

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

CONTENT

VERBAL REASONING

1. Alphabet and Number Test	3-46
2. Analogy	47-85
3. Classification	86-116
4. Coding-Decoding	117-182
5. Series	183-226
6. Logical Arrangement of Words	227-235
7. Direction and Distance	236-275
8. Blood Relations	276-304
9. Ranking and Time Sequence Test	305-323
10. Sitting Arrangement	324-364
11. Puzzles	365-426
12. Clock	427-442
13. Calendar	443-456
14. Mathematical Operations	457-476
15. Mathematical Reasoning	477-483
16. Problems Based on Ages	484-491
17. Inserting the Missing Character	492-510
18. Inequality	511-533
19. Venn Diagram	534-557
20. Matrix Coding	558-567
21. Data Sufficiency	568-591
22. Input Output	592-624
23. Decision Making	625-644
24. Verification of Truth of the Statement	645-647

NON-VERBAL REASONING

1. Series	3-46
2. Analogy	47-81
3. Classification	82-93
4. Completion of Figures	94-101
5. Formation of Figures	102-118
6. Embedded Figures	119-130
7. Counting of Figures	131-153
8. Mirror Image	154-165
9. Water Image	166-172
10. Paper Folding and Cutting	173-193
11. Similarity of Figures	194-206
12. Grouping of Figures	207-214
13. Figure Matrix	215-221
14. Cube and Cuboid	222-244
15. Dice	245-267
16. Dot Situation	268-273

ANALYTICAL REASONING

1. Syllogism	3-62
2. Statement and Conclusions	63-76
3. Statement and Arguments	77-93
4. Statement and Assumptions	94-120
5. Course of Action	121-137
6. Assertion and Reason	138-143
7. Cause and Effects	144-154
8. Passage and Conclusions	155-169

A New Approach to
REASONING

**VERBAL
REASONING**

Alphabet and Number Test

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



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 R, 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

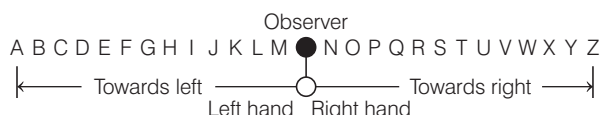
= 27 – 2 = 25th letter

= 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

Let us see



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

↑
4th
← Towards
left

● Observer

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

Towards right 4th

- (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.,
 $A \rightarrow B \rightarrow C \rightarrow \dots \rightarrow Y \rightarrow Z$
- (iv) **From our Right** It means 'from our right to left' or we can say it as 'from letter Z to A'. i.e.,
 $A \leftarrow B \leftarrow C \leftarrow \dots \leftarrow Y \leftarrow Z$
- (v) **To the Left** It means 'from Z to A'. i.e.,
 $A \leftarrow B \leftarrow C \leftarrow \dots \leftarrow Y \leftarrow Z$
- (vi) **To the Right** It means 'from A to Z'. i.e.,
 $A \rightarrow B \rightarrow C \rightarrow \dots \rightarrow Y \rightarrow Z$

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.

TYPE 01

A. Place of a Letter in Forward Order

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

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26
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

Diagram illustrating the position of the letter 'I' (index 9) relative to the alphabet (indices 1 to 26). The letter 'I' is highlighted with a circle. The distance from the start of the alphabet to 'I' is labeled 'From left' (11th position). The distance from 'I' to the end of the alphabet is labeled 'To the left' (20th position).

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

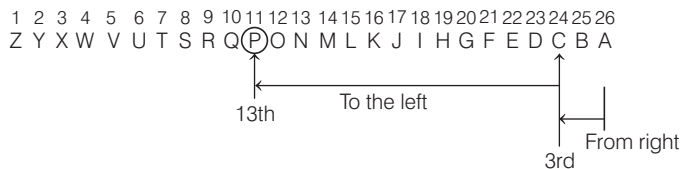
B. Place of Letter in Completely Backward Order

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 6)

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

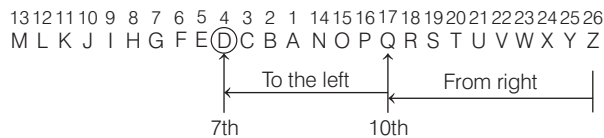
C. Place of a Letter When First Half is in Backward Order

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.

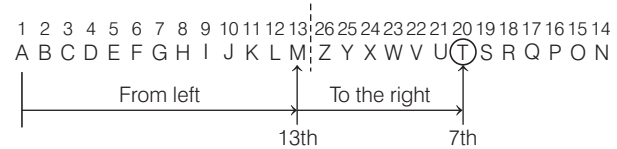
D. Place of a Letter When Second Half is in Backward Order

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.

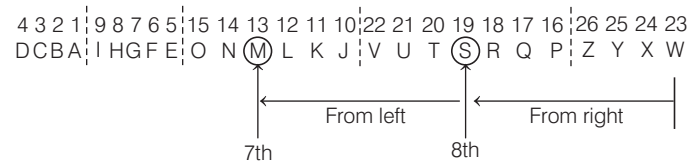
E. Multiple Letter Segment in Backward Order

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

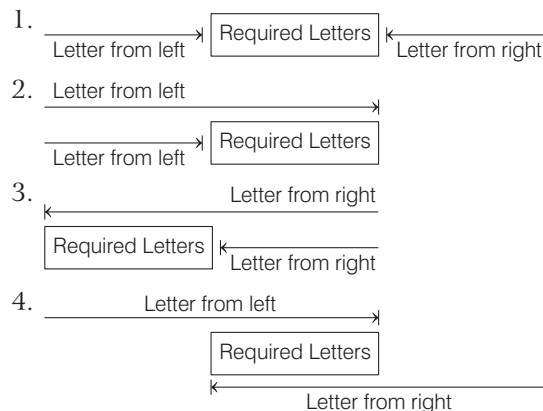


∴ The 7th letter to the left of the 8th letter from right is M.

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