**Written Document/Printed Object Analysis Worksheet NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Item name: Call #:

TYPE OF DOCUMENT (circle one):

Newspaper/magazine Letter Receipt Diary Memorandum Map Report Telegram

Press Release Advertisement Pamphlet Census Report Printed book Image

Other (describe):

2. UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (circle any *if* applicable):

Interesting Letterhead Handwritten Typewriter Seals Added Notations Stamps

Other (describe):

*Be as thorough as possible with the knowledge you have in the item and the library materials about it:*

When was this item created? Do you know anything about where it’s been between then and now?

How was it created (using what materials, and what processes, under what conditions)?

Who created it?

*Why* do you think it was created? What evidence in the document helps you know why it was written? Quote from the document.

For what audience(s)?

List two things the document tells you about life at the time and place it was written.

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

*(Adapted from a Worksheet designed and developed by the Education Staff, National Archives and Records Administration, Washington, DC 20408)* **Is your document not quite in this category? If it’s a photo, map, cartoon, artifact, motion picture, poster, or sound recording, a more appropriate worksheet may be found at** <http://www.archives.gov/education/lessons/worksheets/>