

HOW TO DO

more of just about

every- thing



* write a curriculum vitae

* mend a broken economy

* save the world from climate change

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Acknowledgements

A Note to Readers

Risky activities: Certain activities described in this book are inherently dangerous or risky. Before attempting any new activity, make sure you are aware of your own limitations and consider all applicable risks (whether listed or not).

Professional advice: The information in this book is not intended as a substitute for professional advice. You should consult a professional whenever appropriate, or if you have questions regarding medical, legal or financial advice.

Physical or health-related activities: Be sure to consult your GP before attempting a health- or diet-related activity, or any activity involving physical exertion, particularly if you have any condition that could impair or limit your ability.

Adult supervision: The activities described in this book are intended for adults only, and they should not be performed by children without responsible adult supervision.

Breaking the law: The information provided in this book should not be used to break any applicable law or regulation.

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- 3 Build a puppet theatre for your puppet show. Take a large cardboard box and cut out the bottom of it. Turn it on its side so that you can look through the opening you cut out. This will be the stage of the puppet theatre. Paint the cardboard box. If you don't want to build a puppet theatre, just take a tablecloth and drape it over a table. You can crouch behind the table and hold the puppets above the surface.
- 4 Practise your puppet show until you feel comfortable with the hand movements and dialogue. Experiment with different voices so you can make each puppet sound unique. Attempt to make the puppets move as naturally as possible.
- 5 Gather an audience and perform your puppet show for them. Make sure you keep your voice animated so you can keep your audience's attention.

15 Put on Stage Makeup

If you are performing in a play or musical, or are participating as part of the stage crew, stage makeup is an important factor. On stage, both men and women will require makeup.

Steps

- 1 Apply foundation to the entire face, jaw and neck. The colour of the foundation should closely match the performer's skin tone. If the performer has very light skin, use a foundation that is slightly darker than his skin. Make sure the foundation covers the skin completely and is blended well, with no noticeable edges.
- 2 Use brushes to apply shading around features such as eyes, cheekbones, nose and jaw. By using the right colouring and the correct brush size, you can make features appear larger or smaller. Dark shading along the cheekbone or jaw will make the face look thinner and more defined, while shading around the eye socket will make eyes appear larger. Blend the shading well, except along the cheekbones or eye socket. These features should remain clearly defined.
- 3 Powder the face well, and then apply highlighting and eye shadow. Bright colours of eye shadow work best. Apply highlighting to the browbone and upper cheeks.
- 4 Line the eyes along the top and bottom lids, leaving a noticeable space at each corner. By leaving the lines disconnected, the eyes will appear more open. Apply mascara or false eyelashes if desired. Darken the eyebrows with the eyebrow pencil.
- 5 Use a strong, matte lip-liner and lipstick. If the performer should not look overly made up, use a natural-coloured lip-liner and lipstick. Apply rouge to the apples of the cheeks and blend it back into the cheekbones



*Tip

Make sure the skin is very clean and dry before applying makeup. Wiping skin with an astringent will help remove oil.



Tell a Good Joke

16

Do you start off conversations with “Did you hear the one about the...?” Even if you don’t, here’s how to tell a good joke, from set-up to punchline.

🕒 Steps

- 1 Mentally prepare yourself. Know the joke like the back of your hand. There is nothing more embarrassing for a joke teller than to fill in the joke with ums and ers while scrambling to remember exactly how it goes.
- 2 Practise in the mirror. Doing so will help you to see how you deliver the joke, what facial expressions work to enhance the humour in it, and what pace to say certain lines. You are your first audience.
- 3 Practise the joke for the family dog. This second audience will allow you to focus your attention on them, not yourself since you have perfected your art form in the mirror already.
- 4 Third time lucky? Wait for the right moment to tell the joke. Once you decide to do it, go for it! Don’t hesitate; it could stop your momentum in its tracks. Delivery is key. Beginning is key to the key.
- 5 Give it your all. Once you’re telling the joke, keep it up – don’t stop mid-sentence (unless, of course, that’s part of the joke).
- 6 Finish the joke with an amused look on your face. Even if no one laughed, at least someone has found it funny!



* Tips

Have confidence. Even if it’s a bad joke, you had the guts to put it out there.

Have a good sense of humour. Even if it didn’t go well, there will always be another opportunity to tell the same joke.

⚠ Warning

Be conscious of your audience. Some people are offended quite easily, others not so much.

Perform the Key Card Trick

17

This is one of the simplest yet most effective card tricks you can perform. The key card makes it work.

🕒 Steps

- 1 Note the card at the bottom of a deck of cards and memorise it. This is the key card.
- 2 Ask a volunteer to pick a card at random from the deck.
- 3 Ask the volunteer to memorise the card and show it to the audience. The volunteer should not show it to you or tell you what it is.
- 4 Have the volunteer place the card on top of the deck once he or she has memorised it.
- 5 Allow the volunteer to cut the cards as many times as he or she wishes.
- 6 Look through the deck, starting with the top card, until you find the key card. The one after it is the volunteer’s card.



⚠ Warning

One of the most important rules of magic is to never reveal how a trick is performed. If you do, your audience will be disappointed and everyone you know will start doing your trick.



216 Accept a Compliment

Receiving a compliment can be somewhat embarrassing, but knowing the correct way to accept a compliment is important to avoid offending the person who has offered it.

Steps

- 1 Look the person in the eye when they are speaking to you. Even though it can be embarrassing to receive a compliment, it is more respectful to the person who is giving you the compliment to look at him or her while they speak.
- 2 Recognise that someone has taken the time to notice something about you that they appreciate or admire. You can do this by saying something like, "I really appreciate that you noticed that". A simple comment like this lets the person know that you understand, appreciate and believe their compliment.
- 3 Say "Thank you" with meaning. Often people feel that the proper way to accept a compliment is to try to water it down with disqualifying comments. This is both rude to the person giving the compliment and unappreciative.
- 4 Understand that you do not have to give a compliment in return. If you would like to return the compliment, that's fine, but trying to rush a quick compliment without much thought will be obvious. The person will realise that you are just trying to be polite and that your compliment probably isn't sincere.



Warning

Don't laugh at the person giving you a compliment. The person may already be nervous about complimenting you; don't make it worse for them.

217 Apologise Creatively

Apologising is an art form – and remember that etiquette demands that serious offences require serious apologies. Read on to learn how to apologise creatively.

Steps

- 1 Hire a performer to sing, act or dance an apology. If you'd rather do the performing and risk embarrassment, rent a costume to apologise in and give the performance of your life on his or her doorstep or while they are out eating dinner with a friend. Making a fool of yourself or having someone else make a fool of themselves on your behalf is a great way to break the ice.
- 2 Think of the things you have told him or her you hate to do but that they love to do. Set up a date and time to do exactly that, but keep the event a surprise. When you arrive at the event, apologise for whatever misunderstanding or offence happened and put it all behind you by participating in one of their favourite activities.
- 3 Make something simple and handmade. Create a collage from newspaper or magazine clippings that spells out your apology. Leave clues, like for a treasure hunt, to lead to your apology. Leave a big poster board in their car that admits your wrongdoing and ask them to drive around with it. Write a poem or a song for them. Colour a page in a colouring book that fits the reason for your fight.



Tips

Flowers and chocolates have become standards for apologies. If you want to be creative, do something different.

Keep the actual words that you say simple. Let the creative expression you decide on be a celebration of good times and a putting of the incident behind you.



- 4 Make a photo album of great moments you've had together. For the last photo, take a picture that's a re-enactment of your infraction, and incorporate "I'm sorry" into the picture. This focuses the attention on more important things and shows the strength of your relationship, while acknowledging the wrong you've done in a light and humorous way.

Propose a Toast to Your Host

218

An expression of gratitude and admiration, a toast can be the highlight of your host's evening if delivered correctly. Keep it short, sweet and complimentary.

Steps

- 1 Time your toast to be delivered directly before or directly after the meal is served. If you wait until after the meal, make sure that every guest has finished eating before you begin.
- 2 Tap delicately on a glass, if necessary, to get everyone's attention.
- 3 Ask everyone but the host to rise.
- 4 Raise your glass and begin speaking.
- 5 Make your toast personal or humorous, depending on the occasion. Always make sure you include your gratitude for the invitation.
- 6 Compliment the host on one or more attributes or an accomplishment that everyone is there to celebrate.
- 7 Use a personal anecdote to support your compliments.
- 8 Finish the toast by inviting guests to drink in the host's honour.



* Tips

Keep it short and sweet. The worst toasts are those that drag on unnecessarily.

Make a few notes to yourself prior to the toast to remind yourself of everything you would like to say.

Leave a Party Graciously

219

Arriving at the party is the easy part. When you are ready to leave, exercise tact and always thank the host or hostess before you depart.

Steps

- 1 Wait until the host is not in conversation or caught in the middle of cooking or serving duties.
- 2 Express your gratitude for the invitation, and compliment the host on one particular aspect of the party.
- 3 Make a tentative reference to the next time you will see each other. For example, saying "We should get together for drinks soon" takes the emphasis off your departure.
- 4 Acknowledge everyone in the room, if possible. If the party is too large to permit this, express a parting gesture to those guests with whom you spent time talking.
- 5 Make your parting words short and sweet in an attempt to let everyone else get back to the festivities.



