

**ISLAMIC FOUNDATION OF TORONTO
EVENING MADRASSAH AND SUNDAY SCHOOL**

BASIC TAJWEED RULES

FOR GRADE 2

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Introduction

Tajweed means to recite every letter of the Qur'an correctly from its makhraj with all of its qualities. The importance of tajweed can't be denied as reciting the Qur'an without tajweed will not only effect the beauty of the Qur'an but sometimes it can change the meaning of the Qur'an.

For example: The word Qalb means "heart". If instead of Qaaf, Kaaf is read the meaning changes to "dog". The word "Rahim" used for Allah, means 'very merciful'. If instead of (ح) letter (ا) is read the meaning changes to "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 correctly.

In this book the basic rules of tajweed are explained in a very simple way so that the junior students (grades SK-2) can understand and memorize the tajweed rules easily. After learning and understanding these rules the students will inshaallah be able to recite the Qur'an correctly with tajweed.

However, to read the Qur'an correctly with tajweed 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 tabarak ta'ala who is our lord and our creator who enlightened us with the Noor of Iman and made us Muslim and include us in the ummah of our beloved prophet Khatimul Ambiah, Muhammadur Rasulullah (SAW).

This book is prepared by the teachers of Islamic Foundation of Toronto. May Allah reward them in this life and the hereafter.

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 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-awwuzأَعُوذُ and Tasmiyahبِسْمِ 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.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ				
رَبِّ يَسِّرْ وَلَا تُعَسِّرْ وَتَنِيم بِالْخَيْرِ وَيَا شَتَّى لِمَنْ يَفْتَحُ رَبِّ يَزِدْ فِي عِلْمَا				
ا	ب	ت	ث	ج
Alif	Baa	Taa	Tha	Jeem
ح	خ	د	ذ	ر
Ha	Kha	Daal	Thaal	Raa
ز	س	ش	ص	ض
Zaa	Seen	Sheen	Saad	Dhaad
ط	ظ	ع	غ	ف
Ta	Za	Ayn	Ghayn	Faa
ق	ك	ل	م	ن
Qaaf	Kaaf	Laam	Meem	Noon
و	ه	ء	ي	ي
Waaw	Haa	Hamza	Yaa	Yaa

Guideline For the Teacher: Practice and listen to the Pronunciation of 5 letters from every student in each 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			

REVISION OF LAST YEARS

FULL MOUTH LETTERS

1. There are 7 full mouth letters خ ص ض ط ظ ع ق
2. Full mouth letters are always read with full mouth with a heavy sound.

THROAT LETTERS

1. There are 6 throat letters ع ه و ع ح غ خ
2. ع and ه are pronounced from the bottom of the throat nearest to the chest.
3. ع and ح are pronounced from the middle of the throat.
4. ع and خ are pronounced from the top of the throat nearest to the mouth.

HARAKAAT

1. Fatha , Dhammah and Kasra are called Harakaat.
2. Harakaat letters are read quickly with no stretch or jerk.

HAMZAH (ء)

1. When Alif has got anything, it is called a Hamzah.

Example: Hamzah Fatha (أ) Hamzah Fatha Madd (إ) Hamzah Sakin (آ)

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

Example: قَرَأَتْ - وَأَمُرْ - يَأْبَ

TANWEEN

1. Fathatain, dhammatain and kasratain are called Tanween.
2. Tanween letters are read from the nose.

SAKIN

1. A letter with Jazam (sukoon) is called sakin.

Example: Waaw Sakin (وَ) Meem Sakin (مْ) Noon Sakin (نْ)

2. Sakin is read once by joining it to the letter before it.

Example: قُلْ - عِذْ - أَنْ

QALQALA

1. To read a letter with a bouncing sound is called Qalqala.
2. There are 5 letters of Qalqala (قُطْبُ جَدِ)
3. When any Qalqala letter is sakin, Qalqala should be made.

Example: خَلَقْ - عِذْ - تُبْ

LETTERS OF MADD (HUROOFUL MADDAH)

1. There are 3 letters of Madd ا, و and ی.

2. Alif is maddah when there is fatha before Alif.

Example: بَا - تَا - ثَا

3. Waaw is maddah when there is dhammah before Waaw sakin.

Example: بُو - تُو - ثُو

4. Yaa is maddah when there is kasra before Yaa sakin.

Example: بِي - تِي - ثِي

5. Maddah letters are read by stretching one Alif (1sec).

Note: 1 Alif is the time required in closing or opening of a finger normally.

FATHA MADD, DHAMMAH MADD AND KASRA MADD

1. Fatha Madd (ـَ) is in place of Alif Maddah.

Example: Baa Fatha Madd بَ = Baa Alif Fatha بَا

2. Dhammah Madd (ـُ) is in place of Waaw Maddah.

Example: Waaw Dhammah Madd وَ = Waaw Waaw Dhammah وَو

3. Kasra Madd (ـِ) is in place of Yaa Maddah.

Example: Haa Kasra Madd هِ = Haa Yaa Kasra هِي

4. Fatha Madd, Dhammah Madd and Kasra Madd are stretch for 1 Alif (1sec).

LETTERS OF LEEN

1. There are 2 letters of Leen و and ی.
2. Waaw is Leen when there is fatha before Waaw sakin.

Example: أَوْ - بَوْ - تَوْ

3. Yaa is Leen when there is fatha before Yaa sakin.

Example: آئٍ - بَيٍّ - تَيٍّ

4. Leen letters are read softly and quickly.

TASHDEED (SHADDAH)

1. Tashdeed (Shaddah) looks like “ّ”.
2. A letter with a tashdeed is called “Mushaddad”.

Example: Ba Mushaddad (بّ) Meem Mushaddad (مّ).

3. Mushaddad letters are read twice (First time by joining it to the letter before it, and the second time on itself according to its own harakat).

Example: رَبّ - مَدّ - قَلّ

4. All mushaddad letters, except Noon and Meem mushaddad should be read hard with force.

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.

Example: عَمّ - إِنَّ - ظَنَّ

4. The duration of ghunnah is one Alif (1sec).

RULES OF RAA (ر)

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

Example: كَوْشَرٌ - تُوْرُوْنَ - غُوْرًا - حُوْرٌ

2. A Raa with a kasra or kasratain under it will be read with empty mouth.

Example: بُورِكَ - صُوْرٌ - خُسِرَ

3. A Raa sakin with fatha or dhammah before it, will be read with full mouth

Example: وَأَنْحَرُ - وَأَمُرٌ

4. A Raa sakin with kasra before it, will be read with empty mouth

Example: إِصْبِرْ - يَغْفِرْ

5. A Raa sakin with Yaa sakin before it will **always** be read with empty mouth

Example: السَّعْيِرِ - خَيْرٌ - خَيْرٌ

6. A Raa mushaddad with fatha, dhammah, fathatain or dhammatain will be read with a full mouth.

Example: مَرَّةٌ - بِرٌّ

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

Example: مِنْ شَرٍّ - مُسْتَمِرٍّ

8. A Raa sakin with a "Full Mouth Letter" appearing in the same word after it, will be read with full mouth

Example: مِرْصَادًا

LESSON 2

MAKHAARIJ

Makhraj is the place where the sound of a letter originates. There are 17 makhaarij for 29 Arabic letters.

Makhraj is singular and Makhaarij is plural.

The makhaarij of 19 Arabic letters are explained as under.

1. ا – **Alif** is pronounced from the emptiness of the mouth.
2. ب – **Baa** is pronounced from the moist part of the lips.
3. ت – **Taa** is pronounced when the tip of the tongue touches the roots of the upper 2 front teeth.
4. ث – **Thaa** is pronounced when the tip of the tongue touches the edge of the upper 2 front teeth.
5. ج – **Jeem** is pronounced when the centre of the tongue touches the palate.
6. ح – **Haa** is pronounced from the middle of the throat.
7. خ – **Khaa** is pronounced from the top of the throat which is nearest to the mouth.
8. د – **Daal** is pronounced when the tip of the tongue touches the roots of the upper 2 front teeth.
9. ذ – **Zaal** is pronounced when the tip of the tongue touches the edge of the upper 2 front teeth.

10. ر – **Raa** is pronounced when the edge of the tongue touches the gums of the upper 4 front teeth.

11. ز – **Zaa** is pronounced 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** is pronounced 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** is pronounced when the centre of the tongue touches the palate.

14. ص – **Suad** is pronounced 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** is pronounced from the upturned, back edge of the tongue when touching the roots of the 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.

It is easier to pronounce Dhuad from the left side.

16. ط – **Taw** is pronounced when the tip of the tongue touches the roots of the upper 2 front teeth.

17. ظ – **Zaw** is pronounced when the tip of the tongue touches the edge of the upper 2 front teeth.

18. ع – **Ain** is pronounced from the centre of the throat.

