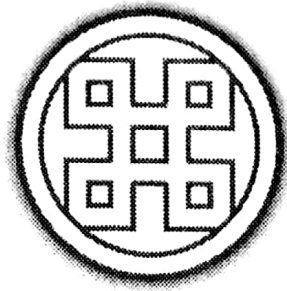


TABLE OF CONTENTS



ACKNOWLEDGMENTS	ix
FOREWORD	xiii
PREFACE TO THE THIRD EDITION	xvii
INTRODUCTION: A BRIEF BACKGROUND TO THE CHINESE WAY OF LIFE	xxi

PART I **Advice for Westerners Interacting with the Chinese** **1**

<u>ONE</u>	Chinese Titles and Forms of Address	3
	<i>Chinese Naming Practices</i>	3
	<i>An Overview of Chinese Forms of Address</i>	4
	<i>Chinese Forms of Address Westerners Should Use</i>	5
	<i>Other Forms of Address Used in the PRC</i>	9

<u>TWO</u>	Greetings, Conversations, and Farewells	13
	<i>Greetings among the Chinese</i>	13
	<i>Conversational Openers</i>	18
	<i>Conversational Restrictions</i>	19
	<i>Farewells among the Chinese</i>	22
	<i>Notes</i>	24

<u>THREE</u>	Chinese-Style Dining	25
	<i>The Significance of Dining</i>	25
	<i>The Chinese Way of Dining</i>	26

Table of Contents

<u>FOUR</u>	<p>Appointments, Visiting, and Time Use 31</p> <p><i>Time-Use Patterns in Official Chinese Contexts</i> 31</p> <p><i>Time-Use Patterns in Nonofficial Chinese Contexts</i> 32</p> <p><i>Receiving Social Visits from Chinese Friends</i> 35</p> <p><i>A Word about Hosting Chinese Visitors in the United States</i> 37</p> <p>Notes 38</p>	<u>NINE</u>
<u>FIVE</u>	<p>Chinese Modesty and Humility 39</p> <p><i>Chinese "Disparagement" of Themselves and Their Families</i> 39</p> <p><i>Other Behavioral Features of Chinese Humility</i> 41</p> <p><i>The Origin and Nature of Chinese Humility</i> 44</p> <p>Notes 46</p>	
<u>SIX</u>	<p>Making Friends with the Chinese 47</p> <p><i>Levels of Personal Relationships among the Chinese</i> 47</p> <p><i>Chinese-Style Relationships and Their Pitfalls for Westerners</i> 49</p> <p><i>Some Cautionary Advice about Romance</i> 58</p> <p>Notes 61</p>	<u>PART</u>
<u>SEVEN</u>	<p>Education and Training among the Chinese 63</p> <p><i>Teaching and Training the Chinese Today</i> 63</p> <p><i>Student Life and Relationships in the PRC</i> 68</p> <p><i>The Special Role of Chinese Teachers</i> 71</p> <p><i>The Traditions of Western and Chinese Education</i> 73</p> <p>Notes 75</p> <p><i>Additional Readings on Educational Practices among the Chinese</i> 75</p>	
<u>EIGHT</u>	<p>Negotiating and Institutional Decision Making 79</p> <p><i>Decision Making in Chinese Institutions</i> 79</p> <p><i>The Cultural Bases of Western and Chinese Decision Making</i> 82</p> <p><i>Five Differences Between Chinese and Western Negotiating Practices</i> 86</p> <p><i>A Note about Western Women Working in China</i> 93</p> <p>Notes 94</p>	

Table of Contents

*Additional Readings on Commercial Practices among
the Chinese* 95

NINE

The Concept of "Face" in Chinese-Western Interaction	99
<i>A General Explanation of the Concept of Face</i>	99
<i>Contrasts between Chinese and Western Concepts of Face</i>	103
<i>Recognizing Common Face-Saving Behaviors of the Chinese</i>	106
<i>Protecting Your Own Face (and That of Others) When among the Chinese</i>	109
<i>Dealing with a Face-Loss Situation You Have Caused</i>	110
<i>Notes</i>	111

PART II

Advice for Westerners Living and Working in the PRC 113

<i>Living As a Foreign Guest in the People's Republic</i>	113
<i>Obtaining Personal Assistance</i>	118
<i>Changing Attitudes to Dress and Self-Decoration</i>	120
<i>Coping with Time-Use Differences</i>	121
<i>A Few Suggestions about Queuing</i>	123
<i>Accepting, Refusing, and Giving Invitations</i>	124
<i>Lending and Borrowing</i>	125
<i>Gift Giving among the Chinese</i>	126
<i>Being Entertained at a Meal</i>	132
<i>Hosting a Banquet or Other Meal</i>	134
<i>Problems of Foreign Teachers at Chinese Universities</i>	138
<i>Interacting with Administrators and Other Faculty</i>	139
<i>A Note about Audience Behavior Outside of Classroom</i>	142
<i>Interacting with Domestic Employees</i>	143
<i>Social Aspects of Traveling</i>	148
<i>Making Use of the Internet</i>	152
<i>Preparing for Your Final Return to the West</i>	153
<i>Keeping in Touch after Your Return</i>	155
<i>The Intercultural Context of Encountering the Chinese</i>	156

Table of Contents

What Are Intercultural Services? 157
For Additional Reading 163
Notes 167

APPENDIX A: GLOSSARY OF CHINESE TERMS 165
APPENDIX B: CHINESE TITLES AND FORMS
OF ADDRESS 171
RECOMMENDED READINGS 173
INDEX 179