



Subject	Computing	Theme	Email	Term	4
----------------	-----------	--------------	-------	-------------	---

What should I already know?

How the Internet can be used in effective communication.
 How a blog can be used to communicate with a wider audience.
 How to produce a written message using a computer keyboard.

What should I know by the end of the unit?

- 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.

Computational Skills and Enquiry

- To open and respond to an email.
- To write an email to someone, using an address book.
- To add an attachment to an email.
- To explore a simulated email scenario.

Key Vocabulary

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

Key Resources

purple
mash



2Email



2Connect



2Do It Yourself