the defendant makes a claim against the claimant
3 .................................................. .................................................. – the document in which the defendant agrees to the claim made by the claimant
4 .................................................. – the document starting a claim proceedings
5 .................................................. – the process by which the claimant is required to inform the defendant of documents they hold relevant to the claim
6 .................................................. .................................................. – the document giving evidence by someone who saw or heard something critical to the case
7 .................................................. – the instructions given by a judge on how procedures should be carried out in a case

6.2 Make word combinations from A and B opposite using a word from each box. Then use appropriate word combinations and information in B opposite to answer the questions below.

<table>
<thead>
<tr>
<th>admit</th>
<th>agree to</th>
<th>allocate to</th>
<th>enforce</th>
<th>file</th>
<th>issue</th>
<th>review</th>
<th>serve</th>
<th>set</th>
<th>settle</th>
</tr>
</thead>
<tbody>
<tr>
<td>a timetable</td>
<td>a stay</td>
<td>a claim</td>
<td>the process</td>
<td>the judgment</td>
<td>a claim</td>
<td>a claim on</td>
<td>a regime</td>
<td>differences</td>
<td>a reply</td>
</tr>
</tbody>
</table>

1 How does a claim proceeding start?

2 What must a defendant do when he or she has been served with a claim?

3 If both parties want time to try to settle the dispute out of court, what should they ask the court to do?

4 What is the purpose of a case management conference?

5 If a defendant is ordered to pay a claimant's costs but does not, what action can the claimant take?

---

**Over to you**

Describe the process of a civil claim in your legal system as if to a client from a different system who wants to initiate a claim. Use an example if possible.

For more information on civil procedure in England and Wales, go to: www.hmcourts-service.gov.uk; for Scottish civil procedure, go to: www.scotcourts.gov.uk/
The status and range of tribunals

Tribunals in the UK

The system of courts in the United Kingdom is supplemented by a substantial number of tribunals, set up by Acts of Parliament. They are described in the guidance given to government departments as:

"those bodies whose functions, like those of courts of law, are essentially judicial. Independently of the Executive, they decide the rights and obligations of private citizens towards each other and towards a government department or public authority."

Report of Council on Tribunals

The growth in the number and importance of tribunals is closely related to the development of an increasingly active welfare state with legislation covering areas previously considered private. Some examples are:

- Social Security Appeal Tribunal
- Employment Tribunal
- Mental Health Review Tribunal
- Immigration Appeal Tribunal
- Lands Tribunal

Some tribunals have a significant effect in the areas of law involved. However, they are nonetheless inferior to the courts and their decisions are subject to judicial review – examination by a higher court of the decision-making process in a lower court.

Composition of tribunals and procedure

A tribunal consists of three members. The chairperson is normally the only legally qualified member. The other two are lay representatives who usually have special expertise in the area governed by the tribunal, gained from practical experience. The tribunal will also have all the usual administrative support enjoyed by a court: hearing clerks, who are responsible for administering procedures, clerical staff, and hearing accommodation.

The intention of tribunals was to provide a less formal proceeding in which claimants could lodge claims and respondents defend claims, and ultimately resolve their disputes without the need for legal representation. However, procedures have become more complicated and cases brought before tribunals are often presented by solicitors and barristers. For example, a case of unfair dismissal – where an employer appears to not be acting in a reasonable way in removing an employee – could be brought to an Employment Tribunal. Procedure at that Tribunal may include a stage where a government agency tries to broker a settlement so that a claim may be withdrawn. The costs of the hearing are borne by the public purse, that is, paid from tax revenue, but legal representation is at the cost of each party. Witness statements are normally exchanged before the hearing and at the hearing both parties may question witnesses and address the Tribunal. The Tribunal can refer to decisions of higher courts before making its decision in a specific case.
Complete this letter which a lawyer has written to his client about a case coming to an Employment Tribunal. Look at B opposite to help you.

Woods & Pankhurst Solicitors
3 The Old Forge
West Cambourne
Cambs
CB6 7AB

Mr D Johnson,
Managing Director, Force Ltd

Dear David,

Claim for Unfair Dismissal by A.J. Blackwood

Many thanks for your faxed letter of yesterday attaching the copy ET1 in respect of the above. According to my records, Force Ltd have not had an ET1 claim made against it previously so I thought it would be helpful if I gave you a brief outline of the various stages of the procedure involved for you in

Following receipt of the ET1, the company, as (3) ET1, has 28 days to complete and return a defence on form ET3. The Tribunal will acknowledge receipt of this and will forward a copy to Miss Blackwood, the (4)

The Tribunal appoints an (5) ACAS to this case. He or she will get in touch with both you and Miss Blackwood for the purpose of offering assistance to broker a Settlement Agreement so that the claim can be (6)

Obviously, if this is possible then the costs of a Tribunal hearing will be saved. The costs of a hearing are (7) the public purse, although obviously you will be responsible for this firm’s fees in representing you if required.

Usually the Tribunal allows ACAS a number of weeks in which to (8)

(9) a simple set of directions to prepare for the hearing. I would normally expect to agree a bundle of relevant documents with the other side and to exchange written witness statements in advance of the hearing.

At the hearing, witnesses will be asked to swear or affirm that the contents of their (10) are true. Both parties and the Tribunal will have the chance to question the witnesses.

Following that, Miss Blackwood and you on behalf of the company (or your respective legal representatives) may (11) the Tribunal with an argument about why your evidence and case should be accepted. The Tribunal may also consider points about the relevant law at this point and possibly (12) decisions made at a higher level of the Tribunal system, such as the Employment Appeal Tribunal, the Court of Appeal, the House of Lords, or even the European Court of Justice, before reaching its decision.

I hope this is helpful to you. Obviously, we will need to discuss in some detail the facts of the matter and the merit, or otherwise, of the claim when we meet on Friday. I already have a copy of Miss Blackwood’s contract so will make sure I have that to hand. I look forward to seeing you then.

Kind regards,

Yours sincerely,

Paul Hedges
Paul Hedges
Partner, Woods & Pankhurst

---

Over to you

Describe how disputes between private citizens are resolved in your legal system. What are some of the advantages and disadvantages of tribunals?

For information on UK tribunals, go to: www.council-on-tribunals.gov.uk/.
European Union law

What is the EU?

The European Union (EU) was created in 1992 by the Treaty on European Union (the TFU), generally called the Maastricht Treaty. The EU consists of three different Communities: the ECSC (European Coal and Steel Community), the European Community (the EC, formerly known as the European Economic Community Treaty, or the EEC Treaty—also known as the Treaty of Rome), and EURATOM (European Atomic Energy Community Treaty). The EU has what are referred to as 'the three pillars':

- **Common Foreign and Security Policy**
- **ECSC**
- **EC**
- **EURATOM**
- **Justice and Home Affairs Policy**

Put simply, the original aim of the Community was economic integration: to create a common market, later defined as a Single Internal Market, in which there could be free movement of goods, persons, services, and capital. This was to be achieved by the creation of a free trade area, where Member States agreed to remove all customs duties (import taxes) and quotas (restrictions on the amount of goods imported across Member States' frontiers, or borders) between themselves, and a customs union, in which all members agreed to impose on goods coming into the area from non-member states a common level of duty (the Common Customs Tariff, or CCT).

The three sources of EU law are the Treaties (EC, TEU, etc.), secondary legislation enacted by the EC (such as regulations and directives), and general principles, including fundamental human rights, subsidiarity, and citizenship of the EU for every national of a Member State.

Note: subsidiarity – the Community may only take legal action where it has exclusive competence, that is, power to govern, and where an action cannot be achieved by member states acting within their natural institutions, for example a trans-national action.

How does the EU impact on Member States?

The EC Treaty is directly applicable in every Member State. Accession to (membership of) the Community limits the power of national governments and affects national sovereignty – the power to govern. Community law has supremacy over, that is, overrides, national law. This supremacy was established in the case of Costa v ENEL (Case 6/64) ECR 545. The Single European Act 1986 made provisions (legal conditions) creating an obligation on the Community to take the necessary measures to achieve the Internal Market. Under Article 249 (ex Art 189) there are five types of legal act which the Community may use:

- Regulations – have general application and are binding in their entirety on all Member States and have direct effect, meaning they automatically become law in Member States.
- Directives – are binding on Member States as to their result but do not bind individuals until they have been transposed into national law (implemented).
- Decisions of the European Court of Justice (ECJ) – are binding on those to whom they are addressed.
- Recommendations and opinions – have no binding force but may be persuasive, that is, have influence.
8.1 Find five phrases in A opposite used to indicate that a term has another name, for example 'formerly known as'. Then use appropriate phrases to complete the sentences below. There is more than one possibility for one of the answers.

1. Under EC law, anything which can be bought or sold is ___________________________ goods.
2. Beijing was ___________________________ Peking in the West.
3. Customs duty is ___________________________ any charge that is imposed on goods because they are imported.
4. The third pillar of the European Union, ___________________________ the Justice and Home Affairs pillar, is incorporated into the EC treaty.

8.2 Rearrange the underlined letters to make words in the extracts below. Look at A and B opposite to help you.

The (1) laenmir market shall comprise an area without internal (2) stenroif in which the (3) reof (4) vemmmote of goods, persons, (5) essricey and capital is ensured in accordance with the (6) noopssivir of this (7) v)eat.

From Article 7a, the Single European Act 1986

Member (8) eatiss shall take all appropriate (9) russeame whether general or particular, to ensure fulfilment of the (10) looglisnabi arising out of this Treaty or resulting from an action taken by the institutions of the (11) timmouny. They shall facilitate achievement of the Community's tasks.

From Article 5, the EC Treaty

A (12) ulmgorar shall have general (13) pintelapia. It shall be binding in its (14) recrtrv and directly (15) capbellpia in all Member States.

A (16) vecrriede shall be binding, as to the result to be achieved, upon each (17) heermn State to which it is addressed, but shall leave to the national authorities the choice of form and methods.

From Article 189, the Treaty of Rome

8.3 Are the following statements true or false? Find reasons for your answers in A and B opposite.

1. Member states are required to incorporate European legislation into national law and to recognise the jurisdiction of the European Court of Justice in matters of EU law.
2. The national legislation of Member States takes precedence over Community rules.
3. The Common Customs Tariff applies to all goods imported by countries like Japan and the USA from the EU.
4. EU law prevents Member States from charging importers for bringing goods into that State from another Member State.

Over to you

How has membership of the EU affected a jurisdiction you are familiar with?

For access to European Union legislation, including Treaties and case law (for example, Costa v ENEL), go to EUR-Lex at: http://eur-lex.europa.eu/en/index.htm
Solicitors

Legal practitioners

Lawyers in the United Kingdom jurisdictions generally practise as solicitors in private firms, as legal advisers in corporations, government departments, and advice agencies, or as barristers (see Unit 10). They can each do advocacy, draft legal documents and give written advice, but solicitors, unlike barristers, cannot appear in every court.

Traditionally, solicitors undertake work such as conveyancing (see Unit 40), and drawing up contracts (see Units 31–41) and wills. Barristers spend more time in court and have a right of audience in the higher courts. Unlike solicitors, barristers cannot usually be employed directly by clients but are instructed by solicitors. Solicitors normally form partnerships with other solicitors and work in offices with support staff. The qualification and practice of solicitors are regulated by the Law Society.

Training

Sami, a 25 year old graduate, is talking about his experience as a trainee.

‘My first degree was in engineering at Manchester University. Then I did two one-year law courses. The first led to the Common Professional Examination, or CPE; the second was the Legal Practice Course. I had a vacation placement at Applewood Branson, who offered me a two-year traineeship. They have a six seat system, which is quite common. Trainees spend time attached to different law departments, which suits me as I get a basic grounding in the main departments of the firm, helping me find which area of the law I’d like to specialise in. I can work in four or more different areas of law for four months at a time and then decide on a specialism later in the training contract. In my third seat, in Corporate Finance, I’ve learnt a lot from being on secondment with a client and got excellent back up from my seat supervisor, that is, supervising partner. It was good to put the professional skills training into practice straight away.’

A partner in a law firm

Hélène, from Monaco, is an avocat admitted to the Paris Bar – the professional association for lawyers. She graduated with a Bachelor of Law (LLB) in Paris and obtained a Master’s Degree (LLM) in European Law from University College, London. She is a graduate of the Paris Institut d’Etudes Politiques.

‘I joined Applewood Branson two years ago and was promoted to partner in the corporate and banking team in Paris. Before that I worked for twelve years for other leading international law firms. I’ve got extensive experience of privatisations, mergers and acquisitions, and I advise investment banks and corporates.’
9.1 A potential Polish client is talking to an English solicitor. Complete the solicitor’s statements (1-3). Look at A opposite to help you. There is more than one possibility for one of the answers.

I’m looking for a lawyer to help me buy some land for a business. 1. My firm undertakes a lot of _________________. We could advise you and help to _________________.

We’ve had some trouble in the past with getting large invoices paid. 2. We can do _________________. If your case goes to court, we have _________________. _________________. and I can _________________. in the lower courts.

Can you appear in the Appeal Court? 3. No, I’m a _________________. but my firm would instruct a _________________. if a case were to go to the Appeal Court.

9.2 Complete the table with words from A, B and C opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
<th>Noun - person</th>
</tr>
</thead>
<tbody>
<tr>
<td>partner</td>
<td>‘partnership’</td>
<td>‘partner’</td>
</tr>
<tr>
<td>advise</td>
<td></td>
<td>trainee</td>
</tr>
<tr>
<td>specialise</td>
<td></td>
<td>practice</td>
</tr>
</tbody>
</table>

9.3 Ana García is talking about her career. Complete what she says with words from the table above and B and C opposite. There is more than one possibility for one of the answers.

I’m an _________________. a lawyer in Spain. I obtained my law _________________. in Barcelona. In the summers, as a student, I did a vacation _________________. in my uncle’s law _________________. I _________________. from university six years ago. Because my English and French are good I got a _________________. to the New York office of my firm. While I was there I was _________________. by the mergers and acquisitions team. I’ve always enjoyed working with large companies so now I want to _________________. in _________________.

**Over to you**

Write or talk to someone about your experience of legal education and training. For information on the work of solicitors and links to other international professional organisations, go to: www.lawsociety.org.uk/home.law and the International Bar Association: www.ibanet.org.
Barristers

Organisation

Sylvia Garrison, a practising barrister, is describing the training and organisation of the profession.

'There are currently around 9,000 barristers in practice in England and Wales. Unlike solicitors, barristers can’t form partnerships but must act as sole traders with unlimited liability. Some barristers are in employed practice and may only represent their employer, for example as in-house counsel or in government departments like the Crown Prosecution Service. Many work independently in self-employed practice in groups called chambers or sets and practice at the Bar as a barrister. Chambers are traditionally located in the four Inns of Court in London – Gray’s Inn, Lincoln’s Inn, Middle Temple, and Inner Temple – and are also located in the UK regions, known as circuits. The Inns are principally non-academic societies which provide collegiate and educational resources for barristers and trainees. Members of chambers, known as tenants, share common expenses and support services, which are administered by an administrative manager known as the Clerk, along with ancillary staff such as secretaries.

A barrister’s main work is to provide representation in the courts, where they are referred to as counsel, to draft documents associated with court procedure, and to give opinions, that is, specialist legal advice. They are normally instructed by solicitors or other recognised professionals, such as patent agents or Legal Advice Centres, on behalf of lay clients. As the law has become more complex, barristers increasingly specialise in particular areas, such as personal injury, crime, family or commercial law. A number of Specialist Bar Associations, also known as SBAs, support and represent members. Barristers are governed by the General Council of the Bar, known as the Bar Council, and the Inns of Court.’

Training and qualifications of practising barristers

‘Intending barristers need a qualifying law degree, for example a Bachelor of Laws, also known as an LLB. However, many students graduate in a non-law subject and undertake a one-year conversion course known as a postgraduate Diploma in Law, or GDL. The student barrister then applies to join one of the Inns of Court to study for the Bar Vocational Course, or BVC. It’s also mandatory for students to keep terms, which means dining at their Inn a fixed number of times, before they can be called to the Bar, that is, qualify as a barrister. Then the new barrister faces intense competition to obtain a funded pupillage in chambers for twelve months in order to get practical training. All applicants are advised first to do a mini-pupillage of one or two weeks to get some insight into what being a pupil is like. Pupillage, known as devilling in Scotland, is divided into two parts – a non-practising six months when pupils shadow their pupil master, an experienced barrister, by observing professional activities, and the second, practising six months when pupils, with their supervisor’s permission, can undertake to supply legal services and exercise rights of audience, in other words, speak in court. To gain a Full Qualification Certificate pupils must learn the rules of conduct and etiquette at the Bar, learn to prepare and present a case competently, learn to draft pleadings and opinions, have advocacy training, and pass a forensic accounting course which covers the use of financial information in litigation. If successful at the end of the twelve months, the qualified barrister applies for a tenancy in chambers. When a junior barrister has practised at the Bar for 10 to 15 years, it’s possible to apply to become a senior barrister, or Queen’s Counsel (QC), whose work concentrates on court appearances, advocacy, and opinions.’
10.1 Match the two parts of the definitions. Look at A opposite to help you.

1. Someone who works for his or herself is
   a. provide representation.  
2. If you speak on behalf of clients in court, you
   b. lay clients.  
3. Non-professional clients are known as
   c. self-employed / a sole trader.  
4. Barristers working solely for a company are called
   d. instructed.  
5. The governing authorities of barristers are
   e. in-house counsel.  
6. When a solicitor gives a barrister the
   f. practise at the Bar.  
   details of a case, the barrister is
   g. the Bar Council and the Inns of Court.  
7. When you work as a barrister you

10.2 Complete the extracts from a trainee barrister describing her professional life. Look at A and B opposite to help you. There is more than one possibility for two of the answers.

I took a first degree in Modern History, then did the (1) ........................................ in law at City University, which was much harder. I then did the (2) ........................................ at the Inns of Court School of Law.

Most days I’d expect to be present in (3) ........................................ from about 8.45 am to 7.00 pm, working almost throughout in my (4) ........................................ ’s room. During that time I (5) ........................................ his professional life completely.

I generally look at papers when they first come in. I’m expected to be able to suggest how the case might be approached. In a week I might draft a (6) ........................................ , prepare notes for a conference with clients, comment on draft witness statements, and research legal points.

Although all (7) ........................................ are for twelve months, if they think you have no prospect of finding a (8) ........................................ in the chambers, after six months you would be told discreetly.

Chambers runs (9) ........................................ training evenings to reduce the loss of opportunity to (10) ........................................ in court.

When I’ve practised for more than ten years, I’d be interested in being appointed as a (11) ........................................ , with a specialist area such as employment law.

Over to you

Explain the organisation of your profession as if you were speaking to a fellow legal practitioner.

For more Information on barristers, go to the Bar Council: www.barcouncil.org.uk/.
A company commercial lawyer

Sophie Breddle is talking about her work at Melton Deans.

I'm a partner in a medium-sized regional law firm, working within the Company Commercial Department. I head up a team of eight, comprising six lawyers and two paralegals – legal researchers – undertaking projects work for Public Sector clients. Our main client is a Government Department. We're instructed by them to advise and act on Private Finance Initiative Projects, also known as the PFI. This involves negotiating with a number of other parties comprising the funders, the building contractors, and facilities management and ensuring that the client's aims and objectives are met and their best interests protected.

A significant proportion of my time is spent in all parties meetings. As these transactions are complex, and the meetings are attended by all sides and their legal advisers, I have to make sure comprehensive notes are taken by an assistant solicitor. Following a meeting, documents reflecting the terms agreed are prepared and circulated for approval.

Within the practice, I'm a member of the Executive Committee and have responsibility for aspects of financial management within the department. I also deal with recruitment, training, and development within the department. During a working day as a fee earner, I have to combine my chargeable work for clients with administrative duties.

A legal secretary

An assistant solicitor is instructing Marie Lapotaire, the Commercial Department's legal secretary:

**Solictor:** I've just sent you some sound files with the minutes on from yesterday's meeting. Is there any way you can type those up before anything else? I know you've got a substantial amount of work at the moment.

**Marie:** No problem. Do you want me to circulate them by email as soon as I've finished, get a hard copy and put it on the file?

**Solictor:** Please, I'm going to be running between meetings for a large part of the day but if I get a minute, I'll have a quick look at the hard copy and mark it up with any changes. Don't wait for me to do that before getting the draft out – there are action points that the paralegals need to be getting on with.

**Marie:** Fine, I'll copy everyone in. Anything else? I've put all the documentation for Project Angel on your desk, I don't know if it's ready to go out yet?

**Solictor:** I saw that, thanks. No, I need to make sure that the client is happy with the latest clauses the funder wants. Also, I think they may have negotiated more concessions so I'll have to get back to you on those.

**Marie:** OK. By the way, I think your out of office message is still on, although the date's wrong. Don't worry, I'll change it. Your calls are still coming through to my phone so I'll carry on taking messages.
11.1 Make word combinations from A opposite using words from the box. Then use appropriate word combinations to complete Sophie Brette's sentences below.

<table>
<thead>
<tr>
<th>fee</th>
<th>chargeable</th>
<th>terms</th>
<th>interests</th>
<th>work</th>
<th>comprehensive</th>
<th>best</th>
<th>all parties</th>
</tr>
</thead>
</table>

1. I don't think we can accept that clause. It's not in the ________________ of the client.

2. Marie, can you go ahead and set up the next ________________? We need everyone to be there.

3. Will you check the ________________ match the notes taken from the meeting with the contractors and client?

4. We can't spend any more time on this. It's not ________________.

11.2 Find three expressions in A and B opposite which can be used in the combinations below to mean 'a lot of'.

my time / my week / my workload

11.3 Marie Lapointe is talking about her working day. Replace the underlined words and phrases with alternative words and phrases from B opposite. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

In addition to typing up (1) recorded notes from meetings, (2) sending a copy to everyone by email, and (3) printing off emails, most days I'll be given various other tasks to carry out, such as document generation. If the solicitor (4) indicates changes on a draft text, I'll (5) word process them. I sometimes have to get addresses and contact details from the Internet and make appointments for meetings or conference calls. Obviously, I also take incoming calls when the fee earners aren't available and I let the caller know the solicitor will (6) call them back. I'll also (7) continue with any other tasks she's given me. Once a month I attend the secretarial committee as the representative for my department.

Over to you
What is your function within your organisation? Talk about your responsibilities and a typical working day or week.

For information on the work of solicitors in specific law firms in the UK, go to: www.venables.co.uk.
Judges

Judicial appointments in England and Wales

<table>
<thead>
<tr>
<th>Judicial Office</th>
<th>Court (see Unit 4)</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lords of Appeal in Ordinary (also known as Law Lords)</td>
<td>House of Lords</td>
<td>12</td>
</tr>
<tr>
<td>Lord Justices of Appeal</td>
<td>Court of Appeal</td>
<td>37</td>
</tr>
<tr>
<td>High Court Judges</td>
<td>High Court of Justice</td>
<td>107</td>
</tr>
<tr>
<td>Circuit Judges</td>
<td>Crown Court and County Court</td>
<td>638</td>
</tr>
<tr>
<td>Recorders</td>
<td>Crown Court and County Court</td>
<td>1359</td>
</tr>
<tr>
<td>District Judges (Civil)</td>
<td>County Court</td>
<td>422</td>
</tr>
<tr>
<td>Deputy District Judges (Civil)</td>
<td>County Court</td>
<td>751</td>
</tr>
<tr>
<td>District Judges (also known as Stipendiary Magistrates)</td>
<td>Magistrates’ Court</td>
<td>139</td>
</tr>
<tr>
<td>Deputy District Judges</td>
<td>Magistrates’ Court</td>
<td>148</td>
</tr>
</tbody>
</table>

Note: Recorders generally hear less complex or serious cases than Circuit Judges and start by sitting in the Crown Court. After two years they might sit in the County Court. Number of judges listed in above table correct as of 27/11/06. See www.judiciary.gov.uk.

An Act of Parliament lays down the mandatory requirements for most judicial offices. Candidates must have practised as a lawyer or judge for a specified time and must meet other statutory requirements for specific posts. The hierarchical structure of the courts informs the process of selection to the Judiciary. Experience gained as a judge in a lower court is one of the qualifications for appointment to a higher court. Senior appointments to the Court of Appeal and the High Court are made by the Queen following the recommendation of the Prime Minister, currently on the advice of the Lord Chancellor—a senior member of the government and head of the judicial system.

The training of judges

The Judicial Studies Board (JSB) is responsible for the training of judges, lay magistrates, and members of Tribunals in England and Wales. The JSB would normally organise the following for an appointee Recorder in the Crown Court: an induction course, visits to penal establishments, for example prison and young offender institutions; meetings with personnel from the Probation Service, which deals with criminals, often young offenders, who are not sent to prison unless they reoffend, but who are under the supervision of a probation officer.

The appointee would experience a period of sitting in on the Bench—the judge’s area of the Court—with a Circuit Judge. In his first week after appointment he would be supervised by a Circuit Judge. Practical guidelines for judges are set out in Bench Books.

Civil courts: sentencing and court orders

Judges in civil courts can fine, commit to imprisonment (normally between 28 days and six months) or give a suspended sentence—where imprisonment does not take place unless the offender commits another offence. An applicant can seek an injunction—an order—against a respondent. The court may grant an interim injunction, that is, a temporary one, to stop the defendant from doing something before the hearing of the application. The judge can grant or refuse an injunction against a legal person to do or not do specified acts. The judge can, alternatively, require an undertaking, or promise, from the relevant party at the hearing proceedings.
12.1 Match the judicial offices in the box with the required qualifications below (1–4). Bear in mind the hierarchical structure of the courts. Look at A opposite to help you.

<table>
<thead>
<tr>
<th>Lord of Appeal in Ordinary</th>
<th>Lord Justice of Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit Judge</td>
<td>District Judge (Magistrates’ Court)</td>
</tr>
</tbody>
</table>

1 must have been qualified as a lawyer for at least seven years
2 must have been qualified for ten years, although three years’ service as a full-time District Judge is allowed
3 must have been qualified as a lawyer for at least 15 years and is usually drawn from judges in the Courts of Appeal in England, Wales, and Northern Ireland, and in the Court of Session in Scotland
4 the statutory qualification is at least ten years in the High Court as a lawyer and, in practice, to be a High Court Judge

12.2 Complete the definitions. Look at A and B opposite to help you.

1 ........................................... – collective word for a group of judges and the name of the place where a judge sits in court
2 ........................................... – formal collective word for all the judges in the legal system
3 ........................................... ........................................... – the specific post of a judge (for example, a High Court Judge)
4 ........................................... – place where people are held as a punishment when convicted of an offence.

12.3 Complete the sentences. Look at C opposite to help you.

1 Judges may make a first sentence for a non-serious offence a ........................................... sentence.
2 The period of ........................................... awarded by the judge should reflect the number and seriousness of the offences and their context.
3 A person who seeks an injunction is generally described as the ........................................... .
4 Instead of ordering a specific act, the court can seek the agreement of the relevant party to an ................................. to do the specified act.
5 An applicant may seek an ........................................... to prevent a breach of contract.
6 If an applicant claims that the defendant is about to do something that infringes his/her rights before there can be a hearing (for example, to dispose of disputed property), the judge may grant an ................................. ................................. .

Over to you
Describe the appointment and training of judges in your legal system. What powers of sentencing do judges have?

For more information on judges in the UK, go to: www.jsboard.co.uk/, www.dca.gov.uk/judicial/ and www.judiciary.gov.uk/.
A law firm's structure and practice

Anchor Robbins, a large UK law firm, is submitting a tender for the provision of legal services to a local authority. In the first section of the tender document, the firm’s structure and breadth of expertise is set out. Typically, descriptions of law firms’ practice areas and expertise are in strongly positive language.

1. **ANCHOR ROBBINS’ RESOURCES AND EXPERTISE**

1.1 **General Details**

**Personnel**

282 personnel including 38 partners, 62 solicitors, 12 other lawyers, 14 legal executives, and 10 trainee solicitors, in addition to clerical, secretarial, and support staff.

**Structure**

We have three specialist areas:

- **Commercial Property** incorporates Public Sector, Construction, Planning, and Environment.
- **Company Commercial** comprises Banking, Project Finance, Procurement, Employment, and Pensions.
- **Private Client** offers Wills, Trusts and Probate, Tax Planning, and Residential Conveyancing.

**Dedicated** specialist dispute resolution services are provided within each of the respective areas.

**Services**

We provide all the services you require. The head of our Projects team, Jan Stephenson, will lead the team providing legal services to you.

1.2 **Professional Indemnity Insurance**

We have provided full details of our current professional indemnity cover in our Pre-Qualification Questionnaire (PPQ). The terms of our cover are reviewed annually.

1.3 **Resources and Specialist Knowledge**

**Expertise and Structure:**

Each of our departments contains specialist partner-led teams ensuring that we are able to resource high quality specialist knowledge and provide a comprehensive service to our clients. Further details of our Projects Team are set out at (3) below.

**Commitment:**

We are committed to anticipating our clients’ needs and meeting them. Fundamental to this is the commitment of each team leader to understand thoroughly the priorities and business of our clients.

**Information Technology:**

We have made significant investment in our information technology systems in order to give the support and resources that our lawyers need. Our systems enable us to transfer know-how into a searchable database using links to cases and legislation, to monitor workloads, measure outputs, and plan ahead more effectively. The stability and security of our system is of particular importance to our clients and to us.

**Projects at Anchor Robbins:**

The Projects team is headed up by Jan Stephenson and brings together specialists in infrastructure, construction, energy, planning, and public sector. The team are able to draw on relevant expertise from elsewhere in the firm when required and have exclusive access to a dedicated Professional Support Lawyer.

The team have had extensive experience in handling PFI (Private Finance Initiative) since its very beginning and have been involved in a considerable range of accommodation projects including schools, hospitals, courts, and light rail projects.

---

Note: legal executives are qualified to assist solicitors but do not practise as solicitors.

Procurement — procedures, which may include use of a PPQ, by which public authorities award contracts for the provision of public works, supplies, and services in accordance with rules and regulations.

Private Finance Initiative (PFI) — collaboration between government and private sector companies to fund and develop major public infrastructure such as roads, schools, and hospitals.
13.1 Complete the sentences with verbs from A opposite. Pay attention to the grammatical context. There is more than one possibility for all of the answers.

1 The company ................. a wide range of services to international corporate clients.
2 Rattigan's employment practice ................. six partners, 14 associates and 11 other legal and support staff.
3 Our outstanding commercial litigation practice area ................. insurance and reinsurance litigation, securities and commodities disputes, partnership law, bankruptcy, and business torts.
4 Our finance department ................. lawyers who excel in cross-border transactions.
5 Our experienced mergers and acquisitions team is ................. Miguel Ortiz, who graduated in law at the University Complutense in Madrid and gained his LLM from ESADE.

13.2 Find verbs in A opposite that can be used to make word combinations with the phrases in the box. More than one verb may sometimes be possible. Then use appropriate word combinations to complete the sentences below. Pay attention to the grammatical context.

<table>
<thead>
<tr>
<th>relevant expertise</th>
<th>exclusive access</th>
<th>extensive experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>a comprehensive service</td>
<td>significant investment</td>
<td>specialist knowledge</td>
</tr>
</tbody>
</table>

1 The litigation team ................. in handling complex international disputes.
2 Our firm has ................. in knowledge management systems, enabling staff to access an extensive database.
3 Clients are able to ................. from dedicated teams in each practice area.
4 Due to the expertise of our staff we can ................. in commercial litigation in a number of jurisdictions.
5 We can ................. in domestic and multinational clients, with particular expertise in corporate and finance.

13.3 Complete the definitions. Look at A opposite to help you.

1 ................. - staff
2 ................. ................. - put in a formal proposal to win a contract with an estimate of the cost
3 ................. ................. - insurance to protect your business against compensation sought by a client for harm or damage caused by mistake or negligence by an employee of your firm
4 ................. ................. - move specialist knowledge
5 ................. ................. - evaluate work done

Over to you

Describe the structure and practice of a law firm you are familiar with or would like to work for.

For information on legal executives, go to: www.ilex.org.uk/; for information on European Public Procurement Directives, go to: www.eel.nl/ and carry out a search.
Explaning client care procedures

Greg Spencer is a South African lawyer taking part in an exchange programme with Bridgeman Banks, a sister firm in London. During his first week, John Coleman, the partner supervising him, is explaining the firm’s client care procedures.

‘One of the first things you’ll need to do on any new matter is a client care letter. As most of the clients you will be acting for will be existing corporate clients, you won’t need to carry out any identification procedures, although you should be aware of them. They’re all set out in the office manual, in the risk management section.

A client care letter should refer to the matter on which you are instructed to act and should set out the basic aims and the agreed target timescale, such as there is. In the letter you must inform the client of who will be undertaking work for them and give the name of the person with overall responsibility for conduct of the matter. In fact, the letters are normally prepared as if they’re from that person. We also inform clients that we have a partner who they can contact in the event that they have a complaint which they feel cannot be dealt with by the person supervising the file, although obviously we hope that that eventuality will not arise.

The letter should provide a fee estimate for work by staff and should also give the details of any anticipated disbursements, such as court fees, search fees, and other costs. If it isn’t possible to give a quote at the outset, or start, of a matter you may, for example, suggest that you obtain their approval before undertaking any work in excess of an agreed limit. You must agree to provide an estimate at the earliest opportunity and in the meantime let the client know what costs are being incurred.

There are precedent letters in the department manual that you can access via the Internet. I would refer to those rather than the hard copies, as they’re updated regularly on the system. Your secretary should be familiar with the letters so you need only give her the information specific to this matter in order for her to prepare the first draft.

As a firm we’re Lexcel compliant. Basically this means we conform to a standard approved by Lexcel and have incorporated their requirements into our systems, including those for file management. As well as giving quality assurance to our clients, our accreditation does make a difference to our indemnity insurance premium. As far as the insurers are concerned, the risk of a claim is lessened by the fact that we can demonstrate to an external auditor that we have effective risk management procedures in place.’

Note: identification procedures – regulations controlling identity checks on clients (see Unit 15) Lexcel compliant – indicates that a firm has the practice management quality mark of the Law Society (England and Wales). To find out about Lexcel, go to: www.lawsociety.org.uk/professional/practicesupport/lexcel.law
14.1 Complete the definitions. Look at A opposite to help you. There is more than one possibility for one of the answers.

1. ........................................... a handbook of instructions in your place of work
2. ........................................... models of standard correspondence
3. ........................................... costs to be charged to the client
4. ........................................... ........................................... fee for protection against compensation awards for damages
5. ........................................... ........................................... outside assessor who checks procedures comply with standards and regulations

14.2 Match the highlighted clauses in this extract from a client care precedent letter (a–f) with the instructions for writing a client care precedent letter given by the supervising partner in A opposite. The first one has been done for you.

Dear [ ].

[Ref: ]

I refer to [ ] when you confirmed our instructions to act for you in this matter. I will be pleased to do so on your behalf.

1 INSTRUCTIONS
1.1 Your instructions are [ to ] .
1.2 This will involve :-
   [list issues, advice, action to be taken as set out in the file note on client]

2 TIMESCALE
2.1 The likely timescale of this transaction is [ ] .

3 PERSONNEL
3.1 [ ] will deal with this matter personally and I am a solicitor with the firm.
   [d] John Coleman will be the partner with overall responsibility for supervision of the matter.
   [e] If for any reason I am unavailable please ask for my secretary, Aida Muñoz.

4 COSTS
4.1 In a matter such as this it is difficult to estimate the probable total charges as this depends on a range of factors beyond our control such as the conduct of the other side. We have therefore agreed that I will monitor our charges and when costs reach [ ] plus VAT and disbursements no further work will be done without your prior consent.
   [f] As soon as it becomes practicable to do so, I will provide you with an estimate as to the likely total charges and expenses.

In a client care letter you should...
(a) ... refer to the matter on which you are instructed to act ...

14.3 There are many ways of using ‘as’ in English and it occurs frequently in legal texts. It can function as a preposition, as a conjunction, and it can introduce a subordinate clause. Match the underlined examples from A opposite (1–5) with the appropriate synonym for its use in the text (a–f).

1 As most of the clients you will be acting for will be ...
2 ... letters are normally prepared as if they're from ...
3 As a firm we're Lexcel compliant ...
4 As well as giving quality assurance to our clients ...
5 ... as far as the insurers are concerned, the risk ...

a in addition to
b from the perspective of
c because
d on the basis that
e in the context of being

Over to you
Talk or write about the client care procedures you are familiar with as if to a colleague working for another firm. Describe your experience of professional quality assurance schemes.
Money laundering procedures

Below are extracts from a statutory instrument that has implications for law firms.

---

**PART II**

**OBLIGATIONS ON PERSONS WHO CARRY ON RELEVANT BUSINESS**

3. — (1) Every person must in the course of relevant business carried on by him in the United Kingdom —

(a) comply with the requirements of regulations 4 (identification procedures), 6 (record keeping procedures) and 7 (internal reporting procedures);

(b) establish such other procedures of internal control and communication as may be appropriate for the purposes of forestalling and preventing money laundering; and

(c) take appropriate measures so that relevant employees are —

(i) made aware of the provisions of these Regulations, Part 7 of the Proceeds of Crime Act 2002 (money laundering) and sections 18 and 21A of the Terrorism Act 2006[2]; and

(ii) given training in how to recognize and deal with transactions which may be related to money laundering.

(2) A person who contravenes this regulation is guilty of an offence and liable —

(a) on conviction on indictment, to imprisonment for a term not exceeding 2 years, to a fine or to both;

(b) on summary conviction, to a fine not exceeding the statutory minimum.

(3) In proceedings against any person for an offence under this regulation, it is a defence for the person to show that he took all reasonable steps and exercised all due diligence to avoid committing the offence.

**Identification procedures**

4. — (1) In this regulation and in regulations 5 to 7 —

(a) “A” means a person who carries on relevant business in the United Kingdom; and

(b) “B” means an applicant for business.

(2) This regulation applies if —

(a) A and B form, or agree to form, a business relationship;

(b) in respect of any one-off transaction —

(i) A knows or suspects that the transaction involves money laundering; or

(ii) payment of 15,000 euro or more is to be made by or to B; or

(c) in respect of two or more one-off transactions, it appears to A (whether at the outset or subsequently) that the transactions are linked and involve, in total, the payment of 15,000 euro or more by or to B.

(3) A must maintain identification procedures which —

(a) require that as soon as is reasonably practicable after contact is first made between A and B —

(i) B must produce satisfactory evidence of his identity; or

(ii) such measures specified in the procedures must be taken in order to produce satisfactory evidence of B’s identity;

(b) take into account the greater potential for money laundering which arises when B is not physically present when being identified;

(c) require that where satisfactory evidence of identity is not obtained, the business relationship or one-off transaction must not proceed any further; and

(d) require that where B acts or appears to act for another person, reasonable measures must be taken for the purpose of establishing the identity of that person.

**Regulation 7**

**Internal reporting procedures**

(1) A must maintain internal reporting procedures which require that —

(a) a person in A’s organisation is nominated to receive disclosures under this regulation (“the nominated officer”).

---

Note: Headings in the above document appear in bold in the original statutory instrument.
5.1 Complete the definitions. Look at A opposite to help you.

1 ___________________________ — process by which finance obtained through crime is used in such a way that it appears to originate from a legitimate source
2 ___________________________________________________________________________ — a business activity not carried out in the course of an existing business relationship
3 ___________________________ — anticipating and hindering
4 ___________________________________________________________________________ — as quickly as possible
5 ___________________________________________________________________________ — took every care and carried out required procedures
6 ___________________________ — confidential information made public

5.2 Replace the underlined words and phrases in the memo below with alternative words and phrases from A opposite. Pay attention to the grammatical context.

Bridgeman Banks – Internal Memorandum

To: All Partners and Fee Earners
From: Peter O'Donnell
Subject: Money laundering procedures

You will no doubt be aware of the serious implications for legal firms and their employees of failing to (1) observe the (2) Profits from Crime Act and the Money Laundering Regulations. Given that it is possible to become unintentionally involved in a money laundering transaction in the course of, for example, a property purchase, or in a situation where you (3) carry out activities on behalf of someone else, the firm is anxious to put in place systems and to provide training to ensure that there are effective procedures so that employees do not risk (4) breaking the regulation. The penalties following criminal prosecution and conviction may comprise imprisonment and a (5) money penalty. We need to be able to demonstrate that we (6) did what was possible and (7) carried out all formal requirements to avoid committing an offence. The main offences under the current legislation are:

- Not (8) hindering or preventing a money laundering arrangement
- Not making a (9) statement if you know or (10) guess money laundering
- Prejudicing an investigation, for example by tipping off a suspect

Evidence of identity

As you know, the precedent form of the Client Care letter for new clients and the firm's standard terms of business contain information to make clients (11) conscious of our obligations under the legislation. An important part of our procedures is the requirement to produce (12) sufficient proof of identity from new clients as soon as is reasonably practicable. Obviously there are different requirements (for example, appearance in person, passport, driving licence, etc.) for different types of client and the relevant guidance is set out in the Office Manual.

What to do if you are suspicious – internal reporting procedures

I am the firm's (13) named Money Laundering Reporting Officer. If you have any suspicion at all, either about a particular client or any aspect of a (14) business activity, please feel free to contact me. If I think we need to refer the matter to the National Criminal Intelligence Service, it is extremely unlikely we will be able to inform the client – this can amount to tipping off. It NCIS decides to investigate, we will have to terminate our retainer with the client.

Over to you

Explain how money laundering is dealt with in a jurisdiction you are familiar with, as if to a foreign colleague.

To see the Money Laundering Regulations 2003 and Proceeds of Crime Act 2002, go to: www.opsi.gov.uk/acts.htm
Client correspondence

Conciseness can be a feature of legal correspondence in English. This is partly achieved by using words or phrases to refer to segments of earlier text (substitution) or by not completing a phrase and omitting words (ellipses), assuming the reader can recover the meaning from the preceding text. Another feature of legal text is the use of capitals and initial lettering for key terms which may be defined or interpreted elsewhere in the text or in another document. The letter below is from a sequence of correspondence between a solicitor and his client. It concerns the final stages of the purchase of a company.

JENKINS WATSON
Strictly Private and Confidential
Mr G Bobbarr
Managing Director
Lincoln James Limited
4 India Street
Winchester
Dear Gerald

Project Ivory
Target Company – Franklin Red Limited (FR Ltd)

Following our meeting on Monday please find enclosed the further amended Heads of Terms relating to the above for your approval.

As previously discussed, you will let me have further instructions in relation to conditions to which Completion will be subject. You will see that I have left this matter as originally drafted for the time being.

I should be grateful if you would read the enclosed carefully and confirm that you are happy with the same, or alternatively let me know if any further changes are required. I will be engaged in meetings on Thursday morning but am in the office for the rest of the week (apart from that).

I look forward to hearing from you.

Yours sincerely

Alex Paine

Note: Enc. – an abbreviation for ‘Enclosure’, used to indicate that other documents are included
Heads of Terms – document setting out the principal agreement pre-contract
Completion – financial closure of the deal; when it is completed

Standard phrases for starting and ending letters and emails

Starting the reason for writing
I am writing to inform/advice you that...
Please find enclosed ... I am pleased to enclose ...
We act for / on behalf of ...
We are instructed by the above-named client in relation to ...

Referring to previous contact
Further to our recent correspondence ...
I write further to my letter / our meeting of ...
As previously discussed ...
Following our meeting on ...
Thank you for your letter/email of ...

Offering further assistance
Please let me know if you have any particular concerns ...
Please let me know if we can be of further assistance ...
If you have any questions, please do not hesitate to give me a call ...

Referring to the next step
I should/would be grateful if you could ...
Could you please confirm that ...

Ending
I look forward to hearing from you shortly / as soon as possible.
I look forward to our meeting / your reply.
6.1 Match the words and phrases from the letter in A opposite (1-6) with the synonyms (a-f).

1 apart from a for now
2 for the rest of b changed
3 enclosed c besides
4 further d for the remainder of
5 for the time being e additional
6 amended f together with the letter

6.2 Decide which of the following phrases underlined in A opposite is an example of substitution and which is an example of ellipsis. In the case of substitution, make a note of the phrase in the letter which it refers back to. In the case of ellipsis, make a note of the missing word(s). The first one has been done for you.

1 ... for the rest of the week apart from that.
    Substitution of ‘that’ for ‘Thursday morning’
2 ... relating to the above ...
3 ... I have left this aspect as originally drafted ...
4 ... read the enclosed carefully ...
5 ... and confirm that you are happy with the same, or ...

6.3 Read A opposite then say if these statements are true or false. Find reasons for your answers in the letter.

1 The Heads of Terms have been changed several times.
2 Alex Paine has made no changes to the conditions for Completion.
3 Alex Paine is not expecting his client to give him more instructions.
4 Alex Paine does not expect his client to reply if he is satisfied with the enclosed document.

6.4 Complete this letter from Alex Paine to his client with appropriate phrases from B opposite. There is more than one possibility for three of the answers.

Dear Gordon

Project Ivory
Target Company – Franklin Red Limited (FR Ltd)

(1) ...........................................................................................................(state the reason for writing) the Agreement in respect of the above which has now been agreed by FR Ltd’s solicitors. This has not changed since the last version sent to you by email. As (2) ...........................................................................................................(refer to previous contact) please note in particular details concerning employees in Schedule 5. I don’t think there are any surprises there but (3) ...........................................................................................................(offer further assistance).

If you are happy with the same, (4) ...........................................................................................................(refer to the next step) arrange for the Agreement to be executed on behalf of Lincoln James Ltd where indicated. Please bring the executed Agreement along to our meeting on Monday 11th.

(5) ...........................................................................................................(ending phrase).

Kind regards,

Alex Paine

Alex Paine

6 April 2007

Over to you
Look for examples of substitution and ellipsis in correspondence and practise decoding them. Make a note of standard phrases you notice in correspondence from English-speaking colleagues or clients.
Explanations and clarification

A

Explaning a procedure
When you list the different stages of a procedure, your listeners' comprehension of the information that you are presenting will be better if you use phrases to structure and signpost what you say. For example:
First ..., then ..., next ..., after that ..., finally ...
Other phrases you might use include:
The next thing/step is to ..., once that's been done ..., before that happens you/we ..., the last step will be to ...

B

Approximating and comparing
When talking to or writing to a client or colleague from another legal system, you may need to explain or describe features of your system which are different or broadly similar. The phrases below can be used to compare aspects of your system. It may be appropriate to use key terms in your own language and then offer a comparative explanation, for example:

In Scotland 'delict' arises from the law of obligations. This is comparable to 'tort' in England.

You have X, that's what we could call Y.

We don't have X, instead we ... different from

We have X but it differs from (your) Y in the following way ...

There is no comparable procedure approach institution regulation remedy in our/your system

In Germany this is referred to known as

This is similar to ... slightly [+] rather [++] very [+++]

This is equivalent to ...

C

Rephrasing and clarifying
When you are explaining something which is new or complex, it is important to check that your listeners understand what may be new terms or concepts. You can help their comprehension by rephrasing your words and help your own comprehension of what they say by rephrasing or summarising their words. You can use the phrases below to signal that you are rephrasing or asking for clarification.

In England we have a common law system, that is, cases are ...

... tort, in other words, a civil wrong.

... call to the Bar, this (actually) means qualify as a barrister.

Let me explain further ... put it another way ...

Could I (just) clarify that ...?

So, if I may (just) check I've got this right, ... I've understood you correctly, ...

So, what you're saying, suggesting proposing arguing is ...
17.1 Explain the different stages in getting proprietary rights for an invention as a client. Look at A opposite and use the information below to help you. The first part of the explanation has been done for you.

- consider submitting an application to the patent office in the research phase
- don’t publicly disclose the invention because this might be interpreted as prior publication
- think about using the services of a registered patent agent to help prepare the specification (the legal document) required by the patent office
- complete the form ‘Request for grant of patent’
- take or send the documents to the patent office
- the patent office decides whether the invention fulfills specific conditions before it grants a patent

You want me to give you an outline of the stages in getting proprietary rights. First, consider...

17.2 Complete the sentences with words and phrases from B opposite. Use the index to look up any unfamiliar terms. There is more than one possibility for four of the answers.

1 A bona fide act is ........................................................... an act in good faith.
2 The jury system in Scotland .................................................. that in England because there are 15 jurors on a panel in Scotland compared with 12 in England.
3 In the English legal profession, those with rights of audience in all the courts are barristers; in Scotland they are ............................................................. advocates.
4 ALADI (Latin American Integration Association) is .................................................. APEC (Asia Pacific Economic Cooperation) because it shares the aim of strengthening the trading system between its members.
5 In Scotland, juries may reach one of three verdicts: guilty, not guilty or not proven. This ............................................................. England where only two verdicts are possible: guilty or not guilty.

17.3 Complete the sentences with words and phrases from C opposite. There is more than one possibility for two of the answers.

1 The clause excludes abnormal weather conditions, .........................................................., weather which is significantly different from previous records, like a hurricane.
2 Towards the end of the agreement there are usually the boiler-plate clauses, .........................................................., clauses such as what the applicable law will be and the way in which notices have to be served.
3 During negotiations, arguments can often arise in connection with when a party has to perform an obligation, .........................................................., disputes can happen over the interpretation of terms like ‘immediately’, ‘forthwith’ and ‘as soon as possible’.
4 You referred to the term ‘forthwith’, .......................................................... you’re saying the term is ambiguous?

Over to you

Use appropriate phrases from A to talk about a complicated legal procedure you have to manage in the course of your work. Or, compare an aspect of your country’s legal system or law with an equivalent in the UK or the USA or another legal system.
Legalese

Legal language

Legal writing in English has developed over hundreds of years and is characterised by specific features, some of which can make it difficult for the non-lawyer to understand. Characteristics of legal writing include: using Latin terms (see text B below); using technical terms (‘subsidiarity’ — see Unit 8); using old-fashioned words not much in general use (see text C below); using pairs of words with a reciprocal relationship (‘lessee’/‘lessee’ — see Unit 39); using legal jargon (‘without prejudice to’) including the use of pairs of words (‘terms and conditions’), or triplets (‘build, erect or construct’); having special meanings for words in ordinary use (‘the judge determined the facts of the case’, where ‘determined’ means ‘decided’); using vague words (‘provide a sufficient service’); using long sentences with little punctuation; inverting word order (‘title absolute’); using capital letters to signal important or defined terms (‘the terms of the Lease ...’); avoiding personal pronouns (‘you’, ‘we’, ‘I’); the specific use of the modal verb ‘shall’ to impose an obligation or duty on someone (‘The tenant shall not sub-let the whole or part of the premises.’); the use of ‘shall’ in a directory sense (‘Notice of an appeal shall be filed within 28 days.’).

There is a movement to draft legal text in standard, modern, ‘plain’ English but any change will be slow.

Note: Some legal drafters argue that the use of ‘shall’ in a directory sense is to be avoided because of confusion. Note also the general English use of ‘shall’ to refer to future intentions (‘I shall write to him’), although this use is increasingly uncommon.

Latin terms

There are many Latin terms in written English legal text, although recent reforms in the English justice system have encouraged the use of English rather than Latin. Some Latin terms are used so frequently that they are in general English use (e.g., ad hoc, bona fide, pro-rated, etc.). It is useful to be able to recognise their meaning and a dictionary or online glossary will help. Forms of pronunciation vary.

<table>
<thead>
<tr>
<th>Latin Term</th>
<th>English Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ad hoc</td>
<td>for this purpose</td>
</tr>
<tr>
<td>affidavit</td>
<td>witnessed, signed statement</td>
</tr>
<tr>
<td>bona fide</td>
<td>in good faith</td>
</tr>
<tr>
<td>caveat</td>
<td>warning</td>
</tr>
<tr>
<td>de facto</td>
<td>in fact</td>
</tr>
<tr>
<td>de jure</td>
<td>by right</td>
</tr>
<tr>
<td>et cetera (etc.)</td>
<td>and so on</td>
</tr>
<tr>
<td>exempli gratia</td>
<td>(e.g.) — for example</td>
</tr>
<tr>
<td>ex parte (ex p.)</td>
<td>by a party without notice</td>
</tr>
<tr>
<td>id est (i.e.)</td>
<td>that is</td>
</tr>
<tr>
<td>in camera</td>
<td>hearing a case in private</td>
</tr>
<tr>
<td>in curia</td>
<td>in open court</td>
</tr>
<tr>
<td>in situ</td>
<td>in its original situation</td>
</tr>
<tr>
<td>inter alia</td>
<td>among other things</td>
</tr>
<tr>
<td>ipso facto</td>
<td>by the fact</td>
</tr>
<tr>
<td>per pro</td>
<td>on behalf of another</td>
</tr>
<tr>
<td>per se</td>
<td>by itself</td>
</tr>
<tr>
<td>prima facie</td>
<td>at first sight</td>
</tr>
<tr>
<td>pro rata</td>
<td>in proportion</td>
</tr>
<tr>
<td>quasi</td>
<td>if it were</td>
</tr>
<tr>
<td>sub judice</td>
<td>in the course of trial</td>
</tr>
<tr>
<td>ultra vires</td>
<td>beyond the power</td>
</tr>
<tr>
<td>videlicet (viz)</td>
<td>namely</td>
</tr>
</tbody>
</table>

Older words and modern equivalents

A number of linking terms are used in older written legal texts (case reports, legislation, court documentation, contracts, etc.) to refer to other parts of the same text, to different legal documents, or to related contexts.

<table>
<thead>
<tr>
<th>Latin Term</th>
<th>English Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>the aforementioned</td>
<td>notwithstanding — despite</td>
</tr>
<tr>
<td>the foregoing</td>
<td>thereafter — after that</td>
</tr>
<tr>
<td>the undermentioned</td>
<td>thereby — in that way / by that</td>
</tr>
<tr>
<td>hereafter</td>
<td>therein — in that (document)</td>
</tr>
<tr>
<td>hereby</td>
<td>thereof — of that</td>
</tr>
<tr>
<td>herein</td>
<td>thereto — to that</td>
</tr>
<tr>
<td>hereof</td>
<td>therewith — with that</td>
</tr>
<tr>
<td>hereto</td>
<td></td>
</tr>
<tr>
<td>herewith</td>
<td></td>
</tr>
</tbody>
</table>
18.1 Underline the characteristic features of legal writing mentioned in A opposite (for example, using old words) in the following consumer contract terms (1–3). Then complete the revised versions in plain terms (a–c) with appropriate words (or forms of words) from the original terms (1–3). Pay attention to the grammatical context.

1. This Agreement and the benefits and advantages herein contained are personal to each Member and shall not be sold, assigned or transferred by the Member.

2. Lessor shall not be liable for loss of or damage to any property left, stored, or transported by Hirer or any other person in or upon Vehicle either before or after the return thereof to Lessor. Hirer hereby agrees to hold Lessor harmless from, and indemnify Lessor against all claims based on or arising out of such loss or damage unless caused by the negligence of Lessor.

3. Title to property in the goods shall remain vested in the Company (notwithstanding the delivery of the same to the Customer) until the price of the Goods comprised in the contract and all other money due from the Customer to the Company on any other account has been paid in full.

   a. .................................. is not transferable.
   b. We are only ...................... for ...................... or damage to ...................... left in the ...................... if the loss or damage ...................... from our ......................
   c. We shall retain ownership of the ...................... until you have finished ...................... for them.

18.2 Match the sentences containing Latin terms (1–7) with the sentences which have similar meaning (a–g). Look at B opposite to help you.

1. There is a prima facie case to answer.
2. They have entered a caveat.
3. Their action was ultra vires.
4. The newspapers cannot report details of the case because it is sub judice.
5. An ex parte application was lodged at the court.
6. The court sat in camera.
7. An ad hoc committee was formed.

   a. They acted in a way which was beyond their legitimate powers.
   b. An application for an injunction was made to the court by one party and no notice was given to the other party.
   c. The case was heard in private, with no members of the public present.
   d. They have warned us they have an interest in the case, so they will need notice before we take any further steps.
   e. A committee was set up for the particular purpose of investigating the issue.
   f. The action should proceed because one side has shown there seems to be sufficient evidence.
   g. The case cannot be mentioned in the media if it is likely to prejudice court proceedings.

**Over to you**

What are the advantages and disadvantages of drafting legal text in 'plain' language?

For information on the plain English movement, go to: www.plainenglish.co.uk/law.htm
Business organisations

A

Sole trader

Jamie Anderson, a partner in the commercial department of a law firm, is commenting on the choices for different trading vehicles for business.

“A client wanting to operate a business for profit might select from a number of different trading entities. Each has different legal characteristics and is subject to different rules and regulations. The simplest and commonest form of business structure is a sole trader. This generally suits a relatively small enterprise, such as an independent software developer, a hairdresser, or a small shop. It’s headed by a single individual and it differs from a company in that the ownership and management is usually vested in the same person, who is personally responsible for all the debts of the business, and may thus risk becoming bankrupt. Finances are confidential and formalities are few, aside from Value Added Tax, or VAT, regulations.”

B

Partnerships

“A common form of structure for certain kinds of business, for example accountants, solicitors, and architects, is a partnership. This needs to have at least two members and normally a maximum of twenty. There is an exemption on size for some types of firm, such as solicitors and accountants. All the partners may be jointly and severally liable for all the debts of the business. The relationship between the partners is usually drafted in the Partnership Agreement. This can set out the duration of the partnership, its name and business, how profits, losses, and running costs are to be shared, how much capital each partner is to contribute, what roles will apply to the capital, what grounds will lead to a partner being expelled from the company, what restrictions are imposed on partners, and so on. It’s also possible to have a Limited Liability Partnership, or LLP, which has a legal identity separate from its members. In this sense it resembles a limited company (see text C). It’s possible for all the partners except one, known as the general partner, to be a limited partner. A sleeping partner may have a share in the business but doesn’t work in it. An individual is therefore able to invest capital in an LLP without risking any further liability. LLPs must be registered with the Registrar of Companies.”

C

Limited Companies

“A Private Limited Company (Ltd) is a separate legal entity which can sue, and be sued, in its own right. The Company is identified by its registered number, which will remain the same irrespective of any changes of name. A business can start life as a limited company and this may be particularly appropriate where high-risk projects are involved. In some instances, directors will be asked to guarantee the obligations of a company, for example by giving security over personal assets to guarantee company borrowing. This is particularly common in the case of new companies who are not able to demonstrate a history of profitable trading. A Public Limited Company, or PLC, is differentiated from a Private Limited Company in that the shares can be sold to the general public via the stock market to raise share capital. It’s mandatory for a PLC to have at least two shareholders, two directors, and a professionally qualified Company Secretary. The minimum authorised share capital is £50,000 and 25% must be paid up. Before the company can trade or borrow money, a Trading Certificate has to be obtained from the Registrar of Companies (see Unit 20).”
19.1 March the two parts of the sentences then replace the underlined words and phrases with alternative words and phrases from A and B opposite. There is more than one possibility for one of the underlined phrases.

1 Choosing an appropriate business medium depends on
2 An individual's business will cease to trade if
3 A small enterprise where one person bears the responsibility and takes the profits
4 In an ordinary partnership, all the partners are
5 In a Limited Partnership, a specified partner bears the risk
6 Partners need to decide
7 Details such as the division of profits and losses may be
8 Accountancy firms may have more than twenty members
9 Misconduct by a partner might lead to

a the starting date and length of the partnership.
b for the firm's debts, while limited partners have restricted liability.
c set out in the deeds (formal documents) of the partnership.
d her being forced to leave the partnership.
e because of freedom from the normal provision under the law.
f responsible collectively and individually for the financial losses of the business.
g a court declares the businessman is incapable of paying his debts.
h may be run by a single business person.
i a number of factors, such as the size and type of business and the need to limit liability.

19.2 Make word combinations from C opposite using words from the box. Then use appropriate word combinations to answer the questions below.

<table>
<thead>
<tr>
<th>Registrar of</th>
<th>Public</th>
<th>authorised capital</th>
<th>over personal assets</th>
<th>minimum share capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>raise obligations</td>
<td>guarantee entity</td>
<td>Companies legal</td>
<td>security Limited Company</td>
<td></td>
</tr>
</tbody>
</table>

1 In a private limited company, what guarantee may a director have to provide in order to borrow capital?
2 What type of business organisation must have £12,500 of shares paid up?
3 Which official keeps a record of all incorporated companies, the details of their directors and their financial states?
4 It is mandatory for a PLC to have 25% of what paid up?
5 What is the purpose of a PLC selling shares to the public?

A sole trader A partnership

Over to you
What information would you want from a client wanting to start up a small profit-making business? What advice would you offer your client?
For more information on UK company registration, go to: www.companieshouse.gov.uk.
Incorporation

Jamie Anderson, a partner in the commercial department of a law firm, is discussing the formation of a company in the UK with an overseas client.

The regulations for incorporation, that is, forming a company, are set out in the Companies Act 1985. There are a number of steps to be followed in this procedure. We offer this service to clients, as do accountants and other private sector formation, or registration, agents. Firstly, it’s necessary to choose a name for the company which is legally acceptable. The name to be registered isn’t necessarily the same as the trading name. The application for registration will be rejected if the name can’t be distinguished easily from a company which already exists as a registered company. The use of certain words, for example ‘British’, ‘International’ and ‘European’, may require prior approval before they can be used in a company name. Form 10, which gives the names of the directors and Company Secretary (see Unit 23), and form 12, are submitted to the Registrar of Companies at Companies House in the respective jurisdiction. On completion of registration, the new company will be given a company number, also known as a registered number, which remains constant throughout its life, and Companies House will issue a Certificate of Incorporation. In fact, it’s possible to begin trading as a company by purchasing a shell company, which is already registered, and having its shares transferred. This is a route chosen by clients where speed is a prerequisite.

A company must have an office in the jurisdiction at which it can be served with any legal process. The statutory books, or official company registers, must also be kept there and be available for inspection. Details of any registered company – its registered office, company number, accounting reference date, date of its financial year end, and history of previous names – can be found free of charge at Companies House.

*For companies registered in England or Wales – Companies House in Cardiff. For companies registered in Scotland – Companies House in Edinburgh.

Memorandum and Articles of Association

When a company is incorporated, it must adopt Memorandum and Articles of Association, also known as the ‘Mem and Arts’. The Memorandum sets out the Company’s objects, or purposes, and it’s important to ensure that these properly reflect the company’s intentions, for example the ability to mortgage company property for the purpose of raising finance. The Articles set out the relationship between the company and its shareholders. The requirements for directors’ and shareholders’ meetings are also set out here, as are restrictions on share transfer and allotment of new shares, and regulations concerning directors’ powers and duties. Most companies are limited companies with the liability of members limited to the nominal value of the shares they hold or, less commonly, the amount they guarantee to contribute to the company’s liability on liquidation – if the company is closed and its assets sold. A company must have a stated number of shares issued to properly identify shareholders. Any company will have a maximum amount of share capital which can be issued, known as the authorised share capital. A company need not issue all its authorised share capital.*

BrE: Articles of Association; AmE: Bylaws
BrE: Memorandum of Articles of Association; AmE: Articles of Incorporation

Note: For more information about shares, see Unit 21.
20.1 Jamie’s client has sent an email asking more about shelf companies. Complete Jamie’s reply. Look at A opposite to help you. There is more than one possibility for one of the answers.

Dear Michael,

You enquired about shelf companies. These are companies which are already registered at Companies House – often with a name which is linked to the (1) ........................................, for example 'XY 1000' where XY is the initials of the solicitor’s firm. The shares of the company are (2) ........................................ to the purchaser, who normally urgently requires a (3) ........................................... The (4) ........................................... is usually changed and a new Board of Directors and a (5) ........................................... are appointed to replace the initial Board and Secretary, who resign on transfer. Such companies usually have standard Articles of Association. The purchaser acquires the Certificate of (6) ...........................................

20.2 Jamie shows his client a sample Memorandum. Replace the underlined words and phrases with appropriate legal terms from A and B opposite.

No. of Company SC125543
The Companies Act 1985
PRIVATE COMPANY (1) RESTRICTED BY SHARES
MEMORANDUM AND (2) REGULATIONS OF ASSOCIATION
LANCELOT LIMITED

(Incorporated the 29th day of May 2002)
Arthur Evans Ltd, Registration Agents, 1 Tintellion Street, Edinburgh

1. The Name of the Company is “LANCELOT LIMITED”.
2. The Company's (3) location is to be situated in Scotland.
3. The Company's (4) purposes are-
   (a) To carry on for profit, directly or indirectly, whether by itself or through subsidiary, associated or allied companies or firms in the United Kingdom or elsewhere in all or any of its branches any business, undertaking, project or enterprise of any description whether of a private or public character and all or any trades, processes and activities connected therewith or ancillary or complementary thereto.
   (b) To carry on any other trade or business whatever which can in the opinion of the Board of Directors be advantageously carried on in connection with or ancillary to any of the businesses in the Company.
   (c) To purchase or by any other means acquire and hold options over any property whatever, and any rights or privileges of any kind over or in respect of property.
   (d) To improve, manage, construct, repair, develop, exchange, let on lease or otherwise (5) borrow capital with property as security, charge, sell, dispose of, turn to account, grant licences, options, rights and privileges in respect of, or otherwise deal with all or any part of the property and rights of the Company.
   (y) To do all such things as may be deemed incidental or conducive to the attainment of the Company's objects or any of them.
4. The (6) responsibility of the members is limited.
5. The Company's share (7) asset value is £10,000 divided into 10,000 shares of £1 each.

Over to you
What procedures are necessary to form a limited company in a jurisdiction you are familiar with?

For information on company formation in the UK, go to: www.companies-house.gov.uk.
Raising capital by share sale

A Share capital

How companies raise capital
A company limited by shares may raise capital by borrowing money and through the sale of shares. A company’s balance sheet - a statement of the financial position of a company at a specific time, for example at the end of the financial year - shows how the company is capitalised, or financed, by providing details of debt and share funding. ‘Capital’ refers to the liability of the company to the people who have provided it with finance on a long-term basis. A company is obliged to maintain its share capital in order to protect its creditors, and funds may only be taken from the capital following complex procedural rules. The Articles of Association provide the power to issue shares. The Memorandum sets out the nominal capital – the total of the face value, printed on each share, of all of the shares which the company is allowed to issue. When new shares are created by the company they are issued, or allotted, to shareholders – that is, they are allocated among applicants who subscribe for shares. A shareholder is a member of the company and holds a share certificate.

B Share value

All shares have a nominal value, generally of £1, also known as the par value. This value is set out in the capital clause of the Memorandum. Shares can be issued at a premium – for a sum greater than their nominal value – but they cannot be issued at a discount – less than nominal value. Contracts for the sale of shares may provide for deferred payment, that is, part may be left outstanding until the company makes a call for, or requests, the unpaid amount. The market value of a share depends upon the profitability of the company and the sum of its assets. The legal nature of a share for the shareholder will depend upon the contractual rights attached to the share, which is a chose in action – a personal right which can be enforced or claimed as if it were property.

C Rights attaching to shares

A company may issue different classes of shares, which have different rights attached to them. The usual rights include:

- A right to dividend, that is, a share in the profits. A company may only declare a dividend if it has made a profit.
- A right to vote on resolutions, for example proposals on matters relating to the approval of directors’ contracts, at the company’s annual general meeting (AGM) – a meeting of all the shareholders with the directors.
- A right to repayment of the investment in the event that the company is wound up, or closed.

Other rights are given as a matter of law by the Companies Act 1985. These rights are generally only given to shareholders with voting rights at company meetings. The Act provides that shares must first be offered to shareholders in proportion to their existing shareholding on terms at least as favourable as those offered to potential new shareholders. This is the right of pre-emption. Members of the company have 21 days in which to exercise the right. It does not apply if shares are issued for a non-cash consideration, that is, the price, not necessarily money, paid in exchange for the shares.
21.1 Match the two parts of the sentences then replace the underlined words and phrases with alternative words and phrases from A opposite. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

1. Shares can only be issued
2. The company Articles may allow directors
3. If more shares are applied for than the company has to offer,
4. Someone who owns shares is
5. The ownership of shares is

a. the company can divide out the shares,
b. known as a shareholder,
c. to equal the total face value of all the shares of the company, as set out in the Memorandum of Association,
d. generally evidenced by a receipt,
e. to raise capital by selling shares.

21.2 Make word combinations from B and C opposite using words from each box. Then use the word combinations to replace the underlined words and phrases in the sentences below.

| declare | the right |
| defer  | at a premium |
| exercise | a resolution |
| issue  | a dividend |
| vote on | payment |

1. The Companies Act requires 75% of the shareholders to show their opinion about a special proposal to change the company Articles.
2. The company will announce publicly that shareholders are going to be paid a proportion of the company's profits.
3. Current holders of shares may use their entitlement to buy newly issued shares before they are offered to new shareholders.
4. You can postpone paying in full for the shares until the company requests the unpaid sum.
5. The company can offer shares for sale at a higher price than their par value.

Share certificates
Share prices

Over to you

What rights do shareholders have in a legal jurisdiction you are familiar with?
For information on shares in the UK, go to the London Stock Exchange:
Debt financing: secured lending

Granting security

Usha Patel, a company lawyer, is advising Patsy Nielsen, the director of her client company, Rosie Glow Cosmetics Limited. The client wishes to acquire and equip new business premises which are offered for sale, together with an adjacent unit, for a price of £250,000. W.W. Jones Bank has offered the company a loan of £300,000.

Usha: I see that the bank's facility letter makes the loan conditional upon the grant of a debenture to include a floating charge over all the company's assets, so anything of value belonging to the company. There's also a first legal charge over the property, which is like a mortgage. I suppose that's not surprising given that there's a shortfall, you know, a gap, between the purchase price of the property and the total of the loan. Have you had a valuation yet?

Patsy: A survey has been done – we're waiting for the report. I actually suspect that the valuation will be slightly higher than the agreed price, because the seller's in financial difficulty and wants a quick sale.

Usha: Well, we'll see what the valuation comes out at. If it's really close to the £300,000, I think we should try to persuade the bank that they'll have adequate security without a floating charge over all the assets. As I recall, the company has a pretty high asset value with your existing machinery already. It may be that the bank will agree to go with a debenture which is limited to a charge over the freehold – that's your absolute right to hold the property or land without paying rent – and a fixed charge over the machinery. Now, the company hasn't granted security before. Are you familiar with the concept of charges?

Patsy: Not very.

Usha: Well, if the debenture is granted at the same time as completion – that's the final stage in the sale of the property – it'll include a mortgage over the freehold property. This is effectively a transfer of the title to the property to the bank as mortgagee, subject, of course, to an obligation to transfer it back on repayment of the loan. The fixed charge will be over other property interests and will usually include shares, goodwill, book debts, and machinery. This means that in the event of default, the charged assets can be appropriated by the charge holder, who's a secured creditor, to be sold in order to recover the sum secured.

The terms of a charge

Usha: The terms of the mortgage and fixed charge will usually contain insurance obligations and restrictions on the company's ability to deal with the charged assets without the bank's consent. For instance, if the adjacent unit is surplus to your requirements and you decide to let it to a tenant, as the lessor you'll need to obtain the bank's consent. This will usually involve them approving the form of lease. Assets which are of a more transient nature, such as stock, can't be secured by a fixed charge, so a floating charge can be used. While a floating charge is in place a company can still deal with the assets without the consent of the charge holder. A floating charge is sometimes described as being like a large cup; it hangs inverted above the assets and doesn't affect the charge until the charge crystallises. At this point, it descends upon the assets and becomes a fixed charge. Usually a bank gives notice of crystallisation. I imagine the debenture will contain a negative pledge, which is a type of undertaking. It means that you won't be able to create any other interest in the charged property, including those subject to the floating charge, without consent.
2.1 Complete the definitions. Look at A opposite to help you.

1. Grant .................................................. – agree to secure the changing assets of a company, for example stock, not any specific asset.
2. Grant .................................................. – agree to secure a particular asset, for example equipment or property.
3. Grant .................................................. – agree to a document in which a company acknowledges a debt in exchange for security over the company’s assets specified in the document.
4. Grant .................................................. – agree to guarantee repayment of a loan by charging assets or property in favour of the lender.
5. Grant .................................................. – agree to a document transferring an interest in land or buildings as security for the payment of a debt.

2.2 Complete this extract from a law firm’s website with words from the box. Look at A opposite to help you.

secured mortgage floating charge debenture repayment insolvent
defaults creditors charge charge holder assets fixed charge

A company may be funded by a loan, for example from a bank, on which it pays interest and for which repayment may be guaranteed by a (1) .................................. or a (2) .................................. on one of the company’s (3) .................................., for example a building or land owned by the company. This is certified by a document generally called a (4) .................................. Debenture holders are (5) .................................. of the company. If the company becomes (6) .................................., that is, unable to pay its debts, debenture holders are entitled to priority over non-secured creditors to receive (7) .................................. Debenture holders are normally (8) .................................. by a (9) .................................. over specific property. Assets which are of a more changeable nature, such as vehicles, cannot be secured by a fixed charge, so a (10) .................................. may be used. If the company (11) .................................., its assets may be seized by the secured (12) ..................................

2.3 Complete the table with words from A and B opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you. Then complete the definitions below with words from the table.

<table>
<thead>
<tr>
<th>Noun - type of legal agreement</th>
<th>Noun - legal person who assigns (transfers) an interest or use in a property to another</th>
<th>Noun - legal person who has been assigned an interest in or use of a property</th>
</tr>
</thead>
<tbody>
<tr>
<td>mortgage</td>
<td>‘mortgagor’</td>
<td>‘mortgaggee’</td>
</tr>
<tr>
<td></td>
<td>‘charger’</td>
<td></td>
</tr>
<tr>
<td>grant</td>
<td></td>
<td>lessee (tenant)</td>
</tr>
</tbody>
</table>

1. A .................................. agrees to a charge over their property as a security for a loan.
2. A .................................. lends money to the mortgagor and has a charge over the mortgagor’s property.
3. A .................................. grants a lease on a property.

Over to you

What types of guarantee are offered as security for loans in your legal system? How can investors discover whether a company has charges over its assets?
Qualifications and duties of a company director

Company directors

There are no mandatory qualifications to become a director of a private or public limited company (plc), although the following persons are disqualified and are not allowed to hold the position:

- an undischarged bankrupt, who has not been released by the court from his debts, unless leave, or permission, is obtained from the court;
- a person disqualified by a court from acting as a company director. If leave is given by a court, it must be for the person to be appointed as a director for a specific company;
- in Scotland, a person under the age of 16;
- anyone over the age of 70 in the case of a plc. This age requirement may be waived, or ignored, in the case of a candidate named by a general meeting of the company.

Although incorporation limits liability, the directors retain personal responsibility to ensure the company complies with the filing of documents at Companies House on time, as required by the Companies Act. Failure to do so is a criminal offence and may result in the imposition of a fine together with a criminal record. Persistent failure to fulfil these duties may lead to disqualification from holding the office of director in the future. The directors must ensure that:

- accounts for limited companies are delivered to the Registrar of Companies within the requisite period, normally within ten months of the accounting reference date in the case of private limited companies or within seven months in the case of a plc, although the requisite period may be amended by legislation. The defaulting company may be charged a late filing penalty in addition to any other fine imposed by a court;
- annual returns are submitted as specified by the Act. In the event that these are not submitted, and the Registrar believes that the company is no longer operating, he may strike it off the register and dissolve it. Any assets of the company at that point may become the property of the Crown;
- notice of change of directors or their details is provided to the Registrar;
- notice of any change to the registered office is provided to the Registrar. If this is not done, statutory notices may be validly served on the registered office.

Qualifications and duties of a company secretary

Company secretaries

The qualifications required to be a company secretary are set out in the Companies Act 1985. As a company officer, the company secretary may be criminally liable for a default committed by the company, for example failure to file the company’s annual return with Companies House in time. An employment contract will usually specify the remit of their duties, that is, the areas of responsibility, which normally include:

- maintaining the statutory registers, for example the register of members;
- filing the statutory forms, for example notifying changes among the directors;
- serving members and auditors with notice of meetings;
- supplying a copy of the accounts to every member of the company;
- keeping minutes of directors meetings and general meetings.
23.1 Find answers to the FAQs below. Look at A opposite to help you.

1 Hugh Minton-Davies has been offered an appointment as a director for Gecko plc, registered in England. He’s 71, a non-EU citizen with South African nationality, and has been a director of several South African companies. He has unpaid debts and has been unable to pay his creditors.
   Is he qualified to hold the office of company director for Gecko plc? Why / why not?

2 The directors of Gecko plc have filed their accounts at Company House more than nine months after the accounting reference date. They have failed to notify the Registrar of the death of a director and the appointment of Hugh Minton-Davies.
   Can you advise the directors on their situation?

3 The annual returns of Monocles Ltd have not been submitted for two years and correspondence sent to their registered office in England has been returned.
   What may happen to the company?

23.2 A new managing director, Simon Brown, is getting an update from the company secretary, Helen Bernard. Match Simon’s questions (1–5) with Helen’s responses (a–e). Then replace the underlined words and phrases with alternative words and phrases from A and B opposite. There is more than one possibility for three of the answers.

1 Helen, can I just quickly check what’s been done? What’s happened to the accounts?

2 When did you do that?

3 You remember we lost Eva Feiberg as a Director?

4 And we’re going to change the location of the company’s registered office.

5 We’ve got the annual general meeting coming up soon.

a Yes, we’ll follow the requirement to inform the Registrar.

b Yes, I’ve forwarded the details about her to the Registrar.

c No problem, Simon, I’ve sent out a notice to members and included the record of the last AGM.

d Don’t worry, I sent them in good time.

e I sent them to the Registrar.

**Over to you**

What legal restrictions are there on the appointment of company directors in a jurisdiction you are familiar with? Are there too many or not enough?

For more information, go to the Directors and Secretaries Guide in the UK at:
www.companieshouse.gov.uk/.
Insolvency
Charles Stanley, an insolvency lawyer, is advising a client.

"Insolvency describes the financial state of a company when its debts or liabilities exceed its assets and available cash. As soon as a company is insolvent, it must take action to resolve the situation. This may include renegotiating debt, realising assets to discharge debt, or even borrowing more money and increasing the liabilities. There's a wealth of legislation that imposes obligations on company officers in relation to the interests of creditors. There are secured creditors, whose lending is protected by security over the company's assets, for example banks, and there are unsecured creditors, often suppliers, who may initiate action to achieve repayment. There are also preferential creditors, such as the company's own employees, for example in cases where wages haven't been paid, and occupational pension schemes. The options available to an insolvent company will be affected by the position taken by its creditors, and the various parties may seek legal advice. My colleagues and I often work on behalf of clients with a specialist accountant, an insolvency practitioner, also known as an IP."

Insolvency scenarios
Look at this extract from a leaflet describing possible insolvency scenarios.

<table>
<thead>
<tr>
<th>Action initiated</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>A charge holder (see Unit 22) – including holders of floating charges created since the Enterprise Act 2002 – or the company directors file notice at court for an administration order.</td>
<td>An order is made by the court appointing an administrator to take control of the company and to maintain it as a going concern. The company is then said to be 'in administration'.</td>
</tr>
<tr>
<td>A charge holder with a floating charge created before the Enterprise Act 2002 appoints an administrative receiver (an AR).</td>
<td>The receiver must realise the assets subject to the floating charge on behalf of the charge holder. The floating charge crystallises and is treated as a fixed charge. Certain creditors will have rights in priority to the charge holder's. A company in administrative receivership is often said to be 'in receivership'.</td>
</tr>
<tr>
<td>A creditor or company directors petition the court to make a winding up order.</td>
<td>The court makes a winding up order and the company is put into compulsory liquidation. A liquidator is appointed to realise the company's assets.</td>
</tr>
<tr>
<td>Shareholders decide to put the company into liquidation when the company is still solvent, that is, has sufficient assets to discharge the company's debts.</td>
<td>Members' voluntary liquidation</td>
</tr>
<tr>
<td>Shareholders decide to put the company into liquidation if the company is insolvent. Creditors accept the liquidator.</td>
<td>Creditors' voluntary liquidation</td>
</tr>
<tr>
<td>Company directors, with the assistance of an authorised insolvency practitioner, apply to the court for approval of a formal arrangement with creditors, as set out in a proposal to pay creditors under the supervision of the IP.</td>
<td>Company voluntary arrangement (CVA) and appointment of a supervisor</td>
</tr>
</tbody>
</table>
24.1 Choose the correct word in brackets to complete the sentences. Look at A opposite to help you.

1 A [debtor/creditor/director] is a person or body owed money by a company.
2 The creditors may take action in relation to an [bankrupt/solvent/insolvent] company that will result in the company becoming subject to one of several insolvency regimes.
3 Suppliers are often [unsecured/preferential/secured] creditors.
4 Employees and occupational pension schemes fall within the class of [solvent/preferential/secured] creditors, who are entitled to receive certain payments in priority to secured creditors.
5 A liquidator is appointed by the creditors or the members to [exceed/realise/discharge] assets which may then be divided up among the creditors.
6 If the company has insufficient assets to [discharge/realise/exceed] its debts, creditors may decide to put the company into liquidation.

24.2 Answer the questions. Look at B opposite to help you. There may be more than one possible answer.

1 Who can initiate
   a voluntary liquidation?
   b a company voluntary arrangement?
   c compulsory liquidation?
   d a company going into administration?
2 How can a charge holder obtain an administration order?
3 How may company directors obtain a winding up order?
4 What term describes the stage at which a floating charge descends upon the assets and becomes as though it were a fixed charge?
5 How could you describe a company that is actively trading?
6 What term describes the process of ending the carrying on of a company?
7 What term describes the state of being able to pay all debts or claims?

24.3 Complete this extract from an email about an insolvency proceeding with prepositions from A and B opposite.

From: chas.stanley@dsbsolicitors.com
To: p.j.s@bedford-lay.com
Subject: J.I.T Ltd

Dear Peter,

Further to our phone discussion, I’m writing (1) [on] behalf (2) [on] my client whose interest in J.I.T Ltd is set (3) [under] separate cover. The document I’ve sent under separate cover. The document was drawn up (4) [at] the assistance (5) [at] an insolvency specialist and should be treated (6) [as] a working draft. Could you let me have your opinion (7) [of] relation (8) [to] the interests of other creditors and as soon as possible?

Over to you

What happens if Insolvency proceedings are instituted against a company in a legal jurisdiction you are familiar with?

For more information about insolvency in the UK, go to the UK insolvency helpline at: www.insolvencyhelpline.co.uk/.
Alternative dispute resolution

Anna Chapter heads the Litigation team in a large firm of solicitors. She is talking to a client about alternative dispute resolution.

"Alternative dispute resolution, often abbreviated to ADR, is well-established in a number of jurisdictions, including the USA, Canada and Australia. Over recent years, we’ve seen the emergence of mediation organisations and dispute resolvers, some on the Internet. In the UK, ADR is positively promoted for use in a wide range of civil disputes, including small claims, family matters, construction or building contracts, and complex international commercial disputes. It’s generally proposed as a cost-effective alternative to the litigation process and entered into on a voluntary basis by disputants, or because of contractual provisions, that is, the conditions of a contract. Many commercial agreements now include dispute resolution clauses in which the contracting parties agree the method to be used if a dispute occurs during the life of the contract. However, parties may also be referred to ADR by the court during the course of litigation. A Civil Procedure Rule requires the UK civil courts, as part of the case management process, to encourage and facilitate parties to use ADR procedure if appropriate. A National Mediation Helpline has also been set up to provide advice by telephone or online."

ADR procedures

ADR refers to a number of different procedures used to reach a settlement. Some frequently used methods are:

- Arbitration – this is a more formal and binding process where the dispute is resolved by the arbitrator nominated by both parties.
- Mediation – possibly the most popular process. An independent third party, normally with appropriate expertise in the area of contention or dispute, is appointed by the parties to act as a mediator. The mediator process begins with an all parties discussion; following this the respective parties separate to discuss the issues and, with the assistance of the mediator, seek to negotiate a settlement. If settlement is reached, it can become a legally binding contract.
- Med-Arb – the dispute is initially submitted to mediation but if mediated settlement cannot be reached, then the matter is referred to arbitration.
- Adjudication – the method most commonly used in construction disputes. A quick decision is made by the adjudicator and a time period is specified during which either party may give notice to refer the matter to arbitration or litigation. The adjudicator’s decision is binding upon the parties and must be followed, unless and until a higher decision is made by an arbitrator or the court.
25.1 Complete the table with words from A and B opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Verbs</th>
<th>Noun - concept or object</th>
<th>Noun - person</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>refer</td>
<td>referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>dispute</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>resolve</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>contractor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25.2 Complete the extract from a model ADR clause with words from the table above and A opposite. Pay attention to the grammatical context.

1. Dispute Resolution Procedure
1.1 General
1.1.1 All disputes between the (1) .................................. arising out of or relating to this Agreement shall be referred, by either (2) .................................. , to the project board for resolution.
1.1.2 If any dispute cannot be (3) .................................. by the project board within a maximum of 114 days after it has been referred under Clause 1.1.1, that (4) .................................. shall be (5) .................................. to the [appropriate officer] of the [public sector client] and the [e.g. project manager] of the [6] .................................. for resolution.
1.1.3 Work and activity to be carried out under this (7) .................................. shall not cease or be delayed by this dispute (8) .................................. procedure.

25.3 Complete the extract from an email about online ADR using words from the table above and A and B opposite. Pay attention to the grammatical context.

Tom – there has been some client interest in online ADR. Settlement websites in the US are offering a mediation service on the basis of an agreed (1) .................................. by the parties. Some organisations are experimenting with chat rooms, creating virtual (2) .................................. rooms as a way of reducing the costs of resolving disputes. Each party communicates through the online (3) .................................. via email, who passes responses between the parties. Some websites offer a computer-assisted method for (4) .................................. disputes over claims. The software compares offers and counteroffers, keeps offers confidential, and pronounces a (5) .................................. at the mid-point between the defendant’s offer and the claimant’s demand.

25.4 Are the following statements true or false? Find reasons for your answers in A opposite and the email above.

1. Online mediation is a formal and binding process.
2. The adjudicator passes email responses between parties online.
3. Online mediation is commonly used to resolve construction disputes.
4. The defendant and the claimant are independent third parties.

Over to you
What experience have you had of ADR? Is it supported in a jurisdiction you are familiar with? How? What are the advantages and disadvantages of online mediation?

For more information, look at the Office of Government Commerce at: www.ogc.gov.uk/ and the Centre for Effective Dispute Resolution at: www.cedr.co.uk/.
Corporation Tax liability in the UK

Corporation Tax is the tax payable on a company’s income (for example from investment in shares) or gains (for example from the sale of assets) at the statutory rate. In this context ‘company’ is used to refer to the following, in addition to the more conventional meaning of the word:

- Members’ clubs, societies and associations who might have trading activities or income from non-members, for example amateur sports clubs
- Trade associations, for example the Association of British Travel Agents (ABTA), the regulatory body for British travel agents
- Housing associations – in the UK, independent, not-for-profit bodies that provide low cost ‘social housing’ for people in housing need
- Groups of individuals carrying on a business, for example cooperatives, but not partnerships (see Unit 19)

All companies resident in the UK are subject to Corporation Tax on their profits in an accounting period. A non-UK incorporated company may also be subject to Corporation Tax, if it is managed and controlled from within the UK.

Although Companies House notifies the Inland Revenue – the UK tax authority – of the formation of a company on completion of registration, it is still the responsibility of the company to inform the Revenue of its existence and liability to pay tax. This must be done within 12 months of the end of the company’s accounting period. An accounting period starts when a company first becomes chargeable to Corporation Tax or when the previous accounting period ends. It cannot exceed 12 months for the purpose of tax. The normal due date for the payment of tax is no later than nine months plus one day after the end of the accounting period, although large companies – that is, those with annual profits in excess of a stipulated amount – are obliged to pay their tax early by Quarterly Instalment Payments.

Word combinations with ‘tax’

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>avoidance</td>
<td>trying legally to minimise the tax to be paid, for example by using tax loopholes (gaps in the law)</td>
</tr>
<tr>
<td>benefits</td>
<td>advantages</td>
</tr>
<tr>
<td>bill</td>
<td>demand for money owed in taxes</td>
</tr>
<tr>
<td>chargeable</td>
<td>tax that may be levied on profits</td>
</tr>
<tr>
<td>due</td>
<td>tax that has to be paid by a required date</td>
</tr>
<tr>
<td>efficiency</td>
<td>ways of reducing taxes owed</td>
</tr>
<tr>
<td>evasion</td>
<td>illegally trying to not pay tax</td>
</tr>
<tr>
<td>exemption</td>
<td>a principle permitting freedom from payment of tax. For example, non-profit-making organisations may claim tax exemption.</td>
</tr>
<tr>
<td>point</td>
<td>date at which a tax begins to be applied</td>
</tr>
<tr>
<td>relief</td>
<td>help, allowing a company (or individual) not to pay tax on part of their income</td>
</tr>
<tr>
<td>Tax Return</td>
<td>form issued by the taxation authorities for declaration of income and allowances, also known as a declaration</td>
</tr>
</tbody>
</table>
26.1 Replace the underlined words and phrases with alternative words from A opposite. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

1 Will you formally inform the Inland Revenue?
2 I believe it’s a business run by a group of owners who share the profits and the work.
3 The figure named is currently £1.5 million.
4 We’re going to be taxed on money received from sales of goods or services after costs have been deducted.
5 How long have we got until the day on which payment is required?
6 There’ll be some tax on money from sale of assets this year.
7 Don’t forget, you’ll have to pay tax by payment of part of the total sum due.
8 I don’t think there’ll be much tax on money from investments in this accounting period.
9 Profits aren’t going to be greater than £1 million this year.

26.2 Complete this extract from an advisory email from a solicitor with word combinations from B opposite. Use each combination only once.

Dear Bertil,

In answer to your query about UK tax liability, I’ve set out a brief outline below.

The responsibility for the calculation of the tax due lies with the company. Tax is generally (1) on the company’s total profits – including chargeable gains. A company must follow the special rules in calculating the tax due and, following this self-assessment, submit a Company Tax (2) to the Inland Revenue together with the payment of tax (3).

If there has been expenditure on research and development, companies may qualify for special tax (4) on part of their income. Although there is no annual tax (5) for capital gains, rollover relief may be available where business assets are replaced and trading losses are normally set against income and gains of the same accounting period or even of the previous year. The rules setting out these reliefs and others are complex, and companies generally employ specialist advisers to help maximise their use of the various reliefs in order to minimise their tax (6).

The fact that corporate tax rates in the UK are lower than income tax rates (to which individuals are subject), and that company dividends (which the owners of a company can pay to themselves) are taxed more lightly than other forms of income, means that businesses may opt to incorporate primarily to enjoy such tax (7)… Again, specialist advice may be sought by non-incorporated businesses that wish to calculate the tax (8) of such an option.

Over to you

How is a corporation’s taxable income assessed in a jurisdiction you are familiar with? What tax benefits are available to corporations?

For more information on Corporation Tax in the UK, go to HM Revenue and Customs at: www.hmrc.gov.uk.
Mergers and acquisitions

Steve Jakes is a senior partner in a law firm and specialises in mergers and acquisitions. He's talking to a client from Japan.

'A merger or takeover occurs when one company has acquired the majority, or even the entirety, of the shares of the target company. Statutory schemes of arrangement of companies are contained within the Companies Act. In the conventional non-statutory situation, the acquiring company, or offeror, usually makes an offer to acquire the shares of the target company, the offeree, and gives the shareholders a fixed time within which to accept the offer. The offer is made subject to the condition that it will be only be effective in the event that a specified percentage of the shareholders accept the offer.

The price offered for the shares is usually more than would ordinarily be obtained at that point in time for those shares on the stock market. This constitutes the takeover bid. Of course, if the board of directors doesn't recommend the offer to its shareholders, it's regarded as a hostile takeover.

The freedom of companies to merge in this way is controlled by various statutes, European Community (EC) competition authorities (known as antitrust regulators in the US), and the courts, which regulate anti-competitive concentrations of market power. If a merger is permitted, clearance is given by the regulatory authorities.'

Dealing disclosure requirements

'The conduct of takeovers is controlled by rules set by the City Code on Takeovers and Mergers. The Code is administered by the Panel of Takeovers and Mergers, an independent body which draws its members from major financial and business institutions. UK registered and resident public companies have to abide by the Code. Disciplinary action may result from certain breaches of the Code, for example failing to disclose dealings in relevant securities of the offeree company. The guiding principles behind the Code are that shareholders are treated fairly and are not denied an opportunity to decide on the merits of a takeover, and that shareholders of the same class are afforded equivalent treatment by an offeror.'
7.1 Complete the table with words from A opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>acquire</td>
<td>acquisition</td>
<td></td>
</tr>
<tr>
<td>compare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>regulate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.2 Complete the article with words from the table above and A opposite. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

Linde offers £138m to ease delay in BOC bid

Linde has offered to pay BOC Group shareholders up to £138.4 million in compensation if anti-trust delay the German group's approach in a move designed to allay fears that regulators could block Linde's £8.2 billion for BOC, the German supplier said that it would pay up to 27p per BOC share if it had not received clearance in Europe and America by July 26. The cash promise is supposed to partly cover the interim dividend that BOC shareholders would have otherwise received around July or August if their company had remained independent. Neither Linde nor BOC expect objections to their proposed , although they have given warning that the deal is unlikely to be completed until late summer. They expect regulators to sign off on the deal by the end of May.

The Times

7.3 Steve Jakes is answering a client's enquiry about the rules on dealing disclosure. Complete this extract from his email. Look at A and B opposite to help you. Pay attention to the grammatical context.

Dear Jan,

You asked about dealing disclosure rules in takeovers. Below is a summary of rule 8.3 of the City Code on Takeovers and Mergers, which everyone must or risk disciplinary action.

'Under the provisions of Rule 8.3 of the City Code on Takeovers and Mergers (the "Code"), if any person is, or becomes, "interested" (directly or indirectly) in 1% or more of any class of "relevant securities" of [the offeror or of] the (2) company, all "dealings" in any (3) of that company (including by means of an option in respect of, or a derivative referenced to, any such "relevant securities") must be publicly (4) by no later than 3.30 pm (London time) on the London business day following the date of the relevant transaction. This requirement will continue until the date on which the (5) becomes, or is declared, unconditional as to acceptances, lapses or is otherwise withdrawn or on which the "offer period" otherwise ends. If two or more persons act together pursuant to an agreement or understanding, whether formal or informal, to acquire an "interest" in "relevant securities" of [the (6) or] the offeror company, they will be deemed to be a single person for the purpose of Rule 8.3.'
Anti-competitive behaviour

A

Competition law

The Competition Act follows Articles 81 and 82 of the European Community (EC) Treaty and is part of a body of law known as competition law. Competition law regulates anti-competitive conduct that harms the market, such as excluding new competitors and putting up, or erecting, barriers to competition. It also covers abuse of a dominant position, for example by distorting competition or by predatory pricing – when goods are sold at less than their cost price to cut out rival businesses.

BrE: competition law; AmE: antitrust law
BrE: abuse of a dominant position; AmE: abuse of monopoly power

B

Competition inquiry

Steve Jakes, a UK lawyer, is talking to a client about how anti-competitive practices and agreements are dealt with.

'The Competition Commission was established by the Competition Act 1998 and its procedures are governed by provisions of the Enterprise Act 2002. Its purposes include carrying out inquiries into anticipated and completed mergers, and market investigations which other authorities, most often the government watchdog (the Office of Fair Trading, or OFT) or the Secretary of State, refer to the Commission. When a merger inquiry or market investigation reference – popularly known in the media as a referral – is made, the Chairman selects members, including appropriate specialists, to serve on the three to five person group that will conduct the inquiry. Procedures are in place to ensure that conflicts of interest are avoided. An administrative timetable is drawn up and published on the Commission’s website. Merger inquiries can take over six months and market investigations up to two years.'

BrE: anti-competitive practices and agreements; AmE: restraint of trade

C

Information gathering, hearings, and remedies

'The Commission has regulatory powers under the Act to make and implement decisions and decide on remedies. Before there can be any remedial action, however, the group must reach a two-thirds majority that there is an anti-competitive outcome, such as a substantial reduction in competition resulting from a merger or an adverse effect on a market. The final report will contain remedies for implementation through agreed undertakings – that is, binding promises – or imposed orders which are monitored by the OFT. Undertakings and orders are enforceable in the courts by civil proceedings. Appeals by an aggrieved party – one who disagrees with the decision of the Committee – may be made to the Competition Appeal Tribunal.'
28.1 Choose the correct phrase in brackets to complete the sentences. Look at B and C opposite to help you.

1. Not supplying documents requested by a competition inquiry can lead to (enforceable orders / conflicts of interest / a monetary penalty).
2. The inquiry group must reach a majority decision that there has been anti-competitive conduct which has led to (remedial action / an adverse effect / misleading information) on a market.
3. Remedies decided by the Commission can be implemented through (agreed undertakings / adverse effect).

28.2 Complete the article. Look at A, B and C opposite to help you. Pay attention to the grammatical context. There is more than one possibility for one of the answers.

Supermarket competition inquiry may break stranglehold of big four

(a) Supermarkets may be forced to sell off development sites and slow back expansion plans after the Office of Fair Trading yesterday signalled a full scale competition (1).................... into the UK's "big four" grocers.

(b) The OFT said supermarkets had driven through price cuts and seemingly improved quality and choice - but there was evidence they had also erected (2).................... to keep out new players and hinder their move into convenience stores could (3).................... competition and (4).................... consumers.

(c) The (5).................... now intends to (6).................... the big four - Tesco, Asda, Sainsburys and Morrisons - for a Competition Commission inquiry which could last two years. The four chains account for nearly 75% of the £93bn UK grocery market, with Tesco speaking for more than 30%.

(d) The OFT highlighted several areas of concern, including the way supermarkets sell nearly 3,000 popular products at below cost price and use local price cuts and promotions to put pressure on smaller (7)....................  It also focused on the stores' increasing buying power, which they can use to drive down the prices paid to suppliers.

(e) The OFT also wants a full (8).................... into the grocers' "landbanks". The supermarkets have acquired hundreds of development sites, many of which, the OFT said, may have been acquired solely to prevent a rival opening a store.

(f) The (9).................... to the commission is a victory for small shopkeepers, who have led the campaign for an inquiry into the big four's domination. The decision represents a U-turn from last summer, when the OFT said there were no grounds for a competition inquiry.

(g) Yesterday OFT chief executive John Fingleton said he had fresh evidence of (10).................... concerns, uncovered by new (11).................... of the Enterprise Act 2002, which (12).................... the supermarkets to hand over documents.

The Guardian

28.3 Which paragraphs (a–g) from the article above allege evidence of:
1. predatory pricing?
2. anti-competitive conduct? (two paragraphs)
3. abuse of a dominant position? (two paragraphs)

Look at A opposite to help you.

Over to you!

What procedures are in place to check anti-competitive conduct in a jurisdiction you are familiar with? How effective are they? Describe a recent case as if to a foreign colleague.

For information on UK competition law, go to: www.competition-commission.org.uk/ and www.oft.gov.uk/. For information on EU competition policy, go to: http://ec.europa.eu/comm/competition/index_en.htm
Tort 1: personal injury claim

Tort

A tort is a civil, not criminal, wrong, which excludes breach of contract. A tort entitles a person injured by damage or loss resulting from the tort to claim damages in compensation. Tort law has been built upon decisions made in reported court cases. Torts include, for example:

- negligence – the breach of a duty of care which is owed to a claimant, who in consequence suffers injury or (a) loss;
- trespass – direct and forcible injury, for example if person A walks over B’s land without lawful justification or A removes B’s goods without permission;
- defamation – publishing a statement about someone which lowers the person in the opinion of others. This is known as libel when in a permanent form, and slander if it is in speech;
- nuisance – for example if A acts in a way which prevents B from the use and enjoyment of his land.

In the case of product defects causing damage or harm to consumers, strict liability, that is, legal responsibility for damage independent of negligence, is imposed on producers and suppliers by the Consumer Protection Act, which puts into effect a European Union Product Liability Directive.

Note: claimant – formerly known as plaintiff (England and Wales) and pursuer (Scotland)

Client briefing notes – personal injury claims

One of the clients of a large regional law firm is ‘Get Fit’, a chain of fitness centres. Below is an extract from draft briefing notes prepared by the law firm, intended to inform the managers of ‘Get Fit’ of the potential cost in the event of a successful personal injury claim in negligence following an accident at one of their centres.

A person who has sustained an injury at the centre and who believes that they may have a claim against the company (‘Get Fit’) will usually seek advice to assess whether the likely level of damages, i.e. the financial compensation that may be awarded, is sufficient to justify the risk of pursuing a claim.

The amount of damages, known as the quantum, is usually made up of two aspects.

- General Damages are paid to compensate the claimant, that is, the person making the claim, for the pain and suffering resulting from the injury and for the effect this has on their life. These damages are difficult to assess and guidelines are published by the Judicial Studies Board. You may hear these being referred to as the JSB guidelines. Reference is also made to the level of damages awarded by courts in similar cases.

- Special Damages are calculated more objectively as these consist of claims for the past and future financial loss to the claimant. This typically includes loss of earnings, in addition to the cost of care and necessary equipment required as a result of the injury.

In some cases, when liability is admitted, it may be appropriate to make interim payments on account of the full award. For instance, the claimant may be undergoing a course of medical treatment. This will fall into the special damages category and payment can therefore be made before the final claim is settled.
29.1 Complete the definitions. Look at A opposite to help you. There is more than one possibility for one of the answers.

1. .................................. – a breach of duty towards other people generally
2. .................................. – financial compensation for loss or injury
3. .................................. – physical or economic harm or loss
4. .................................. – person who makes a claim
5. .................................. – making public a statement which harms someone's reputation
6. .................................. – total legal responsibility for an offence which has been committed
7. .................................. – an interference with private property
8. .................................. – spoken statement which damages someone's character

29.2 Complete the table with words from A and B opposite and related forms. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Noun</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>slander</td>
<td>'slanderous</td>
</tr>
<tr>
<td>defamation</td>
<td></td>
</tr>
<tr>
<td>libel</td>
<td></td>
</tr>
<tr>
<td>liability</td>
<td></td>
</tr>
<tr>
<td>injury</td>
<td></td>
</tr>
</tbody>
</table>

29.3 Complete this letter regarding a personal injury claim at a 'Get Fit' fitness centre. Look at A and B opposite to help you. Pay attention to the grammatical context. There is more than one possibility for three of the answers.

Dear Sirs

Our client: Ms Paula Kosmaczowski

Re: Accident at Rothbury 'Get Fit' fitness centre on 8 March 2007

We are instructed by the above-named client with regard to a personal .................................. that took place as a result of an accident in your Rothbury fitness centre on 8 March.

We are instructed that the circumstances of the accident were that our client was running on an exercise machine when the rotating track stopped abruptly and she fell forward and .................................. an injury to both her right shoulder and right knee. A member of the centre's staff was summoned by another centre user. The staff member assisted our client. Another member of staff said that the running machine had not been maintained recently. Our client was assisted by centre staff to a taxi and went home. On the 30 March our client consulted her doctor because of the pain and restricted movement in her shoulder and knee as a result of the accident. Her doctor referred her to the hospital for special examination and treatment. Our client is still .................................. medical treatment and has recovered 50% but is advised by medical consultants that she is unlikely to recover 100%.

Our client is self-employed as a freelance musician. As a result of the accident she was unable to fulfil ten weeks of contracted work and has .................................. a loss of ..................................

As you are aware, under section 2 of the Occupiers' Liability Act 1957 the occupier of the premises .................................. a duty of .................................. to all visitors to keep the premises and equipment reasonably safe. Our client's accident results from a failure to keep equipment safe and a member of staff .................................. liability. Our client has a valid .................................. against you in ..................................

Over to you

Describe the liability of a client who owns a leisure or sports centre to users of the centre in a jurisdiction you are familiar with, as if to a colleague from a different legal jurisdiction.
Tort 2: clinical negligence

Clinical negligence practice
David Jones specialises in clinical negligence at a regional firm, Jameson’s. Katrina MacLellan is a 3rd year law student who is undertaking a summer work placement in the litigation department at Jameson’s. David is describing his practice to Katrina.

David: At Jameson's, claimants instruct us, that is to say, individuals come to us, to get an idea of whether they have a potential claim, to find out how strong, their claim is, and what the process will involve. Depending on that advice, they may then instruct us to pursue the claim on their behalf. The likely amount of damages has to be enough to cover the cost of investigating a claim.

Katrina: How do individuals finance this legal work? Isn't it very expensive?

David: Yes, it can be. I'm always very careful to give clients a fee estimate at the outset. Initially this will just be for the cost of exploring the claim. This will involve obtaining the client's medical records from the relevant general medical practice or hospital. I usually go through these before instructing an independent expert to prepare a report. The department keeps a register of experts which we use for an impartial, that is, unbiased, opinion. Some clients may have legal expenses insurance or may qualify for Public Funding and others may have to fund themselves. In those cases we usually agree a payment schedule with the client. If we do pursue the claim this is usually on a conditional fee basis, that is, 'no win no fee', so there is an element of risk involved.

Katrina: What does the success of a claim depend on?

David: Well, obviously the basis is that the claimant has sought medical advice or treatment and believes that as a result of that advice or treatment their health has suffered. We have to show that there is a causal link between the two things – that there is causation.

The second essential leg is that there has been an element of negligence. Sometimes this involves extremely complicated evidence. Basically, we need to demonstrate that the course of action or advice given by the doctor in the case in point would not be that advised by a similarly experienced and reputable body of practitioners. As you can imagine, the role of the expert in all of this is extremely important. We rely upon them to explain how the action of the defendant has adversely affected the outcome for the patient.

The other extremely important point is that the claimant must bring the claim within the limitation period. This is usually within three years of the event, although this may be extended if the case involves a child or the claimant has a mental disability.

BrE: conditional fee basis; AmE: contingency fee basis
30.1 Replace the underlined words and phrases with alternative words and phrases from A opposite. There is more than one possibility for three of the answers.

1 We have to decide whether there is a possible case.
2 Has the treatment negatively influenced the health of the client?
3 We look for someone who can give an unprejudiced point of view.
4 It's essential that we're able to establish a connection between treatment and the negative effect upon the client.
5 Once the case has been explored we decide whether to start an action.
6 We have to estimate the probable costs of the action.
7 Clinical negligence cases may be charged to clients in proportion to the damages recovered.
8 In this instance, the claim would be within the limitation period.

30.2 Complete the sentences with verbs from A opposite. Pay attention to the grammatical context.

1 The solicitor ............... the clients a fee estimate.
2 The firm ............... the claim.
3 The solicitor ............... the client's medical records.
4 An independent expert ............... a report.
5 The department ............... a register of experts.
6 The firm ............... a payment schedule with the client.
7 We ............... the claim on a conditional fee basis.
8 The action of the defendant has adversely ............... the outcome for the patient.
9 The claimant must ............... the claim within the limitation period.

30.3 Change the spoken statements in 30.2 to passive forms more typical of formal written English, when the focus is on the actions and processes rather than the human agent. The first one has been done for you.

1 The clients are given a fee estimate by the solicitor.
2 .........................................................
3 .........................................................
4 .........................................................
5 .........................................................
6 .........................................................
7 .........................................................
8 .........................................................
9 .........................................................

Over to you

How would you advise a foreign client in English who claims that their health has suffered because of medical treatment in a jurisdiction you are familiar with?
Forming a contract

Basic principles

The basic principles of contract law in the English system arise from established custom and rules and are fundamental to all areas of law in practice. Reference is made to these principles in drafting and interpreting the provisions of any legal agreement, such as a lease, a loan agreement, a sales agreement, a consultancy agreement, a hire purchase agreement, a hire contract, or a service contract, etc. The principles of contract law will determine whether and at what point a binding agreement has been made between the parties concerned.

Note: The words contract and agreement are interchangeable in the examples above. For example, a loan agreement / loan contract.

Formation of a contract

Formation of a contract requires the presence of four essential elements:

- **Offer**
  The contract must contain the basic terms of the agreement and be capable of acceptance without further negotiation. This does not mean that the initial communication between parties will in itself constitute an offer. For example, in an auction situation, the seller, known as the vendor, may make an invitation to treat – invite an offer – by setting out the conditions of sale (for example when payment will be made) with the exception of the price. The offer is submitted by the purchaser, who offers to purchase at a specified price and will usually incorporate the terms of the invitation to treat into his/her offer.

- **Acceptance**
  There must be an unqualified agreement to proceed on the basis set out in the offer and it must be communicated to the offeror – the person making the offer – in order to be effective. If the offeree – the person receiving the offer – states that he or she accepts the offer subject to contract, that is, some variation of the terms, then no contract is formed. This would be a qualified acceptance, which constitutes a counter offer. Issues may arise as to whether the acceptance has been communicated. Two rules determine this:
  - The reception rule applies to instantaneous forms of communication, for example telephone calls. The contract is said to be formed when the acceptance is received by the offeror.
  - The postal acceptance rule, where there is a delay between the communication being sent and received, for example by post. The contract is formed when the acceptance is sent by the offeree.

To avoid uncertainty, the offeror may specify the method and timing of acceptance. Agreement in essential terms, for example price and delivery, must be certain and not vague.

- **Consideration**
  For a contract to be enforceable something of value must be given, for example a price, even if it is of nominal value, say £1.

- **Intention**
  It is assumed that contracting parties intend to create legal relations, particularly in commercial circumstances. This is, however, a rebuttal presumption – an assumption that can be contradicted – if there is contrary evidence.
31.1 Complete the conversations with the correct legal agreement from A opposite.

- We rented a car for a week in Austria. What did the (1) ........................................................ cover?
- The office’s windows are always dirty. I want them cleaned regularly by a firm of window cleaners. You’ll need a good (2) ............................................................
- I want to buy a new car but we can’t afford to pay the whole price at once. I’m going to pay in monthly instalments. You’ll need to check the interest rate on the (3) .............................................................
- We’re going to be living in London for about 18 months, so we’re going to rent a flat. Make sure you get a reasonable (4) ............................................................
- I’m going to have to borrow a large sum of money for about three years. Try to get the best (5) ............................................................ you can from your bank.

31.2 Make word combinations from B opposite using words from the box.

<table>
<thead>
<tr>
<th>contrary</th>
<th>offer</th>
<th>essential</th>
<th>conditions of</th>
<th>avoid</th>
<th>sale</th>
<th>qualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>parties</td>
<td>contract</td>
<td>contracting</td>
<td>terms</td>
<td>subject to</td>
<td>contract</td>
<td>acceptance</td>
</tr>
<tr>
<td>counter</td>
<td>evidence</td>
<td>uncertainty</td>
<td>subject to</td>
<td>rebuttal</td>
<td>presumption</td>
<td></td>
</tr>
</tbody>
</table>
Forming a contract 2

Form of contract
A binding contract must be:
- in the form required by the law;
- between parties with the capacity to contract – that is, legally capable to contract – or made by agents or representatives of the contracting parties with the authority to act.

It should be:
- enforceable in the event that one of the contracting parties fails to perform the contract.

It may be:
- made in writing;
- made orally;
- implied from conduct, that is, by the behaviour of the contracting parties.

However, the law does require that some agreements are made in writing. This is usually because registration is required for the agreement to be effective and the relevant registry requires a written agreement. Examples of agreements to be made in writing include:
- contracts for the sale of land;
- contracts of guarantee;
- contracts for transfer of shares;
- contracts which must be made by deed, for example a lease for more than three years.

A simple contract requires consideration – the price in exchange for a promise to do something – and becomes effective on execution, generally when it is signed. In contrast, a contract by deed does not require consideration. A deed has different formal execution requirements depending on the contracting parties. For example, a deed may need to be affixed with a seal – a printed company stamp – if one party is a limited company. Common law requires that a deed is delivered. This determines the date from which the parties are bound. It must be clear on the face of a deed that it is executed by the parties as a deed. Deeds may contain standard wording about execution, for example:

This document is executed as a deed and is delivered and has effect at the date written at the beginning of it.

Void or voidable or unenforceable contracts
Sometimes a contract may be defective and may consequently be void or voidable or unenforceable.

A contract may be void – that is, no contract exists – if one, or both, of the parties is not recognised in law as having legal capacity to consent to a contract, for example minors – young people under 18 – or persons with certified mental incapacity.

A contract is voidable, that is, it may be avoided, or cancelled, by one of the parties if there is some defect in its formation. For example, if the contract for the sale of land is not in writing, the parties can either ignore the defect and treat the contract as fully binding, or one of the parties can use the defect as a means for setting the contract aside.

Some contracts may be neither void nor voidable but cannot be enforced in a court of law, for example payment of a gambling debt. Lapse of time may render a contract unenforceable. The limitation period for a legal action brought under a deed is usually 12 years from the date of occurrence of the cause of action. An action on a simple contract is barred from being raised after six years.
32.1 Replace the underlined words and phrases in a solicitor’s conversation with his client with alternative words and phrases from A opposite. Pay attention to the grammatical context. There is more than one possibility for two of the answers.

Solicitor: Does she have the (1) power to act as his agent in this agreement?

Client: Yes, she’s acting on his behalf.

Solicitor: You understand that you can’t rely on an oral agreement. The contract needs to be (2) on paper. When do you want the contract to (3) into operation?

Client: They want the deed (4) signed, sealed and delivered by 31 July. We’ve had some problems in the past with suppliers letting us down. Can you make sure this contract will be (5) binding?

Solicitor: We’ll use a (6) recognised set of words stating that the provisions are legally binding in the agreement we draw up for you.

32.2 Complete the sentences with words from the box. Look at A and B opposite to help you.

<table>
<thead>
<tr>
<th>barred</th>
<th>delivered</th>
<th>performed</th>
<th>required</th>
<th>bound</th>
<th>enforced</th>
<th>recognised</th>
</tr>
</thead>
<tbody>
<tr>
<td>brought</td>
<td>executed</td>
<td>rendered</td>
<td>treated</td>
<td>consented</td>
<td>implied</td>
<td>set aside</td>
</tr>
</tbody>
</table>

1. The contract was .................. unenforceable after 12 years.
2. The contract was technically voidable but the parties .................. it as binding.
3. Because of the limitation period, you are .................. from bringing an action.
4. The other party has .................. to the terms of the contract.
5. The contract was .................. by the court because it was defective.
6. Although there was no written agreement, the court decided the conduct of the parties .................. a contract.
7. Registration of the transfer of land is .................. by the law.

32.3 Complete the definitions. Look at B opposite to help you.

1. .................................................. – time when an actionable event happened
2. .................................................. – amount of time which is available for someone to start legal proceedings
3. .................................................. – the passing of a period of years

Over to you

What agreements must be made in writing in a jurisdiction you are familiar with? What sort of problems can arise? How are they dealt with?

To look at recent law reports on failure to execute a formal contract, see Bryen & Langley Ltd v Boston [2005] EWCA Civ 973 and Harvey Shopfitters Ltd v ADI Ltd [2003] EWCA Civ 1757 at: www.bailii.org/databases.html
Structure of a commercial contract

Most written contracts have a similar structure consisting of certain essential clauses, irrespective of the subject matter of the contract. The general pattern of paragraphs can be:

**Heading**
For example, 'Distribution Agreement'.

**Commencement and Date**
Usually a commercial contract contains a brief introduction which describes the nature of the agreement, for example 'This Agreement for the sale of ...' or 'This Share Agreement ...'. The commencement clause will state the date on which the provisions, or conditions of the contract, are to come into effect. The date is usually inserted in the relevant space at completion – the last stage in the formation of a contract.

**Parties**
The full details of parties are set out. In the case of a company, the registered number is included. This remains unchanged during the life of the company despite any changes of name or registered office.

**Recitals**
Also known as Background or Preamble. These paragraphs are traditionally introduced by the word WHEREAS (conventionally, key words are in capital letters or have an initial capital). The recitals consist of a statement of background facts and the reasons why parties are to enter into the contract. Related or preceding transactions may be referred to. If a later dispute arises concerning the operative part, the recitals may be used to determine construction, that is, interpret intentions.

**Operative provisions**
Often introduced by the expression ‘The Parties Hereby Agree as follows ...’ or similar words, for example: ‘Whereby it is Agreed as follows ...’. These words signal the start of the operative part of the contract, containing various clauses which create rights and obligations, or create and transfer interests in property. Operative provisions in more complex agreements may refer to more detailed Schedules (see below).

**Definitions**
This section states the meaning to be attributed to terms essential to the contract – the defined terms. Most defined terms are conventionally given capital initial letters, for example Security Documents or Completion Date. In the absence of a definition, words within the contract will be given their ordinary and natural meaning.

**Interpretation**
The aim of this section is to assist in the interpretation and construction of the whole contract by referring to specific uses. There are a number of provisions included in most contracts, for example ‘Words denoting the singular include the plural meaning and vice versa’.

**Conditions precedent**
These pre-conditions must be satisfied in order for the agreement, or the relevant parts of it, to come into effect, for example the grant of planning permission. The conditions precedent clause stipulates, or imposes, obligations on the relevant party to procure the satisfaction of the condition and provide a date by which time the condition precedent must be satisfied. It is usual for an agreement to terminate automatically if this is not achieved by the specified date.

**Consideration (see Unit 31)**
This sets out the consideration provided by the parties.

**Other operative clauses (see Unit 35)**
Including, for example, warranties, limitation and exclusion clauses, and other standard clauses such as governing law.

**Schedules**
Sections at the end of the contract containing specific provisions and documents, for example the Transfer Deed in a contract for the sale of land.
33.1 Decide which part of a contract described in A opposite these extracts have come from.

1 "the Schedule" The Schedule in four Parts annexed and signed as relative to this Agreement.
   "the Buyer" shall mean the purchaser of the goods from the Company.

2 The consideration for the sale and purchase of the Contract Shares shall be the net asset value of
   the Company (subject to...) plus Three hundred and fifty thousand pounds for goodwill subject to
   adjustment as follows...

3 WHEREAS the Vendors have agreed to sell to the Purchaser, and the Purchaser has agreed to
   purchase, the entire issued share capital of Green Boots Limited ("the Company") on the terms set
   out in this Agreement.

4 THIS AGREEMENT is made the 1st day of October 2007 BETWEEN Green Boots Limited
   having its registered office at 104 Warren Court, Boston, (hereinafter referred to as
   "the Vendors" of the first part) and Matching Socks Limited having its registered office at 6
   Heel Street, Darnley, (hereinafter referred to as "the Vendors" of the second part).

5 The masculine includes the feminine and vice versa.

6 The sale and purchase hereby agreed is conditional upon and subject to the following conditions
   being satisfied on or before the Completion Date:--
   (i) the Vendors exhibiting to the Purchasers' Solicitors a valid marketable lease in the name
   of the Company free from any encumbrances to the Property;

7 The provisions set out in the Fourth Schedule shall have effect and the parties shall undertake their
   respective obligations as specified therein.

8 THEREFORE the parties Have Agreed and Hereby CONTRACT AND AGREE as follows:--

33.2 Replace the underlined words and phrases with alternative words and phrases from A opposite.
There is more than one possibility for one of the answers.

1 In spite of the differences between the parties at the start of negotiations, their intention was
   to form an agreement.

2 We, the Parties, in this way agree to purchase the Contract Shares.

3 If a dispute arises with reference to the satisfaction of the pre-conditions, the Purchasers may
   cancel the agreement.

4 Without the specified documents, the agreement cannot come into effect.

5 Terms denoting masculine references include female and the opposite.

Over to you

What is the typical structure of a commercial contract in a jurisdiction you are familiar
with? What sort of standard wordings are used? Are these helpful?
Express and implied terms

Express terms

Express terms are set out and stipulated expressly in the contract. For example:

The Seller will within a period of 6 months from the date of delivery of Goods, where Goods which are proved to the reasonable satisfaction of both parties to be damaged or defective or not to comply with the agreed specification due to defects in materials or workmanship or to faulty design, repair, or at its sole discretion replace, such Goods, subject to the following conditions:

A condition is an essential term of the contract. If a condition is not performed, it may constitute a substantial breach of contract and allow the other party to repudiate the contract, that is, treat the contract as discharged or terminated. It may also give rise to a claim for damages. If all the conditions are performed, the contract is performed.

A warranty is a term which is secondary to the main purpose of the contract. A breach of warranty does not in itself permit the other party to treat the contract as discharged, although it may allow the party to sue for damages in the event that loss is suffered. When deciding whether a party is entitled to repudiate a contract, courts may try to determine the intentions of the parties with regard to the terms. For example, the courts might look at the commercial importance of a term in relation to a particular trade, and examine the seriousness of the consequences of a breach. If statements made by parties before a contract is made are not intended to be legally binding, for example the stated age of an object offered for sale, they are usually known as representations. If a representation later turns out to be false, this cannot give rise to breach of contract but instead to a possible action for misrepresentation.

Implied terms

Implied terms are not made express within the contract but may be implied into the contract in the following ways:

- by custom – a term can only be implied into a contract by custom if there is no express term to the contrary. These may be terms which are customary in the market in which the contract is made or have been in previous dealings between the parties.

- by statute – various statutes imply terms into different specific contracts. For example, the condition that employment contracts will be automatically transferred is implied under statute in the contract for the sale of a business. In a sale of goods contract there are implied conditions that the seller has the right to sell, that the goods correspond with the description, are reasonably fit for the purpose, and are of satisfactory quality. A contract for the lease of a furnished flat automatically contains a specific implied term that the flat be reasonably fit for habitation.

- by common law – by the intention of the parties, if it is a term which is necessary to make the contract work.
34.1 Replace the underlined words and phrases in the written contract term below with alternative words and phrases from A opposite. Use each word or phrase only once. There is more than one possibility for one of the answers.

8.1 (1) In the situation that the Goods have been manufactured by the Seller and are found to be (2) broken or imperfect, the Seller shall (3) mend, or (4) if it chooses to do so, (5) substitute defective Goods free of charge (6) in less than 2 years from the (7) time the goods are received, (8) depending on the following (9) terms:

8.1.1 the Buyer notifying the Seller in writing immediately upon the (10) faults becoming apparent;

8.1.2 the defect being (11) because of the (12) incorrect design, materials or workmanship of the Seller;

34.2 Complete the definitions. Look at A opposite to help you. There is more than one possibility for one of the answers.

1 ................................................................. – breaking a contractual condition
2 ................................................................. – refuse to carry out obligations under a contract because the other party has not kept to the essential terms of the contract
3 ................................................................. – end a contract
4 ................................................................. – carry out all the terms of a contract

34.3 Complete the table with the appropriate noun form of words taken from A opposite. Put a stress mark in front of the stressed syllable in each word. The first one has been done for you.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>stipulate</td>
<td>stipulation</td>
</tr>
<tr>
<td>perform</td>
<td></td>
</tr>
<tr>
<td>repudiate</td>
<td></td>
</tr>
<tr>
<td>terminate</td>
<td></td>
</tr>
<tr>
<td>discharge</td>
<td></td>
</tr>
</tbody>
</table>

34.4 All of the verbs in the box above, except one, callocate with a contract or the contract. Which verb does not? Look at A to help you. Which noun does the odd one out callocate with?

34.5 A solicitor is talking to her assistant about a phone call with a client. Replace the underlined words and phrases with alternative words and phrases from A and B opposite.

He says the terms of the (1) guarantee have been breached and his business wants to sue for (2) compensation. The contract (3) says that if the goods are found to be defective, they'll be repaired or replaced, and the seller is refusing to do either. Of course, these conditions may also be (4) set out in a law. We'll need to look at the contract to ensure there's no (5) written term (6) saying the opposite. Can you check if his company has had (7) earlier agreements with the seller?

[Over to you]

What terms may be implied into contracts in a legal system you are familiar with? How do the courts interpret written contract terms in the case of a dispute?
Exclusion and limitation clauses

Commercial contracts may seek to exclude liability for specific categories of damage and to limit liability for breach of contract. For example:

10.2.5 The Company will be under no liability for any defect arising or introduced by a Buyer in the course of storage or handling of the products where that Buyer acts as agent or distributor of the Company’s products.

10.3 The Company shall not be liable whatsoever for any consequential or indirect loss suffered by the Buyer whether this loss arises from breach of duty in contract or tort or in any other way (including loss arising from the Company’s negligence). Non-exhaustive illustrations of consequential or indirect loss would be: loss of profits; loss of contracts; loss of goodwill; damage to property of the Buyer or anyone else; and personal injury to the Buyer or anyone else (except so far as such injury is attributable to the Company’s negligence).

Parties assume that the terms of an exclusion clause will be binding if they are contained within a signed written contract. However, legislation imposes limits on the use of unfair contract terms. One of the two parties may have greater bargaining power than the other or may try to bring conditions into the contract whose significance is not realised by the other party. Disputes arise around clauses which purport to, that is, intend to, limit or exclude obligations attaching to parties to the contract. Courts are generally called upon to construe, or interpret, the meaning of such clauses.

Note: damage – harm done to objects and property; damages – money claimed in compensation for harm done
non-exhaustive illustrations – an incomplete list of examples

Standard clauses

Standard clauses, also known as boiler-plate clauses, are generally towards the end of most agreements and frequently include the following:

- A force majeure clause, which aims to release parties from liability for named risks outside their reasonable control. Non-exhaustive examples are: acts of God, fire, flood, earthquake, war, riot, explosion, breakdown of machinery, strikes, and lockouts.
- A time of the essence clause, which makes it clear whether or not the time limits contained in a contract are essential conditions.
- An assignment clause, which sets out the parties’ rights to transfer or assign contractual rights to third parties and any need for prior written consent.
- A severance clause, which provides that the other parts of an agreement continue to be in force in the event that some of the provisions are held illegal or unenforceable.
- A choice of governing law and jurisdiction clause, which specifies the jurisdiction and law which will govern and construe the contract in the event of a dispute.
- A language clause, which specifies the language which will prevail if the contract is translated.

BrE: boiler-plate; AmE: boilerplate
35.1 Replace the underlined words and phrases in the exclusion clause below with alternative words and phrases from a opposite. There is more than one possibility for one of the answers.

9.4 Except as provided in Condition 8.3, the Seller will (1) **not bear responsibility** to the Buyer (2) at all (whether in contract, tort (including (3) **carelessness**), breach of statutory (4) **obligation** or otherwise) for any (5) **harm** or for any direct, indirect or (6) **resulting loss** (all three of which terms include, but are not limited to, pure **economic loss**, loss of profits, loss of business, loss of (7) **good reputation** and like loss) (8) **caused by** or in connection with;

9.4.1 any (9) **failure** of any of the express or implied terms of the Contract by the Seller;

35.2 Complete the standard clauses below. Look at B opposite to help you. Pay attention to the grammatical context.

1 The Company shall not be liable for any failure to deliver the Goods arising from circumstances

2 Time for payment shall be

3 The contract between the Buyer and the Seller for the sale of Goods shall not be transferred, without the of the Seller.

4 This Agreement shall be governed by in accordance with the law of England and the parties hereby submit to the exclusive of the English courts.

5 If any provision of these Conditions is held by any competent authority to be invalid or in whole or in part the validity of the other provisions of these Conditions and the remainder of the in question shall not be affected thereby.

6 This Agreement is drawn up in the English language. If this Agreement is translated into another , the English language text shall in any event

35.3 Which of the above clauses is

1 a force majeure clause?
2 a severance clause?

**Over to you**

How does the law regulate exclusion clauses in a jurisdiction you are familiar with? Compare the different types of contract terms in a legal system you know with those set out here.

To look at a recent law report on a contract dispute concerning an exclusion clause, see Price Waterhouse (a firm) v the University of Keele [2004] EWCA Civ 583 at: www.bailii.org/databases.html
Privity of contract

The principle of privity of contract means that a third party can neither be bound by nor enforce a term of a contract to which they are not a party, even though the contract was intended to confer a benefit on them. However, since the enactment of the Contract (Rights of Third Parties) Act 1999, such a party may be able to enforce contractual rights depending on the circumstances. If appropriate, it is now usual for contracts to include a clause which provides that such rights are not to apply.

There are other ways in which a third party can be affected by the terms of a contract:

- A contract may be made by an agent on behalf of his principal. Such a contract may be enforced by and against the principal.
- It is usual for a contract to contain an express provision relating to assignment. The obligations under contract cannot be assigned, that is, transferred, without the consent of a party entitled to the benefit of such obligations.
- In novation of contract, a subsequent agreement between the original parties and a third party may have the effect of entirely replacing the original contract.

Discharge of contract

Parties may be released from their contractual obligations, that is, may be discharged, by performance, by breach, by agreement, or by frustration.

If a contract is substantially performed, the terms are entirely carried out and there is no right to repudiate the contract, that is, to reject it. If a contract is partly performed, a breach of condition is committed. However, if the innocent party accepts the partial performance, a claim to remuneration may be raised in a court. If there is defective performance, for example a condition is breached, the innocent party may have the right to repudiate the contract and treat it as terminated once he or she has communicated acceptance of the breach of contract.

A contract may be discharged by agreement between the parties in a process known as accord and satisfaction. If it becomes impossible to perform, for example due to the non-occurrence of a particular event which forms the basis of the contract, or the death of a party, the contract is discharged by frustration.

Remedies for breach of contract

An award for damages – money claimed as compensation for loss – is the primary remedy for a party who suffers a breach of contract. In some circumstances, the courts may use their discretion to compel a defaulting party to perform his contractual obligations. This is known as a decree of specific performance. It may not be appropriate if the obligation is not sufficiently clearly defined, or if enforcement would require the continual supervision of the court over a long period of time. In other circumstances, the court may grant an injunction to restrain a party from breaking the contract. In certain circumstances, for example misrepresentation, parties may rescind, that is, cancel, a contract and by rescission be restored to the same position they were in before the contract was made.

Note: unliquidated damages – the sum of money is fixed by the court.
- liquidated damages – the amount is specified in a clause in the contract.
36.1 Complete the definitions. Look at A opposite to help you.

1 .......................... - a person who represents another in matters relating to a contract
2 .......................... .......................... - a person who, although not party to a transaction between two others, is in some way affected by it
3 .......................... .......................... .......................... - the relationship between parties to a contract which makes the contract enforceable between them
4 .......................... - a transaction in which a new contract is agreed by all parties to replace an existing contract
5 .......................... .......................... - a clause stating a specific condition in a contract
6 .......................... .......................... .......................... - to compel the performance of a condition
7 .......................... .......................... .......................... - to give money or advantage to someone
8 .......................... .......................... .......................... - contractual duties
9 .......................... .......................... - the legal transfer of duties

6.2 A solicitor has given her assistant some instructions. Replace the underlined words and phrases in her notes with alternative words and phrases from B opposite. Pay attention to the grammatical context.

Jane,

Marie's just typed up some background notes from a short meeting I had with a client. Can you look into the following questions and get back to me on your names.

Ann

JJ agreed to build an extension on Mrs B's house for a fixed sum. He did part of the work but wouldn't come back to finish external walls. She believes he went to work on another site. JJ says he broke his leg. Mrs B needed to move into the house and eventually completed the building herself, using building materials left on the site by JJ. JJ is now suing her to recover the value of work done and the materials used. She says he broke the contract.

1 Can she be set free from her agreement?
2 Can she claim there was a fault in the carrying out of the contract?
3 Has a breach of condition or a breach of warranty taken place?
4 Has the contract been completely fulfilled or only partly?
5 Did she let him know that she agreed to the break in the contract?
6 Can she refuse to carry out her part of the contract?
7 Is the contract ended because it can't possibly be fulfilled?
8 Can JJ claim repayment of financial costs for the materials Mrs B used and for the value of work done?

3 Choose the correct word or phrase in brackets to complete the sentences. Look at C opposite to help you.

1 A contract may be [restrained/rescinded/compelled] if the court finds there was misrepresentation of the facts.
2 Courts may use [rescission/misrepresentation/discretion] to grant damages.
3 If a party suffers [grants/compels] a breach, the courts may award compensation.
4 An injunction was [performed/rescinded/granted] to enforce a term in the contract.
5 The court compelled the party in breach to [rescission/misrepresentation/specific performance].

Over to you

What would be the answers to the questions in 36.2 in a jurisdiction you are familiar with? How are contracts discharged in that jurisdiction?

To look at the Contract (Rights of Third Parties) Act 1999, go to: www.opsi.gov.uk/acts.htm

79
Standard terms in the sale and supply of goods

Using standard terms

Alice Glen, a solicitor, has been invited by the local Chamber of Commerce to give a talk to a group of young entrepreneurs on using standard terms in business transactions.

'It's extremely common for standard terms and conditions of business to be used by companies whose trade involves entering into numerous similar transactions, either as a supplier or purchaser. The aim is to standardise how commercial transactions are to be effected, so as to produce uniformity and increase efficiency, and reduce the need for detailed negotiation in each transaction by production of standard terms favourable to the company.'

The standard terms of any company will always be subject to legal restrictions, either statutory or common law. The terms must be regularly reviewed to ensure that they don't conflict with new legal developments and that they continue to reflect the aims of the company.

Incorporating terms

'Because it's a basic principle of contract law that new terms cannot be introduced after a binding contract has been made, the proposed standard terms must be incorporated into the offer. For a seller then, it will be essential to ensure that an offer to buy is on the seller's terms, for example on a standard order form which incorporates the seller's standard terms and conditions. The offer from the buyer can then be confidently accepted by the seller without the need for further qualification. However, an apparent acceptance which is stated to be on the following terms' could actually constitute a counter offer and lead to an unwelcome battle of the forms, when both parties seek to impose their own standard terms.

In order to avoid such situations, sellers generally incorporate standard terms in all their communications, including catalogues, brochures, confirmations of order, and delivery notes. In the event of doubt that standard terms have been effectively incorporated into the contract at the offer/acceptance stage, it may be possible to show that they have been incorporated during the course of dealing between the parties, for example where there has been regular and consistent trading between the parties.

The object of standard terms and conditions is often to limit the liability of the seller, or to increase it in the case of standard conditions produced by the buyer. Such limitation or exclusion of liability is affected by statutory provisions. In addition, these may impose implied terms and conditions in contracts for the supply of goods and services in such a way which overrides the provision of some standard terms and conditions.

The Sale of Goods Act 1979, which has been amended by the Sale and Supply of Goods to Consumers Regulations 2002, imposes implied terms in contracts for the sale of goods, including warranties that the goods sold are 'free from undisclosed charges or encumbrances (liability or charge) and that the buyer will enjoy quiet possession of the goods.' In other words, if you buy something, you should be able to use it without interference. In most of the relevant statutes, there is a distinction made between consumer contracts and those which are between businesses.'

'these Regulations implement a Directive of the European Parliament.'
37.1 Make word combinations using a word or phrase from each box. Then use appropriate word combinations to complete the sentences below. Look at A opposite to help you.

| enter into | uniformity |
| produce   | legal restrictions |
| reduce    | favourable to |
| reflect   | standard terms |
| subject to | transactions |
| terms     | the aims of |
| use       | the need for |
| conflict with | legal developments |

1. The following provisions set out the entire financial liability of XYZ Ltd

2. Customers are invited to purchase goods on an applicable order form or otherwise in writing to ................................................................. to make an offer.

3. The Interpretation or Definitions section of the Standard Terms is intended to ................................................................. discussion about the meaning of terms and to avoid ambiguity.

4. It is important that the Standard Terms and Conditions of Sale ................................................................. of your organisation, but they also need to be amended in the light of any changes to the law.

37.2 Complete the notes taken by a member of the audience at Alice Glenn’s talk. Look at B opposite to help you.

**The use of Standard Terms**

1. Each order or ........................................... of a quotation for goods by the buyer from a company shall be deemed to be an offer by the buyer subject to the conditions.

2. Implied into all contracts for the sale of goods is the following term: that the seller has the right to sell the goods and that they are free from ........................................... or charges.

3. Nothing in the conditions shall be an ........................................... of liability for death or personal injury caused by the company’s negligence.

4. Any contract between the company and the customer should have ........................................... the standard conditions.

5. A transaction will be treated as a ........................................... contract unless it is made in the course of a business, and is an integral part of the business itself.

6. When two parties deal with each other using their own respective terms, and these terms conflict, there may be a ‘battle of the forms’ with offer and ...........................................
Licences and software products

Alice Glenn, a solicitor, is talking to a Dutch trainee about licensing agreements, also known as licence agreements.

“We work in a number of sectors with licensors and licensees, establishing compliance programmes for licensing and distribution, and advising on licensing revenues. In the computer software sector, the authorised licensor grants a licence to a purchaser of the software products, under the terms of the licence. The grant of such a licence is often held, or deemed, to enter into effect with the initial installation by the purchaser of the product in their computer, or even upon breaking the seal of the packaging enclosing the product. In the US this is known as a shrink-wrap licence. When this happens, the purchaser is deemed to accept the terms and conditions enshrined within the licence. Computer programs are specifically protected by copyright law in the UK under the Copyright, Designs and Patents Act 1988 as subsequently amended. The Act provides that ‘copying’ a programme, or anything else falling within the definition of ‘literary works’, will be a breach of copyright.

The aim of software licences is to permit the licensee to copy the software as is necessary for the successful use of the product, whilst restricting the unauthorised use of the software. A software licence for products sold in mass will of necessity be non-exclusive, as other licences with the same terms will be granted to other purchasers of that product. In contrast, the purchase by a business of bespoke software, that is, made to order software, usually involves the negotiation of a licence which allows use by multiple systems, and therefore copying, although the number of users and their geographical location, as well as the permitted use, may well be specified. The Licensor will usually reserve the right to enter into similar licences with other purchasers. In such licences, the liability clause will often be the subject of much negotiation and the means for enforcing it will be of concern to the licensor.”

Exclusion and limitation clauses

“As with any other contract, the licence will contain express terms (see Unit 34). These must, however, be interpreted against a background of statutory regulation. The licensor cannot contract out of these, although the standard terms of some software licences may claim, or profess, to limit the liability of the supplier for loss or damages arising from the use of the software. The extent to which such clauses will be effective depends upon the loss in respect of which a claim is made, and whether or not negligence is involved. As you are aware, it’s not possible to exclude liability for death or injury due to negligence. Software licences differ crucially from other copyright permissions in that statutory regulation which has been developed alongside the developing technology has restricted the extent to which the permissions may control use. For example, the Copyright (Computer Programmes) Regulations 1992 and the Copyright and Related Rights Regulations 2003 confer rights upon licensees which cannot be contractually excluded.”
Replace the underlined words and phrases in the following clauses from software licensing contracts with alternative words and phrases from A opposite. Pay attention to the grammatical context. There is more than one possibility for two of the answers.

1. The purchaser of the Licence agrees to uphold these copyrights.

2. Caldyn Enterprises, Benbecula, is the owner of the copyright of the program.

3. By opening the Package or installing the product, the Licensee agrees to be bound by all the terms and conditions of this Agreement.

4. Caldyn Enterprises grants a non-sale Software Licence to the Licensee.

5. This licence agreement starts to operate at the time you open the Package and is effective until terminated.

6. The Licensee may terminate this official document permitting use at any time by destroying the Software together with all copies.

7. The computer program provided along with this Licence is licensed, not sold, to you by Caldyn Enterprises for use only according to the conditions of this Licence.

8. If the Software is installed on a common disk and used by many systems, an additional Licence must be given by Caldyn Enterprises for each system.

9. The Software is taken care of by law which controls its use.

10. If any provision of this Licence shall be held by a court of competent jurisdiction to be contrary to law, that provision will be put into effect to the maximum extent permissible.

Choose the correct word in brackets to complete the sentences. Look at A and B opposite to help you.

1. You agree that you will not cause or (exclude/permit/restrict) the removal of any copyright notices from the licensed software.

2. The licensor (reserves/confers/permits) any rights not expressly granted to the licensee.

3. Statutory regulations prevent you from (permitting/professing/excluding) liability under the contract.

4. The agreement (professed/deemed/conferred) to grant an exclusive licence.

5. Use of the supplied software is (permitted/restricted/reserved) to a single machine.

6. The licensee is (professed/permitted/deemed) to agree to the terms of the licence when they open the software packaging.

Over to you

What regulations govern licensing agreements in a jurisdiction you are familiar with?

In what situations do licensees or licensors require the services of a lawyer?

To look at a case arising from a software agreement, go to: St Albans City and District Council v International Computers Ltd [1996] 4 All ER 481 at www.bailii.org/databases.html
Commercial leases

Interest in property

Nina Kahn, a partner in a Bristol law firm’s Real Estate, or Property, Department, is talking to a foreign client about commercial leases.

‘In the UK, it’s possible to own either a freehold or leasehold interest in property. Freehold refers to the estate interest where ownership may be held for an unlimited time without paying rent. A freehold owner, the freeholder, may enter into an agreement to lease or let the property, permitting occupation for a fixed term, or time, by another person or company who then becomes the tenant, also known as the lessee or leaseholder. The freeholder is the landlord, or the lessor. Some commercial properties, such as shopping centres, may have a complex structure of ownership with a chain of leases so that the occupier, for example the owner of a small shop in the centre, may sub-lease or underlet from the tenant and be an under-tenant, or even a sub-under-tenant of the freeholder, who is the head landlord.’

A commercial tenancy, the agreement by which a person can occupy a property, may be protected by the security provisions of the statutory regime. This means that the business tenant in occupation at the end of tenure of the contractual term will have a statutory right to a renewal of the lease unless the landlord is able to show that the statutory grounds exempting the right apply. An example of such grounds would be the landlord’s intention to occupy the property himself or to demolish or substantially redevelop the property. Parties may, of course, agree to opt out of the statutory regime.

Commercial leases are often lengthy, complex documents as they set out the respective obligations of the parties in relation to the property, and these may vary. Such obligations would normally include:

- the amount of rent, the method by which it is to be paid, penalties for late payment, and a rent review clause establishing when rent may be increased or decreased;
- provisions for the insurance and maintenance of the property;
- restrictions on dealing with the property, that is, whether the tenant is to be allowed to transfer interest in the property to someone else, or to underlet to an under-tenant.

Also included among the obligations would be required conditions, permissions and covenants (agreements), and provisions for yielding up the lease at the end of the term.

A lease must be for a term certain, that is, a fixed period. However, it may include a break clause which sets out a Break Date, either on a fixed date or on a rolling basis, for example anytime after a fixed date. After this date, the party with the benefit of the break option may exercise the break by serving notice and may terminate the lease early.’

C

Obtaining leasehold interest

‘Where a new lease is to be granted, the landlord’s solicitors will usually produce a draft lease for approval or amendment by the tenant’s solicitor. In circumstances where a tenant is assigning an existing lease, that is, transferring his interest in the property, the new tenant will take the lease as it is and the landlord’s consent to the assignment will usually have to be obtained. This may be subject to certain conditions, such as the provision of guarantees for the performance of the lease — normally the outgoing tenant who signs a guarantee in favour of the landlord — or the payment of a rent deposit, depending upon the conditions set out in the lease.’
39.1 Complete the definitions. Look at A opposite to help you. There is more than one possibility for one of the answers.

1 ........................................ a person who is granted a lease by the freeholder
2 ........................................ property that is held for an indefinite period
3 ............................................ - a person who sub-leases from a tenant

39.2 A solicitor is holding an initial meeting with new clients. Replace the underlined words and phrases with alternative words and phrases from B and C opposite. There is more than one possibility for one of the answers.

1 We’ve got some questions we’d like you to help us with. What rights would we have for getting the lease extended on the shop?

2 It depends on whether the landlord gives reasons excusing your rights. Or whether there’s been agreement to contract out of the legislative rules for tenancy security provisions. I’ll need to see the lease before I can advise you properly.

3 As tenants, could we give the property to someone else to rent?

4 You would need the landlord’s agreement and there may be conditions. Unfortunately, I’ve not been sent a copy of the lease yet.

5 When can there be a change to the rent?

39.3 Complete this extract from a draft lease. Look at A, B and C opposite to help you. Words with an initial capital letter are assumed to be defined terms of the lease.

**TENANT’S BREAK CLAUSE: ROLLING BREAK**

**1. TENANT’S RIGHT TO BREAK**

1.1 For the avoidance of doubt, references in this (1) ........................................ to the Tenant and to the
    (2) ........................................ are to the persons named as such in this lease and to their respective successors in title.

1.2 In this clause:
    (a) (3) ........................................ means the date on which this lease shall (4) ........................................ pursuant to this clause, and
    (b) Break Notice means a notice served pursuant to clause 1.4.

1.3 The Break Notice shall specify the Break Date but shall not specify as the Break Date a date which is either:
    (a) earlier than [SPECIFY EARLIEST BREAK DATE], or
    (b) earlier than [six] months after the date on which the Break Notice is deemed to be have been served on the Landlord;

1.4 Subject to clause 1.5, the (5) ........................................ may terminate this lease at any time by (6) ........................................ on the Landlord.

