

Level 3



PERSONAL CARE Worksheets

SAMPLE!



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Mapping of Learning Outcomes



A. Personal Presentation



Personal presentation is all about the way you present yourself to the world. What others see you do and hear you say will influence their opinion of you, so personal presentation is about showing yourself in as positive a light as possible.

Presenting Yourself

I. Complete the sentences:

positive, help, present, code, appropriately, part, good, media, personal, friends, contact

- a) Personal presentation means the way you _____ yourself in everyday situations.
- b) How you appear to the world can have a major impact on your ability to get a job, make _____ and feel confident.
- c) It is important to make a _____ first impression.
- d) What you do and say, as well as your appearance, is all _____ of your personal presentation.
- e) This means dressing neatly, being clean and having good _____ hygiene, and carrying yourself well.
- f) Whilst people shouldn't judge you on how you look, appearing neat and confident creates a _____ impact.
- g) Before starting a job, always check what the dress _____ is.
- h) Another part of personal presentation is confidence. Stand tall, pull your shoulders back, make eye _____ and smile.
- i) Make sure you paint yourself in a positive light on social _____.
- j) Showing you have good personal presentation includes turning up on time, dressing _____, and appearing confident and enthusiastic.
- k) Your communication, teamwork and people skills can also _____ to present you in a positive way.

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.

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.

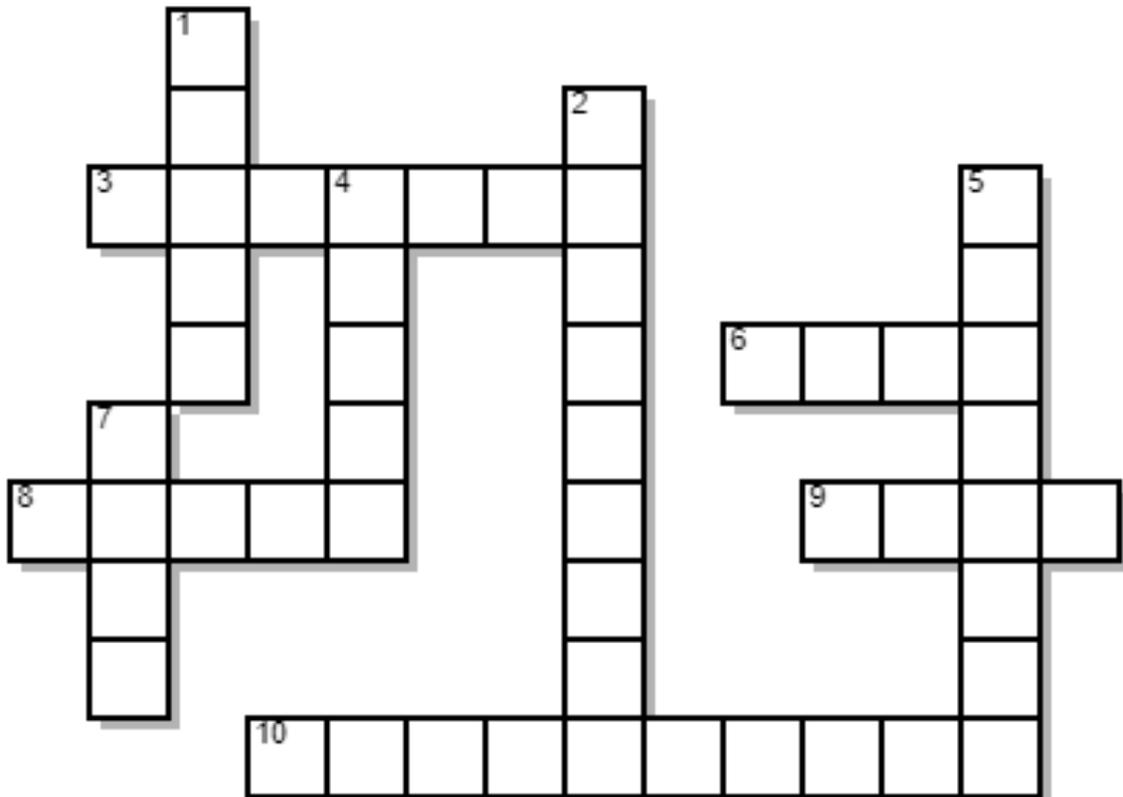
2. Complete the crossword.

