

## 《上班穿什么：新人职场穿衣指南》

Being a professional means you must dress for the part. Casual clothes convey an image that you're not taking the job seriously. That's why the professional dress of choice for men and women in the office remains a combination of conservative suits and separates. The clothes show you mean business and that you're serious about your job.

职业穿着意味着你一定要根据自己的职业选择恰当的着装。休闲装会给人一种对工作不认真的印象。因此，办公室男女们还是应该选择相对保守的正装，以表明你对该行业和工作的重视。

### Men's Clothes

#### 职场男性穿衣指南

The standard foundation for a professional men's wardrobe is a solid or pinstriped suit in navy, black, gray or charcoal. The suit must be worn with a dress shirt that can be a solid color or pinstriped. Shirt colors must be conservative, such as white and light or medium blue. Ties should be conservative, not too wide or too skinny, in silk fabric that is a solid color or features a small pattern or stripes. Socks must rise to the calves so that when sitting the ankle is not exposed. The classic dress shoes are lace up oxfords or shiny slip on loafers.

男性的标准职业装应该是纯色或细直条纹西装，颜色可以是海军蓝、黑色、灰色或炭黑色。西服一定要搭配衬衫来穿，衬衫可以选择纯色的或细直条纹，一定要选择保守的颜色，比如白色或浅蓝色。领带不宜过宽或过窄，丝质材质的纯色或印有条纹的领带都可以选择。袜子必须高到小腿，这样坐着时脚踝就不会露出来。经典的正装鞋是系带牛津鞋或闪亮的便鞋。

## Women's Clothes

### 职场女性穿衣指南

Women's professional clothes are very much like men's. Dark, conservative suits are best because they are formal and dignified. Skirts and slacks are both acceptable. Lower heels are the choice for the office in either pumps or slingbacks. Soft, smooth exposed legs are great at the beach but unpolished at the office. Cover them up with sheer stockings. Blouses should be conservative as well, and V-neck blouses and dress shirts work best. Jewelry must be limited, small and not distracting. Scarves are acceptable if they are tied neatly and the print is not too loud.

女性的职业着装和男性大同小异。深色正装是最好的选择，因为既正式又庄重。裙装和裤装都是可以接受的。低跟的高跟鞋最适合OL在办公室里穿着，包趾的或者是露趾的都可以。光洁裸露的美腿在海滩上会大受欢迎，不过在办公室里就不太文雅了，还是穿上轻薄的丝袜比较合适。穿着衬衫也应该尽量保守，V领的衬衫就是不错的选择。上班时，佩戴珠宝要适量，选择小巧的款式，不要太扎眼。系丝巾也是允许的，不过要系得大方得体，颜色不宜过分夸张。

## Casual Day

### 便装日

Many offices allow casual clothes on Fridays. However, this is not a license to wear jeans, shorts and T-shirts. Casual clothes for the office mean dressy casual clothes, just like you'd wear to a nice restaurant. For men, that would be khaki slacks, a button-down or dress shirt without a tie, a blazer and loafers. The look is the same for women, although you can substitute a skirt for the khakis and substitute a cardigan set for the blouse and jacket. Heels are

still a requirement for skirts. Women may wear slacks with loafers on casual

Friday. Check with your company's dress code for casual dress guidelines.

很多公司都会把周五定为便装日，但这并不是说你可以穿T恤牛仔裤去上班。办公室便装指的是讲究的休闲装，就像你穿去高档酒店的那种服装。对于男士而言，便装日可以穿着卡其布的裤子，纽扣领的衬衫或者不打领带的西装衬衫，运动夹克和休闲鞋。对于女士而言，裙装的质地可以换成卡其布的，羊毛套衫可以换成休闲衬衫和夹克。穿衬衫的话，穿带跟的鞋还是必须的。不过在便装日，女士可以选择穿裤装和休闲鞋。你可以查看一下公司的穿衣规定，看看对便装日的穿着有什么样的指导意见。

