More information



A
ACAS see Advisory Conciliation and
Arbitration Service
acceleration clauses 65-6
acceptance
contract 64
goods 122
acquired / acquirer / acquiring
companies 49
acquisition, of shares 48, 50
Act, collocations with 172-83
actual damages 79
ad hoc (Latin) 14
adjective/adverb choices 149
adjective formation, using prefixes
dis-/in-/non-/un- 163
in-/ir-/il-/ab-/un- 46
in-/non-/un- 120
advantages and disadvantages, indicating 118–19
adverbial clauses 116
adverbs
adverb-verb collocations 184, 191
formation of 176
adversarial systems 9
advertisements
for job vacancies 198
for seminar 183
advice
anticipatory breach 88-9
business-method patents 155
competition-law risks 212-13
memo giving 102
from senior partner 173-4
shareholder rights 57-9
signalling phrases 30-1
suggestions and recommendations 174-5
Advisory Conciliation and Arbitration
Service (ACAS) 116-17
advocates 12, 15
affidavits 13
aggravated damages 112
AGM see annual general meeting
agreeing / disagreeing 113-14
alienability 166
annual general meeting (AGM) 20
annual shareholders' meeting 38
answers 13
anti-competitive activities 208, 209–11
anticipating events 181
anticipatory breach 88
antitrust measures 208, 209–11
antonyms, formation of 61, 77 apparent authority 122
appeals court see appellate court appellants 12
appellate court 11
arbitration 109, 116–18
arbitration 103, 110-10

see also Latin, legal
arguments
case, making 202–3
closing 100–1, 102
developing 97-8
emphatic stress, using 102-3
articles of association 20
articles of incorporation 22
asset protection 195
assets 49
assignment
clauses 65-6
versus novation 95
refusal of consent to 96-7
of rights 64
see also contract assignment
assignor / assignee 64, 95
associates 17
attachment
of security interest 179
statutes governing 193-4
attachment liens 192, 193-4
attorneys 9, 15
auditors 21
authorised share capital 34
В
bailiffs 12
balance sheets 21
Dalatice Streets ZI

Bankruptcy Code, US 202 Bar, the 16 bar association 16 bar examination 16 barriers to entry 208 barristers 15 'battle of forms' cases 134 beneficiaries 178 'benefit of the bargain' damages 78, 79bills 10 bills of exchange 167 blogs 103-5 board meetings 33 board of directors 20, 23-4, 26, 28, 29, 56-7 bona-fide purchaser for value 166 bonus payments 21 book debts 287 boutique firms 19 breach, types of 82, 88-9 breach of contract 78

breach of warranty 123
briefs 13
business-method patents 154-5
by-laws / bylaws 22
С
C corporations 22, 25
capital contributions, and company
types 23
capital structure 48
capitalisation

of corporation 42
capitalisation, company 21
definition of 34
introduction to 34–5
rights issues 35, 37
shareholders and supervisory
boards 37-9
careers, in law 15-19, 196
Carriage of Goods by Road (CMR)
(UN convention) 230
cartels 208, 215-16
case, making 202-3
case briefs 154
brief overview 127
presenting 129
shrink-wrap contracts 127
structure of 128
case law 8
case review (quiet enjoyment) 143–4 categories, language for 138
certificate of deposit 166
certificate of deposit 100 certificate of incorporation 20, 48
chambers, barristers' 15
charges see fixed charges; floating
charges
chattels 35, 122, 178
checklists, using 53-4, 72
cheques 166
civil-court systems 11
civil law 8-9
claimants 12
classifying, language for 138
clerks 12
client interviews, structure of 84-6
cohesion, in texts 227, 233
collateral 21, 179, 180, 181, 182, 188, 193
collective bargaining 109
collocations
adverb-verb 184, 191
competition law 220–1
three-word fixed phrases 61
verb-clause 90-1 verb-noun 33, 39-40, 57, 76, 90-1,
149, 162
commercial leases 136
common law 8-9, 49
Community Trade Mark (CTM), renewal
of 157
Companies Act (UK,1985) 27
Companies House 48
company, definition of 20
company accounts 21, 23
company changes
acquisition, explaining 50
checklists, using 53-4
company law, opposing concepts in 49
introduction to 48-9
spin-offs 51-3

company formation

entity formation, in Russia 26-7

clauses, drafting 227-8

archaic language 41-2

 $More\,information$

key terms 20	contract law, case study 134-5	delegators 95
memorandum of association 23-4	contract negotiation see negotiation	delivery
company health 20	Contract of Sale 136	goods 122
company law	contract remedies	negotiable documents 166
capitalisation, company 34-47	breach, types of 82, 88-9	design rights 150
case study 62-3	client interviews, structure of 84–6	directives 10
changes, company 48–61	contract clauses, understanding 83	directors, duties of 20, 21, 63
formation, company 20–33	court actions/rulings, talking about 81	disability 108 disbar 15
introduction to 20–1 management, roles in 21–2	damages, types of 79 follow-up correspondence 86-7	discharge (verb) 95
company secretaries 21	introduction to 78–9	disclaimer expressions 133
company types 22-3	liquidated damages, contract form 80–1	disclaimer of warranties 122, 123, 133
comparing	options available 83-4	discourse markers
advantages/disadvantages 118-19	contractions (I'm, I've, don't, won't,	conclusion, drawing 31
company types 25-6	can't, etc.) 184	contrasting 156
laws and institutions 131	contrasting	emphasising 156
secured transactions 179	company types 25	example, giving 156
competency statements 138-9	opposing concepts 36, 49, 137	expanding on a point
competition law	secured transactions 179	formal style 191
anti-competitive activities 208, 209–11	see also comparing	referring to past 156
cartel case, in China 215–16	conveyance 136	sentence openers 156
competition-law risks, warning about 212–13	copyrights 150, 160, 162	sequence, establishing summarising
introduction to 208–9	see also intellectual property rights Copyrights Act of Bloomland 165	discrimination, workplace 110
merger control 48, 49, 208, 209,	corporate governance, legal disputes 28–31	see also sex discrimination
216-18	corporate opportunity 63	discriminatory dismissal 108, 109
risks, advising on 212	corporate veil 20	discussions, phrases for
complaints 13	counsel 15	adding a point 160
Complete Environmental Reimbursement	counsellors 15	clarification, asking for 160
and Liability Act 93	counter offers 64	clarifying the issue 160
compulsory winding-up 48, 49	course catalogue 8	interruption, continuing after 160
conclusion, drawing 31	course of dealing 223	reservations, expressing 160
confer 94	court decuments 12, 13	restating your point 160
confidentiality clauses 65-6 conflict of laws 222	court documents 12–13 court holding, vocabulary for 163	turn keeping 160 dividends 34
see also legal disputes	court of appeal see appellate court	documents, in court 12–13
conflict resolution 38	court of first instance see lower court	domestic law 222
conflicts of interest 21	court persons 12	dominant position, abuse of 209
conjunctions 227	court types 10-11	draft (verb) 13
consensual liens 192	covenants 66-8	drawer/drawee 167, 168, 175
consensual security interests 179	creditors 48, 140, 179, 182, 186,	due date 177
consequential damages 78, 79	193, 204	duress 64
consideration clauses 64, 65–6	criminal law 8-9	duties 94
consolidations 48	cross-border disputes 228-9	duty of care 21
constitutional amendments 48	crown court 11 CTM see Community Trade Mark	E
continuing education and training, importance of 182, 185	custom and usage 223	e-commerce
contract assignment	cybersquatting 151	negotiable instruments 166-7
argument, closing 100-1, 102	e, so . oquatg 101	transferable records 177
contract clauses, understanding 96-7	D	e-signatures 175
contracts, key terms 95	damages	easements 138-9
follow-up email 98	aggravated 112	ECMR see European Community Merger
introduction to 94-5	introduction to 78–9	Regulation
lawsuit, preparing 97–8	liquidated 79, 80-1, 83	economic efficiency 208
third-party rights, explaining 96, 104–5	date of employment 108	EGM see extraordinary general meeting
contract clauses, types of 65-6, 83	DBA filing 22	emails
contract drafting 124–5	de facto (Latin) 14	advantages and disadvantages, advising
contract expressions 133 contract formation	debentures 35, 167 debtor-creditor	on 118–19 attachments, and formality 111–12, 120
clauses, paraphrasing 68	asset protection 195	merger pre-notification process 218
contract clauses 65-6	attachment, statutes governing 193-4	opening and closing phrases 59
contract forms 65, 66-8	introduction 192-3	reference 146
defences to 65	judicial liens, protecting assets from 195	seminar advertisement 183
introduction to 64	liens, types of 192-3	emphasis, giving 69, 102-3
negotiation 68-9	debtors 179	employment, key terms 109
sale of goods 122	default 79, 180	employment law
contract forms	default interest 177	arbitration, advising on by email 118–19
liquidated damages 80-1	defendants 12	employment, termination of 108
non-competition agreement 66–8	delegation of duties 64	employment terms and conditions 108

 $More\,information$

introduction to 108-9	genuine occupational qualification	interview questions 200-1, 204
justified dismissal 114-15	(GOQ) 108	interviews
liability risks 113	global firms 19	client 83-4
unfair dismissal 108, 116-18	good faith 122	job 200-1
verbs, use of 121	good title 122	ipso facto (Latin) 14
Employment Rights Act (UK, 1996)	grantor/grantee 136, 137	issue (verb) 13
108, 120	3 - 17 / 3 - 11 - 1 - 1 - 1	issued share capital 34
employment tribunals 109	H	•
and ACAS 117	harmonisation, of legal rules 222	J
employment tribunal claim 110	high court 11	job advertisements 198
sex-discrimination case 112	holder in due course (HDC) 166	job applications 199
endorsement 166	holder of patent 150	job interviews 200-1
enforceable contracts 64	holder of title 122	joint stock companies 44
enforceable rights 94	holiday entitlement 108	judge, role of 9
entire agreement clauses 65-6	horizontal agreements 209	judge-made law 8
entry of appearance 110-11	hostile takeovers 49	judges 12
environmental law, case study 92-3	Human Rights Act (UK, 1998)	judgment liens 192, 195
et alii (et al.) (Latin) 14		junior lawyers, training of 152–3
et cetera (etc.) (Latin) 14	I	juvenile court 11
EU see European Union	id est (i.e.) (Latin) 14	
European Community Merger Regulation	illegality of the subject matter 64	L
(ECMR) changes, report on 217-18	immaterial breach 88	lack of legal capacity 64
European Union 222	implied contracts 64	Land Registry 136
evidence, phrases referring to 103	implied warranties 122	landlord/tenant contracts 136, 137
exclusions, contract 123	impose 94	landmark cases 112
exclusive possession 136	in rem (Latin) 178	Latin, legal 14, 60, 176, 233
exclusive rights (trade marks) 150	in the course of business 123	law, bodies of 8-9
execution liens 192	incidental beneficiary 94	law, collocations with 233
exemplary damages see punitive damages	incorporation	law, meaning of 10, 11
exempli gratia (e.g.) (Latin) 14	certificate of 20, 48	see also company law
expectation damages 78, 79	of international conventions 223	law degrees 15
expert witnesses 12	indefinite contracts 64	law firms
express contracts 64	informality see formality/informality	culture 19
express warranties 122, 123	information	size 19
extraordinary general meeting 20	evaluating sources of 105	structure 17
extraordinary general meeting (EGM) 55-6	keeping up to date with 103–4, 186	law schools 15
E	presenting 189	Law Society 227
F	infringement, of intellectual property 151	laws, types of 10
fair use see right of fair use	-ing form, of verbs 99, 115-16	lawyers, words for 15–16
fiduciary duty 21	injunctions 13, 109, 151	lease/tenancy agreements 136
file (verb) 13, 33	injured party 78	statutory conditions 141–3
first-in-time rules 192	Inn of Court (UK) 15	leaseholds 136
fitness for purpose 122	inquisitorial systems 9	legal disputes 28–31, 228–9
fixed charges 35, 178, 186-7	insolvency laws 49	legal education 15, 152
floating charges 35, 178, 186–7 flow of information 38	European Union 202-3 transnational, case study 206-7	see also law degrees legal entities 20
force-majeure clauses 65-6	insolvency practitioners 195–8	legal incapacity 97
force of law 223	Institute of Competition Law 209–10	legal opinions 30
foreseeability rule 78	instrument, written 64	anticipatory breach 88-9
formality/informality	intangible property rights 150	business-method patents 154-5
adverb-verb collocations 184, 191	intellectual property rights	corporate governance 28–31
emails 111–12, 120	business-method patents 154–5	shareholder rights 57-9
formal verbs 191	case brief, notes for 154	legal person 20
passive constructions 41, 211	case study 164-5	legal system 8–14
polite refusals 185	'fair use doctrine' 151, 159	legalese, understanding
writing style 105, 191	infringement of 151	archaic words and expressions 41–2
forms see contract forms	intellectual property, key terms 151	exercise 47
forseeability rule 78	introduction to 150-1	passive constructions 41
fraud 20	patents, 'State Street' case 152-3	sentences, lengthy 41
fraud in the inducement 64	trade-mark statutes 156-7	see also Latin, legal
freehold estates 136	intended beneficiaries 94	legislation revisions, seminar on 181-3
friendly takeovers 49	intent 94	letters
full partners 17	inter alia (Latin) 14	anticipatory breach 88-9
	International Chamber of Commerce	content and structure of 229
G	(ICC) 223	covering letter, job application 199-200
garnishment 192, 193	international conventions 222	follow-up correspondence 86-7
general creditors 193	Internet	opening and closing phrases 59
general damages 78, 79	copyright protection 150, 160, 162	of proposal 213-14
general partnerships 22-3	negotiable instruments 166-77	reading 28–30

> shareholder rights 57-9 signalling phrases 30-1 thank-you note 201 writing 31 letters of credit 167 lexical cohesion, in texts 227 liability, company owners 22-3 licences, versus leaseholds 136 liens 178, 179, 192-3 limited liability companies 27, 44 limited liability partnerships 22-3 liquidated damages 65-6, 79, 80-1, 83, 91 liquidation 48, 49 liquidators 21 LLM (Master of Laws) 225, 227 loan 178 loan capital 35 lockouts 109 lower court 11 Ltd see private limited company

M

magistrates' court 11

maker, of promissory note 166 managers, duties of 20 managing directors 21 market economies 208 market penetration 208 material breach 88 may, use of 23, 24-5 mechanic's liens 192 memorandum of association 20, 23-4, 34 structure of 70-1 writer's checklist for 72 merchantability 122-3, 133 merchants 122 merger regulation 48, 49, 208, 209, 216 - 18Microsoft, antitrust suits against 219 minority shareholders 48 minutes of meetings 55-7 model laws 222, 223 monopolies 150, 208 moot court 11 mortgages 178, 192 motions 13

N

naked debentures 167 necessity, expressing 55 negotiable instruments electronic 171-3 introduction to 166-7 key terms 167-8 promissory notes 168-70, 177 negotiation 62 contracts 68-73 expressions for 73-4 nemo dat rule 166 nominal capital 20 non-breaching party 78 non-consensual security interests 179 non-governmental organisations 222 non-monetary relief 78 non-obvious 150 non-possessory security interests 178 notary 15 notary public 15

notices 13 novation 95

objects clauses 48, 49

ordinary shares 34, 36

obligor/obligee 95

offeror/offeree 64

0

offers 64
official receiver 21
oligopolies 208
one-stop shops 217-18
opinions
agreeing and disagreeing 113-14
expressing 43
referring to others' 219
see also legal opinions
-or/-ee nouns 64, 95, 97, 107, 136, 137, 178
ordinance 10
ordinary course of business 178

P

paralegals 15, 17 parallel behaviour 209 paraphrasing 43, 68, 158-9, 173 parol evidence 65 participatory framework 38 participle clauses, with -ing 115-16 partnerships 20 see also limited liability partnerships party 64 passage of title 122 passing of risk 122 passing off 150 passive constructions 41, 211 past simple versus present perfect 149 patents 150 payee 167-8 payment of costs clauses 65-6 pecuniary compensation 78 penal law 8 penalty clauses 80-1 per annum (Latin) 14 per se (Latin) 14 perfection, of security interests 179, 192 performance 94 personal liability 20, 23 personal property 136 persons, in court 12 persuading, in writing and speech 100–1 $\,$ picketing 109 plain language, use of 41 plaintiff 12, 87, 88, 99, 128, 156 planning contingencies 181 PLC see public limited company pleadings 13 pledge/pledgee/pledgor 178

plural forms, irregular 221

possessory security interests 178 practice areas 18, 140-1

polite refusals 185

pre-emption rights 34

predatory pricing 209

prepositions

preference shares 34, 35

with contract 106-7

prefixes, use of 46, 120, 163

prepositional phrases, in legal texts 33

relative clauses with 232 use of 45, 46, 77, 120, 132, 162, 177, 205, 221 verbs plus 61 prescribe versus proscribe 24 presentations beginning 51 case briefs 129 information 189 spin-offs 53 structuring 139 price fixing 208 principal versus principle 169 priority creditors 179, 192 private international law 222 private limited company (Ltd) 22-3, 25 privity of contract 94 pro forma (Latin) 14 pro rata (Latin) 14 procedure, explaining 55 profit-and-loss account 21 promisor/promisee 94 promissory note 166 promoters 21 proposals, making/accepting/rejecting 73-4 proscribe versus prescribe 24 proxy 21 public international law 222 public limited company (PLC) 22-3 punitive damages 79 quality (merchantability) 122-3, 133

with expressions of time 190

quality (merchantability) 122-3, 133 quasi-security 178 quiet enjoyment 143-4 quorum 14

R

race relations 108 real property law 64 case reviews 143-5 clauses, completing 148 easements 138-9 lease/tenancy agreements 141-3 parties referred to 137 property sale/purchase abroad 145 sentences, completing 149 real versus personal property 136 reasonable reliance 78 reasonably prudent persons 12 receiver 21 recommendations, making 174-5 redundancy dismissal 108 reference, in texts 227 reference email 146 Registrar of Companies 48 regulations 10 rejection (of offers) 64 relative clauses, with prepositions 232 release 95 relevant markets 208 reliance damages 78, 79 remedies see contract remedies rent 136 repetition, use of to aid understanding 82 representative office, Russia 26-7 requesting information 146-7, 189

