

**DRAFTING CLEARER CONTRACTS**

[Name]

[Date]

**AGENDA**

8:30 a.m.	Introduction
8:45 a.m.	The front and back of the contract
9:15 a.m.	Categories of contract language
9:50 a.m.	Refreshment break
10:00 a.m.	Layout
10:15 a.m.	Using defined terms
10:35 a.m.	Ambiguity
11:00 a.m.	Refreshment break
11:10 a.m.	Select words and phrases
11:40 a.m.	Drafting as writing
Noon	Bringing it all together— drafting exercises
12:50 p.m.	Effecting change
1:00 p.m.	Seminar concludes