

A New Approach to

REASONING

Verbal, Non-Verbal
& Analytical

Useful for

Management (CAT, XAT, MAT, CMAT, IIFT, SNAP & other),
Bank (PO & Clerk), SSC (CGL, 10+2, Steno, FCI, CPO,
Multitasking), LIC (AAO & ADO), CLAT, RRB, UPSC
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BS Sijwali • Indu Sijwali



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PREFACE

In any general, competitive or entrance examination, the section Reasoning and General Intelligence is equally weighted section in any question paper.

Reasoning basically tests candidates thinking power and mind applicability skills. Importance of reasoning is increasingly moving centre stage in today's competitive examinations. The questions that are asked in different examinations are not easy to solve and one cannot solve these problems without having prior knowledge and better practice. But if a candidate knows the basic concept behind the question, then he/she can solve it in no time.

This Book 'A New Approach to Reasoning is' the most appropriate and the best reference text book on reasoning as it caters to the needs of students who aspire to prepare and develop skills in Verbal, Non-Verbal and Analytical Reasoning for various competitive exams viz Management entrances (CAT, XAT, MAT, CMAT, IIFT & SNAP, etc.), SSC (10+2, CGL, CPO etc.), Bank (PO & Clerk), Railways, UPSC and other State PSCs entrance exams.

Above all, it can be said that the book at hand prove to be a real gem if studied with dedication and sincerity. We are sure that this book will add a new dimension to the preparation for every competitive examination and prove to be very helpful to all candidates.

However, we have put our best efforts in preparing this book, but if any error or whatsoever has been skipped out, we have welcomed your suggestions. A part from all those who helped in the compilation of this book a special note of thanks goes to Ms Garima Sharma without their support the book could not have come to its shape. Sandeep Saini has given their expertise in the layout of the book.

The contribution of Mr Amogh Goyal. Mr Rohit & Harvindar for this book is also very special and worthy of great applause.

Reader's recommendation will be highly treasured.

FEATURES OF REVISED & UPDATED EDITION

- The whole book is divided into three sections viz. **Verbal, Non-verbal and Analytical Reasoning.**
- Each chapter begins with a brief introduction about chapter and covers all possible **types** that are covered under it.
- Each type has its specific theory with supported **examples** and also has its separate exercise with detailed solutions.
- At the end of the chapter, there is a **Master Exercise** which covers questions based on all types and latest questions asked in **previous years' examinations.** Each question has its accurate and detailed answer.

Authors

BS Sijwali & Indu Sijwali

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A New Approach to
REASONING

**VERBAL
REASONING**

CHAPTER / 01

Alphabet and Number Test

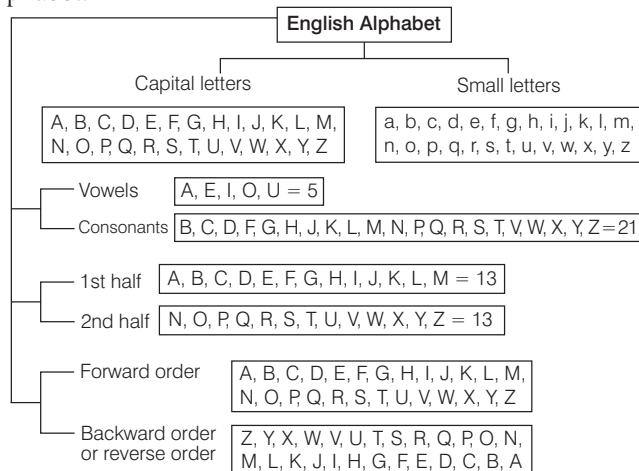
Alphabet and Number Tests are based on arrangement of English letters/numbers in a certain defined pattern. These tests are also based on formation of new numbers/words and finding letter pairs and numbers between two specific letters and numbers.

In this chapter, we deal with the questions in which, a group or series of letters is given. This group can be a meaningful or in scrambled form. Based on that group, a candidate is asked to find a letters' pair between the words or form a meaningful word with different letters or find letter or number to the left or right of a particular letter. Before moving to the type of questions, first we should learn the letters' position of English alphabet and various other facts related to it.

There are 26 letters in English alphabetical 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.

The following diagram will give a better idea about English alphabet.



Positions

In English alphabet, each letter has its corresponding position and it is important to learn about the position or rank of the alphabets. Such positions of letters are of two types —

1. Forward Order Letter Position

In such order positions are counted from left to right. In other words, one starts counting from A and goes towards Z.

Left to Right

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

2. Backward Order Letter Position

In backward order position, counting is started from Z and is ended at A. In other words, counting is done from right to left.

Right to Left

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

Trick to Learn Position/Rank of the Alphabets

We have already discussed that there are 26 letters in the alphabet series.

Now let us have a look at the tricks to learn the position of alphabets.

A to D First four letters A to D's, rank is 1 to 4 (easy to learn). No trick is required to learn them.

E For this you have to learn one word "EJOTY".

E	J	O	T	Y
5	10	15	20	25

Learning this word helps you to learn the position of 5 letters which are the multiple of 5.

F For this you have to learn another word "CFILORUX".

C	F	I	L	O	R	U	X
3	6	9	12	15	18	21	24

Learning this word helps you to learn the position of 8 letters which are the multiple of 3.

G Everybody know **G-7 Nations**. The position of G is 7.

H If you join the 2 lines of H, it will become 8 or you can say H looks like 8. Thus, the position of H is "8".

I "I know (9) You". Learn this sentence and you will get position of "I".

J Remember the term "EJOTY". The position of J is "10".

K K for **Kelvin** and which is similar to "**eleven**" in Pronunciation. The position of K is "11".

L Remember the term "CFILORUX". The position of L is "12".

M M looks like 3 (when we rotate M as 3) The position of M is "13".

N N for November and November 14 is Children's day. Thus, the position of N is "14".

O Again the term EJOTY. The position of O is "15".

P When we see water image of P, it look like Six (6). The position of P is "16".

Q Write Q like Q₇. Here, we can see "7" on right end of Q. The position of Q is "17".

R Remember the term CFILORUX or when we stretch R like R₈, it looks like 8. The position of R is "18".

S We write Nineteen, UNISSS in hindi. The position of S is "19".

T T-20 Match

Or

Remember the term EJOTY.

The position of T is "20".

U Again remember the term "CFILORUX". The position of U is 21.

V V for Victory.

You require two fingers to represent victory.

The position of "V" is "22".

W If you rotate anticlockwise the letter "W", it looks like 3, its position is 23.

X Remember the term CFILORUX.

Or

It is being divided into Four parts.



The position of X is 23.

Y Remember the term "EJOTY".

The position of Y is 25.

Z Last letter is Z. Its position is 26.

After the positional values of English letters are known, we should learn about the position of *Opposite* letters and *Left and Right* of a letter.

Opposite Letters

A letter is said to opposite of other when sum of their positional values is equal to 27.

e.g., Positional value of B = 2,
Positional value of Y = 25
Required sum = 2 + 25 = 27

Hence, they are opposite letter pair.

If we have to find the opposite letter of any letter, then corresponding position of that letter is subtracted from 27.
Let us see

Opposite letter of A = 27 – Position of A
= 27 – 1 = 26th letter = Z

Opposite letter of B = 27 – Position of B
= 27 – 2 = 25th letter
= Y and so on.

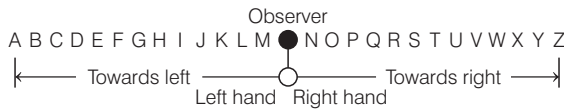
Trick to Remember Opposite Letters

AZ	Remember (ZA) of 'go' in Hindi / AZad
BY	Remember the word 'by' / BoY
CX	Remember CIX (like 'Six') / CraX
DW	Remember DW of the word / DEW.
EV	Remember EV (Evening) / loVE
FU	Remember FU of 'Full' / ForU
GT	Remember GT Road (Built by Shershah)
HS	Higher Secondary / High School
IR	Indian Railway
JQ	Jack and Queen (in the game of cards)
KP	Kevin Peterson (England cricket player) / kal-Prso
LO	Remember LO of the word LOVE
MN	Remember MN of the word MAN

Left and Right of a Letter

Letters do not have their own left and right. We decide left and right of letters on the basis of ours left and right. In other words, the left of letters is towards our left and the right of letters is towards our right.

Let us see



If you have to find out 4th letter to the left of T, then stand in front of T like below.



So, 4th letter to the right of T is "X".

Clearly, 4th letter to the left of T is P.

And, if you have to find out 4th letter to the right of T, then stand in front of T and find required letter as below.



Some terms related to 'Left' and 'Right' are as follows

- (i) **Just Left/Immediate left** It means just before.
e.g., G is the letter just left of H.
- (ii) **Just right/immediate right** It means just after.
e.g., Q is the letter just right of P.
- (iii) **From our Left** It means 'from our left to right' or we can say it as 'from letter A to Z'. i.e.,
A → B → C → → Y → Z
- (iv) **From our Right** It means 'from our right to left' or we can say it as 'from letter Z to A'. i.e.,
A ← B ← C ← ← Y ← Z
- (v) **To the Left** It means 'from Z to A'. i.e.,
A ← B ← C ← ← Y ← Z
- (vi) **To the Right** It means 'from A to Z'. i.e.,
A → B → C → → Y → Z

Important formulae to find the position of letter in english alphabet

1. In english alphabet n+n letter to the right of m+n letter from your left = (m+n)+n letter from left.
2. In english alphabets n+n letter to the left of m+n letter from your right = (m+n)+n letter from right.
3. In english alphabet n+n letter to the left of m+n letter from your left = (m-n)+n letter from left.

4. In english alphabet n+n letter to the right of m+n letters from your right = (m-n)+n letter from right.
5. In backward order of english alphabet n+n letter to the right of m+n letter from your left = (m+n)+n letter from left.
6. In backward order of english alphabet n+n to the left of m+n letter from your right = (m+n)+n letter from right.
7. In backward order of english alphabet n+n letter to the left of m+n letter from your left (m-n)+n letter from left.
8. In backward order of english alphabet n+n letter to the right of m+n letter from your right = (m+n)+n letter from right.

Various types of questions asked in the examination are as follows.

TYPE 01

Alphabet Test

In this type, the questions asked are based on-finding the place of an English letter to the left or right of another English letter in the alphabetical order.

Sometimes the questions are based on

- finding the number of English letter(s) between two different English letters.
- finding the middle letter between two specified letters and in some questions it is asked that which letters do not change their places after alphabetical arrangement.

The detailed discussion with examples of the above mentioned types of questions are as follow

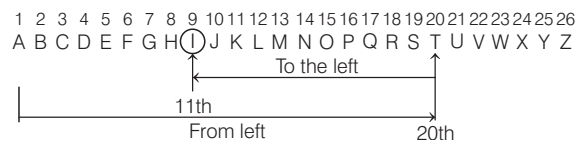
A. Place of a Letter in Forward Order

In this type of questions the exact letter has to be found out with the help of direction and place given in the question.

Ex 01 Find the 11th letter to the left of 20th letter from left in the English alphabet.

