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Logical Reasoning Tricks and Techniques for

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VERBAL REASONING SITUATION REACTION (ENGLISH)

Q1: Situation: You find a wallet on the street with a significant amount of money and no identification. Reaction:

Long Method: First, ensure the wallet and its contents are kept safe. Next, consider taking the wallet to the nearest police station. If unsure about the procedures, seek assistance from a local authority or community leader. By turning it in, you demonstrate honesty and responsibility, which might help the wallet find its rightful owner through official channels.

Short Method: Take the wallet to the police.

Q2: Situation: You receive a job offer from a reputed company, but the location requires you to relocate far from your family.

Reaction: Long Method: Evaluate the pros and cons of the job offer, considering factors like career growth, financial benefits, and personal development. Discuss with family members to get their perspective and support. Investigate the living conditions, cost of living, and opportunities in the new location. If the job aligns with your long-term goals and offers substantial benefits, prepare for relocation while making plans to stay connected with family.

Short Method: Weigh career benefits against family distance and decide.

Q3: Situation: Your close friend is spreading false rumors about you.

Reaction: Long Method: Calmly assess the situation without jumping to conclusions. Approach your friend privately to discuss the issue and understand their perspective. Express your feelings and clarify any misunderstandings. If the rumors are unfounded, request them to stop spreading false information. Work on rebuilding trust and resolving any underlying issues to restore the friendship.

Short Method: Confront your friend privately to resolve the issue.

Q4: Situation: You are the leader of a project team, and one member consistently misses deadlines.

Reaction: Long Method: Schedule a private meeting with the team member to discuss their performance and understand any challenges they face. Offer support and resources to help them meet deadlines. Set clear expectations and consequences for future delays. Encourage open communication and regularly monitor their progress. If the behavior continues, consider reassigning tasks or involving higher management.

Short Method: Discuss performance issues privately and set clear expectations.

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Q5: Situation: You witness a road accident, and the victim is seriously injured. **Reaction: Long Method:** Ensure your safety first, then approach the victim carefully. Check if they are conscious and call emergency services immediately. Provide basic first aid if you are trained to do so. Stay with the victim until help arrives, offering comfort and reassurance. Avoid moving them unless absolutely necessary to prevent further injury.

Short Method: Call emergency services and provide assistance.

Q6: Situation: Your colleague is taking credit for your work in front of your boss.
Reaction: Long Method: Collect evidence of your contributions, such as emails, reports, and project timelines. Request a private meeting with your boss to present your case calmly and professionally. Emphasize your role in the project's success without criticizing your colleague. Suggest implementing a system to track individual contributions to prevent future misunderstandings. Maintain a professional demeanor and focus on solutions.

Short Method: Present evidence of your contributions to your boss.

Q7: Situation: You are assigned to lead a project that requires expertise in a field you are unfamiliar with.

Reaction: Long Method: Assess the project requirements and identify the knowledge gaps. Seek advice and training from colleagues, mentors, or online resources to build the necessary skills. Delegate specific tasks to team members with relevant expertise. Maintain open communication, regularly review progress, and be proactive in addressing any issues. Learn as much as possible while leveraging the team's strengths to ensure project success.

Short Method: Seek training and delegate tasks to experts.

Q8: Situation: Your neighbor's loud music is disrupting your study time. **Reaction: Long Method:** Approach your neighbor politely and explain how the noise is affecting you. Request them to lower the volume or limit loud music to certain hours. Suggest alternative solutions, such as using headphones or soundproofing. If the problem persists, involve your landlord or community association to mediate the issue. Maintaining a friendly relationship with your neighbor can help resolve conflicts amicably.

Short Method: Politely ask your neighbor to lower the volume.

Q9: Situation: You are attending an important meeting, and your phone rings loudly.

Reaction: Long Method: Apologize to the attendees for the interruption and quickly silence your phone. If the call is urgent, excuse yourself from the meeting to handle the matter privately. Ensure that

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your phone is on silent or vibration mode before entering future meetings. This demonstrates respect for the meeting and minimizes disruptions.

Short Method: Apologize and silence your phone immediately.

Q10: Situation: Your team is facing a critical deadline, and a key member falls ill.

Reaction: Long Method: Reassess the project timeline and redistribute the workload among available team members. Identify which tasks can be prioritized or delayed without compromising the project's success. Consider bringing in additional temporary support if necessary. Communicate with the ill team member to offer support and get a realistic estimate of their return. Ensure that the team remains motivated and focused despite the setback.

Short Method: Redistribute tasks and prioritize critical work.

Q11: Situation: You notice a discrepancy in your paycheck.

Reaction: Long Method: Review your pay stub and work records to identify the specific discrepancy. Gather any supporting documentation, such as time sheets or emails. Contact the payroll department to report the issue and provide them with the necessary information. Follow up to ensure that the correction is made in a timely manner. Maintain a record of all communications until the issue is resolved.

Short Method: Report the discrepancy to payroll with supporting documents.

Q12: Situation: You accidentally send a confidential email to the wrong recipient.

Reaction: Long Method: Immediately contact the unintended recipient to request that they delete the email without reading it. Explain the mistake and stress the confidentiality of the information. Notify your supervisor and the IT department to handle the situation appropriately. Consider implementing measures to prevent similar errors in the future, such as double-checking recipient addresses before sending sensitive information.

Short Method: Request deletion and notify your supervisor.

Q13: Situation: Your friend asks for your help in cheating on an exam.

Reaction: Long Method: Explain to your friend the importance of academic integrity and the potential consequences of cheating. Offer to help them study and understand the material instead. Emphasize that cheating undermines their learning and could lead to serious repercussions if caught. Encourage them to approach the exam honestly and assure them that you will support them in preparing properly.

Short Method: Refuse to help and offer to study together.

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Q14: Situation: You are feeling overwhelmed with your workload and deadlines.

Reaction: Long Method: Prioritize your tasks by urgency and importance. Break down larger projects into manageable steps and set realistic goals for each day. Communicate with your supervisor about your workload and discuss possible adjustments or assistance. Consider delegating tasks where possible. Practice stress management techniques, such as taking breaks, exercising, and maintaining a healthy work-life balance.

Short Method: Prioritize tasks and discuss workload with your supervisor.

Q15: Situation: You receive a message from an unknown sender asking for personal information.

Reaction: Long Method: Do not respond to the message or provide any personal information. Verify the sender's identity through other trusted means, such as contacting the organization they claim to represent directly. Report the suspicious message to your IT department or the relevant authority. Educate yourself about common phishing tactics to avoid falling victim to such scams in the future.

Short Method: Ignore the message and verify the sender's identity.

Q16: Situation: You are at a party and someone offers you an alcoholic drink, but you do not drink. Reaction: Long Method: Politely decline the offer and explain that you do not drink alcohol. Offer an alternative, such as a soft drink or juice, if available. If the person insists, firmly but politely reiterate your decision. Change the subject or move to another conversation group if necessary. It is important to stay true to your principles while maintaining a friendly and respectful demeanor.

Short Method: Politely decline and ask for a non-alcoholic option.

Q17: Situation: You are asked to complete a task at work that you feel is unethical

Reaction: Long Method: Evaluate the ethical implications of the task and gather information to support your concerns. Discuss the issue with your supervisor and express your discomfort with performing the task. Suggest alternative approaches that align with ethical standards. If the issue is not resolved, consider escalating it to higher management or the ethics committee. Ensure that your actions are guided by your professional and personal values.

Short Method: Discuss your concerns with your supervisor.

Q18: Situation: Your friend borrowed money from you and has not repaid it for a long time.

Reaction: Long Method: Approach your friend privately to discuss the matter. Remind them of the loan and explain how it affects you financially. Be understanding and ask if they are facing any

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difficulties in repaying. Propose a repayment plan that is manageable for both of you. Maintain a polite and respectful tone to avoid damaging the friendship. If necessary, document the agreement in writing.

Short Method: Discuss repayment terms with your friend.

Q19: Situation: You see a coworker being harassed at work.

Reaction: Long Method: Intervene immediately if it is safe to do so, offering support to the victim. Document the incident with as much detail as possible. Encourage the victim to report the harassment to HR or the relevant authority. Offer to accompany them if they need support. Report the incident yourself if the victim is unwilling or afraid to do so. Follow up to ensure that appropriate actions are taken and that the work environment becomes safe and respectful.

Short Method: Intervene if safe and report to HR.

Q20: Situation: Your team's project presentation is tomorrow, and you realize there are errors in the data.

Reaction: Long Method: Immediately inform your team about the errors and organize a meeting to address the issue. Identify and correct the data inaccuracies. Assign tasks to each team member to expedite the process. Conduct a thorough review to ensure all errors are fixed. Update the presentation with the corrected data and practice delivering the revised version. Ensure clear communication and efficient collaboration to meet the deadline.

Short Method: Inform the team and correct the errors immediately.

Q21: Situation: You are at a crowded event, and you lose sight of your child.

Reaction: Long Method: Stay calm and quickly retrace your steps to the last place you saw your child. Ask nearby people if they have seen your child. Alert event security and provide them with a description of your child, including what they were wearing. Use the public address system if available to make an announcement. Stay at a central location where your child might look for you and keep your phone accessible for any updates.

Short Method: Alert security and provide a description of your child.

Q22: Situation: You find out that your favorite product is being discontinued.

Reaction: Long Method: Contact the manufacturer or retailer to confirm the discontinuation and inquire if any remaining stock is available for purchase. Look for alternative suppliers or online marketplaces that might still carry the product. Research and try substitute products that have similar

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features or benefits. Provide feedback to the manufacturer expressing your disappointment and suggesting reconsideration. Stock up on the product if possible.

Short Method: Contact the manufacturer and seek alternatives.

Q23: Situation: You are offered a high-paying job, but it requires compromising your ethical standards.

Reaction: Long Method: Reflect on your personal and professional values to assess the ethical implications of the job. Consider how the role aligns with your long-term career goals and reputation. Seek advice from trusted mentors or colleagues to gain perspective. Evaluate whether the financial benefits outweigh the potential negative impact on your integrity and future opportunities. If the job conflicts with your ethical standards, decline the offer and seek other opportunities that align with your values.

Short Method: Decline the offer if it compromises your ethics.

Q24: Situation: Your car breaks down in a remote area at night.

Reaction: Long Method: Stay inside your car to ensure your safety, locking the doors and turning on hazard lights. Use your phone to call for roadside assistance or a tow truck. If your phone is not working, look for emergency call boxes if available, or wait for a passing vehicle to assist you. Conserve your phone battery by limiting usage. Inform a trusted person of your location and situation. Stay calm and patient until help arrives.

Short Method: Call for roadside assistance and stay in your car.

Q25: Situation: Your boss asks you to complete a task, but you are already overloaded with work.

Reaction: Long Method: Assess your current workload and prioritize your tasks based on deadlines and importance. Communicate with your boss about your current commitments and explain the potential impact on other projects if you take on the new task. Suggest alternative solutions, such as delegating some tasks to other team members or extending deadlines. Offer to take on the new task after completing your urgent responsibilities. Maintain transparency and a collaborative approach.

Short Method: Explain your workload and suggest alternatives.

Q26: Situation: You see a customer arguing loudly with a cashier in a store.

Reaction: Long Method: Observe the situation to assess if it is escalating or if intervention is needed. Approach the customer calmly and ask if there is a way to assist in resolving the issue. If you are an employee, offer to find a manager or higher authority to address the customer's concerns. If you are a

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fellow customer, suggest seeking help from store staff. Ensure that the situation is handled peacefully and professionally.

Short Method: Calmly suggest seeking help from store management.

Q27: Situation: You are given an assignment with an unfamiliar topic and a tight deadline.

Reaction: Long Method: Start by conducting a quick overview of the topic to identify key areas and concepts. Break down the assignment into smaller tasks and set a timeline for each part. Utilize reliable resources, such as academic journals, books, and reputable websites, to gather information. Seek guidance from colleagues, mentors, or online forums if needed. Prioritize efficient time management and stay focused on the key objectives of the assignment.

Short Method: Research quickly, break tasks into manageable parts, and manage time efficiently.

Q28: Situation: Your friend confides in you about their struggle with mental health issues.

Reaction: Long Method: Listen empathetically and without judgment, offering a supportive and understanding presence. Encourage your friend to seek professional help from a counselor or therapist. Offer to assist in finding resources or accompany them to appointments if needed. Maintain regular contact to check on their well-being and provide ongoing support. Respect their privacy and keep the conversation confidential unless they are at risk of harming themselves or others.

Short Method: Listen empathetically and encourage professional help.

Q29: Situation: Your internet connection fails while working on an important project from home.

Reaction: Long Method: Troubleshoot the connection by restarting your router and checking cables. Contact your internet service provider to report the issue and get an estimated time for resolution. Inform your supervisor or colleagues about the situation and discuss alternative ways to continue your work, such as using a mobile hotspot or working offline. Utilize available resources, such as visiting a nearby café with Wi-Fi or a friend's house, if necessary.

Short Method: Troubleshoot and inform your supervisor about the issue.

Q30: Situation: Your best friend is moving to another city, and you feel upset about it.

Reaction: Long Method: Acknowledge and process your emotions by talking to your friend and expressing your feelings. Discuss ways to stay connected, such as regular phone calls, video chats, and visits. Plan a farewell gathering to create lasting memories and show your support for their decision. Focus on the positives, such as potential opportunities to visit a new city and strengthen your bond despite the distance. Stay proactive in maintaining the friendship.

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Short Method: Express your feelings and plan to stay connected.

Q31: Situation: You witness someone shoplifting in a store.

Reaction: Long Method: Avoid confronting the person directly to ensure your safety. Notify a store employee or security guard discreetly and provide a description of the individual and their actions. Stay nearby to observe without being conspicuous, but do not attempt to intervene physically. Allow the store authorities to handle the situation according to their protocols. Follow up if necessary to ensure that the matter is addressed properly.

Short Method: Discreetly inform store security.

Q32: Situation: You have a misunderstanding with a close family member.

Reaction: Long Method: Reflect on the situation to understand the root cause of the misunderstanding. Approach the family member calmly and request a private conversation to discuss the issue. Express your perspective clearly and listen to their viewpoint without interrupting. Work together to find common ground and resolve the disagreement. Apologize if necessary and make efforts to restore harmony in the relationship.

Short Method: Discuss the issue calmly to find common ground.

Q33: Situation: Your coworker takes credit for your idea during a team meeting.

Reaction: Long Method: Address the issue after the meeting by speaking to your coworker privately. Explain how their actions made you feel and ask for their perspective. Request that they acknowledge your contribution in future discussions. If the behavior continues, bring it to your supervisor's attention with evidence of your original idea. Focus on maintaining a professional relationship while ensuring your contributions are recognized.

Short Method: Speak to your coworker privately and seek acknowledgment.

Q34: Situation: You are asked to speak at a conference on short notice.

Reaction: Long Method: Assess the conference topic and your knowledge on the subject. Quickly outline key points you want to address in your speech. Conduct brief research to supplement your knowledge and gather relevant data or examples. Practice delivering your speech to ensure clarity and confidence. Focus on delivering a concise and impactful message, utilizing your expertise and experience.

Short Method: Outline key points and practice delivering a concise speech.

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Q35: Situation: Your neighbor's pet is constantly entering your yard and causing damage.

Reaction: Long Method: Approach your neighbor politely and explain the situation, expressing your concerns about the damage. Request them to take measures to prevent their pet from entering your yard, such as repairing fencing or supervising the pet. Suggest solutions, like sharing costs for a new fence or creating a barrier. If the problem persists, consider involving a mediator or local animal control for assistance in resolving the issue.

Short Method: Politely discuss the issue with your neighbor and suggest solutions.

Q36: Situation: You receive an incorrect delivery at your home.

Reaction: Long Method: Verify the delivery details and ensure that the mistake is not on your end. Contact the delivery company or the sender to report the error and request the correct item. Provide all necessary information, such as order number and delivery address, to expedite the resolution. Keep the incorrect delivery safe until further instructions are received. Follow up if necessary to ensure the correct item is delivered. **Short Method:** Contact the delivery company and request a resolution.

Q37: Situation: You are in a foreign country and lose your passport.

Reaction: Long Method: Stay calm and retrace your steps to see if you can locate the lost passport. Immediately report the loss to the local police and obtain a police report. Contact your country's embassy or consulate to inform them of the situation and seek assistance. Provide all necessary documentation, such as a copy of your passport, identification, and the police report. Follow their instructions for applying for an emergency travel document or replacement passport. Maintain contact with the embassy and stay updated on the progress.

Short Method: Report to local police and contact your embassy.

Q38: Situation: Your team is having a heated argument over the best approach to complete a project. Reaction: Long Method: Step in as a mediator to calm the situation and ensure that all team members feel heard. Encourage each person to present their perspective without interruption. Identify common goals and areas of agreement. Facilitate a collaborative discussion to evaluate the pros and cons of each proposed approach. Guide the team toward a consensus or a compromise solution that leverages the strengths of different ideas. Document the agreed-upon plan and ensure clear responsibilities.

Short Method: Mediate calmly and guide toward consensus.

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Q39: Situation: You are running late for an important appointment due to unexpected traffic.

Reaction: Long Method: Assess the traffic situation and use a navigation app to find alternative routes that might be faster. Inform the person you are meeting with about the delay as soon as possible, providing an estimated time of arrival. Apologize for the inconvenience and offer to reschedule if necessary. Stay calm and focused on driving safely. Once you arrive, apologize again and explain the situation briefly without making excuses.

Short Method: Inform about the delay and find alternative routes.

Q40: Situation: You realize you've been overcharged on your credit card bill.

Reaction: Long Method: Review your credit card statement carefully to identify the specific overcharges. Gather any receipts, transaction records, or relevant documentation. Contact the credit card company's customer service to report the issue. Provide all necessary details, such as the date, amount, and merchant involved in the disputed transaction. Follow their procedures for disputing the charge and ensure that the correction is made. Monitor your account for updates and confirm the resolution.

Short Method: Contact credit card company and dispute the charge.

Q41: Situation: You are at a public event and feel unwell suddenly.

Reaction: Long Method: Move to a less crowded area to get some fresh air and sit down if possible. Assess your symptoms and consider if you need medical attention. Stay hydrated by drinking water and avoid any activities that might exacerbate your condition. If symptoms persist or worsen, seek help from event staff or medical personnel on-site. Inform a friend or family member about your condition if they are present or reachable.

Short Method: Move to a quieter area and seek medical help if needed.

Q42: Situation: Your manager assigns you a task that is outside your expertise.

Reaction: Long Method: Assess the requirements of the task and identify the areas where you need additional knowledge or skills. Communicate with your manager about your current expertise and seek guidance or resources to complete the task effectively. Consider collaborating with colleagues who have the necessary skills or experience. Take this opportunity to learn and expand your capabilities. Set realistic expectations regarding the task's timeline and your progress.

Short Method: Seek guidance and collaborate with skilled colleagues.

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