



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

V. ADDITIONAL RESOURCES/BIBLIOGRAPHY

ABA Guide to International Business Negotiations, edited by James R. Silkenat and Jeffrey M. Aresty; 1994 (organized in two parts: first part focuses on general national, legal and cultural issues to be considered in international business negotiations; second part includes detailed discussions of specific nuances of negotiations in each of 17 countries -- including Australia, Belgium, Brazil, Canada, Czech Republic, France, Germany, Italy, Japan, Korea, Mexico, Netherlands, Spain, Sweden, Taiwan, U.K., and U.S.) (to order, call 1-800-285-2221, or see www.abanet.org/intlaw)

Asia for Women in Business: Hong Kong, Taiwan, Singapore, and South Korea, by Tracy Wilen and Patricia Wilen; 1998

African Culture and American Business in Africa. How to Strategically Manage Cultural Differences in African Business, by Emmanuel Nnadozie; 1998

Background Notes, U.S. Department of State (available for 170+ countries worldwide; brief, factual pamphlets with information on country's people, geography, history, government, economy and political conditions; often include a reading list, travel notes, and maps) (to order, call

202.512.1800)

Breaking Through Culture Shock, by Elisabeth Marx; Nicholas Brealey Publishing (study of business cultures in Germany, France, U.K., China and U.S.)

Business Travel Etiquette Club; at www.traveletiquette.com (online service that provides pointers on business cultures of specific countries)

Chinese Etiquette and Ethics in Business, by Boye De Mente; NTC Business Books/Haworth Press; 1989 (to order, call 1-800-342-9678)

Consular Information Sheets, U.S. Department of State; (available for every country in the world; fact sheets including information on crime and security conditions, areas of instability and other details relevant to travel) (available at www.travel.state.gov)

Country Commercial Guides, U.S. Department of State; available at www.state.gov (prepared annually by U.S. embassies with assistance of various federal agencies; provide comprehensive overview of countries' commercial environments, using economic, political and market analyses)

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Doing Business With Japanese Men.' A Women's Handbook, by Christalyn Brannen and Tracy Wilen; Stone Bridge Press

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Management Across Cultures. Insights from Fiction and Practice, by Sheila Puffer

The Protocol School of Washington; (international protocol consulting firm) (Dorothea Johnson, Director; for additional information, call 703.821.5613)

Put Your Best Foot Forward, by Mary Murray Bosrock (series of international guidebooks)

Speaking Globally -- Effective Presentations Across International and Cultural Boundaries, by Elizabeth Urech

Tips for Travelers, U.S. Department of State; (series of pamphlets on travel to specific regions of the world; cover topics such as currency and customs regulations, import and export controls, dual nationality and photography restrictions; titles include Sub-Saharan Africa, the Caribbean, Canada, Central and South America, the People's Republic of China, Mexico, the Middle East and North Africa, Russia and the Newly Independent States, and South Asia) (to order, call 202.512.1800)

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For additional titles, search *business travel*, *cross-cultural communication*, and related topics on www.amazon.com

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[Federal Income Tax Benefits for Homeowners on the Move](#)

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Karen G. Adams	MOVING... A Complete Checklist and Guide to Relocation
Gary Althen	American Ways - A guide to Foreigners in the United States
Andrews, Bordeaux & Vasquez	Take your Baby and Go!
Roger E. Axtell	GESTURES: The DO's and TABOOS Around the World The DO's and TABOOS of Body Language Around the World The DO's and TABOOS of International Trade The DO's and Taboos Around the World for Women in Business
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