



TAJWEED

the easy way

التجويد الميسر

Part 2





TAJWEED

the easy way

التجويد المبسّر

Part 2

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Preface

All praise is due to Allah, and may peace and blessings be upon His Prophet Muhammad, who was sent as a mercy to all mankind.

The Qur'an is the divine word of Allah and reciting it is an act of worship through which a Muslim earns immense rewards. Since observing the rules of recitation is an obligation for every reader of the Qur'an, Muslims must take great care to recite it correctly by applying the rules of [Tajweed](#).

The purpose of [Tajweed](#) is to enable the reciter to pronounce every letter of the Qur'an accurately, giving it its proper articulation, qualities, and rights.

[Tajweed: The Easy Way](#) provides a simple and accessible starting point for anyone wishing to learn and apply the rules of Tajweed. It aims to make correct Qur'anic recitation easier and more achievable for all learners.

This book, [Tajweed, Part two](#), introduces fundamental rules that form the foundation of correct recitation. It covers three key areas:

- The Articulation Points of the Letters
- The Characteristics of the Letters
- Signs of Waqf

Through clear explanations and practical examples, this book aims to help students develop accuracy, confidence, and beauty in their recitation. May Allah make this effort beneficial and reward every reader who seeks to improve their recitation of His Book. We ask Allah to make this book a means of guidance for Muslims and to bless our efforts.

Latifa Al Saeed

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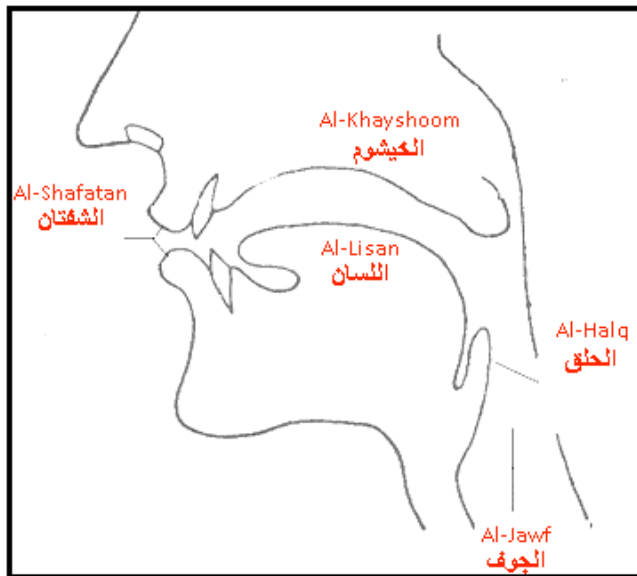
The Articulation Points of the Letters

Makharij Al huroof مخارج الحروف

Makharij (articulation points): plural of Makhraj, which means the place from which a letter is emitted (comes out) from the speech organ.

The major areas of articulation points are five:

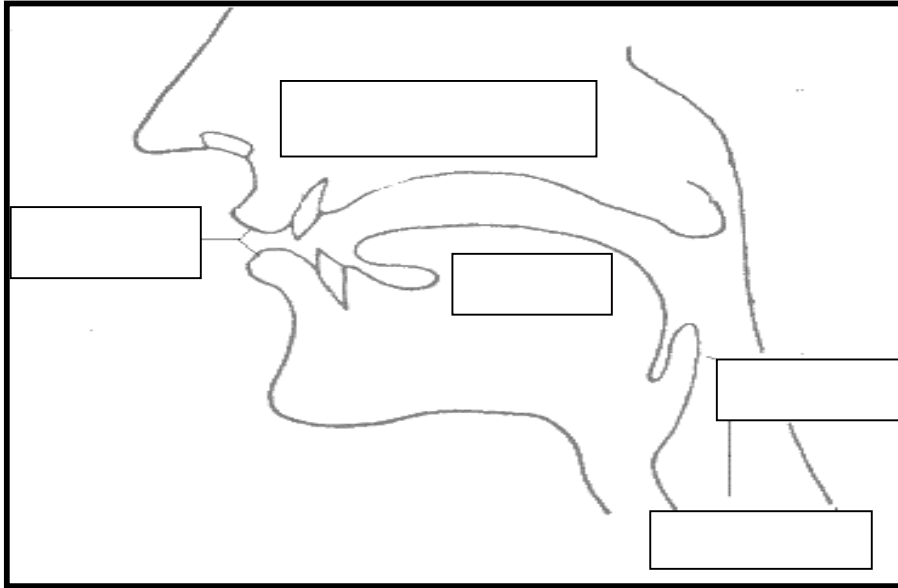
- 1- Al Jawf (the empty space in the mouth or the throat) الجوف
- 2- Al Halq (the throat) الحلق
- 3- Al Shafatan (the lips) الشفتان
- 4- Al Khaishoom (the nasal passage) الخيشوم
- 5- Al Lisan (the tongue) اللسان



These five areas have within them the different articulation points which are a total of 17.

Activities 1

1 - Write the names of the major areas of articulation **مخارج الحروف** in the right boxes in the diagram below:



2- Match the followings :

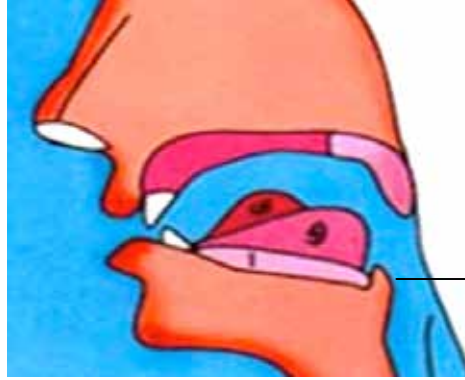
- a) Al Jawf () The joint between the nose and the mouth
- b) Al Khaishoom () The area around the throat
- c) Al Halq () The empty space in the mouth and the throat

3- Put the right numbers in the spaces below:

The main articulation points are and the total points are.....

The Articulation Points in Details

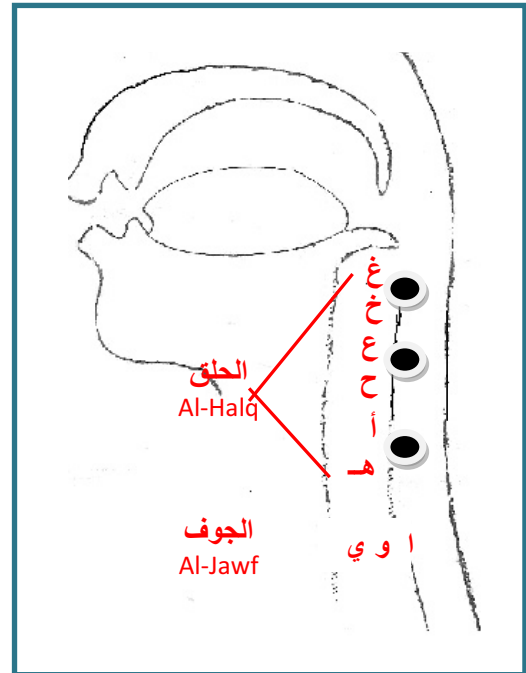
- 1 - **Al Jawf الجوف** : The empty space of the mouth and the throat. Inside al-jawf, there is one articulation point for the three letters of medd (ا، و، ي) (lengthening letters).



Al-Jawf
(ا، و، ي مدية)

- 2 - **Al halq الحلق**: (The throat) It includes three articulation points for six letters:

- 1- أقصى الحلق (the deepest part of the throat) two letters emerge from this place: أ، هـ
- 2- وسط الحلق (the middle part of the throat) two letters emerge from this place: ع، ح
- 3- أدنى الحلق (the closest part of the throat to the mouth) two letters emerge from this place: خ، غ



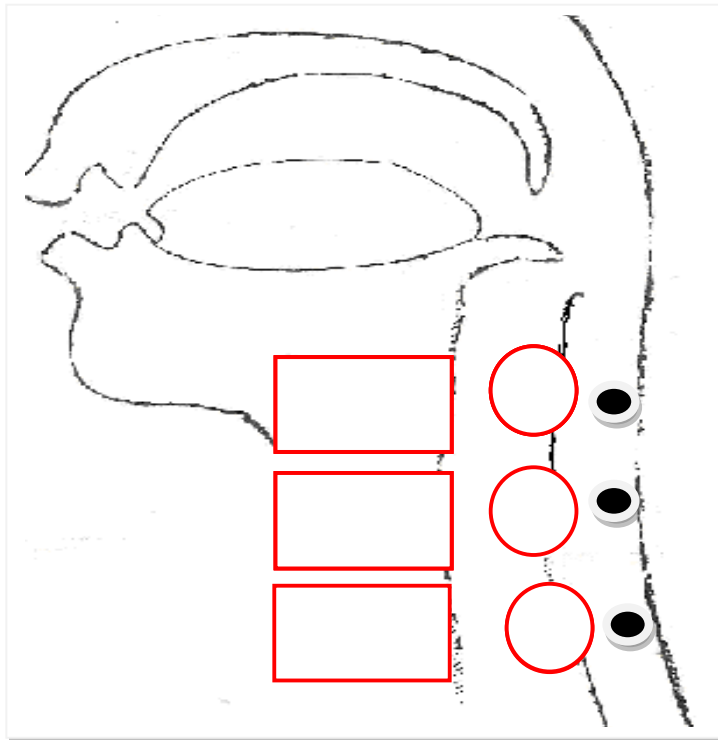
Teacher's Note:

For testing the place of articulation of the letter, (أ) is added before it and it is pronounced with a sukoon .e.g. أم، أخ

Activities 2

1- Put the following letters on the diagram in the right places of their articulation and write the names of the places:

ع ، ح ، أ ، غ ، ه ، خ



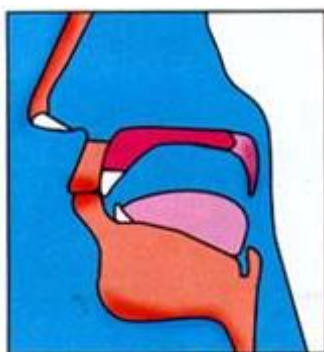
2- Tick the true statements of the following:

- a) The letters of lengthening emerge from Al jawf. ()
- b) The letters غ ، خ emerge from the closest part of the throat to the mouth. ()
- c) The letters ع ، ح emerge from the deepest part of throat. ()
- d) The letters ه ، ع emerge from the middle part of the throat. ()
- e) There are three articulation points (Makharij) in Al jawf. ()
- f) Six letters emerge from the throat. ()

3 - **Al shafatan الشفتان** : (The lips) The lips have two articulation points, from which the following four letters emerge

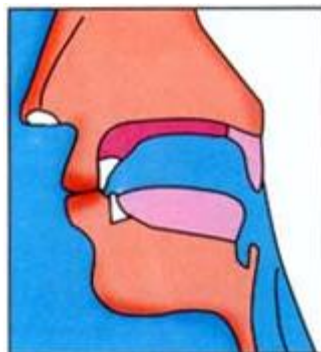
(و ، ب ، م ، ف)

1 - Between the two lips emerge the letters (و ، ب ، م)



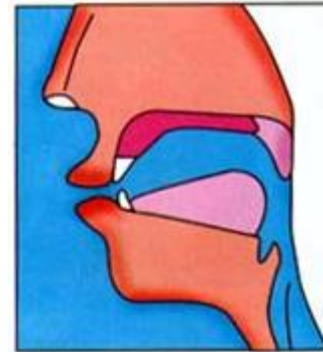
(م)

By closing the lips together, the sound goes out from the nasal passage



(ب)

By closing the lips together stronger than meem.

