

Guidelines for the Letter's Content:

- 1.) Indicate the **sex** of the child and the name of any **chromosome disorder(s)** it may have. If it has none, state that, but don't promise more than you have authority to claim. Include the **evidence** you have **for each** statement.
- 2.) Tell the parents what they can expect when the child is born. Include **symptoms** of the disorder, **life expectancy**, and a **web address** that they can reference for more information. Be sure to find a web address about chromosome disorders for the parents to refer to, even if the prognosis is good, remember they are already worried, more information can help them to understand more about chromosome disorders in general.
- 3.) The parents must have confidence that you are an expert in this area. Therefore, you must use and spell the **vocabulary** related to your new job correctly. Include and **underline** at least 4 of the following terms in your report: monosomy, trisomy, autosome, sex chromosome, and karyotype.

Use the following checklist to make sure you've included the requirements:

Item:	Included? Mark with a Check.
Sex of child	
name of the disorder	
evidence (how did you know the sex/disorder?)	
symptoms of disorder	
life expectancy of child	
web address for parents (your source citation)	
at LEAST 4 vocabulary: <div style="text-align: center;"> monosomy trisomy autosome sex chromosome karyotype </div>	underline the words in your essay and place a check here, too.
proper tone - thoughtful, caring, and knowledgeable	

USE THIS TEMPLATE TO WRITE YOUR LETTER

Business Letter: Block Format

When using Block Format, do not indent.

Margins on all sides should be one-inch.

Technically, the letter should be single spaced BUT double space. Leave extra space between paragraphs.

Know your audience because it is important to keep their attention. Remember that you are not writing to yourself, think in terms of the recipient.

- Choose your words thoughtfully given the delicate nature of the subject.
- Make use of the karyotype. Draw the reader's attention to those parts of the karyotype that are important to understanding how you determined the sex and disorder for the expectant child.

Your Street Address

City, State, Zip Code

Month, Day, Year

Full Name of Recipient(s) [Mr./Mrs./Ms./Dr.]

Recipient Street Address

City, State, Zip Code

Salutation [Dear Mr./Ms./Mrs. Last Name]

First Paragraph:

Introduce yourself. State the purpose of your letter. Use a couple of sentences to explain the general purpose of your letter. Save the details for the body paragraph(s).

Body paragraph(s):

Start the body paragraph by stating the specific information you obtained from analyzing the karyotype. Use the karyotype to provide background information and supporting details that explain to parents how you came to this conclusion. Prepare parents for what to expect by providing information related to symptoms and life expectancy.

Write as many body paragraph(s) as needed to provide information, however, keep it short and to the point.

Closing paragraph:

Restate the purpose of your letter. Provide the name(s) of credible website(s) and its(their) URL(s). Remind the reader where they can contact you and make sure to close the letter in an empathetic manner.

Closing [Sincerely,]

Leave 4 Spaces for your signature. Be sure to Sign the Letter after you print it out!

Type Your Full Name

Your Title, Company Name