Written Document Analysis Worksheet

(1) Type of document (check one):
   - Newspaper
   - Memorandum
   - Map
   - Telegram
   - Letter
   - Press release
   - Advertisement
   - Report
   - Patent
   - Congressional record
   - Census report
   - Other

(2) Unique physical characteristics of the document (check one or more):
   - Handwritten
   - Interesting letterhead
   - Typed
   - Seals
   - Notations
   - "Received" stamp
   - Other

(3) Date(s) of document: _______________________________________________________

(4) Author or creator of document: ____________________________________________
   Title or position of author: ________________________________________________

(5) For what audience was the document written? ________________________________
    _______________________________________________________________________

(6) List three things the author said that you think are important.
   a. _______________________________________________________________________
   b. _______________________________________________________________________
   c. _______________________________________________________________________

(7) Why do you think this document was written? ________________________________
    _______________________________________________________________________
    _______________________________________________________________________

(8) What evidence in the document helps you to know why it was written? Quote from the document.
    _______________________________________________________________________
    _______________________________________________________________________
    _______________________________________________________________________
    _______________________________________________________________________

(9) List two things the document tells you about life in the United States at the time it was written.
   a. _______________________________________________________________________
   b. _______________________________________________________________________

(10) Write a question to the author that is left unanswered by the document. ____________
      _______________________________________________________________________
      _______________________________________________________________________