

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

1. Type of Document (Check one):

- |  |                                   |   |
|--|-----------------------------------|---|
| <input 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 type="checkbox"/> typed     | <input type="checkbox"/> seals       |

3. Date(s) of Document:

\_\_\_\_\_

4. Author (or Creator) of the Document:

\_\_\_\_\_

Position:

\_\_\_\_\_

5. For What Audience is the Document Written?

\_\_\_\_\_

6. Document Information:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_