

- C A 8. Proper phonation is achieved by lifting the:  
a. abdominal muscles    b. jaw    c. phrenic nerve  
d. larynx    e. epiglottis
- C E 9. Closure of the vocal cords is called:  
a. resonation    b. articulation    c. relaxation  
d. interference    e. approximation
- C C 10. For correct vocal production the \_\_\_\_\_ must be relaxed and free.  
a. intercostal muscles    b. vagus nerve    c. jaw  
d. hyoid bone    e. sternum
- C B 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_ and a resonator suitable to the frequency or pitch produced.  
a. articulator    b. vibrator    c. reflex action  
d. approximator    e. transmitter
- C D 12. Vowels are formed primarily with the:  
a. jaw    b. soft palate    c. vocal cords  
d. tongue    e. cheek muscles
- C A 13. Intercostal muscles are the muscles that control the:  
a. ribcage expansion    b. diaphragm    c. abdominal lift  
d. shoulders    e. vocal cords
- X C 14. Which of the following is *not* an articulator?  
a. lips    b. tongue    c. jaw  
d. teeth    e. hard palate
- C E 15. The vocal cords are attached to the:  
a. soft palate    b. hyoid bone    c. pharynx  
d. epiglottis    e. thyroid cartilage
- C A 16. The "middle voice" is used for producing tones:  
a. between middle C and the C an octave higher  
b. below middle C  
c. above middle C
- C B 17. The area of the pharynx that is closed by the soft palate is the:  
a. laryngo-pharynx    b. naso-pharynx    c. oro-pharynx

- c B 18. The ventricular bands are:  
a. vocal cords      b. false vocal cords      c. tongue muscles  
d. jaw muscles      e. transverse abdominal muscles
- c C 19. The part of the body not involved in the swallowing mechanism is the:  
a. jaw      b. tongue      c. diaphragm  
d. lips      e. larynx
- c C 20. Proper posture for singing is an upright stance with body weight primarily:  
a. on the outside (downstage) foot  
b. on the heels with the legs relaxed  
c. forward on the balls of the feet

*Participant: Leave the rest of this page blank.*

19 total points (maximum 20 total points)

Divide total points by 2 = 9.5 TOTAL SCORE (maximum 10)

Evaluator L. Jucker

Date 8/10/08

ED Signature \_\_\_\_\_

Date \_\_\_\_\_

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 7 EVALUATION  
VOCAL PRODUCTION**

#1

Participant's Name Kathy Larkin's  
Chapter Columbus Chorus Date 5/16/08  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Instructions to participant:*

Write the letter of the correct answer in each blank.

- X E 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the:  
a. epiglottis                      b. larynx                      c. soft palate  
d. glottis                          e. cricoids
- X A 2. The primary resonator in the human voice is the:  
a. hyoid bone                      b. larynx                      c. pharynx  
d. diaphragm                      e. external and internal intercostals
- A 3. In singing, muscles that interfere with vocal freedom are the \_\_\_\_\_ muscles.  
a. swallowing                      b. abdominal                      c. intercostals  
d. diaphragm                      e. sternum
- B 4. For proper resonance, the \_\_\_\_\_ must be lifted.  
a. vocal cords                      b. soft palate                      c. intercostals  
d. larynx                          e. diaphragm
- X A 5. The "lid" that closes off the windpipe when we swallow is called the:  
a. cricoid cartilage                      b. epiglottis                      c. glottis  
d. sphincter                          e. soft palate
- X A 6. Amplification of the voice is called:  
a. phonation                      b. articulation                      c. vibrato  
d. resonance                      e. harmonics
- D 7. Muscles that are *not* involved in breathing include:  
a. intercostals                      b. diaphragm                      c. epigastrium  
d. mylohyoid                      e. abdominal

- X E 8. Proper phonation is achieved by lifting the:  
a. abdominal muscles    b. jaw    c. phrenic nerve  
d. larynx    e. epiglottis
- X D 9. Closure of the vocal cords is called:  
a. resonance    b. articulation    c. relaxation  
d. interference    e. approximation
- C 10. For correct vocal production the \_\_\_\_\_ must be relaxed and free.  
a. intercostal muscles    b. vagus nerve    c. jaw  
d. hyoid bone    e. sternum
- X A 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_ and a resonator suitable to the frequency or pitch produced.  
a. articulator    b. vibrator    c. reflex action  
d. approximator    e. transmitter
- X E 12. Vowels are formed primarily with the:  
a. jaw    b. soft palate    c. vocal cords  
d. tongue    e. cheek muscles
- A 13. Intercostal muscles are the muscles that control the:  
a. ribcage expansion    b. diaphragm    c. abdominal lift  
d. shoulders    e. vocal cords
- X C 14. Which of the following is *not* an articulator?  
a. lips    b. tongue    c. jaw  
d. teeth    e. hard palate
- X C 15. The vocal cords are attached to the:  
a. soft palate    b. hyoid bone    c. pharynx  
d. epiglottis    e. thyroid cartilage
- A 16. The "middle voice" is used for producing tones:  
a. between middle C and the C an octave higher  
b. below middle C  
c. above middle C
- B 17. The area of the pharynx that is closed by the soft palate is the:  
a. laryngo-pharynx    b. naso-pharynx    c. oro-pharynx



D

18. The ventricular bands are:

- a. vocal cords                      b. false vocal cords                      c. tongue muscles
- d. jaw muscles                      e. transverse abdominal muscles

C

19. The part of the body not involved in the swallowing mechanism is the:

- a. jaw                                      b. tongue                                      c. diaphragm
- d. lips                                      e. larynx

C

20. Proper posture for singing is an upright stance with body weight primarily:

- a. on the outside (downstage) foot
- b. on the heels with the legs relaxed
- c. forward on the balls of the feet

D evenly dispersed under your hips

Participant: Leave the rest of this page blank.

9 total points (maximum 20 total points)

Divide total points by 2 = 4.5 TOTAL SCORE (maximum 10)

Evaluator Lita D. Juen Date 5-30-08

ED Signature \_\_\_\_\_ Date \_\_\_\_\_

**SKILL AREA 8, PART 1: COMMUNICATION SKILLS**  
**COMPILATION OF RESULTS OF CHORUS EVALUATION**

Participant's Name Kathy Larkins  
Chapter Columbus Chorus Date 8/10/08  
Skill Area 8, Part 1 is to be completed by Director/Co-Director and Assoc/Asst. director only.  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ☒

1. Enter the corresponding value from each individual evaluation.
2. Add all values to get total points.
3. Divide by the number of non-blank responses (12 or fewer) to get the score for each item.

	total points	divided by	no. of responses	ITEM SCORE
Handles input from chorus members in a positive manner.	<u>5 5 4 5 4 5 5 5 5 4 5 4 = 56</u>	<u>÷</u>	<u>12</u>	<u>= 4.7</u>
Gives clear instructions and communicates expectations.	<u>4 = 5 5 4 5 5 5 5 4 5 4 = 51</u>	<u>÷</u>	<u>11</u>	<u>= 4.6</u>
Communicates in a positive manner.	<u>5 5 5 5 4 5 5 5 5 4 5 4 = 57</u>	<u>÷</u>	<u>12</u>	<u>= 4.8</u>
Exhibits enthusiasm.	<u>5 5 4 5 4 4 5 5 5 4 5 4 = 55</u>	<u>÷</u>	<u>12</u>	<u>= 4.6</u>
Demonstrates ability to work with a coach (or other outside assistance), to accept suggestions and to work effectively with the chorus in such a situation.	<u>5 5 4 5 = 5 5 = 5 4 5 = 43</u>	<u>÷</u>	<u>9</u>	<u>= 4.8</u>
Has consistent communication signals (i.e., eye contact, body language, voice).	<u>4 = 4 5 = 5 4 4 5 4 5 4 = 44</u>	<u>÷</u>	<u>10</u>	<u>= 4.4</u>
Offers positive reinforcement.	<u>5 5 5 5 4 5 5 5 5 4 5 4 = 57</u>	<u>÷</u>	<u>12</u>	<u>= 4.8</u>
Exhibits security and confidence in the position of director/co-director or associate/assistant director (whichever is applicable).	<u>4 4 5 4 4 4 5 5 5 4 5 4 = 53</u>	<u>÷</u>	<u>12</u>	<u>= 4.4</u>
Accepts constructive criticism well.	<u>5 = 4 5 4 5 5 = 5 4 5 4 = 41</u>	<u>÷</u>	<u>10</u>	<u>= 4.1</u>
Communicates positive expectations that the chorus can reach its goals.	<u>5 = 5 5 4 5 5 5 5 ÷ 4 5 4 = 58</u>		<u>11</u>	<u>4.7</u>

