



Gurukul Technicals Institute

Computer education · Robotics · Science projects · Delhi

FREE EBOOK

ENGLISH, CAREERS AND VOCATIONAL SKILLS

Beauty and Wellness Basics Study Book

The complete study notes, practice questions and glossary for Beauty and Wellness Basics

INSIDE THIS BOOK

- Hygiene, Sanitation and Sterilising Tools
- Skin Types and a Basic Care Routine
- Hair Care Basics
- Manicure and Pedicure Step by Step
- ...and 3 more chapters, practice questions and a glossary

Beginner

Students starting a beautician course

engineergurukul.com

+91 97116 99511

Beauty and Wellness Basics Study Book

The everyday foundations of salon work: hygiene and sterilising tools, skin and hair care basics, manicure and pedicure, makeup and colour matching, threading and waxing, client consultation with the patch test, salon safety, first aid basics and professional conduct.

WHO IT IS FOR Students starting a beautician course

LEVEL Beginner

SUBJECT AREA English, careers and vocational skills

WHAT IS INSIDE 7 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



Gurukul Technicals Institute

A-10, Chief Commissioner Colony, opposite Rana Pratap Bagh, Delhi 110007
Phone 011 2721 1512 · Mobile and WhatsApp +91 97116 99511
engineergurukul@yahoo.co.in · engineergurukul.com

Free ebook. You may read, print and share this ebook for learning. It may not be sold or changed.

© 2026 Gurukul Technicals Institute. First edition, October 2026. The information was checked when it was written; software, prices and rules change, so for anything official always check the latest source.

What you will find inside

1	Hygiene, Sanitation and Sterilising Tools	4
2	Skin Types and a Basic Care Routine	6
3	Hair Care Basics	8
4	Manicure and Pedicure Step by Step	11
5	Makeup Basics and Colour Matching	13
6	Consultation, the Patch Test, Threading and Waxing	15
7	Salon Safety, First Aid and Professional Conduct	18
	Practice questions	20
	Answers	25
	Glossary	27

Hygiene, Sanitation and Sterilising Tools

Why hygiene comes first

Every beauty service brings hands and tools into close contact with skin, nails and hair. Germs such as bacteria, viruses and fungi can pass from one client to the next through unclean tools, towels or hands. Good hygiene protects the client, protects you, and builds the trust that brings clients back.

Personal hygiene

- Wear a clean uniform or apron every day, and tie long hair back neatly.
- Keep your own nails short and clean, and avoid rings and bracelets while working.
- Wash your hands with soap and water before and after every client, rubbing all surfaces, between the fingers and under the nails, for at least 20 seconds. Hand sanitiser is useful between washes, but it does not replace washing when hands are visibly dirty.
- Cover any cut on your hands with a waterproof plaster, and wear disposable gloves when a service calls for them.
- Do not eat or drink at the work station.

Three levels of cleaning

Level	What it does	Example
Cleaning (sanitation)	Removes visible dirt, hair and oil with soap or detergent and water, lowering the number of germs	Scrubbing a comb in soapy water
Disinfection	Uses a chemical disinfectant to kill most germs on tools and surfaces	Soaking the cleaned comb in disinfectant solution
Sterilisation	Kills all microorganisms, including spores	Steam under pressure in an autoclave

Cleaning always comes first, because a disinfectant cannot work properly through dirt and hair.

How to clean and disinfect tools

1. Remove hair and debris from the tool.
2. Wash it with soap or detergent and warm water, scrubbing with a small brush.
3. Rinse and dry it.
4. Immerse it fully in disinfectant, mixed at the strength the label gives, for the contact time the label states.
5. Lift it out with clean tongs or gloved hands, rinse if the label says so, and dry it with a clean towel.
6. Store it in a clean, closed, labelled container until it is needed.

Metal tools such as scissors, tweezers and cuticle pushers can be sterilised in an autoclave if the salon has one and the maker says the tool is suitable. A **UV cabinet** is useful for storing tools that have already been cleaned and disinfected; it does not replace cleaning and disinfection.

Single-use items

Some items cannot be cleaned properly. They are thrown away after one client, or given to the client to keep:

- cotton, tissues and disposable spatulas;
- threading thread;
- orangewood sticks, emery boards and buffers;
- disposable mascara wands and lip applicators;
- razor blades.

Towels, linen and the work area

Use a fresh, clean towel for every client. Wash used towels in hot water with detergent, dry them fully and store them in a closed cupboard. Wipe the work station, trolley and chair with disinfectant between clients, sweep up hair promptly, and use bins with lids.

Never double-dip: a spatula that has touched a client's skin must never go back into a wax pot or a cream jar.

KEY POINTS

- Hygiene protects both the client and the beautician and builds trust.
- Cleaning removes dirt, disinfection kills most germs, sterilisation kills all microorganisms.
- Always clean a tool before disinfecting it, and follow the label for strength and contact time.
- Single-use items such as threading thread and cotton are thrown away after one client.
- Never double-dip a used spatula into wax or cream.

TRY THESE EXERCISES

1. Practise the hand-washing steps while a partner times you, making sure you rub every surface for at least 20 seconds.
2. Clean and disinfect a set of combs and tweezers step by step, reading the contact time from the disinfectant label, and store them in a labelled closed box.
3. Sort a tray of salon items into two groups, reusable after disinfection and single-use, and explain each choice to a classmate.

CHAPTER 2

Skin Types and a Basic Care Routine

The skin in brief

The skin protects the body from germs, sun and injury. Its outer layer is the **epidermis**, and beneath it lies the **dermis**. Small glands in the skin produce **sebum**, a natural oil that keeps skin soft, and sweat glands help to cool the body. How much oil the skin makes, and how easily it reacts, decides its skin type.

Common skin types

Skin type	How it usually looks and feels
Normal	Balanced and smooth, neither very oily nor very dry
Dry	Feels tight, may look dull or flaky
Oily	Shiny, especially by midday; pores may look larger; prone to blackheads
Combination	Oily T-zone (forehead, nose and chin) with normal or dry cheeks

Skin type	How it usually looks and feels
Sensitive	Turns red, itches or stings easily with products or weather

Skin type can change with age, weather and season. Many people find their skin becomes drier in a cold, dry winter.

Finding the skin type in a consultation

1. Ask the client how her skin feels during the day and how it reacts to products.
2. Look at the cleansed skin in good daylight: shine, flakiness, redness, visible pores.
3. A simple check: some time after cleansing, press a clean tissue lightly on the forehead, nose and cheeks. Oil on the tissue from every area suggests oily skin; oil from the T-zone only suggests combination skin; none, with a tight feeling, suggests dry skin.

A basic daily routine

1. **Cleanse** morning and night with a gentle cleanser suited to the skin type. Always remove makeup before sleeping.
2. **Tone** if the client likes to: a mild toner removes the last traces of cleanser.
3. **Moisturise**. Every skin type needs moisture, including oily skin. Light, oil-free gel textures often suit oily skin; richer creams often suit dry skin.
4. **Protect** in the daytime with a broad-spectrum sunscreen, reapplied during long hours outdoors.

Exfoliation means removing dead cells from the skin's surface with a gentle scrub or similar product. Once or twice a week suits most skin; sensitive skin needs gentler and less frequent care. Scrubbing hard or too often irritates the skin.

A basic salon clean-up

A simple salon skin service often follows this order: consultation, cleansing, a skin check, gentle exfoliation, a relaxing massage, a mask suited to the skin type, toning and moisturising, and sunscreen if the client is going out in the daytime. Steam is used only when it suits the skin and the client.

Know your limits

A beautician cares for healthy skin but does not diagnose or treat skin conditions. Suggest that the client see a doctor, and do not offer a service on the affected area, if you notice:

- painful or widespread acne;

- a rash, swelling or broken skin;
- a mole or patch that has changed in size, shape or colour.

Never promise that a product or facial will cure a skin problem. Honest advice is part of professional care.

KEY POINTS

- The five common skin types are normal, dry, oily, combination and sensitive.
- Combination skin has an oily T-zone with normal or dry cheeks.
- The basic routine is cleanse, tone if wanted, moisturise and protect with sunscreen by day.
- Exfoliate gently, usually once or twice a week, and less often for sensitive skin.
- Refer skin conditions to a doctor; never diagnose or promise a cure.

TRY THESE EXERCISES

1. With a classmate as your client, carry out the tissue check and fill in a skin-type note with what you observed.
2. Write a simple morning and night routine card for each of the five skin types, using general product types only.
3. Practise the order of a basic clean-up on a partner, saying each step aloud before you do it.

CHAPTER 3

Hair Care Basics

How hair is built

Each hair grows from a **follicle**, a small pocket in the skin. The part we see above the skin is the **hair shaft**, which has three layers:

Layer	Position	What it does
Cuticle	Outer layer of overlapping scales	Protects the inner layers; a smooth cuticle reflects light and looks shiny
Cortex	Middle layer	Gives hair its strength, stretch and natural colour

Layer	Position	What it does
Medulla	Innermost core	May be missing in fine hair

Hair and scalp types

- **Texture** is the thickness of each strand: fine, medium or coarse.
- **Density** is how many hairs grow on the head.
- Hair may be straight, wavy, curly or tightly coiled.
- The scalp may be normal, dry or oily, and this guides how often the hair needs washing.

Washing and conditioning

1. Wet the hair thoroughly with lukewarm water.
2. Massage a small amount of shampoo into the scalp with the fingertips, never the nails.
3. Rinse until no lather remains.
4. Apply conditioner mainly to the lengths and ends, not the scalp, leave it for the time on the label, and rinse well.

In the salon, check the water temperature on your own wrist before it touches the client, make sure her neck is comfortable at the basin, and use a fresh towel and gown for each client.

Combing and drying

Wet hair stretches and breaks more easily than dry hair, so handle it gently.

- Detangle with a wide-tooth comb, starting at the ends and working up towards the roots.
- Pat hair dry with a towel; rubbing roughly roughens the cuticle.
- When blow-drying, use a medium setting, keep the dryer moving and hold it a little away from the hair.
- Apply a heat-protection product before using straighteners or curling tongs, and avoid the highest heat settings.

