



## Technical Advisory Committee USA Guide to Ko Dan Ja Shim Sa Preparation

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## 1 Introduction

Thank you for your continued dedication and loyalty to Soo Bahk Do Moo Duk Kwan. Congratulations on your commitment to the Ko Dan Ja Shim Sa. The following guide will help you get the most out of your Ko Dan Ja experience.

The Moo Duk Kwan has a proud heritage, initiated by its founder Kwan Jang Nim Hwang Kee. Many aspects of Soo Bahk Do Moo Duk Kwan make it unique in the martial arts community. Development of the Dan Bon system, use of colored trim on our do bok, and use of huri in physical demonstration of our art are some of the unique aspects of the art. The Ko Dan Ja Shim Sa is another unique part of the art that has garnered much attention throughout the martial arts community.

Years of effort have established Soo Bahk Do Moo Duk Kwan's standardization of philosophy, technique, and teaching throughout the world among its members. The Ko Dan Ja Shim Sa has been an important component of refining the required skills of the art's leadership. This preparation guide has been created in an effort to better prepare future candidates for their Ko Dan Ja Shim Sa experience. The guide provides descriptions of the whole testing process, beginning with the applications process, personal training preparation, and the week's test itself.

The preparation process for the Ko Dan Ja Shim Sa can be summarized in the following 3 points:

### PREPARATION

Please arrive at the Ko Dan Ja Shim Sa prepared, by knowing all your previous and required material, including your knowledge of history, philosophy, terminology etc. This will allow you to embrace the lessons given, enhancing your understanding of the art. Being unprepared will slow down the growth of your testing group and create an overwhelming experience for you.

### CONDITIONING

Please arrive at the Ko Dan Ja Shim Sa in top physical condition. The better shape you are in, the more stamina you will have, thus enabling you to work harder and be more attentive. It is recommended to gradually increase the intensity, duration and consistency of your workouts to condition yourself for the long hours of 8 days of training. It is important to supplement your workout with some form of aerobic conditioning.

Do what you can to toughen the soles of your feet. You may consider training barefoot on a variety of surfaces. You are better off blistering and callusing your feet before your testing, rather than at the Ko Dan Ja Shim Sa. The Ko Dan Ja Shim Sa is an experience to enjoy, not suffer through.



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### OPPORTUNITY

The Ko Dan Ja process is an opportunity to grow, while becoming the best Soo Bahk Do Master you can be. Through your preparation and conditioning you should strive to improve all facets of your personal life, thus coming away from this experience much more than a Master of our art. It is important to set an example during your preparation process, affecting everyone in a positive way. You have a responsibility to your family, friends, students and the art of Soo Bahk Do in the way you take on this challenge. If you approach this as an opportunity and a great responsibility, you will realize that the Ko Dan Ja process is not only about you.

Throughout the preparation guide, a small section in the text with **Exam Notes** will highlight key points that can help candidates in the testing process.

Kwan Jang Nim, the S.A.C., Hu Kyung In, T.A.C., visitors and fellow candidates are all sincerely dedicated to supporting you and providing you with the best possible Ko Dan Ja experience. Your life changing opportunity begins with your actions, starting NOW!

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## 2 Characteristics of Successful Candidates

Candidates take part in the Ko Dan Ja Shim Sa to grow personally, achieve higher rank, and expand their contribution to the art. With those goals in mind, it is important to understand what characteristics of a candidate are demonstrated by those who pass and are successful during the week. It is also important to understand how you will be evaluated as a candidate during the testing process.

Rank & Sa Bom Candidates who successfully pass their testing in their first attempt demonstrate:

- High motivation
- An attention to detail
- Professionalism in appearance and attitude
- Knowledge of the proper use of hip through action
- A strong Moo Do Shim Gung
- Knowledge of the proper use of Shin Chook through action
- Standardization of Shim Gung and Weh Gung aspects of the art
- An ability to change habits and improve during the testing

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## 2.1 Definition of terms

Before addressing how to prepare for your upcoming testing, we need to first establish common terms and definitions that will be used throughout this guide.

Training Area		Definition
Weh Gung	Standardization	Demonstration of knowledge of standardized material as formatted in Kwan Jang Nim Hwang Kee's publications.
	Application of hip	Demonstration of understanding of connection and chain of command in use of huri - Mind-Huri-Elbows/Knees-Weapon. Key areas of concern are following the correct process in motion.
Neh Gung	Standardization	Demonstration of understanding of how Neh Gung is generated and used as instructed by the TAC.
	Ho Hoop	Demonstration of proper inhalation/exhalation in motion.
	Shin Chook	Demonstration of understanding of expansion/contraction and relaxation/tension through action.
Shim Gung	Standardization	Demonstration of understanding of protocol and Moo Do philosophy as described by the Kwan Jang Nim and TAC.
	Moo Do Shim Gung	Physical application of Shim Gung, demonstrated in Shi Sun, concentration, respect. Ability to demonstrate Moo Do attitude in teaching and in carrying oneself in everyday situations.
	Professionalism	The candidate's ability to carry oneself with a professional attitude and approach to being a student, preacher, teacher, and instructor.

Figure 1

## 2.2 Candidate Evaluations

During the Ko Dan Ja Shim Sa, each candidate will be evaluated on their performance in 5 key areas:

- Shim Gung
- Neh Gung
- Weh Gung
- Mission 2000
- 5 Moo Do Values



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A copy of the evaluation sheet is shown below.

Candidate Evaluation Form				
Candidate Name				
	Pass	Reevaluate 6 Months	Reevaluate 12 Months	Comments
Overall Rank Recommendation				
Overall Sa Bom Recommendation				
Evaluation Area	Demonstration of Standards (check one)			Comments
Shim Gung	Exceeds	Meets	Needs Improvement	
Standardization (protocol, philosophy)				
Moo Do Shim Gung <ul style="list-style-type: none"> <li>Intent directing actions</li> <li>Moo Do presence / professionalism</li> <li>Proper start/finish</li> </ul>				
"Shim Gung" application in personal life (work with personal instructor, candidates – manners, courtesy, respect)				
Neh Gung				
Standardization				
Intent directing Neh Gung				
Understanding of "Ho Hoop" related energy (KJ, fullness)				
Understanding of "Shin Chook" through physical demonstration				
Weh Gung				
Standardization				
Intent directing Weh Gung				
Ability to demonstrate chain of command				
Demonstrate understanding of Scientific Aspect of "Weh Gung" <ul style="list-style-type: none"> <li>Offensive hip / Defensive hip</li> <li>Movement of mass to generate power</li> </ul>				
Mission 2000				
Human Relations National, International Moo Do Organization, Active Administration, Members Organization, Financial Stability				
5 Moo Do Values				
History, Tradition, Discipline and Respect, Philosophy, Technique				

Figure 2

### 2.3 Critical Evaluation Areas

Historically, the evaluation areas above that prove to be the most challenging for candidates of rank are:

- Application of hip
- Moo Do Shim Gung
- Shin Chook



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**Application of hip** – The majority of candidates who have challenges in this area for rank do not demonstrate an understanding of chain of command in soo gi and jok gi. This manifests itself in three main areas:

1. Proper intermediate position
2. Movement of mass
3. Timing of hip movement

To prepare properly for application of hip, candidates should gain an understanding of how chain of command works in soo gi and jok gi through personal practice. Specific preparation activities in section 3 & 4 that address this critical area will be highlighted in **Exam Notes**.

**Moo Do Shim Gung** – Candidates who demonstrate challenges in this area often have difficulty in demonstrating Moo Do Shim Gung through action by their intent. Intent begins with Shi Sun and manifests itself in an air of professionalism in training and teaching. Moo Do Shim Gung also can be seen in the level of effort a candidate displays during the week. In order to prepare properly in the area of Moo Do Shim Gung, candidates should train their Shi Sun and develop professionalism in their habits in training and teaching. Specific preparation activities in section 3 & 4 that address this critical area will be highlighted in **Exam Notes**.

**Shin Chook** - Demonstrating a knowledge of Shin Chook manifests itself in the intermediate positions described above. Without an understanding of when to expand or contract the elbows and knees in an intermediate position, a candidate cannot complete a technique effectively. By improving Shin Chook, a candidate will gain a better understanding of application of hip. Specific preparation activities in section 3 & 4 that address this critical area will be highlighted in **Exam Notes**.

Historically, the evaluation areas above that prove to be the most challenging for candidates of Sa Bom are:

### **Moo Do Shim Gung**

#### **Professionalism**

#### **Shim Gung/Weh Gung Standardization**

**Moo Do Shim Gung** – In teaching and demonstrations, some candidates have difficulty in demonstrating proper Moo Do Shim Gung. This critical area manifests itself in the following areas:

1. Conducting a class with a Moo Do flavor
2. Intent during training
3. Attention to protocol and the senior/junior relationship

To prepare properly in the area of Moo Do Shim Gung, candidates should begin early to develop the habit of teaching a Moo Do type of class. This means that the instructor should not be casual in appearance and manner while teaching. Also, the curriculum should be based in the Moo Do philosophy of Soo Bahk Do Moo Duk Kwan.



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Candidates need to develop the habit of working out with high levels of concentration and physical effort prior to attending the testing. Shi Sun should be disciplined with or without a partner. It is essential to develop training tools to develop a strong Shi Sun habit.

Candidates who do not understand Moo Do protocol and the respect between seniors and juniors have challenges during the testing. When talking of the respect between seniors and juniors, it is important to note that respect is given and received by both seniors and juniors. As was stated by one candidate in a Ko Dan Ja Shim Sa, "It is unbecoming a Sa Bom to demean a student." Candidates should be respectful and attentive to the needs of seniors and juniors alike. Specific preparation activities in section 3 & 4 that address this critical area will be highlighted in **Exam Notes**.

**Professionalism** – Some candidates for Sa Bom have difficulty in displaying the proper air of professionalism while teaching and training. The same attention to detail in paperwork, class preparation, public speaking, and responsiveness to feedback should be paid to Soo Bahk Do as a CEO attends to his/her business. Candidates that develop professional habits in training and teaching will be successful in the testing. Specific preparation activities in section 3 & 4 that address this critical area will be highlighted in **Exam Notes**.

**Shin Gung/Weh Gung Standardization** – Some candidates for Sa Bom demonstrate challenges with standardization in teaching and demonstration. Oftentimes, a candidate's explanation and physical performance of teaching points do not follow the standardized material presented in the Gup Instructional Manuals and other publications authored by Kwan Jang Nim Hwang Kee. Typical examples of misinterpretation of standardized material are:

1. Describing Shin Chook to a class with an incorrect interpretation of how contraction/expansion relates to physical movement
2. Demonstration of an incorrect application of Soo Bahk Do technique
3. Explanation of Moo Do philosophy which conflicts with the Moo Duk Kwan
4. Lack of protocol while teaching; i.e. not returning the bow to students, improper interaction and respect of seniors while teaching, and improper interaction and respect of peer candidates.

Candidates should prepare themselves properly for the test by studying all the standardized material in the art's publications. A list of those publications is included in the following sections. Specific preparation activities in section 3 & 4 that address this critical area will be highlighted in **Exam Notes**.

The remainder of this document will provide a preparation guide for candidates, based on targeting improvement in critical areas identified in Section 2.

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### **3 The Ko Dan Ja Shim Sa Process**

This section gives a brief overview of the administrative steps a candidate must take in order to receive an invitation to the Ko Dan Ja Shim Sa. There are a number of candidates who do not participate in the testing because of their inability to follow the correct process.

