

Written Document Analysis Worksheet

1. Understanding the Document

Type of Document (put a “√” where applicable):

- | | | |
|---|--|--|
| <input type="checkbox"/> Letter | <input type="checkbox"/> Memorandum | <input type="checkbox"/> Report |
| <input type="checkbox"/> Telegram | <input type="checkbox"/> Notes of meeting | <input type="checkbox"/> Press release |
| <input type="checkbox"/> Press cuttings | <input type="checkbox"/> Application forms | <input type="checkbox"/> Others |

2. Background to the Document

What activity or event led to the making of this document?

3. Content and Context Analysis

a. Who created the document?

b. When was the document created? What is the evidence for your statement?

c. To whom was the document written?

d. What does the document tell you about Hong Kong at the time it was produced?

4. Discussion Points

a. Is this document a primary or secondary source? Explain your answer.

b. How reliable is this document as a source of information?

5. Links

Identify relevant visual materials and websites to find out more information on this topic.
