

Using Primary Sources

Written Document Analysis

The Written Document Analysis worksheet helps students analyze any type of written document whether it is a personal letter, a government memo, or a court brief. Sections 1-5 of the worksheet ask students to locate basic details and components of the document. In Section 6, students analyze the document critically as they complete items A-E.

Written Document Analysis Worksheet

1. Type of Document (Check one):

- | | |
|---|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Press release |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Report |
| <input type="checkbox"/> Patent | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Memorandum | <input type="checkbox"/> Map |
| <input type="checkbox"/> Congressional Record | <input type="checkbox"/> Census Report |
| <input type="checkbox"/> Telegram | <input type="checkbox"/> Other |

2. Unique Physical Qualities of the Document (Check one or more):

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Interesting Letterhead | <input type="checkbox"/> Notations |
| <input type="checkbox"/> Handwritten | <input type="checkbox"/> Seals |
| <input type="checkbox"/> Typed | <input type="checkbox"/> Other |
| <input type="checkbox"/> "Received" stamp | |

3. Date(s) of Document _____

4. Author (or creator) of the Document

Position (Title)

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:

1. _____

2. _____

1. _____

B. Why do you think this document was written?

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

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

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

Designed and developed by the staff of the Education Branch,
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