

# **BASIC TAJWEED RULES**

## **BOOK 1**

by

Qari Mumtaz

Former Tajweed Teacher at Islamic Foundation of  
Toronto.

**FOR GRADE SK, 1 and 2**

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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 can't 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 قَلْبٌ means "heart". If instead of ق, ك is read, the meaning of كَلْبٌ is "dog". The word رَحِيمٌ means "very merciful". If instead of ح letter ه is read, the meaning of هِيمٌ is "thirsty camel".

It is therefore compulsory (fardh) on each and 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 very simple way so that the junior kids (grades SK, 1, 2) 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 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

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

**Guideline for the Teacher:** Practice and listen the Pronunciation of 5 letters from each 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 starts. 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** sound comes from the emptiness of the mouth.
2. ب – **Baa** sound comes from the moist part of the lips.
3. ت – **Taa** sound comes when the tip of the tongue touches the roots of the upper 2 front teeth.
4. ث – **Thaa** sound comes when the tip of the tongue touches the edge of the upper 2 front teeth.
5. ج – **Jeem** sound comes when the middle of the tongue touches the palate.
6. ح – **Haa** sound comes from the middle of the throat.
7. خ – **Khaa** sound comes from the top of the throat which is nearest to the mouth.
8. د – **Daal** sound comes when the tip of the tongue touches the roots of the upper 2 front teeth.
9. ذ – **Zaal** sound comes when the tip of the tongue touches the edge of the upper 2 front teeth.

10. ر – **Raa** sound comes when the edge of the tongue touches the gums of the upper 2 front teeth.
11. ز – **Zaa** sound comes 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** sound comes 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** sound comes when the middle of the tongue touches the palate.
14. ص – **Suad** sound comes 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** sound comes 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** sound comes when the tip of the tongue touches the roots of the upper 2 front teeth.
17. ظ – **Zaw** sound comes when the tip of the tongue touches the edge of the upper 2 front teeth.
18. ع – **Ain** sound comes from the middle of the throat.



19. غ – **Ghain** sound comes from the top of the throat which is nearest to the mouth.
20. ف – **Faa** sound comes when the inner portion of the lower lip meets the edge of the upper two front teeth.
21. ق – **Qaaf** sound comes when the extreme back of the tongue touches the palate.
22. ك – **Kaaf** sound comes 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** sound comes when the edge of the tongue touches the gums of the upper 4 front teeth.
24. م – **Meem** sound comes when the dry part of both lips meet.
25. ن – **Noon** sound comes when the edge of the tongue touches the gums of the upper 3 front teeth.
26. و – **Waaw** sound comes when both lips are made round and meet incompletely.
27. ه – **Haa** sound comes from the bottom of the throat which is nearest to the chest.
28. ء – **Hamza** sound comes from the bottom of the throat which is nearest to the chest.
29. ي – **Yaa** sound comes 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 ت , د , ط is the same.
3. The makhraj of letters ث , ذ , ظ 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 ج 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. How many makhaarij are for 29 Arabic letters?
- Q3. What is the makhraj of Jeem, Sheen and Yaa?
- Q4. What is the makhraj of Baa?
- Q5. What is the makhraj of Alif?
- Q6. What is the makhraj of Thaa, Zaal and Zaw?
- Q7. What is the makhraj of Taa, Daal and Taw?
- Q8. What is the makhraj of Hamza, Haa, Ain, Haa, Ghain and Khaa?
- Q9. What is the makhraj of Dhuad?
- Q10. What is the makhraj of Raa, Noon and Laam?
- Q11. What is the makhraj of Zaa, Seen and Saud?
- Q12. What is the makhraj of Faa?
- Q13. What is the makhraj of Qaaf and Kaaf?
- Q14. What is the makhraj of Meem?
- Q15. What is the makhraj of Waaw?

## LESSON 3

### FULL MOUTH LETTERS (HEAVY LETTERS or FAT LETTERS)

1. There are 7 full mouth letters

7	6	5	4	3	2	1
ق	غ	ظ	ط	ض	ص	خ

2. Full mouth letters are **always** read **full mouth** with a heavy sound.

Practice to read the full mouth letters in the following table with full mouth and heavy sound.

7	6	5	4	3	2	1	
قَ	غَ	ظَ	طَ	ضَ	صَ	خَ	Full mouth letters with a Fatha
قَا	غَا	ظَا	طَا	ضَا	صَا	خَا	Full mouth letters with an Alif and a Fatha

## QUESTIONS

Q1. What are the “Full Mouth Letters”?

Q2. How are the “Full Mouth Letters” read?

Q3. Read the words aloud and circle the “Full Mouth Letters”.

ظَلَمَ	بَلَغَ	ضَرَبَ	صَدَقَ	خَلَقَ
قُضِيَ	نُفِخَ	وَقَبَ	سُقِطَ	حَطَبَ

## LESSON 4

### THROAT LETTERS (HUROOF- E- HALAQI)

1. There are 6 throat letters

6	5	4	3	2	1
خ	ع	ح	ع	ه	ء

2. ء and ه are read from the **bottom of the throat** nearest to the chest.
3. ع and ح are read from the **middle of the throat**.
4. ع and خ are read from the **top of the throat** nearest to the mouth.

Practice to read the throat letters in the following table with correct makhraj.

Bottom of the throat	ه	ه	ه	أ	إ	آ
Middle of the throat	ح	ح	ح	ع	ع	ع
Top of the throat	خ	خ	خ	ع	ع	ع

## QUESTIONS

Q1. What are the throat letters?

Q2. From where are ء and ه read?

Q3. From where are ع and ح read?

Q4. From where are غ and خ read?

Q5. Read the words aloud and circle the throat letters.

حَامِيَّةٌ	بَلَغَ	خَطِفَ	دَخَلَ
عَلَيْهَا	أَحَدٌ	بَخِلَ	أَبَايِلَ
إِرْحَمَ	شَيْءٍ	أَخِيهِ	غَشِيَ

## LESSON 5

### HARAKAAT

1. Fatha, Dhammah and Kasra are called Harakaat.
2. Harakaat letters are read quickly. Do not stretch them and do not read them with jerk.

أَ	إِ	أُ	بَ	بِ	بُ
تَ	تِ	تُ	ثَ	ثِ	ثُ

### QUESTIONS

- Q1. What are Harakaat?
- Q2. How are Harakaat letters read?
- Q3. Read the words aloud and circle the Harakaat.

ظَلَمَ	نُفِخَ	ضَرَبَ	صَدَقَ	سُقِطَ
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## LESSON 6

### HAMZAH (ء)

1. When Alif has a fatha, dhammah, kasra or fathatain, dhammatain, kasratin or fatha madd, dhammah madd, kasra madd or a jazam on top, it is called Hamzah.

Hamzah Fatha

Hamzah Fathatain

Hamzah Saakin

2. Hamzah with a jazam is read with a slight twitch (jerk).

حَ	جَ	تَ	تَ	بَ
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## QUESTIONS

Q1. When Alif is called a Hamzah?

Q2. How is Hamzah with jazam read?

## LESSON 7

### TANWEEN

1. Fathatain, Dhammatain and Kasratain are called Tanween.
2. Fathatain means two fatha, Dhammatain means two dhammah and Kasratain means two kasra.
3. Tanween letters are read from the nose.
4. The sound of tanween is same as the sound of Noon Saakin ( نْ ).

Example: بَيْنُ = بَا

تَنْ = تَا

Note: In fathatain the Alif after fathatain is not read.

### QUESTIONS

- Q1. What is tanween?
- Q2. Where the sound of tanween comes from?
- Q3. Sound of tanween is same as the sound of -----?

## LESSON 8

### JAZAM (SUKOON)

1. Jazam looks like a small Daal “د” or a little circle “و”.
2. A letter with Jazam on top is called saakin.

بُ Baa Saakin

مُ Meem Saakin

نُ Noon Saakin

3. Saakin is read once by joining it to the letter before it.

لَمْ	سَلَّ	تُبَّ	قُلْ	أَنْ
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## QUESTIONS

- Q1. What is a saakin?
- Q2. What is sukoon?
- Q3. How is a saakin letter read?

## LESSON 9

### QALQALAH

1. To read a letter with a bouncing sound is called Qalqalah.
2. There are 5 letters of Qalqalah. (قُطْبُ جَدِّ) ق ط ب ج د
3. When any of the Qalqalah letter has a jazam, Qalqalah will be made.

عِذْ	تُبْ	ذُقْ	أَجْ	أَبْ
------	------	------	------	------

## QUESTIONS

- Q1. What is Qalqalah?
- Q2. What are the letters of Qalqalah?
- Q3. When is Qalqalah made?

## LESSON 10

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

1. Madd means to stretch.
2. There are 3 letters of Madd. Alif, Waaw and Yaa.
3. Alif is a letter of madd when there is a fatha before Alif.

عَا	بَا	تَا	ثَا	جَا	حَا
-----	-----	-----	-----	-----	-----

4. Waaw is a letter of madd when there is a dhammah before Waaw saakin.

أُو	بُو	تُو	ثُو	جُو	حُو
-----	-----	-----	-----	-----	-----

5. Yaa is a letter of madd when there is a kasra before Yaa saakin.

إِي	بِي	تِي	ثِي	جِي	حِي
-----	-----	-----	-----	-----	-----

6. Letters of madd are read by stretching one Alif (1sec).  
One Alif is the **time** it would take to close or open a finger normally.

7. The sound of letters of madd should come from the mouth and not from the nose, especially in letters Meem and Noon.

مَا	مُو	مِي	نَا	نُو	نِي
-----	-----	-----	-----	-----	-----

## QUESTIONS

Q1. What are the letters of Madd?

Q2. When is Alif a letter of Madd?

Q3. When is Waaw a letter of Madd?

Q4. When is Yaa a letter of Madd?

Q5. How are the letters of Madd read?

Q6. What is one Alif?

Q7. Read the top row (fatha) and bottom row (Alif maddah). Find the difference?

حَ	جَ	ثَ	تَ	بَ	ءَ
حَا	جَا	ثَا	تَا	بَا	ءَا

Q8. Read the top row (Dhammah) and bottom row (Waaw maddah). Find the difference?

حُ	جُ	ثُ	تُ	بُ	أُ
حُوْ	جُوْ	ثُوْ	تُوْ	بُوْ	أُوْ

Q9. Read the top row (Kasrah) and bottom row (Yaa maddah). Find the difference?

حِ	جِ	ثِ	تِ	بِ	إِ
حِيْ	جِيْ	ثِيْ	تِيْ	بِيْ	إِيْ

## LESSON 11

### FATHA MADD, DHAMMAH MADD AND KASRA MADD

(Standing Fatha, Upside down Dhammah and Standing Kasra)

1. Fatha Madd is in place of Alif Maddah.

ح	ج	ث	ت	ب	ء
حَا	جَا	ثَا	تَا	بَا	ءَا

2. Dhammah Madd is in place of Waaw Maddah.

ح	ج	ث	ت	ب	ء
حُو	جُو	ثُو	تُو	بُو	ءُو

3. Kasra Madd is in place of Yaa Maddah.

ح	ج	ث	ت	ب	ء
حِى	جِى	ثِى	تِى	بِى	ئِى

4. As Fatha Madd, Dhammah Madd and Kasra Madd are in place of Alif maddah, Waaw maddah and Yaa maddah, they are also stretch equal to one Alif (1sec).

## QUESTIONS

Q1. Answer the questions.

- a. What is Dhammah Madd in place of?
- b. What is Fatha Madd in place of?
- c. What is Kasra Madd in place of?

Q2. How are Fatha Madd, Dhammah Madd and Kasra Madd read?

Q3. Read the top row (Fatha Madd) and bottom row (Alif Maddah). Are they same?

حَ	جَ	ثَ	تَ	بَ	ءَ
حَا	جَا	ثَا	تَا	بَا	ءَا

Q4. Read the top row (Dhammah Madd) and bottom row (Waaw Maddah). Are they same?

حُ	جُ	ثُ	تُ	بُ	ءُ
حُو	جُو	ثُو	تُو	بُو	ءُو

Q5. Read the top row (Kasra Madd) and bottom row (Yaa Maddah). Are they same?

حِ	جِ	ثِ	تِ	بِ	ئِ
حِي	جِي	ثِي	تِي	بِي	ئِي



## LESSON 12

### LETTERS OF LEEN

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

اَوْ	بَوْ	تَوْ	ثَوْ	جَوْ	حَوْ
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3. Yaa is Leen when there is a fatha before Yaa saakin.

اَيَّ	بَيَّ	تَيَّ	ثَيَّ	جَيَّ	حَيَّ
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4. Leen letters are read softly and quickly.

## QUESTIONS

Q1. What are the letters of Leen?

Q2. When is Waaw a Leen?

Q3. When is Yaa a Leen?

Q4. How are the Leen letters read?

Q5. Read the top row (Dhammah), 2nd row (Waaw Maddah) and bottom row (Waaw Leen). Note the difference?

اُ	بُ	تُ	ثُ	جُ	حُ
أُو	بُو	تُو	ثُو	جُو	حُو
أَوْ	بَوْ	تَوْ	ثَوْ	جَوْ	حَوْ

Q6. Read the top row (Kasra), 2nd row (Yaa Maddah) and bottom row (Yaa Leen). Note the difference?

اِ	بِ	تِ	ثِ	جِ	حِ
إِي	بِي	تِي	ثِي	جِي	حِي
أَي	بَي	تَي	ثَي	جَي	حَي

## LESSON 13

### TASHDEED (SHADDAH)

1. Tashdeed looks like a small w.
2. A letter with tashdeed is called “mushaddad”.

بْ Ba mushaddad

مْ Meem mushaddad

نْ Noon mushaddad

3. Mushaddad letter is read twice (First by joining it to the letter before it and second on its own).
4. All mushaddad letters, except Noon and Meem mushaddad are read with force and a slight pause.

أَجَّ	إَجَّ	أَجَّ	أَبَّ	إَبَّ	أَبَّ
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5. If after jazam the next letter has tashdeed, the letter before jazam is joined with tashdeed and not with jazam.

وَعَدْتَنَّا	كِدْتِ	بَلْ رَفَعَ	لَقَدْ تَابَ	قُلْ رَبِّ
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## QUESTIONS

Q1. How does tashdeed look like?

Q2. What is mushaddad?

Q3. How many times is a mushaddad letter read? Explain.

Q4. How are all mushaddad letters read except Noon and Meem mushaddad?

Q5. If after jazam the next letter has tashdeed, the letter before jazam will join to jazam or tashdeed?

## LESSON 14

### GHUNNAH

1. To read a letter with a full nasal sound is called "Ghunnah".
2. There are two letters of ghunnah ن and م
3. Noon and Meem are read with ghunnah when they have a tashdeed on top.
4. The length (time) for ghunnah is one Alif (1 second).

أَنَّ	إِنَّ	أَنَّ	أُمَّ	إُمَّ	أُمَّ
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### QUESTIONS

- Q1. What is ghunnah?
- Q2. What are the letters of ghunnah?
- Q3. When are Noon and Meem read with ghunnah?
- Q4. How long we stretch ghunnah?
- Q5. Circle the letters which should be read with ghunnah?

أَنْزَلَ	أَتَمَّ	فِيهِنَّ	أَمَّهَلْ
أَمْسِكَ	أَحْسِنْ	بِأَنَّهُمْ	فَلَمَّا
وَأَنْحَرْ	هَمَّتْ	أَنْعَمْتَ	يَظُنُّ

## LESSON 15

The letter Raa is sometimes read with a full mouth and sometimes with an empty mouth. The rules of Raa are explained as under.

### RULES OF RAA

1. Raa with fatha, dhammah, fathatain or dhammatain will be read with a full mouth.

رَبِّي	رُسُلُ	طَيْرًا	حُورٌ
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2. Raa with a kasra or kasratain will be read with an empty mouth.

فِي نَارٍ	نُذِرُ	نَا صِرٍ	مُذَكِّرٍ
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3. Raa saakin (Raa with jazam) with fatha or dhammah before it, will be read with a full mouth

وَأَرْسَلَ	تَرْمِيهِمْ	وَأَمْرٌ	يُرْزَقُونَ
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4. Raa saakin with kasra before it, will be read with an empty mouth

أَمَرْتُ	شَرِبِ	يَغْفِرُ	إِصْبِرْ
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5. Raa saakin with Yaa saakin before it will **always** be read with an empty mouth.

غَيْرَ	قَدِيرَ	طَيْرَ	خَيْرَ
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6. Raa mushaddad (Raa with tashdeed) with fatha, dhamma, fathatain or dhammatain will be read with a full mouth.

بُرٌّ	مَرَّةً	بُرٌّ
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7. Raa mushaddad with a kasra or kasratain will be read with an empty mouth.

ضُرٌّ	بُرٌّ	شُرٌّ
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8. If after Raa saakin there appears any full mouth letter in the same word, the Raa saakin will be read with a full mouth.

فِرْقَةٌ	فِرْقٍ	مِرْصَادٍ	قِرْطَاسٍ
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## QUESTIONS

- Q1. How will a Raa be read with a fatha or dahammah on it?
- Q2. How will a Raa be read when there is a fathatain or dahammatain on it?
- Q3. How will a Raa be read when there is a kasra under it?
- Q4. How will a Raa be read when there is a kasratain under it?
- Q5. How will a Raa saakin be read when there is a fatha or dahmmah before it?
- Q6. How will a Raa saakin be read when there is a kasra before it?
- Q7. How will a Raa saakin be read when there is a Yaa saakin before it?
- Q8. How will a Raa mushaddad be read with fatha or dhammah?
- Q9. How will a Raa mushaddad be read with kasrah or kasratain?
- Q10. How will a Raa saakin be read when there is a full mouth letter after it, in the same word?



## LESSON 16

### RULES OF NOON SAKIN 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 خ غ ع, Noon Saakin or Tanween will be read without ghunnah.

ع	حَاسِدٍ إِذَا	كُفُّوا أَلْحَدَ	مِنْ أَلْفٍ	مَنْ أَمِنَ
ه	نُوحًا هَدَيْنَا	أَنْهَارُ	عَنْهُمْ	مِنْهُ
ع	قُرْآنًا عَرَبِيًّا	شَيْءٍ عَلِيمٌ	مِنْ عَلَقٍ	أَنْعَمْتَ
ح	عَلِيمًا حَكِيمًا	نَارُ حَامِيَةٍ	مِنْ حَيْثُ	وَأَنْحَرُ
غ	سَفِينَةٍ غَصْبًا	أَجْرٌ غَيْرُ	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 ( يَرْمُلُونَ ) ي ر م ل و ن

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

There are two types of Idghaam.

i. Idghaam with ghunnah.

In four letters ي ن م و Idghaam will be with ghunnah.

ي	مِيقَاتًا يَوْمَ	شَرًّا يَرَهُ	مَنْ يَشَاءُ	فَمَنْ يَعْمَلْ
ن	عَامِلَةً نَّاصِبَةً	قَرِيبٍ نُجِبْ	مِنْ نَّصِيرٍ	لَنْ نَصْبِرَ
م	رَسُولٍ مِّنْ	مَثَلًا مَا	مِنْ مَّسَدٍ	وَإِنْ مِّنْ
و	لَهَبٍ وَتَبْ	حَبَّاءُ نَبَاتًا	مِنْ وَلِيٍّ	أَفَمِنْ وَعَدْنَا

ii. Idghaam without ghunnah.

In remaining two letters Laam and Raa Idghaam will be without ghunnah.

ل	وَيْلٌ لَّكُلِّ	مَتَاعًا لَّكُمْ	يَكُنْ لَهُ	إِنْ لَّمْ
ر	رَعُوفٌ رَّحِيمٌ	عَيْشَةٍ رَّاضِيَةٍ	مِنْ رَبِّ	مَنْ رَّحِمَ

### 3. QALB (IQLAAB)

Qalb means to change one thing into another.

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

عَلَيْمٌ بِهِ	أَبْدَائِمًا	مَنْ بَخِلَ	ذَنْبٍ	مِنْ بَعْدِ
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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 (نْ) or Tanween there appears any of the 15 letters of Ikhfa, Noon Saakin or Tanween will be read with a light nasal sound.

نَفْسٍ شَيْئًا	ذَرَّةٍ شَرًّا	مِنْ شَرٍّ	أَنْتَ	إِنْسَانُ
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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. In what letters will Idghaam be with ghunnah? Give example.

Q7. In what letters will Idghaam be without ghunnah? Give example.

Q8. What is the meaning of Qalb?

Q9. What is the rule of Qalb? Give example.

Q10. What is the meaning of Ikhfa?

Q11. What is the rule of Ikhfa? Give example.

Q12. What is the difference in Ghunnah and Ikhfa? Give example.

## LESSON 17

### RULES OF MEEM SAAKIN

1. If after Meem saakin there appears another Meem or the letter Baa, Meem Saakin will be read with ghunnah.

لَكُمْ مَا	إِنَّهُمْ مَعَكُمْ	لَهُمْ مَا	إِلَيْكُمْ مُرْسَلُونَ
رَبَّهُمْ بِهِمْ	وَمَا هُمْ بِمُؤْمِنِينَ	فَحَكْمَ بَيْنَكُمْ	تَرْمِيهِمْ بِحِجَارَةٍ

2. If after Meem saakin there appears any letter except Meem or Baa, Meem saakin will be read without ghunnah.

فَلَهُمْ أَجْرٌ	أَلَمْ يَجْعَلْ كَيْدَهُمْ فِي	لَكُمْ دِينُكُمْ	هُمْ يُرَاءُونَ
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### QUESTIONS

1. When will Meem saakin be read with ghunnah?
2. When will Meem saakin be read without ghunnah?

## LESSON 18

### RULES OF LAAM OF THE WORD “ALLAH”

The Laam of the word Allah is sometimes read with full mouth and sometimes with empty mouth.

1. If fatha or dhammah appears before the Laam of the word “Allah”, the Laam in the word “Allah” will be read with a full mouth.

اللَّهُمَّ	رَسُولُ اللَّهِ	هُوَ اللَّهُ	اللَّهُ
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2. If kasra appears before the Laam of the word “Allah”, the Laam in the word “Allah” will be read with an empty mouth.

بِاللَّهِ	الْحَمْدُ لِلَّهِ	فِي اللَّهِ	بِسْمِ اللَّهِ
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Note: In all other places the Laam will be read with an empty mouth.

## QUESTIONS

1. When will the Laam of the word “Allah” be read with a full mouth? Give example.
2. When will the Laam of the word “Allah” be read with an empty mouth? Give example.
3. How will the Laam be read in all other places?
4. Circle the Laam of the word Allah which will be read full mouth.

قَالَ اللَّهُ	أَمْرِ اللَّهِ	رَسُولُ اللَّهِ	إِنَّ اللَّهَ
الْحَمْدُ لِلَّهِ	اللَّهُمَّ	بِسْمِ اللَّهِ	هُوَ اللَّهُ
أَعُوذُ بِاللَّهِ	بِاللَّهِ	أَللَّهُ	لِلَّهِ

## LESSON 19

### 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	غَيْرِهِ	لَهَبٍ	أَحَدٌ	فَلَقٍ	رُسُلٌ	كَسَبَ
Waqf	غَيْرُهُ	لَهَبْ	أَحَدْ	فَلَقْ	رُسُلْ	كَسَبْ

2. If the last letter of the word has a 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 jazm. 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 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	مَاءِ	قُرِئْ	شَيْءْ	يَشَاءْ	جَزَاءْ

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

Word	كُنْ	مُنْ	اِنْ	أَمْ	هَمْ	مَمْ
Waqf	كُنْ	مُنْ	اِنْ	أَمْ	هَمْ	مَمْ

### Lesson Summary

	If the 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 Haa saakin
7	Hamzah with jazam	Read it with jerk
8	Noon and Meem mushaddad	Read it with ghunnah

## QUESTIONS

1. What is the meaning of Waqf?
2. How will the Waqf be made on Alif Maddah and fatha madd?
3. How will the Waqf be made with a fathatain on the last letter?
4. How will the Waqf be made with a kasratain or dhammatain on last letter?
5. How will the Waqf be made on a fatha, dhammah or kasra on last letter?
6. How will the Waqf be made on a kasra madd and dhammah madd on last letter?
7. How will the Waqf be made on a round Taa **ﻁ** ?
8. How will the Waqf be made on a Noon or Meem mushaddad?

## LESSON 20

### SYMBOLS OF WAQF

SYMBOL	NAME	EXPLANATION
○	Aayah	It is completion of a sentence. You should stop here.
م	Waqf-e-Laazim	You must Stop here.
ط	Waqf-e-Mutlaq	It is necessary to stop here.
ج	Waqf-e-Jaiz	It is better to stop here and allowed to continue.
لا	Laa	Do not stop here.
س - سکتہ	Seen or Saktah	Pause for a moment without breaking the breath.

## QUESTIONS

1. What is symbol O called and what does it mean?
2. What are you supposed to do at O?
3. What is symbol م called? What are you supposed to do at م ?
4. What is symbol ط called? What are you supposed to do at ط ?
5. What are you supposed to do at symbol لا ?
6. What are you supposed to do at symbol س or سكتة ?