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ABSTRACT

This learning activity package on grooming for health workers is one of a series of 12 titles developed for use in health occupations education programs. Materials in the package include objectives, a list of materials needed, information sheets, reviews (self evaluations) of portions of the content, and answers to reviews. These topics are covered: grooming, dental hygiene, and good grooming for men and women. (YLB)

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GROOMING



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GROOMING

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1982

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1

OBJECTIVES:

AFTER YOU COMPLETE THIS LAP, YOU WILL BE ABLE TO DO THE FOLLOWING:

1. LIST THREE REASONS WHY GOOD GROOMING IS IMPORTANT.
2. NAME THREE SIGNS OF A WELL-GROOMED PERSON.
3. LIST SIX SIGNS OF A WELL-GROOMED FEMALE EMPLOYEE.
4. LIST SIX SIGNS OF A WELL-GROOMED MALE EMPLOYEE.

MATERIALS NEEDED:

PENCIL OR PEN
WORK SHEET



GROOMING

2

WORDS YOU SHOULD KNOW:

PROFESSION:

A PRINCIPAL CALLING, VOCATION OR EMPLOYMENT

PROFESSIONALISM:

THE CONDUCT, AIMS, OR QUALITIES THAT CHARACTERIZE OR MARK A PROFESSION OR A PROFESSIONAL PERSON

PROFESSIONAL:

CONFORMING TO THE ETHICAL STANDARDS OF A PROFESSION

GROOM:

TO MAKE NEAT OR ATTRACTIVE

AURA:

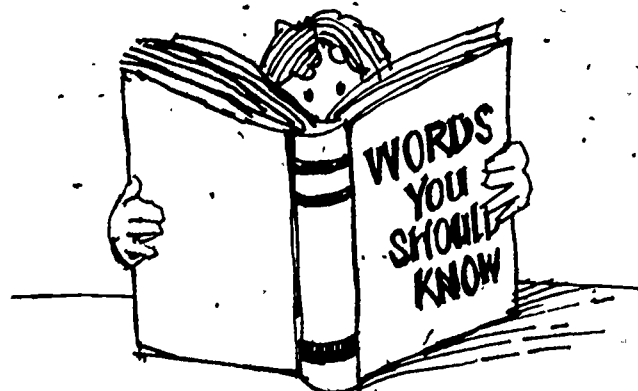
A DISTINCTIVE ATMOSPHERE SURROUNDING A PERSON

ORAL PROPHYLAXIS:

THE CLEANING OF TEETH

TO MAINTAIN:

TO KEEP



WHY IS GOOD GROOMING NECESSARY?

HELPS YOU TO GET A JOB

HELPS YOU TO KEEP A JOB

YOU WILL RECEIVE PEER ACCEPTANCE.

YOU WILL MAINTAIN PROFESSIONALISM.

YOU WILL NOT BE OFFENSIVE TO OTHERS.

YOU WILL MAINTAIN YOUR GOOD HEALTH.

YOU WILL BECOME A BETTER LOOKING PERSON.

YOU WILL MAKE A BETTER IMPRESSION ON OTHERS.

YOU WILL MAINTAIN A PLEASING AURA.

YOU WILL BE HAPPIER ABOUT YOURSELF.



WHO WOULD YOU HIRE?



BODY ODOR

DIRTY CLOTHES

MISSING BUTTON

DIRTY SHOES



NEAT HAIR

TRIMMED MOUSTACHE

CLEAN AND NEAT CLOTHING

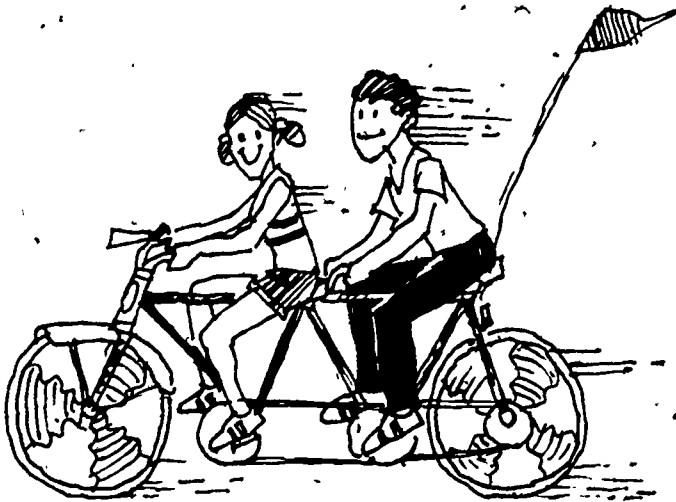
POLISHED SHOES

GOOD GROOMING IS A REFLECTION OF A PERSON WHO



EATS PROPERLY

(REVIEW THE NUTRITION LAP)

