

# Study Skills Inventory

Completed by: \_\_\_\_\_ Student: \_\_\_\_\_ Date: \_\_\_\_\_

Place the appropriate number (1, 2, or 3) in the box next to each study skill subskill (1 = Mastered—regular, appropriate use of skill; 2 = Partially Mastered—needs some improvement; 3 = Not Mastered—infrequent use of skill).

## Reading Rate

- Skimming
- Scanning
- Rapid reading
- Normal rate
- Study or careful reading
- Understands importance of reading rates

## Listening

- Attends to listening activities
- Applies meaning to verbal messages
- Filters out auditory distractions
- Comprehends verbal messages
- Understands importance of listening skills

## Note Taking/Outlining

- Uses headings/subheadings appropriately
- Takes brief and clear notes
- Records essential information
- Applies skill during writing activities
- Uses skill during lectures

- Develops organized outlines
- Follows consistent notetaking format
- Understands importance of note taking
- Understands importance of outlining

## Report Writing

- Organizes thoughts in writing
- Completes written reports from outline
- Includes only necessary information
- Uses proper sentence structure
- Uses proper punctuation
- Uses proper grammar and spelling
- Proofreads written assignments
- States clear introductory statement
- Includes clear concluding statements
- Understands importance of writing reports

## Oral Presentations

- Freely participates in oral presentations

## Study Skills Inventory (continued)

- Oral presentations are well organized
- Uses gestures appropriately
- Speaks clearly
- Uses proper language when reporting orally
- Understands importance of oral reporting

### Graphic Aids

- Attends to relevant elements in visual material
- Uses visuals appropriately in presentations
- Develops own graphic material
- Is not confused or distracted by visual material in presentations
- Understands importance of visual material

### Test Taking

- Studies for tests in an organized way
- Spends appropriate amount of time studying different topics covered on a test
- Avoids cramming for tests
- Organizes narrative responses appropriately
- Reads and understands directions before answering questions
- Proofreads responses and checks for errors

- Identifies and uses clue words in questions
- Properly records answers
- Saves difficult items until last
- Eliminates obvious wrong answers
- Systematically reviews completed tests to determine test-taking or test-studying errors
- Corrects previous test-taking errors
- Understands importance of test-taking skills

### Library Usage

- Uses cataloging system (card or computerized) effectively
- Able to locate library materials
- Understands organizational layout of library
- Understands and uses services of media specialist
- Understands overall functions and purposes of a library
- Understands importance of library usage skills

### Reference Materials

- Able to identify components of different reference materials
- Uses guide words appropriately
- Consults reference materials when necessary
- Uses materials appropriately to complete assignments

(continues)

## Study Skills Inventory (continued)

- Able to identify different types of reference materials and sources
- Understands importance of reference materials

### Time Management

- Completes tasks on time
- Plans and organizes daily activities and responsibilities effectively
- Plans and organizes weekly and monthly schedules
- Reorganizes priorities when necessary
- Meets scheduled deadlines
- Accurately perceives the amount of time required to complete tasks

- Adjusts time allotment to complete tasks
- Accepts responsibility for managing own time
- Understands importance of effective time management

### Self-Management

- Monitors own behavior
- Changes own behavior as necessary
- Thinks before acting
- Responsible for own behavior
- Identifies behaviors that interfere with own learning
- Understands importance of self-management

### Summary of Study Skill Proficiency

Summarize in the chart below the number of Mastered (1), Partially Mastered (2), and Not Mastered (3) study skill subskills. The number next to each study skill represents the total number of subskills for each area.

<i>Study Skill</i>	<i>M</i>	<i>PM</i>	<i>NM</i>	<i>Study Skill</i>	<i>M</i>	<i>PM</i>	<i>NM</i>
Reading Rate-6				Test Taking-13			
Listening-5				Library Usage-6			
Notetaking/Outlining-9				Reference Materials-6			
Report Writing-10				Time Management-9			
Oral Presentations-6				Self-Management-6			
Graphic Aids-5							

### Summary Comments: