

GROOMING, DRESSING, AND BODY LANGUAGE: Your Success Starts Here! TIPS & TECHNIQUES TO IMPROVE YOUR TOTAL IMAGE

♦ **ACTIVITY: HERE COMES THE "GROOM"!** [GROOMING TIPS AND TECHNIQUES]

Directions: Fill in the blanks with the correct words to make a true statement using information in the video.

1. Everyone should schedule _____ maintenance of skin, hair, hands, nails, and teeth.
2. _____ is a natural function of the skin.
3. A _____ does not keep you from perspiring, but does cover up body odor.
4. Heavily-scented colognes and after-shaves should be used _____ by both men and women.
5. To maintain a haircut, visit your stylist or barber at least _____ (how often) for a trim.
6. Many department stores and cosmetic technicians give _____ to teach application and color selection techniques.
7. A little _____ goes a long way, so try different colors before making your final choice.
8. _____ helps eliminate about 90% of mouth odor/bad breath.
9. Both males and females should use _____ to keep hands neat and smooth.
10. Employers may find _____ and _____ distracting in the workplace.

Overview:

It is often said that it takes 30 seconds to form a lasting impression. Part of that impression relates to the way a person *looks*. Appearance makes a statement about how you feel about yourself, what is important to you, and how you want others to see you. This video provides *basic grooming* techniques, introduces *clothing styles* appropriate for the workplace, and concludes with examples of how we communicate with *body language*. Viewers learn to improve their total personal and professional image. Segments include selection tips for "business casual" and "professional" dress, how body language and posture affect your overall image, and how verbal communication can enhance or impair the impression you make.

Viewing suggestion:

It is recommended that the video be viewed in segments, with discussion and activities following each segment. Segments include: GROOMING (with makeup techniques), DRESS for the workplace, and COMMUNICATION.



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