



Name \_\_\_\_\_

Date \_\_\_\_\_

### Written Document Analysis Worksheet

1. Type of Document:

<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"/> Images/Pictures
<input type="checkbox"/> Handwritten	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Typed	
<input type="checkbox"/> Seals	

3. Date(s) of Document:

\_\_\_\_\_

4. Author (Or Creator) of Document:

\_\_\_\_\_

5. Who would have read this document when it was created?

\_\_\_\_\_



Name \_\_\_\_\_

Date \_\_\_\_\_

## 6. Document Information

a. List three things the author said that you think are important:

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b. Why do you think this document was written?

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Adapted from original designed and developed by the Education Staff,  
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