

# FIRST IMPRESSIONS ARE IMPORTANT!



**COMPETENCY  
CATEGORY:** Job Survival

**COMPETENCY  
NUMBER:** C.14

**COMPETENCY:** Demonstrate appropriate appearance.

**OBJECTIVE:** Upon completion of this module, students will be able to demonstrate appropriate appearance.



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## INTRODUCTION

- State module topic and review module objective.
- Discuss the following statement-You have only one chance to make a first impression.
- Ask students to explain the meaning of this statement.
- Why do we have only one chance to make a first impression?
- What happens if the first impression we make is not a good one?
- We will address these questions and many others as we complete this module entitled- “First Impressions ARE Important!”

## Administer Pre-Assessment

## OUTLINE

- A. First impressions
1. Many people will judge you by your appearance.
  2. A good first impression is often based on your appearance.
  3. A good first impression can be created by one's wardrobe or dress.
    - a. The clothes, the style, the fit and the appropriateness (correctness) for the occasion
- B. Personal wardrobe
1. There are some very accepted practices (as well as some unacceptable practices) that make a first impression-good or not so good!
  2. It is not suggested that “everyone should dress alike” or must

suppress their individual style or taste in clothing.

**Note to Specialist: Show well pressed and wrinkled examples of the clothing items below.**

3. Clothing (shirts, blouses, slacks and skirts) should be neat, clean and wrinkle free, pressed if necessary.

**Note to Specialist: Don't forget to mention that appropriate dress starts with clean undergarments.**

- a. If you don't like to iron, look for no iron clothing when you shop.
- b. The "rumpled" look may be alright with your friends, but it is not acceptable in many places including the work place.

**Note to Specialist: Show examples of the clothing items below. Be sure to show items that can be mixed and matched and do not forget the accessories.**

4. A "simple" style generally makes the best impression.
  - a. Colors such as white, black, navy, cream, brown, light blue, pale yellow are good neutral wardrobe colors.
  - b. They also mix and match well with other colors.
5. A simple dress or shirt and slacks outfit can be completed by adding accessories to make the difference.
  - a. Accessories might include a tie, belt, or scarf.
  - b. Don't overdo it with bracelets, earrings and necklaces that are too flashy.

**Note to Specialist: Discuss body piercing (first impressions and long-term consequences) in relationship to job seeking and job advancement opportunities.**

**Note to Specialist: Show examples of the clothing items below.**

6. Clothing comes in a wide variety of fabrics.
  - a. Natural fabrics such as linen, cotton, and wool
  - b. Synthetic mixes such as nylon, rayon, cotton/poly blends

**Note to Specialist: Point out the differences in the care and upkeep of various types of fabrics.**

7. When it comes to appropriate dress, the idea is to “fit in” with others.
  - a. In the work place look to see how your co-workers are dressed
  - b. You do not want to stand out or cause others to question your choice of clothing.
  - c. Look around to see how others are dressed and follow suit (no pun intended)!
8. “Business casual” is a term often used to describe the appropriate (correct) dress in much of the business world today.
  - a. It generally consists of a dress shirt and tie with casual slacks and (polished) dress shoes for men.
  - b. For ladies, it is a dress or a blouse with a skirt and low heel shoes.
  - c. Ladies, slacks are sometimes permissible, but again, see what the others are wearing and dress accordingly.

**COMPLETE LEARNING ACTIVITY C.14-1**  
**“APPEARANCE CREATES A GOOD FIRST IMPRESSION”**

- d. Ladies, a word about skirt length- too short can be dangerous. Consider your appearance when you sit down in a skirt that is too short.
9. Proper dress and the work environment
- a. Many office or business related work environments require a more “semiformal” dress.
  - b. For men this would include a suit or sport coat, dress shirt, tie, slacks, and dress shoes. For women, this would mean a business suit, blouse, and low heel dress shoes.
  - c. Some work environments are more “business casual.”
  - d. Some work environments allow individuals to wear more informal dress.

**Note to Specialist: In some work environments, informal dress might include jeans, clean shirt and work shoes. Examples, agriculture, industry, construction, etc. Be certain to stress safety-related dress requirements if appropriate.**

- e. This might include a sport shirt, polo shirt, and casual slacks for men. For women, this might include a dress or dress slacks, blouse, and low heel or flat shoes.
- f. Match the appropriate dress with the type of work environments you are placed in.

**COMPLETE LEARNING ACTIVITY C.14-2**  
**“SO WHAT IS BUSINESS CASUAL ANYWAY?”**

10. If you are not sure of how to dress for the occasion, it is generally best to dress UP, not DOWN!



11. Jeans, tee shirt and tennis shoes or sandals are generally NOT acceptable clothing for many business and office related work environments.
  - a. There are some exceptions. For example, employees working at some of the more popular sporting goods or athletic shoe stores are permitted to wear tee shirts, polo shirts, jeans or khaki pants, and tennis shoes.

**COMPLETE LEARNING ACTIVITY C.14-3**  
**“LIGHTS, CAMERA, ACTION”**

- b. Many employers will not mention your selection in terms of dress but do not take that to mean that they approve.

**Note to Specialist: If necessary, be certain to note cultural differences regarding appropriate dress and grooming.**

C. Personal grooming or personal hygiene

1. Includes such things as hair, make-up, shaving, perfume, bathing/showering, moustaches, sideburns, beards, teeth, breath, nails, etc.
2. Just about everything that doesn't involve your wardrobe
3. Hair

**Note to Specialist: Show pictures of various men's and women's hair styles.**

- a. Must be clean (washed at least two to three times a week), well groomed and styled to look natural (style and color)
    - b. Few things can create the wrong impression as much as your hair.

**Note to Specialist: The following points should be made about appropriate personal grooming in the work place.**

- c. No extreme or fad styles

- d. Hair should not contain excessive amounts of creams, gels, oils or sprays.
- e. Natural is the key word.
- f. Ladies, this means a feminine appearance without hair ornaments such as ribbons or jeweled pins.
- g. If a barrette is needed, be certain that it matches your hair color.
- h. As for hair color, again, wear a common, natural looking color.

**Note to Specialist: Show example of the items discussed below.**

- 4. Make-up
  - a. Should be conservative and in good taste
  - b. This means a lighter, more natural looking appearance.
  - c. Leave the dark lipstick and eye shadow for "after 5" or non-business occasions.
- 5. Shaving

**Note to Specialist: Show pictures of various men's styles (beards, moustaches, sideburns).**

- a. Should be done on a regular basis (perhaps each day is necessary to remove that stubble look)
- b. If beards and/or moustaches are permitted (better check on this right up front) be sure that they are kept trimmed and natural looking.
- c. Side burns should be trimmed, straight (with no flares),

and extend no further than the lowest part of the exterior ear opening.

**Note to Specialist: Show examples of the various products discussed below.**

6. Bathing/showering
  - a. Should become a daily routine
  - b. Use a deodorant everyday so that you can keep your “cool.” Nothing is more offensive than body odor.

**Note to Specialist: Show examples of the various products discussed below.**

7. Brushing and flossing
  - a. Should be done DAILY, followed by the use of a good mouthwash
  - b. To avoid bad breath use a breath spray or breath mints between meals.
8. Hands and fingernails
  - a. Guys keep your hands and nails clean and trimmed.
  - b. Ladies the same goes for you, but it is especially important to keep your nails trimmed to a length that is not distracting.

**Note to Specialist: Show examples of acceptable and unacceptable colors of nail polish.**

- c. Nail polish color for work should be more conservative than what is popular when around your friends
9. Perfume and cologne

- a. Ladies, it can be worn but do not overdo it.
- b. Too much perfume can be quite offensive.
- c. Guys, the use of a men's cologne is a good idea but you too should use it sparingly. Hey, look at it this way, it will last longer!

**COMPLETE LEARNING ACTIVITY C.14-4**  
**“TEAM DEMONSTRATIONS”**

D. Proper posture

1. Proper posture includes how you stand, sit, and walk.
2. How we stand contributes a great deal to our personal appearance.

**Note to Specialist: Demonstrate the following as you are talking: lean against the wall or doorway, slump your shoulders with your head turned down so that making eye contact with your students is difficult.**

3. What does this say about me?
4. What does this say about my appearance?
  - a. Tired (the leaning against the wall), turned down head and lack of eye contact and slumped shoulders says that I do not have confidence in myself or confidence in what I am saying.

**Note to Specialist: Demonstrate each of the points discussed below.**

5. In order to demonstrate an appropriate appearance, you must stand straight and tall, with your head upright in order to maintain eye contact with others.
6. Shoulders should be straight and square. Avoid leaning against a wall or another object, for this only projects a tired or too casual appearance.

**Note to Specialist: Demonstrate each of the points discussed below.**

7. When sitting, sit up straight with your back square with your shoulders.
8. Do not slouch down in your chair or lean to one side or the other.
9. Keep your head up and make eye contact with others.
10. Ladies, watch how you cross your legs and check your skirt from time to time. You want to convey the appearance of a mature adult.
11. When walking, walk straight with your shoulders square and your head up so that you can see where you are going but more important so that you can look others in the eye so that you can greet them as you pass when appropriate.

**COMPLETE LEARNING ACTIVITY C.14-5  
"PRIVATE DETECTIVE WORK"**

**COMPLETE READING ACTIVITY C.14  
"CLOTHES MAKE THE EMPLOYEE"**

**COMPLETE MATH ACTIVITY C.14  
"STYLIN' FOR DOLLARS"**

**Administer Post-Assessment**

**LEARNING ACTIVITY C.14-1**  
**“APPEARANCE CREATES A GOOD FIRST IMPRESSION”**

**OBJECTIVE:** To identify various types of clothing and clothing styles

**RESOURCES:**

- Current copies of magazines
- Scissors and rubber cement
- Poster board and markers

**SUGGESTED TIME:** 1 hour

**DIRECTIONS:**

1. Cut out pictures of the various types of clothing and clothing styles that are popular today to build a collage for display.

**DISCUSSION QUESTIONS:**

1. What are the common features in clothing types and styles that have been selected?

2. What are the unique differences?

3. What are the current trends in today's clothing?

4. What are the popular colors in fashion today?

5. What are the popular “accessories?”

6. What types of fabrics are featured?

**LEARNING ACTIVITY C.14-2**  
**“SO WHAT IS BUSINESS CASUAL ANYWAY?”**

**OBJECTIVE:** To match various types of clothing and clothing styles with the correct occasion

**RESOURCES:** Current copies of popular magazines

**SUGGESTED TIME:** 1 hour

**DIRECTIONS:**

1. Arrange the classroom in a small circle or semi-circle.
2. Using popular magazines, select pictures of various types of clothing and clothing styles and show them to your students.
3. Ask students to match the types and styles of clothing to various types of occasions.

**DISCUSSION QUESTIONS:**

1. What types and styles of clothing appear to be the most appropriate for an informal, casual occasion? Business and office related work environments?

2. What are the differences in the types and styles of clothing and the type of occasion?



3. What are the current trends in today's business and office related work environments?

4. How would you define the term "business casual?"

5. What are the popular accessories worn in informal casual occasions?  
Business or office related work environments?

6. What types of fabrics are worn for informal casual occasions?  
Business or office related work environments?

**FOLLOW- UP ACTIVITY:**

1. Have participants invite a personnel manager to speak to the class about appropriate dress.

**LEARNING ACTIVITY C.14-3**  
**“LIGHTS, CAMERA, ACTION”**

**OBJECTIVE:** To demonstrate how to dress for a wide variety of work and non-work related occasions

**RESOURCES:**

- Three different types of outfits will be needed- the first example should be a complete business or office related work outfit (i.e., a suit or sport coat, dress shirt or blouse, dress slacks or skirt, tie and dress shoes)
- The second outfit will need to be a more business casual outfit such as a sport shirt or polo shirt, casual dress or slacks, and casual shoes
- The third type of outfit should consist of a pair of jeans or shorts and sweatshirt or tee shirt with tennis shoes

