

LIVING

From Nine to Five

by Sylvia Saleem

THERE are three main requirements for being happy in your work: first, do the job well; secondly, enjoy it. The third is establishing the right kind of relationship with your fellow employees or customers, including those you do not like as well as those to whom you are naturally sympathetic. Essential to achieving happy relationships at work is the ability to do the right thing at the right time. To have a fairly shrewd idea of the code of behaviour in the sphere in which you work.

Loyalty

Work is as much part of life as love or friendship, and there is an immense satisfaction in giving the best you can and sometimes rather more than is required without worrying overmuch whether you will be rewarded immediately. What you will get is an enriched personality, a greater integrity, a deeper confidence and a more extensive knowledge of your job. With these attributes people are usually appreciated more than they dream.

When loyalty is under discussion, some thought should be given to gossip and indiscretion. Gossip in its best sense enriches life. It spreads knowledge, brings interest, laughter and companionship to all relationships. But it can be unkind, disloyal or positively dangerous. One can submit to its pitfalls too easily. Repeating unkind or malicious things, discussing the faults or mistakes of your boss with colleagues or juniors, disclosing facts which should not be publicised, is disloyal and morally wrong. Sooner or later the feeling, if not the word, will get around that the girl who indulges in it is not a person in whom to confide or with whom to be friendly.

Furthermore, once someone acquires a reputation for indiscretion or malicious gossip, it will hamper her advancement to any position where discretion and tact are necessary.

You and your boss

Even if you know your boss socially or well through having worked with him for years, it is incorrect to call him by his first name in front of others or to be more familiar with him than a working relationship demands. Even if he asks you to use his first name, do it discreetly and not in a way which makes it obvious to others that you consider your relationship with him to be much closer than theirs. To follow this rule avoids jealousy, misconcep-

tions and resentment. Be careful of this charm business! To have charm is delightful. It means you are pleasant; you look agreeable rather than disagreeable, you try to please and help others, but it can also be dangerous if you "switch it on and off". The provocative smile, the over-anxious desire to please can lead your boss to all kinds of wrong conclusions. It is very simple to be charming. It is being a nice person. It is not a special attribute like beauty or wit. So much nonsense has

been written about "charm" and "learning to be charming" that people lose sight of the real thing. To pile on the charm is quite contrary to any code of etiquette that should be observed at work, while to be pleasant, helpful and kind is perfectly charming. There is a deal of difference between the two.



A young woman busy in the computer room

cannot make great friends at work. Like the playmates of childhood, the school or college friends, you share a common life for about eight hours a day and you can make lasting friendships. The relationships are often much deeper than those with social acquaintances.

On the other hand, a place of work is a community, often a close one, and you are bound to meet others who rub you up the wrong way, of whom you may be afraid or who are unpleasant and unkind to you. There is an art in getting on with these people and the secret is learning to keep your mouth shut. This does not mean you have to be a modest violet blooming in the darkest corner of the office who speaks only when she is spoken to. It means avoiding gossip and careless talk. Be pleasant, polite and helpful to everybody. Give no-one the chance to say something nasty about you which might have even the slightest foundation.

Telephone manners

A great American business man once said that the most important people in his organisation were the telephonists because they were the initial contact between him and his customers. So much business, initial contact and inquiry have to be conducted on the telephone today that someone who cultivates her telephone manners is of infinite value to her employer.

Although to repeat people's names constantly in conversation is not considered correct according to the laws of etiquette, on the telephone it is pleasant to respond to an in-

quiry with "just one moment Mr Smith, I'll see if Mr Brown is there", instead of "just one moment, I'll see if he's there". In this way you acknowledge Mr Smith as a person. If you say that you will ring back, make a point of doing so, even if you have not been able to get the information required. Nothing is more irritating, even hurtful, than a promise to ring back and then silence.

Friendships at work

It is a mistake to think you

if someone is particularly unpleasant to you, take no notice at all and continue to behave charmingly yourself. This maddens most bullies. It is a delicate way of showing your true mettle; it demands real self-discipline but it can be very rewarding.

Pride in the job

Another ingredient in the sum of happiness at work is appreciation. Being appreciated is one of the pleasures of life. Most of us work for appreciation as well as money because we have pride in our capabilities. Never forget this, even with those you see day in and day out. If a junior does a job particularly well, tell her so. If a colleague has achieved an ambition or just been kind and helpful congratulate or thank her.

Even your boss suffers frustrations and disappointments, so if a venture of his appears to be going well, or he has a brilliant idea that works, tell him so. It is possible to be proud of those for whom you work as well as of those who work for you, and often people in high positions are lonely and starved of real appreciation, although they may get plenty of flattery and adulation. There is a deal of difference between the two.

