



# Let's Read Al-Qur'an

the easy way & with Tajweed

**LKG**

with workbook

Learn Arabic letters  
through poems and TPI

Compiled by:

**Dr. Abdulazeez Abdulraheem**

Founder & Director, Understand Al-Qur'an Academy

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the learning and understanding of Quran easy



## Shapes similar to Letters

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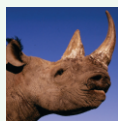
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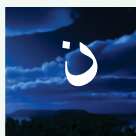
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Please check page: 43-44 for the details of these images



خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

The best among you is he who learns and teaches the Qur'an. (Bukhari)

# Let's Read AL-QUR'AN

*the easy way & with tajweed*  
with workbook

LKG

**Dr. Abdulazeez Abdulraheem**

Founder & Director Understand Al-Qur'an Academy



[www.understandquran.com](http://www.understandquran.com)

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### **Book Name:**

**Let's Read AL-QUR'AN**  
the easy way & with Tajweed LKG

### **Compiled by:**

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Founder & Director: Understand Al-Qur'an Academy

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*In the name of Allah, Most Beneficent, Most Merciful*

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# PREFACE

All praise and thanks are due to Allah, and peace and blessings be upon His Messenger who said: "The best among you is the one who learns the Qur'an and teaches it" [Bukhari].

A product was needed for schools to teach the students with high quality on learning to recite Al-Qur'an in a short span of time while ensuring their participation and interest. Read Al-Qur'an Series, is a humble effort to make the learning of the Qur'an easy and at the same time meet the school requirements. Some of the unique features are summarized below:

1. Read Al Qur'an – the easy way & with Tajweed is covered in 3 parts. Part 1: Letters, Part 2: Harakat, and Part 3: Rules of Tajweed.
2. Letters are taught in phonetic order, with the help of a poem using TPI (Total Physical Interaction) involving fingers. This helps in clarity of Makharij. Full forms and short forms of letters are taught to make the reading simple. Harakat based rhymes makes it easy to practice the Makharij of the letters under different Harakat. To teach the letter shapes and rules of recitation, stories are used to make it easy and fun.
3. Harakat are also taught using a rhyme and stories that suit children's interests.
4. For practice, 400 words that have high frequency of occurrence in Al-Qur'an are selected. These words constitute 50% of total words of Qur'an. Meaning of these words are also provided.
5. A special font is designed for Arabic here. Every vowel sign is placed close to the letter and the signs of one letter stay within its width.
6. Rules of recitation are taught from easy to challenging ones and at the end a unique word-by-word explanation of rules is provided for practical implementation of these rules.

Insha'Allah you will find this course simple, interesting, and based on the latest teaching methodology. It will Insha'Allah be easy for the teacher to adopt and teach. Complete teaching and learning resources are developed which include presentations, videos, mobile games, and Quran lab activities like flash cards, posters, and magnetic letters.

Please introduce this course in schools, colleges, Masjids, communities, and within your families. Let us work together to promote the correct reading and understanding of the Holy Qur'an.

We offer our sincere appreciation to the whole UQA team of researchers, developers, academicians, and consultants who supported this work out of their immense love of Qur'an. I would also like to thank my parents for their prayers, and my wife, Tabinda Tahseen, and my sons, Sulaiman and Usamah, and daughter Samah for their cooperation and support. May Allah reward them all abundantly.

The diagrams of Makharij are taken from the book written by the world famous Syrian Qari, Sheik Ayman Suwaid, with his permission that I personally got from him during Qur'an conference in Bahrain, 2013.

May Allah protect us from errors. If they were committed inadvertently, we beg for His Divine forgiveness. Please give us feedback and inform us of any errors so that we can correct them in future editions.

Abdulazeez Abdulraheem

Feb, 2019

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## INTRODUCTION

### OF UNDERSTAND AL-QUR'AN ACADEMY

**OBJECTIVES OF THE ACADEMY:** (1) To bring the Muslims back to the Qur'an and to help in bringing up a Qur'anic generation who recites the Qur'an, understands it, practices it, and conveys it to others. (2) To present the Qur'an as the most interesting, easy, simple, effective, and relevant book in our daily life as well as the most important book for success in this world and the Hereafter. (3) To provide the basic knowledge of Hadith with the purpose of creating love and respect towards Prophet Muhammad ﷺ. because his life is a practical demonstration of the Qur'anic teachings. (4) To teach them how to read the Qur'an with Tajweed and with understanding (5) To produce the required course materials (books, videos, posters, vocabulary cards, booklets, etc.) under the supervision of Islamic scholars and design a syllabus that caters to the need of schools and Madaaris. (6) To conduct short courses for busy professionals or businessmen. (7) To make learning of the Qur'an easy by using easy, modern and scientific methods and techniques of teaching.

Our objective is not to produce scholars of the Qur'an. Alhamdulillah, many institutions are already doing this work. The mission of the academy is to make ordinary Muslims and school students (especially our young generation) understand the basic message of the Qur'an.

**WHY THIS WORK?:** Majority of the non-Arab Muslims do not understand the Qur'an. In the present scenario, the teaching of the Qur'an is extremely necessary because on the one hand there is a storm of obscenity and materialism on TV, press, and social media and on the other hand there are continuous attacks on Islam, the Qur'an, and the Prophet ﷺ to weaken our faith in the Quran and Islam. It is, therefore, a must for our coming generation to understand the Qur'an and the Islamic teachings to face the challenges and to convey the true message of Allah to the world and in turn make everyone successful in this world and in the Hereafter.

**BRIEF HISTORY:** By the Grace of Allah, [www.understandquran.com](http://www.understandquran.com) was launched in 1998. Since then we are constantly striving to make learning of the Qur'an simple, easy, and effective by developing courses and related materials. Our Level-1 course on understanding the Quran (50% of Qur'anic words) is being taught in almost 25 countries and is translated into 20 international languages. It is relayed on five national and international TV channels too. The syllabus of Read Al-Qur'an and Understand Al-Qur'an is now implemented in more than 2000 schools, Alhamdulillah.

The Messenger of Allah ﷺ said: **بَلِّغُوا عَنِّي وَلَوْ آيَةً** "Convey from me, even if it is only one verse". Therefore come and join us to spread this noble work, wherever you are; try to learn this course and introduce it in your nearby mosques, schools, Madaaris, and community centers. Connect the children and elders to this course and build a strong team to carry out this noble task.

Lastly, we pray to Allah to accept our efforts in serving His Magnificent Book, keep us away from show off, save us from sins, and protect us from mistakes.

رَبَّنَا تَقَبَّلْ مِنَّا إِنَّكَ أَنْتَ السَّمِيعُ الْعَلِيمُ، وَنُبِّ عَلَيْنَا إِنَّكَ أَنْتَ التَّوَّابُ الرَّحِيمُ، وَاعْفُ لَنَا، إِنَّكَ أَنْتَ الْغَفُورُ الرَّحِيمُ، وَخَرَّكُمُ اللَّهُ خَيْرًا .



## How to use this book

### About the book

Read Qur'an Series is taught from Nursery to Class 2. Book – LKG: Lets Read Al Qur'an – the easy way with Tajweed is taught to the LKG students. This book uses the UQA concepts of teaching Tajweed the easy way. This book is designed to fit into the school curriculum which can spread over an entire academic year. It can also be taught in higher classes if needed.

**Book – LKG** is arranged into two sections:

- Section A deals with the Read Al-Qur'an.
- Section B deals with Islamic studies.

**Section A:** Lessons 1 to 12 covers the Arabic letters (full form) with a focus on learning the shapes, the sounds, and the writing practice. Sight and Sound vocabulary are inbuilt in these lessons. The appendix covers the note to the teacher on how to teach letters with the help of stories and activities.

Qur'an Lab activities are given in the teacher's guide. These lesson-wise activities reinforce the concepts learned. The activities ensure student engagement with the subject and will result in high quality of learning.

**Section B:** This section has Islamic studies divided into simple lessons. Each lesson has Aqeedah, Dua, Hadeeth, Akhlaaq, Seerah, and Qur'an. All topics are easy to understand and relevant to the students' life. The Surahs & Ayaat that are recited daily are to be memorized along with Duas, & Azkaar, etc.

### Course organization

- A minimum of 3 periods per week.
- It is better to have a UQA certified teacher for teaching this course. Visit our website for teacher training certification.
- The course is explained with the help of presentations and videos in a smart classroom.
- The course material consists of a textbook, workbook, presentations, videos, posters, flashcards, games, and a teacher's guide.

Qur'an Lab activities are a part of the course to enhance the learning and increasing student engagement. For more details, please refer to the official website:

[www.understandquran.com/teacher\\_resources.html](http://www.understandquran.com/teacher_resources.html)

Assuming the annually available periods are 30 weeks (3 periods/week), a sample schedule is given below:

### Sample schedule (3 periods/week-Total 90 Periods)

Lessons 1 – 12 require **four** periods per lesson. The first period will deal with the explanation and practice of the letters while the remaining periods will have the Qur'an Lab, workbook and related learning activities.

Total Periods: 48 periods

Islamic Studies (3 periods per lesson, 2 for lesson; 1 for revision)

Total Periods: 24 periods

Quiz, Exams, Revisions.

Total periods: 18 periods

## Lesson Plan Components

The lesson plan components are given below with suggested timings. More details are available at the following link: [www.understandquran.com/teacher\\_resources.html](http://www.understandquran.com/teacher_resources.html). A teacher can select them according to the need.

S No	Topic	Time in Min
	<b>Greetings: (See Teacher's Guide for complete list)</b>	<b>1 min</b>
1	<ul style="list-style-type: none"> <li>Enter the class with full of energy, good posture, and with a smile on the face!</li> <li>The teacher should look towards the students and say salaam in a pleasant and audible voice.</li> <li>Don't start arranging your material or taking attendance or some activity that doesn't involve students during the first 5 minutes.</li> <li>Tell a positive and a motivating point; show the students that you are in a good mood today. To set a positive and happy mood of the class, don't point out the deficiencies in students or talk negative about systems or weather etc.</li> <li>Ask them "Kaifa Haalukum: How are you?" and train them to say: Alhamdulillah with a smile.</li> </ul>	
	<b>Tazkiyah (Zikr of Allah): (See Teacher's Guide for complete list)</b>	<b>1 min</b>
2	It is essential that the students develop the habit of doing Zikr. This will have great benefit on various aspects of life. Let the students repeat after teacher any of the Azkaar such as Allahu Akbar 10 times, Subhan Allah 10 times, etc.	
	<b>Tarbiyah or Life skills (Applied Islam): (See Teacher's Guide for complete list)</b>	<b>1 min</b>
3	Developing life skills and manners in action is an essential part of the teaching. Give the students daily dosage of the life skills derived from the Sunnah. For example, smiling, controlling anger, pleasing parents, saying salaam, forgiving faults of others, seeking forgiveness, etc. These should be done with the help of stories from Seerah & of Sahabah and pious people.	
	<b>Dua for students: (See Teacher's Guide for complete list)</b>	<b>½</b>
4	To develop a true relationship, it is essential that teacher should be a well-wisher of students. Give Duas to students daily. For example, May Allah bless you with success in this world and Jannah in the next world.	
5	<b>Islamic Studies:</b> Topics of Islamic Studies are covered in small parts.	<b>5</b>
	<b>Surah Practice (Memorize &amp; Improve Tajweed): (See Teacher's Guide for complete list)</b>	<b>2</b>
6	The students will repeat after the teacher. The teacher will point out common Tajweed mistakes.	
	<b>Revision: (See Teacher's Guide for complete revision plan)</b>	<b>3</b>
7	Before starting a new lesson, previous lessons should be revised. This will reinforce previously covered lessons.	
	<b>RQ Lesson:</b>	
8	Enlist the learning outcomes. Warm-up questions should be asked before starting a new lesson. Explicit Instruction: This includes introduction, explanation of rule/letter, the examples of these rules/letters in common use (if any).	<b>8</b>
	<b>Practice:</b>	
9	Develop sight vocabulary, i.e., develop such a skill in the student that he can recognize a word by seeing it within a second. To develop this, the students should repeat different words after the teacher many times. Ensure the student can read within 2 seconds. Develop Sound Vocabulary: Students should be able to identify the word and repeat it just by listening from the teacher.	<b>30</b>
	<b>Qur'an Lab Session:</b>	
10	This session is conducted in a Qur'an Lab where Qur'anic language learning tools are provided. Tools like flash cards, posters, sand writing, blocks, puzzles and other learning activities, ensures higher learning and greater student engagement. This ensures rigorous practice, group competitions and writing practice	<b>10</b>
	<b>Student Assessment:</b>	
	Collective Assessment: Teacher does the sight & sound vocabulary tests.	
11	Individual Assessment: Teacher will individually test the students for sight and sound vocabulary, Identify the slow learners and report them for remedial classes. In summary, a student should be able read, write and pronounce Qur'anic words and verses while recognizing the underlining rules.	<b>5</b>
12	<b>Review &amp; Close out:</b> Quick review of what the students have learnt in the class.	<b>2</b>





## MAKHARIJ OF ARABIC LETTERS

Makhraj is the part of the mouth from where the sound of a letter comes out. It is the articulation point. The plural of Makhraj is Makhaarij. To find out a letter's Makhraj, make it silent by adding an 'Alif with a Fathah on it and try to say it. Wherever the sound stops, that's what its Makhraj is. For example أَمَّ، أَرَّ، أَهَّ

Attached is poem to help memorize the Makhaarij. Note to teachers: Teach the poem with TPI (Total Physical Interaction). The TPI involves gestures that teach the students the thickness and highness in different letters. This ensures that they learn the attributes of the letters right from the beginning.

### Arabic Letters Poem with TPI

م ب و ف : are from the lips  
Tongue has many, 12 from the Tip:  
ث ذ ظ, ت د ط, ز س ص, ل ن ر  
From its middle are: ج ش ي  
From its edges are: ك ق  
Six from the throat: ه, ع, ح, غ, خ  
and at the end: ٔ

ن +  
ص ض ط ظ  
ب +



(اطباق) Very thick & high

ن +  
ق غ خ  
ب +

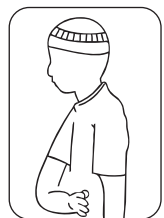


(استعلاء) High

ء الله  
رَا رُؤُوسُ



(تفخيم) Thick



(استفاله) Low

**Note:** In this book, the letters are grouped based on Makhaarij order. To make it easy to remember, the Makhraj is given beside the letter itself. This will help the students to recall all the letters and their corresponding Makhaarij easily.

For details log on to [www.understandquran.com/teacher\\_resources.html](http://www.understandquran.com/teacher_resources.html).

# Strokes for Arabic Letters

To make Arabic writing simple, easy and interesting, we have designed 4 sets of strokes, each set containing three lines. For example: If you have to write Letter س Seen, instead of saying to write like this, like this, we will say write: Small cup, small cup and a big cup.



