



Oklahoma Cooperative Extension Service  
Oklahoma State University

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# Pathways to Success

A Basic Living Skills Curriculum

## Look the Part

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## Look the Part

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

### Look the Part



## 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.

**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?

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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 |

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.

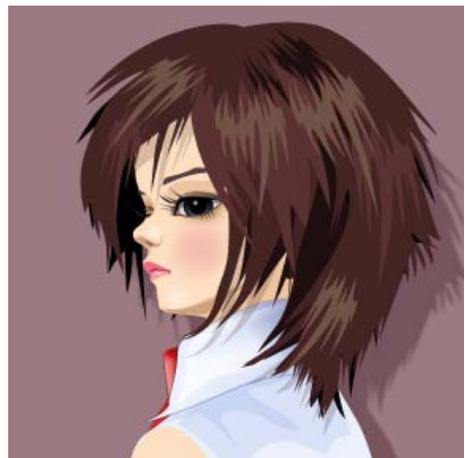
You also make an impression on people.

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?

## 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.

### Clothing Plan for Men

		Colors			Accents	
	Navy Blue	Gray	Tan	Black		Goes With
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.



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

