

QUICK GUIDE TO GOING GLOBAL

35 STEPS
FOR
10 COUNTRIES

Respectful and culturally appropriate behavior is important when doing business overseas. But what's customary in one country may be rude in another. Check out our business etiquette guide to ensure you're making all the right moves.

KEY: Meetings Body Language Eating Dress Gift-Giving Communication

AUSTRALIA

- Meetings** Punctuality is crucial.
- Body Language** A single, male passenger should sit in the front seat of a taxi.
- Eating** When paying for a round of drinks, do not pick up the tab out of turn.

CHINA

- Meetings** Allow Chinese affiliates to establish a rapport.
- Body Language** In China, it is customary to present and receive gifts with both hands.
- Eating** Never leave chopsticks upright in the rice bowl.
- Body Language** Shaking hands is normal. It is far less common to greet someone with a hug or kiss.



FRANCE

- Communication** If you do not speak French, it's appreciated if you apologize for your lack of fluency.
- Meetings** It is common to leave the office with a lunch that lasts 2 hours or more.
- Body Language** Men will sometimes greet women with a kiss. However, many women will stick out a hand if they prefer a handshake.



GERMANY

- Communication** Humor is not appreciated in a business context.
- Meetings** In business meetings, allow the most important person to enter the room first.
- Body Language** A handshake may be accompanied with a nod. Relying on the nod ensures a good impression.



BRAZIL

- Eating** Do not eat with your hands, even if it's a sandwich or pizza. Use a knife or other utensil.
- Eating** Sneezing or cleaning your nose at a lunch or dinner table is a huge no-no.
- Body Language** Standing very close and using physical contact during conversations are common.



INDIA

- Communication** When entering a residence, you are expected to remove your shoes outside.
- Communication** Avoid saying "no" during business discussions. It's considered rude. Opt for terms such as "we'll see," "I will try," or "possibly."
- Body Language** Do not thank your host at the end of a meal. It is considered a form of payment and, therefore, insulting.
- Eating** Never order beef at a business meal in India.

JAPAN

- Communication** Avoid using the word "no." They will only nod and smile, but not understand what you really mean. Even if they clearly disagree.
- Meetings** The most senior person often leads discussions. Others, members of the party may not speak at all, but will listen.
- Gift-Giving** Always wrap gifts. The value of the gift is of less importance than the thoughtfulness with which it is presented.



- Body Language** Do not openly display money; use an envelope.
- Eating** Never pour a drink for yourself; always allow someone else to pour for you.



NEW ZEALAND

- Meetings** Always be on time or early for all appointments.
- Eating** Keep conversation at a minimum during meals.
- Eating** Dinners are reserved for social interactions. Only discuss business over lunch.



UNITED KINGDOM

- Dress** Men should not wear shorts with pockets; if they do, the pockets should remain empty.
- Body Language** The British seldom retain eye contact during conversations.
- Eating** When dining out, toasting those who are older than you is not considered polite.



UNITED STATES

- Meetings** Business may be conducted over breakfast, lunch, or dinner.
- Gift-Giving** Many U.S. companies discourage or even prohibit gifts, so it's always appropriate and acceptable to say "THANK YOU!"
- Body Language** Ask permission to smoke before lighting a cigarette or cigar. Few buildings allow it.

The Global Etiquette Guide To

Jeanette S. Martin, Lillian H. Chaney



The Global Etiquette Guide To:

