

# Photocopiable worksheet 1.1

Put a word or phrase from the box into each space.

ad hoc   de facto   e.g.   et al.   etc.   i.e.   inter alia   ipso facto   per annum  
per se   pro forma   pro rata   quorum   sic   sui juris   ultra vires   v.   viz.

- 1 Employees may be required to participate in strategy teams, either by assignment or on an ..... basis.
- 2 For tax purposes, taxable individuals who hold their shares as a capital asset should treat each Special Distribution as if the company had purchased, on a ..... basis, a percentage of the shares held by each individual.
- 3 In affirming, the State Court of Appeals held, ....., that the statute was not unconstitutional under the Due Process Clause of the Fourteenth Amendment.
- 4 It is my recommendation that you obtain affidavits from potential witnesses, ..... your former colleagues, .....
- 5 Over the past five years, the value of shares in the corporation has risen by an average of 12% .....
- 6 Relying primarily on Harris ..... Victor Finance ....., the Federal District Court concluded that the plaintiff had indeed violated the agreement.
- 7 She is not a lawyer ....., but she does deal with all legal matters for her company, and is extremely well informed.
- 8 The following documents shall be considered and interpreted as constituting an integral part of this agreement, .....: a) this contract form; b) the Special Conditions; c) ...
- 9 The forthcoming election is widely seen as a ..... referendum on the country's continued membership of the EU.
- 10 The motion was not passed because a ..... of members was not present at the meeting.
- 11 The plaintiff argued that the defendant had already submitted his resignation and thus he was, ....., ineligible to be considered for promotion.
- 12 The plaintiffs claim that the ordinance (.....) covering all such data is erroneous. Only the data which are in a form in which access or processing is practicable, ..... print and electronic, are protected.
- 13 The rules governing conflict of interest do not prevent a lawyer from arbitrating or settling a dispute between two or more clients who are ..... and who wish to submit the dispute to the lawyer.
- 14 The shareholders claimed that the directors had acted ..... in obtaining the loan, and that the shareholders were therefore not liable for its repayment.
- 15 The supplier sent ..... - ..... invoices with all consignments on sale or return, and then issued a full invoice at the end of each month to take account of the units actually sold.

# Photocopiable worksheet 1.2

Read the CV (curriculum vitae)<sup>1</sup> below of a young British lawyer and answer these questions.

- 1 Where did he work in summer 2007?
- 2 What languages does he speak?
- 3 Where did he do his first degree?
- 4 What was his main duty at the European Commission?
- 5 What is he doing now?

## Personal information

First name(s) / Surname(s)	Linus Walker
Address(es)	Frejg 17, SE-118 25, Stockholm, Sweden
E-mail	linuswalker@eli.se
Nationality	British
Date of birth	12 May 1987

## Work experience

Dates	<b>June 2009 – February 2010</b>
Occupation or position held	Legal Assistant within the Legal Department of the Service Commune Relex (SCR)
Main activities and responsibilities	Drafting opinions in English and French dealing with contracts awarded for projects
Name and address of employer	European Commission, Brussels, Belgium
Dates	<b>Summers 2006–2009</b>
Occupation or position held	Vacation student
Main activities and responsibilities	Liaising with clients; conducting research into multiple legal areas, including family law, tort law and contracts; assisting with trial preparation
Name and address of employer	G.R. Foster & Co. Solicitors, Cambridge, UK

## Education and training

Dates	<b>2010 to present</b>
Principal subjects/occupational skills covered	Master's Programme in Law and Information Technology Course covers the legal aspects of Information Technology and the legal implications of the use of the Internet
Name and type of organisation providing education and training	University of Stockholm, Sweden
Dates	<b>2005–2009</b>
Title of qualification awarded	LLB (English and French law degree)
Principal subjects/occupational skills covered	Course included all the core legal subjects, with a focus on Contract Law, Company Law, Common Law, Property Law and European Law
Name and type of organisation providing education and training	University of Essex, Colchester, United Kingdom
Dates	<b>2007–2008</b>
Title of qualification awarded	DEUG (French law degree), Nanterre
Principal subjects/occupational skills covered	Part of the degree programme at University of Essex included an intensive course in French. Among subjects studied: European Community Law, Information Law, Civil Law and Penal Law
Name and type of organisation providing education and training	Université Paris X, Paris, France

## Personal skills and competences

Mother tongue	English
Other languages	French (C2), Swedish (B2)
Organisational skills and competences	Member of Law Society, organised two guest lectures
Computer skills and competences	Proficient in Word, Windows, Excel, email; Strong Internet researching skills
Other skills and competences	Advanced chess player; very good skier

