



SAMPLE!

PERSONAL CARE & PRESENTATION



Student Worksheets

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Contents

Note to the Tutor / Teacher and Students

Overview

The Course

Principles of Personal Care

Assessment Brief 1

- A. Personal Presentation
- B. Personal Hygiene
- C. Healthy Environments
- D. Healthy Lifestyle
- E. Physical Activity
- F. Eating Healthy
- G. Stress Management
- H. Sleep
- I. Unhealthy Habits
- J. Effective Communication
- K. Time Management
- L. Medical and Dental Health
- M. Impact of Personal Presentation on Others



Personal Care Products and Practices

Assessment Brief 2

- A. Introduction
- B. Personal Care Products
- C. Cleansing
- D. Body Odour
- E. Hair Care
- F. Skin Care
- G. Oral Health
- H. Handwashing
- I. Foot Care
- J. Cosmetics / Make-up
- K. Shaving
- L. Natural Products
- M. Treatments
- N. Caring for Personal Items
- O. Grooming
- P. Housework
- Q. Health and Safety



Style Choice

Assessment Brief 3

- A. Introduction
- B. Hairstyles
- C. Personal Presentation and Colour
- D. Choosing Clothes
- E. Accessories

Appendix 1: Ideas for Self-Care

Appendix 2: Cleaning Schedule

Appendix 3: Personal Care and Presentation Diary

Mapping of Learning Outcomes



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Wearing appropriate clothing at work shows that you care about your job.

1. Read the text:



- Companies spend a lot of time and money working on their image and developing their brand.
- Everything you do when working for a company, is marketing for the organisation.
- Things that create an impression could be an email that you send, a phone call you make or a conversation with a customer.

2. Choose a work context: _____

3. Job position: _____

4. Write the appropriate clothing:



Different occupations require different dress codes.

B. Personal Hygiene

Learning to properly take care of your body is one of the most important life skills you will learn. Proper personal hygiene requires you to take care of your body to prevent illness and keep your body healthy and clean. Practicing good personal hygiene can also prevent the spread of germs to others. Personal hygiene does not always refer to keeping your body clean, but also extends to the spaces where you live and work.

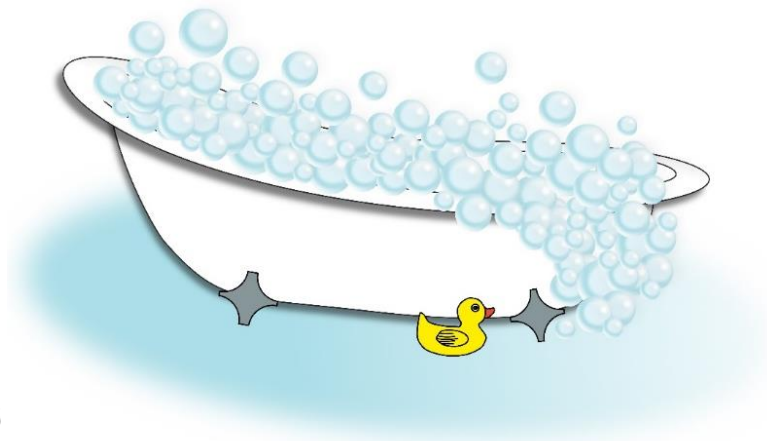
General Hygiene Habits

What are good personal hygiene habits?

I. Complete the sentences:

twice, food, dry, week, Wash, coughing, once, day

- Shower or bath at least _____ a day.
- Brush your teeth _____ a day. It is very important to clean teeth after breakfast and immediately before going to bed. Cleaning teeth helps keep gums and teeth healthy.
- Wash your hair with shampoo at least once a _____.
- _____ your hands with soap after going to the bathroom.
- Wash your hands with soap before preparing and/or eating _____.
- Change your clothes every _____. Dirty clothes should be washed before wearing them again.
- Hang clothes in the sun to _____. The sun's rays will kill some disease-causing germs and parasites.
- Turn away from other people and cover your nose and mouth with a tissue or the hand when _____ or sneezing.



