



Be the best that we can be.



EBJ Knowledge Organiser Computing Year 3

Spring 1 Emailing



Learning objectives

In this unit children will learn how to use email safely and effectively. They will practise logging in and out, composing and editing emails with correct addresses, adding attachments, and writing messages using positive language. Children will also explore online safety by recognising unkind behaviour, reporting cyberbullying and identifying potentially fake emails.

- Log in and out of email.
- Send a simple email with a subject plus 'To' and 'From' in the body of the text.
- Edit an email.
- Type in the email address correctly and send the email.
- Add an attachment to an email.
- Write an email using positive language, with an awareness of how it will make the recipient feel.
- Recognise unkind behaviour online and know how to report it.
- Offer advice to victims of cyberbullying.
- Recognise when an email may be fake and explain how they know.

Key facts

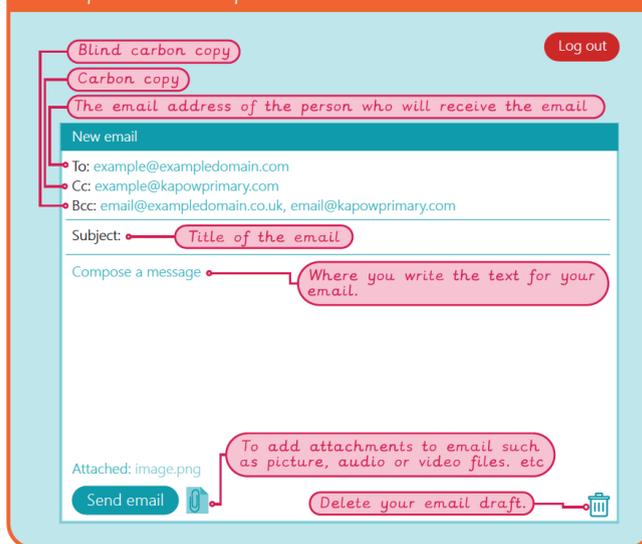
Find the @ symbol on your keyboard here:



Email address examples

example@kapowprimary.com
example@domainname.co.uk

Example email compose window:

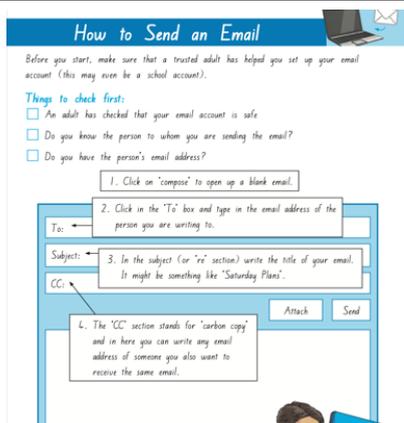


What is an email?

An email is electronic mail which allows us to send messages and files from one account to another over a network. An email account is a central place where a user's emails are stored for them to view and compose.

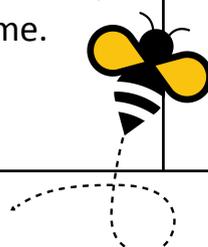


Read all about it! Can you find these books in your local library?



Key Vocabulary

Account, attachment, BBC, CC, computer, cyberbully, domain, email, email account, emoji, information, log off, log on, password, spam, username.



Safety Tip

Watch out for unexpected emails with unknown links. Tell a trusted adult.