Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):
   ___ Newspaper       ___ Map                 ___ Advertisement
   ___ Letter          ___ Press release     ___ Census report
   ___ Memorandum     ___ Report            ___ Other

2. UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT (Check one or more):
   ___ Interesting letterhead  ___ "RECEIVED" stamp  ___ Seals
   ___ Notations            ___ Typed             ___ Other
   ___ Handwritten         ___ "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.