19. غ – **Ghain** is pronounced from the top of the throat which is nearest to the mouth.

QUESTIONS

Q1. What is Makhraj?

Q2. What is the plural of Makhraj?

Q3. How many makhaarij are there all together?

Q4. How many Arabic letters are there all together?

Q5. What is the makhraj of ش , ج ؟

Q6. What is the makhraj of ب ؟

Q7. What is the makhraj of غ , خ ؟

Q8. What is the makhraj of ا ؟

Q9. What is the makhraj of ظ , ذ , ث ؟

Q10. What is the makhraj of ط , د , ت ؟

Q11. What is the makhraj of ع , ح ؟

Q12. What is the makhraj of ض ؟

Q13. What is the makhraj of ر ؟

Q14. What is the makhraj of ص , س , ز ؟

LESSON 3

RULES OF NOON SAKIN AND TANWEEN

There are 4 rules of Noon sakin and tanween.

1. IZHAR

Izhar means to read a letter clearly from its makhraj without ghunnah.

Rule: If after Noon Saakin (نْ) or Tanween (ـً) there appears any of the six

Throat Letters خ غ ح ع ه ء, Noon Saakin or Tanween will be read without ghunnah.

مِنْ خَوْفٍ	وَأَنْحَرُوا	أَنْعَمْتَ
مِنْهُ	مِنْ غَضَبٍ	مَنْ أَمِنَ
عَلَيْهِمْ حَكِيمٌ	طَيْرًا أَبَابِيلَ	شَيْءٍ عَلِيمٌ

2. IDGHAAM

1. Idgham means to put one thing into another.

2. There are six letters of Idgham ي ر م ل و ن يَزْمُلُونَ

Rule: If after Noon Saakin (نْ) or Tanween there appears any of the six letters of ي ر م ل و ن يَزْمُلُونَ, Idgham will take place.

3. In four letters **ي ن ه و** Idghaam will be read **with Ghunnah**.

فَمَنْ يَّعْمَلْ	مَنْ يَّشَاءُ	مَنْ يَقُولُ
يَوْمَئِذٍ نَّاعِمَةٌ	عَامِلَةٌ نَّاصِبَةٌ	
مِنْ مَّسَدٍ	مِنْ مَّاءٍ	مَثَلًا مَّا
مِنْ وَرَاءِهِمْ	مِنْ وَلِيٍّ	

4. In remaining two letters Laam and Raa Idghaam will be **without Ghunnah**.

مِنْ لَّدُنْهُ	مَتَاعًا لَّكُمْ
مَنْ رَّحِمَ	عِيشَةٍ رَّاغِبَةٍ

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 read **with Ghunnah**.

مِنْ بَقْلِهَا	مِنْ بَنِي إِسْرَائِيلَ
نَفْسٍ بِمَا	أَبْلَدًا بِمَا
	لَنَسْفَعًا بِالنَّاصِيَةِ

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 Ikhfa.

عَنْ صَلَاتِهِمْ	مِنْ سَجِيلٍ	فَجَعَلَهُمْ
إِنْسَانٌ	أَنْتُمْ	لَيْلَةً ثُمَّ
نَفْسٍ شَيْئاً		
نَاصِيَةٍ كَاذِبَةٍ	نَارًا ذَاتَ لَهَبٍ	
مِنْ جُوعٍ	يَوْمَئِذٍ تُحَدِّثُ	
كُتِبَ قِيَمَةٌ	مَنْ ثَقُلَتْ	

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 read with ghunnah? Give example.

Q7. In what letters will Idghaam be read 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 between Ghunnah and Ikhfa? Give example.

LESSON 4

RULES OF MEEM SAAKIN

1. If after Meem Saakin there appears another Meem or the letter Baa then the Meem Saakin will be read with Ghunnah.

يَا تَيْنَكُم مِّنِّي	لَكُمْ مَا
رَبَّهُمْ بِهِمْ	وَمَا هُمْ بِمُؤْمِنِينَ

2. If after Meem saakin there appears any letter, other than Meem or Baa, then Meem saakin will be read without Ghunnah.

لَكُمْ دِينُكُمْ	أَلَمْ يَجْعَلْ كَيْدَهُمْ فِي	فَلَهُمْ أَجْرٌ
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QUESTIONS

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

LESSON 5

RULES OF LAAM OF THE WORD ALLAH (الله)

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

هُوَ اللهُ	نَصْرُ اللهِ
إِلَّا اللهُ	خَتَمَ اللهُ
رَسُولُ اللهِ	

2. If kasra appears before the word “Allah”, the Laam in the word Allah will be read with an empty mouth.

فِي اللهِ	بِسْمِ اللهِ
أَلْحَمْدُ لِلَّهِ	مِنْ عِنْدِ اللهِ

3. 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 in all other places be read?
4. Circle the Laam of the word Allah which will be read full mouth.

