Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):

___ Newspaper
___ Letter
___ Map
___ Broadside
___ Advertisement
___ Webpage
___ Blog
___ Journal article
___ Magazine
___ Book
___ Pamphlet
___ Other

2. UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT (Check one or more):

___ Interesting letterhead
___ Handwritten
___ Typed
___ Illustrations
___ Seals
___ "RECEIVED" stamp
___ Other

3. DATE(S) OF DOCUMENT: ____________________________________________________________________

4. AUTHOR (OR CREATOR) OF THE DOCUMENT (IF KNOWN):
_________________________________________________________________________________________________

POSITION OR TITLE (IF KNOWN):
_________________________________________________________________________________________________

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN? ____________________________

________________________________________________________________________________________

6. DOCUMENT INFORMATION (There are many possible ways to answer Questions A-E.)

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

1._______________________________________________________________________________________________

2._______________________________________________________________________________________________

3._______________________________________________________________________________________________

B. Why do you think this document was written?
____________________________________________________________________________________________________

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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:

_________________________________________________________________________________________________

F. What was this person’s connection to the subject matter? Was this person neutral, or did he/she have opinions or interests that might have influenced what was written?

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

G. Who was the intended audience for the document? Was it meant to be public or private?

_________________________________________________________________________________________________

H. Was the intent of the author to inform or persuade? How do you know?

_________________________________________________________________________________________________

Adapted from the Written Document Analysis Worksheet of the National Archives and Records Administration, Washington, DC 20408.

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