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| **Year 3 Spring 2 – Email** |
| **Key Images**  | **Key Learning** |
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| Click here to write your email.  |  |
| A list of people you have sent emails to before.  |  |
| Who is the email to be sent to? |  |
| Who else will the email be sent to?  |  |
| What is the email about?  |  |
| Allows you to attach work and pictures to the email. |  |
| Click the button to send the email. |  |
| Formatting bar where you can change how the message looks.  |  |

 | * To think about different methods of communication.
* To open and respond to an email using an address book.
* To learn how to use email safely.
* To add an attachment to an email.
* To explore a simulated email scenario.
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| **Key Vocabulary** | **Key Questions** |
| * Communication
* Email
* Compose
* Send
* Report to the teacher
* Attachment
* Address book
* Save to draft
* Password
* CC
* Formatting
 | **What is email?**Email is a method of sending electronic communication from one device to another.**What should I do if I receive an email that makes me upset or scared?**If you are at school, you should tell the teacher immediately. If you receive the message at home, then you should tell a parent or guardian.**What information can I send in an email?**As well as sending a message, files such as photographs, videos, music and other resources can be attached to the email and sent to the receiver. |

Reference to