Reading, Writing, and Study Strategies Center
CC-1-1300
UMass Boston

ASSESSMENT OF ACADEMIC WORK HABITS

Name _____ Date _____

Please put a check mark in the appropriate box for each question.

		ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER
1)	I plan a schedule of when to study.					
2)	I follow my study plan.					
3)	I use a calendar to keep track of when tests are scheduled and papers are due.					
4)	I plan in advance to work on long-term assignments by breaking them down into manageable parts.					
5)	When I have too much to do I know how to determine what work I should do 1st, 2nd, 3rd, etc.					
6)	When planning my study schedule I take into consideration my non-academic responsibilities.					
7)	I study in a place with minimal distractions for me, organized with necessary materials – books, handouts, assignments, papers, pens, etc.					
8)	I listen actively to lectures and do not think about other things.					
9)	I can concentrate on my school work even when I have distractions outside of school – being in love, financial difficulties, relationship conflicts, etc.					
10)	I study without the television on.					

11) I study without a radio, tape, or CD playing. _____

12) I am up-to-date in my class assignments. _____

13) I talk to the teacher in class or during office hours when I do not understand the material or assignment. _____

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	ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER
14) I feel I will be successful while I am in school.					
15) I feel like I have control over what happens to me in school					
16) I know where to go when I have a question.					
17) I plan my semester schedule so I have time during the day to get my questions answered.					
18) I am able to distinguish between more important and less important information during lectures.					
19) I look for patterns of organization in information when I am listening and reading.					
20) I take notes during classes.					
21) I take notes while reading textbooks.					
22) My textbook notes are understandable and useful.					
23) I am able to identify the important ideas in my reading.					
24) I use the chapter headings as a guide to identify important ideas I my reading.					

25) I vary my reading speed according to the type of material and purpose. _____

26) I feel confident about my reading ability. _____

27) I use special study aids, such as ***italics*** and headings, that are in my textbook. _____

28) I stop periodically while reading and review what I have read. _____

29) When I study I can figure out what to do to learn the material. _____

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30) I try to think through a topic and decide what I supposed to learn from it, rather than just read it over when I am studying.					
31) I translate what I am reading into my own words.					
32) I try to find relationships between what I am learning and what I already know.					
33) I predict and answer questions that I think will be on a test.					
34) I keep old quizzes and notes to refer to when I study					
35) I use review sheets and study questions provided by the teacher when I am studying for a test.					
36) I study for tests with people who are in my class.					

37) I understand what test questions are asking. _____

38) Before I begin taking a test, I look over the entire test. _____

39) Before I begin taking a test, I plan how much time I will spend on each question or section. _____

40) I make an outline of an essay exam answer before I begin writing the essay. _____

41) When writing a paper, I try to focus on one aspect of the process at a time. _____

42) I brainstorm and/or freewrite to generate ideas for an essay or paper. _____

43) I write more than one draft of a paper. _____

44) I edit or proofread papers before submitting them. _____

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