**A WORLD GUIDE TO
Good Manners
How not to behave badly abroad**

• Greetings
How should you behave when you meet someone for the first time? An American or Canadian shakes your hand firmly while looking you straight in the eyes. In many parts of Asia, there is no physical contact at all. In Japan, you should bow, and the more respect you want to show, (1) — In Thailand, the greeting is made by pressing both hands together at the chest and bowing your head slightly. In both countries, eye contact is avoided as a sign of respect.
• Clothes
Many countries have rules about what you should and shouldn't wear. In Asian and Muslim countries, you shouldn't reveal the body, especially women, who (2).
In Japan, you should take off your shoes when entering a house or a restaurant.
Remember to place them neatly together facing the door you came in.
This is also true in China, Korea, Thailand, and Iran.
• Food and drink
In Italy, Spain, and Latin America, lunch is often the biggest meal of the day, and can last two or three hours. For this reason many people eat a light breakfast
and a late dinner. In Britain, you might have a business lunch and do business as you eat. In Mexico and Japan, (3) —• Lunch is a time to relax and socialize. In Britain and the United States, it's not unusual to have a business meeting over breakfast, and in China it's common to have business banquets, but you shouldn't discuss business during the meal.
• Doing business
In most countries, an exchange of business cards is essential for all introductions. You should include your company name and your position. If you are going to a country where your language is not widely spoken, you can get the reverse side of your card printed in the local language. In Japan, you must present your card with both hands, with the writing facing the person you are giving it to.
In many countries, business hours are from 9.00 or 10.00 to 5.00 or 6.00.
However in some countries, such as Greece, Italy, and Spain, (4) \_ then remain open until the evening.
Japanese business people consider it their professional duty to go out to restaurants after work with colleagues.
If you are invited, you shouldn't refuse, even if you don't feel like staying out late.