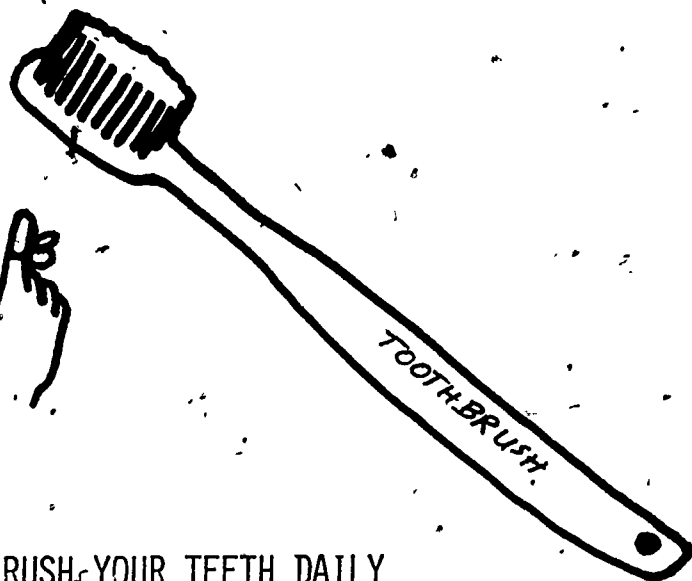


EXERCISES

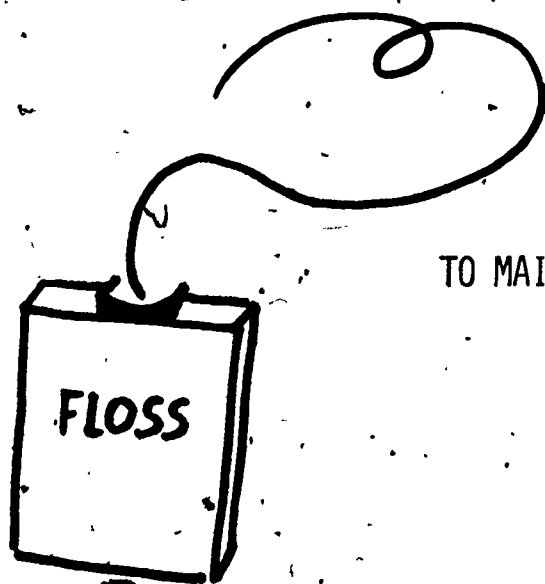
HAS ADEQUATE REST



REMINDER



TO FLOSS AND BRUSH YOUR TEETH DAILY
IF YOU HAVE TIME, IT IS BEST TO BRUSH
AFTER EACH MEAL OR SNACK.



TO MAINTAIN YOUR HEALTHY SMILE,

YOU SHOULD HAVE A DENTAL CHECKUP
AND AN ORAL PROPHYLAXIS
TWICE A YEAR.

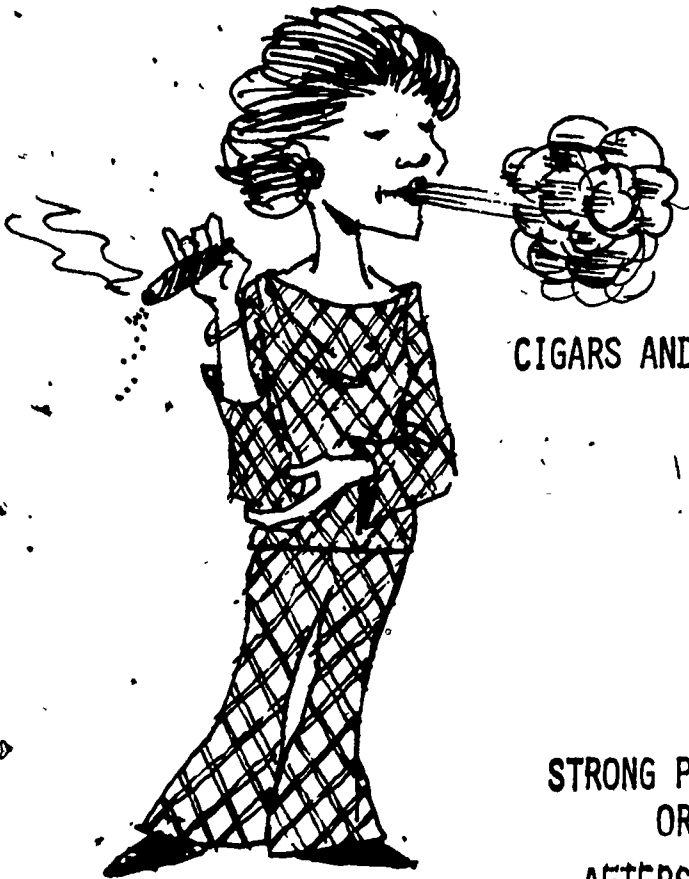
ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.



BAD BREATH



BODY ODORS



CIGARS AND CIGARETTES

STRONG PERFUMES
OR
AFTERSHAVE



REVIEW I.

DO YOU REMEMBER?

WRITE ANSWERS ON YOUR WORK SHEET.

1. LIST THREE REASONS WHY GOOD GROOMING IS NECESSARY?

- A. _____
- B. _____
- C. _____

2. TRUE OR FALSE

- _____ A. GOOD GROOMING IS A REFLECTION OF A PERSON WHO EATS WELL AND GETS ADEQUATE REST.
- _____ B. A DAILY BATH IS NOT NECESSARY FOR A WELL-GROOMED PERSON.
- _____ C. TO MAINTAIN A HEALTHY MOUTH, YOU SHOULD HAVE A DENTAL CHECKUP TWICE A YEAR.

3. LIST THREE ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.

- A. _____
- B. _____
- C. _____

REVIEW I.

ANSWER KEY

1. (ANY THREE)

HELPS YOU GET A JOB

HELPS YOU KEEP A JOB

PEER'S ACCEPTANCE

PROFESSIONALISM

GOOD HEALTH

NONOFFENSIVE

BETTER LOOKING

BETTER IMPRESSION

AURA

HAPPIER YOU

2. TRUE OR FALSE

A. TRUE

B. FALSE

C. TRUE

3. (ANY THREE)

BODY ODOR

BAD BREATH

CIGARS AND CIGARETTES

STRONG PERFUMES OR AFTERSHAVE

FACIAL HAIR,

MEN MUST SHAVE DAILY.

TAKE CARE OF YOUR COMPLEXION.



WASH YOUR FACE AND EAT THE RIGHT FOODS.

KEEP YOUR MOUSTACHE CLEAN.

KEEP MOUSTACHE FREE OF DEBRIS.

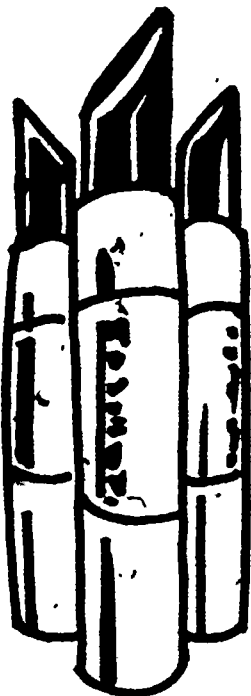
DON'T PLAY WITH OR TOUCH YOUR BEARD.

WHILE WORKING, DON'T CHEW YOUR MOUSTACHE.



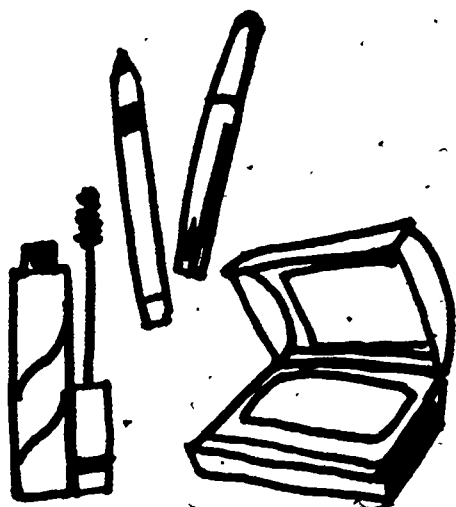
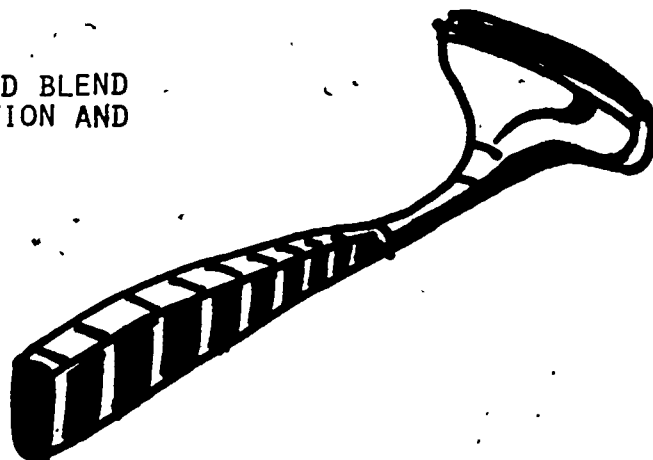
MAINTAIN A WELL-TRIMMED MOUSTACHE AND BEARD.

KEEP NASAL HAIR TRIMMED.



YOUR MAKEUP SHOULD BLEND WITH YOUR OCCUPATION AND BE IN GOOD TASTE.

SHAVE YOUR LEGS AND UNDERARMS AS FREQUENTLY AS NEEDED.



DO NOT USE HEAVY EYE MAKEUP.
DO NOT WEAR FALSE EYELASHES.
USE MUTED EYESHADOWS.
DO NOT WEAR BRIGHT EYESHADOWS.

LET YOUR MAKEUP COMPLEMENT THE COMPLEXION OF YOUR SKIN.



BE CAREFUL OF MENSTRUAL ODOR.





HAIR SHOULD BE NEAT AT ALL TIMES.



WASH YOUR HAIR FREQUENTLY.



HAIR SHOULD BE CLEAN AND STYLED OFF YOUR COLLAR.

