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?