

**Context:** Describe the *context* in which this document was written. What context is most relevant? Local, state, national, global? Political, economic, intellectual? What background information do you think is most important to understanding this document?

**Identification:** Who wrote this document? Was it written for a publication? Where was it published? When? Where?

**Content:** What does the document say? Pay close attention to language and style.

**Materiality:** Observe the material qualities of the document and record your observations. What do they tell you about the document?

**Questions:** What questions does the document inspire? What sources would you turn to in order to answer these questions?