

Textbook of
ESTHETIC
Grade 10



National Vocational & Technical Training Commission (NAVTTTC)

Textbook of
ESTHETICS
Grade – 10



National Vocational and Technical Training Commission
H-9, Islamabad

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PREFACE

This book has been designed to meet the pace of gradual development of scientific concepts of Esthetics for the **10th Class of Matric Tech**. Matric Tech in Esthetics has been introduced first time in the history of Pakistan. This textbook is the first national effort to describe the topics related to Esthetics.

The main characteristics of the book are as under:

- ❖ The subject matter is fully equipped with specific illustrations for strengthening the concepts.
- ❖ Facts and principles are explained succinctly and clearly.
- ❖ Tags of interesting information, mini-exercises and the brain teasers under the caption of **“Do you know?”** are added to steer students through the concepts.

Skills of practical work in students, scientific activities have been included in each chapter of the book.

Before printing, this book was thoroughly reviewed by a committee of well-known experts and their recommendations have been duly incorporated in the book.

We wish that this book proves to be an ideal choice for the students looking for a supplement to promote their potentials in the field of beauty therapy but as there is always a room for improvement, we cordially invite the **valuable suggestions** for betterment of this book.

This book of Esthetics for Class 10th Matric Tech written by Dr. Shumaila Waqas is the very first drop of rain by NAVTTC in the field of Beauty Therapy. This book explains all the concerned topics in a soft, pleasant and convenient manner understandable for Matric Tech students. It covers all the related domains of Esthetics regarding concepts, methodology and practical implementation of the topics. Many new innovations and emerging trends are also explained thoroughly.

The sequence of chapters can be adjusted as per convenience of the tutor. Make sure you never skip a prerequisite of any chapter. The book should not be crammed. It should be read conceptually. Perform all the activities and tasks to have hands on experience of Esthetics.

Executive Director

**National Vocational & Technical Training Commission
(NAVTTC)**

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CHAPTER 01

BASIC FACIAL

The students will be able to:

- define facial.
- learn role of facial in skin care.
- identify types of facials.
- prepare the client for facial.
- know about tools and equipment for facial.
- learn about products for facial.
- learn about trolley setting for facial.
- learn about basic facial process.
 1. cleansing.
 2. toning.
 3. exfoliation.
 4. steam as per requirement.
 5. massage.
 6. mask.
 7. sunscreen cream.
- know about pre and post precautionary measures.

Lighting Facial

- identify the skin type/condition according to sops.
- select products according to skin type/condition and facial requirement.
- apply polisher according to skin type/condition.
- perform deep cleansing according to skin type/condition.
- apply toner according to skin type/condition.
- perform exfoliation according to skin type/condition.
- apply lightening serums.
- extract black head according to the requirement.
- perform facial massage.
- apply mask according to skin type/condition.
- apply serums as per skin condition.
- apply sun block according to skin type.
- advise the client on post treatment precautions.

An esthetician is a professional skin specialist who identifies cosmetic issues (such as wrinkles, pigmentation, or blemishes) and applies treatments to improve its condition. Most estheticians perform skin treatments like facials, superficial chemical peels, body treatments, skin conditioning, and blemish extraction, but they may also do waxing, lash extensions, and makeovers.



1. Facial

A facial is essentially a multi-step skin treatment that is one of the best ways to nourish and pamper the skin. A facial is the second most popular spa treatment after a massage. In other words, it can also be defined as:



“A facial is a family of skin care treatments for the face, including steam, exfoliation (physical and chemical), extraction, creams, lotions, facial masks, peels, and massage”. Facials are normally performed in beauty salons, but are also a common spa treatment. They are used for general skin health as well as for specific skin conditions. Types of facials include European facial, LED light therapy facials, hydrafacials and mini-facials.

2. Skin Type/Condition

There are four basic types of healthy skin

- i. **Normal skin:** a term widely used to refer to well-balanced skin.
- ii. **Dry skin:** used to describe a skin type that produces less sebum than normal skin
- iii. **Oily skin:** used to describe a skin type with heightened sebum production
- iv. **Combination skin:** an oily T-zone (forehead, chin and nose) enlarged pores in this area with some impurities. Normal to dry cheeks.

3. Role of Facial in Skin Care

It helps your skin to stay young and fresh. It prevents aging. It also promotes blood circulation and also gives your skin a glowing complexion. Massage also gives us a better sleep.

Good skin care is important for the following reasons:

It helps your skin stay in good condition: You're shedding skin cells throughout the day, so it's important to keep your skin glowing and in good condition. An effective routine can help prevent acne, treat wrinkles, and help keep your skin looking its best.

Your skin will look more youthful: As you age, your skin's cells turn over more slowly, make it look duller and less radiant. Using a quality skin care line can help remove dead skin cells so your body will replace them with newer, more youthful cells.

Prevention is easier than correction: Preventing skin problems is easier -- and less costly -- than trying to fix them in the future.

Your self-confidence will get a boost: When your skin looks better, you'll feel better about yourself and have more self-confidence.

4. Types of Facials

There are multiple types of facial according to the skin type and products.

I. Classical/Basic Facial

Classical facial is the basic and very popular type of facial which involve easy and basic steps e.g., simple exfoliation, massaging, and followed by some serums, moisturizer and you have done. It is also called a European facial. This facial is simplest and recommended for all types of skin and can be customized depending on the skin type.

II. Anti-Aging Facial

Anti aging facial is used for only those who are showing aging signs. It is the combination of other facial like micro current therapy or injections. This facial can be used for people who have wrinkles, dull skin, even marks and spots on their faces. It tightens the skin and makes it more toned and fresh looking.

III. Hydrating Facial

Hydrating facial is used to hydrate skin and prevent it getting dry. It can be combined with classical facial or we can be used separately. Hydrating facial includes the products that provide moisture to skin to keep it soft and nourished. This facial gives instant results. Skin becomes more glowing and healthier.

IV. Brightening Facial

Brightening facial is used for the skin having complexion issues. These issues can be hyper pigmentation, dull complexion and uneven tone. It helps in brightening the skin and prevents it getting rough. Brightening facial can be done at home using home ingredients like citrus fruit, milk and yogurt. Generally, it is done before parties however it can be part of daily skin care routine. It's recommended for pigmented and dull skin.

V. Hydra Facial

Although the term hydrating and hydra facial may seem similar but they are different in their process and purpose. Hydra facial is a medical treatment used to remove black head, white head or any kind of skid marks from skin. The device is used for is like a vacuum cleaner it sucks up impurities and extra oil from skin. This process is done by pen like device moving on skin in circular motion unless skin becomes clean. Once done, the same device is also used to add

moisturizer, serum, and healthy oils to skin to keep it hydrated. It is recommended for oily and acne-prone skin.

VI. PRP Facial

Beauty experts also call it vampire facial. Full form of PRP is platelet-rich plasma facial. This method is done to create platelet-rich plasma. Experts draw blood in this facial and put it in a special machine. The highly concentrated form of proteins is then injected into skin with the help of micro-needling. It enables the improvement of collagen production in skin, improving skin texture and tone. It is recommended for those looking to tighten their skin and reduce the signs of aging.

VII. Deep Cleansing Facial

Deep cleansing is different from traditional classic facial as it focuses more on exfoliation. In this treatment face is steamed to open up the pores, and then there is an extraction of closed pores, blackheads, and whiteheads. Afterward, a healing mask is applied to improve the dermis and epidermis layers of the skin. A deep cleansing facial can cleanup face better than other treatments. Since it focuses on exfoliation, it removes dead skin cells and encourages new and brighter skin to appear. After this facial, skin becomes smooth and radiant. It is recommended for oily and acne-prone skin.

5. Tools and Equipment for Facial

Recall structured detail given in Esthetics-I. Here is an overview to remind tool and equipment used for facial treatment.

- Gloves
- Tweezers
- Hair covers
- Sponges
- Wedges
- Facial Steamer
- Towels and aprons
- Cleansing Brush
- Spatula

6. Products for Facial

- Product
 - Antiseptic lotion
 - Astringent
 - Cleansers & makeup removers
 - Hand sanitizer
 - Massage cream
 - Masks
 - Moisturizers
 - Sunscreen
 - Tonic lotions
 - Specialty or intensive care products
 - Infrared lamp



7. Trolley Setting for Facial

Trolley setup can be defined as arranging all necessary cosmetics, disposals and tools in an orderly manner. Trolley setups for hair, makeup and skin treatment are different. This is very important for each and every beauty practitioner to set up trolley in a neat and orderly manner before starting work on any client. It saves time and speeds up the process. Having all tools does not waste time in looking around for things once the service starts. It allows the service provider to focus on the job provide better quality in work and to satisfy the client. It creates a good impression on the client. Having a nice, clean and organized trolley setup helps to gain the confidence of customers and it becomes easier to retain them.

7. Basic Facial Process

- i. **Consultation.** A facial should begin with a consultation. You may fill out a form with questions about the drugs and supplements you take, skin concerns, your diet, how much water you drink, and products you are currently using.
- ii. **Cleansing.** Usually, the best esthetician starts by wrapping hair to keep product off from it. The first step is thorough cleansing using cotton pads. To remove the dirt particles from face.
- iii. **Skin Analysis.** Depending on whether you have make-up on, the esthetician might look at your skin under a bright lamp first, or covers your eyes and looks at your skin through a brightly lit magnifying lamp. She is determining your basic skin type (dry, oily, combination, sensitive or normal) and skin conditions (acne, blackheads, whiteheads, aging, sun-damage, dehydration, etc.) The esthetician then chooses the appropriate products and treatments.
- iv. **Steam.** The best facials use a machine that directs a thin vapor of warm steam to face. This is relaxing and helps softens up any blackheads and whiteheads to be extracted. If you have very sensitive skin, the esthetician may not use steam. The sweat it produces will clear pores.
- v. **Exfoliation** Using a mechanical or chemical exfoliant. Mechanical exfoliants have a gritty texture that rubs away the surface dead skin cells. This type of exfoliation usually happens during the steam treatment step. Chemical exfoliation uses enzymes and acids to loosen the bond between skin cells. A gentle enzyme treatment can be done during the steam.
- vi. **Extraction.** This is the removal of blackheads or whiteheads. People have different pain tolerance for extractions. To receive the best result of your facial, you may want to tough through the discomfort.
- vii. **Facial massage** is the best part of any facial, using classic strokes like effleurage to both relax and stimulate skin and facial muscles.
- viii. **Facial Mask** is targeted to skin type (dry, oily, combination, sensitive, mature) and condition. During the facial, the esthetician will likely stay in the room and give a scalp massage or some other service.
- ix. **Final application:** The last step of is application of toner screens, moisturizer and sunscreen.



8. Pre and Post Precautionary Measures

Pre precaution

- Know the product
- Do not wax before facial
- Avoid medication
- Avoid sunbathing

Post precaution

- Avoid plucking your skin
- Avoid using heavy makeup
- Gently wash your face
- Avoid workout at the gym

**Do you know?
Stress makes
your skin dull.**

🌿 How to do Skin Care

Best Ways to take care of your Skin

- ❖ wash your face. washing your face removes dirt, oils and bacteria.
- ❖ get more sleep. "beauty sleep" is a real thing.
- ❖ breathe clean air.
- ❖ use antioxidants.
- ❖ exfoliate your face.
- ❖ exercise regularly.
- ❖ use a moisturizer.
- ❖ drink plenty of water/liquid.

9. Lightening Facial

Lighting facial is also called brightening facial and whitening facial. This facial is a great way to take care of skin. The massage and exfoliation which is part of a facial helps to increase the blood circulation and encourages the renewal of cells. In this way, the skin looks brighter and glows with radiance. Further, it has been seen that a regular facial in a month or two can help increase the elasticity of the skin and promote collagen production. This reduces premature aging, wrinkles and sagging of the skin. Facials also unclog the pores, remove dead skin and hydrates the skin. Nothing is better than using natural ingredients for the skin so if you have the time.



Selection of Product

"Packaging and popularity are sometimes easy traps that we fall into and shouldn't hold too much weight or value into what we select for what's good for our skin,"

Selecting a suitable product is the first step.

If you're going to buy a product based off a friend or influencer's recommendation, you shouldn't just pay attention to how good their skin looks now, but instead what type of skin they were dealing with to start out. That will give you a more reliable indicator for how well the product will work for you. Consider the skin type before selecting any product.

For oily skin: Look for products containing alpha hydroxy acids (glycolic acid or salicylic acid), benzoyl peroxide, and hyaluronic acid. These ingredients are effective at controlling excess sebum production while hyaluronic acid will produce hydration only in areas needed. Irrelevant product will not be desired results.

For dry skin: Look for products containing shea butter and lactic acid. These ingredients provide hydration and mild exfoliation to keep dry skin looking radiant.

For sensitive skin: Look for products containing aloe vera, oatmeal, and shea butter. "They're good moisturizers and they usually don't break anyone out."

Ingredients to seek out	Ingredients to avoid
<p>✚ Glycerin It is the backbone of moisturizing products.</p> <p>✚ Ceramides and hyaluronic acid Both ingredients are important moisturizing agents that are naturally found in the skin. As per best practice, try to prefer hyaluronic acid in the serum form, while glycerin and ceramides in lotions and creams.</p> <p>✚ L-Ascorbic acid (Vitamin C) Vitamin C, specifically the l-ascorbic acid form, is an antioxidant that works to reverse damage from UV radiation and stimulate collagen production.</p> <p>✚ Tocopherol (Vitamin E) Vitamin E offers similar properties as Vitamin C and works best when the two are combined as a skincare power duo.</p> <p>✚ Retinol Retinol is a key ingredient to seek out in products for your nighttime routine. It works to turnover skin cells and stimulate collagen.</p> <p>✚ Niacinamide (Vitamin B3) This ingredient is great for controlling oil while also hydrating the skin and evening out skin tone.</p>	<p>✚ Fragrance/parfum Added fragrances have a high prevalence of causing skin allergies and irritation, and it's especially important to avoid them if you have sensitive skin.</p> <p>✚ Sulfates Sulfates are cleansing agents often found in body washes and shampoo. They strip the hair and skin of its natural oil and can, in turn, cause irritation.</p> <p>✚ Parabens Parabens are commonly placed in products as a chemical preservative to prevent bacterial growth. They're known to be industry experts call estrogen mimickers, and they can have a harmful effect over time by throwing off hormonal balance. This can be especially problematic for young children and those at risk of breast cancer.</p> <p>✚ Formaldehyde and formaldehyde releasers It's rare to see formaldehyde in an ingredient list anymore since it's classified as a known carcinogen. But it's often replaced with differently named chemicals (quaternium-15, DMDM hydantoin, diazolidine urea, imidazolidine urea) that release formaldehyde over time to act as preservatives. It's not confirmed whether or not these ingredients are harmful in this capacity, but it's worth looking out for them as potential allergens.</p>

Basic Steps for Lighting Facial

Cleansing: The first step of doing a facial at home is to cleanse the skin and remove every layer of dirt, grime, oil and impurities from the face. Use a damp cotton ball dipped in raw cold milk and to naturally clean the face. Milk has lactic acid which helps to gradually diminish skin pigmentation and blemishes leading to a brighter complexion. Next, use another damp cotton ball to remove the layer of milk and pat the skin dry.

Exfoliating: The next step is exfoliation or scrubbing the face. Exfoliation is the method of removal of dead skin cells on the surface and is one of the most vital aspects of a skincare routine be it for the face or body. Exfoliation not only helps in dealing with skin problems but it also increases blood circulation, which in turn helps to achieve a healthy and glowing skin. Regular scrubbing also helps fade discoloration or dark spots.

Interesting Point:

For a natural scrub for facial at home, make a paste of 10-15 rose petals, 1 tbsp of honey, 1-2tbsp. of lemon and 1 tbsp. of sugar granules or castor sugar. Massage this mixture in a circular motion all over the face for about 5-10minutes concentrating around the nose, chin and forehead. Then wash off with cold water or wipe off with a damp cotton pad and observe the results.

Rose petals are rich in antioxidants, vitamin C, vitamin B and K and impart a natural glow to the face. Lemon has acidic properties which helps in skin whitening and is considered as a natural bleaching agent. It helps in lightening the pigmentation on the skin. Honey is also full of antioxidants which is great for slowing down aging. When used together, they make for the perfect natural and homemade brightening scrub.

Steaming: The next step for the brightening facial at home is to steam the face. The heat coming from the steam will raise the temperature of the skin and soften the hardened oil in the pores. Further, it helps to open the pores and release the toxins and impurities that have built up on the skin over a period of time.

To do steaming at home, take a big vessel, bring the water to a boil and remove from the heat. Now lean your face over the vessel and try to capture the steam by covering your face with a towel. You can also choose to add essential oils like lavender, rosehip or chamomile to the water to get a stimulating cleanse. Steam for 10-15 minutes leaving a gap in between. Nowadays, home steamers are also easily available which are great for facial and nasal congestion. Next, use a nose strip or a blackhead removing tool to gently remove whiteheads/blackheads from the nose and chin area.

Facial Massage: This is the most important step in a facial routine. Facial massaging has various benefits which imparts a glow and reduces dark spots. Not only is it extremely relaxing but it also helps to increase micro circulation which brings new nutrients to the skin at the cellular level.

Instead of chemical-based creams, try homemade and natural ingredients for this brightening facial at home. In a blender, chop a medium sized banana, 6-8 pieces of ripe papaya and 2/tbsp of honey. Blend the mixture smoothly to form a thick consistency. Now massage the mixture all over the face for a time period of at least 10-15mins or till the cream gets fully absorbed. This is the perfect natural facial cream for dry skin. For oily skin, take freshly removed aloe vera gel, add a tbsp of honey and juice of a fresh lemon. Mix together and use it in the facial. If you believe only parlor

facials can make your skin glow, then try this D-I-Y massage cream and notice the difference yourself.

Face Mask: Face masks deeply cleanse, hydrate and enhance the skin's texture. It purifies the skin and removes oil and grime as well. It is a great way to relax and rejuvenate the skin and bring a natural glow. Furthermore, facial masks also tighten the skin and prevent anti-aging signs. In a bowl, mix 2 tbsp. of curd, 1 tbsp. of licorice powder and 1 tsp of sandalwood powder. Make a thick paste and apply all over the face with a brush. Place cucumber slices or cotton soaked in rose water on each eye and relax. Leave it on for around 20-30 minutes or till it dries. Wash off with cold water and pat the skin dry. Licorice makes the skin look fairer by brightening its color. It has anti-oxidant, anti-inflammatory, antimicrobial, anti-carcinogenic, and antiviral properties. Curd is a natural way to lighten the skin and removes the pigmentation. Sandalwood powder also contributes to lightening of dark spots and discoloration. All the ingredients together are very effective at reducing the sun tan and making the skin glow.



Toning: Toning is ideally essential for the purpose of even skin and contains active ingredients to help address specific issues like oily skin, whitening etc. It also minimizes signs of redness and inflammation and cools down the skin. Simply use a spray bottle and spritz rose water on the face and relax. It is essential to tone the face after a facial to tighten the pores and minimize the penetration of impurities.

Moisturizing: Moisturization is an essential step for skin care. Hydration brings fresh radiance to the skin along with the power of skin lightening. If the skin is dehydrated or dry, several pigments are released to compensate for it leading to uneven skin tone. Choose a moisturizer according to your skin type. This is the last step for a brightening facial at salon as well as at home and shouldn't be skipped.

EXERCISE

Q1: Select the correct option.

- i. Glycerin is the backbone of products.
 - a. Moisturizing
 - b. Cleansing
 - c. Toning
 - d. Mask
- ii. The heat coming from the steam will raise the temperature of the skin and the hardened oil in the pores.
 - a. Increase
 - b. Soften
 - c. Lower
 - d. Sink
- iii. Face masks deeply cleanse and enhance the
 - a. Skin's texture
 - b. Glow on forehead only
 - c. Skin type
 - d. None
- iv. Which type of tonic lotion is designed for use on oily or acne-prone skin?
 - a. Tonics
 - b. Fresheners
 - c. Astringents
 - d. Toners
- v. The presence of sulphates in facial products can causes:
 - a. Burning
 - b. Irritation
 - c. Swelling
 - d. Cut

Q2: Give short answer to the following question

- i. Describe role of facial in skin care.
- ii. What is difference between hydrating and hydra facial?
- iii. Define Exfoliating process.
- iv. List down the ingredients for selection of products in skin care.
- v. Why trolley setting is essential for facial services?

Q3: Answer the following questions in detail.

- i. Describe types of facial.
- ii. Discuss post and precaution of facial.
- iii. Explain selection of products based on skin types.
- iv. Explain lightening facial process.

Practical Activities

- ❖ Divide class into different group and assign every group to highlight the skin types of other members in group.
- ❖ Perform basic facial process.
- ❖ Select products for different types of skin (oily, dry and sensitive)
- ❖ Demonstrate the purpose of different ingredients in facial products
- ❖ Perform lightening facial in groups.

CHAPTER 02

ADVANCE FACIAL

Students will be able to:

- select products according to skin type/condition and facial requirement.
- apply polisher as per requirement.
- perform deep cleansing according to set standards.
- apply toner.
- perform exfoliation according to set standards.
- extract black head according to the requirement.
- apply serums of anti-aging/lifting.
- perform facial massage following pressure points.
- apply mask according to set standards.
- follow appropriate timeline prescribed for each step.
- check the facial result through visual or with the use of equipment.
- advise the client on post treatment precautions and appropriate maintenance product procedure.
- select products according to skin type / condition and facial requirement.
- apply polisher as per requirement.
- perform deep cleansing according to set standards.
- apply astringent.
- perform light exfoliation.
- extract black head according to skin requirement.
- apply astringent.
- apply water-based moisturizer.
- apply anti-acne mask.
- follow appropriate timeline prescribed for each step.
- check the facial result through visual or with the use of equipment.
- advise the client on post treatment precautions and appropriate maintenance product procedure.

1. Anti-Aging Facial

Anti-aging facials are effective, non-invasive treatments to prevent or reduce fine lines and wrinkles, lighten hyper pigmentation and tighten the skin. They focus on nourishing and replenishing the skin to improve the elasticity and reduce signs of aging.

There are a number of anti-aging facials available utilizing vitamin-infused serums, collagen creams and rejuvenating massage techniques. Other anti-aging solutions include laser skin treatments, microdermabrasion and light therapy.

Anti-aging facials use products and techniques designed to slow the aging process, brighten skin, and reduce wrinkles. If you're on the quest for younger-looking skin, you're in luck. There are a variety of anti-aging facial treatments to select from, including those utilizing vitamin-infused

serums, collagen creams, and rejuvenating facial massage techniques. Additional anti-aging solutions include light therapy facials, laser skin services, and micro dermabrasion.

Anti-aging facial treatment helps fight the war against fine lines, wrinkles, hyperpigmentation, blemishes, loose and tired-looking skin. Anti-aging facials work as precautionary and preventative for those who are in their early 20's and can help reverse the signs of aging for those 40+.



Facials are designed to rejuvenate skin with all elements—from exfoliation (sloughing away dead, skin-dulling cells) to moisturizing to massage (improving circulation)—acting together to improve skin's texture. An anti-aging facial is an effective preventative measure when it comes to the aging process, and is good option if you want to skip the surgery for something less invasive.

2. Benefits of Anti-Aging Facial

Some benefits of anti-aging facials and how they rejuvenate your skin are:

❖ Exfoliates

All facials include basic exfoliation; however, an anti-aging one goes deeper. Sloughing away dead skin cells, dirt, and excess oils. Revealing fresher, cleaner and a more youthful skin.

❖ Moisturizes

Aging skin can often be dry and dehydrated with noticeable rough, dry patches on their cheeks, forehead and jawline. Anti-aging facials include emollient-rich moisturizers that help make your skin look and feel healthy and vibrant.

❖ Rejuvenates

Facial massages help to relieve tension while enhancing relaxation. They also increase blood circulation which improves the texture and tone of your skin, making it look smoother and younger.

❖ Improves skin health

Anti-aging facials introduce the skin to vital vitamins and antioxidants through skin care products and facial peels. Ingredients such as Vitamin C help to speed up skin cell turnover and restore healthy complexion.

❖ Reduces age spots & broken capillaries

If you have age spots or broken capillaries, light therapy can help restore and repair skin from the inside out. Invest in a series of treatments to see dramatic changes.

❖ Slows aging

Micro needling or certain chemical and enzyme peels penetrate the skin to trigger natural processes within the body, including the formation of new collagen and elastin helping skin to restore its natural youthful appearance.

3. Types of Anti-Aging Facials

3.1 Micro dermabrasion: Great for all skin types, this popular treatment involves a blast of micro-crystals blown across the skin and then vacuumed out, in order to remove dead cells on the surface of the skin. No downtime is required and it is designed to reverse the signs of aging and clear up skin conditions such as acne.

3.2 Milk Peel: Milk Peel includes a natural extract from sour milk (lactic acid), papaya (enzyme from papaya), salicylic acid (from natural plants), and a special penetration controller. Milk Peel provides a safe skin exfoliation process without the side effects phenol and TCA peels can cause.

Milk Peeling Formula performs the following functions:

- Generating maximum but gentle skin exfoliation.
- Stimulating proliferation of fibroblasts to increase dermal collagen and elastic.
- Normalizing skin cells and tissues.



As a result, the milk peel is a powerful skin resurfacing process with substantial dermal effects. It has several skin benefits such as:

- Removing wrinkles and visible fine lines on the skin.
- Lessen pimple or acne marks.
- Decrease scars.
- Smoothing depressed pits on the skin.
- Decreasing stretch marks and birth marks.
- Polishing the skin gently for facial renewal

3.3 Light therapy treatments: This slightly invasive skin emits high-intensity pulses of light to penetrate the skin's surface to help diminish fine lines, reduce pores, eliminate redness, fix broken capillaries, and more. Recovery time is not required, although initial redness may occur.

What does LED light therapy do?

LED light therapy helps treat a variety of skin concerns and conditions, including:

- Eczema.
- Mild to moderate acne.
- Psoriasis.
- Rough, uneven, precancerous spots on the skin.
- Rosacea.
- Sun damage.
- wounds.
- Wrinkles.

LED light therapy uses various wavelengths that correspond to different visible colors. Each color penetrates the skin at different depths.

- **Blue light** affects the uppermost layer of your skin.
- **Yellow light** penetrates deeper.

- **Red light** travels further into your skin.
- **Near-infrared** light penetrates deepest.

Different LED colors do different things. For example, experts believe:

- **Red LED light therapy** may reduce redness and arouse the production of collagen, a protein responsible for younger-looking skin that diminishes with age.
- **Blue LED light therapy** may destroy acne-causing bacteria (*P. acnes*).