**SUGGESTED TIME:** 1 hour

**Note to Specialist: As you are demonstrating the following, be certain to ask questions regarding the types of clothing and clothing styles.**

**DIRECTIONS:**

1. Demonstrate the appropriate dress for a business or office related work environment.
2. Demonstrate the appropriate dress for a more business casual type of work environment.
3. Demonstrate the appropriate dress for a casual non-business related environment
4. Ask students to match the types and styles of clothing to an appropriate occasion (e.g., business party, date, dinner date, visiting a family friend, job interview, field trip, business meeting, etc.).

**LEARNING ACTIVITY C.14-4**  
**“TEAM DEMONSTRATIONS”**

**OBJECTIVE:** To demonstrate the elements of personal grooming and hygiene

**RESOURCES:**

- Samples of hair related products
- Pictures of appropriate hair styles for men and women
- Ladies make-up supplies
- Pictures of properly styled beards, moustaches, and sideburns
- Samples of various bath and/or shower products
- Personal hygiene samples- deodorant, toothpaste, dental floss
- Pictures of properly trimmed fingernails
- Women’s perfume and men’s cologne

**SUGGESTED TIME:** 3 hours

**Note to Specialist: Select teams of 2 or 3 students to plan and demonstrate the following personal grooming and hygiene products.**

**Note to Specialist: Demonstrate those items which are appropriate for your students.**

**DIRECTIONS:**

1. As part of a team, have 2 students demonstrate the proper procedures for washing, combing and drying a man’s hair.
2. As part of a team, have 2 students demonstrate the proper procedures for washing, combing and drying a woman’s hair.
3. As part of a team, have 2 students demonstrate the proper procedures for applying make-up.

4. As part of a team, have 2 students demonstrate the proper procedures for trimming a man's beard or moustache. Pictures can be used as a back-up, if necessary.
5. As part of a team, have 2 students demonstrate the proper procedures for using various bath or shower products.
6. Have a volunteer demonstrate the proper procedures for brushing and flossing teeth.
7. Have a volunteer demonstrate the proper procedures for washing hands and caring for nails. Pictures can be used as a back-up, if necessary.
8. As part of a team, have 2 students demonstrate the proper procedures for selecting and applying nail polish.

**FOLLOW-UP ACTIVITIES:**

1. In teams, have students list products necessary to maintain personal grooming and hygiene. Teams might go to 2 or 3 different stores to compare the costs of these products. Have teams give a group report to the class.
2. Invite a cosmetology professional to the class to give a demonstration on popular men's and women's hair styles and products.
3. Invite a cosmetology professional to the class to give a demonstration on nail care products.

**LEARNING ACTIVITY C.14-5**  
**“PRIVATE DETECTIVE WORK”**

**OBJECTIVE:** To research examples of proper and improper posture in everyday life

**RESOURCES:**

- One disposable 35 mm camera or Polaroid camera (with flash capability) for each team of 2
- Poster board, rubber cement, and markers

**SUGGESTED TIME:** 2 hours

**Note to Specialist: Once photos have been taken, it is suggested that you secure permission from the “subjects” for their use as part of a class project.**

**DIRECTIONS:**

1. As part of a 2 person team, give each team a camera.
2. Each team is to find good and poor examples of posture- individuals walking, standing and sitting.
3. Develop film and have teams assemble a poster display.
4. Have each team present their poster display and discuss the good and poor examples.

