

# EBOOK

# CHEAT SHEETS

The ultimate book  
for quick reference

Written by Dr Rossella Rubini

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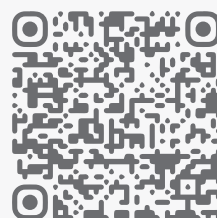




## THE MUSICAL VALUES

BREVE			$\frac{4}{2}$
SEMIBREVE			$\frac{4}{4}$
MINIM			$\frac{2}{4}$
CROTCHET			$\frac{1}{4}$
QUAVER			$\frac{1}{8}$
SEMIQUAVER			$\frac{1}{16}$
DEMISEMIQUAVER			$\frac{1}{32}$
HEMIDEMISEMIQUAVER			$\frac{1}{64}$
SEMIHEMIDEMISEMIQUAVER			$\frac{1}{128}$

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Watch this [video!](#)



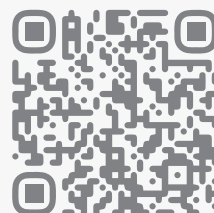
## TRANSPOSING INSTRUMENTS

Instruments that produce sounds different from the ones they read.

The sound they produce when they read **middle C** :

CLARINET	In A (down a minor third) In Bb (down a major second) In Eb (up a minor third)
ENGLISH HORN	In F (down a perfect fifth)
OBOE D'AMORE	In A (down a minor third)
SAXOPHONE	In Bb (down a major second) In Eb (up a minor third)
PICCOLO	An octave higher
CONTRABASS OR DOUBLE BASS	An octave lower

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## THE SHAPES OF THE KEY SIGNATURES IN 4 CLEFS

### SHARPS #

Treble, Bass  
& Alto clefs



All the other  
clefs, including  
the tenor clef

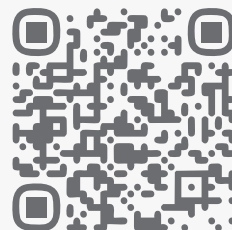


### FLATS b

All the clefs



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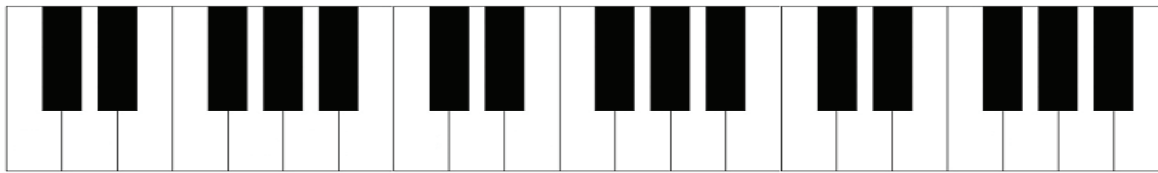


# GET READY FOR YOUR ONLINE THEORY EXAM

Before you can start the online exam, you need to show that your scrap paper is blank. After you have done that and clicked 'start the exam', it is possible to write useful notes on it. Here is what you should have always at hand:

1. A KEYBOARD (LONG)
2. THE ORDER OF FLATS AND SHARPS
3. THE SHAPES OF THE KEY SIGNATURES IN THE 4 CLEFS
4. THE INTERVALS

