First of all recognise the dots. Moreover, you should curiously keep in mind the difference which occurs in the letters of same similarity due to dots, such as ﺟ، ﺑ، ﻤ، ﺖ. Due to these dots they become different from each other.

The dots could be recognised through this way: Once a dot is given on the upper side of the letter, such as ﻦ; and sometime it is inserted beneath the letter, as like ﺞ! In the same way, two dots are inserted; once on upside as ﺔ، and just as ﺞ! But, three dots always use to appear on upper side of the

### SINGULAR LETTERS IN ALPHABETICAL ORDER

<table>
<thead>
<tr>
<th>Letter</th>
<th>Ha</th>
<th>Jeem</th>
<th>Sa</th>
<th>Ta</th>
<th>Ba</th>
<th>Alif</th>
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<td>Letter</td>
<td>Seen</td>
<td>Za</td>
<td>Ra</td>
<td>Zal</td>
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<tr>
<td>Letter</td>
<td>Ain</td>
<td>Za</td>
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<tr>
<td>Letter</td>
<td>Meem</td>
<td>Loam</td>
<td>Kaaf</td>
<td>Quaf</td>
<td>Fa</td>
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<td>Hamza</td>
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You should read this lesson with utmost devotion. Moreover, try to recognise the letters. Until you become fully capable of recognising each and every letter, you should continue to read this lesson and do not try to move on to the next.

**Developed by Hafiz Usama Maqbool**
Read this lesson with much care. Each letter has to be read separately and with its clear voice. For example, when you read "munn", you have to pronounce the voices of "meem" and "noon". In the same way, you should read "rusulun", with pronouncing "ra", "seen", "laam", and the word "laam", as "you", "ghain", "you", "za".

The letters should be pronounced in the grandiose tone.

<table>
<thead>
<tr>
<th>ا</th>
<th>ل</th>
<th>ك</th>
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<tr>
<td>لا</td>
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Developed by Hafiz Usama Maqbool
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</table>
DISCUSSION ABOUT MOVEMENT
Zabar (ز) Upper Part Vowel Sign

Regarding the recognition of Zabar, it should be impressed on mind that this sign is always put on the upper side of the letter. While reading Zabar, its pronunciation should not be prolonged, not to be jerked and even not be rendered wrongly. Rather it should be pronounced very smoothly.

If the letter “alif” carries vowel points, i.e. Zabar, Zair, Paish, or Jazm, it is not “ال” but “ا”, and as such this one has to be read as “ا”.

Alif (ا) is that letter which looks without movement or Jazm.

While pronouncing deep tone (low pitched) letters, the lips should not be made roundish.

If the sound of some letters appears to have very minor difference, then do your exercise in such different sounds, such as 

Developed by Hafiz Usama Maghool
If Ra (𞑴) carries Zabar, then it should be read in deep tone (low pitched).

While pronouncing Zabar, do not prolong it so much that it gives the sound of Alif (۶), and from “ي” it becomes “ي”. Do not read it hastily so as to avoid jerking. It should be pronounced in such a way that “ي” remains only “ي”.

Be careful that the movement of any letter should not be wrong. It should not be read in a prolonged tone.

**EXERCISE**

**ZABAR (ز)***

Read this exercise with utmost care and try to spell the letters in such a way that their movement may produce accurate sound.

*Developed by Hafiz Usama Maqbool*
It should be impressed on mind that Zair (٪) is similar to Zabar (٪) in shape, but it is inserted at the bottom of the letter. While reading Zair (٪), its pronunciation should not be prolonged as “٧” and even not to be hasty so as to avoid jerking. It should be borne in mind that “٧” has not to be read as “٧٧” and “٧٧٧”, but you read it only as “٧”

Zair (٪) should not be rendered wrongly, but only in correct way.

The letter bearing Zair (٪) at the bottom, would be pronounced in a thinning tone.

When the letter “٧” carries Zair (٪) at its bottom, it will also be read in thinning tone. But those letters which are pronounced in grandiose, i.e., ٧٧٧٧, will be read in the same way, though bearing the sign of Zair (٪).

Developed by Hafiz Osama Maqbool
While a letter is being spelt, the difference between the sound of Zabar (א) and Zair (גי) should be kept in mind.

While spelling "קוק" the sound of "קכ" and "ככ" should be pronounced separately and even clearly.

While spelling "טעט" the sound of "טעט" will be in deep tone (low pitched), but in "טעט" the sound of "טעט" should be in a sharp tone (high pitched).

If any letter does not have the sign of two Zabar (א) at its end, then, at the stop, it will be quiescent. For example, "פפ" will be read as "פפ" and "פפ" as "פפ".

Developed by Hafiz Usama Maqbool
ROUND VOWEL
(PAISH ٓ)

The specific sign of this vowel is that it appears to be similar to “ٓ" and always comes on the upper part of the letter.

Be careful about the movement of this letter. This vowel should not be pronounced in a prolonged tone. For example if “ٓ" is pronounced in prolonged tone, then it is apprehended, it may sound as “ٓ". Likewise, “ٓ" would appear as “ٓ". Try not to make any error in this respect.

Not to be hasty in the movement of Paish (ٓ) and try to avoid jerking.

You are required to read this lesson with utmost attention, and repeatedly pronounce it in proper way.

Developed by Hafiz Usama Maqbool
While reading "نِزَز" , the letter "ی" would be pronounced in deep tone (low pitched). But, at the stoppage, "ی" would be read in deep tone (low pitched), i.e., "نِزَز".

If the round vowel (ا) is inserted on the top of "ی" , then it will be read in very deep tone (low pitched).

When you are reading "ی" in very deep tone (low pitched), then be careful not to make the lips roundish.

---

_Developed by Hafiz Usama Maqbool_
**NUNNATION**

- If there appear two Zabar, two Zair and two Paish on the letter, this sign is called as Tanween (Nunnation) i.e., اً، ژً، عً.
- Sometime such letters, carrying Tanween, are given nasal sound symbol.
- The letter "ـه" is not read if it carries Tanween.
- In the last chapter, your have read the lesson on Zabar (£) and its relevant exercise. Now the lesson on two Zabar (£) or Tanween is given hereunder.
- Thus, you may be able to pronounce the letter with their proper movement.

*Developed by Hafiz Usama Maqbool*
<table>
<thead>
<tr>
<th>س</th>
<th>م</th>
<th>د</th>
<th>ن</th>
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</thead>
<tbody>
<tr>
<td>ه</td>
<td>د</td>
<td>م</td>
<td>م</td>
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<tr>
<td>ت</td>
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<td>ا</td>
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<td>ن</td>
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</tbody>
</table>

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Developed by Hafiz Usama Maqbool
These letters are required to be read in deep tone (low pitched) and full tone:

If there appear Zabar (ّ) or two Zabars (ّّ) on “١”, then it also has to be read in deep tone (low pitched) and full tone.

**NUNNATION (٥)**

- Spelling i.e., joints and nunnation should be practised thoroughly.
- During necessary stop (waqf) at the letter bearing nunnation, it is changed into “٥” i.e., “٥” to be read as “٥ْ”, Likewise “٥” will be read as “٥ْ” and “٥” as “٥ْ”.

**Developed by Hafiz Usama Maqbool**
In respect of two Zair (𐡊)، the principle of stoppage (waqf) is as follows:

<table>
<thead>
<tr>
<th>بقمب</th>
<th>نفقة</th>
<th>لِبَة</th>
<th>فَلْحَة</th>
</tr>
</thead>
<tbody>
<tr>
<td>بقَبِس</td>
<td>كَنَب</td>
<td>لِبَة</td>
<td>فَلْحَة</td>
</tr>
<tr>
<td>بقَبِس</td>
<td>كَنَب</td>
<td>لِبَة</td>
<td>فَلْحَة</td>
</tr>
<tr>
<td>بقَبِس</td>
<td>كَنَب</td>
<td>لِبَة</td>
<td>فَلْحَة</td>
</tr>
</tbody>
</table>

Developed by Hafiz Usama Maqbool
If you feel difficulty in recognising the movement of (ـ), (ـ) (ـ) and (ـ), (ـ), (ـ), then repeat the lessons concerned to the movement of such letters.

**DOUBLE ROUND VOWELS (٩)**

<table>
<thead>
<tr>
<th>١٠</th>
<th>١١</th>
<th>١٢</th>
<th>١٣</th>
<th>١٤</th>
<th>١٥</th>
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<td>١٦</td>
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<td>١٨</td>
<td>١٩</td>
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<td>٣٤</td>
<td>٣٥</td>
<td>٣٦</td>
<td>٣٧</td>
<td>٣٨</td>
<td>٣٩</td>
</tr>
</tbody>
</table>

In some words given in the aforesaid exercise, a few letters appear to be of deep tone (low pitched) and some of sharp tone (high pitched), i.e., ﻦ. In this word, "٧" is of full sound while "٣" is of sharp tone (high pitched). Be careful that while pronouncing ﻦ in full tone the letter "٣" should be pronounced in very sharp voice.

*Developed by Hafiz Usama Maqbool*
QUIESCENCY
(Jazm ∆)

- Jazm is a sign placed over a letter to show that it is to be read as quiescent.
- Jazm does not have its own sound.
- If the letter bears any sign of jazm (∆), it is called as quiescent letter.
- The letter, bearing the sign of jazm, is read along with its predecessor.

Developed by Hafiz Usama Maqbool
In the case of quiescence, the pronunciation of the letter ﯴ will be vibrated. It is called “qalqalah”.

Besides such letters of “qalqalah”, other ones should be read very carefully so that they may not become vibrated.

Developed by Hafiz Usama Maqbool
أنتم راحة بعد بطش سعي
كنت لست أمير بردًا جمعًا
حبل خسر حلقة سبأ سبقًا
شأن صبحا صبحا عبدًا
عدن عش عصف غرفًا غالبًا
فصل قلنا قضنا كأسا كثنا
لغوا مساف تماشت نشطًا نفس
نقعا يسرا أفقى ترضى تسنى
قارع فأنصب وانحر آخر
أرسل أغطش أفلح أكرم

Developed by Hafiz Usama Maqbool
VERTICAL ZABAR (ب)

The movements are of two kinds, i.e., vertical position or reversed position. Just like this, the sign Zabar also bears two shapes, i.e., vertical and reversed.

You should recognize well the position of vertical Zabar.

The vertical Zabar has to be pronounced in long tone, just like "alif".

Be careful that while pronouncing "اً" and "ـ" the sound shouldn’t enter into the nose.

The vertical Zabar has to be pronounced equivalent to alif

Developed by Hafiz Usama Maqbool
If any word is inserted with a vertical Zabar at its end, it will be pronounced as it is. (Not a bit sign of change.)

Example: إذا سُجي قل على غوى غصى

It is entirely wrong to pronounce in long tone the vertical Zabar at the time of stoppage, as being done while reading alif. The sound of this vowel sign will be equivalent to only one alif at the moment of stoppage.

Developed by Hafiz Usama Maqbool
Just like Zabar, the sign Zair in also of two kinds, i.e., Vertical and reversed.

You should recognise well the twin positions of Zair.

The vertical Zair is pronounced just equivalent to yaa.

Be careful that while pronouncing "أ" and "ء" the sound shouldn’t enter into the nose.

Your are required to read this lesson with utmost care and attention. Even be careful about the organs of speech.
At the time of stoppage (waqf), the vertical Zair (⋫) will also end just like the reversed Zair, i.e., ⋫ as ⋫ as ⋫.
Just like Zabar and Zair, the Paish is also of two kinds, i.e., Upright Paish and reversed Paish.

Recognise well both the shapes of Paish.

The reversed Paish is pronounced as that of letter "١" having long vowel sign. It is because this Paish is equivalent to "ваао маддх"
The reversed Paish will also vanish just like vertical Zair. Example:

- عبادة
- ىعدة
- نورة

Developed by Hafiz Usama Maqbool
LETTERS HAVING LONG VOWEL SIGN

- If Zabar (ا) comes before a quiescent alif, it is called Alif maddah, i.e., long vowel sign. Example: ثلث
- If Pash (پ) comes before a quiescent waaw, it is called waaw maddah. Example: جرير
- If Zair (ز) comes before a quiescent ya', it is called Yaay maddah. Example: ماوا
- Such letters having a long vowel sign maddah, are read just like alif
- It is wrong to pronounce haroof maddah more or less of the sound of alif.

Developed by Hafiz Usama Maqbool
This lesson highlights to all the three examples of haroof-i-maddah.

You are required to read this lesson with much care. You should even try to recognise such kind of letters.

Developed by Hafiz Usama Maqbool
Developed by Hafiz Usama Maqbool
THE SOFT LETTERS
(Haroof-i-leen)

If Zabar comes before the quiescent or ỳ, it is called soft letter i.e. haroof-i-leen. Examples: ُؤُوُؤُوُؤُوُؤُوُؤُوُؤُو and ُؤُوُؤُوُؤُوُؤُوُؤُو, etc.

These soft letters haroof-i-leen should be pronounced softly.

The difference of sounds, prevailing in haroof-i-maddah and haroof-i-leen, should be recognised carefully.

Both haroof-i-leen and haroof-i-maddah are pronounced just like one alif.

Developed by Hafiz Usama Maqbool
Those letters which are pronounced in deep tone (low pitched) and sharp tone (high pitched), should be impressed on mind most accurately.

The rule and principle of stoppage, duly described in the previous chapter, should be remembered well.
In the word غني, there are two soft letters "harooj-leen" i.e. "Yaa-i-leen". While pronouncing this word, their sounds should be expressed separately and correctly.

If we have to stop after the word زمن, it will be read as زمن.

Developed by Hafiz Usama Maqbool
SIGN OF DUPLICATION
(TASHDEED ) ( ﺖ )

- Rendering of any letter as hard or strong, is called Tashdeed ( ﺖ).
- This sign is indicated through three equivalent prongs ( ﺖ).
- The letter having this sign, is called mushaddid.
- Such letter is pronounced twice.
- Such letter has to be read while joining the previous letter.
- Such duplicated letters have not to be pronounced in the long tone.
- In such type of letter, “ء” and “و” will be in nasal sound and equivalent to “اٰی”.
- Avoid to prolong the sound of letter coming before “mushaddid”.
  For example, do not read in long tone the first letter of “اٰب”, otherwise it would become “اب”.
- Other letters, such as “اٰخ”, should be pronounced with much care.

Developed by Hafiz Usama Maqbool
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(JI

Developed by Hafez Osama Magbour)
If, after movement, "اوٍّ" and "وٍّ" appear, then pronounce them in strong sound. Example: قَبَّةٌ رَأَصَت
If "ء" and "ي" , bearing the nasal sound, then you will read the letters in the same way. Example: مَنْ وَالٌ مَّنْ يَقُولُ
If there appears letter bearing tashdeed just after letter having maddah , then it must be pronounced in prolonged tone, i.e. خَادِجَةٌ كَالِدٌ
You should read this lesson with utmost care, and even be aware of organs of speech.

*Developed by Hafiz Usama Maqbool*
يرقد يد الله كَرَّ المَذْعَرَ الرَّمْقِ  
عليُّينَ ﴿ليّعواً ﴿ إِنَّ الْذَّينَ  
رَأَيْنَاهُم مِّن شَرِّ النَّقُفَتِ  
فَعَلِّانِ تَمَا يُرِيدُانِ  

Developed by Hafiz Usama Maqbool
<table>
<thead>
<tr>
<th>طلَبُ طَائِفَةٍ</th>
<th>مَهَدَتْ</th>
<th>قَالَتْ طَائِفَةٍ</th>
</tr>
</thead>
<tbody>
<tr>
<td>إِذّ تَظَلَّلُمْنَا</td>
<td>إِذّ تَظَلَّلْنَا</td>
<td>وَجَدَتْنٌ</td>
</tr>
<tr>
<td>مِنْ لَدَنِهِ</td>
<td>مِنْ رَبِّكَ</td>
<td>إِرْكَبْ مَعَنًا</td>
</tr>
<tr>
<td>فَلا يَسْرِفُ فِي الْقُتْلِ</td>
<td>وَأَذْكُرْ رَبَّكَ</td>
<td>أَوْ وَزَرْ نُوْهُمْ</td>
</tr>
<tr>
<td>إِضْرَبْ بِعَصَاكَ</td>
<td>يُدْرِكُ كُنْمُ</td>
<td>يَجِعَلْ لَهُ</td>
</tr>
<tr>
<td>إِذْ ذَهَبَ</td>
<td>قَدْ دَخَلُوا</td>
<td>أَلَمْ نَخْلُقَكُمْ</td>
</tr>
</tbody>
</table>

*Developed by Hafiz Usama Maqbool*
Combination (Idghaam)

Combination (idghaam) is such an act wherein one letter is being inserted into other one, and thus it has to be read as doubled (mushaddid), it is called “idghaam” i.e., A letter marked with “ٌّ" the sign of duplication.

If any letter among ٌّ and ٌ comes after quiescent “ن” or nunnation tanween, then it will be spelt in nasal sound ghunnah.

If any letter among “ل” and “ـ” comes after quiescent “ن” or nunnation tanween, then it will be spelt without nasal sound ghunnah.

EXERCISE

Developed by Hafiz Usama Maqbool
ABBREVIATED LETTERS

These are meant for those letters which come in the Qur'an and being read separately.

These letters usually come in the beginning of some Quranic Surah.

Alif-laam-raa  Alif-laam-meem-saad  Alif-laam-meem
Taa-seen-meem  Taa-haa  Alif-laam-meem-raa
Yaa-seen  Taa-seen  Kaaf-haa-yaa-aan-saad

Developed by Hafiz Usama Maqbool
While reading "ال", after alif, we will pronounce "ال" in long tone ﺃ and then "ِ" will be rendered in nasal sound, and again "ِ" will be read in long tone ﻣ.  

While reading "ط", the letter seen will be rendered in long tone, and then, there will be a nasal sound ghunnah. Just like this, we will read ﺟ in a long tone ﻟ and then nasal sound will be produced.  

While reading "ال", "ال" and "ال" will be pronounced in long tone equivalent to alif.  

If on a letter there appears vertical Zabar ل, vertical Zair ٣ or reversed Paish ﷺ, it will be pronounced just equivalent to alif  ﺃ.  

If any letter carries a sign of Madd (ـ), it will be read in long tone, just equivalent to five or six alif  ﺃ.  

Translator’s note: Certain Surahs of the Holy Quran have certain initials prefixed to them, which are called the Abbreviated Letters. These are the most secret signs, the meaning of which are known only to Allah Almighty.

-Developed by Hafiz Usama Maqbool
والتراب والمشط والنزعة والسحرة فالساقية فالناديات
نبي السرايع فمثل الكفررين
بالخمس الجوار الكونس إهيدا
الحراط المستقيم
ضالاً داخلاً حائجات حاجاً ماجولاً
لضالين ولا الضالين تحاجون
ولا حضرون والصف جائت
الصلاة فإذا جاءت الطامة
الكبري

Developed by Hafiz Usama Maqbool
NOON-E- QUTNI

* Whenever any letter marked with the sign of duplication \( \mathcal{L} \) or being a quiescent one comes after unnunciation, then the figure “\( \mathcal{L} \)” is marked with \( Zaitr \) and written in very small size. This is called “noon qutni”.

**Example:** 

\[ \text{noon qutni} \]

* This smallest size of \( \mathcal{L} \) is generally not written, but in Pakistani editions of the Holy Qur’an it is inserted in smallest size as indicated above.

* It is wrong to start from noon-e-qutni or to repeat it.

**EXERCISE**

"NOON-E- QUTNI”

*Developed by Hafiz Usama Maqbool*
INVERSION
(Iqlaah)

Iqlab (إِلَّا ذِبْحًا) means “to change”.

If “א” comes just after quiescent “א” or nunnation tanveen, then this “א” will be changed with “א” and read in nosed sound ghunnah. This system is called as Inversion iqlaab, i.e. ٍ. ٌ.

While expressing the Inversion iqlaab, nasal sound is produced equivalent to one full alif.

During this procedure, the letter coming before nasal sound ghunnah, should not be read in long tone.

Even at this time, “א” should not be pronounced, rather “א” will be expressed. Be careful that the sound of “א” has not been produced.

EXERCISE

INVERSION
(Iqlaah)

[Image of Arabic text]

Developed by Hafiz Usama Maqbool
SELECTED QURANIC SURAHS

Surah Al-Isra

Allahu 'Ala Rabbī al-'Ala'īn
Surah Ar-Rahman

Malik Yawm al-Din

La 'Ak

Surah An-Nisa

Anhuu 'Alayhuma Ghayrul Mughshin 'Alayhuma

Wala Al-Ẓalihin

Surah Al-Ahzab

Qul Huwa Allah 'Ahd Allah al-'Azim

Wy'da Wa Lam Yuluk Wa Lam Y'Ina La

Lafqo 'Ahd

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