

## In Honor of our Rotary International President Elect Sakuji Tanaka, Some Japanese Culture Tips:

- The bow is their traditional greeting.
- If someone bows to greet you, observe carefully. If you are greeting an equal, bow to the same depth as you have been bowed to, because the depth of the bow indicates the status of the relationship between you
- As you bow, quickly lower your eyes. Keep your palm flat against your thighs.
- The Japanese are very aware of Western habits and will often greet you with a handshake. Their handshakes will often be gentle; this gives no indication of their assertiveness of character.
- The handshake may last longer than customary.
- Business cards are extremely important for establishing credentials. Membership in professional organizations should be included.
- Cards are presented after the bow or handshake. Read the card that is presented to you, memorizing all the information. Ask for help in pronunciation and in comprehension of the title; if you understand without help, make a relevant comment.
- Handle cards very carefully. Do not put them in your pocket or in your wallet if you plan to put it in your back pocket. It is improper to write on a person's business card (especially not in his presence).
- At work the Japanese are very serious and do not try to "lighten things up" with humor.
- While business entertaining is primarily for building friendships rather than for doing deals, you may discuss business during the evening.
- In a business or meeting situation be punctual at all times. Tardiness is considered rude. For social occasions, it is appropriate to be fashionably late.

### Some common words and phrases you might use:

	Phrases In Japanese	Phonetic Pronunciation
<a href="#">Hello</a>	こんにちは。	Konnichiwa. (kon-nee-chee-WAH)
<a href="#">How are you?</a>	お元気ですか。	O-genki desu ka? (oh-GEN-kee dess-KAH?)
<a href="#">Fine, thank you.</a>	元気です。	Genki desu. (GEN-kee dess)
<a href="#">What is your name?</a>	お名前は何ですか。	O-namae wa nan desu ka? Oh-NAH-mah-eh wah NAHN dess-KAH?)
<a href="#">My name is _____.</a>	私の名前は _____ です。	Watashi no namae wa _____ desu. (wah-TAH-shee no nah-mah-eh wa _____ dess)
<a href="#">Nice to meet you</a>	始めまして。	Hajimemashite. (hah-jee-meh-MOSH-teh)