

Unit 3.5 Email

What I should already know

- I know how to refine searches using the Search tool.
- I know how to use digital technology to share work on Purple Mash to communicate and connect with others locally.
- I have some knowledge and understanding about sharing more globally on the Internet.
- I know Email as a communication tool.
- I understand how we should talk to others in an online situation.
- I know how to open and send simple online communications in the form of email.

What I will learn (Sticky knowledge)

- I can think about different methods of communication.
- I can open and respond to an email using an address book.
- I can learn how to use email safely.
- I can add an attachment to an email.
- I can explore a simulated email scenario.

What I will learn next

In unit 4.2

- I will learn about phishing.
- I will learn about leaving a digital footprint.
- I will understand the importance of balancing game and screen time with other parts of their lives.

In Unit 4.7

- I will learn reliable sources when performing a search.
- I will learn how search algorithms impact what you see.

Key Vocabulary

Address Book	A list of people who you regularly send an email to.	Email	Electronic mail-An internet service that allows people who have an email address to send and receive electronic letters.
Attachment	A file, which could be a piece of work or a picture that is sent with the email.	Inbox	The folder where new emails go into when they are received.
BCC Blind Carbon Copy	A way of privately sending a copy of your email to other people so they can see the information in it, without the recipient knowing.	Password	A secret word, combination of letters, numbers and symbols that must be used to gain admission to a site or an application such as Email.
CC Carbon Copy	A way of sending a copy of your email to other people so they can see the information in it.	Personal Information	Information personal to you such as address, name.
Communication	The sharing or exchanging of information by speaking, writing or email.	Save to draft	Allows you to compose an email and save it to review before sending.
Compose	To write or create something.	Trusted Contact	A person you trust making an email from them safe to open.

Key Resources

purple mash



2Email



2Connect



2Do It Yourself

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.