

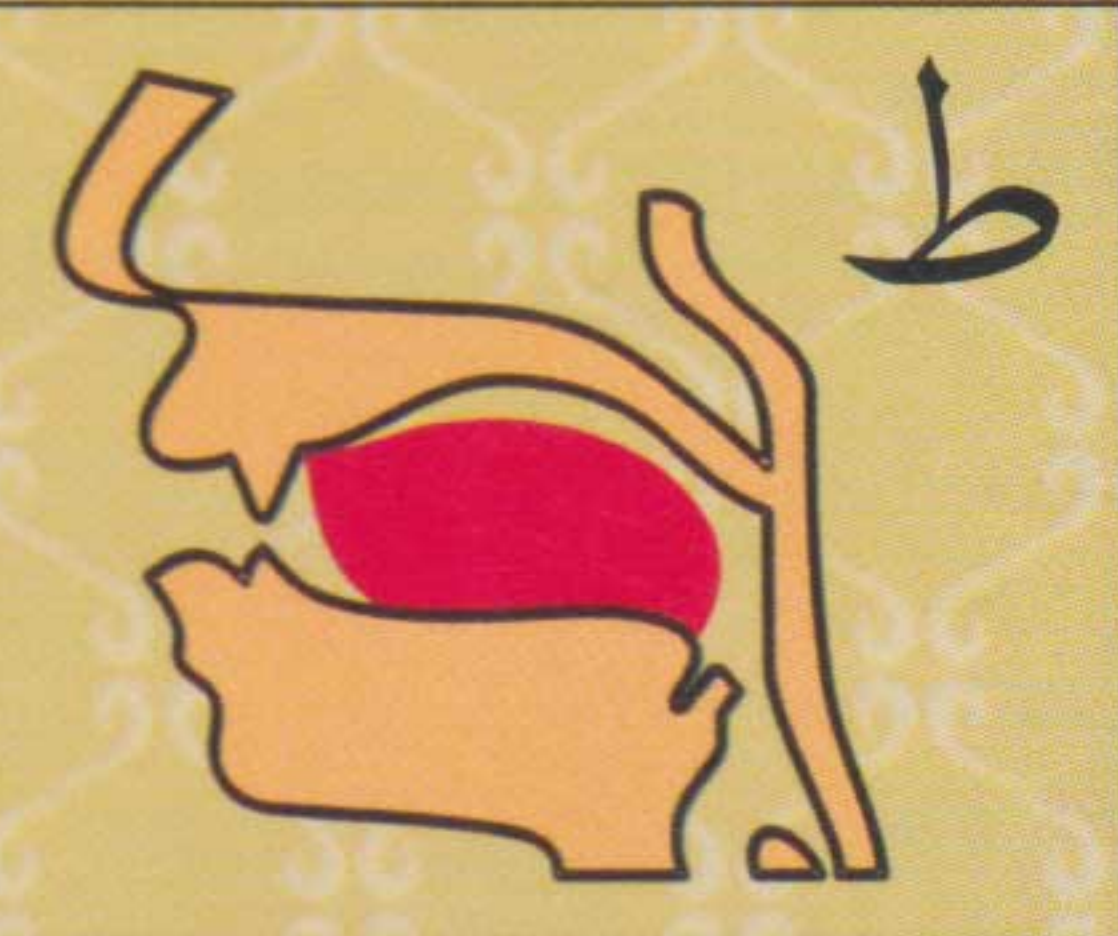
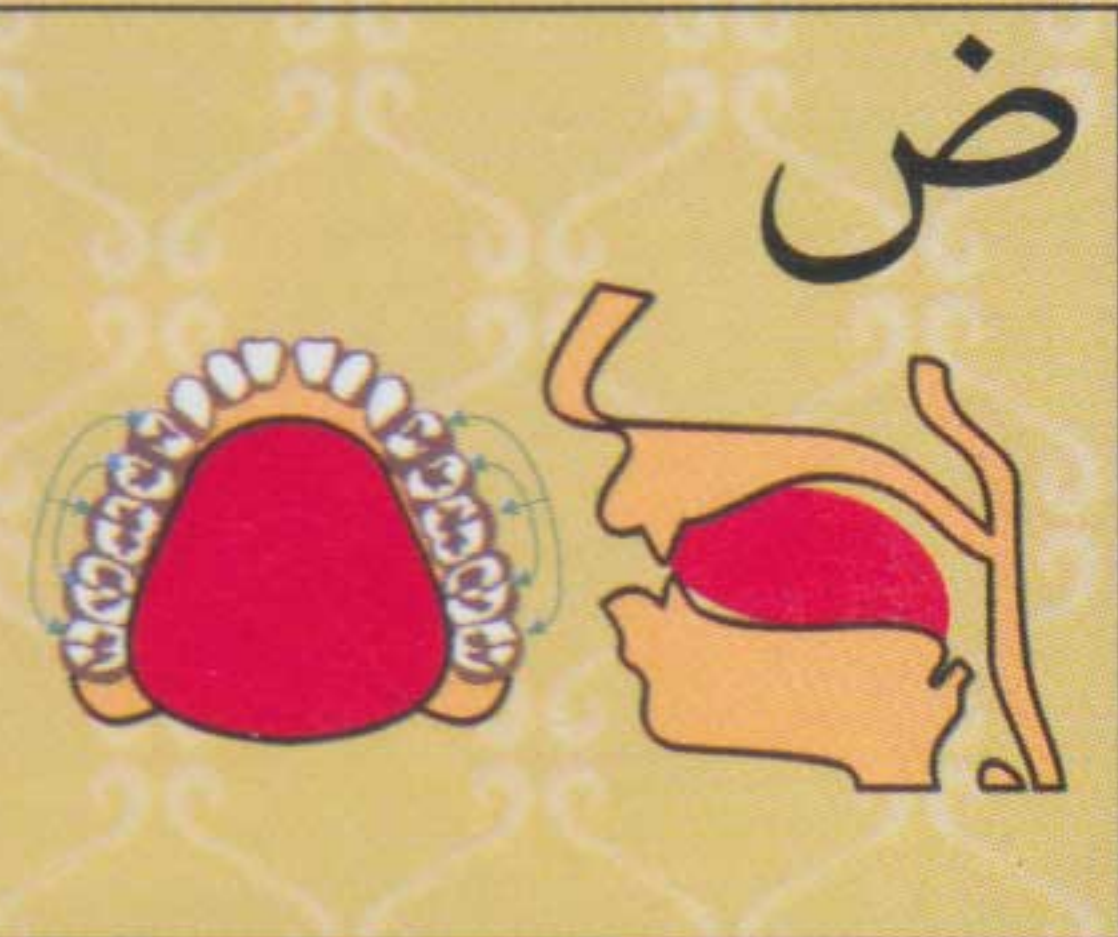
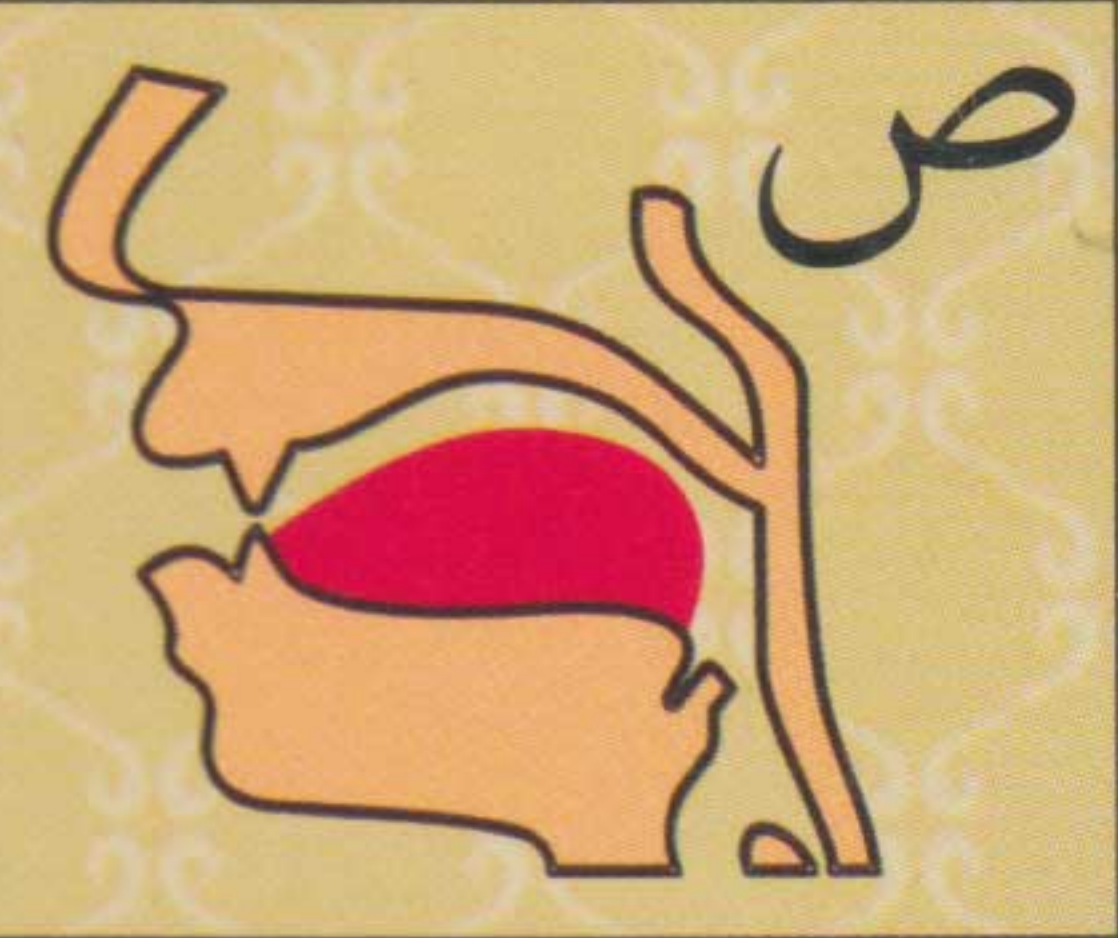
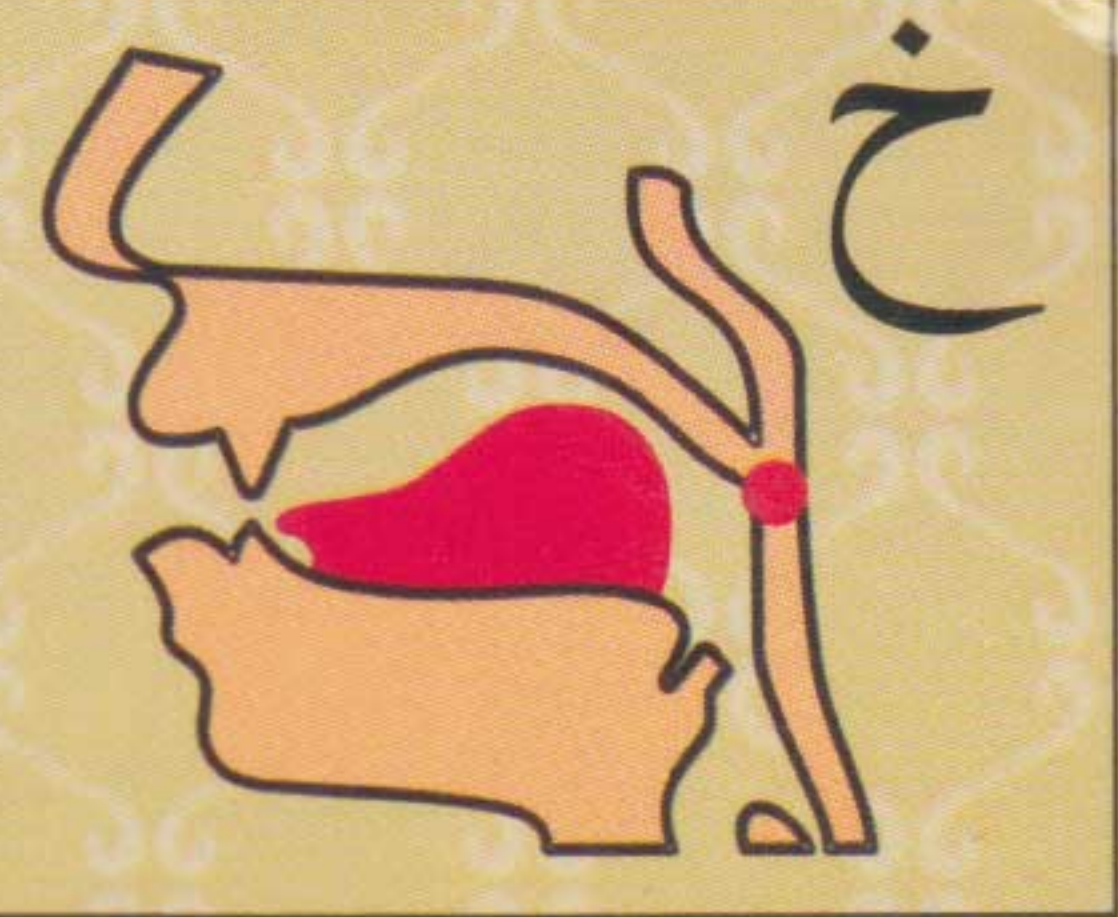
# Tajweed Made Easy

## تسهيل التجويد

للامام والحافظ ابو سعد عمر فاروق

Including

A Detailed Explanation of Makharij with Pictures and Sifaat  
Duas of the Day and 40 Ahadith on Islamic Manners





|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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## Allah ﷻ said

وَرَتِّلِ الْقُرْآنَ تَرْتِيلاً (المزمل)

And recite the Qur'an slowly and beautifully. (Al-Muzzammil)

وَقُرْآنًا فَرَقْنَاهُ لِتَقْرَأَهُ عَلَى النَّاسِ عَلَى مُكْثٍ وَنَزَّلْنَاهُ تَنْزِيلًا  
(الإسراء)

We have divided this Quran into sections so that you may recite it to the people in a slow and beautiful tone, and we have sent it down in gradual revelations.  
(Al-israa)

الَّذِينَ ءَاتَيْنَاهُمُ الْكِتَابَ يَتْلُونَهُ حَقَّ تِلَاوَتِهِ (البقرة)

Those who have been given the book (the Quran), they recite it with all due rights. (Al-Baqarah)

## Prophet Muhammad ﷺ said

إِنَّ اللَّهَ يُحِبُّ أَنْ يُقْرَأَ الْقُرْآنُ كَمَا أُنْزِلَ (ابن خزيمة)

Allah loves this Quran to be recited as it was revealed. (Ibn Khuzaimah)

الْمَاهِرُ بِالْقُرْآنِ مَعَ السَّفَرَةِ الْكِرَامِ الْبَرَّةِ وَالَّذِي يَقْرَأُ  
الْقُرْآنَ وَيَتَعْتَعُ فِيهِ وَهُوَ عَلَيْهِ شَاقٌّ لَهُ أَجْرَانِ (مسلم)

One who is proficient in his Quran reading, will be surrounded by the honorable Angels, and those who recite it with difficulty, will have double reward (Muslim)

لَيْسَ مِنَّا مَنْ لَمْ يَتَغَنَّ بِالْقُرْآنِ (بخاری)

One who does not recite the Quran in a beautiful tone, does not belong to us. (Bukhari)





رَبِّ أَشْرَحْ لِي صَدْرِي ۝ وَيَسِّرْ لِي أَمْرِي ۝ وَاحْلُلْ عُقْدَةً مِّنْ  
لِّسَانِي ۝ يَفْقَهُوا قَوْلِي (طه: 25-28)

O my Lord! Open my heart, ease my task, and give me eloquence in my speech, so they understand my message. (Taha:25-28)

رَبِّ زِدْنِي عِلْمًا ۝ (طه: 114)

O my Lord! Increase me in knowledge. (Taha:114)

اَللّٰهُمَّ فَفِّهْنا فِي الدِّينِ (بخاری)

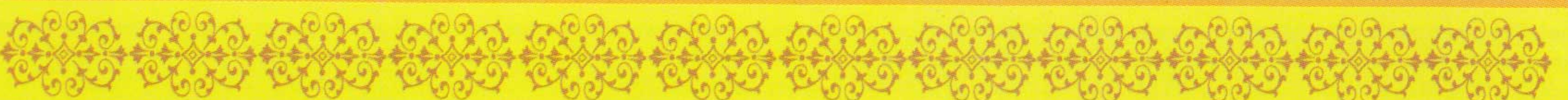
O Allah! Grant us the understanding of Deen. (Bukhari)

اَللّٰهُمَّ اِنِّیْ اَسْئَلُكَ عِلْمًا نَّافِعًا وَ عَمَلًا مُّتَقَبَّلًا وَ رِزْقًا طَیِّبًا (مشکوٰۃ)

O Allah! I ask you of beneficial knowledge, acceptable deeds, and pure Rizq. (Mishkaat)

اَللّٰهُمَّ اَنْفَعْنَا بِمَا عَلَّمْتَنَا وَعَلِّمْنَا مَا يَنْفَعُنَا وَزِدْنَا عِلْمًا (ابن ماجه)

O Allah! Benefit us from the knowledge that you have given us and teach us what will benefit us and increase us in knowledge. (Ibn Maajah)





# Foreword

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, the Beneficent the Merciful  
I bear witness that there is no God but Allah and Muhammad is the final  
Messenger of Allah.

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ (بخاری)

The best among you are those who learn the Quran and teach it (to others). (Bukhari)

Reading Quran is the first step towards fulfilling the rights of the Quran. It is important that we read the Quran in the best possible manner in order to please Allah. The Prophet Muhammad ﷺ said: "One who is proficient in the Quran is going to be associated with the noblest of angels, and those who read but falter in it and find it difficult will have a double reward. Hence, beautify the Quran with your voices." (Bukhari)

The art of reading the Quran correctly is called Tajweed. It literally means "elocution", and describes the correct pronunciation of Arabic letters with all their attributes. We must understand that Arabic is a nuanced language; even a slight variation in pronunciation can drastically alter the meanings of a word. For example: " قَلْبٌ " means heart, and " كَلْبٌ " means dog; similarly, " عَلِيمٌ " means knowledgeable and " أَلِيمٌ " means painful. Though the words sound similar, but the two sets of meanings are completely different.

Tajweed is important. An extra effort is needed to ensure that the delivery of each word is precise. Just as we might get upset if someone doesn't pronounce our name correctly, Allah also expects precision from us when reading His words.

Let us try to be the best in reading the Quran, so that it can bear witness to our efforts on the Day of Judgment. May Allah give us the opportunity to be the best students and teachers of the Quran. Aameen.

I thank Allah (swt) for giving us the opportunity to serve the Quran and I thank Brother Muhammad Billal Siddiqui in helping and preparing this book for the Ummah. May Allah (swt) accept this work from us and make it a Sadaqah Jariyah for all of us In Shaa'Allah.

Imam Hafizh Abu Saad Umar Farooq  
The Quran Academy  
Canada





# Teaching Method and Techniques

- 1 Students are our responsibility. If they learn Quran properly, they will be a continuous source of blessings and a Sadaqah Jariyah for us.
- 2 Use **Talqeen** method throughout the book. **Talqeen** method (teacher reads and student repeats) is the best known method to develop proper pronunciation and fluency in the reading.
- 3 Fluency must be developed from this book; otherwise students will be slow readers of the Quran.
- 4 The following must be adopted on the part of the students: **listening, repeating** and **reading**.
- 5 Make the students memorize all fat letters (in one breath), all throat letters (in one breath); all letters (in two breaths), the source of sound (Makhraj) of each letter and the letters in groups.
- 6 Maintain a uniform practice as a standard throughout the book in order to get the best results. Students must be reading:
  - Each letter / word 10 times
  - Each line forward 10 times (in one breath)
  - Each line backward 10 times (in one breath)
- 7 Do not allow the students to proceed to the next lesson/page until they fully master their Makharij / pronunciation and apply all rules of Tajweed.
- 8 Constant revision is important and it should be a part of daily routine. Different methods can be used for this purpose: 1) daily revision of 5 most recent pages; 2) revision practice over the weekend; 3) using quizzes to test the rules of Tajweed; 4) test after every lesson; and, 5) getting the parents involved.
- 9 Take a detailed test after page 14, 44, and 60. The tests can be downloaded from **[www.tajweedmadeeasy.com](http://www.tajweedmadeeasy.com)**
- 10 You may use prizes and candies for excellent performance, as a way to motivate the students.
- 11 Concentration and discipline in the class is important. The teacher should have full control of the class in order to provide the best learning environment and transfer maximum benefit to the students.
- 12 Always make Dua for your students and for yourself for the acceptance of your effort.



# Marking and Fixing Mistakes

أَمْرٌ أَنْعَمْتَ  
مَالِكَ

It is important for a teacher to mark all mistakes to improve the quality of Tajweed and this should not be compromised at all. Precise marking is more effective in showing the exact problem instead of marking the entire word, so students can clearly see their mistakes and fix them without any confusion. This way, the students can correct their own mistakes and improve faster.

**Here are a few examples of precise marking:**

1- If a student stretches a short vowel, circle only the **"Short Vowel"**.



2- If a student does not extend a Madd letter, then circle only the **"Madd Letter"**.



3- If a student does not apply the following signs properly: Sukoon, Shaddah or Madd, then circle the **"Sign"** only.



4- If a student is making Qalqalah on the sukoon of Laam or Noon, then circle the **"Sukoon"** only.



5- If a student makes a mistake for the first time, **circle that mistake**: يَعْمَلُ If student makes the same mistake for the second time, **underline that mistake**: يَعْمَلُ If a student still makes the same mistake for the third time, then make him / her fix it in front of you by repeating it as many times as is necessary.





# Learning Method and Techniques

Do you want to learn Quran? Then, learn it and read it the way Allah wants to hear, not the way you want to read. The Prophet Muhammad (saw) said: "The best among you are those who learn the Quran and teach it (to others)". (Bukhari)

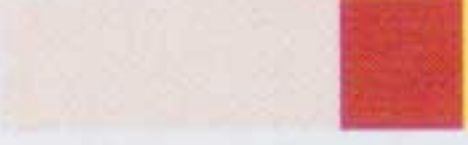
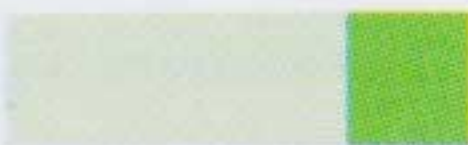
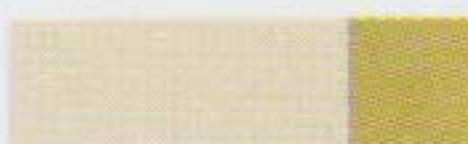
Al-Hamdulillah, you are learning to read the Quran with proper Tajweed, so you are very special and beloved to Allah (swt) so much so that the birds in the sky, fish in the water, and insects of the earth make Dua for you. (Abu Dawood)

## Remember the following:

- 1 Read Quran the way Allah wants to hear it, not the way you want to read.
- 2 For each letter that you are reading, you are getting 10 rewards from Allah.
- 3 Respect this book because it contains words from the Quran.
- 4 Half of the knowledge is granted by respecting the teacher and the book. Make your best effort for the other half.
- 5 Listen to your teacher and follow the instructions.
- 6 Follow the instructions on each page to get the best results.
- 7 Get all your senses involved, look at the book and put your finger on the letter / word.
- 8 Always read out loud, in order to have a clear pronunciation.
- 9 Revision of the most recent 5 pages should be done on a daily basis.
- 10 Ask questions if you do not understand something.
- 11 Dedicate some time to practice your lessons at home.
- 12 Make Dua for your success.



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# LESSON 1

## Makharij

### مخارج الحروف

**Makharij** is the plural of Makhraj, which means the point of articulation, pronunciation or a place where the letter comes from.

There are 29 letters in Arabic, seven of them are pronounced fat and full mouth with elevating the tongue: **خ ص ض ط ظ غ ق**, they are called **الحروف المفخّمة** (the fat letters) and **الحروف المستعلية** (the elevated letters).

There are six throat letters **ع ه ح غ خ**, and they are called **الحروف الحلقية** (the throat letters).

|       |       |        |        |       |        |
|-------|-------|--------|--------|-------|--------|
| ح     | ج     | ث      | ت      | ب     | ا      |
| Haa   | Jee-m | Thaa   | Taa    | Baa   | Alif   |
| س     | ز     | ر      | ذ      | د     | خ      |
| See-n | Zaa   | Raa    | Zaal   | Daa-l | Khaa   |
| ع     | ظ     | ط      | ض      | ص     | ش      |
| Ay-n  | Zhaa  | Taa    | Dhaa-d | Saa-d | Shee-n |
| م     | ل     | ك      | ق      | ف     | غ      |
| Mee-m | Laa-m | Kaa-f  | Qaa-f  | Faa   | Ghay-n |
| ي     | ى     | ء      | ه      | و     | ن      |
| Yaa   | Yaa   | Hamzah | Haa    | Waaw  | Noo-n  |

(البخارى)

DU'A AFTER WAKING UP

(Bukhari)

الْحَمْدُ لِلَّهِ الَّذِي أَحْيَانَا بَعْدَ مَا أَمَاتَنَا وَإِلَيْهِ النُّشُورُ

All praise is for Allah who gave us life after having taken it from us and unto Him is the Resurrection.



/ /



1



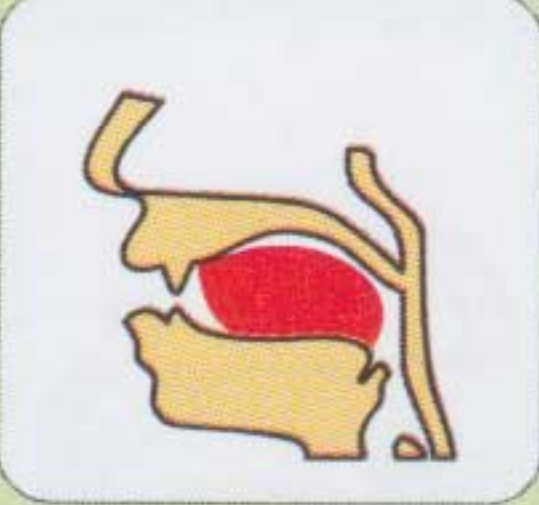
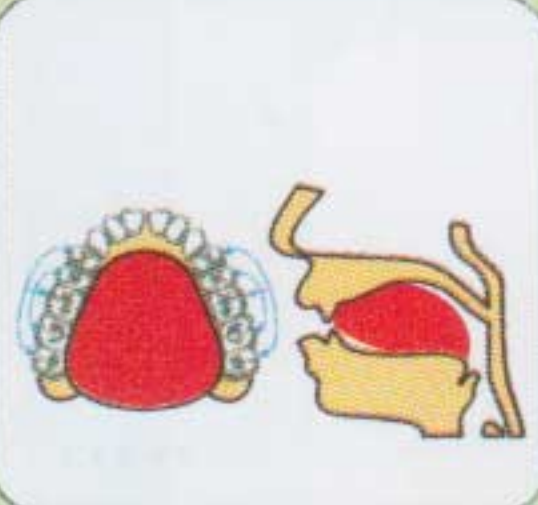
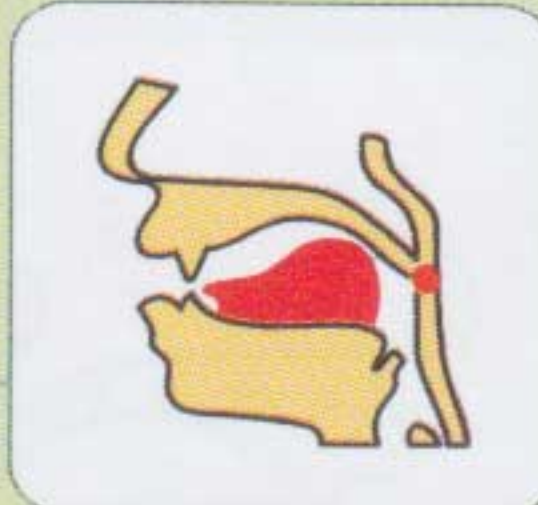
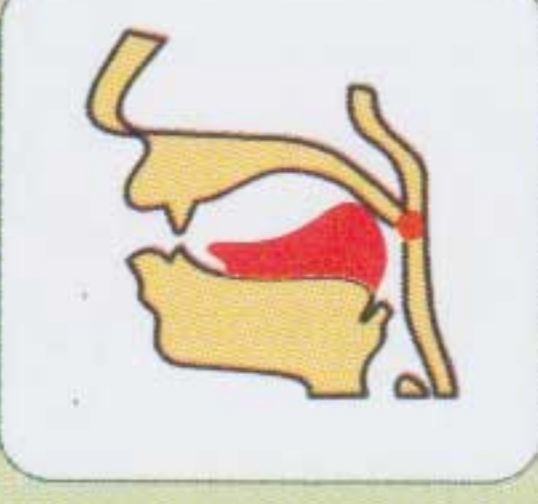
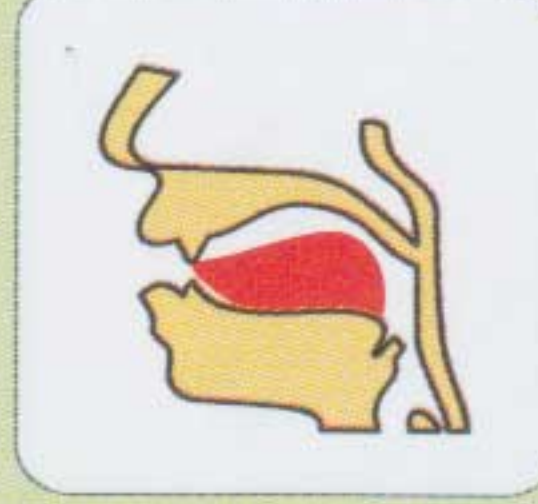


# LESSON 1

## Fat Letters

### الحروف المستعالية

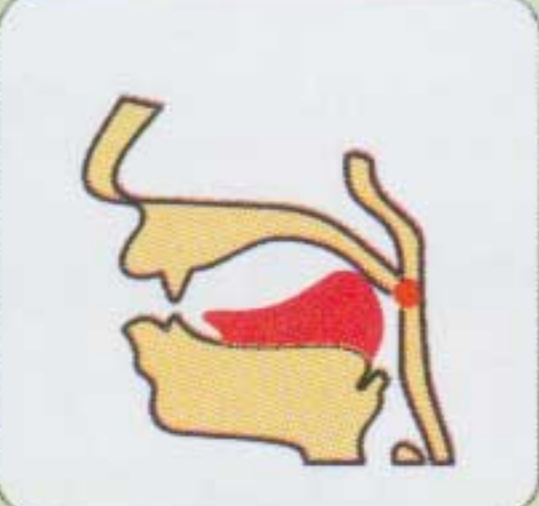
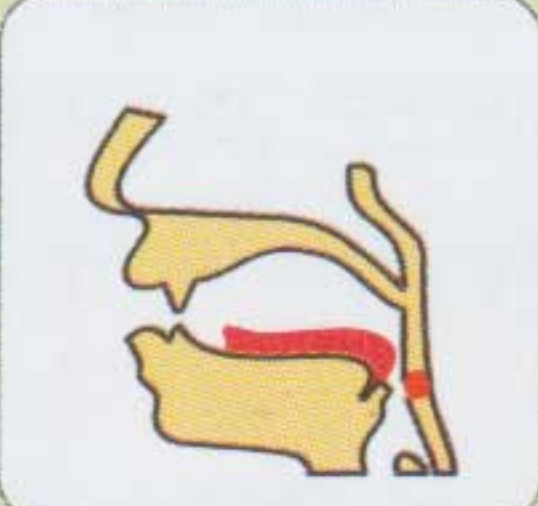
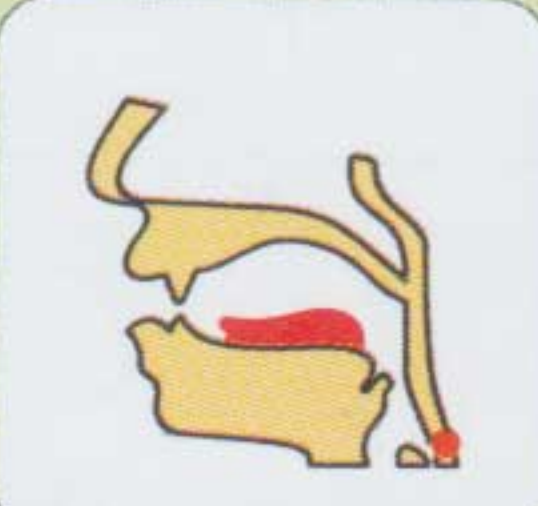
It is very important for students to know the difference between the Arabic letters. Sometimes the students start learning from Alif to Yaa, this way the students will not have a clear understanding of the Makharij and Sifaat of these letters. The following is the suggested order in which the students should learn the Alphabet: **(1st) Fat Letters (2nd) Throat Letters (3rd) All Letters.**

|                                                                                                                                                             |                                                                                                                                                                        |                                                                                                                                                                              |                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <p>ط</p> <p>ط Taa طا</p>  <p>Tip of the tongue touches the upper gums</p> | <p>ض</p> <p>ض Dhaa-d ضاد</p>  <p>Side of the tongue touches the upper side teeth</p> | <p>ص</p> <p>ص Saa-d صاد</p>  <p>Tip of the tongue touches the bottom teeth</p>           | <p>خ</p> <p>خ Khaa خا</p>  <p>Top of the throat</p> |
| <p>ق</p> <p>ق Qaa-f قاف</p>  <p>Back of the tongue</p>                   | <p>غ</p> <p>غ Ghay-n غين</p>  <p>Top of the throat</p>                             | <p>ظ</p> <p>ظ Zhaa ظا</p>  <p>Tip of the tongue touches the edge of the upper teeth</p> |                                                                                                                                         |

## Throat Letters

### الحروف الحلقية

There are six throat letters.

|                                                                                                                                                              |                                                                                                                                                               |                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>خ غ</p> <p>خ Khaa خا</p> <p>غ Ghay-n غين</p>  <p>Top of the throat</p> | <p>ح ع</p> <p>ح Haa حا</p> <p>ع Ay-n عين</p>  <p>Middle of the throat</p> | <p>ه ء</p> <p>ه Haa ها</p> <p>ء Hamzah همزه</p>  <p>Bottom of the throat</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# LESSON 1

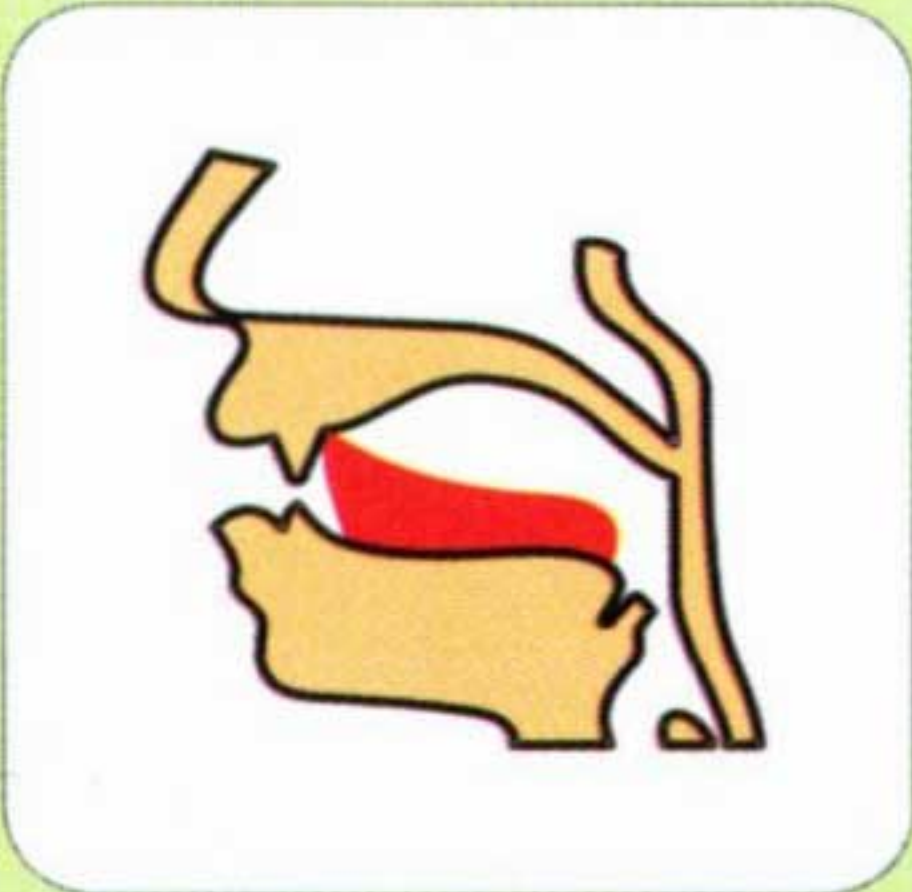
## Makharri

### مخارج الحروف

There are 29 letters in Arabic, seven of them are pronounced fat and full mouth with elevating the tongue: **خ ص ض ط ظ غ ق** They are called **الحروف المفخمة** (the fat letters) and **الحروف المستعلية** (the elevated letters).

ت

ت Taa تا



Tip of the tongue touches the upper gums

Letters from

ت | د | ط  
تا | دال | طا  
Taa | Daa-l | Taa

ب

ب Baa با



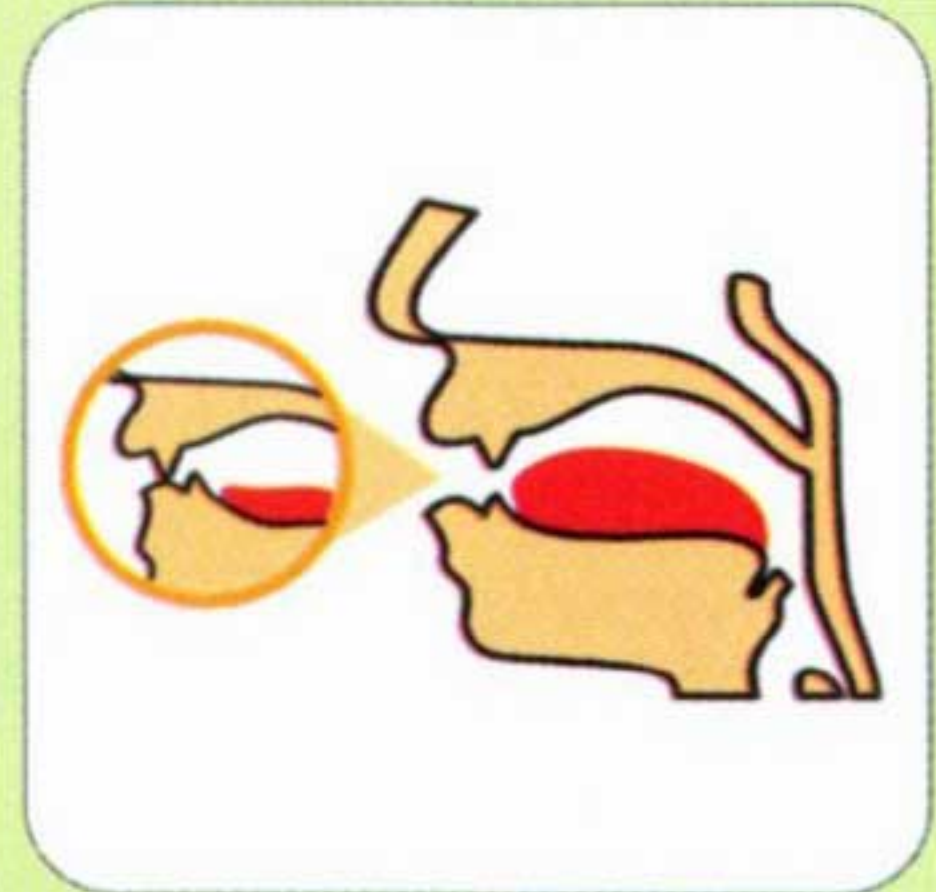
Wet part of the lips

Lip letters

ب | ف | م | و  
با | فا | ميم | واو  
Baa | Faa | Mee-m | Waaw

ا

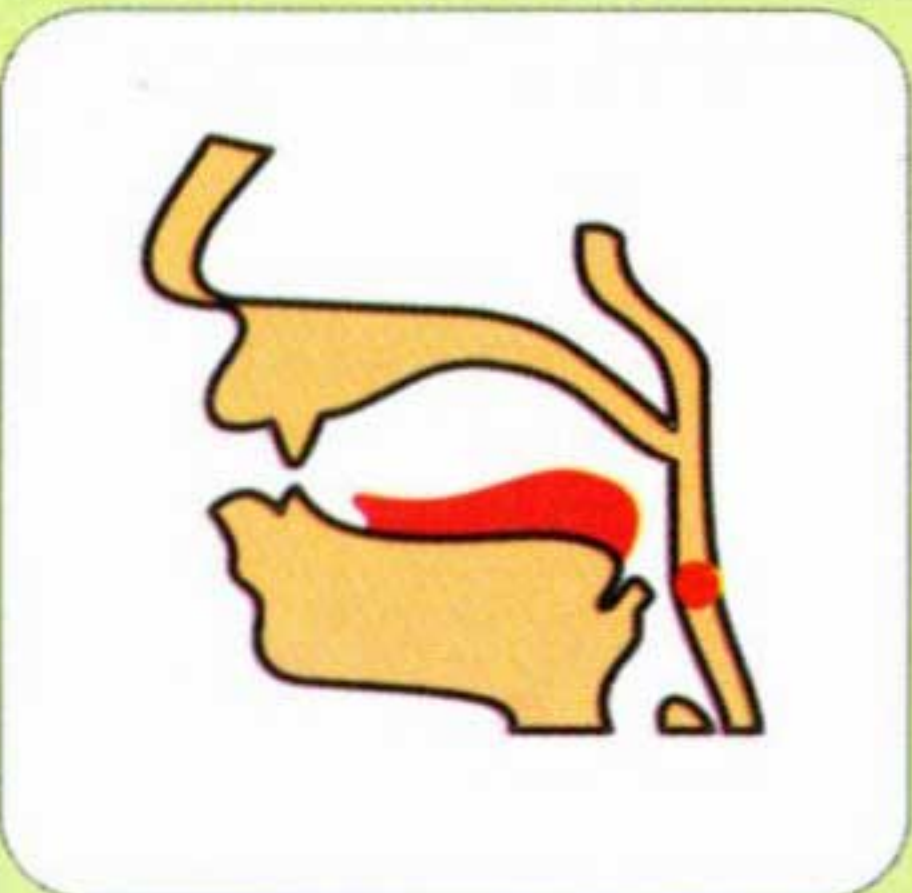
ا Alif ألف



Empty mouth

ح

ح Haa حا



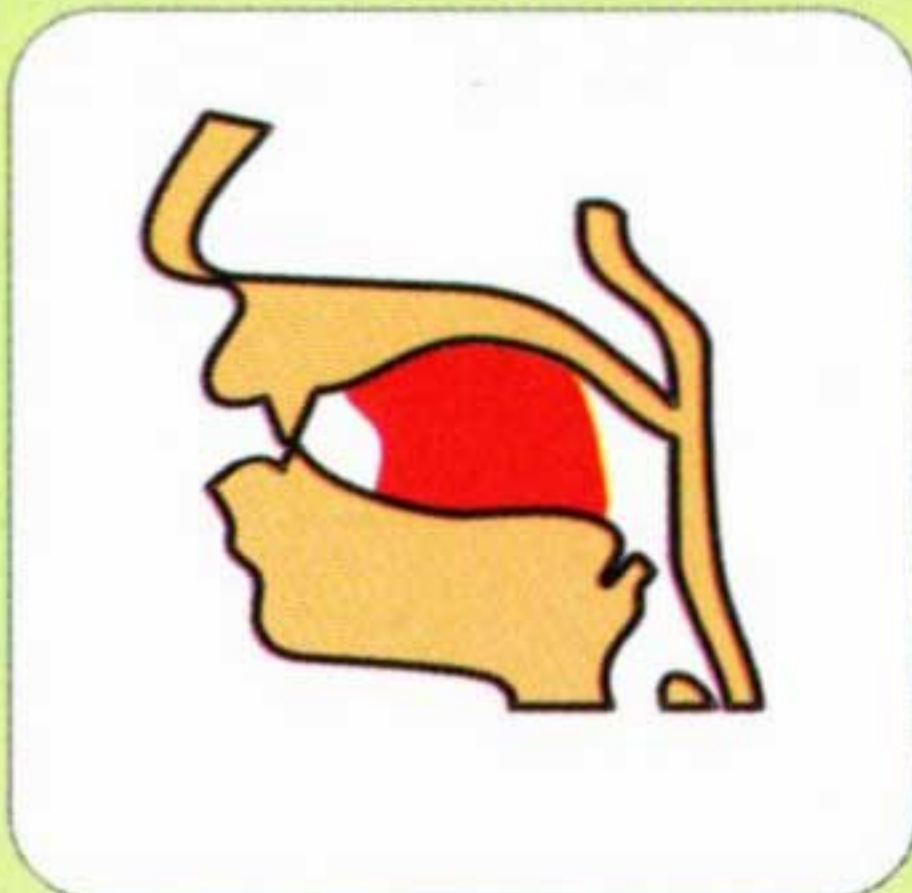
Middle of the throat

Letters from the same makhras

ح | ع  
حا | عين  
Haa | Ay-n

ج

ج Jee-m جيم



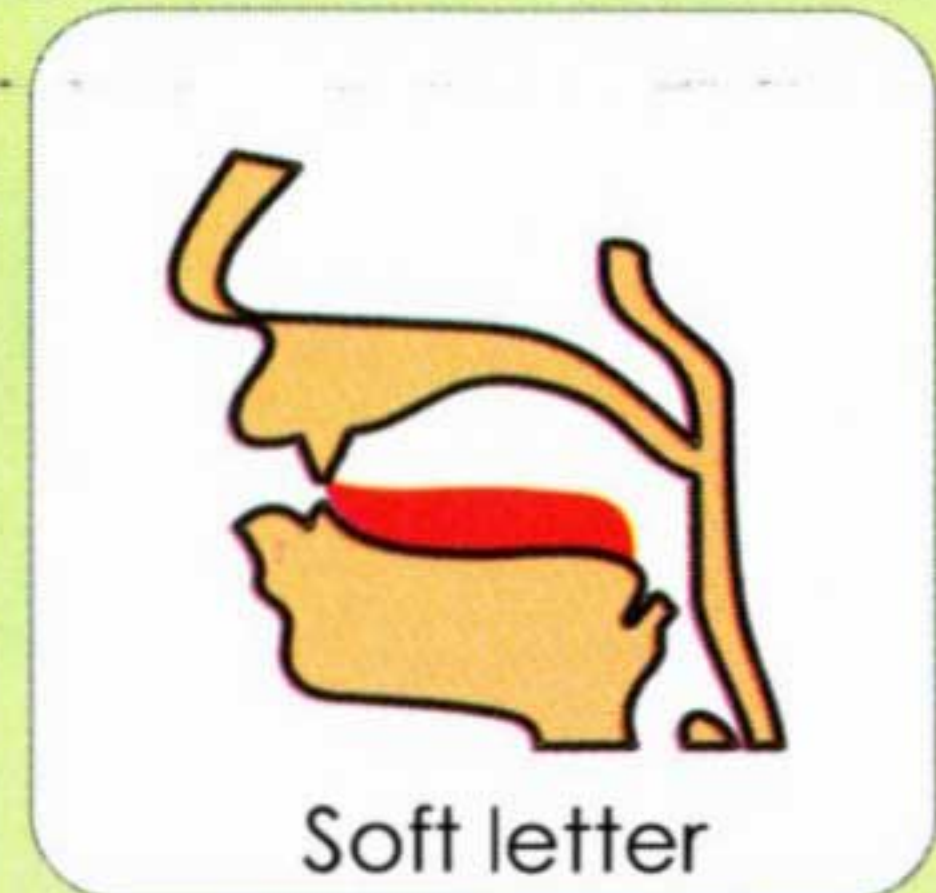
Middle of the tongue touches the roof of the mouth

Letters from the same makhras

ج | ش | ي  
جيم | شين | يا  
Jee-m | Shee-n | Yaa

ث

ث Thaa ثا



Tip of the tongue touches the edge of the upper teeth

Letters from the same makhras

ث | ذ | ظ  
ثا | ذال | ظا  
Thaa | Zaal | Zhaa



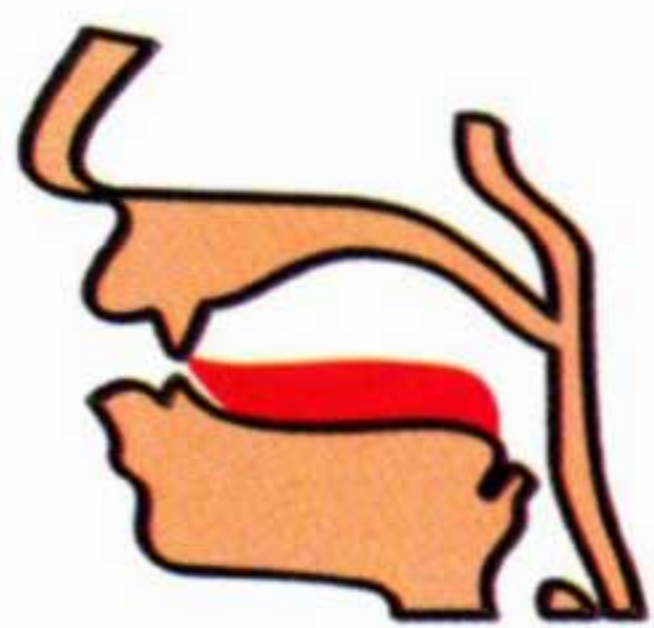
# Makharri

## مخارج الحروف

ص & س (the whistling letters) are called الحروف الصّفيرية and ز comes with a buzzing sound and ص comes with a whistling sound.

ذ

ذ Zaal ذال



Soft letter

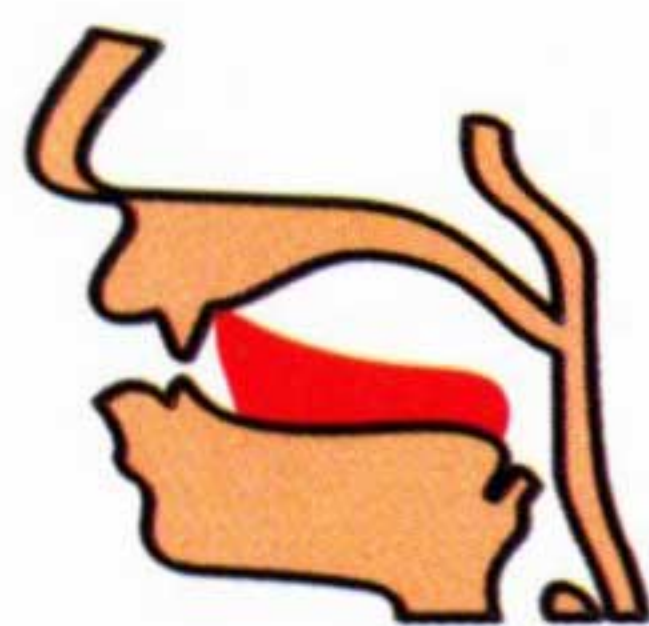
Tip of the tongue touches the edge of the upper teeth

Letters from the same makhrāj

ظ | ذ | ث  
ظا | ذال | ثا  
Zhaa | Zaal | Thaa

د

د Daa-l دال



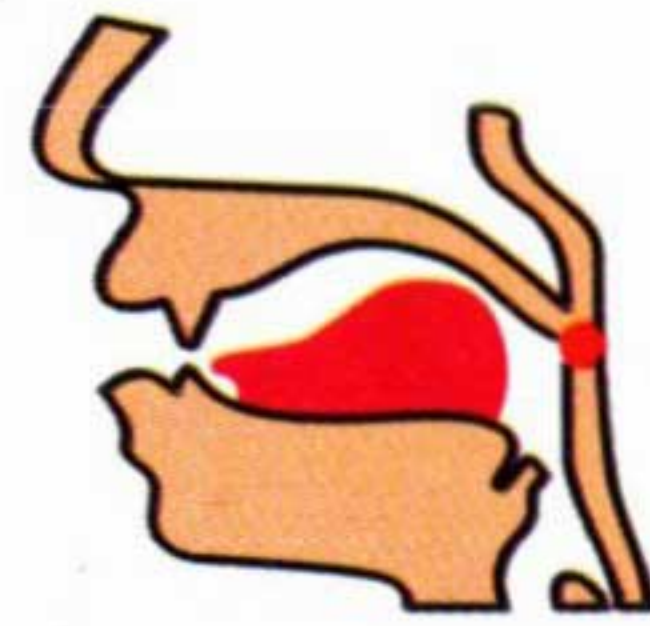
Tip of the tongue touches the upper gums

Letters from the same makhrāj

ط | د | ت  
طا | دال | تا  
Taa | Daa-l | Taa

خ

خ Khaa خا



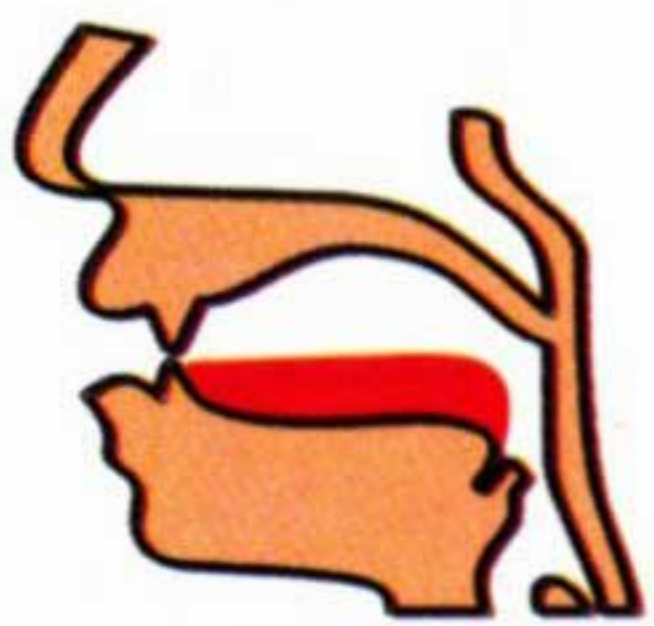
Top of the throat

Letters from the same makhrāj

خ | غ  
خا | غين  
Khaa | Ghay-n

س

س See-n سين



Whistling letter

Tip of the tongue touches the bottom teeth

Letters from the same makhrāj

ص | س | ز  
صاد | سين | زا  
Saa-d | See-n | Zaa

ز

ز Zaa زا



Buzzing letter

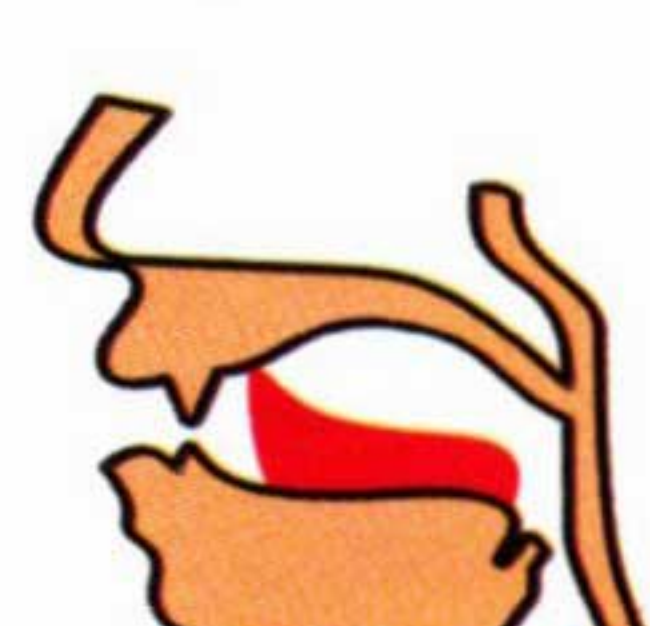
Tip of the tongue touches the bottom teeth

Letters from the same makhrāj

ص | س | ز  
صاد | سين | زا  
Saa-d | See-n | Zaa

ر

ر Raa را



Tip of the tongue touches the roof of the mouth

Letters from the same makhrāj

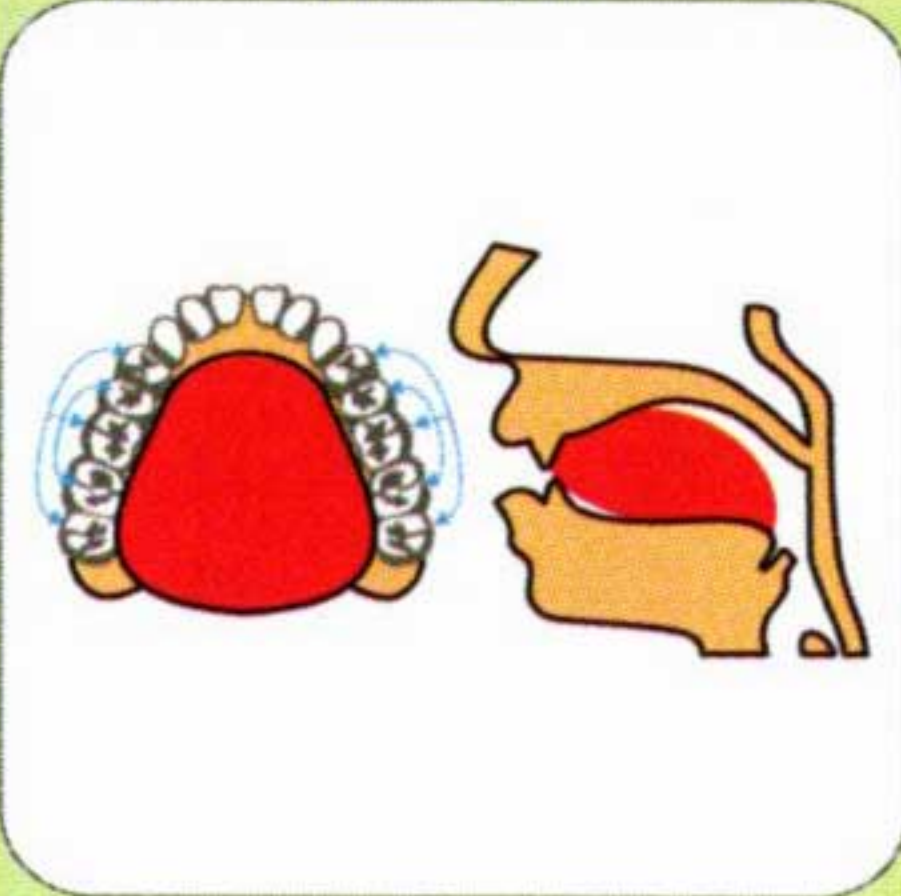
ل | ن | ر  
لام | نون | را  
Laa-m | Noo-n | Raa



## مخارج الحروف

ض

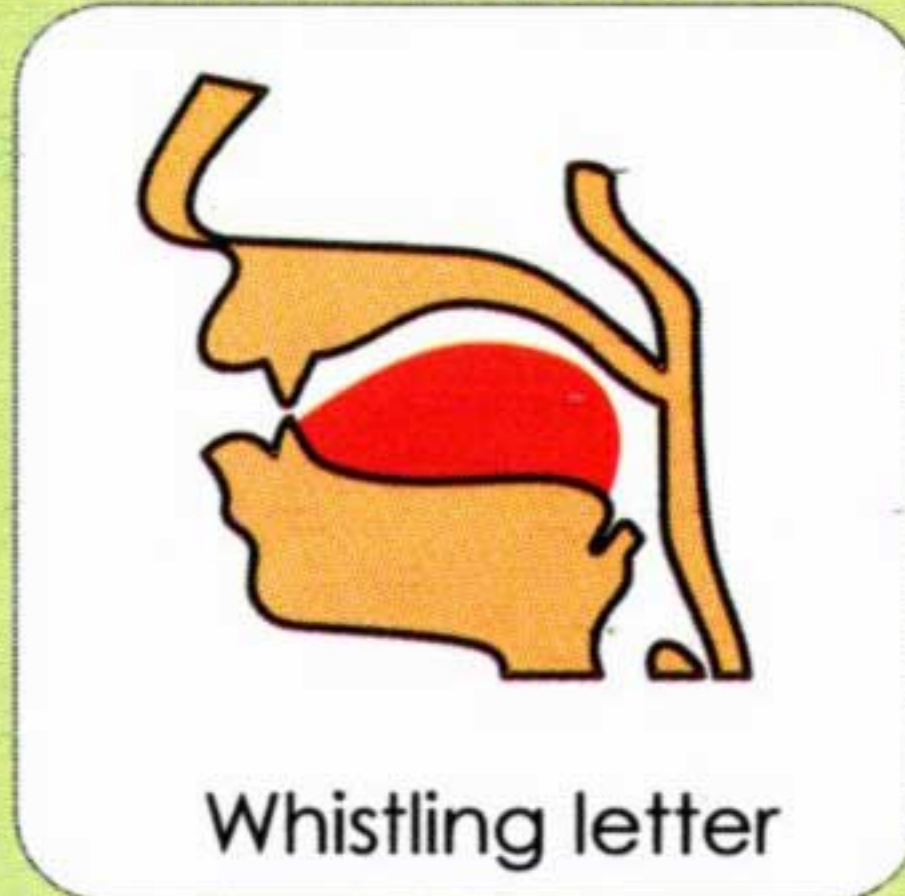
ض Dhaa-d ضاد



Side of the tongue touches the upper side teeth or the entire tongue touches the roof of the mouth

ص

ص Saa-d صاد



Whistling letter

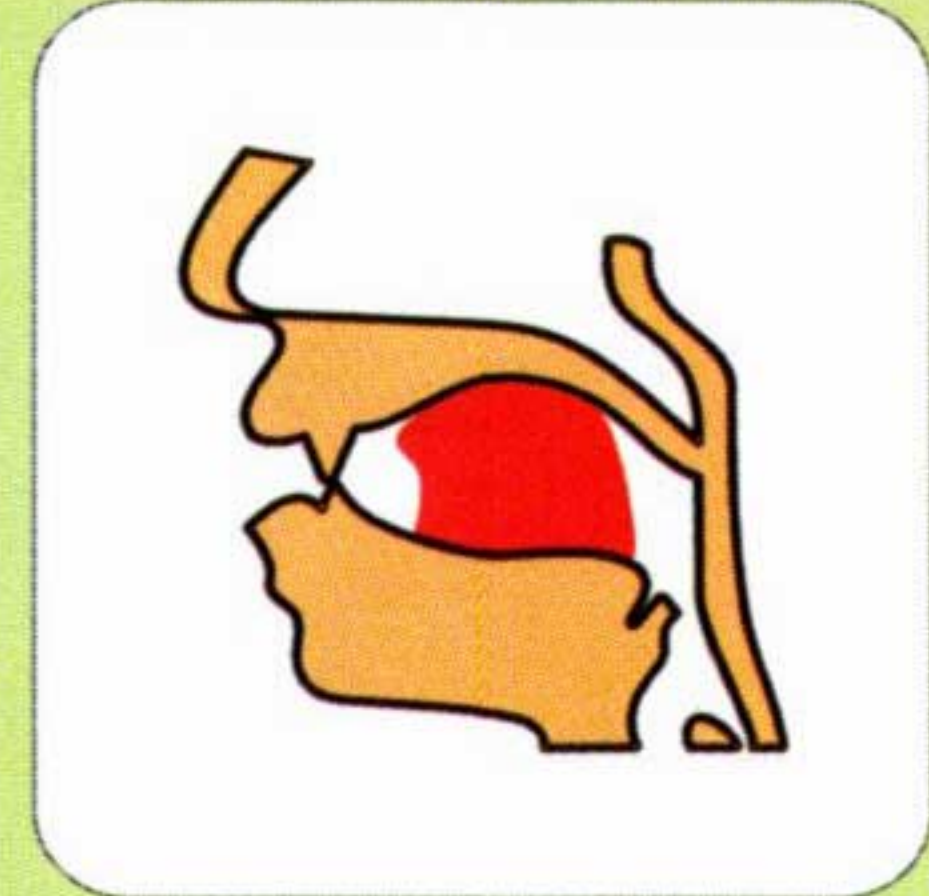
Tip of the tongue touches the bottom teeth

Letters from the same makhraj

|       |       |     |
|-------|-------|-----|
| ص     | س     | ز   |
| صاد   | سين   | زا  |
| Saa-d | See-n | Zaa |

ش

ش Shee-n شين



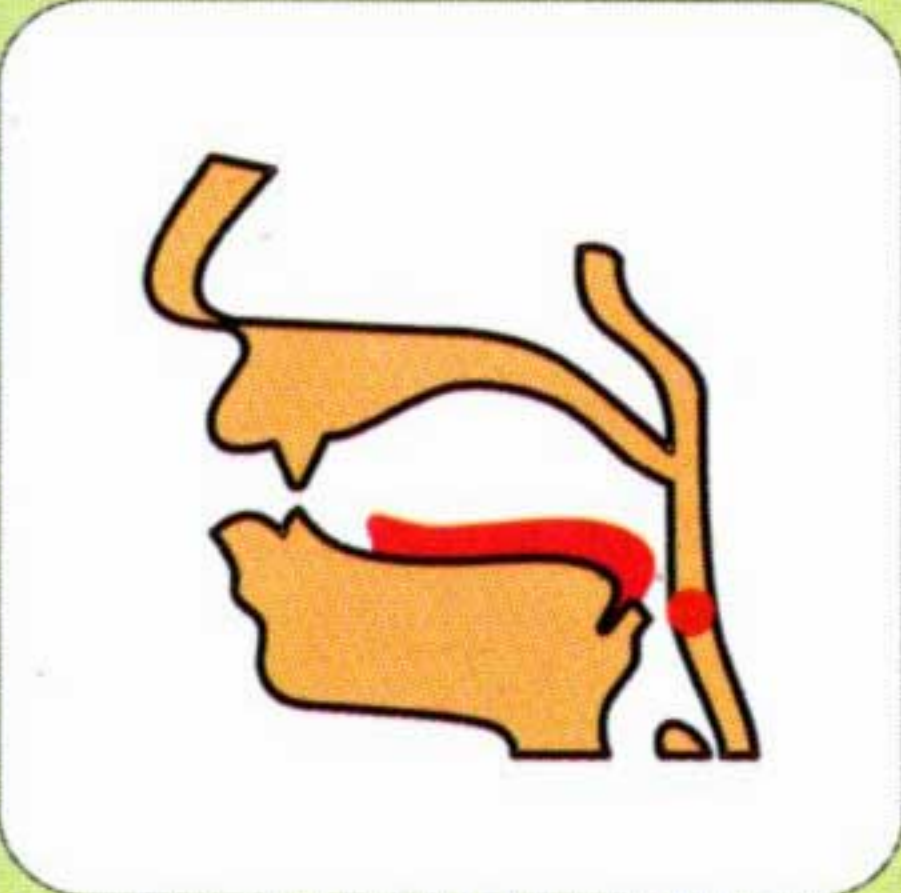
Middle of the tongue touches the roof of the mouth

Letters from the same makhraj

|     |        |       |
|-----|--------|-------|
| ي   | ش      | ج     |
| يا  | شين    | جيم   |
| Yaa | Shee-n | Jee-m |

ع

ع Ay-n عين



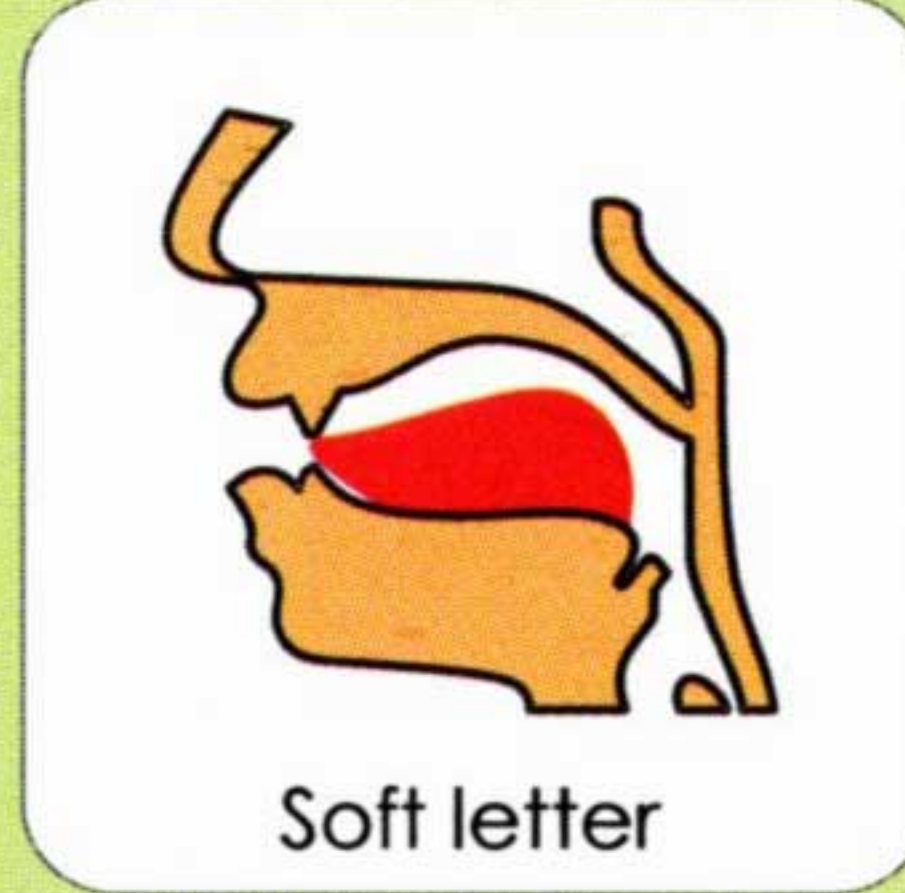
Middle of the throat

Letters from the same makhraj

|     |      |
|-----|------|
| ح   | ع    |
| حا  | عين  |
| Haa | Ay-n |

ظ

ظ Zhaa ظا



Soft letter

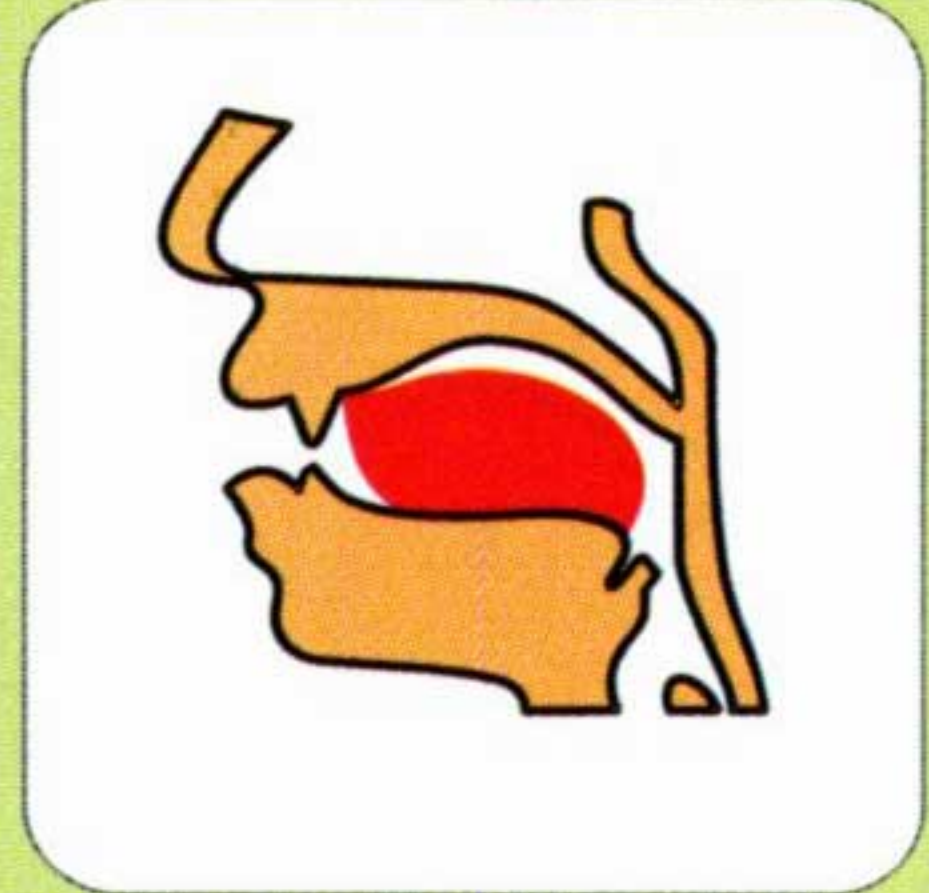
Tip of the tongue touches the edge of the upper teeth

Letters from the same makhraj

|      |      |      |
|------|------|------|
| ظ    | ذ    | ث    |
| ظا   | ذال  | ثا   |
| Zhaa | Zaal | Thaa |

ط

ط Taa طا



Tip of the tongue touches the upper gums

Letters from the same makhraj

|     |       |     |
|-----|-------|-----|
| ط   | د     | ت   |
| طا  | دال   | تا  |
| Taa | Daa-l | Taa |



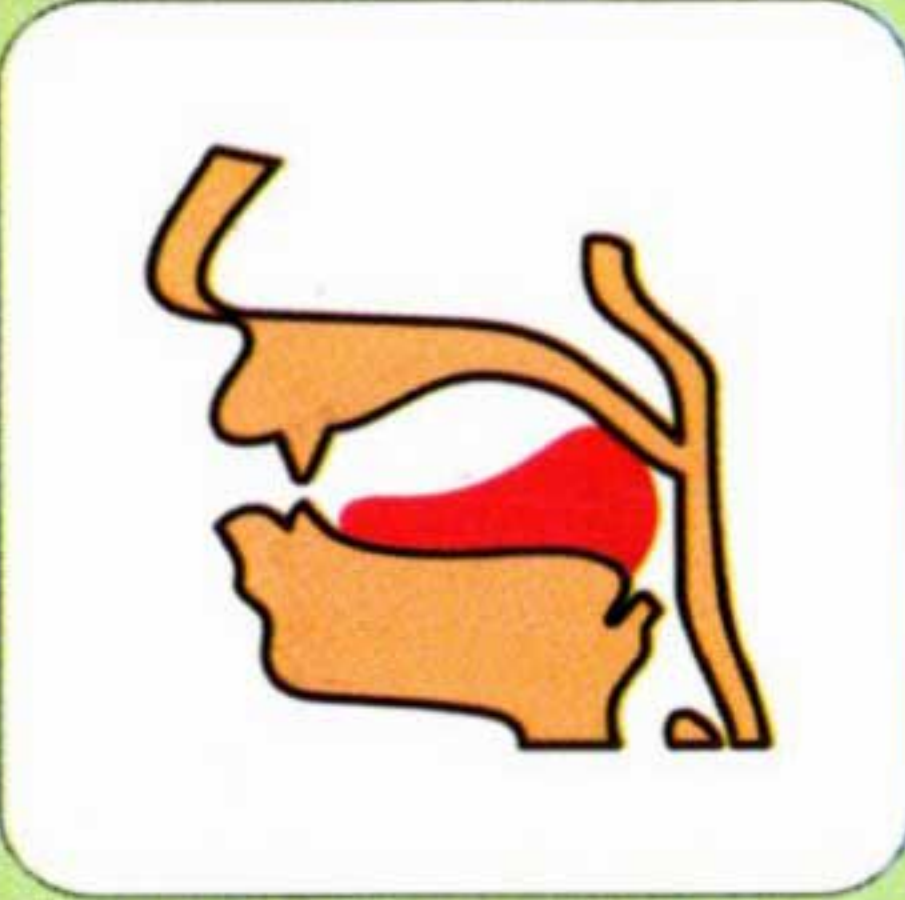
## Makharij

## مخارج الحروف

ث ذ ظ are called الحروف الرخاوة (the soft letters), they will be pronounced with a soft sound.

ق

ق Qaa-f قاف



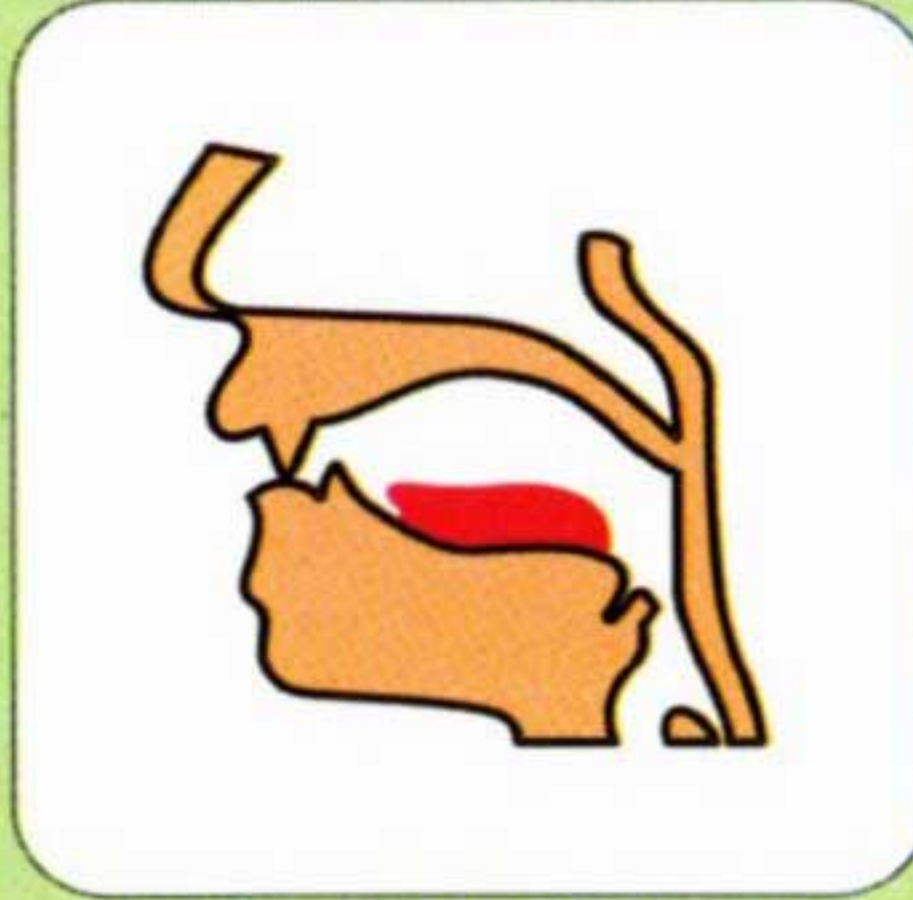
Back of the tongue

Letters from  
the same makhraj

ق قاف Qaa-f  
ك كاف Kaa-f

ف

ف Faa فا

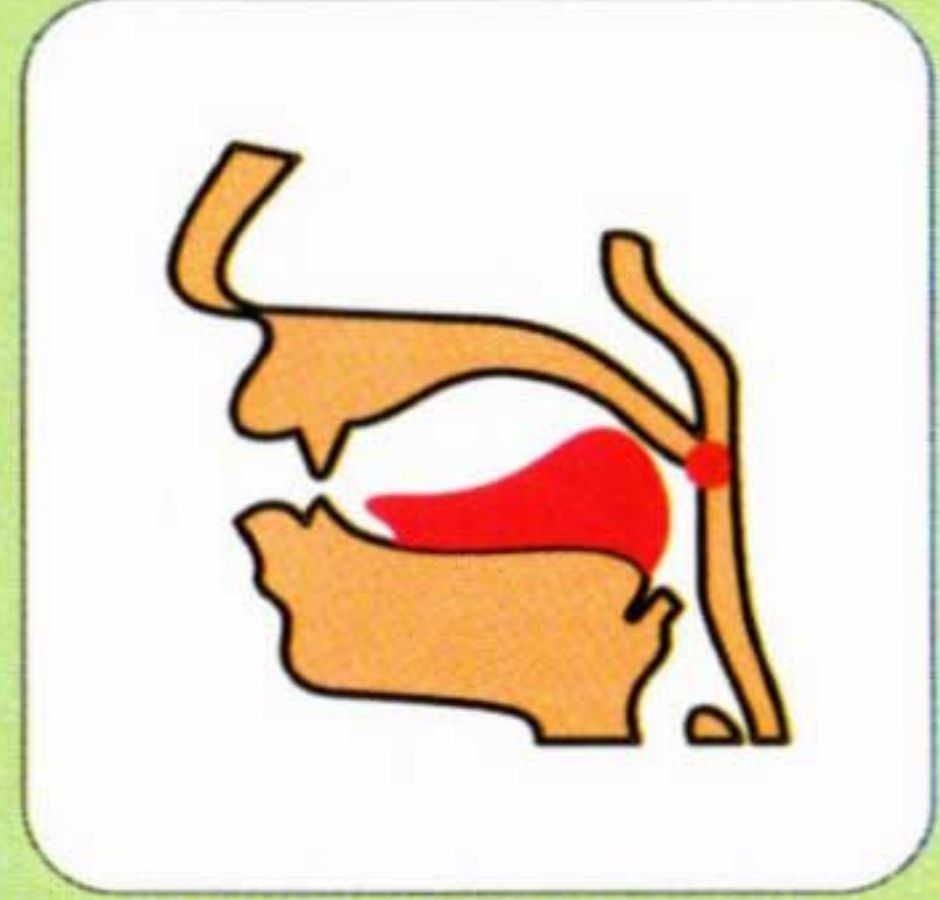
Upper teeth touches the  
lower lip

Lip letters

ب با Baa | ف فا Faa | م ميم Mee-m | و واو Waaw

غ

غ Ghay-n غين



Top of the throat

Letters from  
the same makhraj

غ غين Ghay-n  
خ خا Khaa

م

م Mee-m ميم



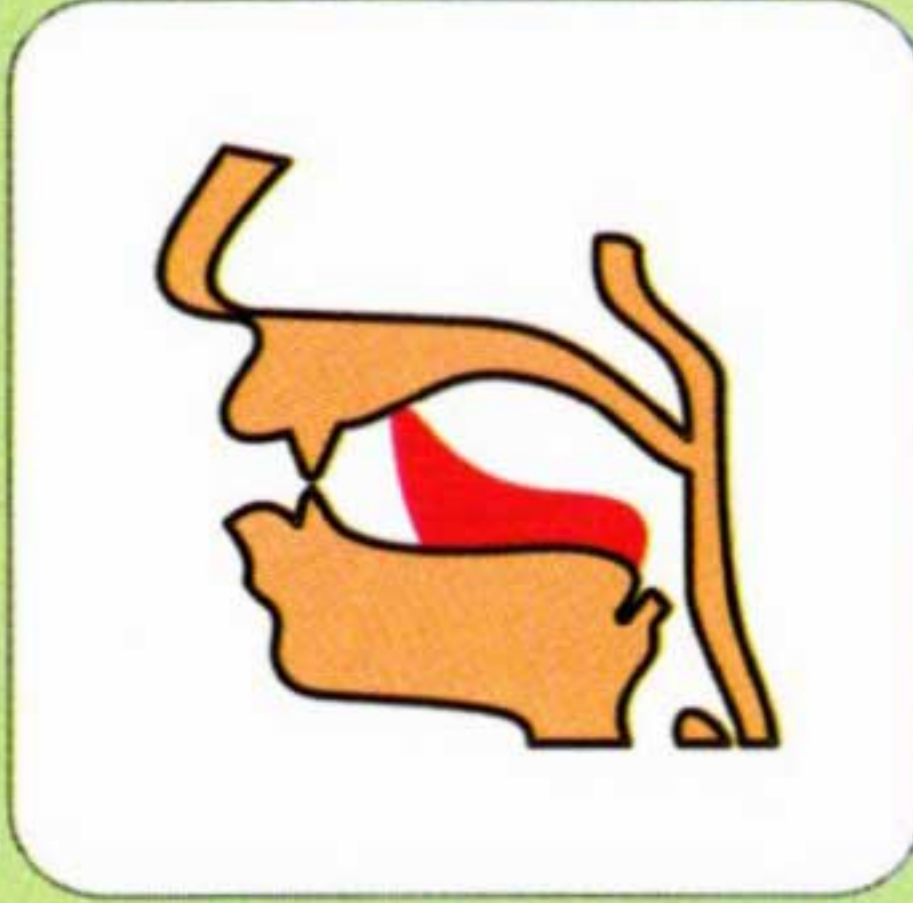
Dry part of the lips

Lip letters

ب با Baa | ف فا Faa | م ميم Mee-m | و واو Waaw

ل

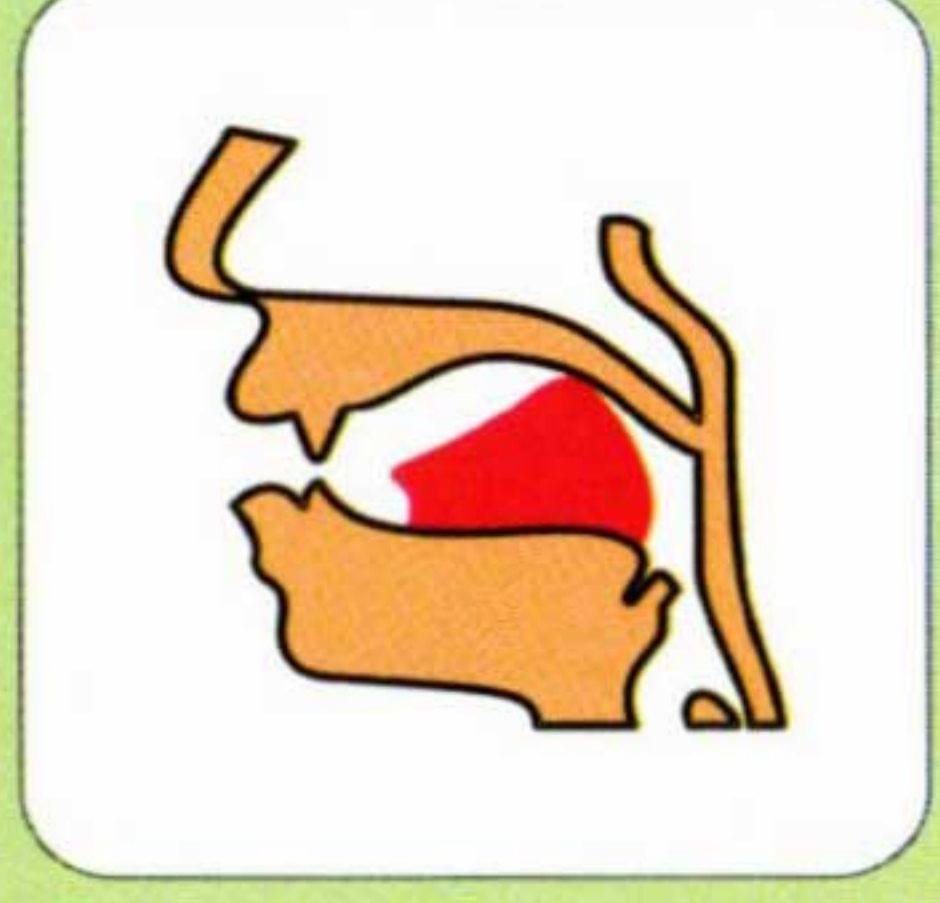
ل Laa-m لام

Tip of the tongue touches  
the roof of the mouthLetters from  
the same makhraj

ل لام Laa-m | ن نون Noo-n | ر را Raa

ك

ك Kaa-f كاف



Back of the tongue

Letters from  
the same makhraj

ق قاف Qaa-f  
ك كاف Kaa-f



# LESSON 1

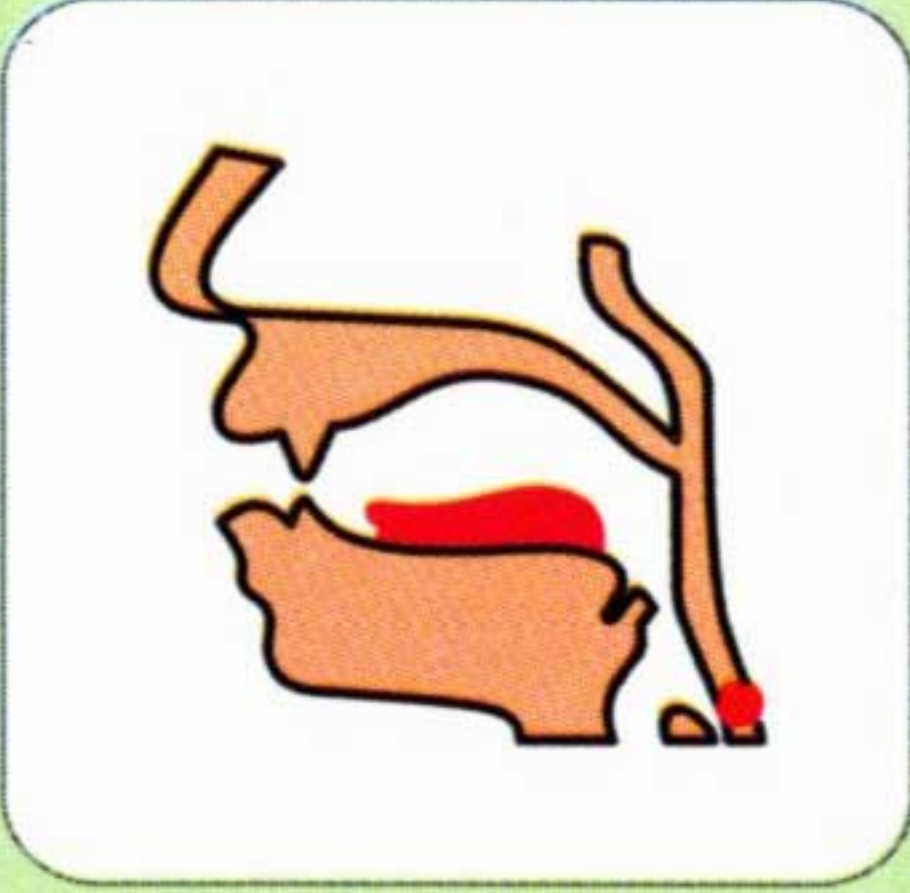
## Makharrij

### مخارج الحروف

ا ب ف م و are called الحروف الشفوية (the lip letters), they will be pronounced with different parts of the lips.

ه

ه Haa ه



Bottom of the throat

Letters from the same makhrāj

ه هـ  
ها Haa  
همزة Hamzah

و

و Waaw واؤ



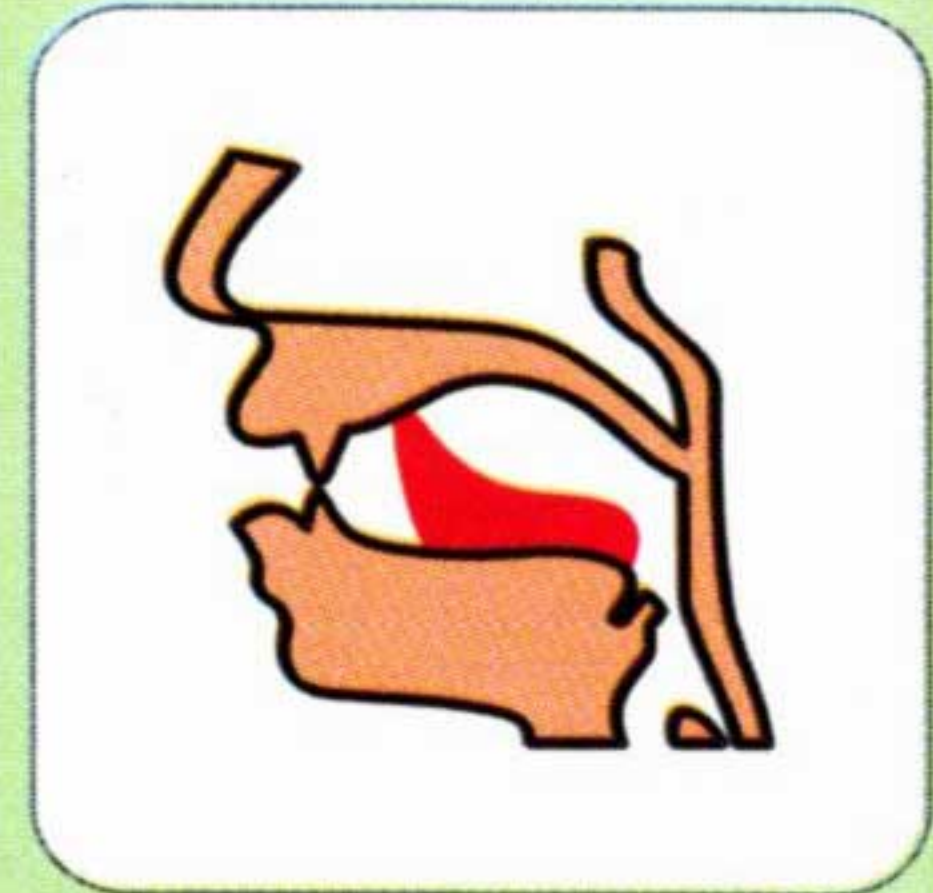
Round lips

Lip letters

و واء  
م ميم  
ف فاء  
ب با  
Waaw Mee-m Faa Baa

ن

ن Noo-n نون

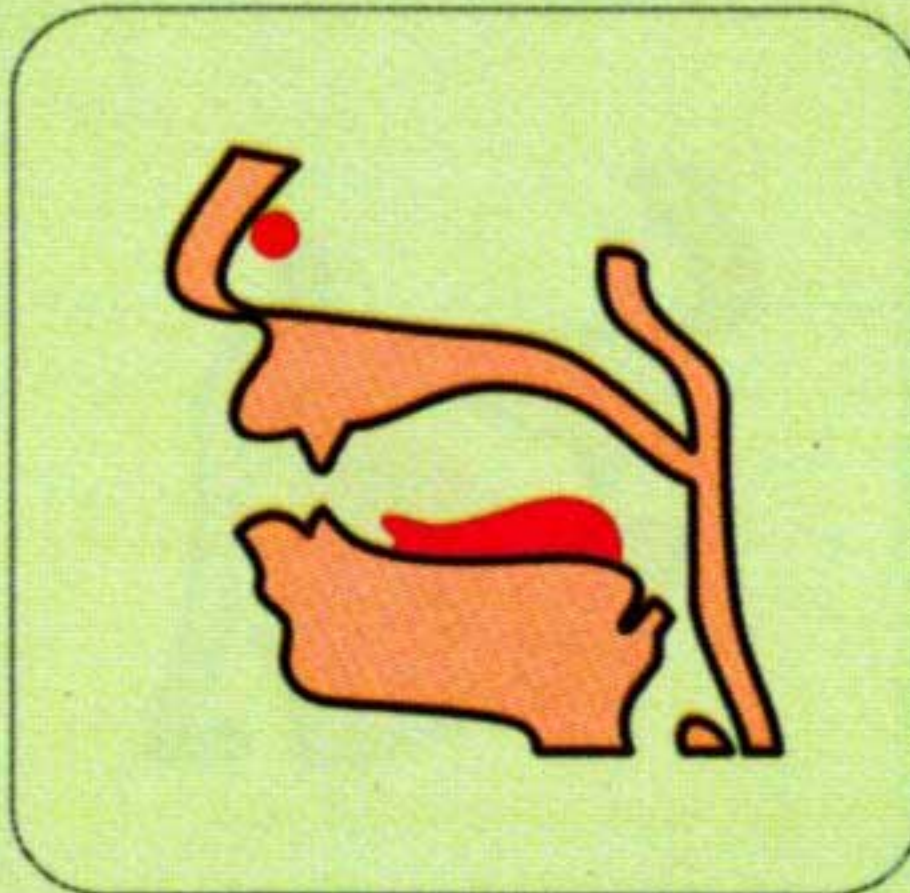


Tip of the tongue touches the roof of the mouth

Letters from the same makhrāj

ن نون  
ل لام  
ر را  
Noo-n Laa-m Raa

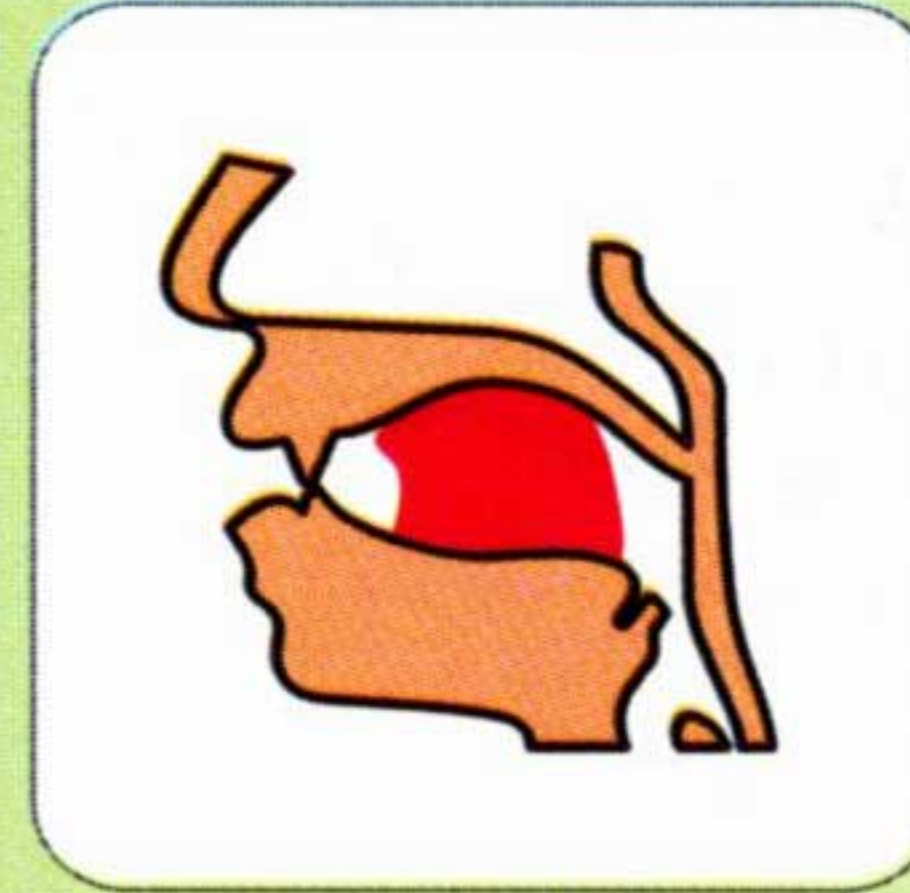
عُنة



Ghunnah means "Nasal Sound" it is to take the sound into the nose and stretch it equal to two counts.

ي ي

ي Yaa يا



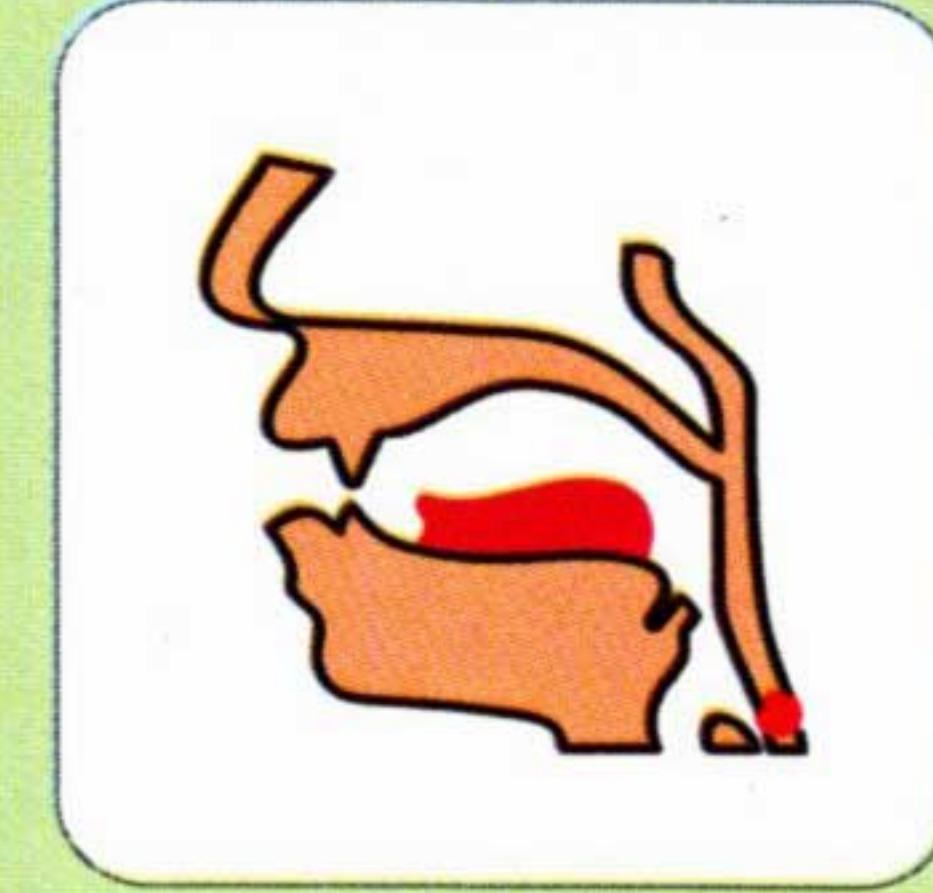
Middle of the tongue touches the roof of the mouth

Letters from the same makhrāj

ي ياء  
ش شين  
ج جيم  
Yaa Shee-n Jee-m

ه

ه Hamzah همزة



Bottom of the throat

Letters from the same makhrāj

ه هـ  
ها Haa  
همزة Hamzah



## LESSON 2

# Letters in Groups

ء ه ع ح غ خ are called الحروف الحلقية (the throat letters).

### PRACTICE GUIDE

- ☐ Do not move your lips in any other letter except these four: ب ف م و
- ☐ Memorize all these Makharij in groups, with proper pronunciation.
- ☐ After this chapter take a detailed test about Makharij.

غ خ

Top of the throat

ع ح

Middle of the throat

ء ه

Bottom of the throat  
close to the chest

ض

Side of the tongue  
touches the upper  
side teeth

ج ش ي

Middle of the tongue  
touches the roof  
of the mouth

ق ك

Back of the tongue

ث ذ ظ

Tip of the tongue  
touches the edge of  
the upper teeth

ت د ط

Tip of the tongue  
touches the  
upper gums

ل ن ر

Tip of the tongue  
touches the roof of  
the mouth

ا

Empty mouth

ب ف م و

Lip letters

ز س ص

Tip of the tongue  
touches the  
bottom teeth

### LETTERS WITH SIMILAR SOUNDS

Teachers are requested to practice the difference using the talqeen method.

ء ع | ح ه | خ | خ ق | ذ ز | ظ ض  
ث س | ص | ق ك | ض د | ذ ظ | ت ط

(البخارى)

DU'A BEFORE ENTERING THE BATHROOM

(Bukhari)

اللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْخُبُثِ وَالْخُبَائِثِ

O Allah! I seek refuge in you from evil and evil doers.



# Single Letters

## الحروف المفردة

There are 29 letters in Arabic, seven of them are pronounced fat and full mouth with elevating the tongue: **خ ص ض ط ظ غ ق**, they are called (the fat letters) and الحروف المفخّمة (the elevated letters).

There are six throat letters **ح ع ح غ خ**, and they are called الحروف الحلقية (the throat letters).

### PRACTICE GUIDE

- ☐ Practice and memorize this page with proper pronunciation.
- ☐ Practice each letter 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times (in order to have fluency in the reading).
- ☐ If you are able to say each line in one breath, you are doing well.

|   |   |   |   |    |
|---|---|---|---|----|
| ا | ب | ت | ث | ج  |
| ح | خ | د | ذ | ر  |
| ز | س | ش | ص | ض  |
| ط | ظ | ع | غ | ف  |
| ق | ك | ل | م | ن  |
| و | ه | ء | ي | پے |

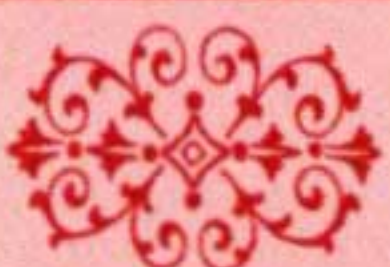
(البخاری)

DUA AFTER EXITING THE WASHROOM

(Bukhari)

الْحَمْدُ لِلَّهِ الَّذِي أَذْهَبَ عَنِّي الْأَذَى وَعَافَانِي

Praise be to Allah, who has removed the harm from me and relieved me.





## Single Letters

## الحروف المفردة

## PRACTICE GUIDE

- ☐ Practice each letter 10 times, with proper pronunciation.
- ☐ Practice each line forward in one breath and backward in one breath 10 times (in order to have fluency in the reading).
- ☐ If you are able to say each line in one breath, you are doing well.

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| ج | ب | ث | ت | ح | خ |
| ص | س | ز | ذ | ط | ر |
| غ | ظ | خ | ض | ق | و |
| ل | ي | ش | ه | ع | ط |
| ى | ف | و | ن | م | ظ |
| ر | ا | د | ك | ء | غ |
| ض | و | ذ | ع | ق | ص |
| ش | ه | ء | ق | خ | ح |

(الترمذی)

DUA BEFORE LEAVING THE HOUSE

(Tirmizi)

بِسْمِ اللَّهِ تَوَكَّلْتُ عَلَى اللَّهِ وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ

In the name of Allah, I place my trust in Allah, and there is no might nor power except with Allah.



# LESSON 4

## Short forms

### الحروف المفردة (الصغيرة)

|            |            |            |            |            |            |
|------------|------------|------------|------------|------------|------------|
| ب<br>ب ب ب | ت<br>ت ت ت | ث<br>ث ث ث | ج<br>ج ج ج | ح<br>ح ح ح | خ<br>خ خ خ |
| د<br>د د د | ذ<br>ذ ذ ذ | ز<br>ز ز ز | س<br>س س س | ش<br>ش ش ش | ص<br>ص ص ص |
| ض<br>ض ض ض | ع<br>ع ع ع | غ<br>غ غ غ | ف<br>ف ف ف | ق<br>ق ق ق | ك<br>ك ك ك |
| ل<br>ل ل ل | م<br>م م م | ن<br>ن ن ن | ه<br>ه ه ه | أ<br>أ أ أ | ي<br>ي ي ي |

### PRACTICE GUIDE

- ☐ Practice each letter 10 times, with proper pronunciation.
- ☐ Practice each line forward in one breath and backward in one breath 10 times (in order to have fluency in the reading).
- ☐ If you are able to say each line in one breath, you are doing well.

### PRACTICE

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| غ | ل | أ | ب | ط | خ | ف | ث | ح |
| ز | د | ق | ج | ع | ت | ظ | ي | ب |
| ج | ي | د | ف | ز | ه | ح | ق | ظ |
| ش | ذ | ك | س | ع | ث | ر | ه | غ |
| ع | ه | ك | ه | غ | م | ة | ة | ه |

(ابوداود)

DUA WHEN ENTERING THE MOSQUE

(Abu Dawood)

بِسْمِ اللَّهِ وَلَجْنَا وَبِسْمِ اللَّهِ خَرَجْنَا وَعَلَى رَبِّنَا تَوَكَّلْنَا

In the name of Allah we enter and in the name of Allah we leave,  
and upon our Lord we place our trust.



/ /





## Combined Letters

This lesson is to recognize all shapes and forms of the letters; however, these combined letters will still be read as a single letter, not with a symbol. Do not proceed further until you recognize all shapes and forms of the letters.

- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

(مسلم)

## DUA WHEN ENTERING THE MOSQUE

(Muslim)

اللَّهُمَّ افْتَحْ لِي أَبْوَابَ رَحْمَتِكَ

O Allah, open for me the doors of Your mercy.







## Combined Letters

## الحروف المركبة

## PRACTICE GUIDE

- |   |    |     |     |     |     |
|---|----|-----|-----|-----|-----|
| غ | غخ | غخ  | فرغ | تغذ | تغذ |
| ف | فا | فزا | تف  | يفر | حفظ |
| ق | قا | قما | فرق | نقر | عقل |
| ک | کا | کما | نکد | ثکل | بک  |
| ل | لث | لج  | بل  | حلم | فلح |
| م | ما | مفا | مل  | بهم | یمت |
| ن | نا | نبا | نبل | نصر | جنت |
| و | قو | نو  | عزو | وقف | نول |
| ه | ه  | به  | ته  | فهم | جهد |
| ء | ئ  | أ   | ؤ   | سئل | شئ  |
| ی | بی | تی  | یری | سعی | کیف |

(Tirmizi)

O Allah, bless us in everything that you have provided us and save us from the punishment of fire.



# Short Vowels

## الحروف المتحركة

There are three short vowels: (1) **Fathah** َ will sound like "a" in Mama, Baba (2) **Kasrah** ِ will sound like "e" in Be, Me, We (3) **Dhammah** ُ will sound like "u" in you, with round lips.

### PRACTICE GUIDE

- ☐ Do not stretch and do not make a jumpy sound on a letter with a short vowel.
- ☐ Follow all the Makharij and focus on fat and throat letters.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ Revise the last 5 pages one time, after completing this page.

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| هَ | هِ | هُ | أَ | إِ | أُ |
| حَ | حِ | حُ | عَ | عِ | عُ |
| خَ | خِ | خُ | غَ | غِ | غُ |
| كَ | كِ | كُ | قَ | قِ | قُ |
| شَ | شِ | شُ | جَ | جِ | جُ |
| ضَ | ضِ | ضُ | يَ | يِ | يُ |
| نَ | نِ | نُ | لَ | لِ | لُ |

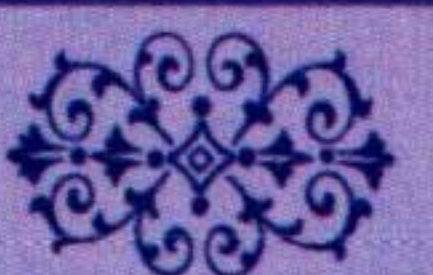
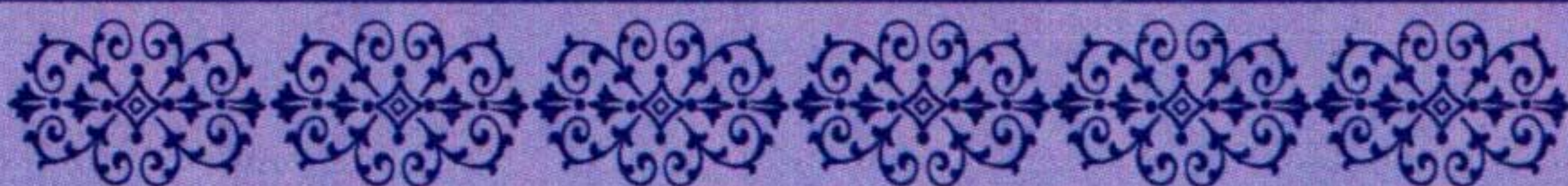
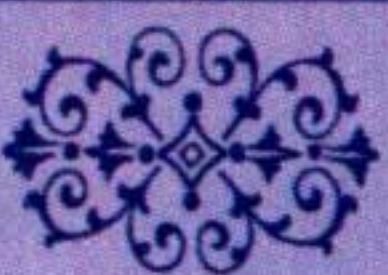
(الترمذی)

DUA AFTER EATING

(Tirmizi)

الْحَمْدُ لِلَّهِ الَّذِي أَطْعَمَنَا وَسَقَانَا وَجَعَلَنَا مِنَ الْمُسْلِمِينَ

Praise be to Allah who has given us food and drink and made us Muslims.





# Short Vowels

## الحروف المتحركة

There are three short vowels: (1) **Fathah** َ will sound like "a" in Mama, Baba (2) **Kasrah** ِ will sound like "e" in Be, Me, We (3) **Dhammah** ُ will sound like "u" in you, with round lips.

### PRACTICE GUIDE

- ☐ Do not stretch and do not make a jumpy sound on a letter with a short vowel.
- ☐ Follow all the Makharrij and focus on fat and throat letters.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ ر with Fathah or Dhammah رَ , رُ will be fat and full mouth and رِ with Kasrah رِ will be thin (Not Fat).
- ☐ Revise the last 5 pages one time, after completing this page.

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| تُ | تِ | تَ | رُ | رِ | رَ |
| طُ | طِ | طَ | دُ | دِ | دَ |
| ذُ | ذِ | ذَ | ثُ | ثِ | ثَ |
| زُ | زِ | زَ | ظُ | ظِ | ظَ |
| صُ | صِ | صَ | سُ | سِ | سَ |
| بُ | بِ | بَ | فُ | فِ | فَ |
| وُ | وِ | وَ | مُ | مِ | مَ |

(الزخرف)

DUA BEFORE TRAVELLING

(Zukhruf 13-14)

سُبْحَانَ الَّذِي سَخَّرْنَا هَذَا وَمَا كُنَّا لَهُ مُقْرِنِينَ وَإِنَّا إِلَى رَبِّنَا لَمُنْقَلِبُونَ

Glory be to the one (Allah) who has given us this (Ride), for we were not able to have it on our own. And to our Lord is our return.





Position of the lips in Fathah

## LESSON 6

## Fathah

## الفتحة

**Fathah** is an oblique line  $\nearrow$  above the letter and the sound would be like "a" in Mama, Baba. It is a short vowel, so do not stretch it and do not make a jumpy sound. It is pronounced with an open mouth.

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| أ | ب | ت | ث | ج | ح | خ | د |
| ذ | ر | ز | س | ش | ص | ض | ط |
| ظ | ع | غ | ف | ق | ك | ل | م |
| ن | و | ه | ء | ي |   |   |   |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|        |        |        |        |
|--------|--------|--------|--------|
| أَمَرَ | بَلَغَ | ثَمَرَ | جَمَعَ |
| حَسَدَ | ذَكَرَ | رَفَعَ | زَعَمَ |
| سَرَقَ | صَدَقَ | ضَرَبَ | ظَلَمَ |
| عَدَلَ | قَمَرَ | كَسَبَ | وَجَدَ |
| أَحَدَ | عَشَرَ | خَرَجَ | بَعَثَ |

(الترمذی)

DUA BEFORE SLEEPING

(Tirmizi)

اللَّهُمَّ بِاسْمِكَ أَمُوتُ وَأُحْيَا

O Allah, I die and I live in Your name.





Position of the lips in Kasrah

## LESSON 6

## Kasrah

## الكسرة

**Kasrah** is an oblique line — below the letter and the sound would be like "e" in Be, Me, We. It is a short vowel, so do not stretch it and do not make a jumpy sound. Just make a clear "e" sound with every letter.

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
| اِ | بِ | تِ | ثِ | جِ | حِ | خِ | دِ |
| ذِ | رِ | زِ | سِ | شِ | صِ | ضِ | طِ |
| ظِ | عِ | غِ | فِ | قِ | كِ | لِ | مِ |
| نِ | وِ | هِ | ءِ | يِ |    |    |    |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|        |        |        |        |
|--------|--------|--------|--------|
| أَذِنَ | بَقِيَ | حَمَدَ | خَشِيَ |
| سَخَرَ | شَرَبَ | عَجَبَ | غَضِبَ |
| كَذَبَ | بَخَلَ | فَلِمَ | يئِسَ  |
| أَبَتَ | بَلَدَ | مَلِكَ | حَطَبَ |
| إِبِلَ | كَبَرَ | عَلِمَ | إَرَمَ |

(البخارى)

PROPHET MUHAMMAD (SAW) SAID

(Bukhari)

إِنَّمَا الْأَعْمَالُ بِالنِّيَّاتِ

Actions are based on the intentions.



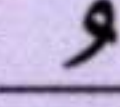


Position of the lips in Dhammah

## LESSON 6

## Dhammah

## الضمة

**Dhammah** is a loop mark  above the letter and the sound would be like "u" in you, with round lips. It is a short vowel, so do not stretch it and do not make a jumpy sound. Just round your lips and make a clear "u" sound with every letter.

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| أ | ب | ت | ث | ج | ح | خ | د |
| ذ | ر | ز | س | ش | ص | ض | ط |
| ظ | ع | غ | ف | ق | ك | ل | م |
| ن | و | ه | ء | ي |   |   |   |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|        |         |        |        |
|--------|---------|--------|--------|
| جَعَلَ | خَلَقَ  | ذَكَرَ | سَأَلَ |
| ظَلِمَ | مَنَعَ  | لَعِنَ | هُدِيَ |
| وَجَدَ | سَقَطَ  | عَفِيَ | حَشَرَ |
| حُبِكَ | صَحِفَ  | أَذِنَ | رُبِعَ |
| أَعْظَ | تَزَرَّ | يَرِثَ | يَعِدُ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

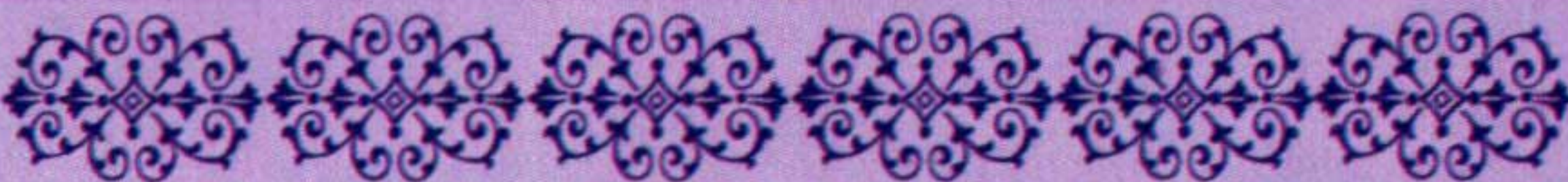
(Muslim)

مَنْ مَاتَ يُشْرِكُ بِاللَّهِ شَيْئًا دَخَلَ النَّارَ

He who dies, making shirk with Allah (associating anything with Him) will enter the fire of (Hell).



/ /





## Practice

## التدريب

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| مَعَ     | تَرَّ    | هِيَ     | لَكَ     | هُوَ     |
| قَدَرَ   | كَسَبَ   | حَسَدَ   | وَقَبَ   | خَلَقَ   |
| وَلَدَ   | فَرَضَ   | شَرَحَ   | صَدَقَ   | وَهَبَ   |
| غُفِرَ   | خُلِقَ   | نُفِخَ   | هُدِيَ   | قُدِرَ   |
| قُضِيَ   | يَضَعُ   | كُتِبَ   | وُعِدَ   | ضُرِبَ   |
| غَشِيَ   | بَجَلَ   | نَسِيَ   | سَمِعَ   | رَضِيَ   |
| تَبِعَ   | يَدَى    | لَقِيَ   | وَلَى    | لَبِثَ   |
| رُسِلَ   | أُفِقَ   | عُقِدَ   | أُخِرَ   | لَهُوَ   |
| بِيَدِكَ | خَلَقَكَ | وَعَدَكَ | عَدَلَكَ | وَجَدَكَ |

(الترمذی)

PROPHET MUHAMMAD (SAW) SAID

(Tirmizi)

مَنْ خَرَجَ فِي طَلَبِ الْعِلْمِ فَهُوَ فِي سَبِيلِ اللَّهِ حَتَّى يَرْجِعَ

A person who goes in search of knowledge, is in the path of Allah until he returns.



# Tanween

## التنوين

**Tanween** means vocalization giving the " ن " or " N " sound at the end of a letter or word. There are three types of Tanween: (1) **Fathah Tanween** َ (2) **Kasrah Tanween** ِ (3) **Dhammah Tanween** ُ .

### PRACTICE GUIDE

- ☐ Do not stretch the noon sound in Tanween.
- ☐ Follow all the Makharrij and focus on fat and throat letters.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| فَ | فِ | فُ | بَ | بِ | بُ |
| وَ | وِ | وُ | مَ | مِ | مُ |
| ذَ | ذِ | ذُ | ثَ | ثِ | ثُ |
| زَ | زِ | زُ | ظَ | ظِ | ظُ |
| صَ | صِ | صُ | سَ | سِ | سُ |
| هَ | هِ | هُ | تَ | تِ | تُ |
| دَ | دِ | دُ | نَ | نِ | نُ |

(البخارى)

PROPHET MUHAMMAD (SAW) SAID

(Bukhari)

اتَّقُوا النَّارَ وَلَوْ بِشِقِّ تَمْرَةٍ

Protect yourself from the (Hell) fire, even if it is with half a date (of charity).





## Tanween

## التنوين

## PRACTICE GUIDE

- ☐ Do not stretch the noon sound in Tanween.
- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ رَّا and رُّ will be pronounced fat and full mouth and رٍ will be thin (not fat).
- ☐ Revise the last 5 pages one time, after completing this page.

|      |    |    |      |    |    |
|------|----|----|------|----|----|
| ظَّا | طِ | ظُ | ضَّا | ضِ | ضُ |
| لَّا | لِ | لُ | نَّا | نِ | نُ |
| رَّا | رِ | رُ | جَّا | جِ | جُ |
| شَّا | شِ | شُ | يَّا | يِ | يُ |
| قَّا | قِ | قُ | كَّا | كِ | كُ |
| هَّا | هِ | هُ | هَّا | هِ | هُ |
| عَّا | عِ | عُ | حَّا | حِ | حُ |
| غَّا | غِ | غُ | خَّا | خِ | خُ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

أَحَبُّ الْبِلَادِ إِلَى اللَّهِ مَسَاجِدُهَا

The best places in the sight of Allah, are the Masajid.



Position of the lips  
in Fathah Tanween

## LESSON 7

## Fathah Tanween

## الفتحتين

**Fathah Tanween** َ is always found at the end of a word, giving the sound of "un" like Fun, Run, Sun.

|     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|
| بَا | تَا | ثَا | جَا | حَا | خَا | دَا | ذَا |
| رَا | زَا | سَا | شَا | صَا | ضَا | طَا | ظَا |
| عَا | غَا | فَا | قَا | كَا | لَا | مَا | نَا |
| وَا | هَا | ئَا | يَا |     |     |     |     |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| أَبَدَا | رَغَدَا | طَبَقَا | جَنَفَا | مَلِكَا | نَحِرَة |
| مَثَلَا | عِنَبَا | قَصَصَا | لَعِبَا | ثَمَنَا | حَسَنَة |
| أَسِفَا | قَدَرَا | لَبَنَا | كَذَبَا | شَطَطَا | بَقَرَة |
| كُفُوا  | لُبَدَا | سُرُرَا | هُزُوا  | رُسُلَا | عَلَقَة |

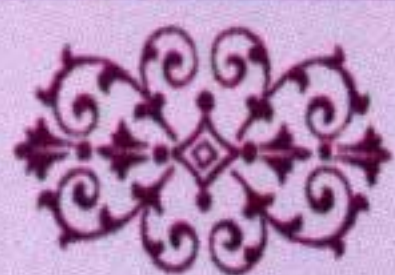
(مسلم)

PROPHET MUHAMMAD (SAW) SAID

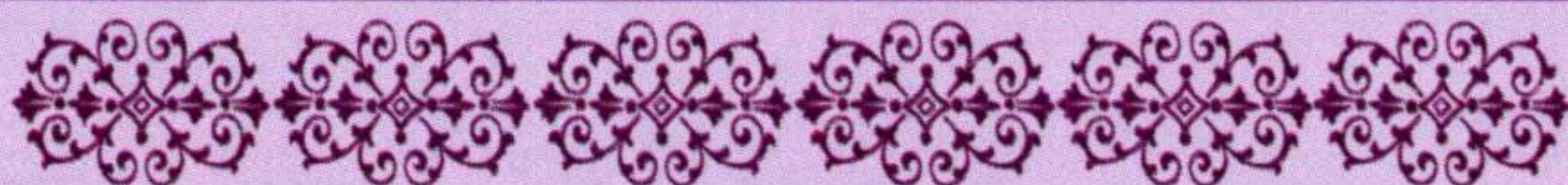
(Muslim)

أَبْغَضُ الْبِلَادِ إِلَى اللَّهِ أَسْوَاقُهَا

The worst places in the sight of Allah, are the market places.



/ /







Position of the lips  
in Kasrah Tanween

## LESSON 7

## Kasrah Tanween

## الكسرتين

**Kasrah Tanween** َ is always found at the end of a word, giving the sound of "in" like Pin, Win, Kin.

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
| بِ | تِ | ثِ | جِ | حِ | خِ | دِ | ذِ |
| رِ | زِ | سِ | شِ | صِ | ضِ | طِ | ظِ |
| عِ | غِ | فِ | قِ | كِ | لِ | مِ | نِ |
| وِ | هِ | ءِ | يِ |    |    |    |    |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|        |        |          |          |          |          |
|--------|--------|----------|----------|----------|----------|
| عَمَدِ | طَبَقِ | كَبَدِ   | عَلَقِ   | مَسَدِ   | لُمَزَةِ |
| لَهَبِ | سَنَةِ | نَهَرِ   | شَجَرِ   | غَضَبِ   | هُمَزَةِ |
| سَحَرِ | كَذِبِ | فُرُشِ   | خَبَرِ   | بِدَمِ   | ثَمَرَةِ |
| حَرَجِ | أَكُلِ | سَفَرَةِ | بَرَرَةِ | رَقَبَةِ | كَلِمَةِ |

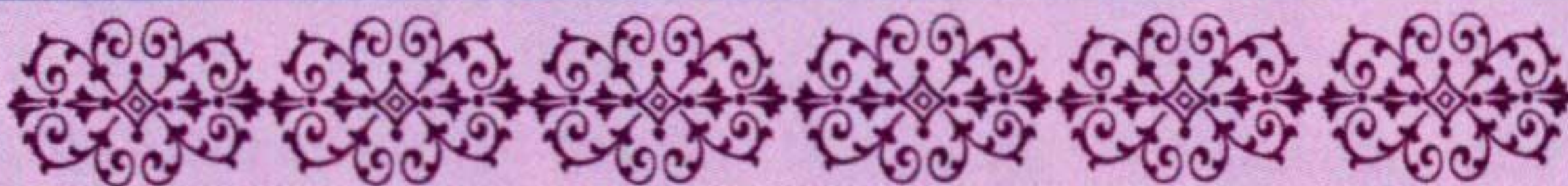
(احمد)

PROPHET MUHAMMAD (SAW) SAID

(Ahmad)

وَإِيَّاكَ وَالْمَعْصِيَةَ فَإِنَّ بِالْمَعْصِيَةِ حَلَّ سَخَطُ اللَّهِ

Avoid committing sin, because sin brings down the wrath of Allah.







Position of the lips in Dhammah Tanween

## LESSON 7

## Dhammah Tanween

## الضمتين

**Dhammah Tanween** ة is always found at the end of a word, giving the sound of "أُنْ" like Dunya and the lips should be made round.

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| ذ | د | خ | ح | ج | ث | ت | ب |
| ظ | ط | ض | ص | ش | س | ز | ر |
| ن | م | ل | ك | ق | ف | غ | ع |
| ي | ء | ه | و |   |   |   |   |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|          |        |        |        |        |        |
|----------|--------|--------|--------|--------|--------|
| بَقْرَةٌ | رَجُلٌ | رُسُلٌ | كُتُبٌ | أُذُنٌ | سُرُرٌ |
| شَجَرَةٌ | سَنَةٌ | بَشَرٌ | قَسَمٌ | أَحَدٌ | جُدَدٌ |
| قَتْرَةٌ | وَلَدٌ | حَرَمٌ | لَعِبٌ | حَرَجٌ | مَرَضٌ |
| غَبْرَةٌ | سَكَنٌ | أُمَمٌ | مَلِكٌ | خَبَرٌ | غَضَبٌ |

(البخارى)

PROPHET MUHAMMAD (SAW) SAID

(Bukhari)

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

The best among you are those, who learn the Quran and teach the Quran.



/ /





## Practice

## التدريب

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|          |          |         |          |          |
|----------|----------|---------|----------|----------|
| مَرَضٌ   | بَشَرًا  | بِدَمٍ  | لُبَدًا  | سُرُرٌ   |
| صَمَدٌ   | طَبَقٌ   | قَسَمٌ  | مَسَدٌ   | رَشَدًا  |
| رَقَبَةٌ | فَلَكَ   | عِنَبًا | فُرُشٌ   | كُفُوءًا |
| أَحَدٌ   | نُسُكٌ   | لَبَنًا | كِسَفًا  | عَسَلٍ   |
| طَبَقًا  | قَتَرَةٌ | جَمَلٌ  | نَسَبًا  | سَفَرَةٌ |
| رُسُلٍ   | أَبَدًا  | ظُفُرٍ  | جَنَفًا  | عَلَقٍ   |
| هُمَزَةٍ | أَمْرٌ   | أَمَدًا | غَبْرَةٌ | لَهَبٍ   |
| عَدَدًا  | كُتُبٌ   | فِئَةٌ  | كَسَبًا  | قَسَمٌ   |
| لُمَزَةٍ | شَطَطًا  | عَمَلٌ  | جُدُرٍ   | رَغَبًا  |
| بَرَرَةٍ | صُحُفًا  | كَذِبًا | حَرَجٌ   | صَدَقَةٌ |
| سَحَرٍ   | عَمَدٍ   | خَبَرٍ  | وَرَقٌ   | قَلَمٌ   |

(البخارى)

PROPHET MUHAMMAD (SAW) SAID

(Bukhari)

مَنْ كَانَ يُؤْمِنُ بِاللَّهِ وَالْيَوْمِ الْآخِرِ فَلَا يُوْذِ جَارَهُ

He, who believes in Allah and the last day, should not harm his neighbour.



# Sukoon

## السُّكُون

**Sukoon** sign ْ is always found above the letter. When there is a Sukoon on a letter, the sound and movement of the tongue should be stopped. However, if Sukoon comes on the following five letters ق ط ب ج د then there will be a bouncing sound, like the sound hits and returns. These letters are called **Huroof Qalqalah**.

In order to remember these letters there is a phrase, قُطْبُ جَدِّ. Memorize this phrase and all Qalqalah letters in one breath. Remember, when Sukoon is found on Hamzah or Alif, it will make a jumpy sound.

### PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ Make a bouncing sound on **Qalqalah letters**.
- ☐ In all other letters, simply join the letter and stop the sound, (no bouncing sound).
- ☐ Revise the last 5 pages one time, after completing this page.

|      |      |      |      |      |      |
|------|------|------|------|------|------|
| أُهْ | إِهْ | أَهْ | أُأْ | إِأْ | أَأْ |
| أُحْ | إِحْ | أَحْ | أُعْ | إِعْ | أَعْ |
| أُخْ | إِخْ | أَخْ | أُغْ | إِغْ | أَغْ |
| أُكْ | إِكْ | أَكْ | أُقْ | إِقْ | أَقْ |
| أُشْ | إِشْ | أَشْ | أُجْ | إِجْ | أَجْ |
| أُضْ | إِضْ | أَضْ | أُفْ | إِفْ | أَفْ |

(الترمذی)

PROPHET MUHAMMAD (SAW) SAID

(Tirmizi)

طَلَبُ الْعِلْمِ فَرِيضَةٌ عَلَى كُلِّ مُسْلِمٍ

Seeking knowledge (of Deen) is obligatory upon every Muslim.





## Sukoon

## السُّكُون

## PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ Make a bouncing sound on **Qalqalah** letters.
- ☐ In all other letters, simply join the letter and stop the sound, (no bouncing sound).
- ☐ اُرُ and اُرُ will be pronounced fat and full mouth, and اُرُ will be thin (not fat).

اُسُ

اِسُ

اَسُ

اَزُ

اِزُ

اَزُ

اُلُ

اِلُ

اَلُ

اُصُ

اِصُ

اُصُ

اُرُ

اِرُ

اَرُ

اُنُ

اِنُ

اُنُ

اُدُ

اِذُ

اَدُ

اُتُ

اِثُ

اُتُ

اُثُ

اِثُ

اَثُ

اُطُ

اِطُ

اُطُ

اُظُ

اِظُ

اَظُ

اُذُ

اِذُ

اُذُ

اُمُ

اِمُ

اَمُ

اُبُ

اِبُ

اُبُ

اَيُ

اَوُ

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

مَثَلُ الَّذِي يَذْكُرُ رَبَّهُ وَالَّذِي لَا يَذْكُرُ كَمَثَلِ الْحَيِّ وَالْمَيِّتِ

The example of those who remember Allah and those who do not remember Allah, is like living and dead.



## Sukoon

## السُّكُون

## PRACTICE GUIDE

- ☐ Make a bouncing sound on **Qalqalah** letters.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|          |           |          |              |           |
|----------|-----------|----------|--------------|-----------|
| دَعُ     | تُبُ      | بَلُ     | إِذُ         | أَنْ      |
| قَدُ     | عِدُ      | فَصُرُ   | سَلُ         | ذُقُ      |
| هُمُ     | هَبُ      | لَكُمُ   | كَمُ         | قُلُ      |
| أَكْرَمُ | يَعْمَلُ  | لَهُمُ   | فَهَلُ       | وَعِظُ    |
| أَلْقَتُ | أَكْبَرُ  | أَبْتَرُ | إِذْهَبُ     | إِدْفَعُ  |
| أَحْسِنُ | أَرْكُضُ  | إِصْبِرُ | أَمْسِكُ     | أَتِمِّمْ |
| يُعْظِمُ | قُلْتُمْ  | زِلْتُمْ | تَسْمَعُ     | يَغْفِرُ  |
| طِبْتُمْ | فَاصْبِرُ | نَقْصُصُ | يُدْخِلُكُمْ | أَقْتُلُ  |

(الترمذی)

PROPHET MUHAMMAD (SAW) SAID

(Tirmizi)

إِنَّ الَّذِي لَيْسَ فِي جَوْفِهِ شَيْءٌ مِنَ الْقُرْآنِ كَالْبَيْتِ الْخَرِبِ

A person, who does not have any Quran in his heart, is like an empty house.



# Qalqalah

## الحروف القلقة

**Qalqalah** means "Echo or Bounce". There are three types of Qalqalah: (1) **Qalqalah Sughra** (2) **Qalqalah Kubra** (3) **Qalqalah Akbar**.

### PRACTICE GUIDE

- ☐ Memorize all rules of Qalqalah.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ Practice the last 5 pages one time, after completing this page.

**Qalqalah Sughra** قلقة صغرى **Small Qalqalah:** When Qalqalah letter is in the middle of a word with Sukoon, it is called Qalqalah Sughra and it will be pronounced with a small / light bouncing sound. Make sure not to pause on Qalqalah Sughra.

| ق        | ط            | ب        | ج        | د        |
|----------|--------------|----------|----------|----------|
| نَقْعًا  | بَطْشَ       | صُبْحًا  | زَجْرَةً | أَدْبَرَ |
| يَقْدِرُ | وَسَطْنَ     | حَبْلُ   | أَجْرُ   | عَدْنِ   |
| أُقْسِمُ | أَطْعَمَهُمْ | أَبْرَحَ | يَجْعَلُ | قَدْحًا  |

صغرى

**Qalqalah Kubraa** قلقة كبرى **Big Qalqalah:** When Qalqalah letter is at the end of a word with Sukoon or when you stop on a Qalqalah letter, it is called Qalqalah Kubra and it will be pronounced with a big and clear bouncing sound.

| ق        | ط        | ب        | ج        | د      |
|----------|----------|----------|----------|--------|
| يَسْرِقُ | تُحِطُ   | يَلْعَبُ | يُخْرِجُ | لَقَدْ |
| خَلَقُ   | إِهْبِطُ | كَسَبُ   | حَجَبُ   | وَلَدُ |

كبرى

**Qalqalah Akbar** قلقة أكبر **Biggest Qalqalah:** When you stop on a Qalqalah letter with Shaddah on it, it is called Qalqalah Akbar and you need to stretch this Qalqalah letter first, then make a big and clear bouncing sound at the end. (Students have not learned Shaddah yet; use Talqeen method to teach this rule).

| ق          | ط       | ب       | ج          | د       |
|------------|---------|---------|------------|---------|
| بِالْحَقِّ | أَحَطَّ | وَتَبَّ | وَالْحَجَّ | أَلَدَّ |

أكبر

(الترمذی)

PROPHET MUHAMMAD (SAW) SAID

(Tirmizi)

لَا تُظْهِرِ السَّمَاتَةَ لِأَخِيكَ فَيَرْحَمَهُ اللَّهُ وَيَبْتَلِيكَ

Do not be happy over the trouble of your brother, Allah may have mercy on him and get you in this trouble.



## Huroof Maddah

## الحروف المدة

**Madd** means to stretch or to extend. There are three Huroof Maddah ا و ي . These letter will be elongated when: Alif ا comes after Fathah فَ , Waaw و comes after Dhammah دُ and Yaa comes after Kasrah يِ , Here are few examples of Madd letter in one word, All Madd letters will be extended equal to two counts. Huroof Maddah are also called Madd Asli.

## PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ رَا and رُو will be pronounced fat and full mouth and رِي will be thin (not fat).
- ☐ Revise the last 5 pages one time, after completing this page.

|     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|
| بَا | بُو | بِي | تَا | تُو | تِي |
| ثَا | ثُو | ثِي | جَا | جُو | جِي |
| حَا | حُو | حِي | خَا | خُو | خِي |
| دَا | دُو | دِي | ذَا | ذُو | ذِي |
| رَا | رُو | رِي | زَا | زُو | زِي |
| سَا | سُو | سِي | شَا | شُو | شِي |

(البخاري)

PROPHET MUHAMMAD (SAW) SAID

(Bukhari)

لَا يُؤْمِنُ أَحَدُكُمْ حَتَّى يُحِبَّ لِأَخِيهِ مَا يُحِبُّ لِنَفْسِهِ

You are not a true believer, until you love for your brother what you love for yourself.





## Huroof Maddah

## الحروف المدة

## PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharrij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ Do not add nasal sound when you are saying نَا and مَا with Huroof Maddah.
- ☐ Revise the last 5 pages one time, after completing this page.

|     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|
| صَا | صُو | صِي | ضَا | ضُو | ضِي |
| طَا | طُو | طِي | ظَا | ظُو | ظِي |
| قَا | قُو | قِي | خَا | خُو | خِي |
| فَا | فُو | فِي | قَا | قُو | قِي |
| كَا | كُو | كِي | لَا | لُو | لِي |
| مَا | مُو | مِي | نَا | نُو | نِي |
| وَا | وُو | وِي | هَا | هُو | هِي |
| يَا | يُو | يِي | يَا | يُو | يِي |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

إِنَّ اللَّهَ لَا يَنْظُرُ إِلَى صُورِكُمْ وَأَمْوَالِكُمْ وَلَكِنْ يَنْظُرُ إِلَى قُلُوبِكُمْ وَأَعْمَالِكُمْ

Allah does not look at your appearance and your wealth, rather He looks at your heart and your deeds.



Position of the lips  
in Alif Maddah

## LESSON 10

## Alif Maddah

## الألف المدة

When Alif comes after Fathah, it is extended equal to two counts.

|     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| بَا | تَا | ثَا | جَا | حَا | خَا | دَا | ذَا | رَا | زَا |
| سَا | شَا | صَا | ضَا | طَا | ظَا | عَا | غَا | فَا | قَا |
| گَا | لَا | مَا | نَا | وَا | هَا | ءَا | يَا |     |     |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|
| ذَاتَ     | خَافَ     | كَانَ     | قَالَ     | رَانَ     |
| تَابَ     | عَادُ     | نَارًا    | هَادٍ     | مَالِكُ   |
| عَامٍ     | ثَوَابًا  | أَفَاقَ   | يَخَافُ   | أَصَابَ   |
| عَابِدُ   | دَافِقٍ   | رَازِقُ   | كَاتِبُ   | جَاعِلُ   |
| فَوَاكِهَ | أَنَامِلَ | مَوَاخِرَ | مَنَازِلَ | رَوَاسِيَ |

(Muslim) WHENEVER WE MENTION OR HEAR THE PROPHET'S NAME, WE SAY (Muslim)

صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ

May Allah bless him and grant him peace.







Position of the lips  
in Waaw Maddah

## LESSON 10

## Waaw Maddah

## الْوَاوُ الْمَدَّةُ

When Waaw comes after Dhammah, it is extended equal to two counts.

|     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| أُو | بُو | تُو | ثُو | جُو | حُو | خُو | دُو | ذُو | رُو |
| زُو | سُو | شُو | صُو | ضُو | طُو | ظُو | عُو | غُو | فُو |
| قُو | كُو | لُو | مُو | نُو | وُو | هُو | ءُو | يُو |     |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|             |            |            |            |             |
|-------------|------------|------------|------------|-------------|
| أُوتِي      | بُورِكَ    | حُورٌ      | وُجُوهُ    | تُورُونَ    |
| دُولَةٌ     | لَذُو      | زُورًا     | صُورٍ      | يَسُومُونَ  |
| وَطُورٍ     | أَعُوذُ    | تَفُورٌ    | تَكُونُ    | يَقُولُونَ  |
| يُوفُونَ    | قُلُوبٌ    | شُهُودٌ    | قُعُودٌ    | ثُبُورًا    |
| يَعْلَمُونَ | عَابِدُونَ | حَافِظُونَ | وَارِثُونَ | مُسْلِمُونَ |

(مسلم)

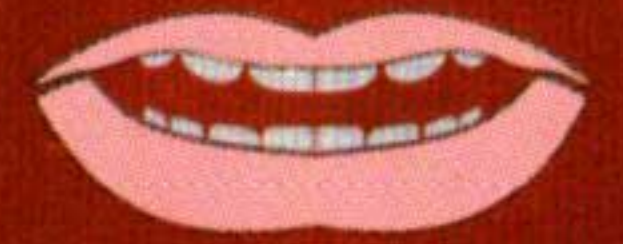
WHENEVER WE MAKE A PROMISE, WE SAY

(Muslim)

إِنْ شَاءَ اللَّهُ

If Allah wills.



Position of the lips  
in Yaa Maddah

## LESSON 10

## Yaa Maddah

## الْيَاءُ الْمَدَّةُ

When Yaa comes after Kasrah, it is extended equal to two counts.

|     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| إِي | بِي | تِي | ثِي | جِي | حِي | خِي | دِي | ذِي | رِي |
| زِي | سِي | شِي | صِي | ضِي | طِي | ظِي | عِي | غِي | فِي |
| قِي | كِي | لِي | مِي | نِي | وِي | هِي | يِي |     |     |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|           |         |          |          |         |
|-----------|---------|----------|----------|---------|
| إِيتُونِي | مُبِينٍ | يَتِيمًا | كَثِيرًا | مَجِيدٌ |
| مُحِيطٌ   | أَخِيهِ | نَذِيرٌ  | كَرِيمٌ  | شَهِيدٌ |
| يَسِيرًا  | يَمْشِي | بَصِيرًا | لَطِيفٌ  | عَظِيمٌ |
| عَيْنٌ    | وَغِيضَ | وَقِيلَ  | أَكِيدُ  | عَلِيمٌ |
| جَمِيعًا  | خَبِيرٌ | سَمِيعٌ  | رَحِيمٌ  | حَكِيمٌ |

(مسلم)

WHENEVER WE THANK A FELLOW MUSLIM, WE SAY

(Muslim)

جَزَاكَ اللَّهُ خَيْرًا

May Allah reward you with the best.



## Small Alif

## الألف الصّغيرة

There are three long vowels: Small Alif (ا) Small Waaw (و) Small Yaa (ي), they will be extended equal to two counts like Huroof Maddah.

Small Alif (ا) will be extended equal to two counts like Alif Maddah (بَا).

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
| ذ' | د' | ح' | ح' | ج' | ث' | ت' | ب' |
| ظ' | ط' | ض' | ص' | ش' | س' | ز' | ر' |
| ن' | م' | ل' | ك' | ق' | ف' | غ' | ع' |
|    |    | ي' | ه' | و' |    |    |    |

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|         |           |        |         |         |
|---------|-----------|--------|---------|---------|
| غَوَى   | عَلَى     | قَلَى  | سَجَى   | يَخْشَى |
| أَحْوَى | يَحَى     | طَغَى  | عَسَى   | عَصَى   |
| صِرَاطَ | إِسْحَاقَ | يَرَى  | رَأَى   | رَمَى   |
| يَسْعَى | يَخْشَى   | مُوسَى | تَرْضَى | أَبْقَى |

(الإسراء 24)

DU'A FOR PARENTS

(Al - Israa 24)

رَبِّ اَرْحَمُهُمَا كَمَا رَبَّيَانِي صَغِيرًا

My Lord! Be kind to my parents as they were kind to me when I was a child.



# LESSON 11

## Small Waaw

### الواو الصّغيرة

Small Waaw ( و ) will be extended equal to two counts like Waaw Maddah ( بُو ).

و

و

و

### PRACTICE

عَمَلُهُ ۙ

أَمْرُهُ ۙ

قَوْمُهُ ۙ

فَلَهُ ۙ

عِبَادَهُ ۙ

وَرِثَتُهُ ۙ

دَاوُدُ ۙ

عَذَابُهُ ۙ

كِتَابُهُ ۙ

خِطْمُهُ ۙ

رِزْقُهُ ۙ

أَمَاتَهُ ۙ

خَلَقَهُ ۙ

وَثَاقَهُ ۙ

يَرَهُ ۙ

## Small Yaa

### الياء الصّغيرة

Small Yaa ( ي ) will be extended equal to two counts like Yaa Maddah ( يِّي ).

ي

ي

### PRACTICE

عَمَلِهِ ۙ

رُسُلِهِ ۙ

بَعْدِهِ ۙ

قَبْلِهِ ۙ

بِهِ ۙ

قَلْبِهِ ۙ

وَجْهِهِ ۙ

بَطْنِهِ ۙ

بِعَبْدِهِ ۙ

كُتِبَ ۙ

إِلَافِهِمْ ۙ

هَذِهِ ۙ

أَهْلِهِ ۙ

ءَايَتِهِ ۙ

بِيَدِهِ ۙ

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

مَنْ كَانَ يُؤْمِنُ بِاللَّهِ وَالْيَوْمِ الْآخِرِ فَلْيَقُلْ خَيْرًا أَوْ لِيَصْمُتْ

He, who believes in Allah and the last day, should speak good or stay silent.





# Huroof Leen

## الحروف اللّين

There are two Huroof Leen: Waaw Leen and Yaa Leen.

**Waaw Leen**- when Waaw comes after Fathah, such as **أَوْ, بَوْ**.

**Yaa Leen**- when Yaa comes after Fathah, such as **أَيُّ, بَيُّ**. Do not extend Waaw Leen and Yaa Leen at all.

### PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ Make a clear **و** and **ي** sound at the end, when you are joining these letters.
- ☐ Revise the last 5 pages one time, after completing this page.

|      |       |      |       |      |       |      |       |
|------|-------|------|-------|------|-------|------|-------|
| بَوْ | بَيُّ | تَوْ | تَيُّ | ثَوْ | ثَيُّ | جَوْ | جَيُّ |
| حَوْ | حَيُّ | خَوْ | خَيُّ | دَوْ | دَيُّ | ذَوْ | ذَيُّ |
| رَوْ | رَيُّ | زَوْ | زَيُّ | سَوْ | سَيُّ | شَوْ | شَيُّ |
| صَوْ | صَيُّ | ضَوْ | ضَيُّ | طَوْ | طَيُّ | ظَوْ | ظَيُّ |
| عَوْ | عَيُّ | غَوْ | غَيُّ | فَوْ | فَيُّ | قَوْ | قَيُّ |
| كَوْ | كَيُّ | لَوْ | لَيُّ | مَوْ | مَيُّ | نَوْ | نَيُّ |
| وَوْ | وَيُّ | هَوْ | هَيُّ | أَوْ | أَيُّ | يَوْ | يَيُّ |

(مسلم)

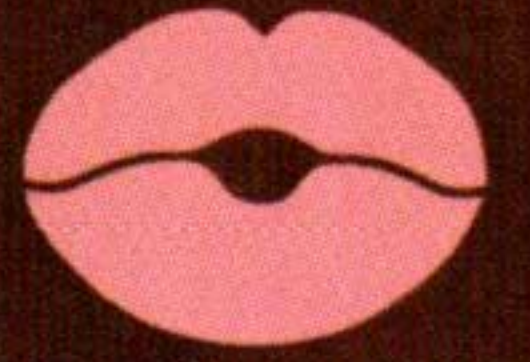
PROPHET MUHAMMAD (SAW) SAID

(Muslim)

كُنْ فِي الدُّنْيَا كَأَنَّكَ غَرِيبٌ أَوْ عَابِرُ السَّبِيلِ

Be in this world like a stranger or a traveller.



Position of the lips  
in Waaw Leen

## LESSON 12

## Waaw Leen

## الْوَاوُ اللَّيْنُ

|      |      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|------|
| أَوْ | بَوْ | تَوْ | ثَوْ | جَوْ | حَوْ | خَوْ | دَوْ |
| ذَوْ | رَوْ | زَوْ | سَوْ | شَوْ | صَوْ | ضَوْ | طَوْ |
| ظَوْ | عَوْ | غَوْ | فَوْ | قَوْ | كَوْ | لَوْ | مَوْ |
| نَوْ | وَوْ | هَوْ | يَوْ |      |      |      |      |

## PRACTICE GUIDE

- ☐ Make your lips round when you are saying Waaw Leen.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|          |            |            |            |          |         |
|----------|------------|------------|------------|----------|---------|
| أَوْهَنَ | تَوْبَةً   | لَوْمَةً   | خَوْفٍ     | رَوْحٌ   | سَوَاطٍ |
| زَوْجًا  | سَوْفَ     | غَوْرًا    | فَوْتَ     | يَقْوَمُ | قَوْلٌ  |
| كَوْثَرَ | فَوْقَهَا  | مَوْتِهَا  | نَوْمٌ     | هَوْنًا  | لَوْحٍ  |
| يَوْمٌ   | يَرُونَهَا | يَوْمِئِذٍ | أَوْتَادًا | عَفُونًا | صَوْمًا |

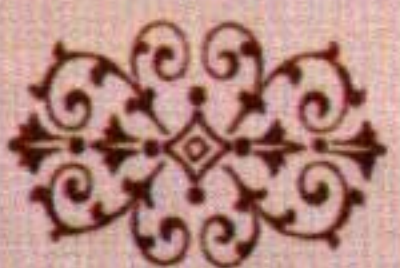
(مسلم)

PROPHET MUHAMMAD (SAW) SAID

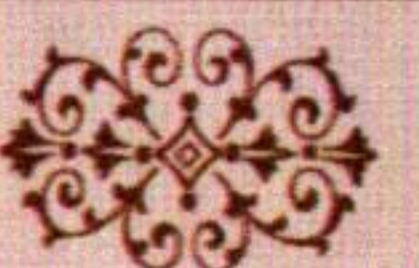
(Muslim)

الصَّلَاةُ عِمَادُ الدِّينِ

Salah is the pillar of Deen.



/ /







Position of the lips  
in Yaa Leen

## LESSON 12

## Yaa Leen

الياء اللين

|       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|
| أَيُّ | بَيُّ | تَيُّ | ثَيُّ | جَيُّ | حَيُّ | خَيُّ | دَيُّ |
| ذَيُّ | رَيُّ | زَيُّ | سَيُّ | شَيُّ | صَيُّ | ضَيُّ | طَيُّ |
| ظَيُّ | عَيُّ | غَيُّ | فَيُّ | قَيُّ | كَيُّ | لَيُّ | مَيُّ |
| نَيُّ | وَيُّ | هَيُّ | يَيُّ |       |       |       |       |

## PRACTICE GUIDE

- ☐ Extend your lips when you are saying Yaa Leen.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages one time, after completing this page.

## PRACTICE

|           |           |            |          |           |            |
|-----------|-----------|------------|----------|-----------|------------|
| أَيْنَ    | بَيْتٍ    | ءَاتَيْنَا | حَيْثُ   | خَيْرٌ    | بِدَيْنٍ   |
| قُرَيْشٍ  | زَيْتُونٍ | شَيْئٌ     | صَيْفٍ   | ضَيْفٍ    | طَيْرًا    |
| عَيْنٌ    | غَيْرَ    | كَيْدًا    | يَلَيْتَ | مَيْتًا   | وَيْلٌ     |
| بَنَيْنَا | ضَيْقٍ    | رَيْبَ     | لَيْسَ   | هَدَيْنَا | عَيْنَيْنِ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

الصِّدْقُ يُنْجِي وَالْكَذِبُ يُهْلِكُ

Truth makes you successful and lies destroy you.



# Shaddah

## الشَّدَّة

When there is **Shaddah** on a letter, this letter will be pronounced twice. First it will be joined with the previous letter and then it will be pronounced with its own vowel, but do not break the sound in between the two letters, like **رَبَّ** = رَ بُّ بَ = **إِنَّ** = إِنْ نَ =

### PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ **أَرُ** and **أُزُ** will be fat and full mouth and **أَرِ** will be thin (not fat).
- ☐ Revise the last 5 pages at least once after completing this page.

|       |      |      |      |      |      |
|-------|------|------|------|------|------|
| أَبَّ | أَبِ | أَبُ | أَبْ | أَبِ | أَبُ |
| أَثَّ | أَثِ | أَثُ | أَثْ | أَثِ | أَثُ |
| أَحَّ | أَحِ | أَحُ | أَحْ | أَحِ | أَحُ |
| أَدَّ | أَدِ | أَدُ | أَدْ | أَدِ | أَدُ |
| أَرَّ | أَرِ | أَرُ | أَرْ | أَرِ | أَرُ |
| أَشَّ | أَشِ | أَشُ | أَشْ | أَشِ | أَشُ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

الَّتَائِبُ مِنَ الذَّنْبِ كَمَنْ لَا ذَنْبَ لَهُ

Whoever repents from a sin is like the one who has no sin.



# Shaddah

## الشَّدَّة

### PRACTICE GUIDE

- ☐ Focus on fat and throat letters and follow all the Makharij.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ ن and م will have Ghunnah, it means to make the nasal sound and stretch it equal to two counts.
- ☐ Revise the last 5 pages at least once after completing this page.

أَضُّ

أَضِ

أَضْ

أَصُّ

أَصِ

أَصْ

أُظُّ

أُظِ

أُظْ

أَطُّ

أَطِ

أَطْ

أَغُّ

أَغِ

أَغْ

أَعُّ

أَعِ

أَعْ

أُقُّ

أُقِ

أُقْ

أَفُّ

أَفِ

أَفْ

أَلُّ

أَلِ

أَلْ

أَكُّ

أَكِ

أَكْ

أَنْ

أَنِ

أَنَّ

أَمُّ

أَمِ

أَمْ

أَهُ

أَهِ

أَهْ

أَوْ

أَوِ

أَوْ

أَيُّ

أَيِ

أَيْ

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

أَكْمَلُ الْمُؤْمِنِينَ إِيمَانًا أَحْسَنُهُمْ خُلُقًا

The most perfect believer is the one who has the best manners.



## Shaddah

## الشَّدَّةُ

## PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing this page.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages at least once after completing this page.

## PRACTICE

|           |            |           |            |           |
|-----------|------------|-----------|------------|-----------|
| شَرِّ     | أَيِّ      | صَبَّ     | تَبَّ      | صَلَّى    |
| حَقِّ     | صَفَّا     | شَقَّا    | دَكَّا     | حُبَّا    |
| غَلِّ     | رَبَّ      | كُلَّ     | حِلَّ      | صَلِّ     |
| أَلَّهْ   | رَبِّي     | حَتَّى    | كَلَّا     | أَلَّا    |
| قَدَّرَ   | صَدَّقَ    | جَلَّهَا  | يُقَدِّرُ  | أَيُّهَا  |
| يَمْدُ    | تَقَبَّلُ  | حُقِّتْ   | تَبَّتْ    | ثُوبَ     |
| عُطِّلَتْ | مُتَّقِينَ | يُخْتَصُّ | مُصَلِّينَ | يُبَيِّنُ |
| كَذَّبَتْ | تَخَلَّتْ  | تُحَدِّثُ | يُكَذِّبُ  | نُقَدِّسُ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

خَيْرُ النَّاسِ أَنْفَعُهُمْ لِلنَّاسِ

The best of people are those who benefit others.



# Rules of Ghunnah

## الْغُنَّة

**Ghunnah** means to make the nasal sound and stretch it equal to two counts.

### PRACTICE GUIDE

- ☐ Circle the fat letters and underline throat letters before practicing each word.
- ☐ Practice each word at least 10 times.
- ☐ Practice each line forward in one breath and backward in one breath 10 times.
- ☐ If you are able to say each line in one breath, you are doing well.
- ☐ Revise the last 5 pages at least once after completing this page.

### GHUNNAH PRACTICE FOR ( ن )

|         |            |         |             |       |
|---------|------------|---------|-------------|-------|
| مَنْ    | ظَنْ       | جَنْ    | أَنْ        | إِنْ  |
| أَنْى   | جَنْةٍ     | خَنَاسٍ | يَظُنْ      | هَنْ  |
| فِيهَنْ | إِنْهَآ    | كُنَا   | إِنَّمَا    | عَنْى |
| جَنَاتٍ | وَالنَّاسِ | إِنِى   | بِأَنَّهُمْ | مِنَا |

### GHUNNAH PRACTICE FOR ( م )

|             |                |            |           |          |
|-------------|----------------|------------|-----------|----------|
| لَمَّا      | مِم            | عَم        | ثَم       | ثُمَّ    |
| هَمَّتْ     | فَلَمَّا       | غَمٍّ      | جَمًّا    | أُمُّ    |
| مُسَمًى     | مُحَمَّدٌ      | أُمَّةٌ    | مِمَّنْ   | أَمَّنْ  |
| عَمَّتْكُمْ | أُمَّهَاتُكُمْ | حَمَلْتُمْ | دَمَرْنَا | تُدْمِرُ |

( مسلم )

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

لَا يَدْخُلُ الْجَنَّةَ قَاطِعٌ

The one who breaks relationships will not enter paradise.



## Rules Of Madd



Stretching

## أحكام المَدِّ

**Madd** sign ٓ means to further extend the duration of Huroof Maddah و ي ا when they are followed by a Hamzah, Sukoon or Shaddah. There are three rules of Madd: (1) **Madd Munfasil** (2) **Madd Muttasil** (3) **Madd Lazim**.

## PRACTICE GUIDE

- ☐ Memorize all Rules of Madd.
- ☐ Practice each word at least 10 times.
- ☐ Revise the last 5 pages at least once after completing this page.

## الْمَدُّ الْمُنْفَصِلُ

**(Separated Madd)** When Harf Maddah and Hamzah or Alif are found in two separate words, one word ends with Harf Maddah and the next word starts with Hamzah or Alif, it is called Separated Madd. The length of this Madd will be equal to 4 counts. This Madd is also called Madd Jaa'iz such as:

وَإِذَا أَنْعَمْنَا

بِمَاءٍ وَحِينَا

إِذَا أَرَادَ

يَبْنِيءَ آدَمَ

مَا أَصَابَ

تُوبُوا إِلَى اللَّهِ

## الْمَدُّ الْمُتَّصِلُ

**(Connected Madd)** When Harf Maddah and Hamzah are found together in the same word, it is called Connected Madd. The length of this Madd will be equal to 5 counts. This Madd is also called Madd Wajib.

أَبْنَاءِ

سُوءِ

شَاءِ

سَاءِ

جَاءِ

جِائِءَ

بَرِيءِءَ

يُضِيءِءَ

سِيءِءَ

خَطِيئَتُهُ

## الْمَدُّ اللَّازِمُ

**(Compulsory Madd)** When Harf Maddah is followed by a Shaddah or Sukoon in the same word, it is called Compulsory Madd. The length of this Madd will be equal to 6 counts such as:

الضَّالِّينَ

الطَّائِمَةَ

الْحَاقَّةُ

الصَّاخَّةُ

ءَالَتْنِ

حَاجَّهْ

دَائِبَةٍ

خَاصَّةً

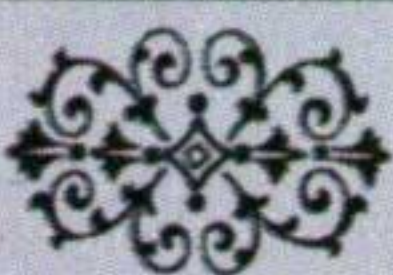
(مسلم)

PROPHET MUHAMMAD (SAW) SAID

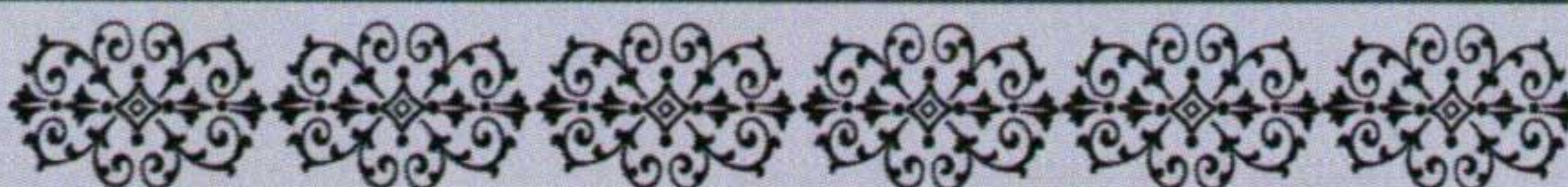
(Muslim)

الْحَيَاءُ مِنَ الْإِيمَانِ

Modesty is from Eman.



/ /





## Rules Of Laam

### أحكام اللام

If there is Fathah َ or Dhammah ُ before Laam in the word **اللَّهُ** or **اللَّهُمَّ**, then it will be read with full mouth (fat). If there is Kasrah ِ before Laam, it will be thin. All other Laam will be read thin (not fat). Remember that Laam in the word **اللَّهُ** will always be extended equal to two counts like Alif Maddah.

### PRACTICE GUIDE

- ☐ Memorize all Rules of Laam.
- ☐ Practice each word at least 10 times.
- ☐ Revise the last 5 pages at least once after completing this page.

### Examples of Laam in the word Allah with full mouth (fat)

مِنْ اللَّهِ

تَاللَّهِ

اللَّهُ

قَالُوا اللَّهُمَّ

سُبْحَانَكَ اللَّهُمَّ

رَسُولُ اللَّهِ

### Examples of thin Laam (not fat) in the word Allah

لِلَّهِ

بِاللَّهِ

بِسْمِ اللَّهِ

سَبِيلِ اللَّهِ

قُلِ اللَّهُمَّ

أَعُوذُ بِاللَّهِ

### All other Laam will be read thin (not fat)

يُضِلُّ

تَوَلَّى

تَجَلَّى

صَلَاةً

فَصَلَ

حِلَّ

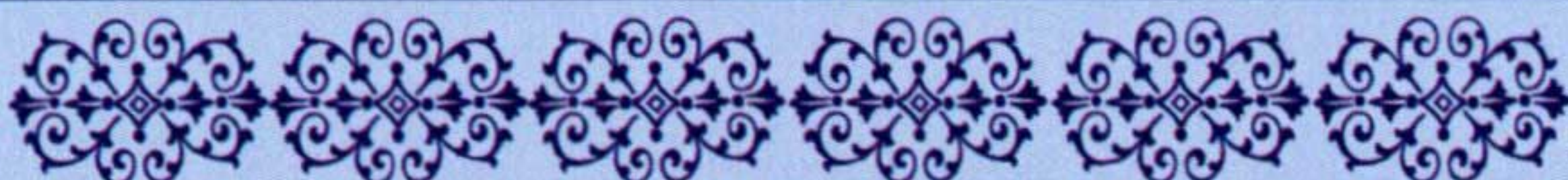
(ابوداود)

PROPHET MUHAMMAD (SAW) SAID

(Abu Dawood)

أَشْكُرُوا اللَّهَ تَعَالَى عَلَى نِعْمَتِهِ

Be grateful to Allah for His favours.





# Rules of Raa

## أحكام الراء

**Raa will be Thick / Fat** in the following 7 conditions: (1) When ر has Fathah (2) When ر has two Fathah (3) When ر has Dhammah (4) When ر has two Dhammah (5) When ر has Sukoon and there is Fathah before (6) When ر has Sukoon and there is Dhammah before (7) When ر has Sukoon and the letter after ر is one of the fat letters.

|          |             |            |            |           |     |
|----------|-------------|------------|------------|-----------|-----|
| رَحِمَ   | نُصِرَ      | ذَكَرَ     | أَمَرَ     | رَجَعَ    | رَ  |
| وَقَارًا | بَطَرًا     | نَهَارًا   | قَدَرًا    | نَارًا    | رَا |
| أُخِرَ   | فُرِشَ      | حُرِمَ     | رُبِعَ     | رُسِلَ    | رُ  |
| جَارُ    | نُورُ       | شَهْرُ     | قَمَرُ     | ثَمَرُ    | رُ  |
| أَكْبَرُ | أَبْتَرُ    | عَرْشُ     | مَرْحَبًا  | صَبْرُنَا | رُ  |
| أُرْسِلَ | أُرْكُضَ    | بُرْهَانُ  | فُرْقَانُ  | قُرْآنُ   | رُ  |
| فِرْقٍ   | قِرْطَائِسٍ | إِرْصَادًا | مِرْصَادًا | فِرْقَةٍ  | رُ  |

**Raa will be Thin (not fat)** in the following 3 conditions: (1) When ر has Kasrah (2) When ر has two Kasrah (3) When ر has Sukoon and there is Kasrah before Raa.

|              |         |          |           |            |    |
|--------------|---------|----------|-----------|------------|----|
| ذَكَرَ       | قُرِئَ  | وَرِثَ   | كَرِهَ    | شَرِبَ     | رِ |
| بَشَرَ       | نُذِرَ  | قَدِرَ   | نَهَرَ    | سُرِرَ     | رِ |
| إِسْتَغْفِرُ | طَهَّرُ | أَجْرُهُ | فَكَبَّرَ | فَأَصْبِرُ | رُ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

مَنْ غَشَّنَا فَلَيْسَ مِنَّا

Whoever cheats is not one of us (one of the believers).



# Hamzatul Wasl

## هَمْزَةُ الْوَصْلِ

You may notice in the Quran that **Hamzatul-Wasl** أ does not have any vowel on it when it appears at the beginning of a word like أ الْحَمْدُ or in between the two words like ذَٰلِكَ الْكِتَابُ

When Hamzatul-Wasl أ appears in between the two words like رَبِّ الْعَالَمِينَ, then these two words will be joined together and Hamzatul-Wasl will not be read. (Practice each word 10 times)

عَذَابَ الْجَحِيمِ

طَعَامُ الْأَثِيمِ

الصِّرَاطِ الْمُسْتَقِيمِ

يَوْمَ الدِّينِ

When Hamzatul-Wasl and Laam are together at the beginning of a word, this Hamzatul-Wasl will have Fathah. (Practice each pair 10 times)

السَّمَاءِ - السَّمَاءِ

الْيَوْمِ - الْيَوْمِ

الَّذِي - الَّذِي

الْحَمْدُ - الْحَمْدُ

When Hamzatul-Wasl comes at the beginning of a word with any other letter, then look at the third letter. If the third letter has Fathah, then Hamzatul-Wasl will have Kasrah. (Practice each pair 10 times)

اعْلَمُوا - اعْلَمُوا

اشْتَرَوْا - اشْتَرَوْا

اعْمَلُوا - اَعْمَلُوا

اَذْهَبْ - اَذْهَبْ

If the third letter has Kasrah, then Hamzatul-Wasl will have Kasrah. (Practice each pair 10 times)

ارْجِعِي - ارْجِعِي

اصْبِرْ - اصْبِرْ

اهْبِطُوا - اهْبِطُوا

اهْدِنَا - اهْدِنَا

If the third letter has Dhammah, then Hamzatul-Wasl will have Dhammah. (Practice each pair 10 times)

اقْتُلُوا - اقْتُلُوا

ادْعُوا - ادْعُوا

ادْخُلُوا - ادْخُلُوا

انْظُرْ - انْظُرْ

(الترمذی)

PROPHET MUHAMMAD (SAW) SAID

(Tirmizi)

السَّلَامُ قَبْلَ الْكَلَامِ

Say salam before you speak.





PRACTICE GUIDE

- ☐ Practice each Aayah or part of the Aayah in one breath 10 times.
- ☐ Make sure to apply all rules that are learned previously.
- ☐ Mark all mistakes precisely to fix them properly.
- ☐ Revise the last 5 pages at least once after completing this page.

47:16 مَاذَا قَالَ ءَانِفًا

112:1 قُلْ هُوَ اللَّهُ أَحَدٌ

78:4 كَلَّا سَيَعْلَمُونَ

110:3 فَسَبِّحْ بِحَمْدِ رَبِّكَ

94:4 وَرَفَعْنَا لَكَ ذِكْرَكَ

2:2 لَا رَيْبَ فِيهِ

2:48 وَلَا يُقْبَلُ مِنْهَا

2:71 لَا شَيْءَ فِيهَا

2:32 قَالُوا سُبْحَانَكَ

67:2 أَيُّكُمْ أَحْسَنُ عَمَلًا

11:35 فَعَلَىٰ إِجْرَامِي

79:22 ثُمَّ أَذْبَرَ يَسْعَىٰ

26:79 هُوَ يُطْعِمُنِي

78:1 عَمَّ يَتَسَاءَلُونَ

2:51 وَإِذْ وَاعَدْنَا مُوسَىٰ

10:3 فِي سِتَّةِ أَيَّامٍ

78:31 إِنَّ لِلْمُتَّقِينَ مَفَازًا

109:2 لَا أَعْبُدُ مَا تَعْبُدُونَ

87:7 مَا شَاءَ اللَّهُ

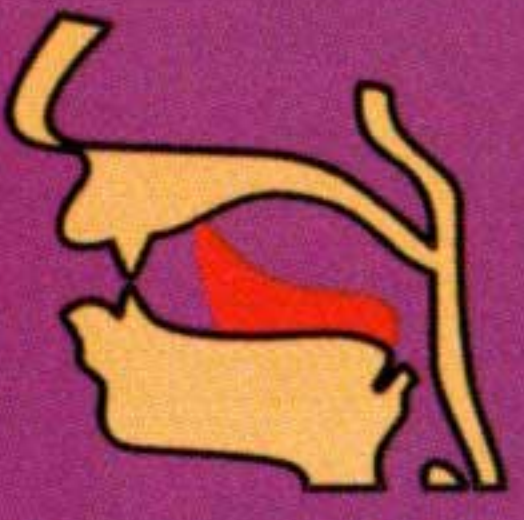
79:1 وَالزَّرْعَتِ غَرَقًا

1:1 بِسْمِ اللَّهِ

1:4 مَلِكِ يَوْمِ الدِّينِ







Position of the tongue in Izhaar

## LESSON 20

### Izhaar of Noon Saakinah & Tanween

#### أحكام الإظهار

**Izhaar** means "clear". When you find a throat letter after Noon Saakinah نْ or Tanween ً, this is called Izhaar, and this Noon Saakinah or Tanween will be read clear without ghunnah.

#### PRACTICE GUIDE

- ☐ Memorize the rule of Izhaar including the throat letters.
- ☐ Do not stretch Noon Saakinah or Tanween when you are doing Izhaar.
- ☐ Make a clear Noon sound and practice each word 10 times.
- ☐ Revise the last 5 pages at least once after completing this page.

#### PRACTICE

| تنوين<br>Tanween   | ن ساكنة<br>Noon Saakinah | حروف<br>الإظهار |                 |       |
|--------------------|--------------------------|-----------------|-----------------|-------|
| تَارَةً أُخْرَى    | عَذَابًا أَلِيمًا        | فَمَنْ أُوتِيَ  | عَنْ أَمْرِي    | ء - أ |
| نُوحًا هَدَيْنَا   | جُرْفٍ هَارٍ             | يَنْهَوْنَ      | مِنْهُ          | ه     |
| عَجُوزٌ عَقِيمٌ    | قُرْءَانًا عَرَبِيًّا    | مِنْ عَذَابٍ    | أَنْعَمْتَ      | ع     |
| بِغُلَامٍ حَلِيمٍ  | عَلِيمًا حَكِيمًا        | يَنْحِتُونَ     | مِنْ حَكِيمٍ    | ح     |
| قَوْمًا غَيْرَكُمْ | مَاءٍ غَيْرٍ             | مِنْ غِلٍّ      | فَسَيَنْغُضُونَ | غ     |
| عَلِيمٌ خَبِيرٌ    | رَفْرَفٍ خَضِرٍ          | مِنْ خَيْرٍ     | مَنْ خَافَ      | خ     |

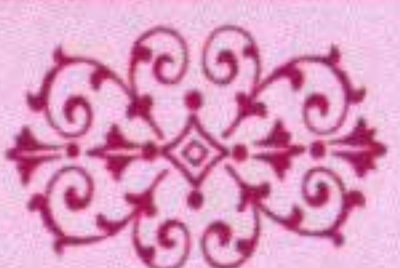
(مسلم)

PROPHET MUHAMMAD (SAW) SAID

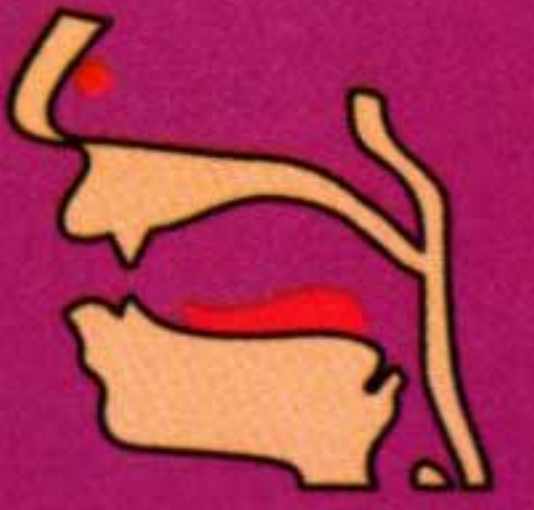
(Muslim)

الْمُسْلِمُ مَنْ سَلِمَ الْمُسْلِمُونَ مِنْ لِسَانِهِ وَيَدِهِ

A true Muslim is the one from whose tongue and hand other Muslims are safe.







Nasal Sound

## LESSON 21

### Ikhfaa of Noon Saakinah & Tanween

#### أحكام الإخفاء

**Ikhfaa** means "hidden". When you find one of the following 15 letters after Noon Saakinah نْ or Tanween ة ( ت ث ج ذ ز س ش ص ض ط ظ ف ق ك ), this is called Ikhfaa, and it will be read with a nasal sound and extended equal to two counts.

#### PRACTICE GUIDE

- ☐ Memorize the rule of Ikhfaa including all 15 Ikhfaa letters.
- ☐ Do not touch your tongue to the roof of the mouth when you are doing Ikhfaa.
- ☐ Practice each word 10 times.
- ☐ Revise the last 5 pages at least one after completing this page.

#### PRACTICE

| تنوين<br>Tanween | ن ساكنة<br>Noon Saakinah | حروف<br>الإخفاء |
|------------------|--------------------------|-----------------|
| نَارًا تَلْظَى   | إِنْ تُصْلِحُوا          | ت               |
| جَنَّاتٍ تَجْرِي | فَمَنْ تَابَ             | ث               |
| مُطَاعٍ ثُمَّ    | مَنْ ثَقُلَتْ            | ج               |
| مَاءً ثَجَّاجًا  | وَالْإِنْجِيلَ           | د               |
| عَيْنٌ جَارِيَةٌ | مِنْ جُوعٍ               | ذ               |
| حُبًّا جَمًّا    | عَنْ دِينِهِ             | ز               |
| دَكَادَكًا       | وَكَا سَادِهَا قَا       | س               |
| نَارًا ذَاتَ     | مِنْ ذِكْرُهَا           |                 |
| يَتِيمًا ذَا     | عَنْ ذِكْرِي             |                 |
| يَوْمَ ذِزْرَقَا | كَزْرُ                   |                 |
| قَوْلًا سَدِيدًا | مِنْ سَجِيلٍ             |                 |
| بَشَرًا سَوِيًّا | نَنْسَخُ                 |                 |

(مسلم)

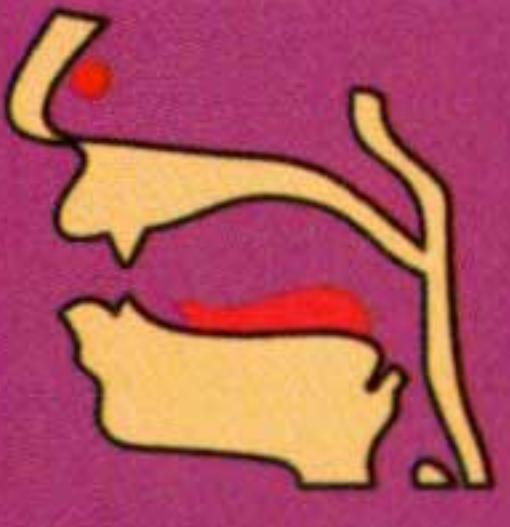
PROPHET MUHAMMAD (SAW) SAID

(Muslim)

مَنْ تَوَاضَعَ لِلَّهِ رَفَعَهُ اللَّهُ

One who is humble for the sake of Allah, Allah will raise him.





Nasal Sound

## LESSON 21

### Ikhfaa of Noon Saakinah & Tanween

#### أحكام الإخفاء

**Ikhfaa** means "hidden". When you find one of the following 15 letters after Noon Saakinah (ت ث ج ذ ز س ش ص ض ط ظ ف ق ك) or Tanween (ـِـ), this is called Ikhfaa, and it will be read with a nasal sound and extended equal to two counts.

#### PRACTICE GUIDE

- ☐ When noon saakinah & tanween is followed by a fat letter then ikhfaa will be fat.
- ☐ Do not touch your tongue to the roof of the mouth when you are doing Ikhfaa.
- ☐ Practice each word 10 times.
- ☐ Revise the last 5 pages at least one after completing this page.

#### PRACTICE

| تنوين<br>Tanween  | ن ساكنة<br>Noon Saakinah | حروف<br>الإخفاء    |                |   |
|-------------------|--------------------------|--------------------|----------------|---|
| سَبْعًا شَدَادًا  | يَوْمَ يَذِ شَانُ        | فَمَنْ شَاءَ       | أَنْشَأْنَا    | ش |
| عَذَابًا صَعَدًا  | صَفًّا صَفًّا            | عَنْ صَلَاتِهِمْ   | أَنْ صَبَرْنَا | ص |
| قَوْمًا ضَالِّينَ | مَعِيشَةً ضَنْكًا        | مَنْ ضَلَّ         | مَنْضُودٍ      | ض |
| سَبْحًا طَوِيلًا  | لَيْلًا طَوِيلًا         | إِنْ طَلَقْتُمْ    | مِنْ طُورٍ     | ط |
| مَثَلًا ظَلَّ     | ظِلًّا ظَلِيلًا          | يَنْظُرُ الْمَرْءُ | يَنْظُرُونَ    | ظ |
| خَالِدًا فِيهَا   | إِطْعَمُ فِي             | يُنْفِقُ           | يُنْفِقُونَ    | ف |
| كُتِبَ قِيمَةٌ    | عَذَابًا قَرِيبًا        | تَنْقِمُونَ        | مِنْ قَبْلُ    | ق |
| أَجْرٌ كَبِيرٌ    | كِتَابٌ كَرِيمٌ          | مَنْ كَانَ         | مِنْكُمْ       | ك |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

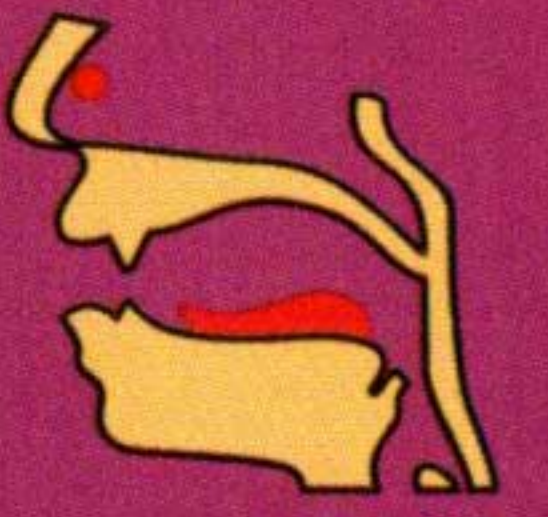
(Muslim)

أَفْضَلُ الْإِيمَانِ، الصَّبْرُ وَالسَّمَاحَةُ

Best of Eman is to have patience and tolerance.







Nasal Sound

## LESSON 22

# Iqlaab of Noon Saakinah & Tanween

## حكم الإقلاب

**Iqlaab** means "to change". When you find letter **ب** after Noon Saakinah **نْ** or Tanween **ـً**, this is called Iqlaab and this Noon Saakinah or Tanween will be changed into a light Meem and read with a nasal sound and extended equal to two counts.

### PRACTICE GUIDE

- ☐ Memorize the rule of Iqlaab and practice each word 10 times.
- ☐ When you are doing Iqlaab, start with a hidden **نْ** sound, then change it to a light **م** sound.
- ☐ Join your lips lightly when you are doing Iqlaab.
- ☐ Revise the last 5 pages at least once after completing this page.

### PRACTICE

| تنوين<br>Tanween | ن ساكنة<br>Noon Saakinah | حرف<br>الإقلاب |                |
|------------------|--------------------------|----------------|----------------|
| قَوْمًا بُورًا   | لَا مَرْحَبًا بِكُمْ     | مِنْ بَعْضٍ    | فَأَنْبِذْ     |
| أَمَدًا بَعِيدًا | ءَايَاتٍ بَيِّنَاتٍ      | أَنْبَأَكَ     | تَنْبُتُ       |
| قَوْلًا بَلِيغًا | خَيْرًا بَصِيرًا         | أَنْ بُورِكَ   | مِنْ بَيْنٍ    |
| غَمًّا بَغَمٍّ   | جَنَّةٍ بِرَبْوَةٍ       | مِنْ بَقْلِهَا | مِنْ بَطُونٍ   |
| ضَلَّلَ بَعِيدٍ  | زَوْجٍ بِهَيْجٍ          | أَنْبَتَتْ     | سُنْبُلَاتٍ    |
| سَمِيعٌ بَصِيرٌ  | صُمٌّ بِكُمْ             | فَأَنْبَجَسَتْ | إِذَا تَبَعَتْ |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

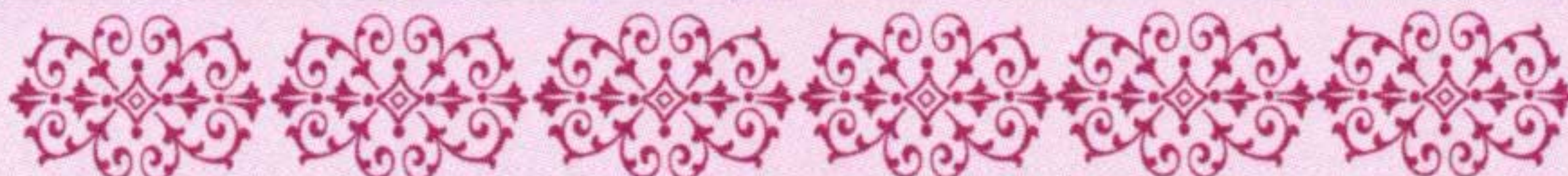
(Muslim)

لَا يَرْحَمُ اللَّهُ مَنْ لَا يَرْحَمُ النَّاسَ

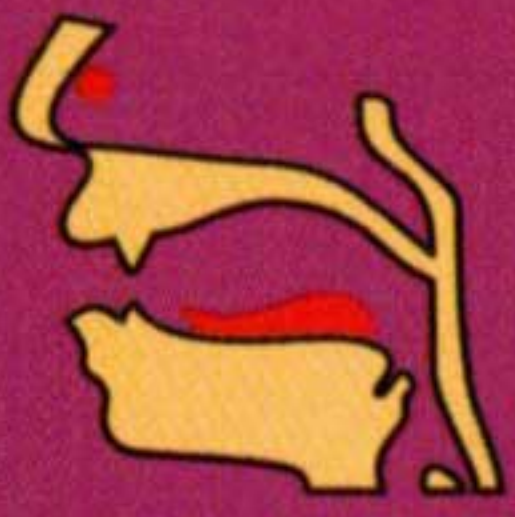
Allah will not have mercy on the one who is not merciful to people.



/ /







Nasal Sound

## LESSON 23

# Idghaam of Noon Saakinah & Tanween

## أحكام الإدغام

**Idghaam** means "to merge". When you find one of the يَزْمَلُونَ letters ي ر م ل و ن after Noon Saakinah نْ or Tanween ؤُ , this is called Idghaam.

There are two types of Idghaam: (1) **Idghaam with Ghunnah** (2) **Idghaam without Ghunnah**.

### PRACTICE GUIDE

- ☐ Memorize the rule of Idghaam including all Yarmaloon letters.
- ☐ Practice each word 10 times.
- ☐ There are four words in the Quran which will have Idghaam but without Ghunnah: ( دُنْيَا بُنْيَانٌ صِنَوَانٌ قِنَوَانٌ ) these are also known as Izhaar Mutlaq.
- ☐ Revise the last 5 pages at least once after completing this page.

**Idghaam with Ghunnah**- When any one of the (ي ن م و) (ينمو) or (يومن) letters come after Noon Saakinah نْ or Tanween ؤُ , it will be merged into the following letter and read with Ghunnah.

| تنوين<br>Tanween     | ن ساكنة<br>Noon Saakinah | حروف<br>الإدغام |              |   |
|----------------------|--------------------------|-----------------|--------------|---|
| خَيْرًا يَرَهُ       | عَيْنًا يَشْرَبُ         | مَنْ يَكْفُرُ   | مَنْ يَقُولُ | ي |
| نُوحٍ وَعَادٍ        | عَادٍ وَثَمُودَ          | مِنْ وَلِيٍّ    | مِنْ وَرَقٍ  | و |
| لَيْلَةٍ مُبَرَّكَةٍ | قَمَرًا مُنِيرًا         | مِنْ مَسْنُ     | مِنْ مَطَرٍ  | م |
| خَيْرٌ نَزَّلَا      | عِظَمًا نَخْرَةً         | مِنْ نُطْفَةٍ   | مِنْ نُورٍ   | ن |

**Idghaam without Ghunnah**- When there is ل or ر after Noon Saakinah نْ or Tanween ؤُ , it will be merged into the following letter and read without Ghunnah. Remember, the sound of Noon Saakinah will be cancelled and the sound of Tanween will be replaced with a short vowel.

|                       |                 |               |                |   |
|-----------------------|-----------------|---------------|----------------|---|
| ذِكْرٌ لِلْعَالَمِينَ | خَيْرٌ لَّكُمْ  | مِنْ لَدُنْهُ | لَئِنْ لَّمْ   | ل |
| غَفُورٌ رَحِيمٌ       | رَعُوفٌ رَحِيمٌ | أَنْ رَّءَاهُ | عَنْ رَبِّهِمْ | ر |

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

لَا تَغْضَبْ

Do not get angry.





# Rules of Meem Saakinah

## أحكام الميم الساكنة

### PRACTICE GUIDE

- ☐ Memorize all rules of Meem Saakinah.
- ☐ Practice each word 10 times.
- ☐ Revise the last 5 pages at least once after completing this page.

Meem Saakinah has three rules

**Idghaam Shafawi** means "to merge". When م is followed by another م, then both Meems will be merged together and read as one Meem with Ghunnah, this is called Idghaam Shafawi.

وَلَكُمْ مَا

لَهُمْ مِّنَّا

لَكُمْ مِّنْهُ

مَا هُمْ مِّنْكُمْ

أَنفُسِكُمْ مِّنْ

هُمْ مِّنْ

**Ikhfaa Shafawi** means "hidden". When م is followed by ب, this Meem will be hidden by joining the lips lightly with Ghunnah, this is called Ikhfaa Shafawi.

رَبَّهُمْ بِهِمْ

مَا لَهُمْ بِهِ

وَكَفَرْتُمْ بِهِ

وَهُمْ بِالْآخِرَةِ

أَمْ بِظَاهِرٍ

هُمْ بَارِزُونَ

**Izhaar Shafawi** means "clear". When م is followed by any letter other than ب and م, this م will be read clearly by joining the lips together, without stretching the Meem. This is called Izhaar Shafawi.

أَهُمْ خَيْرٌ

فَدَمْدَمَ

مَثَلُهُمْ كَمَثَلِ

تَمْهِيدًا

أَلَمْ نَشْرَحْ

أَمْطَرْتُ

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

الدَّالُّ عَلَى الْخَيْرِ كَفَاعِلِهِ

The one who directs towards goodness is as the doer of good.



## التنوين وهمزة الوصل

The rule of tanween and hamzatul wasl is not written in the Quran as a sign, but always applied as a rule in order to maintain the flow of reading. When Noon Kasrah نِ is added to replace Tanween ةً with a single vowel ة and joined with the following Sukoon or Shaddah ّ, then this rule is applied and hamzatul wasl found in between the two words will remain silent.

## PRACTICE GUIDE

- ☐ Practice these words in pairs 10 times.
- ☐ If you stop on a letter with Tanween, then start the next word with Hamzatul wasl.
- ☐ Revise the last 5 pages at least once after completing this page.

## READING

## WRITING

## READING

## WRITING

لُوطٍ الْمُرْسَلِينَ

لُوطٍ الْمُرْسَلِينَ

نُوحٌ ابْنُهُ

نُوحٌ ابْنُهُ

عَدْنِ الَّتِي

عَدْنِ الَّتِي

قَدِيرٌ الَّذِي

قَدِيرٌ الَّذِي

بِزِينَةِ الْكَوَاكِبِ

بِزِينَةِ الْكَوَاكِبِ

جَمِيعًا الَّذِي

جَمِيعًا الَّذِي

لُمَزَةٍ الَّذِي

لُمَزَةٍ الَّذِي

مَثَلًا الْقَوْمُ

مَثَلًا الْقَوْمُ

بَعْضِ الْقَوْلِ

بَعْضِ الْقَوْلِ

نُوحٍ الْمُرْسَلِينَ

نُوحٍ الْمُرْسَلِينَ

شَيْئًا اتَّخَذَهَا

شَيْئًا اتَّخَذَهَا

عَادًا أَوَّلَى

عَادًا أَوَّلَى

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

مَنْ صَلَّى عَلَيَّ صَلَاةً وَاحِدَةً صَلَّى اللَّهُ عَلَيْهِ عَشْرًا

Whoever sends salam on me one time, Allah will send His mercy on him ten times.



# Huroof Muqattaat

## حروف المقطعات

These are combined letters which come in the beginning of 29 Surahs of the Quran. They are read and recited letter by letter. These letters will be extended according to the rules of Madd; the length is mentioned on top of each letter.

### PRACTICE GUIDE

- ☐ Practice each word in one breath 10 times.
- ☐ Apply all rules of Noon Sakin, Meem Sakin, Ghunnah and Madd when reading Huroof Muqattaat.
- ☐ Revise the last 5 pages at least once after completing this page.

### PRACTICE

الر  
الف - لآم - را

المص  
الف - لآم - ميم - صاد

الم  
الف - لآم - ميم

طه  
طا - ها

كهيعص  
كاف - ها - يا - عين - صاد

الممر  
الف - لآم - ميم - را

يس  
يا - سين

طس  
طا - سين

طسم  
طا - سين - ميم

حم عسق  
حا - ميم - عين - سين - قاف

ص  
صاد

ن  
نون

ق  
قاف

حم  
حا - ميم

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

الْجَنَّةُ تَحْتَ أَقْدَامِ الْأُمَّهَاتِ

Paradise lies under the feet of mothers.





## LESSON 27

## Practice from the Quran

## PRACTICE GUIDE

- ☐ Practice each Aayah or part of the Aayah in one breath 10 times.
- ☐ Make sure to apply all rules that are learned previously.
- ☐ Mark all mistakes precisely to fix them properly.
- ☐ Revise the last 5 pages at least once after completing this page.

36:29 إِلَّا صِيحَةً وَاحِدَةً

2:126 مَنْ ءَامَنَ مِنْهُمْ

2:24 فَإِنْ لَمْ تَفْعَلُوا

2:102 مِنْ أَحَدٍ حَتَّىٰ

96:7 أَنْ رَأَاهُ اسْتَغْنَىٰ

2:248 إِنْ كُنْتُمْ مُؤْمِنِينَ

2:79 فَوَيْلٌ لَهُمْ مِمَّا

4:147 إِنْ شَكَرْتُمْ وَءَامَنْتُمْ

2:8 وَمَا هُمْ بِمُؤْمِنِينَ

111:3 نَارًا ذَاتَ لَهَبٍ

3:101 وَمَنْ يَعْصِمْ بِاللَّهِ

33:70 وَقُولُوا قَوْلًا سَدِيدًا

47:19 لَا إِلَهَ إِلَّا اللَّهُ

2:261 أَنْبَتَتْ سَبْعَ سَنَابِلٍ

48:29 مُحَمَّدٌ رَسُولُ اللَّهِ

31:28 إِنَّ اللَّهَ سَمِيعٌ بَصِيرٌ

11:42 وَنَادَىٰ نُوحٌ ابْنَهُ وَ

4:92 إِلَّا أَنْ يَصَدَّقُوا

108:1 إِنَّا أَعْطَيْنَكَ الْكَوْثَرَ

78:25 إِلَّا حَمِيمًا وَغَسَّاقًا

10:91 ءَالِئْنَ وَقَدْ عَصَيْتَ

1:7 وَلَا الضَّالِّينَ



# Rules of Waqf

## أحكام الوقف

**Waqf** means "to stop". The following explains some of the rules of Waqf, where and how to stop on a word:

- (1) If there is Fathah, Kasrah, Dhammah, two Kasrah or two Dhammah on the last letter, it will be read with Sukoon when you stop.
- (2) If there are two Fathah on the last letter, it will be changed to one Fathah and read with Alif.
- (3) If there is a Shaddah on the last letter, emphasis on the letter without a vowel and without extending it.
- (4) If there is a round Taa at the end of a word ة, it will be changed to Haa ه when you stop on it.
- (5) Noon Qutni will not be applied, when you stop on the word before Shaddah or Sukoon.

### PRACTICE GUIDE

- ☐ Memorize the rules of Waqf.
- ☐ Understand the rules of Waqf very well as they appear often in the Quran.
- ☐ Practice two words together from right to left 10 times.
- ☐ Revise the last 5 pages at least once after completing this page.

#### READING

مُسْتَمِرٌّ

#### WRITING

مُسْتَمِرٌّ

#### READING

صَدِيقَيْنِ

#### WRITING

صَدِيقَيْنِ

خَاشِعَةً

خَاشِعَةً

فِيهِ

فِيهِ

قُوَّةً

قُوَّةً

قَدِيرٌ

قَدِيرٌ

لَهُ

لَهُ

قَدِيرًا

قَدِيرًا

قَدِيرُهُ الَّذِي

قَدِيرُهُ الَّذِي

شَهْرٌ

شَهْرٌ

شِيبَاهُ السَّمَاءِ

شِيبَاهُ السَّمَاءِ

لَهُوَ

لَهُوَ

قُلْ صَدَقَ اللَّهُ

قُلْ صَدَقَ اللَّهُ

يَشَاءُ

يَشَاءُ

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

أَفْشُوا السَّلَامَ بَيْنَكُمْ

Spread salam amongst yourselves.



# Punctuation Marks

## رموز الأوقاف

### PRACTICE GUIDE

- ☐ Some of these marks are found in Arabic, Urdu or both texts.
- ☐ Memorize all punctuation marks.
- ☐ Revise the last 5 pages at least once after completing this page.

○

End of an Aayah and beginning of the next Aayah.

لا

Do not stop but for taking a breath, because the meaning is not complete.

م

(Lazim) Stop is absolutely necessary, otherwise the meaning is spoiled.

ج

(Jaa'iz) Stop is optional; if you do not stop the meaning is not spoiled.

س

(Saktah) Pause, but without taking a breath.

❦

Do not stop on both, but stop at either one of them or none of them.

صلے

This is an abbreviation of (الوصل أولى), it is better to continue here.

قلے

This is an abbreviation of (الوقف أولى), it is better to stop here.

(مسلم)

PROPHET MUHAMMAD (SAW) SAID

(Muslim)

أَفْضَلُ الْأَعْمَالِ، الصَّلَاةُ لَوَقْتِهَا وَبِرُّ الْوَالِدَيْنِ

The best deeds are praying on time and kindness to parents.





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ①

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ ② الرَّحْمَنِ الرَّحِيمِ ③  
مَلِكِ يَوْمِ الدِّينِ ④ إِيَّاكَ نَعْبُدُ وَإِيَّاكَ  
نَسْتَعِينُ ⑤ أَهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ ⑥ صِرَاطَ  
الَّذِينَ أَنْعَمْتَ عَلَيْهِمْ غَيْرِ الْمَغْضُوبِ  
عَلَيْهِمْ وَلَا الضَّالِّينَ ⑦

سُورَةُ  
الْفَاتِحَةِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَالْعَصْرِ ① إِنَّ الْإِنْسَانَ لَفِي خُسْرٍ ② إِلَّا الَّذِينَ  
ءَامَنُوا وَعَمِلُوا الصَّالِحَاتِ وَتَوَّصُوا بِالحَقِّ  
وَتَوَّصُوا بِالصَّبْرِ ③

سُورَةُ  
العَصْرِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِنَّا أَعْطَيْنَاكَ الْكَوْثَرَ ① فَصَلِّ لِرَبِّكَ  
وَأَنْحَرْ ② إِنَّ شَانِئَكَ هُوَ الْأَبْتَرُ ③

سُورَةُ  
الْكَوْثَرِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ يَا أَيُّهَا الْكَافِرُونَ ① لَا أَعْبُدُ مَا تَعْبُدُونَ ② وَلَا أَنْتُمْ  
عَابِدُونَ مَا أَعْبُدُ ③ وَلَا أَنَا عَابِدٌ مَّا عَبَدْتُمْ ④ وَلَا أَنْتُمْ  
عَابِدُونَ مَا أَعْبُدُ ⑤ لَكُمْ دِينُكُمْ وَلِيَ دِينِ ⑥

سُورَةُ  
الْكَافِرُونَ



# Selected Surah of the Quran

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِذَا جَاءَ نَصْرُ اللَّهِ وَالْفَتْحُ ① وَرَأَيْتَ النَّاسَ يَدْخُلُونَ  
فِي دِينِ اللَّهِ أَفْوَاجًا ② فَسَبِّحْ بِحَمْدِ رَبِّكَ  
وَأَسْتَغْفِرْهُ إِنَّهُ كَانَ تَوَّابًا ③

سُورَةُ  
التَّصْرِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

تَبَّتْ يَدَا أَبِي لَهَبٍ وَتَبَّ ① مَا أَغْنَىٰ عَنْهُ مَالُهُ وَمَا  
كَسَبَ ② سَيَصْلَىٰ نَارًا ذَاتَ لَهَبٍ ③ وَأَمْرَأَتُهُ  
حَمَّالَةَ الْخَطَبِ ④ فِي جِيدِهَا حَبْلٌ مِّن مَّسَدٍ ⑤

سُورَةُ  
الْمَسَدِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ هُوَ اللَّهُ أَحَدٌ ① اللَّهُ الصَّمَدُ ② لَمْ يَلِدْ  
وَلَمْ يُولَدْ ③ وَلَمْ يَكُن لَّهُ وَكُفُوا أَحَدٌ ④

سُورَةُ  
الْإِخْلَاصِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ أَعُوذُ بِرَبِّ الْفَلَقِ ① مِنْ شَرِّ مَا خَلَقَ ② وَ مِنْ  
شَرِّ غَاسِقٍ إِذَا وَقَبَ ③ وَ مِنْ شَرِّ النَّفَّاثَاتِ فِي  
الْعُقَدِ ④ وَ مِنْ شَرِّ حَاسِدٍ إِذَا حَسَدَ ⑤

سُورَةُ  
الْفَلَقِ

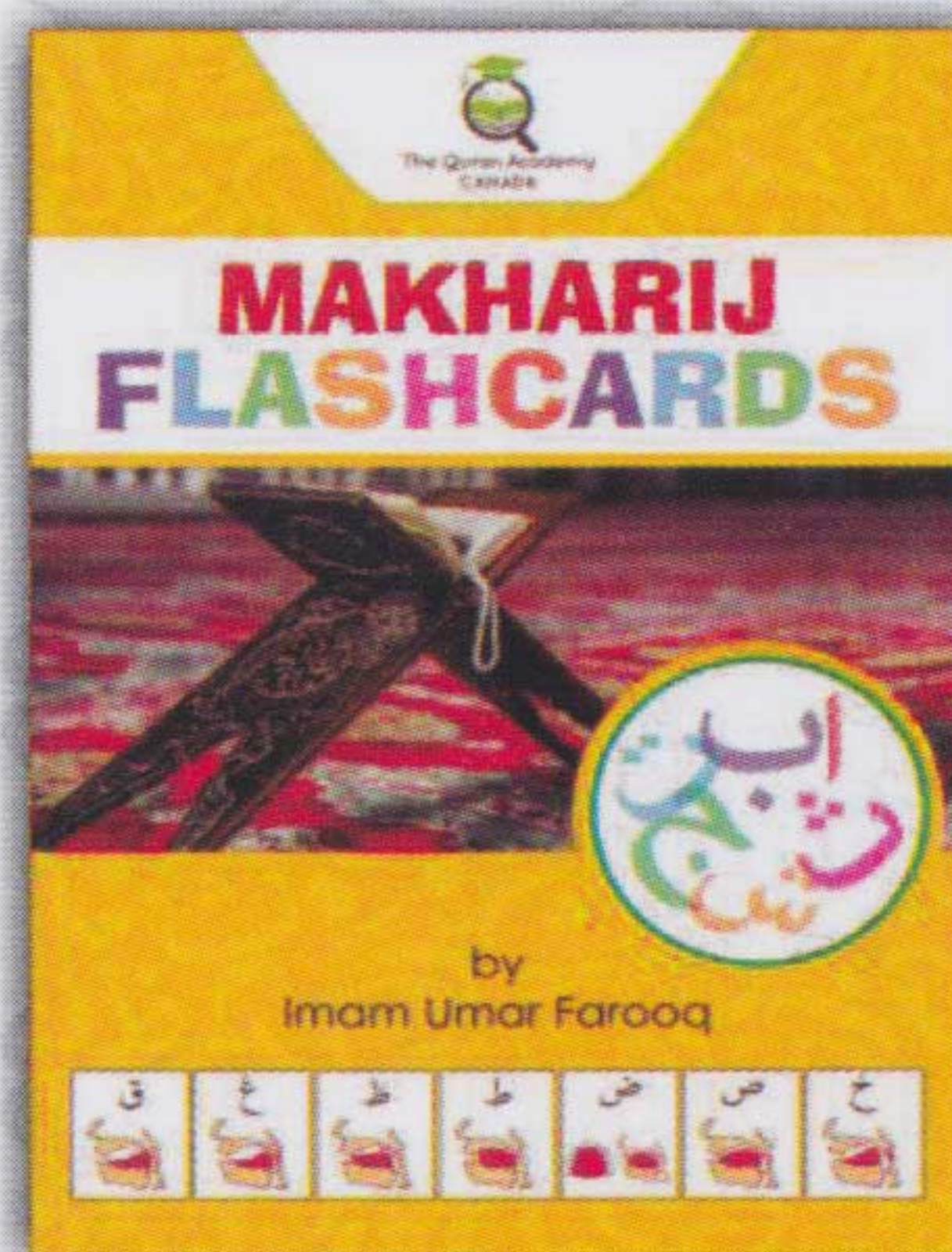
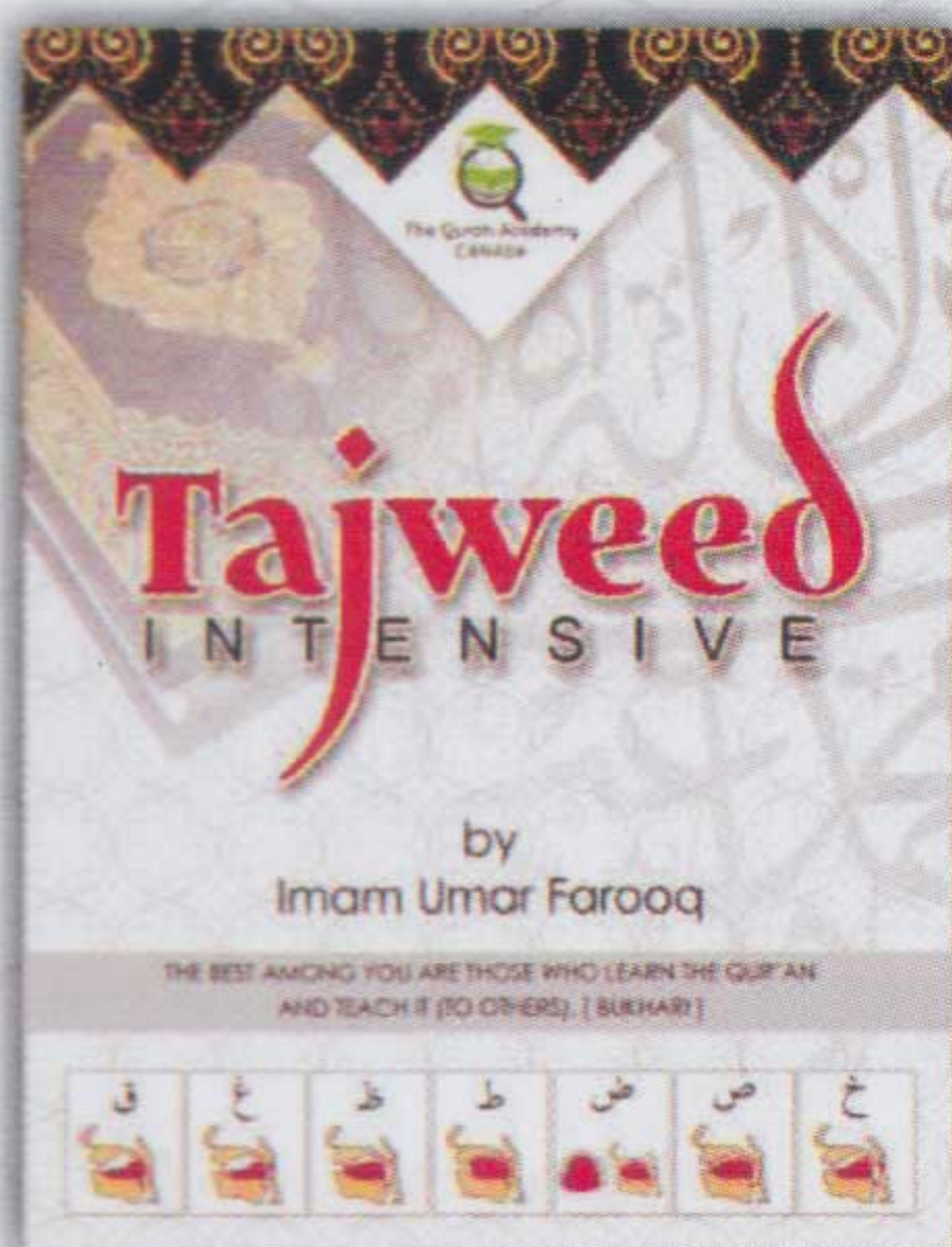
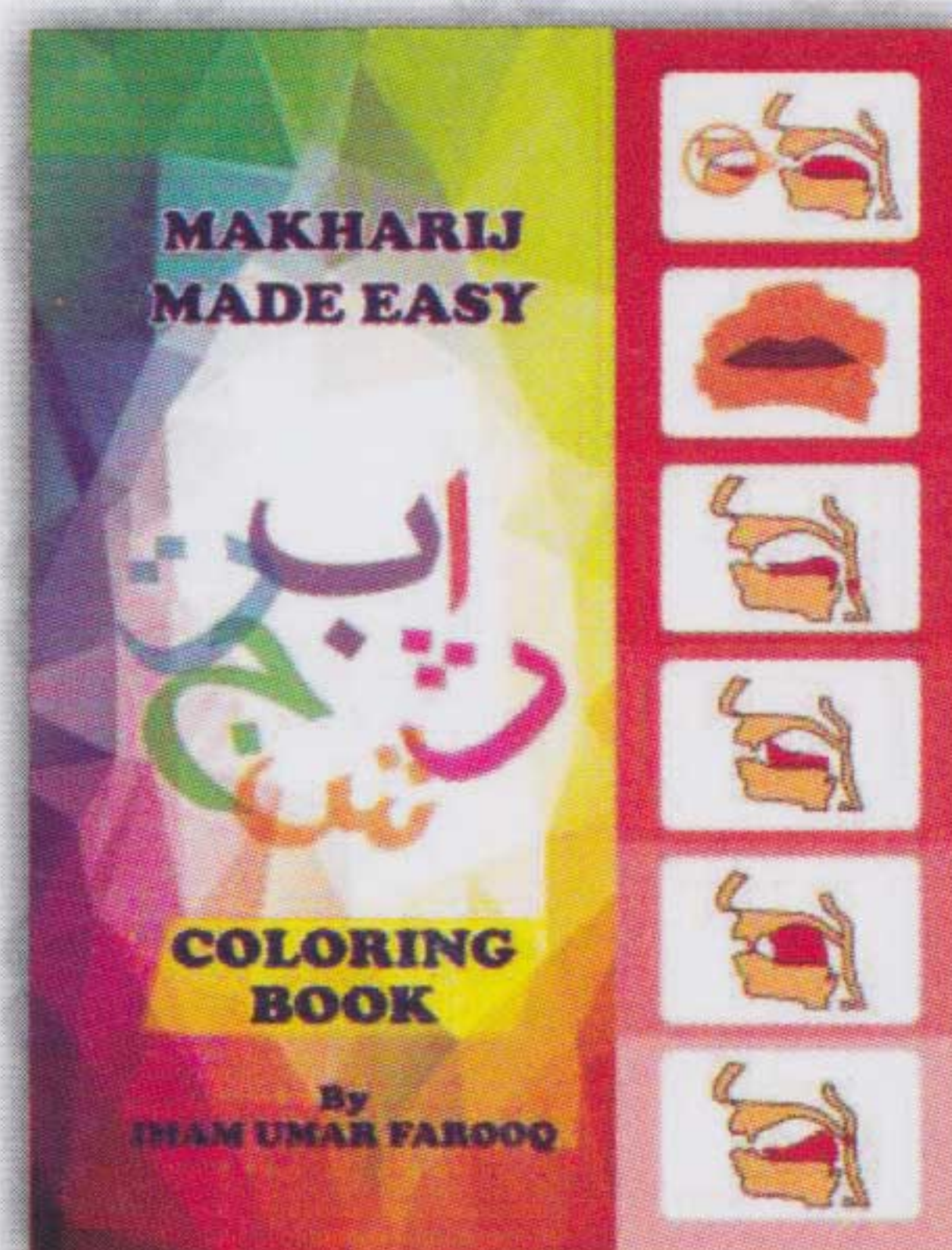
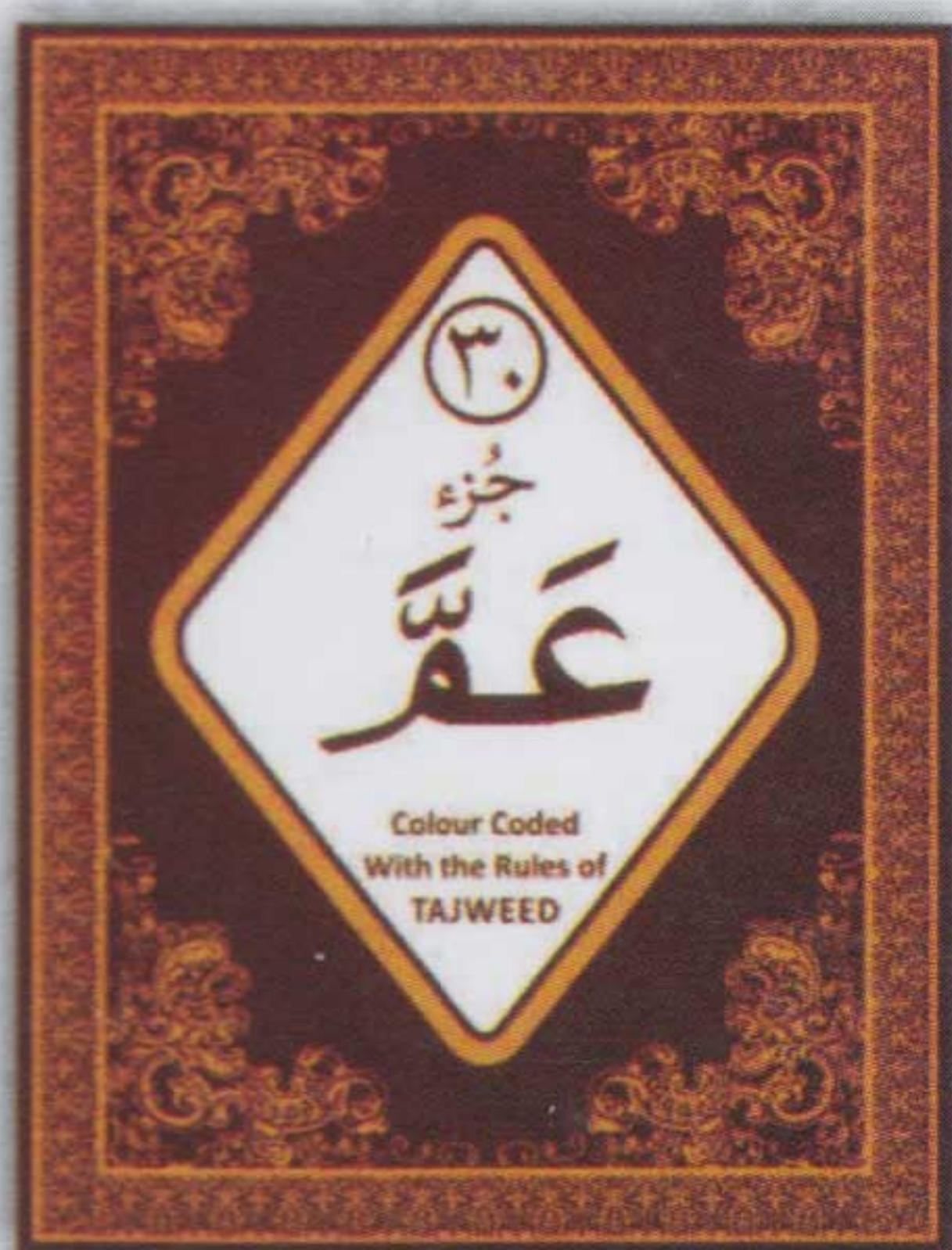
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ أَعُوذُ بِرَبِّ النَّاسِ ① مَلِكِ النَّاسِ ② إِلَهِ النَّاسِ  
③ مِنْ شَرِّ الْوَسْوَاسِ الْخَنَّاسِ ④ الَّذِي يُوَسْوِسُ فِي  
صُدُورِ النَّاسِ ⑤ مِنَ الْجِنَّةِ وَالنَّاسِ ⑥

سُورَةُ  
النَّاسِ



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