

Year 3 – Emails Knowledge Organiser



Children understand what is meant by a database

Interpret a variety of incoming communications

Star Vocabulary

Communication: the sharing or exchanging of information by speaking, writing or using some other medium such as email.

Password: a secret word phrase or letters that must be used to gain admission to a site.

Attachment: a file, which could be a piece of work or picture, that is sent in an email.

Compose: to write or create something.

Formatting: allows you to exchange the way the text of an email looks.

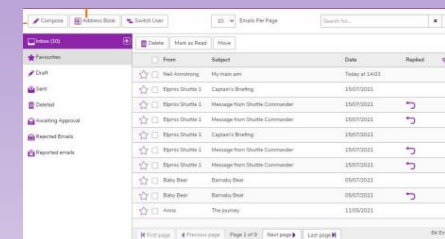
Key Learning

- 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 Resources



Key Images



List a range of different ways to communicate

Written rules about how to stay safe using emails

Can attach work to an email

Read and respond to a series of email communications

Open an email and respond to it
Send an email to other children in class

Created a quiz about online safety

Know what CC means and how to use it

Know why the terms CC and BCC are used