

Written Document Analysis Worksheet

Designed and developed by the Education Staff, National Archives, Washington, D.C.

1. TYPE OF DOCUMENT: Choose an item.

2. UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (Check one or more):

- Interesting Letterhead
- Notations
- Handwritten
- "RECEIVED" stamp
- Other
- Typed
- Seals

3. DATE(S) OF DOCUMENT: [Click here to enter text.](#)

4. AUTHOR (OR CREATOR) OF THE DOCUMENT: [Click here to enter text.](#)

POSITION (TITLE): [Click here to enter text.](#)

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN? [Click here to enter text.](#)

6. DOCUMENT INFORMATION (There are many possible ways to answer A-E.)

A. List three things the author said that you think are important: [Click here to enter text.](#)

B. Why do you think this document was written? [Click here to enter text.](#)

C. What evidence in the document helps you know why it was written? Quote from the document. [Click here to enter text.](#)

D. List two things the document tells you about life at the time and place it was written. [Click here to enter text.](#)

E. Write a question to the author that is left unanswered by the document: [Click here to enter text.](#)

Photograph Analysis Worksheet

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Step 1. Observation

A. Study the photograph for 2 minutes. Form an overall impression of the photograph and then examine individual items. Next, divide the photo into quadrants and study each section to see what new details become visible.

B. Use the chart below to list people, objects, and activities in the photograph.

<u>People</u>	<u>Objects</u>	<u>Activities</u>

Step 2. Inference

Based on what you have observed above, list three things you might infer from this photograph.

Step 3. Questions

- A. What questions does this photograph raise in your mind?
- B. Where could you find answers to them?