



Study Skills Assessment



Questionnaire

This questionnaire will help you look at some of your academic skills. Use the scale below to indicate how often each statement applies to you. 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. Note, this questionnaire is not absolute. It should be used only to give you a general idea of how you view your abilities.

After reviewing the results of this questionnaire, use our available handouts to strengthen problem areas. For additional assistance, make an appointment to see a counselor.

1	2	3	4
Never	Sometimes	Usually	Always

TIME MANAGEMENT/PROCRASTINATION

- _____ 1. I arrive at classes and other meetings on time.
- _____ 2. I devote sufficient study time to each of my courses.
- _____ 3. I schedule definite times and outline specific goals for my study time.
- _____ 4. I prepare a "to do" list daily.
- _____ 5. I avoid activities which tend to interfere with my planned schedule.
- _____ 6. I use prime time (when I am most alert) for study.
- _____ 7. At the beginning of the term, I make up daily activity and study schedules.
- _____ 8. I begin major course assignments well in advance.

_____ TOTAL

CONCENTRATION/MEMORY

- _____ 1. I have the "study-place habit," that is, merely being at a certain place at a certain time means time to study.
- _____ 2. I study in a place free from auditory and visual distractions.
- _____ 3. I find that I am able to concentrate—that is, give undivided attention to the task for at least 20 minutes.
- _____ 4. I am confident with the level of concentration I am able to maintain.
- _____ 5. I have an accurate understanding of the material I wish to remember.
- _____ 6. I learn with the intention of remembering.
- _____ 7. I practice the materials I am learning by reciting out loud.
- _____ 8. I recall readily those things which I have studied.

_____ TOTAL

STUDY AIDS/NOTETAKING

- _____ 1. While I am taking notes I think about how I will use them later.
- _____ 2. I understand the lecture and classroom discussion while I am taking notes.
- _____ 3. I organize my notes in some meaningful manner (such as outline format).
- _____ 4. I review and edit my notes systematically.
- _____ 5. I take notes on supplementary reading materials.
- _____ 6. I have a system for marking textbooks.
- _____ 7. When reading, I mark or underline parts I think are important.
- _____ 8. I write notes in the book while I read.

_____ TOTAL

TEST STRATEGIES/TEST ANXIETY

- _____ 1. I try to find out what the exam will cover and how the exam is to be graded.
- _____ 2. I feel confident that I am prepared for the exam.
- _____ 3. I try to imagine possible test questions during my preparation for an exam.
- _____ 4. I take time to understand the exam questions before starting to answer.
- _____ 5. I follow directions carefully when taking an exam.
- _____ 6. I usually get a good night's rest prior to a scheduled exam.
- _____ 7. I am calmly able to recall what I know during an exam.
- _____ 8. I understand the structure of different types of tests and am able to prepare for each type.

_____ TOTAL

INFORMATION PROCESSING

- _____ 1. When reading, I can distinguish readily between important and unimportant points.
- _____ 2. I break assignments into manageable parts.
- _____ 3. I maintain a critical attitude during my study—thinking before accepting or rejecting.
- _____ 4. I relate material learned in one course to materials of other courses.
- _____ 5. I try to organize facts in a systematic way.
- _____ 6. I use questions to better organize and understand the material I am studying.
- _____ 7. I try to find the best method to do a given job.
- _____ 8. I solve a problem by focusing on its main point.

_____ TOTAL

MOTIVATION/ATTITUDE

- _____ 1. I sit near the front of the class if possible.
- _____ 2. I am alert in classes.
- _____ 3. I ask the instructor questions when clarification is needed.
- _____ 4. I volunteer answers to questions posed by instructors in the class.
- _____ 5. I participate in meaningful class discussions.
- _____ 6. I attend class regularly.
- _____ 7. I take the initiative in group activities.
- _____ 8. I use a study method which helps me develop an interest in the material to be studied.

_____ TOTAL

SELECTING MAIN IDEAS/SELF-TESTING/READING

- _____ 1. I survey each chapter before I begin reading.
- _____ 2. I follow the writer's organization to increase meaning.
- _____ 3. I review reading material several times during a semester.
- _____ 4. When learning a unit of material, I summarize it in my own words.
- _____ 5. I am comfortable with my reading rate.
- _____ 6. I look up parts I don't understand.
- _____ 7. I am satisfied with my reading ability.
- _____ 8. I focus on the main point while reading.

_____ TOTAL

WRITING

- _____ 1. I find that I am able to express my thoughts well in writing.
- _____ 2. I write rough drafts quickly and spontaneously from notes.
- _____ 3. I put aside a written assignment for a day or so, then rewrite it.
- _____ 4. I review my writing for grammatical errors.
- _____ 5. I have someone else read my written work and consider their suggestions for improved writing.
- _____ 6. I am comfortable using library resources for research.
- _____ 7. I am able to narrow a topic for an essay, research paper, etc.
- _____ 8. I allow sufficient time to collect information, organize material, and write the assignment.

_____ TOTAL