

Assistant Beauty Therapist

(Job Role)

Qualification Pack: Ref. Id. BWS/Q0101
Sector: Beauty and Wellness

Textbook for Class X

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विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
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First Edition

September 2021 Bhadrapada 1943

PD 5T SU

© **National Council of Educational
Research and Training, 2021**

₹ **100.00**

*Printed on 80 GSM paper with NCERT
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Published at the Publication Division
by the Secretary, National Council
of Educational Research and
Training, Sri Aurobindo Marg, New
Delhi 110 016 and printed at Taj
Printers, 69/6A Najafgarh Road
Industrial Area, Near Kirti Nagar
Metro Station, New Delhi - 110 015

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New Delhi
May 2021

SRIDHAR SRIVASTAVA
In-charge Director
National Council of Educational
Research and Training

ABOUT THE TEXTBOOK

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As a result, many small and large companies are entering the business, leading to a more organised way of rendering Beauty and Wellness services, and creating a huge demand for trained personnel like Assistant Beauty Therapist, Beauty Therapist, make-up artist, hair stylist, etc.

An Assistant Beauty Therapist assists a Beauty Therapist and is responsible for rendering a range of Beauty and Wellness services, such as facial, threading, waxing, manicure, pedicure, hairstyle, *mehendi* and make-up application, etc.

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- BWS/N0103 — Perform beauty services
- BWS/N9002 — Maintain health and safety standards in the work area
- BWS/N9003 — Create a positive workplace impression

The textbook consists of four Units. Unit 1 throws light on basic skincare services like cleansing, toning and moisturising that need to be performed for a healthy and glowing skin. It also describes anatomy and physiology of the skin and various skincare techniques.

Unit 2 describes the structure of the hair, different phases in the hair growth cycle, and common depilation services like waxing and threading. It also throws an insight into 'bleaching', a discolouration technique that reduces melanin content in the skin.

Unit 3 deals with make-up services. It provides information about the steps that need to be followed for make-up application. Besides, it acquaints the learners with different type of make-up brushes and their cleaning procedure.

Unit 4 covers aspects related to creating a welcoming workplace impression and personal grooming of the Assistant Beauty Therapist.

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Unit



Basic Skincare Services



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The outward appearance of a person is the first thing that catches the eye of others. So, it is important to be well-groomed and presentable at all times. Apart from clothing, one must also take care of one's skin, hair and nails, and try to keep them clean, groomed and healthy. This Unit throws an insight into the services an Assistant Beauty Therapist needs to perform in order to provide healthy skincare treatments to clients.

In order to provide effective skincare services, the therapist must be acquainted with the basic anatomy and physiology of the skin. The person must understand the effects of voluntary muscle movements of the face, neck and shoulders. Moreover, the Assistant Beauty Therapist must be able to identify the skin type of a client and suggest make-up on its basis. This Unit will help learners identify various skin types, and enable them to perform basic skincare services like cleansing, toning and moisturising.

Anatomy is the scientific study of the structure of human or animal body. It refers to the relationship between different body parts.

Physiology is the scientific study of the functions that different parts of the body perform.

SESSION 1: ANATOMY AND PHYSIOLOGY OF THE SKIN

The skin, which covers the entire body and is about six pounds in weight, is the body's largest organ. It is in a constant state of growth, with old cells dying and new ones forming. It, thus, acts as a shield that protects a

person against heat, injuries and infections. It regulates the body temperature, and stores water, fat and vitamin D. Therefore, healthy skin can heal faster and provide a better appearance to the body, whereas, unhealthy skin is susceptible to infections and diseases. So, taking care of one's skin is of utmost importance, especially, for people who experience skin problems and allergies. Skincare refers to cleansing, toning and moisturising the skin appropriately.

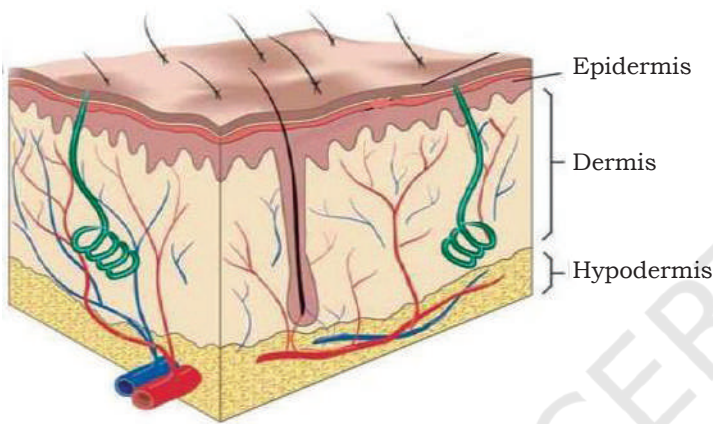


Fig. 1.1: Layers of the skin

Layers of the skin

The skin consists of three layers — epidermis, dermis and hypodermis or subcutis (Fig. 1.1 and 1.2). Epidermis is the topmost layer of the skin, whereas, subcutis or hypodermis is the bottom layer. Subcutis is also known as the 'fat layer'. It provides physical protection and serves as an energy reservoir. Besides, it helps in insulation and thermal regulation of the body.

Epidermis

It is the topmost or epithelial layer of the skin. It is the layer that forms an outer protective covering of the body. It, thus, prevents loss of water from the body. Epidermis varies in thickness in different body parts, for example, it is the thickest on the palm and sole, and thinnest on the eyelids. Epidermis contains no blood vessels but has many small nerve endings. Since it does not have direct blood supply, all nutrients are supplied to it from the dermis.

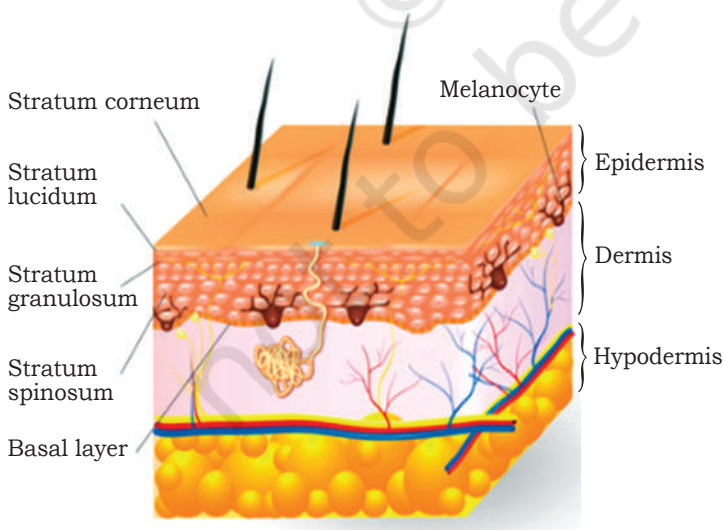
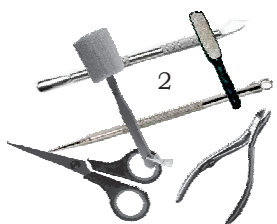


Fig. 1.2: A cross section of the skin

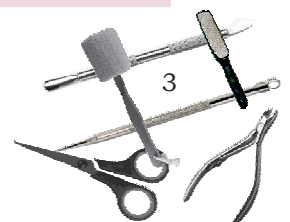


Layers of the epidermis

The epidermis is made up of five layers as shown in Table 1.1. However, most of the body is covered by thin skin, which has only four layers, as stratum lucidum is, typically, absent.

Table 1.1: Layers of the epidermis

Layers	Description and functions
Stratum corneum (horny layer)	<ul style="list-style-type: none"> • It is the outermost layer of the epidermis. • It consists of dead cells called 'corneocytes'. • It serves as the primary barrier between the body and the environment. • It prevents the skin from cracking.
Stratum lucidum	<ul style="list-style-type: none"> • It refers to dehydrated cells with no nuclei and organelles. • It comprises layers of flattened dead cells with a thick plasma membrane. • It contains keratin filaments. • It prevents transmission of water through the skin.
Stratum granulosum	<ul style="list-style-type: none"> • It consists of cells called 'keratinocytes'. • On reaching this layer, these cells start producing proteins called 'keratohyalin' and 'keratin' in large quantities. • Keratin forms the basic structural component of hair and nails. • Keratohyalin reflects light and gives the skin a shiny appearance.
Stratum spinosum	<ul style="list-style-type: none"> • It is made up of spiny polyhedral cells connected by 'desmosomes'. • It consists of 'Langerhans cells', which account for 3–8 per cent of the total cells in the epidermis. • These cells are most common in the superficial portion of stratum spinosum. • Langerhans cells trigger immune response against epidermal cancer cells and pathogens that penetrate into the superficial layers of the epidermis.
Stratum basale (basal layer)	<ul style="list-style-type: none"> • It is the basal layer of the epidermis. • It is made up of cuboidal and columnar cells. • It also contains large stem cells called 'basal cells', which undergo 'mitosis'. Mitosis is a process, where a single cell is divided into two identical daughter cells (cell division). Mitosis replaces worn out cells. • As a result of mitosis, 'keratinocytes' are formed, which move into the superficial layers of the epidermis. Keratinocytes are the main cells found in the epidermis. In humans, they constitute 90 per cent of the epidermal skin cells. • This upward migration of cells replaces more superficial keratinocytes that are shed at the epithelial surface. • The brown tone of the skin is because of pigment producing cells called 'melanocytes', which are scattered in the basal cells of stratum basale.



NOTES

Cells of the epidermis

The three main cells that the epidermis is composed of are keratinocytes (skin cells), melanocytes (pigment producing cells) and langerhans or immune cells.

Keratinocytes

These cells become more mature or differentiated and accumulate 'keratin' as they move outwards. They eventually fall or rub off. Just below the epidermis is the basement membrane, a specialised structure that lies between the epidermis and the dermis. It includes various protein structures linking the basal layer of keratinocytes to the basement membrane (hemidesmosomes) and the basement membrane to the underlying dermis (anchoring fibrils). It is the basement membrane that helps the epidermis stick tightly to the underlying dermis.

Melanocytes

These are found in the basal layer of the epidermis (Fig. 1.3). These cells produce a black pigment called 'melanin', which imparts colour to the hair, skin and eyes. Melanin is packaged into small parcels (melanosomes), which are transferred to keratinocytes. Melanin protects the skin against ultraviolet rays.

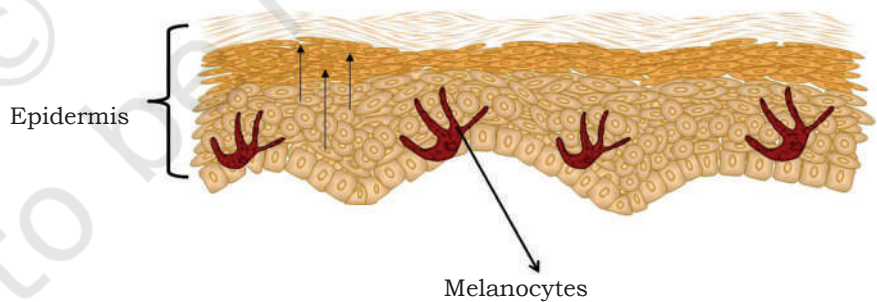
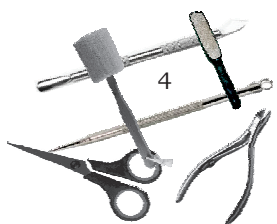


Fig. 1.3: Melanocytes

Langerhans cells

These are also called 'immune cells'. The langerhans cells are found in the epidermis and help the body recognise allergens (materials that are foreign to the body).



Merkel cells

These cells are found in the basal layer of the epidermis. The merkel cells help a person feel the sensation of light touch, for example, while feeling the texture of an object or determining its shape using the fingertips.

Dermis

This layer of the skin lies between the epidermis and subcutis or subcutaneous or hypodermis (Fig. 1.4). It is the thickest layer of the skin. The dermis comprises two layers — papillary and reticular dermis.

Papillary layer

It lies just below the epidermis. The epidermis receives all nourishment from the papillary layer. It consists of more elastin than collagen fibre. Around the hair follicle, the papillary layer forms a connective tissue.

Reticular layer

This lies between the papillary layer and the subcutis. It consists of more collagen than elastin fibre. This layer is composed of fat cells, blood and lymph vessels, sebaceous and sudoriferous (sweat) glands, hair follicles and arrector pili muscles.

Major fibres in the dermis

The dermis provides tensile strength and flexibility to the skin. It is made up of fibrous and elastic tissues. The elastin and collagen fibres are loosely packed in this layer (Fig. 1.5). The collagen and elastin fibres are bound together by 'mucopolysaccharide gel', in which nutrients and wastes diffuse to and from other tissue

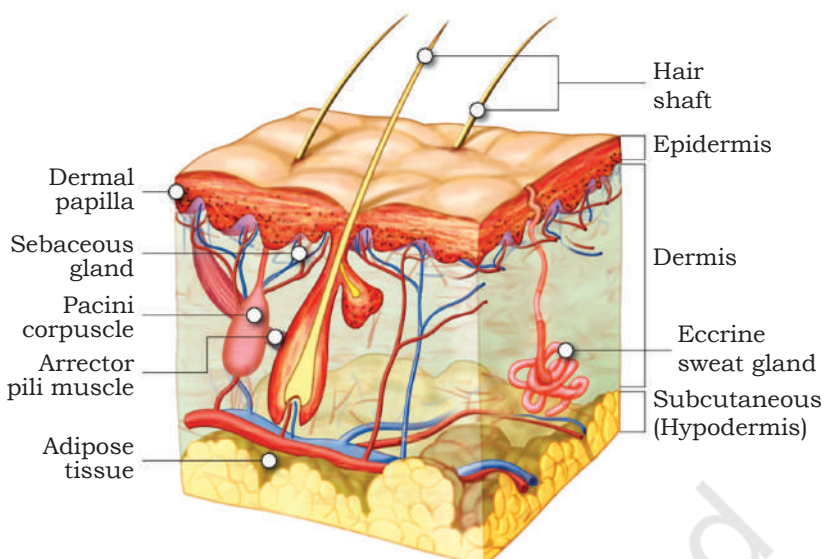


Fig. 1.4: A cross section of the dermis

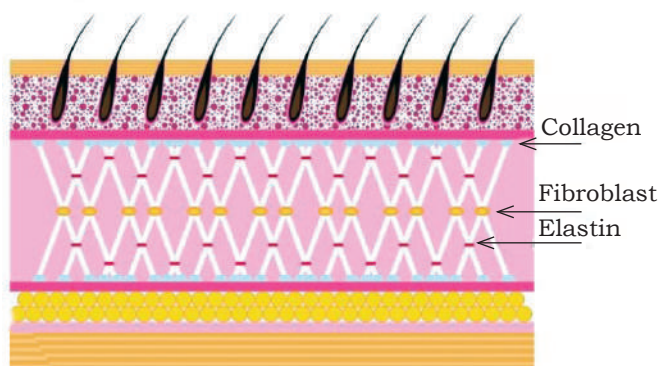
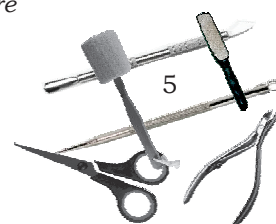


Fig. 1.5: A cross section of collagen fibre



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components. The dermis also contains nerves, blood vessels, epidermal adnexal structures and cells.

Collagen fibre

The dermis is mostly composed of this type of fibre. Collagen fibre render tensile strength to the skin. Collagen bundles are small in upper or papillary dermis, and form thicker bundles in deeper or reticular dermis.

Elastin fibre

It provides elasticity and pliability to the skin.

Subcutis or hypodermis

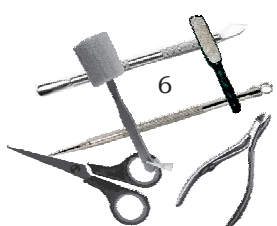
The subcutis is a thick layer that lies below the dermis. It is also called 'subcutaneous tissue', 'hypodermis' or 'panniculus'. The hypodermis is composed of loose connective and fatty tissues called 'adipose tissues', which vary in thickness, according to the age, sex and structure of an individual. These tissues render smoothness and contour to the body. They store fat to be used as energy. The hypodermis acts as a protective layer for the inner organs. Hair follicles are rooted in this layer and the principal sudoriferous glands are also located here.

Functions of the skin

The skin, being the largest organ of the body, performs many functions, resulting from multiple chemical and physical reactions taking place within it. Some of the major functions that the skin performs are as follows.

Protection

The most important function of the skin is to protect the body from injury, heat, radiation, chemicals and microorganisms. The outermost layer of the epidermis is covered with 'sebum', which makes it waterproof. The acid mantle of the sebum makes it resistant to microorganisms. Melanin produced by melanocytes, which are present in the basal layer of the epidermis, protects the body from ultraviolet rays.



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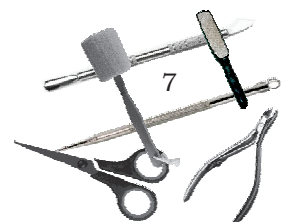
Thermoregulation

Absorption

Excretion

Secretion

BASIC SKINCARE SERVICES



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that protects the skin from germs and infections. It also protects the skin from loss of moisture and heat.

Appearance

Skin covers the entire body, giving it a smooth gait. The colour, elasticity and thickness of the skin are responsible for the general appearance of the body.

Formation of vitamin D

Present in the sebum is a fatty substance called 'dehydrocholesterol', which when exposed to the ultraviolet rays of the Sun produces vitamin D. This vitamin is, then, absorbed into the blood and used by the body after the development and maintenance of bone tissues, and utilisation of calcium and phosphorus. Therefore, an active form of vitamin D is synthesised in the skin in the presence of sunlight

Practical Exercise

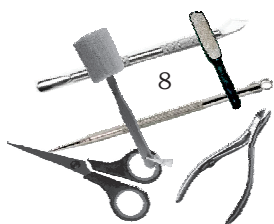
Activity

Group work: the teacher needs to divide the class into groups, each consisting of three to four students. Ask the students to list various functions of the skin.

Material required: writing material

Procedure

- The teacher needs to divide the class into groups, each consisting of three to four students.
- Each group must discuss the functions of the skin and list them in a notebook.
- Each student should share at least two functions of the skin with the class.
- The groups may also use charts while giving away the presentation.
- The teacher may encourage the class to give feedback after each presentation.



Check Your Progress

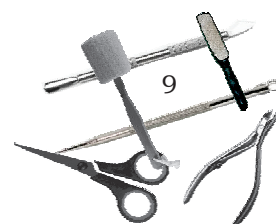
NOTES

A. Fill in the Blanks

1. Anatomy describes the _____ of a human body and relationship of different body parts with each other.
2. The skin consists of three layers. They are epidermis, dermis and _____.
3. The _____ is the uppermost layer of the skin.
4. Unhealthy skin is susceptible to _____ and diseases.
5. The epidermis is a thin layer composed mainly of _____.
6. In the epidermis lie the _____ cells, which protect the body against infections.
7. Melanocytes are found in the basal layer of the epidermis and produce a black pigment called _____, which is responsible for dark skin tone.
8. Melanin protects the body from _____ rays and gives the skin its colour.
9. The subcutis is a _____ layer that lies below the dermis.
10. The skin secretes sweat and sebum through the _____.

B. Multiple Choice Questions

1. The skin consists of _____ layers.
(a) five (b) four
(c) three (d) two
2. Which of the following are the functions of the skin?
(a) Protection (b) Excretion
(c) Calcium production (d) Both (a) and (b)
3. The dermis is the layer of the skin that lies below the _____ and above the subcutaneous layer.
(a) collagen fibre (b) epidermis
(c) langerhans cells (d) elastin fibre
4. The langerhans cells are also known as _____ cells.
(a) skin (b) pigment producing
(c) dead (d) immune
5. A healthy body maintains a constant temperature of _____.
(a) 37° C (b) 98° C
(c) 99° F (d) 37° F
6. The outermost layer of the epidermis is covered with _____.
(a) keratin (b) melanin
(c) sebum (d) None of the above

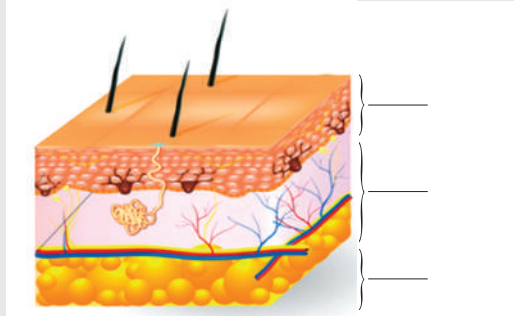


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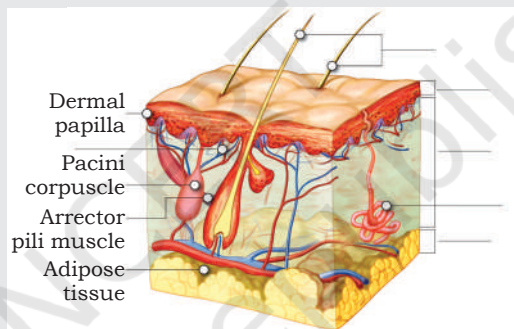
C. Subjective Questions

1. Name and describe the three layers of the skin.
2. State any three functions of the skin.
3. Describe the functions of the epidermis.

D. Label these Diagrams



(a)



(b)

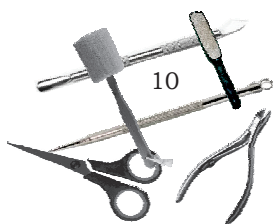
What have you learned?

After completing this Session, you are able to:

- describe the structure of the skin.
- describe the main functions of the epidermis, dermis and subcutis.
- state the various functions of the skin.

SESSION 2: ACTIONS OF THE FACIAL, NECK AND SHOULDER MUSCLES

An Assistant Beauty Therapist needs to be aware of the location and functions of voluntary muscles in the face, neck, hands and arms. The person must be able to assess the muscle tone and identify abnormal movements, if any.



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Fig. 1.6: Location of the frontal muscle

them originate from the skull or fibrous structures and radiate into the skin through elastic tendon. The top of the skull is covered by 'epicranius' or 'occipitofrontalis' muscles. The epicranial muscle consists of two sections and covers the forehead, top and upper rear portion of the skull (Fig. 1.6). It can flex or extend the head, or rotate the head towards the shoulders. It is broad and covers most of the top of the head. It only aids facial expressions.

Eyebrow muscles

Orbicularis oculi and corrugator muscles are located near the eyes.

Orbicularis oculi muscle

This muscle is located in the eyelids. It is a sphincter muscle arranged in concentric bands around the upper and lower eyelids. It helps in blinking and closing the eyes (Fig. 1.7).



Fig. 1.7: Location of the orbicularis oculi muscle

Corrugator muscle

This muscle is located at the medial end of the eyebrow below the frontalis and just above the orbicularis oculi muscle. It draws the eyebrow down and causes vertical wrinkles on the forehead.

Muscles of the nose

The nose consists of 'procerus' and 'nasalis' muscles.

Procerus muscle

This muscle covers the bridge and top of the nose between the eyebrows (Fig. 1.8). Wrinkles are formed across the bridge of the nose by depressing the eyebrows.



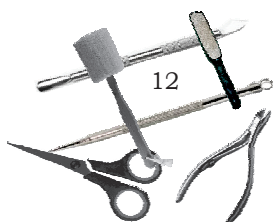
Fig. 1.8: Location of the procerus muscle

Nasalis muscle

It is a paired muscle of the nose whose function is to compress the nasal cartilages.

Muscles of the mouth

The mouth consists of 'quadratus labil superioris', 'quadratus labil inferiors', 'buccinator', 'caninus', 'mentalis', 'orbicular oris', 'zygomaticus' and 'triangular' muscles.



Quadratus labil superioris muscle

It surrounds the upper part of the lip and helps in opening the mouth by lifting the upper lip.

Quadratus labil inferiors muscle

It surrounds the lower part of the lip and results in the expression of sarcasm.

Buccinator muscle

It is a thin flat muscle between the upper and lower jaw. The shape of the cheek is attributed to this muscle. It puffs out the cheeks when blowing and helps keep food in the mouth while chewing.

Caninus muscle

It is located under the quadratus labil superioris muscle. It raises the angle of the mouth at the corner.

Mentalis muscle

This muscle is situated on the tip of the chin. The movement of the lower lip is controlled by this muscle.

Orbicular oris muscle

A flat band around the lower and upper lip is formed because of the presence of 'orbicular oris muscle' (Fig. 1.9).

Zygomaticus muscle

This muscle extends from the zygomatic bone and continues onto the orbicular oris muscle to the angle of the mouth. It elevates the lip while laughing.

Triangular muscle

It extends along the side of the chin. The corner of the chin is pulled down by this muscle (Fig. 1.10).

Muscles of the ear

The ear consists of three kinds of muscle — auricularis superior, auricularis posterior and auricularis anterior.

Auricularis superior muscle

This muscle is present above the ear.



Fig. 1.9: Location of the orbicular oris muscle

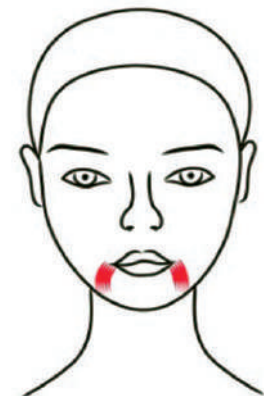
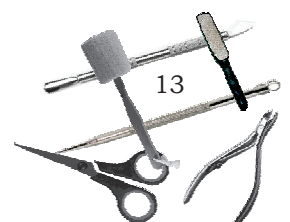


Fig. 1.10: Location of the triangular muscle



Auricularis posterior muscle

This muscle is present behind the ear.

Auricularis anterior muscle

This muscle is present in front of the ear.

Muscles of mastication

The 'temporalis' and 'mastication' muscles coordinate the opening and closing of the mouth. These are also called 'chewing muscles'.

Muscles of the neck

The neck consists of 'platysma', 'sterno-cleido-mastoid', 'latissimusdorsi' and 'pectoralis major and minor' muscles.

Platysma muscle

It is located in front of the throat. This muscle helps pull down the lower jaw and angles of the mouth. The expression of sadness is because of the contraction of this muscle.

Sterno-cleido-mastoid muscle

It is the largest cervical muscle and extends on either side of the neck. The movement of the head is because of this muscle.

Latissimusdorsi muscle

It is a large muscle that stretches from the middle to the lower back. It rotates the shoulder blade and controls swinging movement of the arm.

Pectoralis major and minor muscle

It covers the front of the chest and helps in arm movement.

Body movements

Most pain and injuries develop over time and are caused by the movements one performs daily. Manual therapy is a technique, wherein, a therapist

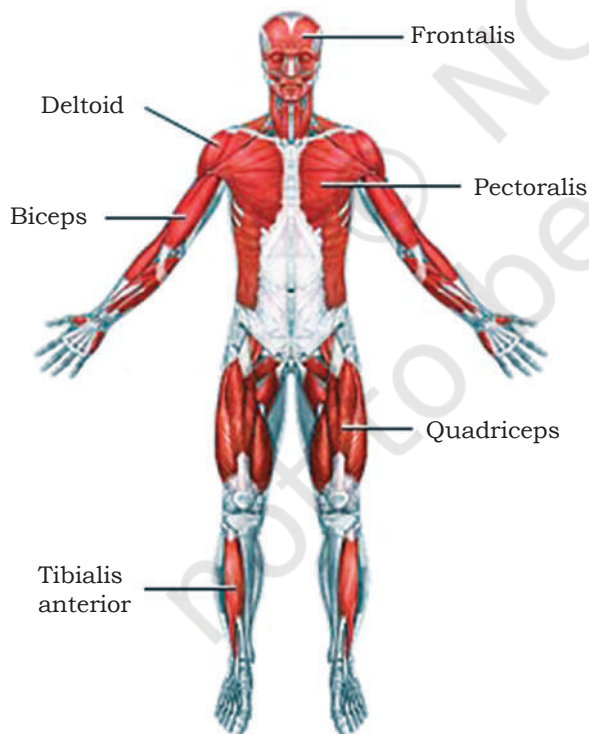
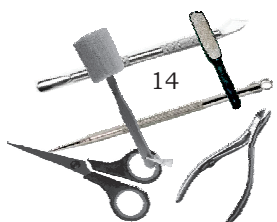


Fig. 1.11: The muscular system



uses one's hands and fingers to manipulate, mobilise and massage the muscles. Hence, an Assistant Beauty Therapist needs to be aware of the various important muscles as discussed in this Session. The person must have the knowledge of common body movements in order to relieve clients of pain and stiffness, and thereby, improve blood circulation in their affected body part(s). Some of the common body movements are as follows.

Flexion

Flexion of the shoulder or hip refers to the forward movement of the arm or leg, respectively. Flexion is defined as the movement meant to decrease the angle between different body parts (Fig. 1.12). Flexing one's muscles, usually, results in bringing bony parts closer, for example, forward flexion brings the shoulder girdle and pelvis closer.

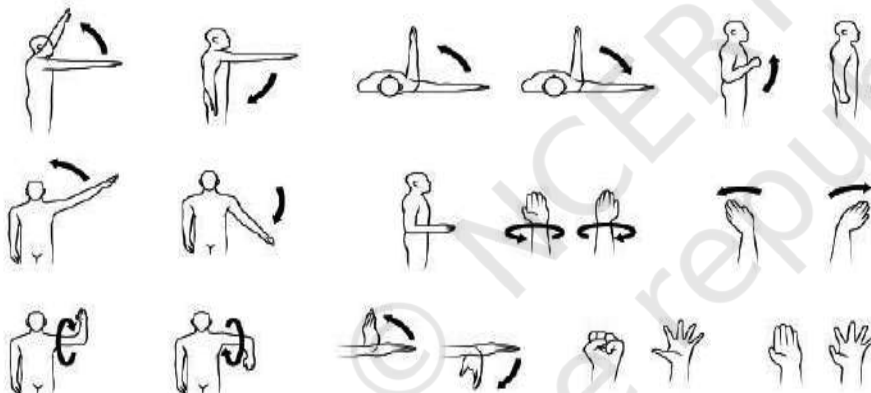


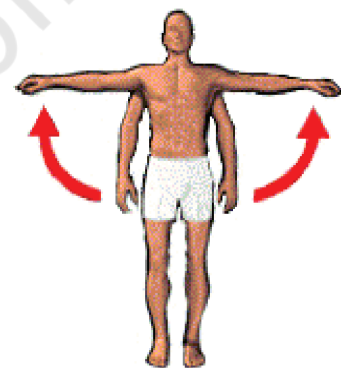
Fig. 1.12: Flexion movements

Abduction

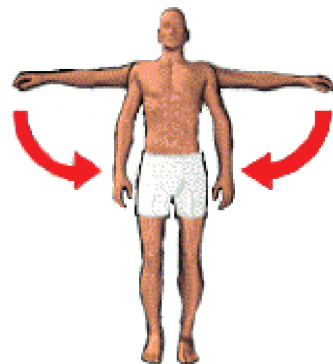
Abduction is opposite to 'adduction'. It refers to the movement of a body part away from the median plane, i.e., taking a limb away from the sagittal plane [Fig 1.13(a)]. Dividing the body into left and right halves using an imaginary line gives the sagittal plane.

Adduction

It refers to a motion that pulls a body part away from the midline of the body. It is a movement that brings a limb (arm or leg) closer to the body's sagittal plane [Fig 1.13(b)].

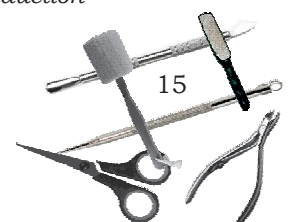


(a) Abduction



(b) Adduction

Fig. 1.13 (a and b): Abduction and Adduction



Supine

It refers to a body position, wherein, a person lies with the front or face upward [Fig 1.14(a)].

Prone

It is a body position, in which one lies flat with the chest down and back up [Fig 1.14(b)].



Fig. 1.14 (a and b): Supine and Prone positions

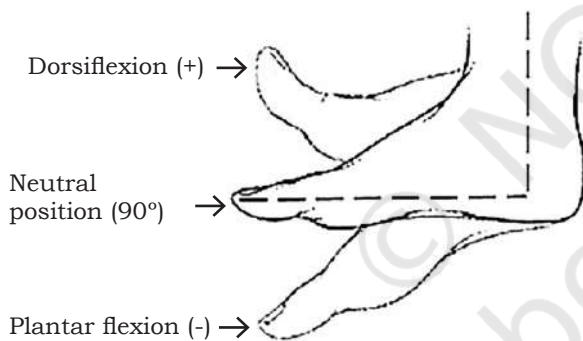


Fig. 1.15: Dorsiflexion and Plantar Flexion movements

Dorsiflexion

It refers to turning of the foot or toes upward. It uses muscles in the front part (anterior) of the foot (Fig. 1.15).

Plantar flexion

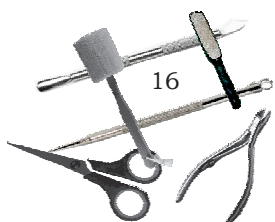
It refers to the flexion or extension of the foot at the ankle. This movement decreases the angle between the back of the leg and sole (Fig. 1.15).

Practical Exercise

Activity

Pair work: form groups of two students each. Ask one of them to demonstrate the 'prone' and 'supine' body positions, and the other to explain the characteristics of both the positions.

Material required: Nil



Procedure

- Divide the class into groups, consisting of two students each.
- One of the students will show 'prone' and 'supine' positions, while the other will elaborate the characteristics of each of these positions.

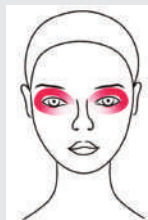
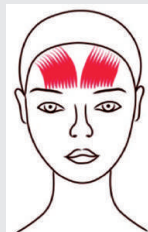
Check Your Progress

A. Fill in the Blanks

1. A fibre is made up of long thin _____ packed in bundles.
2. Muscles move different parts of the body by _____ and relaxing.
3. Voluntary muscles are those that one can _____.
4. Mentalis is the _____ that controls the movement of the lower lip.
5. Flexion of the shoulder or hip refers to the movement of the arm or _____ forward.
6. Abduction is the movement of a body part away from the _____ plane, i.e., taking a limb away from the sagittal plane.
7. Dorsiflexion is the turning of the foot or toes _____.
8. Plantar flexion refers to the flexion or extension of the foot at the _____.
9. In the _____ position, a person lies with the front or face upward.
10. The _____ muscles are found in the stomach, intestines and blood vessels.

B. Multiple Choice Questions

1. The muscle shown in the adjacent figure is _____ muscle.
 - (a) frontal
 - (b) occipital
 - (c) eyebrow
 - (d) None of the above
2. The muscle shown in the adjacent figure is _____ muscle.
 - (a) frontal
 - (b) occipital
 - (c) eyebrow
 - (d) None of the above

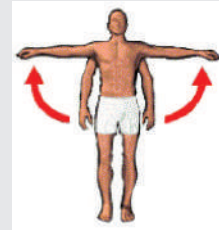


3. The muscle present above the ear is called _____ muscle.

- (a) auricularis superior
- (b) auricularis posterior
- (c) auricularis anterior
- (d) None of the above

4. The position of the human body shown in the figure is that of _____.

- (a) abduction
- (b) adduction
- (c) prone
- (d) None of the above



5. The human body shown in the figure is in _____ position.

- (a) supine
- (b) prone
- (c) frontal
- (d) occipital



What have you learned?

After completing this Session, you are able to:

- describe the muscles involved in the movement of the face, eyebrows, nose, mouth, ears and neck.
- demonstrate various body movements.

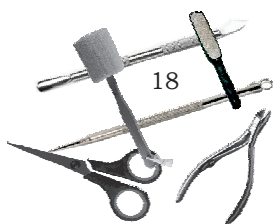
SESSION 3: SKINCARE



Fig. 1.16: A skincare treatment in progress

It is important to take care of the skin even if it looks glowing and healthy. Skin cells shed on a regular basis. So, the skin revealed in future may appear dull and full of blemishes. One must, therefore, follow a skincare regimen appropriate to one's skin type. Skincare includes a number of practices that aid skin nutrition. One must cleanse, tone and moisturise the skin regularly, according to one's skin type, and also avoid excess exposure to the Sun.

People have different skin types, and hence, need different line of treatment. An Assistant Beauty Therapist must, therefore, be aware of the basic skin types before suggesting a skincare treatment to a client (Fig. 1.16).



Skin types

It refers to how the skin looks, feels and behaves. The different types of skin are described as follows.

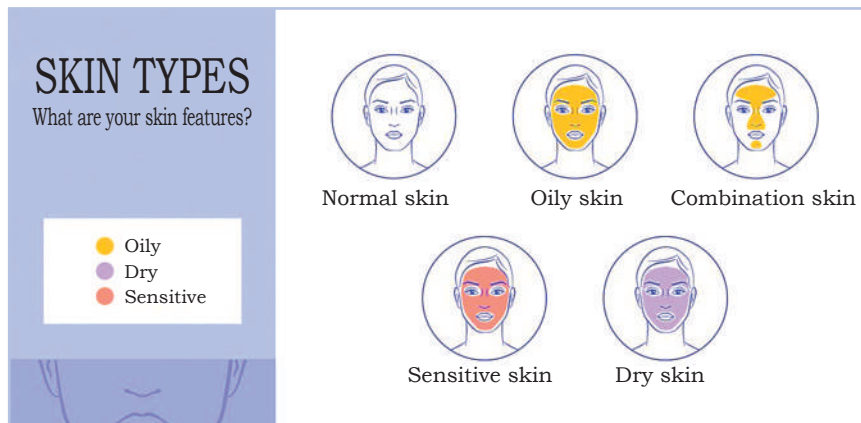


Fig. 1.17: Different skin types

Normal skin

- The pH, generally, ranges from 5.5 to 5.8.
- Such skin type is rare.
- It is a balance between dry and oily skin.
- Normal skin is soft and supple.
- There is optimal oil and water balance on the face.
- The facial skin glows.

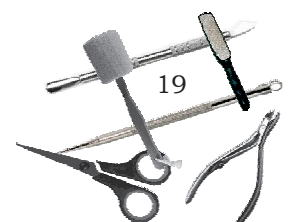
Dry skin

- Lack of lubrication from the sebaceous glands causes dry skin.
- Dry skin can be identified by fine lines around the eyes and the mouth.
- Such a skin, gradually, loosens with age.
- The facial skin looks pale and flaky.

Oily skin

- Oily skin is thicker and coarser than other skin types.
- It has a tendency to develop open pores, pimples, blackheads, papules and pustules.
- Oily skin can be found around the nose and the chin.
- It is the result of clogging of the sebaceous glands, causing sluggish circulation.
- The facial skin looks shiny and has blemishes.

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Allergic and sensitive skin

- Such a skin is sensitive to cold, heat, rains and wind.
- The skin becomes allergic and sensitive because of broken capillaries, causing rashes and irritation.

Matured skin

- Such a skin looks similar to dry skin.
- It appears parched, saggy and dehydrated.
- The facial skin is deeply lined and loose.

Combination skin

- It is a common skin type.
- It can be identified by the oily centre panel or T-zone with pores and slight oil.
- There are pimples on the T-zone and flakiness on the cheeks.

Skin analysis

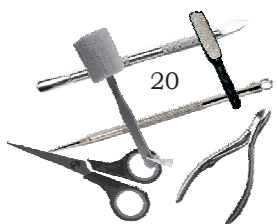
This is carried out to understand the condition of the client's skin and suggest a suitable treatment. Skin analysis must be carried out keeping in mind the client's age and health.

Performing skin analysis

- Step 1: Cleanse the client's skin, according to the recommended procedure.
- Step 2: Inform the client of the steps to be performed for conducting the skin analysis based on one's skin type.
- Step 3: Put eye pads on the client's eyes to protect them from bright lights installed in the area.
- Step 4: Use a magnifying lamp to study the skin type on the face and neck.
- Step 5: Slightly stretch a small section of the skin, using the middle and index fingers.
- Step 6: Observe the skin texture and size of the pores, and other problems using a magnifying glass.

Skincare techniques

The three important steps that must be followed to take care of the skin are cleansing, toning (application of toners and skin fresheners) and moisturising.



Cleansing

This is performed to remove all impurities accumulated in the pores, make-up, surface dirt and top layer of dead skin cells. A cleansing milk or cream is used to cleanse the face of make-up, dirt and impurities. The cleansing milk or cream melts as it comes in contact with the skin, thus, allowing penetration into the pores for 'deep cleansing'. Cleansing, thus, helps unclog the pores and prevents the occurrence of blackheads. It helps stimulate blood circulation in the facial skin, thereby, improving its health.

Cleansing products must be easy to use and economical. An Assistant Beauty Therapist must ensure that a cleansing product is appropriate for the client and does not cause allergy, irritation or over stimulation. It must cleanse the skin effectively without stripping it off its natural protective barrier.