Oiling and scalp massage

Oiling the hair with a gentle scalp massage is a common tradition in India, and many clients find it relaxing. Use a small amount, massage with the fingertips, and shampoo it out thoroughly. Avoid any claim that an oil will make hair grow or stop hair fall.

Everyday habits for healthy hair

- **Trim split ends** regularly. A split end cannot be repaired; it can only be cut off.
- **Avoid very tight hairstyles** every day. Constant pulling can damage the hair along the hairline.
- **Clean combs and brushes** regularly, and do not share them.
- **Protect hair from strong sun** with a scarf or dupatta.

When to refer

Do not offer a service, and suggest the client see a doctor, if you notice heavy hair fall, bald patches, a sore, red or scaly scalp, or any open wound on the scalp. If you see head lice, do not continue the service, because lice spread easily from person to person; clean and disinfect the tools and the chair afterwards.

Good hair care is mostly gentle handling: lukewarm water, a wide-tooth comb, moderate heat and regular trims.

KEY POINTS

- The hair shaft has three layers: cuticle, cortex and medulla.
- Shampoo cleans the scalp; conditioner goes mainly on the lengths and ends.
- Wet hair is fragile, so detangle it gently with a wide-tooth comb from the ends upwards.
- Use heat protection and moderate heat, and trim split ends because they cannot be repaired.
- Refer scalp problems to a doctor and stop the service if you see head lice.

TRY THESE EXERCISES

1. Practise a full salon shampoo and condition on a classmate, checking water temperature on your wrist first and talking her through each step.
2. Examine three classmates' hair and note the texture (fine, medium or coarse) and scalp type of each.
3. Detangle a long-haired practice wig with a wide-tooth comb, working from the ends upwards without pulling.

Manicure and Pedicure Step by Step

Know the nail

- **Nail plate:** the hard, visible part of the nail.
- **Free edge:** the part that extends beyond the fingertip.
- **Cuticle:** a thin layer of dead skin at the base of the nail plate. The living skin fold around the nail must never be cut.
- **Lunula:** the pale half-moon at the base of some nails.

Common nail shapes are square, round, oval, squoval (square with softened corners) and almond. Choose a shape that suits the client's fingers and daily work.

Tools and materials

Nail file, buffer, cuticle pusher or orangewood stick, cuticle nipper (for loose hangnails only), nail clipper, finger bowl, towels, cuticle oil or cream, hand cream, polish remover, cotton, base coat, nail colour and top coat. For a pedicure add a foot tub, foot file or pumice stone, foot scrub and toe separators. Every reusable tool must be cleaned and disinfected before use.

Manicure steps

1. **Consult and check the hands.** Do not go ahead if you see swelling, broken skin or signs of infection around the nails.
2. Sanitise your hands and the client's hands.
3. **Remove old polish** with cotton and remover, pressing for a moment and then wiping from base to tip.
4. **Shape the nails** with a file, working from the side towards the centre in one direction. A back-and-forth sawing action can split the nail.
5. **Soak** the fingertips in warm soapy water to soften the cuticles, then dry.
6. **Apply cuticle oil or cream** and gently push the cuticles back with a cuticle pusher or orangewood stick. Use nippers only to remove a loose hangnail.
7. Clean gently under the free edge.
8. **Massage** the hands and lower arms with hand cream.
9. **Wipe the nail plates** with remover so that no oil is left; polish does not stick well to an oily nail.

- 10. Polish:** one base coat, two thin coats of colour and a top coat, letting each layer dry before the next.

Pedicure steps

1. Check the

feet. Do not go ahead if there are open wounds, swelling or signs of infection. Ask a client with a medical condition affecting her feet to check with her doctor first.

2. Soak

the feet in warm soapy water in a cleaned and disinfected foot tub.

3. Trim the toenails straight across

and file the corners lightly. Cutting deep into the corners can lead to ingrown toenails.

4. Care for the cuticles as in a manicure.

5. Smooth hard skin

on the heels gently with a foot file or pumice stone. Never cut hard skin with a blade.

6. Scrub, rinse and dry

the feet well, especially between the toes.

7. Massage

the feet and lower legs.

8. Place toe separators, wipe the nails with remover and apply base coat, colour and top coat.

After the service

Throw away single-use items such as orangewood sticks and emery boards, or give them to the client. Clean and disinfect the foot tub, finger bowl and metal tools. Note the service, the colour used and any observations on the client's record card.

Gentle work is good work: soften and push cuticles, file in one direction, and never cut living skin.

KEY POINTS

- Check hands and feet first; do not work over infection, swelling or broken skin.
- File from the side towards the centre in one direction, not with a sawing action.
- Soften and gently push back cuticles; never cut living skin.
- Trim toenails straight across and smooth heels with a foot file or pumice, never a blade.
- Remove oil from the nail plate before applying base coat, colour and top coat.

TRY THESE EXERCISES

1. Practise filing five nail shapes (square, round, oval, squoval, almond) on practice nails or a willing classmate.
2. Carry out a full manicure on a partner following the ten steps, and ask her to time each stage.
3. Write a pedicure checklist card, including the cleaning of the foot tub afterwards, and use it during your next practical session.

