### SOAPS Primary Source “Think” Sheet

<table>
<thead>
<tr>
<th>Subject</th>
<th>Occasion and Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Think about the information the document conveys. Form an overall impression and then examine individual items or specific parts. What is the general topic?</td>
<td>What type of document is it?</td>
</tr>
<tr>
<td></td>
<td>□ Newspaper □ Poster □ Letter</td>
</tr>
<tr>
<td></td>
<td>□ Advertisement □ Drawing □ Diary entry</td>
</tr>
<tr>
<td></td>
<td>□ Leaflet □ Map □ Memorandum</td>
</tr>
<tr>
<td></td>
<td>□ Flyer □ Photograph □ Legal record</td>
</tr>
<tr>
<td></td>
<td>□ Other_______________________________</td>
</tr>
<tr>
<td>What are three things the author said that you think are important?</td>
<td>What are the unique physical qualities?</td>
</tr>
<tr>
<td></td>
<td>□ Handwritten □ Typed □ Signature</td>
</tr>
<tr>
<td></td>
<td>□ Picture, symbols □ Seal(s) □ Notations</td>
</tr>
<tr>
<td></td>
<td>□ Letterhead □ Stamps □ Caption</td>
</tr>
<tr>
<td></td>
<td>□ Official stamp: i.e., date, “RECEIVED,” “PAID”</td>
</tr>
<tr>
<td></td>
<td>□ Other_______________________________</td>
</tr>
<tr>
<td></td>
<td>Support each answer with document evidence:</td>
</tr>
<tr>
<td></td>
<td>Who was the intended audience?</td>
</tr>
<tr>
<td></td>
<td>When was the document created or circulated?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do you think this document was created? What specific evidence in the document helps you know why it was created?</td>
<td>Think about the occupation, gender, religion, nationality, and class of the creator of the document.</td>
</tr>
<tr>
<td>What does the document convey about life in the United States at the time it was created?</td>
<td>Who created the document? How do you know?</td>
</tr>
<tr>
<td></td>
<td>What position or title did he or she hold? Is this person an insider or an outsider? How do you know?</td>
</tr>
<tr>
<td></td>
<td>Whose voice is not represented in the document? Why do you think that voice was left out?</td>
</tr>
</tbody>
</table>

Adapted 2006 by Norma Jackson from “Written Document Analysis Worksheet,” Education Staff, National Archives and Records Administration, Washington, DC 20408