1. What kind of document is it? Check all that apply.

- Newspaper
- Letter
- Patent
- Memo
- Map
- Reciept
- Telegram
- Report
- Essay
- Formal Agreement
- Advertisement
- Record
- Logbook
- Census Report
- Lesson Book
- Personal Papers
- School Documents
- Other

2. Does the document have any unique physical characteristics?

- interesting letterhead
- handwritten
- typed
- drawings or sketches
- official seals
- stamp

3. What is the date of the document?


4. Who do you think wrote the document?


5. Who was the document written for?


6. Important document Information:

- List one thing that the author said that you think is important:

- Why do you think this document was written?

- What evidence in the document helps you know why it was written?

- List two things the document tells you about life at the time it was written.

- Write a question to the author— something you are wondering about!

* Worksheet Adapted from the Written Document Analysis Worksheet designed by the National Archives & Records Administration.*