Standing line: ( : ),

Sleeping line: ( •.... ),

Slanting line: ( ..... ).

Quarter circle: ( ..... ),

Half circle: ( ..... ),

Full circle: ( ..... ).

Tiny Boat: ( ..... ),

Small Cup: ( ..... ),

Big Cup: ( ..... ).

Tongue: ( ..... ),

Small hook: ( ..... ),

Big hook: ( ..... ).

**Now, you can write all the Arabic Letters with the help of these lines as explained below:**

م: A circle, a slanted line and a standing line.

ب: A dot below the tiny boat.

و: A small circle and a half circle.

ف: A small circle, a tiny boat and a dot.

ث: Three dots on the tiny boat.

ذ: Half circle and a dot above it.

ظ: A tongue, a standing line and a dot.

ت: Two dots above the tiny boat.

د: Half circle.

ط: Tongue and a standing line.

ز: A dot above the quarter circle.

س: A small cup, a small cup, and a big cup.

ص: A tongue and a big cup.

ل: A standing line and a big cup.

ن: A dot in a big cup.

ر: A quarter circle

ج: A sleeping line, a big hook and a dot in it.

ش: A small cup, a small cup, and a big cup with three dots above them.

ي: A small hook and a big cup.

ض: A dot above the tongue and a big cup.

ك: A standing line, a tiny boat, and a cap in it.

ق: A small circle, a big cup, and two dots above the full circle.

ء: A small hook and a slanted line.

ه: A full circle.

ع: A small hook and a big hook.

ح: A sleeping line and a big hook.

غ: A dot above the small hook and a big hook.

خ: A dot above the sleeping line and a big hook.

مَبَّ وَفَ ثَذْ طَ زَسَّ لَنَرَ جَشَى ضَكَّ ءَ هَ عَ غَ خَ ا

Lesson  
01

## Meem - Baa

ب

م

### Writing Practice

م	ب	م	ب	م
ب	م	ب	م	ب
م	ب	م	ب	م

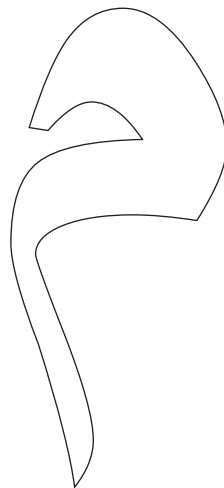
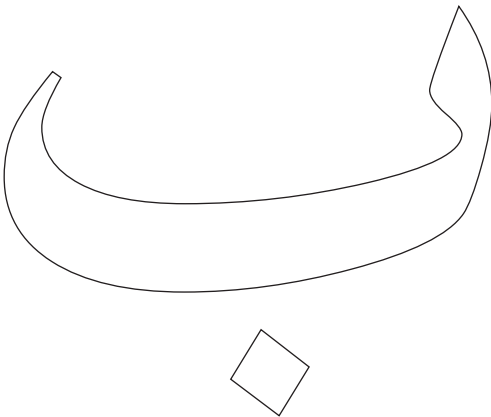
## Workbook: Lesson - 01



Trace the letters given below with pencil



Color the letters given below:



### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَبْوَفَ ثَذْظَ تَذْظَ زَسْصَ لَنَرَ جَشَّيْ ضَكَّقَ ءَهَ عَحَّغَّخَّ ا

Lesson  
02

## Waw - Faa

ف

و

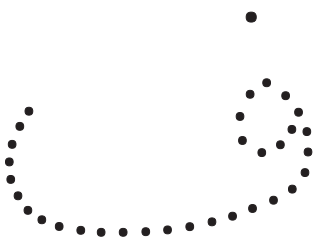
### Writing Practice

و	ف	و	ف	و
ف	و	ف	و	ف
ف	ب	و	ف	م
و	م	ف	م	و

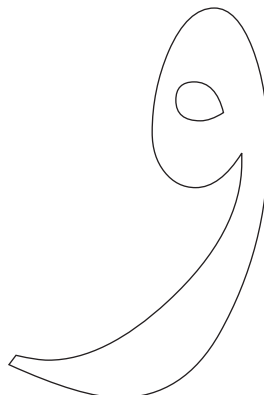
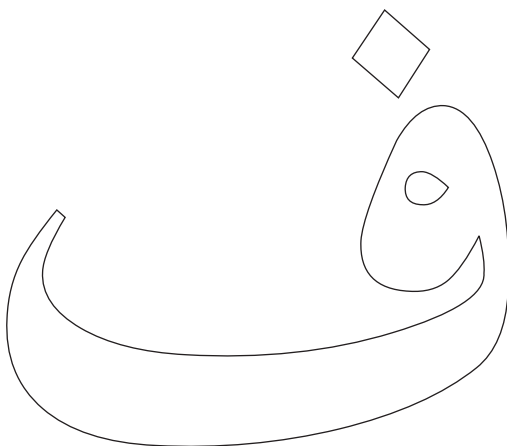
## Workbook: Lesson - 02



Trace the letters given below with pencil



Color the letters given below:



### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَبْوَفٌ ثَذْطٌ تَذْطٌ زَسْصٌ لَنْرٌ جَشْيٌ ضَكْقٌ ءَ هَ عَحْ غَحْ ا

Lesson  
03

Saa - Zaal - Zaa

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Writing Practice

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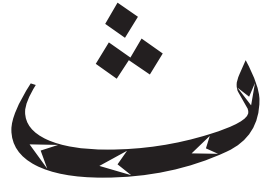
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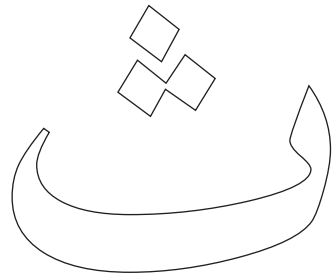
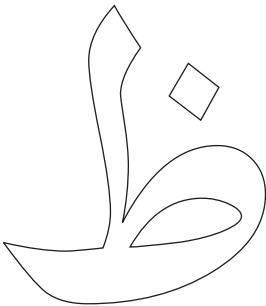
### Workbook: Lesson - 03



Trace the letters given below with pencil



Color the letters given below:



#### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.



مَبْوَف | ثَذْط | تَذْط | زَسْص | لَنْر | جَشَى | ضَكَق | ءَه | عَح | غَح | ا

Lesson  
04

Taa - Daal - Taa

تاء - دال - طاء

سبق  
04

ط

د

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### Writing Practice

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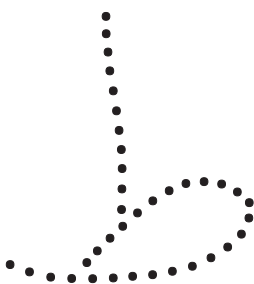
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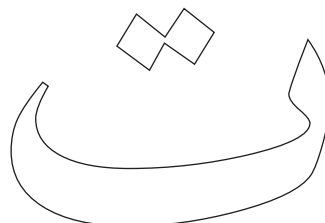
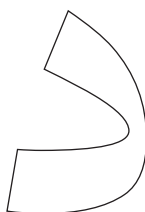
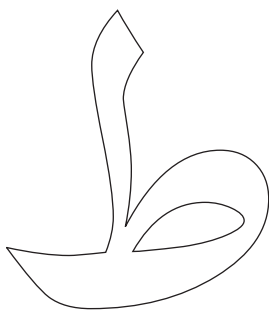
ب

