

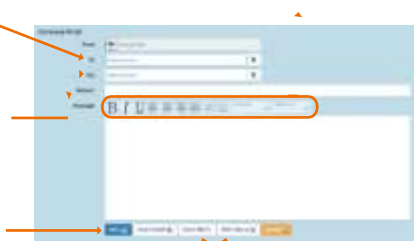
## Key Learning

- 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 Vocabulary

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|--|--|---|
| <p><b>Communication</b><br/>The sharing or exchanging of information by speaking, writing, or using some other medium such as email.</p> | <p><b>Report to the teacher</b><br/>A way in 2Email to tell the teacher if you have received an email that makes you feel upset or scared.</p> | <p><b>Password</b><br/>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.</p> |
| <p><b>Email</b><br/>Messages sent by electronic means from one device to one or more people.</p>   | <p><b>Attachment</b><br/>A file, which could be a piece of work or a picture, that is sent with the email.</p>                                 | <p><b>CC</b><br/>A way of sending a copy of your email to other people so they can see the information in it.</p>   |
| <p><b>Compose</b><br/>To write or create something.</p>  | <p><b>Address book</b><br/>A list of people who you regularly send an email to.</p>  | <p><b>Formatting</b><br/>Allows you to change the way the text of an email looks. For example, you can make the text bold or underline it.</p>                              |
| <p><b>Send</b><br/>To make an email be delivered to the email address it is addressed to.</p>  | <p><b>Save to draft</b><br/>Allows you to save an email that you are working on and send it later.</p>   |   |

## Key Resources



## Sticky knowledge

- Email is a method of sending electronic communication from one device to another.
- 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.
- 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.

## Previous learning

- Efficient use of a search engine.
- Keyboard skills
- Correct posture for typing on a keyboard.

## Aspirations

- Account director
- IT advisor
- Programmer

## Characteristics needed for this topic:

- Respect
- Managing impulsivity
- Integrity