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Dear Parents and Carers,

ONLINE SAFETY – YEAR 3

We have been learning about how to write emails. We have learnt that we should not be rude in emails and we should say nice things. We have learnt about what emails have in them. They have a heading, a greeting, a message body that tells you information, a closing and a signature. We have also learnt that you should always proofread your emails so you check that they make sense. All emails should have a subject which tells you what the email is about.

From 3T and Mrs Tennant

Common Sense on Effective Email Communication



What's the Issue?

Misspellings, slang and never-ending ideas are often tolerated in text messages and informal emails. However, what happens when children need to write a formal message? Will they know how to change their writing style to match their audience? Knowing your audience and making your words match are important skills for students to learn. Teaching our children to evaluate their audience and create messages accordingly will help them to gain respect and win better responses in any formal setting.

common sense says

Encourage your children to consider the audience and purpose of their email. Using a more formal tone with people they have never met is the safest and most respectful way to communicate.

Prompt children to get right to the point. Most people have a lot of email to sift through. Keeping formal messages as short as possible is ideal.

Stress the importance of writing only what they would say to a person's face. Anything children would say over email should be something they are able to say to someone's face.

Suggest to children that they use uppercase type only on rare occasions. Uppercase letters indicate that you are shouting. Children should use them only if they really want to make a STRONG POINT.

Remind children to proofread. They should check their spelling, grammar, punctuation and formatting before sending an email.

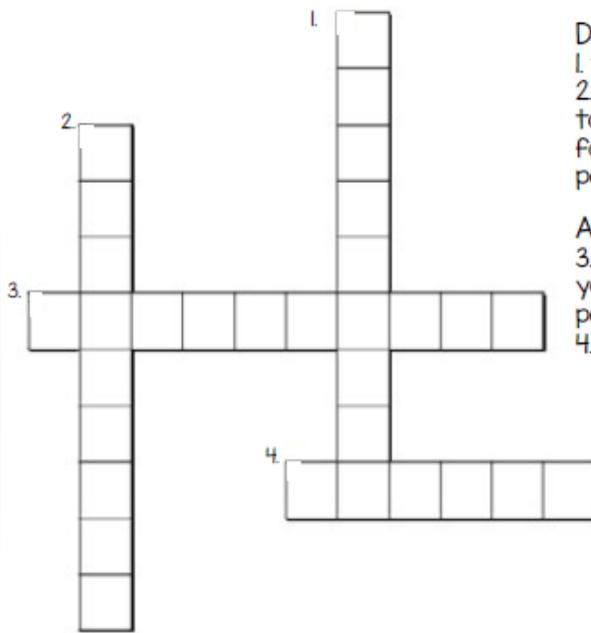
Coach children to use emoticons sparingly. Using smiley faces or exclamation points on occasion can help others understand their meaning in the absence of visual and vocal cues. However, they are usually inappropriate with more formal emails. 😊

Writing Good Emails

* DID YOU KNOW ...

Internet slang is a way that some people write out what they want to say on the Internet if they want to be really fast! You can combine the first letter of each word of something people want to say, such as "LOL" (which means "laughing out loud").

Crossword puzzle



Down:
1. the sender's name
2. to draw attention to something that is for sale, and try to get people to buy it

Across:
3. in a way that shows you care about another person's feelings
4. safe and protected

* WHAT DO YOU THINK?

When editing both emails and letters, what are some things you should double-check?

1. Family Activity

Work with a family member to figure out what the following Internet slang acronyms mean: ILY, JK, BRB. Here are a few examples of how they might be used: 1. "Thanks, Dad! ILY!" 2. "Don't worry, I was JK when I said I wanted bug-flavored ice cream." 3. "I need to run downstairs to get a snack. BRB!" Can you come up with any other examples of Internet slang? Brainstorm as many acronyms as you can think of, and then discuss when it's appropriate to use this kind of slang and with whom.

* DO YOU REMEMBER ...
How writing an email is similar to or different from writing a letter?

2. Tech It Up!

Using the keyboard of a phone, tablet, or computer, practice typing out the abbreviations you listed. Next to each one, write out the full expression. (You can even use a word processor to make a table with two columns. Then, put the abbreviation in one column and the full expression in the other column.)

3. Common Sense Says ...

It's always a good idea to proofread (edit or check) an email before you send it. Double-check for the following:

- A clear and specific subject
- A greeting, closing, and signature
- Proper capitalization
- Proper punctuation
- Correct spelling