

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

## 21. Study and Learning Skills Inventory

**DIRECTIONS:** Rate each item using the scale provided. Base the rating on current study and learning skills.

**SCALE:** 0 = Not Proficient      1 = Partially Proficient      2 = Proficient      3 = Highly Proficient

### READING RATE

Skims	0	1	2	3
Scans	0	1	2	3
Reads at rapid rate	0	1	2	3
Reads at normal rate	0	1	2	3
Reads at steady or careful rate	0	1	2	3
Understands the importance of reading	0	1	2	3

### LISTENING

Attends to listening activities	0	1	2	3
Applies meaning to verbal messages	0	1	2	3
Filters out auditory distractions	0	1	2	3
Comprehends verbal messages				
Understands importance of listening skills	0	1	2	3

### GRAPHIC AIDS

Attends to relevant elements in visual materials	0	1	2	3
Uses visuals appropriately in presentations	0	1	2	3
Develops own graphic material	0	1	2	3
Is not confused or distracted by visual material in presentations	0	1	2	3
Understands importance of visual material	0	1	2	3

### LIBRARY USAGE

Uses cataloging system (card or computerized) effectively	0	1	2	3
Can locate library materials	0	1	2	3
Understands organizational layout of library	0	1	2	3
Understands and uses services of media specialist	0	1	2	3

Understands overall functions and purposes of a library 0 1 2 3

Understands importance of library usage skills 0 1 2 3

### REFERENCE MATERIALS

Can identify components of different reference materials 0 1 2 3

Uses guide words appropriately 0 1 2 3

Consults reference materials when necessary 0 1 2 3

Uses materials appropriately to complete assignments 0 1 2 3

Can identify different types of reference materials and sources 0 1 2 3

Understands importance of reference materials 0 1 2 3

### TEST TAKING

Studies for tests in an organized way 0 1 2 3

Spends appropriate amount of time studying different topics covered on a test 0 1 2 3

Avoids cramming for tests 0 1 2 3

Organizes narrative responses appropriately 0 1 2 3

Reads and understands directions before answering questions 0 1 2 3

Proofreads responses and checks for errors 0 1 2 3

Identifies and uses clue words in questions 0 1 2 3

Properly records answers 0 1 2 3

Saves difficult items for last 0 1 2 3

Eliminates obvious wrong answers 0 1 2 3

Systematically reviews completed tests to determine test-taking or test-studying errors 0 1 2 3

Corrects previous test-taking errors 0 1 2 3

Understands importance of test-taking skills 0 1 2 3

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## 21. Study and Learning Skills Inventory *(continued)*

### NOTE TAKING AND OUTLINING

Uses headings (and subheadings) appropriately	0	1	2	3
Takes brief and clear notes	0	1	2	3
Records essential information	0	1	2	3
Uses outlining to organize writing	0	1	2	3
Takes notes while listening to lectures	0	1	2	3
Develops organized outlines	0	1	2	3
Follows consistent note-taking format	0	1	2	3
Understands importance of note taking	0	1	2	3
Understands importance of outlining	0	1	2	3

### REPORT WRITING

Organizes thoughts in writing	0	1	2	3
Completes written report from outline	0	1	2	3
Includes only necessary information	0	1	2	3
Uses proper sentence structure	0	1	2	3
Uses proper punctuation	0	1	2	3
Uses proper grammar and spelling	0	1	2	3
Proofreads written assignments	0	1	2	3
Provides clear introductory statements	0	1	2	3
Includes clear concluding statements	0	1	2	3
Understands the importance of writing reports	0	1	2	3

### ORAL PRESENTATIONS

Freely participates in oral presentations	0	1	2	3
Organizes presentations well	0	1	2	3
Uses gestures appropriately	0	1	2	3
Speaks clearly	0	1	2	3
Uses proper language when reporting orally	0	1	2	3
Understands importance of oral reporting	0	1	2	3

### TIME MANAGEMENT

Completes tasks on time	0	1	2	3
Plans and organizes daily activities and responsibilities effectively	0	1	2	3

Plans and organizes weekly and monthly schedules	0	1	2	3
Reorganizes priorities when necessary	0	1	2	3
Meets scheduled deadlines	0	1	2	3
Accurately perceives the amount of time required to complete tasks	0	1	2	3
Adjusts the time allotment to complete tasks	0	1	2	3
Accepts responsibility for managing own time	0	1	2	3
Understands the importance of effective time management	0	1	2	3

### SELF-MANAGEMENT

Monitors own behavior	0	1	2	3
Changes own behavior as necessary	0	1	2	3
Thinks before acting	0	1	2	3
Is responsible for own behavior	0	1	2	3
Identifies behaviors that interfere with own learning	0	1	2	3
Understands the importance of self-management	0	1	2	3

### ORGANIZATION

Uses locker effectively	0	1	2	3
Transports books and other material to and from school effectively	0	1	2	3
Has books, supplies, equipment, and other materials needed for class	0	1	2	3
Manages multiple tasks or assignments	0	1	2	3
Uses two or more learning skills simultaneously when needed	0	1	2	3
Meets individual organizational expectations concerning own learning	0	1	2	3

*(continues)*

## 21. Study and Learning Skills Inventory *(continued)*

### SUMMARY OF LEARNING SKILLS

**DIRECTIONS:** Summarize in the chart below the number of Not Proficient, Partially Proficient, Proficient, and Highly Proficient sub-skills for each learning skill. The number next to the learning skill represents the total number of sub-skills listed for each area.

Learning Skill	Not Proficient	Partially Proficient	Proficient	Highly Proficient
Reading Rate (6)				
Listening (5)				
Graphic Aids (5)				
Library Usage (6)				
Reference Materials (6)				
Test Taking (13)				
Note Taking and Outlining (9)				
Report Writing (10)				
Oral Presentations (6)				
Time Management (9)				
Self-Management (6)				
Organization (6)				

Summary comments:

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*Note.* From *Teaching Study Skills to Students With Learning Problems: A Teacher's Guide for Meeting Diverse Needs* (2nd ed., pp. 50–54), by J. Hoover and J. Patton, 2007, Austin, TX: PRO-ED. Copyright 2007 by PRO-ED. Adapted with permission.