



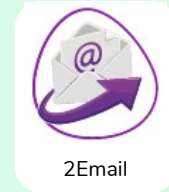
Year 3

Email

Key Learning

- To understand how people communicate with each other.
- To understand and respond to an email.
- To compose and send an email.
- To send an email attachment.
- To learn how to use email safely.
- To explore email simulations.

Key Resources



Key Vocabulary

Address Book

A place where all contact's email addresses can be found and saved.

Email

(Electronic Mail) An Internet service that allows people who have an email address to send and receive instant electronic letters.

Personal Information

Identifying information about yourself such as your name, address and telephone number.

Attachment

A file, which could be a piece of work or a picture, that is sent with the email.

Email Simulation

A representation of email communication that is not real.

Recipient

The person a message is being sent to. In an email, their email address will be found in the 'To' field.

Communication

The process of giving, receiving and sharing information. Examples of types of communication methods include: Email, text message, speaking and listening, sending letters.

Inbox

The folder where new emails go into when they are received.

Trusted Contact

A person who you know and trust, making an email from them safe to open.

Compose

Another word for 'write'.

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.



Year 3 Email


Key Images

 Compose

Click to write a new email

 Attach File

Attach a file to an email

 Contacts

View address book contacts

 Send

Send email

Key Questions

What is email?

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

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.

What are the advantages of email over written communication such as a posting a letter?

Email is faster, cheaper, and more convenient than posting a letter. It allows instant delivery, easy storage, and quick access anywhere. Emails can include attachments and links, don't require paper, and are environmentally friendly. Unlike letters, there's no need for stamps or waiting for postal delivery.

How can you stay safe over email?

To stay safe over email, avoid opening messages from unknown senders. Don't click suspicious links or download unknown attachments. Never share personal information like passwords. Use strong passwords and keep your email software updated. Report spam or phishing emails to your provider and always tell a trusted adult if you are unsure about anything.