Document Analysis Worksheet

1. Type of Document (Check one)
   ___ Letter
   ___ Diary
   ___ Memoir
   ___ Telegram
   ___ Advertisement
   ___ Newspaper
   ___ Report
   ___ Government document
   ___ Other: ______________

2. Date(s) of document: ____________________________

3. Author(s) or creator(s) of the document: ______________

4. Other information about the author(s) indicated on the document (position, title, etc.):
   ____________________________________________
   ____________________________________________

5. For what audience was the document written? ______________
   ____________________________________________
   ____________________________________________

6. List three things the author wrote that you think are important:
   ____________________________________________
   ____________________________________________
   ____________________________________________

7. Why do you think this document was written? ______________
   ____________________________________________
   ____________________________________________

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

9. List two things the document tells you about the experiences of people at the time it was written.
   ____________________________________________
   ____________________________________________

10. Write a question that the author has left unanswered by the document.
   ____________________________________________

Based on a worksheet prepared by the National Archives and Records Administration, Washington, DC.
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