

# **BASIC TAJWEED RULES**

## **BOOK 2**

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**FOR GRADE 3, 4 and 5**

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## Introduction

Tajweed means to recite every letter of the Qur'an correctly from its makhraj with all its qualities. The importance of tajweed cannot be denied as reciting the Qur'an without tajweed will not only affect the beauty of the Qur'an but sometimes it change the meaning of the Qur'an.

**For example:** The word قَلْب means "heart". If instead of ق, ك is read, the meaning of كَلْب is "dog". The word رَحِيم means "very merciful". If instead of ح letter ه is read, the meaning of هِيم is "thirsty camel".

It is therefore compulsory (fardh) on every Muslim male or female, to learn tajweed so that he or she can recite Qur'an correctly.

In this book, the basic rules of tajweed are explained in a simple way so that the students of grades 3,4, 5 can understand and memorize the tajweed rules easily. After learning and understanding these rules the students will Insha'Allah be able to recite the Qur'an correctly with tajweed.

However, to read the Qur'an correctly, it is not enough to understand only the rules of tajweed, but it is also necessary to practice these rules with an expert teacher.

All praise is for Allah tabarakwata'ala who is our lord and our creator who enlightened us with the noor of Iman and made us Muslim and included us in the ummah of our beloved prophet Khatimul Ambia, Muhammadur Rasulullah (SAW).

This book is prepared by the teachers of Islamic Foundation of Toronto. May Allah reward them in this life and in the life hereafter.

All Islamic schools and institutions are encouraged to include this book as part of their academic syllabus.

## Etiquettes of Reading Qur'an

1. Perform wudhu. It is a sin to touch the Qur'an without wudhu.
2. It is permissible to read the Qur'an from memory without wudhu (without touching it)
3. A person in a state of haidh, nifaas or janabat is not allowed to read any verse of the Qur'an with or without looking (from memory) and is not allowed to touch the Qur'an.
4. Sit with great respect when reading the Qur'an.
5. Begin the Qur'an with Ta-awwuz .....أَعُوذُ and Tasmiyah .....بِسْمِ اللَّهِ
6. One must not talk during reading Qur'an. If an important matter has to be discussed with anyone then the reading should be stopped, and the Qur'an should be closed.
7. If one has spoken while reading Qur'an (due to some important reason) then recite Ta-awwuz only before restarting.
8. The reader should have this in mind that these are the words of Allah and Allah is listening to how I am reading his book.
9. Read Tasmiyah before start of a new surah except surah Tawbah.
10. Do not put the Qur'an on the carpet or any place on which people stand or sit.
11. Do not put any book or object on top of the Qur'an.
12. Do not have your back to the Quran or somebody else's back towards the Qur'an.
13. If one feels tired and begins to yawn while reading the Qur'an, then stop the recitation and continue after you have rested.
14. Do not sit on a place which is higher than the Qur'an.
15. Do not sleep with your feet towards the Qur'an.
16. It is sinful to carelessly discard, torn or worn pages of the Qur'an. Do not throw them in the garbage can.

## ARABIC LETTERS

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	

**Guideline for the Teacher:** Practice and listen the Pronunciation of 5 letters from every student in tajweed class.

## LESSON 1

### Similar Sound Letters

Practice the letters in the first row with letters in the 2nd and 3rd row that are different in pronunciation but have a similar sound.

أَ	تَ	ثَ	دَ	ذَ	هَ	كَ	خَ
عَ	طَ	سَ	ضَ	زَ	حَ	قَ	غَ
		صَ	ظَ				

إِ	تِ	ثِ	دِ	ذِ	هِ	كِ	خِ
عِ	طِ	سِ	ضِ	زِ	حِ	قِ	غِ
		صِ	ظِ				

أُ	تُ	ثُ	دُ	ذُ	هُ	كُ	خُ
عُ	طُ	سُ	ضُ	زُ	حُ	قُ	غُ
		صُ	ظُ				

## LESSON 2

### MAKHAARIJ

Makhraj is the place where the sound of a letter originate. There are 17 makhaarij for 29 Arabic letters.

Makhraj is singular and Makhaarij is plural.

The makhaarij of 29 Arabic letters are explained as under.

1. ا – Alif maddah is pronounced from the emptiness of the mouth.  
Waaw and Yaa maddah also read from this makhraj.
2. ب – **Baa** is pronounced from the moist part of the lips.
3. ت – **Taa** is pronounced when the tip of the tongue touches the roots of the upper 2 front teeth.
4. ث – **Thaa** is pronounced when the tip of the tongue touches the edge of the upper 2 front teeth.
5. ج – **Jeem** is pronounced when the middle of the tongue touches the palate.
6. ح – **Haa** is pronounced from the middle of the throat.
7. خ – **Khaa** is pronounced from the top of the throat which is nearest to the mouth.
8. د – **Daal** is pronounced when the tip of the tongue touches the roots of the upper 2 front teeth.
9. ذ – **Zaal** is pronounced when the tip of the tongue touches the edge of the upper 2 front teeth.

10. ر – **Raa** is pronounced when the edge of the tongue touches the gums of the upper 2 front teeth.
11. ز – **Zaa** is pronounced when the tip of the tongue touches the edge of the lower 2 front teeth and lightly touches the edge of the upper 2 front teeth.
12. س – **Seen** is pronounced when the tip of the tongue touches the edge of the lower 2 front teeth and lightly touches the edge of the upper 2 front teeth.
13. ش – **Sheen** is pronounced when the middle of the tongue touches the palate.
14. ص – **Suad** is pronounced when the tip of the tongue touches the edge of the lower 2 front teeth and lightly touches the edge of the upper 2 front teeth.
15. ض – **Dhuad** is pronounced from the upturned, back edge of the tongue when touching the upper molars and premolars.  
Note: There are 3 ways of pronouncing Dhuad.  
a) From the right side.  
b) From the left side.  
c) From both sides at the same time.  
It is easier to pronounce Dhuad from the left side.
16. ط – **Taw** is pronounced when the tip of the tongue touches the roots of the upper 2 front teeth.
17. ظ – **Zaw** is pronounced when the tip of the tongue touches the edge of the upper 2 front teeth.
18. ع – **Ain** is pronounced from the middle of the throat.



19. غ – **Ghain** is pronounced from the top of the throat which is nearest to the mouth.
20. ف – **Faa** is pronounced when the inner portion of the lower lip meets the edge of the upper two front teeth.
21. ق – **Qaaf** is pronounced when the extreme back (root) of the tongue touches the palate.
22. ك – **Kaaf** is pronounced when the back of the tongue (not as far back as of Qaaf but a little forward towards mouth) touches the palate.
23. ل – **Laam** is pronounced when the edge of the tongue touches the gums of the upper 4 front teeth.
24. م – **Meem** is pronounced when the dry part of both lips meet.
25. ن – **Noon** is pronounced when the edge of the tongue touches the gums of the upper 3 front teeth.
26. و – **Waaw** (without maddah) is pronounced when both lips are made round and meet incompletely.
27. ه – **Haa** is pronounced from the bottom of the throat which is nearest to the chest.
28. ء – **Hamza** is pronounced from the bottom of the throat which is nearest to the chest.
29. ي – **Yaa** (without maddah) is pronounced when the middle of the tongue touches the palate.

### How to find the makhraj of a letter

To find makhraj of a letter, make the letter saakin and put an Alif with a Fatha before it. The place where the sound ends will be the makhraj of that letter.

Example: To find makhraj of letter Meem, اَمْ will give its makhraj.

### Things to Remember

1. The makhraj of letters ج , ش , ي is the same.
2. The makhraj of letters ط , د , ت is the same.
3. The makhraj of letters ظ , ذ , ث is the same.
4. The makhraj of letters ز , س , ص is the same.
5. The makhraj of letters ه , ء is the same.
6. The makhraj of letters ع , ح is the same.
7. The makhraj of letters غ , خ is the same.
8. The makhraj of letter ر is the edge of the tongue when touching the gums of the upper **2** front teeth.
9. The makhraj of letter ن is the edge of the tongue when touching the gums of the upper **3** front teeth.
10. The makhraj of letter ل is the edge of the tongue when touching the gums of the upper **4** front teeth.

## QUESTIONS

- Q1. What is Makhraj?
- Q2. What is the plural of Makhraj?
- Q3. How many makhaarij are there all together?
- Q4. How many Arabic letters are there all together?
- Q5. What is the makhraj of Jeem, Sheen and Yaa without maddah?
- Q6. What is the makhraj of Baa?
- Q7. What is the makhraj of غ , خ ?
- Q8. What is the makhraj of Alif maddah, Waaw maddah and Yaa maddah?
- Q9. What is the makhraj of ث , ذ , ظ ?
- Q10. What is the makhraj of ت , د , ط ?
- Q11. What is the makhraj of Dhuad ?
- Q12. What is the makhraj of ز , س , ص ?
- Q13. What is the difference in makhraj of Raa, Noon and Laam?
- Q14. What is the makhraj of Qaaf and Kaaf?
- Q15. What is the makhraj of Waaw (without maddah)?

## LESSON 3

### LETTERS OF MUSTA'LIYAH (FULL MOUTH LETTERS)

There are 7 letters of Musta'liyah (خُصَّ ضَغَطُ قِطْ) خ ص ض غ ط ق ظ

These seven letters are always be read Mufakh'kham (full mouth) with heavy sound in all conditions. Musta'liyah letters are therefore also known as Mufakh'kham letters or Huroof-Tafkheem.

All the remaining letters are called Mustafilah letters. They are read Muraqaq (empty mouth) except 3 letters Alif, Raa and Laam of Allah. Which are sometimes read mufakhkham and sometimes muraqaq. The rules of Alif, Laam and Raa will be explained in the upcoming lessons.

Read the Mufakh'kham letters in the following word with tafkheem.

ظَلَمَ	بَلَغَ	وَالضُّحَى	صَدَقَ	خَلَقَ
قُضِيَ	نُفِخَ	وَقَبَ	سُقِطَ	حَطَبَ

## QUESTIONS

- Q1. What are the “Letters of Musta'liyah”?
- Q2. How are letters of Musta'liyah read under all conditions?
- Q3. Why lettes of Musta'liyah are called Mufakh'kham letters?
- Q4. Beside letters of Mustaliyah, what are the remaining letters called?

## LESSON 4

From the letters of Mustafilah, there are 3 letters Alif, Laam of Allah and Raah which are sometimes read mufakham and sometimes muraqqaq. These rules are explained in lesson 4, 5 and 6.

### RULES OF ALIF

1. If before Alif, there is a mufakham (full mouth) letter, then the Alif along with the letter before it will be read with tafkhem.

غَالِبٌ	الظَّالِمِينَ	صَادِقٌ	قَالَ
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2. If before Alif, there is a muraqqaq (empty mouth) letter, then the Alif along with the letter before it will be read with tarqeeq.

تَارِكٌ	بَاخِعٌ	عَائِدٌ	كَانَ
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## QUESTIONS

Q1. When will the Alif be read mufakham? Give example.

Q2. When will the Alif be read muraqqaq? Give example.

## LESSON 5

### RULES OF THE LAAM OF THE WORD “ALLAH”

1. If before the Laam of the word Allah, there appears a letter with fatha or dhammah, then the Laam of the word Allah will be read mufakham (full mouth).

اللَّهُمَّ	رَسُولُ اللَّهِ	هُوَ اللَّهُ	اللَّهُ
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2. If before the Laam of the word Allah, there appears a letter with kasrah, then the Laam of the word Allah will be read muraqaq (empty mouth).

بِاللَّهِ	أَلْحَمْدُ لِلَّهِ	فِي اللَّهِ	بِسْمِ اللَّهِ
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## QUESTIONS

- Q1. When will the Laam of the word “Allah” be read mufakham? Give example.
- Q2. When will the Laam of the word “Allah” be read muraqaq? Give example.

## LESSON 6

### RULES OF RAA

1. Raa with fatha, dhammah, fathatain, dhammatain will be read with tafkheem.

رَبِّي	رُسُلُ	طَيْرًا	حُورٌ
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2. Raa with kasrah, kastatain will be read with tarqeeq (empty mouth).

فِي نَارٍ	نُذِرْ	نَا صِرٍ	مُذَكِّرٍ
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3. Raa mushadad with fatha, dhammah, fathatain, dhammatain will be read with tafkheem.

حَرَّمَ	يَمْرُؤَنَ	سِرًّا	بِرٍّ
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4. Raa mushadad with kasra or kasratain will be read with tarqeeq.

شَرٍّ	لِلرَّجَالِ	دُرِّى	مُسْتَمِرٍّ
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5. Raa saakin with fatha, dhammah before it will be read with tafkheem.

وَأَرْسَلَ	تَرْمِيهِمْ	وَأَمْرٌ	يُرْزَقُونَ
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6. Raa saakin with kasrah before it will be read with tarqeeq, provided this kasra is a permanent kasra and is in the same word.

أَمَرْتُ	شَرِبَ	أَنْذِرْ	مَرِيَّةَ
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7. If the kasra before Raa saakin is a temporary kasra or is in the previous word, then the Raa saakin will be read with tafkheem.

إِرْجِعِي	إِرْتَبْتُمْ	أَمِ ارْتَابُوا	مَنْ ارْتَضَى
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8. Raa saakin preceded by a saakin with fatha or dhammah before it, will be read with tafkheem.

وَالْفَجْرُ	يَسْرُ	وَالْعَصْرُ	الْعُسْرُ
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9. Raa saakin preceded by a saakin with kasrah before it, will be read with tarqeeq.

ذِكْرُ	حِجْرُ	بِكْرُ
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10. Raa Mawqufah (a Raa which is saakin due to waqf) with Yaa saakin before it, will always be read with tarqeeq.

خَيْرُ	طَيْرُ	قَدِيرُ	غَيْرُ
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11. Raa saakin with a letter of Musta'liyah appearing in the same word after it will be read with tafkheem.

قِرْطَاسٍ	مِرْصَادٍ	فِرْقٍ	فِرْقَةٌ
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## QUESTIONS

- Q1. When the Raa will be read with tafkheem?
- Q2. When the Raa will be read with tarqeeq?
- Q3. What are the conditions under which the Raa saakin will be read with tarqeeq?
- Q4. How will the Raa saakin be read with Yaa saakin before it?
- Q5. How will the Raa saakin be read when there is a letter of Musta'liyah after it in the same word?
- Q6. How the Raa saakin will be read in the following words and explain the reason?

أَمَرْتُ	مَنْ ارْتَضَى	مِرْصَادٍ	خَيْرٌ
طَيْرٌ	قِرْطَاسٍ	إِرْجَعِي	شَرِبِ

## LESSON 7

### LETTERS OF MADD (HUROOF- E - MADDAH)

Madd means to stretch.

There are three letters of Madd. Alif, Waaw, Yaa

1. Alif is letter of Madd when it has a letter with a fatha before it.
2. Waaw is letter of Madd when Waaw is saakin and it has a letter with a dhammah before it.
3. Yaa is letter of Madd when Yaa is saakin and it has a letter with a kasra before it.
4. Letters of Madd are read by stretching one Alif.
5. One Alif is the time it would take to close or open a finger normally.

#### Note:

1. Fatha Madd is in place of Alif Maddah.
2. Dhammah Madd is in place of Waaw Maddah.
3. Kasra Madd is in place of Yaa Maddah.

لَا إِلَهَ إِلَّا اللَّهُ	الْفِهْمُ	أَبِي	أَعُوذُ	قَالَ
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### LETTERS OF LEEN

1. There are two letters of Leen. Waaw and Yaa
2. Waaw and Yaa are Leen when there is a fatha before Waaw and Yaa saakin.
3. Leen letters are read softly.

إِلَيْكَ	نَوْمٌ	خَيْرٌ	قَوْلٌ	خَوْفٌ
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## QUESTIONS

- Q1. What are the letters of Madd?
- Q2. When is Alif a letter of Madd? Give example.
- Q3. When is Waaw a letter of Madd? Give example.
- Q4. When is Yaa a letter of Madd? Give example.
- Q5. How are letters of Madd read?
- Q6. What is in place of Alif Maddah?
- Q7. What is in place of Waaw Maddah?
- Q8. What is in place of Yaa Maddah?
- Q9. What are the letters of Leen?
- Q10. When is Waaw and Yaa Leen?
- Q11. How are Leen letters read?

## LESSON 8

### QALQALAH

Qalqalah is a quality, which when pronounced, appears to have a bouncing sound when the letter is saakin.

There are 5 letters of Qalqalah. (قُطْبُ جَدِّ) ق ط ب ج د

حَبْلٌ	يَقْنُطُ	نُطْفَةٌ	بَقْرٌ	أُقْسِمُ
لَمْ يَلِدْ	قَدَرٌ	فَجَرٌ	تَجَرَّى	صَبَرَ

## QUESTIONS

- Q1. What does Qalqalah means?
- Q2. What are the letters of Qalqalah?
- Q3. When is Qalqalah made? Give example.

## LESSON 9

### RULES OF NOON SAAKIN AND TANWEEN

There are 4 rules of Noon saakin and tanween.

1.Izhaar

2.Idghaam

3.Qalb

4.Ikhfa

#### 1. IZHAAR

Izhaar means to read a letter clearly from its makhraj without ghunnah.

**Rule:** If after Noon saakin (نْ) or tanween (fathatain, dhammatain, kasratain) there appears any of the six throat letters ع ه ح غ خ, Noon Saakin or Tanween will be read without ghunnah.

ع	حَاسِدٍ إِذَا	كُفُّوا أَلْحَدُ	مِنْ أَلْفٍ	مَنْ أَمِنَ
ه	نُوحًا هَدَيْنَا	أَنْهَارُ	عَنْهُمْ	مِنْهُ
ع	قُرْآنًا عَرَبِيًّا	شَيْءٍ عَلِيمٍ	مِنْ عَلَقٍ	أَنْعَمْتَ
ح	عَلِيمًا حَكِيمًا	نَارُ حَامِيَةٍ	مِنْ حَيْثُ	وَأَنْحَرُ
غ	سَفِينَةٍ غَصْبًا	أَجْرُ غَيْرٍ	قَوْمًا غَيْرًا	مِنْ غَيْرٍ
خ	عَلِيمٌ خَبِيرٌ	ذَرَّةٍ خَيْرًا	لِمَنْ خَشِيَ	مِنْ خَوْفٍ

## 2. IDGHAAM

Idghaam means to enter one thing into another and hide it.

There are six letters of Idghaam ( ي ر م ل و ن ) (يَرْمَلُونَ)

**Rule:** If after Noon saakin or tanween there appears any of the six letters of ي ر م ل و ن (يَرْمَلُونَ) Idghaam will take place.

There are two types of Idghaam.

### i. Idghaam - e - Taam.

In two letters Laam and Ra Idghaam will be complete. This is known as Idghaam-e-Taam and will be without ghunnah.

ل	وَيْلٌ لِّكُلِّ	مَتَاعَالَكُمْ	يَكُنْ لَهُ	إِنْ لَمْ
ر	رَعُوفٌ رَّحِيمٌ	عَيْشَةٍ رَّاضِيَةٍ	مِنْ رَبِّ	مَنْ رَّحِمَ

### ii. Idghaam - e - Naaqis.

In four letters ي ن م و (يَنْمُو) Idghaam will be incomplete. This is known as idghaam-e-Naaqis and will be with ghunnah.

ي	مِيقَاتًا يَوْمَ	شَرًّا يَرَهُ	مَنْ يَشَاءُ	فَمَنْ يَعْمَلْ
ن	عَامِلَةٌ نَّاصِبَةٌ	قَرِيبٍ نُجِبِ	مِنْ نَّصِيرٍ	لَنْ نَّصِيرَ
م	رَسُولٌ مِّنْ	مَثَلًا مَا	مِنْ مَّسَدٍ	وَإِنْ مِّنْ
و	لَهَبٍ وَتَبَ	حَبَّاءُ نَبَاتًا	مِنْ وَلِيٍّ	أَفَمَنْ وَعَدْنَا

Note: There will be no Idghaam in the following 4 words.

بُنْيَانٌ	صِنْوَانٌ	قِنْوَانٌ	الدُّنْيَا
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This is due to the reason that in these words Noon Saakin and Idghaam letter (Yaa or Waaw) both are in the same word. Therefore, there will be no Idgham, instead Izhaar will be made.

### 3. QALB (IQLAAB)

Qalb means to change one thing into another.

**Rule:** If after Noon saakin or tanween there appears the letter Baa, Noon Saakin or Tanween will be changed into Meem and will be read with ghunnah.

عَلَيْمٌ بِهِ	أَبْدَائِمًا	مَنْ بَخِلَ	ذَنْبٍ	مِنْ بَعْدٍ
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### 4. IKHFA

1. Ikhfa means to hide (conceal).
2. There are 15 letters of Ikhfa. ت ث ج د ذ ز س ش ص ض ط ظ ف ق ك

**Rule:** If after Noon saakin or tanween there appears any of the 15 letters of Ikhfa, Noon saakin or tanween will be read with the quality of Ikhfa (with light nasal sound).

نَفْسٍ شَيْئًا	ذَرَّةٍ شَرًّا	مِنْ شَرٍّ	أَنْتَ	إِنْسَانٌ
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3. The difference between ghunnah and Ikhfa is that in ghunnah a full sound comes from the nose where as in Ikhfa only a light sound comes from the nose.

## QUESTIONS

- Q1. What is the meaning of Izhar?
- Q2. What is the rule of Izhar? Give example.
- Q3. What is the meaning of Idghaam?
- Q4. What are the letters of Idghaam?
- Q5. What is the rule of Idghaam?
- Q6. What is Idghaam Taam means? In what letter is it made? Give example.
- Q7. What is Idghaam Naaqis means? In what letters is it made? Give example.
- Q8. Why is there no Idghaam in the following words?

بُنْيَانٌ	صِنْوَانٌ	قِنْوَانٌ	الدُّنْيَا
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- Q9. What is the meaning of Qalb?
- Q10. What is the rule of Qalb? Give example.
- Q11. What is the meaning of Ikhfa?
- Q12. What is the rule of Ikhfa? Give example.
- Q13. What is the difference in Ghunnah and Ikhfa? Give example.
- Q14. What is the Noon saakin or tanween rule in the following words?

أَنْتَ	كُفُّوا الْحَدَّ	وَيْلٌ لِّكُلِّ	مَنْ يَشَاءُ	ذَنْبٍ
مَتَاعًا لَّكُمْ	أَبَدًا بِمَا	ذَرَّةٍ شَرًّا	ذَرَّةٍ خَيْرًا	مِنْ وَلِيٍّ
مِنْ رَبِّ	فَمَنْ يَعْمَلْ	مِنْ بَعْدِ	إِنْسَانٍ	مِنْهُ



## LESSON 10

### RULES OF MEEM SAAKIN

There are 3 rules of Meem Saakin.

#### 1. IDGHAM MEEM SAAKIN

If after Meem saakin there appears another Meem, Idghaam with ghunnah will take place. This Idghaam is known as Idghaam Meem saakin or Idghaam-e-Sagheer Mislain.

لَكُمْ مَا	إِنَّهُمْ مَعَكُمْ	لَهُمْ مَا	إِلَيْكُمْ مُرْسَلُونَ
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#### 2. IKHFA MEEM SAAKIN

If after Meem saakin there appears the letter Baa, ghunnah with Ikhfa will take place (Meem is pronounced in a way that the two lips do not come in complete contact). This Ikhfa is known as Ikhfa Meem Saakin or Ikhfa-e-Shafawi.

رَبَّهُمْ بِهِمْ	وَمَا هُمْ بِمُؤْمِنِينَ	فَحَكْمَ بَيْنَكُمْ	تَرْمِيهِمْ بِحِجَارَةٍ
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#### 3. IZHAAR MEEM SAAKIN

If after Meem saakin there appears any other letter besides Meem or Baa, there will be Izhar (no ghunnah). This Izhar is known as Izhar Meem saakin or Izhaar-e-Shafawi.

فَلَهُمْ أَجْرٌ	أَلَمْ يَجْعَلْ	لَكُمْ دِينَكُمْ	هُمْ يُرَاءُونَ
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## QUESTIONS

- Q1. What is Idghaam-e-Sagheer and how is it read? Give example.  
 Q2. What is Ikhfa-e-Shafawi and how is it read? Give example.  
 Q3. What is Izhar-e-Shafawi and how is it read? Give example.

## LESSON 11

### TYPES OF MADD

Madd means to stretch. There are 3 letters of madd. Alif, Waaw and Yaa. Letters of madd are stretched under certain conditions (details can be seen in Lesson 7).

There are two types of Madd.

1. Maddul Aslee 2. Maddul Far'ie

#### 1. MADDUL ASLEE (مداصلى)

If after any letter of Madd there is no hamzah or jazam or tashdeed, then the letter of Madd will be stretched equal to one Alif. This Madd is called Maddul Aslee.

قَالَ	أَعُوذُ	أَبِى	إِلَيْهِمْ	لَا إِلَهَ
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Note: One Alif is the time it would take to close or open a finger normally.

#### 2. MADDUL FAR'IE (مدالفرعى)

If after a letter of Madd, there appears a hamzah or jazam or tashdeed, then this Madd is called Maddul Far'ee.

There are four types of Maddul Far'ee

- i. Maddul Muttasil
- ii. Maddul Munfasil
- iii. Maddul Aaridh
- iv. Maddul Laazim

##### I. MADDUL MUTTASIL

If after a letter of Madd, there appears a **Hamzah in the same word**, then this Madd is called Maddul Muttasil or Maddul Waajib. The duration of Maddul Muttasil is 2 or 4 Alif.

أَسْمَاءَ	جَاءَ	جَاءُوكَ	يُرَآءُونَ	وَجَاءَ
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## II. MADDUL MUNFASIL

If after a letter of Madd, there appears a **Hamzah in the following word**, then this Madd is called Maddul Munfasil or Maddul Jaaiz. The duration of Maddul Munfasil is 2 or 4 Alif.

لَا إِلَهَ	إِلَّا أَنْتَ	لَا أَعْلَمُ	وَمَا أَدْرَاكَ	إِنَّا أَنْزَلْنَاهَا
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## III. MADDUL AARIDH

If after a letter of Madd or Leen, the last letter of the word has a **temporary sukoon** due to stopping (waqf), then this madd is called Maddul Aaridh. The duration of Maddul Aaridh is 2 or 3 Alif.

رَحِيمٌ	أَبَايِلٌ	مَشْهُودٌ	مِنْ خَوْفٍ	وَالصَّيْفِ
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## IV. MADDUL LAAZIM

If after a letter of Madd, there appears a **permanent sukoon** or tashdeed, then this Madd is called Maddul Laazim. The duration of Maddul Laazim is 3 or 5 Alif.

ضَالًّا	دَابَّةٍ	وَالضَّالِّينَ	الآنَ
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## QUESTIONS

Q1. What is Maddul Asli? What is its duration. Give example.

Q2. What is Maddul Far'ie?

Q3. Define Maddul Muttasil? What is its duration? Give example.

Q4. Define Maddul Munfasil? What is its duration. Give example.

Q5. What is Maddul Aaridh? What is its duration. Give example.

Q6. What is Maddul Laazim? What is its duration. Give example.

Q7. Fill in the blanks.

- i. If after a letter of Madd there appears a permanent sukoon or tashdeed, then this Madd is called Maddul \_\_\_\_\_
- ii. If after a letter of Madd there appears no hamzah or jazam or tashdeed, then this Madd is called Maddul \_\_\_\_\_
- iii. If after a letter of Madd or Leen the last letter of the word has a temporary sukoon due to Waqf, then this Madd is called Maddul \_\_\_\_\_
- iv. If after a letter of Madd there appears a hamzah in the following word, then this Madd is called Maddul \_\_\_\_\_

Q8. Write down the name of Madd in the following words. Explain the reason.

ضَالًّا	لَا إِلَهَ	إِنَّا أَنْزَلْنَاهُ	مِنْ خَوْفٍ ط	الْآنَ
دَابَّةٍ	أَعُوذُ	وَالضَّالِّينَ	جَاءُوكَ	لَا يَلِفِ

## LESSON 12

### RULES OF WAQF

Waqf means “to stop”.

The rules of Waqf are explained as under:

1. The general rule of the waqf is that when waqf is made on a word which has the last letter with fatha, dhammah, kasra, dhammatain, kasratain, kasra madd or dhammah madd, then it will change into jazam (that means that the last letter is made saakin).

Word	غَيْرُهُ	لَهَبٍ	أَحَدٌ	فَلَقٍ	رُسُلٌ	كَسَبَ
Waqf	غَيْرُهُ	لَهَبٍ	أَحَدٌ	فَلَقٍ	رُسُلٌ	كَسَبَ

2. If the last letter of the word has fathatain, take away one fatha and read the Alif after it. If there is no Alif, add an Alif.

Word	جَزَاءٌ	نِدَاءٌ	قَلِيلًا	حَمِيمًا	حِسَابًا	يُسْرًا
Waqf	جَزَاءَا	نِدَاءَا	قَلِيلَا	حَمِيمَا	حِسَابَا	يُسْرَا

3. If the last letter of the word is Alif Maddah, Fatha Madd or a jazam. The waqf will remain the same.

Word	دَسَّاهَا	بَنَاهَا	تَلَاهَا	قَلَى	سَجَى	حُشِرَتْ
Waqf	دَسَّاهَا	بَنَاهَا	تَلَاهَا	قَلَى	سَجَى	حُشِرَتْ

4. When waqf is made on a round Taa (Taa marbouta) ة, it will change into small Haa saakin ه .

Word	بَقْرَةٌ	حَامِيَةٌ	عَالِيَةٌ	رَاجِفَةٌ	غَاشِيَةٌ	جَنَّةٌ
Waqf	بَقْرَهْ	حَامِيَهْ	عَالِيَهْ	رَاجِفَهْ	غَاشِيَهْ	جَنَّهْ

5. When hamzah is saakin due to waqf, the waqf on hamzah saakin will be read with a slight twitch (jerk).

Word	يُبْدِي	مَاءٍ	قُرِئَ	شَيْءٍ	يَشَاءَ	جَزَاءٌ
Waqf	يُبْدِيْ	مَاءِْ	قُرِئِْ	شَيْْءِْ	يَشَاءِْ	جَزَاءِْ

6. Waqf on mushadad letters.

- a. Waqf on Noon and Meem mushaddad will be read with ghunnah.

جَانٌّ	كُنَّ ط	تُمَّ ط	إِنَّ ط	أُمَّ ط	عَمَّ ط	مِمَّ ط
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- b. Waqf on Waaw and Yaa mushadad will be made by extending tashdeed a little bit with force so that the tashdeed remains.

عَدُوٌّ ط	عَلَى لَنَبِيٍّ ط	عَرَبِيٍّ ط	بِمُصْرَخِيٍّ ط	سَامِرِيٍّ ط
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- c. Waqf on Laam and Raam mushadad will be made by extending tashdeed a little bit so that the tashdeed remains.

مُضِلِّ ط	فَطْلُ ط	وَالْمُعْتَرِّ ط	أَيْنَ الْمَفْرُ ط
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- d. Waqf on a mushadad qalqalah letter will be made with strong qalqalah.

أَشَدَّ ط	لَهَبٍ وَتَبَّ ط	بِالْحَقِّ ط	فِي الْحَجِّ ط
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Note: If due to short of breath it is necessary to stop between an aayah, stop can be made at the end of any word, by following the rules of the waqf. Then repeat recitation from this word or from the back.

### LESSON SUMMARY

	Last letter of the word has	To make Waqf
1	Fatha / Kasra / Dhammah	Change it into jazam.
2	Kasratain / Dhammatain	Change it into jazam.
3	Kasra Madd / Dhammah Madd	Change it into jazam.
4	Fathatain	Take away one fatha and read the Alif after it. If there is no Alif, add an Alif.
5	Alif Maddah / Fatha Madd / jazam	No Change
6	Round Taa	Change it to small Haa saakin
7	Hamzah with jazam	Read with jerk
8	Noon and Meem mushaddad	Read with ghunnah
9	All mushadad letters except Noon and Meem	Extend tashdeed little bit so that the tashdeed remains.

## QUESTIONS

Q1. What is the meaning of Waqf?

Q2. How will the Waqf be made on Alif Maddah and fatha madd?

Q3. How will the Waqf be made with a fathatain on the last letter?

Q4. How will the Waqf be made with a kasratin or dhammatin on last letter?

Q5. How will the Waqf be made on a fatha, dhammah or kasra on last letter?

Q6. How will the Waqf be made on a kasra madd and dhammah madd on last letter?

Q7. How will the Waqf be made on a Noon or Meem mushaddad?

Q8. How will the Waqf be made on a round Taa ة ?

Q9. How will the waqf be made to the following words?

أَحَدٌ	سَجَى	رَاجِفَةٌ	نِدَاءٌ	جَنَّةٌ
حِسَابًا	غَاشِيَةٌ	كَسَبَ	غَيْرِهِ	بَنَاهَا



## LESSON 13

### SYMBOLS OF WAQF

SYMBOL	NAME	EXPLANATION
○	Aayah Waqf-e-Taam	Completion of sentence - Stop here.
م	Waqf-e-Laazim	Compulsory Stop.
ط	Waqf-e-Mutlaq	It is necessary to stop here.
ج	Waqf-e-Jaaiz	It is better to stop here and permissible to continue.
ز	Waqf-e-Mujawwaz	Better to continue.
ص	Waqf-e-Murakhkhas	Better to continue.
صل	Sal	Better to stop.
ق	Qaaf	Better to continue.
قف	Qif	Stop.
س - سكته	Seen or Saktah	Pause for a moment without breaking the breath.
وقفة	Waqfah	Long Saktah (Pause).
لا	Laa	Do not stop here.
❖ ❖	Muaaniqah	Stop at any one and continue at the other. But do not stop on both.

Note: Where more than one symbol is written, you have the choice to follow anyone.

## QUESTIONS

Q1. What is the symbol O called? What are we supposed to do here?

Q2. What is the symbol م called? What are we supposed to do here?

Q3. What is the symbol ط called? What are we supposed to do here?

Q4. What are we supposed to do at لا?

Q5. What are we supposed to do at س - سكتة ?

Q6. What is the symbol \* \* called? What are we supposed to do here?

## LESSON 14

### SIFAAT

The way a letter with all its qualities is pronounced is called Sifaat.

Note: Sifat is singular and Sifaat is plural.

Sifaat are of two types.

1. **Sifaatul-Laazimah:** These are the permanent qualities which are found in the letter itself. Example: Qalqalah, Safeer, Isti'laa, Istifaaal etc.
2. **Sifaatul-Aaridhah:** These are the temporary qualities which are found due to situation. Example: Idghaam, Ikhfa, Madd, Tafkheem, Tarqeeq etc.

There are 17 Sifaatul-Laazimah from which 5 are those that have their opposites and 7 are those that are without opposite.

### THE PERMANENT QUALITIES OF LETTERS

Permanent Qualities without Opposite	Permanent Qualities with Opposite	
1.Qalqalah (bouncing sound)	1.Hams(whisper)	Jahr (voice)
2.Safeer (whistling sound)	2.Shiddat (hard)	Rikhwat (soft)
3.Tafashshee (to spread)	3.Isti'la (raise)	Istifaaal (lower)
4.Takreer (repetition)	4.Itbaaq (join)	Infitaah (separate)
5.Leen (to read softly)	5.Izhlaaq (slip)	Ismaat (stable)
6.Inhiraaf (to deviate)		
7.Istitaalah (to prolong)		

Note:

1. The three letters ز س ص are read hard with a whistling sound. They are called letters of Safeer.
2. The three letters ث ذ ظ are read softly.

## QUESTIONS

- Q1. What is the definition of sifaat?
- Q2. Define Sifaatul-Laazimah? Give example.
- Q3. Define Sifaatul-Aaridhah? Give example.
- Q4. Name the 3 permanent qualities with their opposite?
- Q5. Name the 3 permanent qualities without opposite?

## LESSON 15

### SOME IMPORTANT RULES

#### 1. RULE OF THE WORD ANA.

- i. The word أَنَا in Quran will be read as أَنْ because the letter Alif after the Noon is silent and will not be read.

أَنَا أَكْثَرُ	أَنَا أَقَلَّ	أَنَا نَذِيرٌ	أَنَا رَبُّكُمْ	أَنَا أَعْلَمُ
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- ii. If stop is made on the word أَنَا , the letter Alif after Noon will be read.
- iii. However, if the word أَنَا is part of a word, the letter Alif after Noon will always be read weather stopping or not.

جَاءَنَا	أَنَامِلَ	وَأَنَاسِيَّ	أَبَاءَنَا
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#### 2. SPECIAL RULE OF ALIF

In Qur'aan the letter Alif is sometimes written but not read. However, this Alif will be read in case of waqf.

قَوَارِيرًا	سَلَسِلًا	السَّبِيلَا	لَكِنَّا	الظُّنُونَا	الرَّسُولَا
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However, in the following words the Alif is not read weather stopping or continuing.

أَوْ يَغْفُوا	مَلَأَهُ	أَنْ تَبُوءَا	لِتَتْلُوا	لَنْ نَدْعُوا
لِيَرْبُوا	لِشَايَءٍ	لِيَبْلُوا	نَبْلُوا	ثَمُودَا

In the following words the Alif after Laam will not be read at all.

لَا إِلَى الْجَحِيمِ	لَا إِلَى اللَّهِ	لَا أَنْتُمْ	وَلَا أَوْضَعُوا
بِئْسَ الْأَسْمُ	أَفَاءِنْ	لَا أَذْبَحَنَّهُ	

### 3. HAMZATUL WASL (The connecting hamzah)

This is a hamzah at the beginning of the word. It is read when starting a word and dropped (not read) when continuing from the previous word.

When starting from the word	إِهْدِنَا	الْعَذَابِ	اللَّهُ	الدِّينِ	الضَّالِّينَ
When continuing from previous word	نَسْتَعِينُ إِهْدِنَا	مِنَ الْعَذَابِ	هُوَ اللَّهُ	يَوْمَ الدِّينِ	وَلَا الضَّالِّينَ

### 4. SAKTAH

Saktah is pause for a moment without breaking the breath. The rules of waqf (stopping) also apply to saktah.

Following are four places in Qur'aan where saktah is wajib (compulsory).

عَوَجًا سَكَتَهُ قِيَمًا	مِنْ مَرَقَدِنَا سَكَتَهُ هَذَا	وَقِيلَ مَنْ سَكَتَهُ رَاقٍ	كَلَّابِلٌ سَكَتَهُ رَانَ
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### 5. NOON- E – KUTNEY

- If after tanween the following word starts with a hamzatul wasal after which there is a saakin or mushadad letter, and we want to continue, then one harakat of tanween will be taken away and a Noon with a kasrah is put to join with the next letter. This Noon is called Noon-e-Kutney.

Example: خَيْرًا الْوَصِيَّةُ will be read as خَيْرَ نِ الْوَصِيَّةُ

لُمَزَّةِ الَّذِي will be read as لُمَزَةَ نِ الَّذِي

- ii. If waqf is made on the tanween letter then Noon Kutney will not be pronounced.

Example: لَمَزَهُ ۝ الَّذِي

## 6. IMAALAH

This is only in one place in Qur'aan (surah Hood aayah 41). The Raa in the word

بِسْمِ اللَّهِ مَجْرَهَا will be read with Imaalah. It will be read muraqaaq and will be sound as 'Majrayha'

## 7. ISHMAAM

In surah Yusuf aayah 11, the word لَا تَأْمَنَّا, the letter Noon will be read with

Ishmaam by making the lips round like reading a dhammah.

# QUESTIONS

- Q1. How is the word أَنَا read in Quran?
- Q2. How is the word أَنَا be read in case of Waqf?
- Q3. How is the word أَنَا be read when it is part of a word?
- Q4. What is Noon-e-Kutney? Give example.
- Q5. If waqf is made on the tanween letter, will Noon Kutney be pronounced?
- Q6. What are the four places in Qur'aan where saktah is wajib?
- Q7. How will the letter Raa be read in the word بِسْمِ اللَّهِ مَجْرَهَا ? What is name of this rule?
- Q8. How will the letter Noon be read in the word لَا تَأْمَنَّا ? What is this rule called?

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