Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):

___ Newspaper  ___ Map  ___ Advertisement
___ Letter  ___ Telegram  ___ Congressional record
___ Patent  ___ Press release  ___ Census report
___ Memorandum  ___ Report  ___ Other

2. UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT (Check one or more):

___ Interesting letterhead  ___ Notations
___ Handwritten  ___ "RECEIVED" stamp
___ Typed  ___ Other
___ Seals

3. DATE(S) OF DOCUMENT: _________________________________________

4. AUTHOR (OR CREATOR) OF THE DOCUMENT: _______________________

             POSITION (TITLE): _____________________________________________

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN? ______________

            _______________________________________________________________

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. ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

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:
___________________________________________________________________
___________________________________________________________________

E. Write a question to the author that is left unanswered by the document:
___________________________________________________________________
___________________________________________________________________