Personal grooming is all about presenting yourself. You need to look neat, clean and healthy. Remember that grooming includes looking your best, using positive body language and having good manners.

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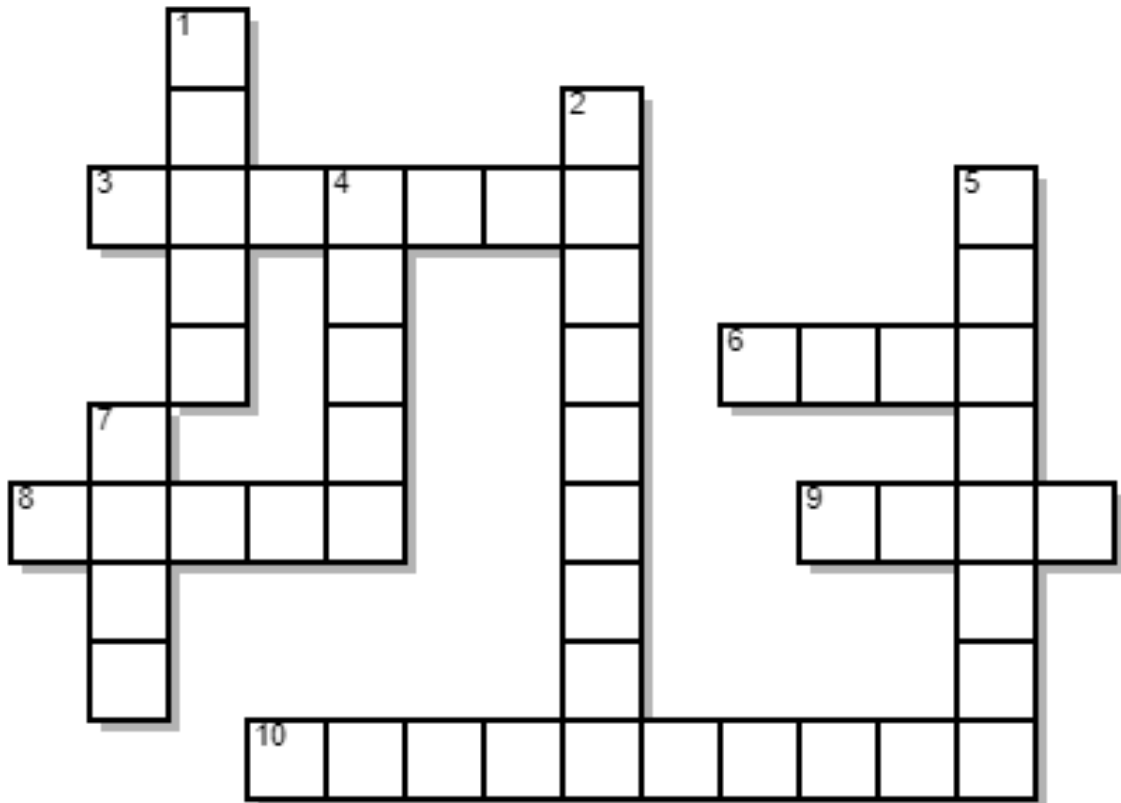
2. Complete the crossword.

ACROSS

- 3 Avoid over-scenting with cologne or _____.
- 6 Regularly wash and _____ your clothes.
- 8 Floss your _____ every day.
- 9 Wash your feet well at least _____ a day.
- 10 You should _____ your skin.

DOWN

- 1 Keep hair neatly styled and _____.
- 2 Prevent body odour by using a light _____.
- 4 Always maintain _____ breath.
- 5 Keep a good _____ and pedicure routine.
- 7 Your clothes should fit you _____.



C. Healthy Environments

It is important that homes are pleasant and healthy places in which to live.

Clean, Healthy Homes



1. Read the information.

Wash your bedding every week. Bedding can absorb sweat when you sleep, and germs can fester. Make sure you are clean when you go to bed. Create a routine of cleaning in your home. Do a little at a time so you don't become overwhelmed. Vacuum one day, scrub bathrooms the next, organise your room the following day, etc. Having smaller tasks will seem less daunting and you will feel a sense of accomplishment each day. Having a clean home or workspace makes you more relaxed and productive. When there is clutter, it can be difficult to focus on a task.

2. Answer the questions.

a) Why should you wash your bedding regularly?

b) How can you prevent yourself from feeling overwhelmed when it comes to housework?

c) How do you feel when your environment is clean and tidy?



Cleaning Tasks

Each room in the house has its own cleaning requirements.

5. How often should you do each of these chores in the kitchen?

D = Daily, W = Weekly, M = Monthly

- a) Wash the dishes _____
- b) Scrub and disinfect the chopping board _____
- c) Clean the kitchen sink _____
- d) Flush kitchen drain with boiling water _____
- e) Put all clean dishes away _____
- f) Clean and shine the kitchen taps _____
- g) Empty the kitchen bin _____
- h) Wash the kitchen bin _____
- i) Recycle garbage _____
- j) Sweep the floor _____
- k) Wash the floor _____
- l) Clean all the cupboards, inside and out _____
- m) Clean and disinfect countertops _____
- n) Clean the cooker hob _____
- o) Clean the oven _____
- p) Clean the fridge _____
- q) Clean the microwave _____
- r) Clean other appliances, e.g. kettle, coffee machine _____
- s) Wipe down appliances, e.g. fridge, cooker _____
- t) Defrost and clean the freezer _____
- u) Check sell-by dates of foods _____
- v) Clean the walls _____
- w) Wash all dishcloths _____
- x) Clean the windows _____
- y) Wash curtains / blinds _____
- z) Remove cobwebs _____



Tidy Gardens

9. Read the text:

Keep your garden neat and clean. Not only is it good for you to have a nice garden to sit in, but it is good for the environment and your community.

Have a variety of plants in your garden, and choose plants that you have the time to maintain. Grass is effective at reducing dust levels in the garden.

The equipment needed to tidy and maintain the garden includes: a rake, a shovel, a hosepipe, a lawnmower, a watering can, secateurs, outside broom, etc.

Chores in the garden include:

- raking up leaves
- cleaning up of any rubbish
- mowing the lawn
- trimming edges
- removing weeds
- pruning shrubs and trees
- cleaning out gutters
- watering lawn, shrubs, flowers or trees
- cleaning up after pets
- sweeping
- painting the fence



10. Answer the questions.

a) Why should you keep your garden neat and tidy?

b) Name 4 pieces of equipment you need to maintain your garden.

c) Name 4 gardening chores you need to do, and state how often you would need to do each.

2. Look at the diagram below:

THE SIX BEST DOCTORS



SUNSHINE



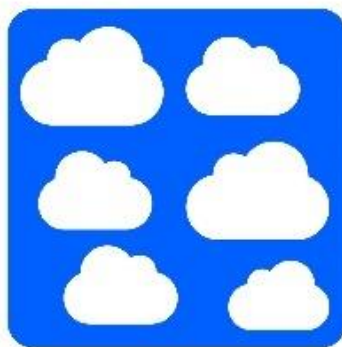
WATER



REST



EXERCISE



CLEAN AIR



DIET

3. Which area/s do you need to work on? Briefly explain.

E. Physical Activity

Get Moving

It is recommended that adults get at least two and a half hours per week of moderate-intensity aerobic activity or one hour and 15 minutes per week of vigorous-intensity aerobic activity, plus muscle-strengthening activities at least two days per week.

We can make all kinds of excuses not to exercise! You're too busy, you don't know where to start, you're not motivated, you're tired, it's too hot or you're not feeling well enough.

