Analyzing Written Documents

Source	 When was the document created? Who created the document? What kind of document is it? For what audience was the document created? What's the significance of these pieces of information?
Observe	 Summarize the content of the document in one sentence What parts of the text support/verify that summary? What do we learn about life in this time from this document?
Contextualize (using your own prior knowledge)	 What connections can you draw between the document and other things you've studied / learned about? How do these pieces of information help you understand the perspectives in this document, why it was created, and its significance to our understanding of this time and place?
Corroborate (by formulating questions)	1) What questions do you have that would help you understand this document further? 2) What evidence (primary or secondary) would help you answer your questions? Where would you go next?