

As a position increases, the manner is duty.

Let's raise one rank dignity being conscious of a manner in the global society.

Dining (Table Manners)

1. Don't make a noise with cutlery.
2. No elbows on the table.
3. Avoid chewing with your mouth open.
4. All you can eat and drink modestly.
5. Gluttony is ashamed.
6. Avoid slurping food. (noisy)
7. Avoid munching audibly. (Food flies)
8. No big cough, sneezing, loud voice
(Disturbing others)
9. Nice way to rest and use chopsticks.
10. Don't look down while eating. Set eyes on the same level with your guests.
11. Don't hunch your shoulders.
12. Don't eat with a big mouth. Cut into bite-size and eat elegantly.
13. Don't be arrogant to the staff. Be friendly.
14. Assisting with service, passing the dishes.
15. Ordering dishes with discretion.
16. Don't sit on raising your legs. (Behave yourself.)
17. Don't eat while standing at the table.
18. A samurai glories in honorable poverty.
19. Eating from cold to warm dish.
20. Don't put wasabi on a saucer to keep flavor.
21. Treat someone occasionally if you've treated before.
22. Return the courtesy 1 of 5 times.
23. Always complimenting the food.
24. Don't imprint of your lipstick on the rim of a glass.

Reception

1. Seating arrangement is important.
(A seat far-off from the entrance is the place of honor.)
2. Higher management should be polite since it might lead to the evaluation of the company.
3. Send a Thank-You email on the same day.
4. Ordering dish which is cheaper than the partner in case you will be treated.
5. Pay attention to your guests. (Assessing the situation quickly.)
6. Have a free drink moderately.
7. Silence your cell phone.
8. You can decide a reception place depends on your guest's rank.
9. Enjoy, smile, and hospitality
10. Having a large topic of positive conversation not to soil the cheerful atmosphere.
11. Don't change the topic of conversation suddenly.

12. Serving an English menu to foreigners. (Unisoku-made)
13. Teach foreigners how to eat a Japanese dish.
14. Take a suitable amount of dish, not too much.
15. Don't eat messily but nicely.
16. Dress appropriately. (Work clothes are only in the office.)
17. At a buffet-style party, don't start serving immediately but slowly with graceful manners.
(Having some light meals like soba-noodles or a rice ball before attending a party.)
18. At a buffet-style party, don't walk around while eating.
19. At a buffet-style party, young people should not sit on the chair.
20. Ordering dish modestly to think about a burden for the hosts.
21. Use fork, knife, and spoon from outward to inward on both sides.

Business

1. Don't forget or run out of your business cards.
2. Listen to the other people's conversation. (Avoid a one-way conversation.)
3. Show your deep gratitude to your guests.
4. Manners know distance.
5. Don't make an excuse. (Apologize honestly.)
6. Keep your smile and charm all the time.
7. As you promote to higher position, you need to consider about your good appearance.
8. Neat and clean appearance
9. Shoes need to be polished and your shirts should be pristine white.
10. Take off your coat at the entrance of visiting destination.
11. Visiting the customers with a suit and a tie except the Cool Biz period.
12. Care about your body odor.
13. Don't cancel an appointment at the last minutes. (It loses the confidence.)
14. Keep your promise.
15. Keep to a delivery date.
16. Be punctual.
17. Don't hang up the phone before a sender.
18. Silence your cell phone at a place of visit.
19. Don't use excessive honorific expression. (Feel sick)
20. Refusal with your duty loses your existence.
21. Express a word of appreciation of the order on the same day or at least within a week.
22. Replying an e-mail instantly or on the same day is ideal.
23. Don't sleep during presentation. (rudeness)
24. Study about topical gimmick. (How's business?)
25. Speaking while looking people in the eyes. (Give kindness)
26. Don't speak ill of the other company, customers, and person. Don't talk big.
27. Be liked and not be liked by everyone. Don't be a person who talks as if you knew everything.