

# Japanese Etiquette and Manners Cheat Sheet

## Phrases & Tips

### Basic

おはようございます **Ohayou gozaimasu** – Good Morning

こんにちは **Konnichiwa** – Good Day

こんばんは **Konbanwa** – Good Evening

おやすみなさい **Oyasumi nasai** – Good Night

ありがとうございます **Arigatou gozaimasu** – Thank you

ごめんなさい **Gomen nasai** – I am sorry

すみません **Sumimasen** – Excuse me

しつれいします・しました **Shitsurei shimasu/shimashita**

I'm very sorry, please excuse me

### Eating

いただきます **Itadakimasu** – Said before a meal “I receive this food”

ごちそうさまでした **Gochisousama deshita**

Said after a meal “Thank you for the meal”

### Visiting Someone's House

おじゃまします **Ojama shimasu**

Said when entering someone's house “May I come in?”

おじゃましました **Ojama shimashita**

Said when leaving “Thank you for having me”

### Work

おつかれさまです **Otsukare sama desu**

Good job, We just did a tough thing

おさきにしつれいします **Osaki ni shitsurei shimasu**

Excuse me for leaving first

### Bowing

-Straight back, don't look the person in the eye

-Longer and deeper is more polite

-Ladies hands clasped in front, Men hands at sides

### Food

-Don't stick chopsticks upright in rice

-Slurp Asian noodles but not western noodles

-Don't pass food with chopsticks

### Bathing

-Wash before entering onsen (hot spring)

-Don't dip your towel in the hot bath water

### **Gift Giving**

-Bring a small gift to the people in your office when you go on a trip.

### **Shoes**

-Take them off when entering a house/building.

### **Business Cards**

-Treat with respect

-Don't stuff into your pocket when you get them

### **Drinking Parties**

-Bring a good amount of cash

-Wait to be seated

-Wait until the toast to drink

-Pour for other people, not yourself

-If you don't drink, be firm. Let people know, order oolong tea.

-What happens at the drinking party stays at the drinking party

\*\*When in doubt wait to be directed.

\*\*There is no such thing as too much apologizing, bowing or thanking.