The pronunciation within brackets is popular among the Urdu speaking people.

<table>
<thead>
<tr>
<th>Arabic Letter</th>
<th>English Sound</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>a</td>
</tr>
<tr>
<td>Hā (hay)</td>
<td>h</td>
</tr>
<tr>
<td>Ha (hay)</td>
<td>h</td>
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<tr>
<td>B</td>
<td>b</td>
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<tr>
<td>Dāl</td>
<td>d</td>
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<tr>
<td>Kha (khāy)</td>
<td>kh</td>
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<tr>
<td>Z</td>
<td>z</td>
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<tr>
<td>Za (ray)</td>
<td>r</td>
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<tr>
<td>Tā (tāy)</td>
<td>t</td>
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<tr>
<td>Shīn</td>
<td>sh</td>
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<td>S</td>
<td>s</td>
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<td>Sā (sāy)</td>
<td>s</td>
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<tr>
<td>Jīm</td>
<td>j</td>
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<td>Hā (hay)</td>
<td>h</td>
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<tr>
<td>Kha (khāy)</td>
<td>kh</td>
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<td>Z</td>
<td>z</td>
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<tr>
<td>Za (ray)</td>
<td>r</td>
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<tr>
<td>Q</td>
<td>q</td>
</tr>
<tr>
<td>Qaf</td>
<td>q</td>
</tr>
</tbody>
</table>

The combination ا is called lām-ālīf and is reckoned by some a letter of the alphabet and is inserted before yā (ي).

When the letter Т (tā) is used as a feminine ending it is written as ؛ or ح (ha with two dots over it). This is called the "round tā" or tā marbūta. When ح (yā) is joined with other letters it generally takes two dots, e.g.: ﺑ ﻦ ﻥ (yā ‘aina). The two dots below the final yā (ي) are optional, e.g. في في or في في.

1. The letter ت and د (ت, د) should always be pronounced soft in Arabic, Persian and Urdu as t and d in French, Dutch or Italian.
2. Some Orientalists spell it as th.
3. Orientalists spell this letter as dj because in some European languages the sound of j is like that of yā. In English, however, the sound of ج (jīm) is exactly like j.
4. The letter و (wāw) is sometimes written before the letter ه (ha).
Lesson 1


2. One dot over the line. Two dots over the line. Three dots over the line. One dot below the line. Two dots below the line. One dot over the line... and so on.

**Alif**  
اللّه  
Allah

**Ba'**  
بِسْمِ  
(In the name of God)

**Ta'**  
تُورَةَ  
(Torah)

**Sa'**  
ثواب  
(reward)

Please read the Arabic script from right to left.

ابت ثواب ثواب ثواب ثواب ثواب ثواب
Jim: jihad
  (striving hard; effort; zeal; war)

Ha': Hajj
  (Pilgrimage)

Khа': Khalifah
  (successor)

Dal: Du'a'
  (prayer)

Zal: Zubab
  (house fly)
Rā’  
رسول  
(messenger)

Za  
زكاة  
(alms-giving; obligatory charity)

Sin  
سنة  
(practice; practice of the Holy Prophet)

Shin  
شريعة  
(law; Islamic law)
Sad  صلاة  
(worship)

Dad  ضياء  
(brightness)

Ta'  طلاق  
(divorce)

Za'  ظالم  
(aggressor)
‘Ain  
ع

‘Isā  
عِيسَى  
(Jesus)

Ghain  
غَيب

ghaib  
(unseen)

Fā'  
فَرعون

Fir‘aun  
(Pharaoh)

Qaf  
قُرآن

Qur’ān

Kaf  
کتاب

kitāb  
(book)

(ک)
Lam  لباس  (garment)

Mim  محمد  Muḥammad  م(م)

Nūn  نبي  (prophet)

Ha  هارون  Harūn  (Aaron)  (ه)
Waw  وَضوء (ablution)

Hamza

Ya'  يَا الله (O God)

Lam alif  لا إِلَهَإِلَّا الله (there is but One God)

لا
Lesson 2  VARIOUS FORMS OF THE LETTERS (A)
الدرس ٢

All the Arabic letters have a simple basic form which is retained when these letters are joined to each other. Most of the letters have four forms, viz., (1) isolated or unconnected, (2) initial, (3) medial and (4) final. Six letters, i.e.

\[\text{\textit{alif, dal, zal, ra, za and waw}}\]

have only two forms, i.e. isolated and final.

