

About the Book

Why is "Competitive Reasoning - Shortcuts Secrets" the Right Path for You?

- Student Problem #1** (Difficult Questions) I get stuck on difficult questions. How do I even start solving them?
Our Solution We have mapped every possible question type for every chapter. Once you finish this book, you won't find a single question in the exam that you haven't seen and solved before.
- Student Problem #2** (Time management and accuracy) I know the method, but it takes too much time! How can I get the right answer faster?
Our Solution We provide the best proven tricks for every chapter. These shortcuts are designed to cut your solving time in half while ensuring 100% accuracy.
- Student Problem #3** (Big confusion) I have memorized many tricks, but I always get confused—which trick should I use for this specific question?
Our Solution To end this confusion, every trick comes with a dedicated Solved Example. You will learn exactly which "Secret" unlocks which type of question.
- Student Problem #4** (Eduquity new questions) The exam pattern has changed! Eduquity is now asking different questions than TCS used to. How do I prepare for this new style?
Our Solution Don't worry about the change. We have tracked and included all the new question types asked by Eduquity so far, making you 100% ready for the current pattern.

STUDENTS PERFORMANCE AUDIT (Survey of 30,000+ Aspirants)

Key Findings after Studying "Reasoning Shortcuts Secrets book":

- ⚡ **50% Speed Increase:** Average solving time per question dropped from 90 seconds to 45 seconds.
 - 🎯 **94% Accuracy:** Trick + Example logic reduced calculation and formula errors by 26%.
 - 🧠 **100% Pattern Mastery:** 9 out of 10 students successfully solved the latest Eduquity (SSC) question types.
 - 🏆 **65% Higher Scores:** Students recorded a massive jump in Mock Test marks, making exams cut-offs easy to clear.
- "The Verdict:** Data proves that students using this book are 2x faster than the competition".

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Reasoning (Shortcuts Secrets)

Verbal Reasoning

Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
1.	English Alphabet Test • Concepts, Short Tricks & Solved Examples • Questions (Based on Many Patterns)	1. If the English Alphabet is Arranged in the Order A, B, C..., X, Y, Z NEW 2. If the English Alphabet is Arranged in the Reverse Order NEW 3. If We Start from A in the English Alphabet and Remove Every Second Letter NEW 4. If We Start from B in the English Alphabet and Remove Every Second Letter NEW 5. If Both the First Half and the Second Half of the English Alphabet are Written in Reverse Order NEW 6. If the First Half of the English Alphabet is Written in Reverse Order and the Second Half is Written in Normal Order NEW 7. If the First Half of the English Alphabet is Written in Normal Order and the Second Half is Written in Reverse Order NEW 8. Finding the Middle Letter 9. Systematic Formation of English Words (Word Arrangement) 10. Formation of Words 11. Making Meaningful Words from Disjointed Letters 12. Miscellaneous	5 5 4 4 4 5 5 2 11 5 9 48	107	1-14



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Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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		3. Sequence of Different Steps in a Process	15		
		4. Sequence of the Occasion of the Event	10		
		5. Sequence of a Series of Words	5		
		6. Miscellaneous	14		



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Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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		5. Polygonal Arrangement 	7		
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Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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Non-Verbal Reasoning

Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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		6. Miscellaneous	33		



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Chapter No.	Chapter Name	Name of Type	No. of Ques.	Total Questions	Page No.
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		4. Counting of Rectangle and Quadrilateral	10		
		5. Counting of Circles	2		
		6. Miscellaneous	30		



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Logical Reasoning

Chapter No.	Chapter Name	Total Questions	Page No.
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5.	Passage and Inference - Concepts, Short Tricks & Solved Examples - Questions (Based on Many Patterns)	33	30-35
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Total Questions : 2791			



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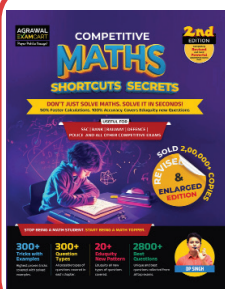
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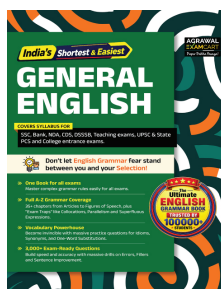
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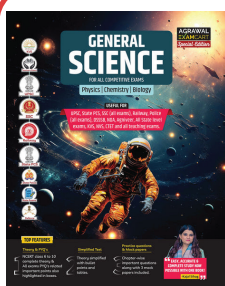
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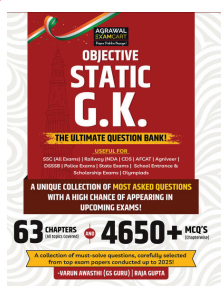
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1

CHAPTER

English Alphabet Test

1. Introduction

In this chapter, the questions based on English alphabet (A-Z) are asked. First, the candidate should remember the position of all 26 letters of the English alphabet and various facts related to it.

In this chapter, we study alphabet-based sequences used in reasoning. These are as follows :

1. A, B, C, ..., X, Y, Z
(Forward alphabetical order)
2. Z, Y, X, ..., C, B, A
(Reverse alphabetical order)
3. B, D, F, Z
(Skipping one letter each time – even-position letters)
4. A, C, E, Y
(Skipping one letter each time – odd-position letters)
5. A, M, ..., Z, N
(Combination of first half and second half of the alphabet in a specific pattern)
6. M, A, ..., N, Z
(Pairing from the middle and beginning/end alternately)
7. M, A, ..., Z, N
(Mixed pattern combining middle, beginning and end letters)
8. Alpha-numeric series
(A combination of letters, numbers and sometimes symbols arranged in a pattern)

2. Some Important Points Related to English Alphabets

- There are two types of Letters :
 - **VOWELS** : A E I O U (5 vowels in the English Alphabet)
 - **CONSONANTS** : B C D F G H J K L M N P Q R S T V W X Y Z (21 consonants in the English Alphabet)
- **Half**
There are two types of halves :
 - **1st HALF** : A B C D E F G H I J K L M (There are a total of 13 letters in the 1st half. Hence, letters 1 to 13 are in the 1st half)
 - **2nd HALF** : N O P Q R S T U V W X Y Z (There are a total of 13 letters in the 2nd half. Hence, letters 14 to 26 are in the 2nd half)

• Position

In the English alphabet, each letter has its corresponding position, such positions of letters are of two types :

- **Forward Order Letter Position** : In such order, one starts counting from A and goes towards Z. Let us see,

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

- **Backward Order Letter Position** : In backward order position, counting is started from Z and is ended at A.

Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

3. Opposite Letters

In English alphabet, a letter is said to be the opposite of another letter e.g., opposite letter of A is Z, B is Y, C is X and so on.

Note : Sum of their positional values is always equal to 27. e.g., We find the opposite letter of E and the position of E is 5 in an English alphabet, then

Opposite letter of E = $(27 - 5) = 22$ (V).

V is the opposite letter of E.

