IPI Academy

falconbury



Presented by
Falconbury

Drafting International Commercial Agreements in English

10-11 May 27
+ 9-10 November 27

This training course is a complete guide to drafting clear and concise commercial agreements in English for international lawyers. Presented by an expert linguist with extensive experience in commercial law.

Format:
Live online

CPD:
12 hours for your records

Certificate of completion

Course overview

Most international agreements are drafted in the English language, irrespective of the nationality of the contracting parties. Language errors in the text and unclear and inconcise phrasing cause confusion and can ultimately lead to a dispute if they go unnoticed at the contract drafting stage.

Under the careful guidance of the expert trainer, this training course will ensure you gain a comprehensive understanding of the common pitfalls to be aware of. This highly-practical, intensive two-day course will make sure you're up to date with the key areas of risk and have a full understanding of the latest drafting techniques in English.

This workshop style training course has been designed to offer a practical solution to your drafting challenges. Throughout the course the expert trainer will use a balanced mix of theory, exercises and discussion alongside sample clauses and case studies to help embed the learning.

There will also be plenty of time during the training course to ask your questions and get clarity on contract drafting issues, legal writing technicalities and specific clauses. By enhancing your skills and knowledge you will ensure you protect your organisation against unnecessary risk and be successful in your role.

Benefits of attending

By attending this highly practical training course you will:

- **Learn** how to recognise drafting inaccuracies and effectively re-draft poorly written clauses
- **Draft** effective standard clauses that can be used across the organisation to manage exposure to legal risk
- **Understand** the principles of using plain English within your contract to reduce uncertainty
- **Focus** on agreement structure, linguistic clarity and accuracy to draft with confidence
- **Discover** how to avoid over-complex sentences and structures to limit the risk of dispute
- **Develop** more effective legal writing skills that can be used in all your legal and business communications

The practical exercises will ensure the learning is embedded.

Who should attend?

This training course is relevant whether you work in private practice, in-house or for an institution. The course will enable you to be more effective in oral and written communication and contract drafting, as well as improve your listening and reading skills.

- Lawyers working in industry and government
- Lawyers in banks and financial institutions
- Lawyers in private practice
- Lawyers and corporate executives
- Contracts managers, officers and specialists
- Project and procurement managers
- Commercial managers and professionals who work closely with contracts

Plus all those professionals working with and drafting contracts in English as part of their role.

Programme

Day 1

Guidelines to clear drafting: Part 1

- Avoiding superfluous language
- Old fashioned language
- Repetition and the importance of a good structure

Redrafting exercises: Part 1

Guidelines to clear drafting: Part 2

- Expressing obligations
- Rights and signposting – "subject to" and "notwithstanding"
- Phrasal verbs in legal English

Redrafting exercises: Part 2

Legal vocabulary

- Key clauses from contracts
  - warranties, liquidated damages, term and boilerplate clauses such as severability and notice
- Review of the structure and contents of contracts
- Collocation

Legal vocabulary exercises

Review of the language of legal correspondence

- Examples of standard opening and closing
- Differences between semi-formal and informal register
- Differences between British and American English

Legal correspondence exercise

- Participants will redraft a badly written email in formal British English

Day 2

Reviewing the guidelines to clear drafting covered in day one – practical exercise

- Participants will apply the principles of clear drafting they have learned in day one to the redrafting of a clause from an international commercial agreement - insurance clause from a manufacturing agreement
- Both individual and group work exercises will be undertaken with results reviewed in a group forum and constructive feedback and guidance supplied by the expert trainer

Grammar

- Prepositions in legal English

Ambiguity exercises

- Participants will learn how to identify ambiguity and redraft sentences so that there is only one appropriate meaning

Review of the structure and contents of contracts practical exercise

- Participants will apply the principles of clear drafting they have learned in day one to the redrafting of a clause from an international commercial agreements - secondary activities clause from an employment agreement

Advanced contract drafting practical exercise: Part 1

- With guidance from the expert trainer, participants will be working in small teams to draft a number of clauses from scratch based on written instructions.
- The clauses will be taken from the following types of agreements: membership agreement of a health club and a commercial lease

Advanced contract drafting practical exercise: Part 2

- With guidance from the expert trainer, participants will be working in small teams to draft an audit clause from a license agreement

Course review and final questions

Presenter



Alan Simmons

Alan Simmons LLB (Hons) in Law with French , LLM in International Human Rights Law, RSA CETEFLA. Alan is a highly experienced trainer of legal English who has been working with international lawyers across the globe for nearly 30 years. He shares his expertise by delivering legal and business skills and language training to lawyers, other professionals and businesspeople to enhance their skills at drafting concise and watertight contract clauses in the English language.

He qualified as a solicitor in England having studied law in the UK, Strasbourg and the European University Institute in Florence and then went on to train as a solicitor in an international law firm. He spent some years practising commercial law in law firms in London in the areas of corporate law, construction law, employment law, intellectual property, advertising and media law.

He is fluent in French and Portuguese and has good written and spoken Spanish, Italian and Albanian. He has completed legal translations from French, Spanish and Portuguese and he also has conversational German, Japanese, Croatian, Dutch, Finnish, Norwegian and Romanian. His passion for different writing systems in languages means he has learnt to read and write Hindi, Persian, Japanese and Arabic.

He has used his skills and experience to successfully train legal staff from junior counsel to judges in all elements of international commercial law across the world. Alan is a dynamic trainer and applies a highly interactive style to ensure complete understanding and an enjoyable learning experience.

Course dates

10-11 May 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17153*	GBP **1,199** ~~1,399~~ EUR **1,679** ~~1,959~~ USD **1,927** ~~2,239~~ **Until 15 Mar**
9-10 November 27	**Live online** 09:30-17:00 **UK (London)** (UTC+00) *Course code 17471*	GBP **1,199** ~~1,399~~ EUR **1,679** ~~1,959~~ USD **1,927** ~~2,239~~ **Until 14 Sep**

How to book

Online:
ipi.academy/2825

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★☆

Alan has made the course easier to digest with his Harry Potter references and thorough but patient explanations.

Dmitrii Karimov
Legal Assistant
OCSiAl Europe s.a.r.l.
Nov 10 2026

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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