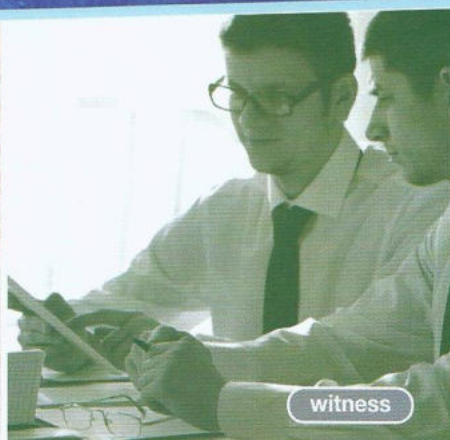
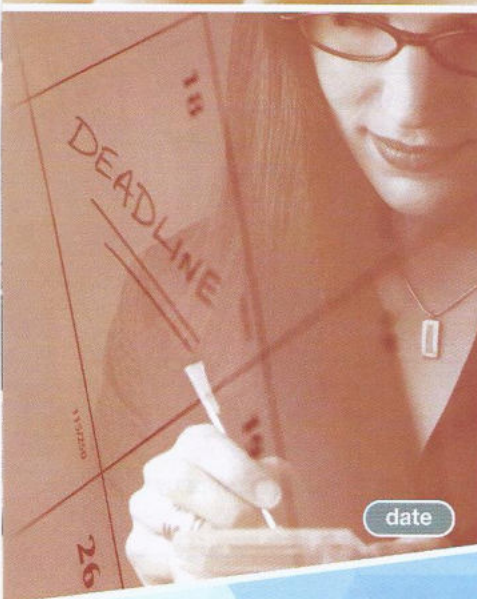


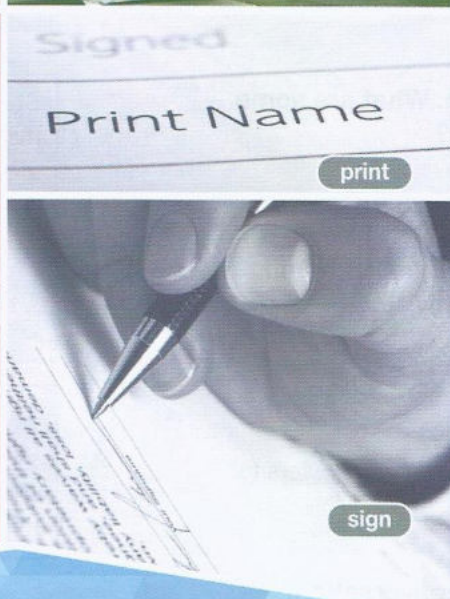
fine print



witness



date



print

sign

From: maria.stanley@email.com
To: hr@techproslc.com
Subject: Contract

Dear Human Resources Representative,

Thanks again for the job offer. I looked over the **contract**, and have a few questions. Could you clarify some things for me? I want to make sure I understand, since the **agreement** will be **legally binding**.

Do I both **print** and **sign** my name on the contract's last page? It looks like a signature of a **witness** is also needed. Can this witness be the person who will **notarize** the contract?

I read through all the **fine print**. I see that there is both a **no-solicitation clause** and a **confidentiality** clause. They remain in effect for five years after the contract ends, right? I just want to double check that with you.

I appreciate your help. Once I get your response, I'll complete, sign, and **date** the contract right away. Then I'll both mail and email it to you. I'm looking forward to starting work.

Sincerely,
 Maria Stanley

Get ready!

1 Before you read the passage, talk about these questions.

- 1 Why is it important to read a contract carefully?
- 2 Why might a contract include a no-solicitation clause and a confidentiality clause?

Reading

2 Read the email. Then, mark the following statements as true (T) or false (F).

- 1 ___ The email contains a question about the contract's fine print.
- 2 ___ The contract has a clause about keeping information private.
- 3 ___ The contractor will fax the completed contract to the HR representative.

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- 1 ___ date
- 2 ___ witness
- 3 ___ sign
- 4 ___ clause
- 5 ___ contract
- 6 ___ legally binding

- A a person who sees an event take place
- B to put your signature on a document
- C a formal agreement
- D describes an agreement that can be held up in a court of law
- E to indicate the month, day, and year of signing
- F a section of a formal document that discusses or explains a specific topic

- 4 Fill in the blanks with the correct words or phrases: *no-solicitation, confidentiality, print, agreement, notarize, fine print.*

- 1 Make sure you _____ your name legibly above your signature.
- 2 Stealing the company's clients for your own business is against the _____ clause.
- 3 It's important to read all the _____ so that you know all of the contract's details.
- 4 Get a legal representative to _____ the contract in order to prove its authenticity.
- 5 Sharing personal information about clients is a violation of the _____ clause.
- 6 The formal _____ between the contractor and the company is legally binding.

- 5 Listen and read the email again. What are some questions the contractor asks in the email?

Listening

- 6 Listen to a conversation between an HR manager and a candidate. Mark the following statements as true (T) or false (F).

- 1 ___ The man refers to an email that the woman sent.
- 2 ___ The man confirms that the signature of a witness is required.
- 3 ___ The no-solicitation lasts for several years.

- 7 Listen again and complete the conversation.

HR Manager: Hello, this is Joe Thompson, HR Manager at Tech Pros LLC. Is this Maria?

Candidate: Hello. Yes, I'm Maria. Thanks for 1 _____.

HR Manager: No problem. I got your email, and would be glad to answer your questions about the 2 _____. Do you have a minute?

Candidate: Yes, I do. This is a good 3 _____.

HR Manager: Great. First of all, you need to both 4 _____ and sign your name on the last page.

Candidate: Okay. I thought so. What about a 5 _____? Is a witness signature required?

HR Manager: Yes, it is. The witness can be the same person who 6 _____ the contract.

Candidate: Alright. That simplifies things.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Hello. This is ...

First of all ...

What about ...?

Student A: You are an HR manager. Talk to Student B about:

- a contract offer
- how to complete the contract
- any questions about the fine print

Student B: You are a job candidate who was offered a contract. Talk to Student A about the contract.

Writing

- 9 Use the email and the conversation from Task 8 to fill out the list of instructions.

Contract Instructions

We are pleased to offer you a contract. Please read the contract carefully. If interested, follow these instructions to complete and submit it:

1. _____
2. _____
3. _____