

# Study Skills Assessment Questionnaire

This questionnaire will help you look at some of your academic skills, and give you a general idea of how you view your abilities.

The Study Skills Assessment Questionnaire is divided into 8 sections. Each section has a handout/link and an assessment that usually takes less than 10 minutes to complete:

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Be as honest as you can in responding since that will provide you with the most useful information. Place the number of corresponding to your choice in the blank provided. At the end of each section, total the column. Pay attention to your highest and lowest scores as they will indicate stronger and weaker areas.

The handouts and links listed in this Questionnaire, along with other helpful links, are available on our website at [Self-Help Resources](#).

Note: We did not create many of the online resources listed in this document, and do not claim copyright to any of them. Unfortunately, we have also lost the original sources for those we did not create. If you know who created them and how we can credit them, please let us know.

If you are seeking additional assistance, please contact UHCL's:

- [Counseling Services](#) at 281-283-2580
- [Student Success Center](#) at 281-283-2450

# Section 1: Time Management and Procrastination

## Handouts and Links

- [Ways to Save Time and Stop Procrastination](#) (pdf)
- [Procrastination](#) (pdf)
- [Time Management](#) (pdf)
  
- [Daily Planner Sample](#)
- [Learner's Day Planner](#)
- [Study Guides and Strategies](#)

## Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• I arrive at classes and other meetings on time.</li></ul>
	<ul style="list-style-type: none"><li>• I devote sufficient study time to each of my courses.</li></ul>
	<ul style="list-style-type: none"><li>• I schedule definite times and outline specific goals for my study time.</li></ul>
	<ul style="list-style-type: none"><li>• I prepare a "to do" list daily.</li></ul>
	<ul style="list-style-type: none"><li>• I avoid activities which tend to interfere with my planned schedule.</li></ul>
	<ul style="list-style-type: none"><li>• I use prime time when I am most alert for study.</li></ul>
	<ul style="list-style-type: none"><li>• At the beginning of the term, I make up daily activity and study schedules.</li></ul>
	<ul style="list-style-type: none"><li>• I begin major course assignments well in advance.</li></ul>
<b>Total</b>	
Total > 28 Your consistent application of good time management skills are helping you in your academic work. The self-help resources can serve as a review for you.	
Total 21 - 28 You are using many of the recommended time management strategies. However, you can improve.	
Total 20 or less You could benefit from strengthening your time management skills.	

## Section 2: Concentration and Memory

### Handout and Link

- [Concentration Tips](#) (pdf)
- [Effective Listening and Note Taking](#)

### Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• I have the “study-place habit,” that is, merely being at a certain place at a certain time means time to study.</li></ul>
	<ul style="list-style-type: none"><li>• I study in a place free from auditory and visual distractions.</li></ul>
	<ul style="list-style-type: none"><li>• I find that I am able to concentrate - that is, give undivided attention to the task for at least 20 minutes.</li></ul>
	<ul style="list-style-type: none"><li>• I am confident with the level of concentration I am able to maintain.</li></ul>
	<ul style="list-style-type: none"><li>• I have an accurate understanding of the material I wish to remember.</li></ul>
	<ul style="list-style-type: none"><li>• I learn with the intention of remembering.</li></ul>
	<ul style="list-style-type: none"><li>• I practice the materials I am learning by reciting out loud.</li></ul>
	<ul style="list-style-type: none"><li>• I recall readily those things which I have studied.</li></ul>
<b>Total</b>	
Total > 28 Your level of concentration and memory skills are helping you in your academic work. The self-help resources can serve as a review for you.	
Total 21 - 28 You have moderately good strategies for concentration & memory. You may need to identify additional strategies to improve your skills in this area. You should explore the resources provided by <a href="#">Counseling Services</a> and <a href="#">Student Success Center</a> .	
Total 20 or less You can benefit from strengthening your ability to concentrate and to remember or retain information.	

