



Language Links



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Global Business Etiquette

Are you planning to travel to another country for business? If you want to make a good impression, it's important to learn about business etiquette – or manners – of that country. Here is some information to get you started.



Business card etiquette

The difference in business card etiquette is clearly evident between Asian countries and with the United State and Canada. In general business cards are treated with greater respect



within Asian countries. A business card should be received with both hands and a positive comment is usually made. The etiquette in the United State and Canada differs in that the business card exchange is less formal. After receiving the card, it is usually put inside a pocket.

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Gift giving etiquette

The custom of gift giving is very common in many parts of Asia. It is expected that you bring small gifts and that they are wrapped nicely. When receiving a gift, it is usually opened later in private and not upon receipt of the gift. China has a different custom in that the gift should be refused a few times before finally accepting it.

Gift giving doesn't happen in all countries, and in some countries it might be viewed as a bribe.



Business meeting etiquette

In various countries around the world, business meeting etiquette also differs. For instance, lengthy small talk is common in Latin American and Asian countries, but in Australia and the United State, there is typically only a few minutes of small talk before getting down to business. Another example of differences can be found in Brazil, where it is acceptable to interrupt, as this shows an interest in the conversation. Inversely, in Korea, interrupting is greatly looked down upon. Instead, periods of silence are considered widely acceptable in Korea. When you are in Mexico and offered a drink, it should be accepted, refusing a drink can be seen as an insult.



These are just a few examples of cultural differences experienced in different countries. You should research via the Internet for more information about the country you are visiting. However, don't worry if you make a few mistakes, though. Showing you have some understanding of the customs of the people you will meet will go a long way. It's not easy to learn everything about another culture's business customs!

By
Piyaporn



Learning Strategies

11 Tips for learning a language through English newspapers



1. Read articles just above your current reading level. This will help you acquire new vocabulary, as you read articles that contain words you are not familiar with, but please make sure they are topics that interest you. By the same token, if you struggle to understand sentences because too many of the words are unfamiliar, then choose something simpler.

2. Learn to scan texts. Scanning text means to read through something quickly in order to grasp the main idea. This is a useful skill to learn, especially if you need to find particular information within an article quickly. It's not always necessary to read and understand each and every word.

3. Read without a dictionary (the first time). Read without a dictionary, at least the first time, and guess the meanings of words you don't know. This will allow you to read an article straight through without stopping. The second or third time you read the article, you may want to look up some of the words you still do not understand, especially words that appear several times.

4. Read out loud when you can. Reading aloud helps you combine your reading time with speaking time. You can work on your pronunciation as you go along and build confidence that you can use words and expressions in the correct context.

5. Read at your own pace. Depending on your goal, read as quickly or as slowly as you like. If you want to consume a lot of information, try scanning an article until you find information that interests you. If you want to fully understand what you are read then go slower and spend time looking up words and reciting them.

6. Read about topics you like! We learn most naturally (and enjoyably) when immersed in meaningful text. Rather than reading for the sole purpose of building vocabulary and improving grammar. Make sure that you are reading to be entertained, informed, to find meaning, or to be enlightened. If you read about cooking or football in other languages, read about cooking or football in your target language. This way, you are more likely to come across the same vocabulary in different texts, aiding in your understanding and storing in your memory. This will come in handy since what you like is usually what you want to talk about with others!



7. But...read a variety of content. While reading about what you like will keep yourself engaged and help you master certain vocabularies, reading a variety of topics will help to make sure you are exposed to a greater variety of talking points. Sometimes other people will initiate conversation with you, and it is important to have a broader working vocabulary.

8. Note and review new vocabulary. After reading the text through once and guessing at difficult words, read through a second time and look up words that are still unclear.

9. Parallel reading in your native language. If you find target language newspapers too difficult, it might help you to read a newspaper in your native language first. You will usually find articles on the same topics and this background information will help you understand the target language articles better.

10. Read regularly for short periods of time. Reading for 15 minutes once a day is more effective than reading for two hours straight once per week.

11. Be persistent! Reading news and articles, like many other habits, is a learned behavior. It is more likely to be repeated when associated with positive and rewarding experiences (Grusin and Stone, 1993). The good news is most language learners report that their enjoyment of reading target language newspapers increases as well as the variety of topics they enjoy reading.

By
Traisuda



Here's the Answer

QUESTION:

We would like to know how to express **quantities** (amounts; numbers) by using “hundreds” and what is the largest quantity that can be expressed in this way.

ANSWER:

When you see the number 2,300, you may say to yourself, “That’s two thousand three hundred.” You would be right, but Americans often have another way to say this number: “twenty-three hundred.”

For numbers 1,100 to 9,900, you can express them as hundreds, rather than thousands. Here are some examples:

- 4,300 = forty-three hundred
- \$1,500 = fifteen hundred dollars
- The year 1900 = the year nineteen hundred



Why do Americans express thousands as hundreds? Well it is faster to say “**Fifteen hundred**” (1,500) than “one thousand five hundred.”, 3 syllables vs. 6 syllables. While using this method is very common and often sounds a little less formal in daily conversation, which is fine – with the exception of years – as hundreds or thousands. Use whichever you feel more comfortable with, but make sure you understand both when you hear them.

We use this **convention** (way of doing things) with “round” numbers: 4,300 and **not** 4,321.

For example, “4,321” is usually expressed in thousands: “four thousand three hundred (and) twenty-one.”

For years, we do things a little differently : We group the first two and the last two **digits** (numbers 0-9) together, like this:

- 1986 = nineteen eighty-six
- 1086 = ten eighty-six
- 2086 = twenty eighty-six

However, for our current year, we can express it either way:

- 2016 = two thousand sixteen OR twenty sixteen



By
Napassawan



Bits and Pieces

Do's and Don'ts in Vietnam

Vietnam is a friendly and safe place to travel. With a common sense, your trip should be smooth and trouble free. Some of the biggest complaints from tourists come from over-aggressive street vendors, tour operators with a bad attitudes, and dangerous driving. However, with a cool head and sensible planning, one can avoid these problems.



DO'S



- Greetings are no different to western countries, there are no cultural formalities that as a foreigner you would be expected to know or practice.
- Vietnamese dress conservatively. Despite the heat, it's best not to show off too much skin. If you do, especially girls, you'll only draw condemning stares from the locals.
- Dress well when visiting pagodas. No shorts or tatty t-shirts. Shoes are fine, and rarely will you have to remove them. If unsure, just follow what the locals do.
- Drink plenty of bottled water, especially when walking around sightseeing. No need to carry huge bottles around

with you, as a vendor is never far away and no doubt they will find you before you find them.

- Keep your cash, credit cards, airline tickets and other valuables in a safe place.
- Travel with recommend tour agencies. Even if you plan to buy tickets when in country, research your journey a little first on the Internet. A good resource is Lonely Planet's Thorn Tree Forum, where fellow tourists discuss travel in Vietnam. This way you avoid unreliable tour agencies and badly run hotels.

DON'TS

- Wear a lot of jewelry or take a bag with you. Violent crime is unusual in Vietnam, but petty crime is more prevalent. If you have a bag, or touting a digital camera around your neck, you are a potential target.
- When taking a ride by a motorbike taxi (*xe om*) make sure your bag, if worn, is not on display or easy to grab. Bag snatches, although rare, are probably the most likely crime a tourist would encounter, and it raises the possibility of being a target if you are tailing a camera or a laptop in the wind.
- Don't wear singlets, shorts, skirts or dresses, or revealing clothes to temples or pagodas.
- Physical displays of affection between lovers in public are frowned upon. That's why you may come across couples holding hands but not hugging or kissing.
- Losing your temper in Vietnam means a loss of face. Keep a cool head and remain polite, you'll have a greater chance of getting what you want.
- Remember, this *is* Vietnam, a developing country, and things don't quite work as you are maybe used to. Don't be paranoid about your safety; just be aware of your surroundings.



By

Pimravee

