

# SOAPPS

S

What is the **subject** of the document?  
Summarize the main idea.

O

What was the **occasion**? Where and when was it written? What is the historical context?

A

Who was the intended **audience**? How would they have received the document?

P

What was the **purpose** in writing the document?  
What did the writer hope to accomplish?

P

Does the writer have a particular **point of view**? Why? Is there any obvious bias?

S

Who is the **speaker**? How did their background and beliefs influence their writing?

Tone

What is the tone of the document? Is there a particular attitude or feeling the writer is expressing?