

Document Analysis Worksheet

Document: _____

1.	TYPE OF DOCUMENT (Check one):				
	□ Newspaper	\Box Map	\Box Advertisement		□ Letter
	🗆 Telegram	□ Patent	\Box Press Release		Congressional Record
	□ Report	□ Memo	□ Census Report		□ Other
2.	UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (Check one or more):				
	\Box Interesting Letterhead \Box Notations \Box Handwritten				
	□ "Received" stamp	\Box Ty	ped 🗆 Seals		□ Other
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 know why it was written? Include a quote.				
	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.				

(Format based on National Archives Document Analysis worksheets)