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**Methods for Solving Letter
Series**

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METHODS FOR SOLVING LETTER SERIES

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 $b d f h j \dots$ 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: $b d e f g h i j k l m n$.

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: $d c i h n m \dots$ becomes $\underline{14}, \underline{3}; \underline{9}, \underline{8}; \underline{\underline{14}}, \underline{\underline{13}} \dots$, whence the next two numbers will be 19, 18, i.e. $s r$

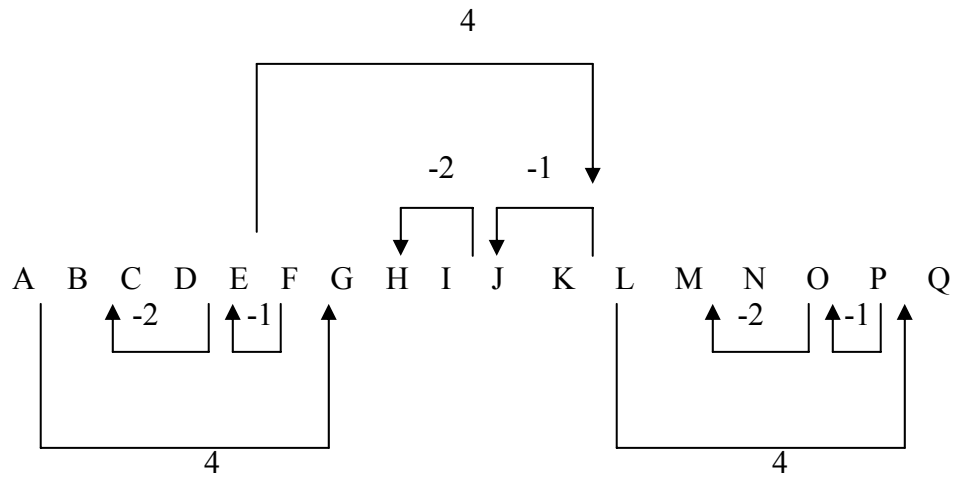
Method II.

Let $\mathcal{O}(\mathcal{L})$ be the order of the letter \mathcal{L} in the above succession. For example $\mathcal{O}(F)=6$, $\mathcal{O}(S)=19$, 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: $b f e c g k j h \dots$ becomes $\underline{0}, \underline{4}, \underline{-1}, \underline{-2}; \underline{4}, \underline{-1}, \underline{-2}; \dots$, whence the next numbers will be $4; 4, -1, -2$; equivalent to $l p o m$.

See the rule:



REFERENCE

Passbooks for career opportunities, Computer Aptitude Test (CAT), New York, 1983, National Learning Corporation.