**NOTECARD PROCEDURE-DOCUMENT**

**To analyze a primary source document, use a notecard:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notecard # \_\_\_\_ Chapter/ Subject: \_\_\_\_\_\_\_\_

When was it written? (Time or Setting)

Who wrote it? (Author)

What is it saying? (Limit yourself to no more than three major ideas)

Where is the message directed? (Audience)

Why was it written? (Authors motives or values)

THINK SOAP

**Think SOAPS or APPARTY**

**Author – Who created it? What do you know about the Author? What is the author’s point of view?**

**Place and Time - Where and when was the source produced? How might it affect the meaning of the source?**

**Prior Knowledge – Beyond information about the author and context of it creation, what do you know that will help you further understand the PSD?**

**Audience – For who was the source created? How will this affect the source?**

**Reason – Why was this source produced and how might it affect the reliability?**

**The Main Idea- What point is the source trying to convey?**

**Yeah? So What? – Why is the source important? Ask yourself, “So what?” in relation to the questions asked.**

**SOAPS– Subject , occasion, audience, purpose , Speaker**