Men at work

Many girls marry men they have met at or through their jobs. A job is as good a meeting place as a party or a holiday. But a job should never be considered as a marriage market. This is in your own interests as well as in the firm's. It is one of the truisms of life that man-hunting ladies arouse the antagonism of other women — and provoke most men to run in the opposite direction. Nowhere is this more obvious than when men and women work together. So the clever girl who might be looking around for a husband will keep quiet about it and maintain a tight reign on her behaviour. Your restraint in this matter will win you friends among the women and admirers among the men.

The married man who just wants a good time creates a different kind of problem. The best way to deal with the married man is to make your attitude clear from the start. Do not be too cold, haughty or withdrawn, it is possible to be

courteous and pleasant without being familiar.

If you suspect trouble from such a man, never stay gossiping with him beyond the amount of talk necessary to your job and consistent with common good manners. If you work closely with him, he is bound to know a little about you and your background. Make it obvious that you are leading a contented social life out of the office and have plenty of interesting hobbies and friends.

Ambition

Ambition in itself is a good thing. It means "the desire to do something strongly", to want to improve at your job and thereby advance in it. This does not mean trampling on other people to reach the top. Ambition is dangerous and unattractive when it becomes the puffed-up worship of self.

First of all, you must decide what you want out of a job. Not every one can get to the top. There simply isn't the room. There are certain research or creative jobs where those who are truly gifted would never enjoy an executive position and would have to sacrifice a good deal of what they most enjoy to get to the top. Others are natural leaders and enjoy organising, dealing with decisions. You must realise that the higher you aspire the more responsibility you will have to carry, the more decisions you will have to make, perhaps without the help of others.

Seniority is not a light-hearted affair. People in top positions have less time for themselves, have to work harder, take greater risks, and if they fall, the fall is far more painful from the top than from half-way up! If you understand what being at the top entails, and are prepared to take the extra responsibility, go to it by all means.

But not everyone can or should get into top positions, although they may get to the top in the quality of their work, and in their value to the boss or organisation for whom they work. It is possible to be very successful without being spectacular. A person who really enjoys her job, earns enough money to live and save for the future, and leads a happy life with time for personal affairs, hobbies, and other interests, is someone much to be envied. This person knows there must be a happy balance between work and play. The important thing is to find your own level and to think quite seriously about what you really want out of life.

(To be continued)

Basic Education and Early Childhood Development

by Farida Akhtar

Basic education facilitates the ability to meet basic learning needs and comprises both essential learning tools such as literacy, numeracy, problem solving etc. and the basic learning content like knowledge, skills, attitudes and values. Early Childhood Education (ECE) can be considered a component of basic education as learning begins at birth. The interactions of health, nutrition and psychological processes of a growing baby affect survival and development in the early years of life. The result of these interactions prepares the child for learning, which in turn influences the child's chances to get into school and succeed in basic education programs. Hence, ECE programs are being expanded rapidly as a sector of education over the past decade in different parts of the world. Early Childhood Education program is

strongly support the need of early childhood program are:

a. A human rights argument — every child has the right to live and to develop optimum level of capacity.

b. An economic argument — the investment towards ECE brings positive result in respect to school achievement and performance in future life.

c. A moral and social values argument — through children humanity transmits its values. That transmission begins with infants. Therefore, by early education program we can preserve our moral and social values.

d. A scientific argument — research results show that early years of life are critical for all areas of development and ECE has long — term effects.

e. A social equity argument — ECE is helpful to minimize the socioeconomic and gender related disparities.

f. Changing social and demographic circumstances — The increasing survival of vulnerable children, changing family structures, urban — rural migration, women in the labour force, and other

grams has been shown in many cases to be more significant for girls than boys, and for children from disadvantaged social groups than those from more affluent homes. Therefore, early childhood education can have a substantial equity effect, by reducing disparities in subsequent educational attainment.

Considering the study results and supporting arguments of ECE, the need of ECE in Bangladesh is multi-dimensional such as:

a. Impacts of ECE are more significant on girls than boys, which influence parents' interest to send their girls child to school. Therefore, by promoting girls' education, this program minimizes the disparity between girls and boys.

b. Impacts of ECE are more significant on children from disadvantaged social groups than children from affluent homes. As the poor and disadvantaged children of age group from 0 to 6 years are deprived from a positive learning environment that keep them behind developmentally. In this context ECE plays a vital role in narrowing



Children practising the piano

preschool in nature and focuses on the holistic development of the child and ensures development of skills related to the process of learning.

