



palgrave macmillan master series

# mastering arabic script

jane wightwick | a guide to  
& mahmoud gaafar | handwriting





# Mastering Arabic Script

*a guide to handwriting*

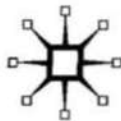
Jane Wightwick and Mahmoud Gaafar

*Contributions and handwriting models*

*by Professor Mohammed Hamaam*

*Head of the Academy of Arabic Script, Cairo*

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# Introduction

## The history of the Arabic script

The Arabic alphabet and written language has remained remarkably constant since the sixth or seventh century AD, largely due to the unifying factor of the Qur'an. There is no clear documented progression in the development of the script before this time and only a limited number of original pre-Islamic Arabic texts exist, sometimes as scraps of stone or parchment.

Arabic is a Semitic language related to Aramaic and Hebrew. The language has its roots in the nomadic oral tradition of the desert, which largely explains the lack of early examples of the script.

Although spoken Arabic dialects have diverged in the same way that Romance languages such as Italian and French have diverged from Latin, the Modern Standard Arabic of today's media is close to the language of the Qur'an and Classical literature. The spelling and grammar have not changed significantly over the centuries.

## Different styles of writing

Arabic calligraphy is a highly respected art form with hundreds of different styles. Many of these calligraphic styles are very ornate and intended more for decoration than comprehension. The calligrapher relies on the reader already knowing the text, often a verse from the Qur'an, and can concentrate on making the script as beautiful and balanced as possible.

As far as everyday written Arabic is concerned, there are two significant styles: *naskh*, the basic script used for most printed material; and *ruq'a*, the script used for most handwritten material. Although it is possible to typeset *ruq'a* or handwrite



An example of highly decorative calligraphy showing text from the Qur'an (Professor Mohammed Hamaam, Head of the Academy of Arabic Script, Cairo)

*naskh*, this does not happen commonly.

Most Arab children will initially learn to read and write *naskh* in a similar way to English children learning to read and write using infant letters. At about 11 or 12 years old, secondary school students in the Arab world will graduate to writing *ruq'a*, which is an eagerly anticipated step and a sign of having joined the 'adult' club.

*Ruq'a* is a more flowing script than *naskh* and designed for speed and efficiency. Good handwriting is much admired as an



extension of the respect paid to calligraphy. As a learner you will find a mastery of the *ruq'a* script will help you to be regarded as a serious student of the language, as well as being a more efficient way of handwriting.

This book sets out to compare and contrast *naskh* and *ruq'a* and to teach you a fluid and mature *ruq'a* writing style, using models produced by one of the leading experts on handwriting in the Arab world and providing extensive practice material.

There are obvious similarities between *naskh* and *ruq'a*, but there are also some important differences to be mastered when writing *ruq'a*. For example, *ruq'a* script largely floats above the line whereas elements of *naskh* fall below the line. Also, many of the fiddlier and more time-consuming elements of *naskh* are rationalised in *ruq'a* for the sake of speed. For example the separate dots above and below the main script are joined together.

الياء في أول الكلمة وفي وسطها هي:

الباء والتاء والثاء والنون

الياء في أول الكلمة وفي وسطها هي:

الباء والتاء والثاء والنون

A sentence written in both scripts. The *naskh* version (top) was typeset and the *ruq'a* version (below) was handwritten by Professor Hamaam. Can you spot the similarities and differences?

## How to use this book

This script book can be beneficial at different stages of the learning process. It can be used by complete beginners who wish to master the *ruq'a* script simultaneously with the printed *naskh*, supplementing the early stages of study of the Arabic language, whether in a classroom or home setting. Beginners often find the script quite easy to master in principle but still find it takes a long time to become fluent in reading and writing. This book can help you overcome the script barrier much more quickly.

Alternatively, you may have already studied Arabic and be proficient in reading *naskh*. But you may not yet have had the opportunity to improve your own writing or to decipher the handwriting of native speakers. This book can take you to the next level by concentrating on making your Arabic handwriting more mature and fluent.

At whatever stage you approach this book, it is best to work your way through the units methodically. There are three main parts to the book. The first part covers how to form and join individual letter shapes; the second covers special combinations of letters; and the third part is an activity section for further practice. Features included are:

- clear explanation and graphics showing how the letter shapes are formed
- numerous practice exercises to help you achieve fluency in writing
- *Master calligrapher tips*: expert hints on writing in *ruq'a* from Professor Mohammed Hamaam, head of the Academy of Arabic Script in Cairo. Follow the instructions in this guide and you will have good *ruq'a* handwriting. Follow Professor Hamaam's tips and you will have even better *ruq'a* writing!
- 'extra' sections covering features of the Arabic script such as writing vowels and hamza (ء)
- photos and illustrations showing the script in context
- *Write on!*: additional stimulating and useful activities to improve recognition and fluency of writing.

## Basic principles of Arabic script

There are a few basic principles of Arabic script which apply whichever style of writing is used:

- There are 28 letters in the alphabet.
- The script is written right to left.
- There are no capital letters.
- Words are written in cursive, or 'joined up', writing. All letters join to the letter before in a word and all but six join to the letter after also.

Once you have mastered the various forms of each letter shape in both *naskh* and *ruq'a* you will find you can write and read Arabic in most everyday contexts.

Finally, make sure you have a good ink pen, drawing pen, gel pen or a soft pencil to write Arabic. The Arabic script usually looks better when written with a thicker nib or tip. Arabic is a flowing script and it is difficult to achieve a good hand with a cheap biro.

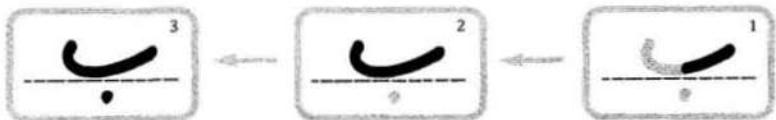


part



# Basic letter shapes

ب ت ث



For the first few units of Part 1, you will be practising how to write individual Arabic shapes and letters. When you have mastered enough letters, we will introduce complete words to recognise and copy.

Practise forming the letter shape above, first by tracing the shape and then by copying what you see. Pay special attention to where you start the shape.



This shape is used for three different Arabic letters. Compare the printed and the handwritten versions:

*Printed form*    *Handwritten form*


the letter *bā'*. The basic shape with one dot underneath.  
Pronounced 'b' as in 'boat'.


the letter *tā'*. The basic shape with two dots above.  
Pronounced 't' as in 'tin'.



the letter thā'. The basic shape with three dots above.  
Pronounced 'th' as in 'thanks'.

Notice that in the handwritten form the dots become joined up for speed.

Two dots are joined like this: 

Three dots are joined like this: 

Practise tracing and copying those shapes by themselves, remembering to move your pen from right to left.



Now practise all three letters. Always complete the main letter shape first and then add any 'dots'.

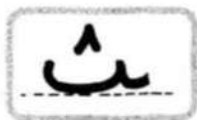
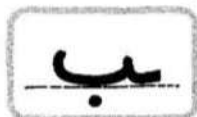


## Joining up

Arabic is a cursive script: most Arabic letters are written joined up to the other letters in a word. Here is how the letter shape for ب, ت and ث looks when at the beginning, in the middle, and at the end of a word:

### final

*joined to the letter before only*



### medial

*joined both sides*



### initial

*joined to the letter after only*



Notice how in the initial and medial positions, the dots associated with the letter move to the right of the shape, sitting above or under the right-hand curve.



### Master calligrapher tips

The shape of the initial *bā'*, *tā'* and *thā'* is one of the most important in Arabic writing. The stroke is fundamental to handwriting and forms the basis of a number of Arabic letter shapes. Pay attention to the starting and finishing positions.





This letter shape can be joined together in different combinations. Compare the printed and handwritten combinations below:

*Printed form*    *Handwritten form*

بث      بث      =    ب + ث    ← (read right to left)  
 تب      تب      =    ب + ت  
 تبث     تبث     =    ب + ت + ث

Practise copying the shapes without dots and then the combinations of letters. Complete the *whole* combination from *right to left* before adding any 'dots', also from *right to left*.

ب ب ب ب ب

بث تب تبث تبث تبث تبث ←



This letter shape is used for only one Arabic letter:

*Printed form*      *Handwritten form*



the letter nūn. Pronounced 'n' as in 'not'.

The printed naskh form of nūn falls below the line, but the handwritten ruq'a form tends to sit more *on* the line. The dot above is often joined to the main letter shape in handwriting.

Practise tracing and then copying the shape.



Three sets of horizontal dashed lines for copying the letter shape.

## Joining up

nūn has exactly the same shape as bā' when in the initial or medial position (see Unit 1), except it has one dot *above*. Beginners can confuse nūn and bā'. Remember bā' has the dot below.

**final**

*joined to the letter before only*



**medial**

*joined both sides*



**initial**

*joined to the letter after only*



*Printed form    Handwritten form*

نبت    نبت    = ن + ب + ث

بنت    بنت    = ب + ن + ت

بن    بن    = ب + ن

Notice that when joining to a final nūn, as in the final example above, you need to start the previous letter higher to end up back on the line. Practise copying the combinations below:

نبت بنت بن    بنت بنت بن ←

\_\_\_\_\_

\_\_\_\_\_



### Master calligrapher tips

You can also write the isolated and final nūn like this:

ن

So the combination ب followed by ن could also be written:

بن



بن من اليمن bunn min al-yaman (Coffee beans from Yemen)

# unit 3

ي



This letter shape represents the Arabic letter yā':

*Printed form*      *Handwritten form*

ي

ي

the letter yā' can be pronounced in three ways:  
y as in 'yes'; ī as in 'meet';  
or ay as in 'day'

Like the nūn, the printed naskh form of yā' falls below the line, but the handwritten ruq'a form sits *on* the line. The two dots below become joined in handwriting as with ت (see Unit 1)

Practise tracing and then copying the shape.



## Joining up

yā' is another letter which has exactly the same shape as ب (see Unit 1) when in the initial or medial position, except that it has two dots *below*. In the final position, it looks similar to the isolated letter.

**final**  
joined to the  
letter before only



**medial**  
joined both sides



**initial**  
joined to the  
letter after only



To summarise, there are *five* letters which share the same shape in their initial and medial positions, and are only distinguished by the number of dots above or below:

final	medial	initial	isolated	
ب	ب	ب	ب	bā'
ت	ت	ت	ت	tā'
ث	ث	ث	ث	thā'
ن or ن	ن	ن	ن	nūn
ي	ي	ي	ي	yā'

Notice how these combinations are written:

*Printed form*    *Handwritten form*

بيت    بيت    =    ب + ي + ت

ثيب    ثيب    =    ب + ي + ث

ين ين or ين = ن + ي

ني ني = ن + ي



### Master calligrapher tips

If you write one of the letters ن ت ث before a final yā', the initial shape will become a short downwards stroke, with the final yā' ending back on the line:

ني = ب + ي

Sometimes a final yā' is written without the dots and pronounced 'a', as in the names منى mona or ليلي layla. In addition, some people don't bother to handwrite the dots on the final yā' even when they should be there!

Practise tracing and copying the combinations below.

بيت بيت بيت بيت ←

ثيب ثيب ثيب ثيب ←

نِ نِ نِ نِ نِ نِ نِ نِ ←

نِ نِ نِ نِ نِ نِ نِ نِ ←

نِ نِ نِ نِ نِ نِ نِ نِ ←

نِ نِ نِ نِ نِ نِ نِ نِ ←





بيت التين bayt at-tīn (House of Figs)

تين من العلمين tīn min al-alamayn (Figs from El Alamein)

Notice that the 'dots' over or under the script may move around in handwriting, sometimes ending up to the left of where they should be (see the dots on **بيت التين** above). This movement happens because the dots are added *after* the main word has been completed and is comparable to what happens in English handwriting when you might find the cross stroke of a 't' has moved to the right.



## extra

### Vowel and doubling signs

Most modern Arabic is written without short vowels, in a similar way to the language of mobile text messages ('cn u cm tdy?'). So a word such as بنت *bint* (girl) is actually written as bnt and بيت *bayt* (house) as byt.

It is possible to add signs above and below the main script showing the short vowels, and these are sometimes included for clarity or in material aimed at learners, as well as being a feature of classical and religious texts.

The vowel signs are:

- |                   |   |
|-------------------|---|
| فتحة <i>fatha</i> | a dash above, pronounced as a short 'a' after the letter, for example ...بَ ba        |
| ضمة <i>ḍamma</i>  | a comma-shape above, pronounced as a short 'u' after the letter, for example ...بُ bu |
| كسرة <i>kasra</i> | a dash below, pronounced as a short 'i' after the letter, for example ...بِ bi        |

There are also two additional signs:

- |                   |   |
|-------------------|---|
| سكون <i>sukūn</i> | a small circle above showing that <i>no vowel</i> follows the letter, e.g. بنت <i>bint</i> (girl)       |
| شدة <i>shadda</i> | a small 'w' shape above showing that the letter is <i>doubled</i> , e.g. بُن <i>bunn</i> (coffee beans) |

Don't confuse these signs with the dots above and below letters. The dots are an integral part of the script, distinguishing one letter from another. The vowels and doubling signs are a discretionary feature.

extra

Practise writing the signs, following the direction of the arrow, and making sure you move your pen from right to left. Only kasra (i) is written under the line:



Now practise tracing and copying these words with the vowel and doubling signs included. Follow these steps:

1. Complete the main shape of the word.
2. Add the letter dots from right to left.
3. Add the vowel and doubling signs from right to left.

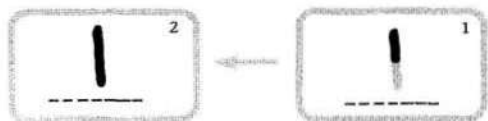
بِنْتِ ← bint

بُنْ ← bunn

بَيْتِ ← bayt

بَاطِ ← bathth

# unit 4



The letter alif is the first letter of the Arabic alphabet and one of the simplest to recognise and write: a single downward stroke.

Printed form      Handwritten form



Practise tracing and then copying the shape.



alif does not represent a single consistent sound. It has two functions:

- as a 'carrier' for one of the short vowels (a, u, i), usually at the beginning of a word
- to indicate a long ā vowel.

## Joining up

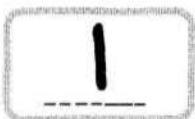
Most Arabic letters join to the letters either side of them in a word. alif is one of six Arabic letters that *only join to the letter before* (on its right). This effectively means that the alif retains its shape wherever it falls in a word, with just a small joining

stroke if it is joined to the letter before.

**medial/final**  
joined to the  
letter before



**initial/isolated**  
not joined to all



The letter following an alif (to the left) must be written in the initial form, or in the isolated form if it is the only remaining letter in the word.

An alif at the beginning of a word is usually written with a hamza symbol (ء) over it if the vowel is a or u, or under it if the vowel is i:

a or u: ا̣                      i: اِ

Complete the whole word before adding the hamza (see *extra* section pages 42–3 for more details on hamza).

Look carefully at how these words are written:

*Printed form*    *Handwritten form*

باب	باب	bāb door
أب	أب	ab father
بابا	بابا	bābā daddy/papa
إن	إن	in if
أنا	أنا	anā I (am)
نباتي	نباتي	nabātī vegetarian

Practise tracing and then copying those words containing alif.

باب باب باب باب باب ←

أب أب أب أب أب ←

بب بب بب بب بب ←

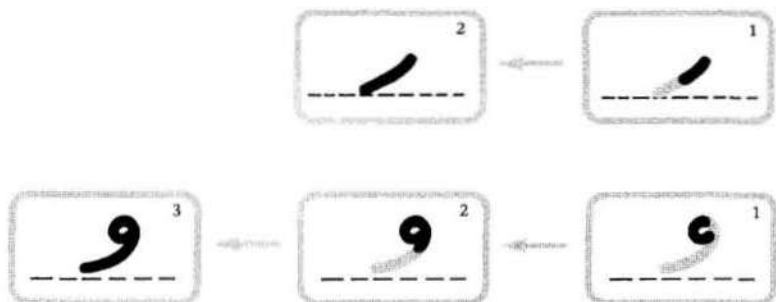
إن إن إن إن إن ←

أبأب أبأب أبأب أبأب أبأب ←

نباقي نباقي نباقي نباقي ←



بابا - أنا في بيت ثابت bābā - anā fī bayt thābit  
(Daddy - I'm in Thabit's house)



The two letter shapes above are very similar. The downwards sloping stroke used to produce ر has a small 'head' added to produce the و shape.

*Printed form*    *Handwritten form*

ر

ر

the letter *rā'*. Pronounced as a slightly trilled 'r' as in the Spanish 'arriva'.

ز

ز

the letter *zāy*. The same shape as ر with one dot above. Pronounced 'z' as in 'zebra'.

و

و

the letter *wāw*. Can be pronounced in three ways: w as in 'wet'; ū as in 'loot'; or aw as in 'how';

Notice that although the printed naskh letters fall *under* the line the handwritten ruq'a letters finish *on* the line – one of the fundamental differences between the two scripts.



Practise tracing and then copying the letter shapes.



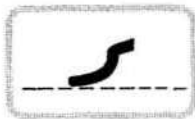
## Joining up

rā', zāy and wāw are three more letters like alif that *only join to the letter before* (on the right) in a word.

**medial/final**

rā', zāy

*joined to the  
letter before*



**medial/final**

wāw

*joined to the  
letter before*



Remember that after non-joining letters, the following letter in a word must be written in the initial or isolated form, depending on whether it is the final letter in the word. Look at how the Arabic names on the next page are written.

Printed form    Handwritten form

نور      نور      nūr

زين      زين      zayn

أنور      أنور      anwar

زينب      زينب      zaynab



### Master calligrapher tips

Because the shapes of the handwritten ر and و sit on the line in ruq'ā, you should try to raise the letter before so that you end up back in the right position:

ب + ر = = ب + ر

ن + و = = ن + و

Practise copying the names.

نور نور نور نور نور ←

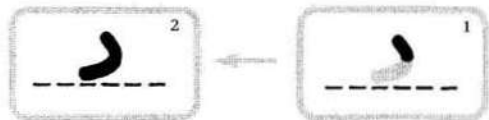
← أنور أنور أنور أنور

← زينب زينب زينب زينب



Whose peg is whose? How many names can you read?

thabit zaynab zaynab zaynab zaynab zaynab zaynab zaynab  
 ثابت زينب زينب زينب زينب زينب زينب زينب  
 zizi tony tina ayub nur zaynab zaynab zaynab  
 زيزي توني تينا ايوب نور زينب زينب زينب  
 (reading from right to left)



This letter shape looks similar to ر but is rounder. It is used for two Arabic letters.

*Printed form*   *Handwritten form*

د

د

the letter dāl. Pronounced 'd' as in 'den'.

ذ

ذ

the letter dhāl. The same shape with one dot above. Pronounced 'th' as in 'th' or 'that'.



### Master calligrapher tips

The stroke used to write the handwritten د is the same as that used for the initial د or ذ, etc.:

د

د

Practise tracing and then copying dāl and dhāl.



### Joining up

dāl and dhāl are the last of the six letters that *don't* join to the next letter in a word. Here is a summary of all six letters in their isolated form and when joined to the letter before:

final/medial	isolated	
		alif
		dāl
		dhāl
		rā'
		zay
		wāw

Notice how these combinations are written:

Printed form    Handwritten form

بد	<u>ب</u> د	= ب + د ←
برد	<u>ب</u> ر <u>د</u>	= ب + ر + د
ذی	<u>ذ</u> ی	= ذ + ی
ذباب	<u>ذ</u> ب <u>ا</u> ب	= ذ + ب + ا + ب
یدین	<u>ی</u> د <u>ی</u> ن	= ی + د + ی + ن

Note that even with non-joining letters, it is usually quicker to finish the whole word before adding any dots right to left:

Step 1: دباب

Step 2: ذباب



برید عادی barid eādī  
(Ordinary mail)

Practise tracing and then copying the words.

بید بید بید بید بید ←

برد برد برد برد برد ←

زی زی زی زی زی ←

زیاب زیاب زیاب زیاب ←

پید پید پید پید ←

## ▶▶ extra

### Long vowels

You have met the short vowel marks on pages 14–15. These marks are written above and below the main script and are discretionary.

However, if a vowel is long, for example a long ū as in 'boot', this requires an additional letter to be added to the word:

long ā (as in 'father') | alif added after the letter: با bā

long ū (as in 'boot') و wāw added after the letter: بو bū

long ī (as in 'meet') ي yā' added after the letter: بي bī

Look at the handwritten and printed versions of the words below which contain long vowels. Remember:

- | alif and و wāw do not join to the *following* letter
- ي yā' has the same shape as ب in the initial and medial forms, except it has two dots under.

You will also occasionally see a long ā written as a wavy sign (مدّة madda) over an alif: آ, as in آمنة ānisa (young woman).

Printed form    Handwritten form

باب      باب      bāb door/gate

نور      نور      nūr light (also a name)

دين      دين      dīn religion

بريد      برید      barīd mail

نار      نار      nār fire

ياباني      ياباني      yābānī Japanese



extra

Practise writing the words containing long vowels.

باب

نور

دين

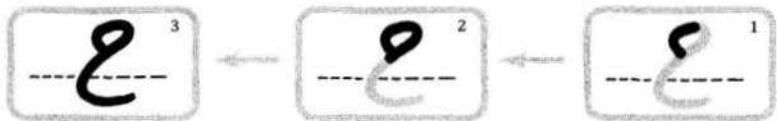
بريد

نار

يا باني



مبروك يا حبيبتي!  
 mabrūk yā ḥabībati!  
 (Congratulations darling!)



Start this letter shape a little above the line, then loop round clockwise and add the curved tail. The movement is a little like a mirror-image figure of 8.

Practise tracing and then copying the letter shape.



This shape is used for three Arabic letters. Notice the difference between the printed and handwritten forms:

*Printed form*    *Handwritten form*



the letter ḥā'. Pronounced as a breathy 'h'.



the letter jīm. Pronounced as a soft 'j' as in the sound in the middle of 'pleasure'

خ      ح

the letter khā'. Pronounced at the back of the throat. Similar to the 'ch' in the Scottish word 'loch'.

### Joining up

Joining ḥā', jīm and khā' requires practice.

**final**

joined to the  
letter before only



**medial**

joined both sides



**initial**

joined to the  
letter after only



The initial form of the shape is relatively straightforward, but when other letters are handwritten before ḥā', jīm or khā' they tend to be placed *above*, so that they end up joining at the top left of the shape. Look at the examples below:

Printed form    Handwritten form

جا      حـا      = ج + ا

حو      حـو      = ح + و

بح      حـب      = ح + ب

ريح      حـري      = ح + ي + ر

أخ      حـأ      = ح + أ

In this unit, we'll concentrate on the initial and isolated forms.

The isolated form is used when the letter *follows* one of the six non-joining letters (see Unit 6 for summary table) *and* is the last letter in a word, as in **أخ** on page 31.

Part 2 of this book deals with combination shapes and you can practise the medial and final combinations for ḥā', jīm and khā' in Unit 17.



### Master calligrapher tips

The initial **ح** shape is raised in front of letter shapes that need to finish on the line, including **و** (see **حو** on page 31), **ي** and **ر**:

Practise writing these letter combinations containing initial and isolated ḥā', jīm and khā'.

أخ أخ أخ أخ أخ

جي جي جي جي جي



إجراخانة قصر النيل ajzākhāna qaṣr in-nīl (Qasr el-nīl Pharmacy)

# unit 8



The letter ḥ *hā'* is unusual as it changes its shape more radically than most letters when joined.

First practise tracing and then copying the isolated letter shape, making sure you move your pen *clockwise*.



The isolated letter looks similar in the printed and handwritten forms:

*Printed form*    *Handwritten form*



the letter *hā'*. Pronounced h as in 'hotel'.

## Joining up

Pay special attention to the different shapes of ḥ *hā'* when joined. Although the final form is recognisable, the initial and medial forms look very different.

**final**  
joined to the  
letter before only



**medial**  
joined both sides



**initial**  
joined to the  
letter after only



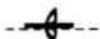
The medial form of ا hā' is also significantly different in ruq'a handwriting from the printed naskh script, where it looks more like a ribbon tied in a bow:

*Printed form*      *Handwritten form*

*initial*



*medial*



*final*



Pay special attention to the initial hā'. You need to start the letter at the top left, form a large backwards C-shape, then loop back inside the C-shape before continuing to the left.



Practise tracing and then copying the initial, medial and final forms of ا hā':





### Master calligrapher tips

The final hā' can be also be written like this:



So ب followed by ه can be written in in either of these two ways:



Look at these words with ه hā' in the printed and handwritten forms:

*Printed form*    *Handwritten form*

نهر

nahr river

هنا

hunā here



وجه

وجه

wajh face

جواهر

جواهر

jawāhir jewels

Notice how the initial **ذ** curves round the other way into the shape of the following **هā'** in the handwritten **نهر** (river).

Practise writing those words.

نهر

لؤلؤ

وجه

جواهر

### ة tā' marbūta

There is a special feminine ending which looks like **هā'** with two dots on top: **ة**. This only ever appears at the end of words and is known as tā' marbūta ('tied t'). It is pronounced a or at.

The tā' marbūta is handwritten in exactly the same way as a final or isolated **هā'**, with the addition of a dash representing the two dots:

Printed form    Handwritten form

هدية

هدية

hadiya present/gift

جريدة

جريدة

jarida newspaper

زبدة

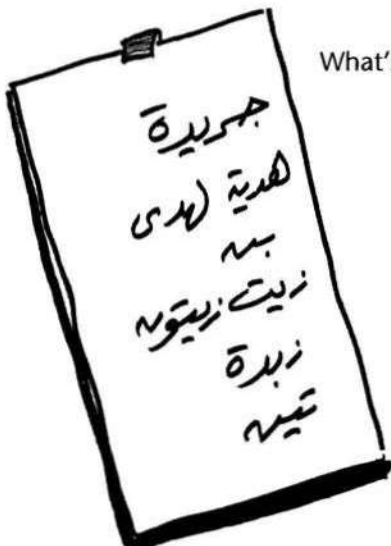
زبدة

zubda butter

هدية

جريدة

زبدة



What's on the shopping list?

jarida newspaper  
hadiya li-huda present for Hoda  
bunn coffee beans  
zayt zaytun olive oil  
zubda butter  
tin figs

# unit 9 م



Printed form    Handwritten form



the letter *mīm*. Pronounced *m* as in 'mother'.

The letter *م* *mīm* doesn't share its shape with any other letter. Notice how you start the letter shape in the middle, forming a tight circle in a clockwise direction, before continuing to the left and then downwards into the tail.

The handwritten *ruq'a mīm* sits a little higher than the printed *naskh* form, although the tail does end *below* the line.

Practise tracing and then copying the letter shape.



Look at how م mīm is joined, particularly in handwriting.

Printed form      Handwritten form

initial

م



medial

م



final

م



م mīm can be a tricky letter to spot, becoming 'tucked' under, or sometimes over, the surrounding letters. It takes time to recognise and practise the various combinations. In this unit, we will concentrate on the easier combinations with the initial and isolated م mīm. Unit 19 in Part 2 will show how م mīm is written in combination with specific letters.

Practise writing these combinations starting with م mīm. Remember to start the initial mīm in the same position as the isolated letter, forming a tight clockwise circle.

 = ا + م

 = د + م

 = ت + م

 = ه + م

Now practise these words ending with an isolated م mīm:

نوم نوم nawm

خام خام khām

ندم ندم nadam

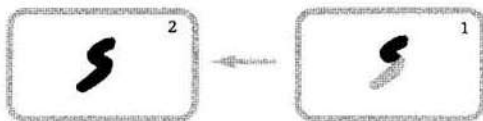


Masthead from the children's magazine ماجد mājid (Majid – a boy's name)



## extra

### Hamza (ء)



The Arabic hamza (ء) is sometimes described as a 'half-letter'. It represents the short intake of breath that an English speaker would naturally make before a word starting with a vowel (e.g. 'instant', 'egg'). In Arabic script, the hamza is usually written together with an alif when a word starts with a vowel: above the alif if the vowel is a/aa or u/ū and below if the vowel is i/ī:

*Printed form*    *Handwritten form*

أب      أب      ab father

أم      أم      umm mother

إن      أن      in if

Try writing the hamza, first by itself and then above and under an alif. Complete the alif first before adding the hamza:

Handwriting practice lines for the Arabic hamza (ء). Each line consists of a solid top line, a dashed middle line, and a solid bottom line. The first line contains five small hamza symbols (ء) placed above the dashed middle line. The second line contains five small alif symbols (ا) placed above the dashed middle line. The third line contains five small alif symbols (ا) placed below the dashed middle line.

The hamza (ء) can also appear in the middle of a word representing a short pause, or at the end of a word when it has the effect of cutting off the previous sound. In these cases, the hamza can also be found written on a waw (و), on a ya' without dots (ي/ئ), or by itself on the line (ء):

Printed form    Handwritten form

توأم	توأم	taw'am twin
جرائد	جرائد	jarā'id newspapers
بدء	بدء	bad' beginning
يؤدب	يؤدب	yu'addib to punish

Practise these words containing the hamza. Write the whole word first and then add the hamza along with any dots.

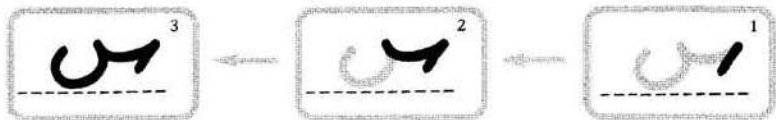
توأم توأم

جرائد جرائد

بدء بدء

يؤدب يؤدب

## س ش



This letter shape involves three basic movements:

- a short upwards stroke
- a longer stroke to the left
- a final curved tail.

The tail is a similar movement to the final ن (see Unit 2).

Practise tracing and then copying the letter shape.



This shape is used for two Arabic letters. In their printed naskh forms, these letters start with a backwards w-shape, but this is usually 'smoothed out' in the handwritten form. Notice also how the handwritten tail sits *on* the line but the printed tail falls *below* the line.

*Printed form*    *Handwritten form*

س

س

the letter *sīn*. Pronounced *s* as in 'same'.

ش

ش

the letter *shīn*. Pronounced *sh* as in 'shame'.



Remember to write the ^ shape representing the three dots over the shīn after completing the main letter or word shape.



### Master calligrapher tips

You can write the isolated and final ش shīn with a tail the same shape as the alternate ن nūn (see Unit 2). In this case you should *not* also put the 'dots' above the shīn:

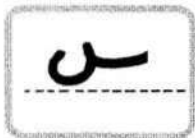


### Joining up

Like many Arabic letters, sīn and shīn lose their tails when joined to the next letter. Combined with the smoothing of the w-shape, this effectively turns the medial sīn and shīn into a straight line.

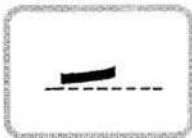
#### final

*joined to the letter before only*



#### medial

*joined both sides*



#### initial

*joined to the letter after only*



Notice the position of the final form, with the tail finishing on the line. This means that the previous letter(s) should be raised, so the whole combination ends back on the line:

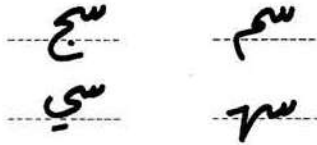
$$\text{س} = \text{س} + \text{ب}$$

$$\text{ش} = \text{ش} + \text{خ}$$



### Master calligrapher tips

The sīn and shīn sometimes retain the w-shape in handwriting especially when placed in front of ي, ه, ج, and م:



Practise combinations with sīn and shīn.

س + ه = هه

ش + ا = شا

ب + س = بس

خ + ش = فشن

ب + س + ه = به

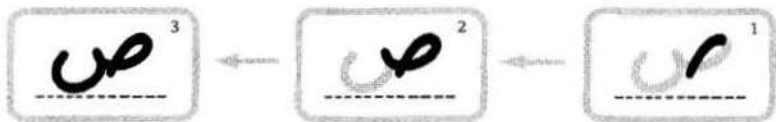
س + ي = سي



أحذية سيسيل *aḥdhīyat sīsīl* (Cecil shoes).

Notice the two occurrences of the letter *س* *sīn*: probably written in different styles because two straight lines would look odd.

## ص ض



Practise forming the letter shape, first by tracing the shape and then by yourself. The tail is a similar shape to *sīn* in Unit 10. Pay special attention to where you start the initial loop:



This shape is used for two Arabic letters. Compare the printed form with the handwritten. The handwritten tail sits *on* the line, while the printed tail falls *under* the line:

*Printed form*    *Handwritten form*

ص

ص

the letter *ṣād*. The basic shape without any additional dots. Pronounced as an emphatic *ṣ*, similar to the 's' in the English 'sob' (rather than 'sad').

ض

ض

the letter *ḍād*. With an additional dot above. Pronounced as an emphatic *ḍ*, similar to the 'd' in the English 'doll' (rather than 'dill').

Practise writing the two letters. Remember to start the loop on the left, in the centre of the letter:



### Joining up

Look closely at how the final ṣād and ḍād are joined to the letter before and after. You should not need to take your pen off the paper. Try tracing the path of the pen below with your finger:

**final**

*joined to the  
letter before only*



**medial**

*joined both sides*



**initial**

*joined to the  
letter after only*



#### Master calligrapher tips

You can also write the isolated and final **ض** ḍād with a tail the same shape as the alternate **ن** nūn and **ش** shīn (see Units 2 and 10). If you write the ḍād with this alternative tail, you should *not* also put a dot above the letter:



Whenever ṣād and ḍād are joined to the following letter, you should be careful to include the small 'dink' (or سنة sinna – 'tooth' – as the Arabs call it) after the loop as this is an essential part of the shape.

Printed form

Handwritten form

بيض

بيض

bayḍ eggs

حضارة

حضارة

ḥaḍāra civilisation

صابر

صابر

ṣābir patient/enduring



مصر للبتروول miṣr lil-betrūl (Egypt Petroleum)

Practise joining ṣād and ḍād. Remember to finish the whole shape of the word first, and then come back to add any dots.

صَاد صَاد صَاد صَاد

ضَاد ضَاد ضَاد ضَاد

صَاد صَاد صَاد صَاد



This letter shape represents the Arabic letter lām:

*Printed form*   *Handwritten form*



the letter lām. Pronounced | as in 'less'.

The printed naskh form of lām falls below the line, but the handwritten ruq'a form sits on the line.

Practise tracing and then copying the shape.



## Joining up

The lām looks somewhat like a mirror image of the English letter 'l' and is formed in a similar way, but in the reverse direction. As with a joined-up English 'l', you must take your pen to the top of the medial and final lām first, before returning down the same path and continuing to the left.



**final**

joined to the  
letter before only


**medial**

joined both sides

**initial**

joined to the  
letter after only



 **Master calligrapher tips**

When you join to a final lām, the initial letter(s) are raised, joining to the *middle* of the lām, with the final tail of the lām ending back on the line:

هـ + ل = لهـ

ب + ل = بل

ج + ل = جل

س + ل = سل

lām, along with alif, is one of the most common letters of the Arabic alphabet, as together they form the word **الـ** al- (the).  
..الـ al- is written joined to the word it refers to:

Printed form

Handwritten form

الباب

الباب

al-bāb the door

البومة

البومة

al-būma the owl

الزبدة

الزبدة

az-zubda\* the butter

\* al- is pronounced as az- in this combination.

Practise tracing and then copying the combinations with lām.

له له له له له له

بل بل بل بل بل بل

الباب الباب الباب الباب

البومة البومة البومة

الزبدة الزبدة الزبدة

## ﻻ lām-alif



When the letter alif follows lām a special combined shape is produced called lām-alif:

*Printed form*   *Handwritten form*

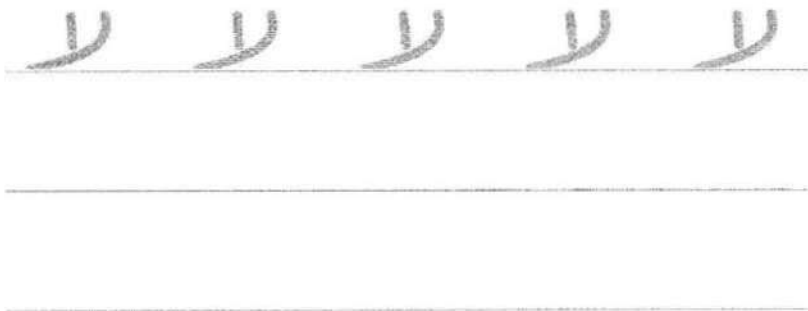


### Master calligrapher tips

The movement used to handwrite ﻻ is similar to the movement required to write ا ر ا:



Practise tracing ﻻ and then copying the shape.



Look at how the combinations of letters below join together:

Printed form Handwritten form

للا = ل + ل + ل

صلا = ص + ل + ل

سلام = س + ل + ل + م

ملابس = م + ل + ل + ب + س

Trace then copy the combinations with lām alif.

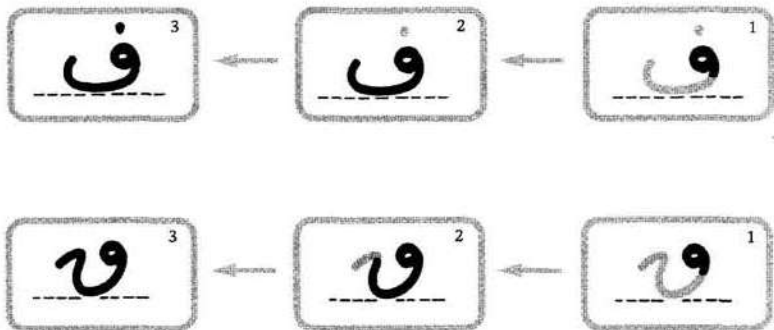
للا صلا صلا

سلام سلام ملابس ملابس



Masthead from the Lebanese newspaper الأنوار al-anwār (The Lights)

## ف ق



*Printed form*   *Handwritten form*

ف

ف

the letter fā'. Pronounced f as in 'feast'.

ق

ق

the letter qāf. A q pronounced from the back of the throat.

These two letters are related but look somewhat different in their isolated forms.

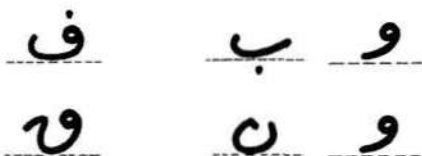
The tail of the qāf is rounder and, in ruq'a handwriting, the two dots are usually written as a flourish on the end of the tail, similar to the alternate nūn, shīn and qād.



### Master calligrapher tips

ف is the shape of ب joined to the head of و.

ق is the shape of the ن joined to the head of the و.



Practise tracing and then copying the letter shapes.



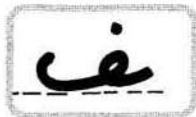
## Joining up

When *fā'* and *qāf* are joined to the letter before, i.e. in the initial or medial forms, their shape is identical. The only difference is that *fā'* has one dot and *qāf* a dash, representing two dots. Pay attention to how the loop is formed in the medial letter.

In the final form, the letters are a similar shape to their isolated forms.

### final

joined to the  
letter before only



### medial

joined both sides



### initial

joined to the  
letter after only



Notice the difference in the height above the line of the previous letter as it joins the final *fā'* and *qāf*.

ب + ف = بف

ب + ق = بق

Compare these handwritten words with their printed forms:

Printed form    Handwritten form

فريق

فريق

farīq team

قفل

قفل

qafl lock

صقر

صَقْر

saqr hawk

ثقافة

ثَمَافَة

thaqāfa culture

فرق

فَرَق

farq difference

دقيق

رَقِيْق

daqīq flour

دقائق

رَقَائِق

daqā'iq minutes

Practise tracing and copying those words.

فَرَق فَرَق فَرَق فَرَق

قَفَل قَفَل قَفَل قَفَل

صَقْر صَقْر صَقْر صَقْر



تَفَافَةٌ تَفَافَةٌ تَفَافَةٌ تَفَافَةٌ

فَرَوٌ فَرَوٌ فَرَوٌ فَرَوٌ

رَقِيوٌ رَقِيوٌ رَقِيوٌ رَقِيوٌ

رَقَائُوٌ رَقَائُوٌ رَقَائُوٌ رَقَائُوٌ

## ▶▶ extra

### Numbers

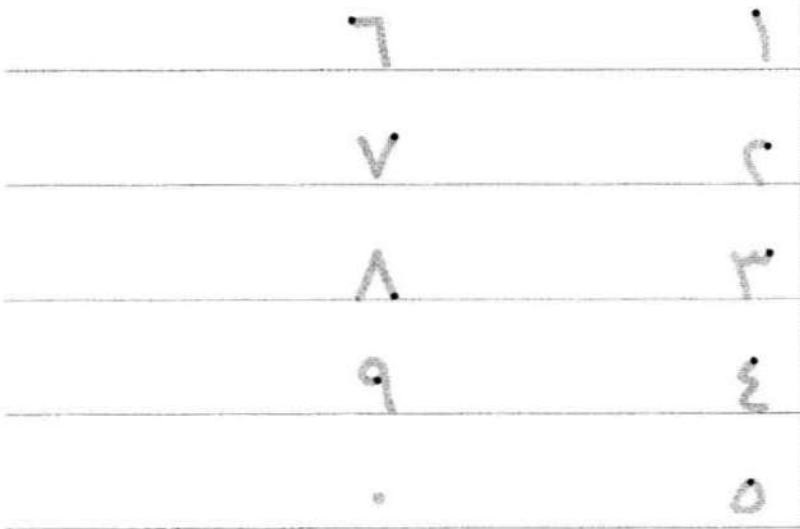
The figures 1, 2, 3, 4, etc. used in European languages are based on Arabic numbers and are often termed 'Arabic' numerals (as opposed to 'Latin' numerals i, ii, iii, iv, etc.). However, the figures commonly used in the Arab world vary somewhat from their European counterparts:

	<i>Printed</i>	<i>Handwritten</i>	
0	٠	٠	ṣifr صفر
1	١	١	wāḥid واحد
2	٢	٢	ithnān اثنان
3	٣	٣	thalātha ثلاثة
4	٤	٤	arbaʿa أربعة
5	٥	٥	khamṣa خمسة
6	٦	٦	sitta ستة
7	٧	٧	sabʿa سبعة
8	٨	٨	thamānya ثمانية
9	٩	٩	tisʿa تسعة
10	١٠	١٠	ashara عشرة

If you look how ١٠ (10) is written, you can see that Arabic numbers read from left to right as in English – the opposite direction to the rest of the script.

Handwritten Arabic numbers look similar to the printed ones. The main exception is the number 2. Note also that sometimes a hastily handwritten Arabic three ٣ looks more like a printed two ٢. Watch out for this as it can be confusing.

Practise writing the Arabic numbers, starting at the black dot:



What's the registration number of this Cairo taxi?



The letter ك kāf does not share its shape with any other letter.

Compare the usual printed and handwritten forms. Notice how the handwritten version usually joins the hamza shape in the middle of the letter to create a clockwise swirl:

Printed form    Handwritten form

ك

ك

the letter kāf. Pronounced k as in 'kettle'.



### Master calligrapher tips

The movement required to produce the handwritten kāf is similar to a combination of the shapes used to produce ا followed by ب followed by د:

ك = ا ب د

First practise tracing and then copying the isolated letter shape, making sure you follow the direction shown in the numbered sequence at the top of the page.



## Joining up

Pay special attention to the different shapes of the letter ك *kāf* when joined. The final form is recognisable, but the initial and medial forms look different.

### final

*joined to the letter before only*



### medial

*joined both sides*

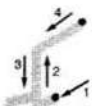


### initial

*joined to the letter after only*



Practise the medial and final forms of *kāf*, following the arrows and completing the downwards angled stroke *last*.



