

## 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>dad 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 <sup>2</sup>	ج	ث	ت <sup>1</sup>	ب	ا
ص <sup>4</sup>	ش	س <sup>4</sup>	ز	ر	ذ <sup>3</sup>	د
ق <sup>5</sup>	ف	غ	ع	ظ <sup>3</sup>	ط <sup>1</sup>	ض
ي	ه <sup>2</sup>	و	ن	م	ل	ك <sup>5</sup>

### 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 raal
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	ك	ك	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



تدم



تدم

امت



امت



امت

ابت



ابت



ابت

قبل



قبل



قبل

لقب



لقب



لقب

بلق



بلق



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

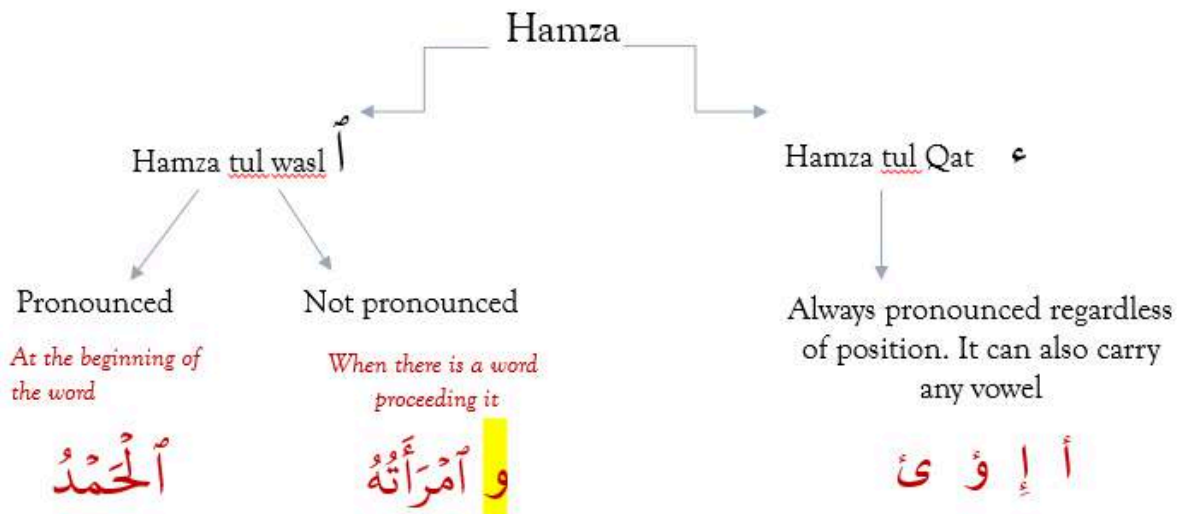
### Hamza

When alif takes a vowel it changes into a hamza. This symbol sits on its own or on **أ إ ؤ ئ**

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 (أِوِئِ)

### 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 precedes it, otherwise it is skipped.

Pronounce the Alif: When no word precedes it

أَلْفَاتِحَةُ أَلْكِتَابُ أَلْأَرْضُ

Do not pronounce: When a letter/word precedes it

فَاتَّخَذَ وَأَبْنَهَا وَأَتَلُ

### 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	ا	ث	ت	ب
<i>Kasra</i> Below the letter	إ	ثِ	تِ	بِ
<i>Damma</i> Above the letter	أ	ثُ	تُ	بُ

Vowel: Fatha َ

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

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

Exercise: 3 letter words with the vowel Fatha

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

Vowel: Kasra ◌ِ

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

Exercise: 3 letter words with the vowel Kasra

تَجِدَ	شَهِدَ	طَلِبَ	خَسِرَ	عَلِمَ
غَسَقِ	إِرْمَ	يَدِي	قَبَلَ	رَجِمَ
شِيَةَ	يَيْسَ	وَرَقِ	مَلِكِ	غَضِبَ

Vowel: Damma



حُ	ح	حُ	ثُ	ث	بُ	أُ
صُ	شُ	سُ	زُ	رُ	ذُ	دُ
قُ	فُ	عُ	ع	ظُ	طُ	ضُ
يُ	وُ	هُ	نُ	مُ	لُ	كُ

Exercise: 3 letter words with the vowel Damma

تُضِعُ	خُلِقُ	رُسُلُ	سُبُلُ	صُحُفُ
سُقِطَ	قُدِرَ	زُبِرَ	كَبِرَ	يَهَبُ
خَبِثَ	كُتِبَ	زُبِرَ	مُنِعَ	وُعِدَ

## Week 7

### Mixed vowel practice

كُتِبَ	جَعَلَ	تَرَكَ	لُعِبَ
طَلِبَ	طَرِقَ	زَكِيَ	رَمِسَ
تَرَكَ	كِدَخُ	نُبِلَ	حَمِدَ
فَقُطِعَ	عَمَلَكَ	أُبُلُ	ضَجَأُ