1.5 A Break Notice shall be of no effect if:
    (a) the Tenant has assigned this lease before it serves the Break Notice (whether or not it has made an application to HM Land Registry to register the (7) ........................................), or
Buying and selling commercial property

Commercial conveyancing

Nina Kahn, a solicitor specialising in commercial property, is talking to a foreign client about conveyancing - the transfer of the ownership of property.

The principle of caveat emptor applies to the transfer of property in the UK. Contract provisions reinforce this by acknowledging that the purchaser has had an opportunity to make full investigation of the title, that is, the right of ownership, and to check the property's physical condition and any other factors which might affect the property and its intended use.

Generally, a commercial agent will market a commercial property. The property particulars, or details, will specify the terms on which the property, or the lot in the case of auctions, is to be sold. The particulars show whether it is to be sold by auction - sold to the person who makes the highest offer at an auction - or sold by private treaty - the seller and buyer reach an agreement.

Note: caveat emptor - the buyer is responsible for checking what he buys is in good order.

Sale by auction

If the sale is to be by auction, a legal pack, prepared by the seller's solicitor, will be available to prospective purchasers. It will contain the special conditions and the auction conditions relating to the sale, as well as copies of appropriate searches - documents which prove inspection of records, for example about land use and restrictions on its use, such as Local Authority searches and environmental searches. It will also contain planning permissions, warranties, or guarantees, and other documents relevant to the property and to the transfer of ownership, such as investigation, or legal evidence, of the seller's title to the property.

The prospective purchasers must be satisfied with the seller's title and the other information. If necessary, they may raise further enquiries in advance of the bidding for the property. The signing of the sale memorandum by the purchaser or their agent at the auction constitutes the contract to purchase. Sale, known as completion, when payment is made and the deed of transfer is passed to the purchaser, usually takes place at a completion date specified in the special conditions.

Sale by private treaty

In a sale by private treaty, the seller and the purchaser may negotiate detailed terms, either directly or via agents. The purchaser will consider searches instructed by his solicitor. A full survey may be instructed and the seller will be asked to provide replies to pre-contract enquiries, for example about the property's physical state and the property's boundaries. Commercial property solicitors frequently use published sets of commercial property pre-contract enquiries. When the principal terms have been agreed, they may be set out in a document and circulated as 'Heads of Terms'. The seller's solicitor will then produce a draft contract, also known as a sale agreement, which will reflect the Heads of Terms. Conditions of sale common to most property contracts, governing, for example, proof of title, how the deposit is dealt with, etc., may be incorporated into the contract by reference to published Standard Conditions.

Once the purchaser is satisfied with all the information and the form of contract, that is, the terms and conditions, has been agreed, the parties may proceed to exchange contracts. This constitutes a contractual obligation to complete the sale or purchase on the terms in the contract, and penalties will arise in the event of default. A conditional contract, where completion is to take place within a specified period of something happening, will usually contain a longstop date - a final date - at which point the parties may rescind the contract - cancel it - if the conditions have not been achieved.
40.1 Complete the definitions (1–7) then use appropriate words to complete the extract from the auction property particulars below (a–c). Look at A and B opposite to help you.

1. ........................................... – law and procedures relating to the sale and purchase of property
2. ........................................... – property sold at auction
3. ........................................... – the right to hold property
4. ........................................... – offers competing to purchase
5. ................................................ – the contract to purchase document
6. ........................................... – owner of a property who transfers the ownership for money
7. ................................................ – specified time when the payment is to be made and the property deed transferred

LOT number 24

Brief description of the property
18 Upper Gishornish, Weston, Wiltshire

Name and address of the seller
Undisclosed. To be identified in the (b)

Name, address and reference of the seller’s conveyancer
Giffins and Poacher, 8 Portree Terrace, Chester. se/GP

Title
Freehold

Registered or unregistered?
Registered at Land Registry Wiltshire.

Title absolute. WT/93

(c) ........................................... guarantee

Full title guarantee

40.2 Choose the correct word or phrase in brackets to complete the sentences. Look at C opposite to help you.

1. The (purchaser/seller/solicitor) considers searches.
2. Parties may (complete/rescind/exchange) the contract in the event that the conditions have not been achieved.
3. A (full survey / pre-contract enquiry / sale agreement) is drafted by the seller’s solicitor.
4. The parties (consider/exchange/instruct) contracts once all terms are agreed.
5. Standard Conditions can be (instructed/incorporated/completed) into the contract.
6. The seller is asked to provide replies to (searches / investigation of the title of the property / pre-contract enquiries).
7. Terms are (completed/negotiated/instructed) by seller and purchaser.
8. The (investigation of title / full survey / form of contract) is agreed by both parties.

40.3 Re-order the sentences in 40.2 above to describe chronologically the possible procedures in a sale by private treaty. Use the linking phrases below. Some activities may take place around the same time. The first one has been done for you.

First of all, ........................................... and ........................................... ; then usually ........................................... and ........................................... . After that, ........................................... and ........................................... ; then it’s necessary that ........................................... and finally ........................................... . However, ........................................... .

Over to you

What are the procedures for buying and selling commercial property in a jurisdiction you are familiar with? What sort of problems can arise?

To look at standard pre-contract enquiries for commercial property in the UK, go to: www.bpf.org.uk.
Employment law

Our Employment Law Department is a specialist team. We advise on relevant law, employment policy and procedure, and the formation of employment contracts. We assist in the negotiation and settlement of disputes, and take or defend proceedings before an Employment Tribunal or in a civil court.

Employment law usually involves a mixture of contractual provisions and legislation regulating the relationship between employer and employee, and governing labour relations between employers and trade unions, for example with regard to collective agreements and collective bargaining about conditions of work. Developments in case law and changes to legislation, for example from the implementation of European Community directives, affect employers and employees alike. The practice of living and working in different jurisdictions means that lawyers also have to refer to international conventions to establish legal requirements.

The main statutory rights of employees include entitlement to:
- a national minimum wage;
- equal pay for like work, that is, broadly similar work;
- a written statement of employment particulars;
- an itemised pay statement;
- time off and holidays;
- statutory sick pay;
- a healthy and safe working environment;
- family and parental leave;
- protected rights on transfer of business to another employer (see the Transfer of Undertakings [Protection of Employment] Regulations 2006);
- notice of termination of employment;
- not to have unlawful deductions from wages;
- not to be discriminated against on grounds of sex, race, sexual orientation, disability, religion, age, part-time or fixed term employment, or trade union membership.

Contract of employment

It is usual practice for employers and employees to enter into a written agreement which sets out their respective obligations and rights, and which constitutes a contract of employment, either at the commencement of employment or shortly before. Clauses in the contract generally deal with pay, deductions, hours of work, time off and leave, place of work, absence, confidentiality, restrictions on the actions of an employee once employment is ended (known as a restrictive covenant), giving notice, the grievance procedures in the event of job loss, and variation of contract (meaning parties may agree to vary terms of the contract but terms cannot be unilaterally varied, that is, by one party without agreement).

Employers are bound by the employment contract and statutory regulation as to how they may deal with employees, particularly in relation to the termination of employment. Failure to observe such obligations and regulations may give rise to a claim for wrongful dismissal (where the employer is in breach of contract), unfair dismissal (where the employer has not followed a fair dismissal and disciplinary procedure before terminating the contract), or constructive dismissal (where an employee resigns because of the conduct of his employer). Gross misconduct by the employee, for example theft from the employer, may result in summary, that is, immediate, dismissal. In other circumstances, the employee may be made redundant, for example if the employer has ceased to carry on business.

BrE: labour; AmE: labor
BrE: trade union; AmE: labor union

BrE: made redundant; AmE: laid off
41.1 Make word combinations from A opposite using words from the box. Then use appropriate word combinations to complete the definitions below.

| employment | bargaining | fixed | tribunal | collective | relations | sick | trade |
| employment | union | particulars | time | labour | pay | off | term |

1 ........................................... - salary paid when an employee cannot work because of illness
2 ........................................... - restricted period of employment set out in contract
3 ........................................... - organisation which represents the workers, who are its members, in discussions of pay and working conditions with their employer
4 ........................................... - specialist court dealing in disputes between employers and employees
5 ........................................... - written details of a position in a company
6 ........................................... - negotiations between an employer and a trade union on terms and conditions of employment and work

41.2 A lawyer is giving advice to a client about an employment contract over the phone. Replace the underlined words and phrases with alternative words and phrases from B opposite. There is more than one possibility for one of the answers.

I've looked through the contract and it seems satisfactory in relation to (1) the period of warning that the contract is going to end. However, I think you should look for some adjustment on the (2) clause preventing you working in the same field for three years after you've left the company. Other than that, the terms relating to being (3) let go by the company if it fails and (4) being removed from the job, with the related (5) procedure for making a complaint and (6) changes being made to your work, are quite straightforward.

41.3 Which type of dismissal may have occurred in the following situations? Look at B opposite to help you.

1 An employee decides to leave her job because she is moved, without consultation, to a new position in the company which she regards as a reduction in her role. A new post covering broadly the same area as hers is offered to an outside applicant.
2 An employee is forced to leave his job because he has arrived at his place of work under the influence of alcohol on several occasions.
3 An employer has not gone through the appropriate procedures before forcing an employee to leave his job.

41.4 Choose the correct prefix from the box to make the opposite of the adjectives below.

<table>
<thead>
<tr>
<th>un</th>
<th>non</th>
<th>il</th>
<th>it</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 relevant</td>
<td>2 legal</td>
<td>3 lawful</td>
<td>4 restrictive</td>
</tr>
</tbody>
</table>

Over to you

What are the main statutory and contractual rights in employment in a jurisdiction you are familiar with? What rights do employers and employees have on termination of contract?

To look at more on employment relations and contracts of employment, go to: www.dti.gov.uk/employment/. To see the Employment Act 2002, go to: www.opsi.gov.uk/acts.htm

Copyright

Trainees at a law firm have been asked to help prepare a section on Intellectual Property (IP) law for the monthly e-newsletter circulated to clients. Some of their preparatory notes are below:

**Type of IP interest**

**Copyright**

**How the interest or right arises**

An **automatic right** arising from statute.

**Copyright arises as soon as an original work** (literary, dramatic, musical, or artistic, as defined in the main UK statute: Copyright Designs and Patents Act 1988, and its subsequent amendments) is created and **embodied** in a specific media (for example on film, in a sound recording, in print, or as an electronic record). Copyright also arises in the **typography** (the layout) of the published works.

**What protection is available?**

It is the **expression** in a particular tangible form which is protected rather than the idea itself.

The **copyright owner**, normally the author, has exclusive rights, including the rights to make copies, to sell copies to the public, or to give a public performance of the work. The owner may **license**, usually in writing, the **reproduction** of the work.

**Action required**

The right cannot be registered.

It is possible to use a **copyright symbol (©)** followed by the author’s name and date to indicate that it is intended that the work should have **copyright protection**, but it is not necessary to do this.

---

**Patent**

**Type of IP interest**

**Patent**

**How the interest or right arises**

A **patent** is a **territorial right** given to the **patent holder** for a statutory period of years. It must be applied for in each jurisdiction for which protection is **required**. In the UK, it may be granted by the UK Patent Office; in the USA it is issued by the Patent and Trademark Office.

To be **patentable**, an invention must:

- be **novel**, that is, not made public anywhere before the **filing date** on which the application/description is submitted for patent;
- be **capable of industrial application**, that is, use or application in some kind of industry, for example be a process, a material, or a device;
- result from an **inventive step**. In the US, the test is to be **non-obvious**, that is, something distinctive which could not have been produced by anyone with relatively good knowledge in the relevant area;
- not be an **excluded thing as such** (Patents Act 1977). For example, it cannot be a discovery, a scientific theory, an aesthetic creation or, in the UK, a business method.

**What protection is available?**

The invention becomes a property interest vested in the inventor, which he/she can transfer, by **assignment**, to another.

It confers the right to exclude others from making, using or selling the invention.

The import into the UK of a product with a UK patent will be in **contravention of the patent**.

**Action required**

An application should be filed on the Patent Office before any steps are taken to make the invention public.

A patent application may **fail** or the **grant of a patent** can be **revoked**, that is, removed from the Register in terms of the Patent Acts 1997, if, for example, a successful application is made to the Court in counter-claim on grounds such as:

- the invention is contrary to public policy or morality (for example, human cloning processes) or;
- the person granted the patent does not have **entitlement to it**.
42.1 Make adjectives from the nouns in brackets. Put a stress mark in front of the stressed syllable in each adjective. Look at A and B opposite to help you.

1. Patent holders have (territory) rights over their inventions.
2. Copyright is a statutory right in an (origin) work.
3. A number of rights fall within (intellect) property, including copyright, design patents, and trademarks.
4. To be patented, an invention must have some sort of (industry) use; this might include, for example, in agriculture.
5. Discoveries of elements of the human body are not (patent).
6. The invention has to be (novelty) and must not have been disclosed before.

42.2 Find four words in A opposite that can be used to make word combinations with ‘copyright’. Then use the appropriate words to complete the sentences below.

1. It is essential to identify the first (copyright) before determining whether a particular form of work qualifies for protection.
2. The duration of (copyright) is calculated by reference to the author of the copyright work.
3. Copyright (in product design and in the presentation of merchandising for products like toys and cosmetics).

42.3 Complete the definitions. Look at A and B opposite to help you.

1. (property right) that subsists in certain tangible creative works
2. (right) that exists as soon as a work that can be protected by copyright is created in material form
3. (the transfer of IP rights from the owner of the rights to another person or organisation)
4. (having a fixed material existence)
5. (the right to own a patent)
6. (the date on which the full description of an invention is formally applied for)
7. (the criterion for assessing whether an invention is not an obvious development of what has been done before, in the judgement of someone who is skilled in the relevant area)
8. (not having been disclosed anywhere else in the world before)
9. (the capacity of an invention to meet the criteria set by statute in order for an application to be granted)

42.4 Choose the correct phrase in brackets to complete the sentences. Look at A and B opposite to help you.

1. The Act generally gives the owner of copyright (the right to exclude / exclusive rights to) to reproduce the copyrighted work and to perform the work publicly.
2. The patent gives (the right to exclude / excluding rights to / exclusive rights to) others from importing the invention.

Over to you

What is not patentable in a jurisdiction you are familiar with? How may copyright be enforced?

For information about the Patent Office in the UK, go to: www.patent.gov.uk; for the US Patent and Trademark Office, go to: www.uspto.gov/web/offices/.
Trade marks and domain names

Trainees at a law firm have been asked to help prepare a section on Intellectual Property (IP) law for the monthly e-newsletter circulated to clients. Some of their preparatory notes are below.

**Type of IP interest**

**Trade mark**

*How the interest/right arises*

A trade mark, or mark, needs to be registered at the Patent Office to be protected. A trade mark is territorial. It can be a sign including words, symbols, or pictures, or a combination of all these elements. Its function is to represent the goods graphically and distinguish them from other goods. It is essentially a badge of origin enabling customers to recognise a brand.

A service mark is the same as a trade mark but it identifies the source of a service.

*What protection is available?*

To be capable of registration, a trade mark must be original and sufficiently distinctive from any other marks for the same or similar goods or services. The mark must be specific to the goods or services to which it is to apply and not be misleading or contrary to law or morality. In the UK, a trade mark can be enforced to protect the mark’s proprietor under the Trade Marks Act 1994, which implements the EC (European Community) Trade Mark directive.

*Action required*

Application to the Trade Mark Registry at the UK Patent Office for a national trade mark, or for a CTM (Community Trade Mark) valid throughout the EU (European Union), to OHIM (the Office for Harmonisation in the Internal Market—Trade Marks and Designs); or to the Patent and Trademark Office for granting a trademark in the USA.

Not all trade marks are registrable, for example where the shape results from the nature of the goods, such as an umbrella.

The mark may be licensed for authorised use.

---

**Domain name**

*How the interest/right arises*

Domain names are unique Internet addresses which distinguish one computer from all others connected to the Internet, for example google.com.

Top level domains (TLD) include two letter country codes (ccTLD) such as .uk and .nl. Generic TLDs (gTLD) include .com, .org, .biz, and .coop. Below these are the second level domain names, for example “McDonalds” in McDonalds.com.

*What protection is available?*

Disputes may arise when:

- two or more people are entitled to use the identical trademark in different countries and each claim the same domain name or
- a third party registers a domain name the same as or very similar to, a famous name or trademark, hoping to sell it or to use the business value of a well-known name—practice known as cybersquatting, or net name piracy

*Action required*

Domain names can be registered directly at accredited registrars, that is, Internet name licensing authorities, or by buying them from Internet naming companies. Names are registered for one or more years, often with annual renewal. Disputes may be referred to accredited dispute resolution providers, such as the World Intellectual Property Organization (WIPO), or country registrars.

---

**Remedies for IP infringement**

IP rights can be enforced through civil remedies, and may involve criminal sanctions. As a final remedy, the rightsholder can obtain financial compensation for losses caused by infringement by choosing between damages or an account of profits which the defendant made from the infringement.

Other final remedies may include delivery up and destruction of infringing documents, a court order to reveal relevant information, or an injunction. An interim remedy, that is, a provisional one, may include an interim injunction to stop an infringing activity, a search order to look for evidence of infringement, and a freezing injunction to freeze the assets of an alleged infringer before trial. If there is misrepresentation as to the trade origin of goods leading to damage to the trading goodwill of another person, it may give rise to an action in tort—a civil wrong known as “passing off.”
43.1 Complete the definitions. Look at A and B opposite to help you.

1. anything graphic that conveys information, for example numerals, words, letters, packaging, shape of the goods, etc.
2. using clear images, lines, characters, musical notation, internationally recognised colours, etc.
3. any sign, represented graphically, which is capable of distinguishing the goods or services of one business from others
4. part of an Internet address indicating the type of organisation or country location
5. person or organisation that interferes with or violates another's rights
6. action whereby a person or business registers a domain name and uses it in bad faith or intends to sell it to those who have a legitimate interest in the name
7. a property right associated with the attracting of business custom
8. a civil action where there has been misrepresentation of goods or services leading to damage to the goodwill of a business
9. court order to stop the movement or sale of assets
10. temporary court order until the trial
11. organisations which offer a service to investigate complaints and reach decisions
12. a discretionary remedy available when there has been infringement of intellectual property, involving the award to the rightholder of profits made from the infringement by the defendant

43.2 Replace the underlined words and phrases in this extract from an advertisement for a short course for lawyers on trade marks with alternative words and phrases from A and B opposite.
Information technology law and cybercrime

Computer security

Pieter den Brijnian, a legal practitioner specialising in information technology, is speaking at a Chamber of Commerce lunch.

I'm sure you'd all agree that the development of information technology and e-commerce has presented exciting business opportunities. However, the increasing sophistication of the systems and applications available to end users has created significant legal challenges in individuals, companies, the legislature, and legal advisers. The technology necessary to access the Internet has also enabled innovative illegal activities. You'll be aware that these include the breach of computer security and unauthorised access to a computer commonly known as hacking.

There's also the distribution of illegally obtained content from databases, as well as virus writing or virus spreading achieved by attacks on insecure servers which lack adequate protection. In the UK, the Computer Misuse Act deals with such illegal acts, and also the publication and distribution of material that may be used to aid hacking. Unfortunately, unless you have adequate security systems in place, your business is at risk.

Cybercrime

There are cybercrimes that may affect you personally, such as credit card fraud online, commonly known as credit card scams, and identity (ID) theft, when financial benefit is obtained by deception using stolen personal information. In the USA, fraudsters, as they're known, who use a stolen identity to commit new crimes, may be charged with what's known in the States as aggravated ID theft. The Council of Europe Cybercrime Treaty, also signed by US and Japan, has the aim of international co-operation and mutual assistance in policing.

Other cybercrime may impact on your business. There's cyberfraud, such as phishing, where users are moved to fake, non-genuine sites, when they try to link to their bona fide bank website. Then there's phishing, when a fraudster, by misrepresentation, gets Internet users to disclose personal information in reply to spam email sent unsolicited to a large number of people. Internet users can also be tricked into money laundering activities which aid the transfer of illegal or stolen money.

Note: misrepresentation - making a wrong statement to trick someone into a contract

Data protection

The way you collect, store, and distribute information that constitutes personal data on identifiable individuals is now subject to Data Protection legislation. If, for example, you ask potential customers to supply their address details via the web in the process of requesting further information concerning your business, you should also provide the data subject with information about the purpose of collecting the data, the period for which it will be stored, and who will be in receipt of such data. If your web page contains data relating to specific employees, remember that this will be information readily available internationally and nationally. You must have the consent of the individuals concerned allowing you to make such information available. That consent must be informed and freely given. Care must be taken in the management of personal web servers and server software and clear guidelines given to staff about your Internet policy in order to avoid falling foul of the law, for example the Defamation Act. Finally, in addition to ensuring that you don't infringe regulations, you need to consider how to future-proof contracts you enter into, by considering potential and unknown developments which may affect your business.
44.1 Make word combinations from A opposite using words from the box.

<table>
<thead>
<tr>
<th>adequate</th>
<th>access</th>
<th>misuse</th>
<th>users</th>
<th>computer</th>
<th>breach of</th>
</tr>
</thead>
<tbody>
<tr>
<td>legal</td>
<td>illegally</td>
<td>security</td>
<td>computer</td>
<td>security</td>
<td>end</td>
</tr>
<tr>
<td>challenges</td>
<td>activities</td>
<td>virus</td>
<td>spreading</td>
<td>obtained</td>
<td>unauthorised</td>
</tr>
<tr>
<td>servers</td>
<td>illegal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

44.2 Are the following statements true or false? Look at A opposite to help you. Use appropriate word combinations from 44.1 to explain your answers.

1. People who use computer applications are known as hackers.
2. It's a legal challenge to gain unauthorised access to a database.
3. Secure servers make virus spreading possible.
4. Distributing illegally obtained data is a breach of computer security.

44.3 Complete the article. Look at B opposite to help you. There is more than one possibility for one of the answers.

**Pharming is taking over from phishing**

*International cyber-crooks have found a new way to rip off the public.*

Fraudsters find it surprisingly easy to operate credit card (1) .......... over the Internet. (2) ................. tricks consumers into providing confidential details in response to spam email. Although banks have been raising public awareness of the practice by placing warnings on websites, some customers are still taken in by spam emails inviting them to (3) ................. account information.

But phishing is no longer as effective as it was, so (4) .......... have developed (5) ................., which does not involve spam email and is harder to detect. The scam redirects users to (6) ................. sites when they try to access their (7) ................. bank website. A customer logs on, normally using the address stored in his or her 'favourites' folder, to what looks like the bank’s internet banking site, but the customer is actually redirected to the fraudster's site.

The fraud is no longer limited to bank accounts. Recent examples have had corporate websites cloned to sell non-existent products, or to get consumers to participate in money (8) ................. activities while believing they are dealing with a legitimate organisation.

Whether the fraudsters are using phishing or pharming, criminal prosecution remains difficult, largely because most of the criminals are based outside the territory in which the victim resides. Extradition proceedings are difficult and rare, although some national courts may have limited extra-territorial jurisdiction. Phishing legislation may be drafted but the real problem is the cross-border nature of the fraud. The legislation may have no teeth, leaving the perpetrators almost immune from prosecution.

The Times

44.4 Find more formal expressions in C opposite for:

1. a human person about whom data is stored
2. law which governs the use of computer stored information about individuals
3. willing agreement to something on the basis of relevant knowledge
4. to break the law

**Over to you**

What problems are there for the law in defining and stopping hacking? What problems are there in balancing freedom of expression and censorship on the Internet?


Professional English in Use Law 95
A partner has asked her trainee to draft some notes on environmental law.

**International environmental law**

International environmental law is a fast-developing area affected by scientific discovery and opinion. It encompasses that is, includes, both international treaties (or conventions) incorporated into national law, and international customary law (general practice accepted as law). These constitute the law that nation states are obliged to follow or otherwise suffer sanctions from the international legal community. There is also international diplomacy and non-binding instruments which create guiding principles, such as the 1972 Stockholm Declaration and the 1992 Rio Declaration.

The main principles framed in international environmental law are:
- **polluter pays principle** — the cost of damage is carried by the party responsible
- **precautionary principle** — to act carefully where knowledge is not certain
- **sustainable development principle** — to act in the best interest of future generations
- **environment impact assessment principle** — to use rational planning before carrying out changes to the environment and to consider the costs of ecological effects
- **common but differentiated responsibility principle** — for countries to have shared but different responsibilities for the environment

**National environmental law**

The critical issues of implementation, monitoring, compliance, and enforcement have to be addressed within legal frameworks. The current impetus to protect the environment at a global as well as a local level means that domestic law in this area has an important interaction with international law. Many jurisdictions have a body of pollution control laws, as well as town and country planning law. In the UK, planning law consists of a regulatory mechanism with a developed process of application for and grant of permission, attaching conditions to development; a system of appeal; rights of public access to information, and rights of public participation.

Planning law has also been used to pursue environmental objectives with the control of development and land through statutory regulations, for example the Wildlife and Countryside Act 1981 and Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Note: listed building — building of special historic interest protected from development and demolition

**Application of environmental law**

Statutory regulation and the role of the various institutions and procedures of legal regulation are frequently complex. The advice of a legal specialist is essential. Due to the potential extent of environmental protection there can be implications for a wide range of transactions and industries. Given that environmental liability can have significant financial implications, such as damages or injunctions, or may even result in criminal prosecutions, lawyers dealing in property transactions or the acquisition of a business will wish to ensure that:
- the due diligence process encompasses a review of any relevant environmental licences;
- relevant audits are instructed;
- and details of any potential, current, or pending enforcement proceedings involving environmental issues are disclosed.

In other circumstances, a client personally affected by pollution or environmental damage may wish to take civil action in tort to remedy the situation.

Note: due diligence — investigation of legal title and company documentation
45.1 Complete the sentences with the principles of environmental law listed in A opposite.

1. If you aim to meet the needs of the present without making it difficult or impossible to meet the needs of the future, this is known as the ________________.
2. If you make the individual or the organisation that caused the environmental damage cover the cost, this is known as the ________________.
3. When all countries are expected to make a contribution to environmental protection, but according to their circumstances, this is known as the ________________.
4. If you act to protect the environment in the case of serious harm, even though clear scientific proof of damage is not yet available, this is known as the ________________.
5. If you evaluate the suitability and implications of the planned development of land, this is known as the ________________.

45.2 A lawyer is writing to a colleague about international environmental law. Replace the underlined words and phrases with words from A, B and C opposite. There is more than one possibility for two of the answers.

From: j.assad@oldfieldslaw.co.uk
To: c.zurba@oldfieldslaw.co.uk
Subject: International environmental law

Cassandra,

You said you were interested in getting an overview of international environmental law. You could take a look at Principles of International Environmental Law. It's a reasonably comprehensive reference book on regulations relating to environmental (1) ____________ and the conservation of natural resources. It covers the institutional and legal (2) ____________, the (3) ____________ and signed legal agreements between countries, customary law, and all the new case law, as well as issues like (4) ____________ to carry out what is ordered, implementation, (5) ____________ that the law is obeyed, and dispute settlement. There's a breadth of topics: conservation of biological diversity, genetically modified organisms, (6) ____________ through contamination control, hazardous substances and activities, waste management and disposal, the Kyoto Protocol, and techniques for the (7) ____________ of principles and rules such as environmental impact assessment, liability, and compensation for environmental (8) ____________.

45.3 Find words or phrases in A, B and C opposite that can be used to make word combinations with the words or phrases below:

1. review environmental ________________
2. instruct ________________
3. disclose proceedings involving ________________
4. suffer ________________
5. attach ________________

Over to you
What scope is there for legal intervention in environmental problems in a jurisdiction you are familiar with?

For useful links to environmental sites, go to: www.cflaw.org/links.php.
For European Environmental Law updates on cases, go to: www.eel.nl/. For the United Nations UNEP conventions and treaties, go to: www.un.org.
### Answer key

1.1  1. Criminal law  
2. Public law  
3. Procedural law

1.2  1. head of state  
2. houses/chambers  
3. hierarchy

1.3  **Verb** | **Noun** | **Adjective**
--- | --- | ---
'l'egislate  | 'legislature  | 'legislative
proceed  | procedure  | procedural
convene  | convenion  | conventional
'regulate  | regulation  | 'regulatory or regulatory
accede  | accession  |
'elect  | election  | elected
'authorise  | authoriy or authorisation  | 'authorised

1  legislature
2  accede
3  procedural

2.1  1. pass/enact  
2. enact/pass  
3. amend/update

2.2  1. statutory instrument  
2. bye-law

2.3  1. Bill  
2. submitted/introduced/proposed  
3. debated

3.1  1. bound  
2. consider  
3. rely on / apply  
4. distinguish

3.2  **Verb** | **Noun** | **Adjective**
--- | --- | ---
'a'apply  | application  | 'applicable
pre'cede  | precede  | pre'ceding
per'suade  | per'suasion  | per'suasive
'bind

2.4  1. repeal  
2. codify  
3. consolidate

2.5  1. scrutiny  
2. scrutinising the provisions

2.6  1. embrace  
2. recommend

3.3  1 bound  
2. consider  
3. rely on / apply  
4. differentiate

3.4  1. draft  
2. approved  
3. re-presented

3.5  1. propose/introduce/submit  
2. undertake

3.6  1. apply  
2. cite  
3. bind

3.7  1. enforce  
2. bind
3.3 binding applicable
3.4 citation persuasive

4.1 1 Magistrates' Court 5 leapfrog
2 Instance 6 Appeal
3 Division 7 House
4 High Court of Justice

4.2 Verb Noun - event or action Noun - person
appeal appeal also appellant
appeal
hear hearing
try trial
claim claimant

4.3 1c, 2c, 3d, 4a, 5b
1 Appeal/Appellate
appeal
3 claimant
4 hear/try
b tried/heard

5.1 Warrant of arrest 2 indictment 3 summons

5.2 Criminal proceedings; realistic prospect; defence costs; reasonable doubt; guilty plea; reduced sentence; severe penalties; indictable offences
1 realistic prospect 3 indictable offences 5 defence costs
2 reasonable doubt 4 severe penalties

5.3 1 detained 5 sentence/penalty
2 acquitted 6 apprehend
3 appears 7 bail
4 charge

5.4 f, d, g, a, c, e, b

6.1 inspection 5 disclosure
2 counterclaim 6 witness statement
3 form of defence 7 practice directions
4 claim form (formerly known as a 'writ of summons' or a 'summons')

6.2 admit a claim; agree to a stay; allocate to a regime; enforce the judgment; file a reply; issue a claim; review the process; serve a claim on; set a timetable; settle differences
1 Normally the claimant issues a claim and it is served on the defendant.
2 The defendant must file a reply, whether it is a defence, an admission, or a request for a time extension.
3 Ask the court to agree to a stay (in proceedings).
4 To give parties an opportunity to review the process and make decisions.
5 The claimant can enforce the judgment in the Magistrates' Courts.
7.1 unfair dismissal 7 borne by
2 defend 8 broker a settlement
3 respondent 9 parties
4 claimant 10 witness statements
5 government agency 11 address
6 withdrawn 12 refer to

8.1 formerly known as; generally called; referred to as; also known as; defined as
1 generally called 3 defined as
2 formerly known as 4 also known as / referred to as

8.2 1 internal 6 provisions 11 Community 16 directive
2 frontiers 7 Treaty 12 regulation 17 Member
3 free 8 States 13 application
4 movement 9 measures 14 entirety
5 services 10 obligations 15 applicable

8.3 1 true
2 false - community rules take precedence. Community law has supremacy over national law.
3 false - the Common Customs Tariff applies to all goods imported into the EU from countries outside the Community like Japan and the USA.
4 true

9.1 1 conveyancing; draw up/draft
2 advocacy; right of audience; appear
3 solicitor; barrister

9.2

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
<th>Noun - person</th>
</tr>
</thead>
<tbody>
<tr>
<td>'train</td>
<td>traineeship or training</td>
<td>trainee</td>
</tr>
<tr>
<td>'advise</td>
<td>advice</td>
<td>adviser</td>
</tr>
<tr>
<td>'practise</td>
<td>'practice</td>
<td>practitioner</td>
</tr>
<tr>
<td>'specialise</td>
<td>'specialism</td>
<td>'specialist</td>
</tr>
</tbody>
</table>

9.3 1 degree 5 secondment
2 placement 6 trained
3 practice/firm/partnership 7 specialise
4 graduated 8 corporates

10.1 1c, 2a, 3b, 4c, 5g, 6d, 7i
10.2  1 conversion course  
      2 Bar Vocational Course  
      3 chambers  
      4 pupil master  
      5 shadow  
      6 document/pleading/an opinion

11.1  best interests; all parties meeting; chargeable work; comprehensive notes; terms agreed; fee earner

11.2  a significant proportion of

      a large part of

      a substantial amount of

11.3  1 sound files with the minutes on  
      2 copying everyone in / circulating them by email  
      3 getting a hard copy of  
      4 marks up  

      5 type them up  
      6 get back to them  
      7 get on

12.1  1 District Judge (Magistrates' Court)  
      2 Circuit Judge  

12.2  1 the Bench  
      2 the Judiciary  

12.3  1 suspended  
      2 imprisonment  
      3 applicant  

      4 undertaking  
      5 injunction  
      6 interim injunction

13.1  1 provides/offers  
      2 includes/comprises  
      3 incorporates/comprises

      4 contains/includes/comprises  

      5 led by / headed up (by)

13.2  draw on / have relevant expertise; have exclusive access; have / draw on extensive experience; provide a comprehensive service; make significant investment; resource specialist knowledge

      1 has extensive experience  
      2 made significant investment  
      3 draw on relevant expertise

      4 resource specialist knowledge  
      5 provide a comprehensive service

13.3  1 personnel  
      2 submit a tender  
      3 professional indemnity cover

      4 transfer know-how  
      5 measure outputs

14.1  1 office manual / department manual (or just 'manual')  
      2 precedent letters  
      3 disbursements

      4 indemnity insurance premium  
      5 external auditor
14.2 In a client care letter you should...

a – … refer to the matter on which you are instructed to act …
b – … (refer to) the agreed target timescale, such as there is.
c – … inform the client of who will be undertaking work for them …
d – … give the name of the person with overall responsibility for conduct of the matter.
e – … provide a fee estimate for work by staff and should also give the details of any anticipated disbursements, such as court fees, search fees, and other costs. If it isn’t possible to give a quote at the outset of a matter you may, for example, suggest that you obtain their approval before undertaking any work in excess of an agreed limit.
f – … agree to provide an estimate at the earliest opportunity.

14.3 1c, 2d, 3c, 4a, 5b

15.1 1 money laundering 4 as soon as is reasonably practicable
2 one-off transaction 5 exercised all due diligence
3 forestalling 6 disclosures

15.2 1 comply with 6 took all reasonable steps 11 aware
2 Proceeds of 7 exercised all due diligence 12 satisfactory evidence
3 act for another person 8 forestalling 13 nominated
4 contravening 9 disclosure 14 transaction
5 fine 10 suspect

16.1 1c, 2d, 3f, 4c, 5a, 6b

16.2 2 Ellipsis – … relating to the above (Project Ivory, Target Company – Franklin Red Limited) …
3 Substitution of ‘this aspect’ for ‘conditions to which Completion will be subject’
4 Ellipsis – … read the enclosed [Heads of Terms] carefully …
5 Substitution of ‘the same’ for ‘the enclosed’ Heads of Terms

16.3 1 true – … enclosed find the further amended Heads of Terms …
2 true – You will see that I have left this aspect as originally drafted for the time being.
3 false – As previously discussed, you will let me have further instructions …
4 false – I should be grateful if you could read the enclosed carefully and confirm that you are happy with the same.

16.4 1 I am pleased to enclose / Please find enclosed
2 previously discussed
3 please let me know if you have any particular concerns / please let me know if we can be of further assistance / if you have any questions, please do not hesitate to give me a call
4 I should/would be grateful if you could
5 I look forward to hearing from you (shortly / as soon as possible) / I look forward to our meeting
17.1 You wanted me to give you an outline of the stages in getting proprietary rights. First, consider submitting an application to the patent office in the research phase. Before this happens, don’t publicly disclose the invention because this might be interpreted as prior publication. Next, / Then, / The next step is to / After that, think about using the services of a registered patent agent to help prepare the specific (the legal document) required by the patent office. Once that’s been done, / Next, / Then, / The next step is to complete the form ‘Request for grant of patent’. After that, / Next, / Then, / Once that’s been done, take or send the documents to the patent office. Finally, the patent office decides whether the invention fulfills specific conditions before it grants a patent.

17.2 1 equivalent to / the same as
2 differs from
3 referred to as / called / known as
4 comparable to / similar to / like
5 is (very) different from / differs from

17.3 1 in other words
2 that is
3 Let me explain further / Let me put it another way
4 Could I (just) clarify that / So, if I’ve understood you correctly, / So, if I may (just) check I’ve got this right,

18.1 1 This Agreement¹ and the benefits and advantages² herein³ contained are personal to each Member⁴ and shall⁵ not be sold, assigned or transferred⁶ by the Member⁴.
2 Lessor⁷,⁸,⁹ shall⁴ not be liable for loss of or damage to any property left, stored, or transported⁰ by Hiree¹ or any other person in or upon¹ Vehicle⁴ either before or after the return thereof¹ to Lessor¹,¹¹. Hiree hereby¹ agrees to hold² Lessor¹,¹³ harmless from², and indemnify³ Lessor¹,¹⁵ against all claims based on or arising out of¹ such loss or damage unless caused by the negligence of Lessor¹,¹⁷.
3 Title³ to property in the goods shall¹ remain vested in¹ the Company¹,¹⁶ (notwithstanding³ the delivery of the same to the Customer¹,¹⁷) until the price of the Goods¹,¹⁸ comprised in the contract and all other money due from the Customer¹,¹⁷ to the Company¹ on any other account has been paid in full.¹⁹

¹ using capital letters to signal important or defined terms
² using legal jargon, including the use of pairs of words or triplets
³ using old-fashioned words not much in general use
⁴ the specific use of the modal verb ‘shall’ to impose an obligation or duty on someone
⁵ using technical terms
⁶ avoiding personal pronouns
⁷ using long sentences with little punctuation

a Membership
b liable; loss; property; vehicle; arises (‘result’ is also possible); negligence
c goods; paying
18.2 1f, 2d, 3a, 4g, 5b, 6c, 7e

19.1 1h, 2g, 3h, 4f, 5b, 6a, 7c, 8e, 9d
1 trading vehicle / trading entity
5 general
a duration
c Partnership Agreement
d expelled from
e exemption
f jointly and severally liable
g bankrupt
h sole trader

19.2 Registrar of Companies; minimum authorised capital; security over personal assets;
guarantee the obligations; raise share capital; legal entity; Public Limited Company
1 security over personal assets
2 Public Limited Company
3 Registrar of Companies
4 minimum authorised (share) capital
5 to raise share capital

20.1 1 formation agent / registration agent
2 transferred
3 registered company
4 trading name
5 Company Secretary
6 Incorporation

20.2 1 LIMITED
2 ARTICLES
3 registered office
4 objects
5 mortgage
6 liability
7 capital

21.1 1c, 2e, 3a, 4b, 5d
a allot/allocate
b member of the company
c nominal capital
d share certificate
e issuing

21.2 declare a dividend; defer payment; exercise the right; issue at a premium; vote on a resolution
1 vote on resolution
2 declare a dividend
3 exercise the right
4 defer payment
5 issue at a premium

22.1 1 a floating charge
2 a fixed charge
3 a debenture
4 security
5 a mortgage
22.2
1 charge/mortgage 5 creditors 9 fixed charge
2 mortgage/charge 6 insolvency 10 floating charge
3 assets 7 repayment 11 defaults
4 debenture 8 secured 12 charge holder

22.3

<table>
<thead>
<tr>
<th>Noun - type of legal agreement</th>
<th>Noun - legal person who assigns (transfers) an interest or use in a property to another</th>
<th>Noun - legal person who has been assigned an interest in or use of a property</th>
</tr>
</thead>
<tbody>
<tr>
<td>charge</td>
<td>chargor</td>
<td>chargee</td>
</tr>
<tr>
<td>grant</td>
<td>grantor</td>
<td>grantee</td>
</tr>
<tr>
<td>lease</td>
<td>lessee (also tenant)</td>
<td>lessee (also tenant)</td>
</tr>
</tbody>
</table>

1 chargor 2 mortgagee 3 lessee

23.1
1 He appears to be disqualified. Because he is over 70 a general meeting of the members would need to agree to waive the age requirement. He may also be an undischarged bankrupt in which case the court would need to give leave.
2 The company may be charged a late filing penalty. The directors have committed a criminal offence. This may result in a fine and a criminal record. If this happens again, they may be disqualified from holding the office of director.
3 The Registrar of Companies may strike Montecles Ltd off the register and dissolve the company. The company’s assets may become the property of the Crown.

23.2
1e, 2d, 3b, 4a, 5c
a comply with
b provided notice of; statutory form(s)
c served; minutes
d filed/delivered/submitted; within (... months of) the accounting reference date / within the requisite period
e delivered/submitted

24.1
1 creditor 3 unsecured 5 realise
2 insolvent 4 preferential 6 discharge

24.2
1a shareholders or members 3 by petitioning the court
1b company directors 4 if crystallises / crystallisation
1c a creditor or company directors 5 it’s a going concern
1d a charge holder or company directors 6 winding up or liquidation
2 by filing a notice at court 7 solvent

24.3
1 on 3 out 5 of 7 in
2 of 4 with 6 as 8 to
<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun - concept or object</th>
<th>Noun - person</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>dispute</td>
<td>dispute or dispute</td>
<td>disputant</td>
<td>contractual or contracting</td>
</tr>
<tr>
<td>resolve</td>
<td>resolution</td>
<td>resolver</td>
<td></td>
</tr>
<tr>
<td>contract</td>
<td>contractor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25.2 1 parties 2 party 3 resolved 4 dispute 5 referred 6 Contractor 7 Agreement 8 resolution

25.3 1 referral 2 mediation 3 mediator 4 resolving 5 settlement

25.4 1 false – arbitration is a formal and binding process.
2 false – the online mediator passes email responses between parties online.
3 false – adjudication is commonly used to resolve construction disputes.
4 false – the defendant and the claimant are respective parties. The mediator is an independent third party.

26.1 1 notify 2 cooperative 3 stipulated 4 profits 5 due date 6 gains 7 instalments 8 income 9 exceed / be in excess of

26.2 1 chargeable 2 Return (or declaration) 3 due 4 relief 5 exemption 6 bill 7 benefits/efficiency 8 efficiency/benefits

27.1 | Verb | Noun | Adjective |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>compete</td>
<td>competition</td>
<td>competitive</td>
</tr>
<tr>
<td>'regulate</td>
<td>'regulator</td>
<td>regulatory</td>
</tr>
</tbody>
</table>

27.2 1 regulators 2 takeover 3 (takeover) bid 4 anti trust/competition 5 regulatory 6 merger

27.3 1 abide by 2 offer 3 relevant securities 4 disclosed 5 offer 6 offeror

28.1 1 a monetary penalty 2 an adverse effect 3 agreed undertakings

28.2 1 inquiry 2 barriers 3 distort 4 harm 5 watchdog (the OFT) 6 refer 7 rivals/competitors 8 investigation 9 referral 10 competition 11 powers under 12 compelled
28.3 1 d – selling popular products below cost price to put pressure on smaller competitors  
2 b – erecting barriers to keep out new players; c – acquiring development sites to prevent a rival opening a store  
3 b – move into convenience stores could distort competition; d – stores’ increasing buying power, which they can use to drive down the prices paid to suppliers

29.1 1 tort 3 damage 5 defamation 7 trespass  
2 damages 4 claimant/plaintiff 6 strict liability 8 slander

29.2 | Noun | Adjective |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>defamation</td>
<td>defamatory</td>
</tr>
<tr>
<td>libel</td>
<td>libellous</td>
</tr>
<tr>
<td>liability</td>
<td>liable</td>
</tr>
<tr>
<td>injury</td>
<td>injured</td>
</tr>
</tbody>
</table>

29.3 1 injury 6 owes (that is also possible)  
2 sustained/suffered 7 care  
3 undergoing 8 admitted  
4 suffered/sustained 9 claim  
5 earnings 10 negligence

30.1 1 potential claim  
2 adversely  
3 impartial opinion  
4 a causal link / causation  
5 pursue a claim / bring a claim  
6 likely  
7 on a conditional fee basis / on a no win no fee basis / on a contingency basis (AmE)  
8 In the case in point

30.2 1 gives 4 prepares 7 pursue  
2 explores 5 keeps 8 affected  
3 obtains 6 agrees 9 bring

30.3 Note: The direct object (for example, ‘the claim’) normally comes before the agent (for example, ‘the firm’).

2 The claim is explored by the firm.  
3 The client’s medical records are obtained by the solicitor.  
4 A report is prepared by an independent expert.  
5 A register of experts is kept by the department.  
6 A payment schedule is agreed with the client by the firm.  
7 The claim is pursued on a conditional fee basis.  
8 The outcome for the patient has been adversely affected by the action of the defendant.  
9 The claim must be brought by the claimant within the limitation period.
31.1 1 hire agreement/contract 4 lease
2 service agreement/contract 5 loan agreement/contract
3 hire purchase agreement/contract

31.2 contrary evidence; counter offer; conditions of sale; rebuttal presumption; avoid uncertainty; essential terms; contracting parties; qualified acceptance; subject to contract

31.3 1 An English court is likely to find that no contract was formed. There had been no final unqualified agreement on all the elements of the contract, such as consideration (for example a price) or essential terms (such as delivery). The agreement was vague. There was uncertainty.
2 Helena had become a shareholder. The contract was formed at the time of posting, when acceptance was sent by the offeree, even though the letter in which acceptance was communicated was not actually received. This is the postal acceptance rule.
3 The agreement was legally binding if there was no contrary evidence. There was intention to create legal relations.

32.1 1 authority/capacity 4 (formally) executed
2 (made) in writing 5 enforceable
3 have effect / be effective 6 standard wording

32.2 1 rendered 3 barred 5 set aside 7 required
2 treated 4 consented 6 implied

32.3 1 date of occurrence of the cause of action
2 limitation period
3 lapse of time

33.1 1 Definitions
2 Consideration
3 Recitals (also known as Background or Preamble)
4 Commencement and Date; Parties
5 Interpretation
6 Conditions precedent
7 Operative provisions (referring to those “therein” the Schedules)
8 Operative provisions

33.2 1 Irrespective of / Despite 4 In the absence of
2 hereby 5 vice versa
3 concerning

34.1 1 Where 5 replace 9 conditions
2 defective/faulty/damaged 6 within 10 defects
3 repair 7 date of delivery 11 due to
4 at its sole discretion 8 subject to 12 faulty
34.2 1 breach of contract  3 terminate/discharge the contract
  2 repudiate the contract  4 perform the contract

34.3

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>perform</td>
<td>performance</td>
</tr>
<tr>
<td>repudiate</td>
<td>repudiation</td>
</tr>
<tr>
<td>terminate</td>
<td>termination</td>
</tr>
<tr>
<td>discharge</td>
<td>discharge</td>
</tr>
</tbody>
</table>

34.4 'stipulate' does not collocate with 'a contract' or 'the contract'; 'stipulate terms/conditions' or 'stipulate a term/condition'

34.5

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 warranty</td>
<td>5 express</td>
</tr>
<tr>
<td>2 damages</td>
<td>6 to the contrary</td>
</tr>
<tr>
<td>3 stipulates</td>
<td>7 previous dealings</td>
</tr>
<tr>
<td>4 implied under statute</td>
<td></td>
</tr>
</tbody>
</table>

35.1

<table>
<thead>
<tr>
<th></th>
<th>4 duty</th>
<th>7 goodwill</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 be under no liability / not be liable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 whatsoever</td>
<td>5 damage</td>
<td>8 arising from</td>
</tr>
<tr>
<td>3 negligence</td>
<td>6 consequential</td>
<td>9 breach</td>
</tr>
</tbody>
</table>

35.2

<table>
<thead>
<tr>
<th></th>
<th>4 construed; jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 outside their (the Company's) reasonable control</td>
<td></td>
</tr>
<tr>
<td>2 of the essence</td>
<td>5 unenforceable; provision</td>
</tr>
<tr>
<td>3 assigned; prior written consent</td>
<td>6 language; prevail</td>
</tr>
</tbody>
</table>

35.3

| 1 1 2 5 |

36.1

<table>
<thead>
<tr>
<th></th>
<th>6 enforce a term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 agent (on behalf of his principal)</td>
<td></td>
</tr>
<tr>
<td>2 third party</td>
<td>7 confer a benefit (on someone)</td>
</tr>
<tr>
<td>3 privity of contract</td>
<td>8 obligations under contract</td>
</tr>
<tr>
<td>4 novation</td>
<td>9 assignment of obligations</td>
</tr>
<tr>
<td>5 express provision</td>
<td></td>
</tr>
</tbody>
</table>

36.2

<table>
<thead>
<tr>
<th></th>
<th>5 communicate acceptance of the breach (of contract)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 released; contractual obligations</td>
<td></td>
</tr>
<tr>
<td>2 defective performance</td>
<td>6 repudiate</td>
</tr>
<tr>
<td>3 been committed</td>
<td>7 discharged by frustration</td>
</tr>
<tr>
<td>4 substantially performed</td>
<td>8 remuneration</td>
</tr>
</tbody>
</table>

36.3

<table>
<thead>
<tr>
<th></th>
<th>5 specific performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 rescinded</td>
<td></td>
</tr>
<tr>
<td>2 (their) discretion</td>
<td>3 suffers</td>
</tr>
<tr>
<td>4 granted</td>
<td></td>
</tr>
</tbody>
</table>
37.1 enter into transactions; produce uniformity; reduce the need for; reflect the aims of; subject to legal restrictions; terms favourable for; use standard terms; conflict with legal developments

| 1 | subject to legal restrictions | 3 | reduce the need for |
| 2 | use standard terms | 4 | reflect the aims of |

38.1 Note: It is a convention of written contracts that terms defined within the contract may have an initial capital letter.

| 1 | Licensee | 6 | Licence Agreement / Licensing Agreement |
| 2 | Licensor / authorised Licensor | 7 | under the terms |
| 3 | breaking the seal | 8 | multiple; granted |
| 4 | exclusive | 9 | protected by copyright law |
| 5 | enters into effect | 10 | enforced |

38.2

| 1 | permit | 3 | excluding |
| 2 | reserves | 4 | professed |
| 5 | restricted | 6 | deemed |

39.1

| 1 | tenant/leaseholder/lessee | 2 | freehold | 3 | under-tenant |

39.2

| 1 | renewal of the lease | 4 | consent (to the assignment) |
| 2 | grounds exempting; statutory regime | 5 | rent review |
| 3 | transfer interest in / assign |

39.3

| 1 | clause | 5 | Tenant |
| 2 | Landlord | 6 | serving notice |
| 3 | Break Date | 7 | assignment |
| 4 | terminate |

40.1

| 1 | conveyancing | 5 | sale memorandum |
| 2 | lot | 6 | seller |
| 3 | title | 7 | completion date |
| 4 | bidding |
| a | lot | b | sale memorandum | c | Title |

40.2

| 1 | purchaser | 5 | incorporated |
| 2 | rescind | 6 | pre-contract enquiries |
| 3 | sale agreement | 7 | negotiated |
| 4 | exchange | 8 | form of contract |
40.3 First of all, terms are negotiated by seller and purchaser; then usually the purchaser considers searches and the seller is asked to provide replies to pre-contract enquiries. After that, a sale agreement is drafted by the seller's solicitor and Standard Conditions can be incorporated into the contract; then it's necessary that the form of contract is agreed by both parties and finally the parties exchange contracts once all terms are agreed. However, parties may rescind the contract in the event that the conditions have not been achieved.

41.1 employment tribunal; collective bargaining; labour relations; employment particulars; time off; sick pay; fixed term; trade union
   1 sick pay       4 employment tribunal
   2 fixed term    5 employment particulars
   3 trade union   6 collective bargaining

41.2 1 giving notice / notice of termination of employment  4 dismissal
      2 restrictive covenant            5 grievance procedure
      3 made redundant                   6 variation of contract

41.3 1 constructive dismissal      2 summary dismissal      3 unfair dismissal

41.4 1 irrelevant                  4 non-restrictive
      2 illegal                     5 unfair
      3 unlawful                    6 non-statutory

42.1 1 territorial                 4 industrial
      2 original                    5 patentable
      3 intellectual                6 novel

42.2 copyright owner; copyright protection; copyright arises; copyright symbol
   1 owner                      2 protection       3 arises

42.3 1 copyright                   4 tangible form
      2 automatic right            5 entitlement
      3 assignment                 6 filing date
      7 inventive step (AmE: non-obvious)
      8 novel
      9 patentable

42.4 1 exclusive rights           2 the right to exclude

43.1 1 sign                        7 trading goodwill
      2 graphically                 8 passing off
      3 trade mark                  9 freezing injunction
      4 top level domain / TLD      10 interim injunction
      5 infringer                   11 dispute resolution providers
      6 cybersquatting (also known as 'net name piracy') 12 account of profits
43.2 1 brand 7 granting
2 registerable 8 licensed
3 distinctive 9 infringement
4 misleading 10 passing off
5 Registry 11 domain names
6 Community Trade Mark / CTM

44.1 Note: Other common word combinations not shown in text A are in brackets.
breach of computer security (also breach of security); illegally obtained; adequate security (also adequate computer security); virus spreading; insecure servers; computer misuse; unauthorised access (also unauthorised activities and unauthorised users); legal challenges; end users (also legal/illegal users); illegal activities (also illegal access)

44.2 1 false – People who use computer applications are known as end users.
2 false – It's computer misuse / a breach of computer security to gain unauthorised access to a database.
3 false – Insecure servers make virus spreading possible. Secure servers make virus spreading more difficult.
4 true

44.3 1 scams/fraud 5 pharming
2 phishing 6 fake
3 disclose 7 bona fide
4 fraudsters 8 laundering

44.4 1 data subject 3 consent must be informed and freely given
2 Data Protection legislation 4 infringe regulations

45.1 1 sustainable development principle
2 polluter pays principle
3 common but differentiated responsibility principle
4 precautionary principle
5 environment impact assessment principle

45.2 1 protection 5 enforcement
2 framework/frameworks 6 pollution
3 treaties/conventions 7 implementation
4 compliance 8 damage

45.3 1 licences 4 sanctions
2 audies 5 conditions
3 environmental issues
The numbers in the index are Unit numbers, not page numbers.
apprehend /ɪ.p.rɪ.hend/  5
approach /ə.prəʊtʃ/  17
appropriate measures /ə.prəʊ.pri.ət ,mi:tʃ.əz/  15
appropriated /ə.prəʊ.pri.ət ,tɪd/  22
approval /ə.prəʊ.vəl/  14
approve /ə.prəʊv/  2
approximating /ə.prəʊ.kɪŋ.tɪŋ.tu/  17
arbitration /ər.bɪ.treɪ .ʃən/  25
arbitrator /ər.bɪ.treɪ.tə/  25
arise /ərərz/  40, 42, 43
Articles of Incorporation /ər.tɪklz.əv
in.kər. pər.reɪ.t.ʃən/  20
as a result of /əz ə rɪzəlt əv/  29
as far as ... is concerned /əz əfər əz ... ɪz kən.tænd/  14
as soon as reasonably practicable /əz ,sən əz əz ,rɪn.tɪz.kəblə/  15
as well as /əz əwel əz/  14
aspect /ə.sɛkt/  15
Assembly (Welsh, Northern Ireland) /ə.səm.bəli/  2
assets /ə.sɛts/  22, 23
assign a lease /əsən ə.ləs/  29
assign contractual rights to /əsən ən.kɔn.træktʃən.tu/  35
assign obligations /əsən ən.əb .ɡəl .bətʃən/  36
assignment /əsən.meɪ.tʃən/  36, 42
assignment clause /əsən.meɪ.tʃən klu:z/  35
association /ə.səs .ə .ʃən .ə .fən/  26
at a discount /ət ə ˈdɪsk.kaʊnt/  21
at a premium /ət ə ˈprɪm.i .ən/  21
at completion /ət ək.ˈpləʊ.zən/  26
at its sole discretion /ət ɪts əz .səd .dɪs .kən .dɪz .ən/  34
at the earliest opportunity /ət ət əz ,ˈɜːrst əˌsɪd .əˌnʌlt.ɪˈnɔɪ.ˈtɪv/  14
at the outset /ət əz .ˈɔːt.ʃət/  14, 30
attend conditions (to development) /ə.tend kən.ˈdɪʃ .ən/  45
attributable /ə.trɪtjuəbl/  35
attributed to /ə.trɪtjuə .tʊ/  33
auction /ə.tʃən/  31
auditor /əʊ.dər/  45
authorised license /əʊ.tər.zɪzd ˈlaɪs.ən.səs/  38
authorised by /əʊ.tər.zɪzd ˈbaɪ/  1
authorised share capital /əʊ.tər.zɪzd ˈʃeər. ˈkæp.ɪ.təl/  20
authorised use of /əʊ.tər.zɪzd ˈjuːs/  43
authority to act /əʊ.tər.zɪzd ˈə.tʃɪk.ɪ.tɪv /  32
automatic right /ət .əut .məˈnɪt .rɪt/  42
avoid uncertainty /əv əv əv ən.tərˈtɪn.təns/  31
avoided /əv əv .dɪd/  32
award damages /ə.wɔːrd ˈdʒæm.ɪdz/  29
Bachelors of Laws (LLB) /bək.ˈleɪ.zəs (ˈel ˈleɪ.zəs)  33
background /bæk.ˈɡraʊnd/  33
budge of leaving /bʌd .əv .lɪv.ɪŋ/  43
bail /beɪl/  5
balance sheet /ˈbeɪl .sbiːt/  21
bankrupt /bək.ˈrʌŋk.əpt/  19, 23
Bar Council /bɑːr ˈkaʊns.əl/  10
bar from /bɑːr ˈfərm/  32
Bar Vocational Course (BVC) /bɑːr ˈvəʊʃən.əl ˈkruːs/  10
bargaining power /ˈbɑːr .gɛnd.ɪŋ ˈpʊər/  35
barriers to competition /ˈbær.i.ti.zən tʊ kəm.pəˈtɪʃn/  28
barrister /bær.i.tɪ ˈstɪtʃər/  9, 10
battle of the forms /ˈbætl əv ˈfɔːmz/  37
become law /bi.kʌm ˈlɔː/  2
be for /ˈbɛfər/  40
Bill /bɪl/  2
binding agreement /ˈbɪndɪŋ əˈɡrɪd.ənt/  31
binding contract /ˈbɪndɪŋ  kən.ˈtrækt/  32
binding force /ˈbɪndɪŋ  fɔːrς/  8
binding on /ˈbɪndɪŋ  ən/  3, 8
binding precedent /ˈbɪndɪŋ  prɛs.ɪd.ənt/  3
binding upon /ˈbɪndɪŋ  əpən/  25
boiler-plate clause /ˈbɔɪlərˌpleɪt ˈkluːz/  35
branch of /ˈbrɑːntʃ əv/  18, 44
borne by the public purse /bɔːrn  bɔːr  də ˌpʌblɪk ˈpɜːs/  7
bound by /bɔʊnd  bɔːnd/  36
bound to follow /bɔʊnd tʊ ˈfəʊl.əʊ/  3
brand /brænd/  43
breach /breɪtʃ/  36
breach of condition /brɪtʃ əv  kən.ˈtɪʃn/  36
breach of contract /brɪtʃ əv  kən.ˈtrækt/  6, 34, 35, 36, 41
breach of duty /brɪtʃ əv  dəˈdjuːti əv  ˈdiːtʃ/  35
breach of a duty of care /brɪtʃ əv  ədʒ əˈdjuːti əv  ˈkɛə/  29
breach of computer security /brɪtʃ əv  kəm.ˈpjuːt.tər ˈsiːk.ər.ti/  44
breach of warranty /brɪtʃ əv  ˈwɔrn.ənti/  34
break clause /breɪk, kləʊz/  39
Break Date /breɪk, ˈdeɪt/  39
break the contract /breɪk  də  kən.ˈtrækt/  36
break the seal /breɪk  də  ˈsiːl/  38
bring a claim /briŋ ə klem/  30
bring before /briŋ brəʊfər/  7
broker a settlement /ˈbrəʊkər ə ˈset.ənt/  7
burden of proof /bɜːrn.dən əv  prəʊf/  5
business organisation /bɪz.nəs əˌɡɔːnaɪˈzeɪʃn/  19
business relationship /bɪz.nəs ɪˌrɪliˈeɪʃn/  37
buyer /ˈbaɪər/  40
by agreement /bi əˈɡrɪd.ənt/  36
by breach /bi ˈbreɪtʃ/  36
by common law /bi ˈkɔm.ən,lɔː/  34
by custom /bi ˈkʌstəm/  34
by frustration /bi ˈfrʌstrəʃn/  36
by performance /bi ˈpɜːr.ənmənt/  36
by statute /bi ˈstætjuər.i/  34
by-laws /biˈlaʊz/  2
Bylaws /ˈbaɪ.ləʊz/  20
called to the Bar /kɔːl tə  də ˈbɑːr/  10
capable of /kəˈpəbl əv/  31, 42, 43
by use of /bi əs. əv/  33
by use of /bi əs. əv/  33
by use of /bi əs. əv/  33
criminal court /'krim.in.əl/ 4
criminal justice /'krim.in.əl ˈdʒʌst.I/ 5
criminal law /'krim.in.əl ˈlɔː/ 1
criminal offence /'krim.in.əl ˈɔf.ʃən/ 5
criminal proceedings /'krim.in.əl proˈrɛd.ɪŋz/ 5
criminal sanctions /'krim.in.əl ˈsæŋk.tʃənz/ 43
cross-examination /ˈkrɔs.eks.əˌneɪ.ʃən/ 22, 24
Crown Court /ˈkraʊn kɔt/ 4, 5
crystallisation /ˈkrɪst.əˌlɪza.ʃən/ 22
crystallise /ˈkrɪst.əˌlaɪ.zə/ 22, 24
custody /ˈkʌst.ədi/ 34
custody law /ˈkʌst.ədi ˈlɔː/ 48
custodian /ˈkʌst.əd.ən/ 8
custodian duties /ˈkʌst.əd.ən ˈdjuːt.ɪz/ 8
customs union /ˈkʌst.əmz ˈjʊn.ən/ 8
cybercrime /ˈsaɪb.ər.kraɪm/ 44
cyberfraud /ˈsaɪb.ər.ˈfre.ɑd/ 44
cyberstalking /ˈsaɪb.ər.ˈstæl.kɪŋ/ 43
damage /ˈdeɪ.mɪdʒ/ 29, 35, 45
damaged /ˈdeɪ.mɪd.ɪd/ 34
damages /ˈdeɪ.mɪd.ɪz/ 29, 30, 34, 35, 36, 38, 43, 45
data protection /ˌdeɪtə ˈprəʊ.tɛk.ʃən/ 44
Data protection legislation /ˌdeɪtə ˈprəʊ.tɛk.tʃən ˈleɡ.i.ʃən/ 44
data relating to specific employees /ˌdeɪtə ˈreliŋ ˈspeʃ.ifik ɪnˈploʊ.ɪŋz/ 44
data subject /ˌdeɪtə ˈsʌbd.ʒɛk.t/ 44
data of delivery /ˌdeɪtə əv ˈdeɪlɪv.ər.i/ 34
data of occurrence /ˌdeɪtə əv ˈdɑrk.nts/ 32
de facto /ˌdeɪfæk.tə/ 18
de jure /ˌdeɪdʒʊər/ 18
deal with /ˈdeɪl wɪð/ 18
dealing disclosure requirements /ˌdeɪ.lɪŋ ˈdɪsklə.sər ˈrekwəri.əmznz/ 27
debate /ˈdeɪbəlt/ 2
debenture /ˈdeɪbənt.ər/ 22
debt financing /ˌdeɪt ˈfaɪn.əns/ 22
debt repayment /ˌdeɪt ˈrɛp.ərˌment/ 6
default /ˈdef.ɔlt/ 19

decisions (of higher courts) /ˌdeɪज.ɪ.ʃənz ˈnəʊ/ 7
Decisions (of the European Court of Justice) /ˌdeɪ.ʃənz ɑˈdʒɔɪz/ 8
declare a dividend /ˈdɪˌklaɪr ə ˈdɪvn.ənd/ 21
decree of specific performance /ˈdekr əv ˈspɛsifik ˈpɜːr ˈfɔrm.ən/ 36
dedicated /ˈded.ɪˌkət.ɪd/ 13
deed /dɪd/ 32
deed is delivered /dɪd ɪz ˈdɪl.əv.əd/ 32
deed of transfer /dɪd əv ˈtræns.fer/ 40
deemed to /ˈdɪmɪd tu/ 38
defamation /ˈdef.əme.ʃən/ 29
defaulted /ˈdɪf.əl.tɪd/ 22, 23, 40
defaulting /ˈdɪf.əl.tɪŋ/ 23
defaulting party /ˈdɪf.əl.tɪŋ ˈpeɪ.təri/ 36
defence /de.fen/ 29, 32
defensive /ˈdef.ensiv/ 32, 34
defective performance /ˈdɪf.ɛktɪv ˈpɜːr ˈfɔrm.ən/ 36
defence counsel /ˌdeɪf.əns kənˈsən/ 5
defend the claim /defen də ˈklem/ 6, 7
defendant /ˈdef.ən.dənt/ 6
defense payment /ˈdef.əns ˈpeɪ.mənt/ 21
defined as /ˈdef.ɪnd əz/ 8
defined terms /ˈdef.ɪnd ər ˈtɜːms/ 33
definitions /ˈdef.ɪn.ʃənz/ 33
degree /ˈdɪɡri/ 9

deduct /ˌdɪd.ɛkt/ 9
dedicated legislation /ˌdɪˌded.ɪˌkət.ɪd ˈlɪdʒ.ɪ.ʃən/ 2
delivery to /ˈdɪl.əvəri ˈtʊə/ 23
delivery up (of documents) /ˈdɪl.əvəri ˈap/ 43
denying /ˈdɛn.ɪŋ/ 33
department manual /ˈdɛpt.mən.tən ˈmæn.ju.əl/ 14
deposit /ˈdeɪp.zət/ 40
Deputy District Judge /ˈdeɪpt. dɪ.ˈstrɪkt ˈdʒʌdʒ/ 12
depression /ˈdɪstrəp.ʃən/ 33
distortion competition /ˈdɪstrəˌtʃən kənˈtɪˌprɪt.ʃən/ 33
different from /ˈdɪf.ər.ənt/ 17
direct and forcible injury /ˈdɪkr əd fɔrˈsɪbl ˈɪnjər.i/ 29
direct action /ˈdɪkr əkˈʃən/ 8, 41
directly applicable in /ˈdɪkr əkˈseptəbl əˈplɪk.əbl ɪn/ 8
discharge debt /ˌdɪs.ʃər əd/ 24
discharge of contract /ˌdɪs.ʃər ə ˈkɒnt.rək.t/ 36
discharged /ˌdɪs.ʃərd/ 34, 36
discharge by agreement /ˌdɪs.ʃərd bə əˈɡri.ment/ 36
discharged by frustration /ˌdɪs.ʃərd bə frəˈstrət.ʃən/ 36
disclose dealings /ˌdɪskləz ə ˈdɛllɪŋz/ 27
disclose pending enforcement proceedings /ˌdɪskləz prəˈfənˌfrəns ˈproʊˌprəns/ 45
disclose personal information /ˌdɪskləz ˈpɜːrsən.ˈɪnfər.mən/ 44
disclosure /ˌdɪskləz ə ˈsəʊləs/ 5, 6, 15
disclosure /ˌdɪskləz ə ˈsəʊləs/ 36
discriminate against /ˌdɪskrɪm.ɪnˌæɡənst/ 41
disqualification /ˌdɪskwəˈfɪk.ʃən/ 23
dispense with /ˌdɪspəns wɪð/ 23
dispute /ˌdɪspət/ 7, 33, 43
dispute resolution clause /ˌdɪspət rəˈzən.ˈklaʊs/ 25
dispute resolution provider /ˌdɪspət rəˈzən.ˈklaʊs ˈprəv.ɪd.ər/ 43
dispute resolvers /ˌdɪspət ˈrɛz.əl.ˈvɜːrz/ 25
disputes arise /ˌdɪspəts ər ˈæriz/ 35, 43
disqualification from /ˌdɪskwəˈfɪk.ʃən frəm/ 23
disqualified /ˌdɪskwəˈfɪk.ʃəd/ 23
dissolve /ˌdɪsəˈvɜːl/ 23
distinctive from /ˈdɪstrɪkt.tɪv frəm/ 43
distinguish the case (from) /ˈdɪstrɪk.tɪv əd,kɛts/ 3
distort competition /ˈdɪstrət kənˈtɪˌprɪt.ʃən/ 28
District Judge /ˌdɪstrɪkt ˈdʒʌdʒ/ 12
informed consent /in,fərmond
kənsənt/ 44
infringe regulations /in,frendʒ  
reg.ˌjʊələˈreɪʃən/ 44
infringement /in,frendʒˌmɛnt/ 43
infringing documents
=infr.inˈdʒɪŋ.dəˈmɑnts/ 43
initiate (a consultative process) /ˌɪnɪˈteɪt/ 2
initiate a claim /ˌɪnɪˈteɪt  
əˈklim/ 6
initiate criminal proceedings /ˌɪnɪˈteɪt  
ˌkrim.ɪnˈtʃuərɪng/ 5
injunction /ˈɪnˌdʒʌŋkʃən/ 1, 12, 36, 43, 45
injured by damage or loss /ˈɪnˌdʒərd  
ˈdeɪmɪd, ˈlɒs/ 29
injury /ˈɪnˌdʒəri/ 4, 29
innovative illegal activities /ˈɪnəˈvætɪv  
ɪlˈleɪgal əˈktɪvɪtɪz/ 44
Inns of Court /aɪnz əv ˈkɔːt/ 10
insecure server /ˌɪnˈskjʊə  
ˈsɛrvər/ 44
insolvency /ɨnˈsɒlvəl tʃiːt/ 14
insolvency practitioner /ɪnˈsɒlvəl  
ˈpræktrənt/ 14
inspection /ɨnˈspekʃən/ 6
insalvation /ɪnˈsælveɪʃən/ 26
instantaneous /ɪnˈstæntiənəs/ 31
insurrection /ɪnˈsəkʃənəˈkʃən/ 17
insure /ɪnˈzʊər/ 9, 10, 11, 30, 40, 45
insured /ɪnˈzʊərd/ 14
insurance /ɪnˈʃəruːns/ 30
Intellectual Property (IP) /ɪnˈtɛlˌlektʃuəl
ˈprɒpərˈti/ 42, 43
intention /ɪnˈtenʃən/ 31
inter alia /ɪntərˈæliə/ 18
inter-injunction /ɪntərˈɪndʒənʃən/ 12, 43
interim remedy /ɪntərˈɪm
ˈremədi/ 43
internal reporting procedures
=inˌtrənəl əˈrɪpərətɪŋ  
prəˈproʊsɪznz/ 43
interpret provisions /ɪnˌprəˌvɪzənz/ 31
interpretation
=inˌprəˌteɪʃən/ 33
introduce a bill /ˌɪntroʊˌdjuː  
ˈbɪl/ 2
invention /ˌɪnvəˈɛvənʃən/ 42
inventive step /ˌɪnvəˈtɪv  
ˈstept/ 42
inventor /ˌɪnvəˈtɔr/ 42
investigate a crime /ˌɪnˌvestiˈeɪt  
əˈkraɪm/ 5
investigation /ˌɪnˌvestiˈeɪʃən/ 40
involvement /ɪnˌvɒlvmənt/ 13
IP rights /aɪˈpiː  
ˈraɪts/ 43
ipso facto /ɪpˈsoʊ  
ˈfæktəʊ/ 18
issue /ˈɪʃuː/ 6
issue shares /ˈɪʃuəz/ 21
itemized payment /ˈaɪtəmˌaɪzd  
pəˈtenənt/ 41
joining /ˈdʒɔʊnɪŋ/ 9
jointly and severally liable /ˈdʒɔɪntlɪ  
ənd ˈsɛvəˈrəlɪ/ 19
judge /dʒʌdʒ/ 12
judgment /ˈdʒudʒmənt/ 6
judicial bodies /ˈdʒudɪʃəl  
ˈboʊdɪz/ 11
judicial decisions /ˈdʒudɪʃəl  
ˈdɛsɪʒənz/ 12
judicial offices /ˈdʒudɪʃəl  
ˈɒfɪsiz/ 11
judiciary /ˈdʒudɪkjʊəri/ 12
judicial bar /ˈdʒudɪʃəl  
ˈbɑːr/ 10
jurisdiction /ˌdʒʊərɪˈstrɪʃən/ 1
jury /ˈdʒʊəri/ 5
Justice and Home Affairs
Policy /ˈdʒuːstɪs  
ˈæfərleɪns  
ˈpɒlɪˈɛs/ 8
justify /ˈdʒæstɪfaɪ/ 29
keep a register of experts /ˈkɛp  
ə ˈrɛˈdʒɪstr  
ə ˈeksˈpɜːrs/ 30
keep means /ˈkɛp  
ˈmiːnz/ 10
known as /ˈknoʊn əz/ 17
labour relations /ˈleɪbər  
ˈreɪlərɪnz/ 41
landlord /ˈlændlɔːrd/ 39
language clause /ˈlæŋɡwɪdʒ  
ˈklɔːs/ 35
lapse of time /ˈlæps əv ˈtʌm/ 32
large part of /ˈleɪdʒ  
ˈpɑːt əv/ 11
late filing penalty /ˈleɪt  
ˈfælɪŋ  
pɛnəlˈtɪ/ 23
Late terms /ˈleɪt  
ˈtɜːmz/ 18
law /lɔː/ 1
law firm /ˈlɔː  
ˈfɜːrm/ 13
Law Lords /ˈlaʊlz/ 12
law reports /ˈlɔː  
ˈrɪpərtς/ 3
lay clients /ˈleɪ  
ˈklaɪnts/ 10
lay down /ˈleɪ  
ˈdaʊn/ 12
lay magistrate /ˈleɪ  
ˈmeɪdʒərat/ 4
lay representative /ˈleɪ  
ˈreprəzentətɪv/ 7
lead lines /ˈleɪd  
ˈlaɪnz/ 13
lapse fade /ˈlæps  
ˈfæd/ 4
lease /leɪz/ 22, 31, 39
leasehold /ˈleɪzəhəʊld/ 39
leasehold interest /ˈleɪzəhəʊld  
ɪnˈterəst/ 39
leaseholder /ˈleɪzəhəʊldər/ 39
leave /leɪv/ 23, 41
leave to appeal /ˈleɪv tuː əˈpɛl/ 4
legal adviser /ˈlɛɡəl  
ˈædvaɪsər/ 7
legal agreement /ˈlɛɡəl  
ˈɡɛrəmant/ 5
legal aid /ˈlɛɡəl  
ˈeɪd/ 5
legal challenge /ˈlɛɡəl  
ˈtʃæləndʒ/ 44
legal charge /ˈlɛɡəl  
ˈtʃɑːrdʒ/ 22
legal development /ˈlɛɡəl  
ˈdɪˈveləpmənt/ 37
legal entity /ˈlɛɡəl  
ˈɛntɪti/ 19
legal executive /ˈlɛɡəl  
ˈekˈsekjuːtɪv/ 13
legal expenses insurance /ˈlɛɡəl  
ˈɪksˈpɛnsz  
ˈɪnsərəns/ 30
legal framework /ˈlɛɡəl  
ˈfremwɜːk/ 45
legal person /ˈlɛɡəl  
ˈpɜːsn/ 1
legal practitioner /ˈlɛɡəl  
ˈpræktrənt/ 9
legal relations /ˈlɛɡəl  
ˈrɪlənsz/ 31
legal secretary /ˈlɛɡəl  
ˈsɛkərətri/ 11
legal services /ˈlɛɡəl  
ˈsɜːvərəns/ 13
legal system /ˈlɛɡəl  
ˈsɪstəm/ 1
legislature /ˈlɛɡələˈsətʃərə/ 1
lessee /ˈleɪsɪ  
ˈsiː/ 39
lessor /ˈleɪsər/ 22, 39
let to /ˈlet / 22
letters (are) prepared as if /ˈletz  
pərˈpriːdəz əz / 14

negligence /neg.lig.nts/ 29, 30, 35
negotiate detailed terms /neg.o.tie/ 40
no win no fee /no win, no fee/ 30
'tfi' /30
nominal capital /nom.in.al 'kapi.tl/ 21
nominal value /nom.in.al 'vaol/ju/ 21, 31
nominated to receive disclosures /nom.in.nn.tied /dis.klou./31
non-binding instruments /non. baing.din/ 28
'in.stra.mants/ 45
non-cash consideration /non. 'kash.kon.sider.a.shen/ 21
non-compliance with /non. 'k奥林匹克 /pli.ants wiz/ 28
non contentious litigation /non. 'k奥林匹克 \lit.3g/ 30
non-exclusive /non. 'eks.kluvs/ 38
non-exhaustive illustrations /non. 'eks.hustiv/38
'tie.ste,'fa/ 35
non-obvious /non. 'ob.vis/ 42
non-operating /non. 'op.refg/ 42
not be liable whatsoever /not bli: tə.lə \lə\ 'whe.stə\vor/ 35
not guilty plea /not 'gili.pə/ 5
notice of change /no.ti.fas \ov/ 30
notice of termination of employment /no.ti.fas \ov\ tə.mən.ter.3\n 41
notifiable offence /no.tii.fi.3al a\blə 'fents/ 5
notify /na.ti.fasi 26
notwithstanding /no.ti.w1d.\n'sain.din/ 28
novation nə.\n'vən/ 36
novel /no'vel/ 32
nuisance /'nu.i.\nsəntz/ 29
objects /"ob,s3ktz/ 20
obligation on /\'ob.li.gən/3n/ 8
obligations under contract /\'ob.li.gən/3n /an.ə \'kənt.kənt/ 36
absolute /\'absə\lə \'li.tis/ 2
obtain a degree /\'ob,ti:n ə \'di.3grəf/ 9
obtain approval /\'ob,ti:n \'əprə.nəpl/ 14
obtain by deception /\'ob,ti:n \bə \d3kep.ən/ 44
obtain consent to the assignment /\'ob,ti:n \'kən.sent \tə /ə.\n'seinz.3n/ 39
obtain medical records /\'ob,ti:n \mə.təl.rik/ 39
occasional /'ok,ju.\n'pən/ 39
occupational pension scheme /'ok,ju.\n'pən.3n \'ʃem.3n/ 39
occupier /'ok,ju.\n'piə.ə/ 39
offence /'o fend/ 28
offence under this regulation /'o fend ən.də \rəj.lə\'ge.3n/ 15
offender /'o fend.ər/ 1, 5
offer (n) /'o fə.r/ 31, 37
offer (v) /'o fə r/ 17
offeree /'o fə ri/ 27, 31
offeree /'o fə rə/ 27, 31
Office for Harmonisation in the Internal Market (OHIM) /'o fir.oh.i'm/ 14
on behalf of /ən /b3'hæf \ov/ 16, 24, 36
on secondment /'o ses.3nt\nm/ 9
on the seller's terms /ən \də \se.lə, 'təzm/ 37
on the face of /ən \fəs\ o\fəm\'ze.kən/ 15
operative clause /'op.rə.3kəl \ 'kluvs/ 33
operative provisions /'op.rə.3pro.v3n\n.3n/ 33
opinion /'op.nən/ 8, 30
oral /'ərəl/ 32
original /'ərə.dʒən\n.3n/ 43
original jurisdiction /'ərə.dʒə.nə\n.3n/ 4
original work /'ərə.dʒə.nə\n.3n\n.3kə\n.wər\n/ 42
out of office message /'ou t\nə /'mədʒ.nəs\n3n/ 11
outcome /'ou t.kəm/ 30
outside /'əut.sənd/ 35
overall responsibility for /'əu,\n'vei.3n\n.rəsponsib.i\n.3t\n.əl/ 14
overdraw /'əvərd.reɪd/ 3, 37
owe to /ə\n.wə tə/ 29
pain and suffering /'pein\nə \ 'sæf.3n\n'tə/ 29
par value /'pər vəl/ 21
paralegals /'pa ri.le.3l\n.3ls/ 11
part-time /'pə rt.3.taim/ 41
partial performance /'pə rt.əl.3n/ 36
particulars /'pə rt.kəl.3n/ 6
party concerned /'pə rt.kən.də\n.3nt/ 31
party performed /'pə rt.3nfrə\n.də\n.3nt/ 9, 11, 19
partner-led team /'pə rt.nə\n.lə\n.ti\n.ˈmənt/ 13
Partnership Agreement /'pə rt.nə\n.3n\n.ə\n.gri.3nt\n.ə\n.ˈmənt/ 19
partnership /'pə rt.nə\n.3n\n.ə\n.ˈmənt/ 9, 19, 26
party /'pə rt.3ri\n.ˈtiv/ 7, 12, 32, 33
pass /ˈpɔs/ 40
pass an Act /pəs an \'ækt/ 2
passing off /ˈpəs.ən off/ 43
penny /ˈpe.ni/ 42
penalty application /ˈpe.nəli.əpli.3nes/ 42
penalty holder /ˈpe.nəli.ˈhəʊ.lər/ 42
penalty payable /ˈpe.nəli.ˈpeɪ.pərəbəl/ 42
payment schedule /ˈpe.nəment \ˈske.dəl/ 30
penal establishment /ˈpe.nəl\nˈeʃən.stə\n.ˈmənt/ 12
penalties arise /ˈpe.nəli.ˈeɪzə\n.əz/ 40
penalties /ˈpe.nəti/ 42
per pro /pər \ˈprəʊ/ 18
perform a condition /pərˌfɔ:m \ə \ˈkən.də\n.3nt/ 34
perform the contract /pərˈfɔr.m \ə \ˈkən.trækt/ 32, 34
permissions /ˈpi.mənən\n.ən/ 38
permit /ˈpi.mət/ 38
permitted use /ˈpi.mət.tə \ˈju:s/ 38
person accused /ˈpeər.ən əˈkved/ 5
personal assets /ˈpeər.ən \ˈæstəz/ 5
personal data /ˈpeər.ən \ˈdeɪtə/ 16
personal injury /ˈpeər.ən \ˈɪn.juəri/ 16
personal injury /ˈpeər.ən \ˈɪn.juəri/ 29
persons /ˈpeər.ən\n.ən/ 8, 23
persuasive /ˈpeər.səs\niv\n.əv/ 8
persuasive authority /ˈpeər.əs.əv ə ˈau.ˈθə.ri.ət/ 3
petition the court /ˈpet.ən\n.ən tə /ˈkənt\n.ə\n.ˈkɔrt/ 24
petty crime /ˈpet.ti\n.ˈkraim/ 4
pharmaceutical /ˈfərm.əˌlekt/ 44
phishing /ˈfiʃ.ɪŋ/ 44
placement /ˈpleis.ən/ 9
plaintiff /ˈpleɪ.tɪf/ 4, 6, 29
planning permission //plen.tg
please find enclosed //pliz
pledge //pledg/ 22
points of law //points av 'lot' 4
polling //poll.ins/ 44
pounder pays principle
//pound.ta 'perz', //print.stp/ pl 45
pollution control laws
//pollu'tion\n'struc', //int.\n'structures\n'act', //act\n'structure\n'the\n'structure\n'act', //act\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n	
currents

please find enclosed //pliz
pledge //pledg/ 22
points of law //points av 'lot' 4
polling //poll.ins/ 44
pounder pays principle
//pound.ta 'perz', //print.stp/ pl 45
pollution control laws
//pollu'tion\n'struc', //int.\n'structures\n'act', //act\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'the\n'structure\n'}
stay in proceedings /stɛn in prənts/ 6
Sripankhiy Magistrate /strəpənkhi/  yaˈmaːtʃiŋ/ 4, 12
stipulate /ˈstɪpjuəlat/ /stɪpˌjuəˈlæt/ 13, 33, 34
stipulated amount /ˈstɪpjuəlated əˈmaʊnt/ 26
stolen identity /ˈstoʊn ɪˈdɛntɪti/ 4, 44
strict liability /ˈstraɪkt liˈaˌbilɪti/ 29
strictly private and confidential /ˈstraɪktli ˈprɪvət ənd kəˈfɪdəntiəl/ 16
strike off /strɪk ˈɔf/ 23
structure of a commercial contract /ˈstrʌktər.tʃɔr əv ə kɔntrɐkt/ 13
subject judicial review /ˈsʌbsidʒuˈdʒɪʃəl ˌriˈvjuː/ 3
subject to /sʌbdʒekt tu/ 26, 34
subject to contract /sʌbdʒekt tu kənˈtrakt/ 31
subject to interpretation /sʌbdʒekt tu ɪnˈtəprəˈteɪʃən/ 3
supply legal services /ˈsʌplaɪ ˈliːˈɡeɪl ˈsɜːvəns/ 18
supply licenses /ˈsʌpləliːsəz/ 9
supervising partner /ˈsuːpərˌvaɪzɪŋ ˈpɑːtnər/ 26
supervision of the court /ˈsəˈvaɪʒən əv ˈkɔrt/ 36
supply /ˈsɜːpl/ 24, 37, 38
suppression of speech /ˈsəˈpresən əv ˈspiːʃ/ 28
support in /ˈsəpərt ɪn/ 5
suspect (n) /ˈsʌspekt (n)/ 5
suspected sentence /ˈsəˈspektəd ˈsentənʃ/ 15
suspend an action /səˈpend ən ˈækʃən/ 13
suspend an offer /səˈpend ən ˈɔfər/ 11
suspend annual returns /səˈpend ənˈrɛntz/ 23
suspend for shares /səˈpend fər ˈʃeərz/ 21
suspect /ˈsəspekt/ 26
sustained injury /səˈsteind ˈaɪnədʒi/ 4, 29
suffer loss /səˈfur ˈlɒs/ 29, 34, 35
suffer sanctions from /səˈfur ˈsæŋkʃənz əˈfrəʊm/ 45
summary dismissal /ˈsaːməri ˈdɪˌmɪʃən/ 41
summary offence /ˈsaːməri ˈɒfnəs/ 6
summons /ˈsaːmənz/ 6
superintend /ˈsuːprəˌɪntɛnd/ 24
supplemented /səˈpʌlˌmented/ 26
supportive /səˈpɔːrtəvɪv/ 10
survey /səˈvɛri/ 22
surveyor /səˈvɛriər/ 22
surveyor's register /səˈvɛriərz ˈrɛɡɪstər/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /səˈvɛriərz ˈɒfɪs/ 22
surveyor's office /sə您的内容可能包含敏感信息，是否确认继续？