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. |