قَالَ اللَّهُ	خَلَقَ اللَّهُ	رَسُولُ اللَّهِ	أَمْرُ اللَّهِ
حُدُودُ اللَّهِ	إِنَّ اللَّهَ	أَعُوذُ بِاللَّهِ	يُرِيدُ اللَّهُ
سَمِعَ اللَّهُ	دِينِ اللَّهِ	بِسْمِ اللَّهِ	فَرَّيْمَ اللَّهُمَّ

LESSON 6

RULES OF WAQF

1. Waqf means “Stop”.
2. While reading the Qur'an if we need to stop for any reason (due to shortness of breath or due to an ayah etc.) we have to follow some rules. These rules are called the rules of waqf.

The rules of Waqf are explained as under:

- i. When waqf is made on the last letter of the word which has a harakat, kasratin, dhammatin, kasra madd and dhammah madd, then the last letter is made saakin.

دَلَّوْهُ	غَيْرُهُ	فَلَقِ	كَسَبِ	رُسُلُ	لَهَبِ	أَحَدُ
↓	↓	↓	↓	↓	↓	↓
دَلَّوْهُ	غَيْرُهُ	فَلَقِ	كَسَبِ	رُسُلُ	لَهَبِ	أَحَدُ

- ii. If the last letter has a fathatain, remove one fatha and read the Alif after it. If there is no Alif, add an Alif.(i.e Waqf of fathatain is read with Alif Maddah)

جَزَاءُ	نِدَاءُ	نَشْرًا	قَلِيلًا	حِسَابًا	يُسْرًا	حَمِيمًا
↓	↓	↓	↓	↓	↓	↓
جَزَاءَا	نِدَاءَا	نَشْرَا	قَلِيلَا	حِسَابَا	يُسْرَا	حَمِيمَا

- iii. Waqf(stop) of Alif Maddah, Fatha Madd and jazam will remain the same.

دَسَّاهَا	بَنَاهَا	تَلَاهَا	قَلَى	سَجَى	حُشِرَتْ
↓	↓	↓	↓	↓	↓
دَسَّاهَا	بَنَاهَا	تَلَاهَا	قَلَى	سَجَى	حُشِرَتْ

- iv. When waqf (stop) is made on a round (ة), it will change into a small (ه) saakin.

بَقْرَةٌ	حَامِيَةٌ	عَالِيَةٌ	تَذْكِرَةٌ	رَاجِفَةٌ	غَاشِيَةٌ	جَنَّةٌ
↓	↓	↓	↓	↓	↓	↓
بَقْرَهُ	حَامِيَهُ	عَالِيَهُ	تَذْكِرَهُ	رَاجِفَهُ	غَاشِيَهُ	جَنَّهُ

- v. When hamzah is saakin due to waqf (stop), the waqf on hamzah will be read with a jerk.

هَوَآءٌ	آءٌ	يَسَاءٌ
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- vi. Waqf(stop) on Noon and Meem mushaddad will be read with ghunnah.

فَيِّنْ	جَانْ	عَمَّ	مَمَّ
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QUESTIONS

1. What is the meaning of Waqf?
2. How will the Waqf be made on Alif Maddah?
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 fatha madd on last letter?
8. How will the Waqf be made on a round (ة)?
9. How will the Waqf be made on a hamzah saakin?
10. How will the Waqf be made on a Noon or Meem mushaddad?

LESSON 7

SYMBOLS OF WAQF

SYMBOL	EXPLANATION
○	Aayah (Completion of a sentence) - Stop
م	Waqf-e-Laazim – Must Stop here.
ط	Waqf-e-Mutlaq – It is necessary to stop here.
لا	Don't stop here.
س - سكته	Pause for a moment without breaking the breath.

QUESTIONS

1. What is symbol ○ called and what does it mean?
2. What are we suppose to do at ○ ?
3. What is symbol م called?
4. What are we suppose to do at م ?
5. What is symbol ط called?
6. What are we suppose to do at ط ?
7. What are we suppose to do at symbol لا ?
8. What are we suppose to do at symbol س or سكتة ?