1. Write one excuse you have used not to exercise.

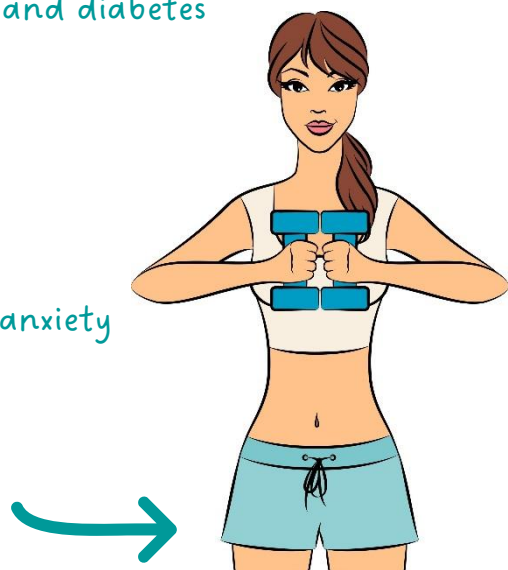
2. Read the text:

Exercise does not need to be hard or something that you dread. Exercise is movement. Whether it's walking to the shop or running a marathon, that movement is exercise and every time you move more than you usually do, it counts.

Of course, vigorous exercise is great, where you work up a sweat and you get your heart rate up, but it does not always have to be like this. Moderate activities like chores, gardening and walking can all make a difference.

Here are some of the benefits of moving more:

- Reduces the risk of heart disease, stroke, and diabetes
- Improves joint stability
- Increases and improves range of motion
- Helps maintain flexibility as you age
- Maintains bone mass
- Prevents osteoporosis and fractures
- Improves mood and reduce symptoms of anxiety and depression
- Enhances self-esteem
- Improves memory in elderly people
- Reduces stress



You can start improving your life by adding a little more activity to your life. If you're not ready for a structured program, start small.

Do more physical activities, such as:



- Playing a sport, e.g. tennis, hiking
- Taking up physical hobbies, e.g. fishing
- Finding ways to do more walking, e.g., using stairs instead of the elevator, walking to a friend's house, walking the dog, etc.
- Doing household chores, e.g. raking the leaves, sweeping the floor, cleaning walls and doors, etc.
- Pacing when you talk on the phone; you will be moving and not even realising it
- Doing stretches in front of the TV

3. Be aware. Make a list of all the physical activities you do on a typical day. If you find that the bulk of your time is spent sitting, make another list of all the ways you could move more—getting up each hour to stretch or walk, walk the stairs at work, etc.

Physical activities you do in one day	Ways to increase your physical activity

G. Stress Management

Tips for Managing your Stress

Life can be stressful, and you will face many challenges. How you deal with these challenges will affect your well-being.

I. Write one way in which YOU can follow each of these tips. Be specific.

Avoid alcohol and caffeine.

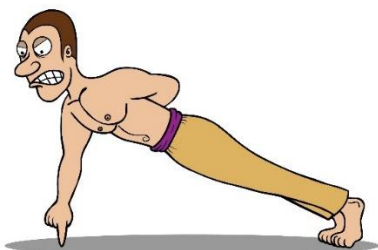
Avoid, or at least reduce, your consumption of drinks containing caffeine and alcohol, as they are stimulants and will increase your level of stress rather than reduce it. Alcohol can act as a depressant, so it is not a way to alleviate stress.



Avoid refined sugars.

Avoid or reduce your intake of refined sugars. You will find refined sugars in many manufactured foods. They can cause energy crashes which could make you feel tired and irritable. In general, try to eat a healthy, well-balanced and nutritious diet.

Take part in physical activity.



Stressful situations increase the level of stress hormones such as adrenaline and cortisol in your body. These are the “fight or flight” hormones which are designed to protect us from bodily harm when we are under threat. Physical exercise can be used to metabolise the excessive stress hormones and restore your body and mind to a calmer, more relaxed state.



H. Sleep

Quality sleep is essential for good health.

