<table>
<thead>
<tr>
<th>English Description</th>
<th>Arabic Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hollow portion of the Mouth</td>
<td>ا.ء.ه</td>
</tr>
<tr>
<td>Middle part of the throat</td>
<td>ع.ح</td>
</tr>
<tr>
<td>Upper part of the throat</td>
<td>غ.خ</td>
</tr>
<tr>
<td>Back of Tongue &amp; touches soft palette near uvula</td>
<td>ق.ط</td>
</tr>
<tr>
<td>Tongue touching area where hard and soft palette meet</td>
<td>ك.م</td>
</tr>
<tr>
<td>Tongue touching hard palette near end of dome</td>
<td>د.ح.م</td>
</tr>
<tr>
<td>Side edge of tongue when touching upper molars</td>
<td>ض.ج.م</td>
</tr>
<tr>
<td>Tongue near tip touching gums of upper incisors</td>
<td>ل.ن.ر.ج</td>
</tr>
<tr>
<td>Tip of Tongue touching upper incisors</td>
<td>ت.د.ط</td>
</tr>
<tr>
<td>Tip of Tongue touching edge of upper incisors</td>
<td>ث.ذ.ظ</td>
</tr>
<tr>
<td>Tip of Tongue touching upper incisors</td>
<td>ز.س.ص</td>
</tr>
<tr>
<td>Edges of the upper front two teeth touches the inner side of the lower lip</td>
<td>ت.ب.ج.م</td>
</tr>
<tr>
<td>Pronounced by the inner wet part of the lips</td>
<td>ب.م</td>
</tr>
<tr>
<td>Pronounced by the dry part of two lips</td>
<td>م.م</td>
</tr>
<tr>
<td>Circling the two lips without meeting completely</td>
<td>و.م</td>
</tr>
</tbody>
</table>
Introduction
Reciting the Quran with Tajweed allows the reciters to emphasize the accent, phonetic, rhythm and temper of Quranic recitation. We must be familiar with alphabets and basic rules of Tajweed. Quran alphabets are 29 and meaning of the word depends on the pronunciation and sound, if any person will recite the Holy Quran without rules of Tajweed, it is likely sometimes that, meaning can change, for example; “O Beloved Prophet (صلى الله عليه وسلم)! Say, Allah is One(كل هو الله أحد), and if any person will pray! Eat, Allah is One(كل هو الله أحد). Both are “Qaaf”, but meanings are different. In this way we can understand, how Tajweed is important in our recitation. Prophet (صلى الله عليه وسلم) said: He is not from my Ummah (Nation) who does not recite the Holy Quran with Tajweed.

Definition
Literal Meaning:
The word Tajweed is derived from the arabic root “Jawwada”, which means to make well or to improve, it means “making well”.

Technical Meaning:
  i) Correct and good pronunciation in recitation.
  ii) A mode of recitation of medium speech (Normal voice).

At the end, “Tajweed means to pronunciation every letter with all its participative qualities such as the correct prolongation, merging, conversion, distinctness and pauses.

Instructions
Student should be in the state ablution (Wudu), and sit with great respect during recitation. To place a Quran Shareef on a stand and clean place. To beginning with Taawwuz and Tasmiyah. Not to indulge in Talking whilst reading the Quran. If speech is necessary to recite “Taawwuz” when restart recite. Letter should pronounce by the their names, as written small type in English at top of the actual letter. The pronunciation of articulations are very important for whole Quran, its a basic step, so student should pay full attention to understand the way of and difference between the words.

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Makhrij

The sound of a letter is generated from is called Makhrij.

Musta’alia

There are seven letters, which we called Musta’alia, or bold letters, and these bold letters are [١٧] there are special rules to read Musta’alias. These are always read in heavy sound & are called them Bold letters.

Pronunciation

[١٧] these letters have a slight difference in pronunciation and sound, if we will not pay attention to correct sound and pronunciation then meaning will completely change, for correct pronunciation, see the tongue visuals of these letters.

Lip Letters

Lip letters are only 4, and these lip letters are [١٧], we use our lip only for these four letters, and we don’t use our lip for the rest of 25 letters.

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**Definition**

When we join Two alphabets / letters, is called “Murakab”.

**Murakkabat**

In first lesson we read all 29 alphabets separately, and in this lesson we will try to read Murakkab and how to Joint Alphabet or Murakab Letters. We should to do strong command on Murakkab, in this way, we can read Quran Kareem smoothly. Like: [ُ] its called a Murakab. When we combine “ا” and “ج” so it becomes “ع”. The red color is “LAAM”, and Blue color is “ALIF”. We will read Murakkab from right hand side to left hand side, first we will read “ج” then “ا”. In the same way “قف” this also makes with two letters, in the same way first we read “ج” then “ف”. During the recitation if letter is not combining with other letter, we will read it same as we read it in the lesson 01. In this lesson there is mention “ع” we can see here are two letters, but we read it simple as we read in lesson 1. “ع” when we see this letter it looks difficult but we can make it very easy, when we separate it then it become easy for reading, and same way first we use “ج” and then “ع”.

*If we will not pay attention on this lesson, we can not read Holy Quran. So pay special attention.*
**Lesson 2**

**Definition**

*When we joint Two alphabets / letters, is called “Murakab”.*

**Murakkabat**

In first lesson we read all 29 alphabets separately, and in this lesson we will try to read Murakkabat and how to Joint Alphabet or Murakab Letters. We should to do strong command on Murakkabat, in this way, we can read Quran Kareem smoothly. Like: [ ] its called a Murakab. When we combine “I” and “J” so it becomes “Y”. The red color is “LAAM”, and Blue color is “ALIF”. We will read Murakkabat from right hand side to left hand side, first we will read “J” then “I”. In the same way “W” this also makes with two letters, in the same way first we read “J” then “W”. During the recitation if letter is not combining with other letter, we will read it same as we read it in the lesson 01.

In this lesson there is mention “Y” we can see here are two letters, but we read it simple as we read in lesson 1. “W” when we see this letter it looks difficult but we can make it very easy, when we separate it then it become easy for reading, and same way first we use “I” and then “Y”.

*If we will not pay attention on this lesson, we can not read Holy Qur'an. So pay special attention.*

[www.homequran.com](http://www.homequran.com)
**Definition**

When we join Two alphabets / letters, is called “Murakah”.

**Murakkabat**

In first lesson we read all 29 alphabets separately, and in this lesson we will try to read Murakkab and how to Joint Alphabet or Murakab Letters. We should to do strong command on Murakkab, in this way, we can read Quran Kareem smoothly. Like: [ ‘ ] its called a Murakab. When we combine “ـ” and “ـ” so it becomes “ـ”. The red color is “LAAM”, and Blue color is “ALIF”. We will read Murakkab from right hand side to left hand side, first we will read “ـ” then “ـ”. In the same way “ـ” this also makes with two letters, in the same way first we read “ـ” then “ـ”. During the recitation if letter is not combining with other letter, we will read it same as we read it in the lesson 01. In this lesson there is mention “ـ” we can see here are two letters, but we read it simple as we read in lesson 1. “ـ” when we see this letter it looks difficult but we can make it very easy, when we separate it then it become easy for reading, and same way first we use “ـ” and then “ـ”.

*If we will not pay attention on this lesson, we can not read HolyQuran. So pay special attention.*

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Harakat

Harakat are three “FATHAH” (Zabar), “KASRAH” (Zayr), “DAMMAH” (Pesh).
The letter which has any type of Harakat is called “Mutaharik”

Function

**FATHAH-(Zabar):** It always comes above a letter. Like (و). Fat-hah pronounced by broadening voice and mouth.

**KASRAH-(Zayr):** it comes underneath a letter (ی). Kasrah is read by stretching the mouth and voice downwards.

**DAMMAH-(Pesh):** it comes above a letter (ɔ). Dammha is pronounced by rounded lips and not completely joining them.

Instruction

Never extend the “Harakat” at all, and their slow pronunciation is completely wrong, so pronounced neither fast nor slow.

- Letter must be read with “Hijja”(Spelling)
- (و) should be read as: baa, Fat-hah, (و)
- (ی) should be read as: baa, Kasrah, (ی)
- (ɔ) should be read as: baa, Dammah, (ɔ)
Harakat

Harakat are three “FATHAH” (Zabar), “KASRAH” (Zayr), “DAMMAH” (Pesh).
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Function

**FATHAH-(Zabar):** It always comes above a letter. Like (ا). Fat-hah pronounced by broadening voice and mouth.

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Instruction

Never extend the “Harakat” at all, and their slow pronunciation is completely wrong, so pronounced neither fast nor slow.

- Letter must be read with “Hijja”(Spelling)
- (ا) should be read as: baa, Fat-hah, (ا)
- (ي) should be read as: baa, Kasrah, (ي)
- (و) should be read as: baa, Dammah, (و)
Practice Lesson

Lesson No. 04 is a practice lesson which is the part of Lesson No. 03. Memorizing the alphabets is not necessary but Harakat are important to understand. During reading this Lesson first must be read with “Hijjah” (Spelling), and then try to read without Hijjah (Spelling).
Practice Lesson

Lesson No. 04 is a practice lesson which is the part of Lesson No. 03. Memorizing the alphabets is not necessary but Harakat are important to understand. During reading this Lesson first must be read with “Hijjah” (Spelling), and then try to read without Hijjah (Spelling).
**Definition**

Fat-hatayn (Two Fat-ha’s), Kasratayn (Two Kasrahs) and Dammahtayn (Two Dammahs) on a letter are called **“Tanween”**

**Instruction**

In Tanween (۱) is silent, which comes at the end of the letter. When reading with “hijjah”(spelling) or reciting the Tanween of Fat-hatayn, neither “Alif” nor “Ya” are read, for example:(۱) and (۱) should be spelt as:-

Ba, fat-hatayn, bann
Dall, fat-hatayn, dann
The letter read with “hijjah”(spelling) and then try to read without “hijjah”(spelling).

ٰٰ; read as: meem, fat-hatayn, mann
ٰ; read as: meem, kasratayn, minn
ٰ; read as: meem, dammatayn, munn
Definition

Fat-hatayn (Two Fat-has), Kasratayn (Two Kasrahs) and Dammahtayn (Two Dammah) on a letter are called “Tanween”

Instruction

In Tanween (ت) is silent, which comes at the end of the letter. When reading with “hijjah” (spelling) or reciting the Tanween of Fat-hatayn, neither “Alif” nor “Ya” are read, for example: (ا) and (ي) should be spelt as:

Ba, fat-hatayn, bann
Dall, fat-hatayn, dann

The letter read with “hijjah” (spelling) and then try to read without “hijjah” (spelling).

٦; read as: meem, fat-hatayn, mann
٧; read as: meem, kasratayn, minn
٨; read as: meem, dammatayn, munn

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Lesson No. 06 is a practice lesson. In this lesson using Fat-hah, Kasrah, dammah and Tanween, read this lesson with full attention and read with Hijjah(Spelling) and then try to read without Hijjah (Spelling).
Definition

*Madd* means to stretch or prolong to read.
The silent (۱) after Fatha, the silent (۲) after kasra and silent (۳) after Dammah are called *Madd* letter.

Introduction

There are three basic kinds of Madd:

i) Alif Madd

ii) Waw Madd

iii) Ya Madd

* Fat-hah is before “Alif” then it is known as “Alif Madd”
* (۱۱, ۱۲, ۱۳)
* Dammah is before silent “Waw”, it is read “Waw Madd”
* (۱۴, ۱۵, ۱۶)
* “Ya” called Madd, when kasrah come before “Ya” silent
* (۱۷, ۱۸)

Instruction

Madd extend a letter with and amount of One Alif, which equal to two harakat. To find the amount of one alif is, the time takes to open a close finger or to close a finger, is the way to find a amount of one alif.
**Definition**

*Standing Fat-hah, kasrah and Dammah are called “standing Harakat”*

**Introduction**

These Harakat same like simple Harakat of Fat-hah, Kasrah and Dammah, but we read these harakat stretch, more than simple Harakat. Standing harakat prolonged with and amount of One Alif.

As Madd alphabet read, some like standing harakat are reading with stretch.

Standing Harakat also read fluently and avoid them to read slowly.
**Definition**

The LEEN letters are Two. “و” and “ي”.
“The Saakin Silent “ى” after Fat-hah, and the Saakin Silent “و” after Fat-hah are called “Leen Letters”.

**Instruction**

“ى” silent before it a Fat-hah: called “و” Leen”:
(渭, ى, بى)
“ى” silent before it a Fat-hah: called “ى” Leen”:
(ى, مى, اى)

Read with the help of hijjah (spelling)
Meem, Fat-hah, Waw, “Maww”
Meem, Fat-hah, Ya, “Mayy”

Leen letters are different from Madd letters, so Leen letters pronounced quickly with ease and no extension.
Read Leen letters with hijjah(spelling) and then without hijjah(spelling).
Hijjahs are most important to pronounce for any letter, hijjahs can correct our pronunciation for the reading in fluent.
Practice lesson
Fat-hah over a letter and after it there is Alif, it will be read with stretching and time period of stretching is the same which applies on Standing Harakat.
In the same way, Dammah over a letter and after it there is Waw, and Waw has Jazam on it, it will be read with stretching and time period of stretching is the same which applies on Standing Harakat.
Both “Standing Harakat” and “Fat-hah” with Alif or Dammah with Waw Jazam, they all will be stretched.

Jazam
Jazam mean “Silent”, it comes above the letter “ً” , and the letter which have Jazam is called “Sakin” (silent).
Practice lesson

Fat-hah over a letter and after it there is Alif, it will be read with stretching and time period of stretching is the same which applies on Standing Harakat. In the sameway, Dammah over a letter and after it there is Waw, and Waw has Jazam on it, it will be read with stretching and time period of stretching is the same which applies on Standing Harakat. Both “Standing Harakat” and “Fat-hah” with Alif or Dammah with Waw Jazam, they all will be stretched.

Jazam

Jazam mean “Silent”, it comes above the letter “ٓ”, and the letter which have Jazam is called “Sakin” (silent).
**Practice lesson**

Where ever a Jazam will come after any Harakat, (Fat-hah, Kasrah or Dammah) Jazam will be silent(Sakin) and that letter will be prolong like standing Harakat, here every first letter have three Harakat, *Fat-hah, Kasrah and Dammah*, they will be read individual and use jazam with all three Harakat separately. Hamza will be read with jerk when it has a jazam over it but jerk will not be so long.

All letters should be pronounced with *Makhrij*.

| اَلْ | اَمَّ | اَنْ | اَعْ | اَجْ | اَحْ | اَآَرْ | اَزْ | اَذْ | اَضْ | اَسْ | اَكْ | اَنْ | اَعْ | اَجْ | اَحْ |
|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ | اَتْ |
**Lesson 12**

**Definition**

*Noon Sakin:* "ن" which has jazam upon it is called "Noon Sakin"
Two Fattah, Two Kasrah and Two Dammah are called Tanween.

Noon Sakin and Tanween are same sound.

**Rules**

Noon Sakin and Tanween has four rules to read.

*Izhar, Ikhsaa, Iqlaab, Idgham*

**IZHAR:** Haroof Haalaqi (Throat Letters) are six، غ، ح، ج، ذ، ر، س) when throat letters will come after Noon Sakin.
Noon Sakin or Tanseen will be read very clearly (without Gunnah) and distinctly.

**IKHFAA:** Haroof Ikhsaa are fifteen (ت، ث، ج، د، ذ، ر، س، ش، ص، ض، ط، ظ، ف، ق، ك، غ، ح). These fifteen letters will come after Noon Sakin and Tanseen, the sound of Noon Sakin or Tanseen will be hidden in the nose when read.

**IQLAAB:** IF "ب," appears after Noon Sakin or Tanseen, then the sound of Noon Sakin or Tanseen change into Meem and read it without Gunnah.

**IDGHAM:** Idgham letters are 6 (ى، ع، ى، ى، ى) and they are called “yarmaloon" any letter of yarmaloon comes after Noon Sakin & Tanseen then idgham apply on Noon Sakin and Tanseen.

After Noon Sakin & Tanseen any letter from the word Yarmaloon comes then noon sakin & tanseen joins with that letter.
Lesson 12

**Definition**

Noon Sakin: “ن” which has jazam upon it is called “Noon Sakin”
Two Fattah, Two Kasrah and Two Dammah are called Tanween.

 Noon Sakin and Tanween are same sound.

**Rules**

Noon Sakin and Tanween has four rules to read.

*Izh, Ikhfaa, Iqlaab, Idgham*

**IZHAR:** Haroof Haalqi (Throat Letters) are six(غ،ح،خ،ج،ع،ى).
when throat letters will come after Noon Sakin.
Noon Sakin or Tanween will be read very clearly (without Gunnah) and distinctly.

**IKHFAA:** Haroof Ikhaa are fifteen (ك،ن،م،م،ل،ل،ن) these fifteen letters will come after Noon Sakin and Tanween, the sound of Noon Sakin or Tanween will be hidden in the nose when read.

**IQLAAB:** IF “ب،ب,” appears after Noon Sakin or Tanween, then the sound of Noon Sakin or Tanween change into Meem and read it without Gunnah.

**IDGHAM:** Idgham letters are 6 (ى،ر،م،ل،و،ن) and they are called “yarmaloon” any letter of yarmaloon comes after Noon Sakin & Tanween then idgham apply on Noon Sakin and Tanween.
After Noon Sakin & Tanween any letter from the word Yarmaloon comes then noon sakin & tanween joins with that letter.
this shape is called Shaddah (Tashdeed), and the letter which has shaddah upon it, called Mushaddad. Mushaddad would be read twice. It is read by joining the first letter into the second one with movement (Harakat). Shaddah (Tashdeed) read forcibly with a slight pause.

Noon and Meem Mushaddah always have Gunnah, even stopping a voice inside the nose for very short time is called Gunnah (رَجْحِمٌ) are difficult to pronounced without proper instruction and practice.
Definition

(ُه) this shape is called Shaddah (Tashdeed), and the letter which has shaddah upon it, called Mushaddad.

Mushaddad would be read twice. It is read by joining the first letter into the second one with movement (Harakat). Shaddah (Tashdeed) read forcibly with a slight pause.

Noon and Meem Mushaddah always have Gunnah, even stopping a voice inside the nose for very short time is called Gunnah(ُه) are difficult to pronounced without proper instruction and practice.
“Any letter of yarmaloon comes after Noon Sakin & Tanween then idgham apply on Noon Sakin and Tanween.”

Tanween and Noon Sakin has four rules to read, Idgham is one of them. Idgham letters are 6 (ب، ھ، چ، ت، ل، م) and they are called “yarmaloon”.

After Noon Sakin & Tanween any of letter from the word Yarmaloon comes then noon sakin & tanween joins with that letter.

Letter “ل” and “ل” will pronounced “ل” without Gunah and (ن) will be pronounced (ن) clearly (Gunah).
**Lesson 15**

**Definition**

**TAFHEEM:** “The words which are read Bold or with full mouth is called Tafheem.”

**TARQEEQ:** “The words which are read empty mouth / thin voice is called Tarqeeq.”

**Instruction**

Before the word Allah, there appears a Fat-hah or Dammah, then both the Laams in the word Allah will be read Bold, and if there appears a Kassrah before the word Allah then both the Laams will be read with an thin voice. Only these two Laam have rules to read, all other Laam will be read with Tarqeeq.(the words which are read empty mouth/thin voice is called Tarqeeq)

“ۡیُ” read Bold, when “ۡیُ” have Fat-hah or Dammah upon it, “ۡیُ” silent and the word have Fat-hah or Dammah before “ۡیُ”. (ۡیُ) silent and after it, there are any letter of word “Mustaalia” in all these conditions “ۡیُ” will be read Bold. If kassrah beneath “ۡیُ” or “ۡیُ” silent and before it there is pure kasrah and in the same word then “ۡیُ” read tarqeeq

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**سَمَّى اللَّهُ الرَّحْمَنَ الرَّحِيمَ**

- إنَّ اللهَ رَحِيمٌ، وَلَطِيبٌ
- قالَ الرَّحْمَنُ رَبِّي، فَأَنْزَلَ الرُّقُوسَ
- فَكَفَّرَ رُقَسَىٰ قُلْتُ فَأَنْزَلَ الرُّقُوسَ
- فَأَنْزَلَ الرُّقُوسَ فَأَنْزَلَ الرُّقُوسَ
- فَأَنْزَلَ الرُّقُوسَ فَأَنْزَلَ الرُّقُوسَ
Definition

“ـ” this sign is called Madd, and its meanings are to prolong or increase the letter.