#### **3.1 Requirements**

The requirements for selection to the Ko Dan Ja Shim Sa can be reviewed for further detail in the U.S. Soo Bahk Do Moo Duk Kwan Federation Dan Manual. A reprint of such information is included here:

1. Must be a member in good standing of the Korean Soo Bahk Do Moo Duk Kwan Association and the U.S. Soo Bahk Do Moo Duk Kwan Federation, Inc.
2. Sound moral character.
3. 21 years of age or above.
4. Regular Do-Jang attendance and good record of teaching experience.
5. Loyalty to instructor and founder of Soo Bahk Do, Grandmaster Hwang Kee.
6. Contribution in service to the Korean Soo Bahk Do Moo Duk Kwan Association and the U.S. Soo Bahk Do Moo Duk Kwan Federation, Inc.

#### **3.2 Letter of Intent**

Once a candidate meets the minimum time requirement, the TAC will send out a questionnaire notifying you about your eligibility to be considered for testing. You will receive a packet of pre-selection materials that must be filled out.

#### **3.3 Letter of Recommendation**

In order to receive an invitation to the Ko Dan Ja Shim Sa, you must also have a recommendation from your instructor and your Regional Examiners. You will not have to solicit a recommendation from any of the above, but their recommendations are based on your contributions to the region and nation, your attitude, and personal practice.

#### **3.4 Pre-Selection Paperwork**

The TAC sends pre-selection paperwork to be completed and sent back into Headquarters. This paperwork is then used by the TAC to narrow its selection of candidates to the final list of testing candidates. The paperwork **MUST** be filled out in a timely manner and returned by the date indicated. There is **NO** late paperwork accepted. If you know you do not wish to apply for testing, you should promptly send a letter to the Chairman of the TAC communicating your intentions of not testing.



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**Exam Note:** Professional administration is a key to your testing. Type all your paperwork, proof read for accuracy, and send it in ON TIME. Bring a copy of your paperwork and extra pictures to the testing in case there are any problems with receipt of your paperwork at Headquarters. This point addresses Professionalism.

### 3.5 Notice of Testing

After a review period by the TAC, letters are sent out to all candidates who returned paperwork regarding an invitation. At that time you will find out if you are accepted for the testing. If you are, you will receive the testing paperwork, testing fee information, accommodations information, logistics, and an agenda for the week that is subject to change.

### 3.6 Testing Paperwork

The testing paperwork should be completed in a timely manner and returned to Headquarters before the assigned date. The TAC accepts NO late paperwork. You must also attach all required essays found in the Dan Manual. This includes essays for Sa Dan, O Dan, and Sa Bom. The process for candidate projects changed in 2007 and today candidates are asked to collaborate and prepare projects prior to arriving to the testing.

**Exam Note:** Professional administration is a key to your testing. Type all your paperwork, proof read for accuracy, and send it in ON TIME. Bring a copy of your paperwork and extra pictures to the testing in case there are any problems with receipt of your paperwork at headquarters. This point addresses Professionalism.

### 3.7 Essays

#### Sa Dan Candidate Essays

Sa Dan written essay requirements are specified in the Member Manual (page 107) All essays should be typewritten. Candidates should also be prepared to discuss or elaborate on additional topics during the test such as:

1. What are the meaning, history, and characteristics of Kong Sang Koon Hyung?
2. What are the meaning, history, and characteristics of Yuk Ro Sam Dan (Po Wol) Hyung?
3. Describe your way of understanding and instructing basics.
4. Describe your way of understanding, organizing, and officiating Form and Sparring competition.
5. Explain the concept of "Neh Kang Weh Yu."
6. Explain the concept of "Soo Gi" and "Hwa Gi".



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### O Dan Candidate Essays

O Dan written essay requirements are specified in the Member Manual (page 109) All essays should be typewritten. Candidates should also be prepared to discuss or elaborate on additional topics during the test such as:

1. Discuss the history, meaning and characteristics of:
  - a. Yang Pyun Hyung
  - b. Wang Shu Hyung
  - c. Sei Shan Hyung
2. Evaluate the extent to which the Federation has fulfilled its chartered purposes.
3. Describe the implications of the Ship Sam She to the origin and practice of:
  - a. Hyung
  - b. Dae Ryun
  - c. Moo Pahl Dan Kum

### Sa Bom Candidate Teaching Videos & Essays

1. Sa Bom Certification applicants are required to submit a teaching video to the Soo Bahk Do Institute in accordance with instructions provided.  
<http://www.soobahkdoinstitute.com/groups/90/2013-kdjss-candidates>
2. The only essays required for Sa Bom Certification applicants are specified in the Sa Bom Certification Study Kit. You should complete all assignments in the Study Kit and bring your completed book with you. Sa Bom Certification applicants might also be asked to discuss or elaborate on additional related topics during the test such as:
  - a. Describe a practical teaching technique the candidate has developed him/herself, within Moo Duk Kwan guidelines, in developing a skill or in motivating students.
  - b. Critical Incident Analysis: Candidates will be asked to analyze, and propose solutions to, class situations. How do you treat a Dan member who insists on performing a move clearly not as described in Kwan Jang Nim Hwang Kee's Text Book? How do you respond to a Dan Member who has attempted to introduce other Martial Art Techniques into Soo Bahk Do? How would you discipline a Dan Member who has overestimated his/her own ability?
  - c. Discuss any theory of learning, or of education, or any theory in the behavioral sciences that can be applied to the teaching of Soo Bahk Do Moo Duk Kwan.
  - d. Discuss your understanding of the process of teaching Instructors.
  - e. Discuss your perception of a Sa Bom as a leader.
  - f. What is the meaning of the Characters of Sa Bom?

**Exam Note:** Complete all Sa Bom Certification Study Kit assignments in advance and bring your completed workbook to the text. This point addresses Professionalism.