I. Look at the diagram below and in the table, write some tips for healthy sleep.

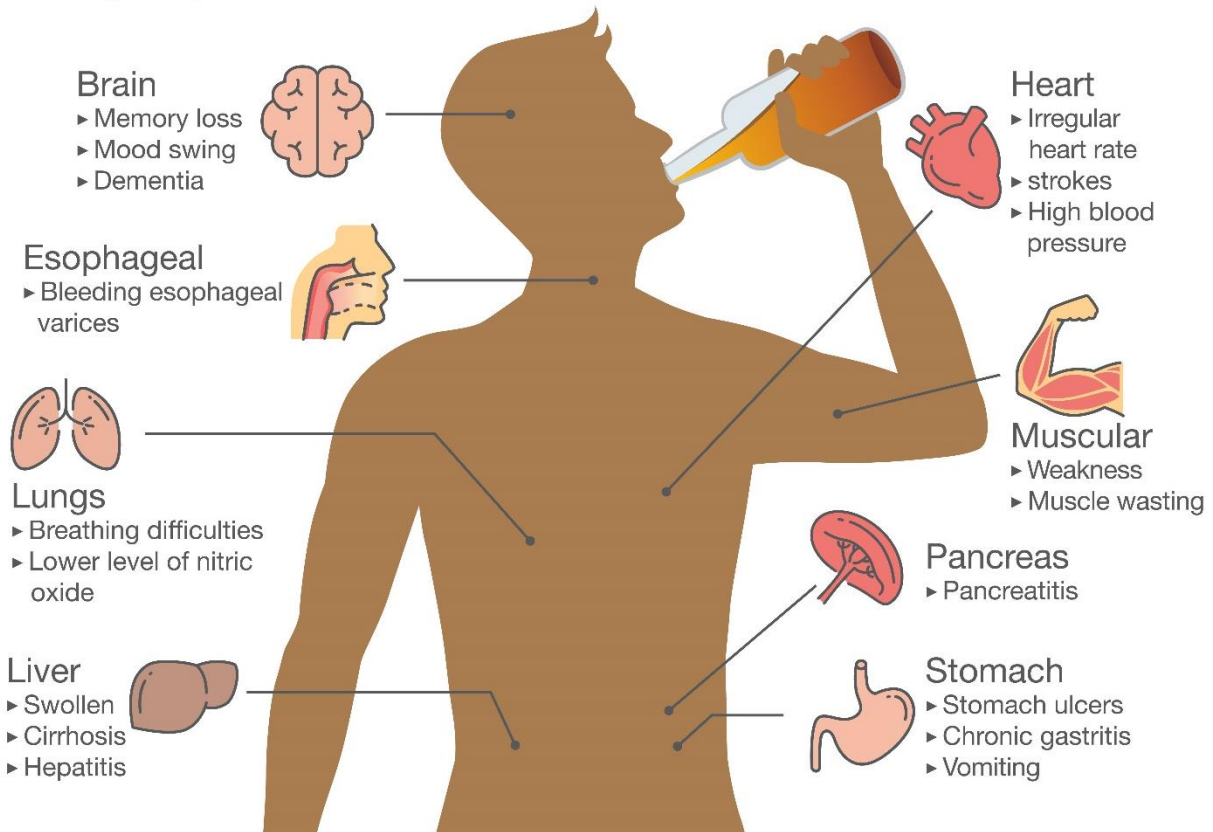


DO	DON'T

Alcohol

4. Look at the diagram and answer the questions.

Symptoms and Effects of Alcoholism



a) Name one liver disease that can be caused from alcoholism.

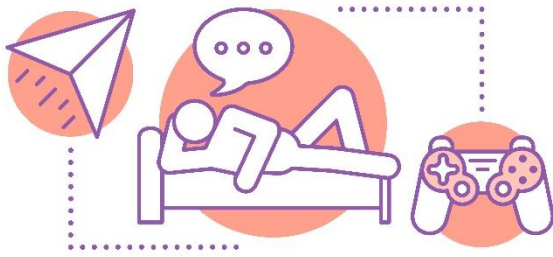
b) What part of your body is affected by chronic gastritis?

c) How can alcoholism affect the muscles?

d) Could alcoholism affect your ability to learn? Explain.

Procrastinating

14. Read the text.



Procrastination

It's easy to make an excuse for not starting a task. It is good to know when a reason is valid and when it's a creative way to avoid acting. Most of our procrastination feelings come from a subconscious fear or self-limiting beliefs. Overcome your fears!

15. Which of these excuses have you used? Tick them.

- I am too tired.
- I am not gifted enough for this.
- This is too much work. I'll do it later.
- I am waiting for the right time to do this.
- I can't finish this on time so what's the point?
- There is still time to do this.
- I am waiting for help.
- It's not that important. It can wait.
- It's too difficult to tackle in one go.
- "I'm not good at managing my time.
- I'm afraid of failure.
- I will do it first thing in the morning.
- Other: _____
- Other: _____

NO MORE EXCUSES

Remember...

