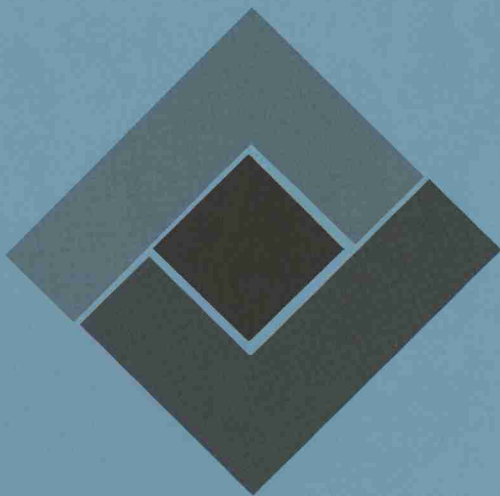

PERSONAL APPEARANCE

4-H Manual



PERSONAL APPEARANCE MEMBER'S MANUAL I

Your personal appearance involves the total you...

- how you look
- how you carry your body
- how you act

In this project you will get to know yourself better, both inside and out. Through the activities you try, you should gain a better appreciation of yourself.

Some of the things you will learn about are:

body	skin
posture	hair
mannerisms	hands and nails
wardrobe care and coordination	

CONTENTS

Taking a Look at Yourself.....	2
Getting Your Clothes Together.....	11
Courtesy Reminders.....	13
Related Projects and Activities.....	14
Sharing What You Have Learned.....	15

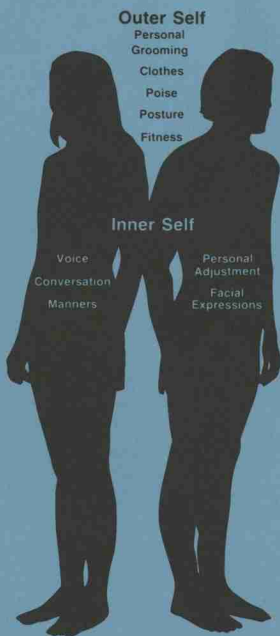
Taking a Look at Yourself

You are a unique person. You are the only one who has your looks, personality and mannerisms. This individuality is one of your assets. (An **asset** is a useful value or quality a person has.) You will discover other assets as you look for them. To do this, first try to see yourself in a positive way. Listen to the nice things that other people say about you. Make a list of these compliments as your assets.

Next, take a good look at yourself and find at least one thing that you like about your looks and your personality. These assets are items you need to stress or emphasize and to strengthen. One thing though — do not “cop out” by saying you have no assets. You have many more assets than you think. By stating your assets, you are beginning to accept yourself. Accepting yourself will help you like yourself. Furthermore, liking yourself is basic to making the most of your personal appearance.

Your personal appearance is all of you — the parts seen and unseen. To help you get to know yourself better, start by looking at the parts that make up your whole body.

Think of your body as your friend. Like any friendship this calls for getting to know the friend. Your body is made up of vital organs, blood and blood vessels, nerves, bones, and muscles wrapped in a covering called skin. These items give your body form and structure.



The Total You

Posture

Getting to know yourself means to look at your posture in a full-length mirror. You cannot make the most of your personal appearance unless you have good posture.

How do you know if you have good posture?

Activities

To check your posture:

1. Tie a weight (example: scissors) to a string, then hang the string down the center of a full-length mirror to form a plumb line. (A **plumb line** is a way to set up a true, vertical line.)

- Stand sideways in front of the mirror.
- Use a hand mirror to reflect your mirror image and check your posture.

For posture that is good the plumb line should divide your body in half. The plumb line should run

- through the middle of your head and ear lobe, and
- straight through your shoulder, elbow, wrist, hip, knee and ankle.

How do you rate?

To accent poor posture:

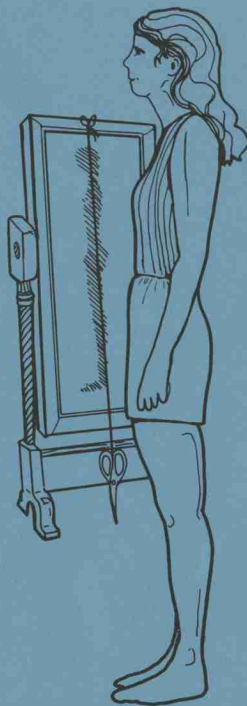
2. Use a full-length mirror with a plumb line and stand sideways to the mirror. Again use the hand mirror to see yourself.
 - Next, deliberately round your shoulders.
 - Cave in your chest.
 - Force your stomach out.
 - Force your buttocks out.
 - Drop your head forward.

How does this make you look?

