

DOCUMENT ANALYSIS GUIDE

Analyze a written document by MEETING the document, OBSERVING its parts, TRYING TO MAKE SENSE of it, and finally USING it as historical evidence.

MEET THE DOCUMENT

What type of document is it? (Check all that apply.)

- Letter Speech Patent Telegram Court Document
- Chart Newspaper Advertisement Press Release Memorandum
- Report Email Identification Government Document

Describe the document as if you were explaining it 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

1. Who wrote it?
2. Who read/received it?
3. When is it from?
4. Where is it from?

TRY TO MAKE SENSE OF IT

1. What is it talking about?
2. Write one sentence to summarize this document.
3. Why do you think that the author wrote it?
4. Quote evidence from the document that tells you this.
5. What was happening at the time in history this document was created?

USE IT AS HISTORICAL EVIDENCE

1. What did you find out from this photo that you might not learn anywhere else?
2. What other documents, photos, or historical evidence are you going to use to help you understand this event or topic?