



# Sainik School Amethi



## SUMMER HOLIDAY HOMEWORK

(2024-25)

**CLASS: IX**

**SUBJECT: English**

1. Read the newspaper daily. Write two new words daily. Find out their meanings and make sentences on your own.
2. Read the chapters The Adventure of Toto and Iswaran the Storyteller.
  - Write down a summary and word meanings.
  - Complete all the questions and answers.
3. Read suggested stories and write down a short review in 80 words.
  - My Family and Other Animals by Gerald Durrell
  - Grandfather's Private Zoo by Ruskin Bond
  - Jungle Book by Rudyard Kipling
  - The Centerville Ghost by Oscar Wilde
4. Computers are a storehouse of knowledge and wisdom and they are hazardous too. Write an article on the topic 'The benefits and harms of computers. The word limit is 180-200 words.
5. You encountered two strange people. They were different from normal human beings but they were quite interesting and exciting. As Manish\Manisha, using your ideas, write a story in about 150-200 words narrating your experience with them.
6. Write a letter to the chairman of, the Water Authority, in upto120- 150 words, on the problems related to the scarcity of water. Also, suggest a few effective remedies.
7. Make a chart on any one of the following topics of grammar:-
  - Tenses (Roll No. 01 -10)
  - Determiners (Roll No. 11-20)
  - Subject Verb Agreement (Roll No. 21- 30)
8. Diary Entry
  - You spent a part of your summer vacation in your village. You find that life in a village is closer to nature, which we miss in cities. You are now back home and write a diary page about your stay in your village and about your feelings in about 120 words.
  - Recently, you volunteered for the Prime Minister's 'Clean India Campaign'. Lakhs of people supported the movement. You watched the whole movement on

the news channels. It reminded you of Gandhiji's efforts to make India clean.  
Write a diary page expressing your feelings in about 120 words.

9. Write a paragraph on any 1 of the following (150 –200 words)

- Electronic Waste and Environmental Pollution.
- Being Human in the Age of Artificial Intelligence.

10. Passage 1

Technology has become an integral part of our daily lives, and its impact is continuously evolving. A recent statistical study aimed to investigate the extent to which technology has changed the way we interact with the world around us. The study surveyed 1000 individuals across different age groups and found that 95% of respondents used technology daily, with 80% using it for more than 4 hours a day. The study also found that technology had impacted the way people communicate, with 70% of respondents stating that they used technology as their primary means of communication. However, the study also highlighted some negative impacts of technology on mental health. 45% of respondents reported feeling addicted to technology, and 60% felt that technology had caused them to experience anxiety or stress. Furthermore, the study investigated the use of technology in education and found that 80% of respondents believed that technology had positively impacted their learning experience. The study also found that students who used technology as a learning aid scored higher on exams than those who did not use technology. Overall, the study suggests that technology has become an essential part of our lives and has had both positive and negative impacts on different aspects of society. It highlights the need for individuals to monitor their technology use to avoid negative impacts on their mental health, while also acknowledging the potential benefits of technology in education.

Questions:

1. What does the term "integral" mean in this passage?

- |                                |                                   |
|--------------------------------|-----------------------------------|
| a) Necessary and important.    | b) Insignificant and unimportant. |
| c) Unnecessary and irrelevant. | d) Fragile and weak.              |

2. What does the term "addicted" mean in this passage?

- |                                  |                             |
|----------------------------------|-----------------------------|
| a) Dependent and unable to quit. | b) Averse and uninterested. |
| c) Indifferent and neutral.      | d) Confused and uncertain.  |

3. What was the focus of the statistical study?

- a) The impact of technology on communication.
- b) The impact of technology on mental health.
- c) The impact of technology on education.
- d) The impact of technology on the economy.

