

# Written Document Analysis Worksheet

1.	<p>TYPE OF DOCUMENT (Check one):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <input type="checkbox"/> Newspaper  <input type="checkbox"/> Letter  <input type="checkbox"/> Patent  <input type="checkbox"/> Memorandum                 </td> <td style="width: 33%; padding: 5px;"> <input type="checkbox"/> Map  <input type="checkbox"/> Telegram  <input type="checkbox"/> Press release  <input type="checkbox"/> Report                 </td> <td style="width: 33%; padding: 5px;"> <input type="checkbox"/> Advertisement  <input type="checkbox"/> Congressional record  <input type="checkbox"/> Census report  <input type="checkbox"/> Other                 </td> </tr> </table>	<input type="checkbox"/> Newspaper <input type="checkbox"/> Letter <input type="checkbox"/> Patent <input type="checkbox"/> Memorandum	<input type="checkbox"/> Map <input type="checkbox"/> Telegram <input type="checkbox"/> Press release <input type="checkbox"/> Report	<input type="checkbox"/> Advertisement <input type="checkbox"/> Congressional record <input type="checkbox"/> Census report <input type="checkbox"/> Other
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2.	<p>UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT (Check one or more):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> Interesting letterhead  <input type="checkbox"/> Handwritten  <input type="checkbox"/> Typed  <input type="checkbox"/> Seals                 </td> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> Notations  <input type="checkbox"/> "RECEIVED" stamp  <input type="checkbox"/> Other                 </td> </tr> </table>	<input type="checkbox"/> Interesting letterhead <input type="checkbox"/> Handwritten <input type="checkbox"/> Typed <input type="checkbox"/> Seals	<input type="checkbox"/> Notations <input type="checkbox"/> "RECEIVED" stamp <input type="checkbox"/> Other	
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3.	<p>DATE(S) OF DOCUMENT:</p> <hr/>			
4.	<p>AUTHOR (OR CREATOR) OF THE DOCUMENT:</p> <hr/> <p>POSITION (TITLE):</p> <hr/>			
5.	<p>FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?</p> <hr/>			
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> <hr/> <hr/> <hr/> <p>B. Why do you think this document was written?</p> <hr/> <hr/> <p>C. What evidence in the document helps you know why it was written? Quote from the document.</p> <hr/> <hr/> <p>D. List two things the document tells you about life in the United States at the time it was written:</p> <hr/> <hr/> <p>E. Write a question to the author that is left unanswered by the document:</p> <hr/> <hr/>			

**Designed and developed by the  
Education Staff, National Archives and Records Administration, Washington, DC 20408.**