

Business Etiquette

Discuss the following statements with your partner and decide if they are True (T) or False (F).

1. **Japan.** When someone offers you their business card, it is a mark of respect to turn it over and note the date of your first meeting.
2. **The U.K.** Individuals will usually call their bosses by their first names.
3. **South Korea.** Do not stand too close to people when you are speaking to them. A distance of two metres is normal.
4. **Italy.** If you have lunch with a client do not discuss business. The conversation will be about sports, the arts, food and football.
5. **Germany.** A business lunch will usually be a fairly short affair - about 45 minutes to an hour and conversation is focused on business.
6. **Spain.** No matter how crowded the restaurant or club in your host's home try to share a table with someone you do not know.
7. **Australia.** When travelling always try to sit or stand to all the best with the driver rather than in the back.
8. **Japan.** If you are the first to enter a lift you should always stand at the back of the lift.
9. **Britain.** It is fairly normal to have breakfast meetings.
10. **Germany.** It is very common for colleagues to go out together after work for a drink.
11. **Netherlands.** In meetings, the agenda is important as a rough guide. If other points come up you should feel free to discuss them.
12. **Switzerland.** People rarely work overtime and are very unwilling to take work home with them.
13. **France.** If you're invited to dinner it is considered normal to bring a bottle of wine as a contribution.
14. **India.** Many people are still suspicious of private enterprise and are hostile to any form of legislation.
15. **Canada.** Canadians like to think of their country as part of the U.S.A.
16. **Austria.** In Austria you should talk business first and socialise afterwards.
17. **Canada.** You should avoid eye contact as much as possible when discussing business. It is acceptable to smoke during a meeting.
18. **Britain.** Be careful when visiting the toilet in a company's pub.
19. **France.** During the lunch break you must never discuss business.
20. **Italy.** You should never drink Cappuccino after dinner.