**SOAPSTONE Graphic Organizer**

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| **Speaker** | Who is writing this document? What is their point of view? |
| **Occasion** | What is the time, place, context, and/or situation that prompted this work? |
| **Audience** | Who is the audience for this document? |
| **Purpose** | Why was this created? Is this work meant to inform, persuade, or explain?  What does the writer want the reader/listener to do? |
| **Subject** | What is the general topic, content, and ideas contained in this document? |
| **Tone** | Is there a tone to this document? What words can you identify that convey the speaker’s attitude? |