Trick to Remember Opposite Letter

AZ – AaZ ($1 + 26 = 27$)

BY – Boy ($2 + 25 = 27$)

CX – Crax ($3 + 24 = 27$)

DW – Door Window ($4 + 23 = 27$)

EV – Evening ($5 + 22 = 27$)

FU – Fair Unfair ($6 + 21 = 27$)

GT – G.T. Road ($7 + 20 = 27$)

HS – High School ($8 + 19 = 27$)

IR – Indian Railway ($9 + 18 = 27$)

JQ – Jaipur Queen ($10 + 17 = 27$)

KP – Kanpur ($11 + 16 = 27$)

LO – Life Ok ($12 + 15 = 27$)

MN – Man ($13 + 14 = 27$)

4. Important Points Related to the Position of Letters

For such types of questions, the positions of letters can be given in terms of left and right in four different ways.

- If position of both the letters are in same direction then the position of both the letter have to be subtracted, and find the position of letters from starting

left, left = - left
right, right = - right

- If the position of both the letters are in the opposite direction. If then both the letters have to be added. And find the position of the letter from the start.

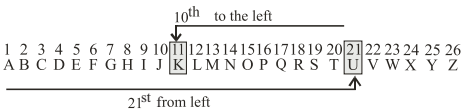
left, right = + left
right, left = + right

Series 1. A, B, C, X, Y, Z

If the English alphabet is in the order A,B,C,.....X,Y, Z.

Ex 1. : Find the 10th letter to the left of 21st letter from left.

(A) J (B) K (C) L (D) M

Sol. (B) : 

10th letter to the left of 21st letter from left is K.

Hence, option (B) will be the correct answer.

Second method:

Left = 21

Left = 10

Left = 21 - 10 = 11

The 11th letter from the left will be K.

Ex. 2. : Find the 15th letter to the right of 15th letter from the right.

(A) P (B) R (C) Q (D) T

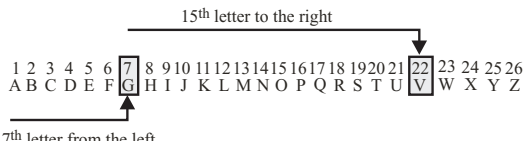
Sol. (C) : Right = 15
Right = 5
Right = 10

Now we'll change it to the left.

Left = 27 - 10 = 17 (Q)

Ex. 3. : Find the 15th letter to the right of the 7th letter from the left.

(A) U (B) V (C) W (D) T

Sol. (B) : 

The 15th letter to the right of the 7th letter G from the left will be V.

Second method :

Left = 7

Right = 15

Left = 22 (V)

Ex 4. : Find the 17th to the right of the 16th from the left.

(A) E (B) G (C) P (D) S

Sol. (B) : Left = 16

Right = 17

Left = 33

Left = 26 + 7 (G)

Ex 5. : Find the 6th to the left of 5th from the right.

(A) D (B) M (C) S (D) P

Sol. (D) : Right = 5

Left = 6

Right = 11

Now we'll change it to the left.

Position from the left = 27 - 11 = 16 (P)

Ex 6. : Find the 3rd to the left of the 5th letter to the right of the 6th letter to the right of the 7th letter from the left.

(A) B (B) M (C) S (D) O

Sol. (D): Left = 7 + 6 + 5 - 3 = 15

Left = 15 (O)

Ex 7. : Find the 6th to the right of the 3rd letter from the left.

(A) B (B) M (C) W (D) O

Sol. (C): Left = 3

Right = 6

Left = 3 - 6 = -3

A, B, C, D, E, W, X, Y, Z

Left = 26 - 3 = 23 (W)

Ex 8. : Find the 15th to the right of the 10th letter from the right.

(A) F (B) M (C) W (D) O

Sol. (A) : Right = 10

Right = 15

Right = 10 - 15

Right = -5

Left = 27 - (-5) = 32 = 26 + 6 (F)

Ex 9. : Find the 15th to the left of the 19th letter from the right.

(A) S (B) M (C) W (D) Z

Sol. (A) : Right = 19

Left = 15

Right = 19 + 15

Right = 34th

Left = 27 - 34

Left = -7

A, B, C, D, E, F, G, H, I.....Q, R, S,
T, U, V, W, X, Y, Z

Left = 26 - 7 = 19(S)

Series 2. Z, Y, X, C, B, A

If the English alphabet is in reverse order.

Left A, B, C, D, E, F, G, H, I.....Q, R, S, T, U, V, W,
X, Y, Z Right

In reverse English alphabetical order,

Left Z, Y, X, W, V, U, T, S, R, Q.....I, H, G, F, E, D, C,
B, A Right

Note: To solve this type of series, we convert all “left” positions into “right” positions and all “right” positions into “left” positions.

OR

L = R	R = L
-------	-------

Ex 1. : If the English alphabet is written in reverse order, which letter is the 5th to the left of the 4th letter from the right?

(A) S (B) M (C) W (D) I

Sol. (D) : Right = 4

Left = 5

 According to the note,
• “Left” becomes “Right”
• “Right” becomes “Left”

Left = 4

Right = 5

Left = 4 + 5 = 9 (I)

Hence, 5th to the left of 4 from the right will be I.

Ex 2. : If the English alphabet is written in reverse order, which letter 6 will be to the right of 4 from the left?

(A) Q (B) M (C) W (D) Z

Sol. (A) : Left ↔ Right

Right ↔ Left

Right = 4

Left = 6

Right = 4 + 6 = 10

Now we'll change it to the left.

So left = 27 - 10 = 17 (Q)

Hence, 6th to the right of 4 from the left will be Q.

Series 3. B, D, F, Z

Every Second Letter Removed from the Alphabet (Starting from A)

 If we start with the English alphabet A to Z and remove every second letter (this applies only from the left side), we get the following even-position series :

B, D, F.....V, X, Z (even series) × 2

Ex 1. : If every second letter is removed starting from A, which letter is the 4th to the right of the 5th from the left ?

(A) S (B) M (C) R (D) Z

Sol. (C) : Left = 5

Right = 4

Left = 5 + 4 = 9

Original Position = 9 × 2 = 18 (R)

Hence, 4th to the right of 5th from the left will be (R).

Ex 2. : If every second letter is removed starting from A, which letter is the 4th to the left of the 12th from the left?

(A) S (B) P (C) R (D) Z

Sol. (B) : Left = 12

Left = 4

Left = 12 - 4 = 8

Original Position = 8 × 2 = 16 (P)

Hence, 4th to the left of 12th from the left will be (P).

Ex 3. : If every second letter is removed starting from A, which letter is the 3rd to the left of the 5th from the right?

(A) L (B) N (C) W (D) Y

Sol. (A) : Right = 5

Left = 3

Right = 5 + 3 = 8

Now we'll change it to the left.

Left = (13 + 1) - 8 = 6

 In the even-position series, there are 13 letters. Therefore, to convert a position counted from the right into a position from the left, we subtract it from 14 (*i.e.*, 13 + 1).

Original Position = 6 × 2 = 12 (L)

Hence, 3rd to the left of 5th from the right will be (L).

Series 4. A, C, E, Y

Odd-Position Series : Every Second Letter Removed Starting from B

If we start the English alphabet from B and remove every second letter (this applies only from the left side),

A, C, E, G,U, W, Y (odd series) $\times 2 - 1$

 To obtain the original position in the full A – Z alphabet from this odd series, we use the formula:
Original position = (Obtained position $\times 2$) – 1

Ex. 1. : If every second letter is removed starting from B, which letter is the 5th to the right of the 4th from the left?

(A) B (B) D (C) P (D) Q

Sol. (D) : Left = 4

Right = 5

Left = 4 + 5 = 9

The original Position = $(9 \times 2) - 1$
= 18 – 1 = 17 (Q)

Ex. 2. : If every second letter is removed starting from B, which letter is the 5th to the left of the 12th from the left?

