

Table 1. Document analysis sheet

Document No.:.....

Type

- Newspaper Map Advertisement Mail Telegraph
 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: