References are to paragraph numbers except where specified as a page number (p.) or a range of page numbers (pp.).

Α

absolutely, 1.59 according to, in accordance with, 13.351-.352 acknowledge. See acknowledgments acknowledgments, 3.436-.441 acknowledge used with other verbs, 3.375, 3.441 relation to recitals, 3.438 rhetorical emphasis in, 3.440 used inappropriately to introduce other language, 3.25, 3.439 acronyms. See initialisms action or proceeding, 13.1–.3 actively, 13.4-.5 active voice. See voice actual, actually, 13.6-.8 address of party, whether to include in introductory clause, 2.69, 2.70, 2.72affiliate example of a defined term with a definition that's largely clear, 6.92 having a parent enter into a contract on behalf of an affiliate, 2.57–.60 referring to, in the introductory clause, 2.54, 2.83-.84 incorporating, in the definition of defined terms for party names, 2.95time of determination, 10.149–.153 affirmatively, affirmative, 13.9–.13 after, 10.24, 10.26, 10.62 agreement in title, 2.11–.12 not using defined term this Agreement, 2.124–.128 not using initial capital in, 2.20, 2.125versus contract, 2.11 agrees that, 3.25, 3.28, 3.441

agrees to, 3.40, 3.109–.111 all, 11.102, 11.104, 11.105-.111 all capitals don't for party-name defined terms, 2.97don't use for entire provision, 16.29 for party names in introductory clause, 2.52 for party names in signature blocks, 5.30, 5.38 in article headings, 4.10 in title, 2.2 allonge, 1.15, 13.14 also, 13.17 ambiguity, p. xxxix, 7.5–.22. See also and; or; references to time; syntactic ambiguity and, 11.20-.45, 11.92-.96, 11.145-.153 and/or, 11.86-.91 and ... or, 11.92-.96 antecedent ambiguity, 7.14–.22 any, 11.103–.104 comma, 4.40, 4.43, 10.9, 12.18, 12.25-.30, 12.32-.42, 12.43-.56, 12.57-.76, 13.517, 13.760 "creative" ambiguity, 7.6–.7 each, 11.101-.102, 11.104 every, 11.101–.102, 11.104 in formulas, 14.23 latent ambiguity, 7.34 lexical ambiguity, 7.10–.13 material, 9.7-.9, 9.10, 9.17-.23, 9.24 may, 3.206-.208 *may not*, 3.268, 3.279 may ... only, 3.201–.205 notice, 13.585-.592 notice periods, 10.65-.66 or, 11.46-.85, 11.92-.96, 11.112-.141, 11.145-.153 plural nouns, ambiguity relating to, 11.15 - .20

references to time, 10.21-.106 syntactic ambiguity, 12.1-.81 using enumeration to eliminate, 12.3, 12.9, 12.15, 13.624, 14.32-.33, 14.34, 14.36, 14.42 using tabulation to eliminate, 12.9, 12.17 willful, 13.896-.897 amenable to cure, 13.215 amendment, 18.1-.20 as opposed to amendment and restatement, 18.3-.4 as opposed to supplement, 18.10 change affecting entire provision, 18.15-.20 change affecting part of provision, 18.12-.14 introductory clause in, 18.6 language of performance in, 18.9 layout of, 18.20 lead-in of, 18.7 title of, 18.5 use of italics in, 18.20 amendment and restatement as opposed to amendment, 18.3-.4 introductory clause in, 18.6 lead-in of, 18.8 title of, 18.5 among other things, 13.18–.22 amongst, p. xxxv, 13.23-.25 among versus between in introductory clause, 2.48-.50 and ambiguity of, 11.20-.45, 11.92-.96, 11.145-.153 stating meaning of, in an internal rule of interpretation, 15.19 using instead of or, 11.97-.100 and/or, 11.86-.91 and ... or, 11.92–.96 anniversary, 13.26 annual meeting, 13.28-.29 any, 11.103-.104 anyone, 13.30 apostrophe curly and straight, 16.47–16.53 shareholders' agreement, 13.726, 13.727 using with notice and periods of time, 13.598 *applicable*, 13.31–.36

approved as to form and content, 5.70 archaisms, generally, 1.4-.6 Arial font, 16.3, 16.6 arising out of or relating to, 1.49, 13.37-.53 articles, 4.7-.11 don't use initial capitals in references to, 4.109, 17.34 enumeration, 4.11 grouping sections in, 4.7–.8 heading, 4.10 as amended, 13.54-.60 internal rule of interpretation regarding, 15.11, 15.12 as consideration, 13.61–.65 as liquidated damages and not as a penalty, 13.66-.73 as of date, 2.35, 5.18 assumptions, 3.463-.465 as the case may be, 13.74-.76 as well as and together with, 13.841-.844 at all times, 10.138-.141 at any time, 3.322, 10.128-.130, 13.252, 13.801-.803 at its sole discretion, 3.224–.254, 3.255-.257, 13.298 at law or in equity, 1.54 at least one of X and Y, 13.77–.92 at no time, 1.59 attachments, 4.82-.96. See also exhibits; schedules alternative terms for, 5.76–.77 as part of contract, 5.106-.109 don't emphasize references to, 5.82 don't use initial capitals in references to, 5.83 enumerating, 5.84-.90 exhibits, 5.91-.92 kinds of, 5.75, 5.78 placement of, 5.81-.83 referring to, 5.81-.83 schedules, 5.93-.105 virtual, 5.110-.115 attest, 5.64 at that point in time, 17.19 at the place where, 17.19 at the time at which, 17.19 at the time that/when, 17.19 attorn, 1.15, 13.14, 13.93-.99 attorneys' fees, 13.493-.494

attorney work product, adding notation to draft, 4.122 Australia, p. xxxv, 2.122, 3.83, 3.98, 3.100, 4.73, 5.57, 5.76, 5.80, 8.74, 13.521, 13.524, 13.525. See also Commonwealth nations automatically, 13.100-.104 automated contract drafting, p. xlii, p. xliii autonomous definitions, 6.28-.60. See also defined terms; definitions; integrated definitions and virtual attachments, 5.113-.114, 6.60 definitional verbs, 6.37-.44 emphasis, 6.36 enlarging definition, 6.40–.41 full, 6.37 however referred to used in, 1.50 includes, 6.40-.45 limiting definition, 6.40–.41 means, 6.37, 6.41-.45 means and includes, 6.42 not including integrated definition in, 6.59 placement, 6.33-.35 refers to, 6.45 structure of, 6.29-.32 stuffed, loaded, 6.52-.58 autonomy, lawyer reluctance to surrender, pp. xli-xlii

B

backdating, 2.46–.47 backending, 4.91–.99 basis, 13.105–.109 because, 1.57, 13.110-.112 before, 10.25, 10.26, 10.64 belief, 13.113-.115 best efforts, 1.17, 8.18–.27, 8.39–.49, 8.71–.73, 8.77–.79. See also efforts standards; reasonable efforts *best endeavours. See best efforts* between in references to points in time, 10.26 versus *among* in introductory clause, 2.48 - .50*between or among*, 13.116–.118

biannual, 10.79 biennial, 10.79 billion, 13.518-.519 bimonthly, 10.79 biweekly, 10.79 blocks of text, optimal length of, 4.70 - .74body of the contract. See also article; enumerated clauses; section; subsection arranging, 4.79–.90 blank space after, 5.72 components of, 4.5-.78 giving heading to, 2.211–.213 meaning, 3.1 books and records, 1.45, 13.119–.123 boosting a defined term, 6.79–.80 breach, 3.176–.186 curing breach, 13.210–.215, 13.233-.234 bringdown condition and materiality, 9.27, 9.36, 9.45-.57, 9.58-.63, 9.89, 9.107 British English, p. xxxv, 8.91, 12.58, 13.93, 13.24, 13.93, 13.108, 13.130, 13.336, 13.784. See also England, United Kingdom buried verbs, 3.281, 3.311, 12.80, 13.318, 13.347, 13.591–.592, 13.697, 13.771, 17.7-.10 business day denoting periods of time in, 10.72 internal rule of interpretation regarding date for taking action and, 15.8 buy versus purchase, 13.124–.127 *by*, 10.25 by and between, 2.48 bylaws, 13.128–.130 by means of, 17.19 by reason on, 17.19 by virtue of the fact that, 17.19

