

Business etiquette



Complied
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Basic character traits GERMANS

- Germans love their organization and order. They pedantic, skeptical, not wordy, serious, restrained.
- The main features of the German people are prudence, thrift, reliability, diligence, and rationalism.
- The Germans do not like to disturb the order, and the phrase «ORDNUNG MUSS SEIN» - «order is an order," as well as possible, characterizes the attitude of the Germans to life and business.



AT THAT FIRST THE ATTENTION

- Welcome;
- Sign Language;
- Language of communication;
- Appearance;
- The level of formality;
- Interpersonal relationship;
- Dining etiquette;

German clothing style can be described in two words - restraint and conservatism. It is believed that the darker the suit the man, the greater his title in the company.



- The Germans paid great importance to the titles that need to be considered when talking. If the companion title is not yet known, it would be correct to treat «Herr Doktor». Contacting doctor will not be mistaken as the word to be in Germany in wide use.
- If you communicate with your partner in the German language, I always use the polite form of address "you» ("Sie") and never refer to "you» ("du").
- German clothing style can be described in two words - restraint and conservatism. It is believed that the darker the suit the man, the greater his title in the company.



THE LANGUAGE BARRIER

- Most Germans are fluent in English, however, if possible, they prefer to negotiate in their native language.



Business correspondence

- Few people know that business relations with German firms can be set by an exchange of letters with offers of cooperation. If you send an e-mail request will answer him.





Business meetings and negotiations

- Germans prefer to start negotiations if they are firmly confident that they would come to some agreement with the partner. About business meetings and conversations are usually negotiated in advance. The Germans are carefully prepared to negotiate, are considering their position - the same demand from the foreign partner. They appreciate the accuracy and punctuality.
- If you break the negotiations were invited to the restaurant, then you should know that the account is usually paid for separately: Invitations and inviting.
- Meetings will never be interrupted by phone calls or occasional visitors.

Professional and personal lives of Germans clearly demarcated. When communicating with them is better not to touch topics such as:

- personal or family;
- money, especially wages;
- The Second World War.



DEUTSCHER OLYMPISCHER SPORTBUND

SOCHI 2014



If you want to maintain small talk, it is better to talk about the following topics:

- cars;
- sports (football is very popular);
- travels;
- job, your profession.



- Negative Germans refer to the interruption of work, in a deviation from the work plan, so do not like the negotiators, conferences and various meetings were talking, phone calls, go out of the room, painted in the notebook.



- On the positive outcome of the negotiations will affect the level of trust in your company's presence in the English website of the company, corporate addresses and business cards, as well as partner-representative of the German market, which helps you negotiate.





**THANK
YOU
FOR
YOUR
ATTENTION**