

Work Booklet: Week 1

Names of Letters

<small>kha' kh</small> خ	<small>ha' h</small> ح	<small>jim j</small> ج	<small>tha' th</small> ث	<small>ta' t</small> ت	<small>ba' b</small> ب	<small>alif a</small> ا
<small>sa'd s</small> ص	<small>shin sh</small> ش	<small>sin s</small> س	<small>zay z</small> ز	<small>ra' r</small> ر	<small>dhal dh</small> ذ	<small>dal d</small> د
<small>qaf q</small> ق	<small>fa' f</small> ف	<small>ghayn gh</small> غ	<small>'ayn 'a</small> ع	<small>za' z</small> ظ	<small>ta' t</small> ط	<small>qad d</small> ض
<small>ya' y</small> ي	<small>ha' h</small> ه	<small>waw w</small> و	<small>nun n</small> ن	<small>mim m</small> م	<small>lam l</small> ل	<small>kaf k</small> ك

Sounds & english equivalents

<small>loch kh</small> خ	<small>like a hard 'h' h</small> ح	<small>jam j</small> ج	<small>thick th</small> ث	<small>tap t</small> ت	<small>bat b</small> ب	<small>apple a</small> ا
<small>like a Spanish s s</small> ص	<small>shape sh</small> ش	<small>see s</small> س	<small>zap z</small> ز	<small>Spanish 'r' r</small> ر	<small>this dh</small> ذ	<small>date d</small> د
<small>q</small> ق	<small>fine f</small> ف	<small>French 'r' gh</small> غ	<small>'a</small> ع	<small>z</small> ظ	<small>t</small> ط	<small>d</small> ض
<small>yet y</small> ي	<small>hello h</small> ه	<small>what w</small> و	<small>net n</small> ن	<small>man m</small> م	<small>lap l</small> ل	<small>kick k</small> ك

Week 2

Similar-sounding Letters

خ	ح ²	ج	ث	ت ¹	ب	ا
ص ⁴	ش	س ⁴	ز	ر	ذ ³	د
ق ⁵	ف	غ	ع	ظ ³	ط ¹	ض
ي	ه ²	و	ن	م	ل	ك ⁵

The Arabic Alphabet

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

Week 3

Letters in Various Forms

Each letter of the Arabic alphabet may exist in upto 4 different forms when written, depending on whether a letter is connected to it or not. The 4 forms are:

1. **Independent** – the letter is not connected to anything
2. **Initial** – the letter is only connected to a letter after it
3. **Medial** – the letter is connected to a letter both before and after it
4. **Final** – the letter is only connected to a letter before it

The following table illustrates each letter in its various forms. Note that some letters do not exist in all 4 forms. The table reads from right to left.

Final	Medial	Initial	Independent
ا	Cannot join to a letter after	Cannot join to a letter after	ا alif
ب	ب	ب	ب baa
ت	ت	ت	ت taa
ث	ث	ث	ث tha
ج	ج	ج	ج jeem

ح	ح	ح	ح haa
خ	خ	خ	خ kha
د	Cannot join to a letter after	Cannot join to a letter after	د daal
ذ	Cannot join to a letter after	Cannot join to a letter after	ذ dhaal
ر	Cannot join to a letter after	Cannot join to a letter after	ر raa
ز	Cannot join to a letter after	Cannot join to a letter after	ز Zay
س	س	س	س seen
ش	ش	ش	ش sheen

ص	ص	ص	ص saad
ض	ض	ض	ض dawd
ط	ط	ط	ط ta
ظ	ظ	ظ	ظ tha
ع	ع	ع	ع ayn
غ	غ	غ	غ ghayn
ف	ف	ف	ف faa
ق	ق	ق	ق qaaf

ك	ڪ	ک	ك kaaf
ل	ل	ل	ل laam
م	م	م	م meem
ن	ن	ن	ن nun
و	Cannot join to a letter after	Cannot join to a letter after	و waw
ه	ه	ه	ه haa
ي	ي	ي	ي yaa

Practice 3 letter combinations

تدم



ت د م



تدم

امت



ا م ت



امت

ابت



ا ب ت



ابت

ق ب ل



ق ب ل



قل

ل ق ب



ل ق ب



لقب

ب ل ق



ب ل ق



بلق

Week 4: Exercise: practice & recognition

اج	اث	ات	اب
بح	بج	بث	بت
ثر	ثذ	ثد	ثخ
صط	صض	زش	زس
ترك	الم	ظغ	ظع
جعل	كتب	سلم	فعل

Week 5

Exercise: 3 letter word practice

فتر	فتب	درج	دخل
نشط	نمر	اسد	الم
قلب	كلب	ضيل	طرق
صفح	ورق	قلم	سلم
حعك	زغه	قصص	شطط
اذن	يهب	لعن	رسل

Other letters

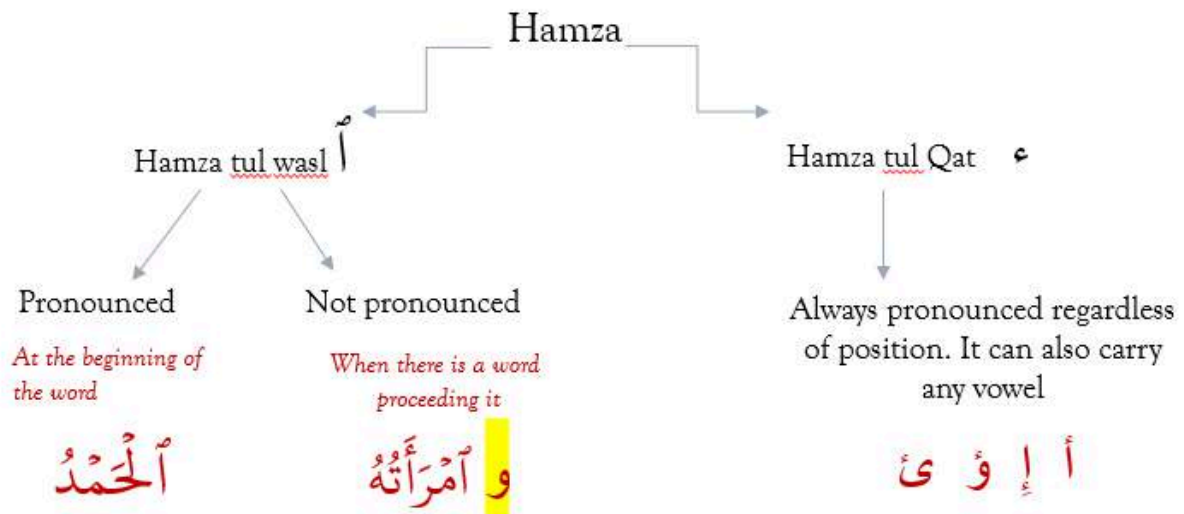
ء Hamza

When alif takes a vowel it changes into a hamza. This symbol sits on its own or on ا ءِ وِ يِ

For example:

ألم أقل أمن

سئل جئت بال



Hamzatul Qat'

This type of Alif is always pronounced irrespective of whether it is preceded by some word or letter.

The hamzah is represented by the following symbol ء. (It should not be mistaken with the letter *alif* /) but it should be noted that it often occurs on the *alif* or (أ، إ، ئ)

ء Hamza

This symbol sits on its own or on a letter.
For example:

ألم أقل أمن

سئل جئت بال

سأل ماء مؤمن بإذن

Hamzatul wasl

It has no vowel written on it, but instead holds the head of the

letter saad أ

This form of Alif appears in the beginning of a word. It is pronounced only when no other word proceeds it, otherwise it is skipped.

Pronounce the Alif: When no word proceeds it

أَلْفَاتِحَةُ الْكِتَابُ الْأَرْضُ

Do not pronounce: When a letter/word precedes it

فَاتَّخَذَ وَأَبْنَاهَا وَأَتْلُ

Taa marbutah

This is like at taa ت. It will only be found at the end of a word.

For examples:






فاطمة صديقة خديجة

WEEK 6

Vowels

In Arabic every letter in a word has a vowel or an absence of a vowel.

There are 3 types of vowels in the Arabic language.

<i>Fatah</i> Above the letter				
<i>Kasra</i> Below the letter				
<i>Damma</i> Above the letter				

Vowel: Fatha َ

N.B blue letters: heavy/thick letters: tafkheem

أَ	بَ	تَ	ثَ	جَ	حَ	خَ
دَ	ذَ	رَ	زَ	سَ	شَ	صَ
ضَ	طَ	ظَ	عَ	غَ	فَ	قَ
كَ	لَ	مَ	نَ	هَ	وَ	يَ

Exercise: 3 letter words with the vowel Fatha

أَبَتَ	بَلَغَ	سَرَقَ	ذَكَرَ	ظَلَمَ
حَكَّمَ	ضَرَبَ	وَهَبَ	زَعَمَ	خَلَقَ
حَضَرَ	ذَهَبَ	غَفَرَ	أَخَشَّ	ظَهَرَ

Vowel: Kasra ِ

اِ	بِ	تِ	ثِ	جِ	حِ	خِ
دِ	ذِ	رِ	زِ	سِ	شِ	صِ
ضِ	طِ	ظِ	عِ	غِ	فِ	قِ
كِ	لِ	مِ	نِ	هِ	وِ	يِ

Exercise: 3 letter words with the vowel Kasra

عَلِمَ	خَسِرَ	طَلِبَ	شَهِدَ	تَجَدَّ
رَحِمَ	قَبَلَ	يَدَى	إِرَمَ	غَسَقَى
غَضِبَ	مَلِكِ	وَرَقِ	يَيْسَ	شِيَةِ

Vowel: Damma



أُ	بُ	تُ	ثُ	جُ	حُ	خُ
دُ	ذُ	رُ	زُ	سُ	شُ	صُ
ضُ	طُ	ظُ	عُ	غُ	فُ	قُ
كُ	لُ	مُ	نُ	هُ	وُ	يُ

Exercise: 3 letter words with the vowel Damma

صُحُفٌ	سُبُلٌ	رُسُلٌ	خُلُقٌ	تَضَعُ
يَهَبُ	كَبِرَ	زُبَرَ	قَدِرَ	سُقِطَ
وَعَدَ	مُنِعَ	زُبِرَ	كُتِبَ	خُبِتَ

Week 7

Mixed vowel practice

كُتِبَ	جَعَلَ	تَرَكُ	لُعِبَ
طَلِبَ	طَرِقَ	زَكِي	رَمَسَ
تَرَكَ	كَدَحُ	نُبِلَ	حَمِدَ
فَقِطِعَ	عَمَلَكَ	أُبُلُ	ضَجَأُ

Double vowels: Tanween

They are only found on a letter at the end of a word.

Fathatain: AN *This will always be accompanied with a alif.	بَا double fatha above the letter.
Kasratain: IN	بِ double kasra below the letter
Dammatain: UN	بُ double damma above the letter

Fathatain: Double Fatha*

*Only Fathatain accompanies with a alif

أَ	بَا	تَا	ثَا	جَا	حَا	خَا
ذَا	دَا	رَا	زَا	سَا	شَا	صَا
ضَا	طَا	ظَا	عَا	غَا	فَا	قَا
كَأ	لَا	مَّا	نَّا	هَّا	وَا	يَا

Exercise with Fathatain

كُفُّوْا	أَبَدَا	مَثَلَا	ثَمَنَّا
سُرُّرَا	جَنَفْنَا	حَكَمْنَا	غَدَقْنَا
شَطَطًا	كَذِبًا	زَلَقًا	رَشَدًا

Kasratāin: Double vowel ِ ِ

اِ	بِ	تِ	ثِ	جِ	حِ	خِ
دِ	ذِ	رِ	زِ	سِ	شِ	صِ
ضِ	طِ	ظِ	عِ	غِ	فِ	قِ
كِ	لِ	مِ	نِ	هِ	وِ	يِ

Exercise with Kasratāin

كَبَدِ	مَسَدِ	سَنَدِ	عَلَقِ
فَلَقِ	نَهَرِ	أَحَدِ	دُرُسِ
فَلَكَ	عَوَجِ	بَدَمِ	فُرُشِ

Dammatain: Double vowel

أَ	بُ	تُ	ثُ	جُ	حُ	خُ
دُ	ذُ	رُ	زُ	سُ	شُ	صُ
ضُ	طُ	ظُ	عُ	غُ	فُ	قُ
كُ	لُ	مُ	نُ	هُ	وُ	يُ

Exercise with dammatain

أَشْرُ	نَجَسُ	زَبَدُ	أُذُنُ
جُدُّ	نَصَبُ	سِنَّةُ	وَلَدُ
خُشْبُ	قَتَرُ	عَمَلُ	ثَمَرُ

WEEK 8

Stretching letters:

There are 6 places when you stretch the letters.

1. When a Fatha is followed by a alif (ا) for example بَا
2. When a Kasra is followed by a Ya (ي) for example بِي
3. When a dhomma is followed by Waw (و) بُو
4. When a fatha is followed by a mini alif
5. When a kasra is followed by a mini Ya
6. When a dhomma is followed by a mini waw

A small suspended alif next to a fatha stretches the vowel for two counts

ذَلِكَ مَلِكٍ

A mini ya after kasra stretched for 2 counts

هَذِهِ كُتِبَ

A mini waw after a damma

فَلَهُ مَالُهُ

When a letter with a Fatha is followed by an Alif (alif madd) : Stretch for two counts

أَ	بَ	تَ	ثَ	جَ	حَ	خَ
ذَ	دَ	رَ	زَ	سَ	شَ	صَ
ضَ	طَ	ظَ	عَ	غَ	فَ	قَ
كَ	لَ	مَ	نَ	هَ	وَ	يَ

Exercise:

ذَاتَ	رَانَ	قَامَ	تَابَ
كَمَا	سَنَا	عَامَنَ	كَاتِبُ
رُبَّمَا	ءَامَنَ	فَقَالَ	نُسَارِعُ

When a letter with kasra on it is followed by at ي ya (yaa madd):

اِي	يِي	تِي	ثِي	جِي	حِي	خِي
دِي	ذِي	رِي	زِي	سِي	شِي	صِي
ضِي	طِي	ظِي	عِي	غِي	فِي	قِي
كِي	لِي	مِي	نِي	هِي	وِي	يِي

Exercise:

حِينَ	فِيهِ	سَبِيلُ	مُبِينُ
قِيلَ	رِيح	بَنِيهِ	شَهِدُ
عِبَادِي	عَالِينَ	عَظِيمُ	مُصِيبَةٌ

Exercise: Practice Stretching letters

طَعَامًا	سَيْلَ	هُودَ	عَابَ
إِيْمَانُ	عَاسِيَةٌ	فَاطِمَةٌ	يُرِيدُ
طِبَاقًا	ثَبَاتٍ	جُنَاحَ	حَارُونُ
طَعَامًا	قُلُوبُ	بُيُوتُ	تُرَابًا
رَعُوفٌ	عُيُونٌ	مُبَارَكٌ	هَضِيمٌ

Letter followed by Mini alif, waw, yaa

بُ when a letter has a fatha followed by a ‘mini alif’ you stretch for two counts.

قَتَلَ مَلِكٌ هَذَا

وُ when a letter has a damma and followed by a mini waw stretch for two counts.

فَلَهُ وَ خَلَقُ مَعَهُ

ـِ when a letter has a kasra followed by a mini yaa stretch for two counts.

عَمَلِهِ دُونِهِ رُسُلِهِ

Yaa that acts like an alif: Alif maqsura

Sometimes you see the dotless yaa act like an an alif.

This is a yaa ي but without the dots like ا.

When a fatha precedes it, the fatha is stretched for two counts.

The dotless yaa also has a mini standing alif on it.

عَسَىٰ إِلَىٰ مَتَىٰ بَلَىٰ

Week 9

Letters absent of a vowel : Sukun ➤

This is when a letter does not have a vowel on it and it has the symbol on ْ the letter.

This indicates that you join the letter before with the sukun letter.

For example

$$\text{أَب} = \text{أ} + \text{ب} \text{ (ab)}$$

$$\text{بَر} = \text{ب} + \text{ر} \text{ (bar)}$$

$$\text{فَتْ} = \text{ف} + \text{ت} \text{ (fat)}$$

$$\text{هُم} = \text{ه} + \text{م} \text{ (hum)}$$

$$\text{مُلْكُ} = \text{م} + \text{ل} + \text{ك} \text{ (mulku)}$$

Exercise: Joining exercises

أَبْ	إِبْ	أَبْ	أَبْ	إِبْ	أَبْ	أَبْ	إِبْ	أَبْ
أَحْ	إِحْ	أَحْ	أَحْ	إِحْ	أَحْ	أَحْ	إِحْ	أَحْ
أَدْ	إَدْ	أَدْ	أَدْ	إَدْ	أَدْ	أَدْ	إَدْ	أَدْ
أَزْ	إَزْ	أَزْ	أَزْ	إَزْ	أَزْ	أَزْ	إَزْ	أَزْ
أَصْ	إَصْ	أَصْ	أَصْ	إَصْ	أَصْ	أَصْ	إَصْ	أَصْ
أَظْ	إَظْ	أَظْ	أَظْ	إَظْ	أَظْ	أَظْ	إَظْ	أَظْ
أَفْ	إَفْ	أَفْ	أَفْ	إَفْ	أَفْ	أَفْ	إَفْ	أَفْ
أَلْ	إَلْ	أَلْ	أَلْ	إَلْ	أَلْ	أَلْ	إَلْ	أَلْ
أَهْ	إَهْ	أَهْ	أَهْ	إَهْ	أَهْ	أَهْ	إَهْ	أَهْ

Exercise: Combining rules:

لَهُمْ	مِنْهُ	فَلَنْ	نَشْطًا	أَدْبَرَ
فَصُلِّ	خَلَقًا	لِمَنْ	أَظْلَمَ	نَضْرَةً
بِإِذْنِ	يُهَاجِرُ	مِثْلُهَا	وِزْرَكَ	تَقْهَرُ
أَثْقَالَهَا	يَذْكُرُونَ	كَنَزْتُمْ	شَأْنُ	يُؤْمِنُ
وَأَمْرُ	تَأْكُلُونَ	يَدْخُلُونَ	نَجْعَلُ	أُحْصِرْتُمْ
كَنَزْتُمْ	وَيُؤَثِّرُونَ	نَضْرَةً	إِبْرَاهِيمُ	مُحَمَّدٌ

Excercise

1. Spot any fathas, kasra, damma
2. Spot any standing alif
3. Spot any yaa madd
4. Spot any sukuns
5. Spot any tanween
6. Spot any hamza tul wasl