In the last lesson we saw all these letters in their isolated forms. This lesson deals with the two forms (the initial and the final) of the joined letters.

In the initial connected form only the top or the first part of the letter is used. \(ج\) becomes \(ج\), \(ش\) becomes \(ش\), \(ح\) becomes \(ح\) and so on. In the final connected form a small flourish or hook is added to the beginning of the letter, e.g. \(ج\) becomes \(ج\) or \(ج\) and \(و\) becomes \(و\).

Notice a small joining line added to the hook of the succeeding letter: \(ج\) ب ب ب.

In \(ي\) the hook is hardly noticeable. Note the following:

\[\text{ئي بي بي}

Read from right to left:

\[\begin{align*}
1 & \text{ ب ب ت ت ج ج ب ب} \\
2 & \text{ ج ج ب ب ج ج ب ب} \\
3 & \text{ ج ج ج ب ب ب ب} \\
4 & \text{ ب ب ب ب خ خ ب ب خ خ}
\end{align*}\]

1. \(ب\) and \(ب\) with a hook. \(ت\) and \(ت\) with a hook \(ج\), \(ج\), \(ب\) and \(ب\).
Lesson 3  VARIOUS FORMS OF THE LETTERS (B)  

There are certain letters, viz,

\[ \text{'ain, ghain, kaf, lam, ha and ya} \]

which take (or may take) a different shape in their final and (or) initial forms. The medial form is also affected (see next lesson). Note the following changes in the final form:

\[ \text{غ becomes غ, غ becomes غ, or غ becomes غ.} \]

As to the initial form:

\[ \text{ک becomes ک or ک (as in ك, ك), ل becomes ل or ل (as in لا, لا).} \]

\[ \text{و becomes و (remember the two eyed shape).} \]

\[ \text{ک} \]

Tā Marbūṭa or the Round Tā

When the letter ْtā (ت) is used as a feminine ending, it is written as a ْha (۶ or ۷) with, however the two points of the ْtā over it thus: ۶ or ۷. This is called ْtā marbūta or the round ْtā.

It should also be borne in mind that when the dots are over the hook it is a different letter from the one where the dots are below the hook. Note carefully that in the initial form:

\[ \text{ب becomes ب, ت becomes ت, and ي becomes ي.} \]

1. ب ب ب ب ب
2. ت ت ت ت ت
3. ي ي ي ي ي

*Mark the flattened head of ْain and ghain.

3. kaf lam, kaf alif, lam alif, lam lam, lam dal, qād alif, lam zāl, lam alif, mim ya.
Lesson 4  VARIOUS FORMS OF THE LETTERS (C)

This lesson deals with the initial, medial and final forms of letters when joined. The middle form takes a small hook on both sides. 

١ in the middle form becomes ٢ or ٣ .

٧ in the middle form becomes or ٨ .

The letter hamza (ء) is placed in the medial position, over or below the joining line, with or without a hook thus:

 Royals


Three long lines (Nos 6, 7 and 8) below show the initial, medial and final forms of certain letters. These should be noted carefully. For the sake of practice read them from right to left and left to right.

Read from right to left:

1. تفف فف فف تفف تفف
2. ود لدن لذ لذ ود رك
3. وم لبا لتنا لذا لكل لله للا ملو
4. وم حلم علم علك متي تحي تبي فلا
5. ه لما لمن شمس ممن مجمع يعمون
6. ينبت نبت نبت نبت نبت نبت نبت نبت نبت
7. مفف مفف مفف مفف مفف مفف مفف مفف
8. قبعت قبعت قبعت قبعت قبعت قبعت قبعت قبعت

3. lam ba alif. lam ta alif. lam nun alif. lam kaf alif. lam kaf lam. lam lam ha. lam lam alif. mim lam waw.

