Basic Pop Chord Notation - Cheat Sheet

Things to know:

The root of the chord gives us the letter name for the chord symbol (i.e. D major triad = D) Pop chords then expect everything to be in that key (except the 7th)...if it isn't, it's notated. The 7th of a pop chord is always assumed to be minor (so that the basic chord is a dominant) If it isn't minor, it's notated.

If a chord is in inversion, use the root as the name, then add /[bassnote]. So Bb major in 1st inversion would be Bb/D