### Double vowels: Tanween

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

<b>Fathatain: AN</b> *This will always be accompanied with a alif.	بًا double fatha above the letter.
<b>Kasratayn: IN</b>	بِ double kasra below the letter
<b>Dammatain: UN</b>	بُ double damma above the letter



## Fathatain: Double Fatha\*

\*Only Fathatain accompanies with a alif

خَا	حَا	جَا	ثَا	تَا	بَا	أَا
صَا	شَا	سَا	زَا	رَا	دَا	ذَا
قَا	فَا	غَا	عَا	ظَا	طَا	ضَا
يَا	وَا	هَا	نَا	مَا	لَا	كَا

## Exercise with Fathatain

ثَمَنًا	مَثَلًا	أَبَدًا	كُفْرًا
عَدَقًا	حَكَمًا	جَنَفًا	سُرْرًا
رَشَدًا	زَلَقًا	كَذِبًا	شَطَطًا

Kasrat̄ain: Double vowel ̄

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

Exercise with Kasrat̄ain

عَلَقِي	سَنَةِ	مَسَدِ	كَبَدِ
دُرَيْسِ	أَحَدِ	نَهْرِ	فَلَقِي
فُرُوشِ	بَدَمِ	عَوَجِ	فَلَكِ

Dammatain: Double vowel

أ	إ	ع	ي	ي	ب	أ
و	ي	س	ز	ر	ن	ر
ف	و	ع	ع	ظ	ظ	ض
ي	و	ه	ن	م	ل	ك

Exercise with dammatain

أُذُنٌ	زَبَدٌ	نَجَسٌ	أَشْرٌ
وَلَدٌ	سِنَّةٌ	نَصَبٌ	جُدٌ
ثَمَرٌ	عَمَلٌ	قَتْرٌ	خُشْبٌ

## 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 يَا
2. When a Kasra is followed by a Ya (ي) for example يِي
3. When a dhomma is followed by Waw (و) يُو
4. When a fatha is followed by a mini alif
5. When a kasra is followed by a mini Ya
6. When ia 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**

حَا	حَا	جَا	ثَا	تَا	بَا	أَا
صَا	شَا	سَا	زَا	رَا	دَا	ذَا
قَا	فَا	غَا	عَا	ظَا	طَا	ضَا
يَا	وَا	هَا	نَا	مَا	لَا	كَا

**Exercise:**

تَابَ	قَامَ	رَانَ	ذَاتَ
كَاتِبُ	عَامِنَ	سَنَا	كَمَا
نُسَارِعُ	فَقَالَ	ءَامِنَ	رُبَّمَا

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
قِيلًا	رَبِيعٍ	بَنِيهِ	شَهِيدٌ
عِبَادِي	عَالِينَ	عَظِيمٌ	مُصِيبَةٌ

Exercise: Practice Stretching letters

طَعَامًا	سَيْلٌ	هُودٌ	عَابٌ
إِيْمَانٌ	عَاسِيَةٌ	فَاطِمَةٌ	يُرِيدُ
طِبَاقًا	ثَبَاتٌ	جُنَاحٌ	حَارُونٌ
طَعَامًا	قُلُوبٌ	بُيُوتٌ	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 مَلِكٍ هَذَا

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

فَلَهُ وَ خَلَقُ وَ مَعَهُ وَ

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

عَمَلِهِ ءُ دُونِهِ ءُ رَسُلِهِ ءُ

## Yaa that acts like an alif: Alif maqsura

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

This is a yaa ى but without the dots like ى.

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

$$\text{أَبٌ} = \text{أَ} + \text{بٌ} \text{ (ab)}$$

$$\text{بَرٌّ} = \text{بَ} + \text{رٌ} \text{ (bar)}$$

$$\text{فَتْ} = \text{فَ} + \text{تٌ} \text{ (fat)}$$

$$\text{هُمُّ} = \text{هُ} + \text{مٌ} \text{ (hum)}$$

$$\text{مُلْكٌ} = \text{مٌ} + \text{لٌ} + \text{كٌ} \text{ (mulku)}$$

Exercise: Joining exercises

أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ
أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ	أَبْ

Exercise: Combining rules:

أَدْبَرَ	نَشَطَا	فَلَنْ	مِنْهُ	لَهُمْ
نَضْرَةٌ	أَظْلَمَ	لِمَنْ	خَلَقْنَا	فَصَلُّ
تَقَهَّرَ	وَزَرَكَ	مِثْلَهَا	يُهَاجِرُ	بِإِذْنِ
يُؤْمِنُ	شَأْنٌ	كَنَزْتُمْ	يَذْكُرُونَ	أَثْقَالَهَا
أُحْصِرْتُمْ	نَجْعَلُ	يَدْخُلُونَ	تَأْكُلُونَ	وَأْمُرُ
مُحَمَّدٌ	إِبْرَاهِيمُ	نَضْرَةٌ	وَيُؤْتِرُونَ	كَنَزْتُمْ

## 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

