

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

Participant's Name Linda Rightor  
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>435545555455 = 55</u>	<u>÷</u>	<u>12</u>	<u>= 4.6</u>
Gives clear instructions and communicates expectations.	<u>4355-5455455 = 50</u>	<u>÷</u>	<u>11</u>	<u>= 4.5</u>
Communicates in a positive manner.	<u>435445356455 = 52</u>	<u>÷</u>	<u>12</u>	<u>= 4.3</u>
Exhibits enthusiasm.	<u>535435456455 = 53</u>	<u>÷</u>	<u>12</u>	<u>= 4.4</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>5355--555455 = 47</u>	<u>÷</u>	<u>10</u>	<u>= 4.7</u>
Has consistent communication signals (i.e., eye contact, body language, voice).	<u>545535555455 = 50</u>	<u>÷</u>	<u>12</u>	<u>= 4.7</u>
Offers positive reinforcement.	<u>545535455455 = 55</u>	<u>÷</u>	<u>12</u>	<u>= 4.6</u>
Exhibits security and confidence in the position of director/co-director or associate/assistant director (whichever is applicable).	<u>535545555455 = 50</u>	<u>÷</u>	<u>12</u>	<u>= 4.7</u>
Accepts constructive criticism well.	<u>44553-455455 = 49</u>	<u>÷</u>	<u>11</u>	<u>= 4.5</u>
Communicates positive expectations that the chorus can reach its goals.	<u>4455-535-455 = 45</u>	<u>÷</u>	<u>10</u>	<u>= 4.5</u>

Maximum total score is 5 points.

Sum ITEM SCORES = 48.5 ÷ 10 = 4.6 TOTAL SCORE, Skill Area 8, Part 1

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

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

Participant's Name LINDA RIGHTOR  
Chapter COLUMBUS CHAPTER 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)

VERBALLY BE SPECIFIC  
NON-VERBALLY W/ BODY LANGUAGE  
BE POSITIVE  
GIVE FEEDBACK  
GIVE PRAISE AND RECOGNITION

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)

Speak to member in private. If member is not standing by a good singer in her section, try placing her there or help her section leader. If this does not help, talk to her in private and find out if she needs help learning her part. If putting her in the front may have to ask her to sing quietly or not sing →

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)

GIVE <sup>ASST.</sup> DIRECTOR A CHANCE TO DIRECT WHILE LISTENING TO CHORUS  
OBSERVING A.D. THEN GIVE A.D. POSITIVE FEEDBACK  
ENCOURAGE A.D. TO ATTEND REGIONAL MEETINGS, WORKSHOPS  
FOR TRAINING & TO GAIN KNOWLEDGE.  
WHEN AN OUTSIDE COACH VISITS, ALLOW FOR TIME FOR A.D. TO DIRECT FOR ADDITIONAL FEEDBACK.  
GIVE A.D. A CHANCE TO TEACH A SONG TO GAIN CONFIDENCE.

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 Linda D. Jucen Date 5-30-08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_



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

Participant's Name LINDA RIGHTOR  
Chapter COLUMBUS  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Date 1/18/08  
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<sup>b</sup>      2. A      3. A<sup>b</sup>      4. G      5. C

6. F      7. D      8. E<sup>b</sup>      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

A. Perfect 5th      A. Major 3rd      A. Major 7th      A. minor 7th  
B. Major 3rd      B. Dim. 5th      B. minor 7th      B. Aug. 5th  
C. Perfect 4th      C. minor 3rd      C. Dim. 7th      C. Dim. 5th  
D. minor 6th      D. Perfect 5th      D. Octave      D. Octave

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

A. Major 3rd      A. Major 9th      A. Major 3rd      A. minor 7th  
B. Major 2nd      B. minor 7th      B. minor 3rd      B. minor 3rd  
C. minor 2nd      C. minor 6th      C. Aug. 5th      C. minor 6th  
D. Octave      D. Major 6th      D. Perfect 4th      D. Major 6th

