

Written Document Analysis Worksheet

Step 1. Type of document (Check one)

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Map | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Telegram | <input type="checkbox"/> Congressional record |
| <input type="checkbox"/> Patent | <input type="checkbox"/> Press release | <input type="checkbox"/> Census report |
| <input type="checkbox"/> Memorandum | <input type="checkbox"/> Report | <input type="checkbox"/> Other _____ |

Step 2. Unique physical qualities of the document (Check one or more)

- | | | |
|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Interesting letterhead | <input type="checkbox"/> Notations | <input type="checkbox"/> Handwritten |
| <input type="checkbox"/> Received Stamp | <input type="checkbox"/> Typed | <input type="checkbox"/> Seals |
| <input type="checkbox"/> Other _____ | | |

Step 3. Date(s) of document:

Step 4. Author or creator of the document: Position or title:

Step 5. For what audience was the document written?

Step 6. Document Information: (There are many possible ways to answer A-E).

- A. List three things the author said that you think are important:
 - 1.
 - 2.
 - 3.
- B. Why do you think this document was written?
- C. What evidence in the document helps you know why it was written? Quote from the document.
- D. List two things the document tells you about life in the United States at the time it was written:
 - 1.
 - 2.
- E. Write a question to the author that is left unanswered by the document: