

## HANDOUT

# Document Analysis Form

Define the type of document.

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