



THE ESSENTIALS OF DRAFTING CLEAR, CONCISE & MODERN CONTRACTS

PRESENTED BY ALB AND KENNETH A. ADAMS



16 NOVEMBER 2016
SINGAPORE

ALB is proud to present internationally renowned contracts expert Ken Adams for one day only in Singapore. This hands-on seminar explores how to draft contracts that express deal terms clearly and effectively, saving you time and money, enhancing your competitiveness, and mitigating risk. Rather than simply lecturing, Ken uses interactive exercises, encouraging participation and addressing practical considerations related to the drafting process. This seminar is valuable for both junior and senior legal professionals, with tips that apply to all contracts drafted in English, whatever the governing law.



6 Public CPD points
Practice Area: Corporate/Commercial
Training Level: General

SILE Attendance Guidelines:

Participants who wish to claim CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. This includes signing in on arrival and signing out at the conclusion of the activity in the manner required by the organiser, and not being absent from the entire activity for more than 15 minutes. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to www.sileCPDcentre.sg for more information.

LEARN EXPERT DRAFTING TECHNIQUES FROM A LEADING AUTHORITY



Ken Adams, Author
A Manual of Style for Contract Drafting

As the leading authority on contract language, Ken Adams has successfully coached people around the world in drafting

clearer contracts. His groundbreaking book *A Manual of Style for Contract Drafting* has sold tens of thousands of copies internationally since it was first published by the American Bar Association in 2004. The Legal Writing Institute has announced that Ken is to receive the Golden Pen Award for 2014, "to recognize his exemplary work in contract drafting." As part of its "Legal Rebels" project, in 2009 the ABA Journal named Ken one of its initial group of fifty leading innovators in the legal profession. And the ABA Journal included Ken's blog in its 2013, 2012, 2010, and 2009 "Blawg 100"—its list of the hundred best law blogs. Ken is an adjunct professor at Notre Dame Law School. For more information about Ken and his activities, go to www.adamsdrafting.com.

WHAT YOU'LL LEARN

Practical skills from a global industry leader • The problem with traditional contract language • How efficient contract drafting can benefit your business • The basics of rigorous contract language and layout • Why revising your contract process can improve contract language

WHO SHOULD ATTEND

Lawyers • In-house counsel • Paralegals and managers in law firms and corporations • Contract managers • Anyone who drafts, negotiates, or reviews contracts

SPECIAL OFFER- FREE BOOK! Participants will receive a complimentary copy of Ken Adams's book, *A Manual of Style for Contract Drafting*. The seminar explores issues addressed in detail in this one-of-a-kind book that has become a valued resource for the legal profession.

PROGRAM AGENDA

08:30
Registration
09:00
– The state of contract drafting
– Costs and causes of deficient drafting
– Goals for the program
09:20
The Front and Back of the Contract
– Title and introductory clause
– Function and layout of recitals
– Traditional recital of consideration
– Concluding clause
– Role of exhibits and schedules
10:10
Categories of Contract Language
– Different categories of contract language and their function
– How to distinguish between categories
– Why does it matter?
10:30
Break

10:45
Categories of Contract Language, cont.
11:45
Layout
– How to present sections, subsections, and enumerated clauses
– Using Adams's enumeration scheme
– Issues of typography
12:05
Using Defined Terms
– Two kinds of definitions
– Role of the definition section
– Using an index of defined terms
12:30
Luncheon
13:30
Ambiguity and Vagueness
– Different kinds of ambiguity
– How to avoid them
– How to use vagueness

14:10
Select Usages
– Problematic words and phrases
– Clearer alternatives
15:00
Break
15:15
Drafting as Writing
– Some general principles of good writing that apply to contract drafting
15:30
Bringing It All Together
– Redrafting sample provisions
16:40
Effecting Change
– The individual
– The organization
17:00
End

To book, please visit www.regonline.com/kenadams2016_SG

EARLY BIRD PRICE: SGD1000 - Register before 3 October and save **SGD500**

REGULAR PRICE: SGD1,500

GROUP PRICE: Save an additional 20% - Register five people from your organisation, and the fifth person gets to attend for **FREE**

Price includes the seminar, luncheon, course materials, and a complimentary copy of Ken Adams's book, *A Manual of Style for Contract Drafting*

For more information about the events or to register your pass, please contact **Andy Wong** at andy.wong@thomsonreuters.com or **(65) 6870 3411**