Written Document Analysis Worksheet

Student Name:

1. TYPE OF DOCUMENT (Check one):
___ Newspaper
___ Letter
___ Patent
___ Memorandum
___ Map
___ Telegram
___ Press release
___ Report
___ Advertisement
___ Congressional record
___ Census report
___ Other

2. UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT (Check one or more):
___ Interesting letterhead
___ Handwritten
___ Typed
___ Seals
___ Notations
___ "RECEIVED" stamp
___ Other

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.

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:

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

Source: Designed and developed by the Education Staff, National Archives and Records Administration, Washington, DC 20408.