Table of contents

PAGE	UNIT	TOPICS	USEFUL LANGUAGE AND SKILLS
5	1 Forming a company	types of companies choosing the right company type company liability	giving advice making recommendations enumerating reasons explaining steps of a procedure
14	2 Employing people	employment contracts amendments to contracts letter of resignation	referring to legal documents stating rights and obligations reporting outcomes writing formal letters and emails
25	3 Buying and selling goods and services	preambles agreements and contracts of sale contractual disputes common legal terms and conditions	common contract terminology interacting with a client advising on a course of action
37	4 Protecting intellectual property	copyright, patent, trade mark landmark IP cases rights agreement IP rights on the internet	negotiating an agreement amending an agreement linking ideas in writing
48	5 Mergers and acquisitions	planning an acquisition M & A procedure articles of association financing a takeover letters of intent (LOI)	comparing and contrasting legal structures vocabulary of company procedures language of meetings expressions used in takeovers
58	6 Risk management and insolvency	assessing legal risk causes and implications of insolvency insolvency procedures creditors' rights personal insolvency	insolvency terminology emphasizing a point hypothesizing about past actions

PAGE	APPENDIX	
68	Test yourself!	
70	Partner files Partner A	
75	Partner files Partner B	
80	Transcripts	
87	Answer key	
96	A-Z wordlist	
.02	Useful phrases and vocabulary	