

Leintwardine Endowed CE Primary School Learning Journey Key

'Letting Our Light Shine'

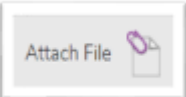
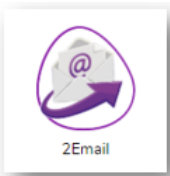
SUBJECT : Computing

YEAR : B

TERM : Summer 1

YEAR GROUPS : 3/4

Key Question: What is an Email?

Question	Vocabulary to Use	Information which will help me	Can I....?
What are different types of communication?	Email, communication, Mind mapping, node, link, compose, Address book, inbox, trusted contact, personal information, password, save to draft, report, attachment, CC – Carbon Copy	 <ul style="list-style-type: none"> You can check to see if you have received new emails by looking at the 'alerts' and also by opening 2Email and checking our Inbox folder. 	List a range of different ways to communicate?
How do I compose Emails?		 <ul style="list-style-type: none"> You can open received emails from the inbox by clicking on them. 	Use 2Connect? Open and Email and respond to it?
How can I use Emails safely? Pt 1		<ul style="list-style-type: none"> To compose an email, you click on the compose button in the top left. 	Send Emails to my classmates?
How can I use Emails safely? Pt 2		<ul style="list-style-type: none"> From: This is your name To: Type the recipients name. Write subject: Enter a short description. Write message: Enter the message in here. 	Create rules on how to use Emails safely? Create a quiz on Email safety?
What are attachments?		<ul style="list-style-type: none"> Send: Click send once you are happy with the contents of your message. 	Attach work to an Email?
Can I respond to Emails appropriately?			Explain what CC means and how to use it?