St Peter's Roman Catholic Primary School

Computing Year 3 Spring

Digital Literacy: Email

At the end of this topic, children will know…

- Three different types of communication
- How to open and respond to an email using an address book.
- How to use an email safely
- How to add attachments to a email.

Resources on Purple Mash -



Key Questions
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 is email?
Email is a method of sending electronic communication from one device to another

KEY VOCABULARY

Attachment	A file, which could be a piece of work or a picture, that is sent with the email.
CC	A way of sending a copy of your email to other people so they can see the information in it.
Compose	To write or create something.
Inbox	The folder where new emails go into when they are received.
Email	(Electronic Mail) An Internet service that allows people who have an email address to send and receive instant electronic letters.
Address book	A list of people who you regularly send an email to.

