Written Document Analysis Worksheet

1. Type of Document (Check one):
   - ___ Newspaper
   - ___ Letter
   - ___ Ledger
   - ___ Memorandum
   - ___ Map
   - ___ Telegram
   - ___ Press release
   - ___ Report
   - ___ Advertisement
   - ___ Governmental record
   - ___ Minutes
   - ___ Other
   - ___ Memorandum

2. Unique Physical Qualities of the Document (check one or more):
   - ___ Letterhead
   - ___ Handwritten
   - ___ Typewritten
   - ___ Seals
   - ___ Notations
   - ___ “RECEIVED” stamp
   - ___ Other

3. Date(s) of Document:

4. Author (or Creator) of the Document:
   
   Position or Title (if applicable)

5. For What Audience was the Document Written?

6. Document Information:
   
   A. List three or more things the author said that you think are important:

   B. Why do you think this document was written?

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

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

   E. Write a question that is left unanswered by the document.

Adapted from the design developed by the Education Staff, National Archives and Records Administration, Washington, DC 20408.