

MUSIC THEORY QUICK FACTS SHEET

PART-WRITING RULES

1. Allow all tendency tones to resolve correctly.
2. Do not create parallel octaves, fifths, or unisons (by parallel or contrary motion).
3. If it is possible to keep a note, do so, if not, move each part by the smallest possible interval. Avoid leaping by large, or difficult intervals – especially augmented intervals.
4. No more than an octave between SA and AT.
5. No crossed voicings or overlapping of voices.
6. When there is a choice of which chord member to double, use the most stable tone present. Usually, this is the root, followed by the fifth. Never double a tendency tone as this will force you to break rule 1 or 2.
7. Never omit any note of a triad or seventh chord except the fifth – and only omit the fifth when you must do so in order to follow rule 1.

These principles assume that you have written with the correct ranges and that all the chords actually contain the notes you say they do.

NON-CHORD TONES

Type	Approached By:	Left By:
Neighbor Tone	step	step in opposite direction
Passing Tone	step	step in the same direction
Appoggiatura	leap	step in the opposite direction
Escape Tone	step	leap in the opposite direction
Suspension	same note	step down
Retardation	same note	step up
Anticipation	step or leap	same note
Pedal Tone	same note	same note

TENDENCY TONES

- The leading tone in a V or vii^o chord resolves UP by step to the tonic pitch when going to I or vi.
- The 7th of any chord resolves DOWN by step.
- The root of a Neapolitan chord (lowered 2nd scale degree) resolves DOWN by diminished 3rd to the leading tone of a V chord.
- The pitches forming the augmented 6th interval in any of the augmented sixth chords resolve outward by halfstep in both directions to the dominant pitch.
- Any pitch that is altered usually resolves in the direction of its alteration.

CADENCE TYPES

Cadence Name	Identifying Characteristics
PAC (Perfect Authentic Cadence)	V or V ⁷ moving to I. Both chords in root position. Soprano on root of I chord.
IAC (Imperfect Authentic Cadence)	V or V ⁷ moving to I, but with either an inverted chord, or the soprano not finishing on the tonic.
HC (Half Cadence)	A cadence that ends on a V chord. The V chord can be approached from a number of other chords (I, ii, IV, V/V, etc.)
PC (Plagal Cadence)	IV moving to I. Also known as "church" cadence. Named for the "Amen" commonly used at the end of hymns.
DC (Deceptive Cadence)	A cadence that creates the expectation of going to I, but substitutes another chord instead. Common substitutes for I are: vi, IV ^o , ^b VI, and occasionally IV or V/ii.

INVERSION SYMBOLS

	Root Position	1 st Inv.	2 nd Inv.	3 rd Inv.
Triad	none	6	4	none
Seventh Chord	7	6	4	2

DIATONIC CHORD QUALITIES

Major	I	ii	iii	IV	V	vi	vii ^o
Minor	i	ii ^o	III	iv	V	VI	vii ^o
					(v)		(VII)

* In minor the V and the vii^o require an accidental to raise the leading tone.

NUMBER OF HALFSTEPS IN SIMPLE INTERVALS

	Dim	Min	Maj	Aug
2 nd	0	1	2	3
3 rd	2	3	4	5
6 th	7	8	9	10
7 th	9	10	11	12

	Dim	Per	Aug
4 th	4	5	6
5 th	6	7	8
8 th	11	12	13

FUNCTIONAL DIATONIC CHORD PROGRESSIONS

Rule of Thumb	Diagram of Common Functional Progressions								
<table border="1"> <thead> <tr> <th>Root movement by:</th> <th>Typical Direction</th> </tr> </thead> <tbody> <tr> <td>2nd</td> <td>Ascending</td> </tr> <tr> <td>3rd</td> <td>Descending</td> </tr> <tr> <td>5th</td> <td>Descending</td> </tr> </tbody> </table>	Root movement by:	Typical Direction	2 nd	Ascending	3 rd	Descending	5 th	Descending	
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