## Section 3: Study Aids and Note-Taking

### Handouts

- [Study Skills](#) (pdf)
- [Textbook Reading Tips](#) (pdf)

### Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• While I am taking notes I think about how I will use them later.</li></ul>
	<ul style="list-style-type: none"><li>• I understand the lecture and classroom discussion while I am taking notes.</li></ul>
	<ul style="list-style-type: none"><li>• I organize my notes in some meaningful manner (such as outline format).</li></ul>
	<ul style="list-style-type: none"><li>• I review and edit my notes systematically.</li></ul>
	<ul style="list-style-type: none"><li>• I take notes on supplementary reading materials.</li></ul>
	<ul style="list-style-type: none"><li>• I have a system for marking textbooks.</li></ul>
	<ul style="list-style-type: none"><li>• When reading, I mark or underline parts I think are important.</li></ul>
	<ul style="list-style-type: none"><li>• I write notes in the book while I read.</li></ul>
<b>Total</b>	
Total > 28 Your use of study aids and good note-taking skills are helping you in your academic work. The self-help resources can serve as a review for you.	
Total 21 - 28 You have developed some moderately good note-taking skills. However, you may not be consistent in applying those skills. Please review the self-help resources.	
Total 20 or less You definitely need to obtain additional skills. You will benefit from strengthening your use of study aids and note-taking strategies.	

# Section 4: Test Strategies and Test Anxiety

## Handouts and Links

- [Test-Taking Tips](#) (pdf)
- [Test Anxiety](#) (pdf)
- [How to Keep Calm During Tests](#) (pdf)
  
- [USU's Interactive Tutorial on Understanding and Managing Test Anxiety](#)

## Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• I try to find out what the exam will cover and how the exam is to be graded.</li></ul>
	<ul style="list-style-type: none"><li>• I feel confident that I am prepared for the exam.</li></ul>
	<ul style="list-style-type: none"><li>• I try to imagine possible test questions during my preparation for an exam.</li></ul>
	<ul style="list-style-type: none"><li>• I take time to understand the exam questions before starting to answer.</li></ul>
	<ul style="list-style-type: none"><li>• I follow directions carefully when taking an exam.</li></ul>
	<ul style="list-style-type: none"><li>• I usually get a good night's rest prior to a scheduled exam.</li></ul>
	<ul style="list-style-type: none"><li>• I am calmly able to recall what I know during an exam.</li></ul>
	<ul style="list-style-type: none"><li>• I understand the structure of different types of tests, and am able to prepare for each type.</li></ul>

### Total

Total > 28

You have developed good test taking strategies and are able to employ useful coping skills when needed to minimize the effects of test anxiety. The self-help resources can serve as a review for you.

Total 21 - 28

You are probably pretty good at taking tests. However, you may want to revisit some of your strategies. You can improve in this area by exploring the self-help resources available.

Total 20 or less

You will benefit from strengthening your test taking strategies. We encourage and recommend that you make use of the self-help resources listed on this page.

# Section 5: Organizing and Processing Information

## Handouts

- [Learning Styles](#) (pdf)
- [Problem Solving Step-by-Step](#) (pdf)

## Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• When reading, I can distinguish readily between important and unimportant points.</li></ul>
	<ul style="list-style-type: none"><li>• I break assignments into manageable parts.</li></ul>
	<ul style="list-style-type: none"><li>• I maintain a critical attitude during my study - thinking before accepting or rejecting.</li></ul>
	<ul style="list-style-type: none"><li>• I relate material learned in one course to materials of other courses.</li></ul>
	<ul style="list-style-type: none"><li>• I try to organize facts in a systematic way.</li></ul>
	<ul style="list-style-type: none"><li>• I use questions to better organize and understand the material I am studying.</li></ul>
	<ul style="list-style-type: none"><li>• I try to find the best method to do a given job.</li></ul>
	<ul style="list-style-type: none"><li>• I solve a problem by focusing on its main point.</li></ul>
<b>Total</b>	
Total > 28 Your skills in this area reflect good use of the strategies required to effectively organize and process information to enhance your learning. The self-help resources can serve as a review for you.	
Total 21 - 28 You may not be using the best strategies for your particular learning style. You can improve in this area by exploring the self-help resources available.	
Total 20 or less You will benefit from increasing your awareness of your best learning style and by applying the strategies that different learning tasks require. We encourage and recommend that you make use of the self-help resources listed on this page.	