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 _____.



Healthy Skin

3. Here are some ways to keep your skin clean and healthy. Choose the correct words.

- a) Shower every day with a _____ soap to cleanse the skin. (strong, mild)
- b) The skin is the _____ of your body and needs to be washed and moisturised frequently. (largest, smallest)
- c) Cleansing the skin will wash away the build-up of oil and bacteria to prevent _____. (infections, hygiene)
- d) An everyday moisturiser will keep the skin _____ and healthy looking. (dry, supple)
- e) Use a mild cleanser to wash your face twice a _____. (month, day)
- f) Also use moisturiser on your face, one that suits your _____ type. (skin, hair)
- g) Protect your skin with _____ when you are outdoors. (cleanser, sunscreen)

4. Look at the diagram below and answer the questions:



a) What does 'exfoliate' mean?

b) What does 'hydrate' mean?

c) What is SPF?

Use these tips for healthy skin!

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 _____



A Safe Working Environment

A clean and healthy environment is also necessary at work. Workplace injuries can be prevented by ensuring a clean, safe workplace.

10. Read the rules below:



Workplace Safety Rules

- 1 Keep Aisles Clear
- 2 Report Accidents
- 3 Wear Safety Equipment
- 4 Keep Work Area Clean
- 5 Report Any Unsafe Conditions
- 6 Lift properly
- 7 Place trash and paper in proper containers
- 8 Wear Appropriate Attire

Safety First



11. Write the numbers that these rules below relate to: (Numbers 1 to 8)

- Use correct manual handling procedures when moving the boxes. _____
- Wear a hard hat on the construction site. _____
- Keep your work environment organised and tidy. _____
- Use the correct recycling bins for all garbage. _____
- If you notice any hazards, report them to your supervisor immediately.

- Wear smart-casual clothing when working in the office. _____
- Ensure that all walkways are clear and uncluttered. _____
- All safety incidents must be reported to the supervisor immediately. _____



Making Life Improvements

Your first step toward healthy living is to take stock and investigate what you can do to improve it.

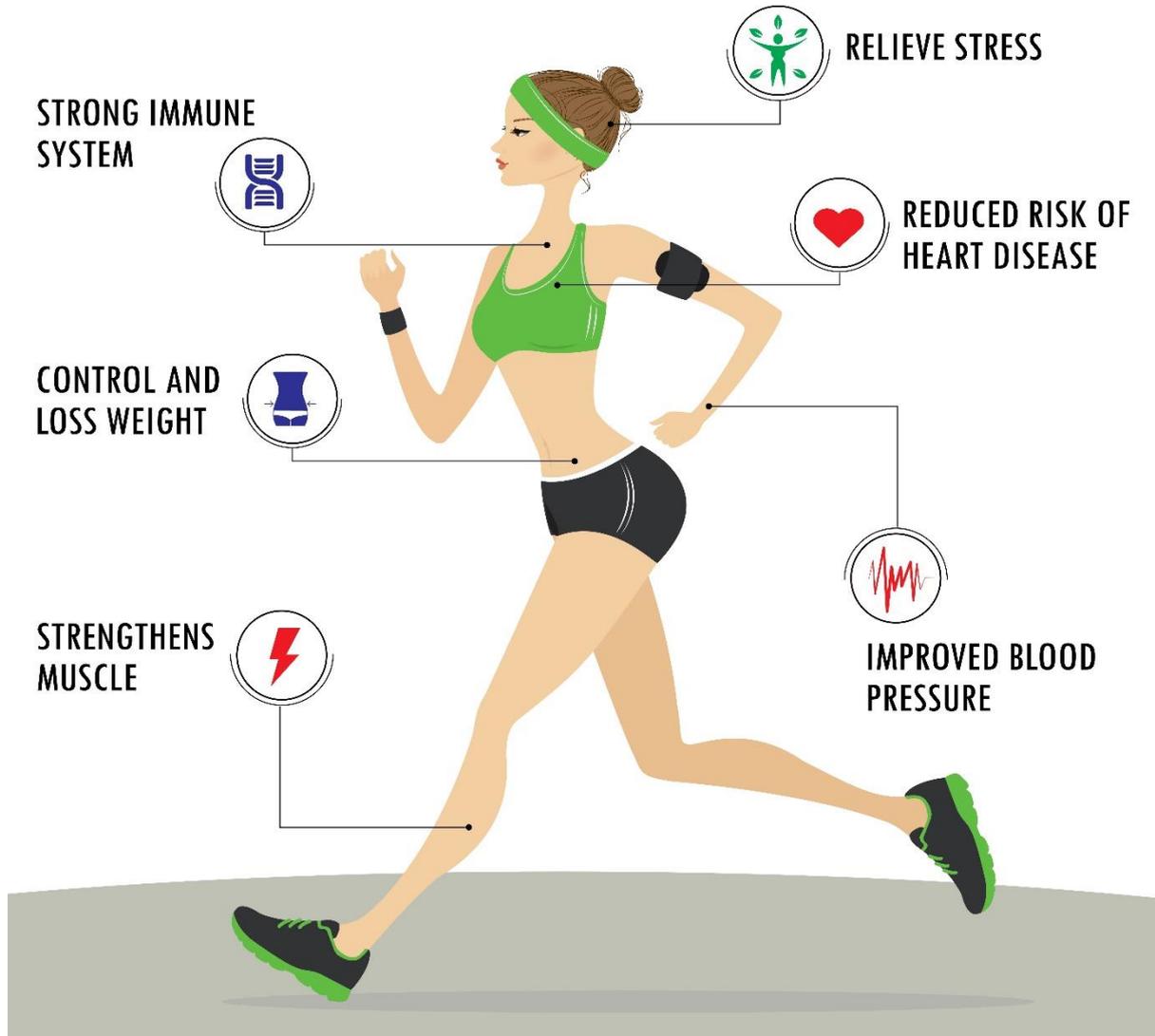
6. Choose the correct word in each sentence.



- a) Make appointments with your doctor and dentist for _____ . (check-ups, medication)
- b) Catch up on any routine _____ screening that is available. (movie, health)
- c) Measure your height and weight to check your _____ or Body Mass Index. (BPI, BMI)
- d) _____ your activity, e.g. the amount of physical activity you do, the intensity of your activity, the variety of your physical activity and the frequency. (Assess, Avoid)
- e) Check your mood and energy as healthy living is also about _____ wellness. (physical, emotional)
- f) Think about how much adequate _____ you are getting. (work, rest)
- g) Healthy, regular _____ is important for your personal health. (sleep, holidays)
- h) Consider your social network and your _____ with family and friends. People have a fundamental need for positive relationships. (connections, arguments)
- i) Drink plenty of water every _____. (week, day)
- j) Turn _____ the TV and computer and instead, go for a walk in the fresh air. (on, off)
- k) A healthy person knows how to _____ the stresses of everyday life. (ignore, manage)
- l) Figure out where you are today so you can set your healthy _____ goals. (living, loving)

. Look at the diagram below and complete the sentences:

BENEFITS OF RUNNING



- Running can improve your _____ pressure.
- It can help to _____ stress.
- It can help you build a strong immune _____.
- It reduces the _____ of heart disease.
- It helps to _____ muscles.