С

Caesars Entertainment dispute involving *and*, 11.98–.100 *calendar day*, 10.73 *calendar month*, 10.97 *calendar year*, 10.95 Calibri font, 4.77, 16.7–16.8, 16.12, 16.14, 16.38, 16.40 can, 3.189 Canada, p. xxxv, 2.38, 5.36, 8.71-.72, 10.45, 12.26-.31, 13.96-.99, 13.416, 13.424, 13.521. See also Commonwealth nations capable of being cured, 13.215 categories of contract language, 3.1–.482. See also consolidating deal points; language of agreement; language of declaration; language of discretion; language of intention; language of obligation; language of performance; language of policy; language of prohibition; language of recommendation; throat-clearing; voice active voice in, 3.11-.24 assumptions not constituting, 3.463-.465 introduction to, 3.1–.7 selecting which to use, 3.466–.482 third person in, 3.8–.10 certain, 13.131 that certain, 13.808 certify, 13.132-.134 changing contract drafting at organizations, pp. xl-xlii changing contract drafting at the level of the industry, pp. xlii–xliii change in control, change of control, 13.135 civil law, 2.88, 5.67, 13.534, 13.837 clarity as a characteristic of optimal contract language, 1.3-.36 closing, 13.136-.146 closing day, 10.15 cognizant, 13.147-.148 colon don't use instead of definitional verb, 6.43 one space after, 16.44 to introduce a series of statements of fact, 3.417 to introduce a set of enumerated clauses, 4.37, 4.43 column, two, format, 4.75-.78

comma ambiguity, 12.16, 12.29-.30, 12.32-.42, 12.43-.56, 12.57-.76 don't use in formulas, 14.21 in enumerated clauses, 4.40, 4.43 serial comma, 12.57-.76 to express fractional amounts, 13.518 with such as, 13.760, 13.762, 13.764 commensurate with, 17.19 commits to, 3.113 Commonwealth nations, p. xxxv, 2.18, 2.108, 2.116, 2.211, 3.145, 4.73, 6.98, 16.59. See also Australia, Canada, England competitive, 13.149-.152 complete and accurate, 13.153-.160 completely, 1.59 comply with versus perform, 13.207-.208 concluding clause, 5.2–.28 avoiding signature-page mix-ups, 5.28 accepting the terms of the agreement, 5.26 archaisms in, 5.27 function of, 5.2 referring to authorization, 5.21–.23 tense used in, 5.15–.17 traditional form of, 5.19-.26 two kinds of, 5.3–.7 using *as of* date in, 5.18 using intending to be legally bound in, 5.24-.25, 5.26 using signing instead of executing and delivering in, 5.8–.14 condition condition precedent and condition subsequent, 3.315 meaning, 3.313–.315 use of *material adverse change* in closing conditions, 9.45–.46 conditional clause, 3.316-.326 function of, 3.316-.318 matrix clause, 3.317-.320, 3.322, 3.324-.325, 3.327-.350, 13.886-.887 position of, in sentences, 3.326 verbs in conditional clause, 3.321 - .323

verbs in matrix clause, 3.324–.325 conditions, expressing, p. xxxix, 3.313-.362 a condition might not be the only condition, 3.369-.370 condition doesn't make sense if it can be ignored, 3.363–.368 using conditional clauses, 3.316-.326. See also conditional clause using language of obligation, 3.356-.362 using language of policy, 3.351–.355 confidential, adding notation to draft, 4.122conflict, 7.35-.36 consent after signature blocks, 5.71 consequential damages, 1.19, 13.161–.180. See also lost profits consideration. See also recital of consideration addressing a lack of consideration, 2.183 - .186as consideration, 13.61–.64 eliminating the word *consideration*, 2.202 - .206in consideration of, 2.169 consistent, contract language should be, 1.63-.66 consolidating deal points, 3.29 conspicuous, acknowledging that text is, 16.34-16.35 Construction Specifications Institute, 3.117 consumer contracts, p. xxxiv, 1.30, 3.10, 3.84, 4.89 continuously, continuous, 13.187-.192 contract versus agreement, 2.11 contractions, 17.36 *contractual*, 13.193–.195 costs and expenses, 1.45, 13.196–.198 coupled with an interest, 1.19, 1.22, 13.199-.209 couplet, 1.38 covenant, 3.165-.169 covenants and agrees to, 2.161, 3.113 covenants to, 3.113 cover sheet, 2.215-.216, 4.115 cross-references, 4.109-.114 don't emphasize, 4.109

don't use initial capitals in, 4.109, 17.34function of, 4.100-.104 hyperlinking, 4.111 including headings, 4.110 kinds of, 4.101-.102 omitting of this agreement and hereof from, 4.105 referring to enumerated clauses, 4.108to definitions, 6.103-.114 updating, 4.112–.114 using *section* in cross-references to subsections, 4.107 wording of, 4.105–.111 curing breach, 13.210-.215, 13.233-.234

D

dangling text, 4.44 date as of, 2.35, 2.38, 5.18, 19.5, 19.17 using *date* instead of *day*, 10.14–.15 format of, in introductory clause, 2.31–.32 function of, in introductory clause, 2.30in introductory clause different from date of signing, 2.23-.47 the date notified, 10.18–.20 *the date that is*, 10.16–.17 using day-month-year format instead of month-day-year format, 10.8 - .13whether to include in introductory clause, 2.23-.29 dated for reference, 2.38 dating signatures, 2.36, 5.5-.7 day unit for apportioning quantities per unit of time, 10.98 unit of period of time, 10.72 using, instead of *date*, 10.14–.15 day and year first above written, 5.26 deem, 3.48, 3.312, 13.104, 13.216-.222 default, 13.223-.234 default versus event of default, 13.224-.229

has occurred and is continuing, 13.230-.234 defined terms. See also autonomous definitions; defined terms for party names; definition section; definitions; integrated definitions abbreviations, using as, 6.9–.12 defining in singular or plural, 6.4, 15.10defining on site versus in definition section, 6.88-.94 effect on readability, 6.115 for party names, 2.90–.117 nature of, 6.3-.8 parts of speech used as, 6.3 party used as, 2.111-.114 purpose, 6.2 redundancy when using, 6.118 this Agreement, 2.124–.128 selecting, 6.13-.16 to refer to parties collectively, 2.110-.114 types of definitions, 6.27-.85, 6.86 using, efficiently, 6.105-.118 using in defined term word used in definition, 6.17, 6.92 using initial capitals in, 6.6–.7 defined terms for party names, 2.90 - .117based on party name, 2.100-.103 creating and using, 2.91–.97 don't provide alternatives for, 2.107 don't use all capitals for, 2.97 employee, using as, 2.109 if party is an individual, 2.100 if used before defined, 6.111-.114 paired defined terms that differ only in final syllable, 2.105 party of the first part, party of the second part, 2.115-.117 referring to affiliates and subsidiaries in definition of, 2.95 referring to successors in definition of, 2.96 selecting, 2.98-.108 to refer to parties collectively, 2.110 - .114two kinds of, 2.98-.99 using common noun for, 2.104-.108

