

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## WHEN PRESENTATION COUNTS Grooming, Dressing & Body Language

### Activity 1: GROOMING

Your physical appearance matters. It's the first message you send to the world signaling who you are. When you pay attention to the details of good grooming, they combine to make a powerful impression.

#### \*Activity: Fill in the blanks.

[Publisher grants permission to make copies of this activity for the participants when used in conjunction with the video.]

#### [Grooming Tips]

Directions: Fill in the blanks with the correct words to make a true statement using information in the video.

1. Think of personal grooming as \_\_\_\_\_ communication.
2. Frequent \_\_\_\_\_ removes the dirt and sweat you accumulate throughout the day.
3. \_\_\_\_\_ is a natural function of your body.
4. A \_\_\_\_\_ does not keep you from perspiring, but does cover up body odor.
5. \_\_\_\_\_ along with brushing and flossing can help eliminate mouth odor/bad breath.
6. To keep hands and cuticles looking good and feeling good both men and women should keep their hands \_\_\_\_\_.
7. To maintain a hairstyle, experts recommend at least a trim \_\_\_\_\_ (how often).
8. Caring for your hair can be broken down into three steps: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
9. Men and women should avoid \_\_\_\_\_ perfumes and colognes in the workplace.
10. For the workplace, remove distracting \_\_\_\_\_ and camouflage \_\_\_\_\_.

### Activity 2: DRESSING

The way you dress is a form of communication and can tell someone a lot about the kind of person you are. When in doubt about the way to dress, go traditional.

#### \*Activity: What Color Is Your Wardrobe?

Name 2 classic colors to build your professional wardrobe.

\_\_\_\_\_ and \_\_\_\_\_

How can you build a wardrobe inexpensively using these colors?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **\*Discussion:**

Discuss the variety of shopping places available in your area and which might provide the best value for the money. Have participants share their “best places” to shop. These could include, but are not limited to: department stores (sales), discount stores, factory outlets, consignment shops, catalog shopping and online shopping. You can also include a discussion on the pros and cons of catalog and online shopping vs. actually going to the stores.

### **Activity 3: BODY LANGUAGE**

No matter how well-groomed or properly dressed you are, the wrong body language can leave a bad impression.

### **\*Activity: Do You Have Any Bad Habits?**

What are the 4 distracting habits/visual clues to understanding and evaluating someone's personality given in the video?

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**\*Discussion:** Ask the question...Do you have any habits that could be distracting during an interview or on the job? Then discuss ways to replace negative body language with more positive behaviors.

### **\*Activity: Lasting Impression**

Name 3 things that have the most impact on what kind of impression you make when you first meet someone.

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### **\*Role Play:**

Divide participants into teams to demonstrate and identify various forms of body language. These should include (but are not limited to) facial expressions; eye contact; handshake; and posture. Whether it's a conversation between (interviewer and interviewee) or a (supervisor and employee), is their non-verbal communication (body language) matching their verbal communication?

**\*\*\*Please note that this should be a fun learning experience.  
Comments made to any individual should not be harmful or hurtful.\*\*\***

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### ANSWER KEY

#### Activity 1: Grooming Tips and Techniques

1. non-verbal
2. bathing
3. Perspiration
4. deodorant
5. Mouthwash
6. moisturized
7. every 6-8 weeks
8. shampooing, conditioning and styling
9. over powering
10. jewelry and tattoos

#### Activity 2: What Color is Your Wardrobe? blue (navy) and black

#### Activity 3: Do You Have Any Bad Habits?

1. slouching or leaning back in chair
2. tapping foot or fingers
3. arms folded across chest
4. fiddling with cell phone

#### Activity 3: Lasting Impression

1. eye contact
2. a good handshake
3. smile