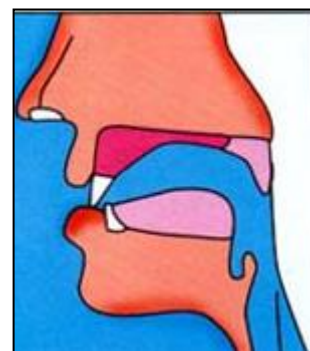


(و)

The un-lengthening waw by forming a circle between the lips

2 - Between the inside of the lower lip and the tip of the two upper front teeth emerge the letter: (ف)

Between the inside of the lower lip and the tips of the two upper front teeth.



Teacher's Note:

The learner should circle the place of articulation.

Activities 3

1- Write the following letters under the pictures which show their articulation points:

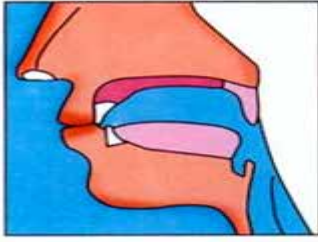
و Un-lengthening

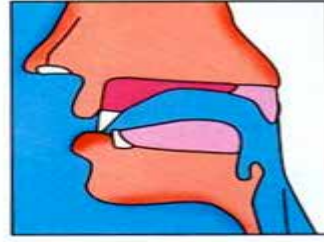
ف

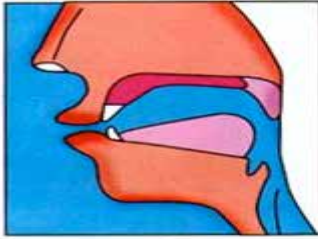
م

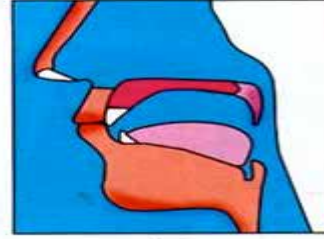
ب

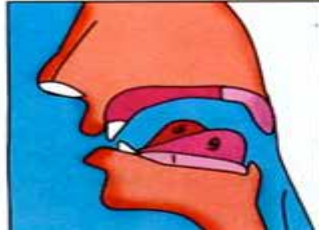
الحروف المدية ا ، و ، ي











2 - Can you tell the reason of not moving the lips in the following?

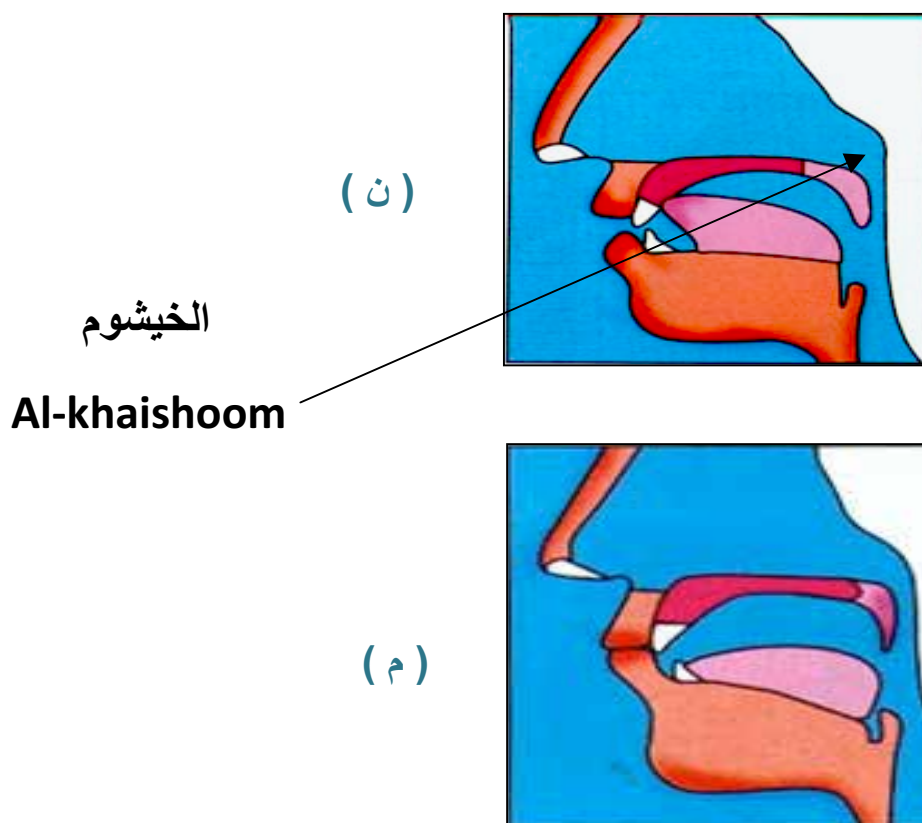
لَا إِلَهَ إِلَّا اللَّهُ

1- The word of Tawheed:

2- The following poetry line:

قطعنا على قطع القطا قطع ليلة سراعاً على الخيل العتاق اللاحق

4 - **Al khaishoom:** الخيشوم (the nasal passage): It is the joint that connects the nose with the mouth. It is the articulation point for Ghunnah, the sound that accompanies the two letters (ن، م)

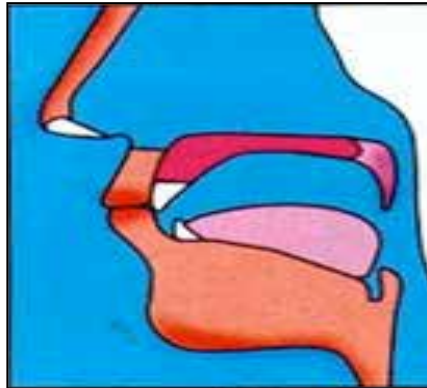


Activities 4

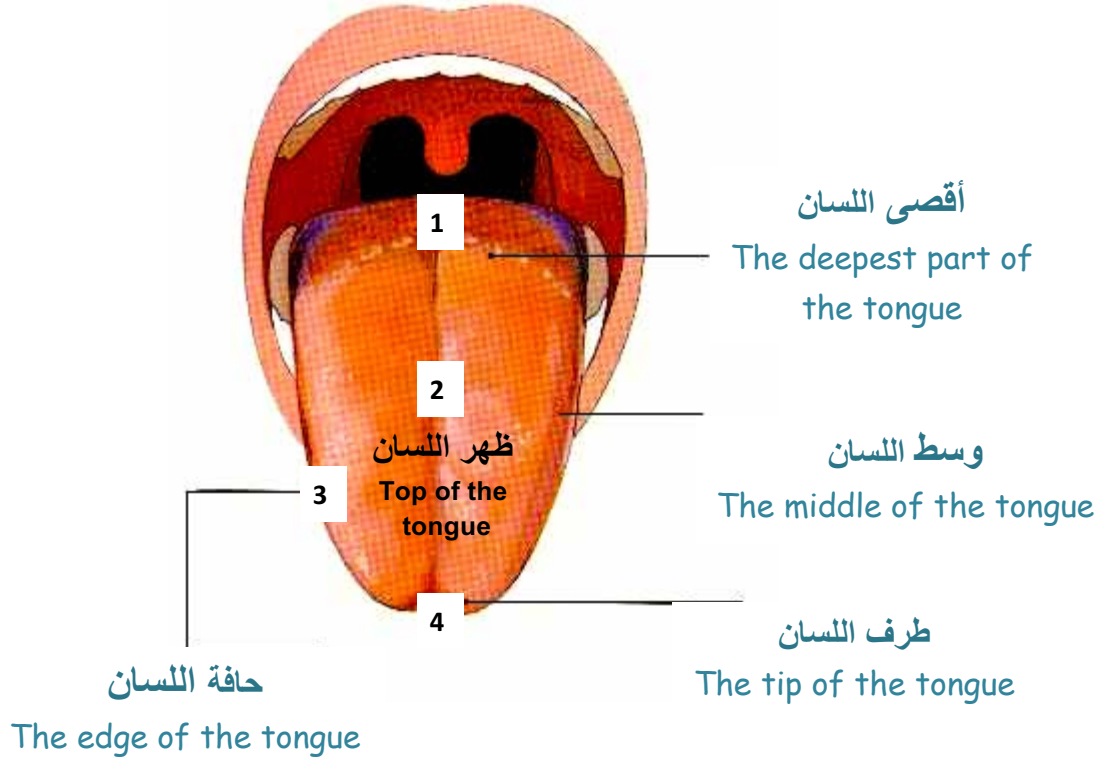
1- Tick (✓) or wrong (x):

- 1- There are two articulation points in Al-khaishoom. ()
- 2- Only al-ghunnah emerges from Al-khaishoom. ()
- 3- Al-khaishoom joins between the nose and the mouth from the inside. ()
- 4- The two letters noon and meem emerges from Al Halq. ()

2- Circle the place of Al Khaishoom on the following picture:



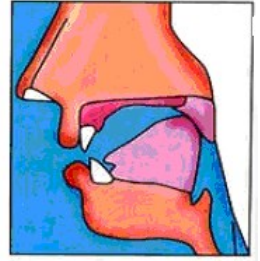
5- **Al-lisan** اللسان (The tongue): It has ten articulation points for eighteen letters. These ten points are distributed over **four** areas, which are:



- أقصى اللسان (ق , ك) The deepest part of the tongue next to the throat:
- وسط اللسان (ش , ج , ي) The middle of the tongue:
- حافة اللسان (ض , ل) The edge of the tongue:
- طرف اللسان (the remaining eleven letters) .

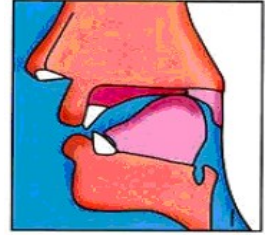
a) أقصى اللسان The deepest part of the tongue: (ق , ك)

1- The point of articulation of the letter (ق) is from the deepest part of the tongue to that which is opposite to it, of the roof of the mouth (soft palate).



(ق)

2- The point of articulation of the letter (ك) is a little under the articulation point of (ق) to that which is opposite to it, of the roof of the mouth (hard palate).

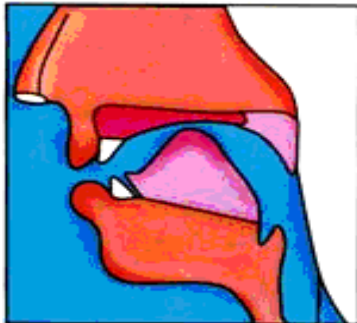


(ك)

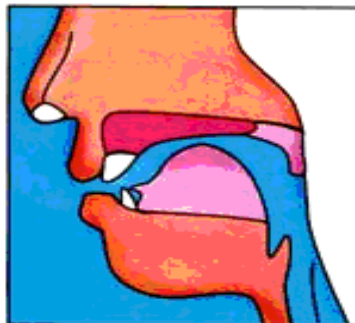
Circle the place of articulation

b) وسط اللسان The middle of the tongue:

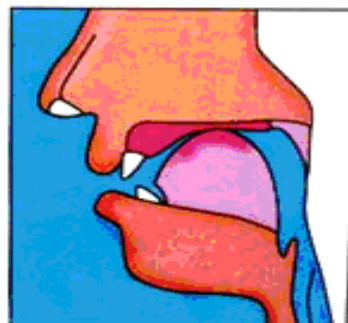
1- The point of articulation of these three letters (ج , ش , ي) is from the middle of the tongue with what is opposite to it, of the roof of the mouth.



(ي)



(ش)

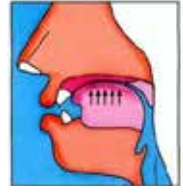


(ج)

c) حافة اللسان The edge of the tongue :

Two letters emerge from this part : (ض , ل)

(ض) : It is articulated from the left or the right edge of the tongue with what is opposite to it, of the upper teeth. It could also be articulated from both sides at the same time.



)

(ل) : It is articulated from the nearest part of the sides of the tongue with what is opposite to it, of the gum.



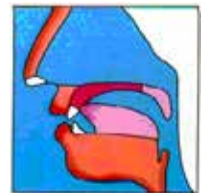
(ل)

Circle the place of articulation

d) طرف اللسان The tip of the tongue:

There are five articulation points for the remaining eleven letters, which are as follows:

(ن) : It is articulated from the tip of the tongue with what is opposite to it of the gum of the two top front teeth, slightly beneath the articulation point of the letter (ل)



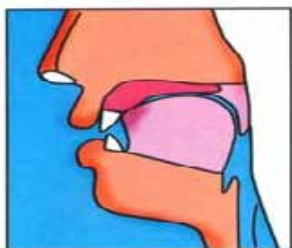
(ن)

(ر) : It is articulated from the upper part of the tip of the tongue and the gum of the two upper front teeth.

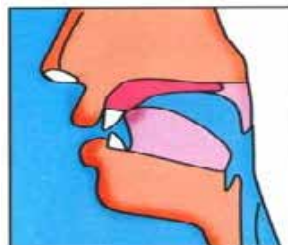


(ر)

(د ، ت ، ط) : These letters are articulated from the upper part of the tongue touching the root of the upper front teeth.

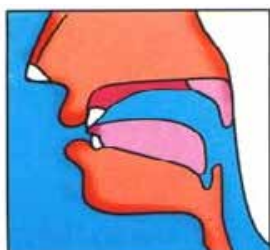


(ط)

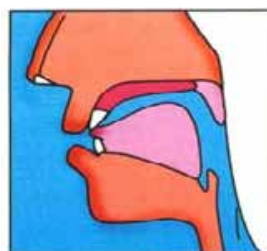


(د ، ت)

(ظ ، ث ، ذ) : These letters are articulated from between the upper tip of the tongue and the edge of the two upper front teeth.

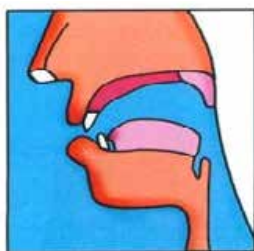


(ث ، ذ)

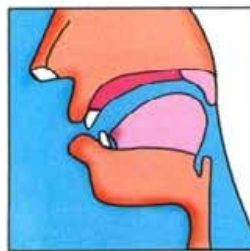


(ظ)

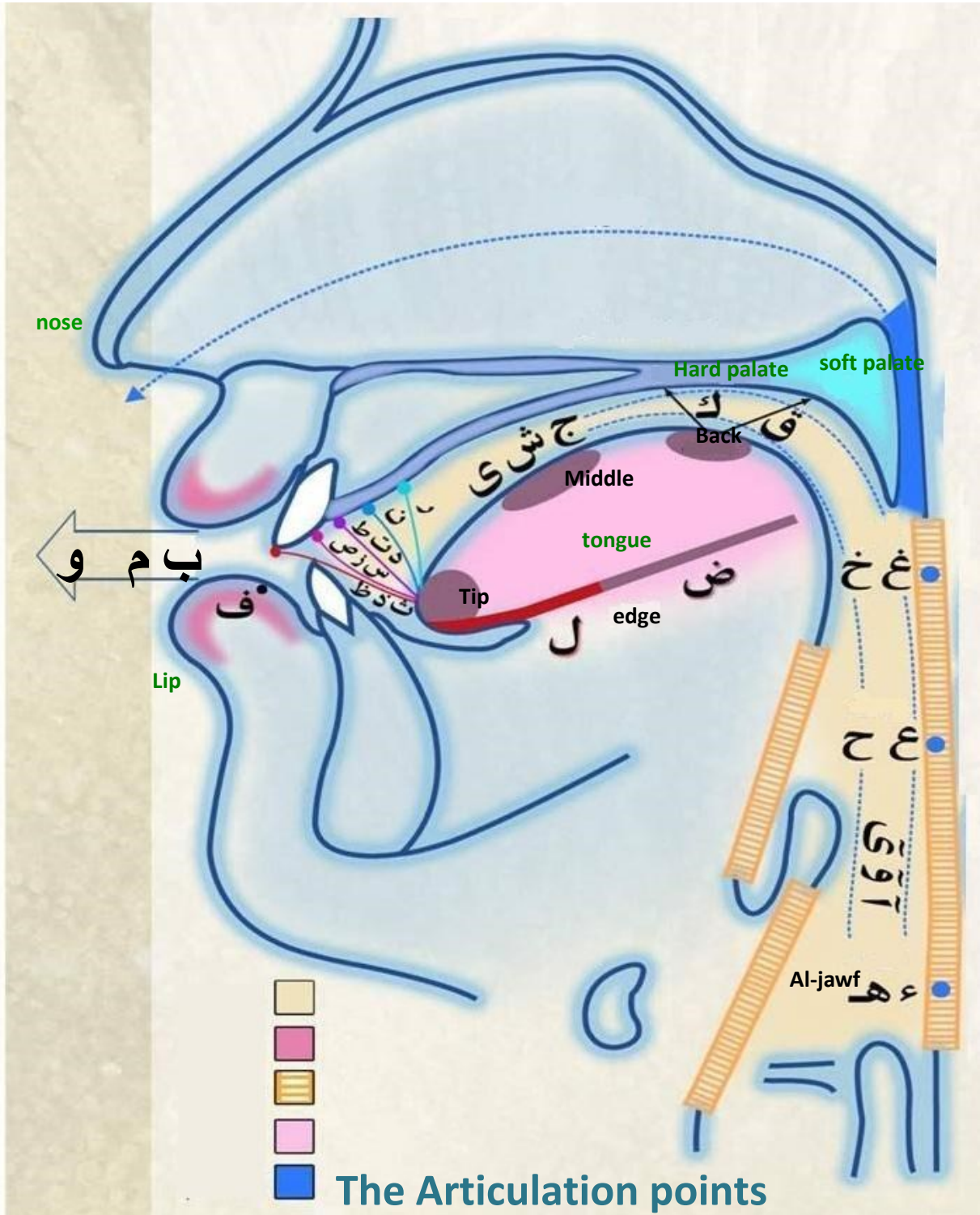
(ص ، ز ، س) : These three letters are articulated from the tip of the tongue with the inner plates of the central lower front teeth.



(ز ، س)



(ص)



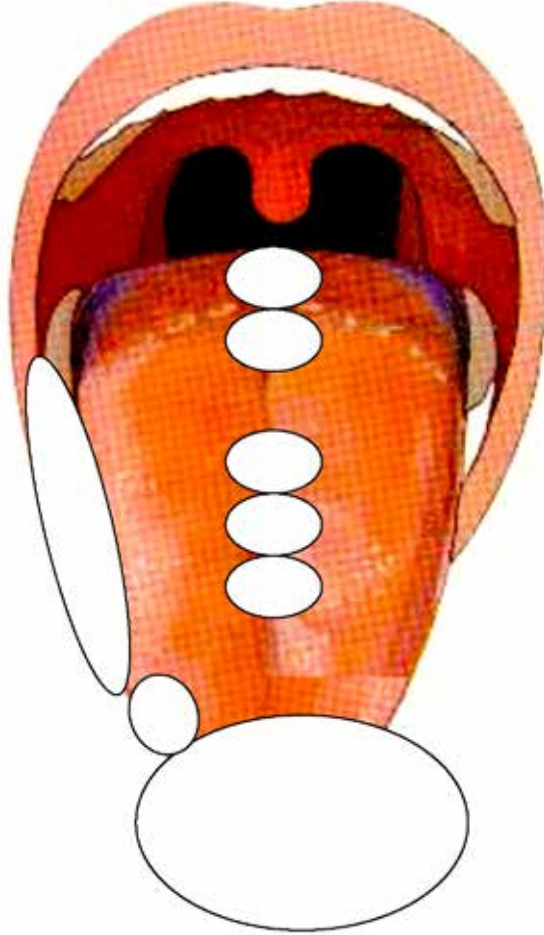
Al Khaishoom

Throat

The Articulation points

Activities 5

1 - Fill in the different articulation points with the suitable letters:



2- When we say this line of poetry, the tongue doesn't move. Can you tell the reason ?

آب همّي وهمّ بي أحبابي همّم ما بهم وهمّي ما بي

3- Complete the following:

The letters of the middle of the tongue are: _____

The letters of the edge of the tongue are: _____

The letters of the upper tip of the tongue and the edge of the two upper front teeth are: _____

The letters of the lips, one or both are: _____

The letters of the throat are: _____

4- Fill in the table given below:

MAKHRAJ	LETTER	MAKHRAJ	LETTER
Pronounced by closing the lips together, the sound goes out from the nasal passage			ز - س - ص
	ك	Pronounced from the middle of the throat	
Pronounced from the middle of the tongue with what is opposite to it, of the roof of the mouth			أ - ه
Pronounced from the deepest part of the tongue to that which is opposite to it, of the roof of the mouth (soft palate)		Pronounced between the inside of the lower lip and the tip of the two upper front teeth emerge the letter	
	ط - د - ت		ظ
Pronounced by forming a circle between the lips			ر

4- Recite the following Surah emphasizing the correct Makharij:

سُورَةُ الْفَيْيَكِ
ترتيبها ١٠٥ آياتها ٥

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
أَلَمْ تَرَ كَيْفَ فَعَلَ رَبُّكَ بِأَصْحَابِ الْفِيلِ ﴿١﴾ أَلَمْ يَجْعَلْ كَيْدَهُمْ
فِي تَضَلِيلٍ ﴿٢﴾ وَأَرْسَلَ عَلَيْهِمْ طَيْرًا أَبَابِيلَ ﴿٣﴾ تَرْمِيهِمْ
بِحِجَارَةٍ مِّن سِجِّيلٍ ﴿٤﴾ فَجَعَلَهُمْ كَعَصْفٍ مَّأْكُولٍ ﴿٥﴾

سُورَةُ الْمَاعُونِ
ترتيبها ١٠٧ آياتها ٧

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
أَرَأَيْتَ الَّذِي يُكَذِّبُ بِالْإِيمَانِ ﴿١﴾ فَذَلِكَ الَّذِي
يَدْعُ الْيَتِيمَ ﴿٢﴾ وَلَا يُحِضُّ عَلَىٰ طَعَامِ الْمِسْكِينِ ﴿٣﴾
فَوَيْلٌ لِلْمُصَلِّينَ ﴿٤﴾ الَّذِينَ هُمْ عَنْ صَلَاتِهِمْ سَاهُونَ
﴿٥﴾ الَّذِينَ هُمْ يُرَآؤُونَ ﴿٦﴾ وَيَمْنَعُونَ الْمَاعُونَ ﴿٧﴾

سُورَةُ الْقَطْرِعَةِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
 الْقَارِعَةُ ﴿١﴾ مَا الْقَارِعَةُ ﴿٢﴾ وَمَا أَدْرَاكَ مَا الْقَارِعَةُ ﴿٣﴾
 يَوْمَ يَكُونُ النَّاسُ كَالْفَرَاشِ الْمَبْثُوثِ ﴿٤﴾
 وَتَكُونُ الْجِبَالُ كَالْعِهْنِ الْمَنْفُوشِ ﴿٥﴾ فَأَمَّا
 مَنْ ثَقُلَتْ مَوَازِينُهُ ﴿٦﴾ فَهُوَ فِي عِيشَةٍ رَاضِيَةٍ
 ﴿٧﴾ وَأَمَّا مَنْ خَفَّتْ مَوَازِينُهُ ﴿٨﴾ فَأُمَّهُ هَاوِيَةٌ
 ﴿٩﴾ وَمَا أَدْرَاكَ مَا هِيَ ﴿١٠﴾ نَارٌ حَامِيَةٌ ﴿١١﴾

سُورَةُ النَّاسِ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
 قُلْ أَعُوذُ بِرَبِّ النَّاسِ ﴿١﴾ مَلِكِ النَّاسِ ﴿٢﴾ إِلَهِ
 النَّاسِ ﴿٣﴾ مِنْ شَرِّ الْوَسْوَاسِ الْخَنَّاسِ ﴿٤﴾ الَّذِي
 يُوسَسُ فِي صُدُورِ النَّاسِ ﴿٥﴾
 مِنَ الْجِنَّةِ وَالنَّاسِ ﴿٦﴾

صفات الحروف

Sifat Al-Huroof

The Characteristics of the Letters

Objectives of learning Sifat of the letters:

- To differentiate one letter from another that share the same point of articulation.
- To improve the sound and pronunciation of each and every letter.
- To differentiate between the strong and weak letters which may help us in distinguishing among those that can be merged or not (i.e. weak letters can be merged into the strong letters whereas strong letters cannot be merged into the weak ones).
- To differentiate between the good reciter and an average one (the one who controls the pronunciation of every letter along its characteristics is considered a good reciter).

Definition:

Sifat is a plural word; the singular of it is sifah; which means description or characteristic. Here, the word Sifat refers to the special characteristics found in each and every letter to differentiate it from other letters, especially those which have the same Makhraj¹ as there is only one Makhraj for every letter, while it has a minimum of five characteristics. The maximum characteristics a letter might have are seven.

1) **Makhraj**: The place from which a letter is emitted (comes out) from the speech organ.

Sifat are of two types:

1 - Permanent characteristics: The ones which always accompany the letter.

2- Temporary characteristics: The ones which occur in some cases only.

The Permanent Characteristics are divided into



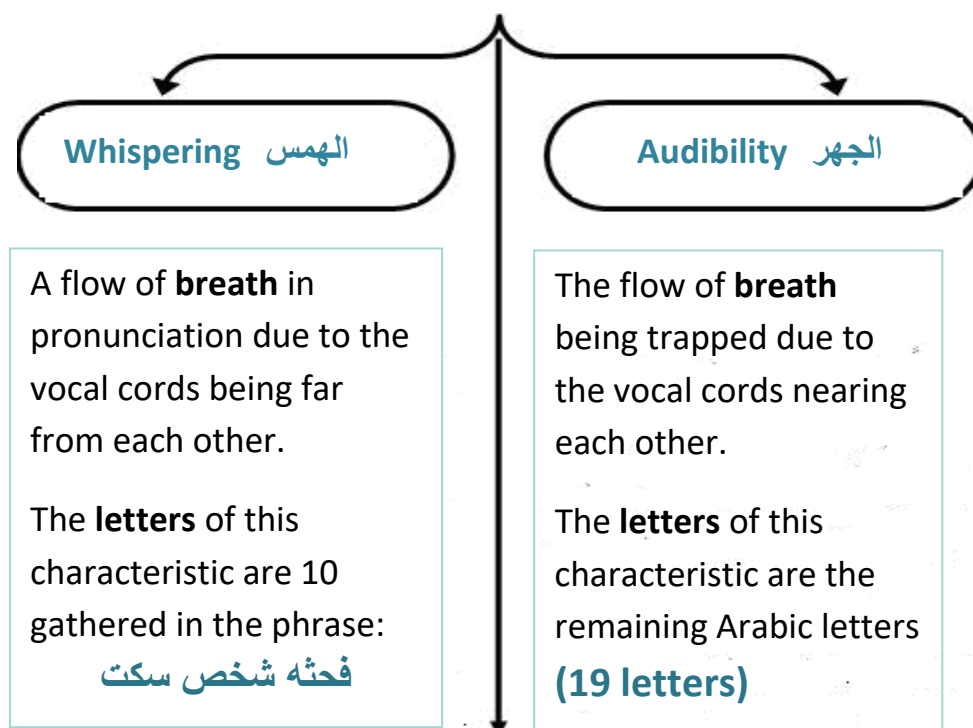
Characteristics with opposites (10)	
The characteristic	Its opposite
Whispering الهمس	Audibility الجهر
Strength الشدة	Weakness الرخاوة
Elevation الإستعلاء	Lowering الإستفال
Closing الإطباق	Opening الإفتاح
Fluency الإذلاق	Restraint الإصمات

Characteristics without opposites (7)	
Whistling	الصفير
Elongation	الاستطالة
Vibration	القلقلة
Softness and ease	اللين
Inclination	الانحراف
Repetition	التكرار
Diffusion	التفشي

First: The characteristics with opposites

The differentiations among the sifat of the letters depend on the position of the tongue, the flowing of breath or sound.

Dividing the Arabic letters according to the flowing or trapping of the breath

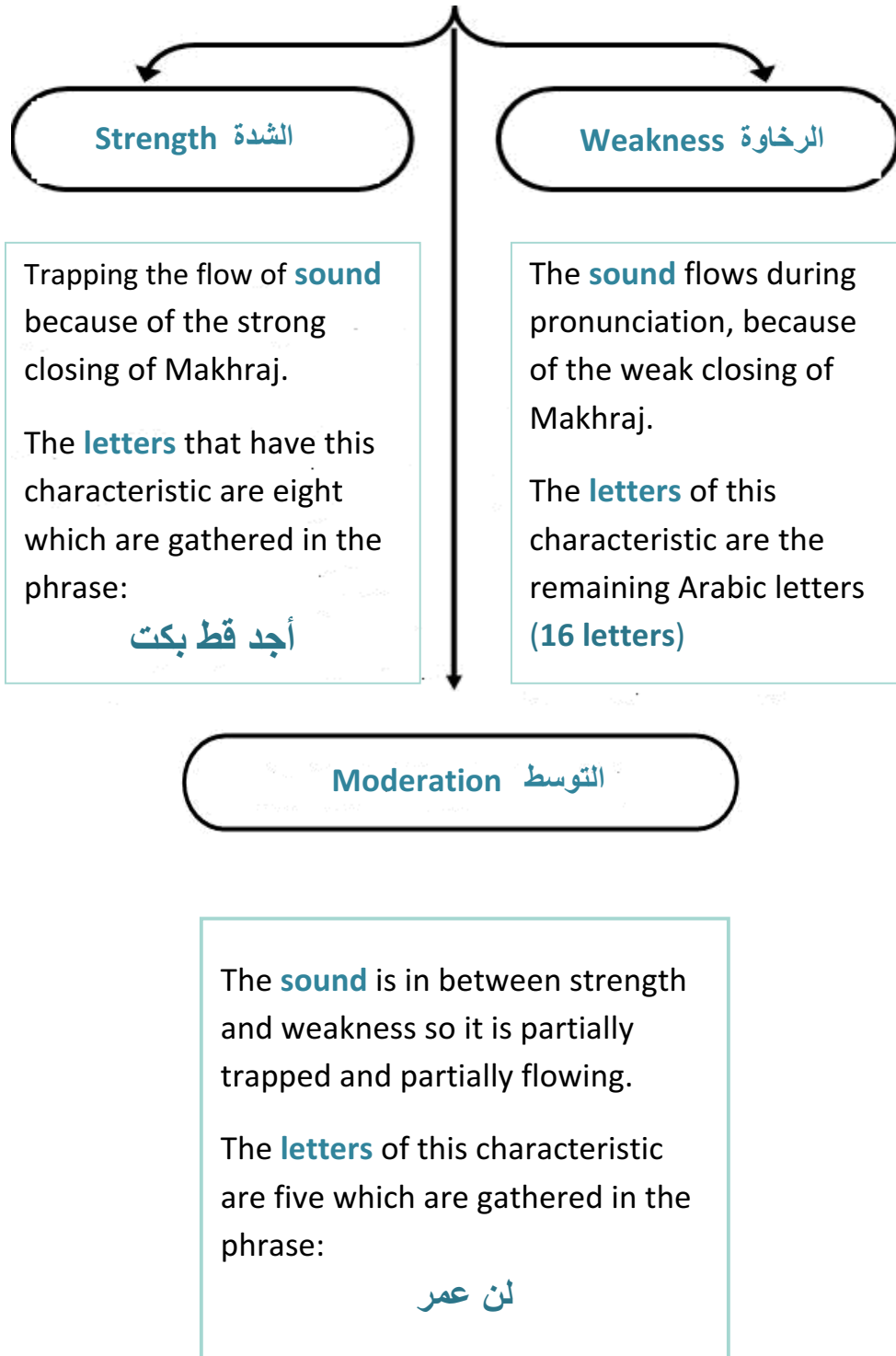


This picture shows the closing of the vocal cords when pronouncing the letter (ذ) which is الجهر, the audibility letters

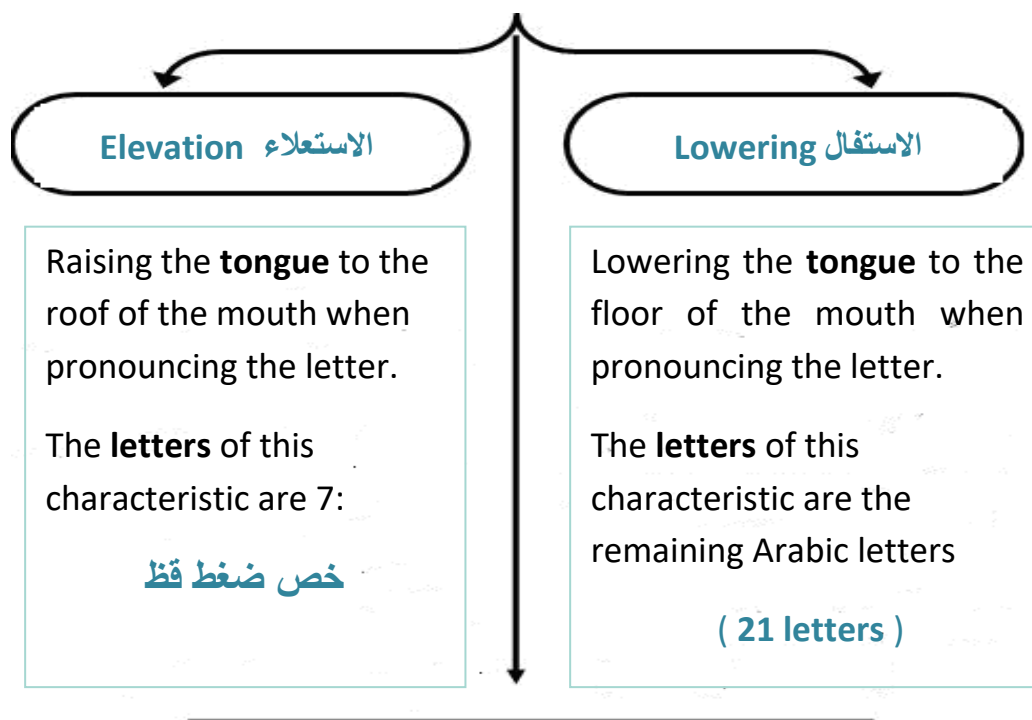
The vocal cords are nearer to each other when pronouncing the letter (ذ) so it traps the breath



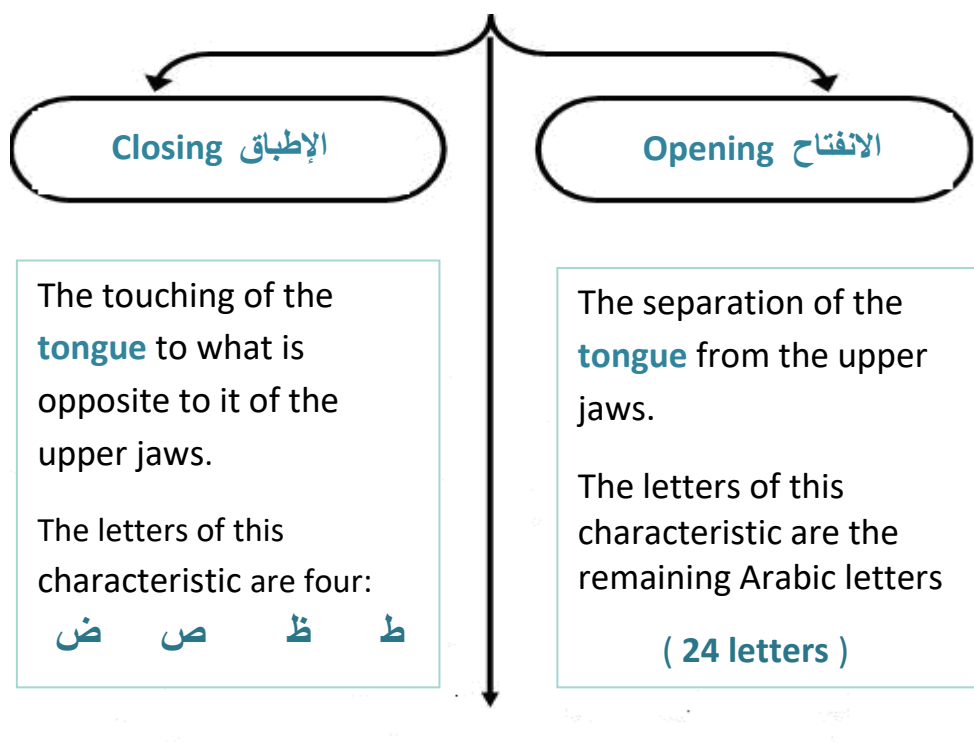
Dividing the Arabic letters according to the flowing or trapping of the sound



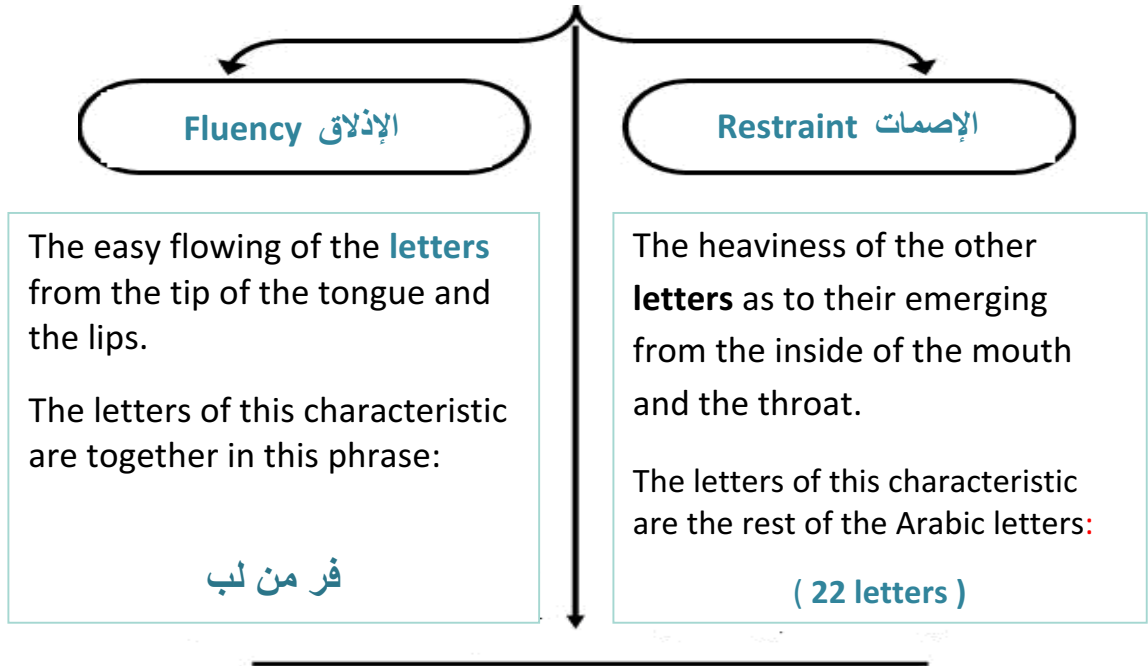
Dividing the Arabic letters according to the position of the tongue



Dividing the Arabic letters according to the closing or opening of the tongue towards the upper jaws



Dividing the Arabic letters according to the easy flowing of the letters or not



Second: The characteristics of the letters without opposites

- 1 - **Whistling** الصفير : Sharpness in the sound of the letter produced from its passing through a tight passage. It is a characteristic of the letters :
(ز , س , ص) and with (ز), it is a more buzzing sound.
- 2 - **Vibration** القلقة : The vibration of Makhraj when pronouncing the letter only when accompanied by sukoon. The letters are five gathered in the phrase: **قطب جد**
- 3- **Ease (softness)** اللين : Pronouncing without difficulty – this is a characteristic of
(و) waw or (ي) ya' with sukoon preceded by fat-ha.
- 4 - **Inclination** الانحراف : The inclination of the letter towards another Makhraj. This is a characteristic of (ل) and (ر) .
They incline towards the top of the tongue.
- 5- **Repetition** التكرار : For (ر) only, the tongue tends to vibrate when pronouncing it. Correct pronunciation requires the avoidance of this characteristic by controlling the tongue and not relaxing it.
- 6 - **Diffusion** التفشي : The spreading of air throughout the mouth during pronunciation of the letter (ش) .

7 - Elongation الاستطالة : The extension of the sound over the entire edge of the tongue from front to back. This is a characteristic of (ض) and it is most noticeable when it is accompanied by sukoon.

Teacher's Note:

The learner should notice that every letter has only one Makhraj while it has at least five characteristics, these characteristics are applied to each letter one by one, eg:

The letter (ت):- It emerges from the upper tip of the tongue with the root of the upper front teeth.

- It has five characteristics :

Restrain : ت comes from the inside of the mouth, not the tip of the tongue or the lips , so it is a little restrained.

Strength : There is a strong dependence on Makhraj.

Opening : The tongue is separated from the upper jaws.

Lowering : The tongue is lowered completely to the floor of the mouth.

Whispering : The breath flows at the end of pronunciation of the letter.

The Sifat of the letters

Letter	Characteristics of the Letters						
أ	Audibility	Strength	Lowering	Opening	Restraint		
ب	Audibility	Strength	Lowering	Opening	Fluency	Vibration	
ت	Whispering	Strength	Lowering	Opening	Restraint		
ث	Whispering	Weakness	Lowering	Opening	Restraint		
ج	Audibility	Strength	Lowering	Opening	Restraint	Vibration	
ح	Whispering	Weakness	Lowering	Opening	Restraint		
خ	Whispering	Weakness	Elevation	Opening	Restraint		
د	Audibility	Strength	Lowering	Opening	Restraint	Vibration	
ذ	Audibility	Weakness	Lowering	Opening	Restraint		
ر	Audibility	Moderation	Lowering	Opening	Fluency	Inclination	Repetition
ز	Audibility	Weakness	Lowering	Opening	Restraint	Whistling	
س	Whispering	Weakness	Lowering	Opening	Restraint	Whistling	
ش	Whispering	Weakness	Lowering	Opening	Restraint	Diffusion	
ص	Whispering	Weakness	Elevation	Closing	Restraint	Whistling	
ض	Audibility	Weakness	Elevation	Closing	Restraint	Elongation	
ط	Audibility	Strength	Elevation	Closing	Restraint	Vibration	
ظ	Audibility	Weakness	Elevation	Closing	Restraint		
ع	Audibility	Moderation	Lowering	Opening	Restraint		
غ	Audibility	Weakness	Elevation	Opening	Restraint		
ف	Whispering	Weakness	Lowering	Opening	Fluency		
ق	Audibility	Strength	Elevation	Opening	Restraint	Vibration	
ك	Whispering	Strength	Lowering	Opening	Restraint		
ل	Audibility	Moderation	Lowering	Opening	Fluency	Inclination	
م	Audibility	Moderation	Lowering	Opening	Fluency	Gunnah	
ن	Audibility	Moderation	Lowering	Opening	Fluency	Gunnah	
ه	Whispering	Weakness	Lowering	Opening	Restraint		
و	Audibility	Weakness	Lowering	Opening	Restraint	Ease	
ي	Audibility	Weakness	Lowering	Opening	Restraint	Ease	

Activities 6

1 - Tick the right answers:

- 1 - The letters of Audibility are 10. ()
- 2 - The letters of strength are gathered in أجد قط بكت ()
- 3 - The letters of restraint are 6. ()
- 4 - ط ، ظ ، ص ، are the letters of closing. ()
- 5- The letters of lowering are gathered in خص ضغط قظ ()
- 6- The characteristics of the letters are 17. ()

2 - Put the suitable letters for the characteristics in the following table, one letter for each:

ب - ر - و - ع - ش - ض - ل - س

الاستطالة	القلقلة	التكرار	التفشي	الصفير	الانحراف	اللين
Elongation	Vibration	Repetition	Diffusion	Whistling	Inclination	ease

3 - Circle the correct answer:

1 - The Sifat of the letters are:

a) Ten

b) Seventeen

c) Fifteen

2 - A letter that has seven characteristics:

a) ر

b) ج

c) م

3- The letters of whispering are:

a) 15

b) 10

c) 18

4 - Put the following characteristics in the right places in the table below:

Ease

اللين

Whispering

الهمس

Weakness

الرخاوة

Whistling

الصفير

Opening

الانفتاح

Vibration

القلقلة

Repetition

التكرار

Restraint

الإصمات

صفات ليس لها ضد Characteristics without opposites	صفات لها ضد Characteristics with opposites

5- Complete the missing characteristics of each letter in the following table:

أ	_____	strength	_____	opening	restraint		
ت	_____	strength	_____	_____	restraint		
ذ	audibility	_____	lowering	opening	_____		
ر	_____	moderation	lowering	_____	fluency	_____	repetition
ظ	audibility	_____	elevation	_____	restraint		
ع	_____	moderation	lowering	opening	_____		
ن	_____	moderation	_____	opening	fluency	_____	
ه	Whispering	_____	lowering	_____	restraint		
ي	_____	weakness	_____	opening	_____	ease	

6 - Recite the following Surahs:

(Give each letter all its characteristics)

سُورَةُ الْفَلَقِ
رتبها ١١٣ آياتها ٥

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
قُلْ أَعُوذُ بِرَبِّ الْفَلَقِ ﴿١﴾ مِنْ شَرِّ مَا خَلَقَ ﴿٢﴾ وَمِنْ
شَرِّ غَاسِقٍ إِذَا وَقَبَ ﴿٣﴾ وَمِنْ شَرِّ النَّفَّاثَاتِ فِي
الْعُقَدِ ﴿٤﴾ وَمِنْ شَرِّ حَاسِدٍ إِذَا حَسَدَ ﴿٥﴾

سُورَةُ قُرَيْشٍ
رتبها ١٠٦ آياتها ٤

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
لَا إِلَهَ إِلَّا هُوَ قُرَيْشٍ ﴿١﴾ إِلَهِهُمْ رِحْلَةَ الْشِتَاءِ وَالصَّيْفِ
﴿٢﴾ فَلْيَعْبُدُوا رَبَّ هَذَا الْبَيْتِ ﴿٣﴾ الَّذِي أَطْعَمَهُمْ
مِنْ جُوعٍ وَءَامَنَهُمْ مِنْ خَوْفٍ ﴿٤﴾

سُورَةُ الْمَسَدِ
آياتها ٥
ترتيبها ١١١

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
تَبَّتْ يَدَا أَبِي لَهَبٍ وَتَبَّ ﴿١﴾ مَا أَغْنَىٰ عَنْهُ مَالُهُ وَمَا
كَسَبَ ﴿٢﴾ سَيَصِلَىٰ نَارًا ذَاتَ لَهَبٍ ﴿٣﴾ وَأَمْرَأَتُهُ
حَمَّالَةَ الْحَطَبِ ﴿٤﴾ فِي جِيدِهَا حَبْلٌ مِّن مَّسَدٍ ﴿٥﴾

سُورَةُ الْاِخْلَاصِ
آياتها ٤
ترتيبها ١١٤

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
قُلْ هُوَ اللَّهُ أَحَدٌ ﴿١﴾ اللَّهُ الصَّمَدُ ﴿٢﴾ لَمْ يَكِدْ
وَلَمْ يُولَدْ ﴿٣﴾ وَلَمْ يَكُن لَّهُ كُفُوًا أَحَدٌ ﴿٤﴾

At Tafkheem and At Tarqeeq

(heaviness and lightness)

(التفخيم والترقيق)

Tafkheem التفخيم: is giving the letter a quality of heaviness by elevating the tongue to the roof of the mouth.

Tarqeeq الترقيق: is giving the letter a quality of lightness by lowering the tongue away from the roof of the mouth.

Arabic letters are divided into three groups as to tafkheem and tarqeeq:

1 - Letters that always have **Tafkheem** are only (7)

(خ ، ص ، ض ، غ ، ط ، ق ، ظ) gathered in the phrase: خص ضغط قظ

They are called the letters of tafkheem (حروف التفخيم)

خالدین - صادقین - الضالین - غدقا - الطعام - أظلم

The five levels of Tafkheem:

a) The highest level of Tafkheem is when the tafkheem letter is followed by Alif (ا), e.g: الظالمین - غاسق - قاتل - صابر

b) The second level of Tafkheem is the tafkheem letter with fat-ha,

e.g: الطیبون - خلیلا - الموقدة - صبر

c) The third level of Tafkheem is the tafkheem letter with dhammah

e.g: قُل - الْقُرْآن - خُسْر - طُغْيَانِهِمْ

d) The fourth level of tafkheem is the tafkheem letter with sukoon

e.g: أَغْنَى - أَخْلَدَهُ - سَيَصْلَى - أَقْرَأَ

e) The last level of tafkheem is the tafkheem letter with kasrah,

e.g: شَقِيًّا - حَافِظِينَ - رَاضِيَةً - وَلِلْآخِرَةِ

2- Letters **that sometimes** have **Tafkheem** and sometimes have **tarqeeq** are three: (ا ، ل ، ر)

A- The medd letter alif (long vowel ا) : It always takes the characteristic of the letter before it; tarqeeq or tafkheem, so if the medd letter alif is preceded by a heavy letter, then the medd alif will be heavy (tafkheem).

e.g: الضَّالِّينَ - خَافَ - الصَّاحَةَ - مُطَاعَ

If the medd letter alif is preceded by a light letter, then the medd alif will be light (tarqeeq).

e.g: الطَّعَامَ - مَأْتَهُ - الْحَاكِمِينَ - الْوَسْوَاسَ

B- The laam (ل) : It always takes the characteristic of Tarqeeq except when it occurs in the Divine Name (إِلَهِ), then it has two cases:

If the word Allah is preceded by fat-ha (ﺍ) or dhammah (ﺃ), then the laam is pronounced with Tafkheem, as in:

ناقة الله - قالوا اللهم - أراد الله - فضل الله

but if it is preceded by kasrah (ﺇ), then it is pronounced with tarqeeq as in:

في سبيل الله - أعود بالله - بسم الله - من رزق الله

C- The letter (ر) : It alternates between tarqeeq and tafkheem according to the short vowel accompanying it.

• The cases when letter (ر) is **Tafkheem**:

a) It is pronounced with tafkheem when (ر) is accompanied by dhammah: يخرج - رفعت - كفروا

b) It is pronounced with tafkheem when (ر) is accompanied by fat-ha: رسول - فريش - رمضان

c) It is pronounced with tafkheem when (ر) is accompanied by sukoon preceded by dhammah:

القرآن - المرسلون - زرتم

d) It is pronounced with tafkheem when (ر) is accompanied by sukoon preceded by fat-ha:

مريم - أرسلوا - مرقدنا

• The cases when letter (ر) is **Tarqeeq**:

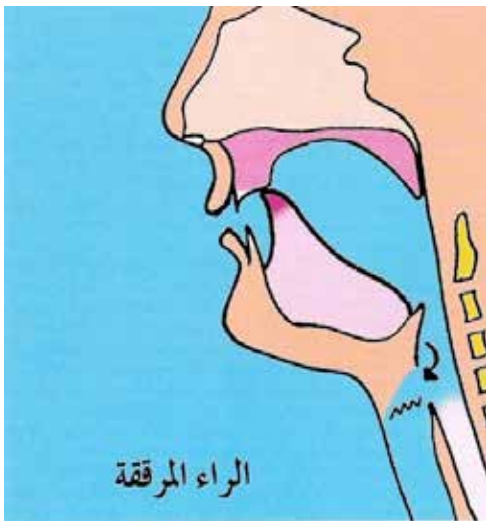
a) When (ر) is accompanied by kasrah as in:

لكل امرئ - رجال - كريم

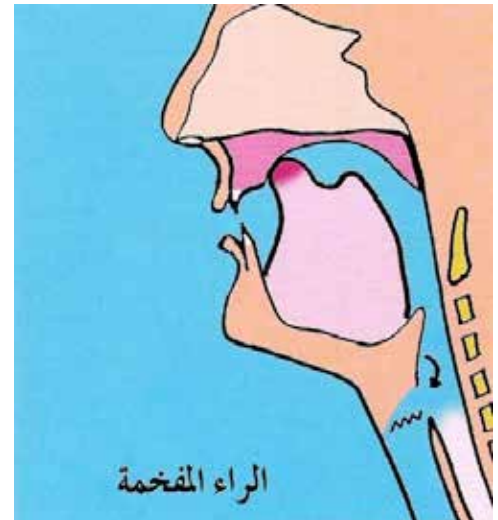
b) When (ر) is accompanied by sukoon preceded by an original kasrah as in:

فِرْعَوْنَ

light (ر)



heavy (ر)



3 - The remaining (18) letters are always **tarqeeq**.

(التائبون) - (العابدون) - (الحامدون)

Activities 7

1 - Choose the right answers for the following statements:

1- The letters that always have Tafkheem are gathered in:

(خص ضغط قظ - صف ذاتنا - يرملون)

2- The letters that always have tarqeeq are:

(ل ، ر ، أ) - (ف ، ع ، ت) - (ص ، ض ، ظ)

3- The letters that sometimes have tarqeeq and sometimes have tafkheem are:

(س ، ش ، ي) - (ا ، ر ، ل) - (خ ، ق ، ظ)

2 - Complete the following:

1 - Tafkheem means:.....

2 - Tarqeeq means:

3 - The letters that always have tafkheem are:

4 - The rule of laam is sometimes tafkheem and sometimes tarqeeq in the word only.

5 - The rule of alif is tafkheem when it is preceded by, and tarqeeq when it is preceded by

6 - The rule of the letter (ر) is tafkheem when it is accompanied by or and it is tarqeeq when it is accompanied by

3 - Tick the right rule for the letters mentioned:

Tafkheem	Tarqeeq	The letter	The word
		ط	قِطَاف
		ر	فِرْعَوْنَ
		ص	فَاصِبِر
		ر	السَّحَر
		ل	اللَّه
		ل	ذَكَرَ اللّٰه
		ا	بِالظَّالِمِينَ
		ع	العَظِيم

4-From the verses of Surah al-Insan find the words which have the following rules :

عَيْنًا يَشْرَبُ بِهَا عِبَادُ اللَّهِ يُفَجِّرُونَهَا تَفْجِيرًا ﴿٦﴾ يُوفُونَ بِالْأَنْذَارِ وَيَخَافُونَ
يَوْمًا كَانَ شَرُّهُ مُسْتَطِيرًا ﴿٧﴾ وَيُطْعَمُونَ أَلْطَعَامَ عَلَىٰ حُبِّهِ مِسْكِينًا
وَيَتِيمًا وَأَسِيرًا ﴿٨﴾

1. Laam with tafkheem:
2. Ra' with tafkheem:
3. Ra' with tarqeeq:
4. Alif with tafkheem:
5. Alif with tarqeeq:
6. Tafkheem of the highest level:
7. Tafkheem of the second level:
8. Tafkheem of the third level:
9. Tafkheem of the fourth level:
10. Tafkheem of the fifth level:




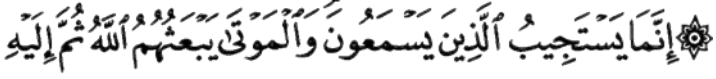






Teacher's Note:



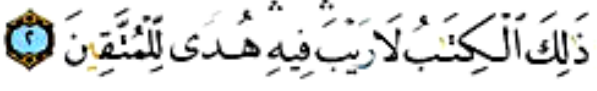
Make the students practise Tafkheem and Tarqeeq by reciting the above verses.

