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

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

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

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

☐ 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

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

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

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

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)