

Written Document Analysis Worksheet

Student Name:

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:

1.

2.

3.

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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