We are communicators
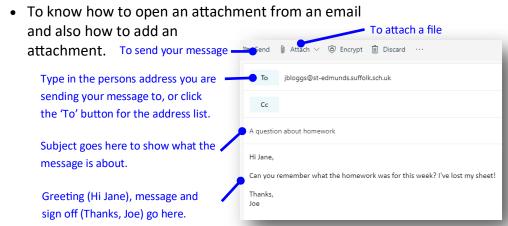
Things you already know:

- Have prior knowledge of email in from Year 2, understanding what email is.

Knowledge you will gain:

- Reinforce knowledge of the format of emails.
- Know how to login to an email system.
- Knowing what the email folders are for including the inbox and sent items folders.
- Know the format of an email address and that this needs to be accurate. To know all email addresses contain the @ symbol.
- Know how to engage in an email conversation with appropriate formats followed throughout the conversation.
- To know how to open an attachment from an email and also how to add an attachment.

To attach a file

To send your message

Send   Attach ∨   Encrypt   Discard   ⋯

Type in the persons address you are sending your message to, or click the 'To' button for the address list.

To   jbloggs@st-edmunds.suffolk.sch.uk

Cc

Subject goes here to show what the message is about.

A question about homework

Hi Jane,

Can you remember what the homework was for this week? I've lost my sheet!

Thanks,
Joe

Greeting (Hi Jane), message and sign off (Thanks, Joe) go here.

Vocabulary

Subject line: a title for the email message indicating what the message is about.

Email: Electronic message sent from one electronic device to another. Messages are sent from an email address to another email address.

Attachment: A file sent with tan email. This might be a picture, text file or even a virus!

Virus: A file that can be passed from computer to computer often causing a harmful effect.

Online: Being connected to the internet, this could be looking at webpages or browsing Netflix or YouTube etc.

Specific skills/understanding

Using collaborative web tools (LinoIT)

Knowing the difference between formal and informal emails

Ongoing skill set

Backspace/delete key functions, double click, drag and drop.