Signs of Waqf (pausing or stopping)

علامات الوقف


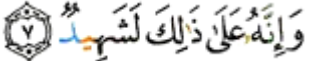
Pausing or stopping is called Waqf. Knowing the proper places to start, to stop or to draw breath while reciting. It is of utmost importance to avoid confusion or change the meaning, certain signs are added to the Mus-haf to know where stopping is permissible and where it is prohibited or unsuitable according to whether it leads to a complete and correct meaning or not.

	<p>End of Ayah. You can stop here.</p> <p>eg: [114: 1-2]  مَلِكِ النَّاسِ  قُلْ أَعُوذُ بِرَبِّ النَّاسِ</p>
<p>م</p>	<p>Compulsory stop to avoid altering the meaning</p> <p> إِنَّمَا يَسْتَجِيبُ الَّذِينَ يَسْمَعُونَ وَالْمَوْتَى يَبْعَثُهُمُ اللَّهُ ثُمَّ إِلَيْهِ يُرْجَعُونَ </p> <p>eg: [6: 36]</p>
<p>ج</p>	<p>Permissible stop.</p> <p>eg: [87: 7]  إِلَّا مَا شَاءَ اللَّهُ إِنَّهُ يَعْلَمُ الْجَهْرَ وَمَا يَخْفَى</p>
<p>صلى</p>	<p>Or ص or ز permissible to stop but preferable to continue</p> <p> خَتَمَ اللَّهُ عَلَى قُلُوبِهِمْ وَعَلَى سَمْعِهِمْ وَعَلَى أَبْصَارِهِمْ غِشْوَةً وَلَهُمْ عَذَابٌ عَظِيمٌ </p> <p>eg: [2:7]</p>
<p>قلى</p>	<p>Or ق permissible to continue but preferable to stop</p> <p>eg: [64: 11]</p> <p> مَا أَصَابَ مِنْ مُصِيبَةٍ إِلَّا بِإِذْنِ اللَّهِ وَمَنْ يُؤْمِنْ بِاللَّهِ يَهْدِ اللَّهُ قَلْبَهُ، وَاللَّهُ بِكُلِّ شَيْءٍ عَلِيمٌ </p>

لا	Prohibited to stop  eg: [57: 8]
س	Stop for a moment without breaking breath (pause)  eg: [75: 27]
** **	Stop at either of these two places but not both  eg: [2: 2]

When stopping, whatever the case is, the following rules should be observed:

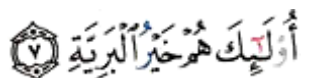
1- **Short vowels** (fat-ha, dhammah, kasrah) at the end of the word are omitted including tanween bi- dhdham and bi -lkasr (and are treated as sukoon)

 [109 : 1] becomes الكافرون
 [100 : 7] becomes لشهيدٌ

2- **Tanween bi-lfat-h (ـ)** is pronounced as medd bil alif

 [110 : 2] becomes أفواجا

3- **Ta' marbutah ة** All vowels and tanween are omitted and ta' marbutah is pronounced ha' with sukoon.

 [98 : 7] becomes البرية

Teacher's Note:

The learners should circle the places of the signs of stopping.

There are other signs in the mus-haf:

(﴿ ﴾) For the places where sujud tilawah (recitation prostration) is required.

e.g. [97: 19] ﴿ ١٩ ﴾ ﴿ ١٩ ﴾ كَلَّا لَا تُطِيعُهُ وَأَسْجُدْ وَاقْتَرِبْ

(﴿ ﴾) For the starting of Juz' - part (جزء) , Hizb - $\frac{1}{2}$ Juz (حزب), Nisf - $\frac{1}{2}$ Hizb (نصف حزب) and Rub' - $\frac{1}{4}$ Hizb (ربع حزب).

e.g.

Juz' - [12 - 53] ﴿ ١٢ ﴾ وَمَا أُبْرِيئُ نَفْسِي

[18 - 75] ﴿ ٧٥ ﴾ قَالَ أَلَمْ أَقُلْ لَكَ إِنَّكَ لَنْ تَسْتَطِيعَ مَعِيَ صَبْرًا

Hizb - [37 - 145] ﴿ ١٤٥ ﴾ فَنَبَذْنَاهُ بِالْعَرَاءِ وَهُوَ سَقِيمٌ

[26 - 111] ﴿ ١١١ ﴾ قَالُوا أَنْتُمْ مِّنْ لَّكَ وَاتَّبَعَكَ الْأَرْذَالُونَ

Nisf - [17 - 50] ﴿ ٥٠ ﴾ قُلْ كُونُوا حِجَارَةً أَوْ حَدِيدًا


[9 - 122] ﴿ ١٢٢ ﴾ وَمَا كَانِ الْمُؤْمِنُونَ لِيَنْفِرُوا كَآفَّةً

Rub' - [34 - 46] ﴿ ٤٦ ﴾ قُلْ إِنَّمَا أَعْظَمُكُمْ بِوَجْهِهِ

[33 - 51] ﴿ ٥١ ﴾ تُرْجَى مِنْ تَشَاءُ مِنْهُنَّ وَتُنْزَوِي إِلَيْكَ مِنْ تَشَاءُ

Activities 8

1- Match the suitable sign in front of the rule of Waqf:

1. صلى		End of Ayah. You can stop here
2. 		Compulsory stop to avoid altering the meaning
3. لا		Permissible stop
4. قلى		Or ص or ز permissible to stop but preferable to continue
5. * *		Or ق permissible to continue but preferable to stop
6. م		Stop at either of these two places but not both
7. س		Prohibited to stop
8. ج		Stop for a moment without breaking breath

2-Choose the case in (A) for the rule of stopping in (B):

A

B

- | | |
|----------------------------------|-------------------------------|
| 1 -Ta' Marbootah | () are to be cancelled |
| 2- Tanween bil-fat-h | () is pronounced ha' sakinah |
| 3- Vowels at the end of the word | () changes to madd bil-alif |

3-In the following verses there are some signs above or next to the words, what do these signs mean?

1- وَإِذَا قُرِئَ عَلَيْهِمُ الْقُرْآنُ لَا يَسْجُدُونَ ﴿٢١﴾ [84: 21]

2- إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ لَهُمْ جَنَّاتٌ تَجْرِي مِنْ تَحْتِهَا الْأَنْهَارُ ذَلِكَ الْفَوْزُ الْكَبِيرُ ﴿١١﴾ [85: 11]

3- كَلَّا بَلْ لَأَتُكْرِمُونَكَ الْيَتِيمَ ﴿١٧﴾ [89: 17]

4- ذَلِكَ الْكِتَابُ لَا رَيْبَ فِيهِ هُدًى لِلْمُتَّقِينَ ﴿٢﴾ [2: 2]

5- الَّذِينَ نُوَفِّهِمُ الْمَلَائِكَةَ طَيِّبِينَ يَقُولُونَ سَلَامٌ عَلَيْكُمْ ادْخُلُوا الْجَنَّةَ بِمَا كُنْتُمْ تَعْمَلُونَ ﴿٣٢﴾ [16: 32]

6- أَفَلَا يَعْلَمُ إِذَا بُعْثِرَ مَا فِي الْقُبُورِ ﴿١﴾ [100 : 9]

7- قُلْ أَعُوذُ بِرَبِّ النَّاسِ ﴿١﴾ مَلِكِ النَّاسِ ﴿٢﴾ [114: 1-2]

Teacher's Note:

Learners should circle the place of the signs in the verses.

The Opening letters

الحروف المقطعة في أوائل السور

There are twenty nine surahs in the Quran that start with letters. These letters are called the opening letters. They are:

أ ل م ح ر س ص ط ع ق ك ه ي ن

The surahs are:

البقرة – آل عمران – الأعراف – يونس – هود – يوسف – الرعد – إبراهيم – الحجر –
مريم – طه – الشعراء – النمل – القصص – العنكبوت – الروم – لقمان – السجدة – يس –
ص – غافر – فصلت – الشورى – الزخرف – الدخان – الجاثية – الأحقاف – ق – القلم.

These letters are together in the sentence:

صله سحيرا من قطعك

ص	is repeated three times throughout Mus-haf
ل	thirteen times
ه	twice
س	five times
ح	seven times
ي	twice
ر	six times
أ	thirteen times
م	seventeen times
ن	once
ق	twice
ط	six times
ع	twice
ك	once

These letters are divided into four groups according to the of Medd: rules

1- No Medd : (١)

2- Medd tabee'i : two counts, five letters .They are gathered in

two words: (حي طهر)

3- Medd lazem : six counts, seven letters:

(سنقص لكم)

4- Medd leen : four or six counts, but six counts is preferred,

one letter : (ع)

The different Medd rules of Opening letters

(١) No Medd	حي طهر Medd Tabee'	سنقص لكم Medd Lazem	(ع) Medd Leen
------------------	-----------------------	------------------------	--------------------

[31 : 2-1]	الْم ﴿١﴾ تِلْكَ آيَاتُ الْكِتَابِ الْحَكِيمِ	الْم
[15 : 1]	الرَّ تِلْكَ آيَاتُ الْكِتَابِ وَقُرْءَانٍ مُّبِينٍ ﴿١﴾	الرَّ
[7 : 2-1]	الْمَصَّ ﴿١﴾ كِتَابٌ أَنْزَلَ إِلَيْكَ	الْمَصَّ
[13 : 1]	الْمَرَّ تِلْكَ آيَاتُ الْكِتَابِ	الْمَرَّ
[19 : 2-1]	كَهَيْعَصَ ﴿١﴾ ذِكْرُ رَحْمَتِ رَبِّكَ عَبْدَهُ زَكَرِيَّا	كَهَيْعَصَ
[20 : 2-1]	طه ﴿١﴾ مَا أَنْزَلْنَا عَلَيْكَ الْقُرْءَانَ لِتَشْقَى	طه
[26 : 2-1]	طسَمَّ ﴿١﴾ تِلْكَ آيَاتُ الْكِتَابِ الْمُبِينِ	طسَمَّ
[27 : 1]	طسَّ تِلْكَ آيَاتُ الْقُرْءَانِ وَكِتَابٍ مُبِينٍ	طسَّ
[36 : 2-1]	يسَّ ﴿١﴾ وَالْقُرْءَانِ الْحَكِيمِ ﴿٢﴾	يسَّ
[38 : 1]	صَّ ﴿١﴾ وَالْقُرْءَانِ ذِي الذِّكْرِ ﴿١﴾	صَّ
[41 : 2-1]	حمَّ ﴿١﴾ تَنْزِيلٌ مِّنَ الرَّحْمَنِ الرَّحِيمِ	حمَّ
[50 : 1]	قَّ ﴿١﴾ وَالْقُرْءَانِ الْمَجِيدِ	قَّ

Activities 9

1- Fill in with the suitable letters:

1- No Medd :

2- Medd tabee'i : two counts, five letters, they are gathered in

two words

3- Medd lazem : six counts, seven letters, they are gathered in

two words

4- Medd leen : two, four or six counts, but six counts is Preferred, one letter.....

