

# GROOMING



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# GROOMING

By MISS WILLIE HUNTER, *Specialist in Clothing*  
MISS JULIA McIVER, *Assistant Specialist in Clothing*

Everyone wishes to appear at his or her best. Grooming is one of the most important factors in achieving a pleasing appearance. It is also important to health and success in life. Good grooming is a business as well as a social asset. There is nothing that gives one a feeling of satisfaction and poise as does the consciousness of looking right. There are many details that must be given attention if one wishes to attain and to keep a well groomed appearance. The first essential is health.

## 1. HEALTH:

Weight—A girl or woman who is the right weight for her age and height is usually the right proportion, healthy, and has a good complexion. Food, exercise, rest, recreation, sleep, plenty of fresh air, water, cleanliness—all affect health.



CHECK YOURSELF BY TABLE BELOW  
Women

HEIGHT		AGE								
		15	20	25	30	35	40	45	50	55
FT.	IN.									
4 ft.	8 in.....	101	106	109	112	115	119	122	125	125
4 ft.	10 in.....	105	110	113	116	119	123	126	129	129
5 ft.	.....	107	114	117	120	123	127	130	133	133
5 ft.	2 in.....	112	119	121	124	127	132	135	138	138
5 ft.	4 in.....	118	125	128	131	134	138	141	144	144
5 ft.	6 in.....	126	132	135	138	142	146	149	152	153
5 ft.	8 in.....	134	140	143	146	150	154	157	161	163
5 ft.	10 in.....	142	147	151	154	157	161	164	169	171

The right food, properly prepared, and eaten at regular hours in the proper amount is most important to health, and a good complexion. Persons who are overweight should watch their diet, eat more fruits and vegetables, and leave off some of the starches, sweets, and fats.

Sleep and rest are most important in health and personal appearance. Benjamin Franklin's adage that sleep makes us healthy, wealthy, and wise was right 150 years ago. It is just as true today. For sleep, which takes away the tired feeling that results from the strain of modern life, does bring vitality and knowledge. To those of us who want a more appealing personality, sleep will bring much of the energy that gives it. The right amount of sleep and rest will enable one to do more and better work in less time.

Breathing is the most important of all the functions of the body. Fill your lungs with pure, fresh air. Breathe deep, expand the chest, then exhale slowly. Do this first thing in the morning before open windows. Stretch arms to the sky. Bend forward, then backward. Start the day with good posture.

## 2. POSTURE:

Posture and exercise are necessary to health and good looks. Hollow backs, round shoulders, flat chests, prominent abdomens are incompatible with health and beauty. One cannot look chic or have poise without correct carriage of body.



The girl or woman with good posture is well poised. She stands well, sits well, and walks well. She carries her chest high, and head up. Good posture is an aid to good complexion—poor posture crams the internal organs and retards body processes, which in turn affect the complexion.

In sitting, lean forward as though you were going to take a position for writing. Place your feet flat on the floor in a comfortable position, hips well back in chair. Sit tall, and pull your chin in.

In walking the legs should swing freely from the hips with the movement starting in the hip joints, the toes should be pointed straight ahead, and the feet should step directly ahead of each other. The heel touches the ground first, the weight is

carried more on the outside than the inside of the foot to the ball, and there is a push-off from the rear foot. The shoulders should swing freely.

You can't help the shape of your nose, your height, or the color of your eyes, but the way you carry yourself is certainly up to you. Good posture is something that people all over the world admire. Good posture can be acquired by patience and practice. Remember this—you can walk, run, jump, climb, study, do any kind of work better if you hold your body erect, so that none of its organs are cramped.

Ten rules for long life, given by Hygeia on how to live 100 years:

1. Breathe fresh air, both day and night.
2. Exercise your larger muscles regularly every day.
3. Look on overfatigue as your enemy, and on rest as your friend. Take at least eight hours of sleep. (The voice of wisdom says one should turn off the radio at 10.)
4. Drink plenty of water at meals and also between meals.
5. Eat temperately, partaking of vegetables and fruit for "roughage" and health's sake, and sparingly of meat and sugar. Avoid overweight.
6. Have regular bowel habits.
7. Avoid infection from both outside and inside sources. Make a thorough recovery from colds and sore throat.
8. Wash your hands before eating. (That the teeth are to be cleaned night and morning is taken for granted.)
9. Think wholesome thoughts. Face unpleasant situations frankly and sensibly, and don't worry. Keep your play spirit.
10. Have a health examination by your physician each year; ask his advice and follow it.



### 3. FACIAL EXPRESSION:

Plain or even ugly features may be illumined by a kind and interested look. Eyes that are sparkling with health and animation are greater assets than dull, strained stupid ones.

No one is interested in a person who looks cross and sour.

Cultivate cheerfulness, it is much better than worrying.

If you wish to develop an attractive personality check up on your thoughts and check out the undesirable ones. The thoughts you think about other people and about all of life, help to make your personality, especially the thoughts that are never expressed. Be sure they are always on the positive side of things, expressing pleasant and harmonious ideas. What you think shows in your countenance.

### 4. COMPLEXION AND CARE OF THE SKIN:

The complexion should be clear, clean, free from



skin blemishes and pimples. Eat complexion foods, drink water, and take plenty of exercise. A dull sallow skin indicates a sluggish liver. Laxative foods, plenty of water and exercise will help overcome this.

Every age has its charms, and every woman can be charming at her age. Whether she is old or young, attention must be given to the care of the skin. Absolute cleanliness is the first requisite. Massaging with cleansing creams and tissue creams will help improve the texture and color of the skin. Massage stimulates circulation, which in turn helps to prevent wrinkles. Some skins have a tendency to be dry, while others have too much oil.

**Care of dry skin:** A dry skin often feels taut and drawn. Fine lines and wrinkles are often its ear marks. The chief need of the dry skin is for more than the usual amount of oil in the cleansing process and—as the skin grows older—more stimulation and more conditioning. A cream cleansing is generally more satisfactory. Cream should be left on the face for five or ten minutes when possible. After the cream has been wiped off with tissues, use a pad of cotton squeezed out in gentle skin tonic, witch hazel or very cold water, and pat the face gently, especially around the eyes. Then pat the skin dry, and smooth on a little oily cream. Leave it on for the night if you are doing this before retiring. In the morning dash on clear, cool water.

Since a dry skin chaps and roughens easily, it should always be protected against wind and cold weather by cream or lotion. For the older skin, massage or simple home facials will stimulate circulation and keep the skin in better, fresher condition.

As to the wrinkles, particularly those around the mouth and nose, massage, of course, helps, but just remember that optimistic, happy thinking and a good sense of humor are two of beauty's most powerful allies.

**Care of Oily Skin:** In an oily skin the glands (sebaceous) secrete more than the normal amount of oil. This is due to an overactivity of the glands, often aggravated by faulty diet, constipation, lack of exercise and fresh air. Blackheads and enlarged pores are a usual outward evidence. With this type of skin, first check the diet. See to it that it contains plenty of fruits and vegetables. Remember that there should be a negligible amount of rich sweets and pastries and that a generous amount of drinking water should be included as a daily habit.

Next, proper cleansing is vitally important. Oily skin should be washed once a day with a bland soapy lather and warm water, rinsed thoroughly with cold water, and wiped off with skin lotion or an astringent. Avoid oily, greasy creams and other oily preparations and use instead the vanishing type of cream. Liquid cleansers are also suitable.

Whether the skin is dry or oily, the face, neck and ears should be cleaned thoroughly before retiring at night. This may be done with mild soap and water, or with cold cream, or both. There are many skin lotions that are good to apply at night, such as rose water and glycerine, honey and almond cream, or tissue cream. After cleansing the face and neck, use astringent, then massage with cold cream, leaving a little of the cream on over night. In the morning use the astringent after the cream—this leaves the skin cool, fresh, and ready for make-up. Blackheads go with oiliness and coarse pores. Thorough cleansing and use of astringents will

help this condition. Witch hazel, lemon juice, and alcohol are all astringents; so are cold air, ice, and cold water.

A buttermilk and meal mask is a good treatment to give the skin every now and then. It is beneficial in that it bleaches and is soothing to the skin. First cleanse the face, then make a paste of buttermilk and corn meal. Lie down and pat this mixture over the face. Leave on for 15 or 20 minutes, then wash off. Try this sometime when you are tired and have an important appointment to meet, yet want to look rested, and your best.

Facial massages are excellent for the skin, and are also good for that tired feeling. A good cream should be used, and the strokes should be upward. Creams have none of the magical properties that are often claimed for them, such as refining the skin or feeding the pores, but they are helpful adjuncts to massage, which stimulates the circulation of the blood. They do aid in keeping the epidermis soft, and they contribute to the general feeling of good grooming.

## 5. CARE OF THE HAIR:

The care of the hair should be a part of the general plan to keep one's self clean, well groomed, and in good condition.

The scalp has numerous oil glands which pour out their secretions near the roots of each hair follicle. This secretion keeps the hair oily and prevents breaking. Individuals vary in the amount of oil produced by the scalp. Some scalps are dry, and others very oily. Oils and lotions are of value chiefly for dry hair, but in any case they make scalp massage easier. If the hair is improved by rubbing in a lotion, it is usually because the massage and exercise stimulate circulation and favor the growth and luster of the hair. For this purpose, a purely liquid vaseline or olive oil will be found helpful. The addition of oil prevents the hair from breaking and the outermost cells of the scalp from scaling.



- (1) Brush thoroughly night and morning. This stimulates circulation and helps keep the hair healthy. It also helps remove dust.
- (2) Shampoo as often as hair and scalp require. Usually an oily scalp requires one a week, while a dry scalp may need one every two weeks. The woman with long thick hair will find it necessary to shampoo her hair often in the summer. Perspiration, if not washed out of hair, causes a most disagreeable odor. It is advisable to have thick hair thinned several times a year.
- (3) If long hair is worn and it is very thick, have barber thin it out.
- (4) Keep comb and brush thoroughly clean.

- (5) First find the most becoming way to arrange it. Barbers study line, and a good barber or hairdresser can help you find the most becoming way to wear your hair.

#### **Shampoo Jelly:**

- (1) Best quality Castile soap, six 1 x 2 x 3 inches.
- (2) Cut in thin pieces. Dissolve in one pint water by bringing to a boiling point.

(Note: This shampoo jelly may be kept on hand stored in a screw-top jar.)

#### **Water:**

- (1) Rain or snow water is soft, therefore best for shampoo.
- (2) Moderately hard water may be softened by bringing to the boiling point, and cooling to the proper temperature before using.
- (3) Very hard water should be brought to the boiling point, cooled, and before using add one level teaspoon of borax or baking soda to each gallon of water. Prepare the required amount (three gallons) before beginning the shampoo.

#### **Procedure for Shampoo:**

- (1) Mix well, one tablespoon of shampoo jelly with a cup of warm water.
- (2) For the rinse, prepare one tablespoon of vinegar in a cup of water, or juice of a half lemon instead of vinegar.
- (3) Have extra towel handy.
- (4) Pin a bath towel around the neck.
- (5) Wet the hair with warm water.
- (6) Apply the soap jelly solution in small quantities and rub vigorously with the finger tips until a good lather has formed. Continue rubbing the scalp until the lather is well distributed.
- (7) Rinse.
- (8) Repeat number 6 process twice more, or until the hair and scalp are thoroughly clean. Rinse well each time.
- (9) Rinse with vinegar or lemon. Pour rinse slowly over the head.
- (10) Rinse with cool water.
- (11) Remove towel from around the neck and rub the head vigorously with it.
- (12) Dry the hair out of doors if possible. Fan or rub dry. Massage the scalp with the finger tips while drying.

If the hair is to be set in waves, massage the scalp well for a few minutes, put in combs and pins, and tie down with a net or veil before drying. Demonstrate shampoo.

If the hair is dry and brittle, hot oil treatments will be found beneficial. After brushing thoroughly, part the hair at intervals of about one inch and apply hot olive oil. Massage thoroughly after going all over the head. Next, dip large towels in hot water, wring out, and wrap around the head. Repeat process several times. This steams the oil in. Then give a thorough shampoo.

**Dandruff:** Poor digestion and improper circulation cause a dry scalp, which in turn promotes a scaly substance on the scalp. Dandruff proper



is caused by a germ which is carried by combs and brushes that others have used. Wearing another's hat, or sleeping in the same bed with someone, are easy ways to get a germ. Moisture, darkness, and food promote the growth of the germ. Perspiration and a dirty scalp will also encourage the growth of the dandruff germ.

#### **Home Cure for Dandruff:**

1 small jar carbonated vaseline.

15 drops of carbolio acid.

Powdered sulphur to make a paste.

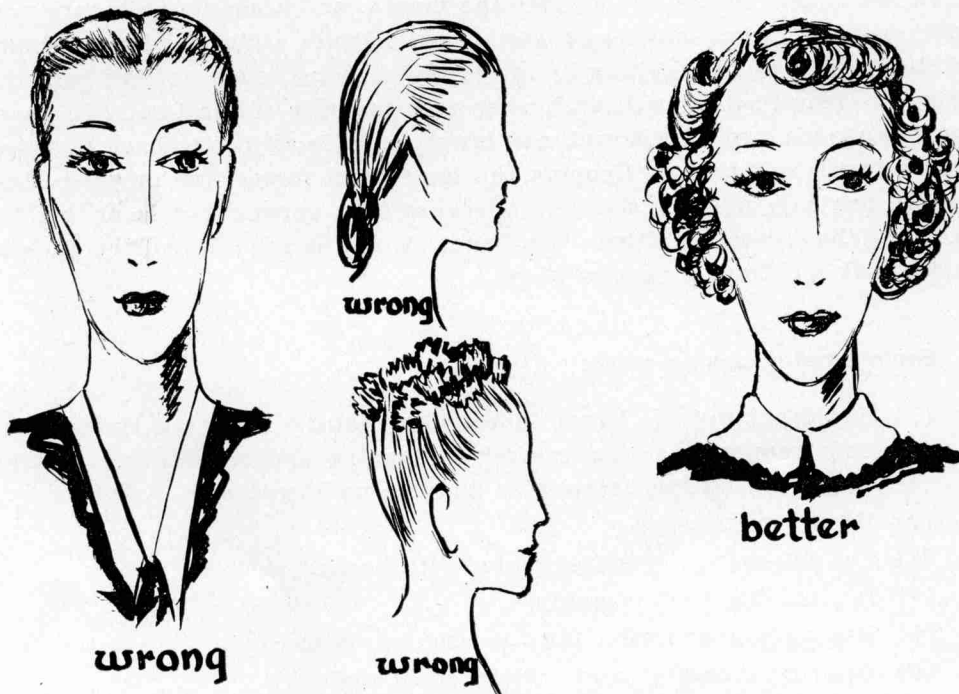
Rub on scalp at night and follow by a good shampoo the next day. Use once a week until dandruff has disappeared.

#### **Hair Waving Solution:**

3 tablespoons flax seed — 3 cups boiled water.

Mix and boil ingredients five minutes, strain, cool, pour into containers and keep in a cool place. Dilute with water if too thick and use as a wave-setting solution by wetting the hair with this mixture and setting the wave by hand or with comb. This solution does not keep very long, so do not make more than amount called for in recipe.

**Hair arrangement:** The shape of the head, face, and neck must be taken into consideration when deciding on the type of hair dress.



Long thin faced girls: Avoid verticals. Try to achieve as many horizontal and softening round lines as possible in your hair and dress.



Full faced girls: Try to achieve as many vertical lines as possible in your hair arrangement and necklines.

## 6. CARE OF THE HANDS AND NAILS:

Next to our eyes and teeth, our hands are the most useful part of our body, and should be given more consideration and care than they usually get. To keep them in good condition, a few simple daily habits should be cultivated, such as using a nail brush, pushing back the cuticle, cleaning under the nails with an orange stick, keeping the edges even, and wiping the hands perfectly dry. Use a good hand lotion after washing.

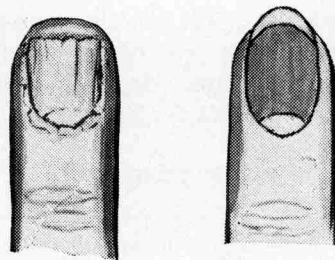
The hands and nails are carriers for both dirt and germs. Many communicable disease have been definitely traced to them. Continually putting the fingers to the lips, or into the mouth, or biting the nails, are not only bad habits but may be dangerous (oftentimes a club leader can help a club girl to stop nail-biting by interesting her in the care of her hands). For this reason, it is as desirable for each member of the family to have and to use his own soap, towel, nail brush, and file as it is to have his own tooth brush and paste. Keeping the hands and finger tips in good condition not only adds to the attractiveness of a person, but is an aid to keeping that person healthy. The hands should be smooth and the nails a clear pink and have a natural gloss.

### Some hand-cleansing rules:

- (1) Avoid putting the hands in very hot water. It makes them puffy and frequently causes excessive chapping and roughness. It also causes the cuticle to splinter and the nails to break.
- (2) Use a neutral soap.
- (3) Use soft water, or soften water with borax.
- (4) Dry the hands thoroughly.
- (5) Use vinegar or lemon juice to remove stains.
- (6) Use cold cream or some skin food at night.
- (7) Use lotion after having hands in water.
- (8) Wear old gloves when digging in flower garden or similar work.

### Care of nails:

- (1) Keep nails clean.
- (2) Keep cuticle pushed back with wash cloth, towel or orange stick.
- (3) Keep nails medium length and smooth with a nail file.
- (4) Rub vaseline, olive oil or cold cream around cuticle at night.
- (5) Manicure as often as necessary (demonstration on manicure).



### Manicuring:

- (1) Soak and cleanse the hands in warm, soapy water.
- (2) Loosen the cuticle with the flat edge of the orange stick by pressing the cuticle back toward the finger. Slip the flat edge of the stick between the nail and cuticle and raise the loose edges. Rub a small amount of vaseline or sweet oil around the nail base and tip. Hardened cuticle requires constant, but gentle treatment at first. Daily care will conquer it.
- (3) Shape the nails to an oval with the file. Use the file point to scrape off the film left from filing.
- (4) Soak the finger tips again. Dry, and push back the cuticle with the towel.
- (5) Rub a little talcum on the palm of the hand and polish the nails by buffing them over the powdered surface.
- (6) Wash the hands again in warm water, then finish polishing.
- (7) Use hand, rub until dry.

Note: Avoid colored or artificial polishes and bleaches. They are sometimes injurious.

**Recipe for a good hand lotion:**  $\frac{1}{4}$  ounce gum tragacanth, soak in one pint of soft water for 48 hours. To this add 2 ounces glycerine, 1 ounce rose water. Beat all together until well mixed. Put into bottles.

**Glycerine and Rosewater hand lotion:**  $\frac{1}{4}$  cup glycerine,  $\frac{1}{2}$  cup rosewater. Mix ingredients and bottle for use.

**Hand stain remover:** Peroxide or lemon juice. Rub stained hands or nails with the lemon juice or peroxide. Wash, dry hands, then use hand lotion.

### **Pumice hand soap for very soiled or stained hands:**

2 cups soft soap (made by dissolving soap in sufficient water to make a thick, soft mixture).

2 tablespoons ammonia water

$\frac{1}{4}$  cup gasoline

$\frac{1}{2}$  cup powdered pumice

Mix ammonia water with soft soap, and then add the gasoline and pumice. Put into containers. Follow using this by use of hand lotion.

## 7. CARE OF MOUTH AND TEETH:

Go to a dentist twice a year. Brush teeth with some good paste or powder night and morning.

Rinse out mouth frequently with good mouth wash. Salt dissolved in water makes a good mouth wash; so does soda. Nothing is more disagreeable than bad breath—halitosis. Care of the mouth and teeth will help prevent this. Here is a recipe for a good home-made tooth powder which is excellent for the gums and mouth:

**Tooth powder:**

- 1 part fine grain salt..... (4 tablespoonfuls)
- 1 part soda..... (4 tablespoonfuls)
- 1 part sodium perborate or vince..... (4 tablespoonfuls)

Sift all together several times in order to mix thoroughly, then put in an air-tight jar or bottle. Keep dry.

**8. CARE OF BODY:**

Personal daintiness is an essential. Daily baths are necessary to keep the body free from odors. From two to three pints of moisture pass through the pores of the skin daily, and this waste must be removed. A very mild soap, free from odors, should be used. Under-arm grooming is a necessity. A deodorant should be used under the arm pits daily. A good home-made deodorant is made by dissolving one tablespoonful of soda in one cup of water. This is not as effective as most commercial preparations since its mission is to counteract odor and not to check perspiration. There are numerous preparations to be had at the drug stores and toilet counters.

**Recipe for deodorant and anti-perspirant:**

- Alum ..... 100 grams
- Crystalline aluminum chloride ..... 100 grams
- Glycerine ..... 40 grams
- Distilled water sufficient to make quantity of 1,000 c.c.

Add a few drops of perfume, if desired.

