



Year 3 Computing Spring Term Email

Key Learning

To think about different methods of communication.

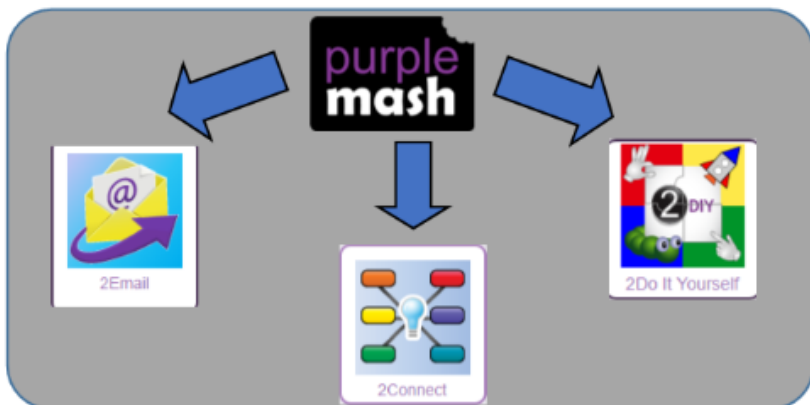
To open and respond to an email using an address book.

To learn how to use email safely.

To add an attachment to an email.

To explore a simulated email scenario.

Key Resources



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
CC	Away 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.

9 hours over Spring Term

2 Type Activity

Online Safety

Fact or Fiction

Online Safety

Fact or Fiction

Email: Lesson 1

To think about different methods of communication.

Email: Lesson 2

To open and respond to an email.

To write an email to someone using an address book.

Email: Lesson 3

To learn how to use email safely.

Email: Lesson 4

To learn how to use email safely.

Email: Lesson 5

To add an attachment to an email.

Email: Lesson 6

To explore a simulated email scenario.