



Oklahoma Cooperative Extension Service
Oklahoma State University

Pathways to Success

A Basic Living Skills Curriculum

Look the Part

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Leader Materials

Look the Part

Objective: To help the learner evaluate how appearance makes an impression; increase awareness of personal cleanliness, grooming and dress; and develop a clothing plan for work.

Materials Needed: Learner's guide, pencils, magazines and catalogs with examples of clothing

Introduction: Take grooming test.



Look the Part

Today you will learn: Appearance, cleanliness and developing a clothing plan for work.

Look the Part



To Say

To Do

Did you know that personal appearance often has an effect on whether or not you get a job, and how much money you make? Let's see how you are doing.

Have learners complete the grooming questions on page 2.

Grooming

Rate yourself on these questions:

0 Never 1 Sometimes 2 Usually 3 Always

1. Do you take a bath or shower everyday? _____
 2. Do you use a good deodorant or antiperspirant every day? _____
 3. Do you shave everyday, if you need to? _____
 4. Do you put on clean underwear everyday? _____
 5. Do you wear clean socks everyday? _____
 6. Do you wash your hands a lot? _____
 7. Are your nails clean and neat? _____
 8. Do you keep your hair clean? _____
 9. Do you keep your hair combed and neat? _____
 10. Is your hair cut neatly? _____
 11. Do you brush your teeth at least two times a day? _____
 12. Do you make sure you do not have lint, dandruff, or dirt on your clothes? _____
 13. Do you make sure you look okay before you leave your room? _____
 14. Do you know that your cologne is not too strong? _____
- Total Points** _____

Add up your points and look at the chart to see how you are doing.

To Say

To Do

Add up the numbers in your answer column.

Help participants rate themselves on page 3 and fill in things they want to change.

Ratings:

36 - 42 You are looking good and feeling good.

30 - 35 You might pass.

23 - 29 You need some work.

22 - below Your best friend wouldn't even tell you.



If you aren't happy with your score, what will you change?

To Say

To Do

Let's talk about looking good on the job.

Read page 4 and check off boxes that apply.

You know the way you look is important for an interview. You must look good on the job too!



The clothes you should wear depend on the job. Look at what other workers wear.

You need to do more than just wear the right clothes. In all work places you should be clean, neat, and dressed right.

✓ Check for:

- | | |
|---------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Clean and combed hair | <input type="checkbox"/> Clean body |
| <input type="checkbox"/> Clean hands and nails | <input type="checkbox"/> No body odor |
| <input type="checkbox"/> Clothes clean and ironed | <input type="checkbox"/> The right clothes for work |

To Say

To Do

Everyone forms impressions of other people based on what they see. What can you tell about people by looking?

Present two scenarios on page 5. Discuss what we see when we look at others: How much money they make, possible job they do, gender, age.

When you look at people that you pass on the street, you may like what you see or not.

If they are walking slowly with shoulders down, wearing dirty clothes and holes in their shoes, what do you think?



When they look neat, wear good clothes, and have a pleasing look, what do you think?

Both of these people have made an impression on you.



To Say

To Do

What kind of impression do you think you make?

Read page 6 and discuss the kind of impression participants make.

You also make an impression on people.

You make an impression because of the way you look.



When you have a job interview, you make an impression on the person who interviews you. If this impression is good, you might get the job. If not, you will not.

When you go to work, you make an impression everyday by the way you look. Do you look like others with the same job you have?



You can tell that the way you look matters. What kind of impression do you want to make?

To Say

Let's see if we can decide what kind of clothes you should wear to work.

To Do

Read page 7. Have learners decide what they would wear to work.

What kind of clothes should you wear?

The kinds of clothes you wear depend on the job.

If your job requires a uniform, great. All you need to do is keep it cleaned and ironed.



If you don't know what you need to wear, ask your boss, or look around at what others wear.

To Say

If you have a plan, you can do a better job of putting your clothes together.

To Do

Look at plan on page 8 (men) or page 10 (women).

Have some magazines or catalogs available for examples.

Clothing Plan for Men

	Colors				Accents	Goes With
	Navy Blue	Gray	Tan	Black		
Jacket	Wool					All pants and shirts
Jacket		Wool				All pants and shirts
Jacket						
Pants			Khakis			All shirts, jackets, sweaters
Pants					Blue jeans	All shirts, sweaters
Pants						
Shirt					White	All pants
Shirt					Light yellow	All pants
Shirt					Light blue	All pants
Shirt					White with gray stripe	All pants
Shirt			Turtleneck			All pants
Shirt						
Sweater		Wool				
Sweater						
Vest						
Suit				Good suit		
Coat			Rain coat			

These 11 items plus a good suit and coat gives many combinations of clothes to wear to work.

Go to the next page and make a clothing plan for yourself.

Clothing Plan for Women

	Colors		Accent	Goes With
	Black	Red		
Jacket	Wool Blazer			Everything
Jacket		Blazer		Everything
Skirt				
Skirt	Straight Skirt			Everything
Skirt		Straight Skirt		Everything
Skirt			Printed Full Skirt	Everything
Pants	Black and White Check			Everything
Pants				
Pants	Wool			Everything
Blouse			White	Everything
Blouse			Off White	Everything
Blouse	Turtleneck			Everything
Blouse		Turtleneck		Everything
Sweater	Long Tunic			Everything
Sweater		Button Front		Everything
Dress	Black and Red Print			Everything
Dress				
Coat	Winter			

First choose two colors that: 1) You like; 2) Look good on you; 3) Look good together. We chose red and black. You can see that staying with colors that go together really gives you more options for outfits to wear.

To Say

To Do

Let's summarize what we have learned today.

Have them complete page 12.

Answers to quiz on page 12 is:

1. e
2. f
3. g
4. b
5. a
6. c and h
7. d

1. Getting a job and keeping it can depend on _____.
2. You need to do more than just wear the right clothes. You should be _____.
3. If you do not know what to wear to work, you can _____.
4. The clothes you wear depends on _____.
5. You make an _____ by the way you look.
6. Two grooming habits you should do everyday _____ and _____.
7. You need to clean your teeth at least _____.

- a) Impression
- b) The job
- c) Use deodorant
- d) Two times a day
- e) How you look
- f) Clean and neat
- g) Look at what others wear
- h) Shower



Extra Activities:

- Use pictures of persons in different jobs or situations and ask learners what is going on in picture.
- Look through magazines or catalogs for examples of clothing and ask learners where they could wear these examples.

Lesson References:

Thomas, P.J. & Faiola-Priest, T. (1987). Lifepans. Cincinnati, OH: Southwestern Publishing.