19. A      20. B      21. A      22. C

- 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. D      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. D      37. D      38. C      39. A      40. B

- 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. C      43. B      44. D      45. D

- 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. C      48. A      49. B      50. D

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.*

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

Divide total points by 5 = 8 TOTAL SCORE (maximum 10)

Evaluator Lita D. Jackson Date 2-2-06  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Participant's Name Linda Rightor  
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 = 33</u>	÷	<u>7</u>	= <u>4.7</u>
Includes time for the associate/assistant director(s) and choreographers, as needed.	<u>3 3 - - - - 5 5 3 - 4 = 23</u>	÷	<u>6</u>	= <u>3.8</u>
Provides sufficient vocal warm-up.	<u>5 3 5 5 - 5 - 5 5 4 5 4 = 46</u>	÷	<u>10</u>	= <u>4.6</u>
Planned schedule for rehearsals is evident.	<u>3 3 - 5 3 5 5 5 5 3 5 4 = 46</u>	÷	<u>11</u>	= <u>4.2</u>
Provides a challenging pace and variety for the rehearsal format.	<u>4 3 4 5 - - 5 5 5 4 5 4 = 44</u>	÷	<u>10</u>	= <u>4.4</u>
Rehearses existing repertoire.	<u>3 3 4 - - 5 - 5 5 3 - 4 = 32</u>	÷	<u>8</u>	= <u>4.0</u>
Works on new repertoire.	<u>3 3 5 5 3 5 4 5 5 3 - 4 = 45</u>	÷	<u>11</u>	= <u>4.1</u>
Provides time for introduction and acknowledgment of guests.	<u>3 4 - - - - 5 - 3 - 4 = 19</u>	÷	<u>5</u>	= <u>3.8</u>
Appears to know the music thoroughly.	<u>5 4 5 5 4 5 5 5 5 4 5 5 = 57</u>	÷	<u>12</u>	= <u>4.8</u>
Ends rehearsal on time.	<u>4 4 5 - - - 5 5 - 4 - 5 = 32</u>	÷	<u>7</u>	= <u>4.6</u>

(tabulation sheet continued on next page)

Gives criticism and praise appropriately.

$$33543-455455 = 46 \div 11 = 4.2$$

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

$$3355--55-354 = 38 \div 9 = 4.2$$

Demands an appropriate level of achievement from the chorus.

$$335545455354 = 51 \div 12 = 4.3$$

Provides appropriate rest periods.

$$33-----5-3-5 = 19 \div 5 = 3.8$$

Maintains an even temperament.

$$555445555455 = 57 \div 12 = 4.8$$

Maximum total is 5 points.

Sum ITEM SCORES = 64.3  $\div 15 = 4.3$  TOTAL SCORE, Skill Area 10, Part 1

Evaluator

*R. Jackson*

Date

*8/10/08*

ED Signature

Date



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

Participant's Name LINDA RIGATOR  
Chapter COLUMBUS CHAPTER Date 5/16/08  
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X 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 PHYSICAL WARM-UPS  
7:10 VOCAL WARM-UPS  
7:30 REVIEW COMPETITION SONGS  
7:45 SECTION REHEARSAL ON COMP SONGS  
8:00 PERFORM COMPETITION PACKAGE  
8:15 REVIEW SONGS 1 & 2 FOR CHAPTER SHOW  
8:45 INTRODUCE GUESTS  
8:50 BUSINESS MEETING  
9:05 ~~REHEARSAL QUARTETS OR~~ LINE UP VOICE PARTS AND HAVE ONE OF EACH PART (QUARTET) SING COMPETITION UPTUNE  
9:20 SAME WITH BALLAD  
9:35 INTRODUCE SONG 3 FOR CHAPTER SHOW  
9:35 ~~REVIEW~~ HAVE SECTION LEADERS FIRST SING FOR CHORUS WORK ON FIRST PAGE  
9:55 CLOSE WITH "OH HOW WE SANG TODAY"

(Possible points = 5) 5.0 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita A. Jackson Date 5-30-08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_