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## 4 Preparation

The Ko Dan Ja Shim Sa experience is more than attendance of the week. Your practice and preparation build habits that demonstrate to your students how they should train and conduct themselves. The week is a culmination of the preparation and years of effort in this martial art. Look at it from the point of view that you should already be acting, performing, and thinking like a Ko Dan Ja/Sa Bom before attending the week.

Knowing how to prepare is just as important as the preparation itself. The right kind of preparation will produce success in the testing. All of us have heard the saying “When you don’t know where you’re going, any road will take you there.” By that same token, if you don’t know what your ultimate goals are, you can go in any real direction, but you might not get where you’ve intended. Below are some recommendations on how to begin your testing preparation:

1. Set goals for your training and development. Write those goals down.
2. Create a training guide well in advance targeted to fulfilling your training goals. Be honest about your weak areas and specifically target a training schedule to improve those weaknesses.
3. Track your performance against your training guide and goals.
4. Adjust the training plan based on results gained and how you’re meeting goals.

The training spreadsheet below is an example of how to track your personal training.



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	Date	16-Feb	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb	1-Mar	2-Mar
	Time		1:03	1:00	1:27	1:00	1:12	1:13		1:25	1:00	1:07	1:05	1:17	1:00	
	Av. HR		138	122	134	121	134	151		143	130	135	131			
	Calories		744	568	892	561	763	918		1044		683	743	748		
Push Ups					3X10		2X10					3X10		3x10		
Crunches			3X10	3X10	3X10		3X10				3X10	3X10				
Pre-work Stretching			X		X		X	X		X	X	X		X	X	
Post-work Stretching														X		
Hand Basics			X		X			X				X		X	X	
Foot Basics							X	X		X	X	X		X	X	
Lead Leg Kicking											X	X		X		
Kicking Combos																
Jump Kicking														X	X	
Jumping Exercises																
Soo Bahk Do Gi Cho			X		X		X			X		X		X		
Chil Sung Combos										X						
Moo Pahl Dan Kum				X	X									X		
Bike ride / Lifting warmup				1:00		1:00							1:00			
Upper Body Workout																
Gi Cho Hyung II Bu								1								
Gi Cho Hyung E Bu								1								
Gi Cho Hyung Sam Bu								1								
Pyung Ahn Cho Dan								1								
Pyung Ahn E Dan								1								
Pyung Ahn Sam Dan								1								
Pyung Ahn Sa Dan								1								
Pyung Ahn O Dan								1								
Passai								1								
Naihanchi Cho Dan								1								
Naihanchi E Dan								1								
Naihanchi Sam Dan								1								
Jin Do																
Lo Hai																
Kang Sang Kun								1							1	
Ship Soo								2							1	
Wang Shu								2							2	
Sei Shan								2							2	
Ji On								3							3	
O Ship Sa Bo								3	2							
Chil Sung II Ro			2							2						
Chil Sung E Ro			2							2						
Chil Sung Sam Ro			2							2						
Chil Sung Sa Ro			2							2						
Chil Sung O Ro			1							2						
Chil Sung Yuk Ro										1						
Chil Sung Chil Ro										2						
Du Mun					3							1				
Joong Jol					3							1				
Po Wohl					3							1				
Yang Pyun					3							2				
Sal Chu					3							2				
Choong Ro					3							3				
Il Soo Sik					1					1	3	1		1	1	
Ho Shin Sul			X		X											
Free Sparring								X								
Sparring Combos																

Figure 3

It's vital that you have a plan for training, track your progress, and take an end-to-end look at your preparation.

This section identifies preparation strategies that will help improve the areas identified as key evaluation areas for candidates that were discussed in section 2.

### 4.1 Shim Gung

Shim Gung is the most vital aspect of preparation for Ko Dan Ja candidates. Shim Gung manifests itself in your intent. The correct mind set, attitude, and professional development



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allows candidates to perform at the highest potential for Neh Gung and Weh Gung. Candidates should regularly meditate, read, and teach to develop the correct personal habits based on a Moo Do philosophy.

There are several areas of preparation for Shim Gung that should be addressed by candidates:

### 4.1.1 Protocol

While teaching, candidates should increase their awareness of how they follow protocol prior to attending the test. Your habits are what you naturally show in stressful situations, so build the proper habits months before the test. Key protocol points in class are:

- Return the bow of any student bowing towards you
- Use the proper titles inside and outside the dojang (Jo Kyo, Kyo Sa, Sa Bom)
- Maintain the cleanliness of your dobok and have the proper patches/rockers
- Use Korean terminology as much as possible while teaching
- Treat juniors and seniors with respect and deference
- Begin and end personal demonstrations in front of the class with a proper Choon Bae/Baro

Create a list of key protocol points to follow in class, and review that list prior to and after teaching in your dojang. Until these protocol points become habit, keep reinforcing the areas of improvement.

**Exam Note:** Develop the habit of using titles correctly (Jo Kyo Nim, Kyo Sa Nim, Sa Bom Nim) in the do jang prior to going to the testing. Understanding the senior/junior relationship and attention to protocol is essential to demonstrating the proper understanding of Moo Do Shim Gung.

### 4.1.2 Standardization

Candidates will be evaluated based on how well they perform and understand standardized technique and philosophy as described in the publications and videos authored by Founder Hwang Kee, Kwan Jang Nim H.C. Hwang and the USA Technical Advisory Committee. You should thoroughly know all material contained in the publications prior to attending the week. Sequences of Hyung, Il Soo Sik, Ho Sin Sul, Soo Gi, and Jok Gi should be known thoroughly.

Candidates should read, study, and practice the content of the following publications:

- [www.soobahkdoinstitute.com](http://www.soobahkdoinstitute.com)
- Federation newsletters
- White Belt Instructional Guide/White Belt Instructional Video
- Orange Belt Instructional Guide/ Orange Belt Instructional Video
- Green Belt Instructional Guide/ Green Belt Instructional Video
- Red Belt Instructional Guide / Green Belt Instructional Video



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- Soo Bahk Do Volume 1
- Soo Bahk Do Volume 2
- Soo Bahk Do Study Guide
- Member Manual
- Jo Kyo Study Kit
- Kyo Sa Study Kit
- Sa Bom Study Kit
- Moo Do Chul Hahk [www.moodochulhahl.com](http://www.moodochulhahl.com)

**Exam Note:** The TAC will teach material to the candidates based on standardized publications. You MUST know the proper sequences of hyung from Soo Bahk Do Volume 2. You will find it difficult to keep up with the group if you do not know all your material. The Soo Bahk Do Institute is an invaluable resource for refreshing your material.

### 4.1.3 Shi Sun

Many candidates underestimate the value of shi sun in training. Eye focus sets your concentration, keeps your energy up in challenging training, and projects confidence. You MUST develop the habit of maintaining eye focus at all times. When performing basics or hyung (activities with no partners), you should keep shi sun straight ahead. Always look before changing direction. While working with a partner, you MUST maintain eye contact with your partner AT ALL TIMES.

Some exercises to help develop your eye focus habit are:

- If you are a runner, while running maintain eye focus straight ahead at all times (safety permitting). Pick a tree or signpost off in the distance to focus on until you get close. Then quickly pick another item to look at.
- While doing personal training in basics, hyung, etc. pick a small speck on the wall and focus eye focus on that spot.
- While working with partners, agree with your partner that if either one of you loses eye contact, immediately yell “Shi Sun”.
- While speaking with people in a casual setting, maintain eye contact while speaking with them. Make it a point to keep your eyes up.

**Exam Note:** Candidates who allow their shi sun to waver in class typically lose energy much faster than their peers and do not make corrections as required to their technique. In hyung, before changing direction YOU MUST look first. Failing to do so will impact the group’s performance. Strong shi sun will address Moo Do Shim Gung weakness for a candidate.



#### 4.1.4 Public Speaking

Instructors sometimes neglect the art of public speaking. It is important to study public speaking principles and apply them in your teaching. There are several good books on the subject that are included below:

- *The Complete Idiot's Guide to Public Speaking* – Laurie E. Rozakis  
<http://www.amazon.com/Complete-Idiots-Guide-Public-Speaking/dp/B00965TQNM>
- *The Quick and Easy Way to Effective Speaking* – Dale Carnegie  
<http://www.amazon.com/The-Quick-Easy-Effective-Speaking/dp/0671724002>
- *10 Days to More Confident Public Speaking* – Princeton Language Institute  
<http://www.amazon.com/dp/0446676683>

Some key public speaking principles that should be emphasized in class are:

- **Prepare** – Know the material you will present prior to teaching. This will allow you to organize your thoughts in advance in order to communicate effectively.
- **Remove “Non-words”** – Using those “filler” words such as “Um”, “Like”, and “You-know” diminish the message you’re delivering to the class.
- **Use Vocal Variety** - An effective speaker will vary the rate, loudness and pitch of the voice. You will also hear differences in the rhythm of the voice through the use of pauses, and the alternating of short and quickly spoken phrases with long and slowly spoken phrases. The effect is almost like the dynamics of music.
- **Use Gestures and Movement** - Dynamic gestures and movements reinforce the ideas of the speech. The overall energy of a presentation is also enhanced by the use of gestures and limited movement. Caution: Movement ought to be motivated by the content of your material. Sometimes, instructors wander without apparent aim, creating a distraction with too much movement or too many gestures. Avoid talking and walking at the same time.
- **Express Emotions Naturally** - Our voices and facial expressions will naturally convey feelings. The best approach to expressing feelings is to allow emotions to arise spontaneously as you speak. The feelings come from your conviction and by tapping into your experiences. Don't "force" feelings. The class will probably detect it if you are being inauthentic.
- **Use Eye Contact** - Communication is a two-way interaction. When an instructor uses eye contact a sense of interaction is enhanced. Norms for using eye contact are governed by cultural rules. In some situations you may need to adapt to the dominant culture of your audience to decrease or increase your level of eye contact to that which is appropriate for the audience.

Make a list of these speaking points and review the list before and after teaching to assess how you’re improving your speaking habits.

**Exam Note:** Speaking with confidence and authority while teaching classes for Sa Bom captures the attention of the student, and portrays a sense of being in control. This will address Moo Do Shim Gung and Professionalism.



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#### 4.1.5 Moo Do Presence

As a Ko Dan Ja member, it is your responsibility to represent the art in the most professional manner possible. Our training is made up of Weh Gung, Neh Gung, and Shim Gung, but it is the Moo Do Shim Gung that is at the heart of our art. While teaching, it is especially necessary to maintain Moo Do Shim Gung, since our students will learn from our example. You will be evaluated during the week in how you apply Moo Do Shim Gung in training and in teaching.

The following examples are included to help describe the characteristics of Moo Do Shim Gung, and how you will be evaluated in demonstrating:

- Professionalism – How would you describe the characteristics of a medical doctor, corporate CEO, mayor, or another highly educated and skilled professional? You might use words like confident, respectful, intelligent, sharp, well-dressed, serious, and hard-working. As Ko Dan Ja candidates, you have spent as many years or more in study of Soo Bahk Do Moo Duk Kwan as any doctor, CEO, engineer, or lawyer in studying their profession. Project the same air of professionalism in teaching and training, as you would find in your family physician or your local community leader. Be respectful of those around you, come to class ready to train and work hard, keep your Do Bok clean and well-pressed, speak with confidence and professionalism, and lead by example.
- Proper start and finish – During teaching or training in class it is important to show a proper start and finish for demonstrations. While teaching, it is important to have the student sit for demonstrations so that everyone in the class can see your example. Begin each demo with the proper Choon Bae. Perform your demonstration with the highest effort and concentration on the chain of command (mind-huri-elbow-hand, etc.). Return to Ba Ro for completion of demonstration.
- Proper bow – It is important that we perform every bow with the proper respect and Moo Do Shim Gung, while teaching and in training. It keeps us humble and focused on the demonstration of the Moo Duk Kwan philosophy through action. Every bow is a non-verbal discussion between two or more practitioners. Each bow has a proper start and finish, just like any other demonstration. Start with proper eye contact with your partner, perform the bow together (with eyes to the ground) and end the bow with proper eye contact.
- Awareness of senior members – Look to the needs of your senior members. This applies to your senior by age, Dan Bon, or Rank.

