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: