



Internet research

Search for the keywords *golden bull* to find examples of 'legal-speak'. Note down the most amusing or the worst example and report back to the class.

Setting guidelines

4 Managers often give guidelines to new employees on how to conduct themselves on company business. Complete the guidelines with modals of obligation and permission.

- 1 You have to obey the law and act ethically at all times.
- 2 _____ use video or audio recording equipment on the company's premises.
- 3 _____ use the Internet in an appropriate and responsible way.
- 4 _____ disclose sensitive information about the company's products.
- 5 _____ make negative claims about our competitor's products.
- 6 _____ get permission to download software onto office computers.
- 7 _____ accept small gifts from suppliers and other business partners.
- 8 _____ buy or sell the company's shares in expectation of a major announcement.

5 Sentences 1–4 are taken from a formal employment contract. Rewrite them in less formal English.

- 1 Employees shall not make expense claims in excess of €20,000.
Remember that you _____ than €20,000.
- 2 All employees shall maintain company property in good condition.
If you work here, you _____ after company property.
- 3 The Employer may terminate the contract with a one-month notice period.
As the employer, I _____ the contract with just a month's notice.
- 4 Employees may not use the telephones for personal use.
I think I ought to warn you that you _____ or family.

Listening and note-taking

6 2:49 Firms may also issue a code of practice to business partners as part of a contract. Listen to two managers discussing the terms of an outsourcing agreement in the Far East. Make notes on what they decide in these categories.

Accommodation Breaks Minimum age Safety Working hours

7 With a partner, use your notes from Exercise 6 to write formal guidelines for the suppliers in the Far East.

8 The clauses below were also included in the contract. Complete each sentence with a possible result.

- 1 Evidence of poor working conditions may *result in* ...
- 2 Products not finished to agreed standards may ...
- 3 Legal representatives appointed by us may ...
- 4 Failure to use safety clothing may ...

Inversion

9 Rewrite these sentences from the contract, using inversion to make them more emphatic.

- 1 Unless you can implement the full terms of the contract, don't agree to it.
Under no circumstances should _____
- 2 We won't pay for the goods until the full shipment has been received.
Not until the full shipment _____
- 3 The goods will be considered received when they arrive at our warehouse.
Only once the goods _____
- 4 Health and safety must not be put at risk for any reason.
On no account must _____

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at a stretch
landlord
notice
premises
refurbished
sewer
tenant
wear and tear

Writing

10 Choose five of the rules you identified in Exercise 1 and rewrite them in the style of a formal employment contract.

We're not allowed to use mobile phones during lessons/meetings.

→ *Under no circumstances shall mobile phones be used during lessons/meetings.*