<table>
<thead>
<tr>
<th>Document analysis sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document No:</strong>........</td>
</tr>
</tbody>
</table>

**Type**

- Newspaper
- Map
- Advertisement
- Mail
- Telegram
- Seminar report
- Invent register
- Press
- Note
- Report
- Other

**The unique physical characteristics of the document**

- Interesting header
- Annotation
- Handwritten
- Received (postal) stamp
- Typed
- Sealed
- Other:

3. **Date:**

4. **Author (originator) of document:**

5. **Subject:**

6. **Position (job or academic title):**

7. **The document was written for whom?**

8. **If you have access to electronic resources, write address:**

9. **Document description (A–E):**
   (A) Key things that you think the writer has mentioned:

   (B) Why do you think this document was written?

   (C) What reason guided you to the aim of the document? (Quote from the document):

   (D) Important things that matter to you at the time of writing the document:

   (E) Comments for author of document regarding unanswered questions:

10. **Strength of document:**

11. **Weakness of document:**