when either party might play a given role, 2.118-.124 when to use initialism for, 2.102 - .103where to position parentheses when defining, 2.94 whether to use *the* with common noun used as. 2.106 definitions. See also autonomous definitions; defined terms; integrated definitions autonomous, 6.28-.60 circular, 6.17–.23 cross-references to, 6.103-.114 dictionaries, looking to, for, 6.119-.122 integrated, 6.61-.85 overlapping, 6.24–.26 whether to use autonomous or integrated, 6.86 definition section, 6.87-.102. See also defined terms; definitions function of, 6.87 placement of, 5.100, 6.95-.97 referring to, 6.110 using two columns for, 6.98–.102 versus defining terms on site, 6.88-.94 desire (verb) in purpose recitals, 2.146, 2.148despite the fact that, 17.19 directly, 13.235-.237 disclaim, 13.238-.240 discretion. See language of discretion discretionary shall, p. xxxv, 3.73, 3.86 division, performance by, 2.81–.82 does not expect, 3.277 does not include, 6.40-.41, 6.45 double materiality, 9.58-.63 *due*, 3.310 due or to become due, 13.241 due to the fact that, 17.19 duly, 13.242-.251 during ... employment, 13.252-.253 during such time as, 17.19 during the course of, 17.19 during the period, 10.88–.89 during the term of this agreement, 13.254-.256

duty versus obligation, 3.171-.172

Ε

each, 11.101-.102, 11.104 each and every, 1.58 earlier of X and Y, 13.809-.814 effective date, 2.30, 2.38, 2.44 efforts standards, p. xxxviii, 8.3–.122 caselaw, Australian, on, 8.74 caselaw, Canadian, on, 8.71-.73 caselaw, English, on, 8.65–.70 caselaw, significance of, 8.36-.37 caselaw, Singapore, on, 8.75 caselaw, U.S., on, 8.38-.64 confusion over, 8.1–.2 drafting, 8.84-.122 endeavours, p. xxxv, 8.8, 8.55, 8.65-.70, 8.74, 8.75, 8.91-.93 enforceability of, 8.54-.61 function of, 8.3–.6 meaning of different, 8.15–.18, 8.18-.33 misleading commentary, 8.76–.81 objective versus subjective, 8.29–.30 Uniform Commercial Code and, 8.82-.83 variety of, 8.7-.14 e.g., 13.385 *either* ... *or*, 11.55 ejusdem generis, 3.475, 13.366, 13.375, 13.380, 13.491 electronic signatures, 5.68–.69 employee, using as defined term for party name, 2.109 end versus terminate, 13.257-.261 England, 1.39, 2.18, 2.88, 2.138, 2.109-.110, 3.78, 3.200, 3.225, 3.314, 3.405-.411, 3.423, 3.425, 5.31, 5.35, 5.41, 5.48, 5.58, 7.21, 7.33, 8.8, 8.55, 8.65–.70, 8.91–.93, 10.34, 10.97, 11.105, 13.178, 13.644, 14.39, 17.37. See also British English, Commonwealth nations, United Kingdom English used in contracts internationally, pp. xxxiv–xxxv entitled to, is don't use in language of obligation, 3.136, 3.152–.153, 3.274 in language of discretion, 3.264-.267

entitled to, is not as alternative to language of discretion, 3.274 in language of prohibition, 3.280-.282 enumerated clauses, 4.32-.54 avoiding dangling text after, 4.44 enumeration, 4.45-.53 first-line-indent versus hangingindent format, 4.60-.61 function of, 4.32-.36 integrated versus tabulated, 4.41-.44 not using headings in, 4.54 punctuation in, 4.37-.40 tabulation, 4.41-.44 using enumeration to eliminate ambiguity, 12.3, 12.9, 12.17, 13.624, 14.32-.33, 14.34, 14.36, 14.42 enumeration articles, 4.11 enumerated clauses, 4.32-.54 in formulas using prose, 14.32–.33 MSCD enumeration schemes, 4.2-.69, 4.75 sections, 4.16-.19 subsections, 4.28-.30 enure, 13.447 especially, 13.262-.265 etc., 13.266-.269 et seq., 13.270-.273 event of default, 13.224-.229 every, 11.101-.102 except as provided in, 13.610 excluding without limitation, 13.387 exclusive and sole in licensing, 13.736-.740 sole and exclusive, 13.741–.743 execute and deliver, 5.8-.14, 13.274-.279 executed as a deed, 5.58-.59 exhibits. See also attachments; schedules enumeration, 5.84-.90 function, 5.91 internal rule of interpretation regarding, 15.9 referring to, in body of the contract, 5.92 expiration and termination, 13.783–.794 *expressio unius est exclusio alterius,* 3.191, 3.362, 13.380 *extremely*, 13.870

F

fact that, the, 17.22–.23 fails to, 13.280-.281 failure to address an issue, 7.37-.41 faithfully, 13.282-.286 fax, 13.287-.290 50% and meaning of likely, 13.499 instead of half, 13.639-.640 first and second person, writing contracts in, 3.9-.10 fixed fee, 13.291–.292 following, 10.62 fonts, 16.2–16.14 Arial, 16.3, 16.6 Calibri, 4.77, 16.7–16.8, 16.12, 16.14, 16.38, 16.40 cross-system compatibility, 16.9-16.12 Times New Roman, 16.3–16.6, 16.8, 16.12, 16.37 following the conclusion of, 17.19 footers. See headers and footers for any reason or no reason, 13.293–.299 force and effect, 13.300-.302 for clarity, 13.319 for example, 13.385 formal, formally, 13.303-.305 formulas, 14.20-.63 using mathematical equations, 14.60 - .63using prose, 14.21–.59 form and substance, 13.306-.309 for the avoidance of doubt, 13.310–.318 for the purpose of, 17.19 for the reason that, 17.19 forthwith, p. xxxv, 10.126 forward slash, 13.871-.872 fractions decimal fractions, 13.515–.519 in formulas, 14.47–.48, 14.50 instead of percentages, 13.641 using virgule to state, 13.872 fraud and intentional misrepresentation, 13.320–.327

G

gender-specific language, avoiding, 13.636, 13.912, 15.14, 17.11-.18 good faith and reasonableness, 13.679-.688 good faith, implied duty of, 3.172, 3.225-.257, 8.6, 13.297-.298, 13.685, 13.722-.723 good and valuable consideration, 2.188 goods and chattels, 1.39 governing-law provision, 3.451, 13.37, 13.779 granting language, 1.12, 3.55–.69, 3.258-.259 instead of language of discretion, 3.56 - .60instead of the verb *license*, 3.61–.63 using grant instead of grant to, 3.64-.69 Grantee-Grantor as defined terms, 2.104 grant as alternative to *hypothecate*, 1.12 instead of grant to, 3.64-.69 greater of X and Y, 13.809-.814 gross negligence and negligence, 13.557-.578 guarantee as term of art, 13.341–.345 guarantee versus guaranty, 13.336–.340 guarantees, 2.198-.201 guarantees that, 3.25, 13.346

Η

half instead of 50%, 13.639 has a duty test, 3.74 headers and footers, 4.115–.123 file names, 4.121 logos, 2.169, 4.123 notations in, 4.122 page numbers, 4.115–.120 headings articles, 4.10 don't use in subsections, 4.31 in recitals, 2.136-.140 internal rule of interpretation regarding, 15.17 section, 4.20-.26 using term of art in, 1.23, 13.755, 13.890 here- and there- words, 3.37, 7.22, 7.23-.27, 13.349-.350, 13.817 internal rule of interpretation regarding, 15.15 hereby, 2.162-.163, 3.31, 3.33, 3.35-.37, 13.349, 15.15 hereby waives the right to, 3.262–.263, 3.285-.290 hereof, 4.105, 13.349, 15.15 herein, 7.24, 13.349, 15.15 *hereinafter* used with integrated definitions, 2.93, 6.64 hereunder, 7.23, 7.26, 15.15 highly, 13.870 hold harmless, 1.17, 1.43, 13.419-.427, 13.431, 13.435 however referred to used in autonomous definitions, 1.50 hypothecate, 1.12, 1.48

I

i.e., 13.446 *if and only if*, 1.32, 1.59 *if ... then*, 3.319–.320 *I have authority to bind*, 5.36 *immediately*, 10.113–.117 and *promptly*, 10.108–.127 imperative mood, 2.137, 3.117–.124, 5.42 implied warranty of merchantability, emphasizing disclaimer of, 16.25 in accordance with, according to, 13.351-.352 in accordance with this agreement, used in recitals, 2.150-.153 in addition, 13.17 in all respects, 1.59 in any manner, 1.59 in any way, 1.59 in combination with, 17.19 in consideration of the premises, 2.166 - .167including, includes, 13.353–.386 includes used as definitional verb, 6.40 - .45includes without limitation, includes but is not limited to, 13.353, 13.359-.367, 13.378-.384 including with limitation, 13.386 including without limitation, including but not limited to, 13.353, 13.359-.367, 13.378-.384 internal rule of interpretation regarding, 15.18 inclusive, exclusive, with respect to periods of time, 10.23-.27 in consideration of, 2.169 in consideration of the premises, 2.167 incorporated by reference, 2.154–.155, 13.388-.388 indefinitely, 13.394-.398 indemnify, 13.399-.441 and will be liable for, 13.441 as a term of art, 13.439-.441 defend, 13.431 function, 13.399-.416 hereby indemnifies versus shall indemnify, 13.417-.418 indemnify and hold harmless, p. xxxviii, p. xxxix, 1.43, 13.419-.429 shall indemnify and keep indemnified, 13.430 prepositions used with, 13.432-.438 indenture, 2.12, 13.442-.444 index of definitions, 2.217, 4.115, 6.104-.109, 6.110, 6.114 indicative mood, 3.117–.124 individual, 2.73 inertia, pp. xxxvii–xxxviii in furtherance of, 17.19

initial capitals don't overuse, 17.29-.34 don't use, in references to agreements, 2.20, 2.125 don't use, in references to attachments, 5.83, 17.34 don't use, in references to sections and articles, 4.109, 17.34 in defined terms, 5.7–.8 initialisms don't use as alternative defined term, 6.5 don't use, in defined term for agreement, 2.128 providing definitions for, 6.8 using, for party-name defined terms, 2.101-.103 *in lieu of*, 17.19 in particular, 13.262-.264 in order to/for, 17.19 in order that, 17.19 in other words, 13.445 in particular, 13.263-.264 Institution of Civil Engineers, 3.126 insurance policy as contract, 2.12 integrated definitions, 2.93–.94, 6.61-.85. See also autonomous definitions; defined terms; definitions boosting a defined term, 6.79-.80 clarifying scope of, 6.76–.77 collectively, 6.78 emphasis, 6.68-.69 matching parts of speech of defined term and, 6.84-.85 not using hereinafter with, 6.42 placing defined-term parenthetical, 6.70-.75 stacking defined terms, 6.81-.83 structure, 6.62-.67 intending to be legally bound. See intent to be legally bound, statement of intentional misrepresentation and fraud, 13.320-.327 intentionally omitted, 4.114, 18.18 intent to be legally bound, statement of, 2.87-.89, 2.186, 5.24-.25, 5.26 internal rules of interpretation, 6.4, 6.49-.50, 10.43, 10.55, 13.524, 14.57, 15.1–.23, 17.37

international cultural differences in drafting, p. xxxv internationally, use of this manual, pp. xxxiv-xxxv in the course of, 17.19 in the event that/of, 17.19 introductory clause, 2.15-.128 between versus among in, 2.48–.50 creating defined terms for party names in, 2.90-.117 date stated in, 2.23-.45 describing in, limited role of parties, 2.61 - ..64describing parties in, 2.68-.89 format, 2.17-.18 function, 2.15 identifying parties in, 2.51-.55 in amendment, 18.6 order of the parties in, 2.56 referring in, to lists of parties, 2.65 - .67referring in, to parent company entering into contract on behalf of affiliate, 2.57-.60 referring in, to performance by a division, 2.81-.82 referring in, to trustee, 2.78–.80 referring in, to type of agreement, 2.19 - .21verb to use in, 2.22 inure, 13.447-.450 involuntarily, voluntarily, 13.873–.874 in witness whereof, 5.19, 5.26 Ireland caselaw, p. xxxv, 10.34 irrevocably, 3.43-.45,13.290 13.397 is binding upon, 17.19 is eligible for, 3.311 is not prohibited from, 3.277 is not required to, 3.268–.276 is subject to, 3.311 is to be, 3.448, 3.470 is unable to, 17.19 is unaware of, 13.489-.490 it being understood, 13.451–.455 it is agreed that, 3.25 it is emphasized that, 1.59

J

joinder, 13.456–.460 joint and several, 13.462–.475

K

know all men by these presents, 2.16 knowledge, 13.477–.488

L

language of agreement, 2.162, 3.27, 3.30 - .32language of declaration, 3.27, 3.371–.441. See also acknowledgments; represents and warrants acknowledgements as, 3.436–.441 alternatives to statements of fact, 3.430-.431 function, 3.371–.373 statements of fact as, 3.374–.429 language of discretion, 3.442–.451 *may at its sole discretion* in, 3.224– .254, 13.298 expressing prohibition by exception to, 3.302-.304 *is entitled to* in, 3.264–.267 *is not prohibited from* in, 3.277 is not required to in, 3.268–.276 *may* in, 3.188–.189 *may* ... *only* in, 3.201–.205 *may request* in, 3.219–.223 *may require* in, 3.215–.218 suboptimal alternatives to *may*, 3.189 use in arbitration provision, 3.107 using granting language instead of, 3.56-.60 whether discretion is limited, 3.190 - .200language of intention, 3.442–.451 language of obligation, 3.70–.186 don't use instead of language of performance, 3.41 impossible obligations, 3.155–.158 instead of language of performance for services, 3.52–.54 obligations to stop something from happening, 3.159–.163