Be nice to yourself. You might think that to overcome procrastination you need to be hard or strict with yourself, but no! If you have already procrastinated, you are more likely to start and move forward if you show yourself some compassion for previous laziness. Keep calm, be mindful and get on with it now!

L. Medical and Dental Health

Regular health exams and tests can help find problems before they start. They also can help find problems early, when your chances for treatment and cure are better.



1. Tick the TRUE sentences.

- By getting the right health services, you are taking steps that help your chances for living a longer, healthier life.
- If you have a healthy family background, regular checks are not necessary.
- Regular check-ups will provide doctors with a way to find any health issues early on.
- There is less a chance of a cure if health problems are detected early.
- Only doctors can detect if your health is deteriorating.
- Women should regularly check their breasts for lumps, while both men and women should study the skin for changes in moles or freckles.
- A nutritious and balanced diet, regular exercise, and a healthy weight will help to keep you feeling your best.
- If you notice anything unusual with regards to your health, schedule a doctor's appointment only if you get much worse.
- Check-ups could save you plenty of money in the long run as check-ups may lower the risks for surgery or more extensive medical care in the future.
- Dental care and eye care are less important than the care of your body.

2. Write a convincing slogan, encouraging others to have regular check-ups.

Assessment Brief 2

Course:	Personal Care & Presentation
Course Code:	3N0596
Assessment:	Collection of Work
Title:	Personal Care Products & Practices
Weighting:	Collection of Work 100%,

Guidelines:

You will be expected to:

1. Identify a range of natural and manufactured personal care products.
2. Explain the uses and benefits of a range of personal care products and treatments.
3. Apply appropriate health, safety and personal hygiene procedures when using personal care products.

Assessment criteria:

- Exercises and tasks must be complete and correct.
- Use the vocabulary of personal care and presentation, looking up any that you do not know.
- Give examples of personal care products that you use.
- Show an understanding of different personal care products, their uses and their benefits.
- Use your Personal Care Diary to record personal care practices, e.g. bathing/showering, preventing body odour, hair washing, skin care, keeping your environment clean and grooming.
- Demonstrate some personal care practices, e.g. using a deodorant safely, applying sunscreen correctly to the face, handwashing, making a natural product
- Develop an understanding of common personal care problems and treatments, e.g. eczema, acne, dandruff, flu, food poisoning, etc.
- Demonstrate the care of personal items.



- Demonstrate health, safety and personal hygiene procedures when using personal care products, e.g. using hygiene products, reading a label, using as many natural products as possible, taking care with household products, etc.
- Carry out research where necessary.
- Take part in pair / group work as necessary, demonstrating good communications, team working and quality awareness.
- Discussions may be recorded.
- Photographic and/or video evidence may be required.

Submission date: _____

Declaration of Authenticity: I confirm that this is my own original work.

Signed: _____

Date: _____



2. Fill in the table with the products you use:

Hygiene practice	The product you use
To brush your teeth	
To wash your body	
To moisturise your body	
To wash your hands	
To wash your face	
To moisturise your face	
To wash your hair	
To condition your hair	
To moisturise your hands	
To freshen your breath	
To shave	
To clean your ears	
To reduce body odour	



Research

3. Research a shower gel, available in Ireland, for sensitive skin.

Name of the product: _____

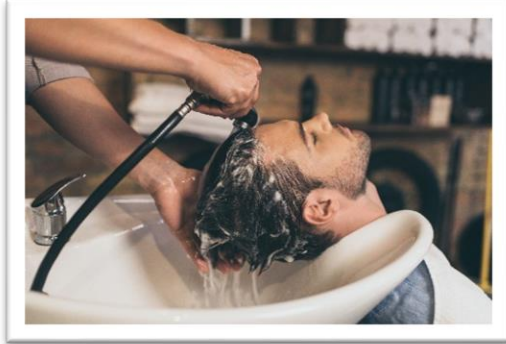
Company: _____

Cost: _____

Available at: _____

E. Hair Care

I. Read the information and answer the questions.



Hair will become greasy and its growth will be stunted if not washed regularly. It will become brittle and frail if not cut every 6-10 weeks. (depending on your length)

The hair follicles (from which the hair grows) produce oil which keeps the hair smooth. You also have sweat glands in your scalp, and dead skin cells come off the scalp. The oil, sweat and dead cells all add together and can make hair greasy and look dirty unless you wash it regularly.

To keep your hair clean:

- Wash regularly with shampoo (cheap ones are usually as good as expensive ones).
- Massage your scalp well. This will remove dead skin cells, excess oil and dirt.
- Rinse well with clear water.
- Conditioner is helpful if you have longer hair as it makes the hair smoother and easier to comb, but it is not necessary.
- Use a wide toothed comb for wet hair as it is easier to pull through the hair.



a) What can happen to your hair growth if you don't wash it regularly?

b) How often should you have your hair cut?

c) What keeps your hair smooth?

d) What glands do you have in your scalp?



Q. Health and Safety

Cosmetics and personal care items include facewash, body lotion, soaps, shampoos, hair styling products, deodorant, toothpaste, hair dyes, and nail polish. They are considered safe, but that doesn't mean that there aren't risks associated with their use, particularly if you don't use them correctly.

1. Write one safety procedure to follow when you use each of these products:

a) shampoo

b) shower gel

c) deodorant

d) mouthwash

e) moisturiser

f) hair dye

g) bleach

h) eye drops

i) bubble bath

j) hand sanitiser

k) laundry detergent

l) talcum powder

m) wet wipes

n) dishwasher tablets

o) sunscreen



Dressing for the Occasion and Mood

2. Read the text and choose the outfits.

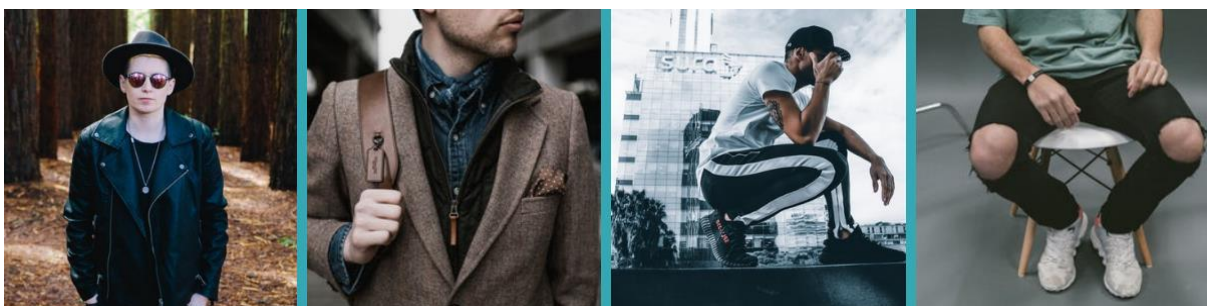
Wear blue or black for a traditional job interview. These colours are neutral and give a message of trust, confidence, and professionalism. Because they're darker, blue and black can also suggest maturity. Avoid loud, bright colours such as orange for traditional interviews.

a) Choose the best outfit for an interview. Tick it.



Stick with neutral colours for professional settings. Workplace style depends on the company, but you should stick with neutrals. Wear clothes in grey, tan, black, blue, or brown to maintain a professional wardrobe. White is another neutral colour, but be sure to keep it clean and crisp. Black picks up lint and pet hair so carry a lint roller with you to keep your clothing clean.

b) Choose the best outfit for a professional setting. Tick it.



