

Reading and Listening

Lesson 6 – B

Topic : Contracts

Aim : Improve Reading and Listening skills with vocabulary studies

Acquire and evaluate information

Listening to make deductions about the subject of conversations

I READING

Exercise 1 : **VOCABULARY**. Choose the one word or phrase that best complete the sentences.

Then practice using the words in your own sentence. (5 – 6 minutes)

1. Our contract clearly stated that payment should be made within two months, but three months have gone by and we have _____ to receive any payment at all.

(a) already

(b) formerly

(c) once

(d) yet

2. Both negotiating teams were initially willing to make _____, but due to a misunderstanding the talks ended unsuccessfully

(a) recessions

(b) concessions

(c) transgressions

(d) admissions

3. After _____ failures to convince clients to renew their contracts, it was decided that the marketing department would have to be reorganized under new leadership.

(a) success

(b) succeeding

(c) successive

(d) succeed

4. Please be aware that the terms of this agreement are _____ to change at any time without prior notification.

(a) subjective

(b) subjects

(c) subjecting

(d) subject

5. Before you sign your name on a contract, be sure that you read the _____ print on the back of the page.

(a) faulty

(b) fine

(c) final

(d) financial

Reading Comprehension. Read the following Warranty and try to answer the questions that follow.(3 - 5mins)

We at E - Can have a limited one - year manufacturer's warranty on all our computer products. If the Product develops a defect with normal use within one year after purchase, then we will repair or replace it for no extra charge. We will not cover shipping charges to our service center, but will cover the shipping costs to send the product to back to you. International customers must pay shipping and handling to send the product back. You first must obtain authorization for your return through our Customer Service Department at 309 - 8372 - 9922. Please note that we cannot accept returns that have not been authorized by us.

This warranty shall not extend beyond the one - year period.

Retailers are unauthorized to modify the terms of this warranty.

1.What is E - Can's shipping policy regarding returns?

- (a)They will pay all shipping charges for returns.
- (b)They will pay to send a product back to domestic clients.
- (c)They will pay international customers for handling only.
- (d)They will ship the items anywhere for no charge.

2.What must a customer do before returning the item?

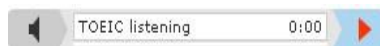
- (a)He must modify the terms of the warranty.
- (b)He must authorize the return himself.
- (c)He must get permission from E - Can.
- (d)He must wait for a month.

3.What are retailers unauthorized to do?

- (a)Mention the terms of the warranty.
- (b)Modify the products
- (c)Alter the warranty
- (d)Follow the terms of the warranty

LISTENING

Exercise 1 *Picture Description* (1 – 2 minutes)



Choose the best statement that best describes what you see in the picture.

The laptop on the round table

- (A)
- (B)
- (C)
- (D)

Exercise 2. *Let's listen!* Read a question about the conversation and chose the best answer to each question that follows. (5 – 6 minutes)



1.What is the relationship between the speakers?

- (a)Manager–employee
- (b)Waiter–customer
- (c)Employer–candidate
- (d)Professor–student

2.What does the woman ask the man?

- (a)To give her a higher salary
- (b)To explain about benefits
- (c)To disclose trade secrets
- (d)To clarify a contract section

3.What will the woman probably do next?

- (a)Ask a question
- (b)Decline an offer
- (c)Sign the contract
- (d)Phone her attorney

Exercise 3 *Let's listen again!* Listen again to the audio clip and answer the questions that follows. (5 - 6 minutes)



- 1.What is the problem of the woman?
- 2.What is non - disclosure clause?
- 3.What do you think will happen next?

Exercise 1: Listening Comprehension Transcript

- (A) The man is waving his fists.
- (B) The three people are sitting at a square table.
- (C) There are two cups of coffee on the table.
- (D) Only one woman is using the laptop.

Exercise 2: Listening Comprehension Transcript

- A : Have you had a chance to read through the contract yet?
- B : Yes I have. It looks good, but I didn't completely understand the non-disclosure clause.
- A : Oh, that means once you come to work for us, if you leave our company for any reason, you cannot tell anyone technical information about our products.
- B : Yes, that makes sense. You do have to protect your trade secrets. Well then, everything looks like it's in order.

References

BARRON'S 600 ESSENTIAL WORDS FOR TOEIC 3rd Edition; [新TOEIC TEST リスニングスピードマスター](#); [新TOEIC TEST 英文法スピードマスター](#);
[新TOEIC TEST リーディングスピードマスター](#); [TOEIC TEST 文法別問題集](#); [新TOEIC TEST スーパートレーニング 文法・語彙問題編](#);
<http://www.bbc.co.uk/worldservice/learningenglish/>; <http://www.english-test.net/toEIC/listening/>; <http://www.eslpartyland.com/>