

## LAMDA File Sheet

- We recommend a lever arch file, with dividers between the sections and some things in plastic wallets. Presentation is very important as is ease and speed of access.
- You may choose to keep a notebook in addition but this must be kept in or with the file, updated and cross referenced then made accessible to your Tutor at any time.
- If you have already done an exam you must sort out your file before the start of your next one ie carry forward anything relevant and archive anything merely specific in section 9.
- All tutors will check these files at intervals throughout the term and they will make up a large part of the mark for knowledge in the mock exam.

### 1) Pieces

Several copies double-spaced, no stage directions from script. Versions marked with:

Pauses, stresses, vocal work	Moves, blocking, staging
Character objectives/actioning the text	Intensity of mood

### 2) Lesson summaries

Plan of the term with a breakdown of all lessons (work and admin)  
Bullet points of everything covered in lesson – **what** and **why?**  
Clear and neat list of work to do before next lesson – anything needed to carry forward?

### 3) Research

Word definitions and paraphrasing	Period/genre (inc costume and props)
Specific references - technical/historical details	Subject
Writer and their work/career/life/contemporaries	Specific practitioner (Grade 8)

### 4) Character

Facts (inc background)	Text, context, subtext
Objectives, obstacles and solutions (Ute Hagen)	Spider charts – character traits etc
Similar characters – friends, TV, film etc (+ why)	Similarities and differences to performer
Character Journeys through play and scene – use graphs etc	

### 5) Contrast Charts

Facts (including environment)	Physicality (movement/stance/gestures)
Voice (5 qualities)	Staging (props/furniture/presentation)
Other Character response	Audience response/involvement

### 6) Notes

Notes from all lessons kept chronologically and regularly referred to/updated

### 7) Exam

Protocol, order, process	Marking scheme/Requirements
Definitions of Interpretation and Technique	Knowledge Section Questions
General hints and tips	

### 8) General Acting

Eg Types of theatre, Qualities of Voice, Layering/characterisation, Unities etc

### 9) Past

Past exams – reports, research etc

### 10) Future

Speeches discarded because of combinations, Favourite plays seen etc

### 11) LAMDA evenings

Programmes – marked up	Tips/Hints as observed and discussed
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### 12) Miscellaneous

Include All **Stage2** paperwork re LAMDA