- (a) D
- (b) J
- (c) K
- (d) I

Solution (c) Let us see



Hence, 11th letter to the left of 20th letter from left is I.

Alternate Method (By formula 3)

In English alphabet 11th letter to the left of 20th letter from your left = (20 - 11)th letter from left = 9th letter from left = I

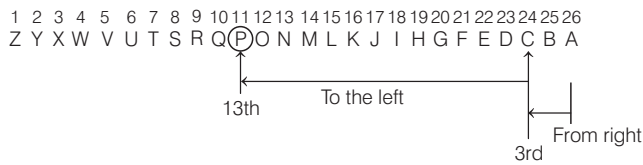
B. Place of Letter in Completely Backward Order

In such questions the order of letters is completely reversed or they are counted from Z to A and then the place of letter is asked with the help of direction.

Ex 02 If English alphabet is written in backward order, then what will be the 13th letter to the left of the 3rd letter from right?

- (a) P
- (b) N
- (c) R
- (d) Q

Solution (a) Backward order is written as



Now, the 13th letter to the left of the 3rd letter from right is P.

Alternate Method (By formula)

In backward order of alphabet, 13th letter to the left of 3rd letter from our right = (3 + 13)th letter from right = 16th letter from right = P

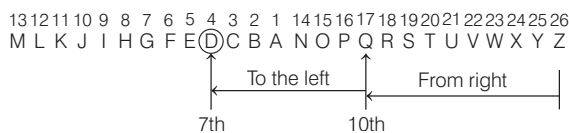
C. Place of a Letter When First Half is in Backward Order

In such type of questions, only the 1st half of the order of alphabetical series is reversed and remaining are left unaltered *i.e.*, order of A to M is reversed and then questions related to position of letters are asked.

Ex 03 If 1st half of the English alphabet is written in backward order, then what will be the 7th letter to the left of the 10th letter from your right?

- (a) C
- (b) E
- (c) D
- (d) J

Solution (c) Let us see



∴ The 7th letter to the left of 10th letter from our right is D.

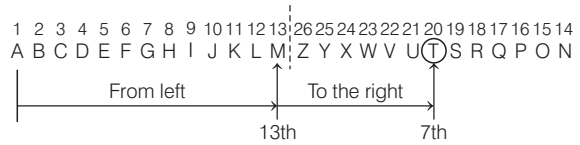
D. Place of a Letter When Second Half is in Backward Order

In such type of questions the 2nd half is reversed *i.e.*, from N to Z and remaining are kept as it is and then questions related to place of English alphabet are asked.

Ex 04 If 2nd half of the English alphabet is written in backward order, then what will be the 7th letter to the right of 13th letter from your left?

- (a) T
- (b) U
- (c) V
- (d) S

Solution (a) Let us see



∴ The 7th letter to the right of 13th letter from our left is T.

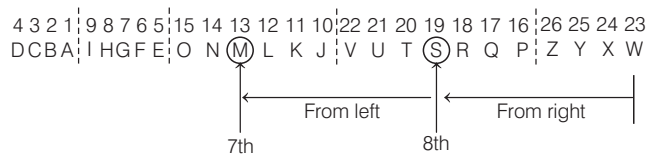
E. Multiple Letter Segment in Backward Order

In such type of questions, no specified order of change is followed in alphabetical order. They are changed according to the condition given in a particular question.

Ex 05 If first four letters of the English alphabet are written in reverse order; again next 5 letters are written in reverse order; again next 6 letters are written in reverse order; again next 7 letters are written in reverse order and finally, the remaining letters are also written in reverse order, then what will be the 7th letter to the left of the 8th letter from right?

- (a) M
- (b) N
- (c) O
- (d) L

Solution (a) Let us see the arrangement

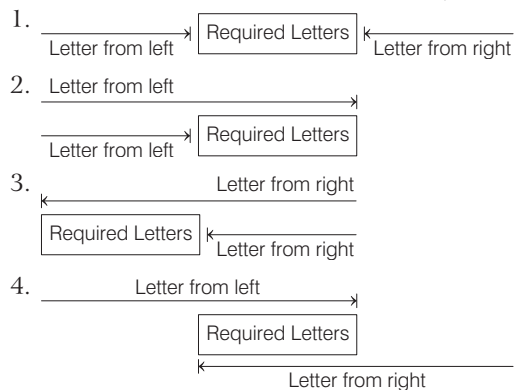


∴ The 7th letter to the left of the 8th letter from right is M.

F. Number of Letters Between Two Letters

In this particular type of questions the candidate is asked to calculate the total number of English letters between any two specified letters as directed in the question.

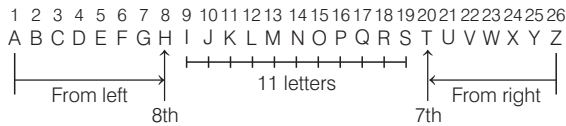
Four situations can be created under these types of problems



Ex 06 How many letters are there between 8th letter from left and 7th letter from right in the English alphabet?

- (a) 7
- (b) 11
- (c) 8
- (d) 9

Solution (b) Let us see



∴ There are 11 letters between 8th letter from left and 7th letter from right.

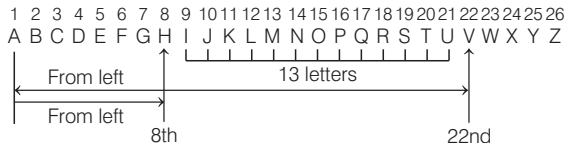
Alternate Method

Total number of letters in the English alphabet = 26
 ∴ Required number of letters = $26 - (8 + 7) = 26 - 15 = 11$

Ex 07 How many number of letters are there between 22nd letter from left and 8th letter from left in the English alphabet?

- (a) 12 (b) 15 (c) 11 (d) 13

Solution (d) Let us see there are 13 such letters



Alternate Method

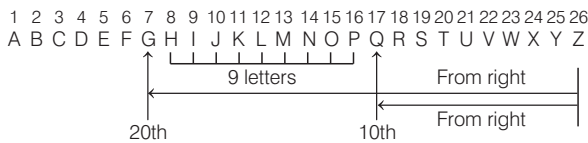
22nd letter from left = $(27 - 22) = 5$ th letter from right. Clearly, we have to find the number of letters between 8th letter from left and 5th letter from right.

∴ Required number of letters = $26 - (8 + 5) = 26 - 13 = 13$

Ex 08 Find the number of letters between 20th letter from right and 10th letter from right in the English alphabet.

- (a) 9 (b) 12 (c) 7 (d) 11

Solution (a) Let us see



∴ There are 9 such letters.

Alternate Method

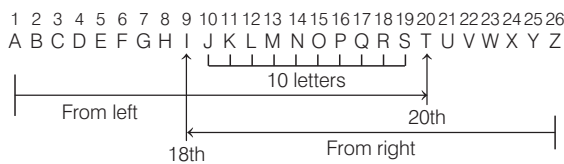
20th letter from right = $(27 - 20) = 7$ th letter from left
 Clearly, we have to find the number of letters between 7th letter from left and 10th letter from right.

∴ Required number of letters = $26 - (7 + 10) = 26 - 17 = 9$

Ex 09 How many letters are there between 20th letter from left and 18th letter from right in the English alphabet?

- (a) 15 (b) 6 (c) 10 (d) 12

Solution (c) Let us see



∴ There are 10 such letters.

Alternate Method

18th letter from right = $(27 - 18) = 9$ th letter from left. And 20th letter from left = $(27 - 20) = 7$ th letter from right.

Clearly, we have to find the number of letters between 9th letter from left and 7th letter from right.

∴ Required number of letters = $26 - (9 + 7) = 26 - 16 = 10$

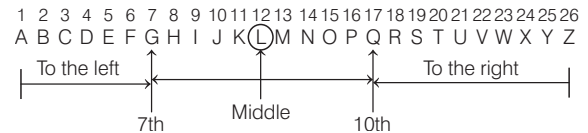
G. Middle Letter between Two Letters

In these types of questions, the candidate is asked to find the middle letter between the two specified letters of English alphabet.

Ex 10 Which letter is in the middle of 7th letter from left and 10th letter from right in the English alphabet?

- (a) L (b) P
 (c) M (d) Q

Solution (a) Let us see



∴ Letter between G and Q is L.

Alternate Method

10th letter from right = $27 - 10 = 17$ th letter from left.

∴ Required middle letter = $\frac{7 + 17}{2} = \frac{24}{2} = 12$ th letter from left = L

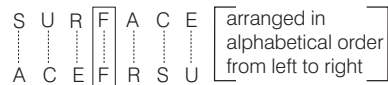
H. Same Position of Alphabet after Arranging Alphabetically

In this type of questions, a word is given and then asked how many letters will remain at the same position, if they are arranged in alphabetical order.

Ex 11 How many letters will remain at the same position in the word 'SURFACE' when they are arranged in the alphabetical order from left to right? « IBPS Clerk 2017

- (a) Four (b) Three
 (c) One (d) Two
 (e) None of these

Solution (c)

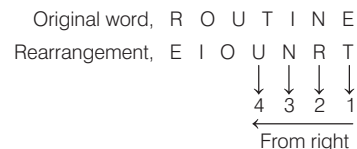


Only one letter 'F' remain at the same position.

Ex 12 If the vowels of the word 'ROUTINE' are 1st arranged in alphabetical order, followed by the consonants in the alphabetical order, which of the following will be 4th from the right end after the rearrangement?

- (a) N (b) U (c) T (d) O

Solution (b)



Hence, U is the correct answer.

Practice / CORNER 1.1

1. In the English alphabet, find the position of S from right.
(a) 8 (b) 5 (c) 4 (d) 9
2. In the English alphabet, find the position of L from left.
(a) 12 (b) 16 (c) 11 (d) 15
3. Which letter is 7th from right in the English alphabet?
(a) P (b) C (c) T (d) V
4. Find the letter which is 16th from right in the English alphabet.
(a) K (b) L (c) J (d) F
5. In the English alphabet, which letter is 10th from right?
« UP B.Ed. 2011
(a) P (b) Q (c) R (d) S
6. If the English alphabet is written in backward order, then which letter will be 5th to the left of letter M?
« MAT 2011
(a) G (b) H (c) S (d) R
7. Find the letter that comes 5th to the left of R in the English alphabet.
SSC (CGL) 2009
(a) M (b) N (c) V (d) T
8. If English alphabet is written in the backward order, then which letter is 7th to the right of K? « UP B.Ed. 2011
(a) A (b) B (c) C (d) D
9. Which letter of the alphabet is 7th to the left of the 18th letter from the left in a forward alphabet series?
« UPSSSC VDO 2018
(a) J (b) G (c) T (d) K
10. 4WXZ8QPOJ6GTMVEUH53B
In the above series, the 5th term to the left of the 8th term from the right is « RRB Group D 2018
(a) P (b) O (c) H (d) 5
11. Find the middle letter between K and V in the English alphabet.
(a) N (b) O
(c) Q (d) No letter possible
12. All the vowels are removed from the English alphabets. Remaining alphabets are arranged once in increasing order and once in decreasing. The letter (alphabet) whose position remains the same in both increasing and decreasing order is « CGPSC Pre 2016
(a) L (b) M (c) P (d) N
(e) None of these
13. Which letter is 10th to the left of 18th letter from left in the English alphabet? « UP B.Ed. 2010
(a) L (b) J (c) H (d) I
14. If the letters of English alphabet are written in reverse order, then find the 10th letter to the left of 10th letter from right? « UCO Bank (PO) 2010
(a) S (b) V (c) T (d) G (e) W
15. If the English alphabet is written in reverse order, then which letter is 7th to the left of 11th letter from right? « SSC (10+2) 2008
(a) W (b) H (c) R (d) D
16. If English alphabet is written in backward order, then find the 7th letter to the left of 11th letter from left.
(a) W (b) H (c) I (d) D
17. If 1st half of the English alphabet is written in reverse order, then find the 15th letter from right.
« Canara Bank (Clerk) 2008
(a) A (b) B (c) C (d) D (e) E
18. If the 2nd half of the English alphabet is written in the reverse order, then find the 15th letter from right.
« LIC (ADO) 2009
(a) M (b) L (c) K (d) J (e) O
19. If the 1st half of the English alphabet is written in the backward order, then find the 15th letter to the left of 20th letter from left. « Syndicate Bank (Clerk) 2010
(a) H (b) I (c) Y (d) X (e) N
20. If the 2nd half of the English alphabet is written in backward order, then which letter comes 5th to the left of the 20th letter from left? « PNB (PO) 2011
(a) J (b) H (c) Y (d) Z (e) X
21. Which letter will be midway between 6th letter from left and 14th letter from the left in the English alphabet?
(a) K (b) J
(c) I (d) L
22. Which letter comes in the middle of 20th letter from left and 21st letter from right? « PNB (PO) 2011
(a) L (b) M (c) N (d) O
(e) No letter possible
23. Find the middle letter between 7th letter from left and 14th letter from right in the English alphabet.
« Allahabad Bank (Clerk) 2011
(a) H (b) I
(c) J (d) K
(e) No letter possible
24. All the English alphabets are arranged alphabetically in the reverse order. The difference of the positions of two vowels which appear in the beginning and in the end is « CGPSC Pre 2017
(a) 6 (b) 12
(c) 16 (d) 18
(e) None of these
25. Find the middle letter between 4th and 16th letters in the English alphabet. « SBI (PO) 2004
(a) J (b) K
(c) I (d) L
(e) None of these

DIRECTIONS ~ (Q.Nos. 26-28) *Study the following letter series and give the answer of following questions based on the letter series* « CGPSC Pre 2017

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

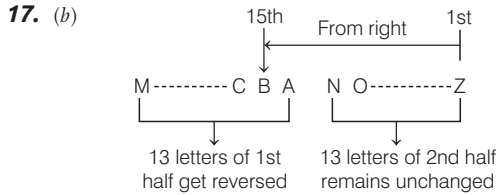
- 26.** How many letters are not at their usual place in the alphabetical order?
(a) 7 (b) 9 (c) 8 (d) 10
(e) None of these
- 27.** How many sets of two or more letters have letters in the alphabetical order?
(a) 4 (b) 5 (c) 6 (d) 7
(e) None of these
- 28.** Some letters are preceded by and followed by wrong letters so far as their alphabetic order is concerned. What are these letters?
(a) G J P V (b) E K Q W (c) C H N T (d) B I O U
(e) None of these
- 29.** How many such letters are there in the word 'CATEGORY' which remains same in its position, when they are arranged in alphabetical order?
(a) None (b) One (c) Two (d) Three
- 30.** In the word CITRUS, the letter immediately before each vowel is replaced with the next alphabet (as per the English alphabetical order) and all other remain unchanged. Which of the following letters did not appear in the word thus formed? « RBI Assistant 2017
(a) I (b) V (c) T (d) S (e) D
- 31.** In the given sequence, if every letter beginning from position 8 from the left is replaced by its next letter in the English alphabet, and Z is replaced by A, then how many V's will be there in the resulting sequence? « RRB ALP 2018
ZUDJKNCXVCSLLIEBSFJVATWQK
(a) 0 (b) 3 (c) 2 (d) 1
- 32.** If all the letters in the word FIGURES are arranged in alphabetical order from left to right in such a way that vowels are arranged first followed by consonants, then how many letters are there in between U and R after the arrangement? « SBI Clerk 2018
(a) Two (b) One (c) None (d) Three
(e) Four
- 33.** How many such letters are there in the word 'MONKEY' which remain at the same in its position, if the letters are arranged in descending order alphabetically?
(a) None (b) One (c) Two (d) Three
- 34.** How many such letters are there in the word 'MARTINA'. Which remain same in its position, if they are arranged in alphabetical order?
(a) One (b) Two (c) Three (d) Four
- 35.** If the last four letters of the word 'CONCENTRATION' are written in reverse order followed by next two in reverse order and next three in the reverse order. Counting from the end, which letter would be eighth in the new arrangement? « CMAT 2013
(a) O (b) I (c) N (d) T
- 36.** If each alphabet in the word 'FRACTION' is arranged in alphabetical order and then each vowel is changed to the next letter in the English alphabetical series and each consonant is changed to previous letter in English alphabetical series, which of the following will be 4th from the right side of the new arrangement thus formed? « PNB (PO) 2010
(a) M (b) T
(c) P (d) E
(e) Q
- 37.** Each vowel in the word 'TIRADES' is replaced by the previous letter and each consonant is replaced by the next letter in the English alphabet and the new letters are rearranged alphabetically, from right which of the following will be the fifth from the right end? « SBI (PO) 2011
(a) F (b) J (c) Q (d) C
(e) None of these
- 38.** If each consonant in the word 'TOLERANT' is replaced by the previous letter in the English alphabet and each vowel in the word is replaced by the next letter in the English alphabet and a new set of letters is arranged alphabetically, which of the following will be the 6th from the left end after the replacement? « Andhra Bank (PO) 2009
(a) M (b) P
(c) B (d) Can't be determined
(e) None of these
- 39.** In case of how many letters of the word 'RAIMENT' will their order in the word remains same when the letters are arranged in the alphabetical order? « IDBI Bank (Clerk) 2010
(a) None (b) Three
(c) One (d) Two
(e) None of these
- 40.** In the case of how many letters of the word 'FAINTS', will their order in the word not remain same when the letters are arranged in the alphabetical order? « Canara Bank (Clerk) 2011
(a) Two (b) One
(c) Three (d) None
(e) None of these
- 41.** In the word 'Creation', if all the letters are arranged in alphabetical increasing order from left to right, then Which letter/letters remain/remains in the same position? « RBI Office Assistant 2020
(a) Only 'N'
(b) Both 'A' and 'T'
(c) Only 'E'
(d) Both 'C' and 'O'
(e) None of these
- 42.** If the letters of the word 'DOLPHIN' are arranged as they appear in the English alphabetical order from right which of the following letters is preceded by the letter which is 5th from left? « UP B.Ed. 2011
(a) No such word (b) H
(c) I (d) None of these

43. The letters in the word 'MORTIFY' are changed in such a way that the vowels are replaced by the previous letter in the English alphabet and the consonants are replaced by the next letter in the English alphabet. Which of the following will be in the middle of the third letter from the right end and third letter from left end of the new set of letters?
(a) U (b) H (c) G (d) None of these
44. The position of first and the fourth letters of the word PRICED are interchanged, similarly, the positions of second and fifth letters and third and sixth letters. In new arrangement thus formed, how many letters are there in English alphabetical series between alphabets, which are at the extreme ends? « SBI Clerk 2016
(a) EDPI (b) EDCR (c) EDIR (d) EDPR
(e) None of these
45. Each vowel in the word 'JOURNEY' is replaced by the previous letter in the English alphabet and each consonant is replaced by the next letter in the English alphabet. Then, the substitute letters are arranged in alphabetical order. Which of the following will be the 5th from the left end? « PNB (PO) 2009
(a) S (b) T (c) N (d) O
(e) None of these
46. If all the letters of each given words are arranged in alphabetical order within the words, then in how many words third and fifth letter remains on the same position as earlier? « IBPS Clerk Mains 2018
I. MBEKTYD II. GPNAQUS
III. XCJRHO
(a) Only I (b) Only I and II
(c) All I, II and III (d) Only II
(e) None
47. The distinct letters of the word EXTRAORDINARY are arranged in alphabetic order. Then, the letter in the fifth position from left is « WBCS 2020
(a) N (b) O
(c) I (d) A
48. If in the English alphabet, all letters with odd numbered positions are written in serial order from right to left followed by the letters at even numbered positions written in reverse order, which letter will be 5th to the right of 18th letter from left?
(a) None (b) A
(c) S (d) Can't be determined
(e) None of these

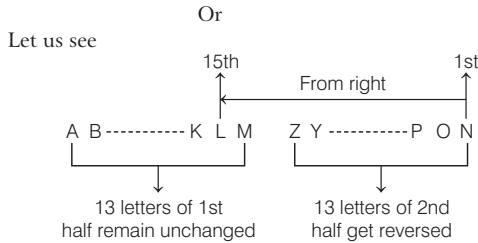
Answers WITH EXPLANATIONS

1. (a) Position of S from left = 19th
∴ Position of S from right = (27-19)th = 8th
2. (a) From CFILORUX, Position of L from left = 12th
3. (c) 7th letter from right = (27 - 7) th = 20th letter from left = T
4. (a) 16th letter from right = (27 - 16)th
= 11th letter from left = K
5. (b) Required letter = (27 - 10)th = 17th letter from left = Q
6. (d) 5th letter to the left of M in the backward order
= 5th letter to the right of M in forward order
= 5th letter after M in the forward order
= (13 + 5)th letter in the forward order
= 18th letter in the forward order
= R
Position of M in forward order alphabet = 13
7. (a) Position of R from left = 18
∴ 5th letter to the left of R = 5th letter before R
= (18 - 5)th = 13th letter = M
8. (d) 7th letter to the right of K in backward order
= 7th letter to the left of K in forward order
= 7th letter before K in forward order
= (11 - 7)th letter in the forward order
= 4th letter in the forward order
= D
9. (d) The sequential order of Alphabets is as follows
Left 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 Right
18th letter from left = R
7th letter from left of R = (18 - 7)th = 11th letter = K
10. (b) 8th term from the right is 'M' and 5th term to the left of 'M' is 'O'.
11. (d) Position of K = 11, Position of V = 22
- | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| K | L | M | N | O | P | Q | R | S | T | U | V |
| | | | | | | | | | | | |
- or Position of K = 11
Position of V = 22
As $\left(\frac{11 + 22}{2}\right) = \frac{33}{2}$ is not exactly divisible by 2.
Hence, no middle letter is possible.
12. (d) Correct letter is N as shown below
- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|---|---|---|---|---|---|---|---|---|---|--------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B | C | D | F | G | H | J | K | L | M | N | P | Q | R | S | T | V | W | X | Y | Z | | | | | | | | | | |
| [increasing order] | | | | | | | | | | | [decreasing order] | | | | | | | | | | | | | | | | | | | |
| Z | | | | | | | | | | | Y | X | W | V | T | S | R | Q | P | N | M | L | K | J | H | G | F | D | C | B |
13. (c) 18th letter from left = R
∴ 10th letter to the left of R = 10th letter before R
= (18 - 10)th = 8th letter from left = H
14. (c) 10th letter to the left of 10th letter from right in reverse order
= 10th letter to the right of 10th letter from left in forward order.
= 10th letter after, 10th letter in forward order
= (10 + 10)th letter = 20th letter from left in forward order = T
15. (c) 11th letter from right in reverse order
= 11th letter from left in forward order = K
Now, 7th letter to the left of K in reverse order
= 7th letter to the right of K in forward order
= 7th letter after K in forward order
= Position of K in forward order + 7
= (11 + 7)th letter in forward order
= 18th letter in forward order = R

16. (a) 11th letter from left in the reverse order
 = (27 - 11)th letter from left in forward order
 = 16th letter from left in forward order
 = P
 Now, 7th letter to the left of 16th letter from left in reverse order
 = 7th letter to the right of 16th letter from left in forward order
 = 7th letter after 16th letter from left in forward order
 = (16 + 7)th letter from left in forward order
 = 23rd letter in forward order = W



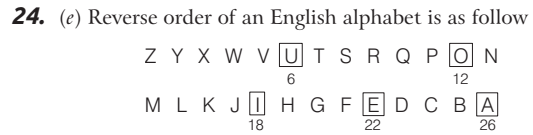
- ∴ 15th letter from right is B.
 18. (b) 15th letter falls in the 1st half which remains unchanged. Hence, 15th letter has no relation with the change of 2nd half i.e., reverse order of the last 13 letters of English alphabet.
 ∴ Required 15th letter from right = (27 - 15)th
 = 12th letter from left = L



- ∴ The required letter is 'L'.
 19. (b)
-
- ∴ The required letter is 'I'.
 20. (c)
-
- ∴ The required letter is 'Y'.

21. (b) Middle letter between 6th and 14th letter from left
 = $\left(\frac{6 + 14}{2}\right)$ th letter from left
 = $\left(\frac{20}{2}\right)$ th = 10th letter from left = J
 22. (b) 21st letter from right = (27 - 21) = 6th letter from left
 ∴ Required middle letter = $\frac{20 + 6}{2} = \frac{26}{2}$
 = 13th letter from left = M

23. (c) 14th letter from right = (27 - 14) = 13th letter from left
 ∴ Required middle letter = $\frac{7 + 13}{2} = \frac{20}{2}$
 = 10th letter from left = J



- Vowel appear in beginning in new arrangement (U) = 6
 and vowel appear in end in new arrangement (A) = 26
 ∴ Required difference = 26 - 6 = 20
 25. (a) Required middle letter = $\frac{4 + 16}{2} = \frac{20}{2}$
 = 10th letter from left = J

Solution (Q.Nos. 26-28)

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

26. (c) For above it is clear that eight letters are not in their usual place in the alphabetical order which are F, D, L, R, P, X, J, V.
 27. (b) For above it is clear that five sets of two or more letters in the alphabetical order.
 28. (b) The letters E, K, Q, W are preceded by and followed by wrong letters so far as their alphabetical order is concerned.
 29. (b) Given word, C A T E G O R **Y**
 Alphabetically, A C E G O R **Y**
 Clearly, only Y maintains its position when the letters of the word are arranged in alphabetical order.
 30. (b) The new word formed is DITSUS. In this word letter 'V' will not appear.
 31. (a) Given sequence
 = Z U D J K N C X V C S L L I E B S F J V A T W Q K
 New sequence
 = A U D J K N C Y W D T M M J F C T G K W B U X R L
 There is no 'V' in the resulting sequence.
 32. (a) Given word ⇒ F I G U R E S
 After rearrangement ⇒ E I U F G R S
 Clearly, there are two letters between U and R which are F and G.

33. (c) M **O** **N** K E Y
 Y **O** **N** M K E
 The required letters are two in numbers, which are O and N.

34. (a) M **A** R T I N A
 A **A** I M N R T
 So, only one letter A will remain at the same position.

35. (c) Given words : C O N C E N T R A T I O N
 After rearrangement : C O N C **T** **N** E A R N O I T
 ← 8th from end
 ∴ The required letter is N.

36. (a) Original word, F R A C T I O N
 I. Change, A C F I N O R T
 II. Change, B B E J **M** P Q S
 Clearly, M will be fourth from the right.

37. (e) Original word, T I R A D E S
 I. Change, U H S Z E D T
 II. Change, B C F (J) Q R S
 III. Change, Z U (T) S H E D

Hence, T will be fourth from the right.

38. (c) Original word, T O L E R A N T
 I. Change, S P K F Q B M S
 II. Change, B F K M (P) Q S S
 III. Change, K M Q S S (B) F P

Clearly, B will be fourth from the right

39. (b) R A (I) (M) E N (T) ← Given word
 A E (I) (M) N R (T) ← After rearrangement

Hence, there are three such type of letters, i.e. I, M and T.

40. (a)

F	A	I	N	T	S
A	F	I	N	S	T

Clearly, there are two letters of such type. i.e. I and N.

41. (c) Given word = C R E A T I O N
 After arrangement = A C E I N O R T
 Required letter = (E)

42. (d) Original word, D O L P H I N
 New arrangement, P O N L I H D
 Here, L is not present in any option, so (d) is the correct answer.

43. (a)

M	O	R	T	I	F	Y
+1	-1	+1	+1	-1	+1	+1
↓	↓	↓	↓	↓	↓	↓
N	N	S	U	H	G	Z

 Third from left Third from right

∴ The required letter is U.

44. (d) P R I C E D → C (E D P R) I

Letters at extreme end are C and I.
 Alphabets between them are E, D, P, R.

45. (a) Given word,

J	O	U	R	N	E	Y
+1	-1	-1	+1	+1	-1	+1
↓	↓	↓	↓	↓	↓	↓
K	N	T	S	O	D	Z

 On substituting,
 Alphabetical order,

D	K	N	O	(S)	T	Z
↓	↓	↓	↓	↓		
1	2	3	4	5		

 Fifth from left

∴ The required letter is S.

46. (d) I. M B (E) (K) T Y D
 B D (E) (K) M T Y

Here, third and fourth letters remain on the same position

- II. G P (N) A (Q) U S
 A G (N) P (Q) S U

Here, third and fifth letters remain on the same position

- III. X C (J) R H O
 C H (J) O R X

Here, only third letter remains on the same position.
 Hence, option (d) is correct.

47. (c) Letters of the word EXTRAORDINARY in alphabetic order;
 A A D E I N O R R R T X Y
 From left (5)

∴ Letter in the fifth position = I

48. (e) If all letters at odd positions are written in serial order from right to left, then the series will be
 Y W U S Q O M K I G E C A
 After this even positioned letters are written in reverse order, then the series will be

Y W U S Q O M K I G E C A Z V T R P N L J H F D B
 18th letter from left 5th to the Right of R

∴ Required letter is R.

TYPE 02

Letters Pair Problem

If between any two letters of a word, there exist same number of letters as in the English alphabetical series, then these two letters forms a letter pair. In this type of questions, a word is given and it is asked to find the different letter pair the word can have.

Chapter Tip

- (i) A word may have more than one letter pair.
- (ii) A letter in a word can make more than one letter pair.
- (iii) If you are asked to find letter pairs, according to the English alphabet, you have to count both ways i.e., from left to right and from right to left or in forward and in backward order.

- (iv) If you are asked to find letter pairs according to the sequence of alphabet, then you have to count only from left to right or in forward order.

Ex 13 How many pairs of letters are there in the word 'DECLARING' (both backward and forward), each of which has as many letters between them in the word as there are in the English alphabetical series? ◀ IBPS Clerk 2018

- (a) One (b) Three (c) Four (d) Five
 (e) None of these

Solution (d)

D	E	C	L	A	R	I	N	G
↑	↑	↑	↑	↑	↑	↑	↑	↑

 ⇒

4	5	3	12	1	18	9	14	7
D	E	C	L	A	R	I	N	G

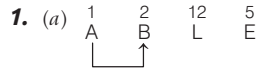
Clearly, there are five such pairs.

Practice / CORNER 1.2

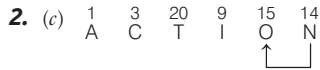
DIRECTIONS ~ (Q. Nos. 1-28) *In each of the following questions a word is given. How many pairs of letters are there in these words which have as many letters between them as in the English alphabet?*

1. ABLE
(a) One (b) Two (c) Nil (d) Cannot be determined
2. ACTION
(a) Three (b) Nil (c) One (d) Two
3. DELIBERATE
(a) One (b) Two (c) Four (d) Three
4. PLANTED « RBI Office Assistant 2020
(a) One (b) Two (c) Four (d) Three (e) More than four
5. MATCHES « IBPS RRB (Office Assistant) 2020
(a) Two (b) One (c) More than three (d) Three (e) None of these
6. CONFUSED « LIC (ADO) 2011
(a) Nil (b) One (c) Two (d) Three (e) More than three
7. PREAMBLE « Syndicate Bank (Clerk) 2011
(a) Nil (b) One (c) Two (d) Three (e) More than three
8. PRODUCE « SBI (Clerk) 2019
(a) Four (b) Two (c) One (d) Three (e) More than three
9. STREAMING « IBPS (Clerk) 2011
(a) Nil (b) One (c) Two (d) Three (e) More than three
10. CHRONICLE « PNB (PO) 2010
(a) Nil (b) One (c) Two (d) Three (e) More than three
11. OBJECTIVE
(a) None (b) One (c) Two (d) More than three
12. TRIBUNAL « IOB (PO) 2010
(a) None (b) One (c) Two (d) Three (e) More than three
13. ADJUSTING
(a) None (b) One (c) Two (d) Three
14. SYSTEMATIC « IDBI Executive 2018
(a) None (b) One (c) Two (d) Three (e) More than three
15. TERMINATE « PNB (PO) 2011
(a) None (b) One (c) Two (d) Three (e) More than three
16. STATE « Allahabad Bank (Clerk) 2011
(a) None (b) One (c) Two (d) Three (e) More than three
17. STONED « LIC (ADO) 2011
(a) None (b) One (c) Two (d) Three (e) More than three
18. TERMITE
(a) None (b) One (c) Two (d) Three
19. RECRUIT « PNB (PO) 2011
(a) None (b) One (c) Two (d) Three (e) More than three
20. ENGLISH « SBI (PO) 2011
(a) None (b) One (c) Two (d) Three (e) More than three
21. CREDIBLE
(a) None (b) One (c) Two (d) More than three
22. EDUCATION « IBPS RRB PO 2019
(a) One (b) Two (c) Three (d) Four (e) More than four
23. CHANNEL « MP Patwari 2017
(a) None (b) One (c) Two (d) Three
24. STREAMING IBPS PO 2018
(a) Two (b) More than Three (c) Three (d) One (e) None of these
25. APPLICATION « SBI Clerk 2016
(a) One (b) Two (c) Three (d) Four (e) None of these
26. CLAYED « SBI Clerk 2015
(a) None (b) One (c) Two (d) More than three (e) Three
27. SENATOR « IBPS Clerk 2017
(a) None (b) One (c) Two (d) Three (e) Four
28. SUBSTANCE « IBPS (PO) 2012
(a) None (b) One (c) Two (d) Three (e) More than three
29. Two words are given below. How many pairs of letters are there in these words which have as many letters between them as in the English alphabet respectively?
CHILDREN, BEHAVIOUR
(a) Two and Four (b) Three and Two (c) Three and One (d) Four and Two (e) Two and Three
30. Two words are given below.
DELUSION, FOREIGN
How many pairs of letters are there in these words which have as many letters between them as in the English alphabet respectively?
(a) Five and Three (b) Two and Five (c) Five and Two (d) Four and Two (e) None of these

