**Written Document Analysis Worksheet**

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| **1.** | TYPE OF DOCUMENT (CIRCLE ONE):  Newspaper Map Memorandum Political Document  Letter Telegram Report Census Report  Patent Press Release Advertisement Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.** | UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (CIRCLE ONE OR MORE):  Interesting Letterhead Typed Notations Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Handwritten Seals “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:   1. List three things the author said that you think are important: 2. Why do you think this document was written? 3. What evidence in the document helps you know why it was written? Quote from the document. 4. List two things the document tells you about life in the United States at the time it was written. 5. Write a well-developed question to the author that is left unanswered by the document: |

\*\*\* Adapted from the Education Staff, National Archives and Records Administration, Washington, DC 20408 \*\*\*