

Bank PO Reasoning

ALPHABET TEST-1

Questions based on English alphabet are relatively easier and these questions may acquire different formats. In other words, various types of questions are set on English alphabet, such as:

- (i) Formation of words using the specified letters of a keyword.
- (ii) Questions on Alphabet Series and Alphabetical Quibble.
- (iii) Pointing out the pairs of letters in a keyword which have as many letters between them in the word as in the alphabet.
- (iv) Arrangement of words in alphabetical order.
- (v) Formation of Words by adding a few letters as prefix or suffix to the given letters.

(i) NEW WORD FORMATION

In this type of questions you are required to form meaningful word(s) using the specified letters of a keyword using each letter only once. Thus, in this type of questions a key word is given and some letters of that word are singled out. With the help of those letters you are required to form a new meaningful word and then, point out the required letter of the word so formed. These questions, thus test your vocabulary. Generally, simple and common words are asked and, therefore, you can solve these questions easily. However, sufficient practice is necessary to save time.

Now consider the following examples:

Ex. 1. If it is possible to make only one meaningful English word with the first, the fifth, the seventh and the eighth letters of the word ORGANISED, which of the following will be the third letter of that word? If no such word can be made, give 'X' as the answer and if more than one such word can be made give 'Y' as the answer.

- (1) N (2) D (3) E
(4) X (5) Y

[Haryana Gramin Bank Officer Exam, 27.12.2009]

Answer : (5)

1	2	3	4	5	6	7	8
O	R	G	A	N	I	S	E

Specified Letters => O, N, S, E
Meaningful Words => NOSE, ONES

Ex.2. How many meaningful English words can be formed using the third, fifth, ninth and eleventh letters of the word COMMANDMENT using each letter only once?

(1) None (2) One (3) Two
(4) Three (5) More than three

[IDBI Bank Clerk Exam, 13.12.2009]

Answer : (5)

1	2	3	4	5	6	7	8	9	10	11
C	O	M	M	A	N	D	M	E	N	T

Specified Letters => M, A, E, T
Meaningful Words => MEAT, TEAM, TAME. MATE

Ex.3. If it is possible to make only one meaningful English word with the third, the fourth, the sixth and the eighth letters of the word SINGLETON, which of the following will be the third letter of that word? If no such word can be made, give 'X' as the answer and if more than one such word can be made, give 'Y' as the answer.

- (1) N (2) O (3) E
(4) X (5) Y

[New India Assurance AO Exam, 25.10.2009]

Answer : (1)

1	2	3	4	5	6	7	8
S	I	N	G	L	E	T	O

Specified Letters => N, G, E, O
Meaningful word => GONE

Ex. 4. If it is possible to make a meaningful word with the first, the fifth, the ninth and the eleventh letters of the word PENULTIMATE using each letter only once, which of the following will be the third letter of that word? If no such word can be made give 'N' as the answer and if more than one such word can be formed give 'D' as the answer.

- (1) E (2) P (3) L
(4) D (5) N

[Bank P.O. Exam, 2007]

Answer : (4)

1	2	3	4	5	6	7	8	9	10	11
P	E	N	U	L	T	I	M	A	T	E

Specified letters : P, L, A, E

Meaningful words : LEAP, PALE

Ex. 5. If the third, fourth, seventh and eighth letters of the word 'ENDANGER' be used for a single time then how many meaningful words can be formed?

- (1) One (2) Two (3) Three
(4) Four (5) Five

[Bank P.O. Exam, 2007]

Answer : (3)

1	2	3	4	5	6	7	8
E	N	D	A	N	G	E	R

Specified letters : D, A, E, R

Meaningful words : DEAR, READ, DARE

Thus, with the third, the fourth, the seventh and the eighth letters of the word ENDANGER three meaningful words can be formed using each letter only once.