(A) S (B) M (C) W (D) Z

Sol. (B) : Left = 12

Left = 5

Left = 12 – 5 = 7

The original Position = $(7 \times 2) - 1 = 13$ (M)

Ex. 3. : If every second letter is removed starting from B, which letter is the 3rd to the right of the 7th from the right?

(A) S (B) V (C) W (D) X

Sol. (A) : Right = 7

Right = 3

Right = 7 – 3 = 4

Now we'll change it to the left.

Left = $(13 + 1) - 4 = 10$

The original position = $(10 \times 2) - 1 = 19$ (S)

Ex. 4. : If every second letter is removed starting from B, which letter is the 6th to the right of the 12th from the right?

(A) C (B) D (C) M (D) O

Sol. (D) : Right = 12

Right = 6

Right = 12 – 6 = 6

Now we'll change it to the left.

Left = $(13 + 1) - 6 = 8$

The original Position = $(8 \times 2) - 1 = 15$ (O)

Series 5. A M Z N

If both the first half and the second half are written in the reverse order, then

M, L, K C, B, A / Z, Y, X P, O, N

There are two ways to solve questions based on this series:

1. When the question is from the right side

- If the number is greater than 13, subtract 13.
- If the number is less than 13, add it to 13.

The remaining value corresponds to the position of the letter in the original A – Z alphabet, counted from A.

2. When the question is from the left side

- If it is greater than 13, subtract the number from 27 ($13 \times 2 + 1$).
- The remaining value corresponds to the letter's position in the original A – Z alphabet, counted from A.

Ex. 1. : If the 1st half and 2nd half of the English alphabet are written in reverse order, which letter is the 10th to the left of the 9th from the right?

(A) C (B) D (C) F (D) Z

Sol. (C) : Right = 9

Left = 10

Right = 9 + 10 = 19

As per the instructions given above,

Left = 19 – 13 = 6 (F)

Ex. 2. : If the 1st half and 2nd half of the English alphabet are written in reverse order, which letter is the 8th to the left of the 15th from the right?

(A) J (B) B (C) X (D) D

Sol. (A) : Right = 15

Left = 8

Right = 15 + 8 = 23

If the 1st half and 2nd half of the English alphabet

We get,

23 – 13 = 10

10th letter from A = (J)

Ex. 3. : If the 1st half and 2nd half of the English alphabet are written in reverse order, which letter is the 11th to the right of the 14th from the right?

(A) P (B) M (C) C (D) P

Sol. (A) : Right = 14

Right = 11

Right = 14 – 11 = 3

13 + 3 = 16th

16th letter from A = (P)

Ex. 4. : If the 1st half and 2nd half of the English alphabet are written in reverse order, which letter is the 8th to the right of the 11th from the left?

(A) S (B) W (C) M (D) U

Sol. (D) : Left = 11
Right = 8
 Left = 11 + 8 = 19
 Then,
 $19 - 13 = 6$
 Left end = 27 - 6 = 21 (U)
 Hence, 8th to the right of 11th from the left will be (U).

Ex. 5. : If the first half and the second half are written in reverse order, which letter will be 5th to the left of the 14th from the left?

(A) Q (B) R (C) E (D) P

Sol. (C) : Left = 14
Left = 5
 Left = 14 - 5 = 9
 Then,
 $13 + 9 = 21$
 Left end = 27 - 21 = 5 (E)
 Hence, 5th to the left of 14th from the left will be (E).

Series 6. M A N Z

First Half in Reverse Order and Second Half in Correct Order

If the first half of the English alphabet is written in reverse order and the second half is written in normal order, the series becomes:

M, L, K.....C, B, A / N, O, P.....X, Y, Z

There are four methods to solve questions based on this series.

1. If the position is asked from the right side and the number is greater than 13, then we always find the difference from 13.

Ex. 1. : If the first half of the English alphabet is written in reverse order and the second half remains in normal order, which letter is the 7th to the left of the 12th from the right?

(A) F (B) N (C) D (D) G

Sol. (A) : Right = 12
Left = 7
 Right = 12 + 7 = 19
 This is more than 13.
 Then
 $19 - 13 = 6$
 6th letter from the left = (F)

Ex. 2. : If the first half of the English alphabet is written in reverse order and the second half remains in normal order, which letter is the 7th to the left of the 16th from the right?

(A) S (B) J (C) W (D) Z

Sol. (B) : Right = 16
Left = 7
 Right = 16 + 7 = 23
 Then,
 $23 - 13 = 10$
 10th from the left = (J)

2. If the position is asked from the right side and the resulting number is less than 13, then we find its difference from 27.

Ex. 1. : If the first half of the English alphabet is written in reverse order, which letter is the 4th to the right of the 13th from the right ?

(A) R (B) P (C) A (D) D

Sol. (A) : Right = 13
Right = 4
 Right = 13 - 4 = 9
 Then,
 $27 - 9 = 18$
 18th from the left = (R)

Ex. 2. : If the first half of the English alphabet is written in reverse order, which letter is the 11th to the right of the 14th from the right?

(A) M (B) X (C) W (D) Z

Sol. (B) : Right = 14
Right = 11
 Right = 14 - 11 = 3
 Then,
 $27 - 3 = 24$
 24th from the left = (X)

3. If the position is asked from the left side and the two positions are in opposite directions, then the question should be solved according to Series 1 (normal A - Z method).

Ex. 1. : If the first half of the English alphabet is written in reverse order, which letter is the 7th to the right of the 10th from the left?

(A) H (B) M (C) W (D) Q

Sol. (D) : Left = 10
Right = 7
 Left = 10 + 7 = 17
 17th from the left end = (Q)

Ex. 2. : If the first half of the English alphabet is written in reverse order, which letter is the 7th to the right of the 12th from the left?

(A) F (B) R (C) S (D) T

Sol. (C) : Left = 12
Right = 7
 Left = 12 + 7 = 19
 19th letter from the left = (S)

4. If the position is asked from the left side and both positions are in the same direction.

Ex. 1. : If the first half of the English alphabet is written in reverse order, which letter is the 13th to the left of the 22nd from the left?
(A) I (B) E (C) O (D) U

Sol. (B) : Left = 22
Left = 13
 Left = 22 – 13 = 9
 Then,
 14 – 9 = 5
 5th letter from the left = (E)

Ex. 2. : If the first half of the English alphabet is written in reverse order, which letter is the 8th to the left of the 14th from the left?
(A) E (B) M (C) H (D) V

Sol. (C) : Left = 14
Left = 8
 Left = 14 – 8 = 6
 6th letter from the left = (14) – 6 = 8th letter
 8th letter from A = H

Series 7. M A Z N

First Half in Normal Order and Second Half in Reverse Order

If the first half of the English alphabet is written in normal order and the second half is written in reverse order, the series becomes: A, B, C,.....K, L, M/ Z, Y, X.....P, O, N

There are four methods to solve questions based on this series.