CHAPTER 5

Makeup Basics and Colour Matching

Prepare the skin

Makeup sits best on clean, moisturised skin. Cleanse, apply a light moisturiser suited to the skin type and let it settle for a few minutes. A primer is optional; it can help makeup go on smoothly and last longer.

One common order of application

1. Primer (optional)
2. Colour corrector, if needed
3. Foundation
4. Concealer
5. A thin layer of setting powder
6. Eyes: eyeshadow, eyeliner or kajal, mascara
7. Brows, filled in lightly where sparse
8. Blush, and contour or highlight if wanted
9. Lips: lip liner and lipstick

The order is flexible. Many artists do the eyes first so that any fallen eyeshadow can be cleaned off before foundation goes on.

Matching foundation

India has a very wide range of skin tones, so match every client individually.

- **Depth** is how light or deep the skin is.

- **Undertone** is the subtle hue beneath the surface colour: **warm** (golden, yellow or peachy hints), **cool** (pink, red or bluish hints) or **neutral** (a mix of both).

To match, apply two or three likely shades in small stripes on the **jawline** and check them in natural daylight. The right shade seems to disappear into the skin and blends with the neck. Do not test on the back of the hand, which is often a different colour from the face.

The colour wheel in makeup

Colours opposite each other on the colour wheel are **complementary**, and when one is layered over the other they neutralise each other. Colour correctors use this:

Concern	Corrector colour
Redness, for example around the nose	Green
Dark circles on light skin	Peach or pink
Dark circles on medium to deep skin	Orange or red-orange
Dull, yellowish areas	Lavender

Apply corrector thinly, only where needed, and blend foundation or concealer over it.

Choosing colours

- Warm undertones often look good in warm shades such as coral, peach, bronze and golden brown.
- Cool undertones often look good in cool shades such as rose pink, berry and plum.
- Neutral undertones can usually wear both.
- Match intensity to the occasion: soft and natural for daytime and office, deeper for evening, long-wearing for weddings and photographs.

Hygiene in makeup

- Take creams and foundations out of jars with a clean spatula onto a palette; never put fingers into a shared jar.
- Use a fresh disposable wand for mascara and a disposable applicator for lip products.
- Sharpen eye and lip pencils before each client to remove the used surface.
- Clean brushes and sponges after every client.
- Throw away a product that has changed in smell, colour or texture, or has passed its expiry date. The open-jar symbol with a number such as 12M means "use within 12 months after opening".

The best makeup looks like the client on her best day. Match her skin, respect her style, and keep every tool clean.

KEY POINTS

- Prepare the skin first: cleanse, moisturise and use primer if wanted.
- Undertone can be warm, cool or neutral; test foundation on the jawline in daylight.
- Complementary colours neutralise each other, so green corrector reduces the look of redness.
- Use spatulas, disposable wands and clean brushes so that makeup never spreads germs.

TRY THESE EXERCISES

1. Swatch three foundation shades on a classmate's jawline, check them by a window in daylight and choose the one that disappears into the skin.
2. Draw a colour wheel with twelve hues and mark which corrector colour cancels redness, dark circles and dull yellowish areas.
3. Create two looks on a partner, one natural daytime look and one evening look, following the order of application and using only hygienic tools.

CHAPTER 6

Consultation, the Patch Test, Threading and Waxing

The client consultation

Every service begins with a short, private conversation about what the client wants and whether the service is safe for her. Record it on a **client record card**:

- name, phone number and date;
- the service wanted and the result she expects;
- skin or hair type you observe;
- allergies and any past reactions to beauty products;
- health details she chooses to share that may affect the service;
- patch test date and result;

- products used and preferences.

A **contra-indication** is a condition that means a service should not be done, or should be done only with special care or a doctor's approval. Examples are broken or inflamed skin, an infection, recent sunburn, cuts or swelling in the area. Do not diagnose; explain that you cannot do the service on that area today and suggest she checks with a doctor. Keep record cards confidential.

The patch test

A **patch test** checks whether a client reacts to a product before it is fully used. Hair colour instructions usually require one before every colour service, even for regular clients.

1. Clean a small patch of skin behind the ear or on the inner elbow.
2. Apply a small amount of the product exactly as the instructions say.
3. Leave it for the time the instructions state; for many hair colours this is 48 hours.
4. Ask the client to report any itching, burning, redness or swelling.
5. Record the date, product and result.

If any reaction appears, do not use that product on the client.

Threading

Threading removes hair with a twisted cotton thread: as the twist rolls over the skin, it traps short hairs and lifts them out from the root. It is popular for eyebrows, upper lip, forehead and chin.

- Use a fresh thread for every client.
- Cleanse the area and keep the skin taut while you work.
- A common brow guide: start in line with the side of the nose, arch roughly above the outer edge of the iris, and end on a line from the nose past the outer corner of the eye.
- Finish with a gentle soothing lotion.

Waxing

Type	How it is removed	Common uses
Soft (warm or strip) wax	Spread thinly, then removed with a cloth or paper strip	Larger areas such as arms and legs
Hard (hot) wax	Applied thicker, allowed to set, then lifted off without a strip	Smaller, sensitive areas such as the face and underarms

Steps for soft wax:

1. Check for contra-indications, then cleanse and dry the area.
2. Test the wax temperature on your inner wrist, then on a small patch of the client's skin.
3. Spread a thin layer in the direction of hair growth and press the strip on the same way.
4. Hold the skin taut and remove the strip quickly against the direction of hair growth, keeping it close and parallel to the skin.
5. Press the area briefly with your palm, remove residue and apply a soothing lotion.

Never double-dip a spatula, and never wax the same patch of skin over and over.

KEY POINTS

- A consultation and record card come before every service.
- A contra-indication means the service should not be done, or needs special care or a doctor's approval.
- A patch test checks for a reaction before a product, such as hair colour, is fully used.
- Threading uses a twisted cotton thread, always fresh for each client.
- Soft wax is removed with a strip against hair growth; hard wax sets and is lifted off without a strip.

TRY THESE EXERCISES

1. Design a client record card on paper or in a word processor with all the fields from this lesson, and fill it in for a classmate.
2. Practise twisting and rolling a threading thread on your own forearm hair or a practice pad until the twist moves smoothly.
3. Role-play a consultation in which the client has a contra-indication, and practise explaining politely why you cannot do the service today.

Salon Safety, First Aid and Professional Conduct

Salon safety

Electrical safety

- Use dryers, straighteners and wax heaters only with dry hands, and keep them away from water.
- Check cords and plugs before use; do not use an appliance with a damaged cord.
- Do not overload one socket with many plugs.
- Switch off and unplug heated tools after use and let them cool in a safe place.

Chemical safety

- Read every label and follow its safety instructions.
- Store products tightly closed, labelled, away from heat and sunlight, and out of the reach of children.
- Never mix products unless the instructions say so, wear gloves when handling chemicals, and keep the room well ventilated.

Floors and fire

- Wipe up spills at once and sweep up hair, so that nobody slips.
- Keep walkways and exits clear, and know where the fire extinguisher is kept.

Every salon needs a **first aid kit** with disposable gloves, sterile gauze, plasters, cotton, scissors and clean water for rinsing, checked and refilled regularly.

First aid basics

First aid is the immediate help given until proper medical care is available. When in doubt, call for medical help.

Situation	What to do
Small cut or nick	Stop the service, put on gloves, press gently with clean gauze until bleeding stops, cover with a plaster, and dispose of the waste safely

Situation	What to do
Minor burn from a heated tool or wax	Cool the area under cool running water for about 20 minutes; do not apply ice, butter or toothpaste; cover loosely with a clean, non-fluffy dressing
Product in the eye	Rinse at once with plenty of clean running water, keep rinsing, and get medical help
Feeling faint	Help the person lie down, raise the legs, loosen tight clothing and let in fresh air
Skin reaction to a product	Remove the product, rinse with cool water and stop the service

If a client has swelling of the face, lips or tongue, or difficulty breathing, call for emergency help at once. In India, 112 is the national emergency number.

Professional conduct

A beautician's skill is only half the job; the way the work is done decides whether clients return.

- **Be punctual.** Keep to appointment times and tell clients early if there is a delay.
- **Be well groomed** in a clean uniform, with neat hair and clean, short nails.
- **Communicate clearly.** Listen to what the client wants, explain what you will do, and confirm the price before you begin. Give a proper bill, with GST where it applies.
- **Be honest.** Do not promise results you cannot deliver, make no medical claims, and suggest a doctor for anything that looks like a medical problem.
- **Respect privacy.** Keep record cards and personal details confidential, and never discuss one client with another.
- **Ask for consent.** Explain each step before you touch the client, and check that she is comfortable.
- **Give aftercare advice,** such as avoiding strong sun on freshly waxed skin.
- **Keep learning.** Practise new techniques and keep your hygiene knowledge up to date.

Safety, honesty and respect are what clients remember long after the service is over.

KEY POINTS

- Use electrical tools with dry hands, check cords, and unplug heated tools after use.
- Store chemicals labelled and closed, follow instructions, and never mix products unless told to.
- Cool a minor burn under cool running water for about 20 minutes; never use ice, butter or toothpaste.
- For facial swelling or difficulty breathing, call emergency help at once; 112 is India's national emergency number.
- Professional conduct means punctuality, honesty, clear prices, privacy and consent.

TRY THESE EXERCISES

1. Walk around your practice area with a checklist and note any electrical, chemical, slip or fire hazards you find.
2. Check a first aid kit against the list in this lesson and write down anything that is missing.
3. Role-play a full client visit with a partner, from greeting and confirming the price to aftercare advice and billing.

CHECK YOURSELF

Practice questions

Choose the best answer for each question. The answers, with a short explanation, are in the next chapter.

