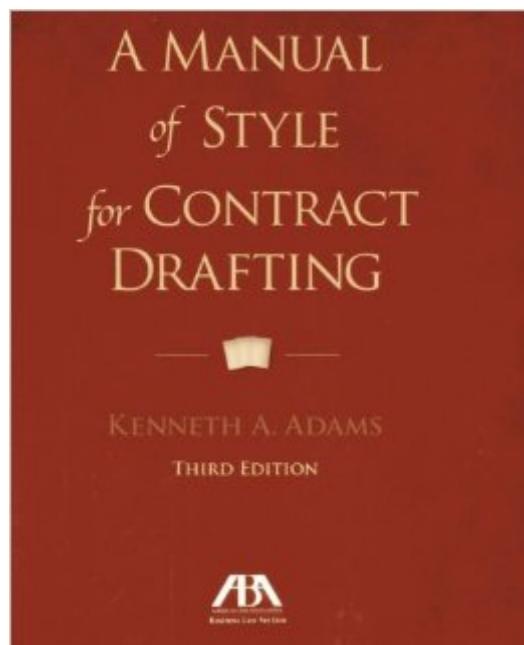


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# A Manual Of Style For Contract Drafting



## **Synopsis**

A Manual of Style for Contract Drafting, Third Edition is a uniquely in-depth survey of the building blocks of contract language. First published in 2004, it offers those who draft, review, negotiate, or interpret contracts an alternative to the dysfunction of traditional contract language and the flawed conventional wisdom that perpetuates it. This manual has become a vital resource throughout the legal profession, in the U.S. and internationally. This manual's focus remains how to express contract terms in prose that is free of the archaisms, redundancies, ambiguities, and other problems that afflict traditional contract language. With exceptional analysis and an unmatched level of practical detail, Adams highlights common sources of confusion and recommends clearer and more concise alternatives. This manual is organized to facilitate easy reference, and it illustrates its analysis with numerous examples. Consult it to save time in drafting and negotiation and to reduce the risk of dispute.

## **Book Information**

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## **Customer Reviews**

Ken Adams' manual should be sitting open on the desk of everyone who writes contracts on a regular basis. It's been open on my desk every day since I bought it. I no longer bother closing it. Highlights include: 1. The best existing set of recommendations on what language to use to impose obligations, impose prohibitions, create discretion, make representations, and express conditions. 2. An incredibly comprehensive lexicon of problematic uses with solutions to them. Things from alternatives to "represents and warrants" to how "such" can be ambiguous. 3. Guidance on when terms can be usefully vague without being ambiguous, including extended discussions of

"reasonable efforts" and "material adverse change." Throughout, Ken provides guidance in the form of instructions and examples. The reader does not have to think about how to implement a suggestion after agreeing with Ken's analysis. It is right there, with examples of best practices, practices that would be OK in the right circumstances, and practices to avoid. For a new practitioner (whether a lawyer, a business person, or a purchasing agent), Ken's manual will set you on a path to avoid drafting mistakes that will haunt you for years to come. For an experienced practitioner, it will be an invaluable reference to make your work faster and more consistent. As a general counsel, I bought a copy for every lawyer working for me. When outside lawyers draft agreements for me, I direct them to Ken's manual. Others have commented on the binding. I love it. It allows the book to set open on my desk without me having to weight it down with another book.

I teach advanced contracts and at the start of the course show students 5 to 10 books that might be useful during the course and later in their careers. I then note that this is actually the only book they would ever need. It is well written, has excellent examples and practical advice, and also has the right perspective throughout regarding what actually matters and what doesn't.

Although this version is much different than the previous version, the advice provided is extremely helpful when you are stuck with wording in a contract whether you are trying to draft it or interpret it. I've used this book for years and now use this version and the previous version to compare, for additional context. This reference provides examples of when to use and not to use certain phrases that are commonly misused in drafting.

This is an incredibly helpful book, especially for students like myself and those getting their first opportunities to draft real contracts. My copy arrived with a defect on about 20 pages due to some sort of binding error - holes were punched across the text as well as on the side of the pages for the spiral binding - but I noticed too late to be able to return the book through . However, as soon as I posted about it the Author personally reached out and offered to help fix the matter and get another copy sent to me. Looking forward to receiving a more intact copy soon. Very pleased!! I too was surprised that it was spiral bound - should really have a way of publicizing that for pre-orders. But I don't think the binding detracts much, especially since the cover wraps around it.

The content of the book seems great so far, but the book's cover is flimsy and cheap. Instead of having an exterior spiral binding with a hard cover built in, the interior pages are spiral bound and

the "cover" is a laminated paper wrap that I'm sure will tear off in no time.

This manual is useful for its breadth of issues covered. However, its discussion of many important issues lacks depth, and I disagree with many of the author's recommendations and conclusions. Therefore, use this manual as a checklist of potential issues, but not as a bible for the answers. The manual includes a very detailed table of contents; for example, for the "usages" chapter the table of contents has over 5 pages in order to list each word or phrase discussed in that chapter. If you don't already have them, consider instead the books by Bryan Garner.

I purchased this book a few months ago and I liked it. Liked it so much that I thought I should also get the kindle version b/c the spiral bound nature of the hardcopy is cumbersome to transport and it can be difficult to read if anywhere else other than a desk. Then, oh yikes. I went ahead and did it. But dang, I thought ebooks were suppose to be cheaper. Not this one. All in all, it's a great book. But just a tad unhappy that I paid so much for the ebook to merely supplement my hardcopy.

Excellent advice for drafting contracts in plain English. Nice explanations for when he tells you do something that goes against the "norm". Organized in a helpful manner that allows you to read it from front to cover or find something quickly.

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