




























Reasoning

Coding-Decoding

1.  **Constant addition in the position of letters**
 *Logic:* Add a fixed number (e.g., +1) to each letter's position.
 Example: CAT → DBU (C+1=D, A+1=B, T+1=U)
2.  **Constant subtraction in the position of letters**
 *Logic:* Subtract a fixed number (e.g., -1) from each letter.
 Example: DOG → CNF (D-1=C, O-1=N, G-1=F)
3.  **Denoting the position of letters in the alphabetical order**
 *Logic:* Convert letters to numbers based on A=1 to Z=26.
 Example: BIG → 2 9 7 (B=2, I=9, G=7)
4.  **Addition of the positions of all the letters**
 *Logic:* Add letter positions to form a number code.
 Example: ACE → 1+3+5 = 9
5.  **Constant addition and subtraction alternatively**
 *Logic:* Add to 1st letter, subtract from 2nd, add to 3rd, and so on.
 Example: TAP → U B Q (T+1=U, A-1=Z, P+1=Q)
6.  **Square of the number of letters in the word**
 *Logic:* Count letters, square that number.
 Example: CAT → 3 letters → $3^2 = 9$
7.  **Arranging the letters in alphabetical order**
 *Logic:* Rearranging letters alphabetically.
 Example: STAR → ARST
8.  **Arrangement of letters in reverse order**
 *Logic:* Simply reverse the word.
 Example: FLOW → WOLF
9.  **Interchanging each pair of letters**
 *Logic:* Swap 1st with 2nd, 3rd with 4th, etc.
 Example: LEMON → ELNMO (L↔E, M↔O, N remains)
10.  **Constant addition and reversal together**
 *Logic:* Add fixed number to each letter, then reverse the result.
 Example: DOG → FQI → IQF

Number Coding-Decoding

Important Tricks and Techniques

-  **1. Know Letter Positions in the Alphabet (A-Z)**
-  **2. Check for Direct Letter to Number Conversion**
-  **3. Check Sum or Product of Positions**
-  **4. Look for Reversal or Opposites**
-  **5. Check for Pattern Like +1, -1, ×2**
-  **6. Look for Number Series in Options**
-  **7. Identify Unique Word Patterns**

Number Coding-Decoding

Important Tricks and Techniques

◆ Types & Tricks

1. Direct Symbol Replacement
2. Symbol Represents a Condition/Meaning
3. Mathematical Operations Using Symbols
4. Positional Coding with Symbols
5. Symbol as a Clue to a Pattern

Chinese Coding-Decoding

Tip/Trick	Explanation
1. Word Common → Code Common	If a word appears in two sentences, the common code represents that word.
2. Use Elimination	Once a word-code pair is found, eliminate it to reduce complexity.
3. Unique Word ↔ Unique Code	If a word appears only once, match it with the unique code in that sentence.
4. Count Match	If number of words = number of codes, assume one-to-one mapping.
5. Create Word-Code Table	Use a table to map words and codes for easy visualization.

Paragraph Based Coding-Decoding

✓ TRICK FORMAT TO FOLLOW

Here's a simple way to approach such problems:

- ◆ **Step 1:** Find the actual answer (based on general knowledge).
- ◆ **Step 2:** Find what that actual thing is called in the coded world.
- ◆ **Step 3:** Choose the coded term as the final answer.

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