**Written Document Analysis Worksheet**

This document is designed to help students complete “close readings” of primary and secondary source documents. The aim of this exercise is to train students to think about text, context, and subtext when evaluating documents. If you cannot print this document, please write each question/answer in your notebook.

1. Type of Document (i.e. Letter, Map, Newspaper, Memorandum, Telegram, Speech transcript, Advertisement, Census Report):
2. Date(s) of Document:
3. Author (and position title) of the document:
4. For what Audience was the document written? (adults, children, educators, scholars, popular audience):
5. Document Information:
6. Context (moods, attitudes, conditions that exist in a specific time; the “setting” for an event):
7. List two things the document tells you about life in the United States at the time it was written.
8. Text (a focus on the document itself):
9. List three things the author said that you think are important:
10. Subtext (a reality that is not announced explicitly in the document; hidden meanings):
11. Why do you think the document was written?
12. Is there a hidden meaning with the text? (This may be difficult to answer if you’re looking at a secondary source document, but try):
13. Write one question to the author that is left unanswered by the document.