SOAP Document

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| **S**peaker |  | Who is the speaker?* Voice
 |
| **O**ccasion |  | What is the occasion?* Time and place
 |
| **A**udience |  | Who is the audience?* Group of readers for whom this text was meant for
 |
| **P**urpose |  | What is the purpose?* What is the reason behind the text?
 |
| **S**ubject |  | What is the subject?* What is the subject of the document?
 |
| **T**one |  | What is the tone?* What is the attitude of the author? Serious, sarcastic etc.
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