

KEN ADAMS DRAFTING CLEARER CONTRACTS

1 November 2017, 9am to 5pm - Singapore

Asian Legal Business (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.

Target audience

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

Benefits of attending

- 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

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.

Pricing (includes 7% GST)*

Early Bird: SGD SGD1,070 (ends 4 August 2017)

Standard Rate: SGD1,605

Group price: SAVE ADDITIONAL 20% - Register five participants from your organisation and the fifth person attends for free.

*Includes seminar, luncheon, course materials, and Ken Adams's book.

To register for this event, go to:

www.regonline.com/kenadams2017_SG

Contact for more details:

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8.30am

Registration

9.00am

- The state of contract drafting
- Costs and causes of deficient drafting
- Goals for the program

9.20am

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

10.10am

Categories of Contract Language

- Different categories of contract

language and their function

- How to distinguish between categories
- Why does it matter?

10.30am

Refreshment Break

10.45am

Categories of Contract Language, cont.

11.45am

Layout

- How to present sections, subsections, and enumerated clauses
- Using Adams's enumeration scheme
- Issues of typography

12.05am

Using Defined Terms

- Two kinds of definitions
- Role of the definition section
- Using an index of defined terms

12.30pm

Networking Luncheon

1.30pm

Ambiguity and Vagueness

- Different kinds of ambiguity
- How to avoid them
- How to use vagueness

2.10pm

Select Usages

- Problematic words and phrases
- Clearer alternatives

3.00pm

Refreshment Break

3.15pm

Drafting as Writing

- Some general principles of good writing that apply to contract drafting

3.30pm

Bringing It All Together

- Redrafting sample provisions

3.40pm

Effecting Change

- The individual
- The organization

5.00pm

End of event



Ken Adams, Author

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.