6. ya nun ba ta nun ba tu sa nun ya ta ya sa ba nun sa ya hamza sa ya ta hamza sa.
COMBINED EXERCISE

Read from right to left.

1. بّنل سْلَخ خِلف يَهْب
2. عقل قفل لقب كفر فقر شفق
3. بهز لبر جلب هما عجه غحس
4. تخد خلغم ستم حفت فخذ تشل
5. شقث تصح ضغث طسب يضت
6. صظف كطش متق نمص ظيم
7. نقة هشى بهك لبض للو نتي
8. ثلث جِنات مسلمات مسيطر مستغفرجة
9. مين نيم نيم شفع ظهر نسي يظهر
10. ينقلب خفيف ينطق ملك قريب
11. بنعمته بعينه ملككته إقىوالصلاة

1. بّس ود را. بّلام غرام. ‘اين بّس. سين لام كها. كها لام فا. يا حا بّا.
7. هامز كاف تا. حامز نين. بّا حا كاف. لام بّا غاد. لام لام واف. نين تا يا.
11. بّا نين ‘اين ميم تا حا. حا ‘اين يا نين حا. ميم لام هامز كاف تا حا. الاف قاف
   يا ميم واف الاف. الاف لام ساد لام واف ا.
EXPRESSİONS OF DAILY USE

1. **Bis-mi-l-lâh.**

În the name of Allâh. (Every affair is begun with these words. The object is to make a man realize that he should seek the help of God in all affairs). This is an abbreviated form of the fuller formula which runs thus:

2. **Bismi-l-lâh-ir-Rahmân-ir-Rahîm.**

În the name of Allâh, the Beneficent, the Merciful. (These are the words with which the Holy Qur'ân opens).

3. **As-salâm ‘alaikum.**

Peace be on you!

4. **Wa ‘alai-kumus-salâm.**

And on you be peace!

(The first form is that in which one Muslim greets his brother, and the second is that in which the greeting is returned). An enlarged form is as follows

5. **As-salâm ‘alaikum wa rahmatu-llâhi**

wa barakâtuh.

Peace be on you and the mercy of Allâh and His blessings.

6. **Wa ‘alai-kumus-salâm wa rahmatu-llâhi wa barakâtuh.**

And on you be peace and the mercy of Allâh and His blessings.

7. **Al-hamdu lillâh.**

All praise is due to Allâh. (Expression of thanksgiving to God).

8. **Allâhu Akbar.**

Allâh is the Greatest. (Expression of one's own insignificance as compared to the Divine grandeur).

9. **Subhâ-nallâh.**

Glory to Allâh or Allâh is free from all imperfections. (Expression of one's own limitations. When a person sees another person making a mistake these words are also uttered).
10. *Ash-Shảf-y-rallâh*

I seek the protection of Allâh. (Seeking of Divine protection from the commission of sin as well as the punishment of sin when it has been committed).

11. *Jazâ-kallâh.*

May Allâh reward thee.

12. *Jazâ-kumullâhu khâirâ.*

May Allâh give you a goodly reward. (Expressions of gratefulness).


May Allâh bless thee. (When a person sees any good in his brother, he addresses him in these words).


May Allâh have mercy on thee. (A short prayer when a Muslim sees another person in distress).

15. *Inshâ'-allâh.*

If it please Allâh. (One's determination to do a thing with the help and guidance of Allâh).

16. *Mâ shâ'-allâh.*

It is as Allâh has pleased. (One's adoration for a person or a thing remembering at the same time that all good comes from Allâh).

17. *Hasbi-yallâh.*

May Allâh suffice me.

18. *Hasbu-nallâh.*

May Allâh suffice us. (Short prayers to show one's dependence on God Who alone can save one from stumbling and from all kinds of errors and afflictions).


May Allâh suffice thee. (In these words a Muslim addresses his brother when he sees him stumble or fall into error).

20. *Innâ illâhi wa innâ ilaihi râji'-ün.*

Surely we are Allâh's and to Him we shall surely return. (At receiving the news of the death of a person or the loss of a thing).
By the same author

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