

The Art of Doing Business in China

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The Art of Doing Business in China

- Different ways of thinking and communication
- Relationships
- Chinese contracts
- Difficult to say “no”
- Business meetings

Business Meeting Etiquette

- Greetings are formal and the oldest person is always greeted first.
- Guests are generally escorted to their seats, which are in descending order of rank. Senior people generally sit opposite senior people from the other side. Handshakes are the most common form of greeting.
- When you exchange business cards, remember to hold the card in both hands when offering them, Chinese side facing the recipient.
- Treat the card with great respect as the card is the man.

Gift Giving Etiquette

- Do not give scissors, knives or other cutting utensils as they indicate the severing of the relationship.
- Do not give clocks, handkerchiefs or straw sandals as they are associated with funerals and death.
- Be careful when you give flowers, as many Chinese associate some flowers with funerals.
- Do not wrap gifts in white, blue or black paper.
- Four is an unlucky number so do not give four of anything.
- Eight is the luckiest number, so giving eight of something brings luck to the recipient.
- Always present gifts with two hands.
- Gifts are not opened when received.
- Gifts may be refused three times before they are accepted.

Dining Etiquette

- The Chinese prefer to entertain in public places rather than in their homes, especially when entertaining foreigners. If you are invited to their house, consider it a great honor.
- Arrive on time.
- Remove your shoes before entering the house.
- Bring a small gift to the hostess.
- Eat well to demonstrate that you are enjoying the food!

Seating & Table Manners

- Wait to be told where to sit. The guest of honor will be given a seat facing the door.
- The host begins eating first; you should try everything that is offered to you.
- Chopsticks should be returned to the chopstick rest after every few bites and when you drink or stop to speak.
- The host offers the first toast.

Tipping Etiquette

- Usually in China there is no tipping.