

# مِفْتَاحُ الْعَرَبِيَّةِ

## GATEWAY TO ARABIC

Book One

**Dr. Imran Hamza Alawiye**

A foundation course in reading and writing Arabic

# The Arabic Alphabet

In order to learn any language, one must first master the alphabet and be able to read, write and pronounce it correctly.

Below on the right is the Arabic alphabet. The pronunciation column in the middle is only a rough guide and should not be relied on too heavily. Ask an Arabic speaker to help you master the sounds of the letters, or listen to the audio recording of the book.

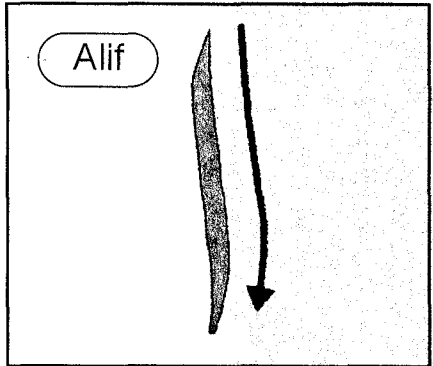
Please note that Arabic is written from right to left.

Names of the letters	Pronunciation guide	Arabic letters
Alif	a	ا
Baa	b	ب
Taa	t	ت
<u>Thaa</u>	<u>th</u>	ث
Jeem	j	ج
Ḥa	ḥ	ح
<u>Kha</u>	<u>kh</u>	خ
Daal	d	د
<u>Dhaal</u>	<u>dh</u>	ذ
Raa	r	ر
Zaa	z	ز
Seen	s	س



Names of the letters	Pronunciation guide	Arabic letters
<u>S</u> heen	sh	ش
Ṣaad	ṣ	ص
Ḍaad	ḍ	ض
Ṭa	ṭ	ط
Za	z	ظ
ʿAyn	ʿ	ع
<u>G</u> hayn	gh	غ
Faa	f	ف
Qaaf	q	ق
Kaaf	k	ك
Laam	l	ل
Meem	m	م
Noon	n	ن
Haa	h	ه
Waaw	w	و
Yaa	y	ي

Write over the letters below, then continue copying to complete the page.



ا

ا

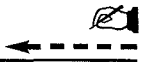
ا

ا

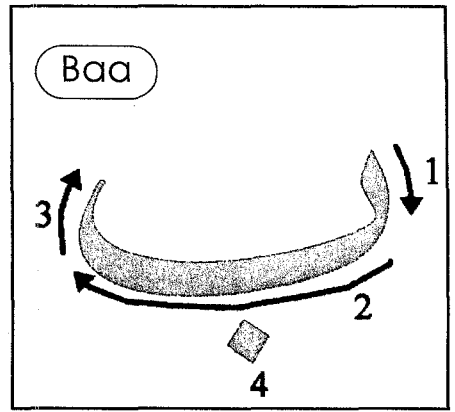
ا

ا

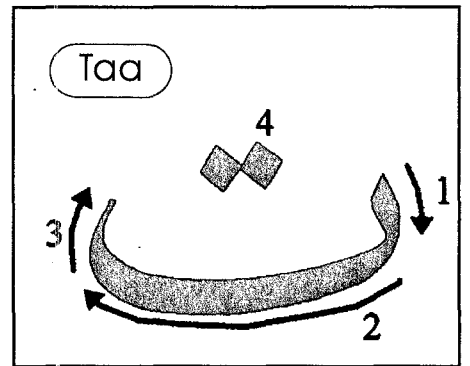
Write over the letters below, then continue copying to complete the page.



ب ب ب ب ب



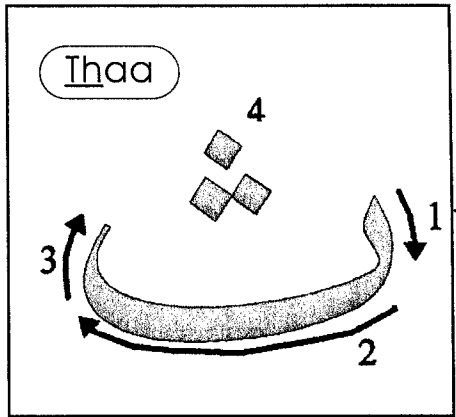
ت ت ت ت ت



Write over the letters below, then continue copying to complete the page.