Eating Healthy

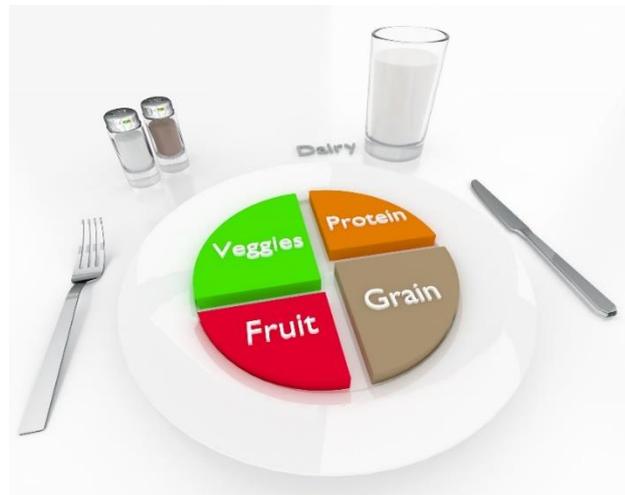
A Balanced Diet

Eating a healthy diet can improve your health and quality of life.

To eat a balanced diet, you need to combine several different types of foods - from each of the main food groups - in the right amounts so your body gets all the nutrients it needs while maintaining a healthy weight.

The Food Pyramid or the Eatwell Guide is used to help us visualise how we can have a healthy diet.

Examples:



I. Write true or false.

- a) At least half of your diet should be made up of fruit and vegetables. _____
- b) You need to eat more fruit than grains. _____
- c) You need to eat more protein than vegetables. _____
- d) You need to eat more vegetables than fruit. _____
- e) There are four main food groups. _____

Correct the false statements.

2. Write the answers below and find them in the wordsearch.

- a) You should eat more fruits and _____ and less processed foods.
- b) Eat foods from all food _____ for a balanced diet.
- c) Going on a restrictive _____ could make you crave the foods you're trying to avoid.
- d) Eat more fruit by _____ it to your cereal, salads, dinners, or desserts.
- e) Fruit is also a _____ snack.
- f) Sneak in more vegetables, like adding _____ to your cheese sandwich, peppers on your pizza, or extra vegetables in your pasta sauce.
- g) Keep _____ or frozen vegetables on-hand for quick snacks.
- h) Use healthier, lighter _____ dressings.
- i) Eat _____-fat or fat-free dairy.
- j) Check the nutritional content on foodstuffs and swap for _____ alternatives where necessary.
- k) _____ slowly so that you realise when you are full.
- l) Swap caffeinated and alcoholic drinks for _____, herbal teas, or diluted natural fruit juices.

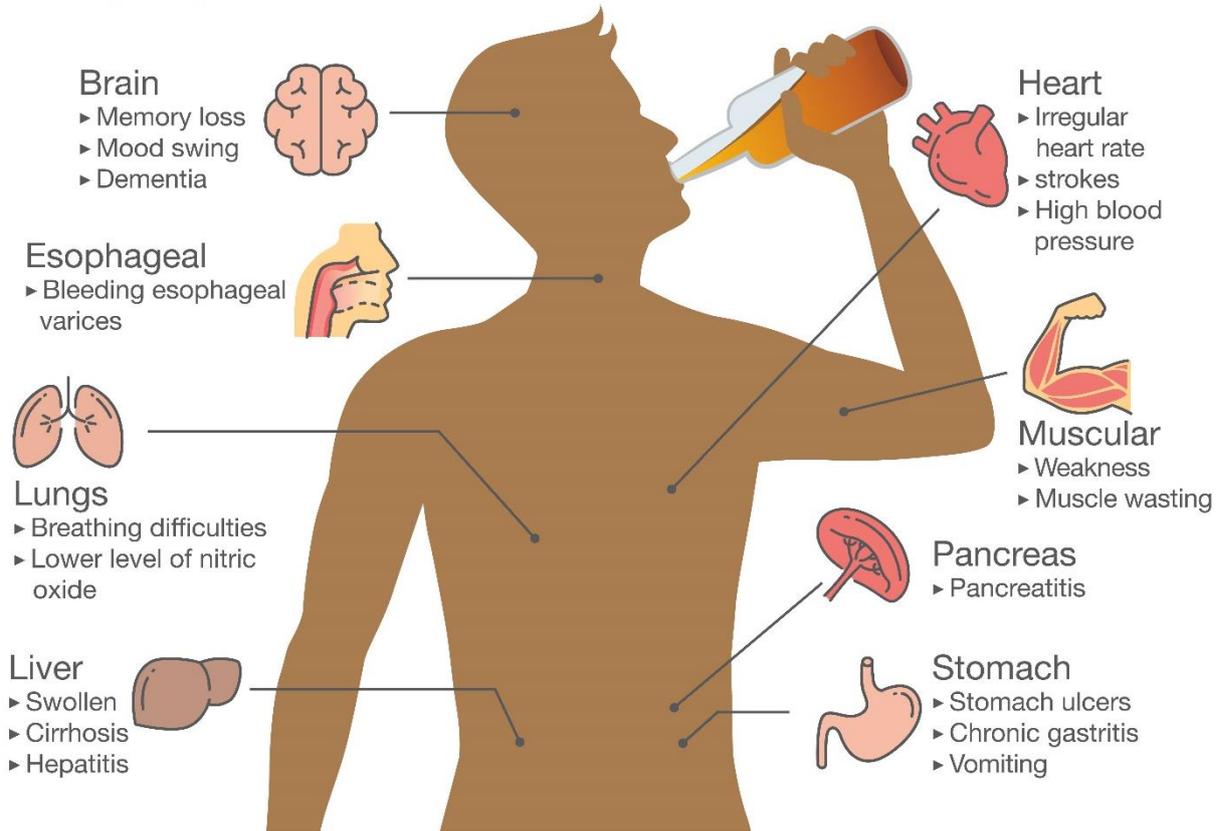
S	A	L	A	D	H	V	T	E	U
L	W	B	A	Z	E	E	N	A	D
H	A	P	D	Q	A	G	F	T	M
E	T	X	D	T	L	E	B	A	G
A	E	N	I	O	T	T	C	K	R
L	R	Q	N	M	H	A	A	W	O
T	D	Q	G	A	I	B	N	L	U
H	V	I	X	T	E	L	N	O	P
Y	I	Y	E	O	R	E	E	W	S
S	X	W	C	T	D	S	D	S	F



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.

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: _____



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?

e) What makes your hair look dirty?

f) Do you need to buy expensive shampoos?

g) Why should you massage your scalp when washing your hair?

h) What kind of comb should you use when your hair is wet?

2. Write instructions for making and applying this hair mask.



Sunscreen Products



6. Read the information.

Sunscreen is a special lotion used to protect your skin from the sun. It is important to protect your skin from the sun to prevent skin cancer. Too much sun will also dry out your skin and make it look older. There are two types of sunscreen. One uses chemicals to absorb the ultraviolet rays before they can harm your skin. Physical sunscreens contain special materials that act like a mirror and reflect the ultraviolet rays away from the skin. Sunscreen products will have the letters SPF or the word Factor on them. This stands for Sun Protection Factor. It tells you the level of protection that you can get from the sunscreen if you use it properly. The higher the factor, the greater the protection obtained.

How To Apply Sunscreen To The Face And Neck.



7. Demonstrate correctly applying sunscreen to your face and neck. Remember all health, safety and hygiene procedures!

<input checked="" type="checkbox"/> Tutor Verification	
Tutor's Signature	
Date	



8. Give two reasons why you should wear sunscreen.

Natural Products

The following home remedies can be used for your personal hygiene.

