

Document Analysis Form

Define the type of document.

Check all that apply:

- Letter Speech Photograph Telegram Court document
 Chart Newspaper Advertisement Press release Memorandum
 Report Email Identification document Presidential document Congressional document
 Patent Diary entry Other

Describe it as if you were explaining to someone who can't see it.

Think about: Is it handwritten or typed? Is it all by the same person? Are there stamps or other marks? What else do you see on it?

Observe its parts.

Who wrote it?

Who read/received it?

When is it from?

Where is it from?

Try to make sense of it.

What is it talking about? What are the main points expressed?

Write one sentence summarizing this document.

Why did the author write it?

Quote evidence from the document that tells you this.

What was happening at the time in history this document was created?

Use it as historical evidence.

What did you find out from this document that you might not learn anywhere else?

What other documents or historical evidence are you going to use to help you understand this event or topic?