**Guide to the SOAP Method**

**1) S**peaker

* Who are you? What details will you reveal? Why is it important that the audience know who you are? What is the speakers tone towards the subject?

**2) O**ccasion

* How does your knowledge of the larger occasion and the immediate occasion affect what you are writing about?

**3) A**udience

* What are the characteristics of this group? How are they related to you? Why are you addressing them?

**4) P**urpose

* Explain to yourself what you hope to accomplish by this expression of opinion. How would you like your audience to respond?

**In three complete sentences, you will use the SOAP method to summarize the document. The first sentence will be a summary of the document. The second sentence will be S+O and the third sentence will be A+P.**

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