The Global Etiquette Guide to Asia Dean Foster, 2000-05-24 Everything You Need to Know for Business and Travel Success The Global Etiquette Guide to Asia Country to country protocols and customs International business musts and faux pas Dining hosting gift giving and more Cross cultural exploration The Global Etiquette Series Did you know In Indonesia you should always present your business card with both hands You might offend your Japanese hosts by refilling your own teacup at dinner or forgetting to refill theirs In today's high stakes highly charged international business world you simply can't afford a misunderstood gesture an ill placed word or a misinformed judgment The Global Etiquette Guide to Asia shows both business and leisure travelers how to understand appreciate and manage as well as maximize the benefits of the myriad cultural differences that can exist between you and your Asian business hosts This fact filled cultural guidebook provides detailed advice on Dining Drinking Speaking Eye contact Hailing a taxi Dress Negotiating Gift giving Conducting a meeting Tipping Holidays Dealing with authorities Just as customs vary greatly between Asia and the West so do they vary among the diverse nations of Asia What is proper and expected in Malaysia for example may be a deal breaker in India The Global Etiquette Guide to Asia will familiarize you with the customs habits tastes and mores of every key Asian nation over forty in all and help you guarantee the mutual respect and acceptance that are vital for keeping every international business relationship agreeable effective and successful Wiley's Global Etiquette Series provides the practical information you need to travel and conduct business in foreign countries and cultures Each easy to navigate reference book is filled with helpful hints do's and don'ts and other rules of the road for travelers of all types *Global Etiquette Guide to Mexico and Latin America* Dean Foster, 2002-10-16 Authored by one of the world's leading cross cultural experts Invaluable for both business and leisure travelers Comprehensive and practical coverage *The Global Etiquette Guide to Africa and the Middle East* Dean Foster, 2002-10-01 Der ultimative Benimm Leitfaden für Geschäftsreisende und Urlauber in Afrika und Nahost Ein umfassender Katalog über Verhaltensregeln Sitten und Gebräuche der jeweiligen Länder Mit einer Fülle praktischer Ratschläge zu Begrüßung Anrede und Kommunikationsformen zu gesellschaftlichen Regeln und Gepflogenheiten zur Kleiderordnung zu Speise und Trinkregeln und zeremonien sowie zu einer Vielzahl anderer wichtiger Themen Der unverzichtbare Knigge für alle Geschäfts und Urlaubsreisende die im Gastland keineswegs durch schlechtes Benehmen auffallen wollen Geschrieben von Dean Foster einem international führenden Experten auf dem Gebiet multikultureller Fragen **The Global Etiquette Guide to Europe** Dean Foster, 2000-05-25 Ideal for Everyone from Global Executives to Globe Hopping Tourists Did you know In Switzerland a kiss on the cheek can be either expected or deeply offensive If you don't want to share in after dinner drinks in Hungary you'd better have a good excuse like doctor's orders In today's high stakes highly charged international business world you simply can't afford a misunderstood gesture an ill placed word or a misinformed judgment The Global Etiquette Guide to Europe shows both business and leisure travelers how to understand appreciate and manage as well as

maximize the benefitsof the myriad cultural differences that can exist between you andyour European business hosts This fact filled cultural guidebookprovides detailed advice on Dining Drinking Speaking Eye contact Hailing a taxi Dress Negotiating Gift giving Conducting a meeting Tipping Holidays Dealing with authorities Just as customs vary greatly between Europe and the United States so do they vary among the diverse nations of Europe What is properand expected in France for example may be a deal breaker inSweden The Global Etiquette Guide to Europe will familiarize youwith the customs habits tastes and mores of every key Europeannation nearly forty in all and help you guarantee the mutualrespect and acceptance that are vital for keeping everyinternational business relationship agreeable effective andsuccessful The Global Etiquette Guide to Asia Dean Foster,2000-05-24 Table of contents **The Global Etiquette Guide to Europe : Everything You Need to Know for Business and Travel Success , Global Etiquette Guide to Mexico and Latin America** Dean Foster,2002-06-06 Foster has compiled a complete guide to personal and business etiquette in Mexico and Latin America and gives practical advice on greetings and communication styles as well as business and social protocol dress codes dining and drinking styles and many other crucial areas Global Business Etiquette Jeanette S. Martin,Lillian H. Chaney,2012-02-22 This book provides the invaluable intercultural knowledge to help you make a deal sell your product or find a joint venture no matter where your business takes you Business people who work internationally or work with people who are international need to know how to act before they can get the business and keep it Proper business communication includes everything from emails to eye contact and the rules of what is right in other countries can be daunting to navigate Global Business Etiquette A Guide to International Communication and Customs Second Edition provides critical information that businesspeople both for men and women need to understand the dynamics of cross cultural communication avoid embarrassing and costly gaffes and succeed in business outside of the United States Topics covered in this indispensable resource include conversation topics that are considered appropriate for different situations how to make a positive good impression dress and travel attitudes toward religion education status and social class and cultural variations in public behavior Information is provided about the United States at the end of each chapter about the ten countries that Americans do the most business with to benefit international readers **Etiquette Guide to China** Boye Lafayette De Mente,2016-08-16 This essential guide to Chinese etiquette will make embarrassing social blunders a thing of the past Whether you re traveling to China for business or pleasure whether your stay will be long or short your visit will be more pleasurable and effective if you understand your host culture and how to work within it This updated and expanded edition of the best selling Chinese etiquette guide on the market addresses not just the puzzling protocols relating to name cards bowing or shaking hands bathrooms and public baths but also what to do when entertaining Chinese dinner guests attending a Chinese tea ceremony taking the subway and much more It also provides the latest etiquette in mobile phone manners texting social media and other forms of digital communication The glossary at the back of the book has been revised to

include the latest technology related words and expressions used in China today Two new chapters address the changing role of foreigners in the workplace and the contemporary business style and etiquette used by the younger generation of China who are now increasingly cosmopolitan but still very Chinese Etiquette Guide to China includes everything you need to know to be a successful courteous traveler Hand gestures and body language How to address the Chinese Dining and restaurant manners Gift giving and celebration in China Entering into and understanding business relationships How to behave in professional situations Dealing with China's political culture The Chinese way of negotiating Good Manners and Etiquette A Beginner's Guide to Everything Proper Mathilde Benmoha Carro, 2016-02-16 This book is a primer into the world of good manners and etiquette Topics covered include formal and informal dining etiquette table setting how to host dinner parties image etiquette and much more You will learn about what is proper behavior in a variety of situations what it is to have good manners We hope you enjoy the book and gain valuable skills and tools as well *Etiquette and Taboos around the World* Ken Taylor, Victoria R. Williams, 2017-10-05 An interesting resource for learning about the cultural differences and characteristics of people across the globe this encyclopedia covers the do's and don'ts of a breadth of countries and major ethnic groups Readers of this one volume reference will gain useful knowledge of what travelers should and shouldn't do when in countries outside of the United States After a general introduction approximately 100 alphabetically arranged entries cover topics such as greeting and meeting appearance and dress table manners body language social situations and hospitality verbal communications business etiquette religious etiquette gift giving and even netiquette regarding social media Sidebars and images throughout make the text more accessible and engaging and additional readings at the end of each entry as well as the bibliography offer opportunities for further research on the subject The content also directly supports the National Geography Standards and the AP Human Geography curriculum for high school students as they learn about the cultural differences and characteristics of people in major ethnic groups across the globe International Business Etiquette Ann Marie Sabath, 2005-03 Concise to the point advice about the best ways to conduct business through Europe International Business Etiquette Europe shares the do's and don'ts of interacting with individuals in every country throughout Europe Each of the 25 country specific chapters begins with a summary of statistics What follows are countless tips about what to do and when to do it whether you are interacting with your international client for the first time or the fourth time Each chapter closes with Whatever you Do Don't tips for avoiding the most commonly made faux pas for both business and leisure travelers Topics Include Business attire and business card etiquette Business entertaining dining and conversation Gestures public manners and gift giving Meeting and seating etiquette The importance of punctuality Tips on proper gratuities and toasting etiquette What to do when you are invited to a home Women in business Access to Asia Sharon Schweitzer, 2015-04-07 Create meaningful relationships that translate to better business Access to Asia presents a deeply insightful framework for today's global business leaders and managers whether traveling from Toronto to Taipei

Baltimore to Bangalore or San Francisco to Shanghai Drawing from her extensive experience and global connections author Sharon Schweitzer suggests that irrespective of their industry everyone is essentially in the relationship business Within Asia building trust and inspiring respect are vital steps in developing business relationships that transcend basic contractual obligations Readers will find in the trenches advice and stories from 80 regional experts in 10 countries including China Hong Kong India Japan and Korea Discover the unique eight question framework that provides rich interview material and insight from respected cultural experts Track cultural progress over time and highlight areas in need of improvement with the Self Awareness Profile Learn the little known facts reports and resources that help establish and strengthen Asian business relationships Effective cross cultural communication is mandatory for today s successful global business leaders For companies and individuals looking to engage more successfully with their counterparts in Asia Access to Asia showcases the critical people skills that drive global business success **Manners...more Than Etiquette' 2003 Ed. L. Imperial,2003**

Passport to Success Jeanette S. Martin,Lillian H. Chaney,2008-11-30 Like it or not every business even one conducted from the kitchen table is global No matter the industry employees now routinely travel to other countries or interact with foreign customers vendors or fellow employees Or they conduct business over the phone via e mail or through video links As a result they have to understand international customs and etiquette or risk losing customers or botching business relations And understanding business customs in other cultures isn t merely playing good defense it often leads to new products or service enhancements that help an enterprise grow In Passport to Success Jeanette Martin and Lillian Chaney apply their expertise in business etiquette training and intercultural communications to present a practical guide to conducting business successfully around the world Each chapter in this book presents in depth information on the business environment and culture in the top twenty trading partners of the United States Canada Mexico Japan China United Kingdom Germany South Korea Netherlands France Singapore Taiwan Belgium Australia Brazil Hong Kong Switzerland Malaysia Italy India and Israel Chapters contain both practical tips and illustrative examples and the book concludes with a listing of resources books magazines organizations and Web sites for additional information In addition Passport to Success contains useful overview material that will help business people plan a trip abroad or a campaign to win customers in another country Besides trade statistics and information on global trade agreements readers will find information on using the Internet productively to conduct or seek business how women can succeed in countries with traditional male oriented business cultures how to build cross cultural relationships and ways language can enhance or obstruct business dealings Every businessperson is now a player in the global market for goods and services This book provides valuable tips that will help people avoid missteps and increase their sales and personal success when dealing with counterparts in other countries **Bridging Cultural Barriers** Peter M. Haller,Ulrich Naegele,Susan Berger,2019-08-20 This book provides readers with a comprehensive guide to other cultures the often unfamiliar ways that people from other cultures think speak and act As such it helps readers identify

potential and real conflicts and to take appropriate action so as to build successful relationships The book draws on the authors combined experience from international line management and international projects as well as teaching seminars and coaching clientele from around the globe It offers an essential resource for anyone involved in transnational business and cross border relationships *Global Business Etiquette* Jeanette S. Martin, Lillian H. Chaney, 2012-02-22 This book provides the invaluable intercultural knowledge to help you make a deal sell your product or find a joint venture no matter where your business takes you Business people who work internationally or work with people who are international need to know how to act before they can get the business and keep it Proper business communication includes everything from emails to eye contact and the rules of what is right in other countries can be daunting to navigate *Global Business Etiquette A Guide to International Communication and Customs Second Edition* provides critical information that businesspeople both for men and women need to understand the dynamics of cross cultural communication avoid embarrassing and costly gaffes and succeed in business outside of the United States Topics covered in this indispensable resource include conversation topics that are considered appropriate for different situations how to make a positive good impression dress and travel attitudes toward religion education status and social class and cultural variations in public behavior Information is provided about the United States at the end of each chapter about the ten countries that Americans do the most business with to benefit international readers *The Intercultural Communication Playbook* Teri Kwai Gamble, Michael W. Gamble, Xiaowen Guan, 2024-02-13 Featuring a three prong approach on culture communication and creative problem solving The Intercultural Communication Playbook highlights how active imaginative and productive problem solving methods can transform the way students understand intercultural communication **One Kiss or Two?** Andy Scott, 2019-04-23 An enlightening survey of greeting customs from around the world a breezy mix of pop sociology personal anecdote and self help Publishers Weekly Humans have been greeting each other for thousands of years It should be the most straightforward thing in the world but this seemingly simple act is fraught with complications leading to awkward misunderstandings intercultural fumbblings and social gaffes that can potentially fracture relationships forever Why is that Why are greetings so important Is there a right and wrong way to say hello In his illuminating book *One Kiss or Two* Andy Scott a well traveled former diplomat and no stranger to botched first contacts himself takes a closer look at what greetings are all about In discovering how they have developed over human history he uncovers a kaleidoscopic world of etiquette body language evolution neuroscience anthropology and history Through in depth research and his personal experiences and with the help of experts ranging from the world famous primatologist Jane Goodall to the leading sociologist of the twentieth century Erving Goffman Scott takes readers on a captivating journey through a subject far richer than we might have expected By the end of it we are able to make more sense of what lies behind greetings and what it means to be human in the modern cross cultural age Scott speculates on the origins of the cheek kissing tradition and how to avoid a social faux pas no matter where you are Conde

Nast Traveler An utterly charming and fascinating book I will never be able to look at a handshake or a hug the same way again Joshua Foer New York Times bestselling author **The Real Peace Process** Siobhan Garrigan, 2016-04-01 The Good Friday Agreement resulted in the cessation of paramilitary violence in Northern Ireland However prejudice and animosity between Protestants and Catholics remains The Real Peace Process draws on extensive fieldwork in Protestant and Catholic churches across Ireland to analyse how Christian worship can become caught up in sectarianism The book examines the need for a peace process that changes hearts and minds and not merely civic structures of their inhabitants Aspects of everyday worship ranging from the spatial and symbolic to the verbal musical and interpersonal are explored as the means by which sectarianism can be challenged and transformed

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