

What should I already know?

- Use of 2Dos · Saving, opening and editing work · Sharing work · Copying and pasting · General mouse, keyboard and device skills
- Sharing online Email simulations Emotional impact of communications Digital footprint
- Exploration of what the Internet is Accessing the World Wide Web Digital Footprint Searching and sharing
- Good Passwords and password privacy Communication methods Cyberbullying and reporting problems

What will I know by the end of the unit?

- **What are the different methods of communication?**
You can list a range of different ways to communicate. You can use 2Connect to highlight the strengths and weaknesses of each method. Extension: You can order the various types of communication that have been used through history.
- **How can I compose an email?**
You can open an email and respond to it. You have sent emails to other you in the class. Extension: You can use the search option in the address book to find a classmate when sending an email.
- **How can I use email safely?**
You have written rules about how to stay safe using email. You have contributed to classmates' rules. Extension: You understand the importance of draft. You have created a quiz about email safety which explores scenarios that they could come across in the future. Extension: You create title screens for their quizzes explaining what the quiz is about, and how to play it.
- **How do I add an attachment?**
You can attach work to an email. You know what CC means and how to use it.
- **How do I show all I have learnt?**
You can read and respond to a series of email communications. You can attach files appropriately and use email communication to explore ideas. Extension: You know why the terms CC and BCC are used. You understand when to use CC or BCC

Key Vocabulary

Address book A list of people who you regularly send an email to.
Inbox The folder where new emails go into when they are received.
Compose To write or create something.
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.
CC A way of sending a copy of your email to other people so they can see the information in it
Attachment A file, which could be a piece of work or a picture, that is sent with the email.
Communication The sharing or exchanging of information by speaking, writing, or using some other medium such as email.
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, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.
Save to draft Allows you to compose an email and save it to draft folder to review later before sending.
Trusted Contact A person who you know and trust, making an email from them safe to open.

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.

Purple Mash Resources

- 2Email, 2Connect and 2Do It Yourself



2Email



2Connect



2Do It Yourself

