



# St Andrew's C of E Maghull

## Computing Knowledge Organiser

### Year 3 - Spring 2 - Email



#### Knowledge:

I am aware of the different methods of communication.

I can use 2Connect to highlight the strengths and weaknesses of each method.

I know how to send emails to other children in the class.

I know how to use email safely Children can write rules about how to stay safe using email.

I know how to attach work to an email.

I know the importance of attaching files appropriately and use email communication to explore ideas.

#### Vocabulary:

Communication - exchanging information between two or more people.

Email - a message sent via computers.

Compose - to write something.

Send - to be sent.

Report to the teacher - anything suspicious, should be shown to the teacher.

Attachment - attaching something, like a photo, to the email.

Address book - all the contacts on your email.

Save to draft - when you have begun writing an email and don't want to send it just yet, you can save as a draft to come back to later.

Password - a code, often using numbers and letters, to keep your email protected.

CC - Carbon Copy - this means to copy someone into an email.

Formatting - changing the font, size of lettering or other elements of the email.

#### Lesson Sequence:

Lesson 1: I can list different ways of communication using 2connect.

Lesson 2: I can open and respond to an email and send emails between our class.

Lesson 3: I understand how to stay safe using email.

Lesson 4: I can create a quiz about email safety using example scenarios.

Lesson 5: I can attach work to an email and use CC.