



# Spanish Dance Society

Registered Charity: 327049 Patrons: Luisillo • Mercedes and Albano • Margaret Barbieri [www.spanishdancesociety.org](http://www.spanishdancesociety.org)

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## GUIDELINES FOR THE REQUIREMENTS OF THE WRITTEN PAPERS FOR INSTRUCTOR DE BAILE (1) AND (2) AND PROFESOR DE BAILE DIPLOMA

The paper should be presented in a file or ring bound or any other manner that is suitable for posting. Ideally it should have a cover. The presentation of the work will be taken into consideration.

1. **COVER** The candidate's name, address and date should be on the cover or on the first page.
2. **QUESTION PAPER** This must be included with the candidate's answers.
3. **ANSWERS**
  - a) Typed answers are preferable, although hand written ones are acceptable.
  - b) All text should be on the right side of the page.
  - c) The answers should be neatly written and pages should be numbered.
  - d) Capital letters, underlined headings, bold type etc are helpful to the examiner.
  - e) Pictures or illustrations can be included but should be on the left side of the page.
  - f) Bibliography should be included at the end of the paper.
  - g) Appendices should follow the bibliography.
  - h) The candidate is expected to research the answers and avoid making vague comments.
  - i) It is not permissible to paste in or photocopy original works or articles from books, magazines, programmes and the internet.
  - j) The text should be written in the candidate's own words and not in the words of any author unless it is a direct quote.
  - k) Essays (IdB 2 and PdB) should contain sufficient "content" and if required, it is of interest to hear the candidate's opinions on the subject in question.
  - l) The content should be coherent and make sense to the reader.
  - m) The grammar, sentence construction and spelling should be checked.
  - n) The structure of the answers / essay especially the development and clarity of any arguments or lines of thinking should be carefully considered. Essays should flow.
  - o) Unnecessary repetition should be avoided.
  - p) Essays should be correctly referenced if quoting from an article or book (ie detailed description of each individual source).

### Example of direct quote

"Spanish Dancing nowadays attracts larger audiences than in pre-war years and its popularity extends far beyond the boundaries of Spain" (Ivanova, 1970).

### Example of indirect quote

Ivanova (1970) states that Spanish Dancing has increased in popularity, even in countries outside Spain.

## **GUIDELINE TO RESEARCH**

If a choice of subject is given, choose a topic that is manageable to research and write about. Be realistic – can enough information be accessed? Define exactly what is about to be investigated. Do not know the answer to the topic as research is acquiring knowledge, but incorporate your existing knowledge and experience. Choose the topic that really interests you; has relevance to your work and will benefit your students.

It is advisable to explore various sources on a particular area as it will give you different views / information. Be cautious what you write or who you quote – ensure it is a reliable source / person.

Research can be achieved through:

- The knowledge of colleagues and professional community
- Your students
- Interviews / surveys
- Books / encyclopaedias
- Academic journals / magazines
- Press
- Institutional publications
- Programmes
- Live performances / films / videos / dvds
- Internet

## **STRUCTURE OF ESSAYS / THESIS**

- There should be:
  - (a) An introduction to the topic explaining the purpose of the research
  - (b) Describe how the research was done
  - (c) Present the findings of the research
  - (d) Discuss and analyse the findings of the research
  - (e) Reach conclusions and / or recommendations about the topic

## **WHAT IS REQUIRED?**

A well presented and researched paper.

The candidate should request the paper well in advance of the practical examination. Payment must be sent upon request for the paper.

The paper must be marked and passed before the practical examination can take place. Failure to do so will result in an “unclassified” award being recorded.

The candidate will then be required to re-enter and pay for a new paper, which will be sent upon receipt of payment.

A ‘Pass’ will be awarded upon successful completion of the paper.

An ‘Unclassified’ result will entail the candidate to re-write the paper. The candidate will be required to contact the UK and European Executive Administrator to apply to re-take the paper and pay the ‘re-take’ published fee.

Please send the completed paper to the SDS UK and European Executive Administrator.

The written paper’s result is taken into consideration in the final IdB 1 and 2 and PdB result. Good luck!