Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):
   ___ Newspaper   ___ Map   ___ Advertisement
   ___ Letter   ___ Telegram   ___ Congressional record
   ___ Patent   ___ Press release   ___ Census report
   ___ Memorandum   ___ Report   ___ Other

2. UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT (Check one or more):
   ___ Interesting letterhead   ___ Notations
   ___ Handwritten   ___ "RECEIVED" stamp
   ___ Typed   ___ Other
   ___ Seals

   What symbols (if any) are used in the document?
   __________________________________________________________________________

   If any symbols are used, are they—
   a. clear (easy to interpret)? ________________________
   b. memorable? _________________________________
   c. dramatic? _________________________________

3. DATE(S) OF DOCUMENT:
   __________________________________________________________________________

4. AUTHOR (OR CREATOR) OF THE DOCUMENT:
   ____________________________________________

   PRECEDING CONDITIONS THAT MOTIVATED THE AUTHOR?
   __________________________________________________________________________

   BIASES OF THE AUTHOR: ____________________________________________________

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?
   ____________________________________________

6. HISTORICAL CONTEXT
   Local/regional people, events, and ideas at the time of the document: ______________
   __________________________________________________________________________

   National people, events, and ideas at the time of the document: ______________
   __________________________________________________________________________

   World people, events, and ideas at the time of the document: ______________
Conclusions about local/regional, national, and world context at the time: ______________________

7. Study the graphic for 2 minutes. Form an overall impression of the graphic and then examine individual items. Next, divide the graphic into quadrants and study each section to see what new details become visible.

Use the chart below to list people, objects, and activities in the graphic.

<table>
<thead>
<tr>
<th>People</th>
<th>Objects</th>
<th>Activities</th>
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Based on what you have observed above, list three things you might infer from this graphic.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

8. 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 know why it was written? Quote from the document.
___________________________________________________________________________
___________________________________________________________________________

D. List two 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:
___________________________________________________________________________