

Document Analysis



What is the document – newspaper, letter, patent, memorandum, map, telegram, press release, report, advertisement, e-mail, etc?

Are there any unique characteristics to the document? (Interesting letterhead, handwritten, typed, seals, notations, stamps, etc.)

What is the date of the document?

Who is the author/creator of the document? What is his/her position or title?

Who was the intended audience for the document?

List three things the author says that you think are important.

- 1.
- 2.
- 3.

Why do you think this document was written?

What evidence in the document illustrates why it was written? Quote from the document.

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

- 1.
- 2.

Write a question to the author that is still unanswered by the document.