

- E ~~8~~ Proper phonation is achieved by lifting the:
- a. abdominal muscles    b. jaw    c. phrenic nerve
  - d. larynx    e. epiglottis
- ~~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
- E ~~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
- D ~~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
- C ~~14~~ Which of the following is *not* an articulator?
- a. lips    b. tongue    c. jaw
  - d. teeth    e. hard palate
- 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

- E ~~18~~ The ventricular bands are:  
a. vocal cords                      b. false vocal cords                      c. tongue muscles  
d. jaw muscles                      e. transverse abdominal muscles
- D ~~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

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

8 total points (maximum 20 total points)

Divide total points by 2 = 4 TOTAL SCORE (maximum 10)

Evaluator *Sharon Hartmuth* Date *1-21-01*

ED Signature *Norma M. Bell* Date *1-21-01*

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

Participant's Name Denise D'Arca  
Chapter Prospective Lima Date 1-20-01  
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ 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. 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 TOTAL SCORE (maximum 10)

Evaluator [Signature] Date 1-20-01  
ED Signature [Signature] Date 1-21-01

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

Participant's Name Denise D'Arca  
Chapter Sisters In Song Date 7/26/02  
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>2 4 3 4 4 5 5 5 5</u> = <u>37</u>	÷	<u>9</u>	=	<u>4.11</u>
Includes time for the associate/assistant director(s) and choreographers, as needed.				
<u>3 4 4 4 5 5 5 5 5</u> = <u>40</u>	÷	<u>9</u>	=	<u>4.44</u>
Provides sufficient vocal warm-up.				
<u>4 5 5 4 5 5 5 5 5</u> = <u>43</u>	÷	<u>9</u>	=	<u>4.78</u>
Planned schedule for rehearsals is evident.				
<u>3 5 4 4 4 4 5 5 5</u> = <u>39</u>	÷	<u>9</u>	=	<u>4.33</u>
Provides a challenging pace and variety for the rehearsal format.				
<u>3 4 4 4 4 4 5 5 4</u> = <u>37</u>	÷	<u>9</u>	=	<u>4.11</u>
Rehearses existing repertoire.				
<u>3 5 4 4 4 4 5 4 5</u> = <u>38</u>	÷	<u>9</u>	=	<u>4.22</u>
Works on new repertoire.				
<u>3 5 5 4 4 4 5 5 5</u> = <u>40</u>	÷	<u>9</u>	=	<u>4.44</u>
Provides time for introduction and acknowledgment of guests.				
<u>4 4 5 5 4 3 5 5 5</u> = <u>40</u>	÷	<u>9</u>	=	<u>4.44</u>
Appears to know the music thoroughly.				
<u>4 5 5 5 4 5 5 5 5</u> = <u>43</u>	÷	<u>9</u>	=	<u>4.78</u>
Ends rehearsal on time.				
<u>2 3 5 5 4 5 5 5 5</u> = <u>39</u>	÷	<u>9</u>	=	<u>4.33</u>

(tabulation sheet continued on next page)



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

Participant's Name Denise Deras  
Chapter Sisters in Song Date 1-18-03  
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.

- 1) Physical + Vocal warm-ups — Focus exercise 10-15 min.  
longer if that's what it takes
- 2) Show opener — familiar — Also for focus 5 min.  
w/ chorus — not much "work" on it at this time
- 3) Contest ~~piece~~ package — work main prob. + continuity 10 min - 1 hr.
- 4) Show ballad — ~~with~~ standing in sections — work vocal skills 30 min.
- BREAK
- 5) Newest show piece — sitting in sections — notes + rhythms — 30-40 min.
- 6) Announcements — Birthdays 5-10 min.
- 7) Contest pkg — reinforce earlier stuff 10 min.

(Possible points = 5) 4.0 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita A. Tucker Date 1/17/03  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTOR CERTIFICATION PROGRAM**  
**SKILL AREA 3 EVALUATION**  
**ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Denise D'Arca  
Chapter P-Sisters in Song Date 8-3-01  
Classification: Director/Co-director ☒ Assoc/Asst. dir.        Candidate       

*Instructions to Participant:*

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- |  |  |
|--|--|
| A. Worldwide Liaison                           | J. Prospective Chapter Supervisor          |
| <del>B. Education Coordinator</del>            | <del>K. The Pitch Pipe</del>               |
| C. Coronet Club                                | L. Directors' Coordinator                  |
| D. 2   | <del>M. 3</del>                            |
| <del>E. International Board of Directors</del> | <del>N. The quantity you've paid for</del> |
| F. Leadership Development Committee            | O. The quantity you need                   |
| <del>G. Education Direction Committee</del>    | <del>P. Copyright holders</del>            |
| <del>H. Marketing/Membership Coordinator</del> | <del>Q. Music Services Department</del>    |
| I. Music Education Committee                   | R. Arrangers                               |

- E 1. The governing body of Sweet Adelines International
- F ~~2~~ 2. Who is responsible for overseeing the musical excellence of the region?  
*EVERYBODY!!*
- G 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- A 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- B ~~6~~ 6. One of the three elected members of the Regional Management Team.
- N 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect \_\_\_\_.
- K 9. What is the name of the official publication of Sweet Adelines International?
- H 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to educate and support its members in the singing of 4-part a cappella music in the barbershop style.
12. What is the name of the International President? Rita Hull
13. What is your Communications/Technology Coordinator's name? Jane Underwood
14. What is your ED's name? Norma Rask
15. What is your Events Coordinator's name? Shirley R.
16. What is the name of the international program designed to introduce young women to the barbershop art form? Young Women in Harmony
17. Of the eight regional leaders, to whom would you go for:
  - a. approval of chapter standing rules? Loula Oberlies
  - b. help in finding a coach? Norma Rask
  - c. help with membership retention? Fran Fustner or Loula Oberlies

Participant: Leave the rest of this page blank.

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

Divide total points by 2 = 8 TOTAL SCORE (maximum 10)

Evaluator Lynn Nartmuth Date 8-3-01  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

## SKILL AREA 4, PART 1: TEACHING SKILLS

### COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Denise D'Arca  
Chapter Sisters In Song Date 7/26/02  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. \_\_\_\_\_  
To be completed for Director/Co-director or Assoc/Asst. director only

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
Methods of teaching a song				
<u>3 5 4 4 5 4 4 5 4 5</u> = <u>43</u>	÷	<u>10</u>	=	<u>4.30</u>
Methods of teaching vocal skills				
<u>4 5 4 3 5 4 4 5 5 5</u> = <u>44</u>	÷	<u>10</u>	=	<u>4.40</u>
Methods of teaching section work				
<u>3 5 4 3 4 4 4 5 5 5</u> = <u>42</u>	÷	<u>10</u>	=	<u>4.20</u>
Methods of teaching barbershop craft and style				
<u>3 4 4 2 3 4 4 4 4 4</u> = <u>36</u>	÷	<u>10</u>	=	<u>3.60</u>
Clarity of language				
<u>4 5 5 5 5 4 4 5 4 5</u> = <u>46</u>	÷	<u>10</u>	=	<u>4.60</u>
Follows a logical progression and pacing in teaching and rehearsal planning				
<u>4 5 4 4 4 3 5 5 5 5</u> = <u>44</u>	÷	<u>10</u>	=	<u>4.40</u>
Vocal inflection				
<u>4 5 4 4 5 3 5 5 5 5</u> = <u>45</u>	÷	<u>10</u>	=	<u>4.50</u>
Body language and energy, including facial expression				
<u>4 5 5 5 5 4 5 5 5 5</u> = <u>48</u>	÷	<u>10</u>	=	<u>4.80</u>
Maintains attention and control of the group				
<u>4 4 4 4 4 4 4 5 4 5</u> = <u>42</u>	÷	<u>10</u>	=	<u>4.20</u>
Presentation of material is appropriate to the level of the group and meets the needs of the various learning styles of the group				
<u>4 5 3 4 5 4 5 5 5 5</u> = <u>45</u>	÷	<u>10</u>	=	<u>4.50</u>

Maximum total score is 10 points.

Sum ITEM SCORES = 43.5 ÷ 5 = 8.70 TOTAL SCORE, Skill Area 4

Evaluator Lita D. Jucker Date 7/26/02

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