4. How many individuals were surveyed in the study?

- a) 500
- b) 1000
- c) 1500
- d) 2000

5. What percentage of respondents used technology for more than 4 hours a day?

- a) 50%
- b) 70%
- c) 80%
- d) 95%

6. What percentage of respondents felt addicted to technology?

- a) 30%
- b) 45%
- c) 60%
- d) 75%

7. What percentage of respondents believed that technology had positively impacted their learning experience?

- a) 50%
- b) 60%
- c) 80%
- d) 90%

8. Did the study find any negative impacts of technology on mental health?

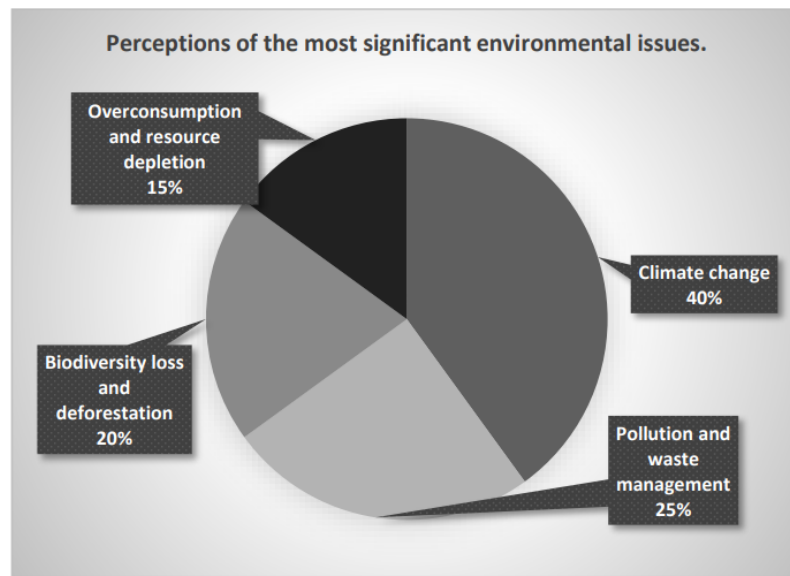
- a) No, the study did not find any negative impacts of technology on mental health.
- b) Yes, the study found that technology had caused respondents to experience anxiety or stress.
- c) The study did not investigate the impact of technology on mental health.
- d) None of the above.

## Passage 2

Environmental issues have become a pressing concern in recent years, and a statistical study aimed to investigate public awareness and attitudes towards the environment.

The study surveyed 1000 individuals across different age groups and found that 80% of respondents believed that climate change was a significant issue that required immediate action. When asked about their personal contribution to environmental protection, 50% of respondents reported using reusable bags and water bottles, while 30% reported recycling regularly.

The study also included a pie chart depicting the breakdown of respondents' perceptions of the most significant environmental issues.



Overall, the study highlights the increasing public awareness of environmental issues and the need for action to address these issues. It also suggests that individuals can make a significant impact through small actions such as using reusable bags and recycling regularly.

Questions:

1. What does the term "pressing" mean in this passage?
  - a) Urgent and important.
  - b) Insignificant and unimportant.
  - c) Unnecessary and irrelevant.
  - d) Fragile and weak.
2. What does the term "depletion" mean in this passage?
  - a) The process of reducing or using up a resource.
  - b) The process of creating or generating a resource.
  - c) The process of replenishing a resource.
  - d) The process of conserving a resource.
3. What was the focus of the statistical study?
  - a) Public awareness and attitudes towards environmental issues.
  - b) The impact of climate change on the environment.
  - c) The importance of biodiversity and conservation.
  - d) The effects of pollution on the environment.
4. How many individuals were surveyed in the study?
  - a) 500
  - b) 1000
  - c) 1500
  - d) 2000
5. What percentage of respondents believed that climate change was a significant issue that required immediate action?
  - a) 20%
  - b) 40%
  - c) 60%
  - d) 80%
6. What percentage of respondents reported using reusable bags and water bottles?
  - a) 20%
  - b) 30%
  - c) 50%
  - d) 70%
7. According to the pie chart, what percentage of respondents believed that overconsumption and resource depletion were the most pressing issues?
  - a) 15%
  - b) 20%
  - c) 25%
  - d) 40%
8. What was the most significant environmental issue according to the pie chart?
  - a) Climate change
  - b) Pollution and waste management
  - c) Biodiversity loss and deforestation
  - d) Overconsumption and resource depletion

11. Read the following article about food. Write a summary about modern food waste and about the traditional ways that food can be preserved. Your summary should be about 100 words long (and no more than 120 words long). You should use your own words as far as possible.

Read the article about keeping teeth clean, and then answer the following questions.

## Cleaning teeth

The first thing that most of us do in the morning and the last thing we do at night is clean our teeth. For most of us, cleaning our teeth is such a familiar routine that we hardly ever consider it. Some people also clean their teeth after every meal. Have you ever asked yourself if everyone around the world does it in the same way as you do? It was not so long ago that toothpaste was invented. Have you ever looked at a tube of toothpaste and wondered what people did before it was invented?

The first toothbrushes, which were made from animal hair, are believed to have come from China around 1600 BCE and were brought back to Europe by traders, but they were not used by many people. However, since the invention of nylon toothbrushes in 1938, enormous amounts of money have been spent on these products; Americans alone invested \$9.1 billion on teeth-cleaning products in just one year. This is quickly becoming a multi-million dollar industry.

Although dental hygiene has become a profitable business in some countries, most of the world's population still uses traditional techniques to keep their teeth in good condition. In many regions of the world, people clean their teeth with small pieces of wood from locally found trees. A stick is broken in half, one end is softened and that end is rubbed on the teeth to clean them. It is traditional in some countries to use a teeth-cleaning stick called miswak which is made from the arak tree and contains antiseptic. It can be argued that using such natural resources is considerably more environmentally friendly than using toothbrushes and toothpaste containers which are not easily recycled. It is interesting to consider whether the more traditional sticks that are used in many countries today are better than toothbrushes and toothpaste.

We can see that even the ordinary toothbrush has changed. The electric toothbrush was first developed in 1954, but it was not until the 1960s that a portable electric toothbrush first became available. However, they were not as popular as they are nowadays because they were not rechargeable.

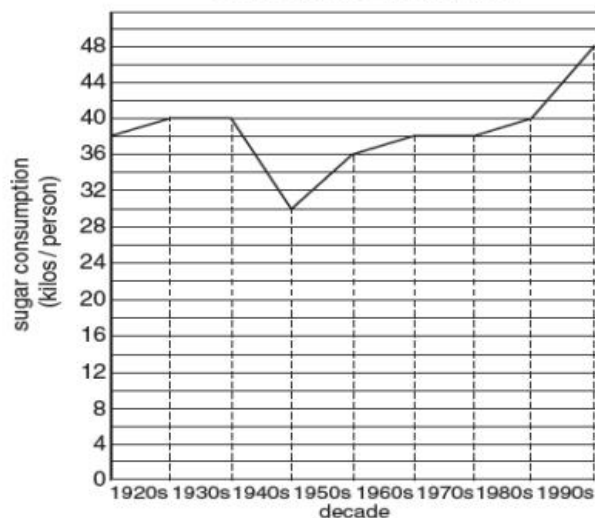
The idea of using a silk thread to clean between your teeth started to catch on just before the beginning of the twentieth century. This process, known as flossing, has become widespread.

However, no matter which method we use to clean our teeth, it is the food that we eat which is more important for healthy teeth. Ambreen Hussein, a nutrition expert, explains: "In societies that have diets which do not include processed sugars, many people have healthy teeth even though tooth brushing is rare. However, tooth decay becomes evident very quickly when people adopt a more western-style diet, and consume more processed food."

Dentists report that it is fashionable to make teeth appear whiter. Generally, dentists will whiten a patient's teeth to match or be slightly lighter than the white's of a patient's eyes. This ensures that the teeth look more natural.

Clean teeth are essential to our overall health so make sure you look after them.

