

Written Document Analysis Worksheet

1.

TYPE OF DOCUMENT (Check one):

Newspaper

Map

Advertisement

Letter

Telegram

Congressional Record

Patent

Press Release

Census Report

Memorandum

Report

Other

2.

UNIQUE PHYSICAL CHARACTERISTICS OF THE DOCUMENT (Check one or more):

Interesting Letterhead

Notations

Handwritten

"RECEIVED" stamp

Other

Typed

Seals

3.

DATE(S) OF DOCUMENT:

4.

AUTHOR (OR CREATOR) OF THE DOCUMENT:

POSITION (TITLE):

5.

FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN?

6.

DOCUMENT INFORMATION (There are many possible ways to answer A-E.)

A. List three things the author said that you think are important:

B. Why do you think this document was written?

C. What evidence in the document helps you know why it was written? Quote from the document.

D. List two things the document tells you about life in the United States at the time it was written.

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

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Cartoon Analysis Worksheet

Level 1

Visuals

Words (not all cartoons include words)

1.

List the objects or people you see in the cartoon.

1.

Identify the cartoon caption and/or title.

2.

Locate three words or phrases used by the cartoonist to identify objects or people within the cartoon.

3.

Record any important dates or numbers that appear in the cartoon.

Level 2

Words

Visuals

2.

Which of the objects on your list are symbols?

4.

Which words or phrases in the cartoon appear to be the most significant? Why do you think so?

5.

List adjectives that describe the emotions portrayed in the cartoon.

3.

What do you think each symbol means?

Level 3

A.

Describe the action taking place in the cartoon.

B.

Explain how the words in the cartoon clarify the symbols.

C.

Explain the message of the cartoon.

D.

What special interest groups would agree/disagree with the cartoon's message? Why?

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