

**LKS2 Autumn  
1A  
Email**



**To be secure in this unit you must:**

- To understand how people communicate with each other.
- To understand and respond to an email.
- To compose and send an email.
- To send an email attachment.
- To learn how to use email safely.
- To explore simulated email scenarios.

**Education for a connected world: Online Reputation/Self-image & identity**

- To explain what is meant by the term 'identity'.
- To explain ways in which someone might change their identity depending on what they are doing online (e.g. gaming; using an avatar; social media) and why.
- To give examples of what anyone may or may not be willing to share about themselves online. To explain the need to be careful before sharing anything personal.
- To explain who someone can ask if they are unsure about putting something online

Vocabulary	Key questions	Key Resources
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<b>Email</b>	(Electronic Mail) An Internet service that allows people who have an email address to send and receive instant electronic letters.
<b>Compose</b>	Another word for 'write'.
<b>Attachment</b>	A file, which could be a piece of work or a picture, that is sent with the email.
<b>Recipient</b>	The person a message is being sent to. In an email, their email address will be found in the 'To' field.
<b>Inbox</b>	The folder where new emails go into when they are received.
<b>Personal Information</b>	Identifying information about yourself such as your name, address and telephone number.
<b>Trusted Contact</b>	A person who you know and trust, making an email from them safe to open.

**What are the advantages of email over written communication?**


Email is faster, cheaper, and more convenient than posting a letter. It allows instant delivery, easy storage, and quick access anywhere. Emails can include attachments and links, don't require paper, and are environmentally friendly. Unlike letters, there's no need for stamps or waiting for postal delivery

**How can you stay safe over email?**

To stay safe over email, avoid opening messages from unknown senders. Don't click suspicious links or download unknown attachments. Never share personal information like passwords. Use strong passwords and keep your email software updated. Report spam or phishing emails to your provider and always tell a trusted adult if you are unsure about anything.

**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.



2Email

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**Key Images**

