**WRITTEN DOCUMENT ANALYSIS WORKSHEET**

1. Type of document (check one)
   - _____ Letter
   - _____ Report to Congress
   - _____ Report
   - _____ Map
   - _____ Newspaper
   - _____ Political cartoon
   - _____ Speech or public address
   - _____ Advertisement
   - Other (describe) ___________________________________________________

2. Date(s) of document _______________________________________________

3. Author __________________________________________________________

4. For what audience was the document written? _________________________
   __________________________________________________________________

5. Document information
   - A. List important pieces of information presented in the document.
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________
   - B. Why was the document written?
      __________________________________________________________________
      __________________________________________________________________
   - C. What evidence in the document helps you to determine why it was written?
      Quote from the document.
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________
   - D. What historical event(s) does this document refer or pertain to?
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________
   - E. Write a question to the author that is left unanswered by the document.
      __________________________________________________________________
      __________________________________________________________________

This worksheet is an adaptation of one designed and developed by the National Archives, Washington, D.C.