* Tips

Avoid long and effusive apologies. Others will look upon your departure negatively if you insist on apologising for it.

If the party invitation included an ending time, don't stay too long after the time indicated.



- 5 Twist your wrist outwards and upwards at a 45° angle at the moment of impact. The blocking surface is the inside edge of the forearm.
- 6 Bring the other arm across the stomach during the block, and then withdraw quickly to the hip.

897 Do Judo

The mental training in Judo teaches the student to back away from an opponent and let him beat himself. Unlike the brute force techniques used in other fighting sports, judo relies on leverage.

Steps

- 1 Practise being aware of your opponent's strengths and weaknesses. You can continue this training all day as you go through your regular routines. It is a mindset that is taught in judo to be aware so you can take advantage of the knowledge that you gather when the time is right.
- 2 Obey the rules of the *dojo* and follow the commands of the master in charge, or *sensei*, when you sign up for classes. There is little or no tolerance for show-offs or people who will not follow the rules in judo class. Your behaviour is taken into consideration when you are vying for a belt in judo.
- 3 Cross train with other martial-arts techniques such as jui jitsu and kudo-ka to prepare yourself physically for judo practice. Especially if you plan to enter a mixed martial-arts competition, you will need to learn more offensive moves. Mixed martial-arts competitors are most frequently trained in a multitude of disciplines to get the best of each. Aerobic exercises can be very beneficial for athletes who spend a lot of time sparring, since the longer you can hold out, the better training session you can have.
- 4 Develop a spiritual practice that will make it easier to grasp the spiritual component of judo. Judo is a mind/body experience that relies on the judoka's ability to meditate as well as learn the techniques to throw, strike and take down an opponent. Judo teaches the student to find the *chi* or centre of his being and it is from there that guidance and wisdom come to make the judoka more able to protect himself from attackers.



* Tip

While Judo masters stress physical discipline and are as fit as any other athlete, they also demand an intellectual training period, backed up with spiritual practices to define the whole athlete.

Warning

The martial arts are physically demanding. Consult your physician for advice on whether or not you should pursue this activity.



✓ 898 Buy a Bicycle

There are so many different types of bicycles that making a decision can be difficult. The primary consideration is to get a bike that matches your needs and fits properly; after that, it's a matter of test-driving to see what you and your budget like.

Preparation

- Prepare to spend a reasonable amount of money at a good bike shop – this is not the time to be looking for cheap options.
- Test-ride before buying. Look for smooth shifting and good handling.
- Know what the bikes' components are: wheels, tyres, brakes, pedals, derailleurs, attachments etc.
- Understand what benefits are provided by different frame materials. Aluminium alloys are stiff and good for short rides, while chromoly and titanium frames absorb more vibration, making rides more comfortable.
- Choose pedals depending on your need. You can have a basic flat pedal, a basic pedal with a cage around it, and clipless pedals that require special shoes.

Road Bike

- Know that most road bikes are designed for lightweight and aerodynamic efficiency at the expense of comfort.
- Decide on your comfort needs. Don't get talked into a racing-style bike if you don't want one. Instead look for one with higher handlebars to take the strain off your back.
- Change the seat to suit your bottom line. Larger, well-cushioned seats are available.
- Examine wheel and tyre widths. Wider tyres are comfortable and more secure but slower. Racing bike tyres are fast but require more skill and concentration.
- Consider weight. A 15-kg (40-lb) bike is not as pleasant to ride as an 8-kg (22-lb) bike.
- Look for a frame length that allows you to move your hands to different positions.

Mountain Bike

- Mountain bikes are designed to tolerate rough treatment and abuse. They also give comfort and stability over rough terrain.
- Stand over the top tube of a prospective bike and make sure your feet touch the ground comfortably.
- Look for a frame that allows a comfortable, upright riding position. A cramped frame will not allow you to stand up and pedal.
- Decide if you want front suspension, full suspension or neither. Most mountain bikes include front suspension. Full suspension is fun for fast downhill but adds weight, cost and a decrease in pedalling efficiency.
- Do a subjective assessment of how the bike feels. How does the bike climb? Can you stand up and steer easily?

Top Tips

- The more you know about bicycle components, the more likely you will be to spot good deals. Expensive bikes have top-shelf component packages. Cheap bikes have cheap components, and mid-range bikes have a mixture.
- Unless you are a racer, extremely lightweight frames and wheels are not the best choice. They're designed to win races, not to provide stability and durability.
- There's no need to spend a lot on children's bicycles because they're quickly outgrown. Spend enough to get important safety features like good brakes.
- You can replace handlebars with a shape that suits your grip comfort needs and riding style.