## Section 6: Motivation and Attitude

### Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• I sit near the front of the class if possible.</li></ul>
	<ul style="list-style-type: none"><li>• I am alert in classes.</li></ul>
	<ul style="list-style-type: none"><li>• I ask the instructor questions when clarification is needed.</li></ul>
	<ul style="list-style-type: none"><li>• I volunteer answers to questions posed by instructors in the class.</li></ul>
	<ul style="list-style-type: none"><li>• I participate in meaningful class discussions.</li></ul>
	<ul style="list-style-type: none"><li>• I attend class regularly.</li></ul>
	<ul style="list-style-type: none"><li>• I take the initiative in group activities.</li></ul>
	<ul style="list-style-type: none"><li>• I use a study method which helps me develop an interest in the material to be studied.</li></ul>
<b>Total</b>	
Total > 28 Your academic behaviors indicate a positive attitude about taking responsibility for maintaining motivation to succeed academically. The self-help resources can serve as a review for you.	
Total 21 - 28 Your score reflects a moderately good use of strategies to sustain motivation and responsibility for your academic success. You can improve in this area by exploring the self-help resources available.	
Total 20 or less You need to focus on increasing your awareness of how your confidence, academic behavior, and attitude affect your motivation to learn. We encourage and recommend that you make use of our <a href="#">self-help resources</a> .	

# Section 7: Reading and Selecting the Main Idea

## Handout

- [Text Reading Tips](#) (pdf)

## Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• I survey each chapter before I begin reading.</li></ul>
	<ul style="list-style-type: none"><li>• I follow the writer's organization to increase meaning.</li></ul>
	<ul style="list-style-type: none"><li>• I review reading material several times during a semester.</li></ul>
	<ul style="list-style-type: none"><li>• When learning a unit of material, I summarize it in my own words.</li></ul>
	<ul style="list-style-type: none"><li>• I am comfortable with my reading rate.</li></ul>
	<ul style="list-style-type: none"><li>• I look up parts I don't understand.</li></ul>
	<ul style="list-style-type: none"><li>• I am satisfied with my reading ability.</li></ul>
	<ul style="list-style-type: none"><li>• I focus on the main point while reading.</li></ul>
<b>Total</b>	
Total > 28 You have developed good reading strategies. The self-help resources can serve as a review for you.	
Total 21 - 28 You're probably using the recommended reading strategies only some of the time. The self-help resource will help you improve your reading and comprehension strategies.	
Total 20 or less Reading is an important skill for learning. You may need to identify additional strategies to improve in this area. We encourage and recommend that you use the self-help resource listed on this page.	



## Section 8: Writing

### Handout and Link

- [Writing Tips](#) (pdf)
- [The Writing Center](#)

### Assessment

Use the scale below to indicate how often each statement applies to you:

1 = Never    2 = Sometimes    3 = Usually    4 = Always

Your Response	Statement
	<ul style="list-style-type: none"><li>• I find that I am able to express my thoughts well in writing.</li></ul>
	<ul style="list-style-type: none"><li>• I write rough drafts quickly and spontaneously from notes.</li></ul>
	<ul style="list-style-type: none"><li>• I put aside a written assignment for a day or so, then rewrite it.</li></ul>
	<ul style="list-style-type: none"><li>• I review my writing for grammatical errors.</li></ul>
	<ul style="list-style-type: none"><li>• I have someone else read my written work and consider their suggestions for improved writing.</li></ul>
	<ul style="list-style-type: none"><li>• I am comfortable using library resources for research.</li></ul>
	<ul style="list-style-type: none"><li>• I am able to narrow a topic for an essay, research paper, etc.</li></ul>
	<ul style="list-style-type: none"><li>• I allow sufficient time to collect information, organize material, and write the assignment.</li></ul>
<b>Total</b>	
Total > 28 Your writing skills are helping you in your academic work. The self-help resources can serve as a review for you.	
Total 21 - 28 You have moderately good writing strategies. You may need to identify additional strategies to improve your skills in this area, you should explore the resources provided by Counseling Services.	
Total 20 or less You definitely need to strengthen your strategies in this area. We encourage and recommend that you make use of the resources listed on this page.	