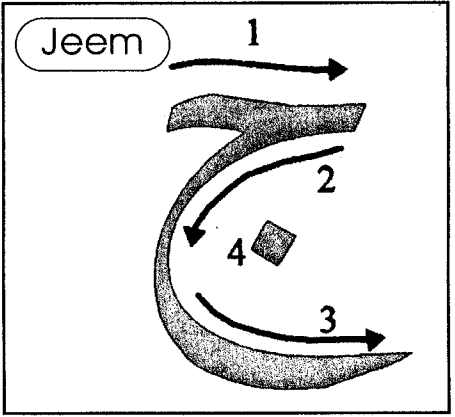


ت ت ت ت ت



Four sets of horizontal lines for practicing the copying of the letter 'Thaa'. Each set consists of a top line, a middle line, and a bottom line.

ج ج ج ج ج

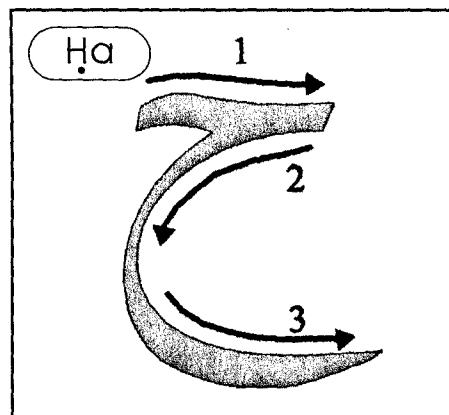


Four sets of horizontal lines for practicing the copying of the letter 'Jeem'. Each set consists of a top line, a middle line, and a bottom line.

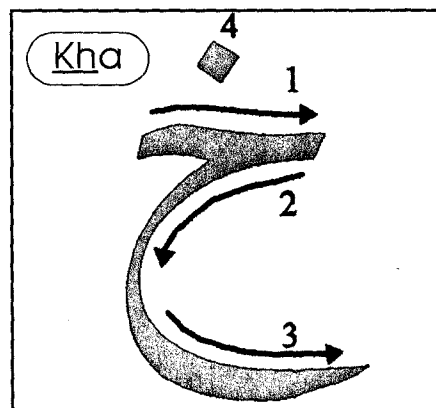
Write over the letters below, then continue copying to complete the page.



ح ح ح ح ح



خ خ خ خ خ

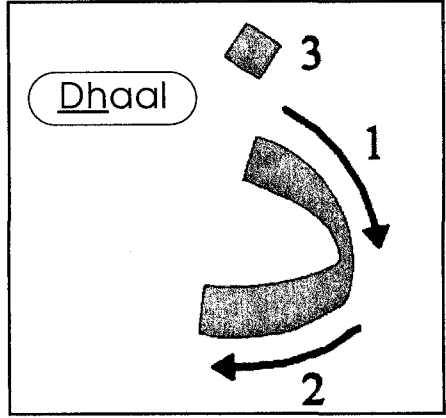
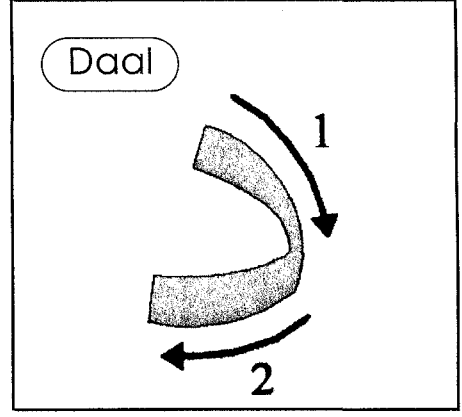


Write over the letters below, then continue copying to complete the page.

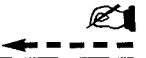


د د د د د

ذ ذ ذ ذ ذ

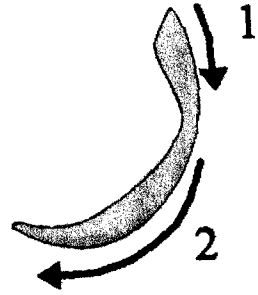


Write over the letters below, then continue copying to complete the page.



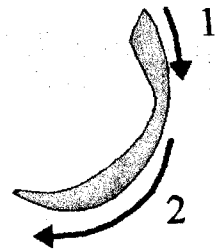
ر ر ر ر ر

Raa

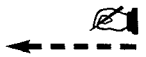


ز ز ز ز ز

Zaa



Write over the letters below, then continue copying to complete the page.



س س س س س

Blank handwriting lines for practicing the letter 'Seen'.

Blank handwriting lines for practicing the letter 'Seen'.

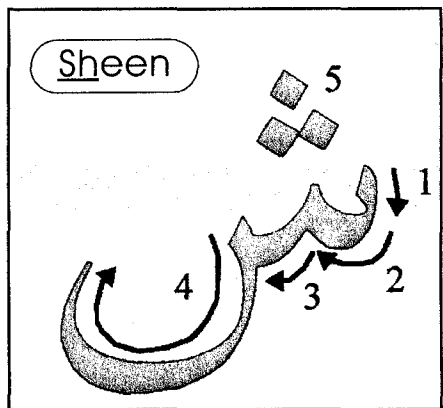
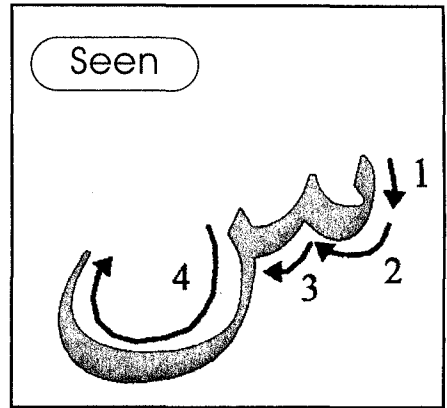
Blank handwriting lines for practicing the letter 'Seen'.

ش ش ش ش ش

Blank handwriting lines for practicing the letter 'Sheen'.

Blank handwriting lines for practicing the letter 'Sheen'.

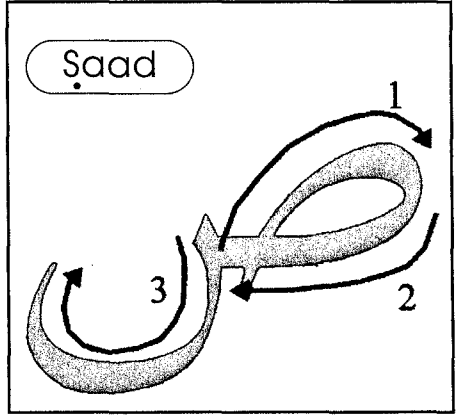
Blank handwriting lines for practicing the letter 'Sheen'.



Write over the letters below, then continue copying to complete the page.

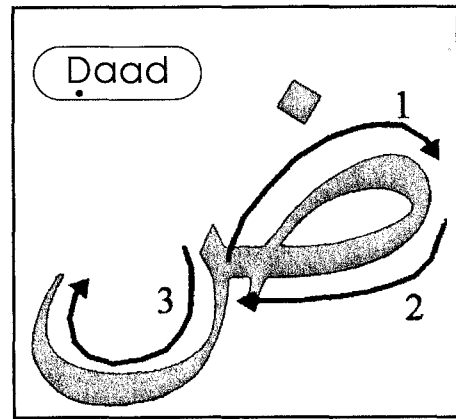


ص ص ص ص ص ص



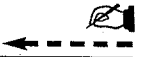
Blank handwriting lines for practicing the letter 'Ṣaad'.

ض ض ض ض ض ض

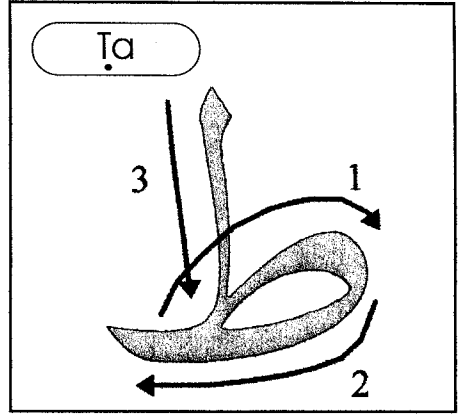


Blank handwriting lines for practicing the letter 'Ḍaad'.

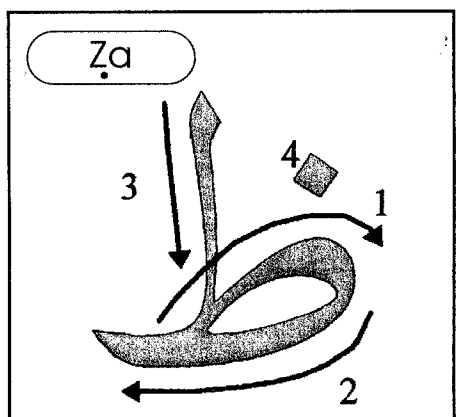
Write over the letters below, then continue copying to complete the page.