Build the habit of teaching with a Moo Do presence long before the test. Review this list of professional attributes before each class you teach or work out in. Apply the lessons in class, then review the list after class to evaluate how you have improved. Begin working on this habit immediately so that teaching with Moo Do is second nature.



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**Exam Note:** A Moo Do presence is VITAL to your teaching for Kyo Sa and Sa Bom. If you develop the habit of having a Moo Do presence long before attending the test, you will be a more successful instructor. Weak points of Moo Do Shim Gung and Professionalism will be greatly improved by having a Moo Do presence.

Another key aspect of Moo Do Shim Gung is the interaction with your partner. In previous years, candidates who have difficulty in Moo Do Shim Gung show a lack of intent and intensity while working with partners (il soo sik deh ryun, ho sin sul, ja yu deh ryun, bong ho sin sul, dan do ho sin sul). Practice your partner drills with the intent required for real life applications.

**Exam Note:** Demonstrating with intent, shi sun, and strong Shim Gung when working with a partner helps invigorate the training, provides fond memories of the testing, and develops good habits for personal training. **Maintain the proper intent.**

## 4.2 *Neh Gung*

The motivator of Neh Gung is breathing. With the proper breath control, you will develop “oneness” in your movement. Breathing initiates the body to either contract or expand for movement. Candidates who have challenges in the area of Neh Gung typically do not understand the coordination between breath and movement. This section will attempt to explain the relationship between breath and movement, and points of emphasis for preparation to improve Neh Gung.

### 4.2.1 Ho Hoop

The correct understanding of breathing is essential to Neh Gung. Soo Bahk Do emphasizes breathing controlled by the danjun. As you inhale, the danjun should naturally expand and at exhale the danjun should contract. Chest breathing is easy to spot as an instructor, as you will see the student’s shoulders actively expanding and contracting. Our breathing should try to calm the upper body as much as possible, allowing the huri to motivate movement without upper body tension. Candidates should practice Moo Pahl Dan Kum on a regular basis to develop the proper breathing habits and to calm the upper body.

**Exam Note:** Moo Pahl Dan Kum will be practiced each morning of the testing. It is vital to know the sequences of exercises and be comfortable with its application in training.

### 4.2.2 Shin Chook

As one of the 8 Key Concepts, Shin Chook is familiar to all students. Its application in training has become a major focus of the Ko Dan Ja Shim Sa. “Shin” can be defined as relaxation/expansion and “Chook” can be defined as tension/contraction. Shin Chook has its application both internally and externally. With an inhalation, internally there is an expansion



and relaxation of the diaphragm and danjun. With exhalation there is an internal contraction and tension of the danjun.

Externally, the body responds to breathing by expanding on inhalation then contraction with exhalation OR the body responds by contracting on inhalation then expansion with exhalation. When contracting or expanding externally, it is vital that the candidate maintain intent on the elbows and knees to respond to breath.

Successful candidates demonstrate the correct coordination between internal and external Shin Chook.

Candidates should focus their intent on their breath inviting contraction and expansion in their preparation. Intensive practice of Jang Kap Kwon, Po Wohl Seh and Do Mahl Shik will improve coordination of breath and movement. This key concept should be applied to all areas of training and preparation.

**Exam Note:** All physical movement should be coordinated with Shin Chook. Even in the instance where physical action occurs without breath (techniques in Joong Jul for instance) there still must be an aspect of Shin Chook present. The danjun would still expand or contract but without inhalation/exhalation. Awareness of Shin Chook in all aspects of training will greatly improve your preparation.

### 4.3 Weh Gung

The focus of Weh Gung lies in the hip (huri). Use of huri in all technique provides a way for the practitioner to have the most powerful technique possible. In Soo Bahk Do Volume 1, written by Kwan Jang Nim Hwang Kee, he described the scientific use of hip in relation to the formula  $F=ma$ . This formula can also be written as such:

$$F = m \frac{\Delta V}{\Delta t}$$

or

$$F = m \frac{(V_2 - V_1)}{(t_2 - t_1)}$$

Where

F= force

m = mass

$\Delta V$  = change in velocity

$\Delta t$  = change in time

$V_2$  = final velocity

$V_1$  = starting velocity

$t_2$  = final time



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$t_1$  = starting time

Note: The analysis of this formula will be for linear motion only. A breakdown of force as applied to circular motion is slightly more complicated and will not suit the explanation of this preparation guide.

When looking at this formula, it becomes apparent that to maximize force, you need to have the greatest mass possible, moving at the highest rate of acceleration, in the shortest span of time. In Soo Bahk Do, the easiest way to have the largest mass possible is to move with your huri. The centerpoint of the body is the danjun, located at the waist. By twisting the waist, you can maximize the amount of weight (mass) applied to a technique.

A common misunderstanding for candidates is confusion of velocity for acceleration. The formula  $F=ma$  represents "a" as acceleration, or change in velocity ( $\Delta V$ ).  $V_2$  represents the final velocity of the weapon (elbow, wrist, foot, knee) at the contact point.  $V_1$  represents the starting velocity of the technique. The goal of any technique is to have the greatest change in velocity as possible. Many candidates have a high change in velocity, but perform that acceleration over a long time period. As can be seen in the formula, the smallest change in time from beginning of the technique to the end will yield a much greater acceleration (given the same  $\Delta V$ ). Many candidates start rotating their hips too early in the process of a technique, thus producing a block or kick which transmits much less force.