## Master calligrapher tips

The initial and medial *kāf* is written in a semi-circular shape before an ascending letter, such as ل, another ك or ج:



When writing words containing initial or medial kāfs you should write the lower part of the letter, but leave the upper slanted stroke as an addition to be completed when you have finished the whole shape of the word, along with any dots on other letters:

Stage 1: كرات

Stage 2: كراتات (karrākāt)

This is similar to how joined-up 't's and 'i's are formed in English, with the main vertical strokes completed as part of the word, and the letters crossed and dotted at the end:

Stage 1: trule

Stage 2: trite

Look at these words with ك kāf in their printed and handwritten forms:

*Printed form*    *Handwritten form*

كرة      كرة      kura ball

كل      كل      kull all, every

شكل      شكل      shakl shape

ديك      ديك      dīk cockerel

مفك      مفك      mifakk screwdriver

Now practise writing those words.

كرة كرة

كل كل

شكل شكل

دعك دعك

مفك مفك

الكاف تكتب بهذا الشكل الدائري  
إذا كان بعدها حرف صاعد

الكاف تكتب بهذا الشكل الدائري إذا كان بعدها حرف صاعد  
al-kāf tuktab bi-hādhā sh-shakl id-dā'irī idhā kāna baʿdahā harf ṣāʿid  
(‘The kāf is written in this circular shape if after it there is an ascending letter.’)

Original Arabic text of the Master calligrapher tip on page 65 written by Professor Mohammed Hamaam. Notice how the slanting strokes of the kāfs have become slightly separated from the lower part of the letters, showing that they have been added at a later stage.

ظ ب



Practise forming the letter shape, first by tracing the shape and then by yourself. You should form the loop at the bottom first in a clockwise direction, and then add the vertical stroke downwards:



This shape is used for two Arabic letters. The printed and handwritten versions look similar.

*Printed*

*Handwritten*

*b*

*b*

the letter *ṭā'*. The basic shape without any additional dots. Pronounced as an emphatic *ṭ*, similar to the 't' in the English 'told' (rather than 'ten').

*ḅ*

*ḅ*

the letter *ẓā'*. With an additional dot above. Pronounced as an emphatic *ẓ*, a cross between 'z' and 'th' pronounced with the tongue in a similar position to other emphatic letters such as *ṭā'*.



Practise writing the two letters. Remember to add the downward stroke and the dot last.



### Joining up

ب and ب look similar wherever they appear in a word. Notice that when you join them to the letter *before*, i.e. in the medial and final forms, you need to loop back over the line before continuing.

#### final

*joined to the letter before only*



#### medial

*joined both sides*



#### initial

*joined to the letter after only*



Practise writing the words below. As with the letter kāf (see Unit 14), it's best to complete an entire word and then add the downward stroke of the ب or ب, along with any dots.



هزّاك

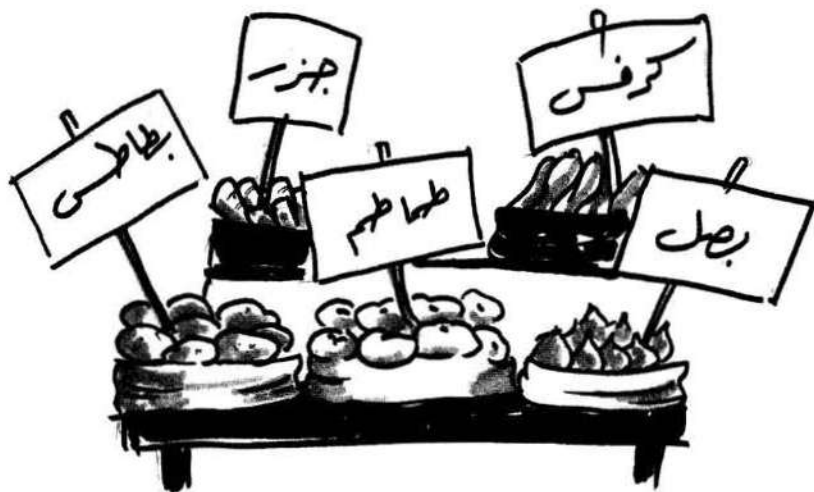
hazzak

الطالاق

aṭ-ṭalāq

بطاطس

baṭāṭis



Can you read the signs on the vegetables?

بطاطس	batāṭis	(potatoes)
جزر	azar	(carrots)
طماطم	tamāṭim	(tomatoes)
كرفس	karafs	(celery)
بصل	baṣal	(onions)

ع ع



The initial section of this letter shape is similar to the shape of the hamza (see *extra* pages 42–3). The tail finishes below the line.

Practise forming the letter shape:



### Master calligrapher tips

In ruq'a handwriting there are only three letter shapes which have tails falling below the line:

ع

م

ه

This shape is used for two Arabic letters. The printed and handwritten versions look similar.

*Printed*

*Handwritten*

ع

ع

the letter *ayn*. A guttural letter difficult to pronounce. Sounds like 'ah' coming from the stomach.

ع

ع

the letter *ghayn*. With an additional dot above. Pronounced as an 'r' from the back of the throat as in the French 'rouge'.

Practise writing the two letters.



## Joining up

**final**

*joined to the letter before only*



**medial**

*joined both sides*



**initial**

*joined to the letter after only*



The initial form is similar to the isolated form, but without the final tail. The medial and final forms have a modified shape in both printed and handwritten Arabic: a small triangular loop. Joining from the right you need to curve up slightly, then loop back to the right before continuing curving down again to the left.

Notice that, in common with other letters with a final tail, the handwritten ع is raised higher to enable the tail to finish in

the correct position. This will have the effect of also raising the letter(s) before:

ب + ع = بع

Practise writing the words containing ع and غ in different positions:

نوع nawع

يبغاك yuballighak

علامة عالāmaع

مشاغل mashāghilع



دكتور خالد كمال  
duktūr khālīd kamāl  
(Doctor Khalid Kamal)  
دكتور سعيد حسن  
duktūr saʿīd ḥasan  
(Doctor Saeed Hasan)

You have now covered all the basic letter shapes needed to write Arabic. You will find the complete table of all the letters in the various positions on pages 112–16. Part 2 deals with how to form particular combinations of letters and Part 3 gives you a chance to put all you have learnt into practice.






part



# Letter combinations

# General principles

Working your way through Part 1 of this book, you have already encountered some of the general principles involved in handwriting Arabic. Here is a summary of the main points you have met:

- Double and treble dots above and below letters become dashes and 'caps':  .
- The 'w' shape at the beginning of *sīn* س and *shīn* ش generally becomes a smooth line:  .
- Some final letters have alternative final forms, e.g.  .
- Each group of letters needs to end with the final character in the correct position on the line – the height of preceding letters should be adjusted to achieve this.
- In addition, some special shapes have developed to join particular combinations of letters.

Implementing all of these principles requires practice and time. You will start by only recognising some of the more complicated combinations. However, the more you can apply the principles, the more your handwriting will resemble that of a native Arabic speaker, and so the more credibility you will acquire. You need to imagine how you would regard a foreigner who writes you an English note in printed infant letters as opposed to a fully formed adult hand.

## Final letters

In this unit we will look as a whole at final letters and how they affect the letters that come before. The 'final letter' could be the last letter in a word or it could be a non-joining letter, making it the last letter in a combination.



Some final letters are written along the line and there is no special adjustment needed to the letter(s) that come before:

ب + ف = بف

م + ف + ك = مفك

ج + ي + ا = جيا

But others are joined higher to allow the final tail to fall in the correct position:

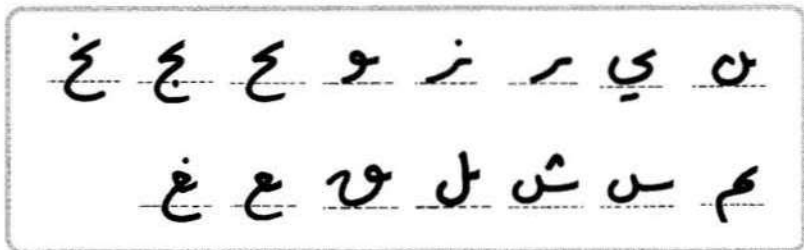
ب + ق = بق

ف + ل = فل

ج + ر = جر

Compare the position of the initial *bā'* ب in *بف* and *بق* above. When joining to *fā'* ف you can start the *bā'* on the line, but when joining to *qāf* ق you should raise the *bā'* in anticipation, so that the deeper tail of the *qāf* falls back on the line. The ability to anticipate is one of the features of good Arabic handwriting.

Here are the final letters like *qāf* that are joined to above the line:



Units 18–20 will cover joining to *ḥā'* ح/خ, *mā'* م and *yā'* ي. In this unit we will practise the other final letters.

Practise tracing and copying these combinations, taking care to start the initial letter above the line:

صل بين نو بس ضر بع

---



---

Now trace and write these complete words taking note of the relative positions of the letters.

جبل جبل jabal


قفل قفل qaf

فريق فريق farīq

تسل تسل tasallul

جواهر جواهر jawāhir

## Joining to ح

In Unit 7 you saw how the initial letter shape  joins to following letters. This shape is shared by the letters ح jim, ح hā' and ح khā'.

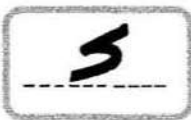
In this unit we will look in more detail at the medial and final shapes for these letters.

**final**

*joined to the letter before only*

**medial**

*joined both sides*

**initial**

*joined to the letter after only*



You can see that the medial and final letter shapes are joined to the letter before with a diagonal right-to-left stroke joining at the top left-hand side of the main letter. This requires anticipation when joining.

Practise tracing and copying the medial and final shapes, taking care to start where indicated by the arrow:



There is also a special combined shape used when ب (or any of the letters which share its initial and medial shape – see Unit 3) is joined to ج jīm, ح hā' or خ khā':

ب + ح = بح

ب + ج = بج

Practise these combinations:



الاتحاد

الاتحاد al-ittiḥād (The Union)

Masthead from the Emirates-based newspaper

Compare these words in their printed and handwritten forms.

Printed form    Handwritten form

بحار

بحار

biḥār seas

مجلات

مجلات

majallāt magazines

ريح

ريح

rīḥ wind

بخيل

بخيل

bakhīl miser

مناهج

مناهج

manāhij methods/procedures

Now try writing the words for yourself:

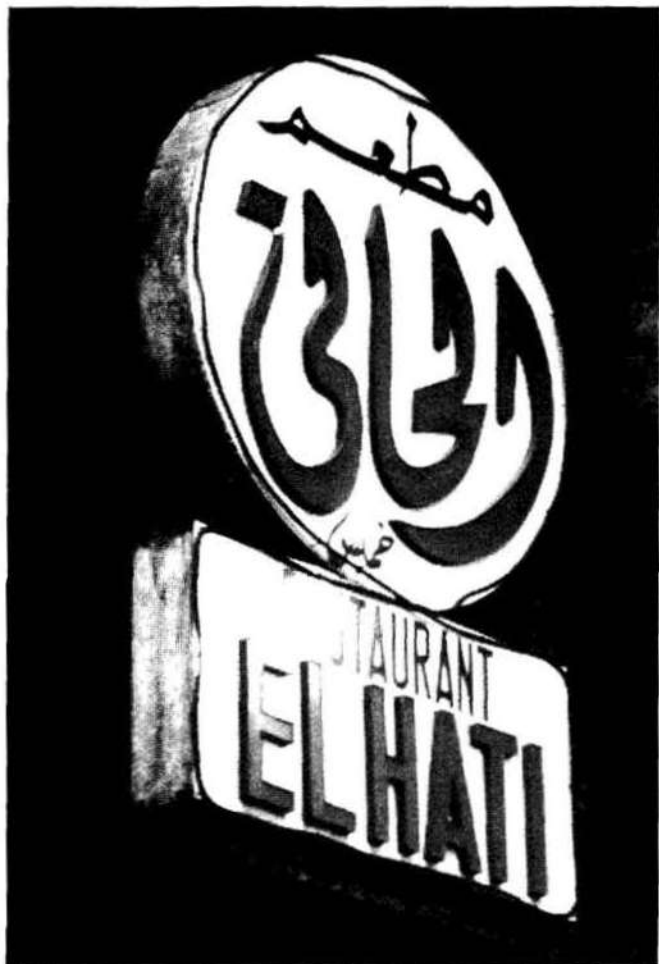
بحار

مجلات

ريح

بخيل

مناهج




مطعم الحاتي maṭʿam al-ḥātī (Al-Hati Restaurant)

Notice how the ل is joined to the top left of the ح,  
and how several letters have ornamental upwards  
strokes for decorative effect.

## Joining to م

The letter mīm م is one of the trickiest letters to master. You have already seen in Unit 9 that when it loses its tail it is reduced to a small circle or blob:

mīm in isolation: 

initial mīm: 

In addition, when mīm is in the medial or final position, with a letter following it, it tends to become tucked *under* the letter in handwriting, sometimes making it difficult to spot:

**final**  
joined to the  
letter before only



**medial**  
joined both sides



**initial**  
joined to the  
letter after only



Practise forming the medial and final shapes, completing the black part of the shape first. You can move your pen around on the spot until you can see a blob, especially if using a thinner nib.



Look at how these letters join to mīm:

ح + م = حم

ب + م = بم

ا + س + م = اسم

س + م + ك = سمك

Certain combinations of mīm and other letters can result in a 'pile up' of three or four letters above the line.

ت + م + ر = تمر

م + خ + ي + م = مخيم

If you can write these kinds of combinations correctly and fluently, you can truly claim to have mastered Arabic handwriting!

Practise forming those combinations:

تمر

مخيم

اسم



مطعم

مطعم

مطعم

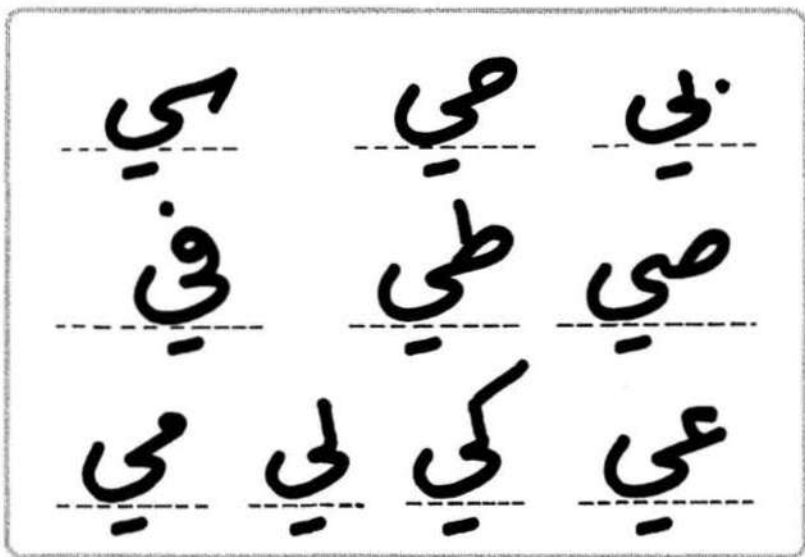


مطعم maṭʿam (restaurant)

## Joining to final ي

In Unit 3 you saw how the initial ب shape combines with a final yā' to produce this shape: بي .

Other letters combine with the final yā' in a similar way. Look at how the final yā' combines with these ten initial letter shapes:



Note the subtle sinna ('tooth') after the loop of the ṣād in صي. This is an important part of the letter (compare to طي on its left). In addition, don't forget to add any dots and the downwards stroke of the ط and ك after you have completed the whole of the main shape.

Try tracing and then copying those shapes. Start at the black dot.

نِي صِي هِي نِي صِي هِي

صِي طِي فِي صِي طِي فِي

عِي كِي لِي عِي كِي لِي



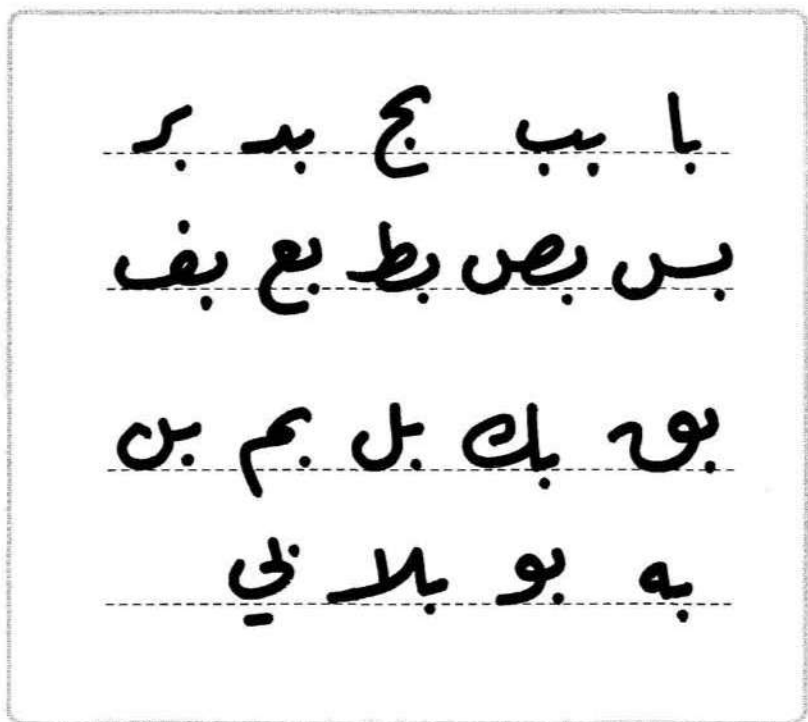
The banner across the magazine reads:

إقرأوا في هذا العدد iqra'ū fī hādhā fī hādā adad (Read in this issue).

