

A Brief Guide to Analyzing Documents

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Audience?

For whom was this document intended?

Point of View?

What is the author's point of view or bias?

Who?

What do you know about the author?

What?

What is the main point of document?

When?

When was the document created?

Where?

Where and under what circumstances was this document created?

Why?

What motivated the author to create the document?

Significance?

What is the significance or importance of this document?