

## Written Document Analysis Worksheet

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| 1. | <p>TYPE OF DOCUMENT (Check one):</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="radio"/> Newspaper</div> <div style="width: 33%;"><input type="radio"/> Map</div> <div style="width: 33%;"><input type="radio"/> Advertisement</div> <div style="width: 33%;"><input type="radio"/> Letter</div> <div style="width: 33%;"><input type="radio"/> Telegram</div> <div style="width: 33%;"><input type="radio"/> Congressional Record</div> <div style="width: 33%;"><input type="radio"/> Patent</div> <div style="width: 33%;"><input type="radio"/> Press Release</div> <div style="width: 33%;"><input type="radio"/> Census Report</div> <div style="width: 33%;"><input type="radio"/> Memorandum</div> <div style="width: 33%;"><input type="radio"/> Report</div> <div style="width: 33%;"><input type="radio"/> Other</div> </div> |
| 2. | <p>UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (Check one or more):</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Interesting Letterhead</div> <div style="width: 50%;"><input type="checkbox"/> Notations</div> <div style="width: 50%;"><input type="checkbox"/> Handwritten</div> <div style="width: 50%;"><input type="checkbox"/> "RECEIVED" stamp</div> <div style="width: 50%;"><input type="checkbox"/> Typed</div> <div style="width: 50%;"><input type="checkbox"/> Other</div> <div style="width: 50%;"><input type="checkbox"/> Seals</div> </div>                                                                                                                                                                                                                                                          |
| 3. | <p>DATE(S) OF DOCUMENT:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | <p>AUTHOR (OR CREATOR) OF THE DOCUMENT:</p><br><br><p>POSITION (TITLE):</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5. | <p>FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6. | <p>DOCUMENT INFORMATION (There are many possible ways to answer A-E.)</p> <p>A. List three things the author said that you think are important:</p><br><br><br><br><br><br><br><br><br><br><p>B. Why do you think this document was written?</p><br><br><br><br><br><br><br><br><br><br><p>C. What evidence in the document helps you know why it was written? Quote from the document.</p><br><br><br><br><br><br><br><br><br><br><p>D. List two things the document tells you about life in the United States at the time it was written.</p><br><br><br><br><br><br><br><br><br><br><p>E. Write a question to the author that is left unanswered by the document:</p><br><br><br><br><br><br><br><br><br><br>                                                                                                                                                                  |