

<b>S</b> <sub>Speaker</sub>	Who is the speaker of the writing/document?
<b>O</b> <sub>Occasion</sub>	What is the occasion? What else is going on at the time that is relevant?
<b>A</b> <sub>Audience</sub>	What is the intended audience for the document?
<b>P</b> <sub>Purpose</sub>	Why did the writer create the document?
<b>S</b> <sub>Subject</sub>	What is the subject? What is it all about?
<b>T</b> <sub>Tone</sub>	What is the speaker's tone?