Toning

The process involves application of toners and skin fresheners to refresh and cool the skin. Toner (also known as 'astringent') is a cleansing agent. It is used to cleanse the skin surface of excess oil and last traces of dirt, grime and impurities stuck in the pores after washing the face. Toners vary in intensity. However, all have a tightening and cooling effect on the skin. Regular use of a toner keeps the skin hydrated, and also reduces wrinkles and fine lines.

Moisturising

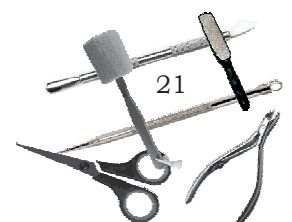
The skin constantly loses its natural moisture content due to the following factors.

- Excess exposure to the Sun, wind and cold
- Excess use of degreasing products
- Central heating and air conditioning
- Flow of sebum slowing down with age

It is important that the skin maintains the required moisture content. Moisturiser forms a thin layer on the skin, helping preserve the required moisture content. Moisturisers are, therefore, used to keep the



Fig. 1.18: Steps for taking care of the skin



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skin smooth, soft and supple. Applying a moisturiser overnight on dry and normal skin helps control wrinkles and close pores. Besides, it imparts a healthy glow to the skin. Regular use of moisturisers can, thus, help retain moisture content in the skin.

Practical Exercise

Activity

Role-play: divide the class into groups of three students each. Ask them to do a role-play, wherein, two students perform the role of Assistant Beauty Therapists and one enacts a client. Ask the two students, enacting the role of Assistant Beauty Therapists, to perform the skin analysis of the one enacting the client.

Material required: cleansing agent, eye pads, magnifying glass, towels and writing material

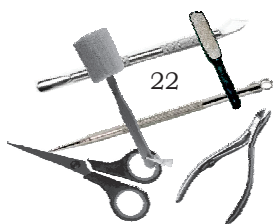
Procedure

- Step 1: Cleanse the client's skin as per the recommended procedure.
- Step 2: Inform the client of the steps to be performed for conducting the skin analysis based on one's skin type.
- Step 3: Put eye pads on the client's eyes to protect them from bright lights installed in the area.
- Step 4: Use a magnifying lamp to study the skin type on the face and neck.
- Step 5: Slightly stretch a small section of the skin, using the middle and index fingers.
- Step 6: Observe the skin texture and size of the pores, and other problems with the help of a magnifying glass.
- Step 7: Write the steps that you followed in a notebook and present it before the class.
- Step 8: The teacher invites the class to share the feedback on each performance.

Check Your Progress

A. Fill in the Blanks

1. In case of dry skin, the facial skin looks _____ and _____.
2. A _____ skin looks similar to dry skin.
3. In case of _____ skin, there are pimples on the _____.



4. Cleansing helps prevent the occurrence of _____.
5. Another name for toner is _____.
6. Moisturising normal skin helps control _____ and close pores.

B. Multiple Choice Questions

1. The pH of normal skin ranges from _____.
 (a) 7.5 to 8.5 (b) 5.5 to 5.8
 (c) 6.5 to 5.5 (d) 3.5 to 4.5
2. Dry skin is the result of _____.
 (a) over lubrication (b) lack of lubrication
 (c) Both (a) and (b) (d) None of the above
3. Which skin type is thicker and coarser?
 (a) Normal (b) Dry
 (c) Oily (d) Allergic
4. The process carried out to remove dirt and impurities accumulated in the pores is called _____.
 (a) cleansing (b) moisturising
 (c) toning (d) None of the above
5. A _____ is applied to refresh and cool the skin.
 (a) toner (b) cleanser
 (c) moisturiser (d) None of the above

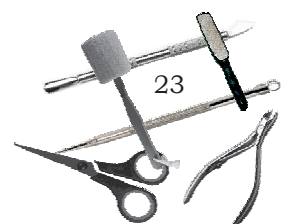
C. Subjective Questions

1. Describe the following skincare techniques.
 (a) Cleansing
 (b) Toning
 (c) Moisturising
2. Describe any three types of skin.

What have you learned?

After completing this Session, you are able to:

- identify different skin types.
- state the importance of skin analysis.
- explain the steps that need to be followed for conducting skin analysis.
- demonstrate commonly used skincare techniques.



Assistant Beauty Therapist Class 10

Unit 1: Basic Skincare Services, Session 1: Anatomy and Physiology of the Skin

Check Your Progress

A. Fill in the Blanks

1. Anatomy describes the _____ of a human body and relationship of different body parts with each other.
2. The skin consists of three layers. They are epidermis, dermis and _____.
3. The _____ is the uppermost layer of the skin.
4. Unhealthy skin is susceptible to _____ and diseases.
5. The epidermis is a thin layer composed mainly of _____.
6. In the epidermis lie the _____ cells, which protect the body against infections.
7. Melanocytes are found in the basal layer of the epidermis and produce a black pigment called _____, which is responsible for dark skin tone.
8. Melanin protects the body from _____ rays and gives the skin its colour.
9. The subcutis is a _____ layer that lies below the dermis.
10. The skin secretes sweat and sebum through the _____.

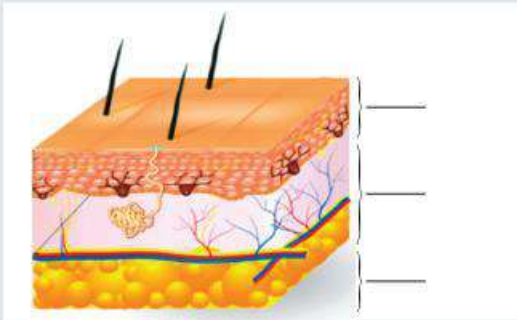
B. Multiple Choice Questions

1. The skin consists of _____ layers.
(a) five (b) four
(c) three (d) two
2. Which of the following are the functions of the skin?
(a) Protection (b) Excretion
(c) Calcium production (d) Both (a) and (b)
3. The dermis is the layer of the skin that lies below the _____ and above the subcutaneous layer.
(a) collagen fibre (b) epidermis
(c) langerhans cells (d) elastin fibre
4. The langerhans cells are also known as _____ cells.
(a) skin (b) pigment producing
(c) dead (d) immune
5. A healthy body maintains a constant temperature of _____.
(a) 37° C (b) 98° C
(c) 99° F (d) 37° F
6. The outermost layer of the epidermis is covered with _____.
(a) keratin (b) melanin
(c) sebum (d) None of the above

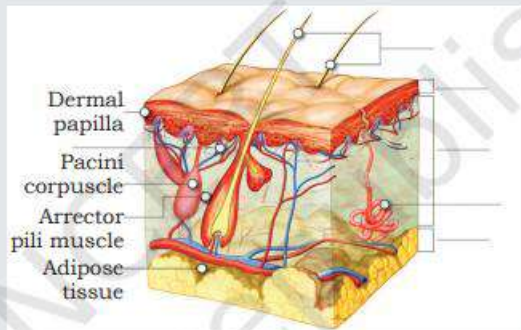
C. Subjective Questions

1. Name and describe the three layers of the skin.
2. State any three functions of the skin.
3. Describe the functions of the epidermis.

D. Label these Diagrams



(a)



(b)

Assistant Beauty Therapist Class 10

Unit 1: Basic Skincare Services, Session 2: Actions of the Facial, Neck and Shoulder Muscle

Check Your Progress

A. Fill in the Blanks

1. A fibre is made up of long thin _____ packed in bundles.
2. Muscles move different parts of the body by _____ and relaxing.
3. Voluntary muscles are those that one can _____.
4. Mentalis is the _____ that controls the movement of the lower lip.
5. Flexion of the shoulder or hip refers to the movement of the arm or _____ forward.
6. Abduction is the movement of a body part away from the _____ plane, i.e., taking a limb away from the sagittal plane.
7. Dorsiflexion is the turning of the foot or toes _____.
8. Plantar flexion refers to the flexion or extension of the foot at the _____.
9. In the _____ position, a person lies with the front or face upward.
10. The _____ muscles are found in the stomach, intestines and blood vessels.

B. Multiple Choice Questions

1. The muscle shown in the adjacent figure is _____ muscle.
(a) frontal
(b) occipital
(c) eyebrow
(d) None of the above
2. The muscle shown in the adjacent figure is _____ muscle.
(a) frontal
(b) occipital
(c) eyebrow
(d) None of the above



3. The muscle present above the ear is called _____ muscle.

- (a) auricularis superior
- (b) auricularis posterior
- (c) auricularis anterior
- (d) None of the above

4. The position of the human body shown in the figure is that of _____.

- (a) abduction
- (b) adduction
- (c) prone
- (d) None of the above



5. The human body shown in the figure is in _____ position.

- (a) supine
- (b) prone
- (c) frontal
- (d) occipital



Assistant Beauty Therapist Class 10

Unit 1: Basic Skincare Services, Session 3: Skincare

Check Your Progress

A. Fill in the Blanks

1. In case of dry skin, the facial skin looks _____ and _____.
2. A _____ skin looks similar to dry skin.
3. In case of _____ skin, there are pimples on the _____.

4. Cleansing helps prevent the occurrence of _____.
5. Another name for toner is _____.
6. Moisturising normal skin helps control _____ and close pores.

B. Multiple Choice Questions

1. The pH of normal skin ranges from _____.
(a) 7.5 to 8.5 (b) 5.5 to 5.8
(c) 6.5 to 5.5 (d) 3.5 to 4.5
2. Dry skin is the result of _____.
(a) over lubrication (b) lack of lubrication
(c) Both (a) and (b) (d) None of the above
3. Which skin type is thicker and coarser?
(a) Normal (b) Dry
(c) Oily (d) Allergic
4. The process carried out to remove dirt and impurities accumulated in the pores is called _____.
(a) cleansing (b) moisturising
(c) toning (d) None of the above
5. A _____ is applied to refresh and cool the skin.
(a) toner (b) cleanser
(c) moisturiser (d) None of the above

C. Subjective Questions

1. Describe the following skincare techniques.
(a) Cleansing
(b) Toning
(c) Moisturising
2. Describe any three types of skin.

Unit

2



Basic Depilation Services



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Depilation and **Epilation** refer to techniques of removing unwanted body hair.

Depilation involves the use of a depilatory cream or gel to remove body hair. Here, the hair is removed by chemical degradation process.

Epilation is the removal of the hair from the roots, i.e., follicle. The effect of epilation lasts longer than depilation.

Hair grow all over the body and become visible, especially, during and after puberty. Men, usually, have thicker and visible body hair than women. Both men and women have hair on the head, eyebrows, eyelids, armpits, pubic area, arms and legs. People (mostly women) look at various ways to get rid of unwanted body hair in order to look attractive and presentable. Hair removal is also known as 'depilation' or 'epilation'.

This Unit throws an insight into two common methods of hair removal — 'waxing' and 'threading'. Besides, it also describes 'bleaching', a discolouration technique that makes hair less noticeable. However, it must be noted that bleaching does not remove unwanted hair. A bleaching cream or gel simply imparts a pale golden tint to fine hair on the face, neck, back and stomach.

METHODS OF HAIR REMOVAL

Several methods of hair removal have been developed and practised over the years. Body hair can be removed either temporarily by mechanical or chemical means, or permanently by electrolysis, which destroys the hair follicle. Some of the common methods of hair removal are as follows.

- Depilation cream and gel
- Shaving
- Tweezing
- Threading
- Waxing
- Laser treatment
- Electrolysis



Fig. 2.1: Different hair removal methods

Depilation cream or gel

It is a temporary hair removal method. The usage involves simply applying depilation cream or gel on an area, where a person wishes to remove the hair. This is the cheapest hair removal method.

Shaving

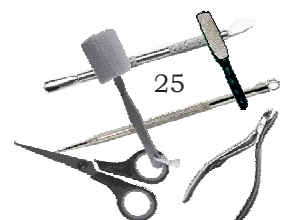
It refers to the removal of hair using a razor and blade. Hair is trimmed to the level of the skin. Different types of blade are used for trimming the hair. Shaving does not affect hair growth.

Tweezing

A pair of tweezers is used to pull out hair at the root level. It is mostly used in case of giving shape to the eyebrows and removing facial hair.

Threading

It is the most common method of removing facial hair. A cotton thread, measuring 60–75 cm in length and 0.3–0.5 mm in width, is used to remove unwanted hair from the forehead, upper lip, chin and while giving shape to the eyebrows.



Waxing

Like tweezing, threading, shaving and using depilation cream or gel, waxing is a temporary hair removal technique, wherein, hot or cold wax is directly applied onto the skin to remove unwanted hair. After wax is applied onto the skin, a waxing strip is placed over it and pulled in direction opposite to that of hair growth. As a result, the hair is pulled out from the follicle. Waxing is commonly done on the arms, legs, face, back, abdomen, knuckles, feet and pubic area.

Laser treatment

It is a lasting hair removal procedure as it reduces permanent hair growth by 80 per cent. In this method, the hair follicle in a selected area is destroyed by exposing it to a laser beam, which prevents further hair growth. However, it is not permanent in nature. In this method, laser beam is flashed on hair follicles, which absorb the rays. However, the surrounding tissues are not affected in the process. This hair removal treatment is less painful than waxing, threading and tweezing.

Electrolysis

It is the only permanent hair removal method as it destroys the hair follicle. This procedure is performed by an 'electrologist', who slides a hair-thin solid metal probe into the base of the hair follicle (hair papilla) or applies sodium hydroxide solution over it in order to destroy the root of the hair.

TYPES OF HAIR

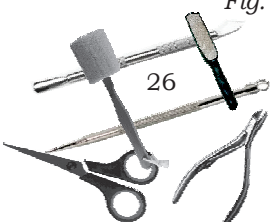
An Assistant Beauty Therapist must have an understanding of basic anatomy and physiology of the hair before one sets to render depilation services to clients. One must have the knowledge of different types of hair before one learns about the various methods of hair removal.



Fig. 2.2: Scalp hair

Scalp hair

It is the hair that grows on a person's head (Fig. 2.2). Scalp hair act as heat insulator and protect the head.



Therefore, maintaining a healthy scalp and hair helps prevent hair loss, and boosts the growth of transplanted hair follicles.

Eyelashes

These grow on the edge of the eyelids. Eyelashes prevent dust particles from entering the eyes (Fig. 2.3).



Fig. 2.3: Eyelashes

Body hair

Also called 'androgenic hair', these refer to 'terminal hair' that start growing on the body during and after puberty. Body hair serve as heat insulator (Fig. 2.4).



Fig. 2.4: Body hair

Underarm and pubic hair

Hair in the underarm, normally, start appearing around puberty (Fig. 2.5). 'Pubic hair' is terminal body hair in the genital area of adolescents and adults. Girls, nearing puberty, experience hair growth in the pubic area earlier than in the underarms.



Fig. 2.5: Hair in the underarm

STRUCTURE OF THE HAIR

A 'hair follicle' anchors each strand of hair into the skin. The 'hair bulb' forms the base of the hair follicle. In the hair bulb, cell division occurs to form the hair shaft. Blood vessels nourish cells in the hair bulb, releasing hormones that modify hair growth and structure at different stages of life.

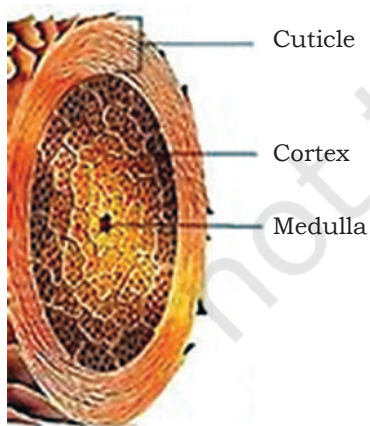


Fig. 2.7: A cross section of the hair shaft

A single strand of hair on the scalp is called a 'hair shaft'. It is made of a protein called 'keratin', which is resistant to wear and tear. The hair shaft consists of three layers, namely cuticle, cortex and medulla (Fig. 2.7).

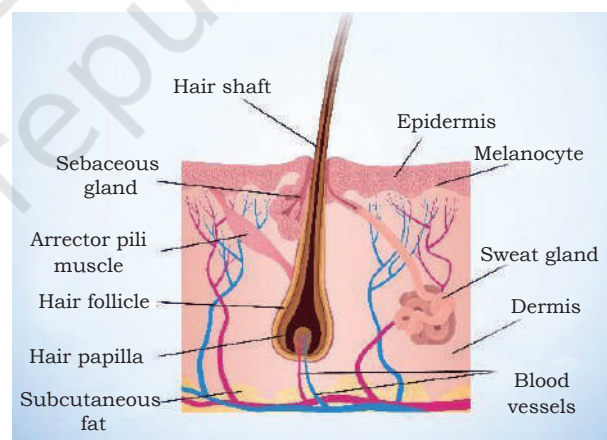


Fig. 2.6: Structure of the hair

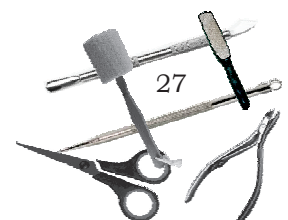




Fig. 2.8: Unhealthy (left) and healthy (right) hair

Cuticle

It is the outermost layer of the hair. The cuticle is made up of many layers of overlapping scales. A healthy cuticle adds sheen to the hair and protects the inner layers from damage. Healthy hair looks shiny, whereas, unhealthy hair looks dull (Fig. 2.8).

Cortex

The cortex lies underneath the cuticle. It is made up of many twisted strands.

Medulla

It is the central part of the hair shaft. The colour of the hair is determined by colour pigments present in the medulla.

GROWTH CYCLE OF THE HAIR

On an average, hair grows 1.25 cm ($\frac{1}{2}$ inch) in length per month. It is estimated that on an average, humans lose around 80–100 hair every day. A single strand of hair does not grow continuously throughout its life. The life cycle of the hair consists of four stages. They are — anagen, catagen, telogen and exogen (Fig. 2.9).

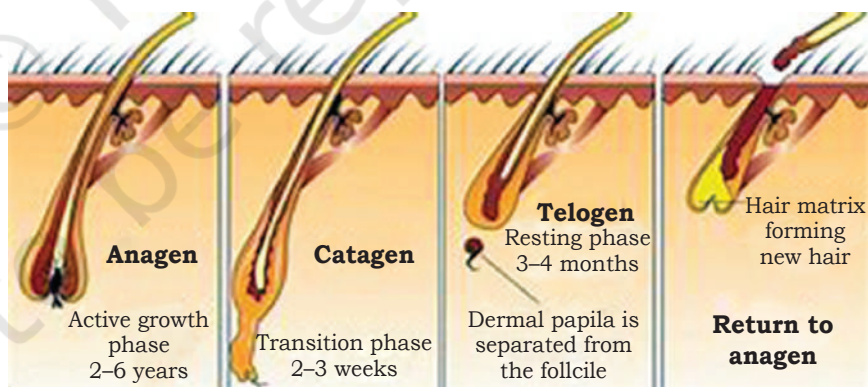
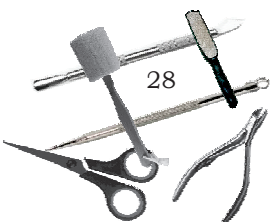


Fig. 2.9: Different stages in the hair growth cycle

Anagen stage

During this stage, the hair follicle is active and continuous hair growth is observed. New hair, in the early anagen stage, grows faster than old hair. The average hair growth is 1.25 cm in length per month.



Catagen stage

The next stage in the hair growth cycle is called 'catagen'. It is transitional in nature and lasts about 2–3 weeks. During this stage, the hair follicle undergoes a phase of change and hair does not grow. However, new cells are formed and the follicles retract and start upward migration. At a given time, about 1 per cent of the hair follicles are in the catagen stage.

Telogen stage

In this phase, the hair does not grow but is attached to the follicle. This stage lasts for about 3–4 months. After about three months, there is hair fall when the hair is washed or combed. Approximately, 13 per cent of the follicles are in the telogen stage at a given time.

Exogen stage

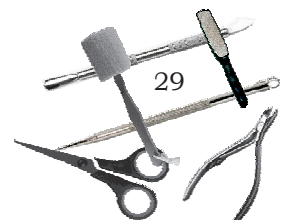
After the telogen stage, which can also be referred to as the 'resting period', the follicles begin to re-grow. When a follicle reaches its full length, new hair starts growing.

SESSION 1: WAXING

Waxing is a temporary hair removal method commonly performed by a beautician. In this method, hot or cold wax is directly applied onto the skin to remove unwanted hair. After wax is applied onto the skin, a waxing strip is placed over it and pulled in direction opposite to that of hair growth. As a result, the hair is pulled out from the follicle. After waxing, new hair does not grow for about two to six weeks. However, some people may experience re-growth only in about a week after waxing due to hormonal changes in the body. Waxing is commonly done on the face, arms, legs, back, abdomen and pubic area. However, it can be done on any body part as desired.

