

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"/> Telegram | <input type="checkbox"/> Congressional record |
| <input type="checkbox"/> Patent | <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:

- | | |
|------------------------------|------------------------|
| _____ Interesting letterhead | _____ Notations |
| _____ Handwritten | _____ "Received" stamp |
| _____ Typed | _____ Other |
| _____ Seals | |

3. Date(s) of Document:

4. Author (or Creator) of the Document?

Position (Title)

5. For what audience was the document written?