ط ط ط ط ط



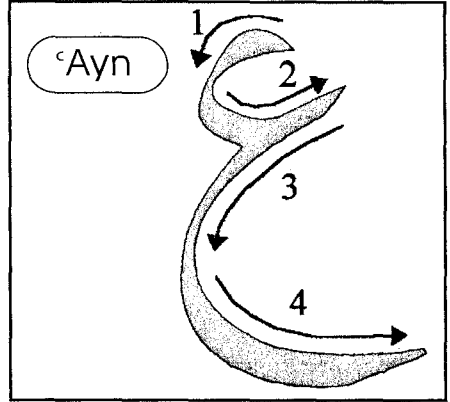
ظ ظ ظ ظ ظ



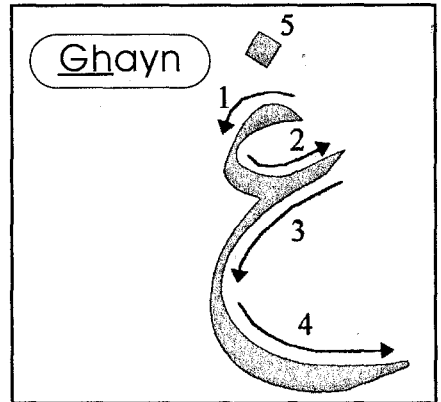
Write over the letters below, then continue copying to complete the page.



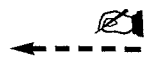
ع ع ع ع ع



غ غ غ غ غ



Write over the letters below, then continue copying to complete the page.



ف ف ف ف ف

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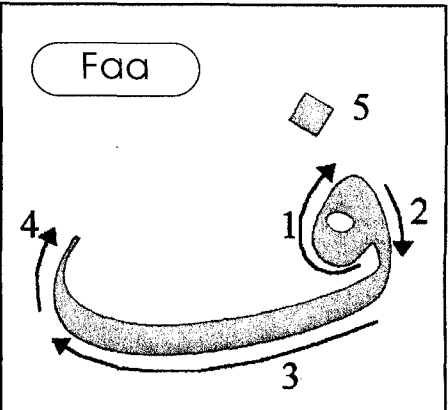
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ق ق ق ق ق

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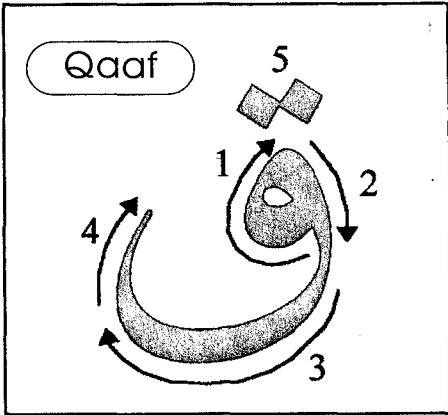
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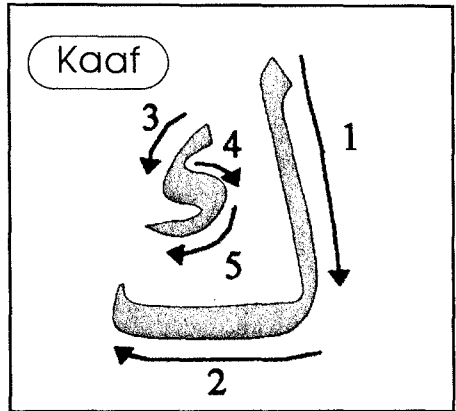
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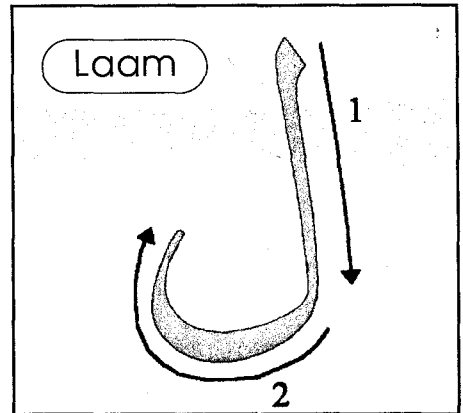
Write over the letters below, then continue copying to complete the page.



ك ك ك ك ك



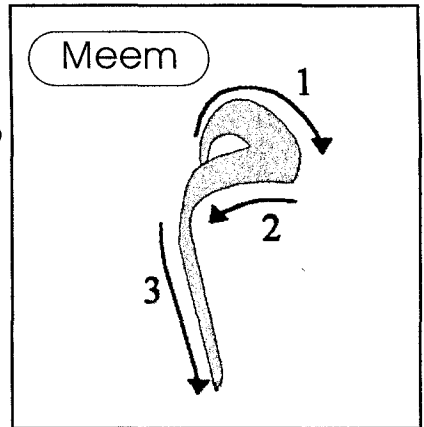
ل ل ل ل ل



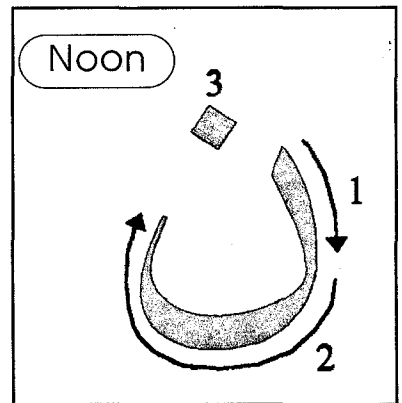
Write over the letters below, then continue copying to complete the page.



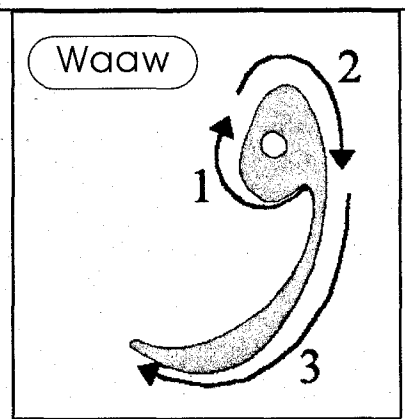
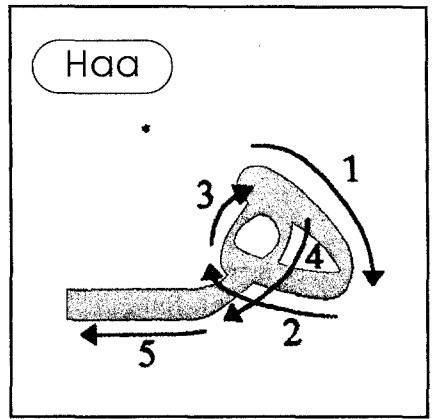
Handwriting practice for the letter Meem. The first row contains five faint Meem characters for tracing, followed by a solid Meem character. Below this are four empty rows for independent practice.



Handwriting practice for the letter Noon. The first row contains five faint Noon characters for tracing, followed by a solid Noon character. Below this are four empty rows for independent practice.



Write over the letters below, then continue copying to complete the page.





Here is the complete Arabic alphabet.  
Can you read all the letters?

Start here!



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

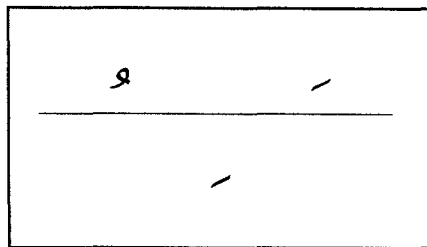
Can you fill in the missing letters  
in the alphabet below?

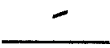


ح				ا
	ذ			ح
	ص			ز
ف				
ن		ل		ق
			و	

## The Short Vowels

The following are the three short Arabic vowels. They are written above or below the Arabic letters.

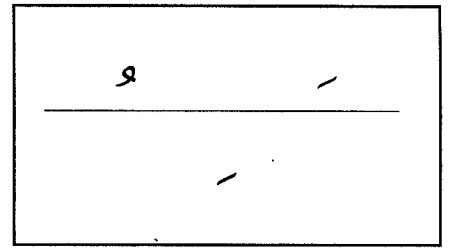


- i) Fatha  This is a short diagonal stroke written above an Arabic letter. It is pronounced 'a', as in the English word 'cat'.

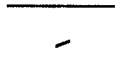
Read the alphabet below with fatha on each letter.

اَ	بَ	تَ	ثَ	جَ
حَ	دَ	ذَ	رَ	زَ
سَ	شَ	صَ	ضَ	طَ
ظَ	عَ	فَ	قَ	كَ
وَ	لَ	مَ	نَ	هَ
يَ				

# The Short Vowels – Continued



ii) Kasra

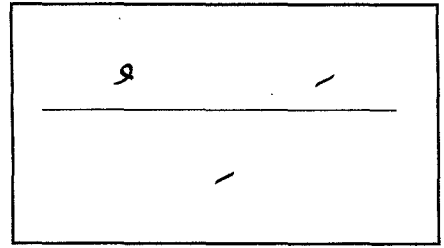



This is a short diagonal stroke written below an Arabic letter. It is pronounced 'i', as in the English word 'bit'.

Read the alphabet below with kasra on each letter.

اِ	بِ	تِ	ثِ	جِ
دِ	ذِ	رِ	زِ	سِ
شِ	صِ	ضِ	طِ	ظِ
قِ	كِ	لِ	مِ	نِ
هِ	وِ	يِ		

## The Short Vowels – Continued



- iii) Damma  This is like a very small 'waaw' written above an Arabic letter. It is pronounced 'u', as in the English word 'bull'.

Read the alphabet below with damma on each letter.

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

Practise reading your alphabet with fatha, kasra and damma (a, i, u).

