

S u b j e c t

- ✓ What is the intended story line of the document
- ✓ What does the content of the document say?

O c c a s i o n

- ✓ What prompted the author to write the document?
- ✓ Can you see the historical context within the document?
- ✓ Were there assumptions built in?

A u t h o r

- ✓ Who wrote this document & how did it come to be created?
- ✓ Explore the background, positions held & group affiliations of the author.

P u r p o s e

- ✓ Why was this document written? You might notice bias in the author.
- ✓ What is the tone of the document and what purpose was it intended to serve?

A u d i e n c e

- ✓ Who was the intended audience?
- ✓ Knowing the intended audience determines your view of what to expect from a document: its level and type of language; its tone; Its message.