

PARUL INSTITUTE OF ENGINEERING & TECHNOLOGY
CAREER DEVELOPMENT CELL
LECTURE NOTES

Semester 2 – Advanced Communication and Interpersonal Skills

Subject Code: 03010002HM01

Unit 5: Grooming and Personality Development

➤ **Content**

1. Introduction
2. What is Grooming?
3. Components of Grooming.
4. Professional Etiquette
5. Body language and confidence
6. Cultural Context
7. Why is it important for engineers?

➤ **Learning Objectives**

By the end of this session, students will be able to:

- **Understand** the concept and importance of personal grooming and professional etiquette.
- **Identify** the components of a positive and professional appearance suitable for academic and workplace environments.
- **Recognize** the role of body language, confidence, and communication in building a strong personality.
- **Develop** an understanding of how personality traits influence interpersonal relationships and career success.
- **Practice** basic grooming and presentation techniques to enhance personal image and professional effectiveness.

➤ Introduction

Grooming and personality development help individuals create a confident and professional personal image. People usually confuse grooming with appearance but it is also about maintaining hygiene, discipline, and appropriate social behaviour. A well-groomed person exuberates confidence, and shows his preparedness and readiness for academic and professional interactions. Personality development adds to this by improving communication skills, self-awareness, and interpersonal relationships.

➤ Key Concepts/Definitions

1. Grooming

Grooming can be understood as a combination of personal care, discipline, and mindful behaviour. It involves taking care of one's body through regular hygiene practices, wearing appropriate clothing, and carrying oneself with dignity and confidence.

Many people confuse grooming with beauty or makeup.

In reality, grooming:

- Enhances your cleanliness and hygiene
- Improves your appearance
- Builds self-confidence
- Positively influences your emotions and behaviour

➤ Components of Grooming

- Personal Hygiene :- One of the primary components of grooming is personal hygiene. Practicing good hygiene means maintaining regular habits such as :- Bathing regularly, Brushing teeth twice a day, Maintaining clean nails, hands, and feet, Wearing clean and fresh clothes, Avoiding strong or unpleasant body odour.
- Hair and nail care:- Hair and nail care shows disciplined behaviour and helps you look organised and neat. Your hair should be clean, neatly styled, and trimmed. Avoid heavy oiling. Keep nails short and clean and avoid chipped nail or vibrant nail polish.

2. Personality Development:-

Personality development refers to the process of improving one's behaviour, communication, attitude, and overall way of interacting with the world.

- It builds self-awareness : knowing your strengths, weaknesses and values
- Cultivates positive attitude : positive mindset attracts opportunities
- Builds Self-Discipline: It shapes habits and improves focus

Overall, personality development is a continuous journey of becoming a better and more balanced version of oneself.

3. Professional Etiquette:- Professional etiquette refers to the accepted standards of behaviour, communication, appearance, and workplace conduct that individuals are expected to follow in a professional environment. It includes being punctual, respectful, well-dressed, polite in communication, and responsible in one's actions. Professional etiquette helps maintain harmony in the workplace, builds trust, and reflects a person's professionalism and reliability.

4. Classroom Etiquette

Classroom etiquette refers to the set of respectful behaviours, manners, and rules that students are expected to follow in an academic environment. It includes being punctual, paying attention, maintaining discipline, participating appropriately, respecting teachers and classmates, and using classroom resources responsibly. Good classroom etiquette creates a positive learning atmosphere and reflects a student's attitude, discipline, and professionalism.

➤ Rules to Follow

- Be punctual
- Come prepared
- Pay attention
- Respect teachers and classmates

- Avoid interrupting
- Keep the classroom clean
- Use devices responsibly

4. Netiquette

Netiquette = Network + Étiquette.

Netiquette refers to the rules of polite and responsible behaviour used in online communication. It guides how we talk, write, and interact on digital platforms like emails, chats, social media, and virtual classrooms. It helps prevent misunderstandings, cyberbullying, or rude behavior. Simple habits—such as using polite language, replying on time, respecting privacy, and thinking before posting—reflect good netiquette.

