

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.

A. AUTHOR (OR CREATOR) OF THE DOCUMENT:

B. POSITION (TITLE):

C. What authority does the author or creator have to write about this topic?

5.

A. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?

B. Does the author have a strong point of view of the subject in the document?:

WRITTEN DOCUMENT ANALYSIS WORKSHEET (CONTINUED)

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 at the time it was written:

1.

2.

E. Write the author with a question that is left unanswered by the document:

F. What biases do you find in this document?:

G. What does this document tell you about the economic, political, social, or cultural events of the time?:
