

Pocket Guide to Chinese Business Etiquette

<p>General Behavior</p> <ol style="list-style-type: none">1. Keep hand gestures at a minimum. These can be distracting because Chinese rarely use body gestures while speaking.2. Keep personal contact at a minimum--including hugging, slapping shoulders, etc., especially between a man and a woman. Shaking hands is OK.3. Dress conservatively. Women shouldn't wear ultra-high heels.4. In conversation, steer away from politics. If pressed for an opinion on a political or controversial issue, express your personal opinion, but acknowledge that it's not the viewpoint of the entire company. <p>Good Numbers, Bad Numbers</p> <p>Bad: 4, 14</p> <p>Good: 3, 8</p> <p>Notes:</p>	<p>Greetings and Meetings</p> <ol style="list-style-type: none">1. Be on time or early.2. A slight bow or nod is a common greeting. Wait for the Chinese to offer a handshake.3. Use formal titles4. If possible, make business cards with an English side and a translated Chinese side.5. Present and receive business cards with two hands, and never write on them.6. The most senior member of your retinue should enter the meeting room first. The Chinese will do the same. <p>Mr. (先生 Xiansheng)</p> <p>Miss (小姐 Xiaojie)</p> <p>Director (总 Zong)</p> <p>Manager (经理 Jingli)</p> <p>Notes:</p>
<p>Gifts</p> <p>Dos</p> <ol style="list-style-type: none">1. Items with company logos2. High-quality pens3. Regional specialties or country specialty goods4. Business card holders5. Ideally, gifts should be convenient to transport, with the most "valuable" gifts going to the highest office holder, and so on.6. Wrapped, ideally with red or yellow paper <p>Don'ts</p> <ol style="list-style-type: none">1. Clocks2. Items that suggest poverty3. Items with stork or crane imagery4. Handkerchiefs5. Items that are solid blue, white or black in color6. Alcohol7. Sharp objects <p>Receiving</p> <ol style="list-style-type: none">1. Politely refuse the gift at first to show modesty.2. Don't open the gift until the giver is out of sight. <p>Notes:</p>	<p>Entertaining, Dining</p> <ol style="list-style-type: none">1. It's normal to offer, even "fight" for the bill during business dinners. Don't suggest splitting the bill--this is not done.2. Taste all the dishes you are offered, leaving what you don't like on your plate.3. For your own sake, don't eat everything on your plate or a Chinese host will assume you are still hungry and continue to pile more on.4. Don't stick your chopsticks straight up within a bowl of rice. This is reminiscent of incense sticks at a grave mound.5. It's uncommon to tip at Chinese restaurants.6. The most senior member of your retinue should enter the banquet room first. The Chinese will do the same.7. Be ready to inhale secondhand smoke. <p>Notes:</p>