Effective Business Meetings in English

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Structure

1. General advice for business meetings
2. Business meetings in Germany
3. Business meetings in the USA
4. Business meetings in China
5. Summary
1. General advice for business meetings

• Enough time for preparation
• Formal clothes
• Follow an agenda
• Time is money
• Avoid meetings outside office hours if possible
• Keep it democratic
• Meetings are for business, not for socialising
2. Business meetings in Germany

Greetings:

• Address each other with "Herr/Frau" and surname

• Academic titles are important

• Shaking hands with eye contact

• Only use the formal pronoun "Sie"
2. Business meetings in Germany

**Negotiation:**

- Well-prepared meetings
- Clearly structured agenda
- Exchange of business cards
- Meeting will begin on time
- Between 9.00 a.m. and 5.00 p.m.
2. Business meetings in Germany

**Business meals:**

- Business meetings over lunch
- Dinner maybe after the business meeting
- When others drink, you may feel pressured to drink as well
2. Business meetings in Germany

Avoid:

• Delays

• Using mobile phones during business meeting

• Meetings and phone calls outside business hours

• Informal dress
3. Business meetings in the USA

Greetings

Handshake

Title and surname

Eye contact

Business card
3. Business meetings in the USA

- Punctuality
- Politeness
- Optimism and no doubts
- Self-confidence
3. Business meetings in the USA

Start with small talk

Structured agenda

Serious and determined

Negotiation

Efficiency
3. Business meetings in the USA

Wait to be seated

Breakfast, lunch & dinner

Business Meals

Social conversation

Big tips
3. Business meetings in the USA

Queue jumping

- Taking empty phrases too seriously
- Discussing religion, sex and politics

Giving valuable gifts
4. Business meetings in China

Greetings:

• The most important person enters the room first

• Professional title and surname (e.g. Director Wong)

• Some Chinese people adopt a Western first name (e.g. Sarah or John)

• Handshaking
4. Business meetings in China

Negotiation:

- Follow an agenda
- Exchange business cards
- Be punctual
- Meetings between 12.00 noon and 2.00 p.m.
4. Business meetings in China

**Business meals:**

- Several courses
- Use chopsticks
- Many toasts
- Leave lots of food uneaten
- Host pays the bill
- No tips
4. Business meetings in China

Avoid:

• Casual clothes
• Interruptions
• Finishing your food
• Asking for European-style cutlery
5. Summary

- Growing importance of teaching intercultural awareness
- Showing respect and empathy for your business partners
- Taking cultural differences into consideration for effective meetings
Thank you