

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° 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°, ♯VI, and occasionally IV or V/ii.

INVERSION SYMBOLS

	Root Position	1 st Inv.	2 nd Inv.	3 rd Inv.
Triad	none	6	6 4	none
Seventh Chord	7	6 5	4 3	4 2

DIATONIC CHORD QUALITIES

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

** In minor the V and the vii° 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

FUNCTIONAL DIATONIC CHORD PROGRESSIONS

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

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

CHORD QUALITIES**Triads**

Chord Type	Bottom Interval	Top Interval	Outside Interval	Roman Numeral	Jazz Symbol	Example (key of F)
Major Triad	M3	m3	P5	IV	B \flat	
Minor Triad	m3	M3	P5	vi	Dm, Dmi, Dmin, D-	
Augmented Triad	M3	M3	A5	V $^+$	C $^+$, Caug	
Diminished Triad	m3	m3	d5	vii $^{\circ}$	E $^{\circ}$, Edim	

Seventh Chords

Chord Type	Common Name	Bottom Interval	Middle Interval	Top Interval	Outside Interval	Roman Numeral	Jazz Symbol	Example (key of G)
Minor-minor 7 th	Minor 7 th	m3	M3	m3	m7	ii 7	Am7, Ami7, A-7	
Major-major 7 th	Major 7 th	M3	m3	M3	M7	I M7	GM7, Gma7, Gmaj7, GΔ7	
Major-minor 7 th	Dominant 7 th	M3	m3	m3	m7	V 7	D7	
Fully diminished 7 th	Diminished 7 th	m3	m3	m3	d7	vii $^{\circ 7}$	F $\sharp^{\circ 7}$, F \sharp dim7	
Half diminished 7 th	Half diminished 7 th	m3	m3	m3	M3	ii $^{\circ 7}$	Am7(\flat^5)	
Minor-major 7 th	Minor-major 7 th	m3	M3	M3	M7	n/a	Em $^{(maj7)}$	

SAMPLE ANALYSIS

Non-Chord Tones Labeled

Jazz Chords Above

Key Identified

Roman Numerals and Figures Below

HC

IAC

Cadences Labeled

CHROMATIC CHORDS

Type	Notation	Distinguishing Features
Secondary Chord	V/ii vii ^{o7} /V	Any dominant-functioning chromatic chord that leads (by falling 5 th or rising halfstep root movement) to a diatonic pitch. The chord on the top can be any of the following (in any inversion): V, V ⁷ , vii ^o , vii ^{o7} , vii ^{o7} . The chord on the bottom can be any diatonic or borrowed chord that is major or minor.
Borrowed Chord	see borrowed chord chart	Any chromatic triad or seventh chord that is "borrowed" from the parallel minor (or the parallel major if the original key is minor). All notes in the chord must exist in the parallel key to qualify.
Neapolitan 6 th Chord	N ⁶	A major triad in first inversion with a lowered 2 nd scale degree as its root. This chord functions as a pre-dominant chord, usually coming before a V or a I ⁶ .
Augmented 6 th Chord	It ⁺⁶ Fr ⁺⁶ Ger ⁺⁶	Any of three specific chords which contain the interval of an augmented sixth resolving outward by half-steps in both directions to the dominant pitch. See chart.

AUGMENTED 6TH CHORDS

	Notes Present	Example (Key of C)
It ⁺⁶	Three pitches only. The characteristic augmented sixth interval, and the tonic pitch.	
Fr ⁺⁶	The characteristic augmented sixth interval, the tonic pitch, and the second scale degree.	
Ger ⁺⁶	The characteristic augmented sixth interval, the tonic pitch, and the lowered third (or the regular third in minor).	

*The "characteristic augmented sixth interval" consists of two pitches, an augmented sixth apart, that resolve outward by halfsteps to the dominant pitch.

BORROWED CHORDS

(Mode Mixture)

Triads – Major Key

Diatonic Chord	I	ii	iii	IV	V	vi	vii ^o
Borrowed Chord	i	ii ^o	bIII	iv	v	bVI	bVII

The only triads commonly borrowed in minor keys are the I and the IV

Seventh Chords – Major Key

Diatonic Chord	I ^{M7}	ii ⁷	iii ⁷	IV ^{M7}	V ⁷	vi ⁷	vii ^{o7}
Borrowed Chord	i ⁷	ii ^{o7}	bIII ^{M7}	iv ⁷	v ⁷	bVI ^{M7}	bVII ^{o7}

SCALES

Major	
Natural Minor	
Harmonic Minor	
Melodic Minor	
Pentatonic	
Whole Tone	
Blues	
Octatonic (H-W)	
Octatonic (W-H)	

CIRCLE OF FIFTHS