Ex. 6. If it is possible to make a meaningful word with the first, the seventh, the eighth and the tenth letters of the word ADJUSTMENT, using each letter only once, then what is the last letter of that word? If

(ii) ALPHABET SERIES

In this type of questions a sequence of English alphabets (either individual letter series or a sequence of combination of letters) is provided, which are usually called TERMS of the sequence. All the terms in the sequence follow a certain pattern throughout the series. The candidates are required to recognise this pattern and either complete the series with most suitable alternative or find out the wrong term in the series. The questions based on English alphabets generally harp on the relative positions of alphabets. Therefore, you should remember the position (number) of each alphabet both from left to right and from right to left. If you do know the position number of any alphabet from left to right, then you can determine its position in the reverse order of alphabets (i.e. from right to left) by subtracting that position number from 27. For instance, the position number of letter H is 8 in English alphabet if we count from left to right. Now you can easily find out its position number counting from your right. Its position number thus, in the reverse order would be 27-8 =19th. You can verify this fact by referring to the following illustration:

1	2	3	4	5	6	7	9	10	11	12	13	14	15										
A	B	C	D	E	F	C	1	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
							18	17	16	15	14	13	12	8	7	6	5	4	3	2	1		

Some important tips for solving questions based on English alphabet:

- (i) From your right implies from right to left
- (ii) From your left implies from left to right.
- (iii) To the right implies from left to right.
- (iv) To the left implies from right to left.
- (v) If you have to find out a letter to the right of a certain letter counting from your right, you should apply the subtraction method.
- (vi) If you have to find out a letter to the right of a certain letter counting from your left you should apply the addition method.
- (vii) You should remember EJOTY, which helps in determining the position of other alphabets counting from your left. Each letter in the term EJOTY represents the position which is multiple of 5. Thus,

E	J	O	T	Y
5	10	15	20	25

From left to right →

(viii) Similarly, the term VQLGB signifies the same arrangement in the reverse order of English alphabets. Thus,

V	Q	L	G	B
5	10	15	20	25

→

Ex.1. What should come next in the following letter series ?

- AABABCABCDABCDEFABCDEF
 (1) A (2) C (3) H
 (4) I (5) None of these

[OBC Clerk Exam, 27.12.2009]

Answer : (5) A, AB, ABC, ABCD, ABCDE, ABCDEF,

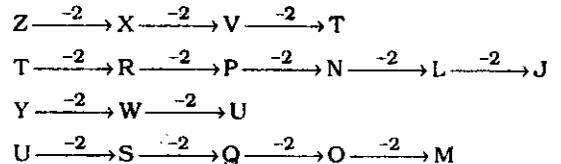
ABCDEF G

Ex.2. What should come next in the following letter series ?

- Z X V T R P N L J Y W U S Q O
 (1) M (2) K (3) H
 (4) J (5) None of these

[RBI Grade 'B' Officer Exam, 11.10.2009]

Answer : (1)

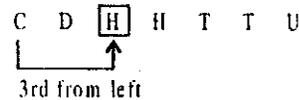


Ex.3. Each consonant in the word BISCUIT is replaced by the next letter in the English alphabet and each vowel is replaced by the previous letter in the English alphabet and the letters so obtained are rearranged in alphabetical order, which of the following will be the third from the left end after the rearrangement ?

- (1) C (2) D (3) H
 (4) T (5) None of these

[New India Assurance AO Exam, 25.10.2009]

Answer : (3) B I S C U I T
 +1↓ -1↓ +1↓ +1↓ -1↓ -1↓ +1↓
 C H T D T H U



Ex.4. What should come next in the following letter series ?

- A B A C B D A C E B D F A C E G B D F
 (1) A (2) B (3) H
 (4) I (5) None of these

[PNB Specialist Officer's Exam, 16.08.2009]

Answer : (3) A, AC, ACE, ACEG,

B, BD, BDF, BDF H

Ex.5. What should come next in the following letter sequence?

- ABCDEF G H A B C D E F G A B C D E F
 (1) H (2) G (3) A
 (4) E (5) None of these

[Bank of India Clerk Exam, 06.09.2009]

Answer : (3) A B C D E F G H

A B C D E F G
 A B C D E F

A

Ex.6. If the first 6 letters of the English Alphabet series are written in reversed order, then the next 6 letters are written in reversed order and so on, and at the end Y is interchanged by Z, then which letter is fourth letter to the right of 13th letter from the left?
 (1) M (2) N (3) Q (4) P

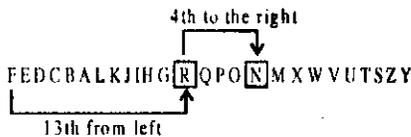
Ex.7. If the English Alphabet series is written in the reverse order and every alternate letter starting from Y is dropped, which letter will be exactly in the middle of the remaining letters of the Alphabet series?
 (1) L (2) O (3) M (4) N

- Ex. 8.** The letters skipped in between the adjacent letters in the series are followed by equal space. Which of the following series observes this rule?
 (1) HKNGSW (2) EIMQVZ
 (3) SUXADF (4) RVZDHL
- Ex.9.** Select the series in which the letters skipped in between adjacent letters do not decrease in order?
 (1) MGVFK (2) PJXHM
 (3) EQZFI (4) GWIQU

[6 to 9 : LIC AAO Exam. 07.06.2009]

EXPLANATIONS

- 6. (2)** According to question, the new English Alphabet series would be :



- 7. (4)** According to question, the new English Alphabet series would be : Z X V T R P N L J H F D B

Middle Letter

- 8. (4)** H $\xrightarrow{+3}$ K $\xrightarrow{+3}$ N $\xrightarrow{-7}$ G $\xrightarrow{+12}$ S $\xrightarrow{+4}$ W
 E $\xrightarrow{+4}$ I $\xrightarrow{+4}$ M $\xrightarrow{+4}$ Q $\xrightarrow{+5}$ V $\xrightarrow{+4}$ Z
 S $\xrightarrow{-12}$ U $\xrightarrow{+3}$ X $\xrightarrow{+3}$ A $\xrightarrow{+3}$ D $\xrightarrow{+2}$ F
 R $\xrightarrow{+4}$ V $\xrightarrow{+4}$ Z $\xrightarrow{+4}$ D $\xrightarrow{+4}$ H $\xrightarrow{+4}$ L

- 9. (2)** M $\xrightarrow{-6}$ G $\xrightarrow{+15}$ V $\xrightarrow{+10}$ F $\xrightarrow{+5}$ K
 P $\xrightarrow{-6}$ J $\xrightarrow{+14}$ X $\xrightarrow{-16}$ H $\xrightarrow{+5}$ M
 E $\xrightarrow{+12}$ Q $\xrightarrow{+9}$ Z $\xrightarrow{+6}$ F $\xrightarrow{+3}$ I
 G $\xrightarrow{+16}$ W $\xrightarrow{+12}$ I $\xrightarrow{+8}$ Q $\xrightarrow{+4}$ U

- Ex. 10.** If the order of first half of the letters in the English alphabet is reversed, which letter will be eighth to the left of fifteenth letter from the left?
 (1) F (2) H (3) G
 (4) I (5) None of these

[Bank PO Exam, 2007]

Answer: (3)

Required letter => 8th to the left of 15th letter from the left.

It implies that $15 - 8 = 7$ th letter from the left. But the order of the first half of the letters has been reversed. Thus,



- Ex. 11.** If the position of the first letter of English alphabet is interchanged with the position of the fourteenth letter, second letter with the fifteenth letter in such a way that M is interchanged with Z, then which of the following letters will be 9th to the right of 17th letter from the right?
 (1) F (2) E (3) R
 (4) T (5) None of these

[Bank PO Exam, 2008]

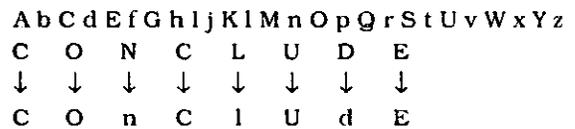
Answer: (1)

According to question, the new sequence would be :
 NOPQRSTUVWXYZABCDEFGHIJKLM
 9th to the right of 17th letter from the right means
 $(17 - 9) = 8$ th letter from the right.
 8th letter from right \Rightarrow F

- Ex. 12.** In the given English alphabet if the letters beginning with B and every second letter after them is written in capital letters and others written in small letters then the word 'Conclude' will be written as :
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 (1) CoNCIUdE (2) CoNCLUdE (3) CoNcIUdE
 (4) ConCIUdE (5) None of these

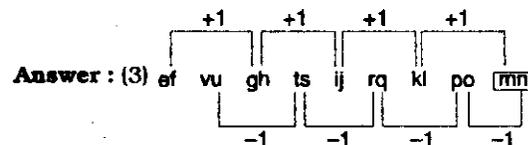
[Bank P.O. Exam, 2007]

Answer: (3) According to question the structure of alphabets would be :



- Ex. 13.** In the following letter series which of the alternatives given below will come in the place of the question mark(?)?
 ef, vu, gh, ts, lj, rq, kl, po, ?

