

4 part closed block - Easy Method!

- 4 different pitches (no doubling or repeated notes in different octave)
- all within one octave (no octave doubling)
- complete chord is reflected
- no $\frac{1}{2}$ step between melody and 2nd voice
- avoid clusters, especially involving melody (3 notes within m3)

7

major or minor 7th, depending on chord type.

Major tonic and minor tonic type chords can use 6th instead of maj 7th, especially to avoid $\frac{1}{2}$ step below melody if melody is root.

(For non-jazz or special effects, can substitute root or 5th for 7th)

3

major or minor 3rd, depending on chord type.

If chord is sus4, 4th replaces 3rd.

If melody is 11th on m⁷ type chord, 11th can replace 3rd if next note is 3rd (like a sus4 'to 3')

For very complex chords, #11 can replace 3rd (rarely)

5

5th, #5th, b5th, or 13th. Think of 13th as a double-sharp 5th, and its presence implies existence of 7th.

For m⁷ type chords, 11th can substitute for 5th

1

root or 9th, #9th, b9th. Use 9th most usually on most chords, unless melody or $\frac{1}{2}$ step rule doesn't permit it. Exceptions are m⁷(b5) type chords (9th is too dissonant for most contexts) and m⁷ type chords (root is fine, or 9th as you like)

Try to include alterations given in the chord symbol, but if you can't, then just voice it as a simpler chord