

# Learning for Earning

Your Route to Success

Sixth Edition



John A. Wanat  
E. Weston Pfeiffer  
Richard Van Gulik



*PowerPoint Presentations for*

# Learning for Earning

by Michael P. Wanat  
Sean W. Pfeiffer  
Marian S. Van Gulik



The Goodheart-Willcox Co., Inc.  
Tinley Park, Illinois

**CHAPTER**

**20**

# **Your Appearance**



# Chapter Objectives

After studying this chapter, you will be able to

- describe good grooming guidelines related to hair, skin, hands, breath, makeup, and fragrance.
- plan a wardrobe for work.
- judge the quality of clothes according to fabric, construction, and fit.
- summarize the proper care of clothing.



# Key Terms

- grooming
- acne
- dress code
- wardrobe inventory
- accessories
- fads

# Good Grooming

- Good grooming means being clean, neat, and well dressed.
- ***Grooming*** – The way in which people take care of themselves.





# Good Grooming

- Your appearance affects the first impression you make on people.
- The essential parts of good grooming include
  - hair
  - skin
  - hands
  - breath
  - makeup
  - fragrance
  - apparel



# Hair

- Hair should look neat and fashionable.
- Avoid extreme hair colors and styles.
- It should be clean at all times, but different types of hair require different hair-care routines.
- Mustaches and beards, if allowed, should be clean and neatly trimmed.
- See if your employer has rules on hair length and facial hair.



# Skin

- Bathe or shower daily.
- Use deodorant or antiperspirant to help keep fresh.
- People with acne need to take extra care of their skin.







## Did You Know?

- ❖ ***Acne*** is a skin disorder caused by the inflammation of the skin glands and hair follicles.
- ❖ *If worried about your complexion, you should seek a doctor's advice.*

# Hands

- Your hands will be noticed, so keep them clean and keep nails well manicured.
- Nails should be smooth, clean, and at reasonable length.
- Polished nails should always be kept fresh.
- Chips in the polish should be repaired daily.

# Breath

- A key factor in having a fresh breath is having clean, healthy teeth and gums.



# Breath

- Brush and floss teeth daily to keep them clean.
- Have dental check-ups regularly.
- Consider using mouthwash or chewing gum to help freshen your breath.



# Makeup

- Makeup is appropriate for women to wear on most jobs.
- It should be a flattering color and kept light.
- If unsure what is right for you, go to a skin care consultant at your local department store.

# Fragrance



- Fragrances should never be strong or annoying.
- Items with fragrances include after-shave lotion, cologne, perfume, and hair spray.



# Wardrobe

- Different types of jobs require different types of clothes.
- Your clothes should always be neat and clean, no matter what your work is.
- Remember that what you wear to work says something important about you.





# Dress Codes

- Many workplaces require certain clothing, such as uniforms, lab coats, or suits.
- ***Dress code*** – A set of rules that individuals must follow regarding clothing and general appearance.
- Reasons for dress codes include
  - a company's desire to maintain a professional image
  - worker safety or health reasons



## Did You Know?

- ❖ *Construction workers on the Golden Gate Bridge were the first workers required to wear modified army helmets that came to be called "hard hats." The bridge opened in 1937.*

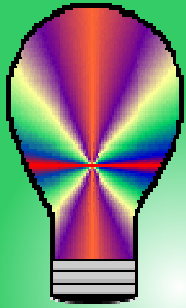


Source: [www.cdc.gov/niosh/awards/bullard-sherwood](http://www.cdc.gov/niosh/awards/bullard-sherwood)



# Dress Codes

- The trend in the workplace is the wearing of more casual clothes.
- Three terms for this trend are
  - *business casual*
  - *corporate casual*
  - *workday casual*
- A casual dress code does *not* mean “no” dress code. Clothing must be suitable for work.

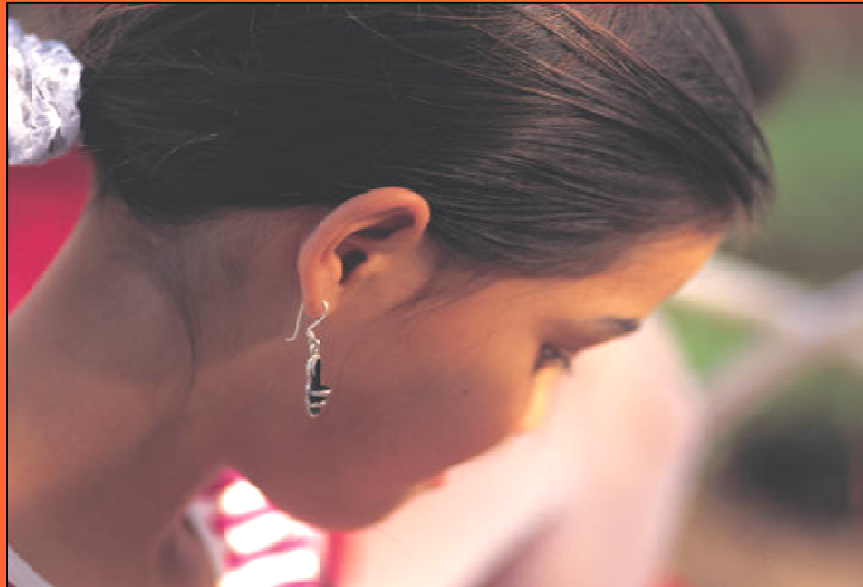


# Think About It

- ❖ *What are some local jobs that require the following?*
  - ❖ *a dress code*
  - ❖ *a uniform*
  - ❖ *dress restrictions for safety reasons, such as no dangling jewelry*

# Jewelry

- In some jobs, jewelry is banned because it may get caught in machinery.
- Where allowed, it should be simple, not overpowering.





# Wardrobe Planning

- Before you buy new clothes, identify what you own that fits well.
- ***Wardrobe inventory*** – A list of clothes and accessories found in a person's closet and drawers.
- ***Accessories*** – Items that complement a wardrobe, such as shoes, handbags, belts, neckties, and jewelry.

# Wardrobe Planning

- Note style and color of usable items when making your inventory.
- Identify the items that can be worn to work.
- Decide what you'll need to buy to build complete outfits.
- Make a shopping list, noting exactly what you need to buy.



# Wardrobe Planning

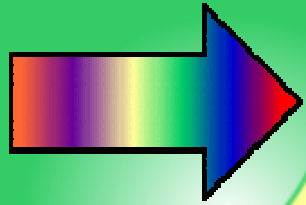
- Look at the clothes worn by others in the company.
- This will help you know what styles are commonly worn.



# Avoiding Fads

- ***Fads*** – Clothing items or styles that are popular for a very short period of time.
- Buy classic styles when planning a wardrobe, not fads.





# In Your Opinion

- ❖ *Besides items of clothing, what else can reflect fads?*



# Shopping for Quality

- Signs of quality clothing are
  - *good fabric* – It feels comfortable and has a superior look.
  - *good construction* – This involves straight seams, secure stitching, and patterns that match across seams.
  - *good fit* – This means no part of the garment is too tight or too loose.



# Shopping for Quality

- Good-quality clothes may cost more, but will look nicer.
- Good-quality clothes also last much longer.





# Shopping for Quality

- To judge if an item fits well, movement should be comfortable when the garment is on.
- Garments should lie smoothly across the body, with no wrinkles or sagging.
- Shirt or blouse sleeves should be slightly longer than jacket sleeves.

# Shopping for Quality

- Men's ties should extend to the belt.
- Dress or skirt hems should not be too short.
- Pants should be long enough to extend to the tops of shoes, but not to the floor.





# Laundry and Ironing

- Properly cleaned clothing looks better and lasts longer.
- Always follow each item's care label.
- Cleaning a garment will require one of three methods:
  - hand washing, which is washing by hand
  - dry cleaning
  - machine washing

# Laundry and Ironing

## International Symbols on Care Labels



This symbol means its safe to machine wash: one dot, use cold water; two dots, warm; three dots, hot.



A triangle means it is safe to use bleach.



A drying symbol means machine drying is safe: one dot, use low heat; two dots, medium; three dots, high.



An iron tells how to press: one dot, cool setting; two dots, medium setting; three dots, use a hot iron.



A circle means that it is safe to dry-clean the garment.

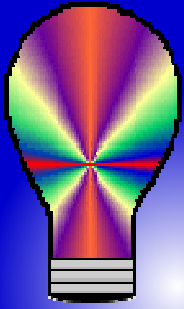


An X through a symbol means *do not use*.



# Laundry and Ironing

- When drying garments, use the lowest heat possible to prevent wrinkling.
- Iron clothing when needed.
- If labels say *dry clean only*, try to find a cleaner that does a nice job at reasonable prices.



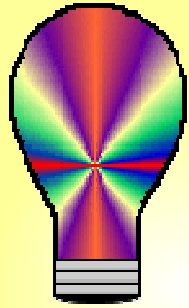
# Think About It

- ❖ *Explain what is involved in keeping yourself well groomed.*
- ❖ *Identify the importance of dress codes and some reasons for not permitting certain items.*
- ❖ *Describe how to create a wardrobe inventory.*
- ❖ *Explain how to shop for quality clothing.*
- ❖ *Name two guidelines that help judge if your clothes fit properly.*



# Chapter 20: In the Know

- Good grooming involves
  - keeping hair, skin, and hands clean
  - keeping breath fresh
  - using makeup and fragrances lightly
  - wearing clean, neat, appropriate clothing
- Learn what a job's dress code requires.
- Plan a wardrobe wisely, avoid fads in favor of quality, and maintain clothing well.



## Chapter 20: Think More About It

- ❖ *In what ways should you change your appearance to look less like a student and more like a serious employee?*
- ❖ *Which of your clothing items will transfer well to the workplace?*
- ❖ *When shopping for clothing, what says "quality" to you?*