

Personal Appearance Self Study

Name _____

Date _____

Study Unit II

Mirror, Mirror Tell Me True

Context

An Attractive Woman ... What Has She?
Beauty Hints on Figure, Posture and Carriage for Gracefulness
Keep Hands Beautifully Groomed
The Basic Rules For Perfectly Groomed Hair
Your Skin Type and How To Care For It
Your Voice and Conversation
Needed...A Daily Beauty Routine

Reference books:

Charm Encyclopedia, By Alice Bell, J & G Publishing Co.,
Box 848, Charleston, S. C., 1962.

Guide To Beauty . Charm . Poise, by Ruth Tolman, Milady Publishing
Corporation, 3039 White Plains Road, Bronx, N. Y. 10467, 1963.

Commercial Pamphlets:

The A B C's of Beauty, Avon Educational Services, 30 Rockefeller Plaza,
New York, New York 10020, 1967.

Through The Looking Glass, by Home Economics Department, The Proctor
& Gamble Company, Cincinnati, Ohio, 1963.

Beauty Guide, by Bonne Bell, Bonne Bell Company, Detroit at Riverside,
Cleveland, Ohio, 44107.

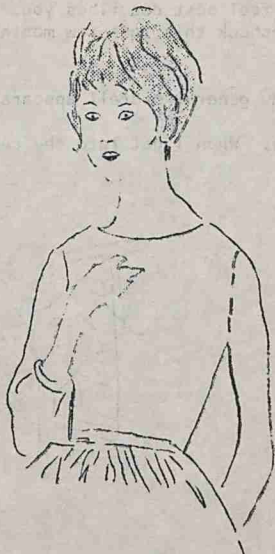
Your Best Face Forward, by Coty, Coty Manufacturing Co.

The Story of Beautiful Hair, John H. Brock, Inc: Springfield 3, Mass.

Prepared by
Dorothy L. Barrier
Extension Clothing Specialist
N.C. State University
1960

The Attractive Woman

What Has She?



Attractiveness is learned and earned. You are not born knowing how to look charming. Whatever is accomplished must be done by you. This is desirable, for when you are done you will have created the you.

Being attractive means many things.

To sum it all up, it is the total you. To

break it down into its parts, it is the way you look, the way you move, what you say and how you say it, and what you truly feel and think about yourself, other people and situations. From this then you can easily see that in order to be an attractive woman, you must work in two areas: grooming and charm, and attitudes. This part of the study course deals only with certain phases of grooming and charm. But do remember that the way you feel and think is a big factor in developing the attractive you. Good grooming and charm can do wonders for you but they can never hide a mis-shapen inner you.

Charm and good grooming ^{are} a result of the developing of a combination of daily habits that achieve the desired, permanent results. The price for charm and good grooming is the making of small daily sacrifices. You will find that the developing of these is neither costly or very time consuming. But don't become discouraged if immediate results are not seen. Becoming charming and perfectly groomed must be practiced over a period of time just as it takes time to learn to play a musical instrument. It's learning by doing that counts. The results of your efforts should bring you personal satisfaction, should make your husband and children more appreciative of you, and may open previously closed doors to social and business success.

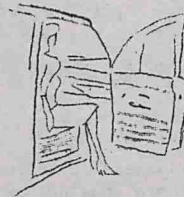
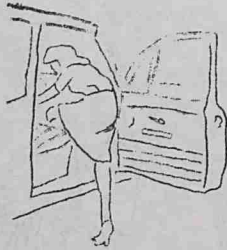
The first step to developing or improving your charm and good grooming habits is to analyze yourself and determine what improvements need to be made. This is often hard to do objectively but do try to be as objective as possible. Do you dare ask your husband or children to check on a separate sheet of paper what they think? The Attractive Woman. . . What Has She? One thing she has is courage to discover and develop her own best possibilities.

This Couldn't Be You! Could It?

Answer each of the following questions by checking the statement(s) that your feel best describes you. Then keep this sheet. It might be interesting to recheck this in a few months to see if improvements have been made.

1. My general overall appearance:

a. When I get into the car I look like:



or

b. At night when I go to bed, I look like:



or

c. When I visit my friends I sit like:



or



2. My detailed body appearance:

a. For my height and body build, I should weigh _____ pounds.

My present weight is _____.

b. About my posture and carriage:

_____ It is in correct alignment and graceful

OR

I have one or more of the following problems:

_____ I am a little slumped and rounded at the shoulders.

_____ I have a protruding or sagging tummy.

_____ I walk pidgeon toed or in a "duck walk".

List any other posture and carriage problem you may have.

c. A look at my skin tells me I have a problem with:

_____ dry skin

_____ blemishes

_____ oily skin

_____ blackheads

_____ sensitive skin

_____ enlarged pores

d. When wearing face make-up:

_____ I allow time to apply it correctly.

_____ I repair or replace it during the day, when needed.

_____ I have some knowledge of how to apply it correctly for my shape face.

_____ I look natural - just right for the occasion.

e. My hair is always:

_____ neat and clean

_____ fixed so that it flatters my shape of face

f. My nails are always:

_____ neat and clean looking

_____ nail polish not chipped (if used)

_____ cuticles in good condition

Are toe nails groomed too? _____

g. My undergarments being worn are:

_____ correct for the garment being worn

_____ fit correctly

_____ neat and clean

_____ repaired when needed

_____ replaced when they do not serve their intended purpose

III. My Voice and What I Say:

- a. What about TEMPO - do I speak
too fast ___ too slow ___ with poor phrasing ___
- b. What about VOLUME - is my voice
too loud ___ too weak ___ forced sounding ___
- c. What about PITCH - is my voice
too high ___ too low ___ no variety ___
- d. What about QUALITY - is the sound
nasal ___ hoarse ___ breathy ___ throaty ___ strained ___ flat ___
thin and weak ___ dull and lifeless ___
- e. What about ARTICULATION - is my
general diction careless ___ pronunciation poor ___
- f. What is the general impression people get when they hear my voice?
Does it sound:
friendly ___ alert ___ sympathetic (when necessary) ___ cultured ___
interesting ___
Or does it sound:
dull ___ indifferent ___ indecisive ___ unfriendly ___ distrusting ___
- g. lazy ___
- g. When I carry on a conversation with someone, can I:
___ express my thoughts easily
___ say what I really want to say
___ allow the other person time to talk
___ listen carefully and with interest when others are talking without
interrupting
___ respect the opinion of others
___ have something interesting to talk about
___ not over emphasize "I" during the conversation

Lesson Planner: Dorothy L. Barrier, Extension Clothing Specialist
N. C. State University
March 1, 1968

Beauty Hints on Figure, Posture and Carriage for Gracefulness

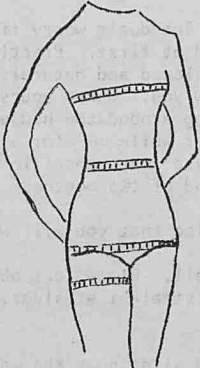
An important part of your personal appearance and charm involves the shape of your figure, and your posture and carriage. Indeed, your figure, posture and carriage are showing, madam.

Let's first think about your figure. Most women have a figure problem. They either want to gain weight, lose weight or re-arrange it. As the years roll by; let's admit it, ladies; the size and shape of our figure is harder to control.

Your diet is most important. For that charming appearance, diet control habits must be developed. The word diet implies more than just losing or gaining. It means you eat well balanced meals that allow you to get the nutrients you need for health and beauty as well as the proper number of calories to maintain the correct weight. If weight control is a big problem for you, consult your physician. But do remember, will-power and determination to eat sensibly must come from within you.

Now, assuming your weight is correct, let's move to the shape of your figure. What shape are you in?

Take your measurements to determine your shape. These measurements should be taken over panties and bra.

<u>How To Measure</u>		<u>My Measurements</u>	<u>What I'd like to measure</u>
Bust - The fullest part with tape straight across back		_____	_____
Waist - Tape held snug but not too tight		_____	_____
Hips - 7" below waistline		_____	_____
Upper thigh - widest part		_____	_____

Record your measurements in the blanks provided above. Then put down what shape you would like to be.

Exercise will help you lose inches, redistribute your weight, keep you supple, improve your circulation, give you more energy, and help your body throw off waste. As if this list of advantages isn't enough, exercise will also help to improve your posture, carriage and grace, help you stay firm, and slow down the process of aging.

If you are not accustomed to exercise, do start with moderation. Establish a time of day for exercise. Just 10 minutes a day, five days a week, can work wonders over a period of time.

Get a good exercise book. There are many available. Two good ones are:

1. Adult Physical Fitness, by the President's Council on Physical Fitness, Superintendent of Documents, U.S. Gov. Printing Office, Washington, D.C. 20402, Price 35¢, 1963.
2. Charm Encyclopedia, by Alice Bell, J and G Publishing Company, Box 848, Charleston, S. C., 1962

How Is Your Posture?

Let's now turn our attention to your posture. Your posture can make you appear as a queen or an old woman. A less than perfect shape can add up to an illusion or perfection if it's held correctly. Posture can make the difference between gracefulness and awkwardness, between vitality and fatigue, between nice body curves and ugly bulges, between looking interesting and "alive" and looking dull and tired. Clothes cannot camouflage poor posture.

A description of correct posture goes like this. Check what you do correctly. Then you will know what you need to correct.

- Stand as if you're suspended from the ceiling with a string attached to the top of your head - let the string pull you up tall.
- Hold your head so that your chin is parallel to the floor and ears are as directly over shoulders as possible.
- Press your shoulders back and down; lift your chest.
- Lift tummy up and in toward the spine.
- Tilt hips up and tuck end of spine firmly under.
- Always keep knees slightly flexed.
- Now, learn to look relaxed with good posture.



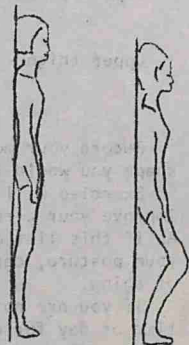
Feels funny, doesn't it? But don't worry if your perfect posture feels awkward at first. Practice is the secret of learning to feel relaxed and natural. It's just part of the graceful new you. Check yourself often during the day - while working around the house, waiting for traffic light to change or while out for a social event. You should begin to see improvement in three weeks and decided results at the end of two months.

Here's your posture exercise that you will want to practice daily.

Stand with back against wall. Place feet about 2" from wall. Place arms straight at sides. Hold head and shoulders back.

Slowly bend your knees and slide down the wall to a sitting position. Hold and push your body up to the wall with every part of back touching wall. Keep your hips tucked under and press hard so that the small of your back is against the wall.

Start with 4 times daily. Increase to 10 times daily.



How Is Your Carriage?

And now to the last part of our figure, posture and carriage study unit. Carriage means the way you walk, sit and move. No graceful person was ever born that way. Professional models practice day after day in order to learn good carriage. And if you were an actress in training, you'd be balancing a book on your head while learning correct carriage. But then you have an audience too. So it is important to your charm and grooming and to your health to learn correct carriage.

Let's start with walking. There are 10 guides to developing a graceful walk. Check the ones you now practice so you will know which to work on.

- ___ Start with good posture.
- ___ The length of your steps should be no longer than the length of your feet.
- ___ No giant steps or baby steps, please.
- ___ Toes should point only slightly outward when walking.
- ___ Knees are flexed and relaxed - never locked.
- ___ Transfer all your weight from back to front foot smoothly (don't bounce).
- ___ To really develop a smooth walk, let most of your weight quickly shift to the ball of the foot.
- ___ One foot is placed almost directly in front of the other when stepping.
- ___ Swing the legs from the hips.
- ___ Swing arms in a relaxed manner from shoulders.
- ___ Swing arms opposite to the feet.
- ___ Float from the waistline up with body held as a lovely straight stem; walk from the waistline down.

It takes daily practice to walk like a queen.

There is a secret to standing gracefully. It's practice...practice...practice. Check your stance with the guides below. Then you will know what you need to practice...practice...practice. Check the ones you now do correctly when standing.

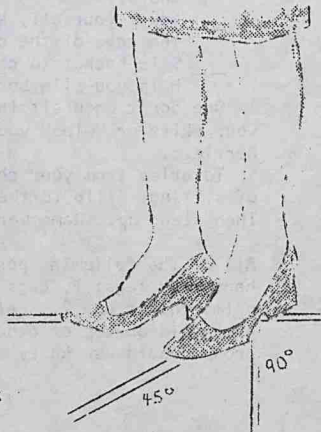
- ___ Front foot is pointed straight ahead.
- ___ Back foot is placed at a forty-five degree angle to front foot.
- ___ Knees are relaxed and bent slightly.
- ___ There is approximately 4" of space between legs at ankles.
- ___ Most of the weight of the body is on the back foot, or your weight may be equally distributed on both feet.
- ___ The hips are turned slightly toward your front foot.

To change your stance from one foot to the other is simple. Place your front foot at the back at a forty-five degree angle. Then quickly point your front foot straight ahead. Shift weight and adjust hips.

Your hand position is part of your stance. So often you may feel like you don't know what to do with your hands. By all means, don't think you have to be moving them. The unpretty effect of jittery mannerisms has ruined many an otherwise charming person. Often, you may not even be aware of the unattractive mannerisms. Observe others. Then ask yourself if maybe you too:

- ___ twist your hair, ___ Bite your fingernails, ___ scratch, ___ finger your face,
- ___ chew gum in public, ___ drum on tables, ___ lean on things, ___ finger your jewelry or clothing, ___ talk with exaggerated facial or hand gestures.

Some attractive positions for your hands when standing are:

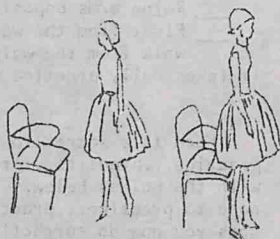


The way never to look when standing is:



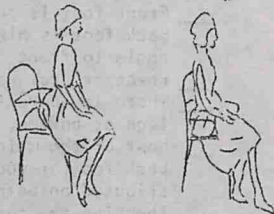
How to sit and arise gracefully is our next consideration. Check yourself to see what you need to practice.

- Move to the front of the chair, turn and let the calf of leg touch chair (don't peep at chair; your leg tells you it is there).
- Lower yourself, keeping back straight, to the edge of the chair. Sit on edge of chair.
- Slip back into chair. Use arms of chair to help you slip back, if necessary.

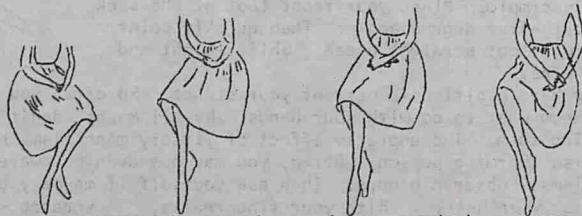


One don't when sitting, PLEASE: don't pull at your skirt or "wipe" your skirt under your derriere.

To arise from your chair, reverse the process of sitting. Slip to the front of the chair. Then stand up. Remember to keep your back straight.



All of the following positions are correct for hands and legs: 1. Legs parallel; hands in lap, palms turned up. 2. Heels to toe. 3. Ankles crossed, Arms laid on top of other but not crossed. 3. Legs crossed but keep knees and ankles close together.



There are more important things to learn about your body movement charm. Some of the other subjects you may wish to explore are:

Turning gracefully
Shaking hands
Carrying purse and gloves
Entering and leaving a car

Carrying objects
Picking up objects
Climbing and descending stairs
Putting on and taking off gloves

Keep Hands Beautifully Groomed

Carefully groomed hands is one mark of a gracious lady. Hands do tell others a story. It may not be that people can read the lines in your hands; but they do tell the story of care or carelessness.

Look at your hands. Are your nails an even length and nicely shaped? If wearing polish, is it smooth and not chipped or peeling? Are your cuticles pushed back and cared for or ragged and rough? Are your hands a pretty color rather than red looking?

Touch your hands. Are they soft and smooth feeling or tough and rough feeling?

Hands need "minutes-of-care" daily. Develop the habits of hand care which are cleansing, lubricating, stimulating, and protecting your hands.

Check below what you now do. Then you will know what additional hand care you need.

a. Cleansing the Hands

- ☐ Wash hands and nails thoroughly at least once a day using a hand-nail brush.
- ☐ Rinse hands thoroughly and pat them dry.
- ☐ When drying hands, push back cuticles of your nails with the towel.
- ☐ When hands become stained or discolored, use lemon juice or a small amount of peroxide mixed with soap and water solution.

b. Lubricating the Hands

- ☐ Have hand lotion in kitchen and bathroom for easy access.
- ☐ Apply hand cream or lotion after each washing and when needed during the day.
- ☐ If hands are dry or rough, you practice the model's trick of applying a generous amount of dry skin cream or oil at night and then wearing a pair of white cotton gloves to bed (neat looking gloves, please!).
- ☐ If cuticles are rough, apply cuticle oil daily as needed.

c. Stimulating the Hands

This improves circulation and keeps the hands more graceful and youthful looking.

- ☐ When applying lotion, you massage hands gently but thoroughly.
- ☐ Practice hand exercises. A recommended one is to shake your hands vigorously, then hold fingers straight up; rub them as though you were putting on gloves; rub each finger from tip to the base; then do the entire hand.

d. Protecting the Hands

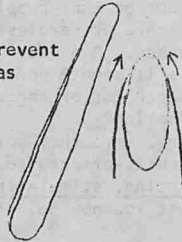
- ☐ Wear gloves outdoors whenever the weather is cold or windy. Wind and cold chap and redden hands immediately.
- ☐ Do not use your hands as work tools to scrape, dig or pry.
- ☐ Wear gloves when doing tasks such as working in the flower garden or extra heavy cleaning chores.

How About Your Manicure?

The manicure is to help keep the nails and the area around the nails clean and neat. Everyone needs to manicure the nails at least once a week. Polishing the nails is only one part of the manicure. You may or may not wish to use nail polish.

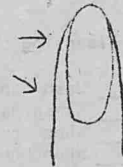
Some tips on nail care are:

- * File nails in one direction only. To prevent separating of layers of the nail, file as shown here.



- * File nails from corner and shape nails to a medium length oval. Notice in illustration the two areas of the nail that for most people should be of equal width.

- * Clip hangnails with manicure scissors but do not clip cuticle or area on side of nail.



- * Soak hands in warm suds for a few minutes. Rinse and dry thoroughly.

- * To remove cuticle, wrap cotton around an orangewood stick. Dip into cuticle remover and apply a generous amount to cuticle. Press back cuticle with the blunt end of the orangewood stick.

- * Wash, rinse, and dry hands and nails thoroughly.

- * Buff nails.

- * Apply polish in 3 long, even strokes as shown here.



To help polish stay on nails longer, apply two thin coats rather than one heavier coat. Apply, also, a base coat and over coat. Allow about three minutes between applications. Allow enough time for polish to dry thoroughly.

Toe Nails and Feet Need Care Too!

Care of toe nails is done in the same manner as the care of fingernails with the exception of shaping. Cut toenails straight across with a slight dip in the center to help prevent ingrown toenails. Apply lotion to feet daily. If rough places get on feet or heel area, dampen pumice stone and rub away rough skin.

Lesson Planner: Dorothy L. Barrier, Extension Clothing Specialist
N. C. State University
March 1, 1968

The Basic Rules For Perfectly Groomed Hair

Your hair is the frame of your face. It is usually the face and hair that people see first when they look at you. If your hair is not perfectly groomed, your personal appearance will never be "up-to-par". The old saying that "a woman's hair is her crowning glory" is certainly true.

The three factors in proper hair care are: massaging and brushing, shampooing, and hair styling.

Massaging and Brushing: If hair is to be beautiful, it must be healthy. Massaging stimulates hair growth and circulation, helps to prevent dandruff, and loosens scalp for greater elasticity. Brushing cleans, polishes and stimulates the hair. A daily massaging and brushing is essential for most women with hair problems and those who use color. With some of today's hair styles when teasing is used, you may wish to wait two or three days after the set to give your hair a good brushing. Brushing will not disturb the set of the hair. On the contrary, brushing will make your set look more lovely and natural. The skill you need to develop is re-combing the hair after you have brushed it thoroughly.

To massage scalp, place the thumbs back of ears; spread fingers on back of head; rotate hands gently on scalp so that scalp moves but hands do not move. Then place thumbs in front of ears at temples; spread fingers; rotate hand so that top of scalp moves. Another good way to stimulate circulation is to take a small section of hair between thumb and forefinger; gently pull each section of hair until entire head is covered.

To brush hair bend over from waist; brush the back of the hair from scalp to ends of hair, use long, firm, smooth strokes. Then brush the front of the hair from hairline at forehead back and from ear to ear and back again. A natural bristle brush is best to use.

Shampooing: Cleanliness is essential for beautiful hair. The type hair you have controls how often you need to shampoo. Normal hair may need shampooing only once weekly. Shampoo oily hair when oil begins to collect, usually twice weekly. Dry hair may need washing once weekly or less frequently.

Check which type hair you have: ☐ normal; ☐ oily; ☐ dry.

Based on the type hair you have, check which type shampoo you need for your hair.

☐ egg (for dry hair); ☐ castile (for normal and oily hair);
☐ cream (for dry hair); ☐ tincture of green soap (for oily hair);
☐ anti-dandruff.

Check also the rinse you need for your type hair:

☐ anti-dandruff; ☐ cream (tames and manages hair); ☐ egg (nourishes hair); ☐ lemon (oily and normal blond hair); ☐ protein (adds body to thin hair); ☐ vinegar (oily and normal brown hair); ☐ sugar (fine hair; use half sugar and half water for setting).

When shampooing the hair, be sure to brush hair before wetting and to rinse hair thoroughly. Do "squeak test" to determine if hair is rinsed adequately - slide hand through hair; if it squeaks, it's clean. It is important, too, that you clean your brush and comb every time you wash your hair.

Hot oil treatments every few weeks may be necessary for people with dry hair. Use a commercially prepared oil or olive oil. Warm the oil, and apply with cotton to scalp. Wrap hot, damp towel around head and let oil soak for several minutes. Follow oil treatment with your regular shampoo.

Hair Styling:

There are many factors that affect the type hair style most becoming to you. These factors are: your activities, the color of your hair, your age, your height and weight, your neck length and size, your profile and your facial shape. A discussion of each of these factors is too long to explain here. Study of the recommended text books or some other good book in your library to learn about these factors in relation to you.

Every woman should treat herself to a professional hair styling several times a year. A proficient hair stylist can show you how to wear your hair so that it is becoming. A good haircut and a body permanent wave certainly aids in keeping hair well groomed and neat looking. For that charming appearance, it is also important that you keep up with the fashionable hair styles. Your hair stylist can suggest new styles becoming to you.

If you usually do your hair at home, study to learn how to roll and comb the hair correctly.

For every woman, there comes the day when a person drops in to visit her while her hair is up in rollers. An attractive cover for the hair should be kept close at hand to slip over the half-dressed hair.



Lesson Planner: Dorothy L. Barrier, Extension Clothing Specialist
N. C. State University
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YOUR SKIN TYPE AND HOW TO CARE FOR IT.

Only lazy women and those who are uninformed need have unattractive skin. The care of your skin involves cleansing, stimulation, lubrication, and beautification.

What type skin do you have?

☐ normal; ☐ oily; ☐ dry; ☐ combination; (oily in some areas, dry in others)
☐ sensitive (allergic to some things).

What skin problems do you have?

☐ blemishes; ☐ blackheads; ☐ enlarged pores.

What To Do For Care of Normal Skin:

You are the lucky one if you have normal skin. But keep a watchful eye on it. As we get older, oil glands often become less active. Dry skin aids in producing wrinkles in the face and premature aging of the skin.

Cleansing: Wash twice a day, morning and evening. Use soap and water or a cleansing lotion.

Stimulation: Use a commercial freshener after cleansing or splash with cold water. Once a week use a facial for normal skin. You may use a commercially prepared one or use the honey facial. Massage face with cold cream. Remove cream. Pat on honey on face and neck, pressing honey on face and then pulling away quickly. Continue for 3 minutes. Press warm towel over face to remove honey. Steam face for 3 minutes with hot towel. Close pores of skin by putting cold towel or water over face.

Lubrication: Use a moisture lotion after washing face to keep skin youthful looking. This helps prevent the aging of skin. There are many types available.

What To Do For Care of Oily Skin:

Oily skin collects all type of dirt and dust that floats through the air. Skin problems often develop.

Cleansing: Constant cleanings of the skin is important - morning, noon, and night if possible. Use a generous amount of anti-bacteria soap and water.

Stimulation: Use an astringent for oily skin after each cleansing. Keep some with you in your handbag. Once a week use a commercially prepared facial for oily skin or use the epsom salt facial. Dissolve one heaping tablespoon of epsom salts in a cup of hot water. With cotton pads, pat solution over face. Repeat 10 times. Sponge off with cold water.

Lubrication: A light lotion as you use on your hands or body is good. Use occasionally.

What To Do For Care of Dry Skin:

Cleansing: Once a day cleansing, at night, is usually enough. Use Castile soap or if skin is extremely dry use a cleansing cream especially concocted for dry skin.

Stimulation: Use a mild freshener or splash face with cold water after daily cleansing. Once a week, use a dry skin facial. Wring out a towel in hot water. Press on face until you feel facial muscles thoroughly relaxed. Follow with a generous application of skin oil. Remove excess oil with a soft cloth. Apply hot towel again for a few minutes. Finish facial by applying a mild freshener and then a light lotion or cream.

Lubrication: Buy a lubrication designed for dry skin and use morning and evening. Use also before going into the out-of-doors. Lubrication is a must for dry skin.

What To Do For Care of Combination Skin:

Follow the basic rules for both dry and oily skin. Apply techniques for oily skin on oily areas, for dry skin at dry areas.

What To Do For Care of Sensitive Skin:

Be extra careful when caring for sensitive or problem skin. If problem is too serious, consult a doctor. It may be necessary to use hypo-allergenic creams and cosmetics. Follow the guides for cleansing and lubricating dry skin and stimulating normal skin.

Facial Massage - This is For Everyone:

Women who massage their faces have softer, lovely skin and better complexions, and they usually develop fewer lines in their face. Be careful not to stretch the skin when massaging, however. To avoid stretching the skin, apply a cream so fingers will slide over skin. Include the neck and shoulders in your facial massage. Never drag down on the face but use upward, outward motions. Directions for how to massage your face are given in many good grooming books.

Beautification Of The Face:

Part of the story of good grooming is make-up. Make-up not only helps to beautify but it also is a great protector of the skin. When applying make-up you will want to consider the following points:

1. What color of make-up do I need for my hair, eyes, and skin coloring?
2. How do I need to apply my make-up so that I create the illusion of an oval face?
3. What make-up should I wear for that natural day-time look? For that more glamorous evening look?

Applying make-up correctly is an art. It takes time and practice to learn but it is definitely an art everyone should develop. There are many good reference books you can use to learn how to apply make-up correctly. One excellent source of information is Guide to Beauty, Charm, Poise, by Ruth Tolman.

Lipstick is the only part of make-up that needs to be color co-ordinated with your outfit rather than your skin, hair, and eye coloring. A wardrobe of lipstick is needed so the right color is at hand when needed.

YOUR VOICE AND CONVERSATION

The sound of your voice tells much about you. It is part of your charm. Does it convey the real you?

Given in Part I of this study unit entitled The Attractive Woman...What Has She? are the qualities of a pleasing voice. Review these and also determine which qualities you need to improve.

Go to your public library and obtain a good book on improving the voice. There may be some special classes in your area in public speaking or other voice related areas that would be excellent to attend.

Some ways of improving the sound of your voice are:

- Reading aloud. As you read, keep in mind the qualities of a pleasing voice. Read with feeling-express the meaning of each line. Keep a dictionary close at hand so all words will be pronounced correctly. Reading aloud will help you get use to the sound of your voice used with expression. Five to ten minutes of practice a day can do wonders for your voice.
- Listening to others speak that have a beautiful voice. Some records are available made by fine actors, poets or lecturers. These can give you ideas of how to speak beautifully.
- Recording your voice. This is a wonderful thing to do if you have a tape recorder available. Play it back and see if you like what you hear. Keep the first recording you make. After several weeks, check to see what progress has been made.

Your conversational charm is most important. Try as you may, you cannot separate what you say from what you are.

Some of the guides to conversational charm are:

- Understanding of other person's viewpoint. Everyone does not have to agree with you. The sure way to lose friends quickly is to always be right and win every argument.
- Fitting your conversation to the occasion. When at a party, don't involve a person in a long, deep conversation. On the other hand, when involved in a serious meeting, do not try to be the "life-of-the-party".
- Learning how to start and keep a conversation going. This is definitely an art worth developing.
- Don't monopolize the conversation. Conversation means two or more people talking and exchanging ideas. Learning to be a good listener is half of the art of conversational charm.
- Don't be an "I" enthusiast. All some people know to talk about is their accomplishments and problems.
- Using language that will be understood by all people.
- Reading and expanding your activities and interests can help to make you a better conversationalist. It is nice to be able to talk intellectually with many different types of people.
- Don't pry into other peoples private affairs.
- Talking about ideas, at least part of the time, rather than people can raise your level of conversation. Some authorities say the lowest level of conversation is "I", the next level is "people", and the highest level is "ideas". Vary your conversation so that some of it will be on the highest level.

NEEDED ... A DAILY BEAUTY ROUTINE

It may seem like what has been discussed in this self study as well as the other information you have studied is a lot to do. Actually, your beauty routine need not take much more time than the time you are now spending. It is simply a matter of doing each grooming activity correctly. Soon your correct beauty routine will become as much a part of you as breathing.

You may wish to make out a chart of daily and weekly activities you need to do. Put this at a convenient spot - on the back of the bathroom door. Check off each activity as you do it. This chart could be used for a few weeks until your correct habits are developed.

Make a chart that fits your needs.

A suggested chart might be:

Daily Activities	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.
1. Exercise							
2. Balanced diet							
3. Skin care							
4. Hand care							
5. Posture							
6. Hair care							
7. Voice practice							
8. Conversation practice							
9.							
10.							
Weekly Activities							
1. Polish nails							
2. Facial							
3. Hair washed and set							
4.							
5.							

Lesson Planner: Dorothy L. Barrier, Extension Clothing Specialist
N. C. State University
March 1, 1968

Personal Appearance Self Study

Name _____

Date _____

Study Unit III

Figure the Facts Ma'am

By figuring the facts and training yourself in effects of good line and design, you can make your own figure appear good - even if it isn't. The secret is to select clothes that flatter - clothes that will compliment and camouflage. In making this self analysis, 'To thine own self be true' should be your motto.

A. The Look of Your Figure:

Do you wish to change the way you look? If you do the first thing to do is analyze your figure. Stand before a full-length mirror - step back - take a good look. If you wish, pretend you are looking at someone else. On the basis of what you see in the mirror, size up your figure and check the description of your body build.

1. Type of figure: Tall ☒, Average ☐, Short ☐, Slender ☐, Medium ☐.
2. Posture: Erect ☐, Stooped ☒, Protruding stomach ☐, Swayback ☐, Protruding derriere ☐, Prominent hips ☐.
3. Facial Characteristics: Oval ☐, Round ☒, Angular ☐, Oblong ☐, Heart ☐, Triangular ☐, Diamond ☐.
4. Neck: Long ☐, Short ☒, Thin ☐, Fat ☐, About right ☐.
5. Hips: Average ☒, Slender ☐, Large ☐.
6. Shoulders: Broad ☒, Narrow ☐, Sloping ☐, Square ☐, Other type ☐.
7. Waist: Slender ☐, Average ☒, Thick ☐.
8. Proportion of figure: Short waisted ☐, Long waisted ☒, Average ☐, Well proportioned ☐, Long limbs ☐, Short limbs ☐.
9. Abdomen: Flat ☒, Round ☐, Protruding ☐.
10. Measurements: Weight 147, Ideal weight ☐, Height 5-6 1/2.

B. Personal Problems:

Do you have figure irregularities difficult to correct? If so, list and explain how you can improve these difficulties when selecting your clothes.

1. _____

2. _____

3. _____

4. _____

C. Making the Most of Your Silhouette

List 8 factors in design and color that are good for your particular figure type and tell why.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

List 8 factors in design and color to be avoided by your particular figure type and tell why.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

D. Clotheslines for You:

It is smart to select style lines and design that will be the most becoming. Figure irregularities can be minimized and improved by the 'line way'. Indicate with a check mark those styles most suitable for your individual figure.

1. My most flattering necklines are:

Wide square____, Scoop neckline____, Peter Pan collar____, Boat neckline____,
Turtle neck____, Roll back collar____, V neckline____, Sweetheart neckline____,
Softly draped____, Ascot ties____.

2. My most flattering shoulder lines are:

Round____, Soft____, Padded____, Square____, Slightly padded____, Other____.

3. My most flattering sleeve lines are:

Sleeveless____, Cap____, Wide sleeves____, Balloon____, Tightly fitted____,
Draped____, Raglan____, Set in sleeve____.

4. My most flattering bodice lines are:

Wide lapels____, Horizontal lines____, Yokes____, Diagonal lines____, Loosely
fitted____, Bloused effects____, No detail on bodice____, Vertical lines____.

5. My most flattering Waistlines are:

Partial belts____, Up and down movement____, Narrow self belt____, Princess
lines____, Overblouse____, Unbelted____, Wide belts____, Contrasting colors____,
Gathers at waist____.

6. My most flattering skirt lines are:

Tightly fitted___, Flared___, Gored___, Box pleats___, Plain skirts___,
Knife pleats___, Full skirts___, Front fullness below waist___, Bias___,
Draped___, Gathered___.

7. My most flattering suit jackets are:

Bolero___, Same color as skirt___, Fitted___, Mannish style___, Box___,
Cut away (curved)___, Belted___, Double breasted___, Contrasting with
skirt___.

8. Most flattering skirt lengths are:

At the knee___, Just below kneecap___, Below kneecap and widest part of
calf___.

E. Your Undercover Story:

A foundation garment that gives your figure the support it needs is the most healthful one for you. The right bra and girdle refine instead of confine your figure.

In answering the following questions please refer to bulletin Buy-Ways to Foundation Garments.

1. Before I buy, I try on all foundation garments in order to be assured of proper fit, control and comfort. Yes___, No___.

2. By analysing my figure I find my figure is a

Junior figure___, Average figure___, Full figure___.

3. The type of bra that suits my figure best for all occasions is:

Bandeau___, Strapless___, Long-line___, Padded___, Corselet___.

4. After following measurement instructions for correct size and cup, I find I wear size___, with ___cup.

5. Try on your best fitting bra and check bra and check the following questions:

Yes___ No___ Are the bra cups filled out?

Yes___ No___ Is flesh bulged over the side of the cups?

Yes___ No___ Does the bra stay in place when you lift your arms?

Yes___ No___ Are the straps adjusted comfortably?

Yes___ No___ Take a deep breath. Does the bra pinch across the back?

Yes___ No___ Is the band beneath the cups wide enough to anchor the bra?

Yes___ No___ Does the bra give you attractive contour when you put your dress on over it?

Yes___ No___ Is the back of the bra anchored low on the back-well below the shoulder bones?

Yes___ No___ Does the center of the bra touch the breastbone?

6. Try on your best fitting girdle and check fit:

Yes___ No___ Is there binding and uncomfortable construction?

Yes ___ No ___ Is it long enough to allow the back to lengthen into a sitting position?

Yes ___ No ___ Does it allow for waist and diaphragm expansion?

Yes ___ No ___ Does it not ride up, when bending, walking, or sitting?

Yes ___ No ___ Does the garment give tummy support?

Yes ___ No ___ Is it long enough to give a smooth thin line?

Yes ___ No ___ Are the garters in correct position to keep girdle in place?

Yes ___ No ___ Does garment fit snugly at waistline without gaping and without pinching?

Yes ___ No ___ Does the garment control your problem areas without creating other bulges?

F. Listed below are certain medias that influence us in selecting our style of clothes. Check those sources that have the greatest influence on your buying.

Fashion magazines___, Newspaper ads and articles on fashion___, Television___, What other people are wearing___, Movies___, Shop displays___.

Fortunately, beautiful women come in all shapes and sizes. They do not waste time wishing they were smaller or taller larger or shorter - they simply make the best of what they have.

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best price?
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✓ In Line With Fashion, Extension Leaflet

✓ Color in Our Wardrobe, Extension Leaflet

✓ Buy Ways to Foundation Garments, Extension Bulletin

Lesson Planner: Mary Em. Lee, Extension Clothing Specialist
N. C. State University
March 1, 1968

IN LINE WITH FASHION

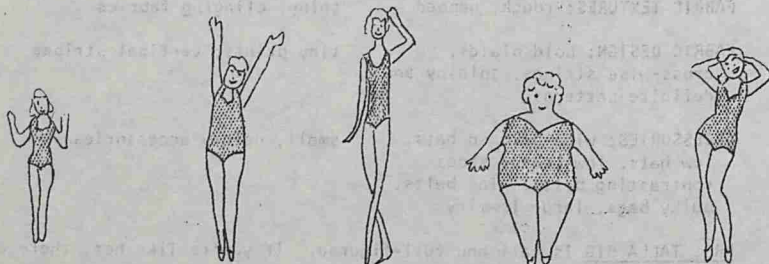
By Mary Em. Lee
Extension Clothing Specialist

You are a rare person indeed if you have an ideal figure - - - that's 5'5" and in perfect proportion. You can wear whatever fashion dictates and look well. If you can recognize your figure faults and are willing to do something about them this lesson on line in dress is for you.

Six Streamlined Facts:

1. Make good posture your most important asset.
2. Choose well-fitting clothes and foundation garments.
3. Remember the relationship of color and design to line is important.
4. Accentuate good figure lines, minimize bad ones.
5. Wear the latest fashion only when it's kind to your figure.
6. Remember, your shape is more important than your size.

WHAT'S YOUR LINE



If you wish to change the way you look, you must first analyze your own problems. Stand before a full-length mirror, step back, and take a good look. Pretend you're looking at someone else. Is she tall, medium or short? Is she slim, average or stout? Is she well-proportioned? What is your line? Are you like Mrs. Bean Pole, Mrs. Talla Big, Mrs. Ima Shorta Plump, or Mrs. Tina Small, or do you have the ideal figure?

➔ **MRS. BEAN POLE** is tall and may be slender for her height. But if you're tall, don't feel awkward. Be proud that you can choose a wardrobe that has a variety of design and style.

WEAR

LINES: horizontal, broken

STYLES: dramatic, simple, soft, flared, dressy, two-piece dresses

NECKLINES: close, soft, round, or with collars

AVOID

vertical, unbroken lines

demure, slimming, button-down front, bias cut, princess or mannish styling

deep V-necklines

BODICES: yokes, shirring	exaggerated shoulders, long lines
SLEEVES: full, 3/4 length, soft shoulders	short, cap, or tight sleeves; sleeveless garments
WAISTLINES: wide belts, wide torso	beltless waistlines
SKIRTS: tiered, side-draped, full, peplums, tunics, box pleats, circular, gathered, flowing	slimly pleated, tight, or tubular
JACKETS: long, fingertip, flared	short jackets, boleros
COATS: 3/4 semi-fitted full-length coats, belted toppers	fitted coats
DETAILS: rounded curves like scallops and yokes, large pockets, jabots, large bows	fussy details, angular trimmings
COLORS: light, bright, horizontal color contrast	outfits of one color
FABRIC TEXTURES: rough, napped	shiny, clinging fabrics
FABRIC DESIGN: bold plaids, cross-wise stripes, splashy and definite patterns	tiny prints, vertical stripes
ACCESSORIES: wide-brimmed hats, low hats, low-heeled shoes, contrasting belts, wide belts, bulky bags, large jewelry	small, dainty accessories

MRS. TALLA BIG is tall and full-figured. If you're like her, there are certain fundamentals of line you must remember.

WEAR	AVOID
LINES: vertical, diagonal	horizontal, boxy lines
STYLES: easy fit, comfortable lines that carry the eye vertically	tight, paneled styling
NECKLINES: V-shaped, draped	square necklines, frilly trimming; wide round collars, high, choker style necklines
BODICES: off-center vertical lines, diagonal lines, darts or fullness at shoulders	yokes, shirring
SLEEVES: loose armeye, closely-fitted at lower edge, squared shoulders, set-in sleeves	extended shoulders, balloon sleeves
SKIRTS: medium-width gored, straight with easy fullness	all-round pleated, yoked, full-gored, and short skirts

JACKETS: no longer than 2" below hipbone

very long or very short jackets, boleros

COATS: straight, 3/4, full length semi-fitted

flared or tent coats

WAISTLINES: without emphasis

high, princess style waistlines

DETAILS: simple features, interest at neck and wrists, diagonal trimming

dainty details, large pockets, extra panels, round trimming, (scallops)

COLORS: dark or low-keyed

contrast between waist and skirt, vivid colors

FABRIC TEXTURES: light weight soft, closely-woven

bulky or rough, clinging, shiny fabrics

FABRIC DESIGN: small geometric, shadowy patterns

splashy prints, round designs and shapes, stripes

ACCESSORIES: fairly large, low hats medium-wide, self belts

wide belts, belts of contrasting color, girdly-type belt, small accessories, small hats

MRS. IMA SHORTA PLUMP has practically no exception in figure rules - - - either she can wear certain lines or she can't.

WEAR

AVOID

LINES: vertical, diagonal, full length. Two lines close together are more effective than a single one.

horizontal, figure-emphasizing lines

STYLES: long diagonal lines, easy or semi-fitted, keep styles simple and soft, one-piece dresses are best

extreme styles, fullness around the hips, drapes

NECKLINES: small, pointed collars; moderate V-neckline

round, wide, square, high or choker necklines, ruffles, wide lapels

BODICES: slightly bloused; easily-fitted unexaggerated shoulders

large collars, capes, mannish shoulders, yokes, shirring, full tucks

SLEEVES: simple, straight line; set-in better than raglan; bracelet length better than 3/4 length

sleeveless styles, dolman, puffed, raglan, wide-cuffed sleeves

WAISTLINES: narrow, self-belts; princess style

set-in belts, wide belts, bright colors accent at waist

SKIRTS: slightly-flared, gores; straight side seams; easy, straight skirt with center pleat

tight, short, all-round pleated or gathered skirts, hip decorations, peplums

JACKETS: dressmaker jackets; jacket length slightly below largest part of hip

boxy, short and 3/4 jackets, boleros

COATS: full-length coat	boxy, flared-back, or too fitted coats
DETAILS: simple and soft, plain pockets, minimum trimming	round collars, round trimming, frilly details
COLORS: dark, one color with contrast in small amounts, solid colors	horizontal cut like two-tone suits; sharp, bright colors; large areas of contrast
FABRIC TEXTURE: dull, medium, weight, smooth finish	loosely-woven, shiny, stiff or flimsy fabric
FABRIC DESIGN: simple, small	flashy patterns, plaids, wide stripes, large prints
ACCESSORIES: matching, medium-size unusual jewelry	wide or conspicuous belts, very large or very small accessories

MRS. TINA SMALL needs clothes to make her appear taller; and if she's thin as well as short, she'll also want clothes to make her seem larger. If you have the same figure problem, you can solve it by choosing clothes that are line-right for you.

WEAR

AVOID

LINES: horizontal and modified unbroken effects	any exaggerated lines; tight, clinging, straight, severe tailoring
STYLES: simple styles, empire princess, feminine, inclined to fullness	two-piece dresses, "fourdoorsy" sports type, exotic fashions
NECKLINES: round and short V-neck, small round collars; soft, frilly	deep V-neck, tailored, high standing collars
BODICES: soft, rounded shoulders vertical tucks, soft and inclined to fullness	mannish shoulders, exaggerated shoulders, yokes, long center closing, clinging form
SLEEVES: easily fitted, bloused, dainty	puffy or droopy, elbow length, tight or tailored sleeves
SKIRTS: knife pleated, full, flared below hips, gored	all-round box pleats, tight, short, wide gored, fussy skirts, peplums
JACKETS: bolero, medium length	over-long jackets (tuxedo)
COATS: full-length, can be fitted or princess	
W WAISTLINES: nipped-in-styles princess, beltlines, narrow self-belt, raised waistline	strongly accented, low waistlines

DETAILS: delicate trimming, occasional ruffles and laces, curved yokes, pleating, dainty shirring

large trimmings, big pockets, cuffs and lapels, shirring; yokes, full tucks, round trimming

COLORS: soft, bright, one-color combinations, greyed to dark colors

sharp colors, overwhelming effects, contrast between skirt and waist

FABRIC TEXTURE: soft, crisp, starchy

stiff, bulky fabrics

FABRIC DESIGN: small, dainty print

up and down stripes or large, bold designs

ACCESSORIES: small belts, dainty accessories

wide or contrasting belts, bulky or splashy flat hats

OTHER QUESTIONS FOR FIGURE PROBLEMS

Would you be completely satisfied with your figure line-up if only . . . your hips were just a little smaller. . . or your arms not quite so big. . . or maybe your bust a little larger? Of course, losing or gaining weight is one way to help get that ideal figure, but correct "clothes lines" can be a tremendous help in getting the kind of figure your heart desires.

Short Plump Neck:

Wear long, narrow v-collar or low collar-less necklines. Wear hats with upswept brim or those without brim. Narrow lapels are better than wide ones. Avoid close-fitting jewel neckline and choker beads.

Long Thin Neck:

Ruffled detail or scarfs at the neck are flattering. Also jewel necklines, high collars, choker necklines. Wear hats with some brim. Avoid a neckline that is too low.

Large Bust:

Wear jacketed and softly tailored dresses. Slightly-bloused bodices that aren't too tight, flared skirts, darker colors, vertical lines with V-neck. Avoid tight skirts, high necklines, bright blouses, tight bodices, large necklines, curved details in bodice, light-colored bodice with dark skirt.

Flat Chest:

Wear styles with square or boat neck-lines, fullness at waist, bodice with horizontal emphasis. Wear fussy dresses and blouses with ruffles and jabots, round blouse pockets. Avoid knitted form-fitting garments and kimono or raglan sleeves.

Large Abdomen:

Wear loose-fitting clothes with fullness and front skirt draping. Avoid knitted garments.

Large Waistline:

Wear self-belts. Avoid wide belts, very narrow belts, and cummerbunds. Also avoid sharp contrast in color at your waist.

Narrow Shoulders:

Horizontal yokes and stripes that are horizontal at shoulders are good. Avoid sleeveless dresses.

Wide Shoulders:

Sleeveless dresses usually make shoulders appear more narrow. Wear narrow lapels, raglan sleeves. Avoid detail at shoulders and large shoulder pads.

Heavy Arms:

Wear full sleeves with natural, soft effect. Avoid sleeveless styles.

Large Hips:

Wear easy-fitting skirts with vertical emphasis; contrasting dark skirts; center front interest, like pleats, gores, slightly flared or button-down front skirts. Choose tailored styles, one-color outfits. Place emphasis at neckline.

Narrow Hips:

Wearing full skirts with pleats or gathers and choosing those with large design and bright colors or horizontal lines will help to widen your hip-line. You are the lucky girl who can wear knitted skirts.

PUT YOUR FASHION IN LINE WITH YOUR OWN FIGURE AND ALWAYS REMEMBER:
A MODERN WOMAN + BECOMING LINES = A BETTER FIGURE.

Buy-Ways to... Foundation Garments



Foundation garments have undergone radical changes from the first ones worn in Egypt some 4,000 years ago. Styles have ranged from corsets of steel similar to knight's armor to delicate garments of lightweight spandex and lace.

Smart women know that when foundation garments fit they enhance body proportions, give support where needed, and improve appearance of outer garments. Garments too tight will not only be uncomfortable but will create bulges that make the figure look even larger.

A foundation garment that gives your figure the support it needs is the most healthful one for you. The right bra and girdle **refine** instead of **confine** your figure and can actually help prevent figure and health problems later in life.

Try before you buy unless you know the style you are now wearing fits you perfectly. Some figures change periodically so it is best to be fitted by an experienced corsetiere every six months.

Look for quality when selecting foundation garments. Well-finished seams, close stitching, reinforcements at points of strain and good quality fabrics are hallmarks of good construction.

FOUNDATION FABRIC FACTS

Variety in new fibers, fabrics and designs for greater comfort, fit, support, and durability is big news in foundation garments today. There is also a great choice in feminine colors and styles.

Cotton is the most commonly used fabric because of its many desired features. Rayon, nylon, Dacron and Orlon are used extensively also. Presently, the newest and greatest elastic fiber used is spandex (Blue C, Lycra, Spandelle, Stretch-Ever, Vyrene). The high elasticity and lightweight characteristics produce strong, sturdy yet delicate garments from this fiber. Spandex yarns may be uncovered or covered with nylon, Dacron, or other fibers. Elasticity is slightly reduced when the fiber is covered. Covered spandex resists yellowing from the sun or chlorine bleach better than uncovered.

KNOW FIGURE TYPE FOR RIGHT STYLE

Women's figures are all different and continue to change as women mature. Before you choose

bras and girdles it is important that you size up your figure and determine your figure type.



THE JUNIOR FIGURE:

- ... is youthful and trim with
- ... high bustline and
- ... a small waist with
- ... hips slightly full in proportion.

The junior figure is not restricted to a girl in her teens. A woman in her forties may have a junior figure because "junior" refers to figure **type**, not to age.



THE AVERAGE FIGURE:

- ... is a mature figure with a
- ... relatively well-proportioned, well-rounded bust
- ... a tendency to a "spare tire" and
- ... curved hips and thighs
- ... short rise from waist to crotch.

The average figure generally needs no special improvement.



THE FULL FIGURE:

- ... is more dependent upon corsetry and has
- ... an ample bustline
- ... a waist more or less undefined and
- ... heavy hips and thighs which usually require a longer girdle.

It is possible for you to have a combination of all of these types.

BUYING THE RIGHT BRASSIERE

Size is the most important factor to consider when buying a bra. Unfortunately, there is little size standardization among manufacturers and sizes may vary from one brand name to another. For this reason, it is important to try on different styles and brands before you buy.

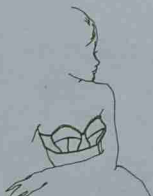
For health, comfort and appearance, your bra must fit. If it fits, the bra supports and shapes the breast. It will not bind and will permit free body movement. A well-fitted bra gives you a natural, uplifted fashion line.

TYPES OF BRASSIERES:

There are several basic bra types and all others are variations of these. In order to determine the type to buy consider appearance and figure needs.



Bandeau bra is any short bra with straps and comes in a variety of styles. Some give extra stretch room with inserts of elastic. Many have circle-stitched cups for uplift and shaping. This is the most popular style.



Strapless bra is any bra without straps. They are available in either bandeau or long-line styles and are especially suited for low necklines. Due to the very nature of a strapless bra (it must support and stay in place) not all women can wear them. There are many variations of strapless bras and for this reason the average person can get a good fit in comfort if they take time to shop around.

Besides the three basic figure types, there is also a 'teenage' figure. This type belongs in a separate category since it is a growing figure. Girls in their early teens develop so rapidly, it's often necessary for them to buy a different size foundation every six months.

Long-line bra is any bra with a band that comes to the waist. This bra is designed to answer a particular figure and fashion need. It is especially comfortable for the fuller figure because it gives excellent support and uplift. A long-line style helps relieve pressure of straps on the shoulder. It also offers a smoother fashion line at the waist.



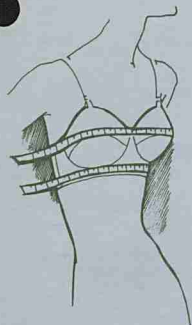
Padded bra is designed to add dimension to the slight figure. A properly selected padded bra will not exaggerate your figure but will make your clothes fit like they are designed to fit.



Corselets (all-in-one foundations) are designed to give smooth, all over control without a break at the waist. Usually these garments are sized by bust measurement and the remainder of the garment is sized proportionately. The bra size, hip measurement and length of garment are important factors to consider in fitting a corselet. Not every woman can wear this all-in-one garment. It is difficult to get a good fit if the bust is very full in proportion to the hips, or if the hips are full in proportion to the bust, or if you are very short from bust to waist. If you have one of these figure problems, you may look better and feel more comfortable in a separate brassiere and girdle.



HOW TO MEASURE FOR CORRECT SIZE AND CUP



Bra size is determined by width around and by cup proportions.
For correct bra size—

... Measure around diaphragm (over the brassiere) just below bust and straight across the back. Hold the tape taut but not tight.

When the underbust measurement is **less than** 38 inches

— Add 5 inches to odd numbers

— Add 6 inches to even numbers

For example:

$$29 + 5 = 34 \text{ bra size}$$

$$28 + 6 = 34 \text{ bra size}$$

When the underbust measurement is 38 or **more**—

Add 3 inches to odd numbers

Add 4 inches to even numbers

For example:

$$39 + 3 = 42 \text{ bra size}$$

$$38 + 4 = 42 \text{ bra size}$$

FOR CORRECT CUP SIZE—

... Measure again from straight across back and over fullest part of bust (over your brassiere). The difference between the figure and your bra size determines the cup size as follows:

Under 1"—AA; 1"—A; 2"—B; 3"—C; 4"—D.

If you have an underdeveloped bosom you may need a slightly padded bra to give rounder contours. The more ample figure needs not only a larger cup, but more support. If you have a pudgy midriff try a long-line bra.

BEFORE YOU BUY, ASK YOURSELF THESE QUESTIONS:

1. Are the bra cups filled out? If not, buy a smaller cup size or one with light shaping.
2. Is flesh bulged over the sides of the cups? If so, buy a larger cup.
3. Does the bra stay in place when you lift your arms? If not, it is too tight around the diaphragm. Try a larger size.
4. Are the straps adjusted comfortably? Try on another size if adjusting doesn't help.
5. Take a deep breath. Does the bra bind or pinch across the back? If so, buy a larger size.
6. Is the band beneath the cups wide enough to anchor the bra? If not, you need a wide supporting band. Try on another size.
7. Does the bra give you an attractive contour when you put your dress on over it?
8. Is the back of the bra anchored low on the back—well below the shoulder bones?
9. Does the center of the bra touch the breastbone?

THE RIGHT GIRDLE FOR YOU

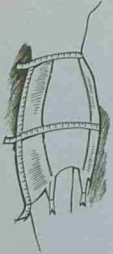
Like bras, there are girdles designed to take care of varied figures and fashion needs. Here again it's important to know your figure type and to try on the garment before you buy. Determine your waist measurements first.

Women who do not have problem figures should wear girdles that are lightweight and firm, yet allow for easy movement. They usually come in lightweight, porous weaves and may be bought in the pull-on or pantie style.

The solution for the "problem figure" with the protruding tummy and heavy hips or thighs is a girdle with extra control panels at the abdomen area or added length at the sides. Overweight women will find the girdle with the side opening easier to get into. This style also gives her more control and support.

When measuring for a girdle, measure waist at narrowest part and hips at fullest part. For length, measure down side of hip to about $1\frac{1}{2}$ inches below buttocks.

If the measurement is 13" or less, a short length garment is required.
 If the measurement is 14" to 15" a medium length garment is required.
 If the measurement is 16" or more, a long length garment is required.



A GIRDLE FITS IF:

- ... there is no binding, uncomfortable construction.
 - ... it's long enough to allow the back to lengthen into a sitting position.
 - ... it allows for waist and diaphragm expansion.
 - ... it does not ride up, when bending, walking, or sitting.
 - ... it gives tummy support.
 - ... it's long enough to give a smooth thigh line.
 - ... the garters are in correct position to keep girdle in place.
 - ... it fits snugly at waistline without gaping, and without pinching.
 - ... it controls your problem areas without creating other bulges.
- If your posture is poor, you may help to correct it by wearing a high-waisted girdle.

THESE BASIC RULES FOR CARE ADD LONGER LIFE:

- ... Always follow washing instructions found on hang tags of new items. Save them for future references.
- ... Handle foundations carefully when putting them on and taking them off. Violent yanking and tugging can spoil their shape. When putting on a garment, fold top down, then grasp the double thickness firmly as you slip garment on the figure. Be sure fingernails do not dig into elastic.
- ... Remember a stitch in time saves nine — so repair foundations promptly whenever necessary. In the elastic sections, use a zig-zag stitch. Don't use pins on the garment.
- ... Launder often, especially in warm weather. Perspiration acids and body oils can cause deterioration and discoloration of fabrics and elastics. A good practice is to wash garments after every one or two wearings.

LAUNDERING SUGGESTIONS:

- ... Use a mild soap or a washing compound especially designed for laundering elastic garments.
- ... Soak garment no longer than 10 minutes.
- ... Remove stubborn soil and stains by scrubbing with a soft brush.
- ... In order to remove all soap, rinse at least four times. Soap can destroy elasticity.
- ... Roll garments in a towel to absorb moisture.
- ... Unroll, stretch and shape while garment is damp.
- ... Hang girdles or corselet by its garters.
- ... Do not hang bras by straps since this may mar the shape.
- ... Machine wash garments only if the manufacturer says so. If you can wash them in a washing machine be sure the heat controls are set for "wash and wear" or "delicate" fabrics.
- ... For best results air dry foundation garments. Never place in direct sun or over radiator. Garments elasticized with spandex can be dryer-dried on a low heat setting.
- ... It is always better to wash white garments with white garments.

Before you buy be sure your bra or girdle have been correctly measured, selected, and fitted. If this is done the garment will add immeasurably to your appearance.

Prepared by Mary Em. Lee, Extension Clothing Specialist

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Personal Appearance Self Study

Name _____

Date _____

Study Unit IV

Fit To Be Well Dressed

One of the most important factors regarding the value of clothes to the individual is fit. The fit of the garment helps determine a favorable or unfavorable impression.

- A. In a few words, explain how well-fitted clothes can give you a feeling of being better dressed.

- B. It is said that most fitting problems are due to figure irregularities and that 90% of the women need some type of alterations. If you are among this 90% list any figure irregularities you may have that cause fitting problems.

_____	_____
_____	_____
_____	_____
_____	_____

- C. How does today's fashions influence the fit of your clothes?

- D. Do you always wear the same size when you buy ready made dresses? If not, explain reason.

- E. It is true there are several alteration limitations in ready-to-wear dresses. What are some you have encountered when buying clothes.

1. _____
2. _____
3. _____
4. _____
5. _____

- F. Proper alterations are as much of an investment as the price of the garment. In order for you to get an idea of alteration cost in your home town investigate the cost of the following common alterations:

Cost	Alteration
\$	Adjusting the length of hem
	Adjusting the length of sleeves
	Adjusting the length of the waistline
	Taking in or letting out side seams
	Fitting a gaping neckline
	Adjusting a wrinkled back bodice
	Shortening shoulder width
	Adjusting skirts which wrinkle or are too high waisted
	Skirts whose side seams don't hang straight

- G. It is not good to fit a garment on the body wrong side out. Explain why this is true.
- H. Sometimes the fabric color and line of garment pleases you but the fit of the garment may be all wrong. We may buy these 'misfits' in spite of the fact they do not have that 'made-to-order look' for us. Analyze your present wardrobe and list the poorly fitting garments taking up needed space in your closet.
- I. Try on your best dress and give yourself the mirror test - side, front and back. Stand, walk and sit in the garment. Be sure you wear the type of shoes, undergarments and other items you ordinarily wear with the outfit.
1. Use the attached evaluation sheet "Do Your Clothes Fit" and place a check in the yes or no column. You may want someone to help you with this analysis.
 2. List the fitting problems you have encountered in the fit of your dress.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

3. Do you feel that you have the "know how" to correct these problems?

Yes____, No____.

Please refer to the lesson sheet "Fit To Be Well Dressed". This may help you solve your problem.

Reference

Fashion Sewing, Bishop and Arch, J. B. Lippincott Co. New York

Fit To Be Well Dressed - Extension Leaflet

Lesson Planner: Mary Em. Lee, Extension Clothing Specialist
N. C. State University
March 1, 1968

FIT TO BE WELL DRESSED

... When Buying Readymades



The fit of the garment can do much to determine a favorable or unfavorable impression. No matter how much the cost, or how much time is devoted to shopping or coordinating the wardrobe in color and accessories, efforts are worthless if clothes don't fit. Fit is something we see and feel and unless this feature is evident the quality look will be lacking.

Comfort and becomingness are not only dependent on fit but also dependent on fiber, style and color. Well fitting garments give a trim well tailored custom made look.

Most fitting problems are due to figure irregularities although some may be caused by faulty cut of the garment. It is said that 90% of women should make some alterations. Unfortunately, not all women know how to recognize a good fit or care whether their clothes fit or not.

You can save time, money, and trouble if you buy the size garment which fits you best. A good fit can make the difference between a \$20 dress and one that sells for \$50.

Common Problems Resulting in Poor Fit:

- human figures not standardized
- wrong size for figure
- wrong style for figures
- wrong size type (half size or misses)
- inaccurate cutting and stitching
- improper foundation garment - or perhaps none at all
- poor posture

Alteration Limitation

Remember many misfits cannot be altered. It is difficult to make certain alterations if:

- the garment is too small and seams are too narrow to let out
- darts trimmed unnecessarily and need to be let out
- manufacturer punched hole to mark dart placement and darts need to be let out
- garment cut off grain and is uncomfortable
- fabric will show original stitching marks when seam is let out, example, taffeta, satin and peau de soie
- extra length is need at hemline and sleeves where there is not enough fabric to let down amount needed
- garment is short waisted and not enough waist seam allowance to make alteration
- garment wrinkles badly across upper back
- neckline is too large and stands out from body
- garment is much too wide at the shoulders
- the garment needs to be changed from regular size to half-size

Most Common Alterations are:

- shortening and lengthening waistline, hems, sleeves
- taking a dress in or letting it out
- fitting a gaping neckline
- adjusting a wrinkled back bodice
- shortening shoulder width
- adjusting shirts which wrinkle or are too high waisted
- skirts whose grainlines are not straight

CHECKPOINTS FOR A GOOD FIT

It is difficult to establish rules and regulations for proper fitting of a particular garment because so many factors enter into the situation. Fit often is determined by the

- type of figure
- age of person
- type of garment
- present day fashion

Try on your basic dress right side out and check your fit. Have someone help you answer the following questions:

- Yes ___ No ___ Does the dress have wearing comfort while you are standing, walking and sitting?
- Yes ___ No ___ Are the directions of the grainline correct? All grainlines should run in perfect alignment. Lengthwise grainlines should be perpendicular to floor. Crosswise grainlines should be parallel to floor.
- Yes ___ No ___ Does the garment have a smooth overall fit -- neither too loose or too tight?
- Yes ___ No ___ Do the normal underarm seams fall straight down from center of armpit to the floor?
- Yes ___ No ___ Does the waistline fall at the normal waist and appear to be straight around the figure?
- Yes ___ No ___ Does the normal shoulder seam follow the line of the shoulder?
- Yes ___ No ___ Is the neckline fitted comfortably without gaping or appearing too snug?
- Yes ___ No ___ Does the sleeve line follow the normal shoulder seam?
- Yes ___ No ___ Are the armholes comfortable? Do you have enough ease to rotate your arms and raise them above your head? There should be no wrinkles when your arms are at your side.
- Yes ___ No ___ Are your sleeves the correct length?
- Yes ___ No ___ Do the sleeves hang straight down from shoulder with no wrinkles? Do you have freedom of movement?
- Yes ___ No ___ Do you have 3 to 4 inches ease over bust and across back?
- Yes ___ No ___ Do you have plenty of room across the back when you bring your arms forward?
- Yes ___ No ___ Do you have 2 or 3 inches ease at the hip line?
- Yes ___ No ___ Are all darts in the correct position on the body?
- Yes ___ No ___ Are the shoulder darts directed towards the bust?
- Yes ___ No ___ Do the underarm darts point towards the crown of the bust? The garment may fit better if you make two darts instead of one.
- Yes ___ No ___ Do the waistline darts point toward the bust in front bodice or shoulder blade in the back bodice?
- Yes ___ No ___ Do the darts in the long sleeves fall at correct elbow positions?
- If one dart it should fall at the point of elbow.
 - If you have two darts the space between the two darts should center the elbow.
 - The center dart of three should fit at the elbow.

If all checks are in the "yes" column, you have an ideally proportioned figure and a good fitting garment. It is indeed rare if you do not need to make alterations.

FITTING PROBLEMS AND HOW TO SOLVE THEM

Problem: Shoulder seam too long making armhole line fall too far down on arm. This can cause the neckline to pull from side of the neck.

Solution: If there is only a slight amount of extra shoulder length to be taken off, the armhole can be trimmed over the tip. Caution - don't take off too much because the armhole will be too large for the sleeve. A small dart may be added at the back shoulder seam to take up extra width. Ease in front shoulder seam being careful not to make it look gathered.

Problem: Shoulder seam does not fit on top of figure.

Solution: Unless the shoulder seam is wide enough to let out this problem cannot be corrected. The correct placement of the shoulder seam is 1 inch behind the ear lobe. Note, the shoulder seam comes much too far toward the front of the dress. In order to correct this problem, let out the front seam as much as possible and take in back seam. How much you take in or let out will be determined by the position of this seam. Keep the original armseye size in order that the sleeve will go back in armhole the same.

Problem: Ill fitted cut-on sleeve style dress.

Solution: This problem is very difficult and often times impossible to correct because of the detail and the cut of the sleeve. In order to get a good fit the entire upper part of the dress must be taken apart and recut. It is suggested that you not buy this garment if it does not fit.

Problem: Low neckline too wide and loose.

Solution: Method of correcting this problem will vary according to style of garment. If the neckline is square and a seam is at the angle depicted, take in seam. If the seam is not there, create one if the style allows for this adjustment. If the neckline is round and scooped cut and is too full, the neckline may be made smaller by taking up on shoulder seams. Don't forget to make alterations on facings also.

Problem: Sleeve wrinkles at cap and upper arm.

Solution: There are two reasons why this problem may exist. Wrinkles may be caused if the sleeve is too large - or sleeve needs to come forward in the armhole. To check grainline of sleeves baste lengthwise and crosswise grainline. These lines will determine whether the sleeve is grainline perfect or not and needs to be changed in position. If sleeve is too large, merely take sleeve seam up to fit.

Problem: Sleeve too tight.

Solution: Seldom is there enough seam allowance to let a tight sleeve out enough to allow for comfort. If the seam has ample seam allowance this alteration is simple. Let out blouse seam to correspond to allowance in sleeve because as a usual thing the bodice is tight also. There is a possibility that tight sleeves may be placed underneath with matching material provided you can get extra fabric from behind belt or inside pockets.

Problem: Waist too short.

Solution: The fitting problem can be solved if there is enough seam allowance at the bottom of the blouse to let out seam. If this cannot be done don't buy garment. Sometimes a wide belt is used to cover the short waisted look.

Problem: Blouse back much too large above waist and wide on shoulder.

Solution: The side bodice seams and sleeve seams must be taken out in order to fit this garment to the figure. It will be easy to take side seams up but you may find it more difficult to make garment more narrow across shoulders. First determine how much too wide the garment is then trim away the excess fabric. Make sure the original shape of the armseye is kept so sleeve will go back in garment without extra fullness.

Problem: Dress bodice too tight and too long.

Solution: This dress wrinkles in the back because the figure needs more width. If the seam allowance is wide enough, it may be let out and the darts changed to tucks to give extra ease. Note also the waistline is too long. Tie a string around the waist to relocate the natural waistline. Cut off excess fabric and set skirt up on blouse.

Problem: Too tight at midriff.

Solution: Decrease waistline dart as much as possible or remove it entirely replacing dart with a short folded tuck. Let out side seams to fit figure. Don't buy garment unless there is enough seam allowance to let out. The skirt must be let out the same amount as the bodice waist. Check bust line dart and see if it is in the correct location. Re-adjust the position if it is too high or low.

Problem: Pocket pulls apart because skirt too tight at hips.

Solution: Most times it is impossible to alter this skirt because the seams of the pocket and skirt are trimmed away and there is no extra seam allowance to let out. Do not buy skirts, slacks, dresses, that have pocket in the seams and the garment is too tight.

Problem: Skirt is too high-waisted.

Solution: When this problem exists wrinkles will form as shown in the sketch, the front needs to be lifted and cut off at the center tapering to nothing at the side seams. The same correction may be necessary if the back shows this problem. This alteration is not recommended if skirt is tight and will not go down over the hips. Letting out side seams may correct this problem.

Problem: Skirt too tight - causing skirt to ride up.

Solution: If seams are wide enough simply let out seams to fit figure. When seams are not ample the skirt may be raised and reset on to waist band provided the skirt is long enough. Remember when this is done, relocate your darts to fit the hips.

Problem: Too much fullness across the hips.

Solution: This figure has a flat posterior making the skirt too full and forming unnecessary wrinkles. The side seams of skirt will swing forward. To correct this, take skirt in at side seams. It may be necessary to rip waistband off skirt back and try on skirt. Tie a string around the waistline rather tightly. Gradually pull skirt back up at center until the side seams hang straight. Draw a chalk line below the tied string. Remove skirt and trim away fabric above the chalk line to 5/8 inch seam. If skirt is lined, the lining is treated like the skirt outer fabric. Replace waistband.

Problem: One hip higher than other.

Solution: From the sketch you will note the right hip is higher than the left one. In order to straighten this ready-made skirt the left side is lifted higher at the waistband. Trim away the amount of fabric from the left waist to bring the hem level with the right side.

Making alterations on ready-to-wear garments made of permanent press fabrics presents certain difficulties. You may shorten hems and sleeves but you will have difficulty in removing the sharp crease or putting in a sharp crease. Skirts may be lifted at the waist and this would overcome the difficulty. If the cuff must be shortened in pre-cuffed slacks - rip stitching, lay cuff flat, cut off, and resew at desired length. A good rule to follow when buying garments of permanent press finish is to buy them large enough and long enough!

Remember - before you can acquire that pleasing appearance in clothes you wear you must first have perfect fit. It is a waste of money to buy clothes that do not fit.

Prepared by
Mary Em. Lee
Extension Clothing Specialist

N.C. State University
Jan. 1, 1968

Personal Appearance Self Study

Name _____

Date _____

Study Unit V

Your Social Security

In your social circle do you feel secure and smartly dressed in the clothes you wear? Proper dress for the occasion and circumstances means different things to different people and at different times.

- A. Your clothes should be suited to your kind of living, as well as to events or situations in your living plan.
What is your kind of living? (mother, housewife, working homemaker, etc.)

Do you live in a city, town, suburb, or rural area? _____

What social events do you attend? _____

B. Whats Your Good Looks Score - As Others See You?

Here's a quick way to see yourself as others see you. Each time you can say 'yes' to one of the following questions it counts five points toward a perfect score of 100. If your score is 80-95 congratulations! If 50-75, you must watch your step. If below 50, you'd better get to work right away.

Be honest with yourself and answer the following questions truthfully.

- Yes ___ No ☒ 1. Analyse yourself in a full view mirror. Are you pleased with what you see?
- Yes ☒ No ___ 2. Do you keep up with the latest fashions by studying fashion books at least three times a year?
- Yes ☒ No ___ 3. Are you careful not to wear a dress or accessories dressier than the occasion?
- Yes ☒ No ___ 4. Do you believe you are better dressed if you wear gloves instead of carrying them?
- Yes ☒ No ___ 5. When you shop you avoid "love-at-first-sight" clothes that do not fit into your plan?
- Yes ☒ No ___ 6. Do you refrain from wearing something unbecoming just to get the good out of it?
- Yes ___ No ___ 7. At home, do you try to dress neat and in good taste for the sake of your family?
- Yes ___ No ___ 8. Do you make sure you always dress your age?
- Yes ___ No ___ 9. Do you make it a practice of adopting from current fashion only those styles that are becoming to you?
- Yes ___ No ___ 10. Do you make a special effort to study your best colors and abide by sound good rules?
- Yes ___ No ___ 11. Are your clothes kept in a wearable condition at all times?
- Yes ___ No ___ 12. When you carry gloves, do you carry the gloves with the cuff over the back of the hand and the fingers toward the body?

- Yes ☒ No ☐ 13. Do you always wear a hat to morning church services?
- Yes ☒ No ☐ 14. Are you careful to wear clean and spotless clothes at all times?
- Yes ☐ No ☐ 15. Are you careful to wear well fitted foundation garments?
- Yes ☐ No ☒ 16. When you attend a funeral do you always wear a dark subdued color?
- Yes ☒ No ☐ 17. Can you go to your closet and choose an outfit to wear to any needed occasion that may arise?
- Yes ☒ No ☐ 18. Do you make an effort to have your clothes fit - neither too loose or too tight?
- Yes ☐ No ☐ 19. Do you avoid being seen in public without make-up and without your hair combed?
- Yes ☒ No ☐ 20. Do you avoid wearing light underwear with dark dresses and visa versa?

C. List any objectionable dress habits of women today that you have observed:

- D. When jewelry is well chosen and tastefully worn, it can be the spice of your wardrobe's life, the focal point or merely a bright accent. Inexpensive costume jewelry is acceptable and can be well-designed and attractive. In deciding type of jewelry to wear remember to consider the time of day, and the formality of the occasion. Elaborate and expensive jewelry should be worn only on dressy occasions. What type of jewelry, if any should be used with the following type of dress?

A house dress: _____

A church dress: _____

A dressy dress suitable for a Tea: _____

- E. We should remember clothes speak a powerful language no matter where they are worn. They tell the world whether we are sloverly or careful, artistic or crude, dowdy or smart.

Do you have assurance in knowing what to wear for the following occasions:

Job hunting Yes___No___, Church Yes___No___, Reception Yes___No___,
Shopping in large town Yes___No___, Shopping in small town Yes___No___,
Work at home Yes___No___, Weddings Yes___No___, Funerals Yes___No___,
Grocery shopping Yes___No___, Traveling by plane Yes___No___, Traveling
by bus Yes___No___, Street wear Yes___No___, Afternoon teas Yes___No___,
Luncheon Yes___No___, Picnic Yes___No___, Concerts Yes___No___.

F. List at least four factors that should be considered in order to be
appropriately dressed for the particular occasion named:

good
Church _____

Weddings _____

Reception and Tea _____

Shopping _____

Luncheon _____

Funerals _____

G. What are some factors that determine the length of gloves to wear?

H. When and where to wear gloves and hat:

Do wear gloves

1.

2.

3.

4.

5.

The times to wear a hat are:

1.

2.

3.

4.

5.

Remember you can wear gloves without a hat but do not wear a hat without gloves.

I. Criticize your present wardrobe from the standpoint of appropriateness. Is its chief fault in the number of garments or in selection of the right garments to suit your needs.

J. Why is simplicity in the outfit for any occasion important?

A well dressed woman is noted for her simple, elegant cosmopolitan clothes ideal for the places she goes.

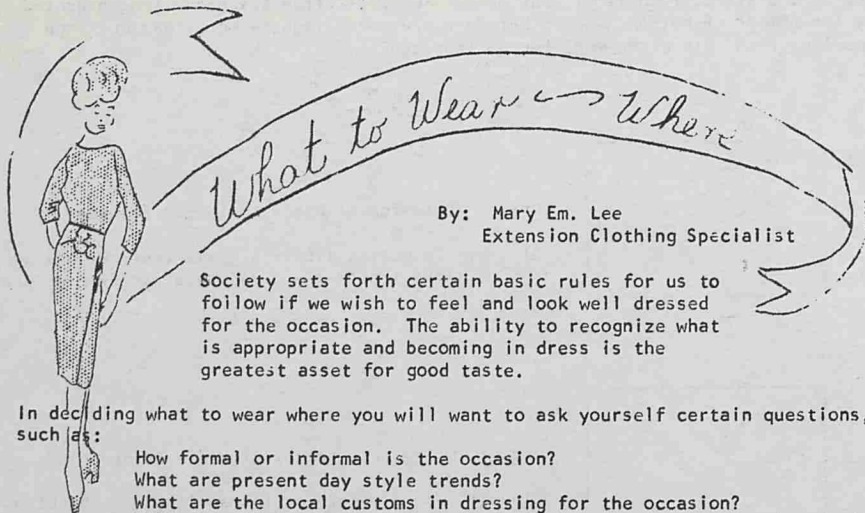
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Charm Encyclopedia by Alice Bell, J & G Publishing Company, Box 848, Charleston, S. C. 1962.

What to Wear Where, Extension Leaflet
Good Taste in Dress, Extension Leaflet

Lesson Planner: Mary Em. Lee, Extension Clothing Specialist
N. C. State University
March 1, 1968



By: Mary Em. Lee
Extension Clothing Specialist

Society sets forth certain basic rules for us to follow if we wish to feel and look well dressed for the occasion. The ability to recognize what is appropriate and becoming in dress is the greatest asset for good taste.

In deciding what to wear where you will want to ask yourself certain questions, such as:

- How formal or informal is the occasion?
- What are present day style trends?
- What are the local customs in dressing for the occasion?
- Will the clothes I wear suit my personality, age, and position in life?

When in doubt, wear the plainer outfit. This is a safe rule to follow when you are undecided as to whether to wear the simple basic dress or one that may prove much too dressy.

ACCESSORIES ON THE 'GO'

A well planned wardrobe has a collection of accessories that afford something beautiful and appropriate to wear for every anticipated occasion. The right accessories can give your dress and suit charming touches that make the difference between an outfit of good taste and one that is dull and uninteresting.

Remember, if your clothing budget is limited you will save money by building your accessories around a basic color scheme. Black, brown, navy and neutral tones are considered basic colors. Since bags and shoes are expensive, these accessories can be chosen in the basic colors. Your brighter accents may be featured in scarfs, blouses, jewelry, belts and hats.

As a rule there are more questions regarding appropriateness of gloves and hats than any other accessories. Here again we find conflicting opinions among the various accepted authorities of good dress regarding this subject.

In order to establish basic rules, here are a few Do's and Don't's about wearing gloves and hats:

Don't Wear Gloves -

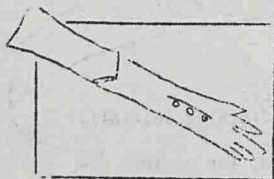
- .. While you are eating
- .. While applying makeup
- .. Don't remove gloves to shake hands
- .. When playing cards or similar games
- .. Don't wear jewelry over gloves - with the exception of bracelets

Gloves should be considered an important part of your costume, for this reason, it is better to wear gloves instead of carrying them when in public.

Do Wear Gloves -

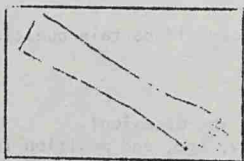
- .. When shopping in a large city
- .. In a place of worship
- .. To outdoor festivities such as a garden party, outdoor teas and receptions
- .. To formal indoor occasions and on arrival at a luncheon or dinner party. Remove them before you eat
- .. When standing in a receiving line
- .. While dancing at a formal party
- .. wear gloves when boarding a plane, train or bus. They may be removed after you are seated.

The length of the glove is determined by the occasion, length of garment sleeve and by the attractiveness of your arms. You will often see glove length quoted by the number of buttons - each button represents slightly more than one inch. The longer the glove the more formal the occasion.



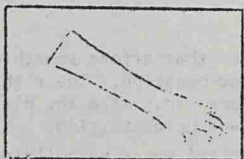
Dress: Very formal bare-shouldered fashion

Gloves: 20 button plus - a glove that extends to the shoulder and reserved for evening wear



Dress: Sleeveless or day time dinner dress

Gloves: Opera length or formal length - 16 button above elbow-or very short 6 button gloves (above the elbow gloves are not worn until after 5 o'clock)



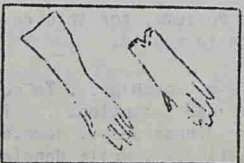
Dress: Cap or very short sleeve garment

Gloves: 10 button crush gloves, or elbow length 12 button, or even longer gloves crushed to shorten length



Dress: Just above elbow length sleeve fashion

Gloves: 12 button length glove that meets mid arm



Dress: Bracelet length sleeve

Gloves: 8 button or shorter gloves
If your coat has 3/4 length sleeve the 8 or 10 button glove is a good choice. The glove should come to the sleeve or just beyond the sleeve.

In planning your head-to-toe wardrobe you will discover that the total look is completed with the selection of a becoming hat - suited to the costume, wearer's personality and the occasion.

Do wear hats -

- . . When in doubt (You can always remove it after you arrive and find others hatless)
- . . To church and any religious ceremony (In some churches hats at evening services are not necessary)
- . . When boarding a train, plane or bus (Hat may be removed after you are seated)
- . . To teas and receptions
- . . To funerals
- . . To luncheons in hotels, country clubs (Some informal luncheons in homes do not require hats)

SHOPPING IN A SMALL TOWN

Dress or suit: Coordinated casual clothing. Avoid shorts or slacks.

Hat: Very casual style or none.

Handbag: Simple clutch bag.

Gloves: Not necessary unless hat is worn.

Shoes: Comfortable flats, or casual shoes with medium heels.

Jewelry: Should be simple if worn.

SHOPPING IN A LARGE TOWN

Dress or suit: Reasonably conservative day clothes.

Hat: Simple and unadorned style.

Handbag: Convenient and serviceable carry-all type.

Gloves: Plain gloves, matching handbag and shoes are good choices.

Shoes: Comfortable sturdy shoes with no ornamentation, closed toes and heels.

Jewelry: Functional or plain style - no glitter. Pearls, gold or silver are good. In some sections of the country, hats and gloves are not required when shopping in a large town.

TRAVELING BY PLANE OR TRAIN

Dress or suit: Simple, comfortable outfit adaptable to changing temperature - suits and jacketed dresses.

Hat: Comfortable, packable hat desired.

Handbag: Roomy carry-all style large enough to hold necessary items.

Gloves: Plain, dark easy to care for ones preferable.

Shoes: Comfortable and large enough to allow for swelling feet.

Jewelry: Simple and conservative.

ATTENDING A LUNCHEON

Dress or suit: An outfit of color featuring good basic lines.

Hat: Simple, unadorned hat.

Handbag: Medium size, conservative fashion.

Gloves: Necessary to complete outfit. Plain style matching suit or dress, or bag and shoes.

Shoes: Conservative lines preferred such as plain pumps.

Jewelry: Simple and not too conspicuous.

ATTENDING AN AFTERNOON TEA

Dress or suit: Outfits suitable for luncheon and afternoon teas are similar; for teas may be more dressy.

Hat: A hat required; may be fairly elaborate or plain, matching outfit, or may be a bright accent.

Handbag: Medium size bag matching dress or suit, may be a brighter contrast.

Gloves: Always wear gloves; may be longer than those worn to a luncheon.

Shoes: Plain unadorned shoes as opera pumps or colored shoes matching outfit.

Jewelry: Should be in keeping with outfit: avoid fancy jewelry as rhinestones.

ATTENDING A DINNER AFTER SIX

Dress or suit: Wide choice to select from. May vary from suit to semi-formal type dress depending on the formality of the occasion.

Hat: Small brimless, dressy hat.

Handbag: Small clutch type in satin or faille.

Gloves: Style will depend on formality of occasion. Long white kid good choice for very formal dinner.

Shoes: Opera pumps in brocade, suede, satin or dyed to match costume.

Jewelry: Glitter jewelry or pearls acceptable.

ATTENDING A FUNERAL

Dress or suit: As a rule, what to wear to a funeral depends on one's relation to the deceased. If near, one should dress conservative in both style and color. Black, gray, or navy, good color choices. For others attending, street clothes such as one would wear to church are acceptable.

Hat: Conservative color, blending with outfit.

Handbag: Average size, conservative.

Gloves: Plain, dark in color

Shoes: Conservative, usually dark in color.

Jewelry: Simple style.

ATTENDING CHURCH

Dress or suit: Conservative or soft, semi-dressy fashion.

Hat: Essential for church, should be less elaborate than hat worn to teas.

Handbag: Plain, medium size; not too sporty in style.

Gloves: Essential for church, should not be too fancy.

Shoes: Plain shoes with heels; not too fancy or too casual.

Jewelry: Conservative, not too much sparkle.

ATTENDING A WEDDING

What to wear to a wedding will depend on the size and time of the wedding as well as the customary practices of the community.

Dress or suit: A suit with a frilly blouse or a dressy dress. If a dark outfit is worn, brighten it with a hat or scarf in color.

Hat: Guests should wear hat whether wedding is held in a church, at home, or as a witness at a civil ceremony. Dressy hat good choice.

Handbag: Small dressy bag.

Gloves: White gloves preferable.

Shoes: Semi-formal dress requires dressy shoes. Opera pumps good choice.

Jewelry: Pearls or sparkly jewelry - depending on how formal the occasion.

ATTENDING A RECEPTION

Same as for wedding.

Remember, it is not the number of garments you own that determines whether you are correctly dressed or not - but how good you are in choosing things that go together and look well on you.

N.C. Agricultural Extension Service

Revised May, 1965

Personal Appearance Self Study

Name: _____

Date: _____

Study Unit VI

Put Accessories in Their Place

Correct accessories are as necessary to a well dressed woman as frosting to a cake. Her well planned wardrobe has a collection of accessories that afford something beautiful and appropriate to wear for every anticipated occasion. The right accessories can give charming touches to a costume and can make the difference between one of good taste and one dull and uninteresting.

They can dramatize through color, accentuate details, emphasize lines by shortening or heightening, or act as a combination of these efforts. Remember, if your clothing budget is limited you will save money by building your accessories around basic colors. Black, brown, navy and neutral tones are in this classification. Today we find many colorful and delightful accessories to select from but these are not as practical and versatile. Selecting the right ones requires intelligence, up-to-date information, care planning, plus that very personal thing called taste.

