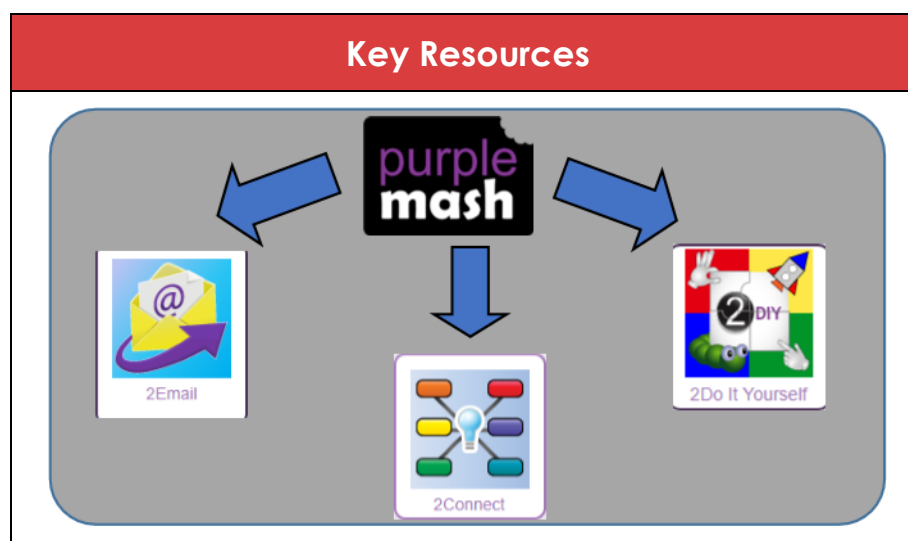


Year 3 – Sending Emails

Knowledge Organiser



Key Learning
<ul style="list-style-type: none"> 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	Definition
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.
Draft	Allows you to save an email that you are working on and send it later.

Images	

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.