**DISCUSSION QUESTIONS:**

1. What are the most common examples of good posture when walking, standing, and sitting?

2. What are the most common examples of poor posture when walking, standing, and sitting?

**FOLLOW UP ACTIVITY:**

1. Have students conduct an Internet search on common problems associated with poor posture.

**READING ACTIVITY C.14**  
**“CLOTHES MAKE THE EMPLOYEE”**

**OBJECTIVE:** To describe the types of dress appropriate for different positions

**RESOURCES:** Reading Activity C.14

**SUGGESTED TIME:** 1 hour

**DIRECTIONS:**

1. Copy reading activity “Clothes Make the Employee” and distribute to each class member.
2. Direct the students to read the activity.
3. Have the students select a partner and, working together, answer the questions at the end of activity.
4. Have students share their answers with the class.

**DISCUSSION QUESTIONS:**

1. What kinds of things can *you* tell about people by the way they dress?

2. Is it reasonable for an employer to ask employees to dress a certain way? ... in a uniform?

3. How can a business benefit from employees dressing in a professional and/or appropriate way?



## “CLOTHES MAKE THE EMPLOYEE”

*Below are five scenarios in which a person is not professionally or appropriately dressed. While these examples are somewhat exaggerated, you probably know someone that the following will remind you of.*

Chase Carroll sat confidently in the waiting room of the First National Bank and Trust. He had a 2:30 pm appointment with the personnel manager of the bank, Mr. Douglas Barrow. Chase was applying for a teller's position with hopes of moving up to loan officer upon graduation from college. He had worn his best blue jeans with torn out knees. He knew he looked cool when he wore them at the rock concert last week. His wallet chain was an extra touch of class. Chase was hoping Mr. Barrow would make the connection between *wallet chain* and *bank*. He had ironed the T-shirt he got at the concert and had made certain that his shoelaces on his running shoes were knotted up for about an inch so they wouldn't drag the ground. He had his hair slicked back with lotion and left just a little stubble on his face for that rugged manly image. Chase was lookin' good and he knew it.

*Meanwhile, across town...*

Catherine Howell rushed through the doors of the Madison Department Store. She was dropping off an application for a job in ladies fashions. Cathy (May we call her Cathy?) had just come from a great time at the beach, and although she was still in her bathing suit, she had wrapped a windbreaker around her waist. She knew that all of the employees usually *dressed up* when they were on the floor; but, she was running late and, after all, *she* was not an employee. This wasn't even the job interview! Besides that, who would even see her? Probably just some receptionist in the office. And, she thought, if some men saw her, it might actually go in her favor because she *was in shape!* It was amazing to Cathy how much sand had actually clung to her sandals and how consistently it was falling off on the floor throughout the store.

*Meanwhile, across town...*

Chuck was showing up for his first day on the job for Centerville Asphalt Construction. He was going to have a chance to be involved in building the new interstate highway through Centerville. He knew it was going to be hard work and was determined to make a good impression. That's why Chuck had worn his new pin-stripe three-piece suit. He was saving it for

just an occasion. His silk shirt was stunningly accented with gold cufflinks and set off with a brilliant red and blue power tie. Chuck walked briskly up to Gunter, the foreman, and said, "I'm ready to go to work!" Gunter just looked at him for a moment, not knowing quite what to say. Finally the foreman managed to offer, "Glad to have you aboard. Grab a shovel and be careful with the tar... it tends to get all over you."

*Meanwhile, across town...*

Jarred Westland enjoyed his job in the emergency room at Central Hospital. Everyone at Central knows Jarred as "Hank, the orderly." As an orderly, Hank has an opportunity to help make patients feel comfortable and assist staff in an otherwise stressful business. There is no question that Hank enjoys country music and country attire. He even took on the nickname Hank after Hank Williams, the great country singer. While other orderlies dressed in traditional lab coats, Hank *dressed up* in country attire. Today, Hank has outdone himself with dress country trousers, dress country shirt with decorative stitching and rhinestones and, a belt buckle as large as a small vehicle. Hank wore his long "stovepipe" boots on the outside of his trousers so others could appreciate them. As would be expected, Hank greeted patients with a rousing "Howdy ma'am," "Howdy Padnah!" ... or with a warm "Lemee hep ya with that, little lady!" Hank even seems to have a little bit of a "two-step" in his walk. Today, Hank's supervisor told him he needed to have a word with him in the back 40.