## 1. A KEYBOARD (LONG)



## 2. THE ORDER OF FLATS AND SHARPS

### SHARPS #

Fa - Do - Sol - Re - La - Mi - Si

**F - C - G - D - A - E - B**

### FLATS b

Si - Mi - La - Re - Sol - Do - Fa

**B - E - A - D - G - C - F**

## 3. THE SHAPES OF THE KEY SIGNATURES IN 4 CLEFS

### SHARPS #

Treble, Bass & Alto clefs



All the other clefs, including the tenor clef



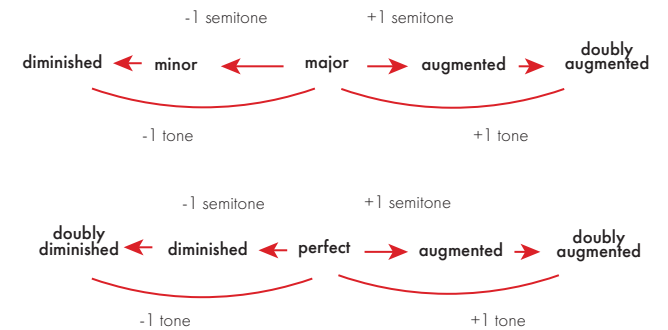
### FLATS b

All the clefs



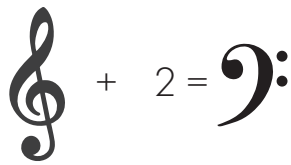
## 4. INTERVALS

- Major 2nd → 1 tone
- Major 3rd → 2 tones
- Perfect 4th → 2 ½ tones (i.e. 2 tones + 1 semitone)
- Perfect 5th → 3 ½ tones
- Major 6th → 4 ½ tones
- Major 7th → 5 ½ tones
- Perfect 8ve → 6 tones

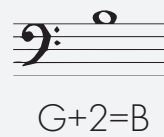


## HOW TO READ FLUENTLY

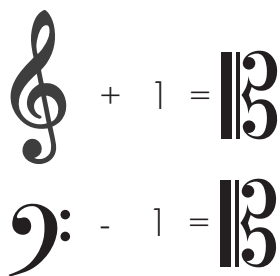
Bass clef



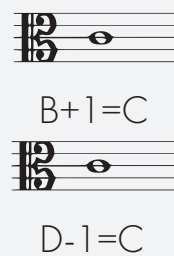
Example



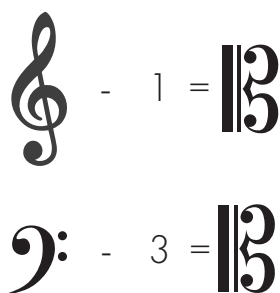
Alto clef



Example



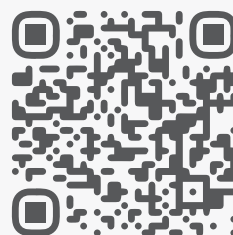
Tenor clef



Example

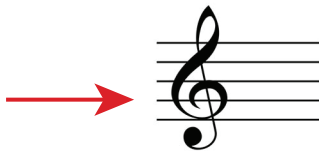


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## THE MUSICAL CLEFS

### TREBLE CLEF



### G CLEF

The treble clef starts on the **second line** (counting from the bottom). Therefore, it tells us where the note G is on the staff.

### BASS CLEF



### F CLEF

The bass clef starts on the **fourth line** and also includes two dots around it. Therefore, it tells us where the note F is on the staff.

### SOPRANO, MEZZO-SOPRANO, ALTO, TENOR, BARITONE CLEFS



### C CLEFS

The 5 clefs share the same symbol, which can be written on the 5 lines of the staff. The symbol always indicates the position of **middle C**, which is where the two bubbles of the B meet.

**Tip: Learn the C clefs in order and remember that their names is the same as the human voices in a choir.**

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## THE C CLEFS

(and the instruments that use them)



SOPRANO  
Transposing instruments in A.



MEZZO-SOPRANO  
Transposing instruments in F.



CONTRALTO (ALTO)  
Transposing instruments in D, viola, alto and tenor trombone, occasionally English horn.

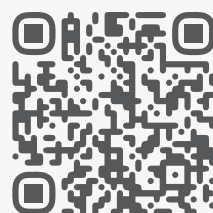


TENOR  
Transposing instruments in B $\flat$ , occasionally tenor trombone, cello, contrabass, bassoon.



BARITONE  
Transposing instruments in G.

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Watch this **video**!



## THE ORDER OF FLATS AND SHARPS

---

### SHARPS #

Fa - Do - Sol - Re - La - Mi - Si

**F - C - G - D - A - E - B**

---

### FLATS b

Si - Mi - La - Re - Sol - Do - Fa

**B - E - A - D - G - C - F**

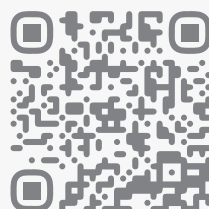
---

Can you make up a sentence that helps you remember them?

F	B
C	E
G	A
D	D
A	G
E	C
B	F

---

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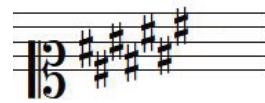


## KEY SIGNATURES WITH SHARPS

TREBLE CLEF



SOPRANO CLEF



MEZZO-SOPRANO CLEF



ALTO CLEF



TENOR CLEF



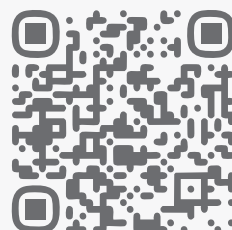
BARITONE CLEF



BASS CLEF



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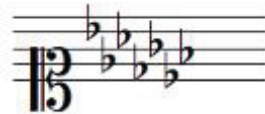


## KEY SIGNATURES WITH FLATS

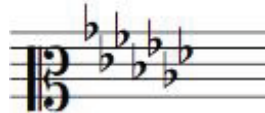
TREBLE CLEF



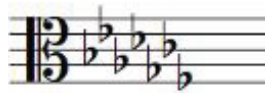
SOPRANO CLEF



MEZZO-SOPRANO CLEF



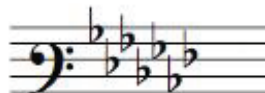
ALTO CLEF



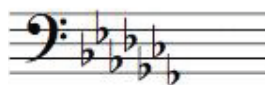
TENOR CLEF



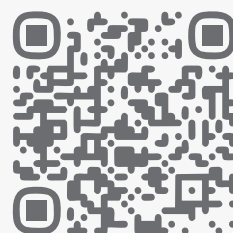
BARITONE CLEF



BASS CLEF



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Watch this [video!](#)



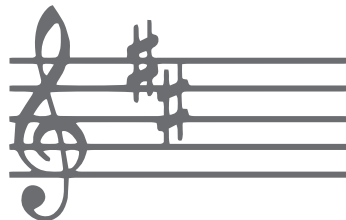
## HOW TO FIND THE KEY - SHARPS

---

To find the key (tonality) from the key signature

LAST SHARP → + 1 SEMITONE → KEY

### FOR EXAMPLE



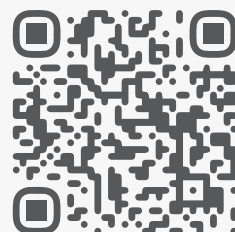
The last sharp in the key signature is C#.

A semitone up from C# is D

The piece would be in D Major

---

Ready to learn more?  
Watch this **video!**



## HOW TO FIND THE KEY - FLATS

To find the key (tonality) from the key signature

PENULTIMATE FLAT → KEY  
The one before the last

### FOR EXAMPLE



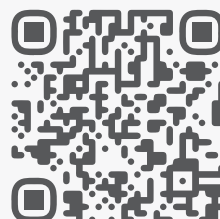
The penultimate flat in the key signature is Eb.

The piece would be in Eb Major

### REMEMBER

No flats no sharps = C major  
1 flat = F major

Ready to learn more?  
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## TONES AND SEMITONES

---

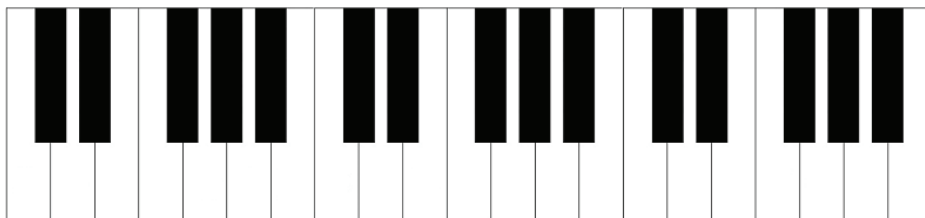
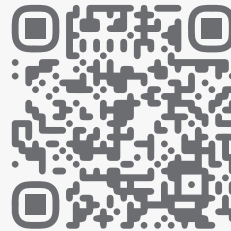
### SEMITONE

The shortest distance between two notes

### TONE

Two consecutive semitones

Watch this [video](#)  
then try to find tones  
and semitones on the  
keyboard below.



## DEGREES OF A SCALE

---

**I** - TONIC

**II** - SUPERTONIC

(super = sopra = above)  
(like super cool or Weston-Super-Mare)

**III** - MEDIANT

**IV** - SUBDOMINANT

(sub = sotto = below)  
(like submarine or subsequent)

**V** - DOMINANT

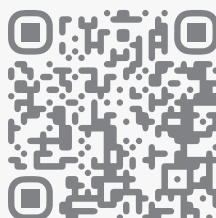
**VI** - SUBMEDIANT

In some languages this is called  
Super dominant!  
And it makes more sense!

**VII** - LEADING NOTE

---

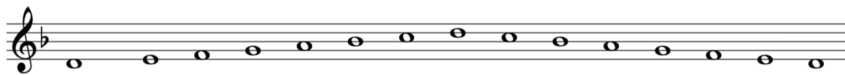
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## MINOR SCALES

### NATURAL

*as per the key signature*

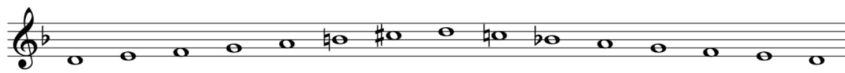


The scale will sound like this:

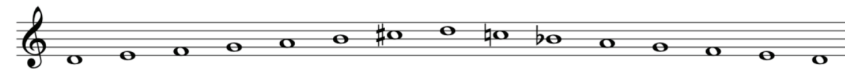


### MELODIC

*6th - 7th degrees raised if ascending natural if descending*



The scale will sound like this:



### HARMONIC

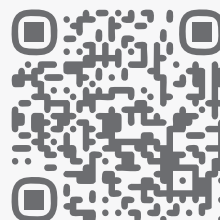
*7th degree raised*



The scale will sound like this:



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Watch this **video!**





## THE FLIPPING-OVER TECHNIQUE

When you flip over the interval notes, reverse their number and type in this way:

6th  $\longleftrightarrow$  7th

7th  $\longleftrightarrow$  2nd

Major  $\longleftrightarrow$  Minor

Diminished  $\longleftrightarrow$  Augmented

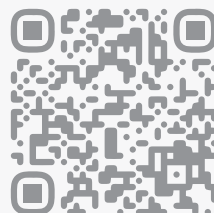
### Compound intervals

Intervals in which the notes are more than an octave apart

1. Move one of the notes down or up an octave to make the interval smaller
  2. Identify the interval
  3. **Add** the word **compound** to the interval
- Or, we **add 7** to the number.

E.g. Perfect 4th =  
Compound perfect 4th  
Perfect 11th (4+7)

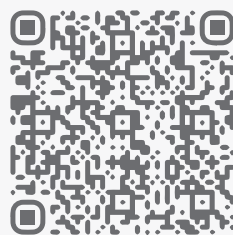
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## DYNAMICS

FORTISSIMO	<i>ff</i>
FORTE	<i>f</i>
MEZZOFORTE	<i>mf</i>
MEZZOPIANO	<i>mp</i>
PIANO	<i>p</i>
PIANISSIMO	<i>pp</i>
CRESCENDO	<i>cresc.</i>
GETTING LOUDER	
DIMINUENDO	<i>dim.</i>
DECRESCENDO	<i>decresc.</i>
GETTING QUIETER	

