

Written Document Analysis Worksheet

| | | | | | | | | | | | | | |
|---|--|---|------------------------------------|--------------------------------------|---|--------------------------------|--|--------------------------------|-------------------------------------|-------------------------------------|----------------------------------|------------------------------|-----------------------------|
| 1. | <p>TYPE OF DOCUMENT (Check one):</p> <table><tr><td><input type="radio"/> Newspaper</td><td><input type="radio"/> Map</td><td><input type="radio"/> Advertisement</td></tr><tr><td><input type="radio"/> Letter</td><td><input type="radio"/> Telegram</td><td><input type="radio"/> Congressional Record</td></tr><tr><td><input type="radio"/> Patent</td><td><input type="radio"/> Press Release</td><td><input type="radio"/> Census Report</td></tr><tr><td><input type="radio"/> Memorandum</td><td><input type="radio"/> Report</td><td><input type="radio"/> Other</td></tr></table> | <input type="radio"/> Newspaper | <input type="radio"/> Map | <input type="radio"/> Advertisement | <input type="radio"/> Letter | <input type="radio"/> Telegram | <input type="radio"/> Congressional Record | <input type="radio"/> Patent | <input type="radio"/> Press Release | <input type="radio"/> Census Report | <input type="radio"/> Memorandum | <input type="radio"/> Report | <input type="radio"/> Other |
| <input type="radio"/> Newspaper | <input type="radio"/> Map | <input type="radio"/> Advertisement | | | | | | | | | | | |
| <input type="radio"/> Letter | <input type="radio"/> Telegram | <input type="radio"/> Congressional Record | | | | | | | | | | | |
| <input type="radio"/> Patent | <input type="radio"/> Press Release | <input type="radio"/> Census Report | | | | | | | | | | | |
| <input type="radio"/> Memorandum | <input type="radio"/> Report | <input type="radio"/> Other | | | | | | | | | | | |
| 2. | <p>UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (Check one or more):</p> <table><tr><td><input type="checkbox"/> Interesting Letterhead</td><td><input type="checkbox"/> Notations</td></tr><tr><td><input type="checkbox"/> Handwritten</td><td><input type="checkbox"/> "RECEIVED" stamp</td></tr><tr><td><input type="checkbox"/> Typed</td><td><input type="checkbox"/> Other</td></tr><tr><td><input type="checkbox"/> Seals</td><td></td></tr></table> | <input type="checkbox"/> Interesting Letterhead | <input type="checkbox"/> Notations | <input type="checkbox"/> Handwritten | <input type="checkbox"/> "RECEIVED" stamp | <input type="checkbox"/> Typed | <input type="checkbox"/> Other | <input type="checkbox"/> Seals | | | | | |
| <input type="checkbox"/> Interesting Letterhead | <input type="checkbox"/> Notations | | | | | | | | | | | | |
| <input type="checkbox"/> Handwritten | <input type="checkbox"/> "RECEIVED" stamp | | | | | | | | | | | | |
| <input type="checkbox"/> Typed | <input type="checkbox"/> Other | | | | | | | | | | | | |
| <input type="checkbox"/> Seals | | | | | | | | | | | | | |
| 3. | <p>DATE(S) OF DOCUMENT:</p> | | | | | | | | | | | | |
| 4. | <p>AUTHOR (OR CREATOR) OF THE DOCUMENT:</p> <p>POSITION (TITLE):</p> | | | | | | | | | | | | |
| 5. | <p>FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?</p> | | | | | | | | | | | | |
| 6. | <p>DOCUMENT INFORMATION (There are many possible ways to answer A-E.)</p> <p>A. List three things the author said that you think are important:</p> <p>B. Why do you think this document was written?</p> <p>C. What evidence in the document helps you know why it was written? Quote from the document.</p> <p>D. List two things the document tells you about life in the United States at the time it was written.</p> <p>E. Write a question to the author that is left unanswered by the document:</p> | | | | | | | | | | | | |