# 3.36 Verbal Reasoning: Letter and Number Manipulation Depth: 30-minute Pack

GL ASSESSMENT GL-style-VR · about 30 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

**Answer ALL questions.**

## How to answer these questions

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This pack covers five related verbal reasoning question families, all built around manipulating letters and numbers: (1) Move a letter, where one letter moves from the first word to the second word to make two new real words; (2) Add or remove a letter, where taking a letter from a word (or inserting one) leaves a new real word; (3) Create a new word, where all the given letters must be rearranged to spell one real word; (4) Related word pairs, where the same letter rule that links the first pair of words must be applied to a third word; (5) Letters for numbers, where letters stand for numbers under a stated code and a short calculation must be worked out. Each question states its own rule, so read the instruction line carefully before choosing from options A to E.

**1** One letter can move from STAND to OWN (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) S
- ☐ B) T
- ☐ C) A
- ☐ D) N
- ☐ E) D

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**2** Take one letter away from GLAD to leave a real word. Which letter must be removed?

- ☐ A) E
- ☐ B) A
- ☐ C) G
- ☐ D) D
- ☐ E) Cannot be done


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**3** Take one letter away from CHASE to leave a real word. Which letter must be removed?

- ☐ A) C
- ☐ B) S
- ☐ C) E
- ☐ D) A
- ☐ E) H

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**4** Take one letter away from FRAME to leave a real word. Which letter must be removed?

- ☐ A) A
- ☐ B) F
- ☐ C) E
- ☐ D) R
- ☐ E) M

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**5** Take one letter away from CHIRP to leave a real word. Which letter must be removed?

- ☐ A) P
- ☐ B) C
- ☐ C) H
- ☐ D) I
- ☐ E) R

---

**6** Add one letter to SIT to make a real word. The letter is inserted between S and I. Which letter is added?

- ☐ A) A
- ☐ B) M
- ☐ C) U
- ☐ D) B
- ☐ E) O


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**7** Add one letter to HEAT to make a real word. The letter is inserted between A and T. Which letter is added?

- [ ] A) D
- [ ] B) L
- [ ] C) N
- [ ] D) R
- [ ] E) T

---

**8** Add one letter to WORD to make a real word. The letter is inserted between R and D. Which letter is added?

- [ ] A) T
- [ ] B) K
- [ ] C) L
- [ ] D) R
- [ ] E) N

---

**9** Use all the letters B, A, E, R to spell a real word. Which of these words uses exactly those four letters?

- [ ] A) BEAM
- [ ] B) BEAT
- [ ] C) READ
- [ ] D) BARN
- [ ] E) BEAR

---

**10** Use all the letters T, A, E, G, R to spell a real word. Which of these words uses exactly those five letters?

- [ ] A) GRAND
- [ ] B) STAGE
- [ ] C) GREAT
- [ ] D) EAGER
- [ ] E) TRADE


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**11** Use all the letters L, S, E, T, N, I to spell a real word. Which of these words uses exactly those six letters?

- ☐ A) NESTLE
- ☐ B) TENSILE
- ☐ C) LENTIL
- ☐ D) LISTEN
- ☐ E) LATENT

---

**12** One letter can move from GHOST to OLD (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) G
- ☐ B) H
- ☐ C) O
- ☐ D) S
- ☐ E) T

---

**13** Use all the letters T, R, A, I, N, S to spell a real word. Which of these words uses exactly those six letters?

- ☐ A) STRAND
- ☐ B) SPRAIN
- ☐ C) SATIN
- ☐ D) RATIONS
- ☐ E) STRAIN

---

**14** Use all the letters A, E, L, P, S to spell a real word. Which of these words uses exactly those five letters?

- ☐ A) SPEAK
- ☐ B) PETALS
- ☐ C) PLANS
- ☐ D) LEAPS
- ☐ E) PEARS


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**15** Use all the letters T, S, E, R, A, M to spell a real word. Which of these words uses exactly those six letters?

- ☐ A) MATTERS
- ☐ B) SMARTEN
- ☐ C) MASTER
- ☐ D) STARVE
- ☐ E) MARKET

---

**16** Use all the letters S, T, A, P, L, E, R to spell a real word. Which of these words uses exactly those seven letters?

- ☐ A) PARCELS
- ☐ B) SPARKLE
- ☐ C) PLATTER
- ☐ D) STARTLE
- ☐ E) STAPLER

---

**17** Use all the letters R, E, T, H, G, U, A, D to spell a real word. Which of these words uses exactly those eight letters?

- ☐ A) DRAUGHT
- ☐ B) LAUGHTER
- ☐ C) THREADED
- ☐ D) DAUGHTER
- ☐ E) GUARDIAN

---

**18** PAT is to TAP as WON is to which word? (The letters of the first word are written in reverse order to make the second word.)

- ☐ A) OWN
- ☐ B) ONW
- ☐ C) NWO
- ☐ D) WON
- ☐ E) NOW


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**19** RAT is to BRAT as ORE is to which word? (The same letter is added to the front of the first word to make the second word.)

- [ ] A) FORE
- [ ] B) CORE
- [ ] C) BORE
- [ ] D) MORE
- [ ] E) SORE

---

**20** TRAIN is to RAIN as TABLE is to which word? (The first letter is removed from the first word to make the second word.)

- [ ] A) LABEL
- [ ] B) ABLE
- [ ] C) BALE
- [ ] D) TABLE
- [ ] E) ABEL

---

**21** HAT is to HAD as SAT is to which word? (The last letter is changed from T to D.)

- [ ] A) SAD
- [ ] B) SAT
- [ ] C) SAND
- [ ] D) SAY
- [ ] E) SUD

---

**22** FIT is to FLIT as SIT is to which word? (The letter L is inserted after the first letter.)

- [ ] A) SILT
- [ ] B) SLIT
- [ ] C) SKIT
- [ ] D) SPLIT
- [ ] E) SIT


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**23** One letter can move from CROWN to ICE (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) C
- ☐ B) R
- ☐ C) O
- ☐ D) W
- ☐ E) N

---

**24** HEART is to HEAT as BEAST is to which word? (The fourth letter is removed.)

- ☐ A) BAT
- ☐ B) BEST
- ☐ C) BEET
- ☐ D) BEAT
- ☐ E) BET

---

**25** DRAW is to WARD as STOP is to which word? (The letters of the first word are written in reverse order to make the second word.)

- ☐ A) TOPS
- ☐ B) SPOT
- ☐ C) STOP
- ☐ D) OPTS
- ☐ E) POTS

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**26** SPOT is to TOP as STAR is to which word? (Remove the first letter, then reverse the remaining letters.)

- ☐ A) TAR
- ☐ B) ARTS
- ☐ C) RAT
- ☐ D) ART
- ☐ E) TARS


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**27** Using the code A=1, B=2, C=3, up to Z=26 (each letter equals its position in the alphabet), work out the value of D + E.

- [ ] A) 7
- [ ] B) 8
- [ ] C) 9
- [ ] D) 10
- [ ] E) 11

---

**28** Using the code A=1, B=2, C=3, up to Z=26, work out the value of J - C.

- [ ] A) 6
- [ ] B) 7
- [ ] C) 8
- [ ] D) 9
- [ ] E) 13

---

**29** Using the code A=1, B=2, C=3, up to Z=26, work out the total value of the word CAB (add the value of each letter).

- [ ] A) 5
- [ ] B) 6
- [ ] C) 7
- [ ] D) 8
- [ ] E) 9

---

**30** Using the code A=1, B=2, C=3, up to Z=26, which letter has the value 12 + 3?

- [ ] A) O
- [ ] B) M
- [ ] C) P
- [ ] D) L
- [ ] E) N


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**31** In a code, P=4, Q=9, R=6, S=2 (this code does not follow alphabet order). Work out the value of P + R - S.

- [ ] A) 8
- [ ] B) 9
- [ ] C) 10
- [ ] D) 11
- [ ] E) 12

---

**32** Using the code A=1, B=2, C=3, up to Z=26, work out the value of G x 2 - F.

- [ ] A) 5
- [ ] B) 6
- [ ] C) 7
- [ ] D) 8
- [ ] E) 9

---

**33** In a code, M=5, N=8, O=3, P=10 (this code does not follow alphabet order). Work out the value of (N + P) / 2 - O.

- [ ] A) 5
- [ ] B) 6
- [ ] C) 7
- [ ] D) 8
- [ ] E) 9

---

**34** One letter can move from TRAIN to AIL (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- [ ] A) T
- [ ] B) R
- [ ] C) A
- [ ] D) I
- [ ] E) N


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**35** Using the code A=1, B=2, C=3, up to Z=26, work out the total value of the word FIG, then subtract the value of B.

- ☐ A) 18
- ☐ B) 20
- ☐ C) 21
- ☐ D) 22
- ☐ E) 24

---

**36** One letter can move from STING to ARE (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) E
- ☐ B) T
- ☐ C) I
- ☐ D) N
- ☐ E) G

---

**37** One letter can move from BRISK to OWL (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) B
- ☐ B) R
- ☐ C) I
- ☐ D) S
- ☐ E) K

---

**38** One letter can move from SHARE to WORD (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) S
- ☐ B) H
- ☐ C) A
- ☐ D) R
- ☐ E) E


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**39** One letter can move from STONE to AGE (keeping the other letters of each word in the same order) to make two new real words. Which letter moves?

- ☐ A) S
- ☐ B) T
- ☐ C) O
- ☐ D) N
- ☐ E) E

---

**40** Take one letter away from FLAP to leave a real word. Which letter must be removed?

- ☐ A) A
- ☐ B) L
- ☐ C) P
- ☐ D) F
- ☐ E) Cannot be done


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# Mark scheme · 3.36 Verbal Reasoning: Letter and Number Manipulation Depth: 30-minute Pack

## Question 1

selects B (T) oe **B1**

**Answer: B - T (STAND minus T leaves SAND; T placed in front of OWN gives TOWN)**

## Question 2

selects C (G) oe **B1**

**Answer: C - G (GLAD minus G leaves LAD)**

## Question 3

selects E (H) oe **B1**

**Answer: E - H (CHASE minus H leaves CASE)**

## Question 4

selects D (R) oe **B1**

**Answer: D - R (FRAME minus R leaves FAME)**

## Question 5

selects E (R) oe **B1**

**Answer: E - R (CHIRP minus R leaves CHIP)**

## Question 6

selects C (U) oe **B1**

**Answer: C - U (S + U + IT = SUIT)**

## Question 7

selects D (R) oe **B1**

**Answer: D - R (HE + R + AT... i.e. H-E-A-R-T = HEART)**

## Question 8

selects C (L) oe **B1**

**Answer: C - L (WOR + L + D = WORLD)**

## Question 9

selects E (BEAR) oe **B1**

**Answer: E - BEAR**

## Question 10

selects C (GREAT) oe **B1**

**Answer: C - GREAT**

## Question 11

selects D (LISTEN) oe **B1**

**Answer: D - LISTEN**

## Question 12

selects A (G) oe **B1**

**Answer: A - G (GHOST minus G leaves HOST; G placed in front of OLD gives GOLD)**

## Question 13

selects E (STRAIN) oe **B1**

**Answer: E - STRAIN**

## Question 14

selects D (LEAPS) oe **B1**

**Answer: D - LEAPS**

## Question 15

selects C (MASTER) oe **B1**

**Answer: C - MASTER**

## Question 16

selects E (STAPLER) oe **B1**

**Answer: E - STAPLER**

## Question 17

selects D (DAUGHTER) oe **B1**

**Answer: D - DAUGHTER**

## Question 18

selects E (NOW) oe **B1**

**Answer: E - NOW**

## Question 19

selects C (BORE) oe **B1**

**Answer: C - BORE**

## Question 20

selects B (ABLE) oe **B1**

**Answer: B - ABLE**

## Question 21

selects A (SAD) oe **B1**

**Answer: A - SAD**

## Question 22

selects B (SLIT) oe **B1**

**Answer: B - SLIT**

## Question 23

selects E (N) oe **B1**

**Answer: E - N (CROWN minus N leaves CROW; N placed in front of ICE gives NICE)**

## Question 24

selects D (BEAT) oe **B1**

**Answer: D - BEAT**

## Question 25

selects E (POTS) oe **B1**

**Answer: E - POTS**

## Question 26

selects C (RAT) oe **B1**

**Answer: C - RAT**


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## Question 27

selects C (9) cao **B1**

**Answer: C - 9**

## Question 28

selects B (7) cao **B1**

**Answer: B - 7**

## Question 29

selects B (6) cao **B1**

**Answer: B - 6**

## Question 30

selects A (O) cao **B1**

**Answer: A - O**

## Question 31

selects A (8) cao **B1**

**Answer: A - 8**

## Question 32

selects D (8) cao **B1**

**Answer: D - 8**

## Question 33

selects B (6) cao **B1**

**Answer: B - 6**

## Question 34

selects A (T) oe **B1**

**Answer: A - T (TRAIN minus T leaves RAIN; T placed in front of AIL gives TAIL)**

## Question 35

selects B (20) cao **B1**

**Answer: B - 20**

## Question 36

selects B (T) oe **B1**

**Answer: B - T (STING minus T leaves SING; T placed in front of ARE gives TARE)**

## Question 37

selects A (B) oe **B1**

**Answer: A - B (BRISK minus B leaves RISK; B placed in front of OWL gives BOWL)**

## Question 38

selects A (S) oe **B1**

**Answer: A - S (SHARE minus S leaves HARE; S placed in front of WORD gives SWORD)**

## Question 39

selects A (S) oe **B1**

**Answer: A - S (STONE minus S leaves TONE; S placed in front of AGE gives SAGE)**

## Question 40

selects D (F) oe **B1**

**Answer: D - F (FLAP minus F leaves LAP)**


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