<sup>1</sup> (US) résumé

# Photocopiable worksheet 1.4

- 1 I am a **newly**
- 2 The firm **offers a wide**
- 3 Our lawyers **provide advice**
- 4 **At present, I**
- 5 **My duties include a good**
- 6 I am a sole practitioner **in the**
- 7 **Some of the legal issues I commonly deal**
- 8 **I also handle**
- 9 **I counsel**
- 10 I also **provide**
- 11 **My clients are primarily**
- 12 They usually **need advice**
- 13 **I represent**
- 14 **I have a good deal of**
- 15 **I carry**
- 16 **My work also involves**
- 17 I also **serve**
- 18 **I have a good**
- 19 **My main areas of**
- 20 I **advise** clients on a regular basis **with**
- 21 **Some of the industries my clients**
- 22 I am **head**
- 23 **I have tried**
- 24 **I assist**
- 25 I am **an active member of** several professional organisations, including the state and national bar associations, **to name**
  - a **am working in** commercial litigation and am enjoying it.
  - b **deal of** client liaison.
  - c **range of** commercial law services.
  - d **on** many different legal areas.
  - e **qualified** lawyer.
  - f **clients about** their rights.
  - g **area of** employment law in a small city.
  - h wage and overtime disputes.
  - i **advocacy for** them.
  - j **with are** wrongful termination, and discrimination.
  - k **out** international trade-mark and service-mark registrations.
  - l **in** handling personnel matters and resolving disputes.
  - m individuals.
  - n both plaintiffs and defendants in trade-mark suits.
  - o **experience in** domain-name disputes.
  - p **as** an expert witness in IP law.
  - q **expertise are** competition law and international trade law.
  - r **respect to** restrictive trade practices.
  - s providing counselling to photographers.
  - t **working relationship with** a large IP firm.
  - u **but two.**
  - v **clients with** all types of real-estate-related litigation.
  - w **of** my firm's Litigation Division.
  - x **come from include** transportation and steel.
  - y **many cases** (mostly to successful conclusion) in court.



# Photocopiable worksheet 2.1

- 1 As a legal person, a company is **distinct** ...
  - 2 This allows the company to **continue** ...
  - 3 The court may 'lift the corporate veil' when the company is used to **perpetrate** ...
  - 4 The court may **subject** the shareholders ...
  - 5 A partnership is merely ...
  - 6 The partnership is not precluded ...
  - 7 Certain rules of partnership law treat a partnership **as if** ...
  - 8 Partners are not **insulated** ...
  - 9 The partnership may **cease** ...
  - 10 A company is formed **upon** ...
  - 11 The 'constitution' of a company **consists** ...
  - 12 The memorandum of association **states** ...
  - 13 The articles of association contain **provisions** ...
  - 14 The management of a company is **carried** ...
  - 15 A manager's duties to the company are generally **more** ...
  - 16 Employees **owe** ...
  - 17 A secretary cannot be the **sole** ...
  - 18 This requirement is **not** ...
  - 19 The auditors' report is **addressed** ...
  - 20 The directors must **exercise** ...
  - 21 The fiduciary duty **stems** ...
  - 22 A director must **act in the best** ...
  - 23 A director must not act for any **collateral** ...
  - 24 The courts are generally **reluctant** ...
  - 25 A company's state of health is **reflected** ...
  - 26 Healthy profits might **lead** ...
  - 27 Continuous losses may **result** ...
- a ... **against** personal liability.
  - b ... an association of owners.
  - c ... **to exist** upon a change in ownership.
  - d ... **fraud**.
  - e ... **from** its officers and shareholders.
  - f ... **from** owning property in its own name.
  - g ... **it were** a legal entity.
  - h ... **perpetually** despite changes in ownership.
  - i ... **to** personal liability.
  - j ... **applicable** if there is more than one director.
  - k ... **a duty of** confidentiality to the company.
  - l ... **burdensome** than those of the employees.
  - m ... **director** of the company.
  - n ... **for** the internal management of the company.
  - o ... **of** two documents.
  - p ... **out** by its officers.
  - q ... **the aims of** the company.
  - r ... **the issuance of** a certificate of incorporation.
  - s ... **from** the position of trust and responsibility.
  - t ... **in** insolvency and the company **going into liquidation**.
  - u ... **in** its accounts.
  - v ... **interests of** the company.
  - w ... **purpose**.
  - x ... **to** interfere.
  - y ... **to** a bonus or capitalisation issue to the shareholders.
  - z ... **to** the shareholders.
  - zz ... **the care of** an ordinarily prudent and diligent person.