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| **Year 3 Spring 2 – Email** | | |
| **Key Images** | **Key Learning** | |
| |  |  | | --- | --- | | 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. | |
| **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