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## TRANSACTIONAL DRAFTING

All transactional attorneys are faced with the task of negotiating, drafting and interpreting contracts. As a result it is important that an attorney be familiar with certain key provisions in most transactional documents, including representations and warranties, conditions to closing and certain provisions in the "General Clauses" or "Miscellaneous Clauses" section of the transactional document. Attorneys will learn why certain provisions are included in different types of general contracts, M&A documents, and SEC documents as well as drafting standards and have the opportunity to work with drafting, interpreting and negotiating various document provisions

Participants will learn:

- ❖ Tools for effective transactional writing and drafting, including Plain English
- ❖ Tips for effective and efficient speed in drafting
- ❖ Warning signs in "cookie-cutter" documents
- ❖ Important terminology in Representations and Warranties
- ❖ Strategies for structuring the deal in your contracts

In Transactional Drafting lawyers will actually work in small groups and complete the program with a document negotiated, written, analyzed and edited, with input at every step of the process from your Facilitator, Dr. Pang.

The Transactional Drafting course can be offered in a ½ day format (3-hour) with the focus on drafting and interpreting transactional contracts or a full day (3-hours in the morning and 3-hours in the afternoon) format with focus on drafting, interpreting and negotiating transactional documents (a simulated negotiation is conducted in the afternoon session and draws from the fundamentals of drafting and interpretation presented in the morning).

Contact us at [admin@edway.com](mailto:admin@edway.com) for specific information on customizing programs to meet your specific requirements and maximize enrollments.