I. Read the text.

Deodorant:

Wash under your arms with baking soda or sprinkle on a damp washcloth and pat on for a natural deodorant.

Skin exfoliant:

You can exfoliate your skin by rubbing on a paste made of baking soda and water.

Breath freshener:

Chewing on mint or spearmint leaves is a quick way to freshen up unpleasant breath.



Intensive hair conditioner:

Blend avocado and coconut milk or cream in a blender and apply to dry hair. Leave on up to 30 minutes and rinse.

Cleanser:

Begin with one teaspoon of coconut or olive oil and apply to the skin in circular motions, using more if needed and rinsing with warm water (using fingertips or a soft cloth).



Moisturiser:

For healthy skin, add rosemary oil to the bathwater.

Hair detangler:

Use chamomile, grapefruit, marigold, or sweet clover.

Bath soak:

As you run your bath, pour in two cups of fresh milk or butter milk. Add a few drops of lavender essential oil to help you relax. Soak in the bath for at least 20 minutes and gently massage your skin with a wash cloth or a loofah. Take a quick shower to rinse off all the milk on your body.

2. What natural ingredients can you suggest for these people?

a) Amy's daughter has long hair and it tangles up every time it is washed. Her daughter dislikes having her hair washed as it takes so long to get out all the knots.

b) My brother cannot use deodorant from the shops as he gets an allergic reaction from it.

c) Clara is looking for a natural facial cleanser.

d) A friend has very dry hair, and has tried many types of conditioner, without success.

e) Diane wants to use a natural moisturiser in her bath.

f) What herb can I use to freshen my breath?

g) My sister wants an exfoliator, but she has very sensitive skin, so she wants something natural.

Research

3. Find one more natural solution to a personal care practice.



Hazards when Doing Housework

A hazard is anything that has the potential to cause harm, in terms of injury, ill-health or damage to the environment. For example, working with dangerous chemicals or processes which give rise to dusts or fumes or indoor air pollution. Some cleaning products are poisonous if ingested and can be harmful if inhaled or touched.



9. How are these potential hazards? What harm might they cause?

a) Wet floors

b) Spills

c) Cleaning equipment and cords left across walkways

d) Leaving housework unfinished

e) Using dirty cleaning equipment

f) Using a cleaning product for a different purpose other than intended

g) Switching on the dishwasher before going out

h) Cleaning with all the windows closed

i) Moving heavy furniture to clean behind it

j) Using a ladder to clean high places

k) Cleaning with a lot of bleach

A few safe, simple ingredients like soap, water, baking soda, vinegar, lemon juice and borax, with a little elbow grease and a coarse sponge for scrubbing, can take care of most household cleaning needs.

Hair Texture and Density

Choosing a hairstyle based on your hair type and texture will make it easier to look after and style your hair.

4. Read the information.

Fine Texture Hair: This is hair that lacks volume. To add body and volume, make sure it is correctly cut and shaped by your hairdresser or barber. You can also use styling product aids to add volume.

Medium Texture Hair: With medium texture hair, you have more hairstyle choices, so you can choose any style that suits you.

Coarse Texture Hair: If your hair is coarse, it would be best to look for hairstyles that lessen the bulk and weight of your hair. Consider layer cuts, razor cuts, and hairstyles that lessen the thickness of your hair.

Sparse Density Hair: This is when you don't have much hair; it may be thin. All hairstyles that are longer and heavier on top are best, making your hair look thicker and hold its shape longer.

Medium Density Hair: You can change your hairstyles by changing the weight distribution. This means you can thin out your hair with razor cutting, slicing, etc., or make it appear thicker by growing certain layers longer.

High Density Hair: You can reduce high density hair by using techniques like razor cutting or slicing. If your hair is curly, you could try chemical straightening at your hairdresser or barber.

5. Answer the questions.

a) What is your hair texture?

b) What is your hair density?

c) What hairstyles may suit your hair texture and density?



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**