

Written Document Analysis Worksheet

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.

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:
