

CONTRACT

CONTRACTS MANAGEMENT | CON-018

Legal English for Contracts

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Course content

Why Attend

Contracts in international business are commonly drafted in English, yet the language of contracts has its own conventions, terms and pitfalls. Misunderstanding legal English can lead to costly errors.

This Aractech course develops understanding and use of contract English: structure and terminology, modal verbs and obligations, definitions, boilerplate clauses, drafting style, common ambiguities and negotiating in English. Participants read, analyse and draft contract language.

Course Methodology

- Reading and analysis exercises
- Drafting practice
- Vocabulary work
- Role plays
- Feedback

Course Objectives

- Understand contract structure and terminology
- Interpret obligations, rights and conditions
- Use modal verbs accurately
- Read and draft boilerplate clauses
- Avoid ambiguity in contract English
- Negotiate and correspond confidently in English

Target Audience

- Contract managers whose first language is not English
- Legal assistants

Course content

- Procurement professionals
- Commercial staff

Course outline

Detailed course outline

Day-by-day outline for Legal English for Contracts.

Day 1 - Contract Language

- 09:00-09:45 | Contract structure
- 09:45-10:30 | Key terminology
- 10:30-11:00 | Formality
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Formality (continued)
- 11:45-12:30 | Plain English trends
- 12:30-14:00 | Exercise: Terminology

Day 2 - Obligations and Rights

- 09:00-09:45 | Shall, will, may and must
- 09:45-10:30 | Conditions
- 10:30-11:00 | Representations and warranties
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Representations and warranties (continued)
- 11:45-12:30 | Remedies and liabilities
- 12:30-14:00 | Exercise: Interpreting clauses

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Day 3 - Boilerplate Clauses

- 09:00-09:45 | Entire agreement
- 09:45-10:30 | Severability
- 10:30-11:00 | Notices
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Notices (continued)
- 11:45-12:30 | Assignment
- 12:30-14:00 | Workshop: Boilerplate review

Day 4 - Drafting Style

- 09:00-09:45 | Clarity
- 09:45-10:30 | Ambiguity
- 10:30-11:00 | Definitions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Definitions (continued)
- 11:45-12:30 | Cross-references
- 12:30-14:00 | Exercise: Redrafting

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Day 5 - Negotiation and Correspondence

- 09:00-09:45 | Negotiation language
- 09:45-10:30 | Contract correspondence
- 10:30-11:00 | Amendments
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Amendments (continued)
- 11:45-13:15 | Practice
- 13:15-14:00 | Capstone: Drafting and negotiation task

Seminar dates

Available seminar dates

Live dates and pricing for Legal English for Contracts generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Munich	Classroom	€3,225
14 - 18 December 2026	Barcelona	Classroom	€2,815
18 - 22 January 2027	London	Classroom	€2,315
15 - 19 February 2027	Munich	Classroom	€3,225
15 - 19 March 2027	Kuala lumpur	Classroom	€1,925
19 - 23 April 2027	Amsterdam	Classroom	€2,830
17 - 21 May 2027	London	Classroom	€2,315
21 - 25 June 2027	Munich	Classroom	€3,225
19 - 23 July 2027	Barcelona	Classroom	€2,815
16 - 20 August 2027	London	Classroom	€2,315

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