

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Block: \_\_\_\_\_

## **Document Analysis Worksheet**

### **IDENTIFICATION OF DOCUMENT**

1. What type of document is it? (Newspaper, letter, journal, advertisement, legal document)
2. How can you tell? If it is difficult to tell exactly, describe it by title or purpose.

### **UNIQUE PHYSICAL CHARACTERISTICS**

3. Describe the document. Look for things like whether or not it was handwritten or typed and does it have seals, stamps, or interesting letterheads.
4. Does it have pictures or drawings? If so what are they and why do you think they are there?
5. Is there anything different about the writing or spelling? If so, what?

### **DATES OF DOCUMENT AND CREATOR OF DOCUMENT**

6. When was the document written? Who wrote it? (If you cannot tell, write “not known”.)

### **PURPOSE OF DOCUMENT**

7. Explain why you think this document was written and for whom it was written.

### **OTHER FEATURES OF THE DOCUMENT**

8. Describe any other features you find interesting about the document.
9. What questions do you still have about the document that you would ask the author, if you could?