

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:
