

Chapter 4: Exercises

1 Active and passive voice

Rewrite the sentences below using active verbs (e.g. consider) instead of abstract nouns (e.g. consideration) as appropriate.

- 1) The parties agree to give consideration to the use of arbitration in case of deadlock.
- 2) We consider that your client's actions are in contravention of the agreement reached.
- 3) The parties are in agreement that the goods delivered are in conformity to the description given in the sales documentation.
- 4) With regard to your enquiry about the documents, we are in a position to give confirmation that we are in possession of the same.
- 5) The contract contains an obligation upon your client to deliver the goods by 15 March 2021.

2 Sentence linking

Link the following sentences together using relative pronouns (who, whom, whose, which, that) and conjunctions (e.g. and, but etc). You may also need to adjust the wording and/or word order of the sentences. In some cases you should consider deleting or replacing certain words and phrases.

- (1) Here is a contract. There are many typing errors in it.
- (2) I spoke to you yesterday about Susan Jones. She is our new office manager. This is Susan Jones.
- (3) This is the burning question. Everyone wants to know the answer to it.
- (4) Is that Susan Jones? I saw her CV only yesterday.
- (5) This is the contract. The thing that strikes me most about it is how badly-drafted it is.
- (6) This clause applies to office equipment. It also applies to home furnishings. It does not apply to industrial appliances.
- (7) Please refer to clause 7 of the contract. It deals with certain force majeure situations. These are limited to natural disasters.
- (8) This is the document. I spoke to you about this document. It contains provisions dealing with the assignment of the contract.

(9) We have an intellectual property expert. Her name is Clare Brewster. She specialises in complex patent infringement cases.

(10) I will give you some details about this case. I will only tell you certain things. Those things will be the details that you need to know. You need to know them in order to advise your client properly.

Suggested answers

1 Active and passive voice

- (1) The parties agree to **consider** ~~give consideration to~~ the use of arbitration in case of deadlock.
- (2) We consider that your client's actions **contravene** ~~are in contravention of~~ the agreement reached.
- (3) The parties ~~are in agreement~~ **agree** that the goods delivered ~~are in conformity~~ **conform** to the description given in the sales documentation.
- (4) With regard to your enquiry about the documents, we ~~are in a position to give confirmation~~ **confirm** that we are in possession of the same.
- (5) The contract ~~contains an obligation upon~~ **obliges/obligates** your client to deliver the goods by 15 March 2021. costs.

2 Sentence linking

- (1) Here is a contract **in which** there are many typing errors in it.
- (2) ~~I spoke to you yesterday about Susan Jones. She is our new office manager.~~ This is Susan Jones, **our new office manager, about whom I spoke to you yesterday.**
- (3) This is the burning question **to which** everyone wants to know the answer to it.
- (4) Is that Susan Jones **whose CV I saw only yesterday?** ~~I saw her CV only yesterday.~~
- (5) ~~This is the contract.~~ The thing that strikes me most about **this contract** ~~it~~ is how badly-drafted it is.
- (6) Please refer to clause 7 of the contract **that** ~~It~~ deals with certain force majeure situations **which** ~~These~~ are limited to natural disasters.
- (7) This is the document **about which** I spoke to you, ~~about this document. It~~ **which** contains provisions dealing with the assignment of the contract.
- (8) We have an intellectual property expert, ~~Her name is Clare Brewster,~~ **who** ~~She~~ specialises in complex patent infringement cases.
- (9) I will give you **certain** ~~some~~ details about this case **which** ~~I will only tell you certain things. Those things~~ will be the details that you need to know. ~~You need to know them~~ in order to advise your client properly.
- (10) So much of **what** the managing director had to say was entirely new to me.