

BASICS

OF
TAJWEED

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Name: _____

Class: _____

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Lesson 1

Introduction to Tajweed

VIRTUES OF RECITING THE QUR'ĀN:

The Prophet ﷺ said:

“Whoever recites one letter of the Book of Allāh ﷻ, for him will be one hasanah (blessing); and one hasanah is worth ten others. I do not say that Alif-Laam-Meem is one letter, but Alif is one letter, Laam is one letter and meem is one letter.” (Tirmidhī)

If Alif-Laam-Meem is that of Surah Feel then the reward will be thirty and if it is the Alif-Laam-Meem of Surah Baqarah then it will be ninety because Alif is made up of three letters (Alif-Laam-Faa) and Laam is made up of three (Laam-Alif-Meem) and Meem is made up of three (Meem-Yaa-Meem) So altogether there are nine letters so ninety rewards.

VIRTUES OF STUDYING AND TEACHING QUR'AN:

The Prophet ﷺ said:

“The best of you is the one who learns the Qur’ān and teaches it.” (Bukhāri)

All the subjects studied are in essence a study of the Holy Qur’ān because it is the root source of Islām.

WHY STUDY TAJWEED?

The Prophet ﷺ said:

“The Qur’ān will either be a witness in favour of you or against you” (Muslim)

The Qur’ān will be in favour of those who fulfil the rights the Qur’ān. What are the rights of the Qur’ān?

- a) To recite the Qur’ān (according to the laws of Tajweed)
- b) To understand the Qur’ān
- c) To practice upon the Qur’ān

WHY IS TAJWEED IMPORTANT?

In the Qur'ān Allah ﷻ says:

“And recite the Qur'ān in slow, measured, rhythmic tones.” (Muzammil : 4)

In the explanation of this verse Alī ؓ says: “Tarteel means to know the Tajweed of the letters and recognise the places of pausing.”

WHAT IS TAJWEED?

Tajweed literally means ‘To do something well’.

When used in relation to the Holy Qur'ān it means the following:

‘To give every letter its right by making sure they are pronounced properly (from the correct makhraj) and with their specific characteristics’.

The purpose of Tajweed is to recite the Holy Qur'ān in the exact same manner it was revealed to and recited by the Prophet ﷺ.

Lesson 2

Major and Minor Errors

Whilst reading the Qur'ān a person can make two types of errors:

- 1) Major Errors لحن جلي
- 2) Minor Errors لحن خفي

It is necessary to refrain from both major and minor errors, especially as some errors result in the meaning of the Qur'ān being changed and sometimes this change can be so severe that if this was to be read in Salāh then the Salāh would become invalid.

MAJOR ERRORS:

There are five types of major errors:

- 1) To recite one letter in place of another. Example: **أَلْهَمْدُ** instead of **أَلْحَمْدُ**
- 2) To add a letter to a word. Example: **أَلْحَمْدُؤ** instead of **أَلْحَمْدُ**
- 3) To delete a letter from a word. Example: **لَمْ يُلْدُ** instead of **لَمْ يُؤَلِّدْ**
- 4) To recite one harakah in place of another. Example: To read **إِيَّاكَ** as **إِيَّاك**
- 5) To recite a harakah in place of a Sukoon. Example: **أَنْعَمْتَ** instead of

أَنْعَمْتَ

MINOR ERRORS:

These are those errors that a person makes which are related to the beauty of the Holy Qur'ān.

Example: A person does not read the letter ر full mouth when supposed to or a person does not do a Ghunna or Ikhfaa etc. when supposed to.




Lesson 3

Important Terms

HARAKAAT:

A letter with a Harakah on it is called a **MUTAHARRIK**.




There are three harakaat:

Fatha =  Kasra =  Dhamma = 

Example: The word **خُلِقَ** has three Mutaharrik letters.

TANWEEN:

These make a sound similar to Noon Saakin,

Fathatayn =  Kasratayn =  Dhammatayn = 

JOINING LETTERS:

Letters are joined together by two signs:

a) **SUKOON** = 

This means that the letter has no Harakah and should be joined to the letter before it. A letter with a Sukoon on it is called a **SAAKIN**.

EXAMPLE:

أَنَّ **أُمَّ**

b) **TASHDEED** = 

A Tashdeed on a letter represents two letters.

EXAMPLE: **أَبَّ** means that there is two of the letter **ب**. The first is **أَبَّ** (a

Saakin) and the second is a **بَّ** (Mutaharrik). A letter with a tashdeed on it is called a **MUSHADDAD**.

Lesson 4

Makhaarij of Letters

MEANING OF MAKHRAJ:

Makhraj (Plural Makhaarij) is the place where the sound of the letters come from. The following chart will show where the letters of the Arabic alphabet come from:

| | |
|-------|-------------------------------------------------------------------------------------------|
| ء ه | Are pronounced from the bottom part of the throat |
| ح ع | Are pronounced from the middle part of the throat |
| غ خ | Are pronounced from top part of the throat |
| ق | Is pronounced by the very back of the tongue touching the soft palate. |
| ك | Is pronounced by the back of the tongue (more towards the mouth) touching the palate. |
| ي ش ج | Are pronounced when the middle of the tongue touches the middle of the palate. |
| ض | Is pronounced when the side of the tongue touches the gums of the upper back teeth. |
| ر ن ل | Are pronounced when the front edge of the tongue touches the gums of the top front teeth. |
| ط د ت | Are pronounced when the tip of the tongue touches the gums of the upper two front teeth. |
| ث ذ ظ | Are pronounced when the tip of the tongue touches the edge of the upper two front teeth. |

| | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------|
| ز س ص | Are pronounced when the tip of the tongue touches the edge of top front two teeth and slightly touches the edge of the bottom two front teeth. |
| ب | Is pronounced when the wet part of the lips meet. |
| م | Is pronounced when the dry part of the lips meet. |
| و | Is pronounced when both lips do not touch completely. |
| ف | Is pronounced when the edge of the top two front teeth touches the bottom lip. |
| ا و ي | (Maddah) Are pronounced from the emptiness of the mouth. |

Note: To be able to practice the Makhaarij of the letters place a Sukoon on any letter and add a Mutaharrik letter before it.

Example:

أَبْ أَخْ أَمْ

Lesson 5

Rules of Noon Saakin and Tanween

There are four rules for Noon Saakin and Tanween:

1) IKHFAA

LITERAL MEANING OF IKHFAA:

Ikhfaa literally means to hide or to conceal

THE RULE OF IKHFAA:

If after Noon Saakin or Tanween any one of the fifteen letters of Ikhfaa come then a light sound will be made from the nose for the duration of one alif. (One second)

THE FIFTEEN LETTERS OF IKHFAA:

ت ث ج د ذ ز س ش ص ض ط ظ ف ق ك

IMPORTANT NOTE:

When pronouncing Ikhfaa the Makhraj of Noon will be very lightly applied along with taking the sound into your nose to conceal the noon.

Ghunna and Ikhfaa are different in pronunciation because in Ghunna the tongue touches the Makhraj firmly and in Ikhfaa it touches slightly.

EXAMPLES:

إِنْ تَغْفِرْ لَهُمْ مِنْ زُحْرَفٍ يُنْدِرُونَكُمْ مِنْ قَبْلِ
كِرَامًا كَاتِبِينَ قُرَى ظَاهِرَةً رَجَالًا صَدَقُوا عَذَابًا شَدِيدًا

2) IDGHAAM

LITERAL MEANING OF IDGHAAM:

Idghaam literally means to merge or to enter one thing into another.

THE LETTERS OF IDGHAAM:

ي ر م ل و ن

THE RULE OF IDGHAAM:

There are two parts to this rule:

a) Idghaam with Ghunna: If after Noon Saakin or Tanween the letters

ي ن م و

appear then the letters will be joined to the Noon Saakin or tanween with a nasal sound.

EXAMPLES:

مَنْ يُؤْمِنُ حَرَجٌ وَ عَبْدٌ مُنِيبٌ كِتَابٌ مُبِينٌ

b) Idghaam without Ghunna: If after Noon Saakin or Tanween the letters

ل ر

appear then they will be joined without any nasal sound. (Ghunna)

EXAMPLES:

مِنْ رَبِّكَ عَوْرَاتٍ لَكُمْ بَشْرًا رَسُولًا

IMPORTANT NOTE:

Notice in the examples that the noon Saakin is not pronounced but rather the noon Saakin is joined to the next letter and this is represented with the tashdeed.

3) QALB

LITERAL MEANING OF QALB:

Qalb literally means to change one thing into another.

THE LETTER OF QALB:

ب

THE RULE OF QALB:

If after Noon Saakin or Tanween the letter ب appears then the Noon Saakin or Tanween will be changed into a Meem and be read with a light nasal sound (Ikhfaa) for the duration of one second. (One Alif)

EXAMPLES:

تَفْرِيقًا بَيْنَ مِنْ بَعْدِ أَنَّهُمْ مِنْ بَيْنِنَا

IMPORTANT NOTE:

When doing the Ikhfaa in Qalb (and Meem Saakin Ikhfaa) the sound of the Meem will be hidden like in Noon Saakin and Tanween Ikhfaa. So the lips for the Meem will not completely be joined but will partially be left apart and in Meem Ghunna the lips will be completely together.

4) IZHAAR

LITERAL MEANING OF IZHAAR:

Izhaar literally means to pronounce the letters clearly without any change.

THE LETTERS OF IZHAAR:

ء ه ع ح غ خ

THE RULE OF IZHAAR:

If after Noon Saakin or Tanween any of the above letters appear then the Noon Saakin or Tanween will be read clearly with no nasal sound (Ikhfaa/ Ghunna)

EXAMPLES:

يَنْحِتُونَ مِنْ خَيْرٍ
بِعَذَابِ أَلِيمٍ يَوْمَ عَظِيمٍ عَلِيمًا حَكِيمًا

IMPORTANT NOTE:

If an Alif has got a harakah on it then it is actually a Hamza because in Arabic the letter Alif is only used for stretching.

The letters of Izhaar are also known as Al Huroof ul Halqiyyah and can be remembered in the following order:

غ خ

ع ح

ء ه

Lesson 6

Rules of Meem Saakin

In order to differentiate between the rules of Noon Saakin and Tanween and Meem Saakin the rules relating to Meem Saakin will have the word **SHAFAWI** added to them. This is because the letter Meem is pronounced from the lips.

There are three rules for Meem Saakin.

1) IKHFAA SHAFAWI

If after a Meem Saakin the letter **ب** appears then the Meem Saakin will be pronounced with a light nasal sound for the duration of one Alif.

EXAMPLES:

بَعْضُهُمْ بِبَعْضٍ

أُمَّ بِهِ

NOTE: The pronunciation of Ikhfaa Shafawi is the same taught in the lesson of Qalb. Therefore refer to your notes if you forgot.

2) IDGHAAM SHAFAWI

If after a Meem Saakin the letter **م** appears then the two Meems will be merged together (represented by a tashdeed on the second Meem) and be pronounced with Ghunna.

EXAMPLES:

رَبِّهِمْ مِّنْ لَّهُمْ مَا

3) IZHAAR SHAFAWI

If after a Meem Saakin any other letter of the Arabic alphabet apart from ب or م appear then the Meem Saakin will be read clearly with no nasal sound.

EXAMPLES:

هُمْ قَالُوا
أَلَمْ أَقُلْ

THE RULE OF GHUNNA

If the following two letters have a tashdeed ّ on them, then a sound will be made from the nose for the duration of one second. (one Alif)

The letters are:

ن م

EXAMPLES:

إِنَّ بَيْنَ
فَلَمَّا عَمَّ

Tajweed Rules Progress Chart

Each rule of Tajweed you learn will be assessed in three stages:

- 1) Memorisation of the rule
- 2) Recognition of the rule
- 3) Application of the rule

As you complete each stage you must get it signed off by your teacher.

Rules of Noon Saakin & Tanween

| Name of Rule | Stage 1 | Stage 2 | Stage 3 | Teacher's Sign |
|--------------|---------|---------|---------|----------------|
| Ikhfaa | | | | |
| Idghaam | | | | |
| Qalb | | | | |
| Izhaar | | | | |

Rules of Meem Saakin & Ghunna

| Name of Rule | Stage 1 | Stage 2 | Stage 3 | Teacher's Sign |
|--------------|---------|---------|---------|----------------|
| Ikhfaa | | | | |
| Idghaam | | | | |
| Izhaar | | | | |
| Ghunna | | | | |

Rules of Madd

| Name of Rule | Stage 1 | Stage 2 | Stage 3 | Teacher's Sign |
|------------------------------|---------|---------|---------|----------------|
| Madd Asli/ Leen | | | | |
| Madd Muttasil | | | | |
| Madd Munfasil | | | | |
| Aaridh Waqfi/ Leen Aaridh | | | | |
| Kilmi Muthaqqal | | | | |
| Kilmi Mukhaffaf | | | | |

Rules of Full Mouth Letter, Alif & Laam

| Name of Rule | Stage 1 | Stage 2 | Stage 3 | Teacher's Sign |
|---------------|---------|---------|---------|----------------|
| Full Mouth | | | | |
| Alif | | | | |
| Laam of Allah | | | | |

Rules of Raa

| Name of Rule | Stage 1 | Stage 2 | Stage 3 | Teacher's Sign |
|----------------------------------|---------|---------|---------|----------------|
| Raa Mutaharrik & Mushaddad | | | | |
| Raa Saakin Part 1 | | | | |
| Conditions in Raa Saakin | | | | |
| Raa Saakin Part 2 | | | | |

Rules of Qalqalah & Stopping

| Name of Rule | Stage 1 | Stage 2 | Stage 3 | Teacher's Sign |
|---------------|---------|---------|---------|----------------|
| Qalqalah | | | | |
| Rules of Waqf | | | | |
| Signs of Waqf | | | | |

Hifz Progress Chart

| Surah Name | Date Completed | Teacher's Sign |
|--------------------|----------------|----------------|
| Surah Naas | | |
| Surah Falaq | | |
| Surah Ikhlāas | | |
| Surah Lahab | | |
| Surah Nasr | | |
| Surah Kaafiroon | | |
| Surah Kawthar | | |
| Surah Maa'oon | | |
| Surah Quraysh | | |
| Surah Feel | | |
| Surah Humazah | | |
| Surah 'Asr | | |
| Surah Takaathur | | |
| Surah Qaariah | | |
| Surah 'Aadiyaat | | |
| Surah Zilzaal | | |
| Surah Bayyinah | | |
| Surah Qadr | | |
| Surah 'Iqra | | |
| Surah Teen | | |
| Surah Alam Nashrah | | |
| Surah Duhaa | | |

Lesson 7

Introduction to Madd and Leen

DEFINITION OF MADD:

The literal meaning of Madd is to extend a thing from its original place.
The technical meaning of Madd is to prolong the letters Madd or Leen.

THE LETTERS OF MADD:

There are three letters of Madd:

1) Alif ا that has a Fatha before it. Example قَالَ

A standing Fatha is the same as Alif that has a Fatha before it. ذ

2) Yaa Saakin ي that has a Kasra before it. Example فِيهِ

A standing Kasra is the same as Yaa Saakin that has a Kasra before it. ه

3) Waaw Saakin و that has a Dhamma before it. Example بُورِكَ

A upside down Dhamma is the same as Waaw Saakin that has a Dhamma before it. ك

This is called **MADD E ASLI**. The duration of this Madd is **ONE ALIF/ONE SECOND**

THE LETTERS OF LEEN:

There are two letters of Leen:

1) Yaa Saakin ي that has a Fatha before it. Example أَيْنَ

2) Waaw Saakin و that has a Fatha before it. Example كَوْنَهُ

The letters of Leen are to be read **QUICKLY** without any stretch.

Lesson 8

Rules of Madd

MADD MUTTASIL

RULE:

If after any of the letters of Madd the letter **HAMZA** appears in the **SAME WORD** then it is called Madd Muttasil.

DURATION:

Madd e Muttasil will be stretched for **4 – 5 ALIFS/SECONDS**.

EXAMPLES:

جَاءَ يَشَاءُ وَالْقَائِلِينَ

السُّوءَ وَجَاءَ هَنِئًا

MADD MUNFASIL

RULE:

If after any of the letters of Madd the letter **HAMZA** appears in the beginning of the **NEXT WORD** then it is called Madd Munfasil.

DURATION:

Madd e Munfasil will be stretched for **3 – 4 ALIFS/SECONDS**.

EXAMPLES:

إِنَّا أَعْطَيْنَاكَ قُوا أَنْفُسَكُمْ فِي أَنْفُسِكُمْ

MADD AARIDH WAQFI

THE RULE OF WAQF (STOPPING):

If the last letter of the word on which you are going to stop has any of the harakaat apart from Fathatayn then the harakah will be changed into a Sukoon.

AARIDH WAQFI:

If before the last letter is a letter of Madd then this is Madd Aaridh Waqfi.

DURATION:

Madd Aaridh Waqfi will be pulled for **1, 2 OR 4 ALIFS/SECONDS**.

EXAMPLES:

الْعَالَمِينَ ← الْعَالَمِينُ

الْمِيزَانَ ← الْمِيزَانِ

فَيَكُونُ ← فَيَكُونُ

MADD E LEEN AARIDH

Is the same rule as above except LETTER OF MADD will be changed to LETTER OF LEEN.

DURATION:

Madd e Munfasil will be stretched for **1 ALIFS/SECONDS**.

EXAMPLES:

قُرَيْشٍ ← قُرَيْشِ

خَوْفٍ ← خَوْفِ

MADD LAAZIM KILMI MUTHAQQAL

RULE:

If after any of the letters of Madd there is a Tashdeed and both are in the **SAME WORD** then this is called Madd Laazim Kilmi Muthaqqal.

DURATION:

This Madd will be stretched for **5 ALIFS/SECONDS**.

EXAMPLES:

ضَالِّينَ الْحَاقَّةُ أَتْحَابُؤُنِّي

MADD LAAZIM KILMI MUKHAFFAF

RULE:

If after any of the letters of Madd there is a Sukoon and both are in the **SAME WORD** then this is called Madd Laazim Kilmi Mukhaffaf.

DURATION:

This Madd will be stretched for **4 ALIFS/SECONDS**.

EXAMPLES:

آئِنَ

Note: This is the only word in the Qur'ān where this rule is found.

Lesson 9

Full Mouth Letters

From all the Arabic letters seven are always read full mouth, even if they have a Kasra on it or before it. These seven letters are:

خ ص ض ط ظ غ ق

To make it easier one could remember them using the following sentence:

خُصَّ ضَعُطِ قِظُ

All the other letters of the Arabic alphabet are read empty mouth. However, three are such that sometimes they are full mouth and sometimes empty.

They are Alif, the Laam of Allah and Raa.

Lesson 10

Rules of Alif

There are two rules:

1) If before the letter Alif there is a full mouth letter then the Alif will be read with a full mouth.

Example:

قَالَ غَافِرٌ خَالِدًا

2) If before the letter Alif there is a empty mouth letter then the Alif will read with a empty mouth.

Example:

بَاطِلٌ شَاخِصَةٌ

Note: The same rules also apply for standing up Fatha because a standing up Fatha represents a Alif. So if a full mouth letter has a standing up Fatha then it will be read full mouth and likewise for empty mouth letter.

Lesson 11

Rules of the Laam of Allāh

There are also two rules:

1) If the letter before the Laam of Allāh has a Fatha or Dhamma then the Laam of Allāh will be read with a full mouth.

Example:

هُوَ اللَّهُ نَصْرُ اللَّهِ

2) If the letter before the Laam of Allāh has a Kasra then the Laam of Allāh will be read with an empty mouth.

Example:

بِسْمِ اللَّهِ كِتَابِ اللَّهِ

Note: In both rules the word اَللّٰهُمَّ is also included.

Lesson 12

Rules of Raa

RAA MUTAHARRIK & RAA MUSHADDAD

There are two rules

1) If a Raa Mutaharrik or Raa Mushaddad has a Fatha or Dhamma on it then the Raa will be pronounced full mouth.

Example:

رَبُّ رَيْمًا حَرَمٌ

2) If a Raa Mutaharrik or Raa Mushaddad has a Kasra on it then it will be pronounced empty mouth.

Example:

رِزْقٌ وَ لَوْ كَرِهَ شَرٌّ

RAA SAAKIN (PART 1)

Here we are looking at that Raa Saakin which has a letter with a Harakah directly before it. There are also two rules:

1) If before a Raa Saakin the letter has a Fatha or Dhamma on it then the Raa Saakin will be read with a full mouth.

Example:

أَرْسَلَ تُرْجِعُونَ

2) If before a Raa Saakin the letter has a Kasra on it then the Raa Saakin will be read empty mouth.

Example:

كَفَرٌ يَسْتَغْفِرُ

However in the following three situations despite there being a Kasra before the Raa Saakin the Raa Saakin will be read full mouth:

1) If the letter after the Raa Saakin is a full mouth letter.

Example:

مِرْصَادٌ قِرْطَاسٌ اِرْصَادٌ فِرْقَةٌ

Note: These are the only four examples found in the Qur'ān of this situation.

2) If the Kasra and the Raa Saakin are in separate words.

Example:

أُمَّ اِرْتَابُوا

3) If the Kasra is temporary.

Example:

اِرْجِعِي

Note: A temporary Kasra is that Kasra which will only be used if you are not joining on from the previous word. (This will usually happen after a Waqf)

Example:

الْمُطَهَّرَةُ ۖ اِرْجِعِي

In this example if you were to carry on reading and not stop at the sign the Alif would be ignored and you will join the Taa to the Raa. If you were to stop on the Taa then the Alif would be given a Kasra and you would carry on. This Kasra is temporary because it is only used when needed (if you were to stop).

RAA SAAKIN (PART 2)

This set of rules regarding Raa Saakin will usually only apply when a person does waqf (stops) on a Raa. (If a person stops on a Raa Mutaharrik, as long as it is not a Fathatayn, then the harakah will be changed into a Sukoon)

In this set of Raa Saakin rules the letter before the Raa Saakin will also have a Sukoon on it and the letter before that will be a Mutaharrik. Look at the example below:

وَ الْفَجْرُ

There are three rules:

1) If the Mutaharrik letter has a Fatha or a Dhamma then the Raa will be pronounced full mouth.

Example:

وَ الْعَصْرُ مِنْ نُورٍ

2) If the Mutaharrik letter has a Kasra then the Raa will be pronounced empty mouth.

Example:

نَسُوا الذُّكْرَ وَ لَا بِكْرٍ

3) However if the letter directly before the Raa Saakin is a Yaa Saakin then no matter what the Harakah is the Raa Saakin will always be read empty mouth.

Example:

لَا ضَيْرٌ نَدِيرٌ

Lesson 13

Rule of Qalqalah

If the following five letters have a Sukoon on it (either because it has a Saakin or due to stopping) then they will be pronounced with an echo. The five letters are:

ق ط ب ج د

To make it easier one could remember them using the following sentence:

قُطْبُ جَدٌّ

Example:

مَطَّلَعٌ يَلْدُ إِقْرَأُ

Lesson 14

Rules & Signs of Waqf

MEANING OF WAQF:

Waqf means to stop or pause. While reciting the Qur'ān a person must make sure they stop at the correct place in order to ensure that the meaning of the Qur'ān is not distorted.

There are two things we need to know about Waqf:

- 1) How to stop correctly
- 2) The signs of stopping

HOW TO DO WAQF?

There are four rules relating to stopping:

- 1) If the last letter of the word on which you are going to stop has a round taa ة then this round taa will be changed into a small haa ه

Example:

جَنَّةٌ ← جَنَّة

- 2) If the last letter of the word on which you are going to stop has a Fathatayn on it then you will remove one Fatha and read it as Madd Asli.

Example:

أَفْوَاجًا ← أَفْوَاجَا

- 3) If the last letter of the word on which you are going to stop has any of the harakaat apart from Fathatayn or standing up Fatha then the harakah will be changed into a Sukoon.







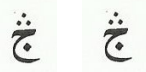
Example:

عَلِيمٌ ← عَلِيم

4) If you need to stop at a place where there is no stop sign then you must do the following:

- a) Stop at the end of a word, not in the middle
- b) Follow the same three rules as above
- c) You must go back a couple of words and carry on with your recitation

THE SIGNS OF WAQF:

| | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------|
|  | Compulsory stop |
|  | Necessary stop |
|  | Stop vocal sound for a moment without breaking breath |
|  | Necessary to continue, do not pause |
|  | Desirable to continue, do not pause |
|  | Recommended pause |
|  | Optional to pause or continue |
|  | You must stop at one of the signs and carry on at the other |

