

## WRITTEN DOCUMENT ANALYSIS GUIDE<sup>□</sup>

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"/> Patent     | <input type="checkbox"/> Press Release | <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"/> Other (_____) |
| <input type="checkbox"/> Seals                  |                                    |  |

3. Date(s) of document: \_\_\_\_\_

4. Author (or creator) of the document: \_\_\_\_\_

Position (title): \_\_\_\_\_

5. For what audience was the document written?

6. Document Information: (There are many possible ways to answer A-E)

A. List three 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 to know why it was written?

Quote from the document.

D. List three 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.

---

<sup>□</sup> Adapted from "Teaching With Documents" from the National Archives and Records Administration.