**Document Analysis Worksheet**

Follow these steps when analyzing documents in response to a prompt

Enter the prompt here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Step 1 - Identify the Source:

What type of document is it?

Type of document (check one) \_\_\_\_\_ Letter \_\_\_\_\_ Report to Congress \_\_\_\_\_ Table/Graph

\_\_\_\_\_ Map \_\_\_\_\_ Newspaper \_\_\_\_\_ Political cartoon \_\_\_\_\_ Speech or public address

 \_\_\_\_\_ Advertisement \_\_\_\_\_\_\_\_\_Legal document \_\_\_\_\_\_Song \_\_\_\_\_\_\_ Poem/Literary Work

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Author:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2 - Describe the document

 As you read the document, underline important key terms and circle terms you do not fully understand.

 Notice how the grammar, spelling, and dialect may be different and infer why this is the case.

 Notice a centralized idea behind the document, (God, taxes, democracy, Constitution, law)

 Summarize in your own words what the document says (DO NOT QUOTE THE DOCUMENT!)

Step 3 - Support your argument

Explain how this document can support your response to the prompt.

Step 4 - Explain howthe document’s **HIPP** is relevant to your response to the prompt

What is the **H**istorical Situation? (What’s going on at the time this document was created?)

 Who is the **I**ntended Audience? (Who was the document originally addressed to)

 What is the **P**urpose? (What was the document intended to do?)

 What is the **P**oint of View? (What bias is apparent in the document?)

**YOU ONLY NEED TO ADDRESS ONE OF THE HIPP QUESTIONS FOR EACH DOCUMENT**

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