



Georgia Department of Technical
and Adult Education

Module 4

APPEARANCE

WORK ETHICS MODULES

LESSON TITLE: *Appearance*

INTRODUCTION: Upon completion of this lesson, students will understand the importance of their appearance, grooming, hygiene, and etiquette in the classroom and work environment. In addition, the objectives listed below should be met.

OBJECTIVES:

- Understand the importance of appearance in the classroom and work environment
- Display appropriate dress according to chosen career fields
- Have a groomed and neat appearance
- Practice good personal hygiene which includes bathing, using deodorant, and practicing oral cleaning habits
- Use correct and polite behavior (etiquette) in all settings that deal with other students, instructors, school staff and administration, and customers of the institute

EQUIPMENT AND MATERIALS:

Module 4 Appearance

MODULE OVERVIEW:

Appearance deals with every aspect of how we perceive an individual. In an instant, we form opinions about a person based on that individual's appearance, smell, cleanliness, and mannerisms. Those brief seconds define how we treat others or are treated by others. Likewise, our appearance is a direct reflection of the environment in which we were raised (i.e. a reflection upon our parents and families). Through our actions and appearance, others may form a lasting, and sometimes detrimental, impression of us that we may never overcome. In this module, students will learn the importance of their appearance and how it may affect their peer relationships and productivity.

APPEARANCE

One's appearance is directly related to the career field in which they work. True or false? Let's see – would you expect your female automobile mechanic to have grease under her nails and smell of gasoline or diesel fuel? Of course. Would you expect the female teller at the bank you use to have grease under her nails and smell of gasoline or diesel fuel? Probably not. Would you expect your female automobile mechanic to work in high heels and a dress? Not likely. In an automobile service department, the smell of gasoline, diesel fuel, and oil are accepted odors that most of us expect and would not find offensive in that setting. You would expect the mechanic to be dressed safely for work which would not include heels that she could trip in or a dress which could expose her skin to harsh and/or hot chemicals. However, in a bank you would not expect the person that is greeting the public and handling money to have a strong odor or dirty nails; you very well might find her offensive. What's the difference?

Depending on the career field, acceptable appearances may vary, as in the example above. However, regardless of your job, there is no excuse for not being groomed, being neat, practicing good personal hygiene, or using correct and polite behavior. A lack of attention on your part in any of these areas can affect your job and/or your business.

For your program, the proper classroom/lab attire is:

A person who is groomed and neat in appearance has cleaned and combed hair that is styled appropriately for the job or class. Clothes are pressed, shirttails tucked in, shoelaces tied, and so on. Stockings are run-free, and shoe heels are appropriate for the job or class. Make-up and cologne are tastefully applied without being overbearing. Nails are clean and manicured and are an appropriate length for the classroom or lab.

The practice of good personal hygiene is a must. Daily bathing, especially in our region of the country, is a necessity. Body perspiration causes odors that can be very offensive to others. The heat and humidity we experience in the South compounds this problem. The use of a deodorant and antiperspirant is only effective as long as the body is clean and free of dirt and sweat. Likewise, good oral hygiene and brushing and flossing daily aid in the prevention of bad breath, cavities, and gum disease. Be sensitive to others around you by taking care of yourself and your body's needs.

Correct and polite behavior is the acceptable conduct for class or a job. It shows respect for oneself as well as others. Acceptable behavior may include:

- Not interrupting others while they are talking;
- Not carrying on side conversations while someone is talking;
- Considering other's feelings and concerns when making decisions or comments;
- Being respectful of the instructor and classmates;
- Avoiding arguments and disagreements;
- Providing assistance when asked;
- Using terms such as "please" and "thank you."