SOAPSTONE

Title of Document\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| S | *Who is the* ***SPEAKER****?*  Who do you think wrote this document? |  |
| --- | --- | --- |
| O | *What is the* ***OCCASION****?*  What is the time, place, and setting of the reading? |  |
| A | *Who is the* ***AUDIENCE****?*  Who did the author want to influence or persuade? |  |
| P | *What is the* ***PURPOSE****?*  Why do you think this was written? For what reason or purpose? |  |
| S | *What is the* ***SUBJECT*** *matter?*  Summarize what the document is about. |  |