



Emailing

Prior Learning	
Prior learning will be the children's knowledge of word processing and how to stay safe online.	
Key vocabulary for this unit	
Attachment Cc (Carbon copy) Content Document Download Email account Emoji Fake Genuine	Bcc (Blind carbon copy) Compose Cyberbullying Domain Email Email address Emotions Font Hacker
Learning Sequence	
Communicating with technology	<ul style="list-style-type: none"> To understand how we communicate with technology.
Sending an email	<ul style="list-style-type: none"> To understand what emails are and how to send one.
Adding attachments	<ul style="list-style-type: none"> To know how to create an email with an attachment.
Be kind online	<ul style="list-style-type: none"> To understand the importance of being kind online.
Fake emails	<ul style="list-style-type: none"> To recognise when an email is not genuine.
Assessment milestones	
<p>Key ICT Skills:</p> <ul style="list-style-type: none"> To log in and out of an email account To send an email with an attachment. To reply to an email. 	<p>Key ICT Knowledge:</p> <ul style="list-style-type: none"> To understand the purpose of an email. To understand that emails should contain appropriate and respectful content.

