METHODS FOR SOLVING LETTER SERIES

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Letter series problems occur in many American tests for measuring quantitative ability of supervisory personnel.
They are more difficult than number-series used for measuring mathematical ability because are unusual and complex.
According to the English alphabetic order:

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

as well as to the a given sequence of letters, the equation consists of finding letters of the sequence which obey same rules.
For example, let b d f h j … be a given sequence; find the next two letters in this series.
Of course they are l n because the letters are taken two by two from the alphabet: b c d e f g h i j k l m n.
In order to solve easier letter –series we transform them into number-series, and in this case it’s simpler to use some well-known mathematical procedures.

Method I.
Associate to each letter from the alphabet a number in this way:

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
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

Sample:  d c i h n m … becomes  14,3; 9,8; 14,13…, whence  the next two numbers will be 19, 18, i.e. s r

Method II.

Let O(Λ) be the order of the letter Λ in the above succession. For example O (F)=6, O (S)=19, etc.
According to the given sequence associate the number zero (0) to its first letter, for the second one the difference between second letter’s order and first letter’s order,
Sample: b f e c g k j h ... becomes 0, 4, −1, −2; 4, −1, −2; ... whence the
next numbers will be 4; 4, −1, −2; equivalent to l p o m.

See the rule:

REFERENCE

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