**20 questions to help you document and share your**

**Musical Inclusion practice**

**What could you document and share?**

* Resources for others to use – templates, diagrams, timelines, forms, standard letters,
* Practice write-ups/outlines
* Case studies (individuals/project), participant stories
* Interviews with practitioners, participants, commissioners
* Personal reflections, reflective diaries
* Training write-ups, Q&A sessions
* Outline of a problem and a solution
* Research
* Manuals created for practitioners in your area

**Face-to-face practice sharing comes naturally to most music leaders, and often it’s their preferred way of teaching, learning and sharing. Actually writing down or documenting your practice can often become a ‘nice to have’, ‘end of the to-do list’ kind of thing.**

**Yet we all know it’s important. And there are many ways to do it, some of which are really quick and easy but can make a big difference. Something as simple as sharing a template that you use, or a ‘different way of doing something’ that’s proved helpful to you, can really help someone else out.**

**If you’re having difficulties working out how to actually get it down on paper, here are some ideas**.

**How might you document it – case study example**

**Setting the scene***- what’s it all about and who’s involved?*

1. Who – who are the participants, music leaders, partners, funders/commissioners?
2. What – what is it and what’s the purpose? What difference is it going to make?
3. Where – does it take place?
4. When – how often, over what time period?
5. How – what happens/is happening?
6. Why – why was the work needed/why is it happening – was there a problem that this work is solving? Why is it important?

**Describing the practice**

*- how would you describe your practice, objectively?*

1. What does it look like, what are you actually doing ?
2. Can you outline the key skills/approaches that inform your practice?
3. Is any of this unique in any way? Why?
4. Is there any other background the reader needs to know about what you did and the way you did it?

**Reflection**

*- why have you done it like that; what will you build on, what would make it better*

1. Why do you work in this particular way / with these particular groups?
2. What works well / doesn’t work well, and why?
3. How do you know, how are you judging that?
4. What would/will make it better?

**The difference it makes***– what outcomes did you achieve, what didn’t you achieve?*

1. What does it achieve, what difference does it make?
2. What evidence do you have of this?
3. What outcomes were you expecting that didn’t happen?
4. How could those be achieved in future projects?

**Summing up**

1. What was the upshot, what happened as a result of the work?
2. What’s happening now or next?

*Some of these questions are taken from* [*a blog by Ben Sandbrook*](http://network.youthmusic.org.uk/resources/blogs/ben-sandbrook/questions-practice-sharers-whats-important-sharing-effective-practice)*, part of a resource pack about Sharing Practice.*

**Tips to make your document\* easier to read**

**\* Your ‘document’ may be a printed item, a blog on your website or the Youth Music Network, or a PDF/ download. Here are some tips to help with whichever format you choose:**

**Title:**

Use a descriptive title that’s more than just the name of the project. Perhaps the outcomes you’ve achieved, what readers will learn about or who the participants were or the setting you worked in.

*Examples: Working with young people in PRUs; Attachment theory at work with looked-after childre; Transforming anti-social behaviour;*

**Summary/sub-title:**

It’s helpful but not essential to have a sub-title or a boxout near the start to describe in brief what the document is all about. That way someone can instantly tell if it’s likely to be of interest to them.

**Introduction/first paragraph:**

This needs to gain the reader’s interest and attention, and give a hint of why they should be interested.

It could include the ‘who what why where when how’ (see background, previous page); pose a question; start in an interesting place in the story; or with an anecdote.

**Photographs:**

Essential to bring the words to life. It goes without saying that you’ll need people’s permissions, but if this is tricky, you could take photos where only the music leader’s face is visible: participants could be facing her/him, or heads-down.

You could also use photos of young people who you **do** have permission to feature, but use a caption stating that ‘the young people pictured are not necessarily young people from this particular project.’

**Layout:**

Using the following tools/tricks will make your case study look more appealing, and easier to read:

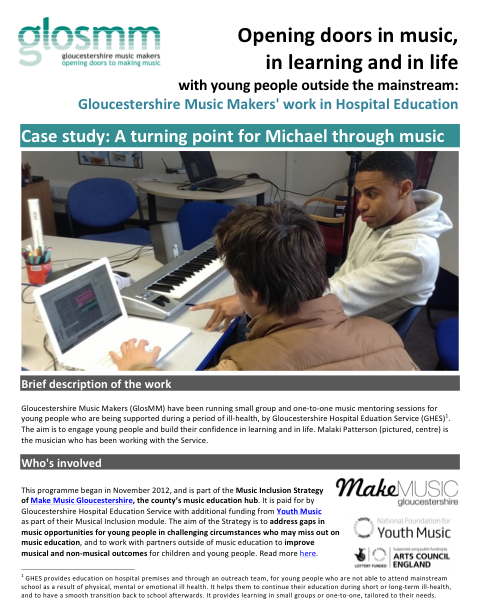
* pull-quotes (see grey text below - pull out and repeat a quote from text that follows, to give a flavour of the content and help people scan)

***“use bullet-pointed lists but don’t go overboard”***

* headings and sub-headings (to help people scan/navigate the copy – particularly important for web copy)
* bullet-pointed lists (but don’t go overboard)
* boxes that separate out specific chunks of information (see the blue box on this page)
* hyperlinks/references where people can find further information

**Seven tips for easy-to-read web copy:**

1. **Write how you speak** - it'll make your writing easier to read and more appealing.
2. **Title and first paragraphs are critical** – make sure these get the message across quickly.
3. **Put essential information first**, and only then follow with further detail.
4. **Keep copy simple and concise.**
5. **Create ‘scannable’ copy** - use headings, bulleted lists, pull-quotes; highlight key words or phrases (bolds, hyperlinks).
6. **Make sure headings are meaningful** – that you can understand what they’re describing.
7. **Use contextual hyperlinks** (the hyperlink describes where you’re going instead of giving a long url – ie **instead of:** *Visit Musical Inclusion group: http://network.youthmusic.org.uk/groups/musical-inclusion* , **write:** *Visit the* [*Musical Inclusion group*](http://network.youthmusic.org.uk/groups/musical-inclusion).

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