

Document Analysis Worksheet

IDENTIFICATION OF DOCUMENT

What type of document is it? (Newspaper, letter, journal, advertisement, legal document)
How can you tell? If it is difficult to tell exactly, describe it by title or purpose.

UNIQUE PHYSICAL CHARACTERISTICS

Look for things like whether or not it was handwritten or typed and does it have seals, stamps or interesting letterheads. Does it have pictures or drawings? If so what are they and why do you think they are there? Is there anything different about the writing or spelling? If so, what?

DATES OF DOCUMENT AND CREATOR OF DOCUMENT

If either of these is unknown, simply state "not known".

PURPOSE OF DOCUMENT

Explain why you think this document was written and for whom it was written.

OTHER FEATURES OF THE DOCUMENT

Describe any other features you find interesting about the document. What questions do you still have about the document that you would ask the author, if you could?