



Quick Tips

STUDY SKILLS CHECKLIST

Read each statement and consider how it applies to you. If it does apply to you, check Y. If it does not apply to you, check N. The purpose of this inventory is to find out about your own study habits and attitudes.

1. Y N I spend too much time studying for what I am learning.
2. Y N I usually spend hours cramming the night before an exam.
3. Y N If I spend as much time on my social activities as I want to, I don't have enough time left to study, or when I study enough, I don't have time for a social life.
4. Y N I usually try to study with the radio and TV turned on.
5. Y N I can't sit and study for long periods of time without becoming tired or distracted.
6. Y N I go to class, but I usually doodle, daydream, or fall asleep.
7. Y N My class notes are sometimes difficult to understand later.
8. Y N I usually seem to get the wrong material into my class notes.
9. Y N I don't review my class notes periodically throughout the semester in preparation for tests.
10. Y N When I get to the end of a chapter, I can't remember what I've just read.
11. Y N I don't know how to pick out what is important in the text.
12. Y N I can't keep up with my reading assignments, and then I have to cram the night before a test.
13. Y N I lose a lot of points on essay tests even when I know the material well.
14. Y N I study enough for my test, but when I get there my mind goes blank.
15. Y N I often study in a haphazard, disorganized way under the threat of the next test.
16. Y N I often find myself getting lost in the details of reading and have trouble identifying the main ideas.
17. Y N I rarely change my reading speed in response to the difficulty level of the selection, or my familiarity with the content.
18. Y N I often wish that I could read faster.
19. Y N When my teachers assign papers I feel so overwhelmed that I can't get started.
20. Y N I usually write my papers the night before they are due.
21. Y N I can't seem to organize my thoughts into a paper that makes sense.

If you have answered "yes" to two or more questions in any category, look at the tips on the reverse side. If you have one "yes" or less in a category, you are probably proficient enough in these areas that you don't need more information. Feel free, however, to get information in areas that you may have special interests, even if you scored well.



Time Scheduling - 1, 2, and 3.

Create long term, intermediate and short term goals

Long term – fixed commitments only, obligations you are required to meet every week

Intermediate – (1/week) MAJOR EVENTS and AMOUNT OF WORK to be accomplished in each subject this week

Short Term – (1/day) specific daily schedule with WHAT is to be accomplished and cross out each item as you accomplish it

Concentration - 4, 5, and 6.

Set aside a place for study and study only, it should have good lighting, ventilation, a comfortable chair, but not too comfortable, a desk large enough to spread out your materials, now remove distractions

Divide your work into small, short range goals that are achievable

Listening & Note taking - 7, 8, and 9.

Try the Cornell system of note taking, it is designed to save time but should not require any rewriting. Here are the three steps. . .

Preparation: Draw a vertical line 2 1/2 inches from the left side of your paper to create a recall column. Notes will be taken to the right of this margin. Later key words or phrases can be written in the recall column.

During the Lecture: Record notes in paragraph form. Capture general ideas, not illustrative ideas. Skip lines to show end of ideas or thoughts.

After the Lecture: Read through your notes and make it more legible if necessary. Now use the column. Jot down ideas or key words which give you the idea of the lecture. (REDUCE) You will have to reread the lecturer's ideas and reflect in your own words. Cover up the right-hand portion of your notes and recite the general ideas of the lecture, you have your review.

Reading - 10, 11, and 12.

To read an essay that you must analyze

Do an initial, quick read through

Read again to get details

Determine the authors point

Begin to analyze the content

To read a difficult book, look first for the things you can understand and refuse to get bogged down in the difficult passages.

Exams - 13, 14, and 15.

See Quick Tips Exam Writing

Reading - 16, 17, and 18.

Writing Skills -19, 20, and 21.

See Quick Tips Essay Writing