There are five types of Madd.

**Madd Muttasiː**

In the same sentence, there is Hamza after word Madd is called, “Madd Muttasiː” (سَيِّء١ حَدَّثَ) (سَيِّء١ حَدَّثَ)

**Madd Munfasiː**

If Hamza comes in second sentence after word Madd, it will become “Munfasiː Madd” (مَثَّلَ فِي السَّمَاءِ)

**Madd Aariz**

After Madd word, there is temporarily Sakoon, then Madd Aariz apply. Madd Aariz stretched with three Aalif.

**Madd Laen Aariz**

If there is temporary sakoon after Laen, then there are Madd Laen Aariz apply it is also stretched with three Aalif.

**Madd Lazim**

After Madd or Laen, there is “Sakoon(JAZAM) or Tashdeed” in the same sentence, so ti is Madd Laazim, (مَلِئ١ حَدَّثَ). It stretched 4 to 5 time Aalif.
In the lesson, sixteen words are called “Haroof-e-Maqat’ta’Aat”. These words are being read without spelling. Meem Mushaddad will be Gannah and standing Harakat prolong with one Aalif.
Definition

“The Aalif, which have not Jazam or Tashdeed after it, but they don’t read, called Extra Aalif”.
Extra Aalif read prolong, which comes after Fat-hah word, but a jazam or Tashdeed’s letter will come after Aalif, that Aalif will not be read. (+) and (o) these are the symbols which use on the Aalif, they are not pronounced.
**Definition**

Waqaf mean to stop. While reading the Quran at different places symbols are made to show how to stop. Where to stop and where not to stop. These symbols are explained by the table.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Symbol</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☺</td>
<td>This symbol denotes the end of an ayat. It is necessary to stop here.</td>
</tr>
<tr>
<td>2</td>
<td>☺️</td>
<td>This symbol indicates a Waqaf Lazim (compulsory stop).</td>
</tr>
<tr>
<td>3</td>
<td>☺️</td>
<td>This indicates a Waqaf Mu'taq. It is necessary to stop here.</td>
</tr>
<tr>
<td>4</td>
<td>☺️</td>
<td>It is better to stop here and permissible to continue.</td>
</tr>
<tr>
<td>5</td>
<td>☺️</td>
<td>It is permissible to stop here but better not to.</td>
</tr>
<tr>
<td>6</td>
<td>❖</td>
<td>Continue here. A stop due to lack of breath is permissible.</td>
</tr>
<tr>
<td>7</td>
<td>❖</td>
<td>Continue.</td>
</tr>
<tr>
<td>8</td>
<td>❖</td>
<td>Better to continue</td>
</tr>
<tr>
<td>9</td>
<td>❖</td>
<td>It is permissible to stop but better not to.</td>
</tr>
<tr>
<td>10</td>
<td>⏯️</td>
<td>A deliberate stop, but not desired.</td>
</tr>
<tr>
<td>11</td>
<td>❖️</td>
<td>Stop vocal sound for a moment, without breaking breath</td>
</tr>
<tr>
<td>12</td>
<td>❖️</td>
<td>Same as above but the vocal sound will be stopped for a longer period</td>
</tr>
<tr>
<td>13</td>
<td>❖️</td>
<td>When this symbol is shown above an ayat sign, then continuing or pausing here will not cause a change in the meaning. If it is shown between an ayat then one should not stop because in such a case it will change the meaning.</td>
</tr>
<tr>
<td>14</td>
<td>❖️</td>
<td>As above</td>
</tr>
<tr>
<td>15</td>
<td>❖️</td>
<td>Stop at either one of the 2 places. It is not permissible to stop at both places or to read in continuity at both places.</td>
</tr>
</tbody>
</table>
Definition

Students learn these two Surahs by heart, make a Dua on completing the Qaeda May Allah forgive us. Pray for all team of HomeQuran.