

# U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

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## Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):

- Newspaper     Map     Advertisement  
 Letter     Telegram     Congressional record  
 Patent     Press release     Census report  
 Memorandum     Report     Other

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

- Interesting letterhead     Notations  
 Handwritten     "RECEIVED" stamp  
 Typed     Other  
 Seals

3. DATE(S) OF DOCUMENT:

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4. AUTHOR (OR CREATOR) OF THE DOCUMENT:

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POSITION (TITLE):

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5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?

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

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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C. What evidence in the document helps you know why it was written? Quote from the document.

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D. List two things the document tells you about life in the United States at the time it was written:

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E. Write a question to the author that is left unanswered by the document:

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