



The Outline Summary Sheet

Creating an effective Outline Summary can be a difficult task. The challenge, is to have the right amount (and type) of information on it to stimulate conversation and questions from the markers. This is your first opportunity to take control of the viva and decide where you want the conversation to go. You decide the **scope** of what you want to discuss (the range of different topics/points/concepts) as well as the **depth** of the conversation about each of them.

The Summary sheet is one of the last things that you finalise before the viva voce but one of the first things you start to develop. You are likely to go through many draft versions throughout your preparation, so do the drafts in pencil to enable you to make quick changes and take notes.

How do I set out my Outline Summary?

There are a range of different options when deciding on how to set it out. There are no requirements, except that you have put your student and school numbers at the top, ticked the correct elective box and written in both the title of the viva and which topic it represents. Once that's done, just stay within the box in the bottom half of the page.

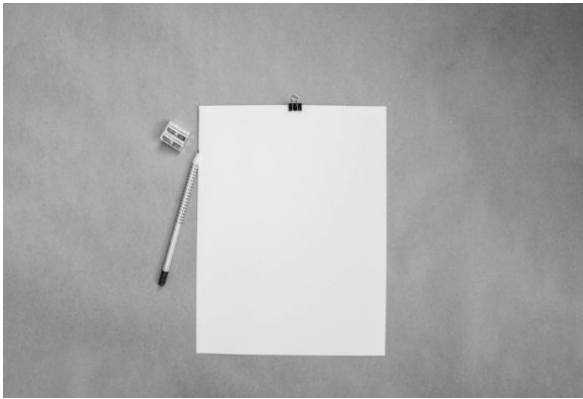
Options include...

- Single words/musical terms and short sentences/statements scattered throughout the box, connected with arrows, where you think a conversation could flow. Be aware however, that markers aren't required to follow your arrows or directions and you might find the discussion taking a different path.
- Arrange some short statements under a few different headings. This can be good if the title of your viva is based around the concepts.
- Link a range of musical terms or statements in a mind map. This is a common choice due to its visual appeal.
- Arrange your information in columns or a grid. If you're doing a comparison, this could be a good option.
- A Venn diagram is another possibility if you are doing a comparison. It allows you to have the differences on either side and the similarities in the centre.
- Don't be afraid to use diagrams, shapes or colours. Be creative. Just make sure that whatever goes onto your sheet, is there to promote discussion and questions.

However you set it out, keep in mind that from the title of your viva, you have an idea that you are trying to sustain throughout the conversation. This should be reflected in your Outline Summary sheet.

REMEMBER: You need to create TWO identical copies of your Outline Summary. One for you and one for the markers.

How much do I write on the Outline Summary Sheet?



Not enough information on the sheet will NOT result in fewer questions from the markers. It will in fact, push the markers to find more questions to keep the discussion going for the full 10 minutes! The markers are required to talk with you for 10 minutes. No more, no less. The big problem here, is that the questions could be about almost anything! They might ask you to play one of your examples and then describe a particular aspect of what you hear - this is very likely to cause you stress and that's not what you need!

Too much information and it will look like you need your notes with you. This doesn't demonstrate deep knowledge, it just demonstrates that you can take notes. It also doesn't promote questions and discussion, as there is so much information there for the markers to read.

As mentioned earlier, a good balance between single words/musical terms and short sentences/statements is usually good. You could arrange some short statements under a few different headings or link a range of musical terms in a mind map.

What information should I include on my Outline Summary Sheet?

Your Outline Summary sheet will guide the conversation you have with the markers. Here are some tips to ensure a good Outline Summary sheet...

- It should be structured and **easy to read**.
- It is often a good idea to **type it up** (if possible) to ensure legibility.
- You can **suggest directions for the conversation** through arrows, lines etc but be prepared for anything!
- Ensure that the **information** on the Summary sheet **is consistent with the focus of your Viva** and gives the examiners a very clear understanding of what your Viva is about.
- Include just **the right amount of detail** on your sheet - this part comes with practice!
- **List the CD track numbers** (if using CD) next to the examples on your Summary sheet to help you find them quickly
- **Include the title of the musical excerpts** and their respective composers/performers.
- **Don't put the definitions of musical terms on your sheet**, these are the things you should be able to show that you already know.
- Both copies of the Outline Summary should be identical.

Title of Viva Voce
Outline Summary:

Examples of Outline Summary Sheets

On the next few pages, you will find several examples of Outline Summary sheets (only the title and outline is included for each).

Discuss with a friend or your teacher and identify the various features and whether they are successful or not. Here are some questions to answer during these discussions...

- Is there an appropriate amount of information?
- Is it set out well, promoting clear and purposeful discussion?
- Does it look like the information will support the focus of the Viva Voce?
- Is there any information that should *not* be on the sheet?

Example ①

Title of Viva Voce	Course Topic Represented
The development of Rock Music	Music of the 20th and 21st Centuries

Outline Summary:

1950's Rock - Elvis

TALK ABOUT:

1960's Rock - The Beatles

Pitch

Duration

1970's Rock - Led Zeppelin

Dynamics & Expressive Techniques

Texture

1980's Rock - Journey

Tone Colour

Structure

1990's Rock - Pearl Jam

2000's Rock - Foo Fighters

2010's Rock - Five Finger Death Punch

OBSERVATIONS: _____

Example ②

Title of Viva Voce	Course Topic Represented
The expressive techniques of the lead guitar in "Freak" by Silverchair.	An Instrument and Its Repertoire

Outline Summary:

"Freak" by Silverchair

Uses lots of distortion

Thick texture created with lots of instruments

Can hear harmonics
(sometimes)

Repetitive

Was released in 1997 on the 'Murmur' label

Riff - a repeated pattern

Played a PRS McCarty through a Marshall JCM-900 (but not in the music video)

Solo is pretty basic

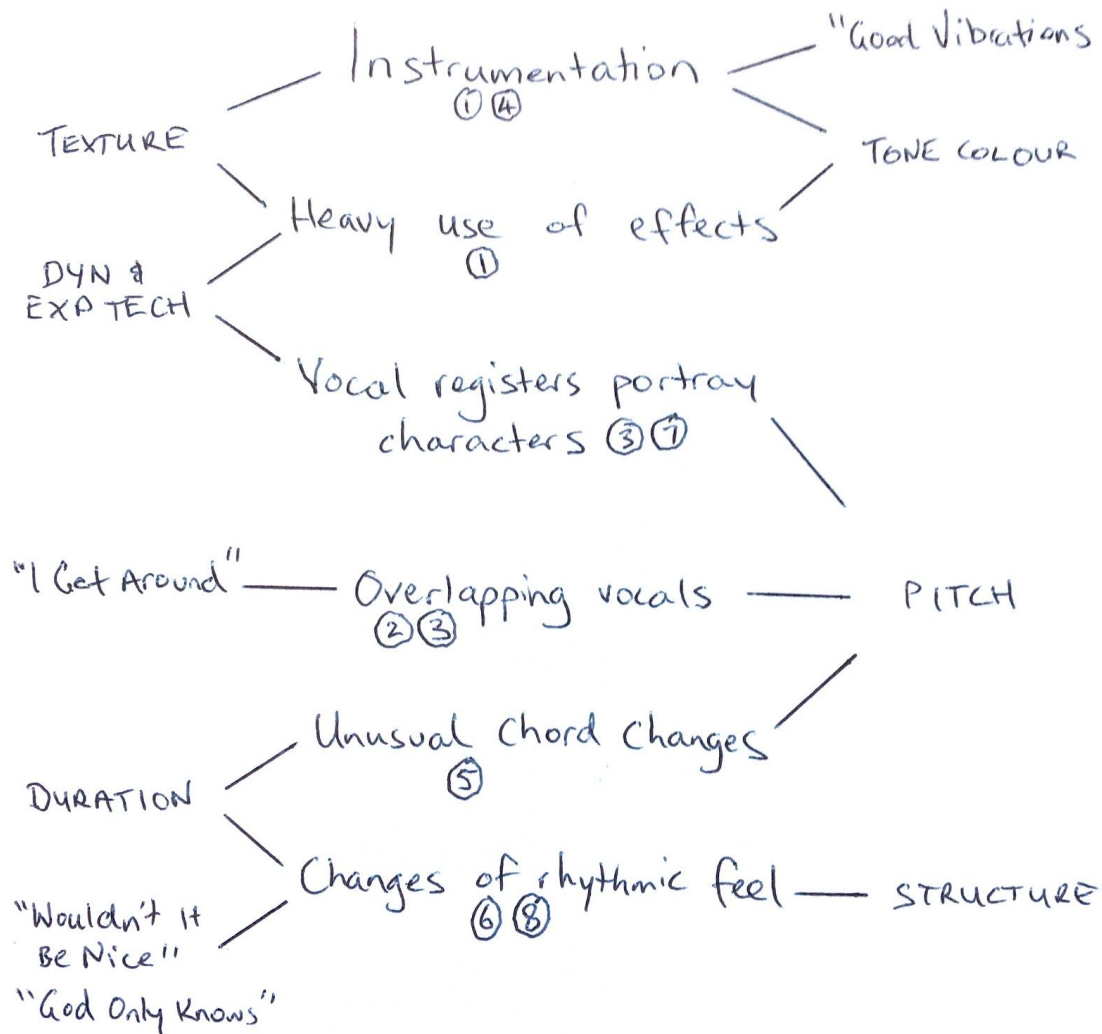
Boss MT2 (or possibly Electro Harmonix Little Big Muff Pi Distortion and Boss Hyper-Metal)

OBSERVATIONS: _____

Example ③

Title of Viva Voce	Course Topic Represented
"California Girls" combines all their best musical devices to become the ultimate Beach Boys song	Popular Music

Outline Summary:



OBSERVATIONS: _____



concepts of music
musical examples at your fingertips...

Student Name.....

NOW IT'S YOUR TURN!

Using what you have learned about Outline Summary sheets, **complete a draft outline for yourself below**. Go back through the suggestions on the first two pages to check that you are including the right information and setting it out clearly. **Have your teacher check it and record their feedback, then complete a second draft.**

OUTLINE SUMMARY SHEET #1

DRAFT

Title of Viva Voce	Course Topic Represented

Outline Summary:

TEACHER FEEDBACK: _____

Student Name.....

OUTLINE SUMMARY SHEET #2

DRAFT

Title of Viva Voce	Course Topic Represented

Outline Summary:

TEACHER FEEDBACK: _____
