

## GUIDELINE FOR ANSWERING DOCUMENTS QUESTIONS

I. Read the introduction to each assigned document first. It will help you to identify when, by whom and for what purpose each document was written. Then read the document itself.

II. Identify each document with the following information:

- 1) Name of document (which usually includes author and date)
- 2) Identify the author of document, if possible (significance of author)
- 3) What kind of document is this (letter, diary, speech, newspaper editorial, testimony, etc.)?
4. Why was this document written, who was its intended audience?

III. Answer the one question assigned on the Course Schedule:

Compose a four sentence paragraph that answers the question assigned on that particular document. Since you have taken ENG 100, I assume you will use proper sentence structure, correct spelling and appropriate punctuation. Your paragraph however will be evaluated primarily based on the ideas expressed. Each paragraph should be typed.

IV. Include in your paragraph one quote from the document that best illustrates your answer. This quote should be brief, one sentence in length would be ideal. Be sure to use quote marks at the beginning and end of the quote and underline your quote as well.

MODEL PARAGRAPH:

17-1: Charlotte Forten, Life on the Sea Islands, 1864

Charlotte Forten was a northern, free black woman who came to the Sea Islands in 1862 to teach ex-slaves.

originally a letter to her family, later published in a national magazine.

(ques. #1): As a wealthy, educated, free black woman from the North, Forten finds the ex-slaves to be very different, especially their dress and dialect and musical traditions. "A very queer-looking old man came into the store one day." She describes them as a people who have dignity and native intelligence but she

also finds their "shouts" strange. This she explains as being connected to their African culture.