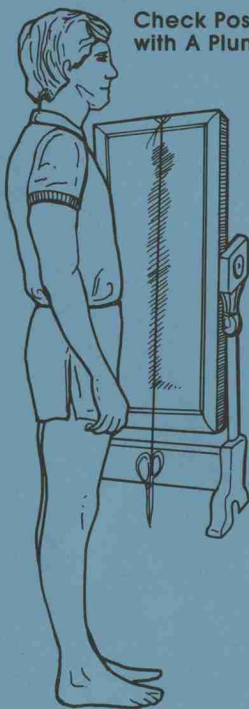
To achieve good posture:

3. Stretch your body forward and hold it comfortably (not stiffly) erect.
 - Distribute weight evenly on both feet.
 - Hold your head so that it "sits" directly on your spine.
 - Hold the back of your neck straight and your chin parallel to the floor.
 - Keep your shoulders pressed down and slightly back, with your chest lifted.
 - Hold your stomach in, with buttocks tucked under.

Can you see improvements in your posture? Practice standing in front of your mirror for 2 minutes per day until this stance becomes natural to you.



Check Posture with A Plumb Line



Skin

Functions

The skin acts like wrapping paper for your bones, muscles and tissues. The skin also acts as

- a waste disposer for water and mineral wastes,
- a manufacturer of oil,
- a base for hair follicles (a **hair follicle** is a single depression in the scalp and skin out of which each hair grows),
- a shelter for nerves, blood vessels, sebaceous and sweat glands (**sebaceous glands** secrete a fatty or oily substance),
- a regulator for body temperature, and
- a protector from bacteria and body dehydration.

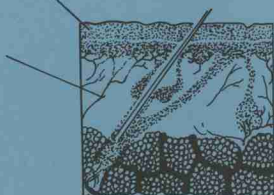
Your skin is a product of your heredity. Its color, thickness and oiliness are inherited features. But like your personality, your skin is yours alone. Your skin changes, too. Your age, climate and the amount of exposure to the sun and wind affects your skin. At any age, your skin is what you make it. It can be changed by

- how you cleanse and protect it,
- what you eat,
- how you exercise, and
- how much rest you get.

The Top Layer (epidermis). A "hard" layer of exposed cells that are constantly being replaced.

The Inner Layer (dermis). Directly under the top layer, this contains hair follicles, sweat and oil glands, blood vessels and nerves.

Skin Layers



Parts of the Skin

The skin is made up of two layers: (1) the epidermis or visible, outer layer which you see and (2) the dermis or inner layer which lies under the epidermis. The dermis is where the sweat glands, sebaceous (oil) glands, hair follicles, nerve endings and blood vessels are located.

When you think "skin," do not think in terms of your face alone. Facial and body skin differ. The face has more *sebaceous glands* than the body. More of these glands are located on the forehead and nose area. But the body has more *sweat glands* than the face. For these reasons, the face and body skin have special care needs.

Skin Types

To care for your facial skin, you have to know your skin type. Skin types are divided into four groups: normal, dry, oily and combination. This table gives general care guides for each skin type. For skin problems on the face and body, see a dermatologist. (A **dermatologist** is a medical doctor who specializes in the study and treatment of the skin.)

Activities

What is your skin type?

- Test your skin early in the morning.
- Take white tissue gift wrapping paper and cut four 1/4" by 1 1/2" strips.
- Press a strip lightly on your forehead, chin, nose and cheek.

If your skin is normal...

- the tissue will stick to your face but show no oily patches.

If your skin is oily...

- the tissue will stick readily and oily patches will show up on the paper.

If your skin is dry...

- the tissue will barely stick or will fall off.

Skin Type	Characteristics	Care
Normal	Firm, smooth texture. Springs back when pinched. Pores almost invisible.	Cleanse each morning and evening. Rinse the face thoroughly. Blot dry with towel; do not rub the skin. Once a week, use an exfoliating product to remove dead skin cells and keep the pores clean. (An exfoliating product removes dead skin cells. It comes as a lotion, gel or cream and sometimes has visible, abrasive ingredients like grains. A wet washcloth rubbed over the face and body can also be used.)
Dry	Feels tight after washing with soap and water. Chaps and flakes easily.	Use a washable cream. Rinse off thoroughly with water. Use an exfoliating product once a month to remove dead cells from the skin.
Oily	Tends to have coarse texture; feels sticky. Prone to blemishes, blackheads, and enlarged pores. Severely oily skin may have acne. Seek medical care for acne-prone skin.	Wash often. Spend at least 5 minutes each morning and evening cleansing the face. Use a mild drying agent such as an astringent to help tighten pores. Use an exfoliating product to remove dead skin cells.
Combination	Has firm, smooth texture. Has an oily zone called the T-zone on forehead and around the nose and mouth. Cheeks and jawline are dry.	Treat the oily and dry areas differently. For oily areas, use soap and water. Rinse well. For dry areas, use a washable cream.

Cleansing the face:

1. With soap
 - Moisten the face with warm water.
 - Using soap, make a lather in your hands.
 - Using upward and outward motions, rub your face gently. (When working on your forehead, nose and chin, use a circular motion.)
 - Be sure to cleanse the base of the neck using an upward and outward motion.
 - Be gentle in working around your eyes.
 - Rinse off soap thoroughly with warm water; follow with a cool water rinse.

NOTE: If you have normal or oily skin, you can use a washcloth to remove the soap. Do not use a washcloth on dry skin; it is too rough.

2. With creams (cleansing grains, washable creams and similar products):
 - Apply with upward and outward motions.
 - Work cream on forehead, nose and chin using a circular motion.
 - Under the eyes, work from the nose outward.
 - Use tissue paper to remove the cream in the same direction it was applied.



Cleansing the face (boys and girls). Work fingers in an upward and outward motion.

Toning the Skin

Skin requires toning regardless of your skin type. Toning lotions make the skin look firm, poreless and smooth. Toning lotions are applied to the skin after it is washed and dried. Two types of toning lotions are available:

1. *Skin Fresheners.* These are made of alcohol and various additives. They make the skin feel cool and refreshed. They remove both grease from oily skin and the sticky residue of nonwashable creams.

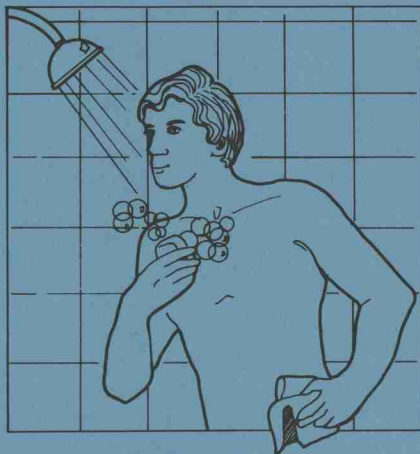
2. *Astringents.* These contain water and small amounts of alcohol and aluminum salts. They have a special ability to make the pores seem smaller.

Be careful! Fresheners or astringents that cause a sharp stinging sensation are too strong for your skin. You will need to find a milder product.

Body

To keep your body clean, you will need to take a bath every day. Daily bathing helps to rid the body of soil, oil, perspiration, bacteria and dead skin cells.

Your bath water should be about 90° to 100°F. A deodorant soap helps clean the body because these soaps contain antibacterial chemicals. These chemicals kill the bacteria normally present on the skin's surface. This type of soap also removes the perspiration that comes from the apocrine sweat glands. (**Apocrine sweat glands** are found in the dermis layer. These glands are located under the arm, in the genital region and around the nipples. The secretion when first released is odorless. Within a short time the bacteria that are normally present on the skin's surface mix with the fats of this secretion, producing a pungent smell.) Deodorant soaps should only be used on the body, since no apocrine glands are found on the face.



Daily Bathing

Bath Tips...

- Work up a rich, sudsy lather on a sponge or washcloth.
- Use a long-handled brush for hard-to-reach spots, such as your back and shoulders where blackheads and whiteheads may form.
- Scrub briskly to stimulate circulation and help smooth away tiny bumps and dry patches. The parts of your body that can withstand rougher treatment are: upper arms, thighs, fingernails, elbows, toes, heels and soles of your feet.
- Rinse well with warm water.
- Dry thoroughly. Pat dry to stay relaxed; rub vigorously to become alert and energetic; blot between toes with a towel, and push back cuticles around the toenails.



Daily Bathing

Exercise

Your body demands exercise. Exercise helps your circulation, flexibility and body tone. Exercise also reflects your self-discipline. What types of exercises you do depend on you.

To gain the most from exercise, it must become part of your daily/weekly routine. Decide how much time you can exercise each day. Also, choose which part of the day that you can exercise. You may want to start with a 10-minute a day exercise. Build this up to at least 15 minutes.

Different types of exercises include:

- warm-up exercises that allow the body to limber up;
- stretching exercises that help tone up all muscles in the body; and
- spot-toning exercises that help firm up different muscles that tend to get flabby.

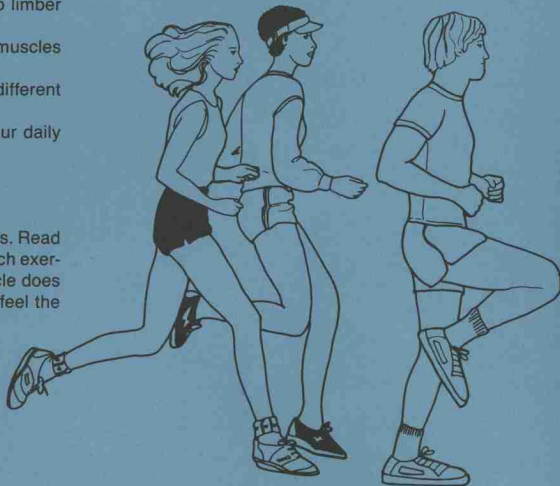
Try to get all three types of exercises in your daily routine.

Activities

Find examples of the three types of exercises. Read how to carefully do each exercise. Practice each exercise. How does it make you feel? Which muscle does or should that exercise strengthen? Can you feel the stretch in the muscles?

Exercising the Fun Way

If routine exercises are boring, try a sport activity. Learning a sport is a neat way to get more energy and a feeling of well-being. Some sport activities you may like to try are: cycling, jogging, swimming, skipping rope, tennis, golf, roller skating and dancing. For a general all-around sport try swimming, jogging or running.



Plan A Daily Exercise Routine

Why Use A Deodorant

Everyone perspires. How much one perspires depends on the person. At puberty the apocrine sweat glands begin to function. (**Puberty** is that stage of physical development when a person is capable of sexual reproduction.) Odorless itself, apocrine perspiration forms an odor when exposed to the bacteria on the skin. When this happens, you need a deodorant or antiperspirant for protection. Since each product treats perspiration differently, you should know how these products differ.

Deodorants mask or diminish the body odor. They do not affect the production or flow of perspiration.

Antiperspirants reduce the amount of perspiration that reaches the skin's surface. They also act as a deodorant. Look on the label for those containing aluminum salts for best protection.

Activity

Go to your favorite store and find the grooming products section. Read the labels on deodorant/antiperspirant products. Identify three common deodorants and antiperspirants. Decide which is best for you.

How To Apply

Deodorants/antiperspirants come as cream, liquid, stick, spray, rub-on and roll-on products. Choose the one that fits your lifestyle. Remember that creams, liquids and liquid sprays need more drying time.

Deodorants/antiperspirants should be used on a clean body. Apply in a generous circle, covering the entire underarm. Allow to dry before putting on your clothes.

Hands and Nails

Activity

Put your hands out in front of you. How do your hands rate? Do you have...

- broken or split nails?
- hangnails?
- healthy nails
- smooth knuckles?
- soft cuticles
- chapped hands?
- soft skin on the back of your hands?
- well-manicured nails?

Do not take your hands for granted. The way you care for them says a lot about you.



Types of Deodorants/Antiperspirants

Other Things To Remember

Your clothes absorb perspiration odors. Always change undergarments daily. Make sure clothes are freshly laundered or dry-cleaned.

Feet also perspire. Make sure that socks and stockings are worn only once before washing them. Try not to wear the same shoes day after day. Air shoes and boots after every wearing. Talcum powder (baby powder) sprinkled on your feet or in your shoes will help absorb perspiration.

Hand and Nail Care Tips

Hands and nails respond quickly to good care. Follow these tips on caring for your hands.

- Always wash in warm water. Never use hot water; it is too drying.
- Use a nail brush for a little extra scrubbing around the knuckles and fingernails.
- Rinse hands thoroughly in warm water.
- Pat hands dry.
- Gently push back the cuticles on each fingernail.
- Apply hand cream or lotion after washing your hands.
- Wear gloves for protection in cold weather, for doing heavy-duty work and for work that requires hands to stay in water for long periods.

Giving A Manicure

For Girls and Boys

1. Clean dirt from under the nails. Use a soapy nail brush or fingernail file. Dry thoroughly if soap and water are used.
2. File nails into a slightly rounded oval shape with the rougher side of an emery board. (Boys should file their nails short.) File in one direction only and then underneath each nail. Do not file too deeply at each end. This causes splits and chips.
3. Using the smoother side of the emery board, smooth out the rough edges around the nail.

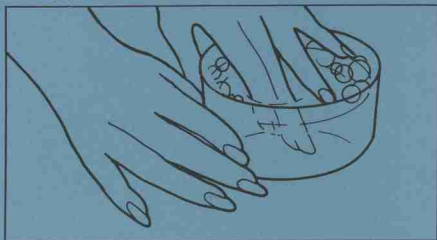
NOTE: Always file nails when they are completely dry. Nails become weak when they come in contact with water.

4. Dip fingernails in warm soapy water to soften cuticles (5 minutes). Massage a cuticle cream or oil (olive oil) into the base of each nail. Gently push back cuticles with an orange stick. (An **orange stick** is a pencil-like stick, typically made of wood from the orange tree and used in manicuring.)
5. Snip away hangnails or ragged edges with cuticle scissors or nail clippers. Do not trim cuticles.
6. Dip nails into soapy water again and remove the last traces of cream or oil with a nail brush. Dry fingers thoroughly.
7. Buff your nails with a nail buffer. (Buffing adds extra shine and stimulates circulation in the nails.)

For Girls and Boys



Wash hands and brush away old cuticle with soapy nail brush. Clip off hangnails with manicure clippers.



Soak each hand for 5 minutes in warm soapy water to pre-soften cuticles. Wash away soil.

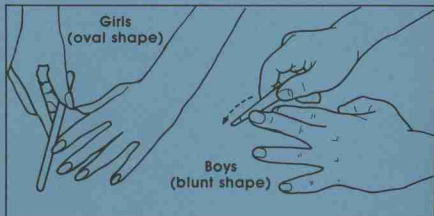
For Girls Only

Polish fingernails for added nail protection.

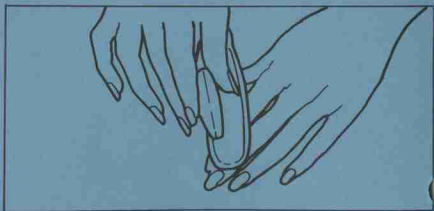
1. Brush on a base coat. Let dry thoroughly.
2. Apply two coats of polish, letting the polish dry completely between each coat. Helpful tip: Brush from base of nail to tip, using as few strokes as possible. Polish the thumbnail first. It takes the longest to dry.
3. Apply a top coat or sealer to give polish more staying power.
4. Remove smudges using a cotton-tipped stick dampened with nail-polish remover.
5. Be careful with your nails for several hours after a manicure. Avoid water if possible.

To remove polish (for girls only):

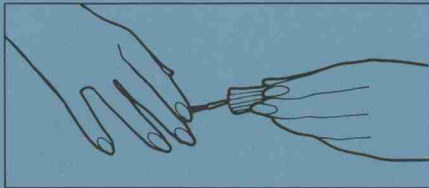
1. Dampen cotton balls or tissue with polish remover.
2. Hold the cotton ball briefly on each nail.
3. Wipe clean with outward strokes.
4. Dip a cotton swab into polish remover and trace it around the sides and corners of nails to remove polish there.



File nails with emery board. Rounded oval shape discourages splitting.



Buff nails to a soft natural sheen.



Polishing nails (for girls only). Apply two coats of polish, letting the polish dry completely between each coat.

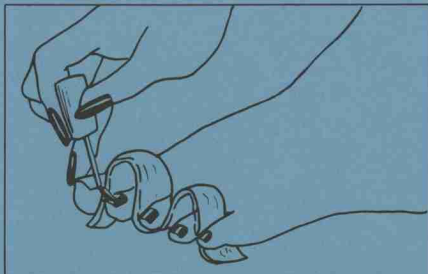
Giving a Pedicure

For Girls and Boys

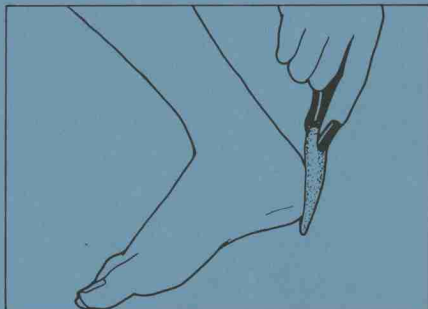
1. Soak feet in warm soapy water. Use a nail brush to gently scrub feet and toenails. Pat feet dry.
2. Rub away any hard patches of skin on soles, heels and toes with a pumice stone. (A **pumice stone** is a porous or spongy form of volcanic glass used as an abrasive on skin to remove roughness.)
3. With nail clippers, trim toenails straight across.
4. File any rough nail edges with the smoother side of an emery board.
5. Apply cuticle remover or oil around the base and edges of nails. Gently push back the cuticles.

For Girls Only

1. Polish toenails if you like. Helpful Tip: Place folded tissue between toes to separate them so that polish will not smudge. You can also use cotton balls.
2. Apply a base coat to even out any nail ridges.
3. Apply two coats of nail polish, allowing each coat to dry completely.
4. Apply a top coat, and allow it to dry completely.



Polishing toenails (for girls only). Polish toenails if you like. Use folded tissue between toes.



Using a pumice stone (for girls and boys). Rub away any hard patches of skin on soles, heels and anywhere else they develop.

Hair

Parts of Hair

Hair, like your fingernails, is made of a protein called keratin. (**Keratin** is a cell-produced protein substance present in the epidermis.) Every single hair has its own root and shaft. Hair shafts are formed with flat cells that overlap one another like shingles on a roof or scales on a fish. When these scales lie flat and even, they reflect light, giving your hair a shiny appearance. When dust and dirt get trapped in these scales, you have dull, drab-looking hair. Combing and brushing against the grain (back-combing) will lift and break the scales. This breaking of scales damages your hair.

The Hair Shaft and Root



Every single hair has its own root and shaft.

Caring for Hair

To take care of your hair, you need to know three things:

1. What Is Your Hair Type?

Oily: hair that separates in "stringy" strands and goes limp the day you wash it.

Dry: hair that has a lifeless appearance and no natural shine or lustre.

Normal: hair that is neither too dry or oily.

Fine: hair that tends to fly around and, in girls, will not hold its curl.

Thin: hair that is sparsely spaced.

Coarse: strong, wiry hair with lots of body (often hard to control).

Curly: hair that is naturally curly with lots of body.

2. How To Shampoo

A good shampoo is the one thing your hair cannot do without. How often you shampoo depends upon your hair type. Oily hair may need shampooing every day. To give yourself a good shampoo, follow these steps:

• Getting Ready:

- Gently brush your hair. This helps remove dust, hair spray and tangles.
- Massage the scalp with your fingertips, rotating the pads of your fingers all over the scalp's surface.

• Shampooing:

- Using lukewarm water, rinse your hair thoroughly to get rid of dirt (also takes less shampoo).
- Pour a small amount of shampoo in your hand.
- Apply shampoo to the top and sides of your head.
- Using firm, small circular movements, rub the entire scalp with your fingertips, not your fingernails.
- After the scalp has been cleaned, work the lather out to the ends of the hair.
- Rinse thoroughly. (If you wash daily, you may need only one lathering.)
- Apply a second lather if your hair type needs it.
- Rinse shampoo out completely. Any soap left in the hair will dull its appearance.
- Use a hair conditioner or finishing rinse if needed. Be sure to put this on the hair strands and not on the scalp.
- To dry, wrap a towel around your head and gently pat and press it until all excess moisture is removed. (Never rub wet hair with a towel and never brush it. Use a wide-toothed comb.)



Hair Tools

NOTE: Combs, brushes and anything else you use in your hair should be cleaned as often as your hair. Wash hair tools in warm soapy water. Add a small amount of household ammonia if you prefer. Run the comb through the brush to remove the dirt lodged between the comb's teeth.

3. What about Dandruff?

Dandruff is a scalp condition where the cells come off in flakes. The causes are unknown. Dandruff-controlling shampoos are effective for many cases. However, both dry skin or a crusty deposit of shampoo left in the hair can be mistaken for dandruff. Make sure you rinse your hair well after shampooing. For problem dandruff see a dermatologist.

Activities

- Identify your hair type.
- Find a shampoo that is right for your hair type.
- Learn to shampoo your hair.
- Learn to give yourself a scalp massage.
- Practice cleaning your hair tools — combs, brushes, hair curling/styling tools.

Facial Expressions

The expression you have on your face tells people a lot about you. You tell people whether you are happy, sad, and whether you like or dislike something. Keeping a pleasant facial expression is not always easy.

Activities

- Hold the facial expression you are now wearing. Look in the mirror.
- Is this the expression you wish others to see on your face?
- While looking in the mirror, try smiling your usual smile. Do you think your smile is becoming to you?
- Try different smiles. Which smiles look best on you? Practice these smiling techniques a few minutes each day.
- Look at your teeth. Do you try to hide them when you smile? Do you give as much daily attention to the care of your teeth as your hair and skin? Do you clean your teeth twice a day with a toothbrush and dental floss?

Getting Your Clothes Together

Ask yourself...

- When was the last time you said you had nothing to wear?
- What were you getting ready to do? What types of clothing did you need?
- Do you often feel like you have nothing to wear?
- Do you know what you have to wear (garments, accessories including shoes, underclothes and other items)?

Planning and Coordinating Your Wardrobe

Having the right clothes and accessories for the things you do takes planning and requires extra time. This type of planning is called wardrobe coordination. You will also need your parents or an adult to help you plan your wardrobe.

Taking Stock of Your Wardrobe Activity

1. Make an activity list of the things you do and the places you go daily, weekly, monthly and occasionally.

Activity List (examples)

Daily	Weekly
School	Church
Homework	Football game
Household chores	Roller skating
Monthly	Occasionally
4-H meeting	School dance

Ask yourself...

- Which of these activities take up most of your time?

To obtain a well-rounded wardrobe, you should have more clothing articles for those activities that take up the most time.

2. Make a list of clothing articles you have by types and colors:

For each garment, ask if it...

- can be worn another season?
- fits (not too tight, too loose, too short, or too long)?
- needs repairs?
- is free of spots/stains?
- needs replacing?
- is still pleasing to you?

About the clothing articles in your wardrobe, ask yourself...

- Which colors do you have the most?
- Which colors blend and can be worn together?
- Can you wear at least three of your tops (shirts, blouses) with one bottom (pants, jeans or skirts)?
- What accent colors do you have in your wardrobe?

Wardrobe Inventory (sample)

Sweaters	Jackets/Vests	Pants/Jeans	Shirts/Blouses (Tops)
Cardigan (Navy)	Tan (fake-fur lining)	Jeans (Navy-3 pairs)	
Skirts/Dresses	Suits/Coats	Shoes	Socks/Stockings
Underwear	Jewelry	Ties/Scarves	Miscellaneous

Making a Shopping List:

- Combine your Activity List with your Wardrobe Inventory List. Example below.

Activity—School

- 3 pairs of blue jeans
- 1 brown/green/navy plaid shirt
- 1 light blue oxford cloth shirt
- 1 red T-shirt
- 1 navy striped T-shirt
- 1 pair sneakers
- 3 pair navy tube socks

Activity—Movies

- 3 pairs of blue jeans
- 1 pair khaki pants
- 1 light blue oxford cloth shirt

About the clothing articles in your wardrobe, ask yourself...

- Do you have more tops (shirts, T-shirts, blouses) to wear than bottoms (pants, jeans or skirts)?
- Do you have clothing articles that can be worn for more than one activity?

Other questions to ask...

- Could you use more clothing articles that can be worn for other activities?
- Which activities have the least amount of clothes listed?
- Are these activities for which you need more clothing?
- In looking over your Activity List and Wardrobe Inventory Chart, what types of clothing do you need to round out your wardrobe? List these clothing articles and make it your shopping list.

When shopping...

- Look for clothing articles that will blend in color and style with articles you already have.
- Look for accessories that will round out your wardrobe.
- Observe window displays for interesting color combinations and different ways to wear clothing articles (including accessories).
- Read price tags and garment care labels:
 - Articles that are to be dry-cleaned cost more to keep up than home-laundered articles.
 - Handwashed articles require time and energy; therefore, are you willing to handwash the article everytime it gets dirty?

A well-rounded wardrobe does not mean having the most clothes. Well-rounded means having suitable clothes to wear for the activities you do daily, weekly, monthly and occasionally.

Taking Care of Your Clothes

Just as good grooming habits are important, so is learning to care for your clothing. Clothing care starts with having a place to put your clothes, accessories and grooming tools.

Closet and drawer space are two places where clothes are stored. For closet storage, your clothes need to be hung so that they...

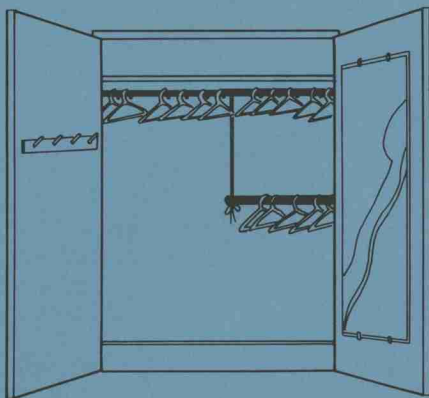
- will be protected from dust,
- will have space between each garment so air can circulate, and
- will be free of wrinkles.

Tips for hanging...

- Hang clothes neatly and straight on a coat hanger.
- Button the top button on dresses, shirts, tops and coats.
- Hang skirts by the waist.
- Hang pants by the legs.
- Hang like articles together.

Prior to hanging...

- Check for spots and stains.
- Brush wool and wool blends.



Clothing storage. Clothing care starts with having a place to put your clothes, accessories and grooming tools.



Taking Care of Your Clothes

Items which should not be hung: sweater knits (sweaters, skirts and dresses).

Tips for storing shoes...

- Store shoes in one spot.
- Keep pairs of shoes together.
- Use shoe horns to help shoes keep their shapes.

Prior to storing shoes...

- Check shoes for dirt and soil. Clean shoes before putting them in the closet.
- Check soles and heels of shoes. Do they need replacing?

Drawer storage...

- Fold items neatly so wrinkles are not pressed in.
- Place tissue wrapping paper between the folds of clothing articles that tend to wrinkle.
- Place similar clothing articles together.

Courtesy Reminders

Practicing courtesy adds to your personal appearance and will help you gain an appreciation of yourself. In fact, courtesy is having good manners (good etiquette). Being courteous will help you keep the friends that you already have and help you make new ones.

Being a friend...

- Go out of your way to help other people.
- Do what you say you will do.
- Do not criticize people.
- Do not show-off.
- Be honest but considerate.
- Do not make fun of people.
- Give someone a compliment.
- Learn to say "thank you" pleasantly when you receive a compliment.

For soiled garments go through the pockets of garments and...

