

Written Document Analysis Worksheet
(from the U.S. National Archives & Records Administration)

1. Type of Document (Check one):

- | | | |
|---|-----------------------------------|---|
| <input checked="" type="checkbox"/> newspaper | <input type="checkbox"/> map | <input type="checkbox"/> advertisement |
| <input type="checkbox"/> letter | <input type="checkbox"/> telegram | <input type="checkbox"/> congressional record |
| <input type="checkbox"/> press release | <input type="checkbox"/> patent | <input type="checkbox"/> census report |
| <input type="checkbox"/> memorandum | <input type="checkbox"/> report | <input type="checkbox"/> other _____ |

2. Unique Physical Qualities of the Document (Check one or more):

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> interesting letterhead | <input type="checkbox"/> notations | <input type="checkbox"/> handwritten |
| <input type="checkbox"/> "RECEIVED" stamp | <input checked="" type="checkbox"/> typed | <input type="checkbox"/> seals |

3. Date(s) of Document:

January 29, 1825

4. Author (or Creator) of the Document:

News reporter

Position:

5. For What Audience is the Document Written?

Public

6. Document Information:

A. List 3 things the author said that you think are important:

invented the cotton gin

in winter

improved fire alarms

B. Why do you think this document was written?

important man had died

C. What evidence in the document helps you know why it was written? Quote from the document.

Eli Whitney died at his residence

one of the greatest benefactors

D. List 2 things the document tells you about life in the United States at the time it was written:

exporting cotton + benefactors

people were getting wealthy

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

when was Eli Whitney born