Mapping of Learning Outcomes

Learners will be able to:

1 Describe the principles of good personal care including healthy lifestyle, stress management, personal hygiene, personal presentation, medical and dental care Pages 10 to 15 (personal presentation), Pages 16 to 21 (personal hygiene), Pages 22 to 31 (healthy environments), Pages 32 to 39 (healthy lifestyle), Pages 40 to 43 (physical exercise), Pages 44 to 52 (healthy eating), Pages 53 to 62 (stress management), Pages 63 to 64 (sleep), Pages 65 to 74 (unhealthy habits), Page 75 (effective communication), Pages 76 to 77 (time management), Pages 78 to 79 (medical and dental health), Pages 80 to 85 (impact of personal presentation on others), Appendix 1: Ideas for Self-Care, Appendix 3: Personal Care and Self-Care Diary

2 Identify a range of natural and manufactured personal care products Page 89 (brainstorming personal care products), Pages 91 to 95 (personal care products), Page 96 (cleansing products), Pages 98 and 99 (body odour products), Pages 100 to 104 (hair care products), Pages 105 to 107 (skin care products), Pages 108 and 109 (oral health care products), Page 110 (handwashing products), Page 111 and 112 (foot care products), Pages 113 to 114 (cosmetics and beauty care products), Pages 115 to 117 (shaving products), Pages 118 to 122 (natural products), Pages 124 to 134 (treatments and products for treatments), Pages 140 to 143 (cleaning products)

3 Explain the uses and benefits of a range of personal care products and treatments Page 89 (brainstorming personal care products), Pages 91 to 95 (personal care products), Page 96 (cleansing products), Pages 98 and 99 (body odour products), Pages 100 to 104 (hair care products), Pages 105 to 107 (skin care products), Pages 108 and 109 (oral health care products), Page 110 (handwashing products), Page 111 and 112 (foot care products), Pages 113 to 114 (cosmetics and beauty care products), Pages 115 to 117 (shaving products), Pages 118 to 122 (natural products), Pages 124 to 134 (treatments and products for treatments), Pages 140 to 143 (cleaning products)



4 Describe factors that influence choice of hairstyle including face shape, hair texture and patterns of hair growth **Pages 156 to 162 (hairstyles, face shape, hair texture, patterns of hair growth, etc.)**

5 Describe the role of colour, body shape, dress style, hair style, and accessories in personal presentation **Pages 163 to (skin tone, colours, dressing for the occasion, colour and mood, body shape and choosing clothes, choosing accessories)**

6 Use a range of personal care products appropriately including correct terminology **Page 96 (cleansing), Page 98 (deodorants), Page 103 (hair care), Page 106 (skin care), Page 107 (sunscreen), Page 109 (oral health), Page 110 (handwashing product), Page 116 (shaving product/s), Page 120 (making, using a natural product), Page 122 (face mask), Page 137 (grooming products), Appendix 2: Cleaning Schedule, Appendix 3: Personal Care and Self-Care Diary**

7 Demonstrate good practice in personal care including cleansing, grooming, nail care, dental care and treating minor ailments

Pages 89 and 90 (brainstorming personal care products and practices), Pages 91 to 95 (personal care practices), Page 96 (cleansing), Pages 98 and 99 (body odour prevention), Pages 100 to 104 (hair care), Pages 105 to 107 (skin care), Pages 108 and 109 (oral health care), Page 110 (handwashing), Page 111 and 112 (foot care), Pages 113 to 114 (cosmetics and beauty care), Pages 115 to 117 (shaving), Pages 118 to 122 (natural products), Pages 124 to 134 (treatments), Pages 136 to 139 (grooming), Pages 140 to 143 (housework), Pages 154 and 155 (style choice, tips), Pages 156 to 162 (hairstyles), Pages 163 to 169 (personal presentation and colour), Pages 170 to 172 (choosing clothes), Pages 173 to 179 (accessories), Appendix 1: Ideas for Self-Care, Appendix 2: Cleaning Schedule, Appendix 3: Personal Care and Self-Care Diary

8 Wash hair effectively using appropriate clothes and skin protection, correct hair care products, water temperature and pressure **Pages 103 and 104 (hair washing)**



9 Explore the impact of personal presentation on others [Pages 80 to 85 \(impact of personal presentation on others\)](#)

10 Apply appropriate health, safety and personal hygiene procedures when using personal care products [Pages 144 to 161 \(personal care safety\)](#), [throughout the course, Appendix 1: Ideas for Self-Care, Appendix 2: Cleaning Schedule, Appendix 3: Personal Care and Self-Care Diary](#)