Breaking  $F=ma$  down even further, we can look at how distance affects force.

Acceleration can be related to distance in the following formula:

$$a = \frac{2 * (x_2 - x_1)}{(t_2 - t_1)^2}$$

Where

$x_2$  = Final distance

$x_1$  = Starting distance

$t_2$  = Final time

$t_1$  = Starting time

When replacing this formula for acceleration to the formula  $F=ma$ , we get the following:

$$F = m * \frac{2 * (x_2 - x_1)}{(t_2 - t_1)^2}$$

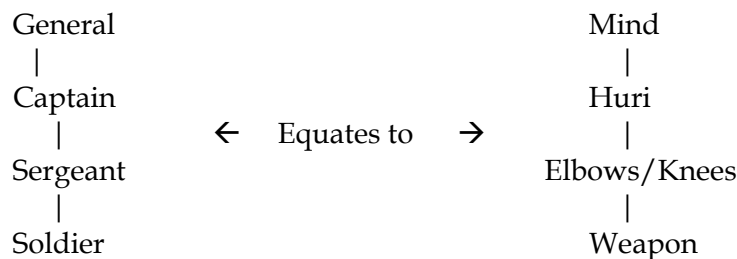


After analyzing this formula, it's quickly apparent that when looking at distance and time, the greatest amount of force is applied to a technique when your weapons (fist, knee, foot, elbow, etc.) cover the greatest distance possible in the shortest amount of time.

**Exam Note:** Three factors must be considered in order to generate the most power: mass, change in velocity, and time. Use of huri will leverage the most mass possible in order to have the greatest acceleration in the shortest time period possible.

### 4.3.1 Chain of Command

Candidates who are successful in their test demonstrate an understanding of the chain of command for movement. As has been described by Kwan Jang Nim Hwang, chain of command relates our physical movement to the organization of a military organization in the following manner.



The mind invites the hip to move. With hip motion the elbows and knees respond for the weapon (fist, foot, knee, elbow, etc.) to complete the block, kick, or attack. In order to develop the proper chain of command, candidates should perform several repetitions of gi cho with pauses in the intermediate position. This will reinforce the value of following the correct process and the chain of command. Performing gi cho by intermediate count will be the method of introductory instruction during the testing.

**Exam Note:** Perform your personal gi cho practice with some repetitions broken down by intermediate positions. Focus intent on chain of command to improve the connection of elbows and knees with the huri.

### 4.3.2 Intermediate Position

Chain of command provides a process for practitioners to follow which results in the most effective, powerful technique possible, intended for personal development and self-defense. The process for every technique we perform is the same:

1. Fix your intent (Shim Gung) on what's to be performed
2. Begin Ho Hoop (either inhale or exhale) to initiate movement of the huri
3. Come to intermediate position in either contraction or expansion of elbows and knees



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4. Move to finish the technique with completion of Ho Hoop and activation of huri as your weight is committed

**Exam Note:** Contraction/expansion of both elbows and knees in the intermediate position applies in both soo gi and jok gi. In order to maintain oneness your intent should focus on your whole body contracting or expanding.

The pictures below show some examples of intermediate postures.



Ha Dan Mahke



Anaeso Pahkuro Mahke



Choong Dan Kong Kyuk



Ahp Cha Nut Gi



Yup Podo Cha Gi



Dollyo Cha Gi

The intermediate postures have a common attribute; each attempts to maximize expansion or contraction of the elbows and knees as motivated by huri. This provides us the maximum contraction or expansion at completion. When looking back at the formula  $F=ma$ , this translates in the maximum  $\Delta x$  (change in distance) possible for the hip and weapons as related to the target.

In order to develop the proper intermediate position, candidates should perform several repetitions of gi cho with pauses in the intermediate position. This will reinforce the value of



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following the correct process and the chain of command. Performing gi cho by intermediate count will be the method of introductory instruction during the testing.

#### 4.3.3 Timing of Hip Movement

Once you have developed the proper habits for intermediate positions, the timing of when the huri moves is the next critical area of preparation.

The following descriptions of hip timing are drawn from the Gup Instructional Manuals.

##### Defensive hip



1.



2.



3.

1. From a front stance with left leg forward:
2. The right hip is held forward in preparation. Inhale through the nose.
3. Right hip snaps backward as your weight drops to the front leg into completion of the front stance. Exhale.

##### Defensive hip



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1.



2.



3.

1. From a back stance with left leg forward:
2. The right hip is held forward in preparation. Inhale through the nose.
3. The right hip snaps backward, internal tension drops to rear leg into completion of the back stance. Exhale.

### Offensive hip



1.



2.



3.

1. From front stance with the left leg forward:
  2. The right hip is held back in preparation. Inhale through the nose.
  3. The right hip snaps forward as your weight drops to the front leg into completion of the front stance.
- Exhale.



Candidates typically have challenges knowing when to snap their hips in techniques. The highlighted descriptions above give the best understanding of timing for practitioners. Once you reach the intermediate position for offensive or defensive hip, the **hip only moves when your weight is committed to a stance**. There are several reasons why the snapping of the huri before weight is committed does not provide the maximum amount of force.

1. Snapping your hip early does not allow you to commit all your weight into the technique. This results in a smaller mass behind your technique.
2. Snapping your hip early results in a longer time to completion of the technique. As was discussed earlier, decreasing the  $\Delta t$  as much as possible will increase acceleration, thereby increasing force.

In your personal training, you should focus on the proper timing of hip rotation in all techniques.

**Exam Note:** Regarding timing of hip movement, it is vital that you maintain your intermediate position until your weight is transferred into the leg. Your hip must NOT snap either forward or backward until your weight is committed into a stance. This will improve the Application of Hip areas of the testing.