➤ Points to remember

- Be polite and respectful
- Use a clear subject line, polite greeting, and a respectful closing.
- Do not type in ALL CAPS
- Use correct language and grammar
- Respond within a reasonable time
- Mute your microphone when not speaking during online sessions.
- Stay professional in virtual classes or meetings—join on time, dress properly, and avoid background noise.

➤ Professional Dressing and Attire

Professional dressing and attire refer to the clothing and appearance standards expected in formal and workplace environments. To create a positive first impression, communicate seriousness and be appropriate to the occasion keeping in mind how to dress is crucial.

FOR MEN

- formal shirts in light or neutral colours (white, pale blue, grey)
(well fitted, wrinkle free)
- formal trousers:- must be tailored properly for a clean and structured look. (Black, navy blue, grey)

- Polished closed-toe leather shoes (black or brown) .
- simple leather belt:- Match it with the shoes
- For formal events, wear a blazer or suit in classic colours like navy, grey, or black.
- Use minimal or no jewellery with mild perfumes

FOR WOMEN

- Western: Formal shirts or blouses in solid or pastel colours that are not too tight or revealing. Tailored trousers in neutral shades, Knee-length or below-knee pencil skirts can be worn with tucked-in formal tops. Closed-toe shoes such as formal flats, pumps, or low heels.
- Indian: sarees or simple kurtis with straight pants
- Minimal accessories and light and natural makeup.
- Closed-toe footwear—formal flats, loafers, or low heels.
- Use light perfume.

➤ Body Language and Confidence

Positive body language refers to the non-verbal cues that communicate confidence, openness, and professionalism without using words. the way they stand, make eye contact, walk, place their hands all comes under body language and helps create a strong impression plus helps the individual appear more approachable. This connection between body language and self-belief is supported by psychological research, which shows that practicing confident body posture can reduce anxiety and improve communication performance. For students and young professionals, learning positive body language helps in interviews, campus placements, presentations, and professional interactions by making them stand out and appear more competent.

➤ Points to remember

- Good Posture
- Maintain steady eye contact without staring.
- Use a gentle but firm handshake when appropriate
- A slight smile makes you appear approachable.
- Keep an open stance to appear friendly and receptive
- Nod occasionally, lean slightly forward, and show engagement.

- Maintain an appropriate distance—not too close or too far.

➤ **Cultural context**

Cultural context explains why people behave differently in social and professional interactions based on their cultural upbringing. It refers to the influence of a person's cultural background—such as traditions, values, beliefs, social norms, and communication styles—on the way they behave, interact, dress, and present themselves in personal and professional situations. Understanding cultural context helps individuals behave appropriately, avoid misunderstandings, and communicate respectfully with people from diverse backgrounds.

➤ **Role in Personality Development**

- Encourages respectful behaviour.
- Helps individuals become professionally competent.
- Build team building ability
- Helps the individual become empathetic, adaptable, and culturally aware.

➤ **Summary/Key Takeaways**

This module focuses on grooming, personality development, etiquette, and professional behaviour that prepare students for academic success and workplace readiness.

- Grooming is more than appearance—it includes hygiene, neatness, discipline, and appropriate behaviour
- Professional dressing reflects seriousness and credibility
- Professional and classroom etiquette build discipline and respect.
- Netiquette is essential for online communication.

➤ **References/Resources Books**

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- Goman, C. K. (2011). The Silent Language of Leaders: How Body Language Can Help—or Hurt—How You Lead. Jossey-Bass.

➤ **Reference YouTube Videos**

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<https://youtu.be/Ul3MLWTmZj0?si=pIa35FJ7yr6pgGFp>

https://youtu.be/dIWZnCMA9Bs?si=hkwK_YSAgyEt8u1j

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