1. If the position is asked from the left side and both positions are in the same direction.

Ex. 1. : If the second half of the English alphabet is written in reverse order, which letter is the 10th to the left of the 14th from the left?
(A) D (B) M (C) H (D) Z

Sol. (A) : Left = 14
Left = 10
 Left = 14 – 10 = 4
 Fourth letter from A = (D)

Ex. 2. : If the second half of the English alphabet is written in reverse order, which letter is the 6th to the left of the 15th from the left?
(A) A (B) E (C) O (D) I

Sol. (D) : Left = 15
Left = 6
 Left = 15 – 6 = 9
 9th letter from A = (I)

2. If the position is asked from the left side and the two positions are in opposite directions.

Ex. 1. : If the second half of the English alphabet is written in reverse order, which letter is the 5th to the right of the 10th from the left?
(A) K (B) Y (C) W (D) Z

Sol. (B) : Left = 10
Right = 5
 Left = 10 + 5 = 15
 Then,
 15 – 13 = 2
 2nd letter from Z = (26 + 1) – 2 = 25th
 25th letter from A = (Y)

Ex. 2. : If the second half of the English alphabet is written in reverse order, which letter is the 7th to the right of the 13th from the left?
(A) T (B) Q (C) P (D) D

Sol. (A) : Left = 13
Right = 7
 Left = 13 + 7 = 20
 Then,
 20 – 13 = 7
 7th letter from Z = (26 + 1) – 7 = 20th
 20th letter from A = (T)

3. If the position is asked from the right side and both positions are in the same direction (right – right),

- Count the result from N (start of second half)
- To get the actual position from A, add 13 (since the first half has 13 letters)

Ex. 1. : If the second half of the English alphabet is written in reverse order, which letter is the 5th to the right of the 10th from the right?
(A) D (B) I (C) O (D) R

Sol. (D) : Right = 10
Right = 5
 Right = 10 – 5 = 5
 5th letter from N = 13 + 5 = 18th
 18th letter from A = (R)

Ex. 2. : If the second half of the English alphabet is written in reverse order, which letter is the 5th to the right of the 15th from the right?
(A) S (B) M (C) W (D) Z

Sol. (C) : Right = 15
Right = 5
 Right = 15 – 5 = 10
 10th letter from N = 13 + 10 = 23rd
 23rd letter from A = (W)

4. If the position is asked from the right side and the two positions are in opposite directions (right – left),

- Count the result from A (left side)
- Subtract the sum from 27

Ex. 1. : If the second half of the English alphabet is written in reverse order, which letter is the 5th to the left of the 11th from the right?
(A) K (B) I (C) O (D) U

Sol. (A) : Right = 11
Left = 5
Right = 11 + 5 = 16
Then,
 $27 - 16 = 11^{\text{th}}$
11th letter from A = (K)

Ex. 2. : If the second half of the English alphabet is written in reverse order, which letter is the 8th to the left of the 15th from the right?
(A) G (B) M (C) D (D) V

Sol. (C) : Right = 15
Left = 8
Right = 15 + 8 = 23
Then,
 $27 - 23 = 4^{\text{th}}$
4th letter from A = (D)

Series 8. Alpha-numeric Series

In this series, the elements can be:

- Letters (A – Z)
- Digits (0 – 9)
- Symbols (\$, @, #, %, , etc.)

These three types are collectively called elements of the series.

The series can be arranged in any random order.

Examples: (1) D6NE^4W1%A5J#KS319@KBL8
(2) F51%H*GKE^3L%CF@*HK24%JPKE5

Ex. : **Given Series:**
B23C\$4#E5@©6HIQJ%78*9UZY
Solve the following questions:

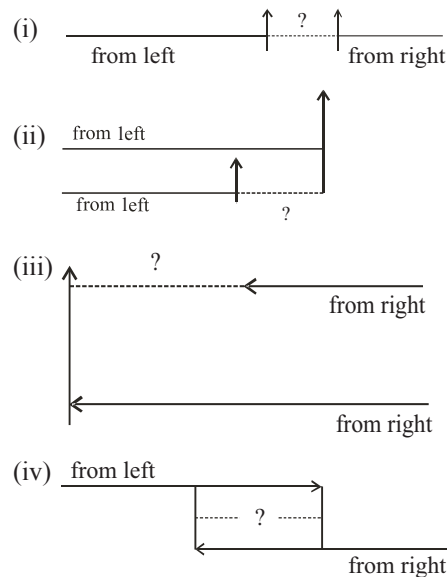
- Which element is the 5th to the right of the 4th from the left?
- Which element is the 6th to the left of the 17th from the left ?
- How many symbols are there that have a letter immediately before them and a number immediately after them ?

Sol. (A) : (i) Left = 4
Right = 5
Left = 4 + 5 = 9
9th element = 5

- Left = 17
Left = 6
Left = 17 – 6 = 11
11th element = C
- Two such pairs will be formed.
C \$ 4, J % 7

5. Finding the Number of Middle Letters

Number of Letters Between Two Letters (A – Z). There are four possible situations depending on direction :



Ex. 1. : In the English alphabet, how many letters are there between 9th from left and 7th from right ?
(A) 8 (B) 9 (C) 10 (D) 11

Sol. (C) : 9 letters from left and 7 letters from right.
Then, total letters = 9 + 7
= 16

Total number of letters in the English alphabet = 26
Mid letters = 26 – 16 = 10

Required number of letters = 10

Ex. 2. : In the English alphabet, how many letters are there between 18th from left and 5th from left ?
(A) 10 (B) 11 (C) 12 (D) 13

Sol. (C) : The number of letters between 18th and 5th letters from the left.
(Left – Left) – 1
(18 – 5) – 1
= 12 letters

Ex. 3. : In the English alphabet, how many letters are there between 20th letter from right and 10th letter from right ?
(A) 10 (B) 9 (C) 12 (D) 13

Sol. (B) : The number of letters between 20th and 10th from right :

$$(Right - Right) - 1$$

$$(20 - 10) - 1 = 9 \text{ letters}$$

6. Middle Letter Between Two Letters

Ex. 1. : Which letter is in the middle of 8th letter from left and 20th letter from left in the English alphabet.
 (A) M (B) N (C) P (D) R

Sol. (B) :

8th from Left

20th from Left

Middle letter

8th letter from left is H and 20th letter from left is T. Then, letter N is exactly in the middle of the letters H and T

Trick :

- If the positions of both the letters are given from the left, then the positions of the two letters are to be added and then halved. This is how the letter exactly in the middle of them is obtained.

$$8 + 20 = \frac{28}{2} = 14 = 14$$

- The 14th letter from the left is N, which will be the letter placed exactly in the middle of the two letters.

Ex. 2. : In the English alphabet, which letter is in the middle of 16th letter from right and 24th letter from right ?
 (A) T (B) U (C) R (D) G

Sol. (D) : 16th letter from the right is K and 24th letter from right is C, then G is exactly in the middle of K and C.

Trick :

If the positions of both the letters are given from the right, then the positions of the two letters are to be added and then halved.

The number that you get is the position of the letter that is situated exactly in the middle of the two specified letters as directed in the question.

$$16 + 24 = \frac{40}{2} \Rightarrow 20$$

The sequence of the letters in English alphabet is from left to right.

Position of the letter from left = 27 - Position of the letter from right

$$= 27 - 20 = 7 (G)$$

The letter b/w 16th letter from right and or 20th letter from right is G.

Important Facts

- If we find the position of a letter from left to right or from right to left, we subtract the position of a letter from 27.
- Middle letter = $\frac{Left + Left}{2}$ or $\frac{Right + Right}{2}$
- Number of letters between two letters
 - (i) $26 - [Left + Right] = \text{Number of letters}$
 - (ii) $[Left - Left] - 1 = \text{Number of letters}$
 - (iii) $[Right - Right] - 1 = \text{Number of letters}$

7. Arranging the Word According to a Dictionary (Word Formation)

Arranging the words in alphabetical order implies 'to arrange them in the order as they appear in a dictionary'.

In this topic, two types of questions are generally asked:

1. In this Type of Question

- A word is given and Four options are provided.
- Out of the four options :
 - ❖ Three options are formed using the letters of the given word.
 - ❖ One option is not formed using the letters of the given word.
- Identify and select the option that cannot be formed from the letters of the given word.

Ex. 1. : In the following question, a word with four options, one of which cannot be formed by using the letters of the given word. Find that word.

ETHNOGRAPHIC

- (A) HEART (B) GEAR
 (C) EARTH (D) GARMENT

Sol. (D) : In the word 'GARMENT', the letter 'M' is used which is not used in the given word. Remaining three words have the same letters as used in the word 'ETHNOGRAPHIC'.

Ex. 2. : In the following question, a word with four options, one of which cannot be formed by using the letters of the given word. Find that word.

'MULTIPLICATION'

- (A) LIMITATION (C) TYPICAL
 (B) LIPTON (D) MUTUAL

Sol. (D) : MUTUAL,

Reason :

- The letter 'U' appears twice in MUTUAL.
- In the original word MULTIPLICATION, 'U' occurs only once.
- Therefore, MUTUAL cannot be formed from MULTIPLICATION.

2. Word Formation/Formable Word

In this type of question :

- A word is given and Four options are provided.
Out of the four options :
 - ❖ Three options cannot be formed using the letters of the given word.
 - ❖ One option can be formed using the letters of the given word.
- Identify and select the option that can actually be formed from the letters of the given word.

Ex. 1. : In the following question, a word with four options, one of which can be formed by using the letters of the given word. Find that word :
CHOCOLATE

- (A) TELL (B) HEALTH
(C) LATE (D) COOLER

Sol. (C) : In the word 'TELL', L is used twice, where- as L is used only once in the given word.

Similarly, in the word 'HEALTH', H is used twice, whereas 'H' is used only once in the given word.

In the next word 'COOLER', the letter 'R' is used which is not present in the given word.

Only the word 'LATE' is the correct option which has the same letters as used in the word 'CHOCOLATE'.

Ex. 2. : In the following question, a word with four options, one of which can be formed by using the letters of the given word. Find that word
'QUINTESENCE'

- (A) SCOT (B) QUOTE
(C) QUITE (D) ESTEEM

Sol. (C) : Option (A) is incorrect because it uses 'O' that is not present in the given word.

Option (B) is incorrect because it uses 'O' that is not present in the given word.

Option (C) is correct because it uses all words that are present in the given word.

Option (D) is incorrect because it uses 'M' that is not present in the given word.

Ex. 3. : In the following question, a word with four options, one of which can be formed by using the letters of the given word. Find that word :
'ENVIRONMENT'

- (A) MOVEMENT (B) ENTERTAIN
(C) EMINENT (D) ENTRANCE

Sol. (C) : Option (A) is wrong [as 'M' appears twice in it.]
Option (B) is incorrect [because it uses 'A'].
Option (D) is incorrect [because it uses 'A'].
Option (C) will be the answer.

8. Dictionary

Words in a dictionary are arranged according to the alphabetical order of letters.

1. Compare the first letters of all words.

- The word with the letter earlier in the alphabet comes first.

2. If the first letters are the same, compare the second letters.

- The word with the earlier second letter comes first.

3. If the second letters are also the same, compare the third letters, and so on.

4. Continue this process until a difference is found.

Ex. 1. : Which option represents the correct order of the given words as they would appear in an English dictionary ?

1. Literatre 2. Literature
3. Literacy 4. Literary
5. Literal
(A) 5, 3, 4, 1, 2 (B) 3, 5, 4, 1, 2
(C) 3, 5, 1, 4, 2 (D) 3, 5, 4, 2, 1

Sol. (B) : By arranging the words according to the dictionary,

Literacy-3
Literal-5
Literary-4
Literate-1
Literature-2

Hence, the correct order is 3, 5, 4, 1, 2.

So, option (B) is correct.

Ex. 2. : Which word will come end when arranged according to the dictionary ?

1. Onion 2. Owl
3. Omnious 4. Ostrich
5. Oxford
(A) Ostrich (B) Owl
(C) Oxford (D) Onion

Sol. (C) : 1. O n i o n
2. O w l
3. O m n i o u s
4. O s t r i c h
5. O x f o r d

O is the same in all the words. On arranging all the letters according to English alphabet except O,

Omnious, Onion, Ostrich, Owl, Oxford

9. Making Meaningful Words from Disjointed Letters

In this type of question, a set of English letters is given in a jumbled order. The candidate is required to arrange these letters to form a meaningful word.

Ex. 1. : Unscramble the letters in the given words and find the odd one out.

- (A) EIWNTR (B) UMRSM E
(C) PIGRSN (D) LCUOD

Sol. (D) : Rearrange the letters of the given words are :

- (A) WINTER (B) SUMMER
(C) SPRING (D) CLOUD

Clearly, all except 'CLOUD' are names of seasons.

Hence, the answer is (D).

Ex. 2. : In the following question, some letters are given, arrange the letters properly to make a meaningful word. You have to choose a letter that will come at the end of the word.

gofrte

- (A) t (B) r (C) f (D) e

Sol. (A) : Rearranged the letters,

Meaningful word : f o r g e t

't' is the last letter in a meaningful word.

Important Questions

Type-1

If the English Alphabet is Arranged in the Order A, B, C..., X, Y, Z

Direction (Q. No. 1 to 5)

Each of the following question is based on given letter series. :

A B C D E F G H I J K L M N O P Q R S T U
V W X Y Z

- Which letter is 7th to the right of the 13th letter from the left end?
(A) S (B) T
(C) U (D) V
- Which letter will be 6th to the left of the 19th letter from the right end of the English alphabet series ?
(A) M (B) N
(C) X (D) None of these
- In the English alphabet, which letter will be 15th from right ?
(A) O (B) L
(C) K (D) Q
- In the English alphabet, which letter will be 16th to the left of the 6th from left ?
(A) O (B) P
(C) V (D) R
- In the English alphabet, which letter is 12th to the left of W ?
(A) I (B) K
(C) J (D) M

Type-2

If the English Alphabet is Arranged in the Reverse Order

Direction (Q. No. 6 to 10)

If English alphabet is written in reverse order, then answer the following questions given below :

- Which letter will be 12th to the left of the 25th from left ?
(A) J (B) M
(C) N (D) Q
- Which letter will be 7th to the right of the 11th from left ?
(A) D (B) I
(C) R (D) J
- Which letter is 17th to the left of the 7th from right ?
(A) I (B) J
(C) X (D) C
- Which letter is 18th to the right of the 22nd from right ?
(A) D (B) C
(C) W (D) X
- Which letter is 16th from left ?
(A) M (B) O
(C) P (D) K

Type-3

If We Start from A in the English Alphabet and Remove Every Second Letter

- If every second letter, starting from A, is removed, which letter will be the 4th to the right of the 5th letter from the left?
(A) R (B) W
(C) D (D) R
- If every second letter, starting from A, is removed, which letter will be the 5th to the right of the 5th letter from the left?
(A) C (B) T
(C) W (D) P

- If every second letter, starting from A, is removed, which letter will be the 3rd to the left of the 5th letter from the right?
(A) W (B) T
(C) R (D) L
- If every second letter, starting from A, is removed, which letter will be the 4th to the right of the 10th letter from the right?
(A) H (B) P
(C) G (D) D

Type-4

If We Start from B in the English Alphabet and Remove Every Second Letter

- If every second letter, starting from B, is removed, which letter will be the 5th to the right of the 4th letter from the left?
(A) Q (B) G
(C) E (D) X
- If every second letter, starting from B, is removed, which letter will be the 5th to the left of the 12th letter from the left?
(A) Q (B) S
(C) M (D) L
- If every second letter, starting from B, is removed, which letter will be the 3rd to the right of the 7th letter from the right?
(A) S (B) F
(C) C (D) Z
- If every second letter, starting from B, is removed, which letter will be the 6th to the right of the 12th letter from the right?
(A) X (B) D
(C) O (D) R

Type-5

If Both the First Half and the Second Half of the English Alphabet are Written in Reverse Order

19. If both the first and second halves of the alphabet are written in reverse order, which letter will be the 8th to the left of the 15th letter from the right?
(A) J (B) D
(C) X (D) E
20. If both the first half and the second half of the alphabet are written in reverse order, which letter will be the 6th to the right of the 15th letter from the right?
(A) V (B) F
(C) W (D) S
21. If both the first half and the second half of the alphabet are written in reverse order, which letter will be the 11th to the right of the 14th letter from the right?
(A) H (B) D
(C) R (D) P
22. If both the first half and the second half of the alphabet are written in reverse order, which letter will be the 8th to the right of the 11th letter from the left?
(A) U (B) G
(C) V (D) W

Type-6
If the First Half of the English Alphabet is Written in Reverse Order and the Second Half is Written in Normal Order

Direction (Q. No. 23 to 27)

If 1st half of the alphabet is written in reverse order, then answer the following questions given below :

23. Which letter will be 3rd to the left of the 15th letter from left ?
(A) R (B) L
(C) B (D) C
24. Which letter will be 11th to the right of the 7th letter from left end ?
(A) C (B) J
(C) R (D) S
25. Which letter will be 6th to the right of the 5th letter from left end ?
(A) K (B) C
(C) D (D) J
26. Which letter will be 6th to the right of the 17th letter from right end ?
(A) K (B) L
(C) P (D) R
27. Which letter will be 7th to the right of the 20th letter from right ?
(A) M (B) N
(C) O (D) K

Type-7
If the First Half of the English Alphabet is Written in Normal Order and the Second Half is Written in Reverse Order

Direction (Q. No. 28 to 32)

If 2nd half of the English alphabets are written in reverse order, then answer the following questions given below :

28. Which letter will be 5th to the right of the 17th from left ?
(A) L (B) M
(C) T (D) R
29. Which letter will be 10th to the left of the 11th from right ?
(A) G (B) H
(C) F (D) E
30. Which letter is 11th to the right of the 18th from right end ?
(A) G (B) H
(C) T (D) V
31. Which letter is 10th to the left of the 25th from left ?
(A) O (B) P
(C) Q (D) Y
32. Which letter will be 7th from right end ?
(A) F (B) G
(C) T (D) R

Type-8
Finding the Middle Letter

33. The position of which letter will be exactly at the centre of the arrangement if each of the letters in the word TOUCHED is arranged in reversed alphabetical order, i.e., starting from the last letter (Z)?
(A) E (B) T
(C) O (D) H
34. If all the letters in each of the following words are rearranged as per English alphabetical order, and the newly formed words/clusters are arranged as per the dictionary arrangement, which initial word/cluster will appear exactly in the middle ?
LIKE, LIVE, LOVE, LIME, LUCK
(A) LUCK (B) LIME
(C) LIVE (D) LOVE

Type-9
Systematic Formation of English Words (Word Arrangement)

35. How many meaningful four-letter English words can be formed using the first, second, third and sixth letters of the word "PROVIDE" (when counted from left to right), using each letter only once in each word ?

- (A) One (B) Three
(C) Two (D) Five

36. Each of the letters in the word STAMINA is arranged in alphabetical order. How many letters are there in the English alphabetical series between the letter that is first from the left and the one that is fourth from the right in the new letter-cluster formed ?
(A) 11 (B) 12
(C) 13 (D) 14
37. Each of the letters in the word UNIVERSAL is arranged in alphabetical order. How many letters are there in the English alphabetical series between the letter that is second from the left and the one that is fifth from the right in the new letter-cluster formed ?
(A) 7 (B) 8
(C) 6 (D) 9
38. Using the reverse code (Z = 1 to A = 26), what is the sum of the reverse positions of the first and last letters of "KNOWLEDGE" ?
(A) 25 (B) 30
(C) 38 (D) 32
39. The letters given below, when they are arranged, form an appropriate (Meaningful) word.
A V S E B O R I N T O
What is the position of letter R in the word formed from the left ?
(A) 7 (B) 6
(C) 5 (D) 8
40. From the given alternatives, select the word which cannot be formed using the letters of the given word.
ADMINISTRATION
(A) STRAIN (B) TRADITION
(C) SITUATION (D) RATION
41. In the question one word is given. After this, from the given alternative words, choose that word, which cannot be formed from the letters of the given original words.
COMBINATION
(A) NATION (B) AMBITION
(C) CAUTION (D) MOTION
42. Which of the following words cannot be formed from the word IMPOSSIBLE?
(A) IMPOSSIBLE (B) POSSIBLE
(C) IMPOSE (D) IMPASSIVE

43. How many meaningful English words can be formed from R, O, W, D and C, using each letter mandatorily but only once in each word ?
 (A) Two (B) One
 (C) More than two (D) None
44. How many meaningful English words can be formed from Y, P, R and A, using each letter mandatorily but only once in each word ?
 (A) None (B) Two
 (C) One (D) More than two
45. How many meaningful four letter English words can be formed using A, E, D and N using all the letters but each letter only once in each word ?
 (A) 0 (B) 2
 (C) 3 (D) 1

Type-10 Formation of Words

46. Which letter in the word "TREATMENT" is equidistant from both ends ?
 (A) A (B) T
 (C) E (D) M
47. **Sentence :** "The quantum universe expands silently into infinity." If the 3rd letter of every 2nd word is written in order, what word is formed ?
 (A) tufe (B) tule
 (C) apf (D) apt
48. Which is the 2nd last word in the sentence "Technology is advancing very rapidly" ?
 (A) is (B) rapidly
 (C) very (D) advancing
49. Choose the best sequence :
 1. Proposal, 2. Planning,
 3. Execution, 4. Completion,
 5. Approval
 (A) 5, 1, 2, 3, 4 (B) 1, 5, 2, 3, 4
 (C) 1, 2, 5, 3, 4 (D) 2, 1, 5, 3, 4
50. Select the option from the following options, which shows that correct order of given words, In which order these words appear in English Dictionary.
 I. Marmatites II. Martinec
 III. Marijuana IV. Marehan
 V. Marienbad
 (A) IV, V, III, I, II (B) IV, V, II, I, III
 (C) IV, V, III, II, I (D) IV, V, I, III, II
- (A) PROVISION
 (B) POSSESSION
 (C) PROCESSION
 (D) PROGRESSION
52. Alphabetic Series : W % ^ K V P I I 7 E 0 & 2 9 A F Z N 4 * @ U ? M
 What is the second element from the right of the 7th element from left ?
 (A) P (B) 1
 (C) 7 (D) ?
53. Each of the digits in the number 3571869 is arranged in ascending order from left to right. The position(s) of how many digits will remain unchanged as compared to that/those in the original number ?
 (A) Two (B) None
 (C) One (D) Three
54. Each of the digits in the number 5238641 is arranged in ascending order from left to right. The position(s) of how many digits will remain unchanged as compared to that/those in the original number ?
 (A) Two (B) None
 (C) One (D) Three
55. Each letter in the word DUMPERS is arranged in the English alphabetical order. How many letters are there in the English alphabetical order between the letter which is fourth from the left end and the one which is second from the right end in the new letter-cluster thus formed?
 (A) 5 (B) 3
 (C) 2 (D) 1
56. Solve the following letters to make meaningful words and then find the correct numerical position of the letters
 E S R T A R U N A T
 1 2 3 4 5 6 7 8 9 10
 (A) 10 2 3 5 1 6 4 7 8 9
 (B) 3 1 2 4 5 7 6 9 8 10
 (C) 1 3 5 2 9 4 8 6 7 10
 (D) 9 1 3 6 2 7 5 4 8 10
57. The letters of the word "APRSWRO" are out of order, if arranged correctly, it is the name of a bird. What is the last letter of the word?
 (A) O (B) W
 (C) P (D) R
58. Each vowel in the word 'ISOLATED' is changed to the following letter in the English alphabetical order and each consonant is changed to the preceding letter in the English alphabetical order. How many letters are there in the English alphabetical order between the letter which is the third from the left end and

the second from the left end in the group of letters thus formed.

- (A) Two (B) Four
 (C) Three (D) One

59. How many meaningful English words can be formed using first, third, sixth and seventh letters of the word RECOGNIZE (when counted from left to right) using all the letters but each letter only once in each word ?
 (A) Three (B) None
 (C) One (D) Two

Type-12 Miscellaneous

60. **Sentence :** "Reflections are clearer in calm waters." If each letter is mirrored using alphabetical symmetry (A ↔ Z, B ↔ Y), what is the 2nd letter of the 6th word after mirroring ?
 (A) d (B) x
 (C) y (D) z
61. If we increase each even digit by '1' and decrease each odd digit by '1' in the number '7846921453' and then arrange all the number in descending order, then what is the sum of the last five digits from the right end after the rearrangement ?
 (A) 35 (B) 32
 (C) 38 (D) 34
62. Each letter in the word FROCKED is arranged in the English alphabetical order. How many letters are there in the English alphabetical order between the letter which is third from the left end and the one which is second from the right end in the new letter-cluster thus formed?
 (A) 9 (B) 12
 (C) 10 (D) 8
63. The position of how many letters will remain unchanged if each of the letter in the word 'BACHELOR' is arranged in alphabetical order?
 (A) Two (B) One
 (C) Three (D) Five
64. If every letter in the word IMAGINATION is changed to the next letter in the English alphabetical order and the letters of the new word are arranged in alphabetical order, which letter will be the sixth from the left end of the new word thus formed?

Note: The new word formed after performing the mentioned operations may not necessarily be a meaningful English word.

- (A) J (B) O
 (C) P (D) N

Type-11 Making Meaningful Words from Disjointed Letters

51. Which of the following words is formed by changing exactly one letter at one place in the word "PROFESSION" ?

65. Select the option that indicates the correct arrangement of the following words in a logical and meaningful order.
- Square
 - Hexagon
 - Heptagon
 - Triangle
 - Pentagon
- (A) 3, 1, 2, 4, 5 (B) 2, 4, 5, 1, 3
(C) 4, 1, 5, 2, 3 (D) 1, 2, 3, 4, 5
66. Select the option that indicates the correct arrangement of the following words in a logical and meaningful order.
- The United Kingdom
 - World
 - Buckingham Palace
 - London
 - Europe
- (A) 3, 4, 1, 2, 5 (B) 3, 4, 1, 5, 2
(C) 4, 1, 5, 3, 2 (D) 1, 3, 5, 2, 4
67. In the word 'AMBIDEXTROUS', if the first letter is interchanged with the last letter' the second letter is interchanged with the eleventh letter' the third letter is interchanged with the tenth letter and so on, then which letter would immediately follow R in the new arrangement when read from left to right?
- (A) X (B) E
(C) O (D) T
68. Four words are EQUATION, MATHS, WINTER and RAIN.
- When counted from the left, if every fourth letter in each of the above words is changed to the previous letter in the English alphabetical order, how many words thus formed will have no letter appearing more than once?
- (A) Four (B) Three
(C) Two (D) One
69. How many meaningful English words can be formed with the letters 'EGMA' using each letter exactly only once in each word?
- (A) 3 (B) 2
(C) 4 (D) 1
70. If the first thirteen letters of the English alphabetical series are written in the reverse order and after A the remaining 13 letters are written in the normal order then which letter will appear 17th from the right (Writing style on the page from left to is right) ?
- (A) D (B) F
(C) E (D) C
71. The position of how many letters will remain unchanged if each of the letters in the word DOCUMENTARY is arranged from left to right in alphabetical order ?
- (A) Three (B) None
(C) One (D) Two
72. The position of how many letters will remain unchanged if each of the letters in the word COMPLEXITY is arranged from left to right in alphabetical order ?
- (A) None (B) Three
(C) Two (D) One
73. The position of how many letters will change if each of the letters in the word SKYLINE is arranged in alphabetical order ?
- (A) Six (B) Four
(C) Seven (D) Five
74. The position of how many letters will remain unchanged if each of the letters in the word DETAIL is arranged in the alphabetical order ?
- (A) Three (B) One
(C) None (D) Two
75. The position of how many letters will remain unchanged if each of the letters in the word ENGLISH is arranged in alphabetical order ?
- (A) Three (B) Four
(C) Two (D) One
76. The position of how many letters will remain unchanged if each of the letters in the word PRAISE is arranged in the alphabetical order ?
- (A) One (B) Three
(C) Two (D) None
77. Each of the letters in the word TRAMPOLINE are arranged from left to right in alphabetical order to form a new word. How many letters are there in the English alphabetical series between the alphabet which is fourth from the left and the one which is first from the right in the newly formed word ?
- (A) Six (B) Four
(C) Five (D) Seven
78. The position of how many letters will remain unchanged, if each of the letters in the word DICTIONARY is arranged in alphabetical order ?
- (A) 1 (B) 4
(C) 3 (D) 2
79. The position of how many letters will remain unchanged if each of the letters in the word MENTOR is arranged in the alphabetical order ?
- (A) Two (B) One
(C) Three (D) None
80. Each of the letters in the word FRANCHISE are arranged from left to right in alphabetical order to form a new word. How many letters are there in the English alphabetical series between the alphabet which is fifth from the left and the one which is third from the right in the newly formed word ?
- (A) Four (B) Seven
(C) Six (D) Five
81. The position of how many letters will remain unchanged if each of the letters in the word ANOTHER is arranged in reversed alphabetical order *i.e.*, starting from the last letter (Z) ?
- (A) Two (B) One
(C) Three (D) None
82. Each of the letters in the word JOURNAL are arranged in alphabetical order. How many letters are there in the English alphabetical series between the letter which is fourth from the left and the one which is second from the right in the new letter-cluster thus formed ?
- (A) Three (B) Five
(C) Four (D) Six
83. Each of the letters in the word STRANGE are arranged in alphabetical order. How many letters are there in the English alphabetical series between the letter which is fourth from the left and the one which is second from the right in the new letter-cluster thus formed ?
- (A) Four (B) Five
(C) Two (D) Three
84. Each of the letters in the word POINTED are arranged in alphabetical order. How many letters are there in the English alphabetical series between the letter that is third from the left and the one that is fourth from the right in the new letter-cluster thus formed ?
- (A) Six (B) Four
(C) Three (D) Two
85. If each letter of the English alphabet is given an odd numerical value starting from A = 1, B = 3 etc., then what will be the total value of the letters of the word CARDINAL?
- (A) 114 (B) 116
(C) 110 (D) 119
86. If each letter of the English alphabet is given an odd numerical value starting with A = 1, B = 3 etc., then what will be the total value of the letters of the word NOMINAL?
- (A) 150 (B) 144
(C) 149 (D) 146
87. If each of the English alphabets is assigned an even numerical value such as A = 2, B = 4, then what will be the code for EARTH?
- (A) 102384218 (B) 122384216
(C) 102364016 (D) 102364018

88. In the word DYNAMIC, each letter of the word is changed to the letter immediately succeeding it in the English alphabetical order and then the new group of letters thus formed is rearranged according to the English alphabetical order. Which letter is first to the right in the new rearranged group of letters ?

(A) E (B) B
(C) Z (D) D

89. Arrange the given words in the sequence in which they occur in the dictionary.

(1) Cardiodynias (2) Cardiospasms
(3) Carburetting (4) Carburettors
(5) Carcinogenic

(A) 34512 (B) 43512
(C) 34521 (D) 43521

90. Rearrange the letters given below to form a meaningful word and select from the given alternatives, the word which is almost opposite in meaning to the word so formed.

E, F, N, G, D, E, N, I, A

(A) CLAMOROUS (B) PLANGENT
(C) STILLY (D) SONOROUS

91. Letters of a meaningful word is jumbled up and has been numbered. You are required to construct the word and choose the option which gives the correct order of the letters as indicated by the numbers to form the word.

E-1, L-4, B-3, D-7, R-2, U-5, A-9

(A) 7529341 (B) 7529134
(C) 7523941 (D) 7259341

92. Arrange the following words as per order in the dictionary.

Veteran-11, Vealer-12, Veracity-13, Venality-14

(A) 12-14-13-11 (B) 12-14-11-13
(C) 12-11-13-14 (D) 12-13-14-11

93. Write the following words in dictionary order.

1. Narcoanalyses
2. Narcotization
3. Narcoanalysis
4. Narrowcasting
5. Narrativizing

(A) 31245 (B) 13245
(C) 13254 (D) 31254

94. Which of the following words in the given options can be formed from the letters of the word "ARCHITECTURE".

(A) LECTURE (B) CHILDREN
(C) YENT (D) UREA

95. From the given alternatives select the word which cannot be formed using the letters of the given word.

TRANSLUCENT

(A) TENT (B) RENT
(C) CENT (D) BENT

96. A meaningful word starting with A is made from the 1st, 2nd, 4th, 5th and 6th letters of the word CONTRACT. Which of the following is the middle letter of that word?

(A) C (B) O
(C) R (D) T

97. Select the combination of numbers so that the letters arranged accordingly will form a meaningful word.

I A R E T P
1 2 3 4 5 6

(A) 123456 (B) 243615
(C) 461235 (D) 613254

98. In the alphabets A to Z, written from left to right, starting from A, which letter is 4th to the right of the letter which is 15th when counted from the right ?

(A) L (B) M
(C) P (D) O

99. In the alphabets :
'ABCDEFGHIJKLMNPO', A is replaced by 2, B is replaced by 1, C is replaced by 4, D is replaced by 3, E is replaced by 6, F is replaced by 5 and so on. Which number will replace M ?

(A) 13 (B) 15
(C) 14 (D) 16

100. If A = 1, B = 2, C = 3, D = 4 and so on, who do the following number stand for ?

8 5 1 18 20

(A) HEART (B) ADHER
(C) HEARD (D) HARME

Direction (Q. No. 101 and 102)

If A = 5, B = 6, C = 7, D = 8 and similarly if other letter have values, then what is the meaning of the following numbers ?

101. 22 25 8 22 5

(A) PRIYA (B) NEEMA
(C) MEENA (D) RUDRA

102. 6 22 19 27 18

(A) BROWN (B) WHITE
(C) GREEN (D) BLACK

103. Certain numbers have letters as given below :

1 2 3 4 5 6 7 8 9 0
B A D C P R Q S T M

What is the number indicated by these letters ?

PAQMC

(A) 52740 (B) 52704
(C) 57204 (D) 52407

104. A group of letters are given with each being assigned a number serially from 1 to 8. These have to be unscrambled into a meaningful word and correct order of letter may be indicated from the given responses.

YMLOSBCI

(A) 56241387 (B) 51264387
(C) 21645387 (D) 47685321

105. In the English alphabet, which letter is 10th to the left of the 19th letter to the right of the 7th from left end ?

(A) K (B) L
(C) P (D) R

106. In the English alphabet, which letter is 7th to the left of the 11th to the right of the 21st from right end ?

(A) Q (B) J
(C) L (D) P

107. In the English alphabet, how many letters are there between 18th letter from left and 3rd letter from left ?

(A) 9 (B) 10
(C) 14 (D) 15

Answer Key

1. (B) 2. (D) 3. (B) 4. (B) 5. (B)
6. (C) 7. (B) 8. (C) 9. (A) 10. (D)
11. (A) 12. (B) 13. (D) 14. (B) 15. (A)
16. (C) 17. (A) 18. (C) 19. (A) 20. (A)
21. (D) 22. (A) 23. (C) 24. (C) 25. (B)
26. (C) 27. (B) 28. (D) 29. (C) 30. (C)
31. (D) 32. (C) 33. (D) 34. (B) 35. (B)
36. (A) 37. (B) 38. (C) 39. (C) 40. (C)
41. (C) 42. (D) 43. (B) 44. (C) 45. (D)
46. (B) 47. (D) 48. (C) 49. (B) 50. (A)
51. (C) 52. (C) 53. (C) 54. (A) 55. (C)
56. (B) 57. (B) 58. (D) 59. (C) 60. (D)
61. (A) 62. (A) 63. (C) 64. (A) 65. (C)
66. (B) 67. (D) 68. (A) 69. (A) 70. (A)
71. (D) 72. (C) 73. (A) 74. (C) 75. (D)
76. (D) 77. (D) 78. (D) 79. (B) 80. (D)
81. (C) 82. (A) 83. (A) 84. (B) 85. (B)
86. (C) 87. (C) 88. (C) 89. (A) 90. (C)
91. (A) 92. (A) 93. (C) 94. (D) 95. (D)
96. (D) 97. (D) 98. (C) 99. (C) 100. (A)
101. (D) 102. (A) 103. (B) 104. (B) 105. (C)
106. (B) 107. (C)

