

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Class Period: \_\_\_\_\_

## Written Document Analysis Worksheet

1. Type of Document (Check one)

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

2. Unique physical qualities of the document (Check one or more)

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

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. How does the author's purpose and occasion for writing this document influence the document's content?

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_