

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

1. Type of Document (Check one):

- newspaper                      \_\_\_ map                      \_\_\_ advertisement  
\_\_\_ letter                      \_\_\_ telegram                      \_\_\_ congressional record  
\_\_\_ press release                      \_\_\_ patent                      \_\_\_ census report  
\_\_\_ memorandum                      \_\_\_ report                      \_\_\_ other \_\_\_\_\_

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

- \_\_\_ interesting letterhead                      \_\_\_ notations                      \_\_\_ handwritten  
\_\_\_ "RECEIVED" stamp                       typed                      \_\_\_ seals

3. Date(s) of Document:

\_\_\_\_\_ January 29 1825 \_\_\_\_\_

4. Author (or Creator) of the Document:

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 cotten machine  
\_\_\_\_\_ he improved weapons  
\_\_\_\_\_ he had release died

B. Why do you think this document was written?

\_\_\_\_\_ he was an important man

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

\_\_\_\_\_ Mrs Mr Whitrey died at his residence

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

\_\_\_\_\_ One of the greatest benifactor. more cotten  
\_\_\_\_\_ were produce more money came to colonies

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

\_\_\_\_\_ Did he make more invendgut then 2 things  
\_\_\_\_\_ was he married. When did he died