1. Which process kills all microorganisms, including spores?

- | | |
|------------------|---------------|
| a) Cleaning | b) Sanitation |
| c) Sterilisation | d) Rinsing |

2. What must be done to a tool before it is placed in disinfectant?

- | | |
|--|--|
| a) Clean it with soap or detergent and water to remove hair and debris | b) Dip it in warm oil so the disinfectant spreads evenly over it |
| c) Wrap it in a dry towel for a few minutes to warm it up | d) Leave it in the sun for a minute to dry off any moisture |

3. What is a UV cabinet in a salon best used for?

- a) Cleaning tools that still have hair on them
- b) Drying wet towels quickly
- c) Heating wax before a service
- d) Storing tools that are already cleaned and disinfected

4. Which item should be used for one client only and then thrown away?

- a) Stainless steel tweezers
- b) Threading thread
- c) A metal cuticle pusher
- d) Stainless steel scissors

5. Why must a used wax spatula never go back into the wax pot?

- a) It makes the wax in the pot heat up too quickly
- b) It can carry germs from the client's skin into the wax
- c) It changes the colour and smell of the wax
- d) It makes the spatula soft so that it bends while spreading

6. For how long should you rub your hands with soap and water when washing them?

- a) About 2 seconds
- b) About 5 seconds
- c) Only a quick rinse without soap is needed
- d) At least 20 seconds

7. A client has an oily forehead, nose and chin, but normal or dry cheeks. What is her skin type most likely to be?

- a) Combination
- b) Dry
- c) Normal
- d) Sensitive

8. Which step belongs in a daytime skin care routine for every skin type?

- a) Scrubbing the face hard every morning
- b) Skipping moisturiser to let the skin breathe
- c) Applying a broad-spectrum sunscreen
- d) Washing the face with very hot water

9. What does exfoliation mean?

- a) Adding colour to the cheeks
- b) Removing hair from the root
- c) Testing a product for a skin reaction
- d) Removing dead cells from the surface of the skin

10. Which statement about oily skin is correct?

- a) Moisturiser should never be used on oily skin at all
- b) It still needs moisture, often from a light, oil-free moisturiser
- c) Only heavy, oil-based night creams are suitable for it
- d) It should be scrubbed several times a day to remove the oil

11. A client has painful, widespread acne. What should the beautician do?

- a) Promise that a course of facials will cure it completely
- b) Squeeze the spots firmly to clear them before the facial
- c) Suggest a doctor's visit and avoid working on the affected area
- d) Use a strong scrub on the area every day until it clears

12. Which is the outer protective layer of the hair shaft?

- a) Cuticle
- b) Cortex
- c) Medulla
- d) Follicle

13. Where should conditioner mainly be applied?

- a) On the lengths and ends of the hair
- b) Only on the scalp, rubbed in firmly
- c) On the eyebrows and eyelashes
- d) On dry hair, left on overnight every day

14. How should wet, tangled hair be combed?

- a) With a fine-tooth comb from the roots, pulling firmly through
- b) By rubbing it hard with a towel first and then brushing it
- c) Gently with a wide-tooth comb, starting at the ends and working up
- d) Quickly from the roots to the ends in one firm stroke

15. What can be done about split ends?

- a) Oil them so the split joins together permanently
- b) Trim them off, because a split end cannot be repaired
- c) Wash the hair more often to seal them
- d) Brush harder to smooth them away

16. How should toenails be trimmed during a pedicure?

- a) Into a deep curve at the corners
- b) As short as possible, cutting into the corners
- c) Into a sharp point at the centre
- d) Straight across, with the corners filed lightly

17. How should a nail be filed during a manicure?

- a) Back and forth quickly, like a saw
- b) Only from the centre outwards with heavy pressure
- c) From the side towards the centre, in one direction
- d) In small circles across the nail plate

18. What should be done with the cuticles during a manicure?

- a) Cut away all the skin around the nail to make it look neat
- b) Pull them off with tweezers after soaking the fingers
- c) Leave old polish on them so they are protected during the service
- d) Soften them and gently push them back, never cutting living skin

19. Why is the nail plate wiped with remover just before the base coat?

- a) To remove oil so that the polish sticks well
- b) To make the nail grow faster and stronger
- c) To soften the cuticles before pushing them
- d) To add a natural shine to the nail plate

20. Which tool should be used to smooth hard skin on the heels?

- a) A razor blade, used carefully
- b) A foot file or pumice stone, used gently
- c) A nail clipper, used in small cuts
- d) A cuticle nipper, used close to the skin

21. Where should foundation shades be tested to find a match?

- a) On the back of the hand, under a yellow bulb
- b) On the jawline, checked in natural daylight
- c) On the forehead only, in a dim room
- d) On the palm, under bright white light

22. Which colour corrector is used to neutralise redness, for example around the nose?

- a) Green
- b) Orange
- c) Lavender
- d) Peach

23. A client's skin has golden, yellow or peachy hints. What is her undertone?

- a) Cool
- b) Neutral
- c) Depth
- d) Warm

24. Why are disposable mascara wands used in a salon?

- a) Because they hold more mascara than an ordinary wand
- b) Because they make the mascara dry faster on the lashes
- c) So germs are not passed between clients through the mascara tube
- d) Because they make the client's lashes grow longer

25. What does an open-jar symbol marked "12M" on a beauty product mean?

- a) Made 12 months before the date of sale
- b) Contains 12 millilitres of product
- c) Can be used only by people above 12 years
- d) Use within 12 months after opening

26. What is a contra-indication?

- a)** A discount that the salon offers to its loyal, regular clients
- b)** The printed price list displayed at the salon's reception desk
- c)** A condition that means a service should not be done, or needs special care
- d)** A type of soft wax used for removing hair from the face

