



Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):

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

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

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> Interesting letterhead | <input type="checkbox"/> "RECEIVED" stamp | <input type="checkbox"/> Seals |
| <input type="checkbox"/> Notations | <input type="checkbox"/> Typed | <input type="checkbox"/> Other |
| <input type="checkbox"/> Handwritten | <input type="checkbox"/> "SECRET" stamp | |

3. DATE(S) OF DOCUMENT: _____

4. AUTHOR (OR CREATOR) OF THE DOCUMENT (IF KNOWN):

POSITION OR TITLE (IF KNOWN):

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN? _____

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

A. List three things the author said that you think are important:

1. _____
2. _____
3. _____

B. Why do you think this document was written?

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

D. List two things the document tells you about the employment opportunities available to free blacks at the time it was written:

Adapted from the Written Document *Analysis Worksheet* of the National Archives and Records Administration, Washington, DC 20408.