

Study Skills Diagnostic

Organization

- How are your study materials organized?
- Where do you write down assignments?
- When do you study? (Use Time Analysis Worksheet)
- Where do you study?

Class Responsibilities

- How is/are the class(es) you are taking organized? Did the professor explain?
- Do you have a copy of the class syllabus?
- What are the most important sources of information for the class?
- What are the reading assignments; when are they due?
- Is there a paper or special project? If so, when is it due?
- How many exams will be given? What are the dates? What kind of exams? Is the final comprehensive? Will tests cover lecture material, textbook, or both?
- What is the attendance policy for the class?
- Will you be graded on active participation in class discussion?
- What sources of outside help are available? Tutors? Office Hours?
- Is the class too hard? If so, why? What can be done to remedy the problem?
- Bring your books to class.

Lecture Note Taking

- Are your notes organized? Are they in outline form?
- Are your notes complete . . . or skimpy?
- Are your notes legible? Can you read them?
- Where in the classroom do you sit? Front? Middle? Back?
- Do you have difficulty concentrating? Do you have your phone on your desk?
- Are you able to identify specialized or technical vocabulary terms?
- Do you use abbreviations and useful symbols when you take notes?
- Do you take notes on class discussion?
- Do you attend class regularly?
- Do you read and revise notes you have taken within twenty-four hours?
- Do you study actively by reciting important material and quizzing yourself?

Study Skills Diagnostic, continued

Textbooks

- Look at the table of contents and explain what the book will discuss.
- Read the introduction. What information have you learned? What's the objective of the chapter?
- Identify the materials included in the book to make it easier to read and understand. Is there an index or glossary?
- Do you know how to spend ten or fifteen minutes surveying a book?
 - Look at the:
 - ✓ title of the book
 - ✓ table of contents
 - ✓ introduction or preface
 - ✓ first and last chapters
 - ✓ first paragraphs of the other chapters
 - Locate the index, glossary, and other study aids.
 - What do you know about the text now?
- Do you know how to find the main idea in a paragraph?
- Indent a paragraph and write the main idea in the margin.
- Do you know how to recognize changes of subject?
- Do you know how main ideas are emphasized?
- Do you know how to spot relationships between ideas? How are they alike?
- Do you know how to mark a textbook?
- Do you know how to take notes in a book you do not want to mark up? Use sticky notes, scratch paper, or digital copies of your book (via laptop, tablet, or phone) that you can mark-up.

Remembering

- Do you:
 - ✓ use active study techniques like speaking and writing?
 - ✓ know how to use association?
 - ✓ group and visually map ideas?
 - ✓ make up mental pictures and visualize?
 - ✓ list and number items you want to learn?
 - ✓ make up acronyms for words or items in a series?
 - ✓ study just before sleeping?
 - ✓ periodically review material that was covered earlier in the semester?
 - ✓ build a mental framework of the major ideas in the class and then factor in the details?

Preparing for Exams

- Do you know how to:
 - ✓ make a Table of Contents sheet?
 - ✓ make study sheets?
 - ✓ use study sheets?
 - ✓ study at the last minute?
- Do you know what to do about test anxiety?