

# Vocal Sight-Reading Procedures

Hand out the music face down instructing the students and director not to look at the music until instructed to do so. After the music has been distributed, say to the students and director, *“Does everyone have music?”* if yes, then proceed with the following statement, *“Please listen so that we may review the sight-reading procedures. There are five steps:*

**Step 1:** The director is given a one-minute study period with the music before the ensemble is allowed to open their music. Following the director’s one-minute study period, the sight-reading judge will say *“What time is called, you will have 6 minutes to lead the students through the example before performing the 1<sup>st</sup> reading for the judge. Ensemble, open your music to page \_\_\_... Ready? Time! (start stop watch)”*

**Step 2:** A six-minute study period (timed by judge) for the ensemble and director.

- The key will be established by one of the following methods:
  - The I, IV, V, V7, I progression or a scale in the key of the material may be played on the piano.
  - The ensemble may arpeggiate the I,IV,V,V7, I chords using syllable, number, or neutral syllables.
  - The Director may sing the tonic or tonic triad.
- Key or starting pitch may be established at your discretion during the six-minute study period.
- Numbers or solfeggio is strongly recommended, but you may use neutral syllables or words.
- The ensemble is at liberty to break into smaller groups to study and sing the music. Groups, if utilized, are for all to actively participate and may chant or sing words, syllables, or numbers rhythmically or melodically. The use of a few strong singers to “teach” the voice parts to other members of the ensemble is discouraged. Should this practice be abused, it may result in a lowered rating.
- The director may assist and call out any instructions while the ensemble is studying or singing. The director may refer to melodic intervals or patterns by letter name, interval name, number, or syllables, but may not sing any of the intervals.
- The director has the option of reducing the study period.
- After the six-minute reading period has elapsed, the judge will say *“Time.”*
- The director will establish pitch one more time and proceed to the first performance.

**Step 3:** First Reading.

- It is strongly recommended that the first reading performance be sung using numbers, solfeggio, or neutral syllables. When the ensemble is finished, the sight-reading judge will say *“You now have an additional three-minute period to study the music again. When time is called, you will perform your complete reading. Ready? Time! (starts stop watch)”*

**Step 4:** A three-minute study period (Timed by judge).

- \*See Step 2 for guidelines.
- When the three-minute period has elapsed, the sight-reading judge will say *“Time!”* Provide starting pitches.

**Step 5:** A final reading

- Performing the final reading on text is optional. Full points will be given to groups who elect to perform on solfege, numbers, or neutral syllable.

Collect all copies of the music before the ensemble leaves the area.