

# Beauty In the Business World

## How to Keep Fresh and Well-Groomed During the Hours of Busy Office Routine

Most Schools of Typing Suggest the Wrists Be Raised at the Keyboard of the Machine, as Shown Here. This Is Ruinous to the Finger-Nails. Try Striking the Keys with the Pads of the Finger-Tips, as Shown in the Lower Picture.

These Photos Posed by Miss Helen Grubb.



By Josephine Huddleston

Author of "My Secrets of Charm."

ONE of the hardest problems the business girl has is to keep an adequate beauty kit at the office without making the place look like a beauty salon. Numerous ideas for solving this problem have been offered at various times and most manufacturers of toilet goods have spent considerable time trying to work out a truly satisfactory assortment of preparations which can be confined to a container small enough to fit into a corner of the average desk drawer and large enough to accommodate the necessary preparations.

Some of these have worked out nicely, especially manicure kits, but keeping the hands clean and attractive is only one part of the general routine which is necessary to the perfect grooming essential to every girl in business, who desires to improve her position in every possible way.

After trying a number of different sizes, shapes and quality of box in an effort to find one which would solve the problem of the office toilet satisfactorily, I've finally come to the metal strong boxes used for storing away valuable papers, small cash, and similar items necessary to carrying on the daily routine of business.

These boxes come in a variety of sizes, are made of metal and enameled in the dull colors which distinguish most office equipment

of this nature. All in all, they prove just as efficient when used for a make-up kit as they do for protecting other valuable which are needed too often to make their deposit in the safe or bank compatible with business efficiency.

The box shown in the illustration above is a little larger than necessary, even for accommodating the very complete assortment of preparations which it contains. It measures 5 1/2 by 10 1/2 inches and is 3 inches deep. A small lock prevents snooping when the kit is not in use.

Because it is made of metal and has a hard enamel surface, all possibility of the box breaking is eliminated. Then, too, the box may be kept immaculate, for it may be cleaned out and washed whenever this is needed without fear of marring the surface or durability of the container in any way.

Into this box I have placed one of the manicure sets for office use, a good sized glass powder jar, a bottle of liquid cleanser for the face, a bottle of lemon juice, a generous supply of pads of cotton, an eyebrow brush, a small comb, rouge for both the cheeks and lips, a dozen extra

heavy sheets of cleansing tissue, and a small needle and pin case with thread.

Certainly this covers every possible beauty emergency that may arise during the work hours, and is more complete than most girls will find necessary. However, I wanted to show you just how much could be packed away in a box of the dimensions given above. Small boxes may be had for less money, and, of course, any of the preparations listed above may be omitted or changed to suit your personal fancy in cosmetics or cleansing preparations. For example, a jar of jar or tube of cleansing cream will take up less space than the liquid cleanser, and a much smaller amount of powder may be kept in the kit than that shown here.

The use of most of the preparations listed is quite familiar to you, but I do want to elaborate on the use of some of them.

The bottle of lemon juice will prove an old friend in a new place. Most of you are quite fond of it for home use but its inclusion in an office beauty kit is new. Have you ever tried using lemon juice to remove ink stains from your hands? If not, its high time you did for you'll find that it works like magic!

Lemon juice kept in a bottle is easier to handle away from home than if one tried to keep a fresh lemon in the beauty kit, and the juice will prove helpful so many times during the day that it is as important as powder and rouge.

Besides removing ink and carbon marks from the skin, it is

wonderful for removing dye stains which sordidly stain the skin of saleswomen who handle garments or furs all day long.

Furs, particularly are a problem to the saleswomen for they not only stain the hands but make the nails brittle and scuff up the cuticle around the nails.

Instead of washing the hands as you would ordinarily, saturate a pad of cotton with the lemon juice and rub it over the hands until all trace of stain is removed. If the area under and around the nails proves stubborn, twist a bit of cotton about the end of an orangewood stick and use this for applying the lemon juice to these parts.

Women who work in shops or factories where furs are made up, will find that the use of lemon juice on their hands before they are washed, will improve the condition of the skin generally within a few days. Once the blemishes which are peculiar to this type of work have been corrected, the continued use of lemon juice will prevent their return.

When lemon juice is used in this fashion, the hands should be washed later with castile soap and rinsed thoroughly, but if the lemon juice is permitted to remain on until you reach home the treatment will be effective more quickly. Of course, this is only possible at the close of the day and the lemon juice should be used at other times before

A Bottle of Pure Lemon Juice is Recommended for Your Office Beauty Kit for Removing Ink Stains Quickly and Easily. Twist a Bit of Cotton Around an Orangewood Stick and Apply the Lemon Juice at the Base of the Nails and Under Them as Well, as Shown in the Top Picture.

washing the hands.

You'll find the office manicure kit complete for its purpose and even though you prefer preparations different to those which the kit contains, it would be well to avail yourself of one of these tiny metal boxes to keep your equipment in. I'm not referring to the general make-up kit, but the specially designed ones for manicuring necessities.

find time to polish their nails at home. There are times, however, when they should be touched up. I left the liquid polish in the kit but took out the remover. Liquid polish will remove the old polish just as effectively as the regular remover will. Into the space allotted to the remover, I placed cuticle ointment or salve, feeling that this is more essential than the use of polish remover.

These tiny boxes are made of metal, too, so that the liquids contained therein won't do any damage in case of breakage. Most of these miniature manicure kits contain a bottle of cuticle remover, a bottle of liquid polish remover, an assortment of tiny emery boards and a baby orangewood stick. Small rolls of cotton are packed around the bottles.

Some days at business necessitate the handling of things which dry the cuticle more than ordinary. When this happens, a bit of cuticle ointment, massaged into the nails and cuticle at that time, frequently prevents the development of hangnails on the cuticle and breaking off of the nail itself.

Of course, the emery boards make a larger file unnecessary, and the cuticle remover disposes of any rough edges of dead skin which show up constantly after washing the hands.

Referring to breaking of the nails reminds me of a beauty hint for women who use the typewriter a lot and which proves so hard on the nails.

Most of you who learned to use the typewriter at business college use the touch system, and so were taught to hold your hands in an upright position, as shown in the first illustration. This is done to facilitate speed. All of which is advisable, but, once having mastered the touch system of operating a typewriter, it can be put into use just as easily and efficiently if the wrists are dropped, as shown in the second illustration. By dropping the wrists the pads just under the end of the fingers strike the keys instead of the tips of the nails, and the saving on splitting and breakage would relieve the depression if we could capitalize the idea!

## What One Girl Wore ---

By Betty Brownlee

NOW that the holidays are almost on top of us, we find our evenings almost entirely filled with social functions. And holiday dances and dinners are practically always formal affairs. So it's a wise little lady who looks to her wardrobe at this time to see if the party frocks are in order.

There's a wide and varied choice in evening frocks this season. One may be demure or ultra-sophisticated. Velvets, laces, chiffons and the heavier silks are all enjoying a vogue. Silhouettes vary from the intricate lines of our grandmother's day to the slim, straight-line effects that are so welcomed and enjoyed by the modern woman.

Perhaps one of the loveliest gowns of the year—certainly it was effective on the girl who wore it—was observed at a supper-club the other night. This girl chose a gown of soft black velvet. The bodice was cut quite simply in front with rather a high neckline but this was overbalanced by a waistline decolletage in the back. Outlining the neckline from front to back was a collar of cream Alençon lace—a striking combination. Two soft drapes were featured on the skirt caught together in the back by a huge bow that resulted in a bustle silhouette. Beneath the drapes the skirt was flared, very full, and ankle-length.

The wrap chosen to accompany this costume was of black velvet, too, hip-length and luxuriously trimmed with flattering white fox.

By the way, wraps are especially attractive, too, this winter.



Reminiscent of the Romantic Age is This Black Velvet Evening Gown with Deep Decolletage, Bustle Silhouette, and Alençon Lace Trimming.

They vary in length from the very brief, almost shawl-like wrap, to the more formal dress-length wrap.

## Household Question Box

By Mary D. Wilson.

DEAR MRS. WILSON: Can gasoline be used more than once in home-cleaning of dresses? Thank you.

MRS. N. D.

Yes. Strain through filter paper, obtainable from any drug store, to remove the dirt. You may use it three or four times.

DEAR MRS. WILSON: How can I whiten a strip of lace that has yellowed? Thank you for your suggestions.

MRS. A. M.

Add dissolved soap to equal parts of milk and water until a strong suds is formed. Add a teaspoonful of borax for each quart of liquid, put in the lace, and boil half an hour. If this does not have the desired effect, rinse the lace and spread on a large platter. Place in the sun and pour on enough clean soapy solution, prepared as above, to saturate thoroughly. Add more

from time to time as it evaporates, and continue the bleaching for several hours.

DEAR MRS. WILSON: I would like to clean my pewter fruit bowl. Please advise me how to go about this. Thank you.

MRS. L. A.

Use only the finest abrasives in order to avoid scratching the metal. The finest grade of steel wool, well moistened with linseed oil or powdered rottenstone applied with a flannel kept thoroughly wet with a moisture of equal parts of linseed oil and turpentine, are safe and efficient. Follow by washing with hot soapsuds. Wipe dry and give a final polishing with chamois or soft flannel.

In this column each week Mrs. Mary D. Wilson will answer all questions concerning the household. No personal correspondence.

