

综合辅导：写好合同的五十招(6) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/231/2021_2022__E7_BB_BC_E5_90_88_E8_BE_85_E5_c85_231754.htm 第六部分：完成初稿后做什么

38、 Check spelling, paragraph numbering, and cross references both manually and with your word processors spelling and grammar checker. This almost goes without saying today, especially since Microsoft Word now checks your spelling and grammar as you type. (Unfortunately it also changes "per stirpes" to "per stupid" if you fail to watch it closely.) And now there are even computer programs that check contract documents for undefined terms. DealProof is packaged with Corel WordPerfect for law offices, and DocProofReader is available for download for MS Word 97 and 2000. 38、 核实合同的拼写情况、段落序号以及上下文的注解，你可以自己手动来做，也可以用文字编辑软件中的拼写和语法检查功能来完成，特别是自从有了微软的word软件后，做这样的工作你似乎不要费多少精力（但机器有时也不可靠，如果你不看仔细，它就会把"per stirpes"改变为 "per stupid" ）。现在，这类专业的软件甚至可以帮你检测到合同中没有释义的术语，如：Corel公司专门为法律办公开发的文字处理软件包中的DealProof软件，还有可供word97和word2000下载安装的DocProofReader软件。

39、 Let your secretary or paralegal read it. Not only will your staff frequently find spelling and grammar errors missed by your word processors spell checker, but they will find inconsistencies and confusing areas that you missed when drafting. 39、 让你的秘书或者助手阅读你草拟的合同。你的同

事不仅能通过文字处理软件来帮你检查到你没有查到的拼写和语法错误，而且他们还能发现你起草时没有察觉到的矛盾和混淆之处。

40、Stamp "Draft #1 6/22/2000" on it. This may be the first of many drafts, so avoid confusion early by numbering and dating all drafts at the top of the first page. It is also a good idea to write "DRAFT" across the face of each page to preclude the possibility of an impatient client signing a draft rather than waiting for the final version.

40、在合同上注明“第一稿于2000年6月22日”，第一稿完成后，可能还要草拟几个版本，为了避免他们之间相互混淆，最好在每份草稿首页的顶部注上序号和起草时间。另外，在每一个版本的封面上注明“草稿”字样，也能够避免你那急躁的客户不等到最后的定稿文本就急于签字。

41、Let your client read it. Letting the client in on reading the first draft assures that your drafting will stay in tune with the clients wishes.

41、让你的客户读你草拟的合同。你的客户读第一稿，可以确保你的起草的东西和客户的愿望相符。

42、Save the drafts as multiple files on your computer. If you save the first draft on your computer as two files, you will have one file identified as the first draft and the other identified as the current version. This can be done by naming the current version "contract" and the first draft as "contract.d1." Then, subsequent versions can be named "contract.d2", "contract.d3," etc., where the "d" in the extension indicates draft. (Of course, if youre not using WordPerfect 5.1 for DOS, as I do, you can use long file names to show the contract name, draft number and draft date, such as "Contract Smith Jones draft 2 datd 6 22 2000.")

42、在电脑中将草拟的合同多保存几个复件

。如果你将第一稿合同存了两份在电脑中，那么其中的一份可以用来存档，另一份则可以用来继续修改。用来存档的文件可以命名为“合同.草1”。用来修改的文件可以命名为“合同”。以此类推，以后修改的版本就命名为“合同.草2”，“合同.草3”，等等。带“草”字的扩展名表示此合同是草拟版本。（当然，你可能不经常用DOS下的WordPerfect 5.1软件，我是经常用的，你也可以用一个较长的文件名来清楚地表达出草拟合同的名称、的编号及起草时间，范例如：“史密斯.琼斯于2000年6月22日草拟的第二版合同”。）43

、 Compare the current version to prior versions. If you save draft versions, it is very easy to compare one version to another using the word processors compare feature or using the CompareRite computer program. When you compare "contract.d1" to "contract.d2", save the comparison as "contract.c21" and print it to show the client what changes were made. 43、将当前的草拟版本和以前的版本进行比较。如果你存了很多合同的草拟版本，那么你就可以很容易地用文字处理软件或者是CompareRite软件来比较分析两个合同版本。当你用软件比较“合同.草1”和“合同.草2”两个版本时，最好将软件的分析结果打印出来送给客户看，让他知道变化在哪里。转贴于：考试大_BEC考试 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com