Benefits

Waxing has several benefits compared to other hair removal methods. It is an effective method to get rid of large swathe of unwanted hair at one go. Hair growth in areas, where waxing is performed, generally, does not



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Fig. 2.10: Common areas on the human body, where waxing is done.

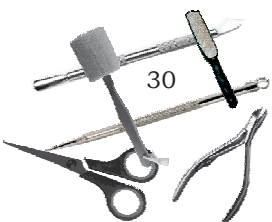
happen for about two–six weeks. In case of shaving or using a depilatory cream or gel, hair is removed at the surface only and not from the root, and is visible in few days. Moreover, re-growth in case of shaving or using depilatory cream or gel is rough and coarse, whereas, areas where waxing is frequently done exhibit soft re-growth.

Drawbacks

Waxing, however, has several drawbacks. It can be a painful process to many people. Though the pain is not lasting, it can be intense, particularly, in sensitive areas. Another drawback is the expenditure involved. Moreover, some people experience ingrown hair, red bumps and minor bleeding during waxing. This is likely to occur when waxing is performed on areas having thick and dense hair, especially, the first few times when follicles are the hardest. Usually, impossible to eliminate, ingrown hair can be reduced by regular exfoliating and applying an astringent or a solution containing astringent and oil.

Precautions to be taken before waxing

An Assistant Beauty Therapist must inform the client to take the following precautions at least two days prior to the waxing procedure.



- Do not apply body lotion, baby or body oil on the area where waxing is to be performed.
- Do not take hot or bubble bath.
- Do not shave hair in the area, where waxing is to be performed, at least three days prior to the procedure.

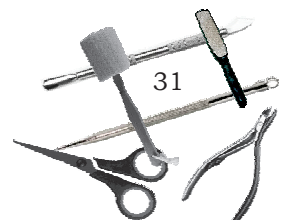
Material required

The following tools, equipment and products are required for waxing.

- Heating unit
- Wax
- Waxing strips — muslin or fibre
- Apron for the beautician
- Disposable gloves for the beautician
- Disposable sheet (to protect the couch and surrounding area)
- Disposable clothing or apron for the client
- Antiseptic lotion (to clean and degrease the client's skin)
- Unperfumed powder (to apply onto the client's skin in order to keep it dry)
- Cotton wool
- Scissors (to cut long hair or strips)
- Tweezers (to remove stray hair)
- Spatulas (to apply the wax)
- Tissue papers
- Soothing lotion
- Barrier cream
- Orange stick
- Pillow
- After sugaring lotion
- Cleanser
- Cotton towels
- Jewellery bowl
- Two bins with liner

Preparing the work area

The Assistant Beauty Therapist must set the work area as per organisational standards. This will help the person render effective services to the clients. The following guidelines must be adhered to while preparing the work area.



NOTES

- Cover the couch with a disposable sheet or paper to check direct spillage.
- Wear an apron and disposable gloves to prevent infections.
- Place cotton wool, tissues and jewellery bowl for the client.
- Sterilise the scissors, tweezers and other equipment to be used in the procedure.
- Use separate bins with lining to dispose of general and waxing waste. Place them behind or under the couch.
- Select a heating unit in accordance with the type of wax selected.
- Put the wax to heat at least half-an-hour prior to the waxing procedure in order to attain the appropriate temperature.
- Use only recommended applicator or disposable wooden spatula to apply the wax.
- Make sure that an antiseptic is handy.
- Use only cotton or appropriate paper strips to remove the wax.
- Ensure availability of aftercare leaflets that need to be given to the client.

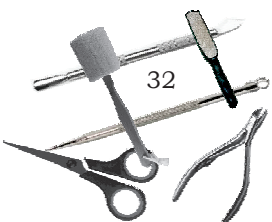
Maintaining client records

The Assistant Beauty Therapist must maintain a client record card, which must contain complete information about the client, including name, address, phone number, diseases and allergies, if any. It must also include client information like contraindications and reactions, and preferred products to be used prior to starting the waxing procedure.

Conducting skin sensitivity test

One must always conduct a skin sensitivity test before performing the waxing procedure. Obtain a written permission from the client before starting the procedure. Follow these steps while conducting the skin sensitivity test.

Step 1: Perform the patch or skin sensitivity test at least 24 hours prior to the actual waxing procedure.

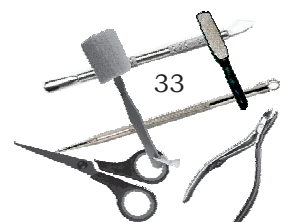


- Step 2: Select a wax, taking into account the client's skin type.
- Step 3: Heat it in a wax heating unit.
- Step 4: Check for the operating temperature of the wax by applying some of it on the client's forearm as it, generally, does not have hair and is dry.
- Step 5: Allow the wax to cool and remove it with the help of a waxing strip.
- Step 6: Observe for reactions or allergies on the skin after removing the wax.
- Step 7: Inform the client to observe for redness, resches, swelling and irritation in the area, where waxing has been performed, in the next 24 to 48 hours.
- Step 8: In case a reaction is observed, inform the client that the treatment is not suitable for one's skin.
- Step 9: Record the observations on the client record card.

Preparing the client

Follow these procedures in order to prepare the client for waxing procedure.

- Provide a thorough consultation to the client, explaining the procedure and aftercare precautions that need to be observed.
- Inform the person of the time required for conducting the procedure.
- Ensure that the consultation and service are provided in a private room.
- Make the client feel comfortable and relaxed.
- Encourage the client to ask questions without hesitation.
- Ask the client to take shower a couple of hours or at least half-an-hour before the waxing appointment. Make sure that the person does not take hot or bubble bath.
- Ask the client not to use any other hair removal method prior to waxing as it may make the procedure painful or irritable.



NOTES

- Before starting the procedure, position the client comfortably, depending on the area where waxing needs to be done.
- Place a clean towel over the client's lap before starting the procedure.
- Assess the client for contraindications. A 'contraindication' is a situation, wherein, a procedure like waxing must not be performed as it may be harmful. Some of the general contraindications are as follows.
 - Recent scar tissue
 - Hypersensitive skin
 - Cuts or abrasions
 - Bruising in or around the area to be treated
 - Allergy to a product (e.g., rosin found in sticking plasters and wax)
 - Blood diseases like HIV or hepatitis
 - Use of skin thinning drugs
 - Diabetes
 - Inflamed or aggravated skin
 - Skin infections or allergies

Waxing procedure

Step 1: Make the client feel comfortable and relaxed.

Step 2: Choose a wax appropriate to the client's skin type.

Step 3: Heat the wax in a heating unit till it melts.

Step 4: Politely ask the client where one wants waxing to be performed.

Step 5: Check the length of the hair that needs to be waxed. It should, ideally, be 1/8–1/4-inch (3–6 mm) long. If the hair is too short, then the wax will not be able to pull it out from the root. If the hair is too long, discomfort and pain may be experienced by the client.

Step 6: Apply little wax on the client's forearm to check if the temperature is fine.

Step 7: Before starting the procedure, dust the area, where waxing needs to be done, with unpurified powder. One may also use baby powder or corn starch as it absorbs body oil and moisture, allowing the wax to stick to the

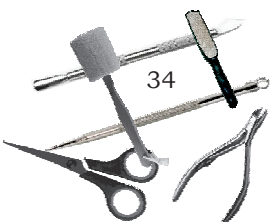




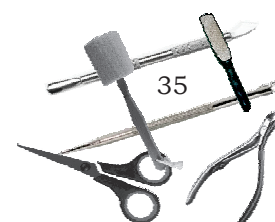
Fig. 2.11 (a-f): Waxing procedure

hair and not to the skin, thereby, making the procedure less painful.

- Step 8: Apply wax on the client's skin with a small wooden spatula.
- Step 9: Take a waxing strip, place it over the skin, where wax is applied, and press it gently in the direction of hair growth.
- Step 10: Allow the wax to cool and pull the strip in direction opposite to that of hair growth. Hold or stretch the skin tightly while pulling the strip. Do this quickly. Do not pull it at a 90° angle but at a shallower angle.
- Step 11: Once the strip is removed, hand pressure may be applied to the area, where waxing has been done, to minimise discomfort or pain.
- Step 12: Request the client to check the area, where the procedure has been carried out, in a mirror for stray hair or redness.
- Step 13: Remove stray hair, if any, with the help of a pair of tweezers (Fig. 2.12).
- Step 14: Clean the area where waxing has been performed with a clean wet towel.
- Step 15: Apply after-wax lotion after waxing.
- Step 16: Brief the client with aftercare advice after the procedure is over.



Fig. 2.12: Use a pair of tweezers to remove stray hair.



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Aftercare advice

Provide the following advice to the client after the procedure.

- Wash the hands and apply an antiseptic cream or lotion on the treated area for soothing effect.
- Do not touch the area with unclean hands.
- Do not use deodorant, perfume or powder on the treated area.
- Do not take hot or bubble bath for at least the next 48 hours after the procedure as it may cause irritation and itchiness.
- Do not go to the gym, do workouts or play an outdoor game for the next 48 hours after the procedure as it may increase perspiration in the treated area, causing irritation and itchiness.
- Avoid swimming, sunbathing or exfoliating the area for at least the next 48 hours post-waxing.
- Wear clean loose cotton clothes to avoid irritation and itchiness.

Guidelines for waste disposal

Waste resulting from the procedure must be considered 'contaminated'. Certain guidelines need to be followed to dispose of the waste.

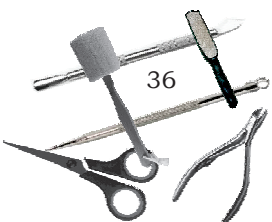
- Used disposable strips must be dumped into small bins with inner lining.
- Wear industrial gloves while handling clinical waste.

Practical Exercise

Activity

Pair work: perform waxing on the leg (one student enacts an Assistant Beauty Therapist, while the other performs a client's role).

Material required: heating unit, wax, disposable cloth or apron, disposable gloves, waxing strips, a pair of scissors and tweezers, spatula, unpurified powder, cotton wool, antiseptic lotion, waste bin, towel, jewellery bowl, disposable sheet to cover the couch (where waxing is to be done), etc.

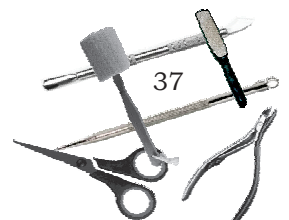


Procedure

- Step 1: Make the client feel comfortable and relaxed.
- Step 2: Conduct a skin analysis test to understand the client's skin type.
- Step 3: Choose a wax appropriate to the client's skin type.
- Step 4: Heat the wax in a heating unit till it melts.
- Step 5: Check the length of the hair that needs to be waxed. It should, ideally, be 1/8–1/4-inch (3–6 mm) long.
- Step 6: Apply little wax on the client's forearm to check if the temperature is fine.
- Step 7: Before starting the procedure, dust the area with unpurified powder.
- Step 8: Apply wax on the client's leg with a small wooden spatula.
- Step 9: Take a waxing strip, place it over the leg and press it gently in the direction of hair growth.
- Step 10: Once the wax has cooled and is slightly hardened, pull the strip in direction opposite to that of hair growth. Hold or stretch the skin tightly while pulling the strip. Do this quickly.
- Step 11: Once the strip is removed, hand pressure may be applied to the leg to reduce discomfort and pain.
- Step 12: Look for stray hair, if any, and remove them with the help of a pair of tweezers.
- Step 13: Clean the leg with a clean wet towel.
- Step 14: Apply after-wax lotion on the leg.
- Step 15: Brief aftercare advice to the client.

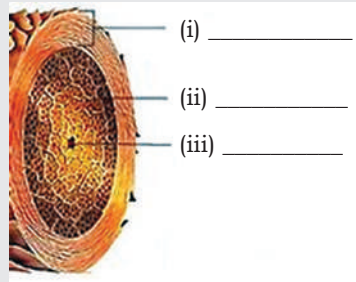
Check Your Progress**A. Fill in the Blanks**

1. Removal of body hair is called _____.
2. A pair of tweezers is used to pull out stray hair at the _____ level.
3. Waxing is a procedure, wherein, hair is pulled out from the _____.
4. In laser treatment, hair _____ is destroyed using laser beam, which prevents further hair growth.
5. The skin on the top of a person's head, where hair, usually, grows is called _____.
6. _____ are the hair that grow on the edge of the eyelid.
7. A single strand of hair is referred to as hair _____.
8. Hair _____ is the structure, where cell division occurs to form the hair shaft.
9. Hair shaft is made of a protein called _____.



NOTES

10. A hair shaft consists of three layers. Identify them in the following diagram.

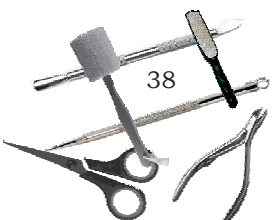


11. Cuticle is the _____ layer of the hair.
 12. The hair passes through the _____, catagen, telogen and exogen stages in its life cycle.
 13. Hair for waxing should ideally be between 3 and _____ mm in length.

B. Subjective Questions

- What do you understand by waxing? List the material required for carrying out waxing procedure.
- List the steps for conducting skin sensitivity test.
- State the precautions that a person needs to observe before going for waxing.
- State the precautions that a person needs to take after waxing.
- List some contraindications of skin sensitivity test.
- Some steps that need to be carried out while performing waxing are given in a jumbled form. Rearrange the steps in sequence.

S. No.	Steps	Sequence
(i)	Make the client feel comfortable.	
(ii)	Apply and remove hair in small sections.	
(iii)	Ensure that hair is pulled out completely from the skin.	
(iv)	Test the temperature of the wax by applying it on the wrist.	
(v)	Choose a wax appropriate to the client's skin type.	
(vi)	Identify the area, where waxing needs to be done.	
(vii)	Apply wax on the area with the help of a spatula.	



What have you learned?

After completing this Session, you are able to:

- identify different parts of the hair.
- identify the types of hair found on the human body.
- identify general contraindications.
- perform skin sensitivity test.
- perform waxing procedure.
- maintain client record cards.

SESSION 2: THREADING

Threading is a temporary and most common method of removing facial hair. Threading of the eyebrows, forehead and above the upper lip is the most common but it can be done on other areas of the face as well (Fig 2.13 and 2.14). Threading must be done with a thin cotton thread as it grips the hair from the root and removes it from the follicle, unlike thick threads. Like other depilation procedures, threading can, sometimes, cause redness and rashes. One must avoid threading on areas with eruptions like pimples or acne. A zinc ointment or ice cube may be applied to soothe the skin after threading.

Benefits

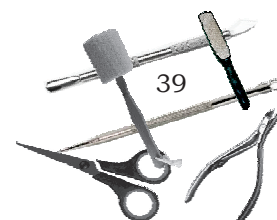
- Threading is suitable for removing facial hair. It is done on the forehead, eyebrows, above the upper lip and chin.
- Threading gives a neat look to the face.
- It is done to shape the eyebrows.
- It is a less time-consuming and economical procedure than waxing.
- Hair growth after threading is finer than in case of waxing.
- It is suitable for almost all skin types.
- It is suitable for short and long hair, and also for fine and coarse hair.
- No chemical is used in threading.
- Hair growth is slow after threading.



Fig. 2.13: Threading of the eyebrow



Fig. 2.14: Threading of the area above the upper lip



NOTES

Drawbacks

- The effect of threading lasts for 1–2 weeks. So, the procedure has to be done at frequent intervals.
- Redness or rashes may be seen on sensitive skin.
- Avoid threading on areas with eruptions like pimples or acne.

Material required

The following material are required for threading.

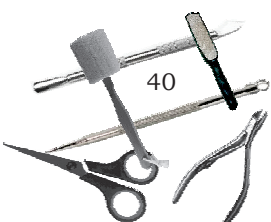
- Thread (24–30 inches long)
- Eyebrow brush (for combing the eyebrows into a neat shape)
- Scissors (for trimming long eyebrow hair)
- Tweezers (for finishing and pulling out stray hair)
- Cotton wool
- Unpurified powder

Preparing the client

- The beautician must clean one's hands and dry them using a clean towel before starting the procedure. One may also wear a pair of gloves while carrying out the procedure.
- Seat the client comfortably on a chair.
- Put a head band in order to protect the client's hair from damage.
- Clean the client's face using a cleanser in order to remove make-up, if any.
- Wipe the client's face with an antiseptic and allow it to dry.
- Do not apply cream on the client's face as it sticks to the hair and reduces the grip of the thread.
- Apply powder on the area, where threading is to be performed.

Threading technique

A cotton thread, measuring 24–30 inches (60–75 cm) in length and about 0.3–0.5 mm in width, may be used to carry out the procedure. A beginner must use a shorter thread for practising. An expert may use a longer thread. Threading is commonly done on the forehead, eyebrows, area above the upper lip, and other areas on the face and chin.



Eyebrow shapes

People have different eyebrow shapes and texture. Eyebrows can be S-shaped, hard angled, soft angled, straight or rounded (Fig. 2.15).

Eyebrow shapes according to facial structure

Facial structure plays a key role in giving shape to the eyebrows (Fig. 2.16). Most eyebrow shapes suit a person with an oval face. However, it is best to avoid shapes that are overly arched or straight. In case of square face, one must try to balance the look by ensuring that the brows appear soft and have a smooth arch. For people with a round face, the eyebrows must not too thick or thin. Moreover, the beginning and tail of the eyebrow must be in line with the arch. In case of long face, the brows must be given a horizontal flat shape in order to make it look shorter and balanced.

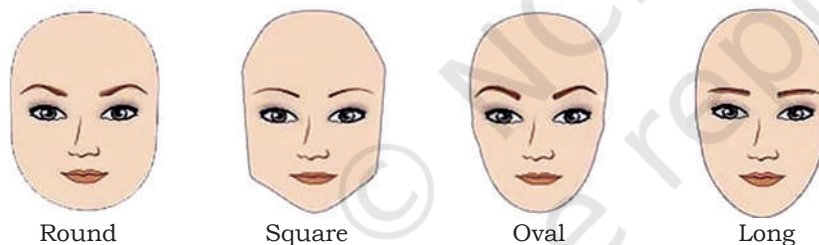


Fig. 2.16: Eyebrow shapes to suit different face shapes

Shaping thick eyebrows

It may take a bit of work to shape thick eyebrows and make them look neat. If the brows are messy and have an undefined shape, one needs to groom them by identifying and removing excess strands above the brow, ensuring that the arch looks balanced and in accordance with the face. Besides, extra hair under the arch may be removed by threading, plucking or tweezing. The process must be repeated on the other eyebrow as well so that both look same.

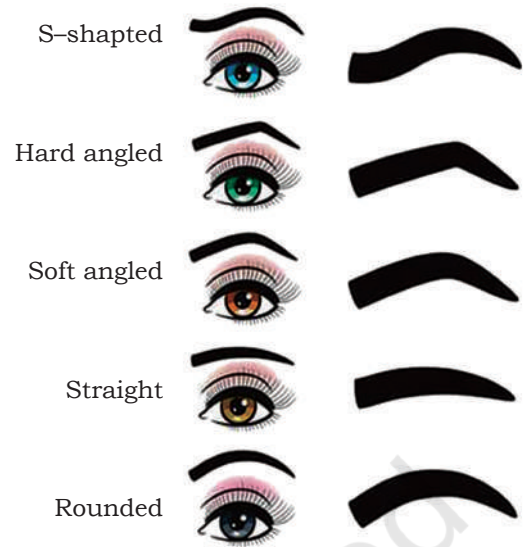


Fig. 2.15: Eyebrow shapes



Fig. 2.17: Eyebrow shaping kit

NOTES

Eyebrow waxing

When it comes to hair removal, waxing has been a favoured technique for long. In this method, a large swathe of hair is removed at one go, providing a clean and tidy look to the face. Besides, re-growth, in case of waxing, takes more time as compared to threading. It is suitable for people with thick and bushy eyebrows. One must practise eyebrow waxing as it is comparatively a more intricate hair removal procedure than threading.

Eyebrow threading

Threading of the eyebrows is done with the help of a cotton thread, measuring 24–30 inches in length. One end of the thread is held in the beautician's lips and twisted in a smooth straight line to trap and pull out unwanted hair (Fig. 2.18). Threading is a more precise hair removal method than waxing and is, usually, less painful. Moreover, it is faster and economical than plucking and eyebrow waxing.

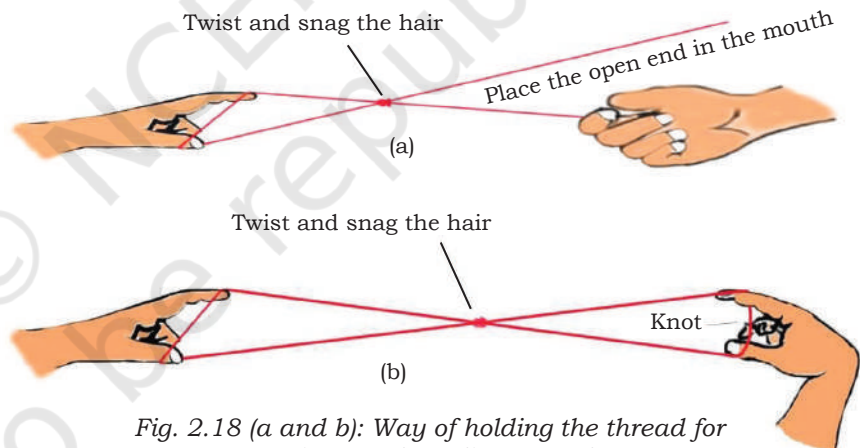
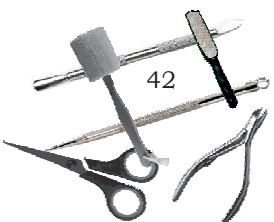


Fig. 2.18 (a and b): Way of holding the thread for carrying out threading procedure

For carrying out this procedure, the beautician's fingers must move quickly, i.e., one movement per $1/4$ second. One needs to perform the following steps to carry out threading.

- Step 1: Examine the client's facial structure and suggest a suitable eyebrow shape.
- Step 2: After deciding the eyebrow shape, comb the client's eyebrows using an eyebrow brush and dust the area with unpurified powder.

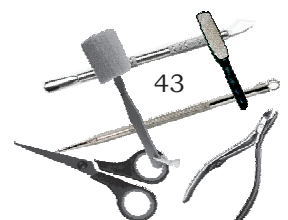


- Step 3: Take a 24–30-inch long thread and knot its ends together, forming a loop.
- Step 4: Place the forefinger, middle finger and thumb through each end of the loop in a 'cat's cradle'.
- Step 5: Twist the loop at one end multiple times.
- Step 6: Place the upper end of the twisted thread under the unwanted hair. Spread the lower finger to manipulate the twist in upward direction, thus, entrapping and snagging unwanted hair, and plucking them out.
- Step 7: Move the twisted thread towards the lower finger by spreading the upper finger and dropping some of the plucked hair.
- Step 8: Use a pair of scissors to trim long hair at the beginning of the eyebrows to give them the desired shape.
- Step 9: Look for stray hair. In case there are stray hair, use a pair of tweezers to pluck them out.
- Step 10: Comb the eyebrows using an eyebrow brush for a neat appearance.
- Step 11: Request the client to check the eyebrows in a small mirror.
- Step 12: Massage the eyebrow area with a soothing lotion.

Eyebrow plucking

Tweezing or plucking the brows into a beautifully curved arch is more difficult than just pulling out stray hair. However, it is more time-consuming than threading and waxing. The method is advisable for people, who just want to get extra hair removed and attain a quick finish. To master the skill of shaping eyebrows with a pair of tweezers, one needs to follow these steps.

- Step 1: The beautician needs to decide the shape that one would like to give to the client's brows.
- Step 2: Use a spoolie or eyebrow comb to make a clear outline so as to identify extra hair that may be removed.
- Step 3: Dust the area with unpurified powder, using a cotton wool.
- Step 4: Use a pair of tweezers to pluck out stranded extra hair, outside the desired shape. But go slow and be careful not to over pluck as it can be painful.



NOTES

- Step 5: Use a pair of scissors to trim long strands of hair.
- Step 6: Comb the eyebrows, using an eyebrow brush, for a neat appearance.

Upper lip threading

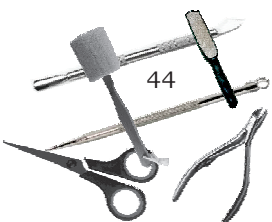
- Step 1: Use a cotton thread, measuring about 2 feet in length and 0.3–0.5 mm in width, to carry out the procedure. Ensure that the thread is strong enough and does not snap easily.
- Step 2: Hold one end of the thread in the mouth and the other in the hand.
- Step 3: To remove oiliness, apply unpurified powder on the area above the upper lip.
- Step 4: Wind the thread at the centre around 10 times.
- Step 5: Place the thread above the upper lip of the client.
- Step 6: Ask the client to place the tongue under the upper lip so that the skin is tightened to aid smooth threading procedure. With hand movement, shift the wound-up portion to the other side, ensuring that it traps the hair while moving forward, allowing it to be plucked out from the root as the thread moves back and forth.
- Step 7: Check for stray hair, if any. In case of stray hair, pluck them out using a pair of tweezers.
- Step 8: After threading above the upper lip is done, massage the area with a soothing lotion or apply an astringent solution.

Practical Exercise

Activity

Pair work: perform threading on the upper lip area (one student enacts an Assistant Beauty Therapist, while the other performs a client's role).

Material required: cotton thread, unpurified powder, a pair of tweezers, cotton wool and soothing lotion or astringent



Procedure

- Step 1: Use a cotton thread (about 2-feet long and 0.3–0.5 mm wide). Ensure that the thread is strong enough and does not snap easily.
- Step 2: Hold one end of the thread in the mouth and the other in the hand.
- Step 3: Apply unpurified powder on the client's upper lip area to remove oiliness.
- Step 4: Wind the thread at the centre around 10 times.
- Step 5: Place the thread above the client's upper lip.
- Step 6: Ask the client to place the tongue under the upper lip so that the skin is tightened to aid smooth threading procedure. With hand movement, shift the wound-up portion to the other side, ensuring that it traps the hair while moving forward, pulling out the hair from the root as the thread moves back and forth.
- Step 7: Check for stray hair, if any. In case of stray hair, pluck them out using a pair of tweezers.
- Step 8: After threading above the upper lip is done, massage the area with a soothing lotion or apply an astringent solution.

Check Your Progress

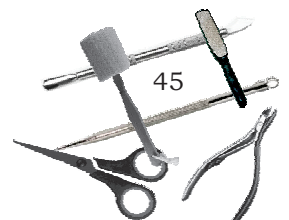
A. Fill in the Blanks

1. For threading, the length of the thread should be _____ to 75 cm.
2. In case of upper lip threading, powder is applied on area above the upper lip to remove _____.
3. Stray hair after threading can be removed with the help of _____.
4. In case of upper lip threading, the length of the thread should be _____.
5. A _____ is applied on the eyebrow area after threading to soothe the skin.

B. Subjective Questions

1. Some steps that need to be carried out while performing threading of the eyebrows are given in a jumbled form. Arrange the steps in sequence.

S. No.	Steps	Sequence
(i)	Place the upper end of the twisted thread under the unwanted hair.	
(ii)	Take a cotton thread about 24–30 inch long and knot its ends together, forming a loop.	



NOTES

(iii)	Move the twisted thread towards the lower finger by spreading the upper finger and dropping some of the plucked hair.	
(iv)	Twist the loop at one end multiple times.	
(v)	Pluck out stray hair with the help of a pair of tweezers.	
(vi)	Trim long hair at the beginning of the eyebrows with the help of a pair of scissors to give them the desired shape.	
(vii)	Massage the eyebrow area with a soothing lotion.	
(viii)	Comb the eyebrow using an eyebrow brush for a neat appearance.	

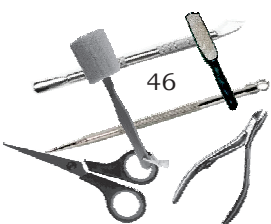
2. Describe threading. List its benefits.
3. Explain eyebrow plucking. List the material required to carry out the procedure.

SESSION 3: BLEACHING

Fine hair are present all over the body like stomach, back, face, etc. Such hair can be removed by threading and waxing. But what if someone does not want to go for these hair removal procedures? In such a case, one may opt for 'bleaching', a hair discolouration technique that does not remove hair like threading and waxing but destroys melanin (a pigment that imparts colour to the skin and hair) instead.

Melanin is produced by cells called 'melanocytes'. People with dark skin tone have more melanin. The skin tone of a person is, normally, determined by biological factors like genes. However, hormones, sunlight and certain chemicals also affect melanin production. On applying a bleach, the production of melanocytes in the skin decreases and finer hair obtain a pale golden tint. This results in a lighter skin tone.

Bleaching, thus, refers to the use of products like cream, gel, soap, etc., to lighten the skin tone. Bleaching reduces tanning and helps remove dirt from the skin. Bleaching agents contain chemicals like Hydrogen peroxide (H_2O_2) and ammonia.



NOTES

- ## Drawbacks

- ## Types of bleach

Milk bleach

- ## Cream bleach

- It is considered to be the safest for skin treatment.
- It forms a protective shield on the skin.

Soap flake bleach

- It is best suited for oily skin.
- It comes in the form of soap laden with antibacterial properties.

Patch test

Different types of bleaching agents are available in market. Since a number of chemicals like H_2O_2 and ammonia are used as bleaching agents, an Assistant

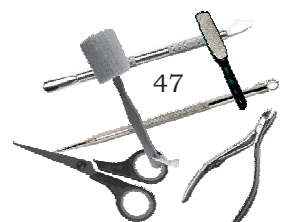




Fig. 2.19: Bleaching agent

Beauty Therapist must select a bleach based on a client's skin type (Fig. 2.19). Besides, the therapist must always conduct a patch test on the client's skin to check if the person is allergic to a particular bleaching product. One needs to follow these steps while conducting the patch test.

Step 1: Select a bleach based on the client's skin type.

Step 2: Take a teaspoon of bleaching cream. Add two to three granules of ammonia to it and mix well.

Step 3: Apply the mixture on a small patch of the skin behind the ear.

Step 4: Wait for 10–15 minutes and observe for signs allergy or redness on the skin.

Step 5: In case of allergy or rashes, avoid chemical bleach and use natural or herbal bleach.

Step 6: If no allergy is observed, one may proceed with the procedure.

Material required

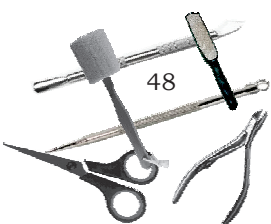
- Headband
- Medium and small size towel
- Cleansing milk
- Eye pads (tea bags or cucumber slices)
- Cotton pieces (2×2")
- Plastic, glass or ceramic bowl or plate
- Spatula
- Bleaching cream
- Hydrogen peroxide or ammonia
- Rose water
- Moisturiser
- Lacto calamine
- Ice cubes

Bleaching procedure

The Assistant Beauty Therapist needs to follow these steps while providing bleaching treatment to the client.

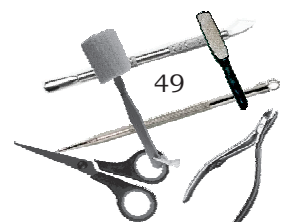
Step 1: Collect required information from the client, such as name, age, contact details, last time the person underwent bleaching procedure, contraindications (if any), etc.

Step 2: Seat the client comfortably.



NOTES

- Step 3: Wash the hands before starting the treatment or use a sanitiser to clean the hands.
- Step 4: Wear disposable gloves and apron.
- Step 5: Give the client a disposable apron that one must wear during the procedure.
- Step 6: Wrap a headband over the client's head and place a clean towel over the client's apron.
- Step 7: Identify the client's skin type.
- Step 8: Prepare a bleaching paste. Take two–three spatulas of bleaching cream. Add two–three granules of ammonia to it and mix well.
- Step 9: Conduct a patch test on a small part of the client's skin behind the ear to check for infections or allergies.
- Step 10: In case no allergy or infection is observed, one may proceed with the treatment, else one must politely inform the client that the treatment is not suitable.
- Step 11: Apply cleansing milk on the client's face and neck, and massage in upward and outward direction with a moist cotton pad.
- Step 12: Place eye pads over the client's eyes to check watering. One may even place cucumber slices over the eyes to give it a soothing effect.
- Step 13: Apply the bleaching paste on the upper lip area first, and then, to rest of the face.
- Step 14: Wait for 5–7 minutes for the bleach to process.
- Step 15: Remove little bleach and observe the colour of the hair.
- Step 16: If the hair is not bleached as desired, wait for another five minutes.
- Step 17: Check again for the effectiveness of the bleach.
- Step 18: Remove the bleach with a spatula from all over the face and neck.
- Step 19: Apply rose water on the face and neck for soothing the skin. One can also rub an ice cube on the treated area.
- Step 20: Apply a moisturiser or sunscreen lotion to the face and neck for soothing effect.
- Step 21: Lay a thin layer of lacto calamine on the face and neck. It also helps soothe the skin.



Practical Exercise

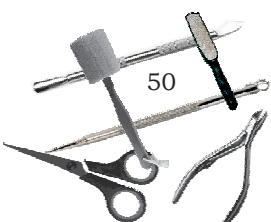
Activity

Pair work: perform bleaching (one student enacts an Assistant Beauty Therapist, while the other performs a client's role).

Material required: headband, towel, cleansing milk, eye pads, cotton pieces (2×2"), ceramic or glass bowl, spatula, bleaching cream, ammonia, moisturiser, lacto calamine, rose water, ice cubes and chilled water

Procedure

- Step 1: Collect required information from the client, such as name, age, contact details, last time the person underwent bleaching procedure, contraindications (if any), etc.
- Step 2: Seat the client comfortably.
- Step 3: Wash the hands before starting the treatment or use a sanitiser to clean the hands.
- Step 4: Wear disposable gloves and apron.
- Step 5: Give the client a disposable apron that one must wear during the procedure.
- Step 6: Wrap a headband over the client's head and place a towel over the client's apron.
- Step 7: Identify the client's skin type.
- Step 8: Prepare a bleaching paste. Take two–three spatulas of bleaching cream. Add two–three granules of ammonia to it and mix well.
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- Step 14: Wait for 5–7 minutes for the bleach to process.
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- Step 16: If the hair is not bleached as desired, wait for another five minutes.
- Step 17: Check again for the effectiveness of the bleach.
- Step 18: Remove the bleach with a spatula from all over the face and neck.



- Step 19: Apply rose water on the face and neck for soothing the skin. One may also rub an ice cube on the treated area.
- Step 20: Apply a moisturiser or sunscreen lotion to the face and neck for soothing effect.
- Step 21: Lay a thin layer of lacto calamine on the face and neck for soothing the skin.

Check Your Progress

A. Fill in the Blanks

1. A _____ test is conducted to find out if a person is allergic to a bleaching agent.
2. A _____ based bleach is considered to be the safest.
3. A _____ bleach is the best for oily skin.
4. After bleaching, apply _____ or _____ on the face and neck for soothing effect.
5. Bleach gives a _____ tint to fine facial hair.

B. Mark 'True' or 'False'

1. The effect of powdered bleach is intense.
2. Milk bleach is best suited for oily skin.
3. The chemical name of H_2O_2 is Hydrogen peroxide.
4. A patch test is conducted after bleaching procedure.
5. Bleaching helps remove suntan.

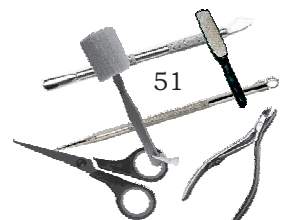
C. Subjective Questions

1. Explain what do you understand by bleaching. Name the material used to prepare bleach mix.
2. List the material required for carrying out bleaching procedure.

What have you learned?

After completing this Session, you are able to:

- carry out patch test and analyse results.
- perform bleaching procedure.



Assistant Beauty Therapist Class 10

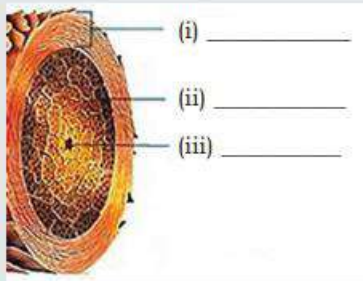
Unit 2: Basic Depilation Services, Session 1: Waxing

Check Your Progress

A. Fill in the Blanks

1. Removal of body hair is called _____.
2. A pair of tweezers is used to pull out stray hair at the _____ level.
3. Waxing is a procedure, wherein, hair is pulled out from the _____.
4. In laser treatment, hair _____ is destroyed using laser beam, which prevents further hair growth.
5. The skin on the top of a person's head, where hair, usually, grows is called _____.
6. _____ are the hair that grow on the edge of the eyelid.
7. A single strand of hair is referred to as hair _____.
8. Hair _____ is the structure, where cell division occurs to form the hair shaft.
9. Hair shaft is made of a protein called _____.

10. A hair shaft consists of three layers. Identify them in the following diagram.



11. Cuticle is the _____ layer of the hair.
12. The hair passes through the _____, catagen, telogen and exogen stages in its life cycle.
13. Hair for waxing should ideally be between 3 and _____ mm in length.

B. Subjective Questions

1. What do you understand by waxing? List the material required for carrying out waxing procedure.
2. List the steps for conducting skin sensitivity test.
3. State the precautions that a person needs to observe before going for waxing.

4. State the precautions that a person needs to take after waxing.
5. List some contraindications of skin sensitivity test.
6. Some steps that need to be carried out while performing waxing are given in a jumbled form. Rearrange the steps in sequence.

S. No.	Steps	Sequence
(i)	Make the client feel comfortable.	
(ii)	Apply and remove hair in small sections.	
(iii)	Ensure that hair is pulled out completely from the skin.	
(iv)	Test the temperature of the wax by applying it on the wrist.	
(v)	Choose a wax appropriate to the client's skin type.	
(vi)	Identify the area, where waxing needs to be done.	
(vii)	Apply wax on the area with the help of a spatula.	

Assistant Beauty Therapist Class 10

Unit 2: Basic Depilation Services, Session 2: Threading

Check Your Progress

A. Fill in the Blanks

1. For threading, the length of the thread should be _____ to 75 cm.
2. In case of upper lip threading, powder is applied on area above the upper lip to remove _____.
3. Stray hair after threading can be removed with the help of _____.
4. In case of upper lip threading, the length of the thread should be _____.
5. A _____ is applied on the eyebrow area after threading to soothe the skin.

B. Subjective Questions

1. Some steps that need to be carried out while performing threading of the eyebrows are given in a jumbled form. Arrange the steps in sequence.

S. No.	Steps	Sequence
(i)	Place the upper end of the twisted thread under the unwanted hair.	
(ii)	Take a cotton thread about 24–30 inch long and knot its ends together, forming a loop.	

(iii)	Move the twisted thread towards the lower finger by spreading the upper finger and dropping some of the plucked hair.	
(iv)	Twist the loop at one end multiple times.	
(v)	Pluck out stray hair with the help of a pair of tweezers.	
(vi)	Trim long hair at the beginning of the eyebrows with the help of a pair of scissors to give them the desired shape.	
(vii)	Massage the eyebrow area with a soothing lotion.	
(viii)	Comb the eyebrow using an eyebrow brush for a neat appearance.	

2. Describe threading. List its benefits.
3. Explain eyebrow plucking. List the material required to carry out the procedure.

Assistant Beauty Therapist Class 10

Unit 2: Basic Depilation Services, Session 3: Bleaching

Check Your Progress

A. Fill in the Blanks

1. A _____ test is conducted to find out if a person is allergic to a bleaching agent.
2. A _____ based bleach is considered to be the safest.
3. A _____ bleach is the best for oily skin.
4. After bleaching, apply _____ or _____ on the face and neck for soothing effect.
5. Bleach gives a _____ tint to fine facial hair.

B. Mark 'True' or 'False'

1. The effect of powdered bleach is intense.
2. Milk bleach is best suited for oily skin.
3. The chemical name of H_2O_2 is Hydrogen peroxide.
4. A patch test is conducted after bleaching procedure.
5. Bleaching helps remove suntan.

C. Subjective Questions

1. Explain what do you understand by bleaching. Name the material used to prepare bleach mix.
2. List the material required for carrying out bleaching procedure.

Unit

3



Make-up Services



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People, generally, rely on make-up to look presentable and groomed at all times, and also while getting ready for special occasions like wedding; fashion and dance shows; kitty, birthday and office parties; etc. A professional make-up artist is trained in different types of make-up application to meet a client's requirements and events, without making one's appearance look overdone.

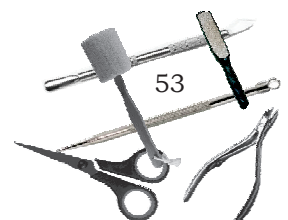
SESSION 1: PREPARING FOR MAKE-UP APPLICATION

General guidelines

The general guidelines that an Assistant Beauty Therapist must take into account before applying make-up are as follows.

- Define a suitable service plan to meet the client's needs and expectations.
- Ask relevant questions to the client in order to identify contraindications to one's skin and make-up products.
- Inform the client about the approximate time it would require to complete the procedure.
- Sanitise the client's hands and provide the person with a protective apparel that one must wear during the procedure.

- Assemble products and accessories required for the service, and keep them handy.
- Position oneself and the client in a manner so as to ensure the latter's privacy and comfort throughout the service.
- Wash the hands with an anti-bacterial hand wash or soap, or sanitise them with a hand sanitiser prior to the service.
- Start with cleaning the client's skin with a cleanser. Then, use a toner, followed by a moisturiser — keeping in mind the client's skin type.
- Select make-up products, keeping in mind the client's skin type.
- Apply the make-up products in a way to enhance the client's facial features.
- Record details of the therapy accurately in accordance with the organisation's policies.
- Store client information securely in line with the salon's policies.
- Provide after-care advice to the client.
- Ask questions to check for client satisfaction.
- Minimise product wastage by using them economically and following appropriate storage directions as mentioned on the package of the products.
- Dispose waste material in a bin.
- Inform waiting customers of the time it would require to start the service.
- Manage the wait time to ensure customer satisfaction.
- Maintain accident reports accurately in a format as specified by the salon.
- Inform about health and safety risks or hazards to the concerned personnel or authority immediately.
- Inform the supervisor immediately in case of work issues.
- Report and record instances of aggressive client behaviour and seek immediate assistance.
- Complete routine documentation legibly and accurately in a desired format.
- File routine reports and seek customer feedback.
- Thank the customer for post-service feedback.



NOTES

In case a customer is not satisfied, take appropriate steps to ensure customer satisfaction or apologise to the customer and immediately refer the matter to the supervisor.

Assessing the client's face

Assessment must be performed on a cleansed, toned and dry face. It is recommended not to over stimulate the skin. The procedure must be performed in good lighting only. Warm white fluorescent light is the best substitute for natural daylight. The following steps must be followed to start the assessment process.

- Ask the client to remove jewellery pieces like earrings, nose pin, necklace, etc.
- Secure the hair off the client's face, using a headband, to check damage to the hair during the procedure.
- Apply light moisturiser on the client's face.
- Analyse the client's facial features. Look for the following.
 - Colour, type and tone of the skin
 - Blemishes
 - Muscle tone, lines and wrinkles
 - Bone structure, contour and facial shape
 - Colour and shape of the eyes and lips

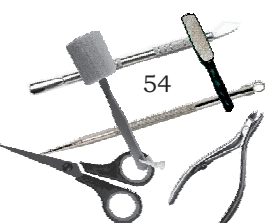
Gathering information

It is only after gathering relevant information from the client that the Assistant Beauty Therapist can suggest a suitable make-up. To understand the client's needs, the Assistant Beauty Therapist may ask the following questions.

- What are the colour preferences?
- Is this make-up for a special occasion?
- Are you allergic to any product?
- How much make-up do you, usually, wear?

Contraindications

In case the client develops a contraindication or allergy after make-up, advice the person to immediately consult a doctor. Discuss the best way to deal with the problem



related to the person's skin condition, without causing unnecessary anxiety to the client. Some of the common contraindications are as follows (Fig. 3.1).

- Bacterial, viral or fungal infection of the eyes, lips or face
- Open cuts or abrasions
- Broken bones
- Severe eczema or psoriasis
- Acute acne

If the client has sensitive or allergic skin, one must use hypo allergic products that are unperfumed and have fewer pigments and preservatives.



Fig. 3.1: Allergy on the skin

Organising the work area

After assessing the client's skin and appropriate providing consultation, the Assistant Beauty Therapist is required to organise the work area. The work area must be clean and organised (Fig. 3.2). One must adhere to professional standards relating to the following.

- Availability of equipment, tools and material
- Maintaining health and hygiene standards
- Following appropriate safety standards



Fig. 3.2: An organised work area in a salon

General guidelines for preparing the work area

- Keep the work area clean and tidy.
- Use only sterilised tools and equipment.
- Wash the hands with an anti-bacterial soap or hand wash before and after offering the treatment.
- Never apply make-up over an infected area.
- Dispose of the waste hygienically in a bin.

Types of make-up brush

Each make-up procedure requires a different kind of brush. Therefore, an appropriate set of brushes is essential for applying make-up. Brushes made of quality fibre or hair must be used for make-up application. One must prefer using branded brushes for better result.

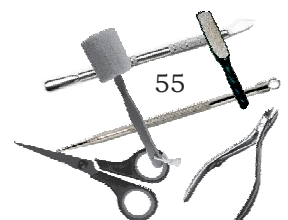




Fig. 3.3: Face powder brush



Fig. 3.4: Blusher brush



Fig. 3.5: Contour brush

Foundation, eye shadow and lip brushes must be cleaned appropriately after each use to prevent bacteria formation and spread, whereas, other types of brush like those meant for powder and blusher application may be cleaned once a week.

The Assistant Beauty Therapist must ensure that brushes used for applying make-up on one client are not used on another without cleaning them appropriately.

Some of the make-up brushes commonly used are as follows.

- Face powder brush
- Blusher brush
- Contour brush
- Eyebrow brush
- Eyeliner brush
- Angled eye shadow brush
- Eye shadow brush
- Fluff brush
- Lip filler brush

Face powder brush

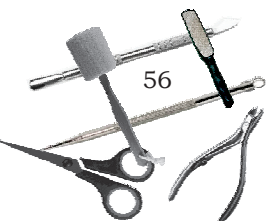
Designed to achieve a smooth and flawless finish, the bristles of such a brush are tightly packed with a tapered tip for fluid application (Fig. 3.3). Before one sets to use the brush, one must first dampen it in warm water and firmly squeeze excess water into a cotton towel or tissue. This will help achieve even distribution.

Blusher brush

Made of fine fibre, this brush has a rounded head, perfect for giving a pop of colour to the apples of the cheeks (Fig. 3.4). One just needs to sweep and blend along the cheekbones, drawing the brush up into the hairline.

Contour brush

It is used to apply contour powder under the cheekbones, shade the face and highlight the make-up (Fig. 3.5).



Eyebrow brush

This brush is used to give shape to the eyebrows. Eyebrow brush has small nylon bristles (Fig. 3.6).

Eyeliner brush

This allows the eyeliner to be applied deep into the lash line for a richer and distinct eye look. While applying the eyeliner, one must gently brush upwards to soften and blend the line (Fig. 3.7).



Fig. 3.7: Eyeliner brush

Eye shadow brush

The brush's foamy tip helps soften the harsh line of the eyebrow pencil mark, giving it a smoldering finish (Fig. 3.8).



Fig. 3.8: Eye shadow brush

Lip filler brush

The sculpted tip of a lip brush is perfect for achieving a flawless line. The bristles are short and firm for controlled application (Fig. 3.10).



Fig. 3.10: Lip filler brush

Cleaning make-up tools

The tools used for make-up application must be cleaned appropriately after each use to check bacterial formation and contamination. Some of the tools commonly used by a make-up artist are as follows.

- Brushes
- Sponge
- Make-up palette
- Make-up products



Fig. 3.6: Eyebrow brush



Fig. 3.9: An eye shadow palette

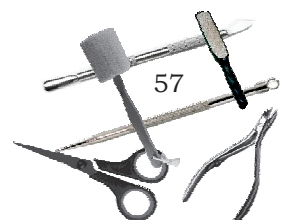




Fig. 3.11: Cleaning a brush with hot soapy water

Cleaning a brush

- Step 1: After use, rinse the brush in hot soapy water. Work into the fibres, while cleaning it.
- Step 2: Rinse it in running water.
- Step 3: Clean the brush appropriately with an alcohol based solution or suitable cleaner.
- Step 4: Dry the brush as per the procedure recommended by its manufacturer (Fig. 3.10).

Cleaning a sponge

- Step 1: Soak the sponge in a suitable disinfectant for at least one hour.
- Step 2: Rinse it thoroughly.

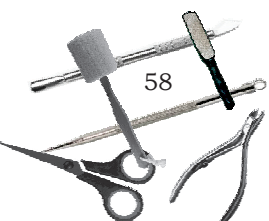
Cleaning a palette

- Step 1: Scrub the make-up palette with an anti-bacterial solution or appropriate disinfectant or mild bleach in order to remove the wax deposits that have settled on to it.
- Step 2: Dry the palette thoroughly as recommended by the manufacturer.

Cleaning products while rendering the service

There is a risk of products getting infected if hygiene standards are not maintained. Some guidelines to avoid products from getting infected are as follows.

- Sharpen the eye and lip pencils before use, exposing a fresh surface.
- Use a disposable lip brush to apply lipstick. Put some lipstick in a spatula and apply it with the help of the brush.
- Ensure that the brushes for applying pressed powder, eye shadow and blusher are cleaned before use.
- Use a disposable mascara wand for each eye.



Practical Exercise

NOTES

Activity 1

Identify the different types of brush used in make-up application.

Material required: chart paper depicting different types of make-up brush and writing material

Procedure

- Identify the different types of brush as depicted in the chart paper.
- Explain the use of each brush.
- Allow feedback from classmates.

Activity 2

Clean a make-up brush.

Material required: make-up brush, hot soapy water, running water, alcohol based solution or brush cleaner

Procedure

- Step 1: Rinse the brush in hot soapy water. Work into the fibres while cleaning it.
- Step 2: Rinse it in running water.
- Step 3: Clean the brush with an alcohol based solution or appropriate cleaner.
- Step 4: Dry it as per the procedure recommended by its manufacturer.

Activity 3

Clean a make-up sponge.

Material required: make-up sponge and prescribed disinfectant

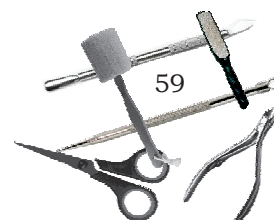
Procedure

- Step 1: Soak the sponge in the disinfectant for at least one hour.
- Step 2: Rinse it thoroughly.

Check Your Progress

A. Fill in the Blanks

1. A _____ brush is used to achieve smooth and flawless finish.
2. A _____ brush is used to apply contour powder under the cheekbones.



NOTES

3. A/An _____ brush has small nylon bristles.
4. A _____ brush has a rounded head.
5. The bristles of a _____ brush are short and firm for controlled application.

B. Mark 'True' or 'False'

1. If a client has sensitive or allergic skin, use hypo allergic products.
2. Eyebrow brushes are, primarily, used to give shape to the eyebrows.
3. The first step for cleaning a brush is to rinse it with running water.
4. Bacterial infection is an example of contraindication.

C. Subjective Questions

1. How will you analyse a client's facial features?
2. What information will you gather from a client in order to understand one's make-up requirement?
3. Name two contraindications commonly observed while conducting visual assessment of a client's face.

What have you learned?

After completing this Session, you are able to:

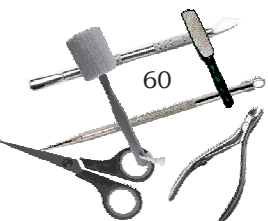
- prepare the work area as per the salon guidelines.
- identify contraindications.
- demonstrate the use of different types of make-up brush.

SESSION 2: MAKE-UP APPLICATION

An Assistant Beauty Therapist uses different type of make-up products. Therefore, the person must always follow a sequence while applying make-up so that the face looks even and smooth, and not cakey. Besides, the therapist must always go for credible brands while selecting make-up products.

This Session throws an insight into some of the common make-up products that the Assistant Beauty Therapist uses. Some of the commonly used make-up products are as follows.

- Foundation
- Blusher
- Mascara
- Eye shadow
- Eyeliner



Foundation

It is applied to achieve a smooth and an even complexion (Fig. 3.12). Foundation must be applied all over the face before the application of other make-up products. It is important that the Assistant Beauty Therapist chooses a foundation matching the client's facial skin tone. The right shaded foundation merges with the client's skin tone. Apart from the face, one must also apply foundation on the client's neck and hands.



Fig. 3.12: Applying foundation helps achieve an even complexion.

Types of foundation

Liquid or cream foundation

This type of foundation is hydrating in nature and is suitable for dry skin. It keeps the skin moisturised for longer duration as compared to other types of foundation.

Tinted moisturisers

It refers to moisturisers with a tint. These lightweight lotions hydrate the skin, apart from imparting radiance or sheer coverage to the face.

Oil based foundation

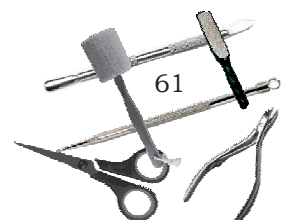
Oil based products take longer to penetrate into the skin compared with those that are water based. They stay on the skin for a longer time span. However, it may make the skin feel heavy and greasy.

Sheer foundation

It is one of the commonly used type of foundation. It glides on to the skin smoothly, rendering it the coveted 'no make-up look'.

Matte or oil-free foundation

A matte powder foundation is used on people with oily skin. Use a powder make-up brush and buff it on the skin. It soaks excess oil and renders an even tone to the skin. It stays on the skin throughout the day.



NOTES

Mousse or whipped foundation

It comes in pot or tube and imparts medium to full coverage. Mousse foundation glides smoothly on to the skin, giving it a matte, powdery finish and weightless feel. It is suitable for all skin types.

Stick foundation

It refers to cake foundation stored in a tube. It, generally, offers more coverage than liquid foundation. However, it depends on the brand that one chooses. It can also serve as a concealer because of its consistency.

Powder or compact foundation

While compact powders are used for lighter coverage, liquid foundation is for people, who like heavy and lasting coverage with minimal touch-ups. People with oily or acne-prone skin should opt for powder compact foundation as it lasts longer on such skin type.

Shimmer foundation

It is meant for people with dry and combination skin. A shimmer based foundation adds shinny and glossy effect to the skin, giving it a smooth satin finish for flawless look.

Waterproof foundation

As the name suggests, this type of foundation is water resistant and is used for lasting make-up.

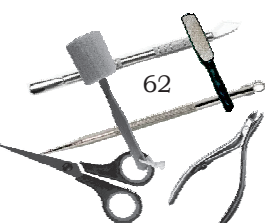
Foundation primers

Also known as make-up primers, these are gel, cream or liquid based. Such a foundation imparts smooth effect to the skin. It fills in tiny creases, large pores, flaky patches and bumpy textures, imparting smooth glow to the skin.

Foundation for different skin types

Dry skin

Cream or liquid foundation is suitable for people with dry skin. However, it must be noted that the skin is hydrated before putting on oily make-up products like cream foundation, gel, blush and concealer.



Oily skin

A matte powder foundation is used for people with oily skin. Buff it on with powder make-up brush to even out the skin tone and soak up excess oil.

Normal skin

Mousse or liquid foundation is suitable for people with normal and combination skin. It is the most common type of foundation as it easily glides on to the skin. It provides maximum coverage and is best used if there are larger patches of skin one is looking to even out.

Sensitive skin

Such a skin is prone to allergies. The best foundation for sensitive skin must contain ingredients that would cover the imperfections, without irritating the skin. Foundation for sensitive skin must be unperfumed as any fragrance may irritate the skin. Besides, the make-up products used must be such that they render appropriate coverage, even out the skin tone, minimise fine lines and blemishes, and highlight facial features.

Foundation application

Foundation is used to make the skin look even and smooth, and cover minor imperfections. The objective is not to make a person look fairer. Too light a shade imparts a cakey look, especially, to people with a dark skin tone. A foundation shade must be selected only after trying on the inside of the wrist or on the jaw line.

In order to select a foundation shade appropriate to one's skin tone, a person can take three shades of foundation and apply it on one's jaw line or inside of the wrist. The one that merges with the skin is the shade the person must opt to use. The foundation must be one shade darker than natural colour for fair skin and one shade lighter than normal skin tone for people with dark skin.



Fig. 3.13: Liquid or cream foundation is suitable for dry skin.



Fig. 3.14: Applying cream foundation



Fig. 3.15: Compact concealer



Fig. 3.16: Applying concealer under the eye

The steps that need to be followed while applying foundation are as follows.

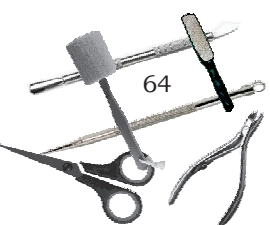
- Step 1: Moisturise the client's skin with an appropriate moisturising lotion or cream.
- Step 2: Decant little foundation from the container onto a palette and apply it on the inside of the client's wrist or jaw line in order to match it with the client's skin tone.
- Step 3: After selecting the foundation, matching the client's skin tone, put some of in a palette.
- Step 4: One must start with making foundation dots on the forehead, cheeks, nose, chin and jaw line using one's fingers, and spread it evenly with a foundation brush or sponge.
- Step 5: Move the brush downwards to blend the foundation with the skin. Ensure that no make-up is visible.
- Step 6: Remove extra foundation around the hairline and eyebrows with the help of a damp cotton wool pad.
- Step 7: After applying the foundation, use a green cover stick or concealer on the client's face in case the person has pimples or blemishes.

Concealer

It is used to cover minor imperfections on the skin (Fig. 3.16).

Concealer application

- Step 1: Moisturise the client's skin with an appropriate moisturising lotion.
- Step 2: Apply concealer to the relevant area using an appropriate brush or cotton ball.
- Step 3: Press it gently into the skin with the help of a cotton ball.
- Step 4: Apply coloured concealer only to the area, where required.



Powder

It helps conceal blemishes, set the foundation, and prevent shine and smearing of underlying make-up. A face powder changes the appearance of the facial skin.

Face powder or loose powder application

- Step 1: Put some loose face powder into a bowl. If using block powder, scrape some of it with the help of a palette knife into a bowl.
- Step 2: Apply it on the client's face with a dry cotton wool. Work in downward strokes, covering the entire face, including the eyes.
- Step 3: Ensure that no make-up is visible and the powder blends well with the skin.



Fig. 3.17: Face powder

Translucent powder

It is a colourless powder used to set make-up for a longer timeframe. There are special ingredients (like zinc oxide) in some powders that help cover blemishes. Some benefits of using loose powder are as follows.

- It creates a more natural look.
- It sets the basis for make-up.
- It creates a matte appearance.
- It soaks extra oil from the face.



Fig. 3.18: Compact blusher

Blusher, shader and highlighter

‘Rouge’, also known as ‘blush’ or ‘blusher’, is used to redden the cheeks and highlight the cheekbones, providing a youthful appearance to the client (Fig. 3.18 and 3.19). There are two types of blush — compact and cream blush.

Blusher, shader and highlighter application

- Step 1: Take out some blusher from the container using a spatula.
- Step 2: Add a shader or darker blusher to it.
- Step 3: Apply the blusher using an appropriate brush along the cheekbones. Never move the brush inwards towards the nose. Ensure that the brush is clean.
- Step 4: Place the brush in the middle of the area that one wants to cover, and blend back and forth.



Fig. 3.19: Applying blusher

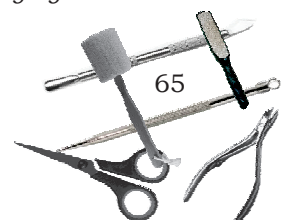




Fig. 3.20: Eye shadow

Eyeshadow

There are different types of eye shadow available in market, such as pencil crayons, powder, cream, gel and shimmer based. Eye shadows are made of waxes, oils and coloured pigments.

Eye shadow application

- Step 1: Analyse the eye shape so as to ascertain how to apply the eye shadow.
- Step 2: Brush the eyebrows in upward direction with an eyebrow brush.
- Step 3: 'Drag' down hair that may be out of place with the help of the brush.
- Step 4: Scrape eye shadow powders of different shades, which are to be applied, in a palette.
- Step 5: Apply eye shadow powder having the lightest tint first.
- Step 6: Apply it over the entire eyelid and brow area.
- Step 7: Dust loose powder under the eye with the help of a tissue paper to prevent the shadow from falling into the foundation and blending with it.
- Step 8: Apply the contrasting shade. This may be applied to the socket and blended outwards and upwards.
- Step 9: The darkest colour is applied at last.



Fig. 3.21: Applying the eyeliner

Eyeliner

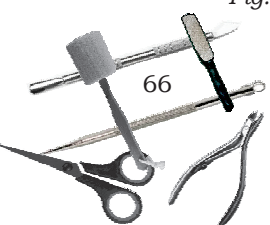
Eyeliner is used to define and accentuate the eyes and lashes (Fig. 3.21). Eyeliners are of different types, which are as follows.

Highlighters

Cream, white and beige (very light and neutral)

Medium colours

Blue, green, brown, grey, pink, etc.



