

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
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**CONTRACTS:
STRUCTURE AND CONTENTS**

Manual
3rd edition, corrected and supplemented

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The manual is designed for students studying business and economics and have an average level (B2) of English language knowledge, as well as for business people in different field of business who are interested in familiarizing with the structure, contents and types of contracts in English. The manual consists of 7 themes, the contents of which corresponds to the main clauses of Sales contract (Subject, Payment, Delivery terms, Packing and Marking, Insurance, Force majeure, Claims and Sanctions) and extracts from different clauses of contracts. At the end of the main part is a Vocabulary of business terminology used. The system of tasks, vocabulary and translation exercises, points for discussion is aimed at assimilation of the material and language proposed and the development of translation and contracting skills both in written and spoken English. In the supplementary part the samples of business papers – employment and marriage contracts, copyright agreement, licences, powers of attorney, business plan, articles of association and statute of companies are offered.

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