



Unit:
Email

Concept:

Unit: 3.5
Email

Subject:
Computing

Key Questions

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.

Key Learning

- 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 Images

Key Resources

What?
Key Vocabulary

Spelling	Definition/Sentence
Address Book	Where you can find people and friends to send an email to.
Attachment	A file or picture that you attach to your email.
CC	To include another person who you are going to send the email to.
Compose	To write an email.
Inbox	The place where the emails you receive will go.
Draft	Writing up a practice email before sending it.

Sequence of lessons

Lesson	Objective
1	Methods of communicating
2	'Composing an email
3	Using email safely
4	Attachments