*Meanwhile, across town...*

It was the same feeling you get when you suddenly discover a large zit where there has been no zit. Larry stood at his locker in disbelief. He had actually come to school dressed only in his underwear. "How could this happen?" he asked himself. "How embarrassing!" and "How can I get out of here?" were other thoughts that rushed into his mind. Larry also realized that next period was the big history test and he could not afford to skip. "Maybe things aren't so bad," he began to rationalize, "After all, people wear boxers all the time, and T-shirts are like standard issue." "If I can just slip into the back of the class, get into a chair and act like I'm busy, maybe no one will notice me," he continued to reason. "When everyone is passing their tests forward, I'll look for a chance to slip out of class and get out of the building," he thought. Slowly, Larry made his way toward History, being careful to carry a lot of books and walk like nothing was wrong. As he

slipped into the classroom, there was the empty desk he had dreamed about... right there by the door. "This is my lucky day!" he thought, "...kind of." Larry casually slipped into the desk and breathed a sigh of relief. Just then the tardy bell began to ring. The bell seemed to ring for an unusually long time. In fact, it seemed to just keep ringing. After a few seconds more, the bell began to sound more like a buzzer... more like the buzzer on his alarm clock at home! Larry managed to open his eyes to discover himself in his bed at home just waking up from a mildly disturbing dream. "Whew!" Larry thought, "That was a close one. Think I'll wear jeans today."

**Questions:**

1. For each of the characters presented above, describe a more appropriate and/or professional way to dress:

*Chase:*

*Catherine:*

*Chuck:*

*Jarred:*

*Larry:*

3. How is Larry's situation different from the others? How is it the same?

4. Select 3 characters and list the kinds of problems in life that these people are likely to have.

5. Select one of the characters and write a better ending to the story. Have your hero/heroine come out "looking good."

**MATH ACTIVITY C.14**  
**"STYLIN' FOR DOLLARS"**

**OBJECTIVE:** To be able to calculate percents and demonstrate proficiency in adding and subtracting monetary amounts

**RESOURCES:**

- Newspapers or sales flyers containing examples of clothing for professional dress
- Poster board, rubber cement, and scissors
- Work Sheet—Math Activity C.14

**SUGGESTED TIME:** 1 hour

**DIRECTIONS:**

1. Make copies of the “Stylin’ for Dollars” work sheet for each student.
2. Have students work individually to complete Part I of the work sheet. Have them work in pairs for Part II.
3. After students have completed Part I, check the answers and have students explain how they arrived at the answers. Have several students demonstrate some of the problems on the board.
4. After students have completed Part II, let each pair present their “fashion show.” Encourage them to use fashion show “lingo” if possible. Be certain each “show” includes the total cost.

**MATH ACTIVITY C.14**  
**“STYLIN’ FOR DOLLARS”**  
**WORK SHEET**

**PART I**

**DIRECTIONS:**

Calculate the sale prices of the following items:

1. Men’s dress ties: regularly \$22.50, now 25% off.

2. Wing tip dress shoes, (black and burgundy): regularly \$89.95, now 33% off!

3. Ladies dress skirts for mix and match:

	<u>Regular Price:</u>	<u>Discount:</u>	<u>Your price :</u>
a.	\$29.50	30%	_____
b.	\$42.00	15%	_____
c.	\$64.99	10%	_____
d.	\$74.00	40%	_____
e.	\$89.90	35%	_____
f.	\$110.00	25%	_____

4. Men's dress shirts: regularly \$25.00, now 22% off!

5. Low heel ladies dress shoes: regularly from \$34.50 to \$89.99 now 30% off:

New price: From \_\_\_\_\_ to \_\_\_\_\_.