Maximum total score is 5 points.

Sum ITEM SCORES = 45.9 ÷ 10 = 4.6 TOTAL SCORE, Skill Area 8, Part 1

Evaluator K. Jucker Date 8/10/08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 8 EVALUATION — PART 2  
COMMUNICATION SKILLS**

Participant's Name Kathy Larkins  
Chapter Columbus Chorus Date 5/16/08  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_  
Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

**Instructions to participant:**

Write a brief response to each question.

1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)

*+3* Verbally - Body language  
Attitude, Touch, eye contact, being a good listener ~

2. An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible)

*+3* In a private conversation w/ the person making the errors I would praise her work, explain that there are some notes that need attention - ask her what kind of support she needs from me or a section leader

3. As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible)

*+2* I would have the assistant director start with small tasks. Have her do a vocal warm-up - constantly praising and encouraging her work - each week bring her down front - more warm-ups - Inform her ahead of time what songs you would like her direct so she has →

Participant: Leave the rest of this page blank.

8 total points

Divide total points by 2 = 4.0 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Rita D. Juan Date 5-30-08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

see if she needs some one on one time — ask her to tape so a section leader could instruct her on the correct notes. I would then inform the people having problems that a solution is being worked on. If the problem continues I would consider a different river placement and ultimately asking the person struggling with notes to not perform until her songs/notes were more acceptable

time to prepare. Encourage her to attend regional meetings — tape her directing — give positive feedback while guiding her to improve — Let her have her own song — practice and experience and positive encourage creates security



**DIRECTOR CERTIFICATION PROGRAM**  
**SKILL AREA 9 EVALUATION**  
**MUSIC THEORY**

Participant's Name Kathy Larkins  
Chapter Columbus Chorus Date 01-18-08  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

**PART I — KEY SIGNATURES:** Identify each key signature. Write the correct answer in the blank above each key signature (major keys only).

1. B $\flat$       2. A      3. A $\flat$       4. G      5. C

6. F      7. D      8. E $\flat$       9. E      10. B

**PART II — INTERVALS:** Identify each interval. Select the correct answer and place its letter in the blank above each interval.