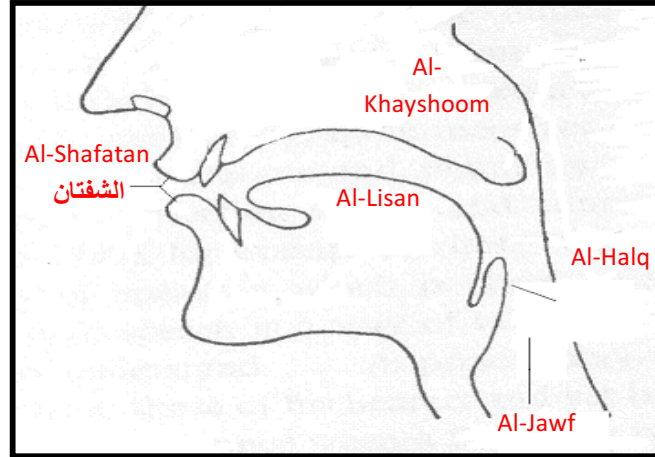
2- Complete the following table with the rules of Medd for the opening letters:

The rules of Medd for the opening letters			
ا	حي ظهر	سنقص لكم	ع
.....
.....

The Answers

Activities 1

1-

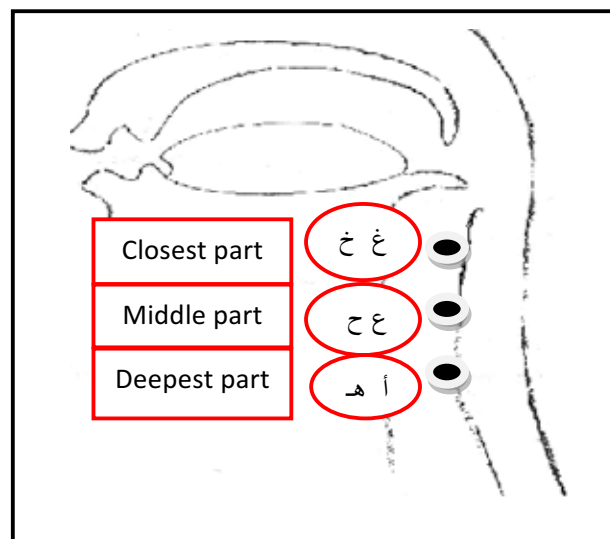


2- b , c , a

3- 5 , 17

Activities 2

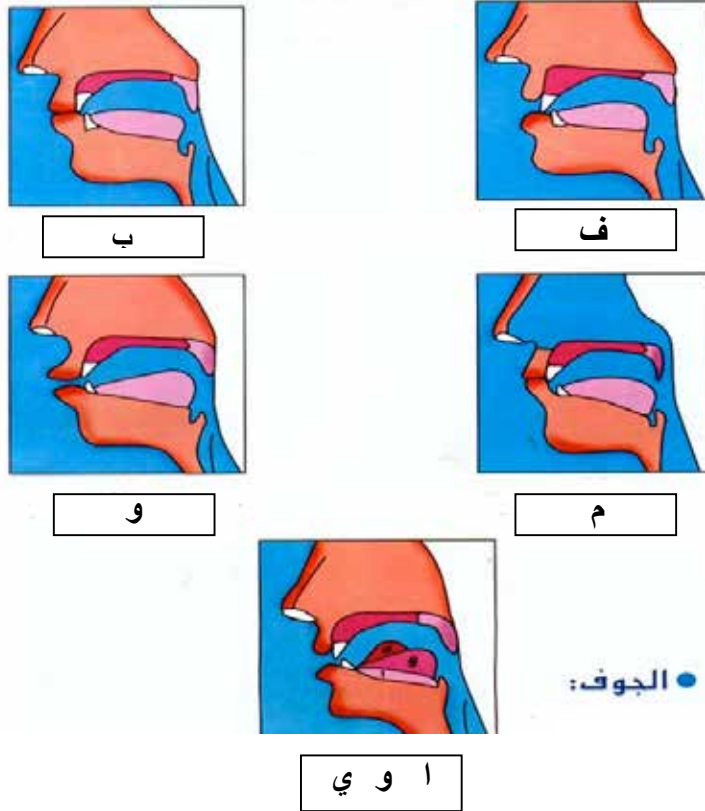
1-



2- √ , √ , X , X , X , √

Activities 3

1-



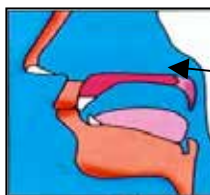
2-

- a) Because none of the letters of the word of tawheed emerge from the lips.
- b) Because none of the letters of the words of the poetry line emerge from the lips.

Activities 4

1- X , √ , √ , X

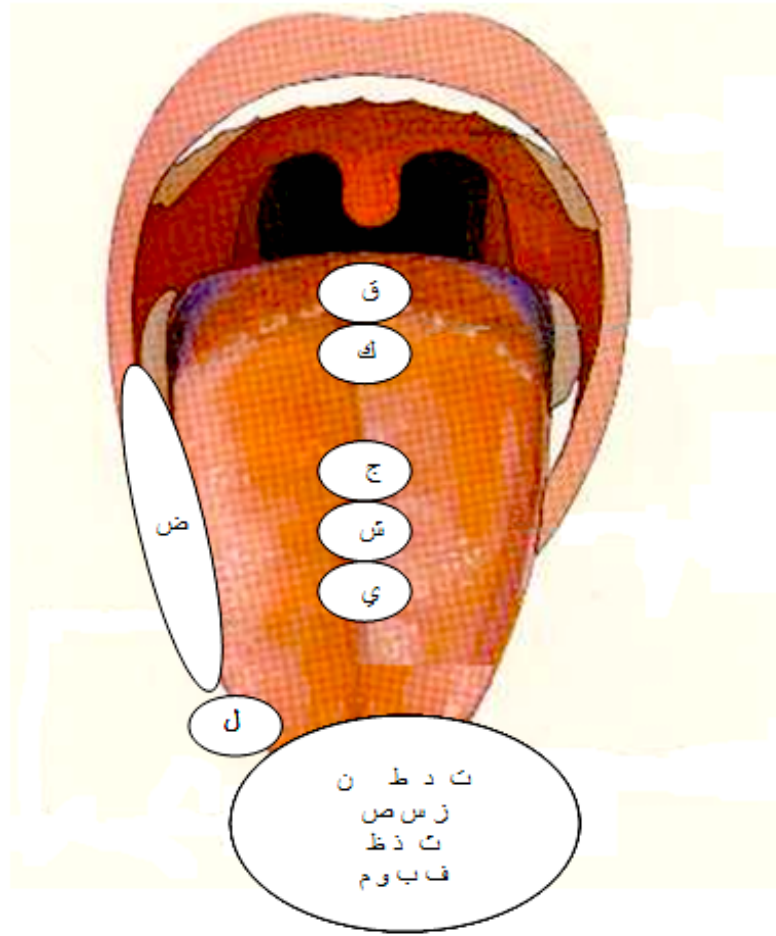
2-



Al Khaishoom

Activities 5

1-



2- Because none of the letters of the words of this poetry line emerge from the tongue.

MAKHRAJ	LETTER	MAKHRAJ	LETTER
Pronounced by closing the lips together, the sound goes out from the nasal passage	م	Pronounced from the tip of the tongue with the inner plates of the central lower front teeth	ز - س - ص
Pronounced from the deepest part of the tongue to that which is opposite to it of the roof of the mouth (hard palate)	ك	Pronounced from the middle of the throat	ع - ح
Pronounced from the with middle of the tongue what is opposite to it of the roof of the mouth	ج - ش - ي	Pronounced from the deepest part of the throat	أ - ه
Pronounced from the deepest part of the tongue to that which is opposite to it of the roof of the mouth (soft palate)	ق	Pronounced between the inside of the lower lip and the tip of the two upper front teeth emerge the letter	ف
Pronounced from the upper tip of the tongue touching the root of the upper front teeth	ط - د - ت	Pronounced from the left or right edge of the tongue with what is opposite to it of the upper teeth. It could also be pronounced from both sides at the same time	ض
Pronounced by forming a circle between the lips	و	Pronounced from the upper tip of the tongue and the gum of the two upper front teeth	ر

Activities 6

1- X , √ , X , √ , X , √

2-

الاستطالة Elongation	القلقة Vibration	التكرار Repetition	التفشي Diffusion	الصفير Whistling	الانحراف Inclination	اللين ease
ض	ب	ر	ش	س	ل	و

3- b , a , b

4-

Characteristics without opposites	Characteristics with opposites
Whistling	Weakness
Repetition	Whispering
Vibration	Opening
Ease	Restraint

5- أ - audibility lowering

ت - whispering lowering opening

ذ - weakness restraint

ر - audibility opening inclination

ظ - weakness closing

ع - audibility restraint

ن - audibility lowering gunnah

هـ - weakness opening

ي - audibility lowering restraint

Activities 7

1- 1- خص ضغط قظ

2- (ف ، ع ، ت)

3- (ا ، ر ، ل)

2- 1- is giving the letter a quality of heaviness by elevating the tongue to the roof of the mouth.

2- is giving the letter a quality of lightness by lowering the tongue away from the roof of the mouth.

3- خص ضغط قظ

4- الله

5-Tafkheem letter , tarqeeq letter

6- fat-ha or dhammah , kasrah

3- tafkheem , tarqeeq , tafkheem , tafkheem , tafkheem , tafkheem , tafkheem , tarqeeq

4- 1- عباد الله

2- يشرب

3- بالنذر

4- يخافون

5- كان

6- يخافون

7- الطعام


8- يفجرونها ، شره

9- يطعمون

10- مستطيرا

Activities 8

1-

1. صلى	2	End of Ayah. You can stop here
2. 	6	Compulsory stop to avoid altering the meaning
3. لا	8	Permissible stop
4. قلى	1	Or ص or ز permissible to stop but preferable to continue
5. ** **	4	Or ق permissible to continue but preferable to stop
6. م	5	Stop at either of these two places but not both
7. س	3	Prohibited to stop
8. ج	7	Stop for a moment without breaking breath

2 - 3 , 1 , 2

3- 1- Sujood , 2- Permissible to stop , 3- Permissible to continue but preferred to stop , 4-Stop at either of these two places but not both , 5- Prohibited to stop , 6- For the starting of Juz' , 7- Ending of Ayah.

Activities 9

1-

- 1- ا
- 2- حي طهر
- 3- سنقص لكم
- 4- ع

2-

ا No Medd	حي طهر Medd Tabeei 2 counts	سنقص لكم Medd Lazim 6 counts	ع Medd Leen 2 , 4 , 6 counts
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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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