

Name:

CRN:

Document Analysis Worksheet
(Adapted from a document created by the Education Staff,
National Archives and Records Administration, Washington, DC 20408)

1. Title of the document:
2. Date(s) the document was originally produced:
3. Author of this document:
4. Title (occupation) of the author:
5. Type of document:
6. Is this a primary source or a secondary source?
7. Who is the audience or intended recipient of the document? Be specific.
8. Why do you think this document was written? Be specific. Write in your own words.
9. List three things the author said that you think are important. Be specific. Write in your own words.
 - 1.
 - 2.
 - 3.
10. What evidence in the document helps you know why it was written? Quote from the document.
11. List two things the document tells you about life in the United States at the time the document was written (if a primary source) or the time described in the document (if a secondary source). Be specific. Write in your own words.
 - 1.
 - 2.
12. Write a question to the author that is left unanswered by the document. Be specific. Write in your own words.

Document Analysis Outline

- I. Introduction
 - a. Provide context (see document analysis instructions A.)
 - b. Hook (grab the reader's attention)
 - c. Thesis statement (YOU MUST HAVE A THESIS STATEMENT)
 - d. How you're going to prove the thesis
- II. Body Paragraph
 - a. Topic Sentence
 - i. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
 - ii. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
 - iii. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
- III. Body Paragraph
 - a. Topic Sentence
 - i. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
 - ii. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
 - iii. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
- IV. IV. Body Paragraph
 - a. Topic Sentence
 - i. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
 - ii. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
 - iii. Claim
 - 1. Evidence
 - 2. Tie to the topic sentence
- V. Conclusion - See Document analysis instructions