

# 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)