Overview

- 1) Business Cards
- 2) Relationships & Communication
- 3) Business Meeting Etiquette
- 4) Table Manners (Eating)
- 5) Table Manners (Drinking)
Business Cards

- Exchange after the initial introduction
- Translate into Chinese using simplified Chinese characters
- Hold the card in both hands when offering
- Examine a business card before putting it in a business card case
- Never write on someone's card unless so directed
Relationships & Communication

- Working through an intermediary
- Send materials that describe your company
- See foreigners as representatives of their company
- Prefer face-to-face meetings
Business Meeting Etiquette I

- Make appointments in advance
- Arrive at meetings on time
Business Meeting Etiquette II

- Participant has his or her own agenda
- Guests are escorted to their seats
- Visual aids should be done with black type on white background
Table Manners (Eating)

- Dishes are placed on the table and everybody shares.
- They like to use their chopsticks to give you food as a manner of politeness.
- Don’t stick your chopsticks upright in the rice bowl.
Table Manners (Drinking)

- Make sure the spout of the teapot is not facing anyone
- Lower your cup than the other’s to be humble
References

- http://www.kwintessential.co.uk/resources/global-etiquette/china-country-profile.html
- http://image.baidu.com
- http://hi.baidu.com/%8C%7D%D3%DD/blog/item/2a9af13c54d81bd59f3d62d9.html
Enjoy your time with your Chinese friends.

Thank you!