Eyeliner colours

Black, dark brown and grey

Matte colours

Helps create illusion

Glitter or shiny colours

Allow the illusion to disappear

Eyeliner application

- Step 1: Use a fine wet brush to apply cake eyeliner. Liquid eyeliner must be applied with a disposable brush.
- Step 2: Never apply eyeliner to the entire eye length as it makes the eye look heavy and small.
- Step 3: After applying the eyeliner, apply mascara. Mascara is used to lengthen, darken and colour the eyelashes.

Eyebrow pencil application

Eyebrows may need extra defining. An eyebrow pencil is used to enhance the appearance of the eyes and eyebrows. The steps for applying eyebrow pencil are as follows.

- Step 1: Brush the eyebrows to get the desired shape.
- Step 2: Use an eyebrow pencil to give gentle feathery strokes to the eyebrows and fill it.

Lip pencil application

- Step 1: Start at the cupid's bow in light strokes and follow the upper lip to the outer corners. Then, work from the centre on the lower lip (Fig. 3.22).
- Step 2: Darken it, if required.

Lipstick application

- Step 1: Apply a lip balm to smoothen the lips and reduce crevices. This will help attain even application of the lipstick.



Fig. 3.22: Applying a lip pencil

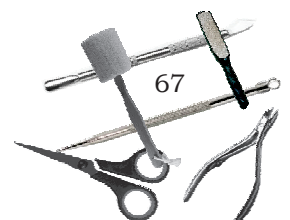




Fig. 3.23: Steps for lipstick application

- Step 2: Select a suitable lipstick colour.
- Step 3: Mark dots using a lip pencil and connect them.
- Step 4: Start applying the lipstick from the centre of the lip and move outwards towards one corner. Again, bring the lipstick back to the centre and run it towards the other corner.
- Step 5: Repeat the process for the lower lip as well.
- Step 6: Bolt the lips so that the lipstick lasts for a longer time.

Points to remember

- Always check the manufacturing and expiry dates of the cosmetics before use.
- Remove all make-up before going to bed.
- Choose cosmetics appropriate to one's skin tone and type.
- Follow the appropriate procedure to apply the cosmetics.
- If allergy or reaction is noticed, then remove all make-up, wipe the skin with a damp cotton wool and apply a soothing lotion or lacto calamine.

Practical Exercise

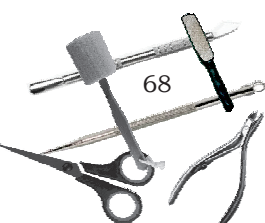
Activity 1

Role-play: apply foundation (one student enacts an Assistant Beauty Therapist, while the other a client)

Material required: moisturiser, concealer, cotton wool, palette, foundation and foundation brush

Procedure

- Step 1: Moisturise the client's skin with an appropriate moisturising lotion.
- Step 2: Decant foundation from the container into a palette.
- Step 3: Apply some of it on the inside of the client's wrist or jaw line in order to match it with the person's skin tone.
- Step 4: Put some foundation, matching the client's skin tone, in a palette.
- Step 5: Start with making tiny foundation dots on the forehead, cheeks, nose, chin and jaw line using the fingers, and spread it evenly with the help of a sponge.
- Step 6: Use a foundation brush and move it downwards to blend the foundation. Ensure that no make-up is visible.
- Step 7: Remove extra foundation around the hairline and eyebrows with the help of a damp cotton wool pad.
- Step 8: After applying the foundation, use a green cover stick or concealer on the client's face in case the person has pimples or blemishes.



Activity 2

Role-play: apply concealer (one student enacts an Assistant Beauty Therapist, while the other a client)

Material required: moisturiser, concealer, brush, cotton bud and cotton ball

Procedure

- Step 1: Moisturise the client's skin with an appropriate moisturising lotion.
- Step 2: Apply concealer to the relevant area using an appropriate brush or cotton bud.
- Step 3: Press it gently into the skin with the help of a cotton ball.
- Step 4: Apply coloured concealer only on the area, where required.

Activity 3

Role-play: apply eye shadow (one student enacts an Assistant Beauty Therapist, while the other a client)

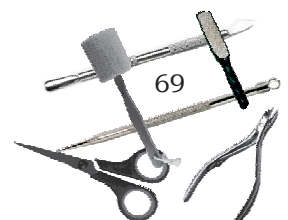
Material required: eye shadow, powder, pencil crayons, etc.

Procedure

- Step 1: Analyse the eye shape so as to ascertain how to apply the eye shadow.
- Step 2: Brush the eyebrows in upward direction with an eyebrow brush.
- Step 3: 'Drag' down hair that may be out of place with the help of the brush.
- Step 4: Scrape eye shadow powders that are to be applied in a palette.
- Step 5: Apply eye shadow powder having the lightest tint first.
- Step 6: Apply it over the entire eyelid and brow area.
- Step 7: Dust loose powder under the eye using a tissue paper to prevent the shadow from falling into the foundation and blending with it.
- Step 8: Apply the contrasting shade. This may be applied to the socket and blended outwards and upwards.
- Step 9: The darkest colour must be applied at last.

Check Your Progress**A. Fill in the Blanks**

1. A _____ is used to highlight the cheekbones.
2. Matte foundation is suitable for _____ skin.
3. A _____ is used to cover minor skin imperfections.



NOTES

4. An _____ is used to define the eyes and accentuate the lashes.
5. One must always check the _____ and _____ dates of cosmetics before use.

B. Mark 'True' or 'False'

1. Foundation is applied to achieve a smooth and an even skin tone.
2. Cream foundation is suitable for oily skin.
3. Powders help conceal and set the foundation.
4. Liquid eyeliner should be applied with a fine wet brush.

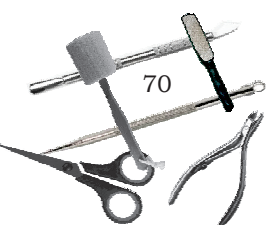
C. Subjective Questions

1. List the common types of foundation.
2. Explain the steps to apply powder.

What have you learned?

After completing this Session, you are able to:

- apply foundation.
- apply concealer.
- apply powder.
- apply eye shadow and eyeliner.
- apply lip pencil and lipstick.



Assistant Beauty Therapist Class 10

Unit 3: Make-up Services, Session 1: Preparing for Make-up Application

Check Your Progress

A. Fill in the Blanks

1. A _____ brush is used to achieve smooth and flawless finish.
2. A _____ brush is used to apply contour powder under the cheekbones.
3. A/An _____ brush has small nylon bristles.
4. A _____ brush has a rounded head.
5. The bristles of a _____ brush are short and firm for controlled application.

B. Mark 'True' or 'False'

1. If a client has sensitive or allergic skin, use hypo allergic products.
2. Eyebrow brushes are, primarily, used to give shape to the eyebrows.
3. The first step for cleaning a brush is to rinse it with running water.
4. Bacterial infection is an example of contraindication.

C. Subjective Questions

1. How will you analyse a client's facial features?
2. What information will you gather from a client in order to understand one's make-up requirement?
3. Name two contraindications commonly observed while conducting visual assessment of a client's face.

Assistant Beauty Therapist Class 10

Unit 3: Make-up Services, Session 2: Make-up Application

Check Your Progress

A. Fill in the Blanks

1. A _____ is used to highlight the cheekbones.
2. Matte foundation is suitable for _____ skin.
3. A _____ is used to cover minor skin imperfections.

4. An _____ is used to define the eyes and accentuate the lashes.
5. One must always check the _____ and _____ dates of cosmetics before use.

B. Mark 'True' or 'False'

1. Foundation is applied to achieve a smooth and an even skin tone.
2. Cream foundation is suitable for oily skin.
3. Powders help conceal and set the foundation.
4. Liquid eyeliner should be applied with a fine wet brush.

C. Subjective Questions

1. List the common types of foundation.
2. Explain the steps to apply powder.

Unit

4

Creating a Workplace Impression



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Creating a favourable and lasting impression is important for every business. It is no different in case of a beauty parlour or salon. The moment a client enters a salon or beauty parlour, one looks around to check its ambience, cleanliness and hygiene standards. For example, one examines for litter on the floor, dusty couches and workstations, and unclean doors and windows. One also looks around to check if the parlour has a welcoming and cozy ambience. Flowers and plants add to the parlour's aesthetics, apart from creating a welcoming ambience.

A clean, organised and aptly decorated parlour leaves a lasting impression on clients, drawing them to visit again.

On visiting a salon, the first person a client, generally, meets and interacts with is a 'receptionist', who handles the salon's schedules, and sometimes, bill payments. Therefore, the receptionist and the reception desk need to serve multiple purposes. The receptionist must maintain personal hygiene, be appropriately dressed, groomed and trained to welcome the clients.



Fig. 4.1: A view of a tidy salon

NOTES

All salon staff must maintain personal hygiene and be appropriately dressed as it gives them a professional look and also leaves a lasting impression on the clients. They must be polite, welcoming and trained as per organisational standards. The workers need to possess effective communication and housekeeping skills. 'Listening' plays an important role in communication as the workers must listen carefully to the clients in order to understand their needs, and also fulfill official obligations. Communication, thus, helps build and improve mutual understanding, as well as, establish a professional and cordial relationship with the clients.

Housekeeping skills deal with maintaining salon hygiene, and creating a healthy and safe work environment.

This Unit throws an insight into the importance of communication skills and various other aspects that need to be considered for creating a lasting workplace impression.

SESSION 1: BUILDING A POSITIVE WORK ENVIRONMENT

A client walking into a salon expects it to be clean and tidy, apart from it having caring and empathetic staff members, and a comfortable and welcoming environment. The reception is the first point of contact for the client. Therefore, an organised reception area creates a welcoming ambience, and makes the client happy and comfortable. Therefore, efforts must be made to make the client feel comfortable during the service — right from scheduling an appointment to making the payment.

Scheduling an appointment

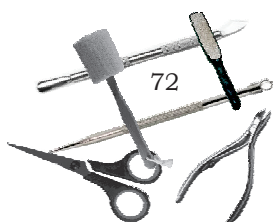
Reception area

Service area

Interaction with the receptionist or service provider

Quality of the service

Payment process



Reception area

To create a lasting favourable impression, the Assistant Beauty Therapist must ensure the following.

- Clean and organised reception desk
- Fresh flowers neatly arranged in a vase
- Availability of current magazines
- No used cups, glasses or plates on tables in the work area

Staff room

After using the staff room, the Assistant Beauty Therapist must ensure the following.

- Arrange all books and magazines appropriately.
- Put all dishes in the kitchen sink and wash them immediately.

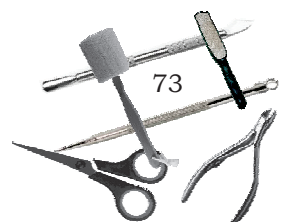
Providing a comfortable environment

One likes to feel comfortable and relaxed while availing beauty services in a salon. The client appreciates if the salon staff understand their problems and needs. Client expectations make the role of an Assistant Beauty Therapist all the more important. The way a person presents oneself impacts one's professional life to a great extent. This entails the way one looks, speaks, greets and interacts with the client — everything needs to be appropriate at all times. Moreover, it is important for the Assistant Beauty Therapist to be polite, welcoming and empathetic.

Personal hygiene

In order to provide a comfortable environment to the clients, the Assistant Beauty Therapist must maintain personal hygiene. Some of the points that one must take into account in order to maintain personal hygiene are as follows.

- Wear the salon uniform and make sure that it is clean and ironed.
- Maintain oral hygiene.
- Keep the nails clean and trimmed to the skin.
- Take bath daily and wear a perfume having a light fragrance.
- Wash the hands every time before starting a procedure and after completing it.



- Maintain a neat hairstyle. Long hair must be tied neatly into a ponytail or bun.
- Wear light make-up.
- Wear minimal jewellery.
- Wear comfortable and covered footwear as it allows working comfortably and protects the feet from injuries by sharp tools.
- The footwear must be polished.

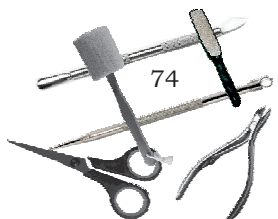


Fig. 4.2: Service area in a salon

Professional etiquettes

Apart from maintaining personal hygiene, it is important that the Assistant Beauty Therapist observes some professional etiquettes, too, in order to ensure client comfort. Some of the points that one must take into account in order to maintain professional etiquettes are as follows.

- Avoid eating or drinking in the work treatment area.
- Always be polite with the clients and greet them with a smile.
- Listen empathetically and attentively to the client and try to understand one's problems and requirements.
- Keep the client informed about the waiting time.
- Be polite with the other salon staff.
- Always acknowledge the client, even on the phone.
- Be punctual. In case one is late for work, one must immediately inform the supervisor.
- If anything goes wrong, immediately apologise to the client or escort the person to the supervisor.
- Be reassuring to the client. Make the person feel comfortable and in safe hands.
- The client's physical comfort is of utmost importance. Provide the client with a comfortable couch for undergoing a procedure.
- Offer disposable apron to the client before starting beauty procedures like waxing, manicure, pedicure, facial, spa treatment, etc.
- Focus entirely on the client. It is rude to chat with other staff members or on the phone while attending to the client.



- Provide general, and beauty and wellness magazines to the client to read, when asked.
- Ensure that the heating or air conditioning unit is turned on before client arrival.

Handling contraindications

If a client reports of contraindication to a treatment, the Assistant Beauty Therapist must handle the situation sensitively and tactfully. The therapist must not forget that the client may be shy or embarrassed of one's condition. Therefore, the person must ensure client confidentiality and observe the following.

- Avoid speaking loudly about the client's condition.
- Reassure the client and inform about the treatments available at the salon to cure the problem.
- Maintain professional and empathetic behaviour towards the client.
- Do not lose cool even if the client seems a bit agitated and irritated.
- Report the matter to the supervisor or senior, if required.

Communication

Effective communication is the key to the success of business. It is important in the beauty and wellness sector as well. Communication is the process of transmission of ideas and information with the help of messages using speech, writing, visuals, signals or body language through an appropriate channel. The process is considered complete only when the receiver understands the message as intended by the sender and shares a feedback. The communication process is depicted in Fig. 4.3.

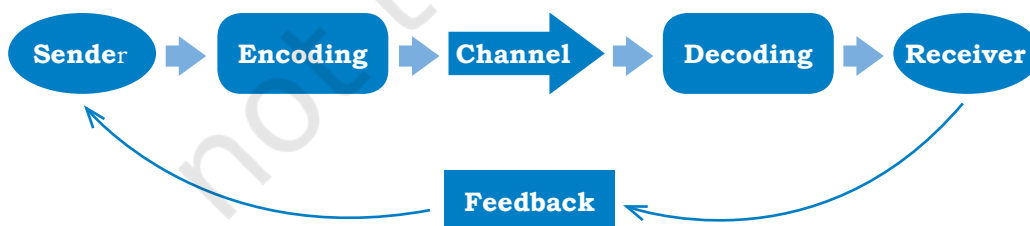


Fig. 4.3: The communication process

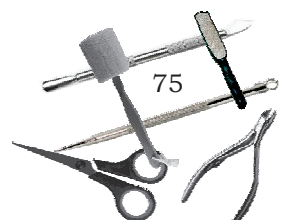




Fig. 4.4: Answering the telephone call

Telephonic communication

Telephonic communication is approximately 25 per cent words and 75 per cent tone or the way one speaks. It is different than communicating with a person face-to-face (Fig. 4.4). On the phone, one can only hear the voice of the speaker on the other side, i.e., tone, intonation and pitch. One cannot see the speaker's facial expressions, gestures and body language.

Effective telephonic communication is important in the beauty and wellness sector as well. Opinions of a salon can be built by the operator's way of answering the telephone call. The person answering the telephone must note that clients can be lost through poor telephone service. Therefore, it is important to follow basic telephone etiquettes to ensure customer satisfaction and win over new clients. One must remember that since it is not a face-to-face communication, one needs to compensate for what one cannot see while talking on the phone.

One needs to pay attention to the following while communicating on the telephone.

Voice

While speaking on the telephone, one must do the following.

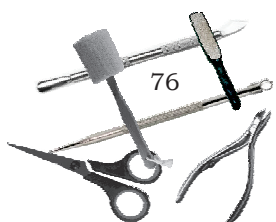
- Speak clearly.
- Speak directly into the mouthpiece.
- While talking, one must not slump as the posture may affect the voice.
- Be efficient but friendly.

Words

While talking on the telephone, one must choose words judiciously as it is not a face-to-face communication. Repeat and crosscheck the name of the client, time, date and phone number.

Barriers

- Not seeing the other person while communicating
- Noise — in the background or on the telephone line



- Distractions — someone trying to attract the speaker's attention while on the phone.
- Language — poor enunciation or unfamiliar accent.

Measures to overcome barriers

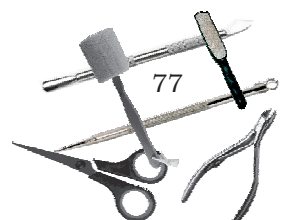
To overcome these communication barriers or difficulties, one must do the following.

- Listen carefully.
- Avoid distractions.
- Keep noise to minimum.
- Focus solely on the phone call.
- Speak clearly.
- Check for the receiver's understanding.

Answering the phone in a salon

The Assistant Beauty Therapist must try to answer the phone within three rings (it gives one ample time to stop one's work for a while and focus on the call). Before answering the call, one must always keep a notepad and pen handy to jot down client details or information. One must observe the following while answering the phone call.

- Answer the phone call with a smile and greet the caller. Remember that the warmth with which one speaks is reflected in one's tone.
- Introduce oneself. Also, state the salon's name, for example, "Good morning/afternoon/evening. This is ABC (your name), speaking from XYZ salon."
- Check if the person is a regular client or a new one. Politely ask for the person's name and contact details, and jot these down in a notepad.
- Find out the beauty treatment that the client would like to avail and jot it down, too.
- Book an appointment and confirm it.
- Repeat all relevant information to ensure that the details are correct.
- Share payment information like cost of a beauty procedure with the client, and if it has to be made before or after the service. Also, specify if the payment is to be made by cash, card or online mode.



NOTES

Asking questions on the telephone

Telephone techniques include asking questions to structure and control the conversation (Table 4.1).

Table 4.1: Questions to steer telephonic conversation

Type of question	When receiving a call	Example
Open ended	To establish the nature of the call	How may I help you?
Closed ended	To establish or confirm information	Do you want an appointment today?
Probing	To gather specific details of requirements	Which hair treatment would you like to avail?
Reflective	To check for understanding	So, Mrs XYZ would you like the appointment for facial and hairstyle to be scheduled for 2.30 pm today?
Closed	To end the conversion	Is there anything else I can help you with Ms XYZ? Thank you for calling ABC salon.

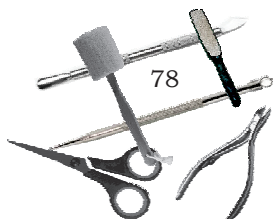
Taking down the message

Sometimes, a client may call a salon to specifically speak with a certain service provider, who may not be available at that moment. In such a scenario, the operator must take down the message and convey the concerned staff member to check the reception desk. All messages must be written accurately and legibly. Accurate message taking must include the following.

- Name of the person the message is for
- Name and phone number of the caller
- Message details
- Time and date of receiving the call
- Name or signature of the person, who answered the call

Other telephone etiquettes for salon staff

- The staff must inform their family and friends not to call on the salon board number unless it is an emergency.



- One must ensure that telephonic or mobile conversations are short, crisp and minimum during work hours. Long telephonic conversations cause inconvenience to customers.

Code of conduct

The Assistant Beauty Therapist meets different people as part of one's job. Therefore, one must always be respectful to them, their culture and background. One must not show any kind of prejudice against anyone. Discrimination and harassment must not be tolerated and reported immediately to the concerned authorities. According to the Constitution of India, discrimination on grounds of caste, creed, colour, sex, sect, race, religion, disability or political beliefs is illegal.

Moreover, the therapist must always be polite and calm as the clients may often discuss their personal lives during service. One must listen to the clients empathically. However, one must never forget one's professional relationship with the clients and discourage them from sharing intimate details. The therapist must also not share one's personal problems with the clients and remember that they are in the salon to avail a beauty service, for which they need to be relaxed and not burdened by the service provider's personal problems.

Hence, all salon staff are expected to conform to certain standards that reflect professionalism. Some of the basic codes that they must adhere to are as follows.

- Be punctual.
- Show respect to others and be courteous.
- Do not criticise other staff members or salons.
- Always keep the word.
- Behave in a professional manner.
- Show no prejudice against anyone.
- Report matters of discrimination or harassment to the concerned authorities immediately.
- Do not consume intoxicating products like alcohol, tobacco, etc., as they adversely affect one's health, as well as, professional conduct and performance.

Teamwork

The success of a beauty salon depends on teamwork, which leads to efficient and effective discharge of

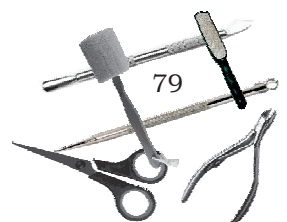




Fig. 4.5: Teamwork is an important aspect of the beauty business.

services and satisfied clients. A team consists of people with varied strengths and weaknesses. Therefore, it is important to identify the strengths of each team member and work towards a common goal, i.e., achieving customer satisfaction. Regular meetings with team members help create a conducive work environment. Some of the prerequisites of a good team are as follows.

- Clear objectives
- Adequate and skilled staff
- Clear job roles
- Balanced planning and action
- Effective communication skills
- A sense of humour
- Open to new ideas
- Flexibility and tolerance
- Enthusiastic and committed team members
- A fair and decisive leader

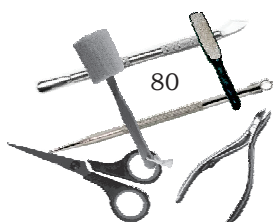
Building team spirit

As a team member, one must know the names of employees working in the salon, the job role of each employee and whom to approach for information and support. All salon staff must remember and practice the following in order to build and retain team spirit.

- Be polite and professional at all times.
- Try to anticipate the needs of colleagues and offer help.
- Do not bluff through a job as it could put a client or colleague at risk. Always seek assistance from an experienced colleague.
- Be responsible for one's actions. Owning up to mistakes minimises further damage.

However, there are certain factors that may adversely affect team spirit. Team spirit can go for a toss if:

- a member works on one's own and does not participate in teamwork.
- there is a communication gap.



- a team member is rigid and intolerant to others' ideas.
- there is too much of work for few people.
- job roles become blurred and a staff member encroaches upon the areas of other employees.
- workers blame each other for pending tasks or other issues.

NOTES

Practical Exercise

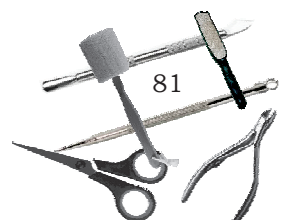
Activity

Role-play: demonstrate the functioning of a salon after it has just opened for the day.

Material required: writing material

Procedure

- Divide the class into groups of five students each. One student enacts the role of a salon owner, another a receptionist, third an Assistant Beauty Therapist, fourth a Beauty Therapist and fifth a client.
- The client walks into the salon and is unhappy to find it messy. The receptionist greets the client and tries to handle the situation.
- In no time, the salon owner, Beauty Therapist and Assistant Beauty Therapist step into the conversation and apologise to the client, saying that the salon has just opened for the day and workers are on-the-job.
- Meanwhile, the receptionist takes care of the client and offers her a clean couch to relax. She also gives the client a magazine to read and plays light music after obtaining the latter's permission. The receptionist also gets a glass of water for the client and inquires if she requires anything else.
- While one group enacts the scene, other students in the class jot down the points they liked and areas that could be worked upon.
- The students in the audience and share their feedback.



Check Your Progress

A. Fill in the Blanks

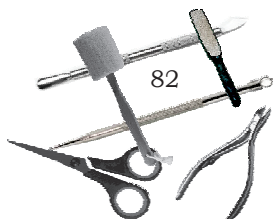
1. The _____ is the first point of contact for a client in a beauty salon.
2. _____ is the process of sharing ideas and information with the help of messages using methods like speech, writing, visuals, signals or body language through an appropriate channel.
3. In _____ communication, one can only hear the voice of the speaker and not see the person's facial expressions, gestures and body language.
4. A good practice is to answer the phone call within _____ rings.
5. In telephonic communication, messages need to be written _____ and _____ for communicating the same to the concerned person.

B. Multiple Choice Questions

1. To create a positive impression of the salon, one must ensure that _____.
 (a) the reception desk is always tidy.
 (b) flowers are arranged neatly in a vase.
 (c) current magazines are available for customers.
 (d) All of the above
2. A good team has _____.
 (a) clear objectives.
 (b) trained people
 (c) adequate number of people.
 (d) All of the above
3. An accurate message contains _____.
 (a) name of the person the message is for
 (b) name and phone number of the caller
 (c) Both (a) and (b)
 (d) None of the above
4. To overcome barriers in telephonic communication, one must _____.
 (a) listen carefully.
 (b) speak fast.
 (c) keep doing other work.
 (d) None of the above

C. Subjective Questions

1. Explain the communication process.
2. What must be done in case a client suffers contraindication to a treatment?
3. What do you understand by teamwork? What are the prerequisites of a good team?
4. Imagine yourself to be the receptionist of a beauty salon. Describe the points that you would consider while answering a phone call.



What have you learned?

After completing this Session, you are able to:

- explain the importance of personal hygiene and professional etiquettes in beauty salon business.
- demonstrate telephonic conversation.
- answer telephone calls as per the standard procedure.
- handle contraindications.
- explain the importance of teamwork.
- explain the code of ethics to be followed in a salon.

SESSION 2: PERSONAL GROOMING

‘Grooming’ refers to the way one takes care of oneself to enhance one’s physical appearance. In case of an Assistant Beauty Therapist, personal grooming would include the following.

- Maintaining personal (including oral) hygiene
- Keeping the hair clean, neatly combed and styled
- Keeping the nails clean and trimmed to the skin
- Wearing clean and ironed uniform
- Wearing polished formal shoes
- Applying minimal make-up and a light perfume

Personal hygiene and grooming

Being an integral part of the beauty business, the Assistant Beauty Therapist needs to be well-groomed and presentable at all times. A hygienic, well-groomed and presentable beauty service provider automatically attracts the attention of clients and wins their trust.

Taking care of the skin

- One must follow a healthy skincare regiment, consisting of cleansing, toning and moisturising in order to keep the skin fresh and glowing.
- One must take a bath daily with an anti-bacterial soap as it cleanses the body, and checks body odour and infections.
- One must not share towels and soaps.

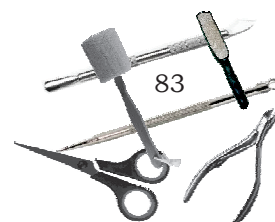




Fig. 4.6: Use an anti-bacterial hand wash or alcohol based sanitiser to sanitise the hands.



Fig. 4.7: Steps to wash the hands

Taking care of the hands and feet

- The Assistant Beauty Therapist must wash the hands using an anti-bacterial soap or hand wash or sanitise them with an alcohol based hand sanitiser before and after service.
- One must follow the steps of washing hands with soap and water as shown in Fig. 4.7.
- One must trim one's nails to the skin and keep them clean (Fig. 4.8). They should not smell of food.
- One must scrub the feet with a sponge, pumice stone or foot scrubber after bath (Fig. 4.9).
- One must always wear a pair of sterile disposable gloves while providing a beauty treatment (Fig. 4.10).

Make-up

- The Assistant Beauty Therapist must opt for natural and subtle make-up.
- One must use light shades to cover up dark circles and lines on the forehead.
- One must use a foundation shade matching the skin tone.
- The eyebrows must be neatly shaped, and eyeliner or kohl may be applied to the eyes.
- One must apply a lip liner before applying lipstick.

Hair care

- The Assistant Beauty Therapist must oil the scalp at least once a week, preferably, an hour before hair wash.



Fig. 4.8: Trim the nails for maintaining hand hygiene.



Fig. 4.9: Using a scrubber helps remove dead cells from the foot.



Fig. 4.10: Wear disposable gloves while offering a beauty treatment.

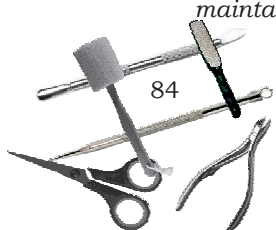




Fig. 4.11: Shampoo the hair at least twice a week



Fig. 4.12: Women with long hair must tie their hair into a neat bun.

- One must wash one's hair and scalp with a shampoo and conditioner at least twice a week (Fig. 4.11).
- One must brush the hair three to four times a day with a soft bristled brush or a wide toothed comb.
- Women with hair longer than the jaw line must tie it into a neat ponytail or bun (Fig. 4.12), while men must keep the hair short and neatly combed.

Oral care

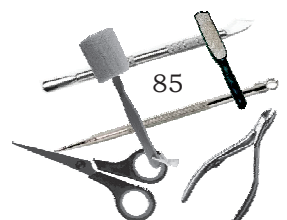
- The Assistant Beauty Therapist, like everybody else, is advised to brush one's teeth at least twice a day (Fig. 4.13).
- One must rinse the mouth with water and a mouth wash after every meal.
- One must not chew tobacco and avoid chewing gums at work.



Fig. 4.13: One must brush one's teeth twice a day.

Uniform and work accessories

- The Assistant Beauty Therapist must always wear clean and ironed uniform.
- One must also wear one's identity card as per the salon standards.
- One must avoid wearing bracelets, rings, necklaces, long earrings, etc., at work.
- One must always wear protective clothing as mandated by the salon.
- One must wear comfortable, covered and polished shoes.
- One must use a light deodorant or antiperspirant.



Check Your Progress

A. Fill in the Blanks

1. One must wash and _____ the hands before and after offering a beauty service.
2. One must use _____ shades to cover dark circles and lines on the forehead.
3. An Assistant Beauty Therapist must wear sterile _____ while offering a service.
4. A _____ helps remove dead cells from the foot.

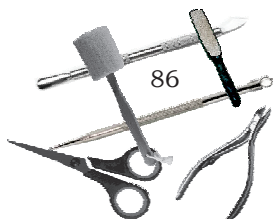
B. Subjective Questions

1. What do you understand by personal grooming?
2. List the measures that may be followed for hand and foot care.

What have you learned?

After completing this Session, you are able to:

- state the importance of personal grooming;
- describe the importance and methods of cleaning and taking care of the skin, hands, feet and hair.
- demonstrate personal hygiene practices.



Assistant Beauty Therapist Class 10

Unit 4: Creating a Workplace Impression, Session 1: Building a Positive Work Environment

Check Your Progress

A. Fill in the Blanks

1. The _____ is the first point of contact for a client in a beauty salon.
2. _____ is the process of sharing ideas and information with the help of messages using methods like speech, writing, visuals, signals or body language through an appropriate channel.
3. In _____ communication, one can only hear the voice of the speaker and not see the person's facial expressions, gestures and body language.
4. A good practice is to answer the phone call within _____ rings.
5. In telephonic communication, messages need to be written _____ and _____ for communicating the same to the concerned person.

B. Multiple Choice Questions

1. To create a positive impression of the salon, one must ensure that _____.
(a) the reception desk is always tidy.
(b) flowers are arranged neatly in a vase.
(c) current magazines are available for customers.
(d) All of the above
2. A good team has _____.
(a) clear objectives.
(b) trained people
(c) adequate number of people.
(d) All of the above
3. An accurate message contains _____.
(a) name of the person the message is for
(b) name and phone number of the caller
(c) Both (a) and (b)
(d) None of the above
4. To overcome barriers in telephonic communication, one must _____.
(a) listen carefully.
(b) speak fast.
(c) keep doing other work.
(d) None of the above

C. Subjective Questions

1. Explain the communication process.
2. What must be done in case a client suffers contraindication to a treatment?
3. What do you understand by teamwork? What are the prerequisites of a good team?
4. Imagine yourself to be the receptionist of a beauty salon. Describe the points that you would consider while answering a phone call.

Assistant Beauty Therapist Class 10

Unit 4: Creating a Workplace Impression, Session 2: Personal Grooming

Check Your Progress

A. Fill in the Blanks

1. One must wash and _____ the hands before and after offering a beauty service.
2. One must use _____ shades to cover dark circles and lines on the forehead.
3. An Assistant Beauty Therapist must wear sterile _____ while offering a service.
4. A _____ helps remove dead cells from the foot.

B. Subjective Questions

1. What do you understand by personal grooming?
2. List the measures that may be followed for hand and foot care.

GLOSSARY

Abduction: is opposite to adduction, i.e., taking a limb away from the sagittal plane.

Adduction: is a movement that brings a limb — arm or leg — closer to the sagittal plane of the body.

Alcohol: is a grease solvent and astringent present in cosmetic and skincare products.

Anagen: is the first phase in the hair growth cycle, wherein, the hair follicle is active, causing hair growth.

Anatomy: describes the structure of the human body and relationship of different body parts with each other.

Angled eye shadow brush: is used to apply and blend eye shadow.

Arrector pili muscle: is a tiny muscle attached to the base of a hair follicle at one end and a dermal tissue on the other.

Blusher brush: is used to apply blusher to the cheekbones.

Blusher: is used to enhance facial features like cheeks and eyes.

Catagen: is the second phase in the growth cycle, wherein, a hair follicle undergoes a period of change and does not grow.

Cleansing: is a popular skin treatment performed to remove impurities accumulated in the pores.

Concealer: is used to correct minor skin imperfections.

Contour brush: is used to apply contour powder under the cheekbones, shade the face and highlight facial features.

Contraindications: refer to allergies observed during skin analysis.

Cortex: is that layer of the hair, which lies underneath the cuticle.

Cuticle: is the outermost layer of the hair.

Dermis: is the fibrous connective tissue or supportive layer of the skin.

Desmosomes: are specialised adhesive protein complexes that localise to intercellular junctions. These are responsible for maintaining the mechanical integrity of tissues.

Dry skin: can be identified by fine lines around the eyes and the mouth. It does not contain enough moisture content.

Epidermis: is the uppermost or epithelial layer of the skin.

Eyebrow brush: is used to give shape to the eyebrows.

Eyeliner brush: is used for applying the eyeliner.

Eyeliner: is used to define and accentuate the eyes and lashes.

Eye shadow brush: is used for shading the area above the eyelid and below the eyebrows.

Face powder brush: helps blend loose powder.

Flexion: is the movement to decrease the angle between body parts.

Lip filler brush: *is used to apply lipstick.*

Matured skin: *is deeply lined and loose.*

Medulla: *is the central part of hair shaft.*

Melanin: *is a pigment that imparts colour to the hair, skin and eyes. 'Eumelanin' is the pigment associated with dark tones, such as brown and black, and 'pheomelanin' is associated with hues like red and yellow.*

Moisturiser: *is used to keep the skin soft and supple.*

Normal skin: *is soft and glows.*

Oily skin: *is the result of clogging of sebaceous glands, causing sluggish circulation.*

Physiology: *is the study of the function performed by different body parts and the body as a whole.*

Sebaceous glands: *are oil secreting glands found in mammals.*

Skin analysis: *is carried out to understand the condition of the skin and suggest suitable treatment to the client.*

Skin: *is the largest organ that covers the entire body and gives it a gait. It acts as a protective shield for the body.*

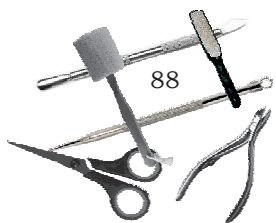
Sponge: *is used for applying both loose powder and powder eye shadow.*

Subcutis: *is the fat layer that lies immediately below the dermis and epidermis.*

Sudoriferous glands: *are simple tubular glands. They are also known as sweat glands and are either of two types of secretory skin glands — eccrine or apocrine. Eccrine and apocrine glands are present in the dermis.*

Telogen: *is a period of rest for hair follicles.*

Toner: *is applied to refresh and cool the skin.*



ANSWER KEY

Unit 1: Basic Skincare Services

Session 1: Anatomy and Physiology of the Skin

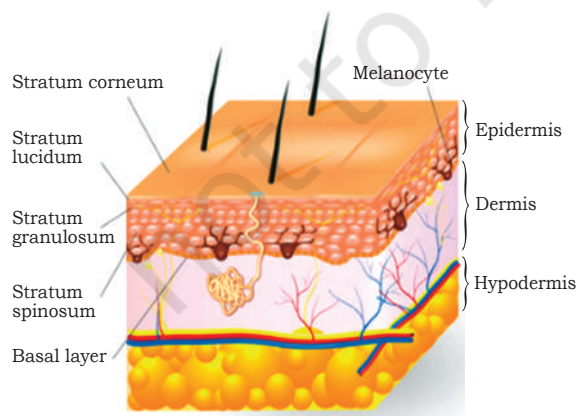
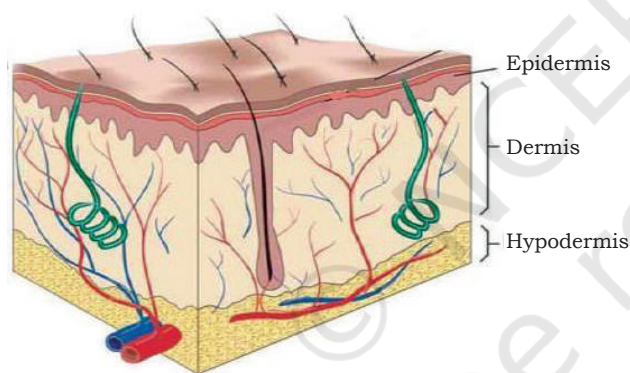
A. Fill in the Blanks

1. structure
2. subcutis
3. epidermis
4. infections
5. keratinocytes
6. langerhans
7. melanin
8. ultraviolet
9. fatty
10. sudoriferous gland

B. Multiple Choice Questions

1. (c)
2. (d)
3. (b)
4. (d)
5. (a)
6. (c)

D. Label these diagrams



Session 2: Actions of the Facial, Neck and Shoulder Muscles

A. Fill in the Blanks

1. cells
2. contracting
3. control
4. muscle
5. leg
6. median
7. upward
8. ankle
9. supine
10. visceral

B. Multiple Choice Questions

1. (a)
2. (c)
3. (a)
4. (a)
5. (b)

Session 3: Skincare

A. Fill in the Blanks

1. pale, flaky
2. matured
3. combination, T-Zone
4. blackheads
5. astringent
6. wrinkles

B. Multiple Choice Questions

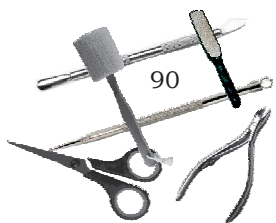
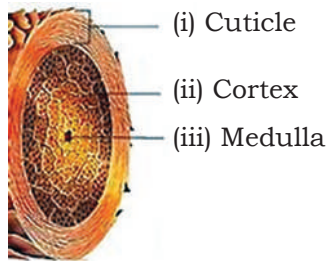
1. (b)
2. (b)
3. (c)
4. (a)
5. (c)

Unit 2: Basic Depilation Services

Session 1: Waxing

A. Fill in the Blanks

1. depilation
2. root
3. follicle
4. follicle
5. scalp
6. Eyelashes
7. shaft
8. bulb
9. keratin
- 10.



11. outermost
12. anagen
13. 6

Session 2: Threading

A. Fill in the Blanks

1. 60
2. oiliness
3. a pair of tweezers
4. 2 feet
5. lotion

Session 3: Bleaching

A. Fill in the Blanks

1. patch
2. cream
3. soap flake
4. moisturiser, lacto calamine
5. golden yellow

B. Mark 'True' or 'False'

1. True
2. False
3. True
4. False
5. True

Unit 3: Make-up Services

Session 1: Preparing for Make-up Application

A. Fill in the Blanks

1. face powder
2. contour
3. Eyebrow
4. blusher
5. lip filler

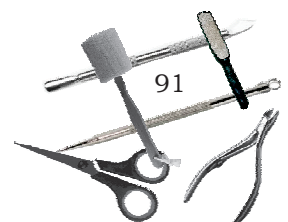
B. Mark 'True' or 'False'

1. True
2. True
3. False
4. True

Session 2: Make-up Application

A. Fill in the Blanks

1. blusher
2. oily
3. concealer
4. eyeliner
5. manufacturing, expiry



B. Mark 'True' or 'False'

1. True
2. False
3. True
4. False

Unit 4: Creating a Workplace Impression

Session 1: Building a Positive Work Environment

A. Fill in the Blanks

1. reception
2. Communication
3. telephonic
4. three
5. accurately, legibly

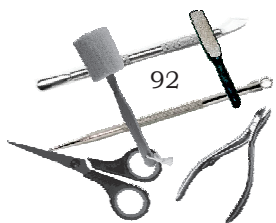
B. Multiple Choice Questions

1. (d)
2. (d)
3. (c)
4. (a)

Session 2: Personal Grooming

A. Fill in the Blanks

1. sanitise
2. light
3. gloves
4. scrubber



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