WHILE AT WORK, YOUR HAIR SHOULD NOT HAVE:



- RIBBONS
- FLOWERS
- BEADS
- SCARVES
- HEADBANDS
- DECORATIVE ITEMS

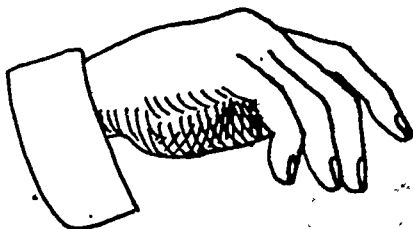


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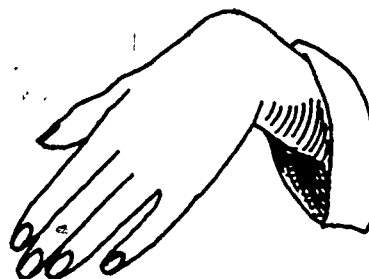
PROFESSIONALISM REQUIRES NEAT, CLEAN, AND HEALTHY HAIR. YOUR HAIRSTYLE REFLECTS YOUR PROFESSION.



MUST BE KEPT SHORT AND CLEAN.



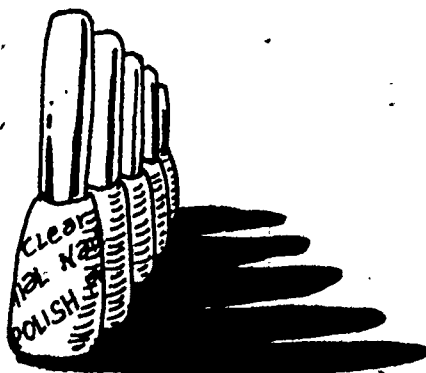
DON'T CHEW YOUR NAILS.



HANDS SHOULD BE FREE OF STAINS
SUCH AS:

- TOBACCO
- PAINT
- SHOE POLISH
- GARDENING
- CAR GREASE

IF NAIL POLISH IS USED, IT SHOULD BE CLEAR.



CAN YOU THINK OF OTHERS?

JEWELRY IS NOT PART OF YOUR UNIFORM



DANGLING EARRINGS



FLASHY EARRINGS

NECKLACES

ELABORATE PINS

JEWELRY THAT IS NOT ACCEPTABLE WHILE IN UNIFORM:



RINGS

NECKLACES (GOLD, SILVER, ETC.)

SHELLS

CHARMS (OF ANY KIND)

FLOWERS

STICK PINS

ELABORATE PINS

FLASHY, DANGLING EARRINGS

BRACELETS

MEN'S NECKLACES

WEDDING RINGS AND WATCHES ARE PERMITTED.



WOMEN

MEND BRA WITH NEEDLE AND THREAD.

DO NOT USE SAFETY PINS TO MEND IT.



DO NOT WEAR BRIGHT COLORED UNDERWEAR; WEAR FLESH-COLORED OR WHITE UNDERWEAR.



YOUR HOSE SHOULD BE CHANGED DAILY.

IF YOUR HOSE HAVE A RUN, DO NOT WEAR THEM.

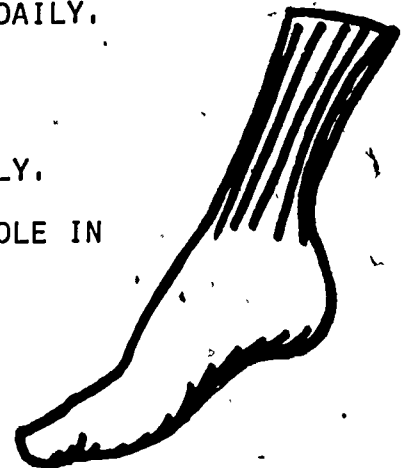
MEN

MAKE SURE THE COLOR OF THE SOCKS BLEND WELL WITH YOUR PANTS.

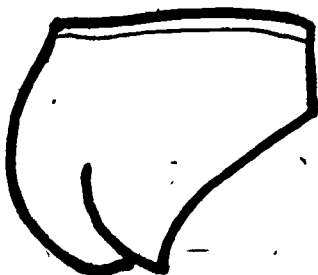
ALL UNDERGARMENTS SHOULD BE CHANGED DAILY.

MEN'S SOCKS SHOULD BE CHANGED DAILY.

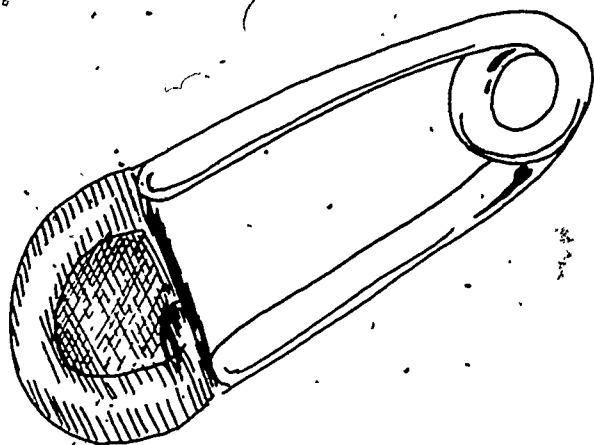
DO NOT WEAR SOCKS IF THERE IS A HOLE IN THE TOE OR HEEL.