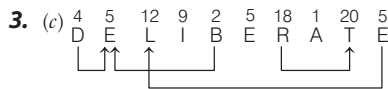
Answers / WITH EXPLANATIONS



∴ Letter pair = AB ⇒ One



∴ Letter pair = NO ⇒ One

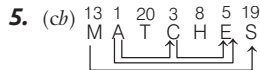


∴ Letter pairs = DE, BE, EL, RT
⇒ Four

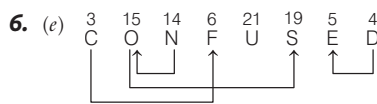
4. (d) Given word



Hence, required number of pairs = 3
(PT, LN and DE)



∴ Letter pairs = MS, AC, AE and CE
⇒ Four



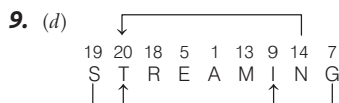
∴ Letter pairs = CF, NO, OS, ED
⇒ Four



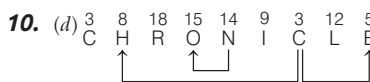
∴ Letter pairs = BE, AE
⇒ Two



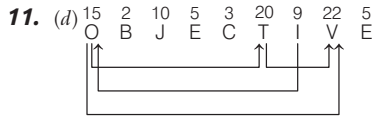
∴ Required pairs is RU i.e 1



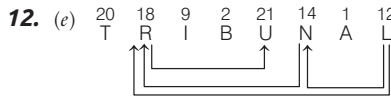
∴ Letter pairs = ST, GI, NT
⇒ Three



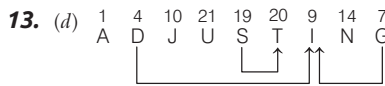
∴ Letter pairs = CH, CE, NO
⇒ Three



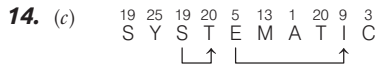
∴ Letter pairs = IO, OV, OT, TV
⇒ Four



∴ Letter pairs = RU, NR, LN, LR
⇒ Four



∴ Letter pairs = DI, GI, ST ⇒ Three



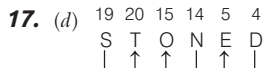
∴ There are two such pairs -SI and EI.



∴ Letter pairs = RT, EI ⇒ Two



∴ Letter pair = ST ⇒ One



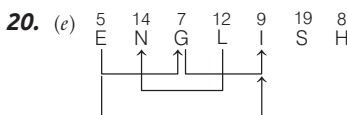
∴ Such pairs = ST, NO, DE ⇒ Three



∴ Letter pairs = RT
⇒ One



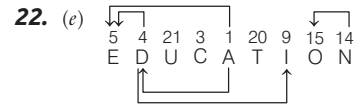
∴ Letter pair = EI
⇒ One



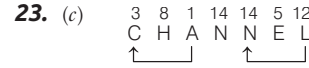
∴ Letter pairs = EG, GI, LN, EI
⇒ Four



∴ Letter pairs = CE, BD, BE, DE
⇒ Four



∴ Such pairs = DE, AE, AD, DI
and NO ⇒ Five



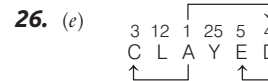
So, such number of pairs are AC and LN i.e. two.



Clearly, there are three such pairs.



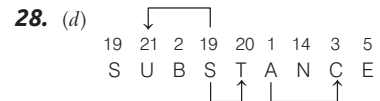
∴ Letter pairs = AI, IP and NO
⇒ Three



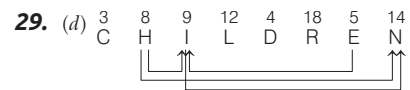
Hence, such number of pairs are AD, DE and AC ⇒ Three



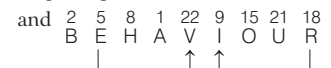
Required pairs = NR and RT ⇒ Two



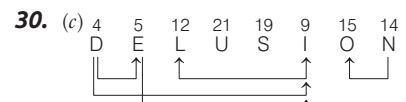
∴ Letter pairs = ST, AC, SU
⇒ Three



Required pairs = HI, HN, EI, IN ⇒ Four



Required pairs = EI, RV ⇒ Two



Letter pairs = DE, IL, DI, NO and EI
⇒ Five



Letter pairs = NR, EG ⇒ Two

TYPE 03

Word Formation and Letter Rearrangement

In this type, the questions asked can be further divided into four types which are explained as under

A. Changing Letters of a Meaningful Word

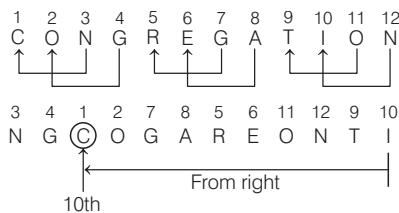
In this type of questions, a meaningful word is given followed by some directions. Based on these directions, we have to arrange the letters of that word and then it is asked to find a letter from left or right end.

The example which is given below will give a better idea about the type of questions asked in the exam.

Ex 14 If in the word 'CONGREGATION', 1st and 3rd letters are interchanged, 2nd and 4th letters are interchanged, 5th and 7th letters are interchanged and this interchange goes on in the same manner, then find the 10th letter from right in the new arrangement.

- (a) E (b) C
(c) G (d) P

Solution (b) The correct letter is C.



Alternate Method

10th letter from right in the original word = $(13 - 10) = 3$ rd letter from left in original word = N

As, N is interchanged with C in the new arrangement

∴ 10th letter from right in the new arrangement = C

B. Forming a Meaningful Word with Selected Letters of a Word

In this type of questions, it is asked whether a word can be formed or not from the selected letters of a meaningful word.

Ex 15 If only one meaningful English word can be made with the first, the fourth, the ninth and the tenth letters of the word CORRUPTION, using each letter only once, then which of the first letter of the word from the left. If no such word can be formed then your answer is X. If more than one such word can be formed then your answer is Z?

- (a) X (b) Z (c) R (d) O
(e) C

IBPS RRB PO 2016

Solution (e)

C O R R U P T I O N
 ① 2 3 ④ 5 6 7 8 ⑨ ⑩

From letters C, R, O, N only one meaningful word can be formed 'CORN'.

∴ The first letter from left is 'C'.

C. Forming Meaningful Word(s) with the Different Letters of a Meaningful Word

Here, the question asked is based on formation of new word(s) from the different letters of a given words.

Ex 16 How many words can be formed using letters of the word 'DESIGN' unconditionally?

- (a) More than 4 (b) Less than 3
(c) Exactly 4 (d) More than 8

Solution (d) Let us see

Required words = DEN, DIG, DING, SIN, SING, SIGN, SIDE, DIE, SEND, SIGNED, END, ENDS and many more.

Ex 17 How many meaningful English words can be formed by Using letters of the word 'ALEP'? UKPSC 2016

- (a) One (b) Two
(c) Three (d) More than three

Solution (d) Such meaningful words are PEAL, LEAP, PALE and PLEA.

D. Suitable Word Formation

In this type of questions, a main/question word is given and candidate have to choose that word, which can or cannot be formed from the letters of the main/question word.

Ex 18 From the given alternative words, select the word which cannot be formed using the letters of the given word

ENVIRONMENT SSC CGL Pre 2015

- (a) ENTRANCE (b) MOVE
(c) EMINENT (d) ENTER

Solution (a) The word ENTRANCE cannot be formed from the letters of the word ENVIRONMENT as letter 'A' and 'C' are missing in the given word.

Ex 19 From the given alternative words, select the words which cannot be formed using the letters of the given word.

INTERDEPENDENT SSC GD Constable 2015

- (a) REPENT (b) RETREAT
(c) DEPEND (d) DEEPEN

Solution (b) Word 'RETREAT' cannot be formed because letter 'A' is not present in the given word. Therefore option (b) is correct.

DIRECTIONS ~ (Ex- 20-21) *In each of the following question, a word has been given, followed by four other words, one of which can be formed by using the letters of the given word. Find that word.*

Ex 20 DEMOCRACY SSC (CGL) 2014

- (a) SECRECY (b) MICRO
(c) MARCY (d) DEMON

Solution (c) MARCY—All the letters of this word are present in the main word.

Hence, 'MARCY' can be formed from the letters of the given word 'DEMOCRACY'.

Ex 21 COMPENSATION

- (a) TINY (b) COPY
(c) MENTION (d) MOTIVE

Solution (c) MENTION—All the letters of this word are present in the main word. Hence, 'MENTION' can be formed from the letters of the given word 'COMPENSATION'.

E. Word Formation by Unscrambling Letters

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

Note Always try to place the letters according to the numbers provided in options rather than doing it on the basis of your vocabulary knowledge.

Ex 22 Select the combination of numbers that forms a meaningful word. RRB NTPC 2016

N P O A C L M I
1 2 3 4 5 6 7 8

- (A) 5, 3, 2, 7, 6, 4, 8, 1
(B) 5, 3, 7, 2, 6, 4, 8, 1
(C) 4, 7, 5, 1, 6, 8, 2, 3
(D) 1, 7, 8, 6, 4, 3, 2, 5

- (a) B (b) D
(c) C (d) A

Solution (a)

C O M P L A I N
↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
5 3 7 2 6 4 8 1

Clearly, the given letters, when arranged in the order of '5, 3, 7, 2, 6, 4, 8, 1,' form the word 'COMPLAIN'.

F. Formation of Meaningful Word by Adding Letters/words in the given Word(s)

In this type of questions, some words are given and the candidate has to either suffix or prefix same letter in each of the given words to make new meaningful words.

It also includes questions based on forming two meaningful words by inserting a word in between the given word.

Ex 23 Given below are some group of letters. Which of the options can be joined at the end of these letters to make them meaningful words? SSC (CGL) 2015

LEN, SAN, WOR, SEE
(a) A (b) D (c) B (d) K

Solution (b) Letter D is suffixed to the given words

LEN + D = LEND

SAN + D = SAND

WOR + D = WORD

SEE + D = SEED

Ex 24 Which single letter can be prefixed to the following words to form entirely new words? SSC (CGL) 2015

TILL, TABLE, PILE, TAB, PRING
(a) H (b) S (c) B (d) C

Solution (b) Letter S is prefixed to the given words

S + TILL = STILL

S + TABLE = STABLE

S + PILE = SPILE (SPILE means nail/Tip)

S + TAB = STAB

S + PRING = SPRING

G. Choosing the Different Word After Rearranging the Unorganised Letters

In this type of questions, groups of unorganised letters are given as options. The candidates are required to rearrange these letters to form meaningful words and then choose the word which is different from other words.

Ex 25 Rearrange the unorganised letters to create meaningful words and then choose one of them, which is different. RRB NTPC 2016

- (A) ANDOMY (B) STEAUDY
(C) DIARFY (D) DHAIOLY
(a) C (b) D
(c) B (d) A

Solution (b) Rearranging the unorganised letters,

ANDOMY – MONDAY

STEAUDY – TUESDAY

DIARFY – FRIDAY

DHAIOLY – HOLIDAY

Here, HOLIDAY is different, because all others are names of days of a week.

Practice / CORNER 1.3

- If the positions of the letters in the word 'ORGANISE' are rearranged in such way that the position of the 1st and the 2nd letters are interchanged, similarly the position of the 3rd and the 4th letters are interchanged and so on, which of the following will be the 3rd from the right end after the rearrangement?
 « Canara Bank (Clerk) 2010
 (a) N (b) I (c) R (d) A
 (e) None of these
- If the first and last letters in the word 'COMMUNICATIONS' were interchanged, also the second and second from last letter, third and third from last, fourth and fourth from last and so on. Which letter would be the tenth letter counting from your right?
 (a) C (b) A (c) N (d) S
- If it is possible to make only one meaningful word with the 2nd, 4th, 6th and 7th letters of the word UNILATERAL using all the letters but each letter only once. Which would be the second letter of the word from the right end? If more than one such word can be formed give 'Y' as the answer. If no such word can be formed, give 'Z' as your answer. « SBI (Clerk) 2019
 (a) Y (b) N (c) L (d) T (e) Z
- If it is possible to make only one meaningful English word with the first, fourth, fifth and seventh letters from the left of the word EVACUATION, using all the letters but each letter only once, which would be the third letter of the word from your left? If more than one such word can be formed, give 'Z' as your answer. If no such word can be formed give 'Y' as your answer.
 RBI Assistant 2017
 (a) Y (b) Z (c) U (d) T
 (e) C
- If four letter word is formed from 1st, 3rd, and 6th letter of TRANSLATE using all the letters but each letter only once then what is the 3rd letter of newly formed word? If more than one meaningful word is formed, then the answer will be Z. « IBPS RRB (PO) 2019
 (a) L (b) T (c) A (d) S (e) Z
- Form a meaningful word with the first, fourth, seventh and eleventh letters of the word 'SUPERFLUOUS'. What is the first letter of that word?
 « UPSSSC Junior Assistant 2020
 (a) U (b) L (c) P (d) R
- If it is possible to make only one meaningful word with the 3rd, 4th, 8th and 9th letters of the word 'CENTURIES' using all the letters but each letter only once. Which would be the 2nd letter of the word from left? If more than one such word can be formed, give 'A' as your answer. If no such word can be formed, give 'Z' as your answer.
 « SBI (PO) 2010
 (a) T (b) N (c) A (d) E (e) Z
- If it is possible to make only one meaningful word with the 1st, 2nd, 6th and 10th letters of the word 'DISCLAIMER', using all the letters but each letter only once. Which of the following will be the 3rd letter from left? If no such word can be formed, give 'X' as your answer and if more than one such word can be made give 'Y' as your answer. « CBI (Clerk) 2008
 (a) I (b) R (c) D (d) X (e) Y
- If it is possible to make only one meaningful word from the 1st, the 3rd, the 5th and the 8th letters of the word 'ENTERPRISE' using each letter only once, 1st letter of the word is your answer. If more than one such word can be made your answer is 'X' and if no such words can be made your answer is 'Y'. « Syndicate Bank (PO) 2009
 (a) R (b) S (c) T (d) X (e) Y
- If it is possible to make only one meaningful word with the first, fourth, sixth and eight letters of the word SENTENCE, using each letter only once. Which could be the second letter of the word from the right end? If more than one such word can be formed give X as the answer. If no such word can be formed given Z as your answer. « SBI Clerk 2015
 (a) N (b) T (c) Z (d) X
 (e) S
- Select the second, fifth, tenth and twelfth letters of the word METROPOLITAN to form meaningful word (s). Using each letter only once if only one word can be formed, then select the third letter of that word as the answer. If more than one word can be formed, then select M as the answer. If no such word can be formed, then select X as the answer.
 « UPSSSC Junior Assistant 2020
 (a) T (b) N (c) M (d) X
- If the below alphabets are formed as per the ascending order of their appearance in the standard alphabetical series, then which meaningful English word can be formed using the alphabets in 1st, 4th, 6th, 9th and 16th position from your left, When you use each letter only once.
 XUIHQLETBWMRKSAGC
 « UPSSSC Combined Lower Subordinate 2019
 (a) STEAM (b) WHALE (c) MEANS (d) SHAME
- How many meaningful English words can be made with the letters ESLA, using each letter only once in each word?
 « UCO Bank (Clerk) 2009
 (a) None (b) One (c) Two (d) Three
 (e) More than three
- How many meaningful three letter words can be formed with the letters AER, using each letter only once in each word?
 « UCO Bank (Clerk) 2009
 (a) None (b) One (c) Two (d) Three
 (e) Four

15. How many meaningful English words can be made with the letters NREA, using each letter only once in each word?
(a) None (b) One (c) Two (d) Three
16. How many meaningful English words can be made with the letters NDOE using each letter only once in each word? « IOB (PO) 2009
(a) None (b) One (c) Two (d) Three
(e) More than three
17. How many meaningful English words can be made with letters TPSI, using each letter only once in each word?
(a) One (b) Two (c) Three (d) Four
18. How many meaningful three letters English words can be formed with the letters WNO using each letter only once in each word? « Syndicate Bank (Clerk) 2009
(a) None (b) One (c) Two (d) Three (e) Four
19. How many meaningful English words can be formed from the letters ADRW, using each letter only once in each word?
(a) None (b) One (c) Two (d) Three
20. How many meaningful words can be formed from the 1st, 6th, 8th and 9th letter of a word 'EMANICIPATE' by using each letter once in the word? « SBI Clerk 2018
(a) Two (b) One (c) None (d) Three
(e) More than three
21. How many meaningful English words can be formed with the letters LEGU, using each letter only once in each word? « PNB (PO) 2010
(a) None (b) One (c) Two (d) Three
(e) More than three
22. How many meaningful English words can be made with the letters DLEI, using each letter only once in each word? « UBI (PO) 2010
(a) None (b) One (c) Two (d) Three
(e) More than three
23. How many meaningful English words can be made with the letters DREO, using each letter only once in each word? « UBI (PO) 2010
(a) None (b) One (c) Two (d) Three
(e) More than three
24. How many meaningful English words can be made with the letters IFEL, using each letter only once in each word? « SBI (PO) 2010
(a) None (b) One (c) Two (d) Three
(e) More than three
25. How many meaningful English words can be formed with the letter ITRM, using each letter only once in each word? « SBI (PO) 2010
(a) None (b) One (c) Two (d) Three
(e) More than three
26. How many meaningful English words can be made with the letters ONDE, using each letter only once in each word?
(a) None (b) One (c) Two (d) Three
27. How many meaningful English words can be formed made with the letters ESTR, using each letter only once in each word?
(a) None (b) One
(c) Two (d) Three
28. How many meaningful words can be formed from the word ESRO without repeating any letter within that word?
(a) One (b) Three (c) Five (d) Two
29. How many meaningful four letter English words can be formed with the letters KEAB, using each letter only once in each word?
(a) One (b) Two
(c) Three (d) Four
30. How many meaningful English words can be made from the letters EOPR, using each letter only once? « SBI (PO) 2008
(a) None (b) One
(c) Two (d) Three
(e) More than three
31. How many three letter meaningful words can be formed from the word TEAR beginning with 'A' and without repeating any letter within that word?
(a) One (b) Three
(c) Five (d) Two
- DIRECTIONS** ~ (Q. Nos. 32-39) *In each of the following questions a word is given, followed by four other words, one of which can be formed by using the letters of given word, then find the word.*
32. RECOMMENDATION « SSC (FCI) 2012
(a) COMMUNICATE (b) REMINDER
(c) MEDICO (d) MEDIATES
33. MEASUREMENT « SSC (Steno) 2012
(a) ASSURE (b) MANTLE (c) MASTER (d) SUMMIT
34. MEASUREMENTED « SSC (Multitasking) 2012
(a) MASTERO (b) RENT
(c) TENANT (d) INSURANCE
35. CORRESPONDING
(a) DISCERN (b) RESPONSE
(c) REPENT (d) CORRECT
36. PREPARATION « SSC (10+2) 2013
(a) PAMPER (b) REPEAT
(c) PARTITION (d) PARROT
37. ULTRANATIONALISM « SSC (CPO) 2014
(a) ULTRAMONTANE (b) ULTRAMODERN
(c) ULTRAIST (d) ULULATE
38. PREMONITION « SSC (CGL) 2017
(a) ACTION (b) NATION (c) MONITOR (d) REMOVE
39. COMPANIONSHIP « SSC (10+2) 2013
(a) OPEN (b) OPIUM
(c) OPINION (d) NATION

DIRECTIONS ~ (Q. Nos. 40-54) *In each of the following questions a word is given followed by four other words, one of which cannot be formed by using the letters of the given word. Find that particular word.*

- 40. IMPOSSIONABLE** « SSC (Multitasking) 2013
 (a) IMPOSSIBLE (b) POSSIBLE
 (c) IMPOSE (d) IMPASSIVE
- 41. ECCENTRICITY** « SSC CGL 2017
 (a) NIECE (b) CREATE
 (c) TRINITY (d) RETICENT
- 42. COURAGEOUS** « SSC (CGL) 2013
 (a) SECURE (b) ARGUE
 (c) COURSE (d) GRACE
- 43. REPUTATION** « SSC (CGL) April 2014
 (a) TUTOR (b) PONDER
 (c) PUTARION (d) RATION
- 44. MERCHANDISE** « SSC (CGL) April 2014
 (a) CHANGE (b) MESH
 (c) DICE (d) CHARM
- 45. PORTFOLIO** « SSC (Multitasking) 2014
 (a) RIFT (b) ROOF
 (c) FORT (d) PORTICO
- 46. INTERVENTION** « SSC (10+2) 2013
 (a) ENTER (b) INTENTION
 (c) INVENTION (d) ENTERTAIN
- 47. COMMUNICATION** « SSC (Multitasking) April 2014
 (a) ACTION (b) UNION
 (c) NATION (d) UNISON
- 48. LEGALIZATION** « SSC (CPO) 2014
 (a) ALERT (b) ALEGATION
 (c) GALLANT (d) NATAL
- 49. CONTEMPTUOUS** « SSC (10+2) 2018
 (a) CON (b) TOM
 (c) PRETTY (d) POST
- 50. INCARCERATION** « SSC (CGL) 2014
 (a) RELATION (b) TERRAIN
 (c) INACTION (d) CREATION
- 51. BENEVOLENT** « SSC (10+2) 2018
 (a) BEEN (b) NEVIN (c) LENT (d) BEN
- 52. SEGREGATION** « SSC (CGL) 2016
 (a) EAGER (b) SEA (c) GATE (d) NATION
- 53. AUTOBIOGRAPHY** Delhi Police (SI) 2016
 (a) TROOP (b) BRIGHT (c) GRAPHIC (d) TROPHY
- 54. GEMDISTIONARY** « Delhi Police (ASI) 2016
 (a) MEGASITY (b) DISTART
 (c) STAR (d) GAME

DIRECTIONS ~ (Q. Nos. 55-63) *Letters of the words given below have been jumbled up and you are required to construct the words. Each letter has been numbered and each word is followed by four options. Choose the option which gives the correct order of the letters as indicated by the numbers to form meaningful words.*

- 55.** 1 2 3 4 5 6
 G I C O D N « SSC (CGL) 2014
 (a) 2, 1, 4, 3, 6, 5 (b) 4, 3, 2, 6, 5, 1
 (c) 6, 5, 2, 3, 1, 4 (d) 3, 4, 5, 2, 6, 1
- 56.** C E L S M U « UPSSSC Junior Assistant 2020
 3 4 5 6 7 8
 (a) 7, 4, 5, 3, 8, 6 (b) 6, 8, 7, 4, 5, 3
 (c) 6, 8, 5, 7, 4, 3 (d) 7, 8, 6, 3, 5, 4
- 57.** E M I H T R
 1 2 3 4 5 6
 (a) 1, 2, 3, 4, 5, 6 (b) 4, 1, 6, 2, 3, 5
 (c) 5, 1, 6, 4, 3, 2 (d) 6, 1, 2, 3, 5, 4
- 58.** R T A N U E
 1 2 3 4 5 6
 (a) 1, 3, 2, 6, 4, 5 (b) 3, 2, 4, 6, 1, 5
 (c) 4, 3, 2, 5, 1, 6 (d) 4, 6, 5, 2, 3, 1
- 59.** I A D O H E N S « UPSSSC 2018
 1 2 3 4 5 6 7 8
 (a) 3, 2, 5, 6, 8, 1, 4, 7 (b) 2, 3, 5, 6, 4, 8, 1, 7
 (c) 2, 3, 5, 6, 8, 1, 4, 7 (d) 2, 3, 5, 6, 8, 4, 1, 7
- 60.** E T C K O P « RRB ASM 2012
 1 2 3 4 5 6
 (a) 4, 1, 2, 3, 5, 6 (b) 2, 1, 6, 5, 3, 4
 (c) 6, 5, 3, 4, 1, 2 (d) 3, 1, 4, 5, 6, 2
- 61.** O R T C O B E
 1 2 3 4 5 6 7
 (a) 2, 3, 6, 7, 5, 1 (b) 3, 1, 4, 2, 6, 7, 5
 (c) 7, 1, 2, 4, 5, 6, 3 (d) 5, 4, 3, 1, 6, 7, 2
- 62.** A L I R E M C
 1 2 3 4 5 6 7
 (a) 6, 3, 4, 1, 7, 2, 5 (b) 6, 5, 1, 4, 7, 3, 2
 (c) 7, 4, 5, 1, 6, 3, 2 (d) 7, 5, 4, 1, 6, 2, 3
- 63.** C N A S P H I
 1 2 3 4 5 6 7
 (a) 5, 7, 4, 2, 6, 1, 3 (b) 2, 3, 7, 5, 4, 1, 6
 (c) 4, 5, 7, 2, 3, 1, 6 (d) 7, 2, 3, 4, 5, 1, 6
- 64.** Name a single letter that can be suffixed to the following words to form new words. « SSC (CPO) 2015
 HAT BAR BAT PIN BATH
 (a) A (b) E (c) B (d) D
- 65.** Which single letter can be prefixed to the following words in order to obtain entirely new words?
 (Same letter has to be prefixed in all five words)
 EAT OUR IS AS AT « SSC (CPO) 2015
 (a) S (b) H (c) C (d) B

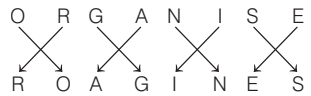
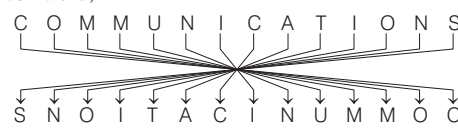
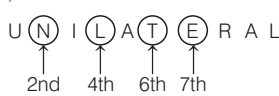
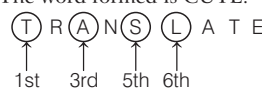

DIRECTIONS ~ (Q. Nos. 66-72) *In each of the following questions, rearrange the unorganised letters to form an meaningful words and then choose that word which is odd/different from others.*

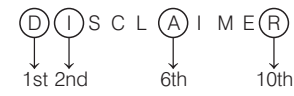
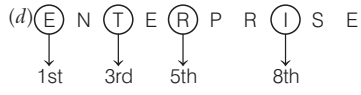
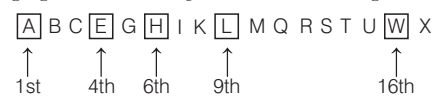
- 66.** (A) ARC (B) USB « RRB NTPC 2016
 (C) LACES (D) LECCY
 (a) A (b) C (c) B (d) D

67. (A) LAFC (B) UKCGIDLN
(C) RILNIGHE (D) BCU
(a) D (b) B (c) C (d) A
68. (A) UTNA (B) EINEC
(C) OMEHRT (D) ROBEHRT
(a) C (b) D (c) B (d) A
69. (A) UNPE (B) ILOLSGNH
(C) OHALPB (D) ENANCIH
(a) D (b) C (c) B (d) A
70. (A) OLENV (B) EISTSH
(C) AGZEANIM (D) TCAYRIDION
(a) D (b) A (c) C (d) B
71. (A) KENAS (B) OFLG
(C) NNEIST (D) BLOOTAF
(a) D (b) A
(c) C (d) B

72. (A) CEKRTCI (B) OHKCYE
(C) ESCSH (D) OTOLABLF
(a) B (b) D
(c) A (d) C
73. Seven letters are arranged in a linear arrangement to form a meaningful word. A is second to the left of I. L is to the left of N. Not more than two letters are placed between I and G. G is placed to the right of I. G is not neighbor of E and D. D and E are placed next to each other. Which letter is placed in exactly middle of the meaningful word so formed. If more than one word is formed mark your option as X? « IBPS Clerk Mains 2018
(a) N (b) L (c) X (d) E (e) G
74. If the word NUPKIPM is unscrambled, then the name of a fruit/vegetable is formed. What is the last letter of the word so formed? « UPSSSC Junior Assistant 2020
(a) K (b) U (c) N (d) M

Answers WITH EXPLANATIONS

1. (a) 
- Hence, N is 3rd from right after rearrangement.
2. (b) According to the question,
Given word,

- Hence, the required letter is A.
3. (b) Given word,

- Now, meaningful word = LENT (Starvation, fast)
∴ Second letter from the right end of the word
LENT = N
4. (d) The letters to be used are E, C, U, T.
The word formed is CUTE.
5. (e) 
- Words formed from TASN are SALT, LAST, and SLAT.
6. (b) The first, fourth, seventh and eleventh letters of the word 'SUPERFLUOUS' are S, E, L and S respectively. Meaningful word is LESS and the first letter of the word is L.
7. (c) 
- ∴ Words formed = NEST, NETS, SENT, TENS

8. (e) 
- Words formed = ARID, RAID
9. (d) 
- Meaningful words = TIRE, TIER, RITE
10. (d) More than one word can be made by using the first, fourth, sixth and eighth letters (i.e. S, T, N and E) and the words are NEST, SENT etc.
11. (c) The second, fifth, tenth and twelfth letters of the word METROPOLITAN are E, O, T and N respectively.
Two meaningful word can be formed with these letters, they are NOTE and TONE.
So, the required answer is M.
12. (b) Given order, X U I H Q L E T B W M R K S A G C
Arranging the series in alphabetical order we get,

- ∴ The meaningful word formed by A, E, H, L and W is (WHALE).
13. (c) Required words = SALE, SEAL (Two meaningful words)
14. (d) Required words = ARE, EAR, ERA (Three meaningful words)
15. (c) Required words = NEAR, EARN (Two meaningful words)
16. (c) Required words = NODE, DONE (Two meaningful words)
17. (c) Required words = TIPS, PITS, SPIT (Three meaningful words)
18. (d) Required words = NOW, WON, OWN (Three meaningful words)
19. (c) Required words = DRAW and WARD (Two meaningful words)

20. (a) $\begin{matrix} \text{E} & \text{M} & \text{A} & \text{N} & \text{I} & \text{C} & \text{I} & \text{P} & \text{A} & \text{T} & \text{E} \\ \downarrow & & & & & \downarrow & \downarrow & \downarrow & \downarrow & & \\ \text{1st} & & & & & \text{6th} & \text{8th} & \text{9th} & & & \end{matrix}$
Two meaningful words i.e., 'CAPE' and 'PACE' can be formed with the letters E, C, P and A.
21. (b) Required word = GLUE (Only one meaningful word)
22. (c) Required words = LIED, IDLE (Two meaningful words)
23. (b) Required word = RODE (one meaningful word)
24. (c) Required words = FILE, LIFE (Two meaningful words)
25. (b) Required word = TRIM (One meaningful word)
26. (c) Required words = NODE, DONE (Two meaningful words)
27. (b) Required word = REST (One meaningful word)
28. (b) Required words = EROS, ROSE, SORE (Three meaningful words)
29. (b) Required words = BEAK, BAKE (Two meaningful words)
30. (c) Required words = PORE, ROPE (Two meaningful words)
31. (b) Required words = ARE, ATE, ART (Three meaningful words)
32. (c) From the given word, 'MEDICO' is the only word which can be formed.
33. (c) By using the letters of the given word 'MEASUREMENT' we can form the word 'MASTER'.
34. (b) By using the letters of given word, 'RENT' is the only word which can be formed.
35. (a) By using the letters of given word 'CORRESPONDING', 'DISCERN', is the only word which can be formed.
36. (d) 'PARROT' can be formed from 'PREPARATION'.
37. (c) 'ULTRAIST' can be formed from 'ULTRANATIONALISM'.
38. (c) 'MONITOR' can be formed from 'PREMONITION'.
39. (c) 'OPINION' can be formed from 'COMPANIONSHIP'.
40. (d) Clearly, 'IMPASSIVE', cannot be formed by letters of the given word due to absence of letter 'V'.
41. (b) From the letter of given word ECCENTRICITY, we cannot form the word CREATE because in the given word letter A is not present.
42. (a) The word 'SECURE' cannot be formed from 'COURAGEOUS'.
43. (b) From the given word, 'PONDER' is the only word which can not be formed.
44. (a) From the given word, 'CHANGE' is the only word which cannot be formed due to the absence of letter 'G'.
45. (d) From the given word 'PORTICO' is the only word which cannot be formed due to the absence of letter 'C'.
46. (d) From the given word, 'ENTERTAIN' is the only word which cannot be formed due to the absence of letter 'A'.
47. (d) By using the letters of the given word, 'COMMUNICATION', 'UNISON' is the only word which cannot be formed due to the absence of letter 'S'.
48. (a) By using the letters of given word, 'ALERT' cannot be formed from 'LEGALIZATION' due to absence of letter 'R'.
49. (c) By using the letters of given word, 'PRETTY' cannot be formed because letters 'R' and 'Y' are not present in the given word.
50. (a) By using the letters of given word, 'RELATION' cannot be formed from 'INCARCERATION' due to absence of letter 'L'.
51. (b) By using the letters of given word, 'NEVIN' cannot be formed because letter 'I' is not present in the given word.
52. (d) By using the letters of the given word, 'NATION' cannot be formed because letter 'N' is used only once.
53. (c) By using the letters of given word, 'GRAPHIC' cannot be formed because letter 'C' is not present in the given word.
54. (b) By using the letters of given word, 'DISTART' cannot be formed because letter 'T' is used only once.
55. (d) CODING - (3, 4, 5, 2, 6, 1)
56. (d) MUSCLE - 7, 8, 6, 3, 5, 4
57. (b) HERMIT - (4, 1, 6, 2, 3, 5)
58. (c) NATURE - (4, 3, 2, 5, 1, 6)
59. (c) ADHESION - 2, 3, 5, 6, 8, 1, 4, 7
60. (c) POCKET - 6, 5, 3, 4, 1, 2
61. (d) OCTOBER - 5, 4, 3, 1, 6, 7, 2
62. (a) MIRACLE - 6, 3, 4, 1, 7, 2, 5
63. (c) SPINACH - 4, 5, 7, 2, 3, 1, 6
64. (b) Letter E is suffixed to the following words
HAT + E → HATE
BAR + E → BARE
BAT + E → BATE
PIN + E → PINE
BATH + E → BATHE
65. (b) Letter H is prefixed to the following words
H + EAT → HEAT
H + OUR → HOUR
H + IS → HIS
H + AS → HAS
H + AT → HAT
66. (b) ARC = CAR, USB = BUS
LACES = SCALE
LECCY = CYCLE
Hence, SCALE is different, as all others are transport vehicles
67. (c) LAFC = CALF
UKCGIDLN = DUCKLING
RILNIGHE = HIRELING
BCU = CUB
Hence, HIRELING is different as all others are name of animal kids.
68. (b) UTNA ⇒ AUNT
EINEC ⇒ NIECE
OMEHRT ⇒ MOTHER
ROBEHRT ⇒ BROTHER
Hence, Brother is different as all others are females.
69. (d) UNPE = PUNE
ILOLSGNH = SHILLONG
OHALPB = BHOPAL
ENANCIH = CHENNAI
Hence, PUNE is different as all others are capitals of different states.
70. (d) OLENV → NOVEL
EISTSH → THESIS
AGZEANIM → MAGAZINE
TCAYRIDION → DICTIONARY
Hence, THESIS is different as all others are available in the form of book.
71. (b) OFLG ⇒ GOLF
NNEIST ⇒ TENNIS
BLLOOTAF ⇒ FOOTBALL
KENAS ⇒ SNAKE
Hence, SNAKE is different as all others are different games.
72. (d) CEKRTCI → CRICKET
OHKCYE → HOCKEY
ESCSH → CHESS
OTOLABLF → FOOTBALL
Hence, CHESS is different as all others are outdoor games.
73. (c) The meaningful words are - ALIGNED, DEALING
Here, more than one word is formed. Hence, the correct answer is 'X'.
74. (c) If the word NUPKIPM is unscrambled, then the name of a Fruit/vegetable 'PUMPKIN' is formed. The last letter of the word is N.

TYPE 04

Questions Based on Letter's Group

In this type of questions, three, four or five groups of letters are given followed by some directions in each question. The candidates are required to rearrange the groups of letters according to the given directions and answer the question asked.

DIRECTIONS ~ (Ex. Nos. 26-30) *These questions are based on five words given below.* « IBPS Clerk 2016

ROD ITS MUG RAY SEW

Ex 26 If the third alphabet in each of the words is changed to next alphabet according to the English alphabetical order, in how many words thus formed will an alphabet appear twice?

- (a) One (b) Two (c) Four (d) Three
(e) None

Solution (a) According to the question, words are
ROE ITT MUH RAZ SEX

Only one word in which repetition of alphabet occurs i.e. ITT.

Ex 27 If the third letter in each of the words becomes the first letter, the first becomes the second and the second becomes the third letter, which of the following will form meaningful English words?

- (a) Both MUG and RAY
(b) None of the given options will form a meaningful English word
(c) Both ROD and SEW
(d) Only RAY
(e) Only ITS

Solution (e) According to the condition given in question,

ROD ITS MUG RAY SEW
⇒ DRO SIT CMU YRA WSE

Ex 28 Which of the following represent the letters immediately following, (in the English alphabetical order) the third letter of the word which is third from the right and the second letter of the word which is second from the left of the given words? (the counting is done from left to right)

- (a) H, U (b) F, R (c) R, H (d) K, N
(e) Y, T

Solution (a) Third letter of the word which is third from the right = 'G' (MUG), Second letter of the word which is second from the left = 'T' (ITS)

Letter immediately following G is H and letter immediately following T is U.

∴ H, U is the answer.

Ex 29 If the given words are arranged in the order as they would appear in the dictionary from left to right, the position of which of the following will not change when compared to the given positions?

- (a) Both ITS and RAY
(b) The positions of all the given words would change
(c) Only MUG
(d) Only SEW
(e) Only ROD

Solution (d) According to the dictionary order, arrangement will be as follows :

ITS MUG RAY ROD SEW

Only SEW will not change its position.

Ex 30 If in each of the given words, each of the consonant is changed to previous letter and each vowel is changed to next letter in the English alphabetical series, how many words thus formed will have at least one vowel?

- (a) More than three (b) None
(c) Three (d) Two
(e) One

Solution (b) Given arrangement ROD ITS MUG RAY SEW

New arrangement QPC JSR LVF QBX RFV

No word formed.

Practice / CORNER 1.4

DIRECTIONS ~ (Q. Nos. 1-5) *These questions are based on five words given below.*

URN DEN MAT FOR SKI

(The new words formed after performing the mentioned operations below may or may not necessarily be meaningful English word).

1. If the position of the first and the second alphabet in each word is interchanged, which of the following will form a meaningful English word?

- (a) Both SKI and MAT (b) Only URN
(c) Only DEN (d) Only FOR
(e) None of these

2. If the letters of given words and then those words themselves are arranged in the order as they would

appear in dictionary from left to right, which of the following will be second from the right end?

- (a) SKI (b) FOR (c) DEN (d) MAT
(e) None of these

3. If in each of the given words, each of the consonants is changed to previous letter and each vowel is changed to next letter according to the English alphabetical series, in how many words thus formed an alphabet will appear twice?

- (a) Three (b) None (c) More than three
(d) One (e) Two

4. How many letters are there in the English alphabetical series between the first letter of the word which is

second from the right end and first letter of the word which is second from left end of the given word series?

- (a) Three (b) One (c) None (d) Two
(e) None of these

5. If the second alphabet in each of the words is changed to next alphabet according to the English alphabetical order, how many words will be formed with no vowel?
(a) Four (b) Two (c) Three (d) One
(e) None of these

DIRECTIONS ~ (Q. Nos. 6-10) *The following questions are based on five words given below.*

RAT ONE BUT AND SAW

(The new words formed after performing the mentioned operations may or may not necessarily be meaningful English words).

6. If in each of the given words, each alphabet is changed to the next letter according to the English alphabetical series, how many words thus formed have the consonants changed from vowels?
(a) One (b) Two (c) Three (d) Four (e) Five
7. How many such pairs of letters are there in the word highlighted in **bold**, each of which has as many letters between them in the word (in both forward and backward directions) as they have between them in the English alphabetical order?
(a) None (b) One (c) Two (d) Three
(e) Four
8. If the first alphabet of each word is changed to the next alphabet according to English alphabetical series, how many meaningful English words will be formed?
(a) One (b) Two (c) Three (d) Four
(e) Five
9. If the given words are arranged in the order as they would appear in the dictionary from left to right, which of the following will be fourth from the left?
(a) RAT (b) ONE (c) BUT (d) AND
(e) SAW
10. If in each of the given words, only the consonants are changed to the next letter according to English alphabetical series and the vowels are retained, in how many words thus formed the vowel appear twice or more times? (same or different vowels)
(a) None (b) One (c) Two (d) Three
(e) Four

DIRECTIONS ~ (Q. Nos. 11-15) *Following questions are based on five words given below.*

MAN CAR WAR CAN HOT

(The new words formed after performing the mentioned operations may or may not necessarily be meaningful English words)

11. If in each of the words, all the alphabets are arranged in English alphabetical order within the word, how many words will NOT begin with a vowel?
(a) None (b) One (c) Two (d) Three
(e) More than three

12. How many letters are there in the English alphabetical series between second letter of the word which is second from the right and the third letter of the word which is third from the left of the given words?

- (a) 14 (b) 15 (c) 16 (d) 17
(e) 18

13. If in each of the given words, each consonant is changed to previous letter and each vowel is changed to next letter according to the English alphabetical order, in how many words thus formed no vowels will appear?

- (a) None (b) One (c) Two (d) Three
(e) More than three

14. If the last alphabet in each of the words is changed to the next alphabet in the English alphabetical order, how many words having two vowels (same or different vowels) will be formed?

- (a) None (b) One (c) Two (d) Three
(e) Four

15. If the given words are arranged in the order as they would appear in the dictionary from left to right, which of the following will be fourth from the left?

- (a) MAN (b) CAN (c) CAR (d) HOT
(e) WAR

DIRECTIONS ~ (Q. Nos. 16-20) *Study the following sequence carefully and answer the given questions.*

COT IVY PEA FOX MRU

16. If we add 'L' after first letter in every word, then how many meaningful words will be formed?
(a) None (b) Three
(c) Two (d) One
(e) None of these
17. If third letter of each word is replaced by its succeeding letter according to English alphabetical order, then in how many words vowels will appear more than once?
(a) Two (b) One
(c) None (d) Three
(e) None of these
18. If all the words are arranged according to English alphabetical order from left to right, then which word will appear fourth from the left end?
(a) MRU (b) FOX
(c) PEA (d) IVY
(e) None of these
19. If all the letters are arranged according to English alphabetical order within each word, then in how many words vowel will appear at second position?
(a) One (b) None
(c) Two (d) Three
(e) None of these
20. How many letters are there in English alphabetical series between the first letter of the second word from the left end and third letter of the third word from the right end?
(a) Five (b) Six
(c) Seven (d) Four
(e) None of these