Table of contents

PAGE	UNIT	TOPICS	USEFUL LANGUAGE AND SKILLS
5	Setting up a business	types of business choosing the right business type company liability	giving advice making recommendations enumerating reasons explaining steps of a procedure
16	2 Employing people	employment contracts amendments to contracts letter of resignation	referring to legal documents stating rights and obligations reporting outcomes writing formal letters and emails
26	Buying and selling goods and services	preambles agreements and contracts of sale contractual disputes common legal terms and conditions	common contract terminology interacting with a client advising on a course of action
37	4 Protecting intellectual property	copyright, patent, trade mark landmark IP cases rights agreement IP rights on the internet	negotiating an agreement amending an agreement linking ideas in writing
48	Mergers and acquisitions	planning an acquisition M & A procedure articles of association financing a takeover letters of intent (LOI)	comparing and contrasting legal structures vocabulary of company procedures language of meetings expressions used in takeovers
58	Risk management and insolvency	assessing legal risk causes and implications of insolvency insolvency procedures creditors' rights personal insolvency	insolvency terminology emphasizing a point hypothesizing about past actions
PAGE	APPENDIX		

PAGE	APPENDIX	
68	Test yourself!	
70	Partner files Partner A	
75	Partner files Partner B	
80	Transcripts	
87	Answer key	

Setting up a business

ARTER

Lawyers often have to use these terms when talking about business law. How many of them are you familiar with?

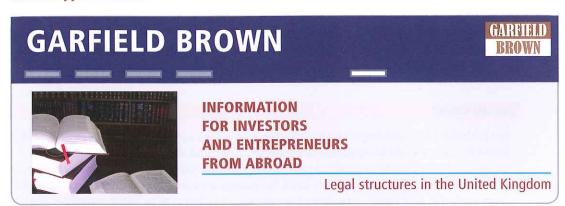
Can you explain any of them?

articles of association • sole trader • equity / company capital • tangible assets • register of companies • unlimited liability

For further help, look at the terms in the text below.



Deborah Evans, a solicitor in the law firm Garfield Brown, is writing a brochure for the firm's clients about the different business structures in the United Kingdom. Fill the gaps with the words supplied below.



agreement • cash • debts • on your own • owners • personally liable • profits • publicly • separate • shareholding

Working for yourself

If you work for yourself, y	ou are self-employed and are described as a sole trader. You do not
have to register your busi	ness in order to set it up: you simply start trading and manage the
business	1. However, once your business makes a certain amount of
money every year, you mi	ust register with the tax authority. As a sole trader, there is no limit to the
amount of capital you car	take out of the business, but on the other hand, you have unlimited
liability for your	² ,

Partnerships

There are two main types of partnership in the U.K. The oldest is the general partnership. This			
business vehicle does not have a separate legal identity from the people who form it. This			
means that the partners are without limit for the debts of the firm.			
A written partnership4 is recommended but is not required by law.			
A general partnership can keep its partnership agreement and its financial information private.			
Partners do not have to provide a minimum amount of equity by law but they usually agree to			
pay capital into the firm when they join the partnership. The second type of partnership in the			
U.K. is the limited liability partnership (LLP). Unlike a general partnership, the partners are			
called members. They are still the5 of the business, but their liability for			
the debts of the firm is limited. However, every LLP must publish regular financial information			
about itself.			
Limited companies			
These business structures must be registered on the Register of Companies and have a			
6 legal identity. This means the members are only liable to pay for their			
7 in the company. It is the company that is liable to its creditors. When a			
company is formed, its owners will normally put capital into it. However, this company capital			
does not have to consist entirely of8 – tangible assets e.g. machinery			
can also be contributed. Limited companies must also have a written agreement – called the			
articles of association. The two main types of limited company are the private company (which			
has <i>Limited</i> or <i>Ltd</i> in its name) and the public company, or <i>plc</i> .			
A plc is often – but not always – a company whose shares are traded9			
i.e. anyone is allowed to buy them. For these companies there is a minimum amount of capital			
and there are different requirements regarding directors and accounting procedures.			

DID YOU KNOW?

The British and American English terms for business structures vary. The established structures in the United Kingdom are sole traders, general partnerships, and limited companies. Sole traders and partnerships are often (but not always) small businesses. Limited companies are used by businesses of all sizes, from the very small to the very large. The smaller ones are often private companies and have *Ltd* or *Limited* in their name. Larger limited companies often choose to be public companies and have plc in their name. Since 2001 in the U.K., a fourth business structure, the limited liability partnership or LLP, has existed.

In the U.S., the abbreviations *Inc* and *Corp* are very common, but they are just the abbreviations acceptable in all U.S. states for a company that has registered itself as a separate legal identity. The U.S. limited liability company or *LLC* is a different type of company which combines the tax flexibility of a partnership with the personal liability protection of a corporation.

Be sure to check and use the correct term in the right jurisdiction: exercise 1 on pages 5–6 will help you do this.



Mergers and acquisitions

TARTER

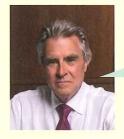
Read the Quotations of the Week from a U.S. magazine.

- Who do you think the speakers might be?
- Which of them seem to be in favour of more regulation to control M & A?
- Which of them aren't? Where do you stand on this question?

Quotations of the Week

When the company I work for was taken over, the price offered was far too high. The scope for savings through synergies was then overstated to justify the high price. The shareholders won, the directors won, all the legal and financial advisers walked away with their fees – and the price was paid by the employees. Within one year 2,000 jobs had been cut.





The legal instruments in place for identifying and combating insider dealing are more than sufficient.

Any more legislation in this area would simply restrict the freedom of companies to expand and would make them unattractive to investors.

Naturally, we take the Federal Trade Commission (FTC) or its equivalent in other countries very seriously when we make an acquisition. But, to be quite honest, it has never intervened once. The whole thing is more of a formality, really.





Mergers and acquisitions are a perfectly acceptable way for the market to optimise its efficiency. We were delighted when a large multinational wanted to acquire our small private limited company. The price was fair, no one lost their job and there was much more R&D money available to drive forward our most innovative ideas.

1 Read the article. Complete the sentences using words from the box. Be careful! Two of the words don't fit anywhere.

	sh company Foodstyle plc, which was formed two years ago out of
the	1 between the Spanish restaurant chain <i>Pimentón</i> and the
British cafeteria a	and snack bar chain Culture Café, has responded to criticism of its
	recent performance by its major shareholders. Following the
	disappointing2 posted by the sandwich
	bar chain The Bread Company, which was recently
	3 from a British hotel group for
	€60 million, and the failed4 bid which
11/1	had5 the well-known restaurant chain
Pasta Plus, Foodst	tyle's share price had fallen by 20 %. The long-serving CEO Dr. Henri
Kroll has agreed t	to make way for a fresh face - Matt Delaney, who has switched from
his post as CEO	of the major U.S. fast-food restaurant chain Lucky's. Mr. Delaney
is expected to sh	arpen up the company's performance and to put it back on an
	6 course. News of the appointment was received positively by
the market with	Foodstyle's share price rising by 6%.

2 Matt Delaney leaves the following voicemail message for Esther Suarez, the recently appointed in-house lawyer. Listen and decide if the statements below are true or false.



DIO

1	Matt finds mergers and acquisitions
	confusing.
2	There is documentation on mergers but

2	There is docume	ntation on mergers but not
	on acquisitions.	

3	Esther Suarez has to explain	n to	Matt	where
	the hidden difficulties are.			