## Workbook: Lesson - 04

 Trace the letters given below with pencil



 Color the letters given below:



### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَبْوَفٌ ثَذْظَ تَذْظَ زَسَّصَ لَنَرَ جَشَى ضَكَّ ءَهَ غَخَ ا

Lesson  
05

Zaa - Seen - Şaad

ص

س

ز

### Writing Practice

ث

ظ

ص

ز

س

ف

ب

ط

و

ص

س

ظ

م

د

ط

ث

ص

ف

ز

ب

Workbook: Lesson - 05

 Trace the letters given below with pencil

ص

س

ز

ص

س

ز

 Color the letters given below:

ص

س

ز

Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

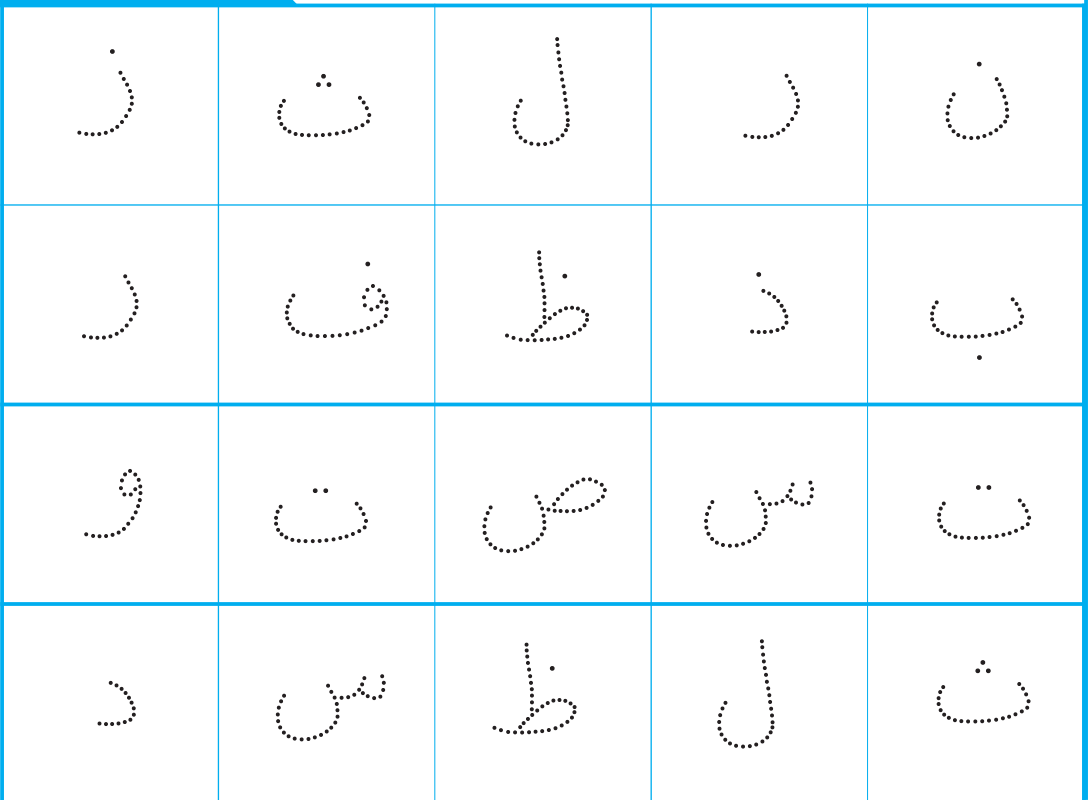
مَبْوَفٌ ثَذْظَ تَذْظَ زَسْصَ لَنْ رَجَشِي ضَكَقْ ءَ هَ غَخْ ا

Lesson  
06

## Laam - Noon - Ra

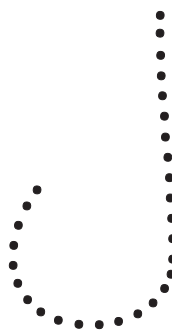
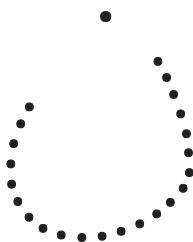
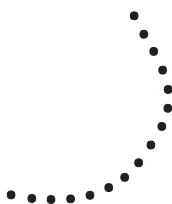


### Writing Practice

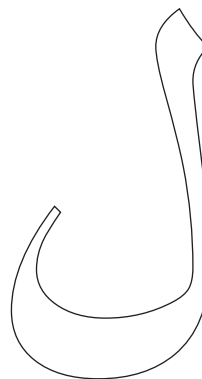
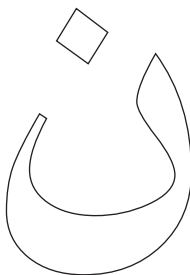


## Workbook: Lesson - 06

 Trace the letters given below with pencil



 Color the letters given below:



### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَبَّ وَفَ ثَذْظَ تَذْظَ زَسَّصَ لَنَرَ جَشَّيَ ضَكَّ ءَهَ غَخَّ ا

Lesson  
07

## Jeem - Sheen - Yaa



### Writing Practice

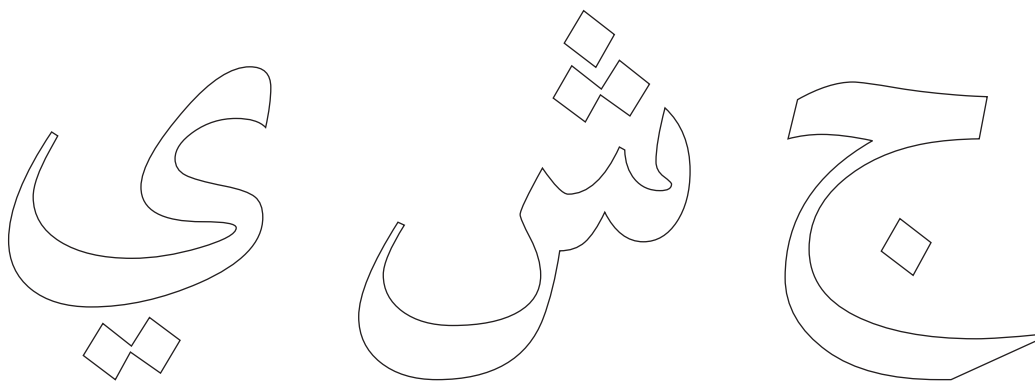
و	ف	ش	ي	ج
ز	و	ي	س	ن
ل	ي	ت	ص	س
و	ج	ظ	ش	ظ

Workbook: Lesson - 07

 Trace the letters given below with pencil



 Color the letters given below:



Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.



مَبْوَفٌ ثَذْطٌ زَسْصٌ لَنْرٌ جَشِيٌّ ضَكٌّ ءَ هَ عَحْ غَحْ ا

Lesson  
08

## Daad - Kaaf - Qaaf

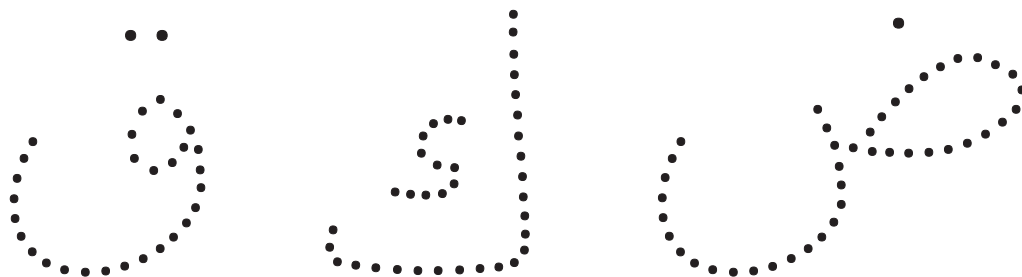
ض ك ق

### Writing Practice

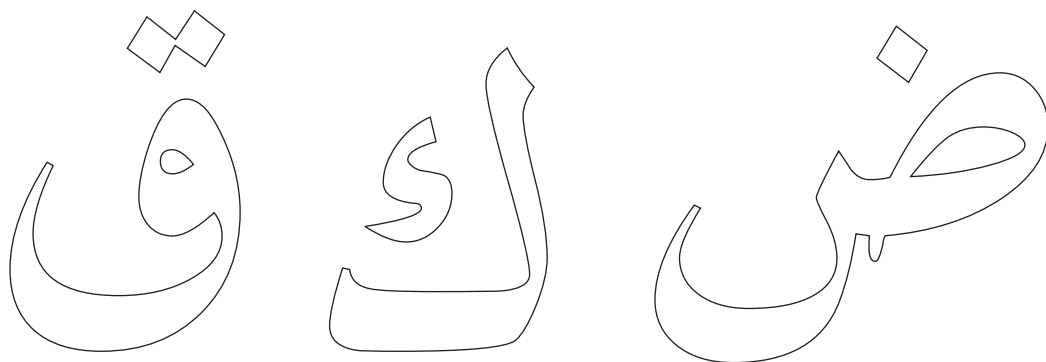
ق	ك	ض	ش	و
ف	ل	ص	س	ر
ب	ن	ظ	ك	ق
ك	ق	ط	ر	ذ

Workbook: Lesson - 08

 Trace the letters given below with pencil



 Color the letters given below:



Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَبَّ وَفَ ثَذْظَ تَذْظَ زَسَّصَ لَنَرَ جَشَّيَ ضَكَّ هَ غَخَّ ا

Lesson  
09

## Hamza - Ha

ه

ح

### Writing Practice

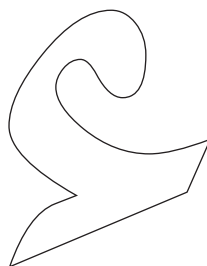
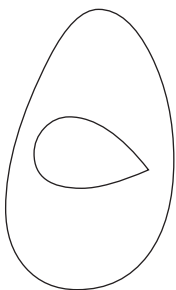
ذ	د	ي	ه	ع
ي	ع	ف	ذ	ي
ض	و	ب	ع	ج
ظ	ع	ث	د	ف

## Workbook: Lesson - 09

 Trace the letters given below with pencil



 Color the letters given below:



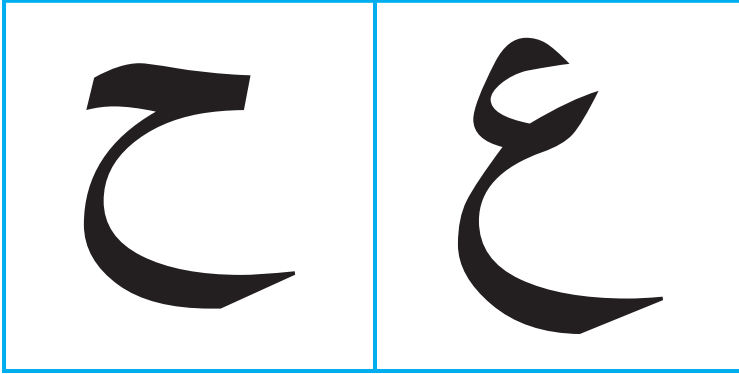
### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَبْوَفٌ ثَذْطٌ تَذْطٌ زَسْصٌ لَنْرٌ جَشْيٌ ضَكْقٌ ءَهْ غَخٌ ا

Lesson  
10

## Ain - Haa

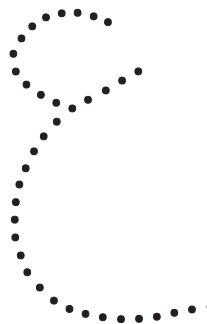
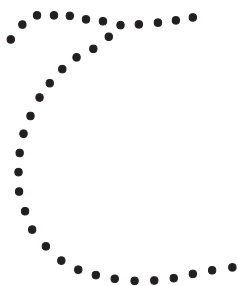
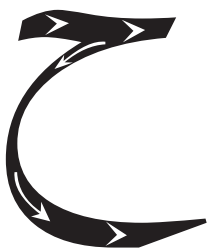


### Writing Practice

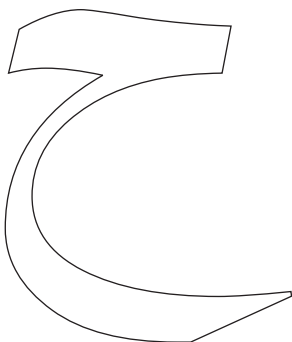
س	ع	ح	ح	ع
ص	ذ	ي	س	ع
ل	ه	ع	ش	ض
م	ذ	ح	ع	ظ

## Workbook: Lesson - 10

 Trace the letters given below with pencil



 Color the letters given below:



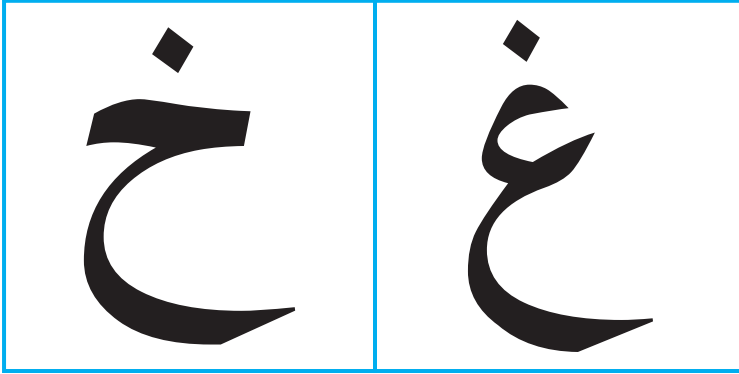
### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.

مَب وَف ث ذ ظ ت د ط ز س ص ل ن ر ج ش ي ض ك ق ء ه ع ح غ خ ا

Lesson  
11

Ghain - Kha



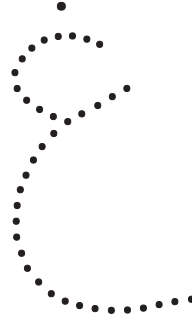
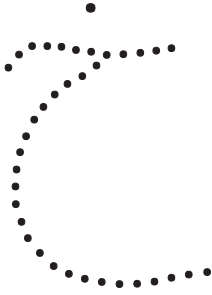
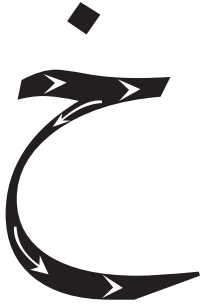
Writing Practice

ح	ي	ء	خ	غ
ن	ش	ه	ح	ع
غ	ظ	د	ج	ء
خ	ل	ز	س	و

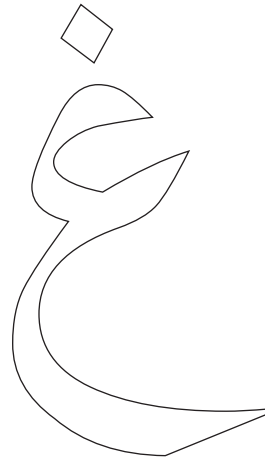
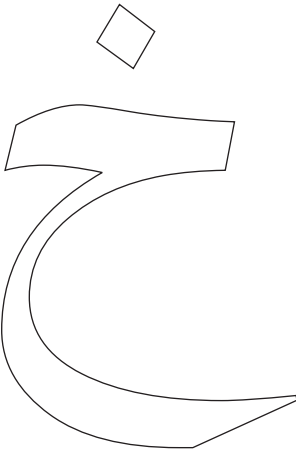
## Workbook: Lesson - 11



Trace the letters given below with pencil



Color the letters given below:



### Teachers' Note

Mention the importance of writing in the light of "عَلَّمَ بِالْقَلَمِ" and ask the students to complete workbook portion.