Any learning activity depends significantly upon the characteristics of the learners. However, ECE enhances these characteristics by developing sensory, language, social, physical cognitive and psychological abilities. That means, ECE promotes child's development in different areas.

Rationale of Early Childhood Education:

Studies done by professionals from different fields have proven that the physical as well as the psychosocial development and stimulation of preschool age children through appropriate cognitive and psychomotor development, nutrition have a significant impact on the child's educational attainment and overall development. Therefore, in many countries early childhood education has been the most rapidly expanding sector of education over the past decade.

The eight arguments that

changes require increased attention to early care and development.

g. Integration argument — ECE is also important to integrate disabled and able children, as integration is easy and effective if it starts at early years.

h. A programme efficacy argument: The efficacy of other programs (health, nutrition, women education, women employment programs) can be improved through their combination with child development program.

Rationale of ECE Program in Bangladesh:

Considering the impact of ECE on basic education and future abilities, it is essential to emphasize the need of Early Childhood Education in Bangladesh.

From different studies and reports on early childhood education, two important findings are identified:

— attention to the physical and psychological development of young children often enhances their ability to benefit from schooling, thereby increases efficiency within the school system.

— the positive effects on school performance of early childhood development pro-

the gap created from inadequate learning environment and minimizes the difference with the advantaged children group in respect of academic achievement.

c. Women labour force is increasing rapidly in Bangladesh, which causes the need of childhood development and education centers for the children of this working force.

d. ECE minimizes at the opportunity cost of primary education, by improving school attendance and achievement and reducing drop outs. Hence, the money invested for a child's education at pre school age can show four fold return. Therefore, this program is cost effective considering its multiple outcomes and beneficiaries.

Due to natural calamities, poverty and social reasons the changes in family structures, urban — rural migration and others are the considerable changes in Bangladesh. This changing situation demands more children development and education facilities.

f. Considering the high drop out rate and poor school performance in primary education in Bangladesh, introducing ECE is one of the important steps to promote the condition.

Beauty Tips

STYES on the eye are a sign of a run-down condition. Rest, fresh air, good food, and an iron tonic, with a course of vitamin C tablets, will help to tone up the system. Treat the sty with hot fomentations — wrap boracic lint round the bowl of a wooden spoon and soak in boiling water; take out, squeeze quickly in a linen towel, and apply the bowl of the spoon to the eye, re-dipping in the water when cool. Do not hurt the eye but hold the spoon close until it is cooled sufficiently to become bearable.

Exercises. A very restful exercise is to go into the garden, and look first at something close at hand and then at a far-away object, green

hills or trees in the distance for preference. Continue doing this for a minute or two, then look down to the left and up to the right alternatively for a dozen times; finally, reverse the process and glance down to the right and up to the left. Do not move the head while doing any of these exercises. Exercise the muscles by rolling the eyes in a circle first from left to right, then from right to left, ten times each way. Let the eyes travel very slowly round the room as far away as they will go — to the left, right, up, and then down.

Eyebrows.

The expression of the face depends a great deal on the eyebrows. An indefinite eye-brow robs the face of character. The over-fair or colourless eyebrow needs accentuating with a black or brown pencil. Train the hairs to lie smoothly and avoid as much as possible the pencil marking the skin. Skillful use of tweezers will keep the eyebrows in good shape, and care should be taken to pluck the hairs which straggle below the natural line only and those on the bridge of the nose. To make plucking less painful, the brows should be bathed first in warm water for a few minutes, patted dry and a cold cream massaged in. The cream should be gently wiped off before plucking begins.

Eyeshadow. For evening wear cleverly applied eyeshadow and mascara combine to accentuate the depth and brilliance of the eyes. Eyeshadow should be applied to the centre of the top lid and worked careful outwards in either direction. A spot of oil smeared along the top lid with the finer-tip is a more natural touch for day-time. Do not apply shadow or grease to the lower lid.

Figure. It pays to buy the best foundation garment you can afford. Do try it on first, not merely take one that looks right and which may be excellent on some figures, but not on your own. A good corsetiere can take two or more inches from the hips without harmful pressure, while if you tighten yourself, discomfort and possibly injury may result. Your figure will look ungainly and your clothes hang badly if you slouch — walk upright with the shoulders back (see Carriage). A general guide to dress is that short, plump figures should wear plain, subdued colours, and should avoid stripes going round the body at all large-patterned material. The slim person can wear most colours and designs, but the very thin should not choose downward stripes or narrow-fitting skirts.

Foundation Preparations. These take the form of creams, lotions, and what are known as cakes, and are used after cleaning as the foundation of the make-up. Generally, a good foundation cream tinted to tone with the natural coloring of the skin is to be preferred, for it is more easily spread and manipulated and gives the complexion an attractive youthful "glow" under the face powder. (For application see Make-up). Some have a preference for a foundation lotion where only a light foundation is needed. Cakes are usually applied by means of a dampened sponge, and help in covering small blemishes.

Hair. If health is good the hair should carry a natural lustre, each hair as it were standing by itself, glinting in the light bringing out and setting the note of the individual's coloring. The hair cells or roots are fed by tiny blood vessels, and as these cells grow their

pressure pushes the hair upwards. In each cell or follicle is an oil gland which lubricates the hair and keeps it supple and shiny. Frequent massage of the scalp with the fingers assists the secretion of this natural oil, promotes growth and replacement, and loosens dandruff.

Hair should be brushed every night, however tired one maybe, for this distributes the oil evenly over the hair, and helps to remove the dust which clings and accumulates during the day. Finally, a comb-through will bring the wave back into place, whether it be natural or "permanent", and a hair-net will maintain the arrangement during sleep.

Tinting and enlivening hair is a matter for consultation with one's hairdresser. Camomile, henna, and other harmless shampoos are available. Violent dyeing by the inexperienced is to be deprecated, for the hair itself suffers in texture and strength. Generally, it is wiser to follow and make the most of one's natural coloring, and to use make-up in harmony with it.

PE

Cannes Film Festival

Farewell to My Concubine, The Piano — Best Films

CANNES (France), May 25: Jane Campion's "The Piano" and Chen Kaige's "Farewell To My Concubine" shared top honours at the Cannes Film Festival yesterday, reports Reuters.

The two very different films, one Australian and one Chinese, had been joint critical favourites. By taking the Golden Palm, they each broke new ground.

"The Piano", a passionate love story set in the wilds of 19th-century New Zealand, was the first winner from Australia and the first winner by a woman director. Campion is a New Zealander.

"Farewell To My Concubine", and epic story of actors at the Beijing opera during the most traumatic moments of 20th-century Chinese history, was the first Asian film

to receive top honours at Cannes.

"It's a long way from New Zealand to this stage, said the Piano's leading man, Sam Neill, who accepted the award on Campion's behalf because the director is seven months pregnant."

Chen echoed those sentiments, adding: "I myself know how far it is to get here."

"The Piano" also took the award for best actress—Holly Hunter, who plays a mute Scottish woman at the centre of the drama.

The best actor prize went to David Thewlis, young star of Mike Leigh's dark comedy of urban despair, "Naked". Leigh, one of an accomplished array of British film-makers in Cannes this year, was also named best director.

The most controversial ac-

colade was the grand jury prize which went to Wim Wenders' "Faraway, So Close."

The film, a kind of sequel to the highly successful wings of desire (1987) about angles over Berlin, sharply divided critics, many of whom accused it of self-indulgence.

Jury President Louis Malle praised its innovative use of cinematic techniques.

Campion, whose previous highly acclaimed films were "Sweetie" and "An Angel At My Table", made her film with Australian and French money.

A work of striking visual beauty, it explores the strange relationship between Ada (played by Hunter), the husband she sent to New Zealand to marry (Neill) and a tattooed illiterate neighbour who awakens her sexual passion (Harvey Keitel).

Campion also wrote the original screenplay, which forces on the Piano as Ada's main link with the outside world.

"I'm interested in outsiders and non-communicators," she told Reuters in an earlier interview. "I envisaged this as a kind of transposed 'Wuthering Heights'... Ada is modern in that she responds sensually to the world."

"Concubine" also explores personal and sexual themes through the story of two male actors who play a king and his concubine in a famous Beijing opera.

The ambiguity of their relationship is complicated by the marriage of the king character (played by Zhang Fengyi) to a former prostitute (Gong Li), and by the upheaval first of the

Japanese invasion and then of the arrival of the communists and the cultural revolution.

It is one of the most audacious films to come out of China, both on the subject of political history and on homosexuality.

"This film is half about infatuation and half about betrayal," Chen told Reuters in an interview. "I don't want to make a political statement, I'm telling a story about human beings."

The third success story of the night, "Naked", gives a stark view of big city life in modern Britain.

Thewllis's character Johnny embarks on a homeric sort of journey to encounter a vast array of losers and dispossessed people in modern London.



Sophiya Huq MTV VJ