

the briefcase. When you decide to "freshen up" during meetings, it is easy to slip out the smaller bag to take with you.

- Carole Jackson states: "Always draw the eye upward by having darker colors at the bottom (shoes) and lighter or brighter colors as you move up your body (bags, scarves). Accessorizing upwards adds height, slims, and highlights your face." The key, however, is a balanced look, regardless of whether or not the colors are lighter and brighter as you move upward.

Blouses:

- Long sleeves, solid color, made of cotton or silk material, or quality blends (or synthetic materials that look like cotton or silk) are the best choice.
- White, long sleeve blouses still carry the most authority. Scores of other blouses give an executive appearance including: white on white, beige, light blue, navy, black, light gray, maroon, light green, salmon and rust.
- High-necked (buttoned) blouses, rather than the "V" neckline, carry more authority.
- When choosing a blouse, select one with very little, if any, frills and lace (simple cut).
- Button blouse all the way up, or only one button open (low necklines are not advised).

Body Size and Shape Considerations:

- Long-necked women should wear high collars, whereas short-necked women look better in low and slightly open collars.
- **Short Women:** Wear simple lines, small prints, simple accessories, keep color in one family (strong contrasts break up height), and shoes that do not appear heavy.