ثَ ثِ ثُ	تَ تِ تُ	بَ بِ بُ	أَ إِ أُمُّ
دَ دِ دُ	خَ خِ خُ	حَ حِ حُ	جَ جِ جُ
سَ سِ سُ	زَ زِ زُ	رَ رِ رُ	ذَ ذِ ذُ
طَ طِ طُ	ضَ ضِ ضُ	صَ صِ صُ	شَ شِ شُ
فَ فِ فُ	غَ غِ غُ	عَ عِ عُ	ظَ ظِ ظُ
مَ مِ مُ	لَ لِ لُ	كَ كِ كُ	قَ قِ قُ
يَ يِ يُ	وَ وَِ وَُ	هَ هِ هُ	نَ نِ نُ

Can you read the following Arabic words?

he stops يَقِفُ	he thanked شَكَرَ	he read قَرَأَ
he desired, wished رَغِبَ	he was good حَسُنَ	he understood فَهِمَ
he laughed ضَحِكَ	he was endowed with رُزِقَ	he wrote كَتَبَ
he joined لَحِقَ	it was known عُلِمَ	he describes يَصِفُ

# Joining up Arabic letters (For an explanation, please see p. 27)

By itself	Joined	End	Middle	Beginning	
ا	ااا	ا	ا	ا	*
ب	ببب	ب	ب	ب	
ت	تتت	ت	ت	ت	
** ة	تتة	ة	ت	ت	
ث	ثثث	ث	ث	ث	
ج	ججج	ج	ج	ج	
ح	ححح	ح	ح	ح	
خ	خخخ	خ	خ	خ	
د	د د د	د	د	د	*
ذ	ذ ذ ذ	ذ	ذ	ذ	*
ر	ر ر ر	ر	ر	ر	*
ز	ز ز ز	ز	ز	ز	*
س	سسس	س	س	س	
ش	ششش	ش	ش	ش	

\* The six starred 'naughty' letters cannot be joined to the left. For an explanation, see p. 27.

\*\* Sometimes at the end of a word the letter taa is written ة or ة which is called taa marbuta.

By itself

Joined

End

Middle

Beginning

ص

صصص

ص

ص

ص

ض

ضضض

ض

ض

ض

ط

ططط

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## Joining up Arabic letters – continued

So far, we have learned how to write the Arabic letters when they are not joined together. However, Arabic words are usually written in a joined-up form. Most letters of the Arabic alphabet can be joined on either side. The shape of each letter changes according to its position within a word. These different forms must be learnt so that one can recognise the letters when they are combined together to make words.

Each letter has four forms: beginning, middle, end and by itself. On the previous two pages you will find a table showing how each letter is written according to its position in a word.

### The 'Naughty' Letters

There are six 'naughty' letters which refuse to join on to any letter after them (in other words, to the left of them). However, they do allow other normal letters to join them from the right. The 'naughty' letters are:

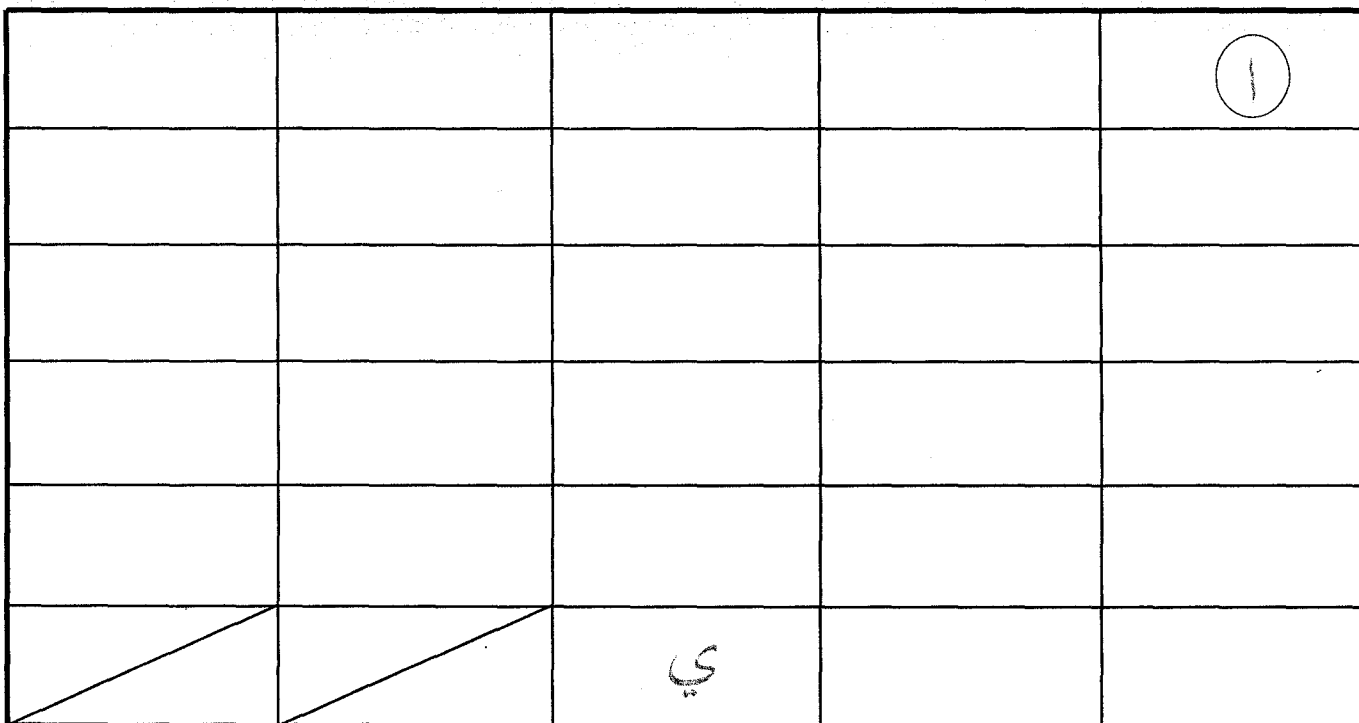
ا د ذ ر ز و

A normal letter written after a naughty letter cannot take the middle form. It will take the beginning form instead, unless it is the last letter of a word, in which case it will take the 'by itself' form.

### Exercise

Write out the Arabic alphabet in the boxes below, and draw a circle around the six 'naughty' letters.

				ا
		ي		



## Practice with the 'Naughty' Letters

ا د ذ ر ز و

ذ + ب ← ذب

ب + ذ ← بذ

د + ب ← دب

ب + د ← بد

ا + ب ← اب

ب + ا ← با

و + ل ← ول

ل + و ← لو

ز + ف ← زف

ف + ز ← فز

ر + ب ← رب

ب + ر ← بر

What happens when both the letters are naughty?

ا + د ← اد

د + ا ← دا

ذ + و ← ذو

و + ذ ← وذ

ا + و ← او

و + ا ← وا

ر + ز ← رز

ز + ر ← زر

د + ر ← در

ر + د ← رد

ا + ذ ← اذ

ذ + ا ← ذا

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.



he looked for; he researched	بَحَثَ	بَحَثَ	بَحَثَ
he stood firm	ثَبَّتَ	ثَبَّتَ	ثَبَّتَ
he drank	شَرِبَ	شَرِبَ	شَرِبَ
he scattered	نَشَرَ	نَشَرَ	نَشَرَ
he left	تَرَكَ	تَرَكَ	تَرَكَ
he covered, concealed	سَتَرَ	سَتَرَ	سَتَرَ

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.



he gathered	جَمَعَ	جَمَعَ	ج م ع
he prostrated	سَجَدَ	سَجَدَ	س ج د
he went out	خَرَجَ	خَرَجَ	خ ر ج
he praised	حَمَدَ	حَمَدَ	ح م د
he protected, guarded	حَفِظَ	حَفِظَ	ح ف ظ
he explained	شَرَحَ	شَرَحَ	ش ر ح

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.



he shouted	صَرَخَ	صَدَرَخَ	صَرَ رَخَ
he boasted; he was proud	فَخَّرَ	فَخَّرَ رَ	فَخَّ رَخَ رَ
he entered	دَخَلَ	دَخَلَ لَ	دَخَّ لَ
he turned up	وَرَدَ	وَرَدَ دَ	وَرَدَ دَ
he chased away; he repelled	طَرَدَ	طَرَدَ دَ	طَرَدَ دَ
he regretted	نَدِمَ	نَدِمَ دَ	نَدِمَ دَ

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.

he remembered	ذَكَرَ	ذَكَرَ	ذَكَرَ
he purified	هَذَبَ	هَذَبَ	هَذَبَ
he took	أَخَذَ	أَخَذَ	أَخَذَ
he thanked	شَكَرَ	شَكَرَ	شَكَرَ
he raised	رَفَعَ	رَفَعَ	رَفَعَ
he claimed, alleged	زَعَمَ	زَعَمَ	زَعَمَ

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.



he fastened; he was resolute	حَزَمَ	حَزَمَ	حَزَمَ
he descended, went down	نَزَلَ	نَزَلَ	نَزَلَ
he urged, incited	حَفَّزَ	حَفَّزَ	حَفَّزَ
he read	قَرَأَ	قَرَأَ	قَرَأَ
he washed	غَسَلَ	غَسَلَ	غَسَلَ
he dozed; he was sleepy	نَعَسَ	نَعَسَ	نَعَسَ

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.

he was active, energetic	نَشِطَ	نَ شِ طَ	نَ شِ طَ
he was thirsty	عَطِشَ	عَ طِ شَ	عَ طِ شَ
he was patient	صَبَرَ	صَ بَرَ	صَ بَرَ
he stuck (s.th.)	لَصِقَ	لَ صِقَ	لَ صِقَ
he laughed	ضَحِكَ	ضَ حِكَ	ضَ حِكَ
it decreased, became less	نَقَصَ	نَ قَصَ	نَ قَصَ

## Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.



he arose, got up	نَهَضَ	نَهَضَ	نَهَضَ
he looked at	نَظَرَ	نَظَرَ	نَظَرَ
he digested	هَضَمَ	هَضَمَ	هَضَمَ
he cut	قَطَعَ	قَطَعَ	قَطَعَ
he tied	رَبَطَ	رَبَطَ	رَبَطَ
he appeared	ظَهَرَ	ظَهَرَ	ظَهَرَ

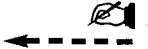
# Practice with joining letters

Copy out the words onto the lines provided, and learn how to join the letters.

it became small, little	صَغُرَ	صَغُرَ	صَغُرَ
he was distinguished; he excelled	نَبَغَ	نَبَغَ	نَبَغَ
he opened	فَتَحَ	فَتَحَ	فَتَحَ
he blew; he inflated	نَفَخَ	نَفَخَ	نَفَخَ
he stopped; he stood	وَقَفَ	وَقَفَ	وَقَفَ
he caught up with someone	لَحِقَ	لَحِقَ	لَحِقَ

## Practice with joining letters

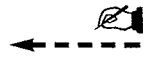
Copy out the words onto the lines provided, and learn how to join the letters.



he grabbed, seized	مَسَكَ	مَسَكَ	مَ سَ كَ
he turned s.th. over	قَلَبَ	قَلَبَ	قَ لَ بَ
he swallowed	بَلَغَ	بَلَغَ	بَ لَ عَ
he prevented; he forbade	مَنَعَ	مَنَعَ	مَ نَ عَ
it was nice, good, suitable	حَسِنَ	حَسِنَ	حَ سَ نَ
he forgot	نَسِيَ	نَسِيَ	نَ سَ يَ

## Practice with joining letters

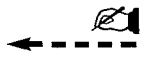
Join the groups of letters to make words in the boxes provided.



سَجَدَ	he prostrated	رَكَعَ	he bowed
	س ج د		ر ك ع
	it rained		he went
	م ط ر		ذ ه ب
	he made room/space for		he was full up (food)
	ف س ح		ش ب ع
	he accepted		he sat
	ق ب ل		ج ل س
	he was allowed, permitted		he was kind, generous
	أ ذ ن		س م ح
	he advised		he was astonished
	ن ص ح		د ه ش
	he ripened		he knew
	ي ن ع		ع ر ف
	it became great		he met
	ع ظ م		ل ق ي

## Practice with joining letters

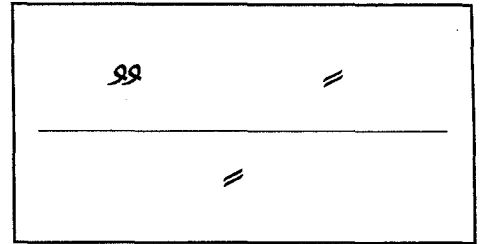
Join the groups of letters to make words in the boxes provided.




سَحَبَ	he withdrew, pulled out	قَصُرَ	it was short
سَحَبَ	سَحَبَ	قَصُرَ	قَصُرَ
	it was numerous		he emptied; he finished
	كَثُرَ		فَارَغَ
	he endowed with		he demanded, requested
	رُزِقَ		طَالَ
	he matured; it ripened		he triumphed
	نَضَجَ		ظَفَرَ
	he spent the night awake		he was quick, fast
	سَهَرَ		سَرَعَ
	he was sorry, regretted		he abstained from
	أَسَفَ		زَهَدَ
	he was ill, unwell		he gathered, assembled
	مَرَضَ		حَفَلَ
	he passed (an exam)		he was angry
	نَجَحَ		غَضِبَ

# Tanween

The three short Arabic vowels, fathā, kasra and damma, can be doubled. This is known as "tanween", and it changes the sound of the vowels.



i) Tanween fathā (fathātaan)  This is two short diagonal strokes written above an Arabic letter. It is pronounced 'an', as in the English word 'man'. It is usually supported by an alif.

Read the alphabet below with tanween fathā on each letter.

جًا	ثًا	تًا	بًا	أًا
رًا	ذًا	دًا	خًا	كًا
ضًا	صًا	شًا	سًا	زًا
فًا	غًا	عًا	ظًا	طًا
نًا	مًا	لًا	كًا	قًا
		يًا	وًا	هًا