



# PRIMARY SOURCE ANALYSIS

WRITTEN  
DOCUMENT

## 1. Identify the document (tick one or more)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> court document  | <input type="checkbox"/> report                           | <input type="checkbox"/> meeting minutes | <input type="checkbox"/> register entry       |
| <input type="checkbox"/> personal letter | <input type="checkbox"/> e-mail                           | <input type="checkbox"/> telegram        | <input type="checkbox"/> leaflet              |
| <input type="checkbox"/> advertisement   | <input type="checkbox"/> ID (passport, identity card etc) | <input type="checkbox"/> postcard        | <input type="checkbox"/> speech               |
| <input type="checkbox"/> business letter | <input type="checkbox"/> newspaper report                 | <input type="checkbox"/> list            | <input type="checkbox"/> regulations or rules |
| <input type="checkbox"/> press release   |   | <input type="checkbox"/> note or memo    | <input type="checkbox"/> something else       |

## 2. What does the document look like?

- ✦ handwritten or typed? ✦ what sort of paper?
- ✦ what marks, stamps or symbols are there? ✦ what interesting features do you see?

## 3. Who, when and where?

- ✦ who wrote it? ✦ when was it written? ✦ where was it written? ✦ who was it written for?

## 4. What is the document about?

- ✦ in a sentence, summarise what the document is mainly about

## 5. What is the purpose of the document?

- ✦ why do you think this document was written? ✦ how do you know?
- ✦ why has it been kept in an archive and not destroyed?



## 6. Evidence of history (write over the page)

- ✦ How can this document be useful in providing evidence about an event, person, place or period in history?
- ✦ What other documents or historical evidence do you think could support or challenge this document?