**Throatal Letters:**

There are six (6) throatal letters.

These letters are pronounced from three levels of throat.

1. Bottom of the Throat (عـه)

2. Middle of the Throat (عـح)

3. Top of the Throat (غـخ)

**Bold Letters:**

*There are seven (7) bold letters.*

These letters are pronounced with a heavy and strong voice.

"خ ص ض غ ط ق ظ"

These are arranged in a group form "خ ص ض غ ط ق ظ"

Ra (ٍ) has some exceptions. It may be **bold** or **light**.

- It is bold when it has any harakat (movement) upon it.

  "ر را رٍا قٍيٍر رٍل قٍدٍ را أٍجر مٍن تٍٍٍك"

- It is light when it has any harakat (movement) below it.

  "ر رٍضٍٍٍب تٍحٍبٍ شٍٍٍر"
- When it has a sakoon (jazm) on it then we will look the letter before it. If the previous letter is a bold letter or it has any harakat (movement) upon it then Ra becomes bold and if it has any harakat (movement) below it then Ra becomes light.

(Bold/Strong)

(Light/Soft)

Note: We will apply the same rule on laam (ل) in the word Allah (الله). We will recite it bold or light looking at the letter before it.

Harakaat (Movements):

There are three harakaat (Movements) in Arabic.

1. ـ (Fathah or Zabr)

2. ـ (Kasrah or Zer)

3. ـ (Dammah or Pesh)

Sukoon (jazm) Link sign: ❀

A letter having a harakat (movement) sign (ـ) is called Mutaharrrik (moved) letter. If a letter is without a harakat sign, it is called saakin (resting) letter, and a sign (❀) appears over this letter is called Sukoon (jazm).

Silent letters:

The letters having no sign on them (empty letters) are called silent letters. Since they do not produce any sound of their own therefore, they should be overlooked. These silent letters generally occur when Alif waw and Ya (Maddah) are involved. Also letter .Lam. (ل) frequently becomes silent where the definite article (al) is prefixed to a word.
**TANWEEN:**  
(≈≈)

It means a single harakat (movement) with a hidden Noon saakin (٧). Instead of writing a harakat and Noon saakin (٧) separately, the respective harakat sign is doubled. Thus letter Noon Saakin (٧) is sounded but not written.

1:- *Fathatain (Double Fathah/Dow Zabr)* (≈)

( استا دا
Fathatain generally has a long vowel letter Alif .

2:- *Kasratain (Double Kasrah/Dow Zer)* (≈)

( است
is equal to

3:- *Dammatain (Double Kasrah/Dow Peshi)* (≈)

( است
is equal to

**Ghunnah:**

Saying the voice of meem or noon completely into the nose for a while is called Ghunnah, whereas *Ikhfaa* means hiding the voice of noon or meem partially into the nose.

**Maddah Letters:**

There are three (3) maddah letters.

1:- *Alif Maddah* (≈)

When Alif has no movement or sukoon (≈) and the letter before Alif has a *Fathah/Zabr* (≈) on it, then letter Alif is called Alif Maddah and will be prolonged for 2 measures of harakah (2 seconds).
(Standing Fathah/Zabur) (١) It is also equal to Alif Maddah and will be Prolonged for 2 measures of harakah (2 seconds).

is equal to and is equal to

Note: If anytime the letter Alif appears with harakat or sukoon, this is not a true Alif but it is letter Hamza. Letter Alif appears always empty. It may come with Madd sign and always comes after another letter, whereas the letter Hamza may come with a movement as the first letter in a word.

2. Wao Maddah: (٢)

When wao has a sakoon/Jazm (۷) and the letter before wao has a Dammah/Pesh (۶) on it, then it is called Wao Maddah and will be prolonged for 2 measures of harakah (2 seconds).

(Standing Dammah/pesh) (۶) It is also equal to Wao Maddah and will be Prolonged for 2 measures of harakah (2 seconds).

is equal to and is equal to

3. Ya Maddah: (۷)

When ya has a sakoon (۷) and the letter before ya has a Kasrah/Zer (۶) on it, then it is called Ya Maddah and will be prolonged for 2 measures of harakah (2 seconds).

(Standing Kasrah/Zer) (۶) It is also equal to Ya Maddah and will be Prolonged for 2 measures of harakah (2 seconds).

is equal to and is equal to

Leen letters:

There are two (2) Leen letters.

1. Wao Leen: (۷)

When wao has a sakoon/Jazm (۷) and the letter before wao has a Fathah/Zabur (۷) on it, then it is called Wao Leen.
2- Ya Leen 

When ya has a sakoon/Jazm (۸) and the letter before ya has a Fathah/Zabr (۸) on it, then it is called Ya Leen.

Madd (Prolongation) 

Madd sign (۸) indicates to prolong (stretch) the Maddah letters (Alif, wao and ya) or Leen letters (wao and ya).

**Note:** There are several kind of Madd, Duration of stretching (4 to 6 measures of harakah) and it depends on adjacent letters in a word. The detail rules are essential for advanced learner only, but we should understand the basic madds.

1. Madd-e-Muttasil
2. Madd-e-Munfasil
3. Madd-e-Aairidh Waqfi
4. Madd-e-Laazim

1- Madd-e-Muttasil (Long Madd)

The Madd (۸) in which after maddah letter, the next letter is hamza in the same word is called Madd-e-Muttasil. It is prolonged from 4 to 6 measures of harakah (4 to 6 seconds).

2- Madd-e-Munfasil (Short Madd)

The Madd (۸) in which after maddah letter, the next letter is hamza in the beginning of the next word is called Madd-e-Munfasil. It is optional and may be prolonged from 4 to 6 measures of harakah (4 to 6 seconds).

3- Madd-e-Aairidh Waqfi

The Madd (۸) in which after maddah or Leen letter, the harakat (movement) of the last letter of the word will be changed into a sakoon which is temporary due to stopping, is called Madd-e-Aairidh Waqfi. It is also optional and may be prolonged from 4 to 6 measures of harakah (4 to 6 seconds).
4.- Madd-e-Lazim:

The Madd (م) in which after maddah letter, there is an original sakoon or shaddah in the same word or in the starting of next word is called Madd-e-Lazim. It is prolonged from 4 to 6 measures of harakah (4 to 6 seconds).

Echo/Qalqalah Letters:

There are five (5) echo or qalqalah letters. When these letters come in the Qur’an with sakoon (س), we make an echo sound after sakoon by opening the lips. We shall pronounce them with more force, when there is a shuddah (س) on the letter and little lighter when there is a sakoon (س).

قُطْبُ جَدٍّ

Shaddah (س)

If a Tashdid sign (س) appears over a letter, then the letter is said again. The first time having sukoon (jazm) and the second time with harakah. A letter having Tashdid sign is called Mushaddad.

إِنَّ = إِنَّ تُمْحَمَّدُ

If a Tashdid sign (س) appears over meem or noon then meen and noon will be recited with Ghunnah.

Idghaam (Merging):

Idgham (Merging) means to mix up one thing into another. When two letter having a similar point of articulation or similar kind, appear side by side first letter with (saakin) and the second letter with Tashdid with following characteristic.

(1) Same letters Example ٍ and ِ and ٍ (Idghaam Mithlayn)

قَدْ خَلَرُ is changed into قَدْ خَلَرُ

بَلْ لا is changed into بَلْ لا
(2) Letters with similar origin Example ﺔـ and ﺔـ and ـ (Idgham Mutaqaaribayn)

(3) Related letters Example ﺔـ and ﺔـ and ـ (Idgham Mutajaanisayn)

In such cases the letter with saatoon will be merged (suppressed or not pronounced) with the second letter.

**The rules of Nun Saakin and Tanween:**

There are four (4) rules of noon sakin and noon tanween.

1. Izhhaar (saying clearly)
2. Idgham (Merging or Mixing)
3. Iqlab (Converting or changing)
4. Ikhfaa (Hiding)

1:- Izhhar (Saying Clearly)

If any throatal letter ( ﺔـ ﺔـ) comes after Noon saakin or Tanween, then it will be read normally without any Ghunnah.

2:- Idgham-e-Yarmaloon ( ﺔـ ﺔـ)

There are six (6) yarmaloon ( ﺔـ ﺔـ) letters. These are divided into two groups.

(i) Idgham with Gunnah (partial or Incomplete Idgham in yamoon. ﺔـ ﺔـ)

(ii) Idgham without Gunnah (Complete Idgham . ﺔـ .)

The sound of Noon will disappear completely.
3: **Iqlab:** *(Conversion to tiny Meem .ُ ُ)*

If letter Baa (ـ) comes after Noon saakin or Tanween then Noon saakin is changed into Meem saakin (مُّ), with nasal sound.

4: **Ikhtaa:** *(Hiding)*

If after noon sakin or noon tanween any other letter appears except the six letters of Throat, Yarmaloon and Baa, then the noon saakin or noon tanween will be recited with Ikhtaa. We will hide the voice of noon into the nose for two seconds.

The rules of Meem Saakin:
1. Izhaar-e-Shafwi
2. Idgham-e-Shafwi
3. Ikhtaa-e-Shafwi

1: **Izhaar-e-Shafwi**

If any letter, except Meem (م) and Baa (ـ) comes after meem saakin (مُّ), It will be read normally without any Ghunnah.

2: **Idgham-e-Shafwi**

If two meem (م) come together at the same time then these are merged to one another and Idgham will take place with a nasal sound.

3: **Ikhtaa-e-Shafwi**

If the letter Baa (ـ) comes after meem saakin (مُّ), then we hide the sound of meem into Baa and Ikhtaa will take place with a nasal sound.

**Waqf (Stop):** (ۚ)

The proper pausing (waqf) and starting (ibtida) while reciting is essential for a reader of Glorious Quraan. With an improper pause or start at a word or verse, the meaning of a sentence could be distorted.
How to Pause (Для)

If a pause is made at any word for any reason, in most case the last letter of a word must be made saakin.

**Exception: Fathatin (ۢ) and letter Taa (ۡ).**

If a pause is made over a *Tashdid* letter at the end of a word, its *haarakah* will drop, but the letter must be pronounced with force in order to distinguish between a sukuoon and a *Tashdid*.

There are many other punctuation marks that generally appear in the middle or end of a verse. The detail of this is beyond the scope of this course. As a general rule for the beginner, make a pause whenever one find such marks namely, *وَقَهْلَم، وَقَفَأَنَس، وَقَفَتَينََاغْ، وَقَفَتَينََْرَمَم*.

**Tiny Noon substitution of Tanween:**

An Arabic grammar rule. In some instances if there is a letter with *Tanween* and next letter is *Hamza* then the *Tanween* is written into two separate components:

1. *Tanween* will change to corresponding single vowel ۳۳۳۳.

2. A tiny *Noon* with Kasrah is written under letter *Hamza*.

will be change to

**The Rule of Ana:** (آتا)

If anywhere in the Qur'an the word Ana'a (آتا) appears, it will be read as if it is Ana (آن). Notice the second alif (۱), which was connected to the (۲۳۳۳), is ignored.