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## ARTICULATION

### STACCATO

Short, with a bouncing effect

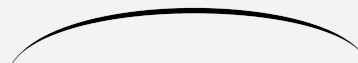
*stacc.*  
*staccato*



### LEGATO

Blent, smoothly

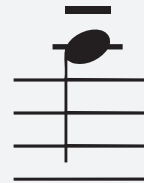
*legato*



### TENUTO

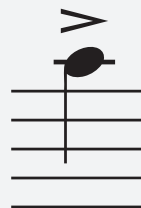
Kept as long as possible but separated from the next note

*ten.*  
*tenuto*

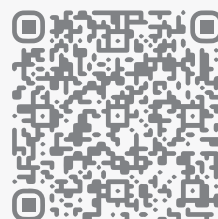


### ACCENT

Stress on a specific note, with some weight on it



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## TEMPO MARKINGS

Faster ↑

<b>ALLEGRO</b> merrily, fast	<b>Allegro</b>
<b>ALLEGRETTO</b> a bit slower than Allegro	<b>Allegretto</b>
<b>MODERATO</b> moderate, restrained	<b>Moderato</b>
<b>ANDANTE</b> going, not in a rush or dragged	<b>Andante</b>
<b>ADAGIO</b> at ease, comfortably	<b>Adagio</b>
<b>LENTO</b> slow	<b>Lento</b>
<b>A TEMPO</b> back to the initial speed, as at first	<b>A tempo</b>

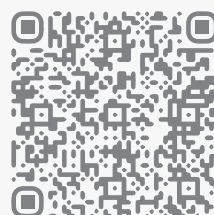
↓ Slower

Getting faster ↑

<b>ACCELERANDO</b> gradually accelerating, increasing the speed	<i>accel. accelerando</i>
<b>RALLENTANDO</b> gradually slowing down	<i>rall. rallentando</i>
<b>RITARDANDO</b> retarding, gradually slowing down	<i>rit. ritardando</i>

↓ Even slower

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## EXPRESSIONS AND OTHER PERFORMANCE DIRECTIONS

*cantabile*

as if singing

*dolce*

sweet (zweet)



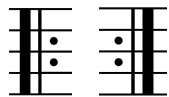
pause on the note or rest

*Da Capo*

from the beginning

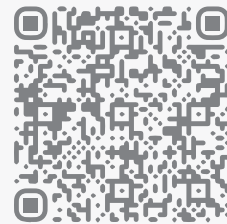
*Fine*

the end



repeat symbols

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## CADENCES

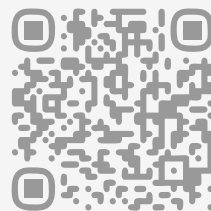
V - I: PERFECT

Anything - V: IMPERFECT  
(I - II - IV - VI)

V - VI: INTERRUPTED

IV - I: PLAGAL

Ready to learn more?  
Watch this [video](#)

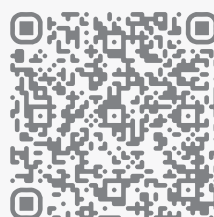


## TEMPO MARKINGS

Faster ↑ ↓ Slower	<b>PRESTISSIMO</b> Very very fast (with some urgency)	<b>Prestissimo</b>
	<b>PRESTO</b> Very fast (somewhat agitated)	<b>Presto</b>
	<b>VIVO</b> More intensely (+ a speed indication)	<b>Allegro vivo</b>
	<b>VIVACE</b> Lively, briskly, effervescent	<b>Vivace</b>
	<b>CON MOTO</b> With motion	<b>con moto</b>
	<b>MOSSO</b> Moved or push forward	<b>mosso</b>
	<b>ALLA MARCIA</b> As if marching (speed and expression)	<b>Alla marcia</b>
	<b>LENTO</b> Slow	<b>Lento</b>
	<b>LARGO</b> Large, space between notes	<b>Largo</b>
	<b>GRAVE</b> As if marching (speed and expression)	<b>Grave</b>

<b>RITENUTO</b> Held back, slower.	<i>ritenuto</i>
<b>ALLARGANDO</b> Spacing the notes, slowing down	<b>Allargando</b>

Want to practise your pronunciation?  
Listen to this **audio!**



## EXPRESSION

GRAZIOSO  
Elegantly gracious

*grazioso*

ESPRESSIVO  
Expressively

*espressivo*

## PERFORMANCE DIRECTIONS

OTTAVA ALTA  
An octave higher

*8<sup>va</sup>*

Silence for 4 bars

4

PRIMA VOLTA  
First time

1.

