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smaller frame can look overwhelmed.

Learn to knot and tie them in a multitude of ways. Call into a Tie Rack store, or an Orotan boutique and ask for their scarf tying booklets.

THE JEWELLERY:

■ Oversized, overstated, very expensive and

jangling jewellery is a distraction in the workplace. Business jewellery should say discretion, quality, elegance.

■ Size counts. Wear jewellery to suit your body proportions. Many women think that wearing a small gold chain with everything covers 'all bases'. It's boring, lacks imagination, and may suggest you lack confidence.

■ If your colouring is delicate, avoid wearing large heavier-looking pieces. Conversely, if your colouring is stronger, avoid small necklaces - they will look insignificant.

■ If your jacket buttons or belt buckle is gold - use gold jewellery. Similarly with silver. If your jewellery has a colour, make certain that the same colour is evident in your outfit.

■ If your hair is worn back or is cut very short, earrings are important to achieve a polished look.

■ Does your jewellery stop moving when you do? It should!

EYEGLASSES: They are the 'window' through which we are noticed, and can imply intelligence, and glamour.

Apart from function, they can direct attention to the face. It's important to get the shape and proportion correct. Do you want to appear strong? Dramatic? Sophisticated? Unconventional? Interesting? Choose your frames accordingly.

HAIR ACCESSORIES: For taming a wild mane or simply personal expression, the hair accessory in business should be simple, elegant and unfussy. Avoid overly large effects - bows and hair 'clamps'. Printed scrunchies should be banished forever.

FOOTNOTE: When you over clutter your body, it detracts from the message you wish to convey. Don't wear more than seven items of interest on your frame at any one time!

Distinguishing Details

Middle management to the head brass

Accessories ~ Part II

To be adept with accessories, you need to be able to find them when you want them, and know they are in excellent condition. As inconsequential as they may seem, they are the details that make the difference between looking professionally attired - or not.

THE WATCH: The ultimate emblem of efficiency, it needs to be a quality plain and simple analog, either in gold or silver (or a combination of both). The band should be leather, metal, or a woven fabric (grosgrain) in corporate standards - black, navy or brown.

THE GLOVES: Fine knit cashmere or wool is elegant. Leather and suede is sporty. A colour that blends with your outfit says business, while a contrasting pair adds sizzle.

THE BUSINESS CARD HOLDER: Invest in one straight away. It shows personal organisation when placing a newly acquired business card in a specially designated place - and they keep your cards free of soiling and edge-wear.

THE PEN: A 'purchased-by-the-gross' plastic disposable doesn't say something positive about you. Your pen should be first rate quality and feel good to hold. Go for plain black or navy if you can't afford that distinctive one right away. Watch it - they stray.

THE SCARF: It can reinvent a classic suit with a splash of colour, texture and pattern. In silk, it is both luxurious and glamorous, and when hand-rolled at the edges, signifies high quality.

Aim for balance. Larger scarves and shawls suit a larger frame, a too-small scarf will make a large person look larger. Similarly, a

