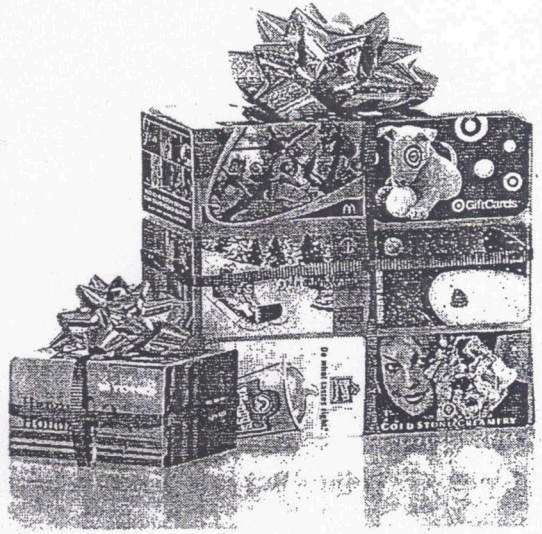
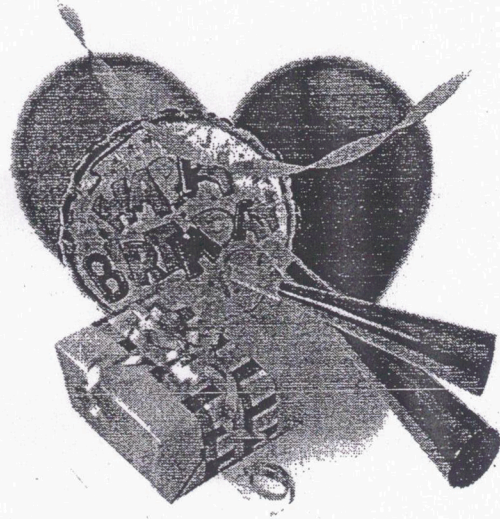


# Giving and Receiving Gifts

1. It is very important that you give and receive gifts graciously.
2. You must remember that it is the thought that counts, not the worth of the gift.
3. If you receive a gift with a grateful expression of gratitude, the giver will appreciate it very much for he/she has spent time and thought on the selection of the gift.
4. Joke gifts may evoke laughter at that moment, but can leave a sour taste.
5. By nicely wrapping a gift and giving it on time you enhance the value of the gift and our gesture.
6. Watch out what you gift professionally for what you give sets a precedence which must be matched or exceeded in the future.
7. An employee is under no obligation to give a superior a gift-he/she may do so at his/her discretion, or as a spontaneous act.
8. Receiving a nicely wrapped gift with a personal note inside is one of life's nicest experiences.
9. Even if a person has been thanked verbally, it is always good to follow it up with a 'Thank you' note.
10. Gifts for babies can include pin, mugs, rattles, clothes, silver or gold objects, dresses, albums, baby blanket, music box, or simple toys.

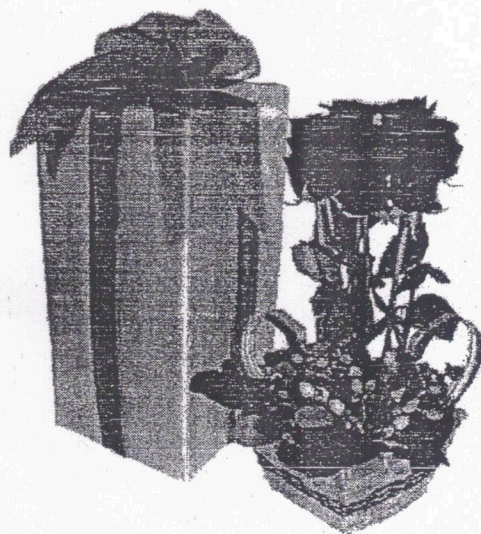


11. Children would love to receive books, toys, craft kits, educational games, sports items, paints and brushes and video games.
12. Teenagers love books, clothes, audio and video cassettes, sport equipment, camera, watch etc. *CD's.*  
*fashion accessories.*
13. For weddings one can present silver ware, art objects, money, glassware or pottery, table lamps or brassware, wall hangings, *bedsheets.* linen, engraved boxes or jewellery boxes, thermoware like flasks or casseroles etc.
14. Generally, for anniversaries, gifts are given only on special anniversaries such as a 25<sup>th</sup> year anniversary.
15. The most suitable gift for anniversaries would be flowers and bouquets or a basketful of assorted fruits.
16. The "Traditional and "revised" list of gifts for anniversaries is given below :



<i>First</i>	Paper clock
<i>Second</i>	Cotton/China
<i>Third</i>	Leather/ Crystal/Glass
<i>Fourth</i>	Books/Electrical Appliances
<i>Fifth</i>	Wood/Clock/Silverware
<i>Sixth</i>	Candy/Iron/Wood
<i>Seventh</i>	Copper/Bronze/Brass/Desk sets
<i>Eighth</i>	Electrical appliances/Linen/Lace
<i>Ninth</i>	Pottery/Leather
<i>Tenth</i>	Tin/Aluminum/Diamonds

<i>Eleventh</i>	Steel/Fashion Jewellery
<i>Twelfth</i>	Silk/Linen/Coloured gems/Pearls
<i>Thirteenth</i>	Lace/Textiles/Furs
<i>Fourteenth</i>	Ivory/Gold jewellery
<i>Fifteenth</i>	Crystal/Watches
<i>Sixteenth</i>	Silver-Ware
<i>Seventeenth</i>	Furniture
<i>Eighteenth</i>	Porcelain
<i>Nineteenth</i>	Bronze
<i>Twentieth</i>	China/Platinum
<i>Twenty-fifth</i>	Silver
<i>Thirtieth</i>	Pearl/Diamond
<i>Thirty-Fifth</i>	Coral/Jade
<i>Fortieth</i>	Ruby
<i>Forty-fifth</i>	Sapphire
<i>Fiftieth</i>	Gold



17. For housewarming occasions, you can gift something useful for the house, like big pottery or vases, a welcome mat, plants, clocks, paintings, curios, etc.

*Small art/craft*

18. For birthdays, you can also give birthstones. The following is a list of birthstones by month :

January	Garnet
February	Amethyst
March	Bloodstone or aquamarine
April	Diamond
May	Emerald
June	Pearl or moonstone
July	Ruby
August	Sardonyx or peridot

September	Sapphire
October	Opal or tourmaline
November	Topaz
December	Turquoise or zillrecon

19. Gifts for the traveller must be both practical and portable musical tapes, vanity kit, books, and magazines, small tote bags, travel alarm clock, a leather passport/ticket holder, etc.
20. While giving a gift to someone, think about what would please the recipient, not you.