

Key Knowledge

- 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 Vocabulary

Address book	A list of people who you regularly send an email to.
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.
Email	(Electronic Mail) An Internet service that allows people who have an email address to send and receive instant electronic letters.
Inbox	The folder where new emails go into when they are received.
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 should I do if I receive an email that makes me upset or scared?

What information can I send in an email?

