

# Coding & Decoding

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Coding means to hide the meaning of any message and decoding means to understand the actual meaning of that message.

In questions based on coding-decoding, a word or sentence is coded in a particular way and the candidates are asked to code other word or sentence in the same way or to decode the word or sentence.

## Position of Letters in English Alphabet

Sometimes a word or a sentence is coded by changing the position of English alphabet letters according to a definite pattern, so it is necessary to remember the positions of all the letters in English alphabetical order, both in forward and backward order.

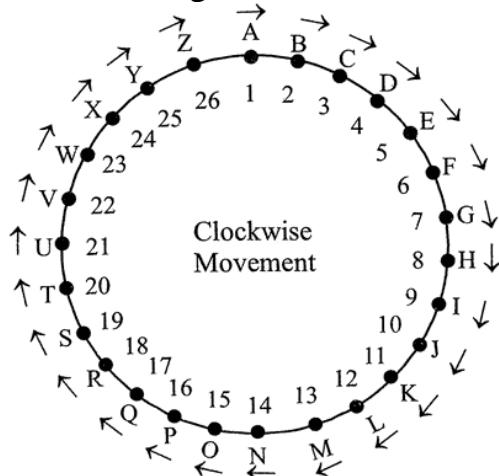
**Order of the English Alphabet**

Forward order position	Letters	Backward order position
1	A	26
2	B	25
3	C	24
4	D	23
5	E	22
6	F	21
7	G	20
8	H	19
9	I	18
10	J	17
11	K	16
12	L	15
13	M	14

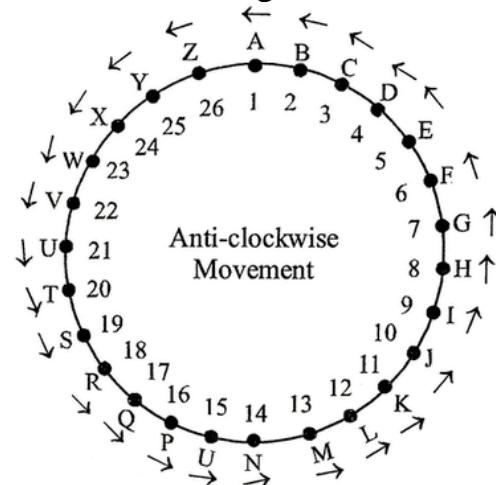
Forward order position	Letters	Backward order position
14	N	13
15	O	12
16	P	11
17	Q	10
18	R	9
19	S	8
20	T	7
21	U	6
22	V	5
23	W	4
24	X	3
25	Y	2
26	Z	1

## Circular Arrangement of Letters in English Alphabet

### 1: Clockwise Arrangement



### 2: Anti-clockwise Arrangement

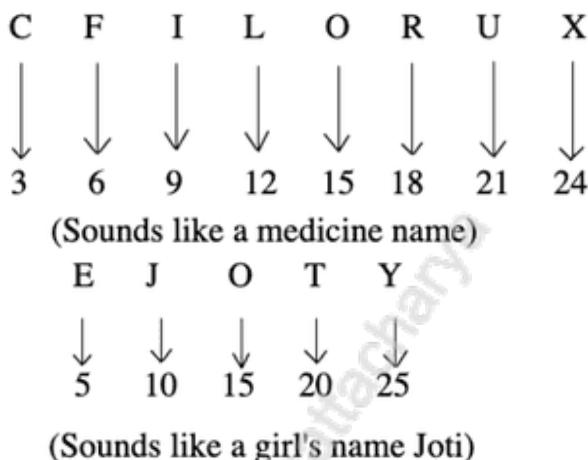


If we have to find the letter one placed forward to A, then the letter will be B and this result can be found out by using either linear or circular arrangement but when one is asked to find the letter which is one letter backward of A (Z is one letter backward A) or one letter forward of Z (A is the one letter forward Z), then only circular arrangement gives such results.

### **Method to Remember the Position of Letters in English Alphabet**

Some method/techniques are given to remember the positions of English alphabets in forward or backward order.

1. By using EJOTY and CFILORUX formulae, we can easily remember the position of letters of English alphabet in forward order.



*Note:*

Backward order position of a letter = 27 - Forward order position of letter

e.g. Backward order position of B = 27 - Forward order position of B =  $27 - 2 = 25$

2. By Using V Q L G B and X U R O L I F C, we can easily remember the position of letters of English alphabet in reverse order.