In analyzing your accessory wardrobe please refer to the two extension leaflets:

What to Wear Where - Extension leaflet

The Well Dressed Woman and Her Accessories - Extension leaflet

These two leaflets include information on selection, what to wear with what, how to wear it, and when not to wear it.

* * *

How do you rate 'Accessory Wise'?

To carefully analyze the type of accessories right for you consider the following factors that may be considered rules.

Rule 1. One should always buy accessories as an investment. Those who choose wisely know it is better to build their accessory wardrobe on a budget and also remember it is better to have a few well chosen ones than a lot of cheap ones. This rule especially applies to shoes, hats and purses. Before you select an accessory do you ask yourself the following questions:

Yes ___ No ___ Will it harmonize in color, line and ideas to the planned costume?

Yes ___ No ___ Is it correct size in scale for my figure type?

Yes ___ No ___ Will it keep its shape?

Yes ___ No ___ Will it become dated?

Yes ___ No ___ Will it suit the occasion planned?

Yes ___ No ___ Do you buy the best quality you can afford; have fewer and better?

Rule 2. Accessories should be proportionate to the individual type.

TYPE OF FIGURE - Check the questions that best describe your type.

- ☐ Are you average in size?
- ☐ Are you tall and thin?
- ☐ Are you short and stout?
- ☐ Do you have a heavy mature figure?
- ☐ Do you have large hips?
- ☐ Are you top heavy?
- ☐ Do you wear a half size?
- ☐ Are you short and small?

Rule 3. Accessories should suit your personality as well as outfit.

- ☐ Do you like dainty feminine clothes?
- ☐ Are you inclined to select sporty casual clothes?
- ☐ Do your activities call for both casual and feminine types?

Check the correct description of your personality:

() dignified, () vivacious, () feminine, () dramatic

Rule 4. Accessories should suit your physical features. Make the most of your good features and minimize poor ones. Analyze your good or bad features and explain how you can play up or down these features with right accessories.

Ears - What style earrings best suit your ears? _____

Waist - What type belt looks best on you? _____

Hips - What size handbag suits your figure best? _____

Face - What shape is your face? _____

Explain best style hat for you. _____

Feet - Are there features about your feet you must consider when selecting style or color of shoes? If so, how?

Height - Is there anything about your height you would like to change with the selection of your style hat or shoes?

Neck - Explain what style necklace looks best on you.

Hands - Are your hands a good feature and do you mind calling attention to them with jewelry?

Rule 5. Never select an accessory just because it is in style.
Can you wear the new shoes in fashion now? Explain:

Have you bought brightly colored handbags and shoes in fashion?

Do you feel as comfortable and well dressed in these colorful accessories as you do in the basic colors?

Rule 6. Always try to wear your accessories effectively.
Answer the 21 statements either yes or no. Remember the higher percentage of "yes" answers the better accessory rating you have. You may say these are a few basic rules to follow if you want to get the most from your accessories.

Yes ___ No ___ 1. Before selecting an accessory, consider your basic wardrobe color.

Yes ___ No ___ 2. Wear both gloves and do not carry them.

Yes ___ No ___ 3. Select plain and unadorned gloves.

- Yes ___ No ___ 4. Always wear clean gloves and those free from unmended seams.
- Yes ___ No ___ 5. Try to keep handbag brushed and clean and free from being out of shape due to overloading.
- Yes ___ No ___ 6. Select accessories suitable to age.
- Yes ___ No ___ 7. Avoid wearing sparkling jewelry before five o'clock.
- Yes ___ No ___ 8. Avoid using a unlined transparent plastic bags because they are difficult to keep well groomed and not a good choice.
- Yes ___ No ___ 9. Make a special effort to select my accessories to fit size.
- Yes ___ No ___ 10. Do not try to use too many colors together. It is said two are safe, three are all right if carefully done, and four are nearly always too many.
- Yes ___ No ___ 11. Keep accessories simple in design when used with multi-colored prints, plaids and other designs.
- Yes ___ No ___ 12. Wear gloves with a hat.
- Yes ___ No ___ 13. Make an effort to concentrate on a few good accessories rather than many inexpensive ones.
- Yes ___ No ___ 14. Avoid wearing fancy shoes with a sports outfit.
- Yes ___ No ___ 15. Avoid buying bargain accessories with which you have nothing to wear.
- Yes ___ No ___ 16. Wear navy shoes instead of white with a basic navy outfit.
- Yes ___ No ___ 17. Before accessories are planned or purchased a study of what accessories are fashionable is made.
- Yes ___ No ___ 18. Always recognize the fact that it is better to look "under-accessorized" than "over-accessorized".
- Yes ___ No ___ 19. Recognize the fact that bright colored top garments call for subdued accessories.
- Yes ___ No ___ 20. With a black dress and a bright hat, dark shoes and bag would be my choice.
- Yes ___ No ___ 21. Wear gloves that are neutral and not conspicuous.

Rule 7. You're fashionably dressed if you can - "Count to 12 to 14 and it Figures".

If you have a head for figures, you can play a numbers game that's fashionable. Would you like to see if you are well coordinated when you dress for that special occasion? Put on your best Sunday dress with the accessories you normally wear with it and put yourself through this "count to 12 to 14 test".

How do you rate? Count your points of interest. To be well dressed, your total number of points must not be more than fourteen--twelve points may be better.

ARTICLES OF APPAREL	POINT VALUE	YOUR SCORE
Shoes - plain	1	
bow, buckle, strap	1 additional	
Hose - plain	1	
colored heels	1 additional	
Dress - solid color	1	
figured	1 additional	
button, if not self-fabric	1 additional	
belt or buckle if not self fabric	1 additional	
collar, if color different from dress	1 additional	
Suit -	2	
buttons, if not self-fabric	1 additional	
belt, if not self-fabric	1 additional	
piping or toher trim	1 additional	
Blouse - unless same color as suit	1	
Wrist Watch	1	
Necklace	1	
Brooch or Pin	1	
Earrings	1	
Glasses	1	
Bracelet	1	
Rings - if not covered with gloves	1	
Gloves - plain	1	
different stitching	1 additional	
Hat - self trimmed	1	
other trim as ribbon, flowers, etc.	1 additional	
Scarf	1	
Purse - plain	1	
clasp, trim different to purse	1 additional	

TOTAL YOUR SCORE:

Well dressed women want to feel so right and comfortable in the clothes she wears she will not be overpowered by their clothes. They try to leave as much as possible off their clothes to leave room for personal expression.

References

Charm Encyclopedia by Alice Bell, J & G Publishing Company, Box 848, Charleston, S. C. 1962.

Guide to Beauty. Charm. Poise. by Ruth Tolman, Milady Publishing Corporation, 3839 White Plains Road, Bronx, N. Y. 10467, 1963.

What to Wear Where - Extension leaflet

The Well Dressed Woman and Her Accessories - Extension leaflet

Lesson Planner: Mary Em. Lee, Extension Clothing Specialist
N. C. State University
March 1, 1968

THE WELL DRESSED WOMAN AND HER ACCESSORIES

The right accessories can make a costume or ruin it, and they may cost more than your dress, suit or coat. The most perfect dress, suit, or coat cannot stand on its own without the right wearer and the the right accessories.

Accessories will change a costume, so it is wise to select some dresses, suits, and coats you can dress up or dress down. Consider a gold pin versus a rhinestone one, a black jersey sash versus a black satin one, and a large leather bag versus a small satin clutch bag.

Accessories must be appropriate. Never wear fancy shoes with a sports costume, long, dangle earrings for traveling, or a business-like leather or straw bag with a filmy frock.

Also, have only one outstanding or important thing in a costume at a time, such as a hat with brightly colored flowers, a plaid suit, or a leopard muff. Yet, every costume you wear should have something intriguing about it.

Don't wear everything at once. It is a great American fault.

It may take sometime to build up a wardrobe of the right accessories, but good leather bags, gloves, and shoes are marks of a well-dressed person.

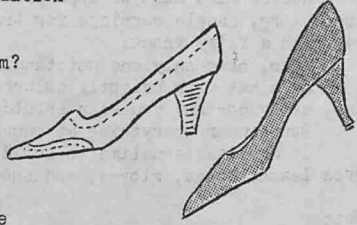
Hats

1. A hat is usually the most important accessory to a smart appearance. It lifts an individual into another status and is a symbol of a woman.
2. Did you ever see a suit in a display window without a hat? The suit or the ensemble is incomplete without the right hat.
3. A hat should be ladylike, with great dignity and charm.
4. Develop a flair for wearing hats smartly.
5. Do not buy nondescript millinery. Make every hat tell a story, fit an ensemble, fill a fashion need. It should have distinction twenty feet away.
6. Yet, the fancier a costume is, the simpler the hat must be.
7. It is much better to buy a hat to go with one or two garments than to try to have one hat go with everything.
8. A hat is the frame for your face.
9. A hat must be in the right relationship for your face, head, and style of costume. Study the relationship to your face, head, and hair style, not only from the front but from the side and back.
10. Even the most perfect figure would look awkward in a wide hat combined with a boxy jacket and a wide skirt.
11. A short, heavy figure looks even shorter and becomes top-heavy under a large, wide hat.
12. If your shoulders are extremely wide and your face is full, a hat should not extend in width beyond the middle of your shoulders.
13. Never buy a hat until you have a look at yourself in a full-length mirror.
14. When you are buying extreme fashion in a hat, particularly if it is expensive, remember that you may only be able to wear it that one season.
15. The hat made from matching fabric of coat or suit can lack smartness; too often a touch of the fireside is apparent. Too much sameness is seldom smart. If a matching fabric hat is your choice, make certain it enhances you and your costume.
16. A hat should never be darker than your shoes.



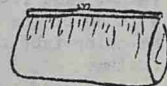
Shoes

1. The style of the shoe is most important in relation to the shape of the leg and ankle. Pumps are universally our most flattering shoe style.
2. Pumps are also our most universally accepted shoe style with most costumes.
3. Select a height of heel that is flattering to your legs and ankles, and with which you walk gracefully. To be well dressed, you should wear heels.
4. Don't wear bright-colored shoes or shoes with a fancy trim unless your feet are pretty.
5. Heelless and toeless shoes are difficult to wear.
6. Analyze the style of shoe at the back in relation to your ankle.
7. Of plastic shoes, we say that unless you consider feet to be pretty, why display them? Occasionally, plastic slippers with an appropriate trim have been attractive for evening wear only.
8. Don't spoil an evening ensemble with your go-with-everything black suede pumps! Satin or silk shoes are a smarter choice. Satin pumps in different colors (they may be dyed to match a dress or made a full tone deeper) are a classic addition for after five clothes.
9. If you choose patent leather pumps, don't wear them with sport clothes.
10. Patent leather shoes can be worn almost the year round, depending upon your costume, and they are perfectly correct for informal, after-dark occasions.
11. High-cut shoes and heavy ankle straps steal length from your legs. Ankle straps make your ankles appear wider.
12. White shoes belong only with a white or very light-colored costume. They are never the correct groundwork for a dark costume.
13. Nothing spoils an outfit more than timeworn shoes, and shoes which are obviously out of style.
14. Shoes covered to match a costume (print shoes for a print dress for example) have proved to be a smart choice. They may complement a costume more than any other shoes you can purchase. However, you should not repeat the print any other place.



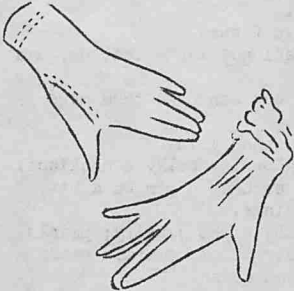
Handbags

1. Select a size of handbag in relation to the number of articles you like to carry in one, so that it can retain its shape.
2. The size of the handbag should also be chosen in proportion to the height and size of the wearer. Hang it on your arm and analyze its size for you, or study yourself in a long mirror.
3. If your gloves and bag match, and moreover if they match your costume, they will increase your height.
4. Anyone has a difficult time caring for a white bag.
5. Because you have a beautiful alligator bag, you needn't purchase alligator shoes to match. Ensembles are often overdone, and a beautiful alligator bag can well stand on its own with leather pumps.



6. Huge leather carry-all or tote bags are wonderful for traveling or for shopping, but they should never be carried after five o'clock. When you leave home for a full day, you can put a small clutch bag in your tote bag.
7. Think twice about a bag that is decorated to look like a flower or fruit garden, or Sherwood Forest! One you can see through reveals everything you have inside.
8. A contrasting bag calls attention to your hips.
9. You will always look more graceful carrying a bag on your arm at your waistline, instead of having it dangle at your side with your arm straight down.

Gloves



1. Gloves are traditionally a sign of dignity, but not soiled ones! When wearing light-colored ones, always carry an extra pair in your purse.
2. There are informal occasions when gloves aren't needed, but always wear them on the street, even without a hat, to church, the theater, and luncheons.
3. Longer gloves are more dignified than short ones, although the length of glove is partly controlled by the length of sleeves, by the attractiveness of your arms, and by the occasion to which they are being worn. Very formal occasions call for gloves extending up over the elbows.
4. Short, white gloves are smart with anything sleeveless or summery; or short black ones may be more interesting. Short, wrist-length gloves are often a smart choice for party dresses, also.
5. In some cases, no other accessory can do as much for a dress as the right pair of gloves.
6. Are white gloves always good? It is very often better to coordinate them with the colors in your outfit. Neutral shades are very popular.
7. If your forearms down to the wrist are overly heavy, avoid wrist-length gloves.

Jewelry

1. Don't have everything match - those sets of earrings, bracelets, necklaces, etc!
2. Pearls are our most flattering jewelry and are correct at all times. Just be certain to get the right size for you, and the right length for the neckline of the dress.
3. Dare to be simple; if there are fancy buttons, let them be the focal point of your costume without adornment. Don't obscure a beautiful neckline with a distracting necklace or beads.
4. Unless your pin expresses something about your costume, leave it in your dresser drawer, and look at it there! Wear pins imaginatively placed or paired - slipping out a pocket or from under a lapel!
5. All pieces of jewelry worn at the same time should have some relationship to each other.
6. The rhinestone category in jewelry is still best after five, except that possibly a rhinestone pin may be worn during the day.



7. Limit yourself on bracelets and rings if your hands aren't pretty, or they will reveal your age.
8. You should wear only one bracelet on plump arms, but you can wear many on long thin arms.
9. The way your ears are formed will decide what kind of earrings you can wear.
10. If you have a round face, wear long pearls instead of chokers, or a pendant on a slim, long chain and narrow drop earrings instead of round or square ones.
11. If you have a long face, wear button or cluster earrings and a large choker high on the throat.
12. A thin neck is camouflaged with space-filling jewelry.
13. Buttons of a large ball variety add thickness to a thin figure.
14. If you are heavy, avoid glittery or eye-catching fastenings, large buttons, and massive pins.
15. A change of buttons or other trimmings on clothes you buy can make them more becoming and expensive looking.
16. Many women over 50 find silver jewelry more flattering than gold.
17. If you have an over-sized bust, avoid wearing too long or too bulky a necklace.
18. Avoid wearing too many pieces of jewelry at one time, such as a pin on a hat, earrings, necklace, lapel pin, watch, bracelets, and rings.
19. A touch of excitement can be added to a costume with the right jewelry; pearls for example, with a strand or two of jade-green in their midst; emerald beads on a blue dress; or a huge turquoise pin on a herb-green dress.

Acknowledgement of this material to:
Mrs. Edna Bright Bishop

Distributed by: Mary Em. Lee
Extension Clothing Specialist





What to Wear - Where

By: Mary Em. Lee
Extension Clothing Specialist

Society sets forth certain basic rules for us to follow if we wish to feel and look well dressed for the occasion. The ability to recognize what is appropriate and becoming in dress is the greatest asset for good taste.

In deciding what to wear where you will want to ask yourself certain questions, such as:

- How formal or informal is the occasion?
- What are present day style trends?
- What are the local customs in dressing for the occasion?
- Will the clothes I wear suit my personality, age, and position in life?

When in doubt, wear the plainer outfit. This is a safe rule to follow when you are undecided as to whether to wear the simple basic dress or one that may prove much too dressy.

ACCESSORIES ON THE 'GO'

A well planned wardrobe has a collection of accessories that afford something beautiful and appropriate to wear for every anticipated occasion. The right accessories can give your dress and suit charming touches that make the difference between an outfit of good taste and one that is dull and uninteresting.

Remember, if your clothing budget is limited you will save money by building your accessories around a basic color scheme. Black, brown, navy and neutral tones are considered basic colors. Since bags and shoes are expensive, these accessories can be chosen in the basic colors. Your brighter accents may be featured in scarfs, blouses, jewelry, belts and hats.

As a rule there are more questions regarding appropriateness of gloves and hats than any other accessories. Here again we find conflicting opinions among the various accepted authorities of good dress regarding this subject.

In order to establish basic rules, here are a few Do's and Don't's about wearing gloves and hats:

Don't Wear Gloves -

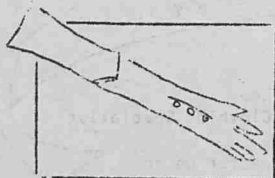
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|--------------------------------------|---------------------------------------|
| • While you are eating | • When playing cards or similar games |
| • While applying makeup | • Don't wear jewelry over gloves - |
| • Don't remove gloves to shake hands | with the exception of bracelets |

Gloves should be considered an important part of your costume, for this reason, it is better to wear gloves instead of carrying them when in public.

Do Wear Gloves -

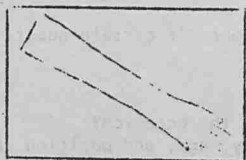
- When shopping in a large city
- In a place of worship
- To outdoor festivities such as a garden party, outdoor teas and receptions
- To formal indoor occasions and on arrival at a luncheon or dinner party. Remove them before you eat
- When standing in a receiving line
- While dancing at a formal party
- wear gloves when boarding a plane, train or bus. They may be removed after you are seated.

The length of the glove is determined by the occasion, length of garment sleeve and by the attractiveness of your arms. You will often see glove length quoted by the number of buttons - each button represents slightly more than one inch. The longer the glove the more formal the occasion.



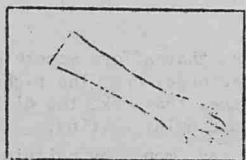
Dress: Very formal bare-shouldered fashion

Gloves: 20 button plus - a glove that extends to the shoulder and reserved for evening wear



Dress: Sleeveless or day time dinner dress

Gloves: Opera length or formal length - 16 button above elbow-or very short 6 button gloves (above the elbow gloves are not worn until after 5 o'clock)



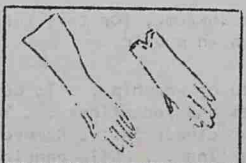
Dress: Cap or very short sleeve garment

Gloves: 10 button crush gloves, or elbow length 12 button, or even longer gloves crushed to shorten length



Dress: Just above elbow length sleeve fashion

Gloves: 12 button length glove that meets mid arm



Dress: Bracelet length sleeve

Gloves: 8 button or shorter gloves
If your coat has 3/4 length sleeve the 8 or 10 button glove is a good choice. The glove should come to the sleeve or just beyond the sleeve.

In planning your head-to-toe wardrobe you will discover that the total look is completed with the selection of a becoming hat - suited to the costume, wearer's personality and the occasion.

Do wear hats -

- .. When in doubt (You can always remove it after you arrive and find others hatless)
- .. To church and any religious ceremony (In some churches hats at evening services are not necessary)
- .. When boarding a train, plane or bus (Hat may be removed after you are seated)
- .. To teas and receptions
- .. To funerals
- .. To luncheons in hotels, country clubs (Some informal luncheons in homes do not require hats)

SHOPPING IN A SMALL TOWN

Dress or suit: Coordinated casual clothing. Avoid shorts or slacks.

Hat: Very casual style or none.

Handbag: Simple clutch bag.

Gloves: Not necessary unless hat is worn.

Shoes: Comfortable flats, or casual shoes with medium heels.

Jewelry: Should be simple if worn.

SHOPPING IN A LARGE TOWN

Dress or suit: Reasonably conservative day clothes.

Hat: Simple and unadorned style.

Handbag: Convenient and serviceable carry-all type.

Gloves: Plain gloves, matching handbag and shoes are good choices.

Shoes: Comfortable sturdy shoes with no ornamentation, closed toes and heels.

Jewelry: Functional or plain style - no glitter. Pearls, gold or silver are good. In some sections of the country, hats and gloves are not required when shopping in a large town.

TRAVELING BY PLANE OR TRAIN

Dress or suit: Simple, comfortable outfit adaptable to changing temperature - suits and jacketed dresses.

Hat: Comfortable, packable hat desired.

Handbag: Roomy carry-all style large enough to hold necessary items.

Gloves: Plain, dark easy to care for ones preferable.

Shoes: Comfortable and large enough to allow for swelling feet.

Jewelry: Simple and conservative.

ATTENDING A LUNCHEON

Dress or suit: An outfit of color featuring good basic lines.

Hat: Simple, unadorned hat.

Handbag: Medium size, conservative fashion.

Gloves: Necessary to complete outfit. Plain style matching suit or dress, or bag and shoes.

Shoes: Conservative lines preferred such as plain pumps.

Jewelry: Simple and not too conspicuous.

ATTENDING AN AFTERNOON TEA

Dress or suit: Outfits suitable for luncheon and afternoon teas are similar; for teas may be more dressy.

Hat: A hat required; may be fairly elaborate or plain, matching outfit, or may be a bright accent.

Handbag: Medium size bag matching dress or suit, may be a brighter contrast.

Gloves: Always wear gloves; may be longer than those worn to a luncheon.

Shoes: Plain unadorned shoes as opera pumps or colored shoes matching outfit.

Jewelry: Should be in keeping with outfit: avoid fancy jewelry as rhinestones.

ATTENDING A DINNER AFTER SIX

Dress or suit: Wide choice to select from. May vary from suit to semi-formal type dress depending on the formality of the occasion.

Hat: Small brimless, dressy hat.

Handbag: Small clutch type in satin or faille.

Gloves: Style will depend on formality of occasion. Long white kid good choice for very formal dinner.

Shoes: Opera pumps in brocade, suede, satin or dyed to match costume.

Jewelry: Glitter jewelry or pearls acceptable.

ATTENDING A FUNERAL

Dress or suit: As a rule, what to wear to a funeral depends on one's relation to the deceased. If near, one should dress conservative in both style and color. Black, gray, or navy, good color choices. For others attending, street clothes such as one would wear to church are acceptable.

Hat: Conservative color, blending with outfit.

Handbag: Average size, conservative.

Gloves: Plain, dark in color

Shoes: Conservative, usually dark in color.

Jewelry: Simple style.

ATTENDING CHURCH

Dress or suit: Conservative or soft, semi-dressy fashion.

Hat: Essential for church, should be less elaborate than hat worn to teas.

Handbag: Plain, medium size; not too sporty in style.

Gloves: Essential for church, should not be too fancy.

Shoes: Plain shoes with heels; not too fancy or too casual.

Jewelry: Conservative, not too much sparkle.

ATTENDING A WEDDING

What to wear to a wedding will depend on the size and time of the wedding as well as the customary practices of the community.

Dress or suit: A suit with a frilly blouse or a dressy dress. If a dark outfit is worn, brighten it with a hat or scarf in color.

Hat: Guests should wear hat whether wedding is held in a church, at home, or as a witness at a civil ceremony. Dressy hat good choice.

Handbag: Small dressy bag.

Gloves: White gloves preferable.

Shoes: Semi-formal dress requires dressy shoes. Opera pumps good choice.

Jewelry: Pearls or sparkly jewelry - depending on how formal the occasion.

ATTENDING A RECEPTION

Same as for wedding.

Remember, it is not the number of garments you own that determines whether you are correctly dressed or not - but how good you are in choosing things that go together and look well on you.

N. C. Agricultural Extension Service

Revised May, 1965

Personal Appearance Self Study

Name _____

Date _____

Study Unit VII

Lovely Clothes Deserve Loving Care

To be appropriately and attractively dressed for every occasion does not stop with decisions about buying. Clothes must be given loving care if they are to retain their attractiveness and give planned service.

Having a care for your clothes need not be a burdensome affair. It merely involves the simple routine care we can put into practice in our everyday living.

A. How do you rate in Clothing Care?

Well groomed people should rate high in the care for their clothes. Answer the following questions and see how you score. The higher your percentage of "yes" answers, the better clothing 'groomer' you are.

Care of Dresses, Suits and Coats

Yes ___ No ___ 1. Do you use underarm shields in your dresses to prevent perspiration stains?

Yes ___ No ___ 2. Do you use a make-up cape to protect shoulders of your garments?

Yes ___ No ___ 3. Do you use well shaped hangers for your clothes?

Yes ___ No ___ 4. Are you careful to leave space between your clothes in the closet?

Yes ___ No ___ 5. Do you use well padded hangers for your coats and other garments that creases?

Yes ___ No ___ 6. Do you close all fasteners as soon as you remove them?

Yes ___ No ___ 7. Are you careful to hang up your clothing immediately after taking them off?

Yes ___ No ___ 8. Do you always mend and repair your garments as needed?

Yes ___ No ___ 9. When you brush your clothes do you always brush with the grain of the fabric?

Yes ___ No ___ 10. Do you have dustproof bags to store those clothes you don't wear often?

Yes ___ No ___ 11. Do you consult fact tags for storing, and cleaning instructions?

Yes ___ No ___ 12. Do you remove buttons that might stain fabric while stored and cleaned?

Yes ___ No ___ 13. Are you careful to remove spots and stains as soon as they appear?

Yes ___ No ___ 14. When pressing wool do you use a press cloth?

Yes ___ No ___ 15. Do you keep a well equipped sewing box for repairing and mending?

Care of Hats:

Yes ___ No ___ 1. Between wearing do you stuff the crown of your hat with tissue paper and keep hat in a dust proof box?

Yes ___ No ___ 2. Do you brush hats often with the nap in order to remove dust?

Yes ___ No ___ 3. Do you restore limp and mussed veils by pressing them between waxed paper with a warm iron when needed?

Yes ___ No ___ 4. Do you moth proof your winter hats with a moth repellent spray when you store them for summer?

Care of Gloves:

Yes ___ No ___ 1. Are you careful to wash only those gloves guaranteed to wash?

Yes ___ No ___ 2. Did you know you cannot successfully wash leather gloves that have been dry cleaned?

Yes ___ No ___ 3. Are you always sure your white gloves are snow white when you wear them?

Yes ___ No ___ 4. Do you fold gloves properly whenever you remove them and store them in a special place?

Yes ___ No ___ 5. Do you carefully put them on and take off gloves in order not to tear and stretch them?

Care of Shoes

Yes ___ No ___ 1. Do you keep your shoes in good repair?

Yes ___ No ___ 2. Are you always sure your shoes are suited to the occasions as to style, color, and comfort?

Yes ___ No ___ 3. When your shoes get wet, do you stuff them with paper and dry away from direct heat?

Yes ___ No ___ 4. Between wearings do you keep your shoes in shoe racks or shoe bags?

Care of Hose:

Yes ___ No ___ 1. If your hands and nails are rough do you protect hose by wearing mitts when taking them off and putting them on?

Yes ___ No ___ 2. Do you darn holes before they become large or cause runs?

Yes ___ No ___ 3. Do you protect hose by storing them in a snag-proof compartment?

Yes ___ No ___ 4. Are you careful to wash hose correctly - in a mild detergent and warm water, - then roll in a towel to remove moisture?

Care of Lingerie and Foundation Garments:

Yes ___ No ___ 1. Do you save hang tags and follow carefully direction recommendations for care?

Yes ___ No ___ 2. Are you always careful to keep foundation garments repaired and mended?

Yes ___ No ___ 3. When washing girdles and bras are you always careful not to twist or wring the fiber because it may weaken and break yarns?

Yes ___ No ___ 4. Do you wash your girdles often enough to keep them fresh and clean?

Yes ___ No ___ 5. When putting on your girdle and bra are you always careful to use care and not damage fabric?

Care of Sweaters:

Yes ___ No ___ 1. Do you keep information tags on sweaters for future reference?

Yes ___ No ___ 2. After wearing do you fold sweaters neatly and store in a drawer - not on hangers?

Yes ___ No ___ 3. Do you allow washed sweaters to dry on flat surface and not on hangers or clothesline?

B. Exploratory Tests:

1. What was meant by the writer who said "The care of a garment begins with its selection?"

2. Name five pieces of simple equipment for a woman's clothes closet that you consider essential for good care of clothing.

1. _____ 4. _____

2. _____ 5. _____

3. _____

3. It is not enough to decide when you will give the proper care to your clothing. You must make it a habit. It is very easy to put off doing jobs. Write down suggestions for helping you plan better storage for clothing in your home.

4. What have you learned about pressing wool?

5. Describe the correct way to keep clothing safe from clothes moths.

6. Why is it necessary to clean clothes thoroughly before packing them away?

7. The ability to remove spots and stains is valuable in keeping your clothes in good condition. Refer to the leaflet "How to Out Spots" and check those spots listed below you feel confident in removing.

Lipstick___, Grease and oil___, Coffee and tea___, Blood___, Paint___, Ink___,
Iron rust___, Grass___, Fruit stains___, Candlewax___, Chewing gum___, Egg or
meat juice___, Mildew___, Nailpolish___, Perspiration___, Scorch___.

8. List some general rules well to remember when trying to remove a stain.

9. What problems have observed in removing grease stains from permanent or durable press garments?

10. What has the manufacturer done to help release these stains from the fabric?

11. To learn more about the importance of clothing care you may wish to do one or more of the suggested projects.

- a. Visit a dry cleaning establishment and observe cleaning methods used.
- b. Visit a commercial laundry.
- c. Make a study of care information given on ready-made hand tags.

Cleanliness enhances the clothes you wear - it is part of the well groomed look.

References

A Care For Your Clothes For Longer Wear, Extension Leaflet
How To "Out" Spots, Extension Leaflet

Removing Stains From Fabrics, Home and Garden Bulletin No. 62
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Clothes Moths and Carpet Beetles . How to Combat Them, Home and Garden
Bulletin No. 24, Superintendent of Documents, Washington, D. C. 20025
(These two bulletins may be ordered from USDA.)

Lesson Planner: Mary Em. Lee, Extension Clothing Specialist
N. C. State University
March 1, 1968

A CARE FOR YOUR CLOTHES FOR LONGER WEAR
By Mary Em. Lee, Extension Clothing Specialist

Let's have a care for our clothes--long wear depends on it. Daily care routine is an excellent way to stretch the clothing dollar as well as improve personal appearance. "Once-in-awhile" care may be effective, but remember--neglect can cause damage beyond repair.

Having a care for your clothes need not be a burdensome affair. It merely involves the simple routine care we can put into practice in our everyday living.

"An Ounce of Prevention

Is worth a pound of Cure"--truer words were never spoken. To get that well-groomed look and save those lovely clothes--follow these simple prevention rules:

Buy clothes wisely--those requiring little care.

Always study label for care instructions.

Apply proper cleaning methods.

Give your clothes the air.

Don't spare the brush and spoil your clothes.

Your pressing really matters.

Remove that spot quickly.

Protect your woollens from pests.

Don't forget a stitch in time saves nine.

Hang up clothes properly.

Use seasonal storage practices.

Use proper protection when wearing clothes.

USE PROPER CLEANING METHODS

Your clothes must be kept clean in order for you to have that fresh day-to-day appearance. Washing and dry cleaning are the two ways clothes are cleaned. The method used is determined by the fabric and trimming of the garment. Certain styling features and non-detachable trimming details greatly alter a garment's otherwise laundering ability. If you are in doubt as to whether a garment will wash or not--don't wash it.

Lined jackets or interlined garments always fare better when put on the "dry clean only" list.

Eye with caution those garments with contrast color trimming not specifically tagged as colorfast.

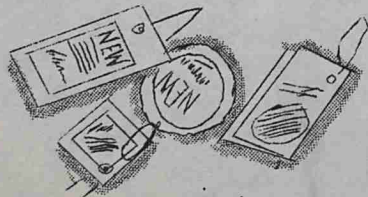
Soap and water is rarely kind to rough and novelty crepes.

Before you buy that dress ask about its trimmings--know whether buttons, sequins, buckles and belt will stand cleaning.

Experience proves that many of the decorative finishes on fabric can neither be dry cleaned or washed.

Powder and makeup may be sponged off with a damp cloth.

How do you know whether a garment is washable or must be dry cleaned? The answer to this question can be obtained when the garment or fabric is purchased. Look on the labels for this all important information.



Read labels carefully and check this information.

Care garment requires.

Fiber content in garment.

Shrinkage control.

Fabric finish on fabric.

Name of retailer and manufacturer.

A good idea is to keep all these identification tags in a handy box for future reference. Mark on each tag the garment from which it came.

Pin an identification note on the garment when you take it to the dry cleaners. This will help him do a better job.

Modern clothes are becoming increasingly easy to care for. Most of them are washable and have the fine quality of quick drying. As a usual thing no soaking is necessary.

If you must do dry cleaning at home "safety first" must be your cleaning motto. Learn and follow the rules carefully to avoid danger to you and your clothes. Remember, use non-inflammable fluid and clean your clothes out of doors.

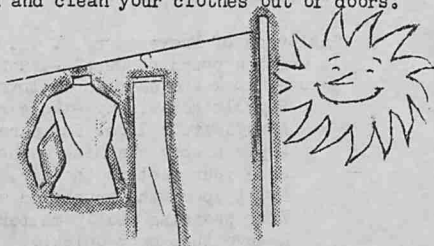
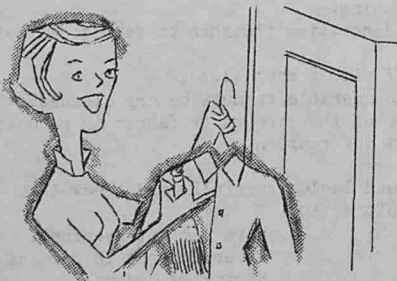
Airing: Give your clothes air. Clothes, like humans, thrive much better on plenty of fresh air. The fresh air policy is especially true with woolen clothes. Many a tired garment have been revived and given a new lease on life by a good airing. This practice may also rid clothes of odors and unwanted pests.

Caution--don't hang your clothes out in the open on windy days. The constant whipping of the garment by the wind can add much unnecessary wear and tear on the garment. It is best to choose a bright calm day for this good care policy. Clothes that fade should never be hung in the bright sunlight.

Shoes are another clothing item that need plenty of fresh air. Shoe racks allow air to circulate around the shoes and are therefore recommended over shoe bags.

Don't get a closet jam by crowding your clothes in a small space. A closet that is roomy and airy allows weather dampness and body moisture to evaporate and helps prevent unwanted wrinkles. Store dresses not worn frequently in garment bags.

Brushing: Don't spare the brush and spoil your clothes. Give your clothes loving strokes with a firm brush or wisk broom after each wearing. This practice not only gives you a neater appearance but it will also cut down on your dry cleaning bill. Brushing clothes frequently rids clothes of dust and dirt that may actually grind into the fabric and cause wear. So, do a real undercover job and seek out dust from dirt catching crevices such as under collar, lapels, cuffs, and inside pockets.



The direction of brushing and type of brush are two other all important factors to remember. Always brush with the grain of fabric or nap using a firm but not too stiff a brush. A harsh stiff brush can damage the fabric and actually get the garment out of shape.

YOUR PRESSING MATTERS

For the life and looks of your garments, your pressing really matters. Many clothes have been made old before their day by overpressing or improper pressing.

How to Press Wool: Special care should be given to the pressing of your woolen clothes. In fact, it is well to remember that woolen clothing should be pressed as little as possible. If you press wool remember:

- Make sure the garment is spotless and dustless before you press.
- Steam press wool with steam iron or by using thin damp cloth over press cloth.
- Always protect your woolen fabric with a press cloth regardless of type of iron.
- Too much and too heavy pressing can take the life out of garments.
- The wrong side of the garment is usually the right side to press.
- Never press wool completely dry. Allow garment to dry on a well shaped hanger before wearing.
- Use little pressure and don't move iron back and forth as you do in ironing. A light touch is more satisfactory than a heavy hand.
- Press with heat control set properly for the fabric. Remember, wool blended with synthetics may require a cooler iron.
- Place strips of paper under folds or seams while pressing to avoid a mark from right side.
- Always press with the grain to prevent stretching.
- After you press, place garment on a sturdy, well shaped hanger and close all fasteners.
- To rid garments of unwanted wrinkles and to bring up nap of the fabric give them the steam bath treatment--hang garment in bath room over steaming tub of hot water. This trick will also do wonders to velveteen and corduroy.



- Prevent that shine on woollens by using a double press cloth (see diagram) and a wool covered ironing board. An old blanket makes a wonderful cover.

Pressing Synthetics: Many synthetics claim little or no pressing necessary. If garments do need pressing remember to set the iron temperature control on rayon or synthetic marking.

Too hot an iron will not only damage the fabric, but may discolor white garments--giving them a yellowish color. One hundred per cent synthetic fabrics do not take steam pressing too well.

Pressing Other Fabrics: For best results when you iron or press dark cottons, linens, and crepes, you should press from wrong side. Crepes and rough textured fabrics should be pressed with steam but with very little weight. Steer clear of buttons, zippers, or other trimmings. They scratch and damage the iron or cut your fabric.

Never iron over elasticized portions of your garment. The heat takes the snap out of elastic.

There is a difference between ironing and pressing. When you wash, dry and sprinkle clothes you iron. Pressing applies to the touching up you do when clothes are worn or garments are in process of construction.

Hang Clothes Properly: You will be suitably rewarded if you hang clothes properly. Clothes hung with care will give more wear.

Well shaped wooden or plastic hangers that conform to the shape of the garments' shoulders are a wise investment.

Thin wire hangers may be better than no hangers at all but there are two factors we must remember. First of all there is always the danger or rust--secondly, they do not support the garment in hanging as they should be supported.

Clothes Protectors: Dress shields are real clothes savers and should be used in most of your garments--especially those garments in the classification of dry-clean only. Perspiration is one of the worst enemies of clothes. It not only weakens the fabric and causes discoloration, but it also gives clothes a bad odor. Wash shields frequently. Don't forget to use a deodorant or an anti-perspirant.

Scarfs at the neck may not only be attractive but may be a good neckline saver.

Raincoats, umbrellas, galoshes are three important protectors to bad weather.

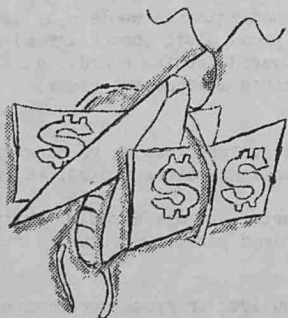
Aprons prevent many a soiled and greasy spot from getting on your clothes when preparing food.

Make-up capes protect the clothes when you are applying cosmetics or brushing and combing the hair.

STORE CLOTHES PROPERLY

Storage of Woolen Clothes: Beware of the moth. U.S.D.A. reports, "Estimates of the damage caused each year by clothes moths and carpet beetles in the United States range from \$200 million to \$500 million. Clothes moths are well recognized as fabric pests. Housewives throughout the country are on guard against them. The fact that cause widespread damage is due more to weaknesses in control measures than the lack of awareness of the need for control."

The answer to this alarming situation is proper storage and care of woolen products. Never store woolen scraps or old woolen clothes around the house. They offer an excellent breeding place for the moth.



Do you know it is not the adult moth that does the damage? It is the larvae or baby moth. They feed on wool or other animal fibers such as hair, fur, feathers and down. Dry cleaning, laundering, sunning and airing, and thorough brushings will destroy eggs or kill the larvae. When exposed to bright sun they will drop to the ground and die. The sun and air does not guarantee the 100% protection we need. Neither do the cedarized bags, chests and lined closets give us this protection. Your best protection against moths is flake naphthalene or paradichlorobenzene or a spray. As this compound evaporates it gives off gas that

kills the pests. For a small chest or trunk with a tight lid it takes about 1 pound of flakes or balls. For a large chest or storeroom 1 pound to 100 cubic feet is recommended. Remember, the fumes go downward, so it is well to place the crystals above your clothing. An old stocking is an excellent item in which to put this anti-pest solvent.

To store clothes against these pests, "tight is the watchword". When you are sure your wool clothing is pest-free, they can be safely stored in sealed boxes or bags (plastic or paper), if the seal remains unbroken during storage. Remember to store knitted garments in air-tight boxes--never on hangers.

The practice of correct seasonal storage of clothes and accessories leads them to a much longer and more useful life. Proper storage preparation gives adequate protection from dust, possible moisture and insect damage.

Storage of Summer Clothes: Summer clothes should be put away in good order--clean, spot and starch free. Be sure they are mended and free from metal ornaments that may cause rust or ugly marks. Plastic trimmings have also been known to have ill effects on fabric when stored.

Although the pesky clothes moth does not attack cotton and linen, these fabrics need to be guarded against silverfish. These pests thrive on starch, cellulose, glued finishes and sometimes rayon fabrics. These finishes may be found on garments, veils, flowers and feathers. To protect against silverfish, spray closets, chests, hat boxes and garment bags with a 5 per cent DDT surface or residue spray, or use 10 per cent DDT powder.

Your best summer dresses and suits will keep their shape better if stored in clothing bags or on well padded hangers. It is not necessary to iron washable dresses before storing. Mildew and fading will be prevented if clothes are stored in a dark, dry place.

Storage of Accessories: Hats are often abused by improper storage. To insure a good shape to your hat stuff the crown after each wearing with tissue paper and store in a good sturdy box. If your hat happens to get out of shape, stuff the crown with a turkish towel or tissue paper and hold the hat over a steaming kettle. You may surprised how quickly it will regain its original good shape. Veils that have become limp and lifeless can be restored by merely placing the veil between two layers of waxpaper and pressing with a warm iron. Keep your hats in a hat box at all times when not worn.

Out of season bags, gloves, shoes and costume accessories should be kept in dust-proof, labeled boxes. Tissue paper lightly packed in handbags will help them keep their shape much better.

To prevent leather goods from mildew, sponge leather with a one per cent solution of thymol in alcohol. This solution may be obtained at drug stores. A coat of wax on uppers and bottoms of shoes is another preventative from mildew.

These tips on proper care of your precious clothing may help you in working out your every day, every week, and seasonal routine care. Regardless of how fine and wonderful your clothes are, if you don't take care of them, you cannot hope to look your best.

HOW TO "OUT" SPOTS

Without a doubt, spots are the greatest menace to your clothes. The way you go about treating the spots will greatly determine the success of the removal. Many garments are needlessly ruined by applying incorrect methods in removing a stain. Almost all stains will disappear if proper method of removal is used. Here are a few rules to follow:

- ... Act fast--treat the fresh stain as soon as possible. Old stains are hard to remove. If you work rapidly and dry spot quickly it will help prevent unsightly ring.
- ... Determine types of fabric--various fabrics may react differently with stains and cleaning fluids.
- ... Use a harmless remover--for safety, test remover on a hidden part of the garment to see if it will have any harmful effects.
- ... Avoid heat--hot irons and hot water often set stains.
- ... Try easy-to-apply methods first--if stain is non-greasy, try using cold water.
- ... Brush spot with light strokes--do not rub or pour remover into stain.

Before you try any removal method, try the easiest of all--cold water. It will not set stain or harm many fabrics. Be sure water will not circle fabric.

For specific directions for treating individual stain, please follow stain and spot removal charts.

Know Your Fabric

- ... Is it colorfast? ... Is it washable? ... Will it shrink?
- ... Are fibers man-made or natural? ... Does fabric have a finish?

Know Your Stain

Before a stain can be removed successfully, you must identify the stain because the method to remove it will depend on the stain itself.

Sometimes you can identify a stain by:

1. Location - Underarm and neckline stains are usually caused by powder, perspiration, or perfume.
 - Stains on trouser cuffs usually are shoe polish or mud.
 - Stains on front of garments usually are food stains.
2. Color - Fruit or foliage stains - brown in color.
 - Ink, tar, paint or oil - black in color.
 - Oil and grease stains are transparent and sometimes will form a cross in the fabric because oil follows the yarn.
3. Feel - Sugar and starch stains are usually stiff and will turn white if scratched.
4. Odor - Perfume and disinfectants are easily identified by odor.

Stain Removal Supplies

Many stain removers are poisonous and should be kept out of the reach of children. Identify all products with a label and mark clearly those that are poison.

Stain removers usually fall into one of four major categories:

1. Absorbent powders
2. Solvents
3. Bleaches
4. Washing agents

Absorbents are powders and are useful in taking up fresh grease stains. These powders are sprinkled on spots, allowed to set for a brief time, and then brushed off.

Solvents dissolve other substances, chiefly grease. To remove a spot, lay the fabric, spot-side down on cleaning tissue, or blotter. Apply solvent with soft, clean cloth. Work from outside in toward the spot. Use a small amount of solvent at one time.

Category	Agent	Stains and fabric
1. Absorbent powders	Fullers chalk Cornmeal Talcum powder Cornstarch	Grease spots or ink stains from all fibers
2. Solvents	Turpentine Denatured alcohol Carbon tetrachloride gasoline or benzene Acetone or finger nail polish remover	Removes paint Mix with 2 parts water when using on acetate or colored material. For grease and oil stain Removes nailpolish--never use on acetate rayon
3. Bleaches	Javella water Sodium perborate Hydrogen peroxide Oxalic acid (poison) Hydrosulfites Borax Lemon juice	For white cottons, linen or rayon only. For all fabric, especially white woolens Mild bleach for any material. Never use on silk. Never use on silk.
4. Washing agents	Soap Dry cleaning soap Soapless shampoo Washing soda	All washable fabrics

Equipment: cloth, cleansing tissue, medicine dropper, bowls, white blotter.

Removing Common Spots and Stains

Washable Fabric	Non-washable Fabric
Blood: While fresh, soak or sponge with cold water until stain is a light brown, wash in warm suds and rinse. If there are still traces of stain, soak briefly in a solution of bleach and re-launder.	Sponge with warm water. Sometimes stain must be removed by reliable dry cleaner.
Candlewax: Scrape off excess wax with a dull knife. Place stained area between several layers of white facial tissue or blotters and apply warm iron; shift to clean area of tissue as wax is absorbed. If wax dye stains fabric, sponge spot with cleaning solvent.	Use same method as for washable fabric.
Chewing Gum: Scrape off excess with dull knife. Rub surface with ice and crumble gum from fabric. If any gum remains dissolve with dry cleaning solvent.	Use same method as for washable fabrics.
Chocolate, Gravy, Ketchup: Scrape off excess stain. Soak in cold water. Rub stained area with dry cleaning fluid to loosen stain. Apply liquid shampoo to stain and let stay for 10 minutes. Rinse thoroughly in warm water.	Sponge with dry cleaning fluid.
Coffee and Tea: Soak fresh stain in cool water. If safe for fabric, stretch garment over basin (wrong side up) and pour boiling water through spot one to 3 feet above - or soak in warm water. If some stain remains work detergent into spot; launder. If cream or milk was present carbon tetrachloride may be used to remove greasy part of stain.	Sponge with cool water - then with dry cleaning fluid. If water cannot be used, dry cleaning garment is recommended.
Egg or Meat Juice: Scrape off excess stain. Soak in warm water. Wash in lukewarm water.	Sponge spot with a dry-cleaning fluid.
Fruit Stains: Rinse out at once in clear cool water. If spot remains, wash in warm suds; or, where boiling water can be used stretch cloth over bowl and pour boiling water through stain. If stain is old, rub glycerine lightly into stain. Let stand several hours, then add a few drops of white vinegar and rinse well, launder.	Sponge with cool water. Apply a few drops of acetic acid and let stand a few minutes if color is not affected. Sponge again in cool water.

<u>Grass or Foliage:</u>	Pre-treat with detergent. If necessary a mild bleach may be used. Then wash immediately in warm suds.	Sponge with drycleaning fluid or diluted alcohol.
<u>Grease, Oil and Tar:</u>	Spot clean with carbon tetrachloride or another grease solvent over white clean cloth, blotter or paper towels. Rub with liquid detergent and wash.	Sponge with dry cleaning fluid or treat with absorbent powder.
<u>Ink:</u>	If ink is soluble run cold water through stain until no more ink will come out. Rub in detergent and lemon juice. Let stand 5 minutes and launder. If stain remains, try soaking with cleaning fluid.	Soak up excess ink with absorbent powder. Shake off powder as it becomes colored. Repeat until stain is removed. Fabric which is badly stained should be referred to a dry cleaner.
<u>Ink, Ball Point:</u>	Pour denatured alcohol through stain or use a dry cleaning fluid. Washing removes some ball point ink stains.	Same as for washable fabric.
<u>Lipstick:</u>	Rub spot with piece of bread or work vaseline into spot. Sponge off excess stain with dry cleaning fluid. Launder.	Sponge with solvent to remove color and grease. If spot persists professional cleaning may be necessary.
<u>Mildew:</u>	Launder in warm suds. Soak in a bleach. Rinse thoroughly. If stain is deeply grown it is almost impossible to remove.	While stain is still fresh, send garment to dry cleaner.
<u>Nail Polish:</u>	Sponge acetate, Verel, Arnel, Dynel with arnyl acetate (banana oil). Sponge other fabrics with acetone. If any color remains in fabric bleach; rinse, wash.	Treat same as washable fabric except do not launder. Use grease solvent to remove excess color.
<u>Paint:</u>	Scrape off excess. Soak in turpentine or household spot remover. Rub out as much of spot as possible. Launder.	Same as for washable fabrics except do not launder. If paint has hardened, loosen with glycerine.
<u>Perspiration:</u>	Wash or sponge stain with detergent and warm water. If color is affected, sponge fresh stain with ammonia or vinegar. Use ammonia for fresh stains and vinegar to old stain; rinse; launder.	Sponge stain with warm water or send to reliable dry cleaner.
<u>Rust:</u>	Sponge with lemon juice or oxalic acid solution (tablespoon of oxalic acid crystals in 1 cup warm water). If stain is not completely removed, sprinkle oxalic acid crystals directly on the stain. Moisten with water. (Do not use method on nylon). Caution: Oxalic acid is poisonous so it is important to launder and rinse garment thoroughly. (Note: Use rubber gloves and mix solution in a glass container.	Use commercial rust remover. Follow directions on package.

Scorch: Light scorch areas may be removed with regular washing. For heavily scorched areas, cover stain with cloth dampened with hydrogen peroxide. Cover with dry cloth and press with warm iron. Rinse well. When fabric is damaged with severe scorching, the stain cannot be removed. Sometimes light scorched areas can be bleached by sun.

Very difficult to remove. Woolens lightly scorched can be brushed with emery paper.

Removing Stains From Durable or Permanent Press and Treated Cotton:

Special finishes have now been developed which make it easier to remove stains from these fabrics. These finishes are known as SR (soil release) finishes. This process permits complete release of oily, greasy stains that have been hard or impossible to remove from regular durable press fabrics.

SR finishes now on the market are known by the following tradenames - Come Clean (Burlington-Klopman), Dan Clean (Dan River), Fybrite (Celanese), Soilex (Lowenstein), Visa (Deering Milliken), and X-It (Graniteville).

The texture and color of the fabric determines the effectiveness of these finishes. To successfully remove spots and stains from these fabrics remember to:

- wash as soon as possible
- pre-spot the stain with liquid detergent
- if fabric is badly stained, use a dry-cleaning fluid

Regardless of how fine and wonderful your clothes are if they are not cared for, you can not hope to look your best.

Mary Em. Lee
Extension Clothing Specialist
N. C. State University
October, 1967