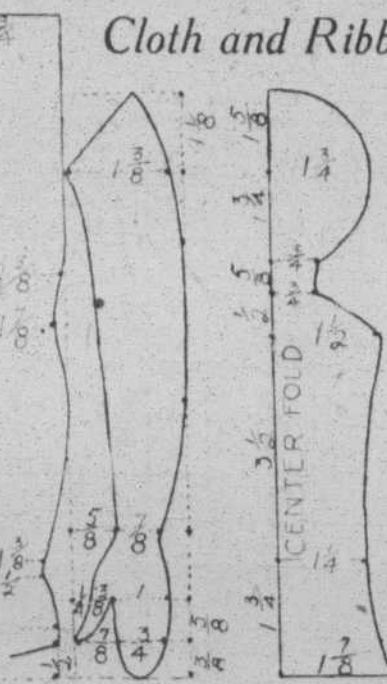
## How to Make a "Dorothy Doll"

This Little Miss Is Easily Made at Home From Cloth and Ribbon and Yarn Curls

By Winifred Avery

THE other day I happened to be in a smart shop in New York and among the other expensive importations was a doll—just a plain fabric doll and it was fifteen dollars—believe it or not! Who says that there is a depression?

Right away I made up my mind that I could make one a LOT cheaper and prettier, for one small friend of mine named Dorothy. So here she is—and she is prettier. I'll send you a snapshot of mine if you ask for it. Here is a carefully marked pattern chart. If you'll do as I always tell you—lay out your markings according to your dotted measurements, and draw between the dots you'll have an accurate pattern. Even if you can't draw other things, this will come out right. Be sure to allow for the seams when you are sewing. I lay the pattern down on the cloth and mark around it—one side only, pin another piece of cloth to this and stitch around the



The Sketch on the Right Shows How the Dorothy Doll Will Look When Finished. At Left Are Given the Patterns for Cutting Out the Various Parts of the Doll's Body.

lashes. The mouth is a diamond shaped piece of something—felt maybe. Stitch the fingers in the hand, after it is slightly stuffed. Be sure to put wire through the neck, body and legs, so they will keep their shape.

She can be dressed any way you like. This dress I made is simple since it consists of nothing but ruffles and ribbon bows.

Questions may be sent with enclosed stamp for reply to Miss Avery in care of this newspaper.

## APPETIZING MENUS FOR THE WEEK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Breakfast: Oranges, Oatmeal, Crisp Bacon, Rolls, Coffee	Bananas, Cream, Flaked Cereal, Coffee	Pineapple, Bacon and Eggs, Toasted Rolls, Coffee	Prunes, Fried Scramble, Bread and Butter, Mint Jelly, Coffee	Baked Apples, Fried Ham, Toast, Coffee	Grapefruit, Fried Liver and Bacon, Biscuits, Coffee	Orange Juice, Scrambled Eggs, Muffins, Coffee
Luncheon: Bean Salad, Mayonnaise, Biscuits, Jam, Tea	Baked Stuffed Peppers (Bean Filling), Biscuits, Grape Jelly, Cocoa	Chipped Beef in Cream Sauce, Toast, Cold Rice Pudding, Tea	Vegetable Soup, Fruit Salad, Tea	Cream Cheese, Nut Salad, Popovers, Stewed Pears, Tea	*Frankfurters, Potato Salad, Bread and Butter, Cold Beverage	Celery, Roast Pork, Browned Sweet Potatoes, Wax Beans
Dinner: Roast Beef Hash, Scalloped Potatoes, String Beans, Cole Slaw, Pumpkin Pie, Demi-Tasse	Lamb Stew, New Vegetables, Muffins, Chocolate, Rice Pudding, Tea	Boiled Ham, Cabbage, Boiled Potatoes, Mashed Turnips, Raisin Pie, Demi-Tasse	Ham Croquettes, Mashed Potatoes, Cauliflower, Cream Puffs, Coffee	Oyster Stew, Shrimps, Pear and Carrots, Lettuce Salad, French Dressing, Mocha Cake, Demi-Tasse	Broiled Steak, Fried Onions, Baked Sweet Potatoes, Shredded Lettuce, Fresh Fruit, Tea	Fig Pudding, Demi-Tasse, Grilled Sardines, Toast, Cup Cakes, Bonbons, Coffee

**Favorite Recipe of the Week—\*Grilled Frankfurters**

The frankfurters should be placed in cold water, the water allowed to come to a boil, then the heat turned off. The amount of water created is just enough to draw some of the salt from the meat. Remove them from the water and dry. Place a little pork fat in a frying pan and let the fat heat until a thin blue smoke rises. The frankfurters should be pierced slightly with a fork before being placed in the hot pan. These air holes permit the heat to escape and prevent bursting of the jackets. Turn the frankfurters frequently until browned.