

## **CODING DECODING**

- Coding is a process which is used to encrypt a word in a particular pattern following some set of rules.
- Decoding is a process to decrypt the given code into its original form.
- Positional Value of Alphabets in forward direction:

Alphabet	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
Positional Value	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

- Positional Value of Alphabets in reverse direction:

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

- **Memory Tip** - "EJOTY" will help you to find nearby letters quickly.

<b>E</b>	<b>J</b>	<b>O</b>	<b>T</b>	<b>Y</b>
5	10	15	20	25

### **Letter to Letter Coding**

In this section, the alphabets of a word are coded with the help of different operations like addition, subtraction, interchanging etc. and we need to find the code of another word using the same operation.

**Q.** In the following questions find out the alternative which will replace the question mark.

ENGLISH: FOHNHRG :: SCIENCE ?

**A.** Here, ENGLISH is written as following: And same will be followed for SCIENCE,

5	14	7	12	9	19	8	19	3	9	5	14	3	5
E	N	G	L	I	S	H	S	C	I	E	N	C	E
+1	+1	+1	+2	-1	-1	-1	+1	+1	+1	+2	-1	-1	-1
F	O	H	N	H	R	G	T	D	J	G	M	B	D
6	15	8	14	8	18	7	20	4	10	7	13	2	4

# General Intelligence Coding Decoding Guide

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## General Intelligence Coding Decoding Guide:

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*Congressional Record* United States. Congress, 1977 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873

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**Landing-Force Manual** United States. Office of the Chief of Naval Operations, 1921     New Horizon, 1976

*Landing-force Manual, United States Navy, 1927* United States. Navy Department, 1927     *National Guide to Educational Credit for Training Programs 2004-2005* Jo Ann Robinson, Troy Polite, Nancy Musick, 2004 For more than 25 years this guide has been the trusted source of information on thousands of educational courses offered by business labor

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**Examiner's Manual: Illinois Test of Psycholinguistic Abilities** James Jerome McCarthy, Samuel Alexander Kirk, 1961

*Report of the Chief of Staff, United States Army, to the Secretary of the Army* United States. Dept. of the Army. General Staff, 1921

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