Communication and Collaboration: Email Expert

National Curriculum Understand computer networks including the Internet; how they can provide multiple services, such as the World Wide Web; and the opportunities they offer for communication and collaboration. Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact. **Aim** To understand how to send and receive emails.	**Lesson Duration** It is estimated that this lesson will take approximately 60 minutes. **60 mins**

Success Criteria I can explain the features of email. I can use email as a method of online communication. I can demonstrate how to be responsible and safe when using email.	**Key Vocabulary** Attachment, BCC, CC, compose, draft, email, forward, inbox, link, phishing, recipient, reply, sender, send, server, spam, subject, URL.
Resources **Lesson Pack** PC devices, such as laptops, Chromebooks and/or tablets	**Preparation** **Email Expert Lesson Presentation** (Google version)- as required **Email Expert Lesson Presentation** (Microsoft version)- as required We advise you choose the presentation that fits with the operating system you are using. **Email Features Activity Sheet** - as required Differentiated **Email Expert Activity Sheet** - as required Access to _____ - as required Access to _____ - as required _____ - as required

Prior Learning: In the previous lesson, children will have been introduced to the features of emails and identified them within an email. Children should be familiar with logging onto PC devices and using a web browser to access a website. If possible, the children should also be familiar with logging onto their school email account using their username/email address and password.

Learning Sequence:

	Remember It: Ask the children to share what they remember about email safety. They may need to discuss with a partner first. Use the **Lesson Presentation** to play the Email Safety quiz. Can children explain how to be safe when emailing?	
	Secret Password: Using the **Lesson Presentation**, discuss what login information we need to access our email account. Can the children recall the different parts that make up an email address? Ask the children to share reasons why it is important to keep personal login details safe and secure. Ask the children whether it is important to keep their email address private, their password private or both. Encourage the children to think about instances where an email address needs to be private and where it does not need to be kept private. The children should be aware that their password always needs to remain private from anyone, other than their trusted adults.	
	Logging In: Using the **Lesson Presentation**, explain to the children that they will be sending and receiving emails with the email client _____ or _____. Using their personal email login details, ask the children to login to their email accounts. Demonstrate how to input the @ symbol. It might be useful to remind the children that it is important they input their email address and password correctly, otherwise they may face errors when logging in. Can the children explain what an email client is?	
	Email Inspector: Once the children have logged in, this is an opportunity to explore and discuss the features on the main screen: looking at the inbox; the different folders (inbox, sent, drafts, spam); the contacts list option and the settings. Use the email client screen of your teacher email account to do this.	

Features of Email: Using the **Lesson Presentation**, go through each feature of an email and discuss its role and purpose. Children can explore each one on their own device. This is an excellent opportunity to assess what the children already know about features of an email and to introduce possible new, unfamiliar concepts, such as 'schedule send'.

Matching Email Features: Using the **Email Features Activity Sheet**, children will match the terms to the correct definition to demonstrate their understanding of some of the features discussed in the **Lesson Presentation**. Once completed, the children can share their answers to check.

How To Send An Email: Using the **Lesson Presentation**, discuss the steps to sending an email. Then, discuss the differences between formal and informal emails. Ask the children to consider examples of emails which may use formal language and emails which may use informal language, thinking about who the recipient is and the content of the email message. Ask the children who they might write an informal email to and how that language might be different to formal emails. Another point of discussion could be around the use of emojis. Discuss whether the examples are formal or informal. Discuss the differences in language used in the email examples.

Email Expert: Children to use the differentiated   to complete the various email tasks. Children should send their email to a partner.

| ★ | Children complete the two email tasks, involving sending an email, both formally and informally. | ★★ | Children complete the two email tasks, involving sending an email, both formally and informally with the CC feature. | ★★★ | Children complete the two email tasks, involving sending an email, both formally and informally with the CC and BCC features. |

Logging Out: Explain to the children the importance of logging out of their email account. It is important not to forget this step as it ensures that we keep our email accounts safe and so that it cannot be accessed by anyone other than ourselves. We keep our private information and messages safe and secure.

Think About It: Using the **Lesson Presentation**, ask the children what they think the advantages and disadvantages of email are.

Exploreit

Match**it**: Match the email features to the definitions in this fun matching game:

Secure**it**: Have a go at this _____ to explore what makes a safe and secure password.

Assessment Notes:
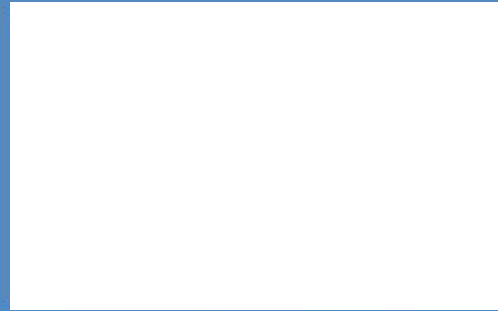
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Question Marks

This is Quizby.

He is a question mark who loves to ask questions.

When you see a question mark icon like this in the **Lesson Presentation**, it can be clicked on to reveal one of Quizby's questions.

The questions that appear next to these question marks will help you to think about the key learning throughout the lesson.

Aim

- To understand how to send and receive emails.

Success Criteria

- I can explain the features of email.

- I can use email as a method of online communication.

- I can demonstrate how to be responsible and safe when using email.

Remember It

Can you remember how to stay safe when emailing?

Time for a...

QUIZ

Email Safety Quiz

1. When deciding if an email is safe to open, you must...

a) Ignore _____ _____ pen) ❌

b) Stop, _____

c) Open, Click and Download ❌

Correct!

Email Safety Quiz

2. Which of the following mean an email could be safe to open?

a) From

b) Includ

c) Has a relevant subject

Correct!

Email Safety Quiz

3. Which of these email addresses are you most likely to trust?

a) mis.tw

b) missst

c) miss.twinkl@twinklschool.co.uk

Correct!

Email Safety Quiz

4. Which of these subjects would you assess as possibly not spam?

a) You have ... e!!! ✗

b) Importan ... ill be de ...d.... ✗

c) Ethan's Birthday Party Invitation for Saturday @ 2pm

Correct!

Secret Password

What is an email address?

Why do we need a password?

Why is it important to keep our email login details safe?

Which detail should we never share unless it is to a trusted adult - email address or password?

X Can you remember the different parts of an email address?

Logging In

Today you will be logging in to your school Gmail account to send and receive emails!

You will need to access _____ - your teacher will explain how to do this.

It is a good idea to check you are on the correct website by looking at the website URL.

Check you can see the secure padlock.
Can you remember what this means?

Using your personal email login details, sign in on the login page. You might need to use the Shift key to input the @ symbol for your email address.

X Can you explain what an email client is?

Email Inspector

Now you are logged in, explore the homepage of your email account.