27. Where is a patch test usually done?

- a)** On the eyelid, close to the lashes
- b)** Behind the ear or on the inner elbow
- c)** On the lips, where the skin is thin
- d)** On a scratched or broken area of skin

28. A patch test shows redness and itching. What should be done?

- a)** Do not use that product on the client
- b)** Use the product anyway, because some redness is normal
- c)** Apply the product on a larger area to check again
- d)** Mix it with another product and continue

29. How does threading remove hair?

- a)** A twisted cotton thread traps short hairs and lifts them from the root
- b)** Heat from the thread melts the hairs at the surface of the skin
- c)** A cream on the thread dissolves the hairs it touches
- d)** The thread cuts each hair at skin level, like a small blade

30. In soft (strip) waxing, how should the strip be removed?

- a)** Slowly, in the direction of hair growth, lifting it a little at a time
- b)** Quickly, against the hair growth, keeping it close and parallel to the skin
- c)** Slowly, pulling it straight upwards and away from the skin
- d)** By soaking it in warm water until it slides off the skin

31. How is hard (hot) wax removed?

- a)** A cloth strip is pressed on top while it is warm and pulled
- b)** It is shaved off the skin with a razor once it cools
- c)** It is allowed to set and is then lifted off without a strip
- d)** It is wiped off with a wet towel while it is still soft

32. What is the correct first aid for a minor burn from a heated tool?

- a)** Hold an ice cube directly on the burn until it feels numb
- b)** Spread butter or ghee over the burn to soothe it
- c)** Apply toothpaste to the burn and cover it tightly
- d)** Cool it under cool running water for about 20 minutes

- 33. After a product is applied, a client's lips swell and she has difficulty breathing. What should you do?**
- a)** Continue the service and apply a little more of the product
 - b)** Ask her to wait an hour and see whether it passes
 - c)** Call for emergency medical help at once, for example on 112
 - d)** Give her a relaxing facial massage to calm her down
- 34. Which is a correct electrical safety habit in a salon?**
- a)** Plug several heaters into one socket to save space
 - b)** Use appliances with dry hands and unplug heated tools after use
 - c)** Keep using a dryer with a damaged cord if it still works
 - d)** Leave straighteners switched on overnight to save time
- 35. Which of these is an example of professional conduct?**
- a)** Promising a client that a facial will cure her acne
 - b)** Sharing one client's personal details with another
 - c)** Arriving late for booked appointments without telling anyone
 - d)** Confirming the price with the client before starting the service

ANSWER KEY

Answers

- 1. (c) Sterilisation.** Sterilisation, for example steam under pressure in an autoclave, kills all microorganisms; cleaning and disinfection only reduce or kill most germs.
- 2. (a) Clean it with soap or detergent and water to remove hair and debris.** A disinfectant cannot work properly through dirt and hair, so the tool must be cleaned first.
- 3. (d) Storing tools that are already cleaned and disinfected.** A UV cabinet helps keep clean tools clean; it does not replace cleaning and disinfection.
- 4. (b) Threading thread.** Threading thread cannot be cleaned, so a fresh thread is used for every client. Metal tools can be cleaned and disinfected.
- 5. (b) It can carry germs from the client's skin into the wax.** Double-dipping contaminates the whole pot of wax, which is then used on other clients.
- 6. (d) At least 20 seconds.** Rubbing all surfaces of the hands with soap for at least 20 seconds removes far more germs than a quick rinse.
- 7. (a) Combination.** Combination skin has an oily T-zone (forehead, nose and chin) with normal or dry cheeks.

- 8. (c) Applying a broad-spectrum sunscreen.** Daytime sun protection suits all skin types; hard scrubbing and very hot water irritate the skin.
- 9. (d) Removing dead cells from the surface of the skin.** Exfoliation gently removes dead surface cells; it is usually done once or twice a week for most skin.
- 10. (b) It still needs moisture, often from a light, oil-free moisturiser.** Every skin type needs moisture; light, oil-free textures often suit oily skin best.
- 11. (c) Suggest a doctor's visit and avoid working on the affected area.** A beautician does not diagnose or treat skin conditions; painful or widespread acne needs a doctor.
- 12. (a) Cuticle.** The cuticle is the outer layer of overlapping scales; the cortex is the middle layer and the medulla is the core.
- 13. (a) On the lengths and ends of the hair.** The lengths and ends are the oldest, driest parts of the hair; putting conditioner on the scalp can make it greasy.
- 14. (c) Gently with a wide-tooth comb, starting at the ends and working up.** Wet hair breaks easily, so a wide-tooth comb used from the ends upwards removes tangles with the least pulling.
- 15. (b) Trim them off, because a split end cannot be repaired.** Once a hair has split it cannot be joined again; regular trimming removes split ends.
- 16. (d) Straight across, with the corners filed lightly.** Cutting straight across and only lightly filing the corners helps avoid ingrown toenails.
- 17. (c) From the side towards the centre, in one direction.** Filing in one direction is gentle on the nail; a sawing action can split it.
- 18. (d) Soften them and gently push them back, never cutting living skin.** Cuticles are softened and pushed back; nippers are used only for loose hangnails, and living skin is never cut.
- 19. (a) To remove oil so that the polish sticks well.** After massage the nail is oily, and polish does not stick well to an oily surface.
- 20. (b) A foot file or pumice stone, used gently.** Hard skin is smoothed gently with a foot file or pumice stone; it must never be cut with a blade.
- 21. (b) On the jawline, checked in natural daylight.** The jawline shows how the shade blends between face and neck, and daylight shows its true colour.
- 22. (a) Green.** Green is opposite red on the colour wheel, so a thin layer of green neutralises redness.
- 23. (d) Warm.** Golden, yellow or peachy hints show a warm undertone; cool undertones have pink, red or bluish hints. Depth is how light or deep the skin is, not an undertone.
- 24. (c) So germs are not passed between clients through the mascara tube.** A wand that has touched one client's lashes would carry germs back into the tube; a fresh disposable wand prevents this.
- 25. (d) Use within 12 months after opening.** The open-jar symbol shows the period after opening; 12M means the product should be used within 12 months of opening.

- 26. (c) A condition that means a service should not be done, or needs special care.** Conditions such as broken skin, infection or recent sunburn are contra-indications that stop or change a service.
- 27. (b) Behind the ear or on the inner elbow.** Behind the ear and the inner elbow are small, discreet areas where a reaction can be seen easily.
- 28. (a) Do not use that product on the client.** Any reaction to a patch test means the product is not safe for that client.
- 29. (a) A twisted cotton thread traps short hairs and lifts them from the root.** As the twisted part of the thread rolls over the skin, it catches hairs and pulls them out from the root.
- 30. (b) Quickly, against the hair growth, keeping it close and parallel to the skin.** A quick pull against the hair growth, close to the skin, removes hair cleanly with less discomfort.
- 31. (c) It is allowed to set and is then lifted off without a strip.** Hard wax sets on the skin and becomes its own strip, so no cloth or paper strip is needed.
- 32. (d) Cool it under cool running water for about 20 minutes.** Cool running water reduces the heat in the skin; ice, butter and toothpaste can make a burn worse.
- 33. (c) Call for emergency medical help at once, for example on 112.** Swelling of the face or lips with breathing difficulty can be a severe allergic reaction and needs emergency help immediately.
- 34. (b) Use appliances with dry hands and unplug heated tools after use.** Dry hands, sound cords, unloaded sockets and switched-off tools prevent shocks, burns and fires.
- 35. (d) Confirming the price with the client before starting the service.** Clear prices agreed in advance are part of honest, professional service; the other choices break trust or privacy.

WORD LIST

Glossary

Autoclave

A machine that sterilises suitable tools using steam under pressure.

Base coat

A first layer on the nail, usually clear, that helps polish stick and protects the nail plate.

Client record card

A confidential card noting a client's details, allergies, patch tests and services.

Colour corrector

A tinted product that uses the colour wheel to neutralise a discolouration before foundation.

Combination skin

Skin with an oily T-zone and normal or dry cheeks.

Contra-indication

A condition that means a service should not be done, or needs special care or a doctor's approval.

Cortex

The middle layer of a hair, which gives it strength and natural colour.

Cuticle

On a nail, the thin layer of dead skin at the base of the nail plate; on a hair, the outer layer of overlapping scales.

Disinfection

Using a chemical to kill most germs on tools and surfaces.

Double-dipping

Putting a used spatula or applicator back into a shared product, which spreads germs.

Exfoliation

Removing dead cells from the surface of the skin.

Follicle

The small pocket in the skin from which a hair grows.

Free edge

The part of the nail that extends beyond the fingertip.

Hard wax

Wax that sets on the skin and is lifted off without a strip.

Patch test

A small test application of a product on the skin to check for a reaction before full use.

Pumice stone

A light, rough stone used to smooth hard skin on the feet.

Sanitation

Cleaning that removes visible dirt and lowers the number of germs.

Sebum

The natural oil produced by small glands in the skin.

Single-use item

An item that is thrown away after one client because it cannot be cleaned properly.

Soft wax

Wax spread thinly and removed with a cloth or paper strip, also called warm or strip wax.

Sterilisation

A process that kills all microorganisms, including spores.

T-zone

The forehead, nose and chin area of the face.

Threading

A hair removal method in which a twisted cotton thread lifts hairs out from the root.

Undertone

The subtle warm, cool or neutral hue beneath the surface colour of the skin.



Gurukul Technicals Institute

Computer education institute in Delhi, with authorised member centres, robotics classes and science projects, working models and DIY kits.

COURSES

Computer & Office Skills · Accounting & Business Software · Programming & Web Development · Design & Digital Skills · Hardware & Networking · Robotics & Coding · Other Programmes

PROJECTS AND KITS

Ready-made school projects · DIY and STEM kits · Robotics and coding · Components and spares · Engineering projects

CONTACT

Head office: A-10, Chief Commissioner Colony, opposite Rana Pratap Bagh, Delhi 110007

Phone: 011 2721 1512 · **Mobile and WhatsApp:** +91 97116 99511

Email: engineergurukul@yahoo.co.in

Website: engineergurukul.com · **Instagram:** [@science_projects_club](https://www.instagram.com/science_projects_club)

More free ebooks for computer courses, robotics and science projects: engineergurukul.com/resources/ebooks/

Free to read, print and share. Not for sale.