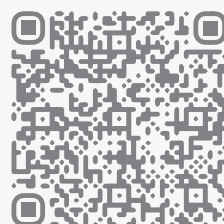
SECONDA VOLTA  
Second time

2.

DAL SEGNO  
From the symbol

*D.S.* 

Want to practise your  
pronunciation?  
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## ARTICULATION

### TENUTO

Keep the sound but  
separate the notes

*tenuto ten.*



### PORTATO

Drag the notes



### STACCATISSIMO

Very detached

*staccatissimo*



Strong accent



## DYNAMICS

### FORTEPIANO

Loud then  
immediately quiet

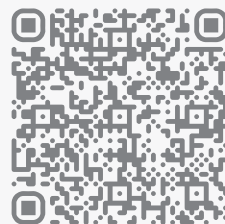
*fp*

## LEARN THESE ITALIAN WORDS:

Poco = a little  
Molto = a lot, very  
Più = more (plus)

Meno = less (minus)  
Con = With

Want to practise your  
pronunciation?  
Listen to this **audio!**



## EXPRESSION

LEGGIERO Light	<i>leggiero</i>
PESANTE Heavy, weighted	<i>pesante</i>
RISOLUTO Resolute, strong, bold	<b>Risoluto</b>
CON FORZA With force, strength	<b>Con forza</b>
MAESTOSO Majestically and solemn	<b>Maestoso</b>
ENERGICO Energetically	<b>Energico</b>
TRANQUILLO Tranquil, calm, serene	<b>Tranquillo</b>
SEMPLICE Simple, not artificial	<i>semplice</i>
AGITATO Agitated, nervous	<b>Agitato</b>
SCHERZANDO Joking	<b>Allegretto scherzando</b>
GIOCOSO Playful	<b>Giocoso</b>
TRISTE Sad	<i>triste</i>

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## DYNAMICS & TEMPO MARKINGS

### DYNAMICS

**SFORZATO/SFORZANDO**  
Push like a nasty poke

***sfz sf***

**MARCATO**  
Underlined, bold

***marcato***

### TEMPO MARKINGS

Slower



**SOSTENUTO**  
a static effect, downward beating

*sostenuto*

**ANDANTINO**  
Faster or slower than Andante

**Andantino**

**ANIMATO**  
Animated, slightly agitated

**Animato**

Faster

**PRESTISSIMO**  
Very, very fast

**Prestissimo**

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## PERFORMANCE DIRECTIONS

**SUBITO**

Immediately, suddenly

*subito*

*sub.*

**COME PRIMA**

Like before

*come prima*

**SEMPRE**

Always

*sempre*

**SIMILE**

keep the same effect/articulation

*simile*

*sim.*

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## EXPRESSION

**CON DOLORE/DOLOROSO**

With pain, dolorous

*con dolore* *doloroso***MESTO**

Sad, afflicted

**Mesto****AFFETTUOSO**

With affection, warmly

*affettuoso***AMABILE**

Amiable, charming

*amabile***CON SPIRITO/SPIRITOSO**

Wittily lively, funnily

*con spirito* *spiritoso***DECISO**

Decisive, bold

*deciso***RITMICO**

Highlight the rhythmical feel

*ritmico***SONORO**

Sonorous

*sonoro***CANTANDO**

Singing

*cantando***MISTERIOSO**

Mysteriously

**Misterioso****APPASSIONATO**

Passionately

**Appassionato**

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## TEMPO MARKINGS

**LARGHETTO**

Fairly slowly

**Larghetto****LARGAMENTE**

Slowly

**Largamente****COMODO**

Comfortable speed

*Comodo***CON BRIO**

Lively, bubbly, bright

**Con brio****RUBATO**

With controlled flexibility

*rubato***STRINGENDO**

Getting faster

*stringendo string.*

## DYNAMICS

**RINFORZANDO**

Emphasis

*rinforzando rinf. rfz***SOTTO VOCE**

Thinner voice

*sotto voce***A NIENTE**

Dissolving to nothing

*a niente***PERDENDOSI**

Losing sight, vanishing

*perdendosi***MORENDO**

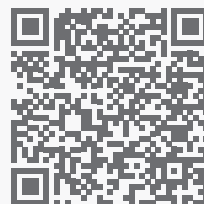
Dying away, weakening

*morendo***SMORZANDO**

Reducing the intensity

*smorzando*

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## PERFORMANCE DIRECTIONS 1

**UNA CORDA/TRE CORDE**  
left pedal down/left pedal up

*una corda*    *tre corde*

**PEDALE**  
use right pedal

*Ped.*    *P*

Change pedal/Pedal off

\*     $\wedge$

**MANO DESTRA/MANO SINISTRA**  
left hand/right hand

*m.d.*    *m.s.*

**PIZZICATO**  
pluck the strings

*pizzicato*    *pizz.*

**ARCO**  
use bow

*arco*

**SUL SOL/SUL G - SUL RE/SUL D**  
play on the G string/D string

*sul Sol*    *sul Re*

Up bow

$\vee$

Down bow

$\sqcap$

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## FRENCH

## GERMAN

## ITALIAN

**Animé****Animato****Modéré****Mässig****Moderato***retenu**ritenuto***Lent****Langsam****Lento***douce**dolce***Vite****Lebhaft****vivo Vivace****Traurig****Mesto****Shnell****Presto****Ruhig****Tranquillo**

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## TEMPO MARKINGS

Slow	GRAVE	<b>Grave</b>
	LARGO	<b>Largo</b>
	LENTO	<b>Lento</b>
Gentle Pace	ADAGIO	<b>Adagio</b>
	TRANQUILLO	<b>Tranquillo</b>
	MODERATO	<b>Moderato</b>
Flowing Pace	ANDANTINO	<b>Andantino</b>
	ANDANTE	<b>Andante</b>
	ALLA MARCIA	<b>Alla marcia</b>
	ALLEGRETTO	<b>Allegretto</b>
Fast	ALLEGRO	<b>Allegro</b>
	VIVACE	<b>Vivace</b>
	VIVO	<b>Allegro vivo</b>
Very fast	ANIMATO	<b>Animato</b>
	PRESTO	<b>Presto</b>
	PRESTISSIMO	<b>Prestissimo</b>



## CHANGES OF SPEED

Getting faster	ACCELERANDO	<i>accelerando accel.</i>
Getting slower	RALLENTANDO	<i>rallentando rall.</i>
	RITARDANDO	<i>ritardando rit.</i>
	ALLARGANDO	<i>allargando</i>
	RITENUTO	<i>ritenuto riten.</i>
At a faster speed	CON MOTO	<b>Con moto</b>
	MOSSO	<i>string.</i>
	PIÙ MOSSO	<b>Più mosso</b>
At a slower speed	MENO MOSSO	<b>Meno mosso</b>
	A TEMPO	<b>A tempo</b>
	SOSTENUTO	<b>sostenuto</b>



## EXPRESSIVE STYLE

CANTABILE	<i>cantabile</i>
DOLCE	<i>dolce</i>
GRAZIOSO	<i>grazioso</i>
ESPRESSIVO	<i>espressivo espress.</i>

## EXPRESSIVE CHARACTER

SCHERZANDO	<b>Allegretto scherzando</b>
GIOCOSO	<b>Giocoso</b>
TRISTE	<i>triste</i>
LEGGIERO	<i>leggiero</i>
PESANTE	<i>pesante</i>

