

CODING – DECODING MASTER CHEAT SHEET

Essential Shortcuts, Patterns, and Strategies for Competitive Exams

1. Alphabet Position Reference

Mastering the forward and backward positions of the English alphabet is crucial.

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

Quick Memory Tricks:

- **EJOTY:** $E = 5, J = 10, O = 15, T = 20, Y = 25$
- **CFILORUX:** 3, 6, 9, 12, 15, 18, 21, 24

2. Opposite Letter Pairs

Letters from opposite ends share a sum of 27.

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

Mnemonic phrase: AZ, B extbfY, C extbfX, D extbfW (Dehli Water), E extbfV (Evening), F extbfU (Full), G extbfT (Grand Trunk), H extbfS (High School), I extbfR (Indian Railway), J extbfQ (Jack Queen), K extbfP (PK), L extbfO (Love), M extbfN (Man).

3. Types of Coding Patterns

A. Letter Coding

Letters of a word are replaced by other letters based on specific rules.

- **Forward/Backward Shift:** e.g., +2 or -3 shift across all letters.

- **Direct Substitution:** Assigning specific symbols/numbers to letters.

- **Reverse Coding:** Writing the word backwards or reversing halves.

B. Number Coding

- **Direct Position Sum:** Adding alphabetical positions (e.g., $CAT = 3 + 1 + 20 = 24$).
- **Opposite Position Sum:** Using backward values.
- **Constant Multiplier:** Position sum multiplied by the number of letters.

C. Substitution Coding

Words are coded with substitute names (e.g., "White is called Blue, Blue is called Red..." – *Focus on the exact question being asked, e.g., What is the color of clear sky?*).

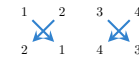
D. Mixed/Message Coding

Given 3-4 sentences with coded words, find common words and common codes across sentences by elimination.

4. Advanced Strategies Tips

1. **Check Letter Count:** If the coded word has the same number of letters as the original, look for direct shifts, reversals, or cross-patterns.

2. **Cross-Patterns:** For 4 or 6 letter words, letters often cross over:



3. **Vowel/Consonant Rules:** Separate rules applied specifically to vowels (+1) vs consonants (-1).