



Academic Skills Inventory

Name: _____ Date: _____

Please answer the following questions based on your current study behaviors and attitudes.

Scale: 1= definite strong point
2= could be better, but not a major problem
3= definitely would like to improve this
4= Help! Let's address this immediately

Reading

	Strong		Help	
Ability to preview the text and determine what to expect	1	2	3	4
Ability to identify topic & generate questions to answer while reading	1	2	3	4
Ability to grasp the thesis of an essay	1	2	3	4
Ability to figure out unfamiliar words	1	2	3	4
Ability to accurately summarize what I have read	1	2	3	4
Ability to take useful notes on my readings	1	2	3	4
Ability to review and recheck to make sure I've understood	1	2	3	4
Ability to integrate information from various sources	1	2	3	4
Ability to vary my reading rate to suit the material	1	2	3	4
Ability to skim material when necessary	1	2	3	4
Ability to complete my course readings	1	2	3	4

WRITING

Ability to get my thoughts on paper	1	2	3	4
Ability to begin my papers in a timely fashion	1	2	3	4
Ability to organize an entire piece of writing	1	2	3	4
Ability to write well-constructed sentences	1	2	3	4
Ability to write well-constructed paragraphs	1	2	3	4
Ability to review and revise my papers before submitting them	1	2	3	4
Ability to quickly find information I need in the library	1	2	3	4
Ability to cite sources appropriately	1	2	3	4

LISTENING AND CONCENTRATION

Ability to understand information presented orally	1	2	3	4
Ability to listen and comprehend while taking notes	1	2	3	4
Ability to concentrate & block out distractions				
-in lectures and class discussions	1	2	3	4
-while reading (for at least 20 minutes)	1	2	3	4
-while studying (for at least 20 minutes)	1	2	3	4

	Strong			Help
<u>SPEAKING</u>				
Ability to put into words what I want to say	1	2	3	4
Ability to speak in front of others and participate in class discussions	1	2	3	4
Ability to give effective oral class presentations	1	2	3	4
<u>NOTE-TAKING (from lectures and readings)</u>				
Ability to take clear, organized notes				
- in lectures and class discussions	1	2	3	4
- while reading	1	2	3	4
Ability to anticipate what the lecture or reading will cover	1	2	3	4
Ability when reading or reviewing notes to write down key ideas in my own words	1	2	3	4
Ability to review my notes in a timely and regular basis	1	2	3	4
Ability to summarize the critical information	1	2	3	4
<u>MEMORY</u>				
Ability to remember what I have read	1	2	3	4
Ability to remember what I have heard	1	2	3	4
Ability to use appropriate memory strategies (e.g., mnemonics, flash cards)	1	2	3	4
Ability to remember specific facts	1	2	3	4
Ability to remember general concepts	1	2	3	4
<u>TEST PREPARATION AND TAKING</u>				
Ability to study for a test in a timely fashion	1	2	3	4
Ability to predict what will be on a test	1	2	3	4
Ability to study for different kinds of tests in different ways	1	2	3	4
Ability to control my anxiety before or during a test	1	2	3	4
Ability to allocate my time effectively during tests or exams	1	2	3	4
Ability to complete my tests on time	1	2	3	4
<u>ORGANIZATION AND TIME MANAGEMENT</u>				
Ability to effectively plan and schedule my time (daily, weekly, monthly)	1	2	3	4
Ability to consistently use a planner/organizer	1	2	3	4
Ability to prioritize my work	1	2	3	4
Ability to keep up with my day-to-day reading	1	2	3	4
Ability to complete my assignments on time	1	2	3	4
Ability to proofread/review my work before handing in assignments	1	2	3	4
Ability to keep organized notebooks, notes, handouts, etc.	1	2	3	4
Ability to organize and complete long-term projects or assignments	1	2	3	4
Ability to schedule realistic breaks during studying	1	2	3	4

	Strong			Help
<u>COMPUTER SKILLS</u>				
Ability to communicate with others using e-mail	1	2	3	4
Ability to work with computers effectively, including creating and backing up files	1	2	3	4
Ability to use word processing to format pages (e.g., footnotes, tabs)	1	2	3	4
Ability to use spread sheets (e.g., Excel) to analyze numerical data and create charts	1	2	3	4
Ability to do research using the Internet research tools	1	2	3	4

GENERAL STUDY HABITS

Ability to set realistic goals for each course	1	2	3	4
Ability to predict which courses will be most difficult for me	1	2	3	4
Ability to adjust my study skills to different courses and assignments	1	2	3	4
Ability to find study areas which are free from distractions	1	2	3	4
Interest in studying with my friends or in forming study groups	1	2	3	4
Ability to ask my instructors for help	1	2	3	4
Ability to ask my peers for help	1	2	3	4

LEARNING IN COLLEGE IS DIFFICULT FOR ME

WHEN _____

LEARNING STYLES

How do you learn best?

_____ visual

_____ auditory

_____ oral (talking a task through)

_____ motor (note taking, reinforcing an idea through writing, moving while reading or memorizing)

_____ other _____

What is your weakest mode of learning? _____

PERSONAL STUDY ENVIRONMENT

What personal preferences that you feel are important to your successful studying?

I concentrate and learn best when:

- | | | | | | | |
|---|-------|-----|-------|----|-------|----------------|
| I have access to food and drink | _____ | yes | _____ | no | _____ | doesn't matter |
| there is background music | _____ | yes | _____ | no | _____ | doesn't matter |
| there is a fast approaching deadline | _____ | yes | _____ | no | _____ | doesn't matter |
| there is no immediate deadline | _____ | yes | _____ | no | _____ | doesn't matter |
| I am seated at a traditional desk & chair | _____ | yes | _____ | no | _____ | doesn't matter |
| I am seated on a bed, armchair or sofa | _____ | yes | _____ | no | _____ | doesn't matter |
| my study space is neat and orderly | _____ | yes | _____ | no | _____ | doesn't matter |
| I am in a cold room | _____ | yes | _____ | no | _____ | doesn't matter |
| I am in a warm room | _____ | yes | _____ | no | _____ | doesn't matter |
| there is a bright overhead light | _____ | yes | _____ | no | _____ | doesn't matter |
| there is natural daylight | _____ | yes | _____ | no | _____ | doesn't matter |
| there is dim or reflected light | _____ | yes | _____ | no | _____ | doesn't matter |
| it is morning | _____ | yes | _____ | no | _____ | doesn't matter |
| it is afternoon | _____ | yes | _____ | no | _____ | doesn't matter |
| it is evening (times? _____) | _____ | yes | _____ | no | _____ | doesn't matter |

Therefore, my best place(s) to study on the Wellesley campus is:

STUDY TIME

Estimate the number of hours each day that you study. _____

Estimate the number of hours each week that you study. _____

SUMMARY

If I am to achieve my academic goals at Wellesley, I need to do more:

I need to do less:

I need to continue to:
