

Contents

| | |
|--|-----------|
| Introduction..... | 1 |
| Makhaarij / Special letters..... | 2 |
| Full mouth letters..... | 3 |
| Open & Closed letters..... | 4 |
| Ghunnah..... | 5 |
| Idghaam..... | 6 |
| Ikhfa..... | 8 |
| Izhaar..... | 9 |
| Rules of Meem..... | 10 |
| Qalb..... | 11 |
| Rules of Raa..... | 12 |
| Laam of Allah..... | 13 |
| Qalqalah..... | 14 |
| Symbols of waqf..... | 16 |
| The rules of waqf (STOPPING)..... | 17 |
| Mudd..... | 19 |

Introduction

Tajweed literally means to adorn and beautify. In the context of the recitation of the Quraan Shareef, tajweed refers to the correct pronunciation of the letters and applying the various rules of recitation.

The importance of Tajweed cannot be overemphasized. The recitation of the Qur'aan Shareef in salaah is compulsory. Often, due to not reciting the Qur'aan Shareef with Tajweed, the salaah is affected. It is therefore necessary to learn Tajweed so that the Qur'aan Shareef may be recited correctly.

Arabic is a very delicate language. A slight mispronunciation can completely change the meaning. The word Qalb means heart. If the Qaaf in Qalb is not pronounced correctly and instead, it is pronounced as a kaaf, the meaning changes to "dog!" In Surah Kausar the word "wan Har" means sacrifice. If the Haa is not pronounced correctly the meaning changes to "scold!" It is thus obvious that the rules of Tajweed must be applied in the recitation of the Qur'aan Shareef.

There are many detailed laws of tajweed which take a long time to study. However this booklet contains the most basic laws which, if learnt thoroughly, will enable a learner on the Maktab level to recite the Quraan Shareef correctly. **It must nevertheless be remembered that the correct application of the rules of tajweed depends upon listening to its application by someone who has learnt how to recite the Qur'aan Shareef with Tajweed.** Thus the teacher must clearly recite the various examples to the children, highlighting the particular rule that is being applied therein. The children must then be made to repeatedly practice the examples in the book with additional examples from the Qur'aan Shareef in order to fully grasp the application of the rule.

Makhaarij

(Correct pronunciation of letters)

| | | | | | | | | | |
|---|---|---|---|---|---|---|----|---|---|
| ص | س | ش | | ظ | ث | | ع | ء | أ |
| | ض | د | | غ | خ | | هـ | ح | |
| | | ك | ق | | ظ | ز | ذ | | |

Special letters

Do not confuse the letters in the first row with the similar sounding letters in the second row.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|----|---|
| ق | ض | ظ | ص | ظ | ذ | ش | خ | ح | ع |
| ك | د | ث | س | ز | ز | س | غ | هـ | ء |

Full mouth letters

These seven letters will always be read with a full mouth.

(نُحِصَّ ضَغِطِ قِظْ) خ ص ض غ ط ق ظ

غَيْرِ الْمَغْضُوبِ

فَأَقْصَصِ الْقَصَصِ

خَالِدِينَ

مُخْلِصِينَ

حُصِّلَ

حَافِظُ

ظَهْرِهِ

قَوْمِ الظَّالِمِينَ

مَطْلَعِ

صِرَاطِ

وَالطَّارِقِ

رَضِيَ اللَّهُ

وَالضُّحَى

تَضَلَّلِ

أَغْنِي

قَدْرِ

وَتَوَاصَوْا بِالْحَقِّ

أَصْحَابِ

الصَّالِحَاتِ

مُغِيرَاتِ

Open letters

وُ أ ي

Pull the letter for the duration of one Alif

| | | | |
|-------------|----------|--------------|--------------|
| فِهِم | نَفْسِ | زَلْزَالِهَا | تُوبُوا |
| أَخِرَةُ | نَفْسِهِ | قُولُوا | أَثْقَالِهَا |
| يَلْبِئِنِي | أَبِي | أَخِيهِ | لَايِلِف |

Closed letters

Be careful not to drag a closed letter

| | | |
|----------------------|---------------------------------|-------------|
| رَبُّكَ | كَيْفَ فَعَلَ | أَلَمْ تَرَ |
| وَأَرْسَلْ عَلَيْهِم | يَعْلَمُ مَا بَيْنَ أَيْدِيهِمْ | |
| فَنِصْفُ مَا | خَرَجْنَا فَلَا | قَبْلَ أَنْ |

Ghunnah

**Whenever Noon or Meem has a Tashdeed, make Ghunnah
(a long nasal sound).**

| | | | |
|-------------------|-----------|---------------|-------------------|
| فَلَمَّا | صُمِّمَ | إِنَّكَ | إِلَيْهِ النَّاسِ |
| جَنَّتْهُ | جَنَابٍ | إِنَّ | فَإِنَّمَا |
| عَمَّ | مَيِّمَ | مِمَّا | فَلَمَّا |
| حَمَّالَةَ | وَأَمَّا | بِالْخُنُوسِ | لَتُسْئَلُنَّ |
| فَإِنَّهَا | إِنِّي | إِنَّا لَمَّا | وَالنَّهَارِ |
| وَلَنَبْلُونَكُمُ | مُحَمَّدٌ | مِنَ النَّاسِ | |

Idghaam

If after noon saakin (نْ) or tanween (ـــــــــــــــــ) the

letters ن م و appear then make idghaam (join the letters) and make ghunnah (a long nasal sound). For e.g.

مَنْ يَقُولُ

If after noon saakin or tanween the letters ل ر appear then join the letters and do not make ghunnah.

For e.g. مَنْ لَدُنْ رَأُوفٍ رَحِيمٍ

مَنْ يَقُولُ

مَنْ يَشَاءُ

فَمَنْ يَعْمَلُ

شَرًّا يَرَهُ

يَوْمَئِذٍ يُصْدِرُ

مِنْ نُطْفَةٍ

فَلَنْ نَزِيدَكُمْ

عَامِلَةً نَاصِبَةً

يَوْمَئِذٍ نَاعِمَةً

| | | |
|---------------------------------|------------------------|-------------|
| مِنْ مُسَدِّ | مِنْ مَاءٍ | مَثَلًا مَا |
| كِعَصْفٍ مَا كُؤْلِ | صُحْفًا مُطَهَّرَةً | |
| مِنْ وَرَاءِهِمْ | مِنْ وَّلِيٍّ | |
| كَثِيرًا وَيُهْدِي | وَوَالِدٍ وَمَا وَلَدَ | |
| مَنْ يُشْرِكُ | وَ إِنْ يُرْدَكَ | |
| عِظْمًا وَرَفَاتًا | أَنْ يَخْلُقَا | |
| لَعْنَةً وَ يَوْمَ الْقِيَامَةِ | حَمِيدٌ مُجِيدٌ | |

Ikhfa

IKHFAA: If any of the following letters appear after Noon Saakin or Tanween, Ikhfaa (a nasal sound equal to one alif) should be made.

ت ث ج د ذ ز س ش ص ض ط ظ ف ق ك

عَنْ صَلَاتِهِمْ مِنْ سَجِيلٍ فَجَعَلَهُمْ

إِنْسَانٌ أَنْتُمْ لَيْلَةٌ ثُمَّ نَفْسٍ شَيْئاً

نَاصِيَةٍ كَاذِبَةٍ نَارًا ذَاتَ لَهَبٍ

مِنْ جُوعٍ يَوْمَئِذٍ تُحَدِّثُ

كُتِبَ قِيمَةٌ مَنْ ثَقُلَتْ

Izhaar

If any of the following letters come after a Noon Saakin or Tanween, Izhaar will be made.

ء ٥ ٤ ح غ خ

Izhaar means to recite without a nasal sound (without pulling).

| | | |
|----------------------|--------------------|------------------|
| مِنْ خَوْفٍ | وَأَنْحَرُ | أَنْعَمْتَ |
| مِنْهُ | مِنْ غَضَبٍ | مَنْ أَمِنَ |
| عَلَيْمٌ حَكِيمٌ | طَيْرًا أَبَابِيلَ | شَيْءٍ عَلِيمٌ |
| قَوْمًا غَيْرًا | عَلِيمٌ خَبِيرٌ | نُوحًا هَدَيْنَا |
| مِنْ عَذَابِ أَلِيمٍ | مِنْ أَرْضِكُمْ | إِنْ هَدَانِ |

Rules of Meem

IDGHAAM: If a Meem appears after Meem Saakin, ghunna will be made.

يَأْتِيَنَّكُمْ مِّنِّي

لَكُمْ مَا

إِنَّهُمْ مَعَكُمْ

إِلَيْكُمْ مَّرْسَلُونَ

IKHFAA: If a Baa appears after Meem Saakin, Ikhfa will be made

رَبَّهُمْ بِهِمْ

وَمَا هُمْ بِمُؤْمِنِينَ

فَأَحْكُمَ بَيْنَهُمْ

يَعْتَصِمَ بِاللَّهِ

IZHAAR: If any letter besides Baa and Meem appears after Meem Saakin, do not make ghunna.

فَلَهُمْ أَجْرٌ

لَكُمْ دِينُكُمْ أَلَمْ يَجْعَلْ كَيْدَهُمْ فِي

Qalb

If the letter **ب** appears after Noon Saakin or Tanween, Qalb will be made. Qalb means that the Noon or Tanween will change into a **م**

مِنْ بَعْدِ

مِنْ بُيُوتِهِنَّ

مَنْ بَخِلَ

مِنْ بَنِي إِسْرَائِيلَ

مِنْ بَقْلِهَا

لِنَسْفَعًا بِالنَّاصِيَةِ

أَبَدًا بِمَا

نَفْسٍ بِمَا

مُطْمَئِنِّينَ بِالْإِيمَانِ

مُنْفَطِرًا بِهِ

آيَاتٍ بَيْنَاتٍ

لِيَا بِالسِّنْتِهِمْ

قَرْيَةٍ بَطَرَتْ

عَنْ بَيْنَةٍ

Rules of Raa

Raa with a Fatha (Zabar) or Dhammah (Pesh)

OR

*Raa Saakin with a Fatha or Dhamma before it
will be read with a Full Mouth.*

| | | | |
|-------------|------------|-------------------|-------------|
| تَرْمِيهِمْ | وَأَرْسَلَ | طَيْرًا | أَلَمْ تَرَ |
| يُرْزَقُونَ | وَأَمْرًا | دُكَّتِ الْأَرْضُ | |
| ضَرَبَ | بِرٍّ | رَبِّي | |

*Raa with a Kasrah or Raa Saakin with a Kasrah before it will
be read with an Empty Mouth.*

| | | | |
|--------------|------------|-------------|-------------|
| أَنْذَرَهُمْ | مِنْ شَرٍّ | مِنْ خَيْرٍ | وَطُورٍ |
| نَاصِرٍ | فِي نَارٍ | وَاقْتَرَبَ | بِالْبُرِّ |
| شَرِبَ | نُذِرٍ | مُدَّكِرٍ | فَانْتَصِرَ |

Laam of Allah

If a Dhammah (Pesh) or Fatha (Zabar) comes before the word "Allah", it will be read with a Full Mouth (Tafkheem).

هُوَ اللهُ

نَصْرُ اللهِ

إِلَّا اللهُ

خَتَمَ اللهُ

رَسُولُ اللهِ

رَضِيَ اللهُ

عَلَى اللهِ

If a Kasrah (Zer) comes before the word "Allah", it will be read with an Empty Mouth (Tarqeeq).

فِي اللهِ

بِسْمِ اللهِ

أَلْحَمْدُ لِلَّهِ

مِنْ عِنْدِ اللهِ

قُلِ اللهُ

أَعُوذُ بِاللَّهِ

بِآيَاتِ اللهِ

Qalqalah

If any of the letters of (قُطْبُ جَدِّ) ق ط ب ج د has a saakin or jazam, Qalqalah will be made. Qalqalah means to make an echoing sound.

يَقْنَطُ

بَقِرَ

أَقْسِمُ

أَطْعَمَهُمْ

مُطْمَئِنَّةٌ

نُطْفَةٌ

حَبْلٌ

صَبْرٌ

جَبْرِيلَ

تَجْرِي

فَجْرٌ

الرُّجْعِي

لَقَدْ

وَلَمْ يُؤَلِّدْ

لَمْ يَلِدْ

قَدْرٌ

عَبَدْنَا

تَجْعَلُنَا

قَبِلْتَهُمْ

نَقِصٌ

The same rule applies if the Saakin is due to Waqf (stopping).

| | | |
|------------------|-----------|-----------|
| حَقِّ | خَلَقَ | فَلَقَ |
| كَسَبَ | وَقَبَ | لَهَبَ |
| أَحَدٌ | لَكُنُودٌ | الصَّمَدُ |
| ذَاتِ الْبُرُوجِ | بَاسِطٍ | مُحِيطٌ |
| مِزَاجٍ | رَاقٍ | حَرَجٍ |
| حَرِيقٍ | قُعُودٍ | بُرُوجِ |

Take care: When making Qalqalah, take care that a Harkat (Zabar, Zer or Pesh) is not created. حَبْلٌ should not be read

as حَبْلٌ

Symbols of Waqf (Stopping)

ع ط قف م

These signs indicate that you must stop.

وَأَمَّا الَّذِينَ كَفَرُوا فَيَقُولُونَ مَاذَا أَرَادَ اللَّهُ بِهَذَا مَثَلًا ۚ يُضِلُّ بِهِ كَثِيرًا ۚ
وَيَهْدِي بِهِ كَثِيرًا ۚ وَمَا يُضِلُّ بِهِ إِلَّا الْفَاسِقِينَ ۝

ص ز ق صل ج

These signs indicate that you have the option to stop.

وَلَيْسَ الْبِرُّ بِأَنْ تَأْتُوا الْبُيُوتَ مِنْ ظُهُورِهَا وَلَكِنَّ الْبِرَّ مَنِ اتَّقَىٰ وَأْتُوا
الْبُيُوتَ مِنْ أَبْوَابِهَا ۚ وَاتَّقُوا اللَّهَ لَعَلَّكُمْ تُفْلِحُونَ

س سكتة وقفة

These signs indicate that a slight pause should be made without breaking the breath.

وَاعْفُ عَنَّا ۖ وَاعْفِرْ لَنَا ۖ وَارْحَمْنَا ۚ إِنَّتَ مَوْلَانَا فَانصُرْنَا عَلَى الْقَوْمِ
الْكَافِرِينَ

لا

Do not stop.

كَدَابِ أَلِ فِرْعَوْنَ ۚ وَالَّذِينَ مِنْ قَبْلِهِمْ

Rules of Waqf (Stopping)

1. The general rule of waqf is to remove the harkat of the last letter and replace it with a sukoon / jazam.

| | | | | | | |
|---------|----------|--------|--------|--------|--------|--------|
| دَلُوهُ | غَيْرِهِ | فَلَقِ | كَسَبِ | رُسُلُ | لَهَبِ | أَحَدُ |
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| دَلُوهُ | غَيْرِهِ | فَلَقِ | كَسَبِ | رُسُلُ | لَهَبِ | أَحَدُ |

2. If the last letter has a fathatain / do zabar, take out one fatha / zabar and read the alif after it.
(If there isn't an alif, add one).

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

3. If the last letter is a round taa ,ة change it to a (small) haa ه and put a sukoon / jazam on it.

| | | | | | | |
|----------|-----------|-----------|------------|-----------|-----------|---------|
| بَقْرَةٌ | حَامِيَةٌ | عَالِيَةٌ | تَذَكِرَةٌ | رَاجِفَةٌ | غَاشِيَةٌ | جَنَّةٌ |
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| بَقْرَهُ | حَامِيَهُ | عَالِيَهُ | تَذَكِرَهُ | رَاجِفَهُ | غَاشِيَهُ | جَنَّهُ |

4. If the last letter is an alif with a fatha / zabar before it or if the last letter has a sukoon / jazam or the last letter has a fatha muqaddara / khara zabar, no change will take place when making waqf.

| | | | | | | |
|-------|-------|----------|-----------|-----------|----------|----------|
| قَلَى | سَجَى | حُشِرَتْ | سُيِّرَتْ | دَسَّاهَا | بَنَاهَا | تَلَاهَا |
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| قَلَى | سَجَى | حُشِرَتْ | سُيِّرَتْ | دَسَّاهَا | بَنَاهَا | تَلَاهَا |

5. If يَ، وَا، اِ comes before the last letter, then pull slightly when making waqf.

| | | | | | |
|----------|--------|-------------|---------|---------|-------------|
| قُرَيْشٍ | خَوْفٍ | نَسْتَعِينِ | شُكُورٌ | بَيَانَ | الرَّحْمَنِ |
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| قُرَيْشٍ | خَوْفٍ | نَسْتَعِينِ | شُكُورٌ | بَيَانَ | الرَّحْمَنِ |

6. If the last letter has a tashdeed, pull a little when making waqf.

| | | | | | | |
|--------|-------|-------|---------|-------|--------|------|
| مَفْرٌ | جَانٌ | حَجٌّ | مُضَارٌ | مَسٌّ | فَطْلٌ | تَبٌ |
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| مَفْرٌ | جَانٌ | حَجٌّ | مُضَارٌ | مَسٌّ | فَطْلٌ | تَبٌ |

Mudd

There are two types of Mudd: 1. Short Mudd 2. Long Mudd
Short Mudd - Pull for 3 Alifs Long Mudd - Pull for 5 Alifs

| | | |
|--------------------|-------------------|-----------------------|
| جَاءَتْهُمْ | مَنْ يَشَاءُ | نِسَاءً |
| بَنِي إِسْرَائِيلَ | اتَيْنَا آلَ | هَآئِنْتُمْ |
| لِلْفُقَرَاءِ | وَرِثَةَ أَبِيهِ | سَبَّحْتَ |
| مُدْهَامَتِنِ | حَاجُّونِي | اللَّهُ |
| جَاءَ الْحَقُّ | شَرَّ الدَّوَابِّ | قُلْ أَ الذَّكْرَيْنِ |
| يَسْ | كَهَيْعَصَ | حَمَّ عَسَقَ |

لَا إِلَى هَؤُلَاءِ وَلَا إِلَى هَؤُلَاءِ ط

وَمَا تَشَاءُونَ إِلَّا أَنْ يَشَاءَ اللَّهُ