مَبَّ وَفَّ ثَ ذَظَّ تَ دَظَّ زَسَّ صَ لَنَ رَ جَشَّ يَ ضَ ذَقَّ ءَ هَ غَ حَ غَ خَ ا

Lesson  
12

## Complete Arabic Letters

### Letters in Phonetic (Makhaarij) Order

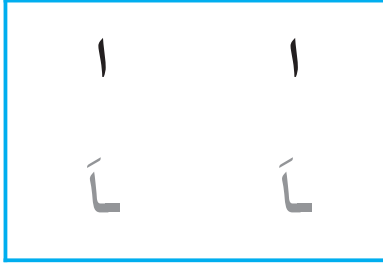
ا	ف	و	ب	م
ط	ث	ظ	ذ	ش
ر	ل	ص	س	ز
ق	ض	ي	ش	ج
ح	ح	ع	ه	ء

### Letters in Shape Order

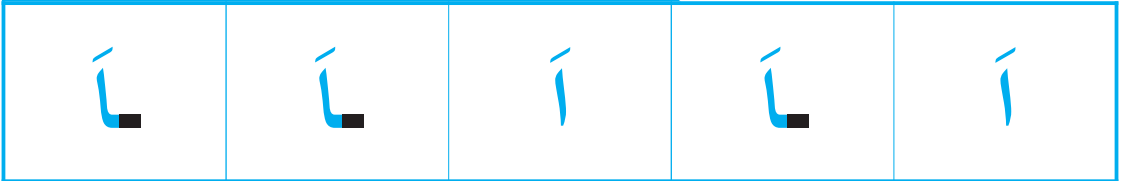
ح	ج	ث	ت	ب	ا
س	ز	ر	ذ	د	خ
ع	ظ	ط	ض	ص	ش
م	ل	ك	ق	ف	غ
ي	ى	ء	ه	و	ن

## Practice

Alif has no short form always written in full length. If Fathah or any other sign or symbol is found on Alif then it becomes hamzah.



Practice the new letters that you learnt in this lesson.



## Workbook: Lesson - 12



Fill in the blanks with the appropriate words:

ا		و		م
ط	د		ذ	ث
		ل	ص	ز
ق	ك		ي	ش
	غ		ع	ه
				ء



# Lesson - 1

## Aqeedah

سُبْحَانَ اللَّهِ وَالْحَمْدُ لِلَّهِ وَلَا إِلَهَ إِلَّا اللَّهُ وَاللَّهُ أَكْبَرُ  
وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ الْعَلِيِّ الْعَظِيمِ.

(Note: Get memorize Dua only)

## Qur'an

Revise Complete Surah Al-Fatihah and try to get memorize its translation also.

## Hadeeth

**The Messenger of Allah ﷺ said:**

اللَّهُمَّ بَارِكْ لِأُمَّتِي فِي بُكُورِهَا (أبيوداد: 2606)

**Translation:** O Allah! Bless my nation in the early mornings.

## Dua

Recite this supplication when going out of house:

بِسْمِ اللَّهِ تَوَكَّلْتُ عَلَى اللَّهِ، لَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ (أبيوداد: 5059)

## Seerah

Our Prophet's father's name was Abdullah, who has passed away before Prophet's birth. Prophet's mother's name was Aminah. She passed away when our Prophet ﷺ was just 6 years old.

## Akhlaaq

**Manners of Drinking water:**

Note: Teach the students practically through physical interaction to create interest in learning.

1. Drinking with Right Hand. (Muslim:2020)
2. Drinking while sitting. (Muslim: 2024)
3. Seeing in water while drinking. (Tirmidhi: 1887)

## Lesson - 2

### Aqeedah

سُبْحَانَ اللَّهِ وَالْحَمْدُ لِلَّهِ وَلَا إِلَهَ إِلَّا اللَّهُ وَاللَّهُ أَكْبَرُ  
وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ الْعَلِيِّ الْعَظِيمِ.

**Translation:** Glorified is Allah and all praises and thanks be to Allah and there is no god but Allah. And Allah is the greatest. There is no power and no strength except with Allah, the Most High the Supreme.

(Note: Get memorize Dua with its translation)

### Qur'an

إِنَّا أَعْطَيْنَكَ الْكَوْثَرَ ﴿١﴾ فَصَلِّ لِرَبِّكَ وَانْحَرْ ﴿٢﴾ إِنَّ شَانِئَكَ هُوَ الْأَبْتَرُ ﴿٣﴾

**Translation:** Indeed, We have granted you Al-Kawthar. So pray to your Lord and sacrifice. Indeed, your enemy is the one cut off.

(Note: Surah Al-Kauthar is taught before. Now revise it and get memorized its translation)

### Hadeeth

**The Messenger of Allah ﷺ said:**

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ (بخاري: 5027)

**Translation:** The best among you is the one who learns the Qur'an and teaches it.

### Dua

Recite this supplication when going out of house:

بِسْمِ اللَّهِ تَوَكَّلْتُ عَلَى اللَّهِ، لَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ (ابوداؤد: 5059)

**Translation:** In the name of Allah, I trusted Allah. There is no strength and no power except with Allah.

(Note: Revise this Dua and get memorized its translation also)

### Seerah

After his mother's death, Prophet Muhammad ﷺ was in his grandfather's custody. His grandfather's name was Abdul Muttalib and he was among the leaders of Makkah and a very nice person and he took good care of Prophet ﷺ.

### Akhlaaq

**Manners of Drinking water:**

Note: Teach the students practically through physical interaction to create interest in learning.

1. Drink by reciting Bismillah. (Bukhari: 6452)
2. Drink in three pauses of breath. (Muslim: 2028)
3. Saying Alhamdulillah after drinking. (Muslim: 2734)

## Lesson - 3

### Aqeedah

أَمَنْتُ بِاللَّهِ وَمَلَائِكَتِهِ وَكُتُبِهِ وَرُسُلِهِ وَالْيَوْمِ الْآخِرِ  
وَالْقَدَرِ خَيْرِهِ وَشَرِّهِ مِنَ اللَّهِ تَعَالَى وَالْبَعْثِ بَعْدَ الْمَوْتِ

### Qur'an

اللَّهُ خَالِقُ كُلِّ شَيْءٍ وَهُوَ عَلَى كُلِّ شَيْءٍ وَكِيلٌ (زمر: 62)

**Translation:** Allah is the creator of all things and He is the Guardian and disposer of all affairs.

(Note: Get memorize this verse with its translation)

### Hadeeth

**The Messenger of Allah ﷺ said:**

إِنَّ أَصْدَقَ الْحَدِيثِ كِتَابُ اللَّهِ (نسائي: 1578)

**Translation:** Indeed, the most truthful word is Book of Allah.

### Dua

رَبِّ زِدْنِي عِلْمًا (طه: 114)

**Translation:** O My Lord! Increase me in knowledge.

### Seerah

When Prophet's grandfather passed away, he started living with his uncle, Abu Talib. Abu Talib was the elder brother of his father. Abu Talib was equally loving and caring towards the Prophet ﷺ.

### Akhlaaq

The Dua and Manners of drinking water are to be revised and teach the following also:

- Cover the food vessels and water at the night.
- Wash the glasses and cups before drinking.
- Do not drink water immediately after playing but give some pause and then drink.

## Lesson - 4

### Aqeedah

أَمَنْتُ بِاللَّهِ وَمَلَائِكَتِهِ وَكُتُبِهِ وَرُسُلِهِ وَالْيَوْمِ الْآخِرِ  
وَالْقَدَرِ خَيْرِهِ وَشَرِّهِ مِنْ اللَّهِ تَعَالَى وَالْبَعْثِ بَعْدَ الْمَوْتِ

**Translation:** I believed in Allah and His angels, and His Books, and His Messengers, and in the Day Last (Resurrection), and in the Divine Decree (fate) good and bad of it from Allah and in raising after death.

(Note: Revise the Dua and get memorize its translation also)

### Qur'an

Get memorized Surah Al-Asr.

### Hadeeth

**The Messenger of Allah ﷺ said:**

وَأَحْسَنُ الْهَدْيِ هَدْيُ مُحَمَّدٍ ﷺ (نسائي: 1578)

**Translation:** And the best guidance is the guidance of Prophet Muhammad ﷺ.

### Dua

When anyone sneezes, he should say: **اَلْحَمْدُ لِلّٰهِ** And in reply the listener should say: **يَرْحَمُكَ اللّٰهُ** and the one who sneezed should say in reply: **يَهْدِيْكُمْ اللّٰهُ وَ يُصْلِحْ بِاَلَيْكُمْ**. (Bukhari: 6224)

### Seerah

The first verse of Holy Qur'an to be revealed was:

اقْرَأْ بِاسْمِ رَبِّكَ الَّذِي خَلَقَ (علق: 1)

**Translation:** Read; in the name of your Lord, Who created.

### Akhlaaq

**Manners of going to the toilet:**

1. Put on shoes or use slippers.
2. Cover the head.
3. Recite dua before entering.
4. First put left leg inside.

## Lesson - 5

### Aqeedah

Islam is the true and final religion. No new religion will come after Islam. Also, no other religion (Deen) is acceptable to Allah.

### Qur'an

Get memorized Surah Al-Asr with its translation.

### Hadeeth

**The Messenger of Allah ﷺ said:**

الدِّينُ التَّصِيْحَةُ (مسلم: 55)

**Translation:** Deen (Religion) is a name of sincerity and well wishing.

### Dua

If you hear bad news then recite this Dua:

إِنَّا لِلَّهِ وَإِنَّا إِلَيْهِ رَاجِعُونَ (البقرة: 156)

### Seerah

Whenever we say or hear the name of Muhammad ﷺ we should recite Durood: صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ. Allah sends His Mercy and blessings on them who recite Durood.

### Akhlaaq

**Manners of going to the toilet:**

1. Do not face or sit with your back to Qibla. (Bukhari: 394)
2. Do not speak while in toilet. (Abu Dawood: 15)
3. Do not pass urine while standing. (Tirmidhi: 12)
4. Use left hand for Istinja/Cleaning. (Abu Dawood: 33)



## Lesson - 6

### Aqeedah

Those who obey Allah, Allah is happy with them and those who disobey Allah, Allah gets angry with them.

### Qur'an

إِنَّ اللَّهَ مَعَ الصَّابِرِينَ (البقرة: 153)

**Translation:** Indeed, Allah is with the patient ones.

### Hadeeth

The Messenger of Allah ﷺ said:

أَفْشُوا السَّلَامَ بَيْنَكُمْ (مسلم: 54)

**Translation:** Spread the Salam (greeting) among yourselves.

### Dua

رَبَّنَا لَا تَجْعَلْنَا مَعَ الْقَوْمِ الظَّالِمِينَ (اعراف: 47)

**Translation:** Our Lord, do not place us with the wrongdoing people.

### Seerah

Prophet Muhammed ﷺ was best in manners and morals. He was good with everybody and everyone liked him.

### Akhlaaq

**Revise the manners of Toilet and teach the following also:**

- Wash hands with soap etc. after Istinja (cleaning).
- While coming out from Toilet, take out Right leg first.
- After coming out from toilet recite this Dua:

الْحَمْدُ لِلَّهِ الَّذِي أَذْهَبَ عَنِّي الْأَذَى وَعَافَانِي (ابن ماجه: 301)

## Lesson - 7

### Aqeedah

Allah has prepared Gardens (Paradise) for His obedient slaves. Those who live in paradise, they will have to just wish, and they will get it.

### Qur'an

فَإِنَّ مَعَ الْعُسْرِ يُسْرًا ۖ إِنَّ مَعَ الْعُسْرِ يُسْرًا ۚ

**Translation:** Indeed, after every difficulty there is relief. Certainly, after every difficulty there comes relief.

### Hadeeth

The Messenger of Allah ﷺ said:

الْمُسْلِمُ أَخُو الْمُسْلِمِ (مسلم: 54)

**Translation:** A Muslim is a brother of another Muslim.

### Dua

رَبِّ اغْفِرْ وَارْحَمْ وَأَنْتَ خَيْرُ الرَّحِمِينَ (المؤمنون: 118)

**Translation:** O my Lord! Forgive and have mercy on me, You are the best of those who show mercy.

### Seerah

Prophet Muhammad ﷺ never hurt anyone nor deprived off anybody's right. he always loved people and helped all those who came to him for help.

### Akhlaaq

Revise the manners of Toilet and teach the following also:

- Do not speak in the toilet without necessity.
- Do not use water more than required.
- Try to learn to do your own personal work.

## Lesson - 8

### Aqeedah

Allah has prepared Hell (fire) for the disobedient Slaves where they will be given severe punishment for their disobedience.

### Qur'an

لَقَدْ كَانَ لَكُمْ فِي رَسُولِ اللَّهِ أُسْوَةٌ حَسَنَةٌ (احزاب: 21)

**Translation:** Indeed, in the Messenger of Allah, you have best example to follow.

### Hadeeth

The Messenger of Allah ﷺ said:

أَلْخَالَةُ بِمَنْزِلَةِ الْأُمِّ (بخارى: 2699)

The maternal aunt holds the same status as the mother.

### Dua

رَبِّ إِنِّي ظَلَمْتُ نَفْسِي فَاغْفِرْ لِي (قصص: 16)

**Translation:** O my Lord! I have done wrong to myself, So Forgive me.

### Seerah

The life of Prophet of Allah ﷺ is the best example for us. We should follow the Messenger of Allah ﷺ in every walks of life.

### Akhlaaq

If you feel like going to toilet, tell your parents or teacher, it is a bad habit to delay call of nature.

## Instructions for Teachers - Teaching Letters

In this Book pictures, diagrams and examples are used in teaching Letters in an interesting way. Whenever you teach any Letter, use the pictures and stories provided in this book. This will create interest among student and they will be able to identify Letters easily.

**Lesson - 1** م Did you see a mic in your Masjid? If you remember Mic you will remember Meem. Mic Meem Mlc Meem Mic Meem The mic is used by the Imam or Mu'azzin so that more people can hear them. Mic is just like Meem! Mic – Meem.

