The historical building in your place is in a bad condition. Write to the local government.

In the letter, you should:

why the building important is

what its present condition is

what action must be taken.

Dear Sir or Madam,

My name is Karthick and I have been living in Chennai near to Natural History Museum for the past 17 years. I am writing this letter to you to draw your attention on the museum's poor maintenance. This is one of the oldest museums established in 19th century by British general attorney and it is having wide range of painting collections and many manuscripts that have been stored and maintained here for centuries. In addition to that, it attracts tourists from all over the world, due to, its unique arts collection.

However, the current museum management is failed to maintain the museum properly, so there are many problems with the building. For example, washroom in the museum is not at all cleaned and there is no water supply, because of this, people are unable to use the washrooms and they are prone to infectious diseases. And also, there is no proper parking inside the museum and visitors are facing a lot of problems when they try to park their vehicles. Hence, most of the people park their cars outside the building and it is leading to traffic congestion in that area. There are a few cracks in the water pipeline because of which water is leaking on the collection galleries, this might damage the artworks.

I have already given the complaint letters twice to the museum managers but no actions have been taken till now. Therefore, I would request you to take the appropriate actions to resolve the outstanding issues. Additionally, if possible, please renovate the building completely and replace its electrical wiring and water pipeline systems. I hope that adequate action will be taken on my complaint and I look forward to hearing from you soon.

Yours faithfully,

Karthick M.

Today, the younger and older generations are in the same workplace. Is this more an advantage or more disadvantage?

It is irrefutable that globalisation has shrunk the world and both young and old people are working under the same roof to achieve organisation's goals. I strongly believe that this culture provides more positive outcomes to the employers and employees when compared to its downsides.

There are many reasons as to why some people believe that it has many drawbacks. First of all, they think that there is a huge generation gap between both groups, so their mind set will be completely different. Hence, there might be a chance of misunderstanding and disputes between them because of their age difference. For example, younger generation is result-oriented whereas older generation people are customer centric and they try to achieve best quality and customer satisfaction on the task that they are performing. Furthermore, few people believe that seniors might not be able to cope up juniors in current fast paced working environment because of their age and workplace evolution which has been thoroughly changed in the last decade and also every organisation is expecting faster results from their staffs.

There are various reasons that why I believe that this collaborative workplace gives more benefits to companies as well as its workers. Firstly, young people and old people can share common goals and objectives to achieve the results through collaboration. For instance, if seniors guide their reportees to meet customer expectations, juniors will be grateful to their leaders for their guidance which will create a healthy and positive office atmosphere. Secondly, senior employees and junior employees can share their knowledge with each other and help to organisation's growth as well as personal career growth. To illustrate as an example, senior staffs educate juniors how to be organised and meet the deadline without any delays, similarly, juniors can share their latest knowledge with their mentors to up skill them.

I would like to conclude my essay stating that when senior and junior people are working together in the same workspace to achieve the success in collaborative way, that workforce will be a better place to work. So, definitely this is having more advantages and outweigh its drawbacks.