Can you spot these?
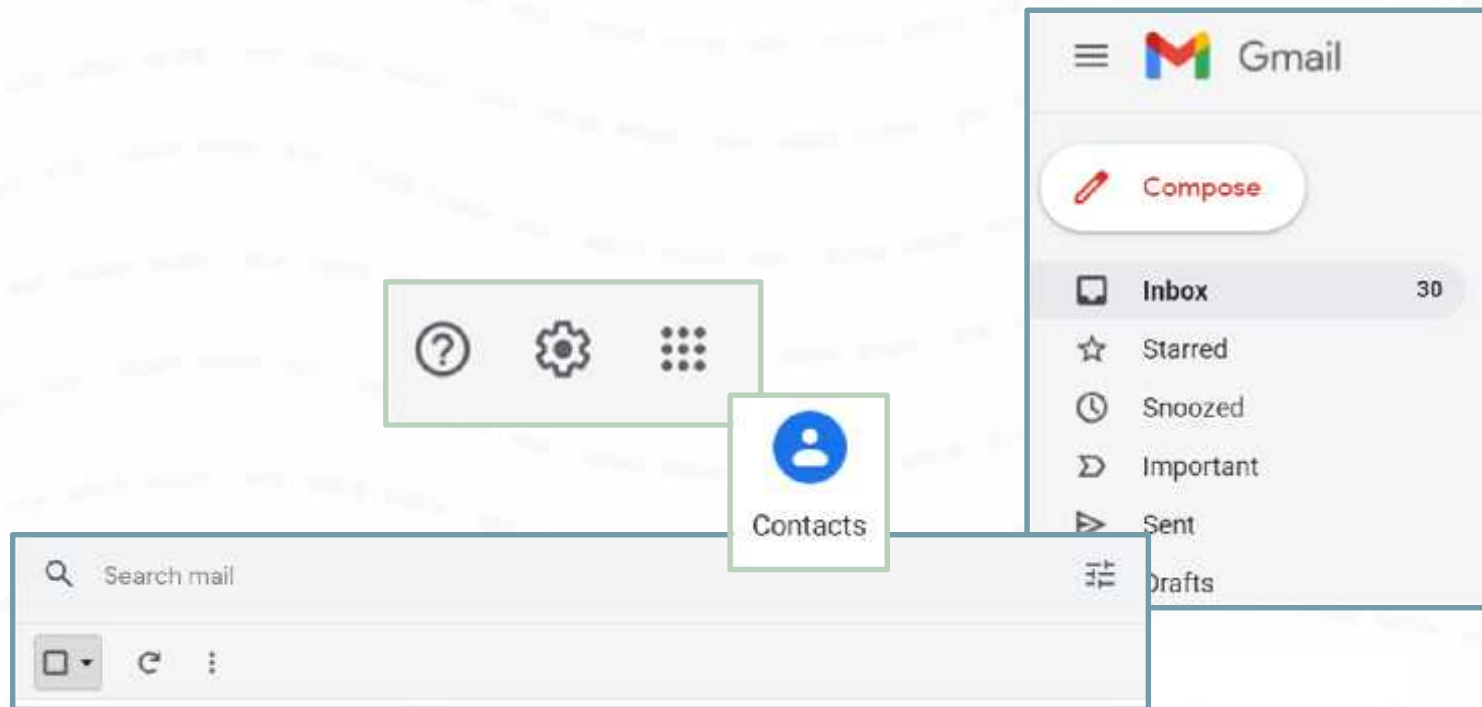
Features of Email

We are going to look at the features of email in further detail.

Can you spot these on your email account?

Features of Email: Compose an Email

When you open your Gmail account, you will see this button on the screen:

This opens a new message screen for you to compose your email.

Features of Email: Recipients

CC: This stands for carbon copy. This allows you to send a copy of the email to other recipients who may need it. This is optional. Everyone involved in the email will be able to see who is included in the CC.

Can you think of a scenario where CC or BCC might be needed?

To

Cc

Bcc

BCC: This stands for blind carbon copy. This is similar to **CC**. However, recipients included in the BCC cannot be seen by any other recipients. All recipients will still be able to see the recipients in the **To** and **CC** field. This is also optional.
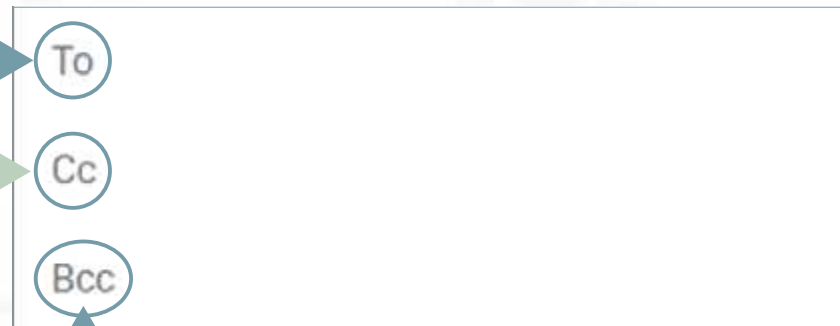
Remember: a **recipient** is the person who receives the email.

Subject: Add the subject of the email here. This is a short summary of what the email is about. The recipient can see this without opening and reading the full email. This is optional. If left blank, it will usually say (no subject).

Message Body: Write the content of the email here. This will be similar to a letter and can be formal or informal depending on the recipient. Remember you can not unsend once it has been sent so think carefully about what you want to say.

Features of Email: Add a Link

Edit Link   ✕

Text to display _____

Link to: To which URL should this link refer?
● **Web address**
                            _____
○ Email address

                            Not sure what to put in the box? First, find the page on the web that you want to
                            link to. (_____ might be useful). Then, copy the web address from the
                            box in your browser's address bar and paste it in to the box above.

                                                        Cancel   **OK**

Send ▾   A co   ⋮ 🗑
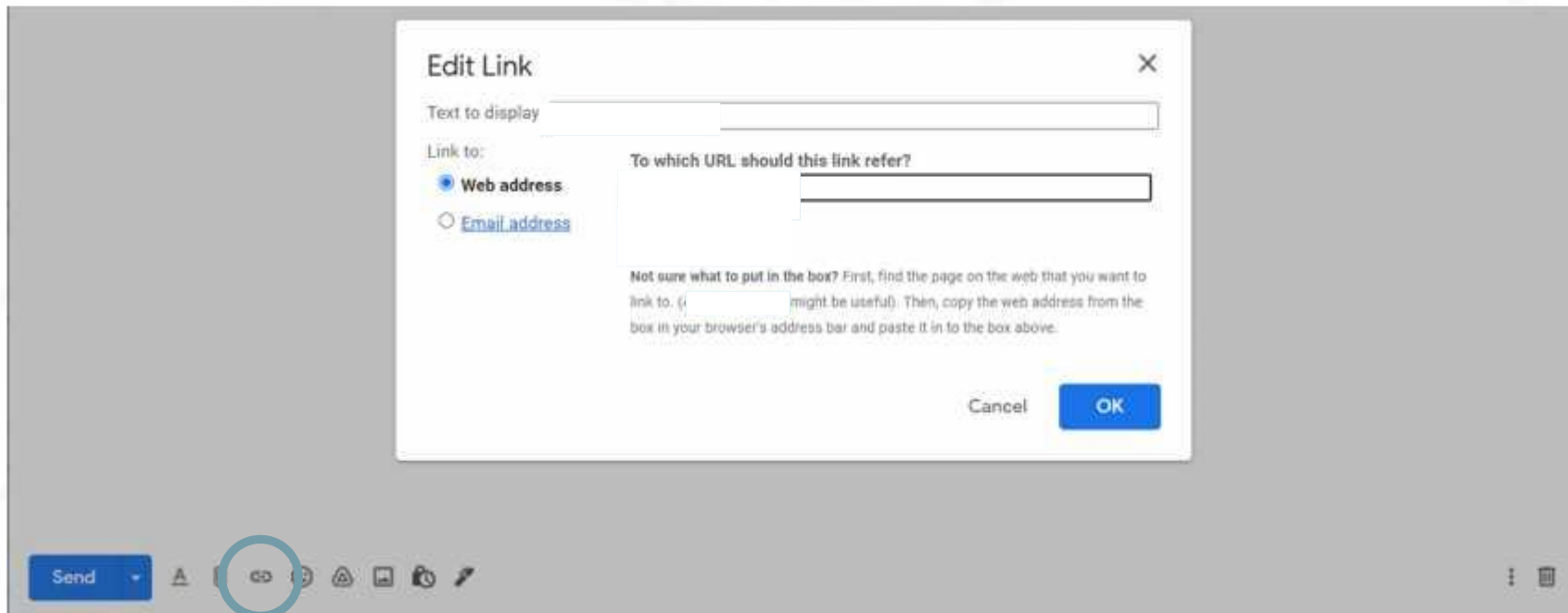
Link: This link symbol allows you to create a hyperlink, which can be clicked on to take the user to the webpage. You will need to copy the URL into the relevant field.

URL stand for Uniform Resource Locator and is the address given to find web pages on a web browser, for example: _____

Features of Email: Add an attachment

Attach: Allows you to attach a file, such as a document or image to your email. These can be attached from your computer or from an online cloud storage service.

Features of Email: Send
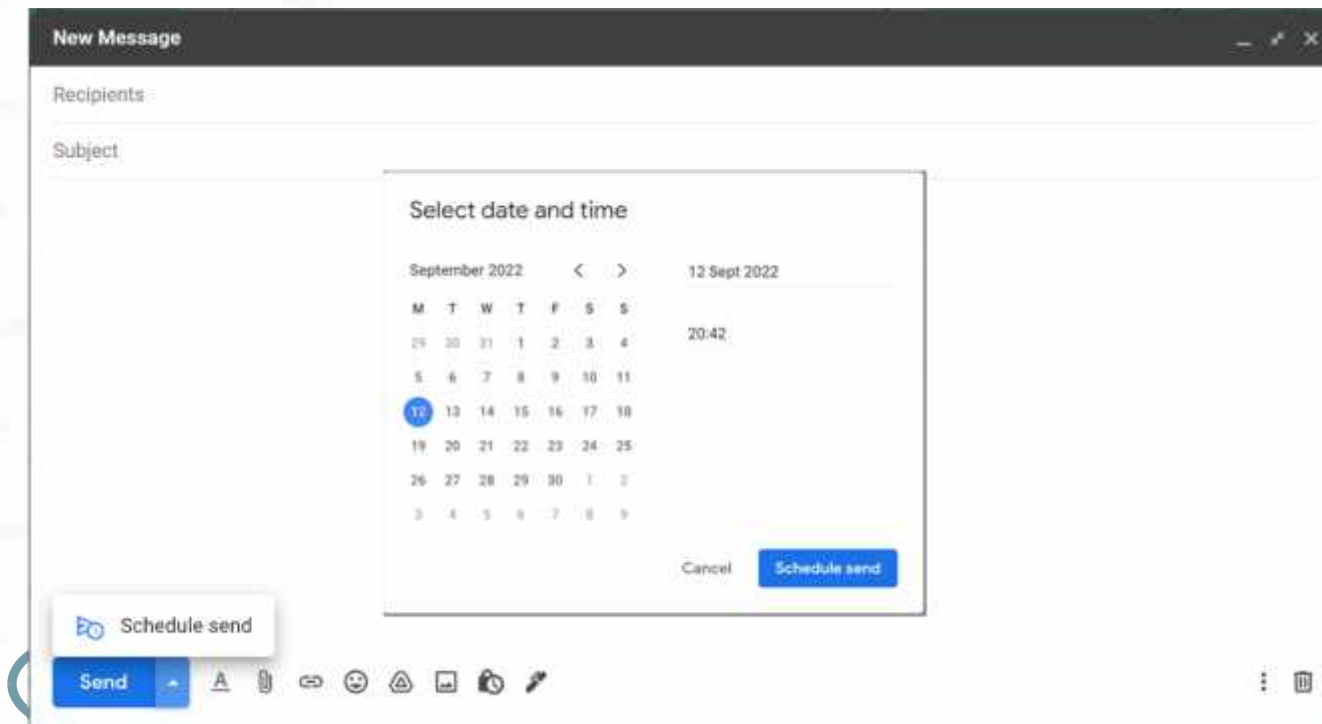
Send: Once pressed, an email is sent to the recipient.

You can also schedule your email to send at a later date/time if needed.

Features of Email: Reply

When the recipient of your email replies, this creates an email thread. This is a list of all emails which have been sent relating to the subject, including the original email.
This is useful to keep track of information and what has been said.

☆ ↰ ⋮

↰ Reply

« Reply to all

→ Forward

Reply: This sends a direct reply to the sender only.

Forward: This allows you to send the email or email thread to another recipient who was not included in the original email.
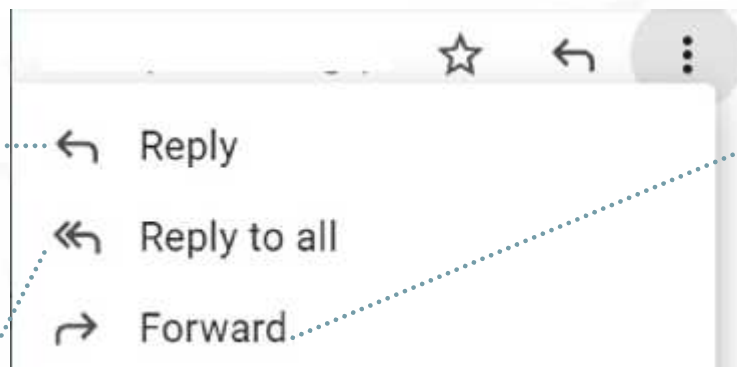
Reply All: This sends a reply to the sender and all other recipients who may have received a CC or a BCC.

Matching Email Features

Use the **Email Features Activity Sheet** and match each feature to the correct definition.

Remember: a recipient is the person who receives the email.

Email Features

To understand how to send and receive emails.

Match the features to the correct definitions.

Feature	Definition
Email address	Allows you to send a 'copy' of the email to others. Recipients won't be able to see those who have been 'copied' in.
Subject	Allows you to send a 'copy' of the email to other recipients who may need it. Everyone involved in the email will be able to see who has also been sent the email.
CC	A short summary of what the email is about. The recipient can see this without opening or reading the full email. It can usually be found above the email message.
BCC	A unique name chosen by the account owner. It can contain letters, characters and numbers and includes the @ symbol followed by the email domain.

Remember: a recipient is the person who receives the email.

How to Send an Email

When sending an email, here are the steps you need to follow:

To: **Write who the email is to**

Subject: **Write the subject of the email**

Send | Attach 🖊

Write the email message here

How to Send an Email

When might you send a formal email?

When might you send an informal email?

Think about who the sender might be, who the recipient might be and what the email message might be about.

Have a look at these examples and decide whether they are formal or informal emails.

How to Send an Email

To: miss

Subject: **School Photographs Year 4**

From: headteacher

Send | Attach 🖉

Dear Miss Twinkl,

I am writing to you to let you know that School Photographs for Year 4 will be held in the assembly hall tomorrow afternoon. Please let your class know that this is where they will be.

Many thanks,
Headteacher

Do you think this email is formal or informal?

How to Send an Email

To: bradley

Subject: **After school cant wait!!**

From: sally

Send   Attach 🖉

Hey Bradley! 🙂

My mum said im coming to your house after school tmrw. What games shall we play? Do u want me to bring my football???

I cant wait!!!!!! Lets talk about it at school. See u there.

From Sally 🙂

Do you think this email is formal or informal?

Email Expert

Use the **Email Expert Activity Sheet** to complete the emailing tasks using your email account.

Email Expert

To understand how to send and receive emails.

Complete each of these tasks using your email account.
Tick the box next to each task once you have completed it.

Send a formal email to your teacher, asking them a question.

What will you write in the Subject bar?
Remember to keep it short, yet to the point.

Write an email to a friend about your favourite meal.

How can you ensure your friend sends you a reply back? Think about whether your email needs to be written in a formal or informal way.

Logging Out

Why do you think it is important that we log out of our email account once we have finished using it?

Think About It...

What do you think are the **advantages** of using email?

Explain your answer

What do you think are the **disadvantages** of using email?

Explain your answer

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Email Expert

To understand how to send and receive emails.

Complete each of these tasks using your email account.
Tick the circle next to each task once you have completed it.

Send a formal email to your teacher, asking them a question.

What will you write in the Subject bar?
Remember to keep it short, yet to the point.

Write an email to a friend about your favourite meal.

How can you ensure your friend sends you a reply back? Think about whether your email needs to be written in a formal or informal way.

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Tick the circle next to each task once you have completed it.

Send a formal email to your teacher, asking them a question.

What will you write in the Subject bar?
Remember to keep it short, yet to the point.

Write an email to a friend about your favourite meal.
- **Include your teacher using the CC option.**

How can you ensure your friend sends you a reply back? Think about whether your email needs to be written in a formal or informal way.

Email Expert

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Complete each of these tasks using your email account.
Tick the circle next to each task once you have completed it.

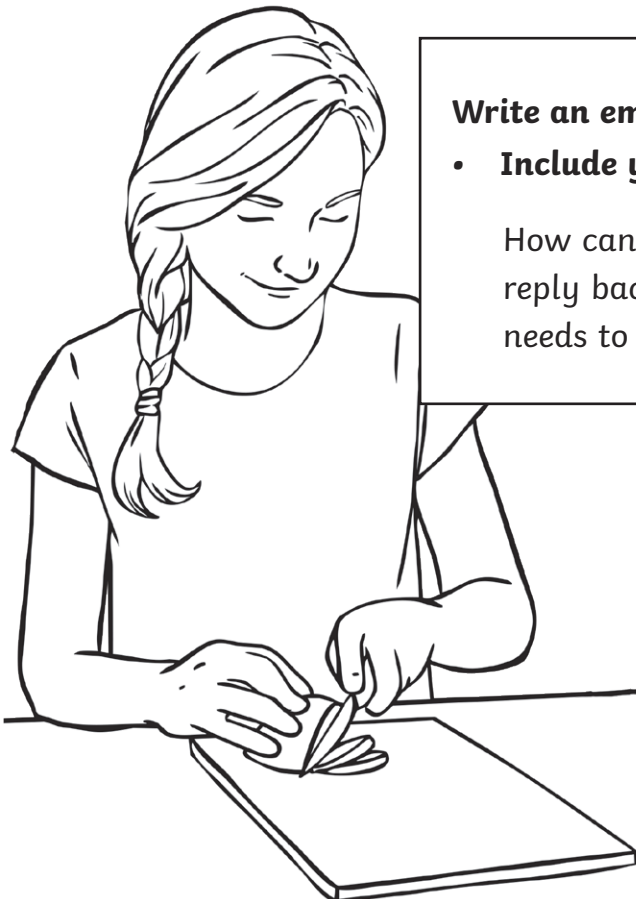**Send a formal email to your teacher, asking them a question.**

What will you write in the Subject bar? Remember to keep it short, yet to the point.

Write an email to a friend about your favourite meal.
- **Include your teacher using the CC option.**
- **Include three other children in your class using the BCC option.**

How can you ensure your friend sends you a reply back? Think about whether your email needs to be written in a formal or informal way.
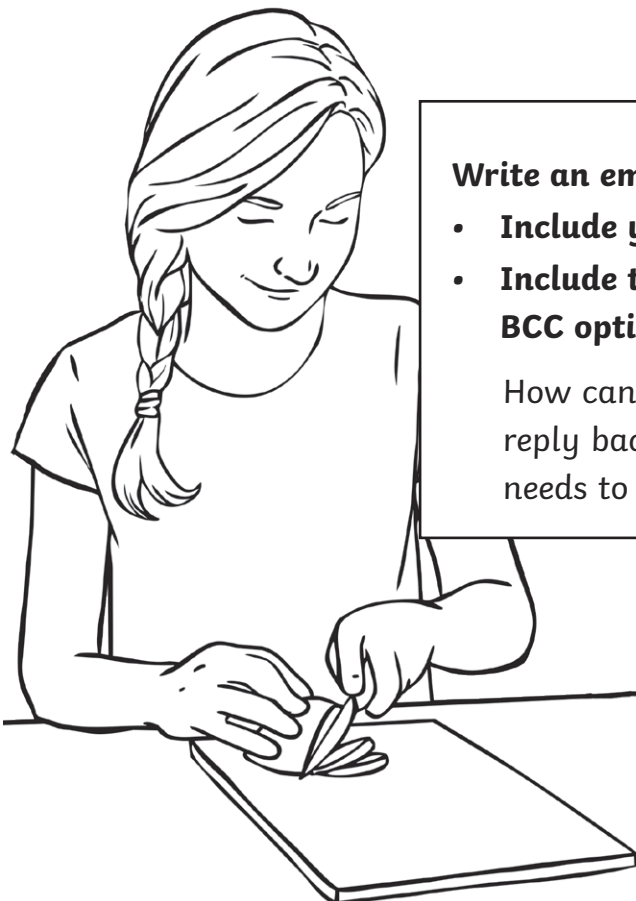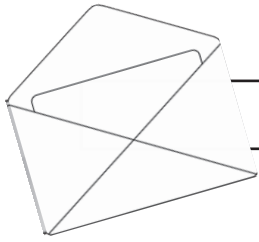
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Remember: a recipient is the person who receives the email.
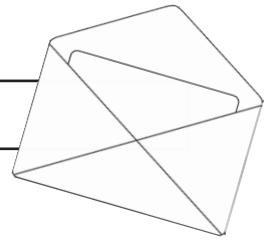
Email Features **Answers**

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Match the features to the correct definitions.

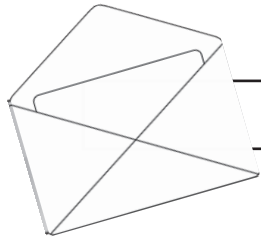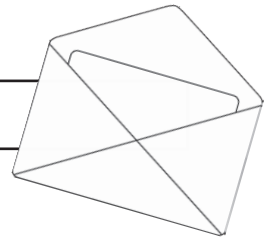|	
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