**SOAPSTone**

Document Title:

Author:

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| **Speaker**  Who is the speaker? What do I know about him or her?  (More than just a name!) |  |
| **Occasion**  - Time and place  - Situation and Context- what gave rise to the writing of this text? |  |
| **Audience**  - Who are the readers/listeners to whom this is directed? What qualities/beliefs/  Values do they share? Why is this addressed to them? |  |
| **Purpose**  What are the speaker’s reasons for saying this? What does he/she hope to accomplish with this? What response is he/she looking to receive? |  |
| **Subject**  What is the general topic, content, and idea contained in the text? What is this piece about? What are the key ideas? |  |
| **Tone**  What is the speaker’s attitude toward the subject and audience of the text? What words or implications reveal the speaker’s tones? |  |