



China



Country Overview:

Location: In East Asia, bordering the East China Sea, Korea Bay, Yellow Sea, and the South China Sea, between North Korea and Vietnam

Size: 9,596,961 sq km

Population: 1,349,585,838 (July 2013 est.)

Capital: Beijing

Export-commodities: electrical and other machinery, including data processing equipment, apparel, textiles, iron and steel, optical, and medical equipment

Import-commodities: electrical and other machinery, oil and mineral fuels, optical and medical equipment, metal ores, plastics, organic chemicals

Currency: Renminbi Yuan (RMB)

Ethnic groups: Han Chinese 91.5%, Zhuang, Manchu, Hui, Miao, Uighur, Tujia, Yi, Mongol, Tibetan, Buyi, Dong, Yao, Korean and other nationalities 8.5%

Religion: Daoist (Taoist), Buddhist, Christian 3-4%, Muslim 1-2%.

Note: Officially Atheist

Government Type: Communist state

Chief of State: President XI Jinping (since 14 March 2013)

Head of Government: Premier LI Keqiang (since 16 March 2013)



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Meetings & Negotiations

- Be **punctual**, but if running late, make a call to let someone know you will be late; the Chinese will be very understanding.

- Address the Chinese by stating their title and last name. (If you do not know the person's title use Ms. or Mr.) Ex: General Manager Yang

- Greet with a slight **nod** of the head and shaking hands.

- Chinese enforce **business hierarchy** when negotiating, within seating, and when entering a room. Acknowledge the most senior person first (the person leading or in the front).

- The Chinese prefer to do business over dinner. **Dining etiquette:** avoid discussing business at dinner unless your Chinese counterpart initiates it. Try everything that is offered to you, but do not clean your plate. Splitting bills is unheard of in China, the host pays.

Business Attire

- Men: suit and tie, stick to **subdued colors**.

- Women: dress conservatively; long skirts (past the knee) and tops with a high neck-line. **Avoid** wearing bright colors. Footwear should not be high, choose flats or kitten heels.

Behavior

- In Chinese business culture, a person's reputation and social standing rests on the concept of **"Saving face."** Causing embarrassment or loss of composure, even unintentionally, can be **disastrous** for business negotiations.

- Always have **multiple** business cards on hand. Keep color and font **simple**.

- The traditional way of presenting your business card is to use **two hands**. When receiving, take a **few moments** to read it and then **place** it on the table or in your card case (**not** in your pocket)!

- **Avoid** physical contact with your Chinese business partner, as this may cause discomfort. **Limit** your use of hand gestures while talking.

- Use your whole hand when

pointing to something.

Gift Giving

- Gift giving is widely accepted within Chinese business culture. Use **discretion** when giving a gift.

- Select a modest gift. Its value equals the degree of closeness.

- It is customary to present the gift using two hands. Gifts are not opened in the givers presence.

- Colors in Chinese culture have symbolic meanings, so be cautious. It is best to wrap your gift in **red** (to signify luck) pink, yellow or gold.

- Avoid odd numbers, pairs are better. If you give wine, give two bottles.

Appropriate Gifts:

- Something shared such as food, a gift specific to your own culture, fine liqueur, solar calculators, stamps

Gifts to Avoid:

- Clocks, fans, green hats, items in amounts of 4, sharp objects, a red-ink pen, handkerchiefs.

Business Tips continued

Conversation

- Mandarin and Cantonese are the languages spoken in China. Your Chinese business partner may bring along an interpreter.

- Negative replies are considered impolite. Instead of using "No," try **"Maybe"** and work out specifics at a later time.

- You may be asked intrusive questions about your marital status, age, and income. Do not respond with irritation, just be nonspecific.

- The Chinese rely on **facial expression**, tone of voice and posture to tell them what someone feels.

- Mandarin Chinese:
"Nin Hao"[nín hǎo]= Hello

"Xie Xie" [xiè xiè] = Thank you
"Zai Jian" [zài jiàn] = Goodbye
"Gan Bei" [gān bēi] = Cheers (Toast)

Topics to Discuss:

- Chinese landmarks, your travels in other countries, Chinese Art

Topics to Avoid:

- Taiwan, using the terms 'Red China,' 'Mainland China,' and 'Communist China' or 'Comrade.'