

## STUDY SKILLS

(Adapted from *How to Study* by Preston and Botel)

Read each question in the checklist. Then answer it by marking the appropriate space.

	ALWAYS	OFTEN	OCCASIONALLY	RARELY	NEVER
<b>PLANNING TIME</b>					
1. Do you keep up to date in your homework?	_____	_____	_____	_____	_____
2. Do you set aside time each day for studying?	_____	_____	_____	_____	_____
3. Do you divide your study time among your subjects?	_____	_____	_____	_____	_____
<b>STUDY SETTING</b>					
4. Is the space on your study desk or table large enough?	_____	_____	_____	_____	_____
5. Is your study area free of distracting objects?	_____	_____	_____	_____	_____
6. Do you study in a quiet place?	_____	_____	_____	_____	_____
7. Do you study alone?	_____	_____	_____	_____	_____
8. When you study, do you have the equipment and materials you need?	_____	_____	_____	_____	_____
<b>READING</b>					
9. Do you read over the table of contents before you begin studying a book?	_____	_____	_____	_____	_____
10. Before studying an assignment in detail, do you make use of headings, illustrations and chapter summaries?	_____	_____	_____	_____	_____
11. Do you try to understand important new words?	_____	_____	_____	_____	_____
12. As you read, do you have questions that you are actually trying to answer?	_____	_____	_____	_____	_____
13. Do you look for main ideas in what you read?	_____	_____	_____	_____	_____
14. Are you able to read without saying each word to yourself?	_____	_____	_____	_____	_____
15. In addition to reading the required textbooks, do you read other materials for your courses?	_____	_____	_____	_____	_____
<b>NOTE TAKING WHILE READING</b>					
16. As you read, do you use a highlighter to mark notes in your book?	_____	_____	_____	_____	_____
17. Do you look over your notes after taking them?	_____	_____	_____	_____	_____
<b>REMEMBERING</b>					
18. Do you try to find a strong interest in the subjects you study?	_____	_____	_____	_____	_____
19. Do you try to understand thoroughly all material that you should remember?	_____	_____	_____	_____	_____
20. Do you try to summarize material to yourself?	_____	_____	_____	_____	_____
21. Do you try to relate what you are learning in one subject to what you learn in others?	_____	_____	_____	_____	_____
22. Do you space study of a lengthy assignment over several sessions?	_____	_____	_____	_____	_____
<b>LISTENING AND TAKING CLASS NOTES</b>					
23. Do you search for main ideas in classroom lectures?	_____	_____	_____	_____	_____
24. Do you take notes in class?	_____	_____	_____	_____	_____
25. Do you use a highlighter pen to revise these notes?	_____	_____	_____	_____	_____

**PREPARING FOR EXAMINATIONS**

**ALWAYS    OFTEN    OCCASIONALLY    RARELY    NEVER**

- |  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| 26. Before a test, do you review important facts and principles?   | _____ | _____ | _____ | _____ | _____ |
| 27. Do you combine important notes on your textbook and from class into one master outline in studying for a test? | _____ | _____ | _____ | _____ | _____ |
| 28. Do you make up test questions that you think will be asked, and answer them?                                   | _____ | _____ | _____ | _____ | _____ |
| 29. In preparing for a test, do you spend at least two sessions studying?  | _____ | _____ | _____ | _____ | _____ |

**TAKING EXAMINATIONS**

- |  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| 30. In taking tests, do you read directions and questions carefully?             | _____ | _____ | _____ | _____ | _____ |
| 31. At the start of a test, do you allot time for each question based on points? | _____ | _____ | _____ | _____ | _____ |
| 32. In taking an essay test, do you outline your answer in advance?              | _____ | _____ | _____ | _____ | _____ |
| 33. At the end of a test, do you double-check your answers?                      | _____ | _____ | _____ | _____ | _____ |

**TERM PAPER WRITING**

- |  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| 34. Before writing a paper, do you collect information by doing research in the library? | _____ | _____ | _____ | _____ | _____ |
| 35. Before writing a paper, do you make an outline?                                      | _____ | _____ | _____ | _____ | _____ |
| 36. In writing a paper, do you clearly indicate the main idea of each paragraph?         | _____ | _____ | _____ | _____ | _____ |
| 37. In writing a paper, do you rewrite your first draft?                                 | _____ | _____ | _____ | _____ | _____ |

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**Continue these good practices.**

**At the same time, work on the study habits in which you are weakest. Try to strengthen them.**