### Written Document Analysis Worksheet

**Step 1. Type of document (Check one)**
- [ ] Newspaper
- [ ] Map
- [ ] Advertisement
- [ ] Letter
- [ ] Telegram
- [ ] Congressional record
- [ ] Patent
- [ ] Press release
- [ ] Census report
- [ ] Memorandum
- [ ] Report
- [ ] Other ____________

**Step 2. Unique physical qualities of the document (Check one or more)**
- [ ] Interesting letterhead
- [ ] Notations
- [ ] Handwritten
- [ ] Received Stamp
- [ ] Typed
- [ ] Seals
- [ ] 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: