



Shaikh Abdul Kabeer Haidari's Qur'anic Centre

Rokhani

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Lesson 1 Recognition of Arabic alphabet

According to some scholars, there are 28 letters in Arabic language¹ and others believe that they are 29² since they know Alif Maddi as an independent letter.

Symbol of Full letters	Symbol of Half letters	Pronunciation of letters	Home work: Students should write each letters three times
ا ء	ا ء ا ء ا	Alif	
ب	ب ب ب	Baa	
ت	ت ت ت	Ta	
ث	ث ث ث	Tha	
ج	ج ج ج	Jeem	
ح	ح ح ح	Ha	
خ	خ خ خ	Khaa	
د	د	Daal	
ذ	ذ	Thal	
ر	ر	Raa	
ز	ز	Za	
س	س س س	Seen	
ش	ش ش ش	Sheen	
ص	ص ص ص	Saad	
ض	ض ض ض	Dhaad	
ط	ط ط ط	Taa	
ظ	ظ ظ ظ	Zaa	
ع	ع ع ع	Ayn	
غ	غ غ غ	Ghayn	

¹ Ibn Jazari, a preamble to Tajweed science, p

² Sayed Hasan, Rokhani 1, p 15

ف	ف ف ف	Faa	
ق	ق ق ق	Qaaf	
ک	ک ک ک	Kaaf	
ل	ل ل ل	Laam	
م	م م م	Meem	
ن	ن ن ن	Noon	
و	و	Waaw	
ه	ه ه ه	Haa	
ی	ی ی ی	Yaa	

Note: Arabic and Persian (Dari) alphabet are almost the same only there are four letters in Persian (Dari) that we don't have them in Arabic, and they are: (پ، چ، ژ، گ).

Lesson 2 Fundamental Diacritics

In addition to letters of Arabic, there are some fundamental diacritics to be learned. They help us to know the sounds of words. The most important ones are as following:



1- **FatHa (Zabar):** The symbol written at the top of Baa (ب) is called FatHa and it makes the sound (a) when it is at the top of any letters.

Remember that during pronunciation of FatHa, lips get opened.

Examples: In the following letters, you see that each letter has one FatHa, therefore, we pronounce each letter with the sound (a).

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 - ي

Note: The letters which have FatHa are called Maftooh.

One by one reading	Together reading	One by one reading	Together reading
ع - ر - ض	عَرَضَ	و - ل - د	وَلَدَ
ف - ر - ض	فَرَضَ	م - ع	مَعَ
ك - ت - ب	كَتَبَ	س - أ - ل - ك	سَأَلَ
س - ل - م	سَلَّمَ	ض - ر - ب	ضَرَبَ
خ - س - ف	خَسَفَ	ق - م - ر	قَمَرَ
ن - ف - ر	نَفَرَ	ج - م - ع	جَمَعَ
ن - ص - ر	نَصَرَ	و - ج - ل	وَجَلَ
م - ك - ر	مَكَرَ	و - ع - د	وَعَدَ
أ - خ - ذ	أَخَذَ	ص - د - ق	صَدَقَ
ع - د - ل - ك	عَدَلَ	م - ن - ع	مَنَعَ
و - ج - د - ك	وَجَدَكَ	ف - خ - ر - ج	فَخَّرَجَ

Homework: Dear students! Please outline 10 words from Qur'an having FatHa.

Lesson 3

2- **Kasra (Zir):** The symbol written at the bottom of Baa (ب) is called Kasra and it makes the sound (e) when it is at the bottom of any letters.

Remember that during pronunciation of Kasra, lips gets horizontal shape.

Examples: In the following letters, you see that each letter has one Kasra, therefore, we pronounce each letter with the sound (e).

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 - ي

Note: The letters which have Kasra are called Maksoor.

One by one reading	Together reading	One by one reading	Together reading
ف - ح - م - ل	فَحْمَل	ع - ل - م	عَلِمَ
ك - م - ث - ل	كَمَثَل	ح - س - ب	حَسَبَ
أ - ث - ر	أَثَر	ك - ر - ه	كَرِهَ
ب - م	بِمَ	ش - ه - د	شَهِدَ
ل - م	لِمَ	ر - د - ن	رَدَنَ
ه - ي	هِيَ	غ - ض - ب	غَضِبَ
ع - ن - ب	عَنِيبَ	ن - ك - ر	نَكَرَ
أ - ق - م	أَقِمَ	ح - ف - ظ	حَفِظَ
ب - ي - د - ك	بَيِّدَكَ	و - ر - ث	وَرِثَ
ف - ط - ف - ق	فَطْفَقَ	ع - ل - م	عَلِمَ
و - ر - ث	وَرِثَ	ح - س - ب	حَسَبَ
م - ل - ك	مَلِكِ	ف - ص - ع - ق	فَصَّعِقَ
ب - ل - غ	بَلَغَ	ق - ب - ل - ك	قَبْلَكَ
ح - م - د	حَمِدَ	ت - ب - ع	تَبَعَ
ح - ب - ط	حَبَطَ	أ - ف - أ - م - ن	أَفَامِنَ
ا - ب - ل	إِبْل		

Homework: Dear students! Please outline 10 words from Qur'an having Kasra.

Lesson 4

3- **Dhamma (Pish):** The symbol written at the top of Baa (بُ) is called Dhamma and it makes the sound (oo) when it is at the top of any letters.

Remember that during pronunciation of FatHa, lips should have shape of a circle.

Examples: In the following letters, you see that each letter has one Dhamma, therefore, we pronounce each letter with the sound (oo).

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 - ي

Note: The letters which have Dhamma are called Madhmoom.

One by one reading	Together reading	One by one reading	Together reading
هـ - و	هَوَ	ف - ب - ه - ت	فَبْهَتَ
ن - د - ص - ر	نَصَرَ	ا - ت - ذ - ر	اَتَذُرُ
ج - م - ع	جَمَعَ	و - ط - ب - ع	وَطْبِعَ
ل - ا - ج - د	لَا جِدُ	ف - ت - ح	فَتِحَ
ن - ر - ث	نَرِثَ	ج - ع - ل	جُعِلَ
غ - ل - ب	غَلِبَ	ف - د - س - ن	فَدَسَنَ
خ - ل - ق	خَلَقَ	س - ر - ر	سُرِرَ
ل - ق - ض - ي	لَقِضِيَ	خ - ل - ق	خُلِقَ
ب - ص - ر - ك	بَصَرَكَ	ن - ذ - ر	نَذِرُ
خ - ب - ث	خَبِثَ	ن - د - ص - ب	نُدِصَبَ
ك - ل - م - ت	كَلِمَتُ		

Homework: Dear students! Please outline 10 words from Qur'an having FatHa, Kasra and Dhamma.

Remember: All these three symbols (FatHa, Kasra and Dhamma) should be pronounced shortly and quickly, and they are known as short voices in Qur'an.

Quiz:

- 1- How many letters are there in Arabic alphabet?
- 2- What do we call the letters having FatHa?
- 3- What do we call the letters having Kasra?
- 4- What do we call the letters having Dhamma?
- 5- Please punctuate the missing letter in the following words by one of the symbols FatHa, Kasra or Dhamma.

عَلَمَ	رَدِفَ	جَمَعَ	هِيَ	غَضِبَ
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Lesson 5

- 4- **Sukun:** The symbol written at the top of Baa (بْ) is called Sukun and it doesn't have any sounds like other three symbols we read them, but remember we have to connect the letter having Sukun and its previous letter together.

Examples:

قَدْ	كَمْ	هُمْ	إِنْ
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Note: The letters which have Sukun are called Sakin.

تُلْ	أَوْ	إِذْ	لَمْ	مِنْ	لَقَدْ
مِنْكَ	صَمَدٌ	كُنْتُمْ	أَنْتُمْ	فِرْعَوْنَ	كَفَرْتُمْ
أَرْسِلْ	مِنْهُ	سَبَقَتْ	سَوْفَ	زُرْتُمْ	لَيْسَ

Homework: Dear students! Please outline 10 words from Qur'an having Sukun.

Lesson 6

Long Alif (Alif Maddi)

When Alif has Sakin and there is a Maftoh before it (اَ) is called long Alif or Alif Maddi. We pronounce it longer than sound of a FatHa.

Note: It can be shown in this symbol (بِ) as well that in this case it is called Alif Maqsoora.

Examples: In the following examples, you see that each letter is connected with one long Alif (Alif Maddi). We pronounce them longer than sound of a FatHa.

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 – يَا

Remember: In Qur'an, usually Sakin is not written at the top of Alif Maddi.

بَالٍ	قَالَ	تَابَ	خَانَ	جَاهَدَ	قَاتَلَ
فَاعِلٌ	عِبَادِنَا	حَافِظٌ	نَاسٌ	مَالِهَا	تَبَارَكَ
سَلَامٌ	غَالِبٌ	عَذَابٌ	سَاجِدٌ	إِذَا	نَاصِرٌ

هَذَا	مُوسَى	عِيسَى	ذَلِكَ	تَنَسَى	فَهَدَى
دَنَى	أَدْنَى	ضَحَى	سَجَى	فَتَرَضَى	يَخْضَى

Homework: Dear students! Please outline 10 words from Qur'an having Alif Maddi.

Lesson 7

Long Yaa (Yaa Maddi)

When Yaa has Sakin and there is a Maksoor before it (يِ) is called long Yaa or Yaa Maddi. We pronounce it longer than sound of a Kasra.

Examples: In the following examples, you see that each letter is connected with one long Yaa (Yaa Maddi). We pronounce them longer than sound of a Kasra.

اِئ - بِئ - تِئ - ثِئ - جِئ - حِئ - خِئ - دِئ - ذِئ - رِئ - زِئ -
سِئ - شِئ - صِئ - ضِئ - طِئ - ظِئ - عِئ - غِئ - فِئ - قِئ -
كِئ - لِئ - مِئ - نِئ - وِئ - هِئ - يِئ

Remember: In Qur'an, usually Sakin is not written at the top of Yaa Maddi.

فِي	لَفِي	لِي	دِينَ	أَمْرِي	كُلِي	حَمِيدُ
لِسَانِي	رَشِيدَ	رَحِيمَ	قَوْلِي	خَلِيلُ	أَخِي	وَزِيرُ
وَكِيلَ	نَفْسِي	مُجَاهِدِينَ	يَعِيدُ	يُرِيدُ	مَجِيدِ	بِنَفْسِي

Homework: Dear students! Please outline 10 words from Qur'an having Yaa Maddi.

Lesson 8

Long Waw (Waw Maddi)

When Waw has Sakin and there is a Madhmoom before it (وُ) is called long Waw or Waw Maddi. We pronounce it longer than sound of a Madhmoom.

Examples: In the following examples, you see that each letter is connected with one long Waw (Waw Maddi). We pronounce them longer than sound of a Madhmoom.

أُ - بُ - 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 - يُو

Remember: In Qur'an, usually Sakin is not written at the top of Waw Maddi.

مُوسَى	قَالُوا	قُولُوا	طُورُ	نُورُ
كُتِبُوا	رُزِقُوا	عَابِدُونَ	قُولُونَ	كَفَرُوا
تَخَافُونَ	يَتُوبُ	صُدُورِ	مَعْرُوفُ	قَاتِلُونَ

Note: Generally, Alif Maddi, Yaa Maddi and Waw Maddi are called Maddi letters (Huruf -e- Maddi).

Homework: Dear students! Please outline 10 words from Qur'an having Waw Maddi.

Quiz:

- 1- What do we call the letters having Sukun?
- 2- How many long sounds are there?
- 3- What types of Alif we have in writing?
- 4- Write some examples having long sounds:
- 5- How should we read Sakin letters?

Lesson 9

Tashdeed (—^ˆ—)

A symbol shaped like a small 'w' in English is written at the top of letters and we pronounce the letter having Tashdeed with intensity.

The letter which has Tashdeed is called Mushaddad.

Examples: In the following examples, you see that Alif is connected with each letter having Tashdeed at the top, and we pronounce them with intensity.

أَجَّ - أَبَّ - أَتَّ - أَثَّ - أَجَّ - أَحَّ - أَخَّ - أَدَّ - أذَّ - أَرَّ - أَزَّ - أَسَّ - أَشَّ - أَصَّ -
- أَضَّ - أَطَّ - أَظَّ - أَعَّ - أَغَّ - أَفَّ - أَقَّ - أَكَّ - أَلَّ - أَمَّ - أَنَّ - أَوْ - أَهَّ - أَىَّ

More examples:

كُلَّ	عَمَّ	إِنَّا	صَلَّ	رَبُّ	إِنَّ
تَقَبَّلَ	مُحَمَّدٌ	رَبَّنَا	فَلَمَّا	إِنَّمَا	مُدَّتْ
ثُمَّ	إِيَّاكَ	النُّورَ	وَالضُّحَى	صَدَّقَ	الَّذِينَ

Homework: Dear students! Please outline 10 words from Qur'an having Tashdeed.

Lesson 10

Silent Letters (و، ا، ل، ی)

There are some letters that they are written but not read, and are called silent letters. They are collected in the phrase (والی).

Note: Sometimes silent letters are written with Hamza and or Maqsoora Alif (short Alif «بَ»).

غُدوة	سَکری	ضَحيها			
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When the letter Hamza (ء) is written at the top of Alif Maddi, Waw Maddi and Yaa Maddi such as: (أ، إ، ئ، و، يء) we don't pronounce them as Maddi letters. For example: نُؤى، مَأوى، يُؤدئ....

Additionally, sometimes a symbol like sukun (◌ْ) is written at the top of Alif, Waw and Yaa that is silent.

أَولى	أَولَئِكَ	أَفاينَ	لِتَكُونُوا	جَاءَ	مَلَايِهِ	ءَامَنُوا
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Homework: Dear students! Please outline 10 words from Qur'an having silent letters.

Quiz:

- 1- Define Tashdeed and give an example:
- 2- What do we call the letter having Tashdeed?
- 3- What are silent letters? give an example.
- 4- Give example for silent Alif and Waw.
- 5- Give example for silent Laam and Yaa.

Lesson 11

Madd Symbol



The symbol that you see at the top is called Madd, and we pronounce the letter longer which have it at the top.

Madd always comes at the top of Maddi letters (أ، إ، و، ي).

Examples: Read the following examples with Madd.

أَسْمَاءُ	أُولَئِكَ	السُّفَهَاءُ	وَالضَّالِّينَ	الْحَاقَّةُ	الم
بِمَا أُنْزِلَ	قَالُوا إِنَّمَا	إِنَّا أَنْزَلْنَاهَا	فَوَ أَنْفُسَكُمْ	حم	طسم

Homework: Dear students! Please outline 10 words from Qur'an having Madd.

Lesson 12

Tanween (ـَـ, ـِـ, ـُـ)

Double FatHa, Kasra and Dhamma are called Tanween. In other words, Tanween is a sakin Noon (نْ) that is written but not read.

Double FatHa Tanween (ـَـ)	Double Kasra Tanween (ـِـ)	Double Dhamma Tanween (ـُـ)
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- 1- **Double FatHa:** When a letter has double FatHa at the top, we pronounce it with the sound (An).

Double FatHa	Sound of Double FatHa
رَحْمَةً	رَحْمَتَنْ
أَفْوَاجًا	أَفْوَاجَنْ
كِتَابًا	كِتَابَنْ
قُرْءَانًا	قُرْءَانَنْ

More examples: أَحَدًا - أَمْرًا - رَاضِيَةً

Lesson 13

Double Kasra

- 2- **Double Kasra:** When a letter has double Kasra at the bottom, we pronounce it with the sound (in).

Double Kasra	Sound of Double Kasra
بِ	بِنْ
عَشْرٍ	عَشْرِنْ
أَيَّالٍ	أَيَّالِنْ
صُحُفٍ	صُحُفِنْ

More examples: سَبْعَةٌ - يَوْمٍ - شَهْرٍ

Lesson 14

Double Dhamma

- 1- **Double Dhamma:** When a letter has double Dhamma at the top, we pronounce it with the sound (oon).

Double Dhamma	Sound of Double Dhamma
قَوْمٌ	قَوْمُنْ
يَوْمٌ	يَوْمُنْ
أَحَدٌ	أَحَدُنْ
غَفُورٌ	غَفُورُنْ

More examples: سَبْعَةٌ - يَوْمٌ - شَهْرٌ

Lesson 15
Huruf Muqate'aat (Muqate'aat letters)

At the beginning of 29 Suras of the holy Qur'an, there are words which are read one by one (separately) that is why we call them Muqate'aat (separated).

Muqate'aat Letters	How they are read
الم	الف - لام - ميم
يس	ياء - سين
طه	طاء - هاء
المر	الف - لام - ميم - راء

Homework: Practice the Suras started by Muqate'aat letters.

Lesson 16

Waqf (Pause)

Waqf: In recitation of the holy Qur'an, Waqf means to pause.

There are three rules when you want to pause over a word in Qur'an.

- 1- **Making Sakin the last symbol of letter:** If a word is finished by the symbols (ـَ ـِ ـُ ـِـ ـِـ), we pronounce a Sukun instead.

While connecting with next word	While Waqf (Pausing)
الْعَالَمِينَ	الْعَالَمِينَ
الرَّحِيمِ	الرَّحِيمِ
عِقَابِ	عِقَابِ
مُسْتَقِيمِ	مُسْتَقِيمِ
مُتَّبِعِينَ	مُتَّبِعِينَ

- 2- **Changing the last letter:** If a word is finished by the symbol (ـِـ), we change it into an Alif Maddi. **Example:** سَمِيعًا is changed to سَمِيعَا

If a word is finished by the letter (ة), we change it into sakin (ة). Example:
رَحْمَةً is changed to رَحْمَه

While connecting	While pausing
حِسَابًا	حِسَابَا
نِعْمَةً	نِعْمَه

- 3- **No changing:** When a word is finished by Sukun, Alif Maddi, Waw Maddi or Yaa Maddi, we don't change anything.

Example:

كُورَتْ	عَلَيْهِمْ	أَنْزَلْنَا	قَالُوا	عِبَادِي	رَبَّنَا
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Quiz:

- 1- How to read Muqate'aat letters?
- 2- How many Suras do have Muqate'aat letters at the beginning?
- 3- Define Waqf?
- 4- How may types of Waqf are there at the end of Qur'anic words?
- 5- How do you read the following words during Waqf?

أَفْوَاجًا - عَظِيمًا - رَحْمَةً - الصَّلَاةَ

Lesson 17

Tanween in front of Sakin Letters

When a word is finished by Tanween and follows a letter which has Tashdeed or Sukun, we pronounce the Tanween with a Kasra and connect the words together.

Example: يَوْمَئِذٍ الْحَقَّ we read that الْحَقَّ

More examples:

Tanween in front of Sakin/Tashdeed	How should be read
غُلَامٍ اسْمُهُ يَحْيَى	غُلَامِ اسْمُهُ يَحْيَى
كَرَمًا اشْتَدَّتْ	كَرَمًا اشْتَدَّتْ
أَمْوَالٍ اقْتَرَفْتُمُوهَا	أَمْوَالٍ اقْتَرَفْتُمُوهَا
عَادِنِ الْأُولَى	عَادِنِ الْأُولَى

Homework: How should you read the following Qur'anic words?

- كَذَّبَتْ قَوْمُ نُوحٍ الْمُرْسَلِينَ
- كَذَّبَتْ عَادُ الْمُرْسَلِينَ
- أَحَدُ اللَّهِ الصَّمَدُ