

# Etiquette

## 礼仪

### 1. Tipping

In mainland China, it is not customary to leave tips. While in Hong Kong and Macau, it is becoming a norm to tip tour guides.

### 2. Greeting

Usually address a person by Mr., Mrs., or Miss. plus the family name, or by their government or professional titles. Note: married women in mainland China always retain their maiden name.

Handshake is the most common form of greeting.

### 3. Table manners

When making a toast, if you are too far away from some guests to clink glasses you may simply raise your glass and motion it towards them. In formal situations you should stand up to make a toast.

At a banquet or on formal occasions, it's polite to sample all the dishes, and at the end of the meal you may leave a little on the plate to demonstrate the generosity of the host. However, this practice is becoming less popular as people in modern society become more conscious of food wastage.

Under no circumstances should chopsticks be placed upright in your bowl, as this symbolizes sacrifices to the deceased nor should you tap your bowl with chopsticks.

Do not drink wine or alcohol until you toast others at the table. Drinking alone is usually considered rude.

Nowadays, it is not necessary to always drain your glass after a "ganbei", which means bottoms-up.

### 4. Giving and receiving gifts

Present and receive gifts with both hands. It is appropriate to give gifts as either a single item or in pairs.

It is inappropriate to give a clock or things to do with the number four as gifts, because they are associated with funerals and death.

### 1. 小费

在中国大陆一般不需支付小费，而在港澳地区通常需要向导游支付小费。

### 2. 问候

通常在称呼他人时，可以在其姓氏前加上“先生”、“女士”或“小姐”，或者加上职务或职业名称。注意：中国大陆的女士在结婚后通常保留自己姓氏。

最常见的打招呼方式是握手。

### 3. 餐桌礼仪

敬酒时，如果与对方相距较远，可以举起酒杯向客人方向示意，以此代替碰杯。在正式场合，则应起身碰杯。

在宴请或其他正式场合下，应品尝每一样菜式。最后可以在盘中剩余一点菜，以示饭菜丰盛和主人大方。但是现今更多的人开始摒弃这种习俗，杜绝食物浪费。

用餐时不能将筷子竖放在碗里（此举代表祭祀逝者）或用筷子敲击碗碟。

在与主宾敬酒之前，不要独自饮酒，否则有失礼貌。

现今，“干杯”并不一定意味着一饮而尽。

### 4. 赠送与接收礼品

送礼与收礼时宜用双手。

数字“4”一般被认为不吉利。因此礼品个数以一个或一对为宜，不能为4个。

送礼不宜送挂钟、闹钟及任何与“4”相关的礼品，因为这些与“送终”或“死”谐

Scissors or sharp objects are not proper either, since they symbolize severing relations.

Chinese people do not want to give others the impression that they are greedy; therefore some may not accept a gift until you offer it to them more than once.

### 5. Everyday living

At your friend's house you will be given tea automatically to show hospitality.

When you leave your friend's house, they will "see you off," meaning that they will accompany you to the elevator or your car.

音。尖锐物如剪刀也不宜赠送，代表关系不和恰。

送礼给中国人时，对方通常不会第一次就收下，而是在您坚持赠送时才收下，因为立刻收下可能会显得贪心。

### 5. 日常生活

到中国人家里做客，主人通常都会为您沏茶，这是友好和热情的表现。

离开朋友的住所时，主人通常会为您送行，即送您上车或者进电梯之后再返回。