

## Written Document Analysis Worksheet

1. TYPE OF DOCUMENT (Check one):

- Newspaper     Map     Advertisement  
 Letter     Telegram     Parliamentary record  
 Patent     Press release     Census report  
 Memorandum     Report     Other

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

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

3. DATE(S) OF DOCUMENT:

4. AUTHOR (OR CREATOR) OF THE DOCUMENT (Include Position or Title):

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?

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

A. List three 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 know why it was written? Quote from the document.

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

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

**Adapted from worksheet designed and developed by the Education Staff, National Archives and Records Administration, Washington, DC 20408 (with permission).**