334

signatures see e-signatures

 $More\,information$

requirements, talking about 170-1

residential leases 136	single European market 208	key terms 224-5
respondents 12	small-claims court 11	private international law, conflict of
restitution damages 79	sole practitioners 19	laws in 225-7
restructuring, of businesses 202-3	sole proprietorships 22-3	tribunals see employment tribunals
retention of title clauses 126, 129-31	solicitors 15	trustbusters 208
Right of Assignment document, language	solo practices 19	trustees 129-31, 205
of 106	special damages 78, 79	trusts 129-31, 208
right of fair use 151, 159	special resolutions 34, 48	turnover threshold 217
right-of-first-refusal clause 34, 96-7	specific performance 79	III
rights 94	speech act verbs 57	U
rights issue 35, 37	spin-offs 51-2	ultra vires (Latin) 14, 20
rights of third parties 96, 104-5	'State Street' case 152-3	unauthorised use 151
risk diversification 38	Statute of Frauds 64, 136, 137	undertakings, private 208
	statutes 10	unfair dismissal 108, 116–18
\$	statutory forms 20	Uniform Commercial Code (UCC) 181–2
S corporation 22	statutory liens 192	Uniform Electronic Transactions Act (UETA)
salaried partners 27	steps, sequencing 55	172-3
sale of goods	stipulated damages see liquidated	uniform rules 222
buying and selling, vocabulary of 123–4	damages	uniform trade terms 222
case briefs 127-9	stock certificates 22	United Nations Convention on the
clauses, typical 124-6	stock ledger 22	Contracts for the International Sale
corresponding laws and institutions,	strikes 109	of Goods Act (CISG) 123, 223
talking about 131	subject matter 64	unsecured creditors 182, 186
introduction to 122-3	submit 13	unsecured debts 204
key terms 123-4	subscribers 34	unsettled areas of the law 186-8
retention of title 129-31	subsidiary companies 51-2	usufructs 137, 138
terms and conditions of sale 124-5	substitution, in texts 227	usury 169
vocabulary	suggestions, making 174-5	V
warranties 123	sui juris (Latin) 14	verb phrases 90
Sale of Goods Act (UK) 122	summarising	verbs + -ing form 99
sale of substantially all assets 48	case briefs 128	versus (vs. or v.) (Latin) 14
sales by sample 123	and requesting 146–7	vertical agreements 209
secured creditors 140, 182	requirements 171	videlicet (viz.) (Latin) 14
secured transactions	technique of 40	vocabulary
intellectual property in 188	supervisory boards 37-8, 38-9	adjective + noun combinations 91
introduction 178-9	supranational law 223	antonyms, formation of 61, 77
security agreements 180-1	_	contract expressions 133
security interests 180, 185, 192	Т	disclaimer expressions 133
security agreements 178, 179	take, expressions with 190	distinguishing meaning 32, 46, 60, 76,
security interests 178	takeover bids 49	90, 106, 120, 132, 148, 162, 176,
senior partners 173-4	tangible chattels 122	190, 204, 220, 232
sequencing 55	targets 49	recording 124
serve 13	tax liens 192	see also Latin, legal
severability clauses 65-6	templates see contract forms	voluntary liquidation 48, 49
sex discrimination 108, 109, 112, 114	tenants 136	retainally inquitation to, to
'shadowing' 152, 159	term of years 136	W
shall, use of 23, 24-5	termination clauses 65-6	warnings, giving 212-13
share capital 34, 35, 43-4, 54	termination of employment 108	warranties 121-2
share consolidation 34	textual transformation 231	Westland Corporations Act 63
share subdivision 34	thank-you note 201	Wholly Foreign-Owned Entity (WFOE),
shareholders	third-party beneficiary contracts 64, 94	Russia 26-7
meeting, letter of advice 28–31	third-party rights 96, 104-5	winding-up 49
rights 21, 37–8, 57–9	tie-in arrangements 209	word formation
shares, key terms 35	title 136	adjective formation, using prefixes 46,
Sherman Act 208	to the bearer of 166	120, 163
shrink-wrap contracts 127	to the order of 166	adjectives → adverbs 176
sic (Latin) 14	tort 79	nouns → adjectives 148
signalling phrases	trade-mark statute 156-7	nouns → verbs 232
closing 31	trade marks 150	verbs \rightarrow abstract nouns 47, 60, 61, 77,
drawing conclusions 31	trade secrets 150	90, 132, 204
emphasis, giving 69, 102–3	Trade Union and Labour Relations Act	verbs → abstract nouns → adjectives 220
identifying legal issue 31	(UK, 1992) 108	verbs → abstract nouns → persons
indicating options 31	trade unions 108	32, 107
previous court decisions, referring to 31	transfer of title 122	verbs → adjectives 132
relevant legislation, referring to 31	transnational commercial law	writ of attachment 194
subject matter, referring to 31	arbitration clauses, drafting 227–8	writing style 105, 191
summarising facts 31	case study 234-5	writs 13
transitions 139	cross-border disputes 228-9	written resolutions 48

introduction to 222-3