

Phase: 3/4

Subject: Computing

Focus: 3.5 Email

Term: Autumn

What I should already know?

- Know a variety of ways to communicate with people.
- Know reasons why we use different ways to communicate with people.

Vocabulary

Communication	The sharing or exchanging of information by speaking, writing, or using some other medium such as email.
Email	Messages sent by electronic means from one device to one or more people.
Compose	To write or create something.
Send	To make an email be delivered to the email address it is addressed to.
Attachment	A file, which could be a piece of work or a picture, that is sent with the email.
Address book	A list of people who you regularly send an email to.
Save to draft	Allows you to save an email that you are working on and send it later.
Password	A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.
CC	A way of sending a copy of your email to other people so they can see the information in it.
Formatting	Allows you to change the way the text of an email looks. For example, you can make the text bold or underline it.

Knowledge

To think about different methods of communication.

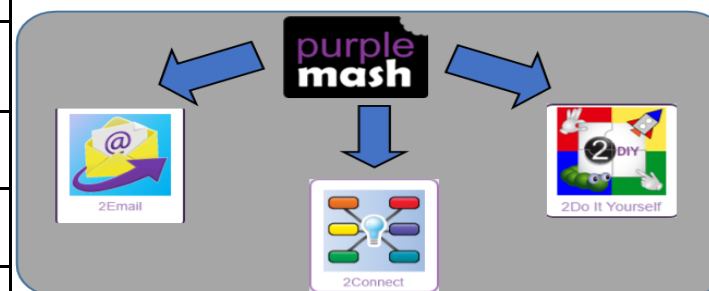
To open and respond to an email using an address book.

To learn how to use email safely.

To add an attachment to an email.

To explore a simulated email scenario.

Key Resources



By the end of the unit I should know...

- A larger variety of ways to communicate with people.
- How to open and appropriately respond to an email.
- How to find a person's address on the software.
- How to put a document or photo onto an email.
- How to have a series of conversations through email.

<u>Question 1</u> What is an email?	<u>Start of Unit</u>	<u>End of Unit</u>
A letter that is printed off the computer, then it is sent all around the country using the post service.		
An online system which just holds data. It doesn't receive or send anything.		
A method of communication that allows people to send electronic letters to each other.		
Don't know		

<u>Question 2</u> What should I do if I receive an email that makes me upset or scared?	<u>Start of Unit</u>	<u>End of Unit</u>
Delete it and not tell anyone.		
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.		
Respond to the email and tell them that it has upset you.		
Don't know		

<u>Question 3</u> Can email only be used to send letters?	<u>Start of Unit</u>	<u>End of Unit</u>
Yes, that's all they are used for.		
No, you can send photos, audio and video files as well as other files.		
Yes, you should only use email to send important letters to people.		
Don't know		

<u>What I would like to find out?</u>

<u>Answers to my questions...</u>