ب A balloon was flying in the air. A boat saw the balloon and asked the balloon: Can you take me in the air? The balloon said! Sure. The balloon then lifted the boat in the air! Look at them! Balloon below the boat - Baa; Balloon below the boat - Baa.

**Lesson - 2** و If you looking at the boat and the balloon in the air, what will you say? Wow! Look at your moth! It is round. The letter waaw is also round. It has a tail too. Can you say Waaw! Waaw!

ف The balloon was flying in the air along with the boat. Suddenly the boat slipped and fell down. One edge of the boat got folded. Balloon too came down close to the boat and started looking at it with shock! Together they became Faa. A folded boat and a balloon is Faa.

**Lesson - 3** ث After the boat fell down, two more balloons came for help. They repaired the boat and the three then lifted the boat up in the air! Three – ث; three – ث.

ذ A fly is known as Zubaab in Arabic. On the half-eaten or damaged donut, a ذباب is sitting there. Listen carefully the sound of ذ ذباب. Note: ذباب on donut is ذ.

ظ The animal in the picture is called ظبي. The ظبي is sitting on the powerful ط and makes it ظ.

**Lesson - 4** ت Of the three balloons, one was punctured. So, only two remain. Two - ت; two – ت.

د I am sure you love sweets. How about donuts? They are round. How will an Arab brother or a sister say "Donut"? With a soft da. The daal loves donuts a lot! It has eaten half and damaged the donut. Damaged donut – daal.

ط Allah made Taloot, a very powerful king. His body was very strong. His hands must have been like Taa. Tough Taloot: ط

**Lesson - 5** ز In Arabic, banana is called Mawzzzz (موززززززز). The letter ز loves to eat Mawzzz. It loves to look like a Mawzzz. Mawzzz: ز; Mawzzzz: ز.

س The letter "Seen" loves to run like a snake while making a hisssssing sound. Snake – Seen; Snake – Seen! Do you remember the story of Musa A whose stick used to turn into a snake.

ص If the head of the letter س is folded, it becomes thick and its sound becomes very thick and high. Sawd (ص) starts with the sound of English word 'saw'.

**Lesson - 6** ل Laam loves the light; therefore it is like a Lamp! Lamp – Laam; Lamp – Laam.

ن Noon also loves to give light like a new moon in the night. ن : New moon in the night... with a star in its stomach.

ر Do you see the Rhino in the picture? Rhino loves Raa and therefore carries it on its head always. Rhino - Raa; Rhino – Raa.

## Lesson - 7



Once the letter was going to the school. Its mother gave a jam sandwich to Jeem for the lunch break. But Jeem was so hungry that he ate it on the way to the school! You can see the Jam sandwich in its stomach. By the way, his belly is also big and round because of eating lot of Jam sandwiches! Jam – Jeem; Jam – Jeem.

نش

In the picture, the snake is taking a shower. That shower makes it Sheen! Snake taking shower is sheen; snake taking shower is sheen.



Yaa loves toys, especially the yellow rubber duckie. He wants to play with it always. In fact, it is just like a YELLOW rubber duckie. Its two feet are like two dots below it. YELLOW rubber duckie—Yaa; YELLOW rubber duckie - Yaa.

## Lesson - 8

ض

Look at the light in the black box. In Arabic, light is called ضَوْء. When that ضَوْء falls on ص, it becomes ض. ضوء on ص makes it ض. ض-ضوء. ض-ضوء. ض-ضوء.



Look at the couch. Kaaf loves to relax on couch. Its shape is just like a couch. Couch –Kaaf; Couch – Kaaf. Kaaf is an interesting letter! It carries it a folded cap in its lap.

ق

The picture above shows the moon. Moon is called قمر in Arabic. When قمر joins with Faa, it becomes Qaaf. Qamar with faa – Qaaf! Qamar – Qaaf.

## Lesson - 9



You make any sign /symbol for ء Hamzah by yourself



Ha is like Hand palm. Say Ha for hand palm. Join both the palms and you get the same haa again, but a double-eyed haa.

## Lesson - 10

ع

Ain likes Atr (perfume) very much. Whenever he finds an Atr bottle he just wraps itself around the bottle to fill its whole body with the perfume. 'Atr – 'ayn; 'Atr – 'ayn.



You remember the story of Jeem who had eaten the jam sandwich on the way to its school. By the lunch time came, the jam sandwich was digested and he became hungry. Hungry – ح; Hungry – ح. He started making ح sounds too!

## Lesson - 10

غ

In Arabic, غسل means to wash. When ع does غسل with one drop of water, it becomes ghayn (غ). Ghul of ع makes it غ.



In Arabic, Khubz means bread. You remember the story of ج who ate jam sandwich too early and became hungry (ج)! He started looking for food. Somebody put khubz on its head and it became khaa (خ).



## Shapes similar to Letters



ي



ش



ج



ق



ك



ض



ه



ء



ح



ع



خ



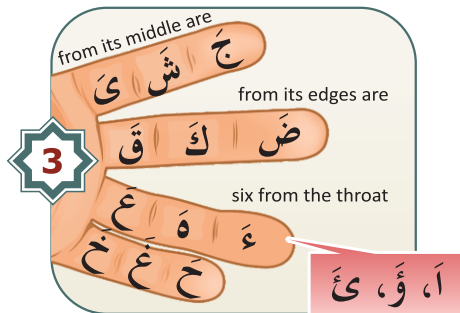
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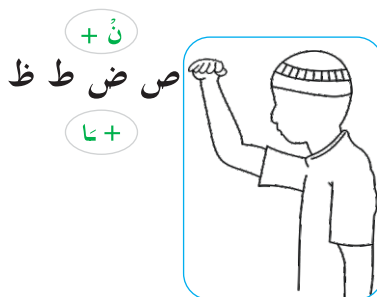
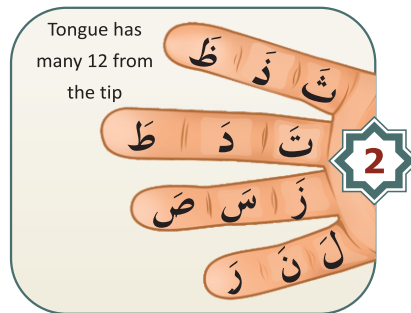
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## The Letters' Poem with Zabar

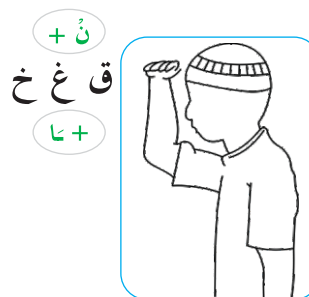
with Makharij & attributes through TPI



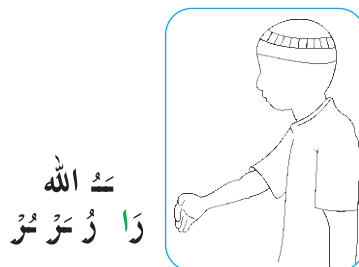
are from the lips



(اطباق) Very thick & high



(استعلاء) High



(تفخيم) Thick



(استفاله) Low

### About the Author

Dr. Abdulazeez Abdulraheem developed "Read Al-Qur'an, the easy way & with Tajweed" and "Understand Al-Qur'an, the easy way" series based on 25 years of teaching and research. Many schools around the world have adopted the two series. A separate syllabus is also designed for the adults as well. Dr. Abdulazeez Abdulraheem has taught these courses in more than 10 countries. His programs are aired by many national and international TV networks. His books are translated into more than 20 languages.

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