Alum chloride is harmful to fabrics and should be used with caution. The skin section should be bathed in clear water, then the deodorant applied, and allowed to dry with no fabric touching the bathed section. This should take about 20 or 30 minutes. Next rinse the section in clear water, dry, and dust with powder. If the anti-perspirant causes any irritation of the skin do not use.

The person who is troubled with excessive perspiration should wear dress shields in her silk or wool dresses. Small, thin ones which are inconspicuous may be found in almost any department store.

**9. CARE OF FEET:**

Many times the feet are troubled with excessive perspiration and an odor. Baths are necessary for this, also deodorants. Boric acid dissolved in water is good.

**Bathing solution for excessive foot perspiration:**

- 1 tablespoon of formalin solution
- 1 gallon of water

Mix the water and formalin and use the mixture for foot baths. After bathing the feet, dry them carefully and dust with powder.

Keep toe nails trimmed. The nails should be cut rather straight across, not curved as finger nails, since this encourages ingrowing toe nails.

#### **10. CLOTHES:**

Keep clothes clean, free from spots, dust, odors, and well pressed, with no ripped or drooping hems. Put clothing on just right. Keep collars, cuffs, and other accessories fresh, spotless. Buttons and snaps should be kept sewed on; rips and tears carefully mended; shoulder straps and slip hems concealed.

One of the first requirements of good grooming is cleanliness. All of one's clothes, undergarments, outer garments, and accessories must be clean, free from spots and odors. In order to keep them in this condition they must be carefully laundered or cleaned. Garments should be kept free from wrinkles; therefore care must be given to the pressing. Shoes must be free from run-over heels, and kept well polished. Stockings must be clean, free from holes and runs. The seams must make a straight line up the center back of leg. Garments must not be held together with safety pins, but should be closed with proper fasteners.

When clothes are taken off they should be put on hangers, hung where a breeze can blow through for several hours before hanging them in a closet. Do not crowd clothes in closets.

Hats, coats, and suits should be brushed after each wearing. Powder, lint, and dust around a coat collar, or dandruff across the shoulders give one a lazy, dowdy look.

A soiled handkerchief detracts from that well-groomed look.

A good, well planned clothes closet is a valuable aid to grooming. Set aside a time once a week to give your clothes a thorough going over to put them in order for the next week. At this time one can launder, remove spots, press, polish shoes, and put on clean collars and cuffs. Keeping the body clean is a great protection to clothes.

Protective articles should be used when necessary.

#### **Clothes protection:**

Wear apron or smock when working.

Use napkin when eating.

Wear shields to protect clothing from perspiration.

Wear galoshes or rubbers to protect shoes from water and mud.

Use umbrellas and raincoats to protect from rain.

#### **Essentials of Good Grooming:**

1. Daily bath or shower—a nice lathery one to remove all traces of dead skin and dried perspiration.
2. Deodorant used regularly—after every bath, in the morning and in the evening before going out.
3. Underarms shaved frequently.
4. Teeth brushed and gums massaged twice daily.
5. Make-up carefully selected and applied sparingly to give a wholesome effect. Use a spotless powder puff.
6. Fresh stockings every day—and put on with seams straight.
7. Fresh underclothes every day if possible.
8. Hair brushed every day and washed frequently.

9. Nails manicured at least once a week.
10. Clothes brushed and pressed frequently.
11. Dresses always aired before hanging in closet.
12. Dresses washed or cleaned frequently.
13. Accessories—collars, gloves—buttons, snaps—keep in good order.
14. Shoes cleaned, brushed or polished.
15. Girdles washed frequently.

Why is so much stress placed on grooming today? Because if one wishes to be attractive, successful, and charming either at home, school, or in the business world, one must appear at one's best, perfectly groomed, clean, and neat at all times.

Grooming, then, is a necessity—grooming of mind, body and clothes. There are numerous trifles which go to make up good grooming, and the alert woman knows that she cannot afford to neglect any of them. She knows that her appearance is an asset in her life. Systematic habits of grooming are worth cultivating because of the time they save and because of the result.

“What is a charming woman?

1. She is good to look upon.

May or may not be beautiful, but she has the good look that is the result of good health and good physical care and careful dressing.

2. She is sufficiently sure of herself to be unconscious of self.
3. She is interested in other people, therefore a pleasant companion.
4. She is very much alive; full of energy.
5. She is mentally, at least, ageless. She keeps up with the times.”

—RUTH WADSWORTH.