to express conditions, 3.356-.362 language of obligation imposed on someone other than the subject of a sentence, 3.131-.154 contexts in which occurs, 3.131-.136 don't use *is entitled to* in, 3.136, 3.152-.153, 3.274 don't use *receive* in, 3.135, 3.151 shall cause in, 3.143-.146 *shall, must,* or *will* to convey, 3.137-.150 ways of avoiding, 3.141–.150 language of obligation imposed on the subject of a sentence, 3.72-.130 agrees to in, 3.109–.111 don't use the simple present tense in, 3.125-.127 indicative mood in, 3.117-.124 *is responsible for* in, 3.128–.130 problematic usages in, 3.109–.116 when exercising discretion requires cooperation, 3.260–.261 whether to use *shall*, *must*, or *will* to convey, 3.72-.108 language of performance, 2.162–.163, 3.33 - .69actions that don't work in, 3.46 don't use agrees to as, 3.40 don't use do as an auxiliary in, 3.40 don't use is pleased to in, 3.42 don't use the passive voice in, 3.38 don't use the present continuous in, 3.39 don't use, to indicate absence of performance, 3.47 don't use to indicate future performance, 3.48 for performance of services, 3.52-.54 function of, 3.33 granting language, 3.55–.69, 3.258-.259 hereby in, 3.35–.37 in an amendment, 18.9 in buying and selling, 3.49–.51 irrevocably in, 3.43-.45 use the present tense in, 3.33 language of policy, 3.305–.311 buried-actor policies, 3.309–.311, 17.9

function of, 3.305 kinds of, 3.306 passive voice in, 3.312 used to express conditions, 3.351-.355 verbs in, 3.307-.308 language of prohibition, 3.278–.304 by way of exception to language of discretion or obligation, 3.302-.304 don't use agrees not to, 3.293 don't use *cannot*, 3.293 don't use *hereby waives the right to* to express, 3.285-.290 don't use may not, 3.279 don't use nor shall, 3.298-.301 don't use shall in no way, 3.292 don't use shall never, 3.291 don't use shall refrain, 3.283-.284 is not entitled to, 3.280–.282 must not, 3.278 *shall not*, 3.278 using of collective nouns with, 3.295-.297 language of recommendation, 3.452-.454 latent ambiguity, 7.34 *later of X and Y*, 13.809–.814 Latinisms, 2.16, 13.22, 13.385, 13.446, 13.491-.492, 18.10 lead-in, 2.86, 2.154, 2.160-.209, 3.30 and incorporation by reference, 2.154 in an amended and restated contract, 18.8 in an amendment, 18.7 language of agreement in, 3.30 recital of consideration in, 2.166 - .210recommended form of, 2.160 use of now, therefore in, 2.167 wording, 2.160-.165 lease (noun), 2.12 *lease* (verb), 3.63 legal fees, 13.493-.494 lesser of X and Y, 13.809–.814 letter agreement, 19.1–.17 components, 19.3-.17 function of, 19.1–.2

licence or *license*, spelling of the verb, p. xxxv *license* (verb), 3.61–.63 *Licensee–Licensor* as defined terms, 2.105 *lien*, 1.51 *likely*, 13.495–.501 *locus sigilli*, *L.S.*, 5.49 logic rules, 1.32, 11.56 *look to*, 13.502–.504 lost profits, 13.181–.186 *lump sum*, 13.505–.507

Μ

MAC. See material adverse change MAE. See material adverse effect manual of style, need for in contract drafting, p. xxxiii material, 7.51, 9.1-.37 ambiguity of, 9.4-.9, 9.17-.23 defining, 9.24–.30 how used, 9.10–.16 limiting use of, 9.31–.37 versus material adverse change, 9.48 - .50which noun to modify, 9.38–.39 material adverse change, 9.2, 9.8, 9.16, 9.40-.139 aggregation, 9.43, 9.44, 9.54-.55, 9.68, 9.127–.130 baseline date, 9.71, 9.78 carve-outs to definition of, 9.131-.135 defining, 9.79–.139 double materiality, 9.58-.63 field of change, 9.98-.117 how provisions using, relate to other provisions, 9.136-.139 initialism for, 9.79 in bringdown condition, 9.56 meaning of, 9.88-.90 prospects, 9.108–.117 quantitative guidelines, 9.91-.97 using, 9.41-.78 using defined term Material when defining, 9.80, 9.88-.90 verbs in *material adverse change* provisions, 9.64-.68 versus material, 9.48-.50

where used, 9.41-.47 using, as opposed to material adverse *effect*, 9.69–.77 material adverse effect, 9.69–.77. See also material adverse change materially, 9.1, 9.26-.27, 9.29, 9.36, 9.52-.53 defining, 9.26–.27, 9.29 in bringdown condition, 9.36, 9.52-.53 materiality bringdown condition and, 9.26, 9.29, 9.36, 9.45-.57, 9.58-.63, 9.89, 9.107 double materiality, 9.58-.63 mathematical equations, 14.60–.63 matrix clause. See conditional clause mav ambiguity inherent in, 3.206–.208 at its sole discretion with, 3.224–.254 in language of discretion, 3.188-.189 redundant in restrictive relative clauses, p. xxxix, 3.459-.462 stating meaning of, in an internal rule of interpretation, 15.21 to convey possibility, 3.206–.214 may at its sole discretion, 3.224-.257, 13.298 may not, 3.268, 3.279 may ... only, 3.201-.205 may refuse, 3.277 may request, 3.219-.223 may require, 3.215-.218 means, 6.37, 6.41-.45 means and includes, 6.42 not using mean, 6.38-.39 merely, mere, 3.3, 13.508-.511 midnight, 10.35-.38 *might*, 3.209–.213 money, stating amounts of, 13.512-.525, 14.10-.12, 14.15 autonomous definitons regarding, 13.524-.525 currencies, 13.520-.523 month calendar month, 10.97 unit for apportioning quantities per unit of time, 10.93-.94, 10.97 unit of period of time, 10.75, 10.78 moral turpitude, 13.527-.545

Mortgagee–Mortgagor as defined terms, 2.105MSCD enumeration scheme, 4.2-.69, 4.75must in language of obligation imposed on someone other than the subject of a sentence, 3.137, 3.139 in language of obligation imposed on the subject of a sentence, 3.88 - .90in language of obligation to express conditions, 3.356-.359 don't use in language of policy to express conditions, 3.354 *must not,* in language of prohibition, 3.278 mutatis mutandis, 13.491, 13.546-.548 mutual, mutually, 13.549-.555

Ν

needless elaboration, 1.53-.56 need not, 3.276 need only, 3.359 negligence and gross negligence, 13.557-.578 New Engineering Contract, 3.126 Ngram, Google, 8.23–.26, 8.91, 13.24 no later than, 13.579-.584 nominalization. See buried verbs nonbusiness day, 10.74 nontrivial, 7.51, 9.21-.23 limiting use of, 9.31–.37 *noon*, 10.36–.37 nor shall, 3.298-.301 notice and *prior notice*, 13.585–.592 apostrophe with, 13.598 termination with prior notice, 13.593-.597 notice periods, ambiguity in, 10.65 - .66notices provisions, 2.68, 2.72, 13.134, 13.642 notwithstanding, 13.599–.605 and eliminating nullified provisions, 13.612-.613 novation, 1.15, 1.22, 13.614-.616 now, therefore, 2.167

now, wherefore, 2.167 numbers, whether to use words or digits to state big, stating, 14.10–.12 problems with using both words and digits, 14.4-.3 using both words and digits, 14.1–.3 using first words, then digits, 14.13-.16 using only digits for all numbers, 14.17-.19 numbers, consecutive ranges of, 14.64-.75 distinguishing between stepped rates and shifting flat rates applied to, 14.64-.71 gap in, 14.74–.75 overlap in, 14.72–.73, 14.75