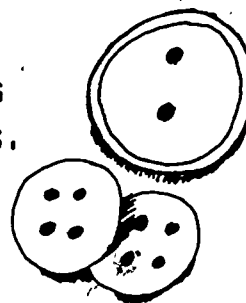
CHANGE YOUR UNDERWEAR DAILY.



DO NOT WEAR BRIGHT-COLORED UNDERWEAR.

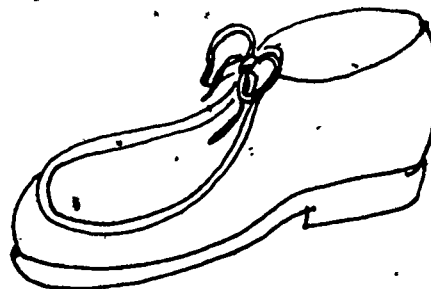


NO MISSING
BUTTONS.

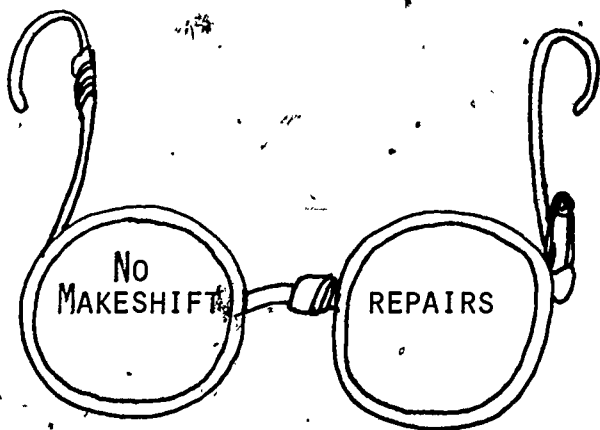


USE A NEEDLE AND THREAD FOR
CLOTHING REPAIRS.

REPLACE SHOELACES AND HEELS AS NEEDED.



REPLACE BROKEN LACES,
CLEAN AND POLISH SHOES.



PROPERLY REPAIR BROKEN GLASSES.

KEEP GLASSES CLEAN (NO
FINGERPRINTS).

REVIEW II.

DO YOU REMEMBER?

TRUE OR FALSE

- 1. A MAN'S MOUSTACHE AND BEARD NEED NOT BE TRIMMED.
- 2. YOUR HAIR CAN BE STYLED SO THAT IT COVERS THE COLLAR.
- 3. PROFESSIONALISM REQUIRES NEAT, CLEAN, AND HEALTHY HAIR.
- 4. YOUR FINGERNAILS MUST BE KEPT SHORT AND CLEAN.
- 5. YOUR HANDS SHOULD BE FREE OF STAINS.
- 6. JEWELRY IS NOT PART OF YOUR UNIFORM.
- 7. WATCHES AND WEDDING RINGS ARE PERMITTED WHILE AT WORK.
- 8. BRACELETS ARE PERMITTED WHILE IN UNIFORM.
- 9. YOUR HOSE SHOULD BE LIGHT IN COLOR.
- 10. MEN'S SOCKS NEED NOT BE CHANGED DAILY.

REVIEW II.

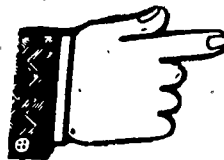
ANSWER KEY

1. FALSE
2. FALSE
3. TRUE
4. TRUE
5. TRUE
6. TRUE
7. TRUE
8. FALSE
9. TRUE
10. FALSE

HOW DID YOU DO?

ALL CORRECT?

GREAT, GO AHEAD.



MISSED ONE OR TWO?



GO BACK AND REREAD PAGES 10 - 14 OF THIS LAP.

CLEAN HAIR

CLEAN MOUTH

LIGHT MAKEUP

SIMPLE HAIRSTYLE

NO DANGLING
EARRINGS

NO JEWELRY

HAIR OFF COLLAR

DEODORANT
USED

NO
PERFUMES

CLEAN,
WRINKLE-FREE
UNIFORM

CORRECT
DRESS
LENGTH

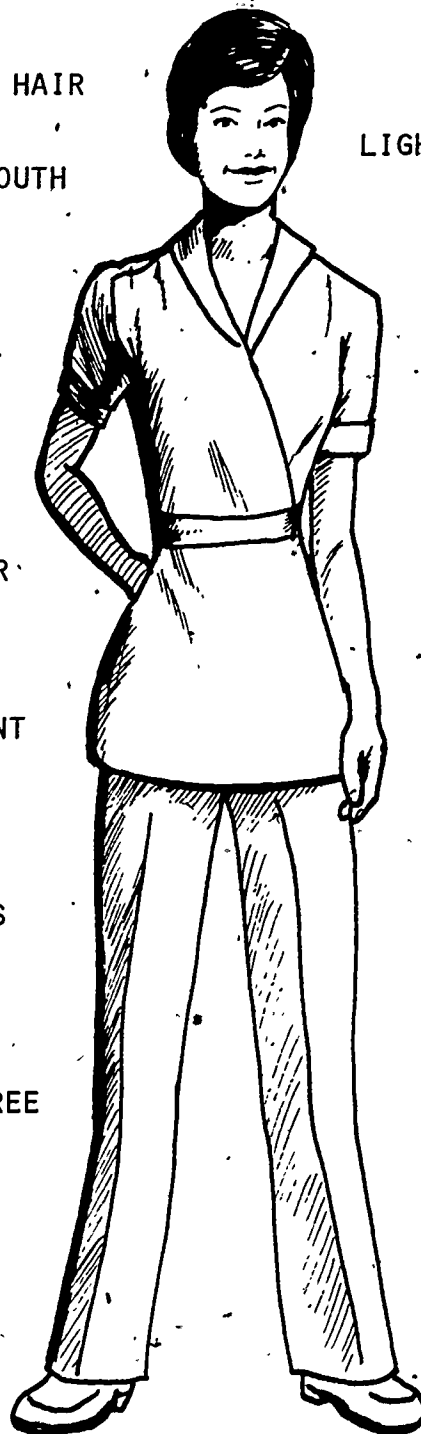
CLEAN SHOES AND
SHOELACES.

