

Discussing Terms and Conditions of a Contract

CEFR C1 Roleplay



1. Warm-up Discussion Questions:

1. Have you ever had to review or negotiate the terms of a contract? If so, what was the experience like?
2. What do you think are the most important clauses to look for in a contract?
3. How would you ensure that a contract aligns with your interests or objectives?
4. Why is it essential to understand the legal language in a contract before signing?
5. What would you do if you disagreed with a clause in a contract?
6. How would you approach negotiating terms to make them more favorable to you?

2. Example Conversation: Discussing Terms and Conditions of a Contract

Student A (Client):

"Thank you for going over the contract with me. I wanted to clarify a few points before we proceed."

Student B (Contract Manager):

"Of course. I'd be happy to help. Which areas are you specifically concerned about?"

Student A):

"The first part I wanted to discuss is the termination clause. It seems quite restrictive, and I'd like a bit more flexibility if possible."

Student B: "I see. The termination clause is in place to provide security for both parties, but we might be able to adjust it. What kind of flexibility would you be looking for?"

Student A: "Perhaps we could include an option for early termination with a shorter notice period. Would that be possible?"

Student B: "That could be arranged. We could consider a 30-day notice for early termination instead of 60 days. How does that sound?"

Student A: "That's definitely better, thank you. Another point is the payment terms. Could we discuss the frequency of payments?"

Student B: "Certainly. The current agreement is for monthly payments. Are you looking to adjust that frequency?"

Student A: "Yes, actually. Quarterly payments might work better with our cash flow. Would that be feasible?"

Student B: "That's understandable. I think quarterly payments could be arranged, but let me confirm with our finance team first."

Student A: "Great, that would be helpful. Lastly, about the confidentiality clause—can we specify a time frame for it?"

Student B: "Yes, it's common to set a time limit on confidentiality. Would two years post-contract sound reasonable?"

Student A: "Yes, two years sounds fair. Thank you for being so accommodating with these adjustments."

Student B: "You're welcome. It's essential that both parties feel comfortable with the terms. I'll draft these revisions and send you an updated version."

Student A: "I appreciate that. I look forward to reviewing the revised contract. Thank you for your help!"

Student B: "My pleasure. Please let me know if you have any further questions once you receive the updated document."

3. Background:

You are finalizing the terms of a contract and want to ensure that the conditions meet your expectations. You have some concerns regarding clauses like termination, payment terms, and confidentiality, and wish to discuss these points with the contract manager. The aim is to negotiate adjustments that both parties find agreeable, allowing you to move forward confidently.

4. Instructions:

Student A (Client):

You are reviewing the terms of a contract with the contract manager. Raise concerns about specific clauses, such as termination flexibility, payment frequency, and confidentiality duration. Ask questions to ensure you understand the terms fully, and suggest modifications that would better suit your needs. Your goal is to reach a compromise that meets your expectations without creating tension.

Student B (Contract Manager):

You are the contract manager helping the client review and understand the contract terms. Listen to the client's concerns about specific clauses, answer questions, and propose adjustments that maintain the contract's integrity while addressing the client's needs. Your goal is to be accommodating while keeping the company's interests secure.

5. Vocabulary List:

termination clause, confidentiality, adjustments, flexibility, compromise, restrictive, frequency, feasible, accommodate, integrity