During treatment, skin specialists may use a combination of lights to treat your specific issue. At-home devices may also combine colors.

Does LED light therapy actually work?

Research suggests that LED light therapy can help reduce and improve some skin conditions and issues. To see improvement in your skin, though, you need to have customary treatments.

In-salons LED light therapy uses more powerful strengths than at-home devices, which makes it more effective. With LED masks and other portable devices, you likely won't see dramatic anti-aging or acne-reducing results. You will experience subtle improvements in your skin's emergence, though.

What doesn't LED light therapy treat?

LED light therapy doesn't help with:

- Acne cysts.
- Blackheads.
- Whiteheads.

Also, some research has found that blue light therapy may contribute to aging by causing free radical damage to the skin.

3.4 Exfoliating facial: Exfoliating facials boost circulation, diminish fine lines and wrinkles, and even out skin tone by eliminating outer layers of skin and prompting up cell turnover. Exfoliation is any technique that removes dead skin cells. The method can be either mechanical or chemical. It can be as simple as using a wash cloth to cleanse your face (mechanical), or using face scrubs, micro dermabrasion, face peels and anti-aging products that include ingredients like acids or enzymes (chemical)

3.5 Collagen facial: This treatment attempts to stop the aging process by working deep within the dermis layers, where collagen proteins can be found.

Main ingredients of facial

This advanced & professionally designed Collagen Facial treatment includes ingredients like vitamin C and, Hyaluronic Acid which is easily absorbed into the skin & offers effective results also in the long term by boosting the natural repairing mechanism of the skin. Other ingredients include Vitamin E and A, Aloe Vera, Shea Butter, Collagen, Avocado Oil, Sea Salt, Jojoba Oil, Green Tea Extract. Please advise your medical esthetician if you have any allergies to the above.

Collagen Facial Steps

There are several vital procedures that our aestheticians abide by, which make our facials a beautiful and visibly effective experience that continuously improves through successive treatments. Each treatment includes the following steps.

1. Skin Analysis

Our aesthetician will start by determining your primary skin type (dry, oily, combination, sensitive or normal) and skin conditions (acne, blackheads, whiteheads, aging, sun damage, dehydration, ...). The aesthetician then chooses the appropriate products and suggests the right treatments. The aesthetician will then perform a double cleanse with an oily textured pre-cleanse, followed by the relevant designated cleanser

2. Steam

Most facials use a machine that directs a thin vapor of warm steam to your face. This is relaxing and helps soften up any blackheads and whiteheads to be extracted. If you have very sensitive skin, the esthetician may not use steam.

3. Exfoliation

Exfoliates have a gritty texture that rubs away the surface dead skin cells. Proper skin exfoliation naturally improves the collagen synthesis rate of the skin as well as enhances the absorbance of the products to be applied next. We use products with natural AHAs to ensure an appropriate exfoliation.

4. Extractions

This step is the removal of blackheads or whiteheads if you want it and need it. People have different pain tolerance for extractions. They can be uncomfortable, especially on thin or ruddy skin.

5. Facial Massage



The aesthetician is using a collagen base massage cream to relax you and stimulate your skin and facial muscles. The collagen cream fusion massage is the most important part of the facial as it helps in boosting the skin collagen reserve. The use of skin tightening massage techniques help in delivering the collagen increasing molecules into the deeper layers of the skin.



6. Facial mask

A mask that is suitable for your skin type (dry, oily, combination, sensitive, mature) and condition will apply for approximately 15 minutes.

7. Final application

The last step is applying collagen nourishing cream and sunscreen on the skin, which helps in keeping the effects of the facial intact & unaffected by pollution & sunrays.

The benefits of Collagen facial

- Increase of circulation to all over the face.
- Intense & long-lasting hydration for skin.
- Rejuvenation of skin texture & complexion.
- Slow the effects of premature aging.
- Softer, brighter & more radiant skin instantly.

- Clearing of stain and minor acne.
- Smoothing of fine lines with regular treatment.
- Relaxing the muscles and nerves through massage.

3.6 Glycolic acid facial: These skincare treatments utilize glycolic acid, one of a family of acids called alpha hydroxy acids (AHAs) that are common in anti-aging preparations. Chemical peels are a type of cosmetic treatment used to exfoliate skin. Professionally done chemical peels come in three strengths: mild, medium, and deep. Glycolic acid is an alpha-hydroxy acid, derived from sugar cane, sugar beets, and other substances. It's used as a medium-strength chemical peel. Glycolic acid has anti-inflammatory and antioxidant properties. This treatment is done professionally by doctors and licensed cosmetologists or aestheticians. Mild glycolic peel versions can also be purchased for use at home.

How does a glycolic acid peel work?

Glycolic acid peels slough off the surface and middle layers of skin, removing dead skin cells and debris. Since glycolic acid is made up of small molecules, it readily penetrates skin, removing the lipids that hold dead skin cells together. The percentage of glycolic acid contained in the peel determines how deeply it can penetrate the skin's layers.

Glycolic acid also loosens and lifts excess oil from hair follicle roots, which is why it's frequently used to treat acne. It is beneficial for lessen dark spots.

Benefits of using a glycolic acid peel on your skin:

- Acne and acne scars
- Anti aging
- Dark spots (hyper pigmentation)

Skin care following a glycolic acid peel

Ask your provider for aftercare guidelines. For 1 to 2 weeks, you should:

- keep skin lubricated and moisturized.
- avoid products that dry the skin.
- avoid exfoliations on your skin.
- use sun screen with an SPF of at least 30.
- not pick at blisters or scabs that form on your skin.
- wash your skin with cool water rather than warm or hot water.
- avoid cosmetics.

4. Medicated Facials/Anti-Acne Facial

Medicated Facials and facial masks are the most popular products or treatment, which is especially going to treats for those people who have sensitive skin. Medicated Facials help in peeling off the layers of your dead cells in the skin without driving any response from the skin.

Medicated facials treatment is not the regular beauty salon facials. Medicated facials mainly use an admixture of medicated products or medicated items which is mostly suitable for your skin type which penetrates the deeper layers of your skin, in order to make your skin soft and supple and

younger looking of skin. For a long-continuing result, multiple sessions of treatment may be required.

5. Different types of Medicated Facials

Whitening or brightening Facial

This type of facial is used for a fairer look. However, a combination of peels works excellent with instant results. They work together to suppress and block the melanin production as well as lightening the existing pigmentation.

Oxy facial

The oxy facial treatment applies pure, pressurized oxygen onto the skin followed by cleansing with normal saline to exfoliate the skin and helps to reduce fine lines and wrinkles. It even reaches deeper layers of the skin to increase the production of collagen, makes the skin healthier, and restores youthfulness.

Toning Facial

This facial is used to improve your skin tone and reduce early signs of aging. This treatment effectively reduces the appearance of wrinkles and loose skin (sagging skin). Serum and Wrinkle Control cream helps to create the ultimate experience and, your skin becomes tighter and younger.

Hydra Facial

It is to restore your dry, dull, or dehydrated skin. It is a combination of mild exfoliation, suction, and infusions, leaving the skin a clean and fresh look. It is well suited for slightly oily and dull skin.

Anti-Acne Facial

It is for acne-prone skin. We use a series of advanced anti-acne serums and cleansers, the treatment minimizes acne inflammation and reduces the amount of white or blackheads, soon after the treatment, your acne will begin to get better.

Laser Facial

Also called Photo Facials, Laser toning, or Laser bleaching: for tanned and uneven skin tone.

Under-Eye Facial

It is the ideal treatment for treating dark circles, wrinkles, and reducing puffiness around the eyes, our anti-aging eye treatment uses intense activators to reduce these unwanted signs. It's combined with special therapy for youthful eyes. For efficient and maximal results, multiple sessions are usually recommended.

6. DO & DON'T for Medicated Facials Treatment

DO	DON'T
Use broad spectrum sunscreen with SPF 50+	Do not overexposure yourself to sunlight.
Use sunglasses, hats and caps.	Do not forget to go outdoors without sunscreen or sunglasses.
Stay hydrated, drink lots of water to keep skin hydrated from inside.	Do not apply heavy makeup for 2 to 3 days after treatment.
Use moisturizer.	Don't pick at any of your skin that may be peeling.

Cleanse Gently and use very mild soaps and face washes for 5 days after treatment.	Don't visit steam or sauna or any gym, exercise or swimming after the treatments as sweating can irritate the skin.
Discontinue the use of any products containing retinol or glycolic acid.	Do not wax, shave or indulge in Parlor activity.

7. Aftercare and maintenance

Maintaining results at home will involve incorporating certain products into daily skin care routine. A gentle cleanse using products that contain little to no alcohol can help keep acne at bay. Exfoliation can be carried out once a week.

More complex procedures, such as microdermabrasion, may require you to apply sun protection afterwards. Again, the specialist will advise you of this. If you experience another breakout, resist the temptation to squeeze. Instead, book another appointment and let the experts do their thing.

It's usually sensible to have a treatment every two weeks or every month, depending on the severity of your acne.

EXERCISE

Q.1: Give short answers to the following questions.

- i. Define anti-aging facial.
- ii. What are the limitations for LED light therapy?
- iii. Enlist the ingredient of collagen facial.
- iv. How does a glycolic peel work?
- v. Enlist different types of medicated facial.
- vi. What is the purpose of microdermabrasion?

Q. 2: Answer the following questions in detail.

- i. Explain Do's and DON'T for medicated facial.
- ii. Write a note on anti-aging facial.
- iii. Explain medicated facial.

Practical Activities

- ❖ Select products for anti-aging facial based on skin type.
- ❖ Perform anti-aging facial.
- ❖ Perform medicated/anti-acne facial.

CHAPTER 03

HENNA

The students will be able to:

- learn about the history of henna.
- understand the culture and trends of henna.
- create pattern according to the requirements.
- practice on glass board.
- recognize the difference b/w shading and filling.
- practice on different flowers\leaves pattern.
- learn different types of henna (chemical, organic, etc.).
- understand different henna application techniques.
- get client consultation.
- prepare client for henna application.
- apply of henna on hands and feet.
- suggest aftercare advices.

i. History of Henna

Henna is a traditional ‘*paint*’ so to say, which is most commonly used for decorative designs on the hands and feet for different occasions. The word “henna” immediately brings to mind: happy, blushing brides with swirls of neatly applied henna all the way up to her elbows, laughing and enjoying some of the most significant days of their life!

The art of Henna called *Mehndi* in Hindi and Urdu has been practiced in Pakistan, India, Africa, and the Middle East for over 5000 years. It was originally used for its natural cooling properties for the people living in hot desert climates. It is a part, in which the palms of hands and soles of feet are soaked. It is also used for medicinal purposes and applied to the skin to treat such ailments as stomach aches, burns, headaches, and open wounds.

When it was discovered, the paste left a temporary stain on the skin—the plant contains Lawson, a reddish-orange dye that binds to the keratin present in skin. The origins of henna being used as a form of art can be traced to Egypt, approximately 9,000 years ago – Cleopatra herself is rumored to have used henna...imagine that! with people of different cultures mingling with others, it is difficult to pinpoint where exactly henna was discovered from and began its journey of fame. What’s for sure is that it’s here to stay!

AS A TARADITION

Mehndi is a ceremonial art form common in India, Pakistan, Bangladesh, and occasionally Afghanistan. It is typically applied during weddings - for Sikh, Muslim and Hindu brides. In [Rajasthan](#), the grooms are given designs that are often as elaborate as those for brides.

Pakistan

In Pakistan, henna is often used in weddings, Eid ul fitr, Eid ul Adha, Milad and other events. The henna ceremony is known as the Rasm-e-Henna, which is often one of the most important pre-wedding ceremonies celebrated by both the bride and groom's families. The night of mehndi, as the gathering at which the application of the henna is performed, usually falls on the second day of the festivities and one day before the wedding itself. The process commonly involves only the bride and groom but also can include close friends or other family members. The hands of the wedding couple are elegantly painted on this night to act as a sign of their union.



PROCESS

Mehndi paste is usually applied to the skin using a plastic cone, a paintbrush or a stick. After about 15–20 minutes, the mud will dry and begin to crack, and during this time, a mixture of lemon juice and white sugar can be applied over the henna design to remoisten the henna mud so that the henna will stain darker. The painted area is then wrapped with tissue, plastic, or medical tape to lock in body heat, creating a more intense color on the skin.



2. USES OF HENNA

Hair color: along with painting patterns on the hands and feet of brides and bridesmaids, henna is also used as a natural hair dye. It is also recognized to improve hair health by sealing the cuticle, preventing breakage and enhancing the shine and appearance of hair.

Cooling agent: Henna is mainly useful in relieving the effects of extreme heat such as during sunstroke. This can be done by soaking hands and feet into a paste of henna to maintain body temperature.

Headache Reliever: Henna has anti-inflammatory properties that reduces tension and enhances healthy blood flow in capillaries. It is for this reason that it is often used when seeking a quick remedy for intense headaches and migraines.

Blood Pressure Regulation: This wonder plant also aids in lowering blood pressure. It is also used to prevent the build-up of platelets and plaque in the arteries of the heart, thus preventing heart attacks and strokes.

Detoxification: Henna helps eliminate toxins we ingest everyday through the air or through daily food consumption. By optimizing the functions of the liver, many other fatal conditions

can also be avoided. For this purpose, the bark or leaves of the henna plant should be soaked in the water and then the consequent liquid can be consumed.

Insomnia: restlessness or sleep disorder which may not sound very serious, but is very frustrating for anyone who is actually going through it. Henna oil has been known to provide blessed relief from such a disorder. Addition of henna oil to your daily regimen will help in achieving a restful sleep, ensuring you wake up recharged to take on the world!

3. Types of Henna

There are following main types of henna based on color.

i. Natural henna

Natural henna produces a rich red-brown stain which can darken in the days after it is first applied and last for several weeks. It is sometimes referred to as "red henna" to differentiate it from products sold as "black henna" or "neutral henna," which may not actually contain henna, but are instead made from other plants or dyes.

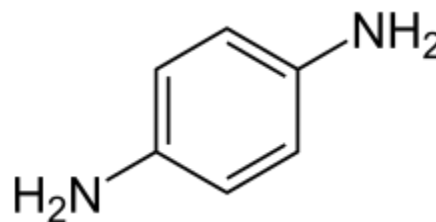
ii. Neutral henna

Neutral henna does not change the color of hair. This is not henna powder. It is usually the powder of the plant [Senna Italica](#) (often referred to by the synonym *Cassia obviata*) or closely related *Cassia* and *Senna* species.

iii. Black henna

Black henna powder may be derived from [Indigo](#) (from the plant [Indigofera Tinctoria](#)). It may also contain unlisted dyes and chemical such as [para-phenylenediamine](#) (PPD), which can stain skin black quickly, but can cause severe allergic reactions and permanent scarring if left on for more than 2–3 days. The FDA specifically forbids PPD to be used for this purpose, and may prosecute those who produce black henna. Artists who injure clients with black henna in the U.S. may be sued for damages.

The name arose from imports of plant-based hair dyes into the West in the late 19th century. Partly fermented, dried [indigo](#) was called black henna because it could be used in combination with henna to dye hair black. This gave rise to the belief that there was such a thing as black henna which could dye skin black. Indigo will not dye skin black. Pictures of indigenous people with black body art (either alkalinized henna or from some other source) also fed the belief that there was such a thing as black henna.



Para-phenylenediamine

[Para-phenylene diamine](#) (shown here) is chemically very different from the [lawsone](#) found in henna.

In the 1990s, henna artists in Africa, India, Bali, the Arabian Peninsula and the West began to experiment with PPD-based black hair dye, applying it as a thick paste as they would apply henna, in an effort to find something that would quickly make jet-black temporary body art. PPD can

cause severe allergic reactions, with blistering, intense itching, permanent scarring, and permanent chemical sensitivities. Estimates of allergic reactions range between 3% and 15%. Henna does not cause these injuries. Black henna made with PPD can cause lifelong sensitization to coal tar derivatives while black henna made with gasoline, kerosene, lighter fluid, paint thinner, and benzene has been linked to adult acute leukemia.

4. Henna/Mehndi Designs

I. Indian Mehndi

Indian designs tend to be more organic, flowy and curvy. There are a lot of paisleys, flowers and peacocks. There's a subset of Indian henna designs called the Arabic. Indian style mehndi designs are already popular and stunning in design and style. For every age group, Indian mehndi designs has something to offer in its unique and intricate style. From front to back, there are some amazing patterns in Indian mehndi design including some prominent ones i.e., florals, chequered dots, trails and other traditional patterns.

II. Arabic Mehndi

Arabic mehndi designs are popular for their unique and aesthetic styling along with the perfect blend of bold lines and empty spaces. Arabic mehndi designs and styling are bit different from the regular Mehndi patterns as it is originated from the gulf countries. It has unique elegance and royalty, which is counted among the best mehndi designs. These usually tend to be asymmetrical with a lot of open space and a mixture of thick and thin lines. This pattern is drawn on the palm. Generally, it starts from one corner of the wrist and ends at fingertip on the opposite corner. Vine, lace, flowers are the main elements of this pattern.

III. Mandala Mehndi Designs

[Mandala](#) is a geometric configuration of symbols used in various spiritual traditions including Hinduism, Buddhism, Jainism and Shintoism. Various configurations of Mandala are drawn on the center of palm in this mehndi pattern.

IV. Khafif Mehndi Design

Khafif mehndi design has been trending in recent years. The word 'Khafif' originated in the Arab world and means complicated. This type of design requires extreme focus on the detailing and decoration of each motif. The results appear very dainty and delicate.

Khafif designs mostly feature swirls, strip borders, floral elements, checks, blocks and shading. It also uses patterns that are outline and fashionable.

V. Bridal Mehndi Design

Bridal mehndi is a must during Pakistan and India weddings. It is a huge part of the ceremony and it is enjoyed by everyone present. A bride takes a lot of time to decide which kind of design she wants for her big day. Some prefer simple whereas others prefer complicated designs. But in the end, they all look beautiful. Although mehndi is a part of the bridal ceremony, it also has many scientific facts as to why brides apply it.



Mehndi has natural cooling properties. Once it is applied to the palms or the feet, the cooling sensation is felt throughout the body. Mehndi also relieves the person of headaches, pains and stress.

VI. Jewellery Mehndi Design

As the name suggests, this type of mehndi is made to look like Jewellery on your hands. It is simple and minimalistic but it also looks elegant. This type of mehndi is trending nowadays among new brides-to-be. If you don't like too much artwork then this is the design to go for. One other reason why this type of mehndi is trending is that these designs look so good on your hands that you don't need any real Jewellery to go with this.



VII. Punjabi Mehndi Design

Punjabi mehndi designs are quite unique. They represent the culture very well. Most of the designs in Punjabi mehndi include circles, loops, spirals and so on. These designs give a good look to the design. Most of the designs also include many colors and glitters. These mehndi designs glorify the heritage of Punjab.



VIII. Pakistani Mehndi

Pakistani mehndi designs usually include florals, mosques, leaves, mandala designs, domes and so much more. It represents the values, traditions and culture of Pakistan. These designs are usually intricate to apply and cannot be done by just anyone. The outlines are bolder compared to other mehndi designs. Although these designs are intricate, they also are stunning and beautiful when applied to the hands and palms.

IX. African Mehndi Design

African mehndi design is one of the predominant mehndi designs, which includes all the tribal patterns. With empty gaps or spaces along with the bold borders and lines.

African mehndi design is quite similar to Arabic mehndi design though there are some differences. In African mehndi designs, there are many spaces and gaps. Unlike Indian mehndi designs which do not have any gaps. It consists of tribal patterns which relate to the culture well. It also has bold borders and lines. African people love applying mehndi because the weather is very hot and the cooling sensation helps them.



X. Moroccan Mehndi Design

Moroccan mehndi design is very famous in middle east gulf countries. This type of design is similar to Arabic mehndi designs

however, they are simpler than that. Moroccan Mehndi Designs are a more contemporary take on the traditional mehndi art which looks very unique and trendy. These designs are also believed to ward off any evil. There is a particular diamond-shaped Mehndi design that is supposed to deter the bride and groom from any evil eye.

5. Practice of Mehndi

a. Choose an area with thicker skin to display henna more deeply.

Mehndi is traditionally done on hands and wrists. These areas are very noticeable and also stain more deeply. Feet and ankles are also good areas to practice on. You can try painting other areas of your body, such as your neck. These areas are a little thin and often difficult for beginners, but many people make beautiful art on them.

b. Hold the applicator between your thumb and forefinger.

Holding an applicator is similar to holding a pencil or cake decorating tube. Place your thumb against the side of the applicator, then set your forefinger close to the bottom of the nozzle. Use your remaining fingers for support. Apply a light amount of pressure to the applicator at all times to let out a steady stream of paste.

c. Choose a design that fits on the area you chose.

Simpler designs are better for covering large areas of space, such as on the back of your hand. More detailed designs, like complicated flowers and birds, take a lot more time and effort to finish if you expand them to fit larger areas. You may wish to save them for fingers and other areas. Also, factor in marks and wrinkles on the skin to incorporate into your design.

- For example, you could make a lattice or vines on the back of your hand, then draw flowers over your fingers. Flowers or patterns are a great way to cover up your knuckles.
- Consider the amount of skin you wish to cover. Spread your design out to make it look like a single, continuous image.



d. Work from the inside of your design to the outside.

One of the biggest problems in mehndi is smearing the paste as you work. The easiest way to avoid this is



by starting in the middle of your design. Lay down lines for the bigger shapes in your design, if possible. Add smaller details as you work outward towards the edges.

- For example, if you're making a flower, start with a small circle in the center. Make a larger circle for the flower's outer edge, then add petals and other details outside it.

e. Clean up mistakes immediately with cotton swabs.

Henna paste dries quickly, so have some cotton swabs nearby as you work. Carefully dab away the excess paste. Remove as much of the excess as possible to keep your design lines smooth and consistent.

- If you clear away mistakes right away, they won't show up in the final tattoo. Treat mistakes as soon as possible to avoid them from staining.

f. Sketch designs on paper to practice them before pasting them.

Lay out your design with paper and a pencil. Traditional mehndi involves complex designs with plenty of difficult details. It can be confusing when you're starting out. Even if you're creating a smaller tattoo, make a template to help you plan out your work.

Use your designs for practice. Try applying paste over the paper to improve your skills.



g. Use stencils for an easier time creating beginner designs.

When you're ready to practice on skin, use a tattoo stencil pencil to outline your design. Then, apply



paste directly over the stencil lines. Stencils are guidelines showing you where to lay crisp, thick paste lines. If you're a beginner, a stencil outline gives you an opportunity to focus on controlling the applicator correctly.

- Another option is to buy a henna stencil. Put the stencil over your skin, then spread paste over it. It is a quick way to create a tattoo, but it uses a lot of extra paste.

h. Start with flowers, vines, and other simple designs while you learn

Always start with the basic shapes without a ton of details. Vines and flowers are some of the easiest shapes to draw freehand, but draw other shapes to expand your art. Leave out all the inner lines and tiny details you see mehndi pros doing.

- For example, create a vine by making a simple line. Add leaves to it if you wish. Alternatively, draw a bunch of half-moons to create a bunch of flowers.

i. Watch videos to learn more designs and techniques.

Thanks to the Internet, you no longer have to go to anywhere to learn mehndi. Many practitioners post their art online, including on popular video sites. Use videos to find new designs and get an idea of how artists apply henna paste to create beautiful art.

- Look for mehndi design books. These books are uncommon, but they often show you how to get started with basic, traditional designs.
- You may also be able to find some mehndi classes online. Although classes aren't necessary, taking one can help you get started as a practitioner.

Practical Activities

Divide the class in different groups and assign different basic mehndi drawing styles:

- Peacock Pattern
- Floral Paisley and Leaflet Pattern
- Zentangle Pattern

6. Henna After Cares

Here are some key instructions on how to care for your henna piece after it is applied

1. Allow paste to dry to the touch for 20 minutes
2. Once paste is dry, seal it with lemon and sugar solution (mix equal parts lemon juice and sugar and spray it on)
3. Allow the paste to remain on the skin for 6 to 8 hours
4. Peel off dry henna paste gently (DO NOT WASH)
5. Avoid water for 24 hours
6. Apply Vaseline or Aquaphor to design before bathing and cover in plastic (glove or a plastic bag)

Hacks For Darkest Henna

- Keep your Henna for a Minimum of 6 Hours
- Protect your Henna
- *Enhance your stain with lemon.*
- Apply mustard oil
 - Tea or coffee mix

EXERCISE

Q1: Select the most appropriate option.

- i. The word 'Khafif' means
a. Easy b. Complicated c. Variations d. Touchable
- ii. Mandala is a configuration of symbols
a. Analytic b. Geometric c. African d. Square
- iii. PPD Stands for
a. Purified protein derivative b. Pharmaceutical Product Development
c. Para-phenylene diamine d. All the above
- iv. The art of Henna called in Hindi and Urdu
a. Medical treatment b. Mehndi c. Pathological treatment d. None of these
- v. Black henna pastes have PPD percentages from
a. 10% to 50% b. 10% to 40% c. 20% to 80% d. 10% to 80%
- vi. The HENNA is collected by:
a. Leaves b. Trunk c. Roots d. All above
- vii. Types of HENNA are
a. 3 b. 6 c. 4 d. 7

Q2: Give Short answers to the following questions.

- i. Define HENNA.
- ii. Enlist different mehndi design.
- iii. What is difference between African mehndi and Arabic mehndi?
- iv. Do mehndi designs have meanings?
- v. HENNA also works as a cooling agent, how?

Q3: Answer the following questions in detail.

- i. Explain uses of Henna.
- ii. Write a note on Arabic, Pakistani and African mehndi design.
- iii. Explain how to practice mehndi.

Chapter 04

Nutrition and Fitness

The Students will be able to:

- ❖ understand the importance of nutrition in daily intake.
- ❖ interpret daily amount of nutrients according to requirements.
- ❖ advise the client about intake of fruits and food (carbohydrates, protein, dairy etc. understand the importance of exercise.
- ❖ prepare client and environment for exercise.
- ❖ perform basic exercise steps.
- ❖ maintain length of exercise.
- ❖ understand importance of yoga.
- ❖ prepare client and environment for yoga.
- ❖ start basic yoga steps.
- ❖ maintain length of yoga according to requirements.
- ❖ observe client health condition understand the importance of aerobics.
- ❖ prepare client and environment for exercise.
- ❖ perform aerobic exercise steps.
- ❖ maintain length of exercise.
- ❖ provide after care advise.

Introduction

Nutrition plays a very important role in our lives, each food and liquid contains its own nutrition value which is very necessary in our life. It could help to extend or decrease our life span as well as define our degree or livelihood. It helps in our mental and physical development as well. So one should be aware about the food and liquid that we take regularly. Proper food in our daily life leads to a lifetime habit toward a healthy extended life. The nutrition value is more important for any individual's health. Every good food and liquid contains some important nutrition like proteins, carbohydrate, fats, some vitamins, minerals and water. These all play different roles to keep our body healthy and build new cells in our body. Poor nutrition and physical inactivity can contribute to the following:

- ◆ Anemia.
- ◆ Type 2 diabetes.
- ◆ Heart disease.
- ◆ Stroke.



- ◆ Declining mental health.
- ◆ Neurological disorders.
- ◆ Muscle atrophy.
- ◆ Vision problems.
- ◆ Increased risk of falls.
- ◆ Poor immune response.
- ◆ Increased risk of pressure sores.
- ◆ Higher risk of infection.
- ◆ Prolonged hospital stays.
- ◆ Increased dependency and medications.
- ◆ Increased prescription costs.



Important Nutrients

Nutrient	Quantity Per Day
Energy	8,700 kilojoules
Protein	50 grams
Fat	70 grams
Saturated Fatty Acids	24 grams
Carbohydrates	310 grams
Sugars	90 grams
Sodium (salt)	2.3 grams
Dietary Fiber	30 gram

These are the different important nutrients in our food which play an important role in our body:

Protein

Protein helps our body to build muscles and strong immune system. Basically proteins are made up of long chains of amino acids. There are 22 different types of amino acids and our body needs all these amino acids to function properly. Protein is abundant type of nutrient in our body that builds new tissues and repairs all damaged cells in our body. It also helps in formation of hormones and enzymes which play variety of roles in our body such as metabolism and sexual development. There are many types of protein that play different types of important role in our body. For example collagen is a protein and it gives the strength, elasticity and composition of our hair and skin. Some of the good protein sources are lentils, low-fat dairy products, tofu, nuts, seeds, peas, and tempeh. Some common foods such as whole grain bread, potatoes, corn and pasta also have protein. Soya protein is the most essential and strong protein and it is equal to any animal origin protein.



Carbohydrates

Carbohydrates give us energy. This is an ideal source of energy for the body because carbohydrates are converted more readily into glucose. It help our body to supply the energy for the formation of cellular constituent. Carbohydrates are made up of three compounds Carbon, Hydrogen and Oxygen formed by plants. Four types of carbohydrates are important - Sugar, Starches, Fiber and Gums. Efficiency of carbohydrates can cause the production of ketones in the body, it can results into a condition known as ketosis. The good examples of carbohydrates are breads, potatoes, pasta, soda, chips, candies/sweets, cookies/biscuits, puddings, cakes, sugar, bananas etc.



Fats



Fat provides us extra energy. It is a nutrient and a particular amount of fat is necessary for our body. It doesn't always make us fat. It play role to insulate our bodies by giving us protection from sudden changes in temperature and also protect our vital organs. Fats consist of a wide group of compounds are soluble in organic solvents and insoluble in water. Fats provide 9 calories per gram. When dietary fat is digested, fatty acids are produced. It is also important for healthy skin and blood pressure regulation.

There are two types of fats Saturated (solid at room temperature) and Unsaturated (liquid at room temperature). To obtain an adequate amount of linoleic acid, one of the few fatty acids the body cannot produce on itself. Any adult needs one tablespoon of unsaturated fat daily. Saturated fats mainly occur in dairy products like butter, cream, cheese and some chocolates. The source of unsaturated fats are soybean, sunflower and corn oils.

Vitamins

A vitamin is an organic compound, it regulates our body processes and plays an important role to make our body function properly. The term vitamin was derived from 'vitamin', a combination word from Vital and Amine. Today a chemical compound is called a vitamin. Our body needs vitamins as substances to grow and develop normally. There are 13 vitamins necessary for our body. Some of them are A, B, C, D, E, K, vitamin B-6 and vitamin B-12. In our daily life we get all most all these vitamins form foods whatever we take. Our body can also produce vitamins D and K.

Each vitamin plays specific jobs. Any particular low levels of vitamins cause deficiency disease. For example, if we don't get enough vitamin D it can cause rickets. Deficiency of vitamin 'A' can cause Night Blindness.



If we eat a balanced diet we get enough essential vitamin automatically from our daily food or liquid. We don't even need to take any particular vitamin separately. Only in some cases we need to take a daily multivitamin for optimal health

Minerals



Minerals regulate our body processes and also make body tissues. Minerals make our body work properly same as vitamin play the role but it doesn't prevent weight loss. As we get it from our daily foods, so we don't need to take it separately. Minerals boost our immune system. Some important minerals are Chloride, Calcium, Copper, Chromium, Fluoride, Iron and Iodine. These types of minerals can be found from our daily food or liquid supplement like salt, soy sauce, milk, vegetable oils, whole grains, cheese, nuts etc.

Water

In human body there are 70% of total mass is covered by water. Water gives cells shape and acts as a medium where body processes can occur. It is very necessary nutrient than available all nutrients. It is also the most abundant type of liquid found in human body. Water help maintain the body temperature and aids to carry away the body's waste products.



Exercise (Physical Activity)

Exercise is a physical activity that is planned structured and repetitive it aims to maintain or improve components of physical fitness. It is usually assumed as an activity that requires a moderate to vigorous intensity effort. Some example are jogging, running, swimming, biking, aerobic activities and strength training.

Benefit of Exercise

Improve Mood

Exercise is to improve your mood and decrease feelings of depression, anxiety, and stress .It produces changes in the parts of the brain that regulate stress and anxiety. It can also increase brain sensitivity for the hormones serotonin and nor epinephrine, which relieve feelings of depression. Additionally, exercise can increase the production of endorphins, which are known to help produce positive feelings and reduce the perception of pain.

Weight Loss

Inactivity is a major factor in weight gain and obesity. To understand the effect of exercise on weight reduction, it is important to understand the relationship between exercise and energy expenditure.

Your body spends energy in three ways:

- ◆ Digesting food
- ◆ Exercising
- ◆ Maintaining body functions like your heartbeat and breathing

While dieting, reduced calorie intake will lower your metabolic rate, which can delay weight loss. On the contrary, regular exercise has been shown to increase your metabolic rate, which can burn more calories to help you lose weight.

Strong Muscles and Bones



Exercise plays a vital role in building and maintaining strong muscles and bones. It helps to release hormones that boost one's muscle's ability to absorb amino acids. This helps them to grow and reduce their weight (As people get older, they often lose muscle mass and function, which can lead to an increased risk of injury. Regular physical activity is important in reducing muscle loss and maintaining strength as you grow older

Reduce Risk of Chronic Disease

Lack of regular physical activity is a primary cause of chronic disease. Regular exercise has been shown to improve insulin sensitivity, heart health, and body composition. It can also decrease blood pressure and cholesterol levels.



Skin Health

Skin can be affected by the amount of oxidative stress produced in your body. Oxidative stress occurs when the



body's antioxidant defenses are unable to completely repair the damage to cells caused by compounds known as free radicals. This can damage the formation of cells and have a detrimental effect on your skin.

While strenuous and exhausting exercise may contribute to oxidative damage, regular moderate exercise can actually increase your body's production of natural antioxidants, which help protect cells. In the same way, exercise can stimulate blood flow and cause skin cells to slow down appearance of skin aging.

Brain Health and Memory

Exercise can improve brain function and protect memory and thinking skills. Increases your heart rate, which improves blood flow and oxygen to your brain. It may also promote the production of hormones that promote brain cell growth. Regular physical activity is especially important in older adults since aging - combined with oxidative stress and inflammation - promotes changes in brain structure and function. Exercise is known to reduce brain changes that can contribute to conditions such as Alzheimer's disease and dementia. It can help with comfort and quality of sleep.

Relaxation and Sleep Quality

Regular physical activity can help you relax and sleep better. In terms of sleep quality, the energy loss that occurs during exercise stimulates recovery processes during sleep.

In addition, the increase in body temperature that occurs during exercise is thought to improve sleep quality by helping to lower it during sleep. Exercise helps to improve the quality of sleep you report and the reduced sleep delay (which is the amount of time it takes to fall asleep) and helps people with insomnia sleep longer and deeper than the control group. It also helps them feel stronger during the day.



Reduce Pain

Exercise can help reduce pain. In fact, for many years, the recommendation for treating chronic pain was rest and inactivity. However, recent studies show that exercise helps relieve chronic pain. Several studies also show that exercise can help control pain associated with various health conditions, including chronic low back pain, fibromyalgia, and chronic soft tissue shoulder disorder. Additionally, physical activity can also raise pain tolerance and decrease pain perception.

How to maintain length of exercise

The American Heart Association (AHA) has physical activity recommendations for basic health maintenance for adults and children.

- ◆ **Adults:** Aged of 18 and older should get at least 150 minutes of heart-pumping moderate-intensity aerobic activity or 75 minutes of cardiac activity (or some combination of both) each week. The AHA also recommends incorporating strength and resistance training at least two days per week.
- ◆ **Children:** For kids aged 3–5, the AHA states that this group should be very active throughout the day. Children aged 6-17 are advised to get at least 60 minutes of moderate-to vigorous-intensity cardiovascular exercise per day, with vigorous intensity at least three days per week. Strength-training activities for this age group should be at least three days a week, gradually increasing with frequency and intensity over time.

Yoga

The word 'yoga' means "join or Yoke together". It brings the body and mind together to become a harmonious experience. Man is a physical, mental and spiritual being; yoga helps promote a balanced development of all the three. Yoga is a method of learning that aims at balancing "Mind, Body and Spirit". Yoga is a practice with historical origins in ancient Indian philosophy. Yoga is distinctly different from other kinds of exercise as it generates motion without causing strain and imbalances in the body. Other forms of physical exercises, like aerobics, assure only physical wellbeing. They have



little to do with the development of the spiritual or astral body. They have little to do with the development of the spiritual or astral body.

Benefits for Physical Education

Yoga is commonly taken as a system of physical education with a spiritual component, although the truth is the reverse: Yoga is a spiritual system with a physical component.

- ◆ Attainment of perfect equilibrium and harmony
- ◆ Promotes self- healing.
- ◆ Removes negative blocks from the mind and toxins from the body
- ◆ Enhances personal power
- ◆ Helps in attention, focus and concentration, especially important for children
- ◆ Reduces stress and tension by activating the parasympathetic nervous system

Elements of Yoga

The eight steps or elements of classical yoga are:

Yama --- Refraining from violence, lying, stealing and hoarding

Niyama --- Purity, contentment, tolerance and remembrance

Asana ---- Physical exercise.

Pranayam---- Breathing techniques

Pratyahara --- Preparation for meditation

Dharana --- Concentration being able to hold the mind on one object for a specific time

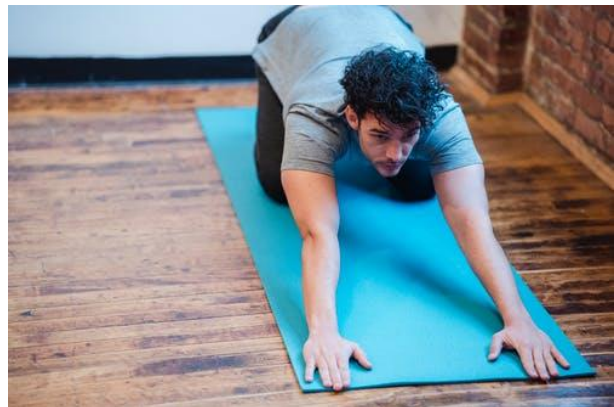
Dhyana ---- Meditation, the ability to focus on one thing (or nothing) in definitely

Samadhi ---Absorption or realization of the essential nature of the self.

Benefits of Yoga

The art of practicing yoga helps in controlling an individual's mind, body and soul. It brings together physical and mental disciplines to achieve a peaceful body and mind. Following are some of the important benefits of Yoga.

1. **Physical Purity:** It means cleanliness of internal body and in yoga we are able to purify our internal organs with different yogic.
2. **Postural Deformities:** Good Posture is important for leading a good physical appearance and it can be maintained by yoga. If we do Yoga daily, we can prevent our body from various postural deformities.
3. **Prevention from Diseases:** Through due regularity of yoga we can prevent ourselves from various disease.
4. **Enhancing Flexibility:** If we do yoga daily so we can enhance our flexibility which is very imp for leading a healthy life. It prevents us from injuries and sports and body movement become quick.
5. **Mental Relaxation:** Yoga is helpful for reducing mental stress. Everybody wants to be free from anger, anxiety and emotional disturbances which is possible by the regular practice of yoga.



6. **Reduce Obesity:** Through the yogic exercises we can reduce obesity and make our body fit.
7. **Will power & Confidence:** Through meditation mind can be trained to concentrate in one direction. All the distractions are eliminated and persons get mental power.

Aerobics

Aerobic exercise is any physical activity that makes you sweat, causes you to breathe harder, and gets your heart beating faster than at rest. It strengthens your heart and lungs and trains your cardiovascular system to manage and deliver oxygen more quickly and efficiently throughout your body. Aerobic exercise uses your large muscle groups, is rhythmic in nature, and can be maintained continuously for at least 10 minutes. Some examples of aerobic exercise include:



Some examples of aerobic exercise include:

- running
- cycling
- walking
- swimming
- aerobics classes

Importance of Aerobics

In addition to strengthening heart and cardiovascular system, participation in regular aerobic exercise has many health benefits. Aerobic exercise:

- ◆ Aerobic activity can lower the incidence of high blood pressure and high cholesterol.
- ◆ It can increase the amount of high-density lipoprotein (HDL) - which is the good cholesterol that your body wants and uses.
- ◆ It can decrease triglyceride levels.
- ◆ It can help you lose, control or maintain your weight.
- ◆ It can help to alleviate muscle pain and soreness.
- ◆ Regular aerobic activity may be effective at lowering your risks of certain types of cancers.
- ◆ Getting regular aerobic exercise increases bone density, which helps to prevent the loss in bone mineralization that leads to osteoporosis.
- ◆ It strengthens your immune system.
- ◆ Aerobic exercise can help prevent and control type 2 diabetes by decreasing your body's insulin requirements and controlling blood glucose.
- ◆ It increases your energy levels.
- ◆ Aerobic activity strengthens muscles, joints, ligaments and tendons.

EXERCISE

Q1: Encircle the Correct Answer.

- i. There are different type of amino acid
a. 22 b. 23 c. 24 d. 25
- ii. helps our body to build muscles and strong immune system
a. Protein b. Carbohydrate c. Fats d. Vitamins
- iii. Carbohydrate are of two type
a. Saturated & Un saturated b. Complex & Simple c. Collagen & amino acid
- iv. Fats provides calories per gram
a. 9 b. 8 c. 7
- v. In human body there are..... of total mass is covered by water
a. 70% b. 60% c. 50%
- vii. The word “ yoga” means
a. Breathing b. To join c. Self-healing
- vii. Night blindness can be cause by the deficiency of
a. Vitamin A b. Vitamin B c. Vitamin D
- viii. Salt, soy sauce, milk, vegetable oils, whole grains, cheese and nuts is good source of
a. Carbohydrate b. Minerals c. Proteins d. Facts

Q2: Give short answer to the following questions.

- i. Define exercise?
- ii. Define vitamins and its different forms?
- iii. Identify the different type of Fats
- iv. Identify some major effects of aerobics on human health

Q3: Answer the following questions in details.

- i. Recognize the importance of exercise in a daily life to have a strong and healthy body and mind.
- ii. Highlight different important nutrients present in our daily food and explain in detail anyone of them.
- iii. Discuss the relationship between regular physical activity and disease prevention.
- iv. Identify different precautionary measure to conduct yoga.

Chapter 05

SOFT SKILLS

The Students will be able to:

- ◆ know the basic soft skills.
- ◆ understand the importance of soft skills in daily life.
- ◆ apply soft skills for academic and professional success.
- ◆ learn the personal and professional aspects of life.
- ◆ understand the importance of self-image.
- ◆ develop self-confidence.
- ◆ know the model of communication.
- ◆ realize importance of active listening and responding.
- ◆ understand effective communication.
- ◆ identify obstacles in communication.
- ◆ know the importance of teamwork in a professional environment.
- ◆ understand the concept of teamwork and leadership.
- ◆ know the concept of better time management.
- ◆ observe time management in daily life.
- ◆ understand professional and personal time management.
- ◆ learn the concepts of attitude and behavior.
- ◆ understand the impact of positive and negative attitude in professional life.

Introduction

Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills. Soft skills include interpersonal (people) skills, communication skills, listening skills, time management, and empathy, among others.

Someone can be excellent with technical, job-specific skills, but if they can't manage their time or work within a team, they may not be successful in the workplace. Soft skills are also important to the success of any employers. After all, nearly every job requires employees to engage with others in some way.



WHY SOFT SKILLS?

Self: An awareness of the characteristics that defines the person one is and wants to become.

Opportunity: An awareness of the possibilities that exist, the demands they make and the rewards and satisfaction they offer.

Aspirations: The ability to make realistic choices and plans based on sound information and self– opportunity alignment.

Results: The ability to review outcomes, plan and take action to implement decisions and aspirations, especially at points of transition

TYPES OF SOFT SKILLS

There are four major categories of soft skills: communication, teamwork, emotional intelligence, and leadership. Let's discuss it.

COMMUNICATION

The way we communicate with others, even at a basic level, is perhaps the most important soft skill to develop. It's also an area where most people can improve. Verbal and written communication are two areas that are most used in day-to-day life and work. The ability to get a point across clearly and effectively could make the difference between the success and failure of a project.



TEAMWORK

Working productively in teams or groups is another core skill. Teamwork is about collaborating and making decisions that benefit not just ourselves but also others in our workplace or personal lives outside of work. It requires us to step out of our selves so we can make decisions for the greater good of everyone involved. It isn't an independent skill—it relies on other soft skills such as communication, empathy and emotional intelligence. Used well, it can result in a powerful team that stays together in success or failure and is a safe space for risk-taking and innovation.



EMOTIONAL INTELLIGENCE

Emotional intelligence is the ability to accurately perceive ourselves within our environment and how our emotions affect those around us. If we can accurately map our motives, we can better manage them, instead of acting on impulses that cause damage at work and at home. Our emotions affect how we relate to other people and how they perceive us. Our emotions also influence how we treat others and how we're treated in return.



Emotional intelligence includes the ability to get along with others, including seniors, achieve goals and make decisions that benefit the work environment.

Empathy is a key component of emotional intelligence. It's the ability to understand how other people think and feel about a situation or a person they encounter. Empathy is critical because understanding how someone else feels makes it easier for us to decide what approach we will take in helping that person. While many soft skills can be taught, empathy is best nurtured and developed with time and experience.



LEADERSHIP

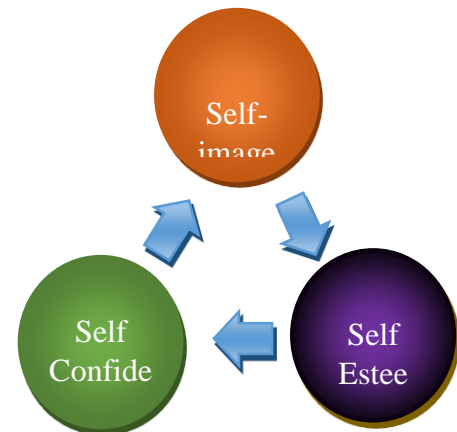
Leadership can be hard because it requires us to think beyond ourselves and our goals. Leaders must be confident in their ability to talk to team members and seniors in an organization, build relationships and help others do outstanding work. Leadership, like empathy, requires that we grow with experience and practice.

SELF IMAGE

Self-image is essentially how you perceive yourself. It's who you believe you are. It's not simply the reflection in the mirror - it's much deeper than that. And it's something that is created over time.

Important Components of Self-Image

- The first is the way you perceive yourself.
- The second is the way you perceive other people's perceptions of you. So it's what you think other people believe about you.
- And the third is the way that you would like to perceive yourself.



TIME MANAGEMENT



Time management means organizing our time efficiently. It refers to the ability to use our time well. If we have good time management skills, we can complete all of our projects in time, and avoid wasting time when we are using it for something worthwhile. It involves, therefore, spending the right amount of time on the right things. It is something we can do over relatively long or relatively short periods.

Good time management is not just about getting all of our work done. If we are good at managing our time, we can make sure that we use our leisure time as well as possible too.

WAYS OF MANAGING TIME WELL:

1. **Be realistic** about what you want to achieve and how much time you have to do it . Time management plans should always be achievable, and we should always be able to carry

them out without having to cause ourselves undue amounts of stress or sleeplessness. Rather, we should feel less stressed, and sleep better, because we are managing our time so well.

2. **Make a plan:** use a diary or calendar to manage your time. Have a clear idea about what you should be doing at any given time – and make sure to add in plenty of time to relax and spend time with your loved ones alongside all of those work projects.
3. **Prioritize:** what activities are your priorities. Spending time with your family, for example or, perhaps studying is your current priority? Knowing what your priorities are will help you to see where you need to apportion most of your time.
4. **Take stock regularly:** pause at regular intervals to check that you are on track, and if you are not, be prepared to make some adjustments to your style of working.
5. **Delegate tasks:** working as part of a team can help you to use time efficiently. If everyone is given a task to do and everyone works on their tasks at the same time, the overall project will be completed more quickly than if you attempt to do all of the tasks single-handedly.
6. **Do not waste time:** think about all the activities that waste your time (such as browsing idly on the internet) and try and cut down on them.
7. **Value of time:** Remind yourself of the value of time. We all only have a fixed amount of time on the earth, and once we have used up some of our time, we cannot get it back. Staying constantly aware of this is a brilliant way to motivate yourself to use your time well.

BENEFITS OF TIME MANAGEMENT

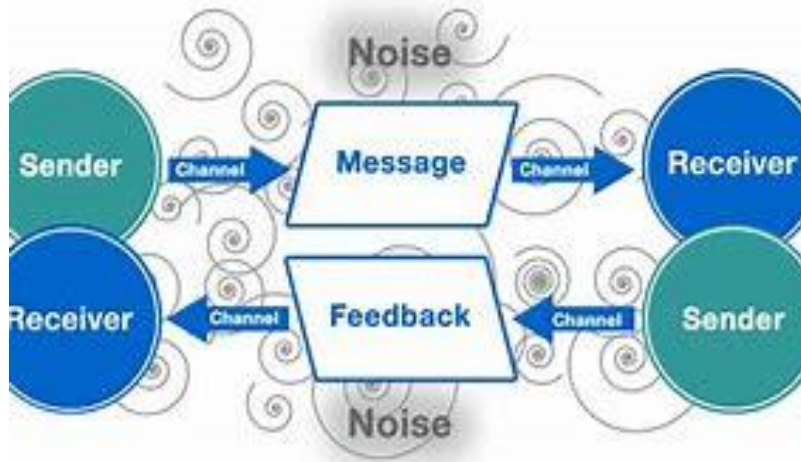
Following are the some of benefits of time management

1. Time management techniques **guide people towards the intended goal** which could be the vision or mission one set for himself or herself.
2. Time management also **oversees the running of things** and will always provide creative control over the expected operations.
3. It helps **keep you in line** with your mission and vision and prevents the wastage of time and resources.
4. Time management **takes care of your scheduling** and will always provide reasonable solutions whenever possible.
5. Time management also provides **a link between the time set for one project and that of the next, preventing overlapping** of activities that could lead to others going undone.
6. Time management is **responsible for ensuring one's appointments are met** to avoiding disappointments if any
7. It also **stands to remind you of the things you had planned to do so that you end up solving pre-planned issues.**
8. Time management is also important as it **keeps track of trends so that they maintain the standards of scheduling** for sustainable existence in the agile market.

COMMUNICATION

Communication is the process of sending and receiving information and can be one-on-one or between groups of people, and can be face-to-face or through communication devices. It is a complex process, and it is difficult to determine where or with whom a communication encounter starts and ends. It can sometimes be helpful to consider different communication models.

MODELS OF COMMUNICATION

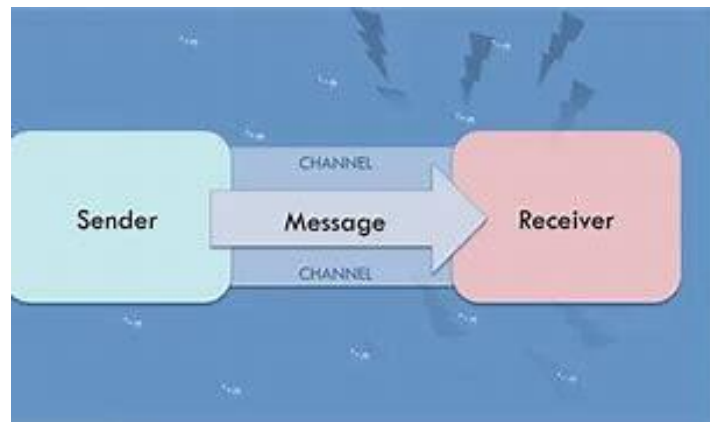


Communication models refer to the conceptual frameworks or theories that explain the way of human communication. It also represents the entire process of communication between the sender and the receiver. The communication model tries to answer the 5Ws and 1H questions; for example, what is communication? Who is involved in this process? When does it happen? Where does it take place? Why does it occur? And finally, how does the

communication happen?

LINEAR MODEL OF COMMUNICATION

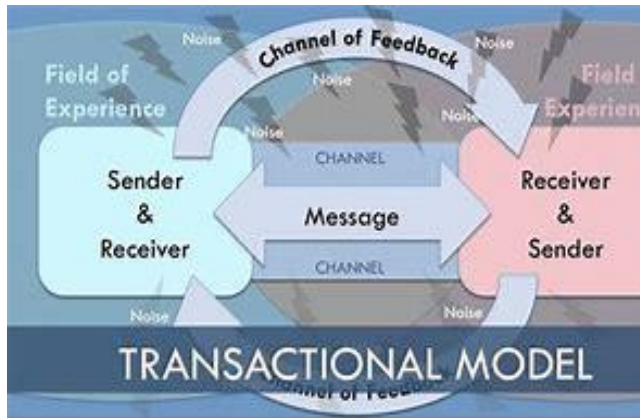
The linear model of communication is a one-way interaction where feedback is not present. Linear is the primary communication model, whereas the transactional model is formed based on the linear model. The sender communicates with the receiver without receiving feedback. It also represents the one-way process of communication.



INTERACTIVE MODELS OF COMMUNICATION

The interactive model of communication refers to the two-way method of communication with feedback. However, feedback is not simultaneous, so it provides slow and indirect feedback. Sometimes, the communication can be linear if receivers do not reply to senders. The interactive model of communication indicates mediated and internet-based communication.

TRANSACTIONAL MODELS OF COMMUNICATION



The transitional model of communication seems like a two-way process of communication with immediate feedback. Simultaneous feedback is the essential component of the transitional models of communication. So, the communication process will not become transactional if there is no feedback. The feedback is direct and very fast. The receiver is compelled to provide instant feedback. The major difference between the interactive and transactional models is indirect and direct feedback.

ACTIVE LISTENING AND RESPONDING

Active listening is a way of listening and responding to another person that improves mutual understanding. It is an important first step to defusing the situation and seeking solutions to problems. Following are some of the important keys to active listening skills.



ATTITUDE

It is a person's mental outlook, which defines the way we think or feel anything. It is a hypothetical construct, i.e. whose direct observation is not possible. It is a predisposition to respond in a settled way to a person, event, opinion, object, etc., which is reflected in our body language. It has a strong impact on our decisions, actions, stimuli, etc. Education, experience, and environment are the major factors that affect a person's attitude.

A person's attitude can be positive, negative or neutral views, which shows one's likes and dislikes for someone or something. So, the type of attitude we carry, speaks a lot about us, as we get into that mood and transmit a message to the people around us. There is no such thing like an ideal attitude, for a particular situation as it is spontaneous and so we always have a choice to opt for the right attitude.

BEHAVIOR

The term 'behavior' can be described as the way of conducting oneself. It is the manner of acting or controlling oneself towards other people. It is the range of actions, responses, and mannerisms set by an individual, system or organization in association with themselves or their environment, in any circumstances. In short, behavior is an individual or group reaction to inputs such as an

action, environment or stimulus which can be internal or external, voluntary or involuntary, conscious or subconscious.

Key Differences between Attitude and Behavior

The difference between attitude and behavior can be drawn clearly on the following grounds:

1. Attitude is defined as a person's mental tendency, which is responsible for the way he thinks or feels for someone or something. Behavior implies the actions, moves, conduct or functions of an individual or group towards other persons or things.
2. A person's attitude is mainly based on the experiences gained by him during his life and his observations. On the other hand, the behavior of a person relies on the situation.
3. Attitude is a person's inner thoughts and feelings. As opposed to, behavior expresses a person's attitude.
4. The way of thinking or feeling is reflected by a person's attitude. On the contrary, a person's conduct is reflected by his behavior.
5. Attitude is defined by the way we perceive things whereas behavior is ruled by social norms.
6. Attitude is a human trait but behavior is an inborn attribute.

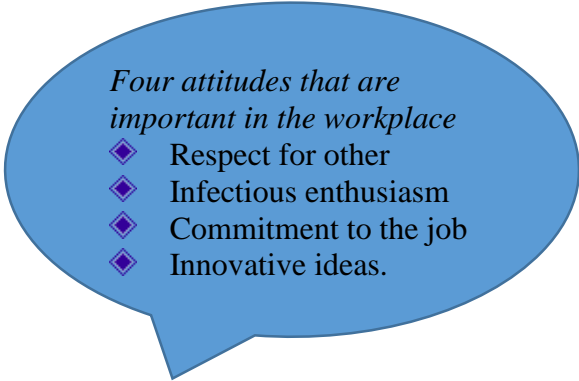
Components of Attitude

- **Cognitive Component:** Thoughts and beliefs about the subject
- **Affective Component:** How the object, person, issue, or event makes you feel
- **Behavioral Component:** How attitude influences your behavior

ATTITUDE FORMATION

The term attitude formation refers to the movement we make, from having no attitude towards an object, to having some positive or negative attitude towards that object. There are various forces that help to form the attitudes of people.

1. Knowledge is the main factor that aids people in the formation of attitudes. Since it is a learned behavior during gaining knowledge people are engaged in various activities. It is knowledge through which we understand what is right or wrong or what is good or bad.
2. An experienced individual has different attitudes than inexperienced ones. Our personal experience with different activities, people, places, and situations develop our attitudes towards them.
3. We also develop our attitude through observing the behavior of others whom we like. When we like others' behavior we try to copy and develop our own.
4. The formation of attitude is also subjected to differences in the personality of people. Personality can be best characterized by having uniqueness in behavior. Personality has different traits, characteristics, and ways of viewing all of these work as functions for a person to create a different attitude.
5. Attitudes of people are also developed through reward and punishment. Its best example is seen in the organizational periphery when an employee gets more payment by doing the task more effectively other employees will develop a positive attitude toward doing a good task worth many benefits. Similarly, different negative attitudes of people are reduced or shifted to positive ones through punishment.



Four attitudes that are important in the workplace

- ◆ Respect for other
- ◆ Infectious enthusiasm
- ◆ Commitment to the job
- ◆ Innovative ideas.

Effects of Positive Attitude in the Workplace

Positive attitude is a way of processing information with an optimistic outlook. Great positive thinkers understand that life can be challenging, but they approach challenges with determination rather than defeat. They move forward decisively and seek help when they need it to get the job done. Since they believe in themselves and their abilities, as well as the abilities of others they work with, positive thinkers feel confident that they can conquer whatever obstacles they encounter.

Benefits of Positive Attitude in the workplace

Positive Attitude has several great benefits for your career. It impacts the way you think about your work and the way your colleagues and customers see you. These are just a few of the advantages of maintaining a positive mindset at work can achieve:

- **It reduces stress levels:** When you see challenges as minor setbacks rather than stress triggers, you'll feel much happier and better able to manage professional obstacles. Positive thinkers also do not dwell on problems when they arise. Feeling happy and keeping your stress levels low at work will help you thrive in your career, especially when it is demanding.
- **It boosts productivity:** Positive thinking stimulates your brain to make sure it is functioning at its best. It also increases your energy levels, making you more alert and better equipped to perform your duties. As it reduces your stress, positive thinking will also help you think more clearly to improve your focus.
- **It improves problem-solving:** Positive people are better equipped to consider various possibilities, which is a good trait for problem-solving. This ability is useful for everyone from customer service representatives managing difficult customers to engineers developing new products.
- **It supports skill acquisition:** As positive thinking opens your mind, it helps you learn from your coworkers and master new skills through formal training programs. You'll also be more willing to try new things as you'll feel more confident that you can gain proficiency.
- **It helps decision-making:** Without stress impacting your judgment, a positive mindset can help you make clearer, better decisions. You'll feel more confident you're making the right decisions, as you will trust that things will resolve satisfactorily in the end.
- **It enables you to seize opportunities:** A positive attitude encourages you to take advantage of opportunities, including promotions and training programs, because you will feel more confident stepping out of your comfort zone than negative thinkers do. You will see opportunities as chances for advancement, rather than threats, and trust that you have the knowledge and ability to rise to these workplace challenges. Seizing opportunities as they arise give you a greater chance of career success than staying in the same place and never taking a risk.
- **It facilitates interaction:** Many people naturally gravitate to positive people, who find building positive relationships in the workplace easier. Once these relationships are formed, positive thinkers find engaging and communicating with their colleagues easier than

others might. When you interact well with others, you find teamwork and networking easier and discover more people who support your ideas and career trajectory.

- **It helps you manage feedback and conflict:** Positive thinkers see feedback and conflict as opportunities for growth and improvement. Feedback helps you identify your strengths and weaknesses so you can become a better employee. Understanding that not everyone will agree with you all the time can help you keep conflict in perspective, which helps you listen and learn from the person with whom you disagree.
- **It increases resiliency:** A positive attitude does not guarantee everything will always go your way, but it will help you put career obstacles in perspective and continue moving forward with a determination to succeed.

Effects of Negative Attitude in the Workplace

A bad attitude in the workplace has a ripple effect. Individuals inside the company are adversely affected as well as customers and clients who feel the negativity. The list of bad attitudes in the workplace is broad in scope. Examples include:

- Avoiding meetings or arriving late
- Complaining about assignments, policies and job expectations
- Putting down the company or management
- Fabricating or spreading rumors
- Treating customers rudely
- Swearing and using profanity
- Nonverbal such as crossing arms, rolling eyes and frowning
- Expressing outright anger and contempt
- Making veiled or direct threats
- Backstabbing or arguing with co-workers

Negativity in the workplace affects **worker morale**, which consequently lowers productivity and profits for the company. Disgruntled workers who badmouth their employer impugn the reputation of the company and make it more difficult to fill open positions. Team members with negative attitudes drain time and energy from the group.

EXERCISE

Q1: Encircle the Correct Answer.

- i. Soft skill includes
 - a. Person's knowledge
 - b. Occupational skills
 - c. Communication skills
- ii. Emotional intelligence is all about
 - a. Emotions
 - b. Management
 - c. Decision making
- iii. is the one-way interaction where feedback is not present
 - a. Linear model of communication
 - b. Interactive model of communication
 - c. Transmission model of communication
- v. How attitude influences your behavior is
 - a. Cognitive component of attitude
 - b. Affective component of attitude
 - c. Behavioral component of attitude
- vi. The term can be described as the way of conducting oneself.
 - a. Attitude
 - b. Behaviour
 - c. Personality

Q2: Give short answers to the following questions.

- i. Define Communication.
- ii. What is meant by emotional intelligence?
- iii. Define Attitude.
- iv. Define Behavior.

Q3: Answer the following questions in detail.

- i. Explain the effects of positive and negative attitude in the workplace?
- ii. What is meant by communication and briefly explain its models?

Chapter 06

ICT AND SOCIAL MEDIA

The Students will be able to:

- ◆ know about the basic concepts of ict.
- ◆ understand the role of ict in cosmetology
- ◆ learn basic computer application.
- ◆ learn microsoft (word, excel and power point).
- ◆ differentiate between cv and resume
- ◆ know about cv/resume techniques
- ◆ learn social media sign-up.
- ◆ Understand use of social media.
- ◆ Apply social media tools for cosmetology.
- ◆ Search beauty blog.

Introduction

Information and Communication Technology' (ICT) first appeared in the mid-1980s. It is a common term referring to the technologies used for collecting, storing, editing and communicating information in various formats which helps in better and effective representation of information.

ICT includes the computer hardware, software, application of telecommunication technologies, projection devices, Local Area Network (LAN), Wide Area Network (WAN), digital cameras, Compact Disks (CDs), Digital Video Disks (DVDs), cell phones, satellites, and fiber optics. Modern computers perform a wide range of tasks, store retrieve, and process information. Using a computer one can create/modify documents, send/receive emails, browse information on the internet, and play video games. After the invention of computer science and technology became too advanced. Today we cannot imagine growing our technology without computers.

Components of the Computer System

The various components of the computer system are classified into two groups.

- Hardware
- Software



1. Hardware: Hardware is the physical tangible component of the computer system. This type of component is touchable. CPU, Mouse, Keyboard are examples of hardware components. Hardware of the computer system are:

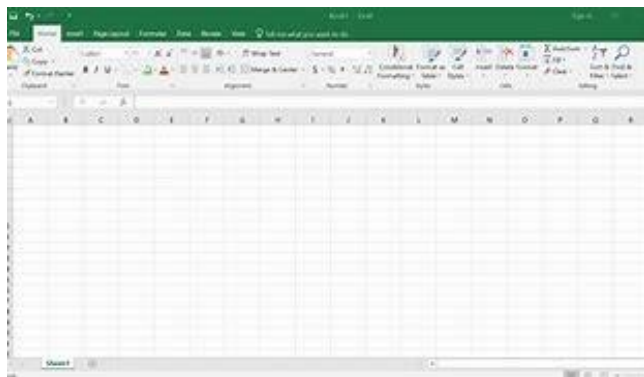
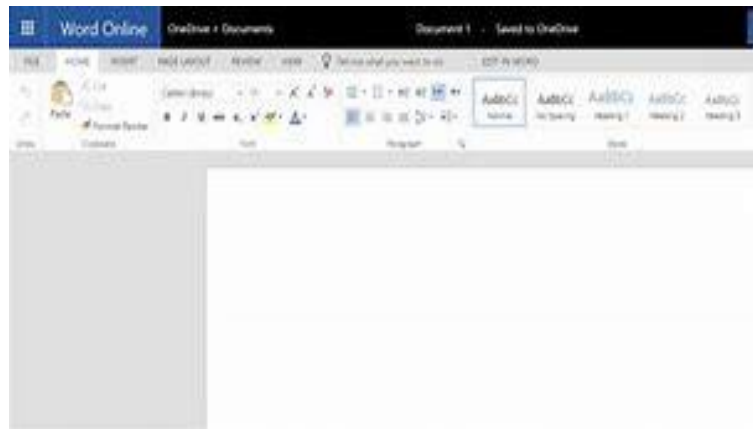
- **Input Device:** Input devices allow the user to enter data/information in the CPU (Central Processing Unit). Mouse, Keyboard, scanner, barcode reader are general examples of input devices.
- **Output Devices:** Output devices bring the processed data/information into human-readable form. Monitor, speaker, projector, printer are general examples of output devices.
- **Central Processing Unit (CPU):** The CPU is referred to as the brain of a computer system. It is used to process data/information and provides output to output devices. The CU (control unit), ALU (arithmetic and logical unit), and registers are components of the CPU.
- **Storage:** In a computer, storage devices are used to store the data or information that entered into the computer system and the output comes from processing the information or data.

2. Software: Software is a collection of programs (set of instructions), data, and protocols. It is not in material form. The execution of software programs is performed by hardware. Firmware, operating systems, applications are examples of software.

MICROSOFT

MICROSOFT WORD

Microsoft word is a software program that allows us to perform word processing documents. Most jobs today require from their employees to have knowledge of computer skills, because many jobs require them to do work on the computer. Many other employers look for employees with the skills and knowledge to send email messages, create spreadsheets and graphs, to edit or put data information in a database and to create reports

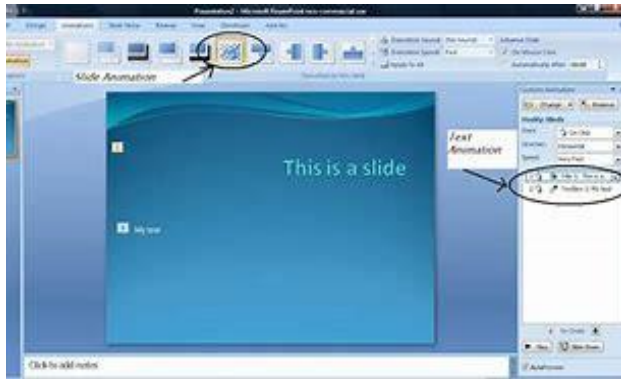


information, and to create graphs or charts.

MICROSOFT EXCEL

Microsoft Excel is an electronic spreadsheet program that can be used for storing, organizing and manipulating data. Microsoft Excel is made up of little squares on the screen. One can also resize the columns in Microsoft Excel to adjust to the size you need them to be. Some employers in the workplace use Microsoft Excel to keep records of information, accounts of people, financial

MICROSOFT POWERPOINT



Microsoft PowerPoint is a presentation software application that allows to combine text and graphics for screen presentations. The main purpose of Microsoft PowerPoint is to allow or to create outstanding, informational slides with the use of text, graphics and animation. Microsoft PowerPoint is mainly used in the workplace to present information or slideshows in a conference or a meeting. PowerPoint is used to present ideas, products, to improve things or to improve the workplace.

APPLICATION OF COMPUTER

Less than 15 years ago, computers were cumbersome, mysterious pieces of machinery that usually sat in huge rooms on the floors of office buildings. Computer is now considered as one of the most powerful instrument man has ever invented. It has great impact on every aspect of mankind and plays an important role in our society. Computer technology is one of the fastest growing technology in world due to its applications. In our daily life computer has more demands to do any type of work.

Nowadays computer is used in every field such as, education, business, communication, bank, defense system, security etc. Some of applications of computer are given below:

1. Computer in Education

In educational institutions, computer is used as teaching aids, information resource referred computing and research mean or tool. When computer is used as a teaching tool, it to as computer-aided (assisted) instruction (CIA). The CIA programs can be prepared in variety of modes, such as tutorial, discovery, problem solving, modeling, and drill and practice method. Computer has generated a new subject of study in terms of Computer Science & IT. It is also used to prepare documents, reports, presentations etc.

2. Computer in Business

In business sector, a Point of Sale (POS) terminal is mostly use in department Mall, shops and other retail centers to process sale transaction. The computer prints name of the item, rate and price validated date and other details on the receipt and issues the receipt to the customer, in form of bill. Most notable thing is that it also updates sales and inventory control. E- Commerce (Electronic Commerce) is being popular these days. It is the process of selling and buying products or services by using electronic medium. Payments can be practiced electronically through the computer.

3. Computer in Government Business

In office, Computer is used in preparing report, memorandum, and copy of advertisement, letter, applications, and other works. Nowadays, computer is used in each and every office because computer makes our works faster, easier and efficient. In offices works can be performed in very faster way with the help of computer.

4. Computer in Bank

Banks use computer for general purpose computations, handle transaction, maintain ledger, issue fixed deposit receipts, to make withdrawals and deposits to customers, provide online service to customers who want to perform bank transactions from terminals and to respond customers queries. Computers perform core banking systems tasks such as swift core of bank, networking in bank and all branches, to run ATM machine, connection with users and so on.

5. Computer in Medical fields

Medical field must be always faster and easy for performing operations and all the health issues. It must execute all the task in proper way so that patients must be satisfy with the service and treatment to do all these tasks properly hand written or all works can't be possible only through human beings. There must involve the application of computer which makes the work faster and easy. All the machines that use in the hospitals, clinics and lab are using computer systems in direct or indirect way as they perform tasks in very simple, easy and in faster way.

6. Computer in Home

In home all works are performed by human beings but, nowadays, many computer opera table robots can be used which make our life easier. Computers can also be used in home as our general needs because it can be useful for our daily works. Students can use it for studying purpose and children's can use it for entertainment purpose and others for their use.

7. Computer in Hospitals



Hospitals are the main place where computer works most in direct and indirect way. Machine used in hospitals are equipped with computer system to do tasks in a faster way which are not possible by the human beings. For example: if there is no MRI machine or CT scan machine or X-ray then the problems such as internal injuries in body can't be found by the doctors, they can only predict the injury. Hospital also uses computers for keeping records of patients, financial transactions records, staff records and

for many other purposes.

10. Computer in Defense

Computer is widely using for defense purposes. At present, the weapons that are control by the computer are using more so, there involves application of computer. Microprocessor based military operations are performing more and more nowadays. Every things that are using in defense system is using chips based technology which is controllable everywhere in its range.

11. Computer in Environment Sector

Application of computer can be useful in environmental sector also as computer based system can work in faster way then human beings. This helps in saving forest, and prevents human's beings from many other natural disasters. Nowadays, countries like USA, China, UK are using computer based system for preserving environment and making environment clean.

12. Computer in Beauty Industry

Hairdressers, beauticians, beauty brands and manufactures in the industry are also taking advantage of the latest technology. IT companies can create and customize a phone app for salons to use with customers. These can provide useful services to clients, and provide a unique marketing tool for businesses.

Successful salons employ the latest computer technology to streamline day-to-day administration. Management software designed specifically for salons can help hairdressers and beauticians perform financial, staffing, appointment and other operational tasks. Recent software developers have incorporated nifty extras allowing salons to send SMS appointment reminders, remember a client's favorite hairstyle or treatment, and even analyses performance to find out how best to market the business.

i. Salon Management

Information management programs have something for everyone. There are web-based and desktop programs written specifically for hair and beauty salons, so one won't have to spend time trying to make a generic program fit your business. Although the program one choose determines which options are available, accounting, payroll and financial reporting, inventory control, scheduling and customer relationship management are among the most common. According to Capterra.com, a free software locating service, SuperSalon, Vagaro and SalonBooker are among most highly ranked and popular programs. All have free trial periods and variable pricing structures.

ii. Virtual Imaging

Hairstyle and cosmetic imaging technology allows a client to see an "after" style before you begin working. It takes only a camera and few minutes to show a client how she will look in a variety of different colors and styles. Most programs have a standard database of hairstyles, eyeglasses and makeup tools, and options to add your own ideas. Some have three-dimensional capability. Professional imaging programs are available from companies such as CyberImaging.com and SalonStyler.com.

iii. Physical and Chemical Technologies

Physical and chemical technologies address key client needs. These include appliances that reduce static and frizz via active ion technology, ceramic plates in hair straighteners, and seamless bristles in brushes and blow dryers. It also includes products and treatments that use heat adaptation and nanotechnology, which allows for color processing and conditioning at room temperature instead of under a hair dryer. Heat distribution technology and digital heat controls provide for better heat distribution, which reduces "hot-spots" and the likelihood of over-drying that can cause dry or brittle hair.

SOCIAL MEDIA

Social media has changed a lot about how we do business and live our lives. Staying connected to people who are far away and meeting new people long distance are all things that were incredibly difficult before the ease of social media communication. It is also easier to stay up to date on what is happening in your community, while simultaneously making it easier for businesses and people alike to communicate with each other. As with every new development in any industry, there are ups and there are downs. This certainly applies to social media within the beauty industry.



Social media has tremendously changed the way businesses, cosmetologists, makeup artists and beauticians of every type communicate and engage. It has created a new atmosphere and approach to both the business and social sides of all cosmetic professions. Let's take a look at some of the many ways social media is changing the beauty industry.

Increased Competition in the Beauty Industry

There is a certain level of competition in any career field. While there was always a certain degree of competition in the beauty industry, social media has increased and accelerated that competition in a couple of different areas of the beauty industry. E.g. at Business and Personal level.

Opportunity in the Beauty Industry

The involvement of social media in the beauty industry has increased the competition but it has also birthed new opportunities for success. Whether one can hoping to make more people aware of your traditional beauty services or looking to make a digital impact on the beauty industry, social media is going to be a key advantage in succeeding in either direction.

Promotion in the Beauty Industry

Drumming up business is no easy task in any economic climate. Even if one already have a steady stream of clients it can be difficult to build reliable loyalty in that relationship. Thanks to social media, getting clients and turning them into repeat clients is now easier than it ever has been.



Innovation and Information in the Beauty Industry



Staying up to date with the latest styles and skills of the beauty industry can be difficult. It takes time and commitment to keep your skills sharp and your information current. Social media is a great way to stay engaged in the culture of the industry along with the various disciplines of it.

Community Support in the Beauty Industry

Being involved in the business side of beauty can feel lonely no matter what area of the industry you happen to be involved in. When one can trying to make a name for oneself it can be difficult to make friends or get advice from those close to them. It often puts one in the position of asking for help from your direct competition. Social media has helped to make this kind of isolation in the beauty industry a thing of the past.

Curriculum Vitae (CV)

CV (abbreviation for the Latin word curriculum vitae, or "course of life") is a detailed and comprehensive document which describes the course of your academic and professional accomplishments. It's usually formatted in chronological order and starts with your educational experience. While there is no length requirement on a CV, most range from three to ten pages though some might be even longer.

YOUR NAMEHERE

HUMAN RESOURCES MANAGER

DETAILS

Address - Street line
City, ST 10003
T 000 00 0 0000
email@address.com

PROFILE

Aliquid albusci temporibus vis in. Mel in nisl inimicus, aequae intellegam disve bit theophrastus et eam. In tempor nostro adversarium nam. His ea alienumancillae, noster laoreet insolens cum id. Mazim tempor everti usu ei, tollit enique in his.

SKILLS

DECISIVE THINKER
COLLABORATIVE
DRIVEN TO DELIVER
ROLE MODEL
DISCRETE AND ETHICAL

REFERENCES

Available upon request

EXPERIENCE

2012-2015 | **JOB TITLE, COMPANY NAME**
City, State
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi.

Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.

2005-2012 | **JOB TITLE, COMPANY NAME**
City, State
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Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

2003-2005 | **DIPLOMA**
School Name

2003-2005 | **DIPLOMA**
School Name

DIFFERENCE BETWEEN RESUME AND CV**Resume**

- ◆ Emphasize skills
- ◆ Used when applying for a position in industry, non-profit, and public sector
- ◆ Length is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job
- ◆ Lead with work experience and place education section at the or near the end, depending upon qualifications

CV

- ◆ Emphasizes academic accomplishments
- ◆ used when applying for positions in academia, fellowships and grants
- ◆ Length depends upon experience and includes a complete list of publications, posters, and presentations
- ◆ Always begins with education and can include name of advisor and dissertation title or summary (see examples). Also used for merit/tenure review and sabbatical leave

ACTIVITIES

- ◆ Search beauty blog and discuss with your fellow student about it.
- ◆ Make a Resume & CV in a class with the help of your teacher
- ◆ Make a presentation on different techniques of resume & CV

ABOUT THE AUTHOR

Dr. Shumaila Waqas is a Doctor (Dermatologist) by profession. She did MBBS from University of Health & Sciences Lahore, followed by MCPS Dermatology from (CPSP) Gangaram Hospital Lahore. She is B.Sc from Punjab University. She has done her Aesthetic Graduation from UK. She served in Mayo Hospital, Ghurki Trust Teaching Hospital, Jinnah Hospital, Surgimed Hospital, District Headquarter Hospital and many private renowned setups. She is working as Consultant Dermatologist at ACME Medical Center Lahore. She is the Chief Executive Officer of Acme Esthetic Clinic.

She is working with well reputable NAVTTC, Giz, and TEVTA for past 8years in developing different curriculums and TLMs. she is the author of 1-year skin care beauty therapy diploma by TEVTA. Last but not the least working as Instructor and Educator in ACME Institute of Beauty Therapy for past 7 years.

Apart from all qualification, she is serving as internal and external verifier in university of health sciences for past 6 years. She has 10 years teaching experience in medical colleges. She served as senior lecturer in anatomy in Lahore Medical and Dental College Lahore. She is working as assistant professor of anatomy in PSRD College of rehabilitation sciences from 2015.

قومی ترانہ

پاک سر زمین شاد باد! کشورِ حسین شاد باد!
تو نشانِ عزمِ عالی شان ارضِ پاکستان
مرکزِ یقین شاد باد!

پاک سر زمین کا نظام قوتِ اخوتِ عوام
قوم، ملک، سلطنت پائندہ تابندہ باد!
شاد باد منزلِ مراد!

پرچمِ ستارہ و ہلال رہبرِ ترقی و کمال
ترجمانِ ماضی، شانِ حال جانِ استقبال
سایہ خدائے ذوالجلال!



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