

Name \_\_\_\_\_

## Written Document Analysis Worksheet

(1) Type of document (check one):

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

(2) Unique physical characteristics of the document (check one or more):

- |                                      |   |                                |                                |
|--------------------------------------|---|--------------------------------|--------------------------------|
| <input type="checkbox"/> Handwritten | <input type="checkbox"/> Interesting letterhead | <input type="checkbox"/> Typed | <input type="checkbox"/> Seals |
| <input type="checkbox"/> Notations   | <input type="checkbox"/> "Received" stamp       | <input type="checkbox"/> 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_