0

obligation. See also language of obligation and adjectives, 3.173 and breach, 3.176-.186 and covenant, 3.165-.169 and prohibition, 3.170 comply with versus perform, 3.174-.175 versus duty, 3.171-.172 of any kind, 1.59 on, 10.24, 10.25, 10.83 one year and a day, 10.80–.82 only, 13.617-.621 on one or more occasions, 10.131-.137 on the one hand ... on the other hand, 11.93, 13.622-.631 option contracts, 2.191–.197 or ambiguity of, 11.46-.85, 11.92-.96, 11.112-.141, 11.145-.153 specifying meaning of, in an internal rule of interpretation, 15.19 using instead of *and*, 11.97–.100 Oxford comma, 12.57–.76

Ρ

parentheses, 2.13, 2.93-.96, 4.32-.33, 5.41, 6.62-.67, 6.111, 12.17, 12.56,

13.454, 13.632-.636, 14.1, 14.8, 14.24-.26, 14.33, 14.34-.37 particularly, 13.262-.264 parties collective defined term for, 2.110 - .114defined terms for names of, 2.90-.117 describing, in the introductory clause, 2.68-.89 entering into a contract on behalf of an affiliate, 2.57-.60 extraneous information relating to, 2.86 - .89identifying, in the introductory clause, 2.51-.55 incidental information relating to, 2.83 - .85referring to lists of, in the introductory clause, 2.65-.67 serving an administrative function, 2.75-.76, 2.96 whether to provide address for, in introductory clause, 2.69, 2.70, 2.72 with limited role, 2.61-.64, 5.47 party as a defined term, 2.111-.114 as an adjective, 13.637 internal rule of interpretation for, 15.13party of the first part, party of the second part, 2.115-.117 passive voice. See voice payable, 3.309 pay versus pay to, 3.69 per annum, 17.19 percentages, 13.638-.641 expressing results of calculation as, 14.22, 14.49-.52 perfection, perfect, 1.9 period adding or deleting enumerated clause in amendment, 18.17, 18.19 bold, after section heading, 4.20 in a set of enumerated clauses, 4.34 in section numbers, 4.16 space after, 16.44 periodically, 10.144-.148 period of time, 17.19

perpetually, 13.394-.398 personal delivery, 13.642-.645 personnel, 13.646-.650 persuade, contract language should not seek to, 1.57-.61 plain English. See standard English plan of exchange, in title, 2.10 plan of merger, in title, 2.9 plural, whether singular means, 11.3 - .14role of *any*, 11.9–.12 possessives, 17.36 precision as a characteristic of optimal contract language, 1.33-.36 prevailing party, 13.651–.658 previous to, 17.19 prior notice and notice, 13.651–.658 prior to, 10.64, 17.19 privileged and confidential, adding notation to draft, 4.122 procure, p. xxxv, 3.145 product and units of the product, 13.659 prohibition. See language of prohibition promises to, 3.112 promptly, 7.46, 10.110-.112 and *immediately*, 10.108–.127 pronouns internal rule of interpretation regarding, 15.14, 15.22 singular *they*, 5.45, 17.15–.17 proprietary, 13.660–.662 pro rata and prorating, 10.100, 10.102, 13.107, 13.473, 13.492, 14.48, 14.58 prospects, 9.108-.117 provided that, 13.663-.666 provided, however, that, 13.663, 13.666 provision, 13.667-.670 provisos. See provided that punctuation, 17.37. See also apostrophe; colon; comma; quotation mark; semicolon; period traditional view of, 17.37 purchase versus buy, 13.124-.127 pursuant to, 17.19

Q

quotation marks curly and straight, 16.47-.53 don't use with attachment enumeration, 5.82 in creating autonomous definitions, 6.36 in creating integrated definitions, 2.93, 6.68-.69

R

Read before signing, 5.42 reasonable efforts. See also efforts standards; best efforts carve-outs from definition of, 8.117-.120 add-ins to definition of, 8.121-.122 compared to best efforts, 1.17, 8.19-.30 defining, 8.109-.122 using instead of *reasonable* endeavours, 8.91-.93 using only, 8.86–.90 wording reasonable efforts provisions, 8.94-.104 reasonable endeavours. See reasonable efforts reasonableness and good faith, 13.679-.688 reasonable, reasonably, 7.42, 13.671-.678 receipt and sufficiency, 2.189 recital of consideration, 2.166-.210 and New York General Obligations Law, 2.197 and Uniform Written Obligations Act, 2.186 backstop recitals, 2.171–.174 establishes rebuttable presumption, 2.179 - .181false, 2.200-.201 function of, 2.168-.170 good and valuable consideration, 2.188 guarantees, 2.198-.201 option contracts, 2.191-.197 outside the United States, 2.207-.210

pretense consideration, 2.175–.178 rebuttable presumption of consideration, 2.179–.181 receipt and sufficiency, 2.189 recommended form of lead-in, 2.160 structuring consideration, 2.182 - .190recitals, 2.129-.159. See also recital of consideration defined terms in, 2.158-.159 function of, 2.43, 2.81, 2.84, 2.117, 2.130-.135, 13.631, 18.4 *in accordance with this agreement* in, 2.150-.153 incorporation by reference and, 2.154-.155 kinds of, 2.130-.133 narrative prose in, 2.142-.144 no need for enumeration in, 2.141 omitting archaisms from, 2.137-.138, 2.143 omitting substantive provisions from, 2.155 relation to language of declaration, 3.438 significance in determining whether a contract is under seal, 5.49 significance in determining whether a lease was executed as a deed, 5.59subject to the terms of this agreement in, 2.150 to amendment, 18.6 true and correct and, 2.156-.157 using heading with, 2.136–.140 verb in purpose recitals, 2.145–.149 reckless, recklessness, 7.50, 13.564-.566, 13.572-.577 redundancy, omitting, generally, 1.37 - .56references to time, 10.1-.153. See also at all times; at any time; day; during the period; from time to time; immediately; month; one year and a day; on one or more occasions; periodically; promptly; so long as; week; within; year apportioning quantities per unit of

time, 10.91-.106

avoiding confusion by adding a time component, 10.149-.153 dates, 10.7-.20 don't use confusing points in time, 10.67how to state a time of day, 10.46-.49 midnight, 10.29, 10.35-.38, 10.40, 10.42noon, 10.36-.37 other standards for speed, frequency, and duration, 10.107-.148 periods of time, 10.61-.90 points in time, 10.21–.60 prepositions used to refer to a day, 10.22 - .28prepositions to use to refer to occurrence of an event, 10.56-.60 internal rule of interpretation regarding, 15.7, 15.16 stating the time of day, 10.33–.55 time of day as a boundary between periods of time, 10.39-.43 time zones, 10.50–.55, 15.7 using at to state a deadline, 10.44 - .45using on to denote a day-long period of time, 10.83 when in a day a point in time occurs, 10.29-.32 which unit of time to use, 10.71–.79 refers to, 6.45 regard shall be had to, 13.689-.690 registration number of party, including in introductory clause, 2.70 register as defined term, 6.7, 6.45 *remediable breach. See* curing breach remediate, 13.691-.693 remit, remittance, 13.694-.697 repetition, contract language should omit, 1.62 representations and warranties. See represents and warrants represents. See represents and warrants represents and warrants, p. xxxviii, 1.14, 1.22, 3.374–.411. See also warrants addressing remedies directly instead, 3.420-.429 as term of art, 1.14 English law and practice, 3.405–.411

remedies for inaccurate statements of fact, 3.377-.379 remedies rationale for, 3.380-.397 timeframe rationale for, 3.398-.404 use of, 3.374–.376 using states instead, 3.412-.419 required to, is not, 3.189, 3.268–.277 resistance to change, pp. xxxvi-xxxviii respective, respectively, 13.698-.708 respective, 13.699-.705 respectively, 13.706-.708 responsible for, is, 3.128–.130 Restatement (Second) of Contracts, 2.87, 2.192-.196, 2.200, 3.171, 3.226, 13.68, 13.322, 13.464-.466, 13.469, 13.474, 13.839 Restatement (Second) of Torts, 13.322 Restatement (Third) of Suretyship, 2.200 restrictive and nonrestrictive clauses, and that and which, 12.43-.56 and such as, 13.756-.766 restrictive relative clause, p. xxxix, 3.218, 3.255, 3.456-.462 use of *may* in, 3.459–.462 use of shall in, 3.457-.458 response to draft with modern contract language, pp. xxxix-xl reviewing the other side's draft, p. xxxix rhetorical emphasis, 1.58-.61, 3.268, 3.292, 3.440, 13.317, 13.869, 13.895, 16.36 rightfully, rightful, 13.709-.712 right, title, and interest, 13.713–.718 Romanette, 4.45 rounding numbers, 10.100, 14.53-.58 rule of the last antecedent, 12.13, 12.25, 12.29 rules of interpretation. See also ejusdem generis, expressio unius est exclusion alterius, rule of the last antecedent internal rules of interpretation, 6.4, 6.49-.50, 10.43, 10.55, 13.524, 14.57, 15.1-.23, 17.37 judicial rules of interpretation, 12.13, 12.25, 13.380

S

(s), 13.634 (*s*)*he*, 13.636 said, 7.16, 7.22, 13.719-.720 same, 13.721 satisfactory, 7.42, 13.722–.723 schedules. See also attachments; exhibits disclosure schedules, 5.94–.100 enumeration, 5.84–.90 function, 5.93 placing contract sections in, 5.101 - .102internal rule of interpretation regarding, 15.9 using *in* or *on* with, 5.103–.105 seals, 5.48-.56, 5.60, 5.61-.62 and consideration, 5.52 and statutes of limitations, 5.54 current significance, 5.49–.56 original function of, 5.48 sections, 4.13-.26 don't use initial capitals in references to, 4.109, 17.34 enumeration, 4.16–.19 first-line-indent format for, 4.55–.57 hanging-indent format for, 4.62 function of, 4.13-.15 grouped in articles, 4.7 headings, 4.20–.26 not using *section* for group of sections, 4.8 text not falling within, 4.26 security interest, 1.9 semiannual, 10.79 semicolon adding enumerated clause in amendment, 18.17 don't use in recitals, 2.144 in section headings, 4.23 to separate enumerated clauses, 4.40 when stacking defined terms, 6.81 with provisos, 13.663 semimonthly, 10.79 semiweekly, 10.79 sentence, length of, 17.2–.5 serial comma, 12.57–.76 set forth in, 17.19 several. See joint and several shall

in language of obligation imposed on the subject of a sentence, 3.72 - .108stating meaning of, in an internal rule of interpretation, 15.20, 15.21 used to mean has a duty to, 3.72–.75, 3.104 - .108shall, misuse of, p. xxxix discretionary, p. xxxv, 3.73, 3.86 example of inconsistency, 1.64 example of *shall* failing the *has a* duty test, 3.105 has a duty test, 3.74 in conditional clauses, 3.322 in definitions, 6.53 in definitional verb, 6.44 in language of obligation imposed on someone other than the subject of sentence, 3.137–.138, 3.153 in language of obligation to express conditions, 3.356-.362 in language of policy, 3.308, 6.44 in language of policy to express conditions, 3.352, 3.354 in restrictive relative clauses, 3.457-.458 in shall not be required to, 3.215 instead of language of performance, 3.41 shall cause, 3.143-.150 shall never, 3.291 shall not, in language of prohibition, 3.278 shall procure, p. xxxv, 3.145 shareholder or stockholder, 13.724–.725, 13.730 shareholders agreement, 13.726–.728 should, 3.73, 3.323 *signatory*, 13.731–.733 signed, sealed, and delivered, 5.49 signature block, 5.29–.70 authorization, 5.34, 5.36 dating signatures, 2.36, 5.5-.46 deeds, 5.57-.59 don't use more than one entity name per signature block, 5.31 format, 5.30–.42 having legal counsel sign, 5.70

notarizing signatures, 5.65–.67 parties with limited roles, 5.47 seals, 5.48-.56, 5.60, 5.61-.62 signing a contract electronically, 5.68-.69 two persons signing for one entity, 5.35 undated signatures in, 5.43-.46 witnessing signature, 5.63-.64 signature page, 5.28, 5.73–.74 signature page follows, 5.72 signature, undated, 5.43–.46 significant, 9.7, 9.19–.21 signing, 5.13 silent on, 13.734-.735 Singapore caselaw, p. xxxv, 8.75 singular means plural, whether, 11.3 - .14role of *any*, 11.9–.12 sole sole and exclusive in licensing, 13.736 - .740sole and exclusive, 13.741–.743 solicit, 13.744-.747 so long as, 10.142-.143 sources of uncertain meaning, 7.1–.55. See also ambiguity; vagueness ambiguity, 7.5–.27 blurred boundaries, 7.52–.55 conflict, 7.35-.36 failure to address an issue, 7.37-.41 failure to be sufficiently specific, 7.28 - .32mistake, 7.33–.34 vagueness, 7.42–.51 South Africa caselaw, p. xxxv, 2.79 specific, 13.748-.750 spouse, 13.751 stacking defined terms, 2.94, 6.81-.83 standard English, 1.28–.32 as compared to plain English, 1.29 as opposed to "tested" contract language, 1.30 does not involve dumbing down, 1.30 starting, 10.24 statements of fact. See also representations alternatives to, 3.430-.431

as language of declaration, 3.372 don't include, in concluding clause, 5.20 don't refer to, as becoming inaccurate, 3.434 don't use *breach* in connection with, 3.432-.433 placement of introductory language to, 4.21 using represents and warrants to express, 3.374-.411 using states to express, 1.21, 3.412-.419 states, using, instead of represents and warrants, 1.21, 3.412-.419 statutes not tracking wording of, in contracts, 2.9-.10, 13.123 shall meaning "should" in, 3.73, 3.86 stockholder or shareholder, 13.724–.725, 13.730strictly, 1.59 strings of synonyms or nearsynonyms, 1.38-.52 style guide, use of in contract drafting, p. xxxiii style in contract drafting, p. xli subject to, 2.150–.151, 3.311, 13.606-.609, 13.612-.613 and eliminating nullified provisions, 13.612-.613 subject to the terms of this agreement, 2.150-.151, 13.608-.609, 13.610 subject, verb, and object, gap between, 17.6 subjunctive, 3.323, 3.355 subrogation, 13.752–.755 subsections, 4.27-.31 don't use for omnibus sections, 4.15 don't use headings in, 4.31 enumeration, 4.29-.30 first-line-indent format for, 4.58 function of, 4.27 hanging-indent format for, 4.62–.63 using *section* to refer to, 4.107 subsequent to, 17.19 subsidiary example of a defined term with a definition that's largely clear, 6.92

capitalizing the defined term for, 6.6 incorporating, in the definition of defined terms for party names, 2.95referring to, in the introductory clause, 2.54, 2.83-.85 time of determination, 10.149–.153 substantial, 7.46 successors and assigns, internal rule of interpretation regarding, 15.23 such, 7.20–.22, 13.720, 13.767–.769 such as, 13.756-.766 suffer, 13.770-.772 survival, 13.773-.782 of claims, 13.774-.776 of provisions, 13.777–.779 of statements of fact, 13.780-.782 supplement, 18.10 symbols in tables in chapter 3, meaning of, 3.7 syntactic ambiguity, 12.1–.81 avoiding, by restructuring, 12.77–.81 in mathematical formulas, 14.23 meaning of, 12.1 modifiers, 12.2-.42 serial comma, 12.57-.76 that and which, 12.43-.56

Т

table of contents, 2.214-.215, 4.115 tabulation of enumerated clauses, 4.41-.44, 4.59-.61, 4.66 of mathematical formulas, 14.59 of the introductory clause, 2.18 using, to eliminate ambiguity, 12.9, 12.17 templates, p. xxxvi, p. xxxviii, p. xl, pp. xlii–xliii, 4.69 terminate versus end, 13.257-.260 termination and expiration, 13.783-.794 termination for convenience, 13.795-.806 termination for any reason or no reason, 13.293-.297 termination without cause, 13.804 terms and conditions, 13.807 terms of art, 1.7-.27 improvised, 1.16-.18

in languages other than English, 1.27 replacing, 1.20-.26 unduly complex, 1.19 unnecessary, 1.11–.15 using, in heading, 1.23, 13.755, 13.890 tested, argument that traditional contract language has been, p. xxxvii, 1.30 that, 12.43-.56 that certain, 13.808 the extraneous, 17.35 using with party-name defined term that is a common noun, 2.106 the date notified, 10.18-.20 *the date that is,* 10.16–.17 there can be no assurance that, 13.815-.816 therefore, 1.57 there is, there are, 17.24 there-words, 13.349-.350 therefor, 13.817-.818 these presents, 2.16, 5.26 thing, 13.819 third party, 2.115, 13.820-.826 third-party beneficiaries, 2.58, 13.826 and the defined term Party, 2.112-.114 third person, writing contracts in, 3.8 - .10throat-clearing, p. xxxix, 3.25–.28 through, 10.25 throughout the universe, 13.827–.828 time. See references to time time is of the essence, 1.19, 13.829-.840 *timely*, 13.108 time zones internal rule of interpretation regarding, 15.7 specifying, in reference to time of day, 10.50-.55 Times New Roman font, 16.3–.6, 16.8, 16.12, 16.37 title, 2.2-.14 agreement and contract in, 2.11–.12

given to amendment or amended and restated contract, 18.5 making title concise, 2.3–.5 not including party names in, 2.6 not using jargon in, 2.7 supplementing, 2.13 unnecessary to track terminology of state statutes in, 2.9-.10 to, 10.25, 10.26 stating meaning of, in an internal rule of interpretation, 15.16 together with and as well as, 13.841-.844 to the extent permitted by law, 13.845-.847 to the extent that, 17.21 trademarks, references to, 13.848-.863 traditional contract language dysfunction of, p. xxxvi resistance to changing, pp. xxxvi–xxxviii training, p. xli transfer as defined term, 6.3, 6.7, 6.45 triplet, 1.38 true and correct, 2.156–.157 trust as party to a contract, 2.78-.80 two-column format, 4.75-.78 typography. See also all capitals; initial capitals; fonts apostrophe, curly and straight, 16.47-.53 bold, 2.93, 4.16, 4.20-.21, 4.57, 4.109, 6.6, 6.36, 6.68, 16.18, 16.20, 16.28, 16.30, 16.32 characters per line, 4.76, 16.39-.41 design embellishments, 16.57–.59 emphasis, 16.18-.36 first-line indents, 16.54–.56 fonts, 16.2-.14 font size, 16.37-.38 italics, 4.21, 4.109, 6.6, 16.18, 16.30, 16.32, 16.33, 18.20 justification, 16.15-.17 line spacing, 16.40 quotation marks, curly and straight, 16.47-.53 rhetorical emphasis through, 16.36 serif versus sans serif, 16.13-.14

space after punctuation, 16.44–.46 underlining, 4.21, 4.109, 13.663, 16.18, 16.21

U

under no circumstances, 1.59 undertakes to, 3.113 under the provisions of, 17.19 Uniform Commercial Code, 2.197, 3.226, 3.240, 3.251, 3.387, 3.392, 3.401, 5.56, 8.82-.83, 13.880, 14.12, 16.25-.27, 16.30-.31 Uniform Written Obligations Act, 2.186United Kingdom, p. xxxv, 3.126, 13.517. See also British English, England *units of the product* and *product*, 13.659 unless and until, 13.864–.865 unless the context otherwise requires, 13.866-.867 unless the parties agree otherwise, 13.868 until, 10.25 stating the meaning of, in an internal rule of interpretation, 15.16*until such time as*, 17.19 *utmost*, 13.869

V

vagueness, 7.42–.51. See also efforts standards; material immediately, 10.113–.117 material, 9.3–.6 moral turpitude, 13.527–.545 negligence and gross negligence, 7.50, 13.557–.578 promptly, 7.46, 10.110–.112 reasonable, reasonably, 7.42, 13.671–.678 reckless, recklessness, 7.50, 13.564–.566, 13.572–.577 satisfactory, 7.42, 13.722–.723 substantial, 7.46 wanton, 7.50, 13.564–.566, 13.572 very, 13.870
vendor, using, as the defined term for a party name, 2.108
virgule, 13.871–.872
voice, active versus passive, 3.11–.24, 3.38, 3.105–.106, 3.123, 3.132, 3.134, 3.135, 3.136, 3.142, 3.151, 3.152, 3.264–.266, 3.270, 3.274, 10.19, 13.102–.103, 13.218, 13.689–.690, 13.794, 17.8–.10
buried-actor policies, 3.309–.311, 17.9
voluntarily, involuntarily, 13.873–.874

W

waiver of jury trial, 3.289, 13.846, 16.28want (verb) in purpose recitals, 2.146 - .149wanton, 7.50, 13.564-.566, 13.572 warrant (verb), 1.24, 13.878, 13.881. See also represents and warrants warrant (noun), warrant certificate, warrant agreement, 13.875-.877 warranty, 13.878-.880, 13.890-.892 week unit of period of time, 10.76 unit for apportioning quantities per unit of time, 10.98 well and truly, 13.893–.895 whatsoever, 1.59 whereas, 1.4, 2.143 which, 12.43–.56 whilst, p. xxxv, 13.23-.25 wholly, 1.59 will in language of obligation imposed on someone other than the subject of a sentence, 3.137, 3.140 in language of obligation imposed on the subject of a sentence, 3.91 - .95in language of policy, 3.307 misuse of, in language of policy to express conditions, 3.354 stating meaning of, in an internal rule of interpretation, 15.20

to express future time, 3.76–.79 *will be expected to*, 3.116, 3.277 *willful, willfully*, 7.12, 13.564–.565, 13.573, 13.578, 13.896–.897 *will have* plus a period of time, 10.90 *wish* (verb) in purpose recitals, 2.146, 2.148 *within*, 10.68–.70 *with the exception of*, 17.19 *without limiting the generality of the foregoing*, 13.353, 13.380, 13.898–.906 *without prejudice*, 13.907–.908 *with respect to*, 17.25–.27 *witnesseth*, 2.137–.139 wordsmithing as a term of denigration, 11.36
wordy phrases, 17.19
workmanlike, 13.909–.912
wrongfully, wrongful, 13.712

Υ

year unit of period of time, 10.77, 10.78 unit for apportioning quantities per unit of time, 10.92, 10.94–.96 calendar year, 10.95