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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:

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:

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