

## **APPENDIX**

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In the name of Allah, Most Beneficent, Most Merciful

### **GUIDELINES FOR LEARNING GRAMMAR USING TPI**

To explain some points, grammar terminologies have been used below. A reader can understand many of these things from the examples without worrying too much about the relevant grammar terminologies. It is humbly suggested here that the teacher as well as the students (except those who are Arabic language learners) may better avoid these terminologies. Otherwise, as has been observed in many cases, the students may be afraid of the Arabic language and stop learning it altogether.

**Total Physical Interaction (TPI):** Using an effective method called Total Physical Interaction, the learning of different forms of a pronoun or verb becomes extremely simple and easy. TPI involves using as many senses and actions (seeing, hearing, showing, saying, feeling, etc.) as possible in learning different words. In grammar lessons, we will say: See it, Say it, Show it, Feel it, and repeat it with others.

#### **1. PRONOUNS:**

1. When you say هُوَ (He), point the index finger of the right hand towards your right as if that person is sitting on your right. When you say هُمْ (They), point all the four fingers of your right hand towards your right. **In a class, both the teacher and the student should practice this together.**
2. When you say أَنْتَ (You), point the index finger of your right hand towards your front. When you say أَنْتُمْ (All of you), point all the four fingers of your right hand towards your students. In a class, the teacher should point his fingers towards the students and the students should point their fingers towards the teacher.
3. When you say أَنَا (I), point the index finger of your right hand towards yourself. When you say نَحْنُ (we) point all the four fingers of your right hand towards yourself.

For the first 3 times, practice these 6 forms with translation, i.e., just show and say هُوَ he, هُمْ they, أَنْتَ you, أَنْتُمْ you all, أَنَا I, نَحْنُ we. Since you will be showing what you mean by your hand, you don't need to translate each of them after 3 cycles. Just say هُوَ، هُمْ، أَنْتَ، أَنْتُمْ، أَنَا، نَحْنُ. That is the immediate benefit of using TPI, among many others. Continue the above steps without translating these words. **Just Five minutes of your practice using TPI will make the learning of these six words and many other things extremely easy!!! Also note that while practicing, don't worry about learning the terminologies. Just focus on these six words and their meanings.**

Please note that we have skipped the dual as well as the feminine gender forms. We will learn them later. Both of these forms do not occur frequently in the Qur'an. Let us be expert in the

above six forms first. We will continue this practice for verb conjugation also. This approach makes the learning of these forms extremely easy. When TPI is used as described above, it becomes interesting too.

For detached pronouns also (نا..، ي..، كم..، لك..، هم..، ه..) , use steps 1 to 3 as described above. However, for attached pronouns, the exercise should be done along with any noun (for e.g., رَبُّنَا، رَبُّهُ، رَبُّهُمْ، رَبُّكَ، رَبُّكُمْ، رَبِّي، رَبُّنَا)، a preposition (for e.g., لَنَا، لِي، لَكُمْ، لَكَ، لَهُمْ، لَهُ)، or a transitive verb (for e.g., خَلَقْنَا، خَلَقَنِي، خَلَقَكُمْ، خَلَقَكَ، خَلَقَهُمْ، خَلَقَهُ).

Also note that we have used right hand for showing masculine gender forms. Therefore we will use left hand for showing feminine gender forms. When you say هِيَ (she), point the index finger of the left hand towards your left as if that person is sitting on your left. When you say رَبُّهَا (her Lord), point the same way to your left. In a class, both the teacher and the student should practice this part together.

## **2. DIFFERENT VERB FORMS / CONJUGATION:**

In general, it is observed that teaching the "Conjugations of فَعَلَ" is the most difficult lesson of an Arabic class. Students start dropping the course from this moment onwards. Along with pronunciation, if hand movements are also practiced, then these conjugations will be easily understood by the students.

1. When you say فَعَلَ (He has done), point the index finger of the right hand towards your right as if that person is sitting on your right. When you say فَعَلُوا (They did), point all the four fingers of your right hand towards your right. In a class, both the teacher and the student should practice this together.
2. When you say فَعَلْتَ (You did), point the index finger of your right hand towards your front. When you say فَعَلْتُمْ (All of you did), point all the four fingers of your right hand towards your students. In a class, the teacher should point his fingers towards the students and the students should point their fingers towards the teacher.
3. When you say فَعَلْتُ (I did), point the index finger of your right hand towards yourself. When you say فَعَلْنَا (we did) point all the four fingers of your right hand towards yourself.
4. The same procedure of fingers pointing can be used for practicing the different conjugations of Imperfect tense verbs also. To distinguish between the past tense and the present tense, you may pronounce all the past tense forms and move your right hand at a lower level while pointing towards right, in front, or yourself. For present tense, raise your right hand at a higher level and pronounce the present tense verbs with a higher pitch.

5. When you say **افْعَلْ**, point the index finger of your right hand in front of you and move your hand down from a raised position as if you are giving a command to somebody standing in front of you. When you say **افْعَلُوا**, the same action can be repeated by all the four fingers of the right hand.
6. When you say **لَا تَفْعَلْ**, point the index finger of your right hand in front of you and move your hand from left to right as if you are directing somebody not to do something. When you say **لَا تَفْعَلُوا**, the same action can be repeated with the four fingers of the right hand instead of just one.

Also note that we have used right hand for showing masculine gender forms. Therefore, just to distinguish, we will use left hand for showing feminine gender forms.

#### **ABOUT THE FORMAT OF VERB SHEETS:**

- **No. of words and their meanings:** The number given in brackets on the top right side of a verb sheet shows the number of times this verb has come in the Qur'an in its various forms.
- **Only common meanings:** Only the common meanings of the verbs are given here. Depending upon the context, the meanings of the same verb may change.
- **Root letters and Verbal noun:** Top middle of every page shows the root letters of the verb. On the top left side, the verbal noun of the corresponding verb along with its translation is provided.
- **Pronouns:** On the right side of the column for Past Tense, relevant Detached Pronouns (الضَّمَائِرُ الْمُفَصَّلَةُ) are given. The corresponding Attached Pronouns (الضَّمَائِرُ الْمُتَّصِلَةُ) are provided on the left side of the column for Present Tense. Please note that the Attached Pronouns can come with any verb, noun, or preposition. To emphasize this point, a box with these forms (فعل، اسم، جر) is provided just below the column of Attached Pronoun.
- **Past Tense verbs in italics:** The verbal forms for past tense are given in italics. The verb in past tense corresponds to an action which is already completed. Consequently the letters have been bent (italicized). This is done just to help the students distinguish it from present tense verbal forms which are kept in normal upright font.
- **Dual forms:** The dual forms are sparingly used in the Qur'an. Consequently, to save space and to give it lesser emphasis, the fontsize for these forms is kept small.
- **Conjugations of Past tense verbs (فعل ماضي):** Depending upon the person (3<sup>rd</sup>, 2<sup>nd</sup>, or 1<sup>st</sup>), gender (masculine or feminine), and number (singular or plural), ending words of the corresponding forms of the past tense change. By this change we know whether this verb (past tense) is singular or plural, 3<sup>rd</sup>, 2<sup>nd</sup> or 1<sup>st</sup> person, and feminine or masculine. To remember this feature, here is an example. If you are standing on a road, you can see the backside of a departed car, truck or jeep. A look at the backside is enough for you to tell which type of car has gone. Similarly, if you are standing on a runway, you can see only the backside (tail section) of an aeroplane that has just taken off. Consequently, at the bottom of the

column for past tense forms in the chart, a balloon of letters ( نَا، تُمْ، تْ، نَا ) is attached to an aeroplane that has just taken off.

- **Conjugations of Imperfect tense verbs ( فعل مُضارع ):** Unlike past tense verbs, for conjugations of Imperfect tense verbs occur, the changes occur at the start of the verbs (except for ending terms like ان and ون). These changes ( يَتَأَنَّ ) are shown by descending aeroplane (meaning Imperfect tense). These two pictures are shown as aid to the understanding of the reader or student: For past tense verbs the tail of the aeroplane changes and for the Imperfect tense verbs the mouth or nose of the aeroplane changes.
- **Active verb ( فعل مَعْرُوف ) and Passive verb ( فعل مَجْهُول ) for both past and imperfect tenses:** Compared to the active voice form of a verb, the diacritics ( – ، – ) on the first three letters of the same active form is changed to make it passive. For example فَتَحَ : to open; فُتِحَ : is opened, in case of past tense. This system of replacement of diacritics is followed for all the conjugations of past tense. Similarly in case of present tense يَفْتَحُ : is opening; and يُفْتَحُ : is being opened. This rule is applied for all the conjugations of present tense. In view of this, only singular, masculine third person conjugations are given in one line for passive voice forms. It is expected that you can construct the remaining conjugations of the passive voice.
- **Transitive verb ( فعل مُتَعَدِّي ):** Transitive verb is a verb which needs an object; for example *fataha, dharaba*, etc. There are two types of transitive verbs: active and passive. The passive participle ( اسم مفعول ) as well as the passive voice forms for such verbs are given on pages wherever transitive verbs appear.
- **Intransitive verb ( فعل لَازِم ):** Intransitive verb is a verb which does not need an object; for example, *ذَهَبَ، قَامَ*, etc. Such verbs do not have a passive participle or passive voice forms. For this reason, the passive participle and conjugations of passive voice are left blank on pages where intransitive verbs appear.
- **Trilateral verbs ( فعل ثلاثي مجرد ) and Derived Forms (DF) of the Trilateral Verb (Trilateral Verbs with extra letters (فعل ثلاثي مزيد فيه)):** Both masculine and feminine conjugations of the trilateral verb (فعل) or the Verb type 1 (VT-1) and the Derived Forms of the Trilateral Verb (i.e., the Verbs with extra letters: DF-2 till DF-10) such as ... أَفْعَلَ، فَعَّلَ، فَعَّلَ are given. For other verbs, conjugations of only masculine forms are given. The number given with DF indicates the derived form to which the verb belongs.

**Note:** If you are teaching a class to help students understand the basics of Qur'an, you can make a poster by enlarging the page containing conjugations of فَعَلَ (masculine only). You can put this poster beside the black board. You can make use of this poster during practice of different verbs or while explaining conjugation of a given verb.

#### **Abbreviations:**

<i>mg</i>	masc. gender	<i>fg</i>	fem. gender	<i>br.pl</i>	broken plural
<i>sg</i>	singular	<i>dl</i>	dual	<i>pl</i>	plural
<i>sb</i>	somebody	<i>st</i>	something	<i>ss</i>	somebody or something

VT Verb type (from 1 till 10)

DF: Derived forms (Trilateral Verbs with Extra Letters (فعل ثلاثي مزيد فيه); from DF-2 till DF-10).

# BASIC VERB TABLE – MASCULINE GENDER

To do,  
act (of  
doing)

مَصْدَر (Verbal noun)

بِسْمِ اللَّهِ  
ف ع ل

He did. **فَعَلَ** (108)

	Attached Pronouns	Imperfect Tense فِعْلٌ مُضَارِعٌ	Past Tense فِعْلٌ مَاضِي	Detached Pronouns	
Starting verb in a verbal sentence. → when the subject is SING. or PLU.	— هـ	He does. He will do. <b>يَفْعَلُ</b>	He did. <b>فَعَلَ</b>	هُوَ	Starting verb in a verbal sentence. ← when the subject is SING. or PLU.
	— هُمَا	They two do/ will do. <b>يَفْعَلَانِ</b>	They two did. <b>فَعَلَا</b>	هُمَا	
	— هُمْ	They do. They will do. <b>يَفْعَلُونَ</b>	They all did. <b>فَعَلُوا</b>	هُمْ	
near future: سَوْفَ + مُضَارِع	— كَ	You do. You will do. <b>تَفْعَلُ</b>	You did. <b>فَعَلْتَ</b>	أَنْتَ	near past: قَدْ + مَاضِي
	— كُما	You two do / will do. <b>تَفْعَلَانِ</b>	You two did. <b>فَعَلْتُمَا</b>	أَنْتُمَا	
	— كُمْ	You all do. You all will do. <b>تَفْعَلُونَ</b>	You all did. <b>فَعَلْتُمْ</b>	أَنْتُمْ	
distant future: سَوْفَ + مُضَارِع	— ي (with noun) — نِي (with verb)	I do. I will do. <b>أَفْعَلُ</b>	I did. <b>فَعَلْتُ</b>	أَنَا	Past continuous: كَانَ + مُضَارِع
	— نَا	We do. We will do. <b>نَفْعَلُ</b>	We did. <b>فَعَلْنَا</b>	نَحْنُ	
	— جَرِ — اسْمِ	يَ تَ أَنْ 	— وَ تَ تُمْ تَ نَا 		

Negative هَمِي	Imperative أَمْر	
Don't do! <b>لَا تَفْعَلْ</b>	Do! <b>افْعَلْ</b>	Singular
Don't (you two) do! <b>لَا تَفْعَلَا</b>	Do (you two)! <b>افْعَلَا</b>	Dual
Don't (you all) do! <b>لَا تَفْعَلُوا</b>	Do (you all)! <b>افْعَلُوا</b>	Plural

Passive participle اسْمُ مَفْعُولٍ	Active participle اسْمُ فَاعِلٍ	
The one who is affected. <b>مَفْعُولٌ</b>	Doer. <b>فَاعِلٌ</b>	Singular
The two who are affected. <b>مَفْعُولَانِ، مَفْعُولَيْنِ</b>	Doers (two). <b>فَاعِلَانِ، فَاعِلَيْنِ</b>	Dual
All those who are affected. <b>مَفْعُولُونَ، مَفْعُولِينَ</b>	Doers. <b>فَاعِلُونَ، فَاعِلِينَ</b>	Plural

passive ⇒  
مَجْهُول

It is being done. <b>يُفْعَلُ</b>	(It) is done. <b>فُعِلَ</b>	هُوَ
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⇐ passive  
مَجْهُول

# BASIC VERB TABLE – FEMININE GENDER

Feminine  
Gender

مؤنث

بِسْمِ اللَّهِ  
ف ع ل

She did. **فَعَلَتْ** (108)

Attached Pronouns	Imperfect Tense فِعْلٌ مُضَارِعٌ	Past Tense فِعْلٌ مَاضِي	Detached Pronouns
هِيَ	She does. She will do. <b>تَفْعَلُ</b>	She did. <b>فَعَلَتْ</b>	هِيَ
هُمَا	They two do/ will do. <b>تَفْعَلَانِ</b>	They two did. <b>فَعَلَتَا</b>	هُمَا
هُنَّ	They do. They will do. <b>يَفْعَلْنَ</b>	They all did. <b>فَعَلْنَ</b>	هُنَّ
أَنْتِ	You do. You will do. <b>تَفْعَلِينَ</b>	You did. <b>فَعَلْتِ</b>	أَنْتِ
أَنْتُمَا	You two do / will do. <b>تَفْعَلَانِ</b>	You two did. <b>فَعَلْتُمَا</b>	أَنْتُمَا
أَنْتُنَّ	You all do. You all will do. <b>تَفْعَلْنَ</b>	You all did. <b>فَعَلْتُنَّ</b>	أَنْتُنَّ
أَنَا (with noun) -ي- (with verb) -نِي-	I do. I will do. <b>أَفْعَلُ</b>	I did. <b>فَعَلْتُ</b>	أَنَا
نَحْنُ	We do. We will do. <b>نَفْعَلُ</b>	We did. <b>فَعَلْنَا</b>	نَحْنُ
فَعَلَ -جَر- اسم -	ي ت أ ن 	ت ن ت ث ن ت نَا 	

Negative فِي	Imperative أَمْر	
!Don't do <b>لَا تَفْعَلِي</b>	Do! <b>افْعَلِي</b>	Singular
Don't (you two) do! <b>لَا تَفْعَلَا</b>	Do (you two)! <b>افْعَلَا</b>	Dual
!Don't (you all) do <b>لَا تَفْعَلْنَ</b>	Do (you all)! <b>افْعَلْنَ</b>	Plural

Passive participle اسم مفعول	Active participle اسم فاعل	
The one who is affected. <b>مَفْعُولَةٌ</b>	Doer. <b>فَاعِلَةٌ</b>	Singul
The two who are affected. <b>مَفْعُولَتَانِ ، مَفْعُولَتَيْنِ</b>	Doers (two). <b>فَاعِلَتَانِ ، فَاعِلَتَيْنِ</b>	Dual
All those who are affected. <b>مَفْعُولَاتٌ</b>	Doers. <b>فَاعِلَاتٌ</b>	Plural

مَجْهُول	Passive Voice	مَجْهُول	Passive Voice
(it) is being done. <b>تُفْعَلُ</b>		(it) is done. <b>فُعِلَتْ</b>	

**IMPORTANT NOTES ABOUT THE FOLLOWING TWO MASTER TABLES**  
**Verbs given in these two tables have occurred 15000 times in the Qur'an.**

The following two tables (Pages A-5 and A-6) are extremely valuable in understanding the verb pattern that occur in the Qur'an. If you know these patterns as well as the verbs which are listed in each box, they you will be inshaAllah able to understand almost 15,000 words of the Qur'an. **That comes to an average of 25 words on each page of the Mushaf of 600 pages.** You are strongly encouraged make a photocopy of these two tables, preferably an enlarged one, and post it in front of your study table or a prominent place.

Table A-2 and A-4 contain important types of trilateral and derived verbs, respectively. Remember that for each verb type, we had practiced 21 forms. You must have mastered them by now. In this table, only 6 forms for each type of verb is given. However, it is hoped, based on your practice that you did in the numerous lessons of the book, you can make 21 forms out of those six, as shown below.

if we know the two forms, then we can make plural as well as feminine forms.

فَاتِحٌ، فَاتِحُونَ، فَاتِحِينَ، مَفْتُوحٌ، مَفْتُوحُونَ، مَفْتُوحِينَ، فَاتِحَاتٌ، مَفْتُوحَاتٌ، مَفْتُوحَاتٌ، فَتَحَ

Here the type of the verb is given.

If you know just this form of perfect tense, then you can make the following forms. It just involves some changes in the ENDINGS as we studied earlier.

فَتَحْ، فَتَحُوا، فَتَحْتُ، فَتَحْتُمْ، فَتَحْتُ، فَتَحْنَا (هِيَ فَتَحَتْ)

If we know just this form of Imperfect tense, we can make the following forms which can be made by making changes in the BEGINNINGS.

يَفْتَحُ، يَفْتَحُونَ، تَفْتَحُ، تَفْتَحُونَ، أَفْتَحُ، نَفْتَحُ (هِيَ تَفْتَحُ)

If we know just this form of imperative, then we can make the following forms. The negative is formed by slight changes in the 2<sup>nd</sup> person imperfect tense, (i.e., تَفْتَحُ, تَفْتَحُونَ.)

إِفْتَحْ، إِفْتَحُوا، لَا تَفْتَحْ، لَا تَفْتَحُوا

Here a list of those verbs which occur frequently in the Qur'an. Note that we have studied them in this book too!

For making a verbal noun, there are different ways. You must have become familiar with at least some of them.



## Master Table -1: Trilateral Verbs ( أَفْعَالٌ ثَلَاثِي مُجَرَّد )

<p>قَائِلٌ مَقُولٌ قَوْلٌ</p>	<p>أَجَوْفَ : 1i قَالَ تَابَ، فَازَ، قَامَ، كَانَ، مَاتَ، خَافَ، كَادَ، زَادَ، زَارَ، سَارَ، عَاذَ</p>	<p>قَالَ يَقُولُ قُلٌ</p>	<p>سَامِعٌ مَسْمُوعٌ سَمْعٌ</p>	<p>بَابُ سَمْعٍ : 1d سَمِعَ حَزَنَ، حَسِبَ، حَفِظَ، خَسِرَ، رَحِمَ، شَهِدَ، عِلْمَ، عَمِلَ، جَهِلَ، حَمَدَ، غَضِبَ</p>	<p>سَمِعَ يَسْمَعُ إِسْمَعُ</p>	<p>فَاتِحٌ مَفْتُوحٌ فَتَحَ</p>	<p>بَابُ فَتْحٍ : 1a فَتَحَ بَعَثَ، جَعَلَ، جَمَعَ، ذَهَبَ، رَفَعَ، صَلَحَ، فَعَلَ، مَنَعَ، خَشَعَ، صَنَعَ، شَفَعَ</p>	<p>فَتَحَ يَفْتَحُ اِفْتَحَ</p>
<p>دَاعِيٌ مَدْعُوٌّ دُعَاءٌ</p>	<p>نَاقِصٌ : 1j دَعَا تَلَا، عَفَا، بَغَى، جَرَى، جَزَى، قَضَى، هَدَى، خَشَى، رَضَى، نَسَى</p>	<p>دَعَا يَدْعُو أَدْعُ</p>	<p>ضَالٌّ مَضْلُوعٌ ضَلَالَةٌ</p>	<p>مُضَاعَفٌ : 1g ضَلَّ حَيِيَ، ظَنَّ، بَثَّ، تَبَّ، تَمَّ، حَقَّ، خَفَّ، دَعَّ، ذَلَّ، زَلَّ، عَزَّ</p>	<p>ضَلَّ يَضِلُّ ضِلَّ</p>	<p>نَاصِرٌ مَنْصُورٌ نَصْرٌ</p>	<p>بَابُ نَصَرٍ : 1b نَصَرَ تَرَكَ، خَرَجَ، خَلَدَ، خَلَقَ، دَخَلَ، ذَكَرَ، رَزَقَ، سَجَدَ، شَكَرَ، صَدَقَ، عَبَدَ، كَفَرَ، نَظَرَ</p>	<p>نَصَرَ يَنْصُرُ أَنْصُرُ</p>
<p>آمِرٌ مَأْمُورٌ أَمْرٌ</p>	<p>مَهْمُوزٌ : 1k أَمَرَ سَأَلَ، أَخَذَ، أَكَلَ، رَأَى، أَتَى، شَاءَ، جَاءَ، أَجَرَ، أَذَنَ، بَدَأَ</p>	<p>أَمَرَ يَأْمُرُ مُرٌّ</p>	<p>وَّاجِدٌ مَوْجُودٌ وُجُودٌ</p>	<p>مِثَالٌ : 1h وَجَدَ وَعَدَ، وَصَفَ، وَقَى، وَسَّعَ، وَعَظَ، وَقَبَ، وَلَجَ، وَلَدَ</p>	<p>وَجَدَ يَجِدُ جَدٌ</p>	<p>ضَارِبٌ مَضْرُوبٌ ضَرْبٌ</p>	<p>بَابُ ضَرْبٍ : 1c ضَرَبَ حَمَلَ، صَبَرَ، رَجَعَ، ظَلَمَ، غَفَرَ، كَذَبَ، كَسَبَ، مَلَكَ، جَلَسَ، خَتَمَ</p>	<p>ضَرَبَ يَضْرِبُ إِضْرِبُ</p>

**Master Table -2: Derived Forms (Trilateral Verbs with Extra Letters أفعال ثلاثي مزيد فيه)**

<p>مُنْفَعِلٌ مُنْفَعِلٌ اِنْفَعَالٌ</p>	<p>DF-7 اِنْفَعَلَ اِنْقَلَبَ، اِنْتَظَرَ، اِنْفَصَمَ</p>	<p>اِنْفَعَلَ يَنْفَعِلُ اِنْفَعِلُ</p>	<p>مُفْعِلٌ مُفْعِلٌ اِفْعَالٌ</p>	<p>DF-4 أَفْعَلَ أَخْرَجَ، أَحْسَنَ، أَشْرَكَ، أَصْلَحَ، أَنْزَلَ، أَمَاتَ، أَخْبَأَ، أَرَى، أَمَنَ، أَتَى، أَرْسَلَ، أَسْلَمَ، أَرَادَ، أَصَابَ</p>	<p>أَفْعَلَ يُفْعِلُ أَفْعِلُ</p>	<p>فَاعِلٌ مَفْعُولٌ فِعْلٌ</p>	<p>VT-1 فَعَلَ فَتَحَ، نَصَرَ، ضَرَبَ، سَمِعَ، ضَلَّ، وَجَدَ، قَالَ، دَعَا، أَمَرَ (VT-1a - VT-1k)</p>	<p>فَعَلَ يَفْعَلُ اِفْعَلُ</p>
<p>مُفْتَعِلٌ مُفْتَعِلٌ اِفْتِعَالٌ</p>	<p>DF-8 اِفْتَعَلَ اِتَّبَعَ، اِئْتَمَى، اِخْتَلَفَ، اِتَّخَذَ، اِتَّقَى، اِهْتَدَى، اِنْتَهَى، اِجْتَمَعَ</p>	<p>اِفْتَعَلَ يَفْتَعِلُ اِفْتَعِلُ</p>	<p>مُتَفَعِّلٌ مُتَفَعِّلٌ تَفْعُلُ</p>	<p>DF-5 تَفَعَّلَ تَذَكَّرَ، تَفَكَّرَ، تَوَكَّلَ، تَبَيَّنَ، تَوَلَّى، تَأَخَّرَ، تَصَدَّقَ، تَطَهَّرَ، تَعَلَّمَ</p>	<p>تَفَعَّلَ يَتَفَعَّلُ تَفَعَّلُ</p>	<p>مُفَعِّلٌ مُفَعِّلٌ تَفْعِيلٌ</p>	<p>DF-2 فَعَّلَ سَبَّحَ، سَخَّرَ، عَذَّبَ، عَلَّمَ، قَدَّمَ، كَتَبَ، نَزَلَ، حَمَلَ، صَلَّى، صَوَّرَ، ضَلَّلَ</p>	<p>فَعَّلَ يُفَعِّلُ فَعِّلُ</p>
<p>مُسْتَفْعِلٌ مُسْتَفْعِلٌ اِسْتِفْعَالٌ</p>	<p>DF-10 اِسْتَفْعَلَ اِسْتَعْفَرَ، اِسْتَجَابَ، اِسْتَطَاعَ، اِسْتَقَامَ، اِسْتَرَاخَ، اِسْتَعَانَ</p>	<p>اِسْتَفْعَلَ يَسْتَفْعِلُ اِسْتَفْعِلُ</p>	<p>مُتَفَاعِلٌ مُتَفَاعِلٌ تَفَاعُلٌ</p>	<p>DF-6 تَفَاعَلَ تَسَاءَلَ، تَبَارَكَ، تَعَالَى، تَكَاثَرَ، تَوَاصَى</p>	<p>تَفَاعَلَ يَتَفَاعَلُ تَفَاعَلُ</p>	<p>مُفَاعِلٌ مُفَاعِلٌ مُفَاعَلَةٌ</p>	<p>DF-3 فَاعَلَ جَاهَدَ، بَارَكَ، نَادَى، أَخَذَ، حَاسَبَ، خَادَعَ، رَأَى، سَامَحَ، عَادَى، عَافَى،</p>	<p>فَاعَلَ يُفَاعِلُ فَاعِلٌ</p>

**Passive Voice مَحْذُول (MASCULINE Gender)**  
for Verb Types VT-1 and DF-2 through DF-10.

DF-4		DF-3		DF-2		VT-1			
يُفَعَّلُ	أُفْعِلَ	يُفَاعَلُ	فُوعِلَ	يُفَعَّلُ	فَعِلَ	يُفَعَّلُ	فَعِلَ	sr.	3 <sup>rd</sup>
يُفَعَّلَانِ	أُفْعِلَا	يُفَاعِلَانِ	فُوعِلَا	يُفَعَّلَانِ	فُعِلَا	يُفَعَّلَانِ	فُعِلَا	pl.	
يُفَعَّلُونَ	أُفْعِلُوا	يُفَاعِلُونَ	فُوعِلُوا	يُفَعَّلُونَ	فُعِلُوا	يُفَعَّلُونَ	فُعِلُوا	pl.	
تُفَعَّلُ	أُفْعِلَتْ	تُفَاعَلُ	فُوعِلَتْ	تُفَعَّلُ	فَعِلَتْ	تُفَعَّلُ	فَعِلَتْ	sr.	2 <sup>nd</sup>
تُفَعَّلَانِ	أُفْعِلْتُمَا	تُفَاعِلَانِ	فُوعِلْتُمَا	تُفَعَّلَانِ	فُعِلْتُمَا	تُفَعَّلَانِ	فُعِلْتُمَا	pl.	
تُفَعَّلُونَ	أُفْعِلْتُمْ	تُفَاعِلُونَ	فُوعِلْتُمْ	تُفَعَّلُونَ	فُعِلْتُمْ	تُفَعَّلُونَ	فُعِلْتُمْ	pl.	
أُفْعَلُ	أُفْعِلْتُ	أُفَاعَلُ	فُوعِلْتُ	أُفْعَلُ	فَعِلْتُ	أُفْعَلُ	فَعِلْتُ	sr.	1 <sup>st</sup>
نُفَعَّلُ	أُفْعِلْنَا	نُفَاعَلُ	فُوعِلْنَا	نُفَعَّلُ	فُعِلْنَا	نُفَعَّلُ	فُعِلْنَا	dl., pl.	

DF-10		DF-8		DF-6		DF-5			
يُسْتَفْعَلُ	اُسْتُفْعِلَ	يُفْتَعَلُ	اُفْتُعِلَ	يُتَفَاعَلُ	تُفُوعِلَ	يُتَفَعَّلُ	تُفَعِّلَ	sr.	3 <sup>rd</sup>
يُسْتَفْعَلَانِ	اُسْتُفْعِلَا	يُفْتَعِلَانِ	اُفْتُعِلَا	يُتَفَاعِلَانِ	تُفُوعِلَا	يُتَفَعَّلَانِ	تُفَعِّلَانِ	pl.	
يُسْتَفْعَلُونَ	اُسْتُفْعِلُوا	يُفْتَعِلُونَ	اُفْتُعِلُوا	يُتَفَاعِلُونَ	تُفُوعِلُوا	يُتَفَعَّلُونَ	تُفَعِّلُوا	pl.	
تُسْتَفْعَلُ	اُسْتُفْعِلَتْ	تُفْتَعَلُ	اُفْتُعِلَتْ	تُتَفَاعَلُ	تُفُوعِلَتْ	تُتَفَعَّلُ	تُفَعِّلَتْ	sr.	2 <sup>nd</sup>
تُسْتَفْعَلَانِ	اُسْتُفْعِلْتُمَا	تُفْتَعِلَانِ	اُفْتُعِلْتُمَا	تُتَفَاعِلَانِ	تُفُوعِلْتُمَا	تُتَفَعَّلَانِ	تُفَعِّلْتُمَا	pl.	
تُسْتَفْعَلُونَ	اُسْتُفْعِلْتُمْ	تُفْتَعِلُونَ	اُفْتُعِلْتُمْ	تُتَفَاعِلُونَ	تُفُوعِلْتُمْ	تُتَفَعَّلُونَ	تُفَعِّلْتُمْ	pl.	
اُسْتُفْعَلُ	اُسْتُفْعِلْتُ	اُفْتُعَلُ	اُفْتُعِلْتُ	اُتَفَاعَلُ	تُفُوعِلْتُ	اُتَفَعَّلُ	تُفَعِّلْتُ	sr.	1 <sup>st</sup>
نُسْتَفْعَلُ	اُسْتُفْعِلْنَا	نُفْتَعَلُ	اُفْتُعِلْنَا	نُتَفَاعَلُ	تُفُوعِلْنَا	نُتَفَعَّلُ	تُفَعِّلْنَا	dl., pl.	

**Passive Voice مَجْهُول (FEMININE Gender)**  
for Verb Types VT-1 and DF-2 through DF-10.

DF-4		DF-3		DF-2		VT-1			
تُفَعِّلُ	أُفْعِلْتُ	تُفَاعِلُ	فُوعِلْتُ	تُفَعِّلُ	فُعِلْتُ	تُفَعِّلُ	فُعِلْتُ	sr.	3 <sup>rd</sup>
يُفَعِّلَانِ	أُفْعِلْتَا	يُفَاعِلَانِ	فُوعِلْتَا	يُفَعِّلَانِ	فُعِلْتَا	يُفَعِّلَانِ	فُعِلْتَا	pl.	
يُفَعِّلْنَ	أُفْعِلْنَ	يُفَاعِلْنَ	فُوعِلْنَ	يُفَعِّلْنَ	فُعِلْنَ	يُفَعِّلْنَ	فُعِلْنَ	pl.	
تُفَعِّلِينَ	أُفْعِلْتِ	تُفَاعِلِينَ	فُوعِلْتِ	تُفَعِّلِينَ	فُعِلْتِ	تُفَعِّلِينَ	فُعِلْتِ	sr.	2 <sup>nd</sup>
تُفَعِّلَانِ	أُفْعِلْتُمَا	تُفَاعِلَانِ	فُوعِلْتُمَا	تُفَعِّلَانِ	فُعِلْتُمَا	تُفَعِّلَانِ	فُعِلْتُمَا	pl.	
تُفَعِّلَنْ	أُفْعِلْتُنَّ	تُفَاعِلَنْ	فُوعِلْتُنَّ	تُفَعِّلَنْ	فُعِلْتُنَّ	تُفَعِّلَنْ	فُعِلْتُنَّ	pl.	
أُفَعِّلُ	أُفْعِلْتُ	أُفَاعِلُ	فُوعِلْتُ	أُفَعِّلُ	فُعِلْتُ	أُفَعِّلُ	فُعِلْتُ	sr.	1 <sup>st</sup>
نُفَعِّلُ	أُفْعِلْنَا	نُفَاعِلُ	فُوعِلْنَا	نُفَعِّلُ	فُعِلْنَا	نُفَعِّلُ	فُعِلْنَا	dl., pl.	

DF-10		DF-8		DF-6		DF-5			
تُسْتَفْعَلُ	اُسْتُفْعِلْتُ	تُفْتَعَلُ	اُفْتُعِلْتُ	تُتَفَاعَلُ	تُفُوعِلْتُ	تُسْتَفْعَلُ	تُسْتَفْعِلْتُ	sr.	3 <sup>rd</sup>
يُسْتَفْعِلَانِ	اُسْتُفْعِلْتَا	يُفْتَعِلَانِ	اُفْتُعِلْتَا	يُتَفَاعِلَانِ	تُفُوعِلْتَا	يُسْتَفْعِلَانِ	تُسْتَفْعِلْتَا	pl.	
يُسْتَفْعِلْنَ	اُسْتُفْعِلْنَ	يُفْتَعِلْنَ	اُفْتُعِلْنَ	يُتَفَاعِلْنَ	تُفُوعِلْنَ	يُسْتَفْعِلْنَ	تُسْتَفْعِلْنَ	pl.	
تُسْتَفْعِلِينَ	اُسْتُفْعِلْتِ	تُفْتَعِلِينَ	اُفْتُعِلْتِ	تُتَفَاعِلِينَ	تُفُوعِلْتِ	تُسْتَفْعِلِينَ	تُسْتَفْعِلْتِ	sr.	2 <sup>nd</sup>
تُسْتَفْعِلَانِ	اُسْتُفْعِلْتُمَا	تُفْتَعِلَانِ	اُفْتُعِلْتُمَا	تُتَفَاعِلَانِ	تُفُوعِلْتُمَا	تُسْتَفْعِلَانِ	تُسْتَفْعِلْتُمَا	pl.	
تُسْتَفْعِلَنْ	اُسْتُفْعِلْتُنَّ	تُفْتَعِلَنْ	اُفْتُعِلْتُنَّ	تُتَفَاعِلَنْ	تُفُوعِلْتُنَّ	تُسْتَفْعِلَنْ	تُسْتَفْعِلْتُنَّ	pl.	
اُسْتَفْعَلُ	اُسْتُفْعِلْتُ	اُفْتُعَلُ	اُفْتُعِلْتُ	اُتَفَاعَلُ	تُفُوعِلْتُ	اُسْتَفْعَلُ	اُسْتَفْعِلْتُ	sr.	1 <sup>st</sup>
نُسْتَفْعَلُ	اُسْتُفْعِلْنَا	نُفْتَعَلُ	اُفْتُعِلْنَا	نُتَفَاعَلُ	تُفُوعِلْنَا	نُسْتَفْعَلُ	اُسْتَفْعِلْنَا	dl., pl.	

## **AFTER THIS BOOK WHAT?**

Al-hamdulillah, you have completed the book. After this you will have on the average only two new words in each line of the Qur'an. The meanings of these new words can be detected if you use any translation of the Qur'an. If you use any word-for-word translation, it is even better. So, start from Surah Al-Baqarah right now. You will notice immediately as to how easy it has become to understand the Qur'an.

We have already implemented this program. One such program is held once every week where the participants sit from 8 AM to Zuhr (12 noon) on weekends and complete one Juz in just four hours! In 30 weeks, you will inshaAllah complete the Qur'an with understanding! Is it not that a HUGE blessing. Perhaps it looks difficult to you now. But I promise you that it will inshaAllah be very easy after you complete this book. If you have to climb a 60 storey building then don't look at 30<sup>th</sup> floor from ground level. To climb 30<sup>th</sup> floor from 29<sup>th</sup> floor will be as easy inshaAllah as you climb 1<sup>st</sup> floor from ground floor. Don't you find first lesson easy? Similarly, studying Qur'an after this book will be inshaAllah very easy. Just keep going. Remember that Allah comes running to the person who walks towards Him (according to Hadith). The condition is that you have to start walking. If you don't take the first step, how can Allah help you! May Allah give all of us tawfeeq to fulfill all the rights of His Book (believing, reciting, understanding, pondering, implementing, and spreading it).

I would like to repeat here that you should try to form a group of friends and study together. Otherwise you may not be able to continue for long.

The Qur'an can be completed with understanding in 120 hours as follows.

- Each sitting will be of 4 hours, preferably in the weekend. However, you may adjust the schedule according to your convenience.
- Each participant will bring his / her personal Mu'arra Mushaf (copy of Qur'an without translation) and a pencil.
- Only one person will bring the copy of Qur'an with translation.

At the start of the session:

- Give a very brief introduction of the Juz / para that will be studied. This introduction is to orient the audience. It should not be more than around 3 minutes!
- Assign one person, say Mr. Faheem, to read the translation of verses (or parts of it) from the copy of Qur'an with translation.
- The para / juz will be studied in Rukoo' breaks.

1. Let us start with first Rukoo of 2<sup>nd</sup> para:
2. For approximately one minute, give a very brief introduction of the Rukoo' (or the page). using any authentic tafseer. This responsibility can be given on rotation to different people in the class. For example, Mr. Kaleem will be given the task of reading the Rukoo'/page briefs.
3. The translation of a part of the first verse will be read by the Mr. Faheem. He will read: The foolish among the people will say, "What has turned them from the direction of prayer which they used to (face)." At this point, all the participants will look into their personal Mu'arra Mushaf and see how this translation was done. Mr. Faheem will also point out the new words and their meanings (Sufahaa': fools; wallaahum: turned them). The participants will write the

meanings of these words with pencil in the margin. Meanings of up to two words (one on left margin and the other on the right margin) can be conveniently written.

4. The first person will then read that part of the verse in such a way that he will translate it by breaking it into suitable parts and not by taking each and every Arabic word individually. For example:

سَيَقُولُ السُّفَهَاءُ The fools will say, مِنَ النَّاسِ among the people;  
 مَا وَلَّهُمْ عَنِ قِبَلِهِمْ; what has turned them; from the direction of prayer;  
 الَّتِي which; كَانُوا عَلَيْهَا; they used to be.

Please note that the verse (or part of it) was recited neither by Mr. Faheem nor the first person sitting in the row. Learning to recite is very important but the focus of this class to help people understand the Qur'an. If you have ample time, then read the verse (or part of it) first and then do the word-for-word (WFW) translation. This will add almost an hour to the four-hour sitting. If people start quitting the class because of long sessions, then it is better to stick to this style. We can certainly have other sessions where we can learn Tajweed and listen to Tafseer but let us not mix everything in one sitting.

5. Now, Mr. Faheem will read the translation of the second part of the verse, as shown in Step 3. He will also point to the new words just like he did for the first part.
6. The second person in the audience will then read the word-for-word (WFW) translation as in step 4.
7. The process will continue till we complete the session. When the turn of Mr. Faheem comes, he will first read the translation and then go to his Mu'arra Mushaf and read WFW translation, as in Step 4.
8. Please note that every participant will translate the verse with a low voice. Only the person whose turn is do the WFW translation will read it with loud voice. This way, every participant will be continuously involved in all the activities. No one will wait just for his turn to translate and then sit idle listening only passively.
9. It is not necessary that Mr. Faheem reads the translation of verses for the whole four-hour session. You can have different people assigned to different parts of the Juz. In fact, for the next week, you can give the assignments right now. You can say that Mr. 1, 2, 3, and 4 will read the translation of the four parts of the Juz. This will give them a chance to come prepared. In fact, the translation should be read in such a way that the listener should be able to see the sequence in Arabic just with the lowering, raising of the voice of the reader.
10. In principle, every person should come prepared to the class. That is the homework for every participant. He/she should try his/her best to come prepared. In fact, it is much better if everyone comes prepared with meanings of new words already written in their margins. That is the best way to get maximum benefits from such a course. However, it is much better to assign people for important items such as giving brief notes and reading translation.
11. Note down the new words on a piece of paper and refer to it at several times during the day just like the way you have used the pocket book of this course. You may also use a dictionary of the Qur'an such as "Easy Dictionary of the Qur'an."
12. We strongly feel that when a person understands the Qur'an, he will automatically wish to learn Tajweed. When he will come to the difference between عَلِيم (knowledgeable) and أَلِيم (painful), he will never recite عَلِيم with the sound of أَلِيم. Also note that this is a preliminary class on understanding Qur'an. Once this is completed, you can and should go for Tajweed, Tafseer, Hadith, Seerah and every other branch of Islam.

13. Note that in the whole Islamic literature, only Qur'an is read by a Muslim repeatedly. He recites this book in Arabic only. He also listens to different parts of it six times everyday (in Fajr, Maghrib and Isha). Therefore, even if you forget some words that you had come across earlier, don't worry. These revisions and their repeated occurrences in the Qur'an will help you memorize them again.
14. If we follow the model of pious people, then we should try to complete the recitation of Qur'an at least once in every month. If we do that, then inshaAllah very soon all the words will become familiar to you.
15. The Prophet pbuh has advised us to convey from him even if it one verse. He also said that the best people are those who learn the Qur'an and teach it. According to well known fact, the best way to learn something is to teach it. Therefore, as soon as you complete the Qur'an, try to convey it to others. InshaAllah, this way, Qur'an will become very clear to all of us. May Allah give us tawfeeq to fulfill all the rights of Qur'an, i.e., believing in it, reciting it, understanding it, pondering over it, and spreading it to the whole humanity, including non-Muslims. However, the basic message to non-Muslims should be conveyed in their own language as has been the sunnah of Allah. He had not sent any messenger to a nation except the one who speaks in their own language.