

Guide to the SOAP Method

1) Speaker

- 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) Occasion

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

3) Audience

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

4) Purpose

- 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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