#### 4.3.4 Additional Recommendations

The previous sections describe key points of improvement based on the history of candidate performance. This section provides additional recommendations for your preparation that could improve your experience in the week.

- Perform all hyung in your personal training in two methods: Perform one repetition “ku ryun up shi” to develop the proper timing, and perform another repetition at a slower pace than normal. The slower repetition should hold stances longer than you would for “ku ryun ee macho so” to build leg strength.
- Perform il soo sik deh ryun with and without partners to develop the proper stance, timing, and shi sun.
- Perform ho sin sul with and without partners to develop the proper stance, timing, and shi sun. This will also improve your ability to demonstrate and describe key points of improvement to your students.
- In order to improve the quality of hyung performance, candidates can break down repetition into sequences. For instance, perform the first six motions of Chil Sung Il Ro Hyung 3 times, then perform the next sequence 3 times, and so on. Then perform one repetition of the whole hyung. With this approach, your endurance will be increased and you can focus on specific improvement areas.
- Practice jok gi exercises both full speed and step by step. This means hold an intermediate position for several seconds, kick out and hold for several seconds, then return to intermediate position for several seconds before putting down the leg. This is how jok gi will be performed in the testing.



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- Perform cross-training in your training preparation. The most critical strengthening exercises should be focused on core strength and leg strength. Core strength involves the midsection (abdominals, lower back, intercostals, hip flexors). A strong core provides the necessary stability to your back and hips. Since you will be training at least 70 hours during the week, leg strength is vital to your safety and endurance.

## 5 The Week

The Ko Dan Ja Shim Sa is made up of several components, all of which weigh into the TAC's recommendation to the Kwan Jang Nim regarding your rank/Sa Bom test. The testing is made of

- Training sessions
- Teaching
- Written test
- Group projects

In all facets of the testing, each candidate should be proactive in training, studying, group projects, note-taking, etc. The week is as much of a leadership testing as it is a testing of your understanding of Neh Gung, Weh Gung, and Shim Gung..

For the week, you should bring the following items (Headquarters will also send a recommended packing list in the testing package):

- Notebook
- Spare pens/pencils
- Athletic tape
- Bagbalm or similar lotion for feet
- Copies of your essays, projects, and paperwork
- Extra passport photos of yourself
- Soo Bahk Do Volume 2

It would also be advisable to bring some additional personal items:

- Personal medications
- Ear plugs (if your roommates snore)
- Energy drinks
- Energy bars, snacks
- Camera
- Laptop

### 5.1 Training

Each training session is a part of the test. Candidates need to show their understanding of the points being instructed by the TAC. As can be expected, you will receive corrections. You need



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to change your habits that don't follow the examples being set by the TAC as quickly as possible. Oftentimes, the corrections being made by the TAC won't be directed specifically to you, but you should pay attention and apply those changes, as well.

In all training sessions, you should stand out with your Moo Do Shim Gung. This means you should maintain strong shi sun, respond with confidence to questions, work hard, and kihap with conviction and intent.

**Exam Note:** Bring a notebook and writing materials with which to take notes during training sessions. You will have breaks during the workouts to take notes on your improvement areas and key teaching points. Once you take notes on improvement points, IMMEDIATELY begin taking action to make changes. If you get a 10 minute break in a workout for notes, take the first few minutes to take notes, attend to your personal needs, then get back on the floor and practice.

At the beginning of the week, each candidate group will take part in a pre-evaluation. The pre-evaluation is meant to identify strong and weak points for the week's training and instruction. Sa Dan candidates will be required to perform the following:

- Soo gi and jok gi
- Soo Bahk Do gi cho
- Hyung (Chil Sung O Ro Hyung, Yang Pyun, Kang Sang Kun, Sip Soo)
- Il Soo Sik Deh Ryun
- Ho Sin Sul
- Ja Yu Deh Ryun

O Dan & Yuk Dan candidates will be required to perform the following:

- Required Hyung

The testing board will also ask each candidate group a series of questions. Be prepared to answer concerning your preparation for the test, philosophical questions, and teaching.

The TAC will also request demonstrations to be performed by the candidates throughout the week.

**Exam Note:** At any point in class if there is a request by TAC or your seniors for volunteers in demonstration, try to be the first person to raise your hand. Don't be shy about demonstrating your abilities in front of your seniors and fellow candidates. This point addresses Moo Do Shim Gung and Professionalism.

### 5.2 Teaching

Each candidate will have between 20 minutes to teach a class made up of varying ranks and ages.



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Don't be safe in teaching. Instructing a class for 20 minutes about the application of low block won't demonstrate to the TAC your potential as an instructor. Keep the students moving, be creative, and have a purpose in the class's lesson.

You will receive more instruction on the philosophy behind class instruction during the week.

**Exam Note:** Watch **HOW** Kwan Jang Nim Hwang and your seniors teach and present themselves in front of the group. They provide an excellent example of how to conduct your classes.

### 5.3 *Written Test*

At some point in the week, the Sa Dan candidates will take a written test that will contain questions on history, philosophy, and application of technique.

### 5.4 *Group Projects*

Each candidate group will receive a project prior to attending the week's testing. During the week, you will most likely be asked to perform updates to your projects. The updated projects will need to be made on time, in a professional presentation, and serve as a consensus of the group. Every candidate's opinion and input should be respected.

## 6 **Summary**

The Ko Dan Ja Shim Sa is a challenging event. The goal of the Kwan Jang Nim is for our art to improve the lives of its practitioners. With this goal in mind, the week has been designed to be a positive experience that will benefit yours and your students' training for years to come. Hopefully, this guide will provide an aid to your preparation that will benefit you in the testing in a positive way. Best wishes for your training and your upcoming attendance at the Ko Dan Ja Shim Sa.



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