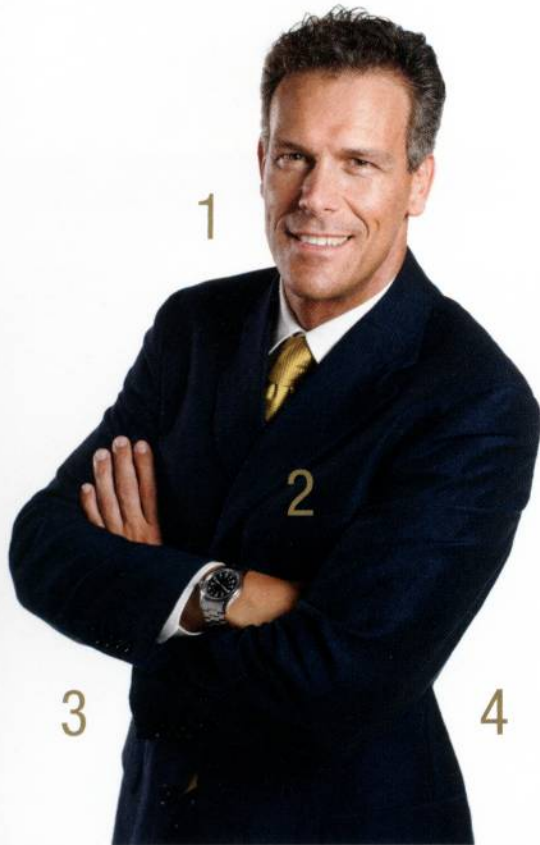


Tips for Men



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think **BIG**

BECKLEY INTERMODAL GATEWAY



The Beckley Intermodal Gateway project is a multi-phase transportation center being constructed in the heart of Beckley's downtown area that will serve as a gateway into the city.

The structure will include a terminal for local and regional bus lines, a parking garage and a public event area. It is a redevelopment project designed to enhance transportation and help revitalize downtown Beckley.

www.beckley.org



1. In a professional environment, the business suit is still the go-to outfit for the well-dressed employee.

2. Decide on the type of suit you want to purchase and take into consideration the style that best compliments your size and shape. A double-breasted suit tends to be viewed as a more formal selection and must always be buttoned. For a three-button suit, you should button the first two buttons.

3. Fit is important. Most men have not been trained to know what a perfectly fitted suit means. For example, your shirt sleeves should extend one-fourth of an inch past your suit sleeves. Your suit jacket should button easily without any tug marks. Find a tailor that can enhance your purchase to fit your frame. It is much better to spend a little more for a suit fitted by a tailor than to buy two suits off the rack at a lesser price.

4. The most commonly acceptable colors in the workplace are charcoal gray and navy. Crisp, white, 100 percent cotton shirts should be a staple in every professional's wardrobe. Dress shirts should always have long sleeves. Undershirts are worn to keep perspiration off of your suit. Once a shirt has been stained or becomes discolored from numerous washings, it should be replaced.

5. When picking a tie, remember that the smaller the pattern and the darker the color, the more authoritative the look.

6. The condition of your shoes matters, too. You will be surprised by how many people judge you by the condition of your shoes. Take the time to polish them and replace any worn heels. Laced shoes are considered formal; wing-tips are more formal than loafers.

7. Your socks should be the same color as your trousers and cover your calf completely.

8. Many companies today acknowledge casual or dress-down Fridays. What should you wear? Khaki slacks and a jacket are a great alternative for dress-down days. Stay away from jeans unless your office has agreed to allow jeans on casual Fridays. Wear clean shirts made from good material. Polo shirts and striped button-downs are acceptable casual wear in the workplace. Men should stay away from flannel shirts, which are considered too informal for the office.