

SOAPSTone Note-Taking Guide

Adapted from The College Board

SOAPSTone can be used for note-taking and as a guide for annotating argumentative texts.

S ubject	What is the subject – the message, the main idea or claim – in the text? How do you know this? Is the subject/message introduced immediately or is it delayed? Is the message stated or implied? Is there more than one message?	
O ccasion	What is the occasion (<i>the time and place</i>) of the text? What is the context – cultural, historical, political, religious, geographical – in which the text was composed? Is the text a story, a news account, a description, a critical analysis, a personal observation, an argument, a valedictory, a diatribe, a memorial, a declaration...?	
A udience	Who is the intended audience – the group of readers to whom this text is directed? The audience may be one person, a small or large group. Does the speaker or author identify an audience? What assumptions exist about the intended audience?	
P urpose	Why was the text written? What does the author want the audience to think or do? How does the author want the audience to feel? How does the author try to spark a reaction in the audience? What techniques are used to achieve the purpose?	
S peaker	Who is the speaker of the text, the voice that tells the story? The author and speaker are not necessarily the same. Is someone identified as the speaker? Is the author the speaker? What assumptions can be made about the speaker – age, gender, class, values, education, etc.?	
T one	What is the author's attitude? How do the author's choices (<i>word choice, imagery, sentence structures, details</i>) convey the author's attitude? What emotions pervade the text? If the author were to read aloud the text, describe the likely tones of voice.	