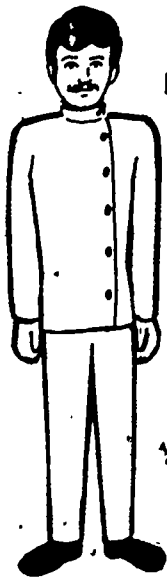
CLEAN,
SHORT
NAILS

CLEAR NAIL
POLISH

CLEAN
UNDERWEAR

LIGHT OR WHITE
HOSE



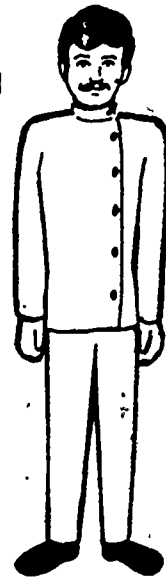


NO AFTERSHAVE

DEODORANT USED

NO JEWELRY

CLEAN SHOES AND SHOELACES



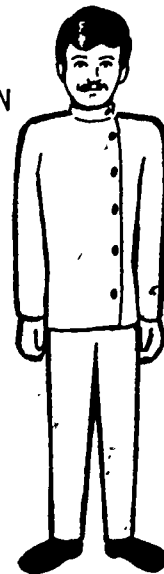
CLEAN MOUTH

CLEAN HAIR

HAIR OFF COLLAR

CLEAN, SHORT NAILS

WELL-POLISHED SHOES



CLEAN SHAVEN

TRIMMED MOUSTACHE

CLEAN AND WRINKLE-FREE UNIFORM

CLEAN UNDERWEAR

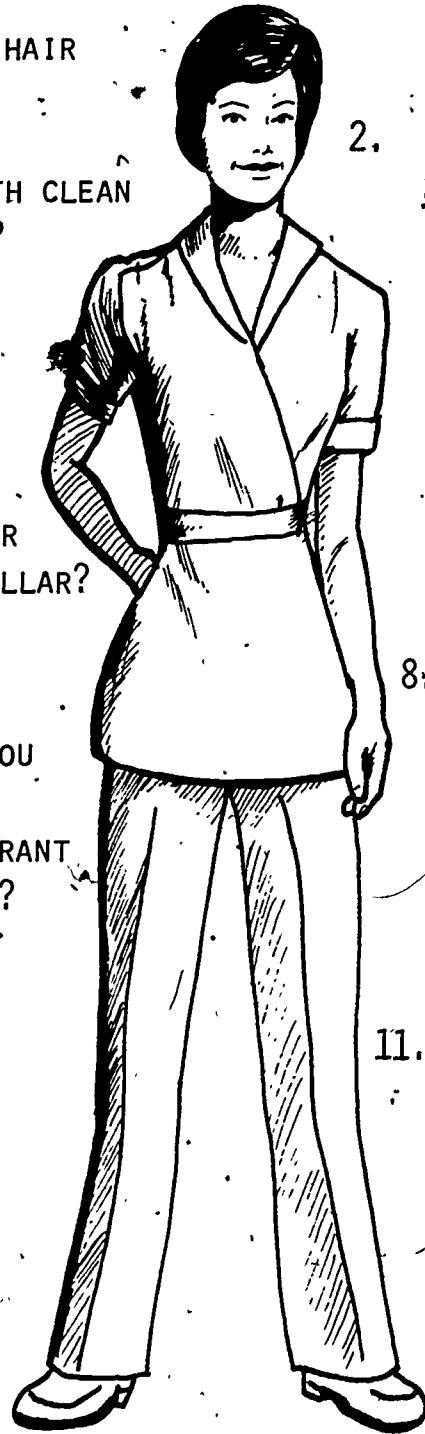
WELL-GROOMED FEMALE EMPLOYEE

ARE YOU? YES OR NO

1. IS YOUR HAIR CLEAN?

2. IS YOUR MAKEUP LIGHT?

3. IS YOUR MOUTH CLEAN AND HEALTHY?



4. IS YOUR HAIR OFF YOUR COLLAR?

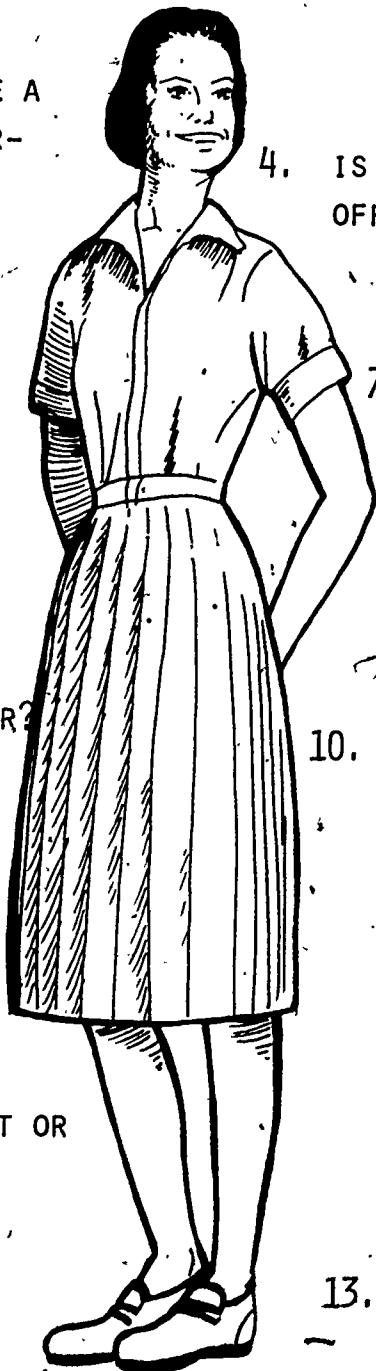
8. ARE YOUR NAILS CLEAN AND SHORT?

7. DID YOU USE DEODORANT TODAY?

11. ARE YOU WEARING CLEAR NAIL POLISH?

10. IS YOUR UNIFORM CLEAN?

13. ARE YOUR SHOES AND SHOELACES CLEAN?



5. DO YOU HAVE A SIMPLE HAIR-STYLE?

6. ARE YOU WEARING DANGLING EAR-RINGS?

9. ARE YOU WEARING CLEAN UNDERWEAR?

12. ARE YOU WEARING LIGHT OR WHITE HOSE?

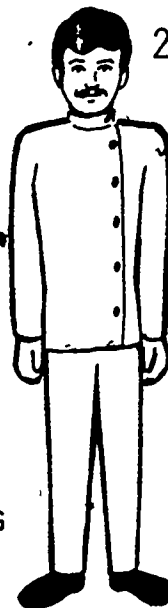
WELL-GROOMED MALE EMPLOYEE.

ARE YOU? YES OR NO.

1. IS YOUR MOUTH CLEAN AND HEALTHY?

2. IS YOUR HAIR CLEAN?

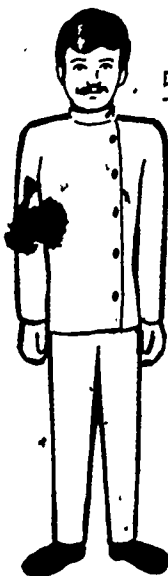
3. IS YOUR HAIR OFF OF YOUR COLLAR?



4. ARE YOUR NAILS CLEAN AND SHORT?

5. ARE YOU WEARING STRONG AFTERSHAVE?

6. ARE YOUR SHOES WELL POLISHED?



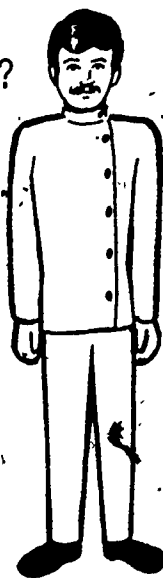
7. DID YOU USE DEODORANT TODAY?

