

CULTURAL ITEMS WORKSHEET FOR _____

CULTURAL AREA	CORRECT RESPONSE
<p>Meeting and Greeting</p> <ul style="list-style-type: none"> Making an initial contact The first meeting <ul style="list-style-type: none"> Names Titles / rank Showing respect Formal distance Proper gifts and gift-giving <ul style="list-style-type: none"> Improper gifts Impressing your counterpart(s) When to get down to business 	
<p>Negotiations</p> <ul style="list-style-type: none"> Typical negotiating tactics How is compromise viewed? Overcoming an impasse The bargaining process 	
<p>Conversation</p> <ul style="list-style-type: none"> Proper conversation topics Topics to avoid The role of humor Be direct or not? 	
<p>Social</p> <ul style="list-style-type: none"> The role of women in business The role / importance of respect Importance of person vs. group Individuality Social barriers Class distinctions Faux-pas to avoid Personal integrity Male/female relations Time orientation Resolving conflict 	
<p>Communication</p> <ul style="list-style-type: none"> Nonverbal communication Written communication Communication style Communication patterns Business communication style The use of humor 	

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<p>Building a relationship Importance of a personal relationship Warmth and friendliness Building trust</p>	
<p>Attire Business Social Informal</p>	
<p>Eating and entertaining For Business Timeliness Manners Host expectations Guest expectations In the home Timeliness Guest expectations Manners</p>	
<p>Management and style Problem solving method Adapting to change Working as a group How do they view competition How do they handle disagreements? Achievement orientation Being efficient and well-prepared Patience? Inner circle Business ethics Evaluation and promotion Bottom line approach?</p>	
<p>Business meetings Timeliness Structure Duration Presentation style</p>	