



The function of clother





Clothes to us are similar to what fur and feathers to beasts and birds.

- **▲ keep us warm**
- **▲ keep us decent**
- **▲ show the social etiquette**

The way you dress yourself in a social or business environment can reveal a lot about you and your life and it also may contribute a lot to how others think of you.



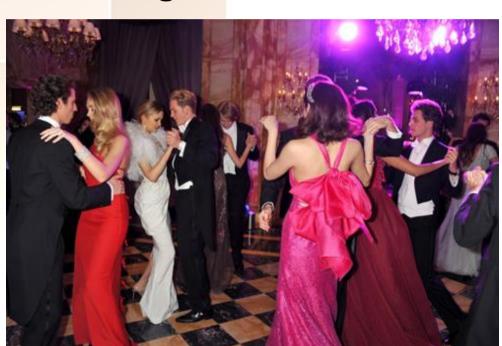


**Formal Wear** 

There are two most formal dress codes. Both of them are evening wear, worn only after six o'clock in the evening, or after sundown during winter months.

White Tie (Formal)

**Black Tie (Semiformal)** 



# Component elements of white tie for Men

- Tailcoat
- Formal trousers
- White bow tie
- White (black on some occasions) vest
- White pique (凸纹布)front shirt
- Cuff links and studs
- Black patent leather shoes
- Suspenders may also be worn

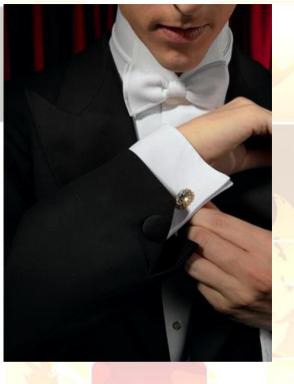






**Tailcoat** 

**Vest** 





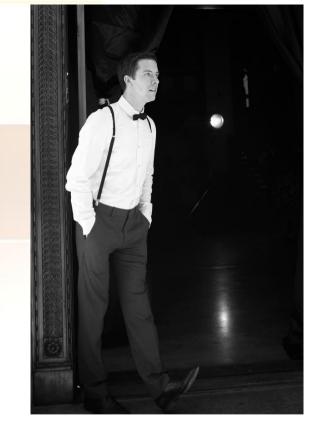
### **Bow tie**

**Cuff links** 





Black patent leather shoes



**Suspenders** 

# Component elements of white tie for Women



Ball gown (舞会袍)

Ballerina (to the ankle) 及脚踝长礼服裙

Full-length (to the floor)及地礼服裙

# **Dancing shoes**

### Formal pumps





**Sandal shoes** 

# **Jewellery**









Rings

**Necklace & Earrings** 

# **Gloves**

elbow







# Handbag





# Component elements of white tie for WOMEN

- Ball gown
- Dancing shoes—formal pumps or sandal shoes
- Jewellery—earrings and necklace; rings and bracelets are optional
- Gloves—opera gloves
- Stole or cloak
- Handbag—clutch style or small evening bag





White tie is seldom called for in one's life, since it is a dress code for ultra-formal occasions such as prize-offering party or royal dinner.

Usually, **Tuxedo** is highly advised in the following circumstances: invitations stating black tie or formal; opening of formal reception or party; formal restaurant dining.



# Component elements of black tie for men

An affordable end to the ill-fitting men's tux



Jacket has Black Satin on lapels, and Black Satin covered buttons

Trousers have Satin side seams (to match lapels) down the side

of the leg.





**Tuxedo** 

**Dinner jacket** 



# **Formal shirt**



**Ruffled shirt** 



**Pleated shirt** 





Waistcoat

### Component elements of black tie for men

- Tuxedo or dinner jacket
- Formal trousers
- Formal shirt, which may have a wing collar and may have a pleated, standard, or may have a ruffled front.
- A bow tie or neck tie
- A waistcoat or vest (worn with either a bow tie or a long tie)

### Component elements of black tie for men

- Black patent leather shoes
- Cufflinks and studs
- Suspenders may also be worn

### Component elements of black tie for women



**Cocktail dress** 



**Evening separates** 

### Remember to read the invitation carefully

If the invitation says "Black Tie Preferred" it shows that the host prefers guests to wear formal evening attire to the special occasion.

Black Tuxedo, White Tie Dinner Jacket or a dark contemporary style tuxedo are acceptable (no Tailcoats). Non-formal Dress Suits are also acceptable, but not preferred.

If the invitation says "Black Tie Optional", or "Black Tie Invited"

it is not as strict a requirement for formal attire as "Black Tie" or "Black Tie Preferred", yet formal dress is wholly appropriate and welcome.

If the invitation says "Semi-Formal", or "After Five", or "Cocktail Attire"

it means Tuxedo are not required, nor are long dresses. It calls for elegant dress for women and dark suits for men.

### **Casual wear**

Informal is often considered as the same as Casual but it actually calls for the same dress as Semi-Formal—dark suits for him, short dresses for herespecially when associated with a wedding or special event.

# **Dressy casual**

(优雅便装)

It calls for dressed-up versions of casual looks. Jeans, shorts, T-shirts and other casual looks are not proper.

#### **Casual dress**

(便装)

It means one may wear anything as he or she likes. In these informal occasions, comfort, convenience, and beauty may be greatly taken into consideration rather than dressing etiquette.

### **Formal Business Attire**

Formal business attire is often adopted in formal business occasion.



# **Men's Formal Business Attire**

Suit: a clean, pressed, solidcolored (純色的), conservative suit whose color varies from dark blue to gray or one in subtle pinstripe (暗细条纹) Or plaid (格多).









● Shirts—long-sleeved non-flashy (角紋低调的)shirt in solid colors such as white, cream, or light blue

● Tie—in solids, stripes, and small patterns and the tip of it should reach but not beyond the top of the belt.











● Shoes & Socks—slip-on shoes and lace-up shoes in black or dark brown with dark or neutral color over-the-calf socks.







● Hair & Skin—hair should be clean and neatly combed and the face should be shaven.

### **Women's Formal Business Attire**

Suit—matchedskirted suit in neutral colors such as grey, blue, or black or plaids, or a simple tailored suit or dress. The length of the skirt should be no shorter than slightly above the knee, no longer than just below the mid-calf.



- Blouses—blouses in solid colors or with simple patterns. White, ivory, or light blue are much preferred.
- Shoes & Stockings—Leather pumps. The color of the shoes should match with the hemline (永, 徳千禄) or darker than it. Black, navy, dark brown and maroon (徐章色) are much preferred. Neutral or nude colored hose (长菊林) or panty hose (连森林) which may easily match or compliment one's skin tone always accompany the skirt.
- Make-up, Hair, & Fragrance—wear moderate makeup or perfume. Hair should be clean, neat and professionally styled and in natural color.

### **Business Casual Attire**

Business casual, which is also called "smart casual", is usually more relaxed, yet still professional. It originated in white-collar workplaces in western countries in the 1990s. Business casual is a middle ground between business formal wear and street wear. The definition of it differs widely between organizations and places.

### **Men's Business Casual**

# The top



**Blazer** 



Sport coats & button-down shirt



**Polo shirt** 



**Sweater** 

#### The bottom

Khaki or flannel pants, jeans (if allowed)

### **Shoes**

Leather shoes, sneakers (if allowed)

**Women's Business Casual** 

The top

Blazers, twin sets, turtlenecks, shirts, blouses, sweaters.





The bottom

Pants, simple skirts in solid tones or subtle patterns, jeans (if allowed)

### **Shoes**

# Open-toed heels, slingbacks, loafers, open-toed pumps, sneakers (if allowed)



# Some tips of the etiquette of dressing

- If you are not quite sure about what to wear on some occasion, go towards formality;
- It is a good manner to take off one's coat and hat after entering one's house;
- It is polite for the host or hostess to help the guest to take off his or her coat on entering and to put on the coat when leaving;
- If a man is wearing gloves, he should take off the gloves from his right hand before shaking hands, if this is difficult to do so for certain reason, he must say, "Excuse my glove", while a woman need not take off her gloves;

# Some tips of the etiquette of dressing

- It is not polite for the host or hostess to meet guests in pyjamas and slippers;
- In formal social occasion, a man should manage to dress himself almost the same as other men around, while a woman should have herself dressed uniquely.
- It is not polite to comb one's hair, apply makeup, clip nails or polish nails in public.