USA sugar consumption



## Avoid waste – preserve!

Each year, an estimated one third of all food produced – an astonishing 1.3 billion tonnes worth around US\$1 trillion – ends up rotting in the bins of consumers and retailers or spoiling due to poor transportation practices. Such wastage cannot be allowed in a world where almost 900 million people go hungry every day. Uneaten food wastes both the energy put into growing it and the fuel spent on transporting produce across vast distances. Added to this, significant amounts of the powerful greenhouse gas, methane, comes from rotting food.

It is strange that at a time when technology makes it very easy to store food for longer, most people make less effort to conserve food than at any other time in history. “Reducing food waste and loss is an economic, ethical and environmental challenge that we must face,” says environmentalist Khadija Khan. “One of the ways everyone can contribute to this challenge is by looking at how less wasteful cultures place such value on every scrap of food and by considering how to copy them.”

The ways that people around the world preserved food are as many and varied as the cultures and countries they came from. The Turkish horsemen of Central Asia had their own solution. They would preserve meat by placing it in pockets on their saddles to be crushed by their legs as they rode. This meat was a direct ancestor of *pastirma*, a term which means ‘being pressed’ in Turkish, and is also believed to be the origin of the Italian pastrami. In Greenland, the Inuit people ate a dish called *kiviak*. This was a traditional wintertime food made from small birds called little auks. Hundreds of whole birds were wrapped in a seal skin, which then had the air removed before being sewn up. The skin was placed in the frozen ground under a stone to help keep the air out. The birds were dug up after several months and eaten, often at celebrations.

Vegetarians need not despair, for there are plenty of ways to preserve non-meat dishes. In many countries of South America, a freeze-dried potato delicacy known as *chuño*, which pre-dates the Inca Empire, is widely eaten. Potatoes are alternately exposed to the freezing night air and hot daytime sun for five days. They are then crushed to squeeze out all moisture. *Chuño* can last for months or years. In Nigeria and several other West-African countries, a dry granular food called *gari* is produced from cassava roots that are peeled, washed and grated. The resultant mash is sieved and roasted for long-term storage. In many European countries, fruit is preserved so that none is wasted and this means people enjoy its taste in the long, cold winters. Fruit is boiled, sugar added, and the mixture is then put in a jar and sealed to produce what we know as jam.

There are many more examples which show just how careful people can be to preserve food. We need to think again about looking after the food that we have, and we need to make sure that nothing is wasted.

11. You are Neena / Navin, a student of Max Public School, Mumbai. You are concerned about the lack of awareness around animal rights. Write a letter to the editor about the need to raise awareness about animal rights among the public.
12. You are Jasveen / Jasbir, you recently visited a significant historical site. You were astounded to discover it in such a condition of disrepair. Using the clues from the unit ‘Travel and Tourism,’ as well as your own thoughts, compose a letter to the editor of a major newspaper noting the terrible condition of significant archaeological and historical sites.

Highlight the lack of vital services, the poor condition of upkeep, and people's abuse of it. Make suggestions about how to improve the issue.

13. You are Jasveen / Jasbir, you recently visited a significant historical site. You were astounded to discover it in such a condition of disrepair. Using the clues from the unit 'Travel and Tourism,' as well as your own thoughts, compose a letter to the editor of a major newspaper noting the terrible condition of significant archaeological and historical sites. Highlight the lack of vital services, the poor condition of upkeep, and people's abuse of it. Make suggestions about how to improve the issue.

14.

### SECTION B

#### Grammar and Creative Writing Skills

20 marks

3. Attempt any *ten* of the following twelve questions :

10×1=10

- (i) Fill in the blank by choosing the correct option to complete the Social Service Club notice.

Children \_\_\_\_\_ volunteer for an hour a week to spend time with the elderly.

- (a) must
- (b) used to
- (c) ought to
- (d) will

- (ii) Read the conversation between the Cobbler and Rohit and complete the sentence by reporting the reply correctly.

*Cobbler* : Does this shoe hurt when you walk ?

*Rohit* : Yes, my left shoe pinches my toes.