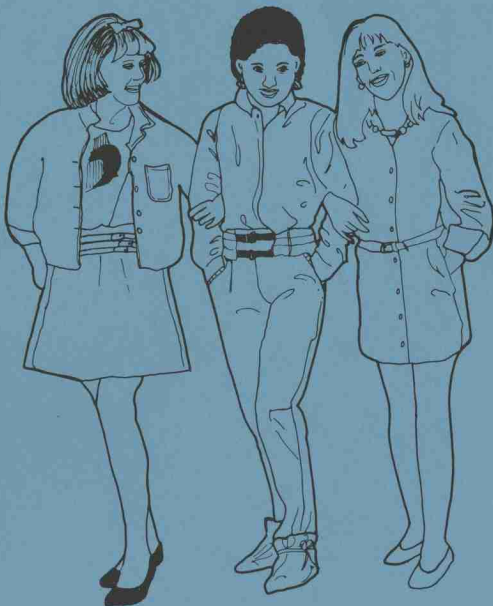
- Take out all tissue paper, metal objects, candy, gum, money and other items.
- Zip up zippers.
- Identify any spots and stains for the person doing the laundry.
- Check for rips, tears and loose buttons. Ask a parent or adult to help you mend the article.
- Put soiled clothes in the place assigned for dirty clothes.

Activities

Learn how to:

- Sew on a button, snap, hook and eye.
- Hand backstitch so that you can sew up a rip.
- Sort the family wash.
- Use a washing machine.
- Remove several spots and stains that are on your clothes.
- Press a garment.
- Clean out your clothes closet and drawers.

NOTE: You need adult help for most of these activities. Observe how the adult does each activity. Try to follow the adult's example.



Practice Courtesy

Activities

Start with your own family...

- Find one way to help out each family member. Ask a family member if he/she would like your help. Show a willingness to help until the task is completed.
- Try not to make fun of family members.
- Find something for which to compliment each family member.
- In front of a mirror practice saying "thank you" with a pleasant smile.

Go to your public or school library and check out a book on etiquette. Read and practice how to...

- Use the telephone correctly.
- Introduce people to each other.
- Eat and drink without offending other people. Practice "pretend" chewing in front of a mirror to see how you look to others while eating.
- Say "sorry."
- Write a thank-you note.
- Be a "good guest" in your own home and in other people's homes.
- Learn phrases that will help you get other people to talk to you about their interests.
- Learn to respect other people's property without abusing it.
- Learn how to talk to people who are older and younger than you.

Related Projects and Activities

This manual does not require that you complete any set number of activities. Activities you can do are given under each topic. Listed below are other related activities that will help you start thinking about your personal appearance as an asset. These are not the only activities you can do. Your 4-H leader or 4-H agent can help you make a selection based on your interests.

- Make a daily grooming plan for school days and weekends.

Example: List all the things you need to do to get ready for school (take a bath, use deodorant, comb hair, brush teeth, remove clothes from drawers and hangers). Make a time schedule for doing each.

- Make a weekly grooming plan.

Example: Manicure, care for clothes, polish shoes, and clean your room. Note: Grooming plans are helpful only if you use them, and they become a habit.

- Collect items for your personal grooming kit.

Example: Examples of items to include are given throughout this manual.

- Go to the library and read books and magazine articles on grooming, grooming equipment, wardrobe coordination and clothing care.

Example: Take notes on what you have read; file them in a notebook and use them as your personal reference. (Don't forget to write down the name of the book or magazine, author and publishing date.)

- Make a stain remover kit.

Example: Make a stain remover kit (with an adult's help) for the family. Include a stain remover bulletin in the kit as a reference.

- Make a family shoe care kit.

Example: Include shoe care equipment such as shoe brushes (leather and suede), polish in different colors for leather shoes, stain-resistant spray for canvas shoes and cloths to apply polish.

- Start a notebook of helpful etiquette tips.

Example: Jot down etiquette tips you have found on how to best eat different foods, when to write a thank-you note, how to place and answer a telephone call and how to be more considerate of your family members and friends.

Sharing What You Have Learned

Remember: Practice and patience will improve your personal appearance skills. Think positive. Share what you have learned with others.

How can you share what you have learned?

- Help younger brothers or sisters with their grooming routines. Give them a compliment on their personal appearance.
- Help family members organize their closets and drawer spaces.
- Help younger family members write thank-you notes.
- Give a 2- to 5-minute talk at a 4-H meeting on what you have learned in this project.
- Make an exhibit on personal grooming tools. Demonstrate how to use some of the tools.
- Teach fellow 4-H members some skills you have learned.
- Keep a weekly record of your activities, including expenses.



north carolina
**AGRICULTURAL
EXTENSION
SERVICE**

Helping people put knowledge to work.

Prepared by

Harriet Tutterow Jennings
Extension Clothing Specialist

Published by

THE NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE

North Carolina State University at Raleigh, North Carolina Agricultural and Technical State University at Greensboro, and the U.S. Department of Agriculture, Cooperating, State University Station, Raleigh, N.C., Chester D. Black, Director. Distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. The North Carolina Agricultural Extension Service offers its programs to all eligible persons regardless of race, color, or national origin, and is an equal opportunity employer.

6-87-2M-JT

(Reprint)

4H-M-6-23

6-89-2M-JT