6. Ladies dress blouses are on sale for \$18.00. That price is after a 25% discount. How much money do shoppers save on each blouse they buy?

7. Men's suits regularly on sale for \$225.00; now discounted 20%. What is the amount of sales tax on one of those suits if the going sales tax rate is 7%?

## PART II

8. Brendon and Iris have both just accepted jobs in a professional office. Amazingly, both have saved \$2000.00 to spend on a professional wardrobe for work.

Use the newspapers or flyers provided to find sale prices on appropriate professional clothing. Staying within the budget of \$2000.00, purchase enough clothing for five different ensembles (for Monday through Friday). Do not include undergarments, stockings or socks.

Cut out examples of the clothing and paste them on a poster board. Keep all of Monday's clothes together, Tuesday's clothes together, and so on.

Use the description of the clothes to write a "fashion show" description of the outfit for each day. As a group, present your fashion show for the week to the class.



**PRE-ASSESSMENT**  **POST-ASSESSMENT**

**DIRECTIONS:** Answer the following questions to the best of your ability.  
A listing of points as opposed to sentences is suggested.

1. What is a first impression?

2. When it comes to selecting a personal wardrobe, what suggestions can you offer in order to make a good first impression?

3. What is a “business casual” outfit?

4. If you are working in an office environment, describe the proper clothing outfit you should wear.

5. Describe the proper clothing outfit you should wear at a less formal,

more casual work environment.

6. What does personal grooming and hygiene include?

7. What are some of the guidelines for hairstyle and color?

8. What are some of the guidelines for proper posture while standing, walking and sitting?

## ANSWER KEY

PRE-ASSESSMENT  POST-ASSESSMENT

1. What is a first impression?
  - How people judge you
  - Often it is based on how we dress
  - Personal appearance
  
2. When it comes to selecting a personal wardrobe, what suggestions can you offer in order to make a good first impression?
  - Clothing should be neat, clean, and wrinkle free
  - Simple style
  - Dress so that you “fit in” with others
  
3. What is a “business casual” outfit?
  - Dress shirt, tie, casual slacks with dress shoes for men
  - Blouse with a skirt and low heel shoes for ladies
  - Ladies may sometimes wear slacks
  - Skirts that are not too short
  
4. If you are working in an office environment describe the proper clothing outfit you should wear.
  - Semiformal dress
  - Suit or sport coat, dress shirt, tie, slacks, polished dress shoes for men
  - Business suit, blouse and low heel shoes for ladies
  
5. Describe the proper clothing outfit you should wear at a less formal, more casual work environment.
  - Sport shirt, polo shirt and casual slacks for men
  - Dress, slacks, blouse and low heel or flat shoes
  
6. What does personal grooming and hygiene include?

- Hair, make-up, shaving, perfume, bathing/showering, moustache, sideburns, beards, teeth, breath, nails

7. What are some of the guidelines for hair style and color?

- Clean, well groomed, styled to look natural

8. What are some of the guidelines for proper posture while standing, walking and sitting?

- Stand straight, and tall, with head upright to maintain eye contact
- Shoulders should be straight and square
- Avoid leaning against a wall or another object
- Sit up straight with back square with shoulders
- Do not slouch
- Walk straight and tall with shoulders square and head up-right

**ANSWER KEY**  
**READING ACTIVITY**

1. Answers will vary
2. Answers will vary; however, should include: Larry's is a dream, unintentional, not likely to happen, embarrassment about being dressed inappropriately
3. Answers will vary, but should include things like "miss out on opportunities"
4. Answers will vary

**ANSWER KEY  
MATH ACTIVITY**

**Part I**

1. \$16.88
2. \$60.27
3.
  - a. \$20.65
  - b. \$35.70
  - c. \$58.49
  - d. \$44.40
  - e. \$58.44
  - f. \$82.50
4. \$19.50
5. \$24.15 to \$62.99
6. \$6.00
7. \$12.60

**Part II**

Answers will vary