The Cobbler was trying to find out whether Rohit was uncomfortable in his shoes and asked whether they hurt him while he walked, to which Rohit replied \_\_\_\_\_.

- (iii) Select the correct option to fill in the blank for the given line from a diary entry.

When I was ten years old, I \_\_\_\_\_ speak three languages.

- (a) would
- (b) could
- (c) ought to
- (d) will



- (iv) Select the option that identifies the error and supplies the correction for the following line from a news report :

The winning athletes were felicitated by the State Government and the City Council.

<i>Option No.</i>	<i>Error</i>	<i>Correction</i>
(a)	winning	win
(b)	were	was
(c)	felicitation	felicitated
(d)	and	but

- (v) Complete the given narrative by filling in the blank with the correct option :

It has been two weeks, but the team has still not \_\_\_\_\_ from its defeat.

- (a) got along
- (b) got in
- (c) got over
- (d) got about

- (vi) Fill in the blank by using the correct form of the word in the brackets.

The hikers trudged up the narrow \_\_\_\_\_ (wind) path on the fourth day of the trek.

- (vii) Report the dialogue between the Coach and Gautam by completing the sentence.

*Coach* : Gautam, have you recovered from your muscle injury ?

*Gautam* : After physiotherapy, I am feeling much better.

The coach while trying to understand Gautam's medical issue, asked about his muscle injury to which Gautam replied \_\_\_\_\_.

- (viii) Identify the error in the given sentence and supply the correction.

There was exciting in the air, when the winning school team marched into the hall.

Use the given format for your response.

<i>Error</i>	<i>Correction</i>

(ix) Ragini shared some information with Jayanti about the new library set up in her colony. Report Jayanti's question.

Can anyone become a member of the library ?

(x) Fill in the blank by choosing the correct option to complete the following advisory by the Weather Department.

People \_\_\_\_\_ stay indoors as a severe storm is expected this evening.

- (a) ought to
- (b) must
- (c) will
- (d) would

(xi) Fill in the blank by choosing the correct option ?

You \_\_\_\_\_ wear a seat belt.

- (a) may
- (b) must
- (c) might
- (d) can

(xii) Identify the error and supply the correction.

The art displays in the wall were a wonderful way for children to express their talent.

Use the given format for your response.

<i>Error</i>	<i>Correction</i>

Attempt any **one** from (A) and (B) given below :

(A) You are Ruchita/Ruchit. Write a letter in about 100 – 120 words to the editor of a leading daily, voicing your concern about the increasing cost of living, rise in prices of daily edible items and other products. The common man whose earning does not increase correspondingly is hit hard in these circumstances and even resorts to desperate measures. There is an increase in unemployment and petty crime.

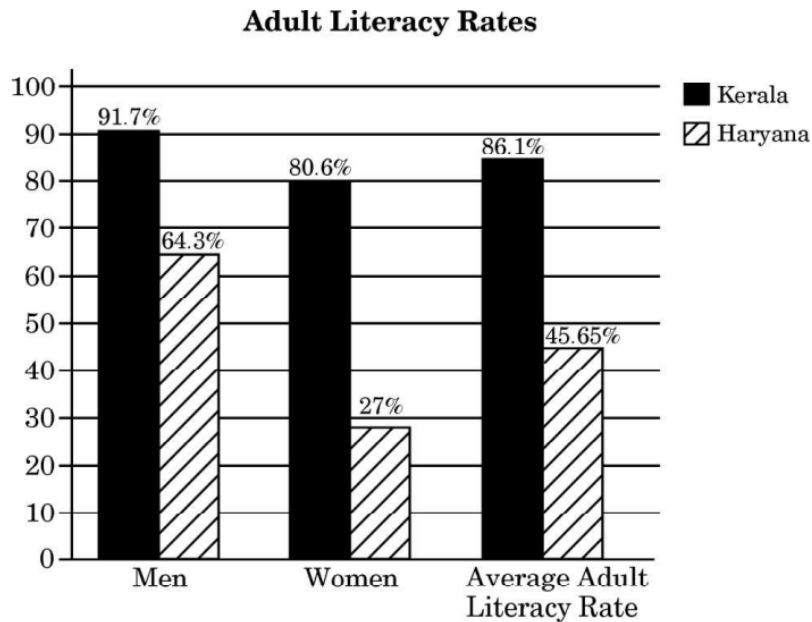
**OR**

- (B) Your school is organising an inter-school cricket tournament. You had placed an order of cricket equipment for your team. However, when the items arrived they were not as per the order placed. The cricket bats were of inferior quality and the gloves and balls, of a different company. Write a letter in 100 – 120 words to the Manager of Sporting World informing him of the mistake.

5. Attempt any **one** from (A) and (B) given below :

5

- (A) The bar graph given here, depicts the adult literacy rate in two states of India. Write an analytical paragraph in 100 – 120 words drawing comparison between the two and write possible reasons for this difference.



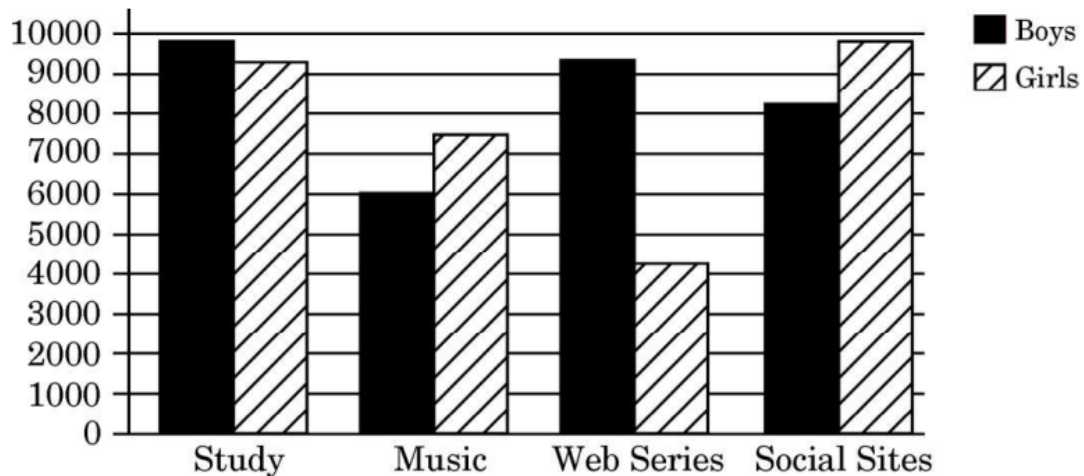
***For the Visually Impaired Candidates only in lieu of Q. No. 5 (A) :***

‘A high literacy rate directly impacts the development of a state.’  
Write an analytical paragraph of about 100 – 120 words on the above statement.

**OR**

- (B) On the basis of the given bar graph, by analysing and carefully understanding the data, write an analytical paragraph.

A survey conducted about the use of Internet by the students shows that the students are using the Internet more than they did earlier. The graph depicts for what purposes the Internet is being used. Write an analytical paragraph drawing a comparison in 100 – 120 words.



***For the Visually Impaired Candidates only in lieu of Q. No. 5 (B) :***

The table below contains information about air pollution, its impact and effect on the environment. Study the information carefully and then write an analytical paragraph to summarise it in your own words.

	<i>Air Pollution</i>	<i>Impact</i>	<i>Effect</i>
1	Gases	Global	Breathing problems, effect on Global Warming
2	Coal Burning	Local	Short term, Immediate
3	Vehicles	Local	Immediate, Smog, Short term
4	Industry	Water Pollution	Long term, Immediate and in the future

**SECTION B**  
**Grammar and Creative Writing Skills**

**20 marks**

Attempt any **ten** of the following twelve questions :

*10×1=10*

- (i) Fill in the blank by choosing the correct option.

She \_\_\_\_\_ in the middle of his speech.

