

# Study Skills Checklist

## 1. Organisation:

- lecture notes
- handouts
- assignments in progress
- test revision materials
- use of colour to identify important points?
- easy to find materials?
- appropriate study equipment, furniture, and lighting
- distractions

## 2. Planning:

- use of a diary
- assignment plans
- test revision plans
- teacher support time

## 3. Note-taking:

- Margin for summary notes
- Easy to read
- Brief points
- Headings
- Numbered points
- Definitions
- Examples
- References
- Review notes same day, add clarifying points
- Review notes a few days later

## 4. Reading and summarising:

- Read table of contents, flip through entire book
- Check for study aids eg. chapter summaries, guide questions
- Read through section once completely
- Read through again
- Mark important points
- Record origin of materials
- summarise main ideas and supporting arguments
- make comments about material
- include examples
- use dot points or numbering to order key points in a section

## 5. Memory:

- repetition
- short sessions
- multiple methods
- rhyme and rhythm
- associate with known fact or experience
- acronyms
- link facts in a story
- explain concept to someone else
- revise with study partner
- flash cards
- apply knowledge to situations
- state dependent learning – cues for memory

## 6. Active Study:

- Summarise whole topics
- Practise examples
- Make definition and formula flash cards
- Practice drawing diagrams
- Say things aloud
- Review and evaluate assessed work
- Place material in the context of the broader subject
- Seek out other sources of the same info

## 7. Assignments:

- Start early
- Identify the tasks in the question
- Clarify uncertainties promptly
- Number of reference materials
- Selective use of resources
- Spend time thinking about the topic
- Talk to others about the topic
- Write a plan
- Write a draft
- Back-up computer work, and print draft
- Wait a few days, re-read and improve
- Check that all aspects of the question have been addressed
- Check for correct grammar and punctuation
- Check reference list is complete
- Make a copy of the final product to keep

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