

INDIA

Namaste

- Withhold public affection.
- Keep a distance. Space valued.
- Never turn down chai (tea).
- Do not refuse food at dinner or be blunt.
- Arrive 15-30 minutes late for a party.
- Being direct can be rude. "No" is said in variations including "I will try."
- A head jerk side to side with a smile or the phrase "Tik he" means "yes." It can be mistaken for a Western "no."

Raised hands. Folded in prayer.

CHINA

Ni hao

- Do not touch, hug, lock arms, back slap or make any body contact.
- Do not drink alone at a table until a toast.
- Do not refuse a drink (unless intoxicated).
- It is an honor to be a guest at someone's home. Be on time or a little early and take a small gift.
- Never point with index finger.
- Greet the oldest, most senior person before others.
- When introduced to a Chinese group, they may greet you with applause. Applaud back.

Quick handshake. Light grip.

JAPAN

Konnichiwa

- A handshake is appropriate upon meeting.
- The Japanese handshake is limp and with little or no eye contact.
- The bow is a highly regarded greeting. The deeper the bow and length of time held, the more the respect.
- Receive business card with both hands in reverence.

Bow. Do not make eye contact.

TURKEY

Merhaba

- Shake hands with everyone present--men, women and children--at a business or social meeting. Shake hands with elders first.
- Turkish men and women greet with cheek kiss.
- Putting your thumb between your first two fingers is the equivalent to raising your middle finger in the United States.
- Be punctual for business or dinner.
- Finish food on plate.
- Strict Muslims don't drink alcohol.

Firm handshake. Wait for host to release.

THAILAND

Sawatdee

- Withhold public affectionDo not show public display of affection
- Speak softly
- Do not pass anything with your left hand
- Do not point with one finger
- Take off shoes when entering a home
- Business: Personal relationship before sealing the deal
- Receive a business card as you would a gift. Pause to look at it and do not quickly put it away.

Raised hands. Folded in prayer.

ITALY

Ciao

- Air kiss on right and left cheek for informal greetings. Stick to handshake if unsure.
- Keep both hands above the table during dinner -- never on your lap. Do not put your elbows on the table. Drinking is mild. Intoxication is rude.
- Keep your wineglass almost full if you don't want a refill.
- When invited to a home, guests arrive 15 to 30 minutes after the stated time.
- Allow hostess to begin eating before guests.
- Do not pour wine if you are a guest. This is considered "unfeminine" by Italians.

Quick handshake. Light grip.

KURDISH

Slaw

- The largest population resides in Nashville, TN
- Kurds don't have a nation-state status, making Kurdistan a non-governmental region.
- Do not refuse tea

Handshake.

FRANCE

Bon Jour

- Kiss on cheek. Let female initiate. No hugging.
- Use surname with Monsieur or Madame.
- The OK sign translates to useless so a thumbs up should be considered instead.
- Personal and professional are oil and water. Keep the two separate.
- Dining: Keep hands on table, never on lap. If you have had enough wine, leave some in your glass as it will be an endless flow. Business will begin after dessert, by the host.
- Be flattered by the interruption. This is a good sign and reciprocate the action. Expect lots of questions.
- Slapping one's open palm over a closed fist is vulgar gesture.

Quick handshake. Light grip.

SOUTH KOREA

Anyong Haseyo (ahn-yo ha-say-yoh)

- Avoid touching
- Avoid direct eye contact
- Do not cross legs or stretch or in front of you
- Pass and receive objects with right hand or with two hands.
- Never point with index finger
- Negotiations can be long
- Trust must be built
- Receive business card with both hands
- "Yes" not necessarily "yes."
- A low, deep bow represents a successful meeting. Short bow the opposite.

Do not make eye contact. Shake hands and bow.

MEXICO

Hola

- Conversation held in close proximity. Showing discomfort can be considered rude.
- Don't stand with hands on hips; this signifies anger.
- Don't stand with hands in pockets.
- Don't refuse drink (often coffee).
- Punctuality not a priority.
- Negotiations slow.
- Keep both hands on the table.

Long handshake.

GERMANY

Hallo

- Punctuality a priority.
- Do not discuss business during lunch or dinner unless your German host initiates the conversation.
- Never use the “okay” sign. Rude gesture.
- When toasting as a guest, hold the glass only at the stem, clink your glass with every-

- one near you at the table and say “Prosit,” then take a drink.
- Keep hands on the table during a meal -- not in lap. Elbows off the table.
- Nobody drinks at a dinner party before the host has drunk.

Firm handshake. Direct eye contact.

NETHERLANDS

Hallo

- Dutch will shake hands and say their last name, not “Hello.” They also answer the telephone with their last name.
- Dutch are reserved and don’t touch in public or display anger or extreme exuberance.
- The Dutch value privacy and seldom speak to strangers.

- Plates are not removed until everyone is finished eating.
- Punctuality a priority and tardiness can ruin a relationship.
- Moving your index finger around your ear means you have a telephone call, not “you’re crazy.”

Firm handshake. Direct eye contact.

UNITED KINGDOM

Hello

- Keep personal space.
- Punctuality a priority.
- Leave a very small amount of food on plate when finished.
- When the host folds his napkin, this signals that the meal is over.

- It is considered impolite to ask for a tour of your host’s home.
- For dinner, arrive at least 10-20 minutes after the stated time.
- Keep hands on the table during a meal. Elbows off the table.

Light handshake.

CANADA

Salut

- Keep personal space.
- Formal.
- Recognize important regional differences
- Do not compare Canada with U.S.
- Do not use the term “Native Americans” to refer to indigenous peoples. Canadians refer to members of these groups as “people of the First Nations.”

- Do not take sides in debates about contentious national issues (especially when they concern such issues the status of Quebec, the place of the French and English languages in Canadian society, etc.).
- The American “hard sell” approach not appreciated.

Firm handshake. Eye contact.

VIETNAM

Xin Chao

- “Yes” may not mean “yes.” When the Vietnamese say “No problem,” you can take it to mean “Yes, there is a problem.” Double and even triple-check all commitments, and then monitor them closely.
- A small dish or shaker of white crystal on the table is more likely to be monosodium gluta-

- mate (MSG) than sugar or salt
- Do not refuse tea
- Always use both hands when passing an object to another person.

**Shake with both hands.
Slight head bow.**