11. B      12. D      13. A      14. C

15. C      16. D      17. D      18. C

A. Perfect 5th  
B. Major 3rd —  
C. Perfect 4th  
D. minor 6th

A. Major 3rd  
B. Dim. 5th —  
C. minor 3rd  
D. Perfect 5th —

A. Major 7th —  
B. minor 7th —  
C. Dim. 7th —  
D. Octave

A. minor 7th  
B. Aug. 5th —  
C. Dim. 5th —  
D. Octave

A. Major 3rd  
B. Major 2nd —  
C. minor 2nd —  
D. Octave

A. Major 9th  
B. minor 7th  
C. minor 6th —  
D. Major 6th —

A. Major 3rd  
B. minor 3rd  
C. Aug. 5th  
D. Perfect 4th —

A. minor 7th  
B. minor 3rd  
C. minor 6th —  
D. Major 6th —

19. A      20. B      21. A      22. D

A. Aug. 5th -  
B. Dim. 5th -  
C. Perfect 5th -  
D. minor 6th

A. Major 3rd -  
B. minor 3rd -  
C. Major 2nd  
D. minor 2nd

A. minor 7th -  
B. Octave  
C. Major 7th -  
D. Major 6th

A. minor 3rd  
B. Major 3rd  
C. Perfect 5th  
D. Perfect 4th -

23. C      24. D      25. B

A. Major 9th  
B. minor 7th  
C. Octave  
D. Major 7th

A. Perfect 3rd  
B. Octave  
C. minor 2nd -  
D. Major 2nd -

A. Perfect 5th  
B. Perfect 4th -  
C. Major 3rd  
D. Aug. 4th -

**PART III — TIME SIGNATURES:** Identify each time signature. Select the correct answer and place its *letter* in the blank above the passage.

26. A      27. B      28. C

A    B    C  
4    3    12  
4    4    8

A    B    C  
5    3    12  
8    4    8

A    B    C  
2    4    12  
2    4    8

29. A      30. C

A    B    C  
6    4    3  
8    4    2

A    B    C  
5    6    3  
8    8    8

**PART IV — CHORD RECOGNITION:** Identify each chord. Select the correct answer and place its *letter* in the blank above the measure.

31. A      32. C      33. B      34. C      35. B

- A. Dominant 7th  
B. Major 7th  
C. minor 3rd  
D. minor 7th

- A. Major triad  
B. Major 9th  
C. minor triad  
D. Dominant 9th

- A. Dominant 7th  
B. minor 7th  
C. Major 6th  
D. Dominant 9th

- A. minor triad  
B. Major 9th  
C. minor 7th  
D. Major 7th

- A. Dominant 7th  
B. Major triad  
C. minor 6th  
D. Diminished 7th

36. A      37. C      38. C      39. A      40. D

- A. Dim. 7th  
B. minor 7th  
C. Dominant 7th  
D. Major 7th

- A. Major triad  
B. Dominant 7th  
C. Major 7th  
D. minor triad

- A. Major 7th  
B. minor 7th  
C. Dominant 7th  
D. Dim. 7th

- A. Major triad  
B. Major 9th  
C. minor 7th  
D. minor 6th

- A. Dominant 7th  
B. minor triad  
C. Major 7th  
D. Major triad

**PART V — PARTS OF CHORDS:** In each chord, an arrowhead points to one part of the chord. Select the correct answer and place its *letter* in the blank above the chord.

41. C      42. A      43. B      44. A      45. C

- A. Root  
B. Third  
C. Fifth  
D. Seventh

- A. Root  
B. Third  
C. Fifth  
D. Seventh

- A. Root  
B. Third  
C. Fifth  
D. Seventh

- A. Root  
B. Third  
C. Fifth  
D. Seventh

- A. Root  
B. Third  
C. Fifth  
D. Seventh



46. C      47. D      48. A      49. B      50. B

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

Participant: Leave the rest of this page blank.

50 total points (Each correct answer is worth 1 point.)

Divide total points by 5 = 10.0 TOTAL SCORE (maximum 10)

Evaluator Rita B. Juan

Date 7-2-08

ED Signature \_\_\_\_\_

Date \_\_\_\_\_

# **SKILL AREA 10, PART 1: REHEARSAL PLANNING & IMPLEMENTATION** **COMPILATION OF RESULTS OF CHORUS EVALUATION**

Participant's Name Kathy Larkins  
Chapter Columbus Chorus Date 8/10/08  
Skill Area 10, Part 1 is to be completed for Director/Co-director and Assoc/Asst. director only.  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ☒

1. Enter the corresponding value from each individual evaluation.
2. Add all values to get total points.
3. Divide by the number of non-blank responses (12 or fewer) to get the score for each item.

	total points	divided by	no. of responses	ITEM SCORE
Begins rehearsal on time.	<u>5 4 5 5 - 5 4 5 5 4 5 - = 47</u>	<u>÷</u>	<u>10</u>	<u>= 4.7</u>
Includes time for the associate/assistant director(s) and choreographers, as needed.	<u>5 - 4 - - 5 4 - 5 3 - - = 26</u>	<u>÷</u>	<u>6</u>	<u>= 4.3</u>
Provides sufficient vocal warm-up.	<u>5 - 4 4 - 5 5 5 5 4 5 4 = 46</u>	<u>÷</u>	<u>10</u>	<u>= 4.6</u>
Planned schedule for rehearsals is evident.	<u>5 5 5 4 3 5 5 5 5 3 - - = 45</u>	<u>÷</u>	<u>10</u>	<u>= 4.5</u>
Provides a challenging pace and variety for the rehearsal format.	<u>5 4 5 4 - 5 5 5 5 4 - 4 = 46</u>	<u>÷</u>	<u>10</u>	<u>= 4.6</u>
Rehearses existing repertoire.	<u>4 - 3 - - 5 5 - - 4 - - = 21</u>	<u>÷</u>	<u>5</u>	<u>= 4.2</u>
Works on new repertoire.	<u>4 5 5 - - 5 5 5 5 4 5 4 = 47</u>	<u>÷</u>	<u>10</u>	<u>= 4.7</u>
Provides time for introduction and acknowledgment of guests.	<u>5 - 5 - 4 5 5 - 5 3 5 - = 37</u>	<u>÷</u>	<u>8</u>	<u>= 4.6</u>
Appears to know the music thoroughly.	<u>5 5 5 5 3 5 5 5 5 4 5 4 = 56</u>	<u>÷</u>	<u>12</u>	<u>= 4.7</u>
Ends rehearsal on time.	<u>5 - 5 5 - 5 4 - - 4 - - = 28</u>	<u>÷</u>	<u>6</u>	<u>= 4.7</u>

(tabulation sheet continued on next page)

Gives criticism and praise appropriately.

$$5 - 4 \ 5 \ 3 \ 4 \ 5 \ 5 \ 5 \ 4 \ 5 \ 4 = 49 \div 11 = 4.5$$

Seems to spend the proper amount of time on each activity.

$$4 - 4 \ 4 - 5 \ 5 \ 5 \ 5 \ 4 \ 5 - = 41 \div 9 = 4.6$$

Demands an appropriate level of achievement from the chorus.

$$4 - 5 \ 4 - 4 \ 5 \ 5 \ 5 \ 4 \ 5 \ 4 = 45 \div 10 = 4.5$$

Provides appropriate rest periods.

$$5 - 4 \ 4 - 4 - - 5 \ 4 \ 5 - = 31 \div 7 = 4.4$$

Maintains an even temperament.

$$5 \ 5 \ 4 \ 5 \ 4 \ 5 \ 5 \ 5 \ 5 \ 4 \ 5 \ 4 = 56 \div 12 = 4.7$$

Maximum total is 5 points.

Sum ITEM SCORES = 683  $\div 15 = 4.6$  TOTAL SCORE, Skill Area 10, Part 1

Evaluator *L. Jackson* Date 8/10/08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 10 EVALUATION — PART 2  
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Kathy Larkins  
Chapter Columbus Chorus Date 5/16/08  
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ☒ Candidate \_\_\_\_\_

*Instructions to participant:*

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

7:00-7:05 Physical warm ups  
7:05-7:25 Vocal warm ups - breath - resonance - blend  
7:25-7:45 Work competition ballad  
7:45-8:05 review choreo for competition uptune  
8:05-8:30 work comp. uptune  
8:30-8:45 Run package - several times  
8:45-8:55 Break  
8:55-9:15 Section Rehearsal for song for show  
9:15-9:30 Stand in sections on risers to work new song  
9:30-9:45 ~~Break~~ Run through other show songs  
9:45-9:51 Run competition package  
9:51-9:53 "How We Sang Today"  
9:53-10:00 Quick business meeting - most news goes out over e-mail & news letter

(Possible points = 5) 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita D. Juan Date 5-30-08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_