



Computing Knowledge Organiser Autumn 1 We Are Communicators

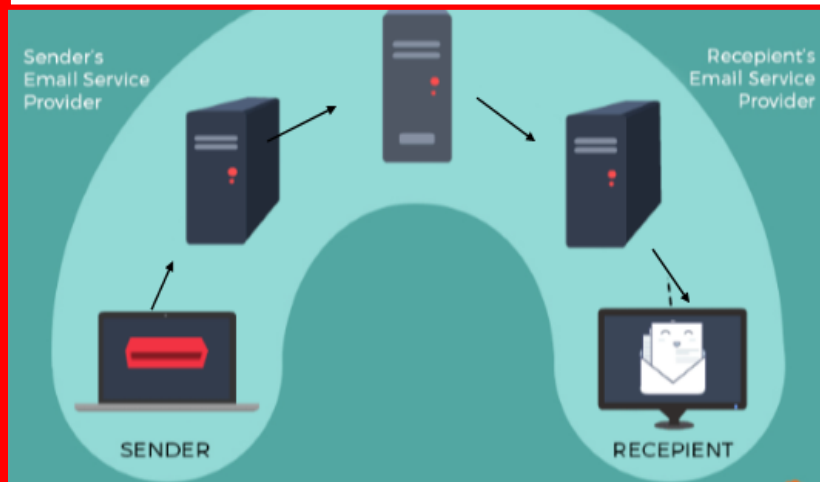


Key Knowledge

Learn these key facts

How Email Works

The sender's **email** is sent across a **network** to the **recipient's email address**. We need to make sure the address is correct or it will be sent to the wrong person!



Emails allow people to **communicate** and **collaborate** by sending information across a **network**. Each email user will have an email address. This makes sure it goes to the correct **recipient**. **Emails** are sent using a **network** called the **internet**. **Emails** allow quick communication across the world.

How video calls work



People can use different forms of technology to make **video conferences**. The sounds and images from each person are sent through a **network**. People can then **communicate** and **collaborate** from anywhere in the world without having to meet in person.

Rules For Using Emails

- Always be polite. Never say something that you wouldn't say in person!
- Do not write emails using just capital letters— IT LOOKS LIKE YOU'RE SHOUTING!
- Keep your emails short and to the point.
- Make sure the subject line of the email tells the recipient what it is about.
- Think about using abbreviations in your email such as 'btw' for 'by the way'. This can help keep emails shorter.

Remember to keep your **accounts** private! This can protect you from people on the internet who may be doing bad things! **Do not share your password with anyone!**

Key Vocabulary

Understand these key words

Word	Definition
Internet	A worldwide system of computer networks that can share information with each other.
Email	Electronic mail that is sent across computer networks.
Account	Personalised access to a computer, that is protected by a username and
Video conferencing	Using computer networks to transfer sound and images to allow people to communicate all over the world.
Network	Two or more computers that are connected and can share information.
Communicate	To share information with others.
Collaborate	Working together with other people.
Recipient	Someone who receives something, such as an email.