

S _{peaker}	Who is the speaker of the writing/document?
O _{ccasion}	What is the occasion? What else is going on at the time that is relevant?
A _{udience}	What is the intended audience for the document?
P _{urpose}	Why did the writer create the document?
S _{ubject}	What is the subject? What is it all about?
T _{one}	What is the speaker's tone?