- (a) broke down
- (b) broke with
- (c) broke
- (d) broke out

- (ii) Read the conversation between Alok and Mohit and complete the sentence by reporting Mohit's reply correctly.

*Alok* : Why did you get into a fight with Manu ?

*Mohit* : Manu made some offensive allegations.

Alok enquired of Mohit why he had got into a fight with Manu.

Mohit replied that \_\_\_\_\_.

- (iii) Select the correct option to fill in the blank for the given line.

There \_\_\_\_\_ be an accident at any time on this bridge.

- (a) will
- (b) must
- (c) could
- (d) shall

- (iv) Select the option that identifies the error and supplies the correction for the following line :

World leaders should work to establish peace of the world so that human and economic resources could be used to meet the pressing demands of mankind.

<i>Option No.</i>	<i>Error</i>	<i>Correction</i>
(a)	of	in
(b)	so that	although
(c)	could	shall
(d)	meet	met

- (v) Complete the given narrative by filling in the blank with the correct option :

The school \_\_\_\_\_, I could not get my certificate.

- (a) been closed  
(b) being closed  
(c) being close  
(d) been close
- (vi) Fill in the blank by using the correct form of the word in the brackets.

It \_\_\_\_\_ (rain) since yesterday.

- (vii) Report the dialogue between Rahul and his father by completing the sentence.

*Rahul* : Father, I want a car.

*Father* : No, you are not eighteen yet.

Rahul asked his father to get him a car but his father \_\_\_\_\_.

- (viii) Identify the error in the given sentence and supply the correction.

A story, to engage the interest of the read, must include mystery and adventure.

Use the given format for your response.

<i>Error</i>	<i>Correction</i>

- (ix) Rashid shared some information about the piano with Tanu. Report Tanu's question.

Who could have broken the piano ?

- (x) Fill in the blank by choosing the correct option.

\_\_\_\_\_ we afford to fell trees ?

- (a) Will  
(b) May  
(c) Need  
(d) Can
- (xi) Select the correct option to complete the narration of the dialogue between the Postmaster and Rama.

*Postmaster* : Rama, who do you want to send the parcel to ?

*Rama* : I want to send it to my uncle.

The postmaster asked Rama whom did she want to send the parcel to, to which Rama replied

- (a) that she wish to send to her uncle.  
(b) that she want to send to her uncle.  
(c) that she wanted to send to her uncle.  
(d) that she may send to her uncle.

(xii) Identify the error and supply the correction.

Both the boys have got a scolding but either of them paid heed.

Use the given format for your response.

<i>Error</i>	<i>Correction</i>

Attempt any **one** from (A) and (B) given below :

5

(A) In the recent years, Indian athletes have started to perform well in the international arena. To encourage sportsmen, it is important that the Government set up training institutes, better infrastructure, and award schemes to promote a sports culture amongst the youth today. You are Sarit/Sarita. Write a letter to the editor of a national daily in 100 – 120 words expressing your views on the Government's role in making India a sporting nation.

**OR**

(B) You are Vinni/Vicky. In your colony, the residents park their cars and scooters in a disorderly manner. In addition, outsiders too come and park their vehicles. This leads to traffic jams and frequent incidents of rage and violence. Write a letter in about 100 – 120 words to the President of the RWA to increase security at the gates to prevent outside vehicles from parking, give parking stickers and appeal to the residents to maintain civil behaviour.



5. Attempt any **one** from (A) and (B) given below :

5

(A) Negligent disposal of single-use plastic bags leads to choked drains. Single-use plastic is non-biodegradable and causes dangerous substances to leach into the water and soil. It should be banned completely. Write an analytical paragraph in 100 – 120 words on the above given input.

**OR**

(B) The following table shows details about the different Internet activities for six categories of people according to different age groups. Study the table and write an analytical paragraph in about 100 – 120 words, drawing comparisons between the different purposes. Use the given input.

<b>Internet Activities by Age Group</b>							
	<i>Age group</i>						
<i>Activity %</i>	Teens	20s	30s	40s	50s	60s	70+
Get News	76	73	76	75	71	74	70
Online games	81	54	37	29	25	25	32
Downloads	52	46	27	15	13	8	6
Product research	0	79	80	83	79	74	70
Buying a product	43	68	69	68	67	65	41
Searching for people	5	31	23	23	24	29	27

25.

**You are Mohan Bhagat of Eureka Forbes, Noida. You have received the reply to your enquiry letter from Woodcutters Inc. You feel positive about the company's terms and conditions. Write a letter to them, confirming the order for the items that you had mentioned in the previous communication. (100-120 words)**

## QUESTIONS FOR PRACTICE

1. You are Mr Satish Kaushik, the Sports Instructor at ABC Convent School, New Delhi. The Principal of the school has asked you to place an order for cricket kits, volleyball nets, footballs, badminton rackets, and some more sports goods. Write a letter to place the order with Star Sports Equipment, 57 Malviya Nagar, New Delhi. (100-120 words)
2. Write a letter to Mr Sanjay, Manager, Tranquil Electronics Ltd., C-3, third floor, Lajpat Nagar, New Delhi, placing an order for fifteen solar water heaters. (100-120 words)
3. As the librarian of J. N. Management Institute, you need to order books in bulk. Write a letter to M/S Sohanlal & Bros. Booksellers, 43 Raja Garden, Agra, placing an order for the required books. (100-120 words)
4. Write a letter on behalf of Pankaj Crockery, 43 Rajguru Market, Hisar, to a firm in Faridabad, placing an order for crockery items. (100-120 words)
5. Your school is organising a musical competition. You are Abhay/Archana, activity-incharge of Modern Public School, Lawrence Road, Delhi. Write a letter to Sargam Instruments, 76 Lane 1, Lawrence Road, Delhi, placing an order for the musical instruments. (100-120 words)
6. Write a letter to the Manager, Ross Hosiery House, 41 Chaura Bazar, Ludhiana, requesting him to send you the detailed information about the woollen items available with them. You may sign yourself as Sita Ram, 126 Ganga Basti, Haridwar. (100-120 words)
7. Write a letter to M/S Vikrant Electronics, 37 C, Circular Road, Bengaluru, asking for the price list of prerecorded music CDs of the Hindi films released in the past 6 months. You may sign yourself as David/Daisy of 110, Moti Bagh, Lucknow. (100-120 words)
8. Write a letter to the Manager, City Heights Hotel, Pitampura, Delhi, to find the cost of conducting the wedding reception of your sister on their terrace, enquiring specifically about the catering cost per head, service and decoration charges, and advance payment. You are Ali/Amina from Delhi. (100-120 words)
9. You are Kiran/Keshav. You want information about French Language courses at Alliance Francaise, New Delhi. Write a letter to the Director of the institute, enquiring about the same. Invent all the necessary details. (100-120 words)
10. You are Neeta/Naveen of 43, Ram Nagar, Meerut, studying at a coaching centre in Laxmi Nagar, Delhi. You are looking for residential accommodation for yourself. Write a letter to the Manager, Sterling PG Services, 15, Aditya Complex, Laxmi Nagar, Delhi, enquiring about the details, such as the type of accommodation available, monthly charges, and facilities provided. (100-120 words)
11. Write a letter to a furniture firm, asking for quotation of prices for office and home furniture. Also, enquire about the concession and credit facilities they have on offer. Invent all the necessary details. (100-120 words)
12. You are Kaizim/Kumud of 148, Raja Nagar, Delhi. You are awaiting your class 12th results. Meanwhile, you would like to do a short-term course on social etiquettes. Write a letter to the Director, Personal Care, 14 Rajaji Marg, Hyderabad, enquiring about the course details. (100-120 words)
13. You are interested in taking a membership at The British Council Library in New Delhi. Write a letter to the head librarian there, asking about the procedure for the same. You are Ahmed/Amina of Delhi. (100-120 words)

