

Dr Sophie Sample 2. Business text proofreading

Framework Agreement

Draft text on Scope of Services

a. To originate and evaluate ***** development project opportunities ("Project Opportunity") for investment by *****

No further comments

SB Sophie Bennett
Full stop after 'comments'.

b. To present the same in the form of a feasibility report which, inter alia, contains a preliminary financial analysis of the investment opportunity and a preliminary assessment of the technical feasibility of the development opportunity

***** shall present a feasibility report at the Project Opportunity stage to be a

c. 5-10 page paper to include

- an outline of business
- why in concept the investment is suitable for *****
- current business detail ie organization, people, key counterparties, etc.
- current financial performance
- the opportunity for added value e.g. upgrade, improvements in operating efficiency, [...] and the benefit of such add-on investment
- key activities needed to achieve the improvements (and who would be skilled to deliver)

SB Sophie Bennett
Colon after 'include'.

SB Sophie Bennett
Needs a comma after 'detail'.

As an abbreviation, ie needs stops = i.e. and should be italicised.

No need for stops after bullet points written in this abbreviated style.

SB Sophie Bennett
Decide whether you use American English or British English consistently - in the latter case 'organisation' is correct.

Financial model

- share for each Project Opportunity proposal present the outputs (and corresponding inputs) from a base case model (hereinafter the Project Opportunity Model) based on current financials together with an upside case based on the "added value" we believe can be achieved (in line with the feasibility paper above). For the avoidance of doubt the Project Opportunity Model shall be the property of *****
- further work beyond the Project Opportunity Model (which would ordinarily correspond to ***** taking the project forwards), whether prepared by ***** or another provider of modeling services, shall always be a project cost (ie a project / deal cost to be covered by *****) and corresponding the model shall be the property of *****

SB Sophie Bennett
Delete comma.

SB Sophie Bennett
British English = 'modelling'.

SB Sophie Bennett
Use punctuation and italicize, i.e.

c. To support ***** in commercial negotiations with the stakeholders

***** shall work side by side with the ***** team and shall participate in all key discussions (whether in-person or by phone call) regarding evaluation and commercial matters. Such time of ***** shall be commensurate with the nature of the investment opportunity, the advisory role taken by ***** and the relative participation of ***** in the overall investment

SB Sophie Bennett
Close gap here.

SB Sophie Bennett
Full stop after 'investment' to mark end of paragraph.