



**HAFS**  
ACADEMY

# Hafs Academy Sample

قَوَاعِدُ حَفْص

Qawā'id Hafs

Level 3

Reading Qur'an with Tajweed

Qawā'id Hafs  
Level 3

Second Edition  
November 2018

# Hafs Academy Sample

Published by



Hafs Academy  
26 Maryland Road  
Stratford  
London, E15 1JW  
UK

[www.hafsacademy.org.uk](http://www.hafsacademy.org.uk)  
[info@hafsacademy.org.uk](mailto:info@hafsacademy.org.uk)  
020 8555 4260

Copyright © 2018 by Hafs Academy

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, write to the publisher, addressed "Attention: Permissions Coordinator," at the address above.

This Book Belongs to:

.....

# Hafs Academy Sample

Form/Year:

.....

Teacher:

.....

# Contents

Introduction	6
Waqf on Fathah, Dammah and Kasrah	8
Waqf on Double Dammah and Double Kasrah	8
Waqf on Double Fathah	9
Waqf on round Taa	10
Waqf on Hamzah with Double Fathah	10
Stretching on Waw, Alif and Yaa	12
Letters of Leen	13
Emphatic Letters	14
Echo Letters	16
Noon and Meem Mushaddadah	18
Noon Saakinah and Tanween – Ikhfaa	20
Noon Saakinah and Tanween – Izhaar	21
Noon Saakinah and Tanween – Idghaam	22
Noon Saakinah and Tanween – Iqlaab	24
Meem Saakinah – Ikhfaa Shafawi	25
Meem Saakinah – Idghaam	26
Meem Saakinah – Izhaar	27
Laam in the Name of Allah – Emphatic	29

Laam in the Name of Allah – Non-emphatic	30
Raa with Fathah or Dammah – Emphatic	31
Raa with Kasrah – Non-emphatic	32
Raa with Sukoon – Fathah or Dammah before it – Emphatic	33
Raa with Sukoon – Kasrah before it – Non-emphatic	34
Raa with Sukoon – Emphatic Letter after it – Emphatic	35
Raa with Sukoon – Emphatic Letter after it in a different word	36
Raa Mushaddadah with Fathah, Dammah or Kasrah	37
Raa Saakinah when you stop on it	38
Raa Mushaddadah when you stop on it	38
Madd Muttasil	40
Madd Munfasil	41
Madd Laazim	42
Silent Alif	43
Al-Huroof Al-Muqatta'at	44
Saad and Seen	45
Surah Najm	47
Surah Qamar	52
Tajweed Rules	57

# Introduction

People often look for things that are unusual; things that are extraordinary; or indeed, miracles. They look for signs or even luck. It could be that they want some sort of upliftment, something to fill their emptiness or it could just be hope. In their search for the truth people forget to ask themselves the vital question: 'Have we already received a miracle?'

Had we looked for the answer we would have surely found that Allah (the Exalted) has given us that miracle in the form of a timeless Book. The Qur'an is the living miracle of this Ummah! It is just as applicable today as it was for the earlier generations.

Allah (the Exalted) says in Qur'an, Surah Muzammil [73:4]:

وَرَتِّلِ الْقُرْآنَ تَرْتِيلًا ۝

Hafs Academy

Recite the Qur'an with tarteel.

Tarteel means to recite the Qur'an with care and attention. The reciter should be aware of the honour and greatness of what he/she is reciting. The Qur'an is Allah's Book; therefore it is appropriate that it should be read the way it was revealed. When a person realises the magnitude of the Qur'an then it will become their priority to read the Book of their Lord accurately and often.

Not only has this Ummah been blessed with the most authoritative book in the world, but it has also been given the best of teachers. Prophet Muhammad (peace and blessings be upon him) was sent as a role model and mercy for the entire world. His concern for humanity is unmatched; his love for people is unequalled; and his advice is eloquent, precise and affectionate. Describing the best people he says:

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

The best of you are those who learn the Qur'an and teach it. (Bukhari)

If such is the advice of the Prophet of mercy then surely we need to embark on the journey to learn the Qur'an without delay.

The famous scholar of the Qur'an, Imam Jazari (may Allah have mercy on him) said:

الْأَخْذُ بِالتَّجْوِيدِ حَتْمٌ لَازِمٌ ، مَنْ لَمْ يُجَوِّدِ الْقُرْآنَ آثِمٌ

The application of Tajweed rules is mandatory. Whoever does not care to read the Qur'an properly is sinful.

Keeping all this in mind, we at Hafs Academy have made Tajweed and Qur'an the focal point of the learning experience. No matter what the ability of a person may be, it is important for all to attempt to read the Book of Allah (the Exalted) at their own pace. The Hafs Academy teachers and staff work very hard to facilitate the learning of students so that they become people who are not only proficient reciters of the Qur'an, but are also disciplined with the Adab of the Qur'an.

The Level 3 book of the Qawa'id Hafs series aims to build on the fluency of recitation from Level 2 and to teach all the essential rules of Tajweed. Many verses have been provided so that students can practice each rule and start reading with a higher level of awareness. The rules have been elaborated after the exercise for further clarification.

At the end of this book, students will be expected to recite the Qur'an with the rules detailed herein, although some assistance may still be needed to improve fluency. Therefore, a complete recital of the Qur'an under a qualified Qari will be necessary.

May Allah (the Exalted) accept our efforts and make the Qur'an a companion for us in this world and the next.

## Waqf on Fathah, Dammah and Kasrah

فَلْيَنْظُرِ الْإِنْسَانُ مِمَّ خُلِقَ

اقْرَأْ وَرَبُّكَ الْأَكْرَمُ

وَمَا أَدْرَاكَ مَا لَيْلَةُ الْقَدْرِ

## Waqf on Double Dammah and Double Kasrah

فَيَوْمَئِذٍ لَا يُعَذِّبُ عَذَابُهُ أَحَدًا

إِنْ كُلُّ نَفْسٍ لَّمَّا عَلَيْهَا حَافِظٌ

وَلَا يَقُولُ كَآهِنٌ



Start date:	
Finish date:	

Homework Check							
Date	mon	tue	wed	thu	fri	sat	sun
Mins spent							
Sign of parent							

## Waqf on Double Fathah

يُرِيدُ اللهُ أَنْ يُخَفِّفَ عَنْكُمْ  
وَخَلَقَ الْإِنْسَانَ ضَعِيفًا

فَكَيْفَ إِذَا جِئْنَا مِنْ كُلِّ أُمَّةٍ بِشَهِيدٍ  
وَجِئْنَا بِكَ عَلَى هَؤُلَاءِ شَهِيدًا

وَيَقُولُ الْإِنْسَانُ إِذَا مَا مِئْتُ لَسَوْفَ أَخْرِجُ حَيًّا

وَالَّذِينَ إِذَا ذُكِّرُوا بِآيَاتِ رَبِّهِمْ  
لَمْ يَخْرُجُوا عَلَيْهَا صُمًّا وَعُمْيَانًا

يَوْمَ يَنْفَخُ فِي الصُّورِ

وَنُحْشِرُ الْمُجْرِمِينَ يَوْمَئِذٍ زُرْقًا

### TEACHERS NOTE:

Please teach the students how to do waqf in the middle of longer sentences.



Start date:	
Finish date:	

Homework Check							
Date	mon	tue	wed	thu	fri	sat	sun
Mins spent							
Sign of parent							

“And recite the Qur’an carefully with tarteel.”

Allah (swt) has bestowed countless blessings on this ummah. One of the greatest of these blessings is, without doubt, the Book of Allah (swt), the Qur’an. Since it is His book, He requires from us that we recite the Qur’an in the same beautiful way in which it was revealed.

For this purpose, we at Hafs have developed a special course which aims to teach the recitation of the Qur’an in the most efficient manner.

So far we have attempted to produce independent learners through studying huroof and harakaat, and then working on fluency by applying our knowledge of previous topics. Now we intend to go further so that not only are we reading fluently but with a good degree of proficiency and skill.

Qawa’id Hafs Level 3 introduces the rules of Tajweed. The topics have been arranged according to the various rules related to Tajweed. Verses of the Qur’an have been carefully selected to provide ample opportunity to practice reciting with Tajweed.

The scholars of Islam anonymously agree that it is incumbent on every Muslim to learn and apply the rules of Tajweed. Everyone does not need to become a Hafiz (memoriser) or a Qari (scholar of Qur’an recitation), but one must recite the Qur’an to the best of one’s ability.

This is the third book of our Qawa’id Hafs series. After completing this book students will be expected to recite the Qur’an with minimal assistance.

May Allah (swt) allow us to recite the Qur’an day and night, and make us of those who adopt its teachings in our life.

£3.00 | \$5.00 | €4.00



Second edition | November 2018

Copyright © 2018 by Hafs Academy

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, write to the publisher, addressed “Attention: Permissions Coordinator,” at the address opposite.

Hafs Academy  
26 Maryland Road  
Stratford  
London, E15 1JW

[www.hafsacademy.org.uk](http://www.hafsacademy.org.uk)  
[info@hafsacademy.org.uk](mailto:info@hafsacademy.org.uk)  
020 8555 4260