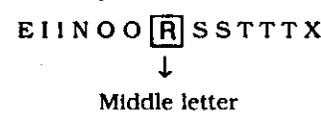
- (1) jk (2) lm (3) mn
 (4) nm (5) None of these



- Ex. 14.** If all the letters in the word EXTORTIONISTS are arranged in alphabetical order which letter will be at the middle position?

- (1) S (2) R (3) T
 (4) N (5) O

Answer: (2) Alphabetical order

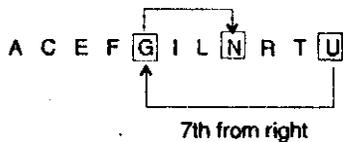


Ex.15. If the letters of the word CENTRIFUGAL are arranged alphabetically from left to right, which letter will be third to the right of the seventh letter from your right?

- (1) U (2) N (3) C
(4) I (5) None of these

Answer: (2)

The alphabetical arrangement of letters of the given word : 3rd to the right of G



In this question you have to find out the third letter to the right of the seventh letter from your right. Hence, you can find the answer quickly by applying subtraction method.

Required letter will be = 7 - 3 = 4th from right



SOMETIMES a set of four or five questions are asked on English alphabet pertaining to relative position of a letter with respect to another letter in the alphabet series from either left or right. Now consider the following examples :

Directions (16-18) : Following questions are based on English alphabet.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Ex.16. If the letters from T to Z are interchanged in opposite order by the letters A to G in such a way that A takes the position of T and so on, then which will be the third letter to the right of 18th letter from left ?

- (1) Y (2) U (3) B
(4) C (5) None of these

Ex.17. If first 6 letters shall be written in opposite order, then the next 6 letters shall be written in opposite order and so on. At the end Y will be interchanged by Z then which will be the fourth letter to the left of 13th letter from right ?

- (1) J (2) H (3) I
(4) O (5) None of these

Ex.18. What will come in place of the question mark in the following series ?

DGK GKP ? PVC

- (1) GKV (2) KPV (3) PVZ
(4) KPU (5) None of these

[Bank P.O. Exam, 2008]

EXPLANATIONS

16. (3) According to question the new sequence would be :

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

3rd letter to the right of 18th letter from left means 21st letter (3 + 18) from the left.

In the original alphabet 21st letter from left is U but U has been interchanged with B. Therefore, our required answer will be letter B.

17. (3) According to question the new sequence would be :

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

4th to left 13th letter from right of Q

18. (2) D $\xrightarrow{+3}$ G $\xrightarrow{+4}$ K

In the subsequent term the first two letters are taken from the preceding term. The second and the third letters of the first term constitute the first and the second letters respectively.

2nd term \rightarrow G KP

↓

First two letters of the next term.

4th term \rightarrow PV C

↓

The second and the third letters of the third term.

Therefore, 3rd term will be KPV.

IN YET ANOTHER type of questions on alphabets, all the letters A to Z are assigned certain numerical value and then some questions are asked which can be solved by calculating the value of the given alphabets. Now consider the following examples :

Ex. If all the consonants starting from B are given sequentially the value of even numbers such as B = 2, C = 4 and so on and all the vowels are given the value of 5 each, then what will be the value of the letters of the word CUSTOM ?

- (1) 92 (2) 86 (3) 82
(4) 96 (5) None of these

[Bank PO Exam, 2008]

Answer : (4)

According to question ,

A	B	C	D	E	F	G	H	I	J	K	L	M
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
5	2	4	6	5	8	10	12	5	14	16	18	20

N	O	P	Q	R	S	T	U	V	W	X	Y	Z
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
22	5	24	26	28	30	32	5	34	36	38	40	42

Now,

C U S T O M
↓ ↓ ↓ ↓ ↓ ↓

$$4 + 5 + 30 + 32 + 5 + 20 = 96$$