8. ARE YOU WEARING JEWELRY?

9. DID YOU SHAVE TODAY?

10. DID YOU TRIM YOUR MOUSTACHE?

11. IS YOUR UNIFORM CLEAN?



12. ARE YOU WEARING CLEAN UNDERWEAR?

*
* HOW DID YOU DO? GOOD!!!
*
* NOT WELL---GO BACK AND
*
* REREAD THE LAP.
*

WOMEN

COVER THIS SIDE OF PAPER WHILE TAKING YOUR TEST

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

CORRECT ANSWER

- 1. YES
- 2. YES
- 3. YES
- 4. YES
- 5. YES
- 6. NO
- 7. YES
- 8. YES
- 9. YES
- 10. YES
- 11. YES
- 12. YES
- 13. YES

MEN

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____

CORRECT ANSWER

- 1. YES
- 2. YES
- 3. YES
- 4. YES
- 5. NO
- 6. YES
- 7. YES
- 8. NO
- 9. YES
- 10. YES
- 11. YES
- 12. YES



DO NOT SNACK IN FRONT OF YOUR PATIENTS.

WELL-GROOMED PEOPLE DO NOT CHEW GUM WHILE WORKING.



DO NOT BRING DRINKS TO THE WORK STATION (YOU MAY HAVE AN ACCIDENT).



CANDY CAUSES DECAY OF YOUR TEETH.

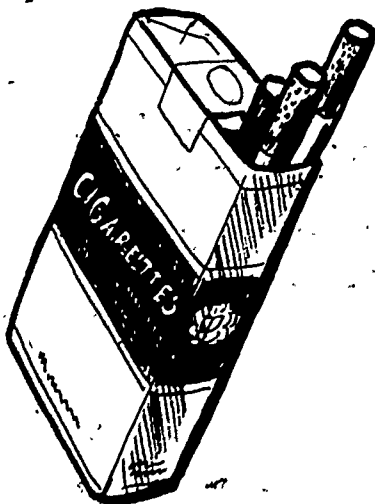
IF YOU SMOKE, BE CAREFUL OF SMOKER'S ODOR. TOBACCO BREATH!!!!

SMOKE ODOR ON YOUR HANDS!!!!

TOBACCO ODOR IN YOUR CLOTHING!!!!

SMOKE ODOR IN YOUR HAIR!!!!

SMOKE STAINS ON YOUR TEETH!!!!



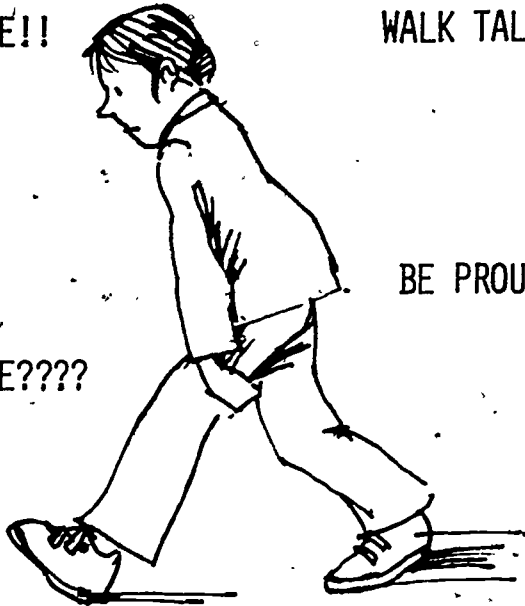
DO NOT EAT, DRINK, OR SMOKE AT YOUR WORK STATION.

GOOD POSTURE IS A PART OF GOOD GROOMING.

A SLOUCHED POSTURE IS A MARK OF A POORLY GROOMED PERSON.

LOOK ALIVE!!

WALK TALL!!!

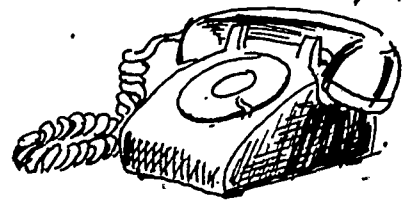


BE PROUD OF YOURSELF!!!!

BODY LANGUAGE????

GRAMMAR

THE WELL-GROOMED PERSON SPEAKS PROPERLY.



ENUNCIATE YOUR WORDS.

SMILE WHEN YOU SPEAK.

DON'T SPEAK WITH YOUR MOUTH FULL OF FOOD OR GUM.

USE EYE CONTACT WHEN YOU SPEAK.



GROOMING

BEING A WELL-GROOMED PERSON TAKES TIME. IT DOES NOT HAPPEN OVERNIGHT. YOU MUST PLAN EACH DAY ON HOW TO CARE FOR YOURSELF. BY YOUR DAILY CARING AND PLANNING, GOOD GROOMING WILL BECOME A HABIT.

YOU ARE NOW READY TO TAKE YOUR GROOMING FINAL LAP REVIEW. YOUR INSTRUCTOR HAS THE REVIEW AND YOUR COMPLETION CARD.

Learning Activity Packages Available from the Department of Education

This learning activity package is one of a series of 12 titles relating to health careers that are available from the California State Department of Education. A student packet and an instructor's packet are published in each of the following subjects:

- Blood Pressure
- Confidentiality
- Grooming
- Handwashing Technique
- Metric System
- Nutrition
- Observation of Patient
- Oral Hygiene
- Shock and Anaphylactic Shock
- The Surgical Scrub
- Syncope
- Temperature, Pulse, and Respiration

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