



# *Business* *DRESS CODE*

*Tips on Formal Wear*



# tutorialspoint

SIMPLY EASY LEARNING

[www.tutorialspoint.com](http://www.tutorialspoint.com)



<https://www.facebook.com/tutorialspointindia>



<https://twitter.com/tutorialspoint>

## About the Tutorial

---

Dress Code has a social significance, with different rules and expectations being laid out to suit different circumstances and occasions. The dress code has built-in rules or signals to understand messages given by a person's clothing. This message may include indications of the person's gender, income, occupation, social class, and attitude towards fashion, tradition, and comfort.

## Audience

---

This tutorial is designed primarily for young professionals who need assistance in proper dress code for both business meetings as well as formal social occasions.

## Prerequisites

---

Dressing is a sensitive topic and trainees are expected to be open to suggestions on different dressing styles. You are expected to be open to asking questions and resolving any further queries on the topic by contacting us.

## Disclaimer & Copyright

---

© Copyright 2022 by Tutorials Point (I) Pvt. Ltd.

All the contents and graphics published in this e-book are the property of Tutorials Point (I) Pvt. Ltd. The user of this e-book can download, read, print, or keep it for his/her personal use. However, it is strictly prohibited to reuse, retain, print, copy, distribute, or republish whole or the part of this e-book in any manner for the commercial purpose without written consent of the publisher.

We strive to produce and update the contents and tutorials of our website accurately and precisely, however, the contents may contain some inaccuracies or errors. Tutorials Point (I) Pvt. Ltd. takes no guarantee regarding the accuracy, timeliness, or completeness of our website or its contents including this tutorial. If you find any errors on our website or in this tutorial, please notify us at [contact@tutorialspoint.com](mailto:contact@tutorialspoint.com).

## Table of Contents

---

About the Tutorial.....	i
Prerequisites .....	i
Table of Contents .....	ii
<b>1. INTRODUCTION .....</b>	<b>1</b>
<b>Why Dress Code? .....</b>	<b>1</b>
<b>2. DRESS CODE – COMMON MISTAKES .....</b>	<b>3</b>
<b>3. DRESS CODE FOR MEN .....</b>	<b>4</b>
<b>Shirts.....</b>	<b>4</b>
<b>Trousers .....</b>	<b>7</b>
<b>What to Avoid? .....</b>	<b>8</b>
<b>4. DRESS CODE FOR WOMEN .....</b>	<b>10</b>
<b>What to Wear .....</b>	<b>10</b>
<b>What to Avoid? .....</b>	<b>12</b>
<b>5. BUSINESS ATTIRE.....</b>	<b>13</b>
<b>Dress Code and Attire .....</b>	<b>13</b>
<b>6. GROOMING FOR MEN .....</b>	<b>15</b>
<b>Grooming for Men .....</b>	<b>15</b>
<b>7. GROOMING FOR WOMEN .....</b>	<b>16</b>
<b>Grooming for Women .....</b>	<b>16</b>
<b>8. FINAL TIPS FOR GROOMING .....</b>	<b>17</b>
<b>Final Tips for Grooming .....</b>	<b>17</b>

# 1. INTRODUCTION

The most noticeable difference among college-going students who have just stepped out of a school is that they do not need to follow a specific dress code any more. "Bye, bye! Uniforms!" they collectively shout in joy. Colleges usually relax the dress code restrictions, as a result of which, some can practically drag themselves from the bed straight to the college.

When the same college passouts join a company, some of those companies encourage them to carry on with the "brogrammer" attire, complete with the hoodies and slack jeans, while there are some companies that ask their employees to follow a formal dress code.

## **Why Dress Code?**

---

Most of the organizations expect their employees to feel the distinct difference of studying in college and stepping into the professional life. And the most noticeable difference, you guessed it right, is the dress code.



Companies, by and large, are conscious about how their employees dress up. It is because the way they dress and groom in their work environment forms a perception in the minds of the clients, suppliers, and others about not only them but also the company.

There are two very good reasons why companies are particular about their dress codes:

1. **Dress Code** has a social significance, with different rules and expectations being laid out to suit different circumstances and occasions.
2. **Impression Clues** - The dress code of a person provides significant clues about various attributes such as their gender, income, occupation, social class, and attitude towards fashion, tradition, and comfort.

## 2. DRESS CODE – COMMON MISTAKES

What to wear to work-place is more often than not is a matter of common sense. However cases of dressing disasters continue to occur – although they occur quite inadvertently. For example, you might find your colleague, especially in Summer, dressed up to work with a "day at the beach" hangover!

The reason these eyebrow-raising conflicts in dress codes occur is that many companies, especially start-ups and small to medium-scale businesses, have pretty relaxed norms to almost no norms on dress code. Even if there are Dress Codes, at times, they are vague and ambiguous.

To relax you from such harrowing misses, we have pointed out some common dress code blunders that you should avoid:

- **Ill-fitting clothes** - Clothes too big give you a bloated look and too tight-fitting clothes accentuate the body in a non-formal way.
- **Wearing short skirts** - Short skirts draw attention to your legs when you sit down.
- **Wearing short socks** - Short socks, or drooping socks expose skin and that distracts attention while crossing legs or sitting down.
- **Low-cut or plunging tops** - Just as with short skirts, this distracts an interviewer.
- **Improper color choices**- Colors, like green, yellow, red, etc., don't go well in corporate circles.
- **Clothes with sayings, pictures, or designs**- This lends a very informal and non-serious look to the interviewees.
- **Poorly-maintained shoes**- Your shoes should be clean and polished.
- **Not dressing formally for business social events**- Even dinners at the boss' house are formal business occasions so dress-up accordingly.
- **Improper grooming**- Unclipped nails, odorous of breath/perspiration, and unkempt hair all are red-checks.

## 3. DRESS CODE FOR MEN

The phrases "**formal attire**" and "**semi-formal attire**" are two of the most widely misunderstood ones in the world of Dress Code. When someone mentions "formal attire" to us, we generally draw a mental picture of expensive suits, silken ties, and heavy coats. Even if certain occasions demand this kind of dressing, everyone will agree that it's quite strict and excessive.

On the other hand, semi-formal attire might not sound like much ado about dressing. So, semi-formal attire is a loosely defined term, which includes a wide range of dresses starting from everyday wear at work place, business meeting, business party to any other meeting of such kind. So, in other words, it is event/occasion specific dress.

Further, the rules are rather well sketched-out and precise for men, as compared to those for women, where a lot of experimentation is still possible. Let's discuss what the industry Do's and Don'ts in this area:

### **Shirts**

---

Many working professionals opt for solid colors while buying shirts. A "solid color" means one uniform color throughout the cloth, without any other color on it. The following image gives examples of solid colors:



While choosing shirts, do not opt for different shades of the same color. For example, if you are too fond of blue, then don't go for different shades of blue. Be flexible and choose shirts of different colors. Following are the colors preferred when it comes to choosing shirts for men: Charcoal Grey, Dark Brown, Dark Blue, Fawn, and White.



### **Solid Pastel Colors are Allowed**

The colors mentioned in the color-montage are called pastel colors. Interestingly, some pastel colors won't look formal and may not be recommended as color choices for formal attire, once they get a darker shade.



### **Vertical Pin-stripes are Allowed**

Shirts with vertical pin-stripes (continuous/broken lines with the width of a pin running vertically through the shirt) can be worn to give some variety to the solid, uniform colors.





### Full-sleeves Only

Wearing full sleeves not only gives a professional look, but also conceals hairy forearms and stops you from leaving sweat-patches caused due to placing your arms on the interviewer's desk.



### **Appropriate Fit**

Wearing very tight clothes accentuates your contours and gives off an unprofessional look. On the other hand, if you wear clothes that are too loose, then you would end up giving a bloated, uninterested look. Dressing clothes that fit you give a sharp and alert impression.



### **Trousers**

---

Very light-colored trousers take the attention off than person's shirt. So when someone dressed up in a light-colored trouser, like white or peach, and speak in an interview or in any business meeting/conference, the attention of the interviewers/listeners distracted towards the trousers, which in turn, hinders eye-contact too. The colors that are considered the norm for trousers are: Dark Blue, Dark Brown, Black, and Dark Grey.



### **Trousers shouldn't Bunch up at the Ankles**

Trousers that bunch up at the ankles are not only a nuisance, owing to their tendency to trip the person wearer while walking, but also gather dust and dirt which soil the trouser. In addition to all these, the bunching of trousers at the ankles resembles the Marine Corps uniforms.

=====

**End of ebook preview**

**If you liked what you saw...**

**Buy it from our store @ <https://store.tutorialspoint.com>**