



Thinking Guide – Media Literacy

Title of the Selection: **Understanding Mail Order Forms**

Genre: Procedural

The Procedural Thinking Guide is provided. The Thinking Guide identifies the type of document, who, how, and why the document was used. In addition, the elements can be used to develop an analysis that contributes to a meaningful summary of the selection where it is embedded.

★Procedural Thinking Guide

Note: Procedural and media embedded sections serve a specific function. They may be formatted as advertisements, application forms, directions, flyers, instructions, notes, programs, receipts, book, movie reviews, etc. To comprehend these writings, consider the following elements:

1. Type of Document
2. Who Used the Document
3. How the Document was Used
4. Why the Document was Used



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Procedural and Media Thinking Guide



Title of the Selection: Understanding Mail Order Forms

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THIS-(THESE)	Mail Order Form
The Type of Document Given	
SHOWED	Pet Owners
The Person or Group Who Used the Document	
HOW TO	To sign up for a magazine subscription
How the Person Used the Document	
BECAUSE	To stay updated on how to care for their pet
Why the Person Used the Document	

The words in uppercase letters are useful in writing a summary.

This/These mail order form

showed pet owners

how to subscribe for the pet care magazine

because they wanted to stay updated on how to care for their pet

These instructions showed pet owners how to correctly use the mail order form to sign up for a magazine subscription because they wanted to stay updated on how to care for their pet.

Alternative summary: The directions explain the process of subscribing for a magazine with a mail order form, so pet owners can stay updated on how to care for their pet.