## BOLD EXPRESSIONS

RISOLUTO	<b>Risoluto</b>
CON FORZA	<b>Con forza</b>
MAESTOSO	<b>Maestoso</b>
AGITATO	<b>Agitato</b>
ENERGICO	<b>Energico</b>



## ARTICULATION

STACCATO

*staccato stacc.*

STACCATISSIMO

*staccatiss.*

LEGATO

*legato*

TENUTO

*tenuto ten.*

ACCENT



STRONG ACCENT



PORTATO



## PERFORMANCE DIRECTIONS 2

**AD LIBITUM**

As chosen, at choice

*ad libitum*

*ad lib.*

Repeated bars



**SORDINA**

Mute/left pedal

*con sord.*

**QUASI**

Almost

*quasi*

**ASSAI**

a lot

*assai*

**ATTACCA**

start playing the next piece

*attacca*

**ALLA BREVE**

Count in minims

**Alla breve**



**CON**

with

*con*

**SENZA**

without

*senza*

Repeated notes




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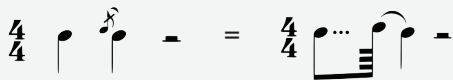



## ORNAMENTS 1

### 2 NOTES

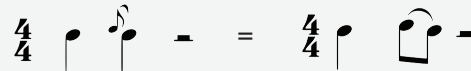
ACCIACCATURA   
quick, almost played together

steals from value before



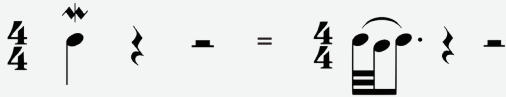
APPOGGIATURA   
slow, gently played

steals from value after

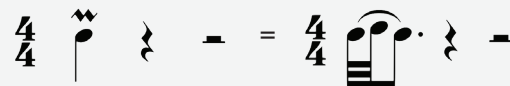


### 3 NOTES

LOWER MORDENT   
quick, note + lower note + note



UPPER MORDENT   
quick, note + upper note + note



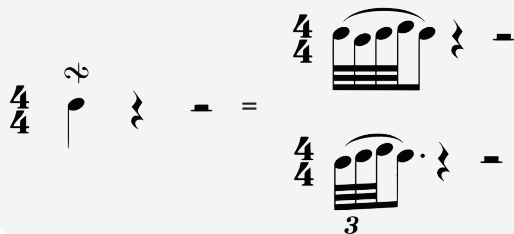
## ORNAMENTS 2

### 4 NOTES

#### LOWER TURN

note + lower note + note + upper note

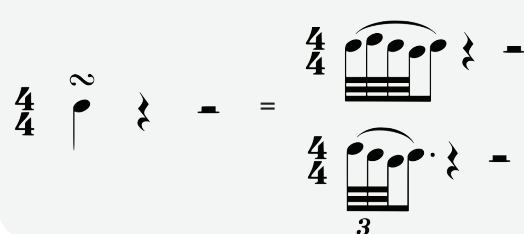
can be above or after a note



#### UPPER TURN

note + upper note + note + lower note

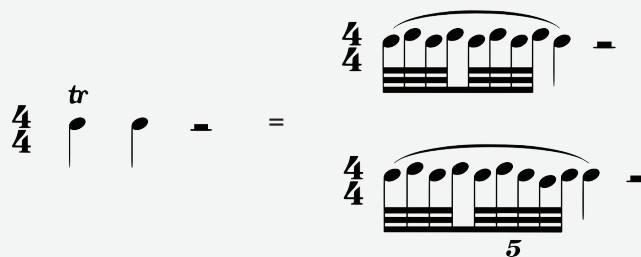
can be above or after a note



### 5+ NOTES

#### TRILL *tr*

quick, note + upper note repeated






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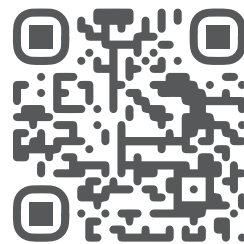
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