

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