Notice how the word في fī (in) is written.

# Summary of combinations with ب

As a summary of how Arabic letters combine, look at the following which shows the initial ب joined to all the letters of the alphabet in turn in their final forms (see pages 112–16 for the Arabic letters in alphabetical order).



Compare particularly the position of the ب in relation to the letter that follows: the point and height above the line at which it joins.

Now practise copying these combinations:

ب ب ج ب ر

ب ب ب ب ب ب

ب ب ب ب ب ب

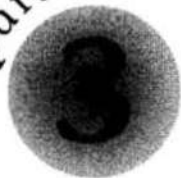
ب ب ب ب ب ب

By working your way through this guide, you should now have mastered the fundamentals of reading and writing ruq'a Arabic script. In Part 3, you will find activities which will further improve your script and provide you with practice in deciphering handwritten material.





part



**Write on!**

*Activities for further practice*

The **Write on!** section consists of additional activities designed to provide further practice in handwriting and recognition. You will find the answers to these activities on page 106.

### Activity 1

Handwrite these combination of letters, as in the example.

\_\_\_\_\_ ج ا + = ج ا

\_\_\_\_\_ م ه + =

\_\_\_\_\_ ب ض + =

\_\_\_\_\_ ش ك + =

\_\_\_\_\_ ف ل + =

\_\_\_\_\_ ك ل + =

\_\_\_\_\_ ل ا + =

\_\_\_\_\_ ط س + =

\_\_\_\_\_ ت ع + =

\_\_\_\_\_ ب ي + =

## Activity 2

Now write these printed naskh words in ruq'a script, as in the example.

\_\_\_\_\_ **سكان** = سكان (sukkān)

\_\_\_\_\_ = جهات (jihāt)

\_\_\_\_\_ = حفار (ḥaffār)

\_\_\_\_\_ = شكل (shakl)

\_\_\_\_\_ = بحل (biḥall)

\_\_\_\_\_ = أحبك (uḥibbak)

\_\_\_\_\_ = تسلل (tasallul)

\_\_\_\_\_ = سبائك (sabā'ik)

\_\_\_\_\_ = مشاغل (mashāghil)

\_\_\_\_\_ = الجمال (al-jamāl)

## Activity 3

Match the handwritten words with their printed equivalents, as in the example.

كراكات      دقائِقُ      النجوم

الطلاوق      السلك      مشكلات

دقائق      بلايل      للاستخدام

كراكات      محاصيل      النجوم

الطلاق      السلك

محاصيل      سلاسل

مشكلات

بلايل      للاستخدام

**Activity 4**

Now write the words from Activity 3 on the lines.

السلك (as-silk)

الطلاق (aṭ-ṭalāq)

النجوم (an-nujūm)

السلاسل (salāsil)

البابيل (balābil)

رقائق (daqā'iq)

مخاصيل (maḥāṣil)

كراكات (karrākāt)

للاستخدام (lil-istikhdām)

مشكلات (mushkilāt)

## Activity 5

Can you work out the names and nationalities of these three travellers from their immigration forms?

الاسم name : رباح صبري

الجنسية nationality : بحريني

الاسم name : نادية بدوي

الجنسية nationality : تونسية

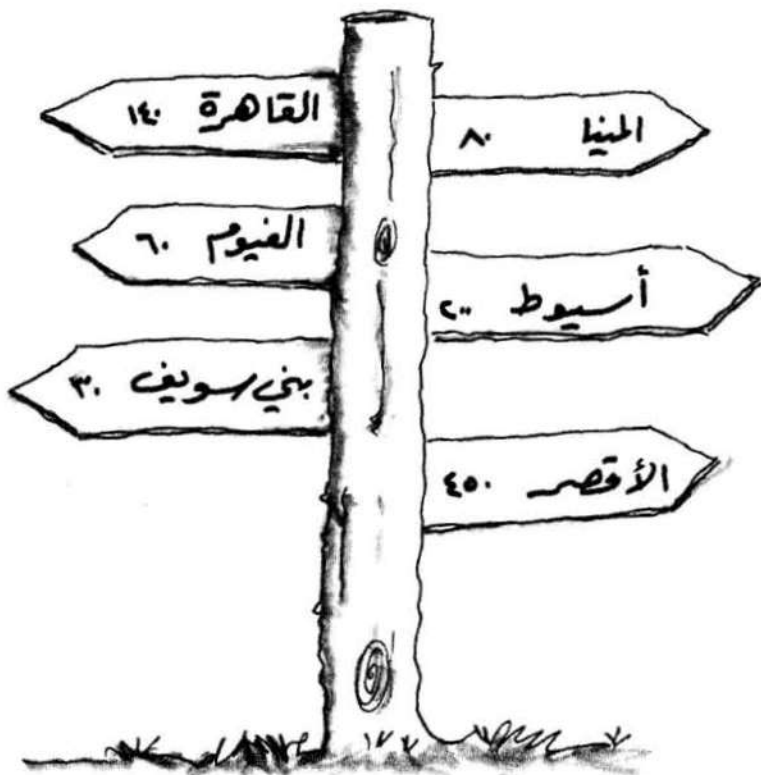
الاسم name : محمد خالد

الجنسية nationality : عراقي

## Activity 6

How many kilometres is it to these towns?

Minya	المنيا al-minyā
Luxor	الأقصر al-uqṣur
Beni Suef	بني سويف banī swayf
Cairo	القاهرة al-qāhira
Asyut	أسيوط asyūṭ
Al Fayoum	الفيوم al-fayūm



## Activity 7

a) Can you work out the name of this pasta (مكرونّة) company?



b) And how about this doctor? (*hint*: the Arabic name Amr is spelt with a silent wāw on the end: عمرو)





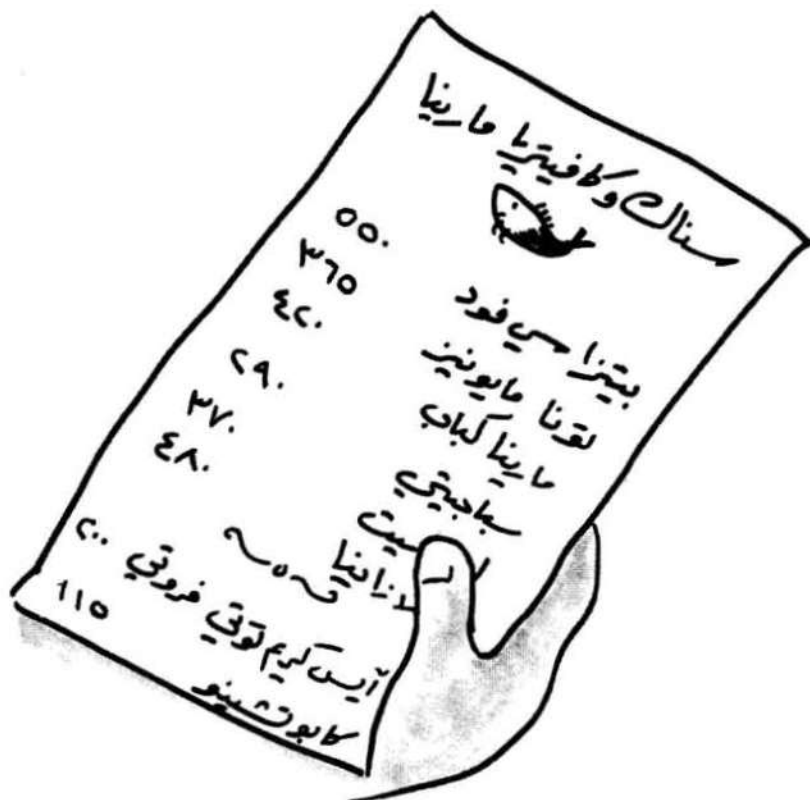
## Activity 8

How much would the following cost you in the Marina cafeteria?

Pizza and ice cream?

Spaghetti and kebab?

Tuna mayonnaise and cappuccino?



## Activity 9

Circle the following places in the box below, as in the example:

Madrid ✓

Crete

London

Peru

Aswan

Athens

Majorca

Mauritania

Oman

Liverpool (*hint: the foreign sound 'v' is often written in Arabic as a فā' with three dots: ف*)

كريت سردينيا مايوركا سيدفي

تاميبيا انجولا بيرو مورتانيا

مدريد لندن عمان اثينا

اجاسي سامبراس بيكر شوماهر

ليقربول اسوان ليدز جلاجو

## Activity 10

Look at the travel agent's window and answer these questions:

1. Is the agent offering a package to New York?
2. What ancient site is included in the travel package to Aswan?
3. The package to the Far East includes five nights in Thailand and four nights in which place?
4. How many nights can you stay in Berlin?
5. Which Japanese and European cities can you visit on a five-star package?

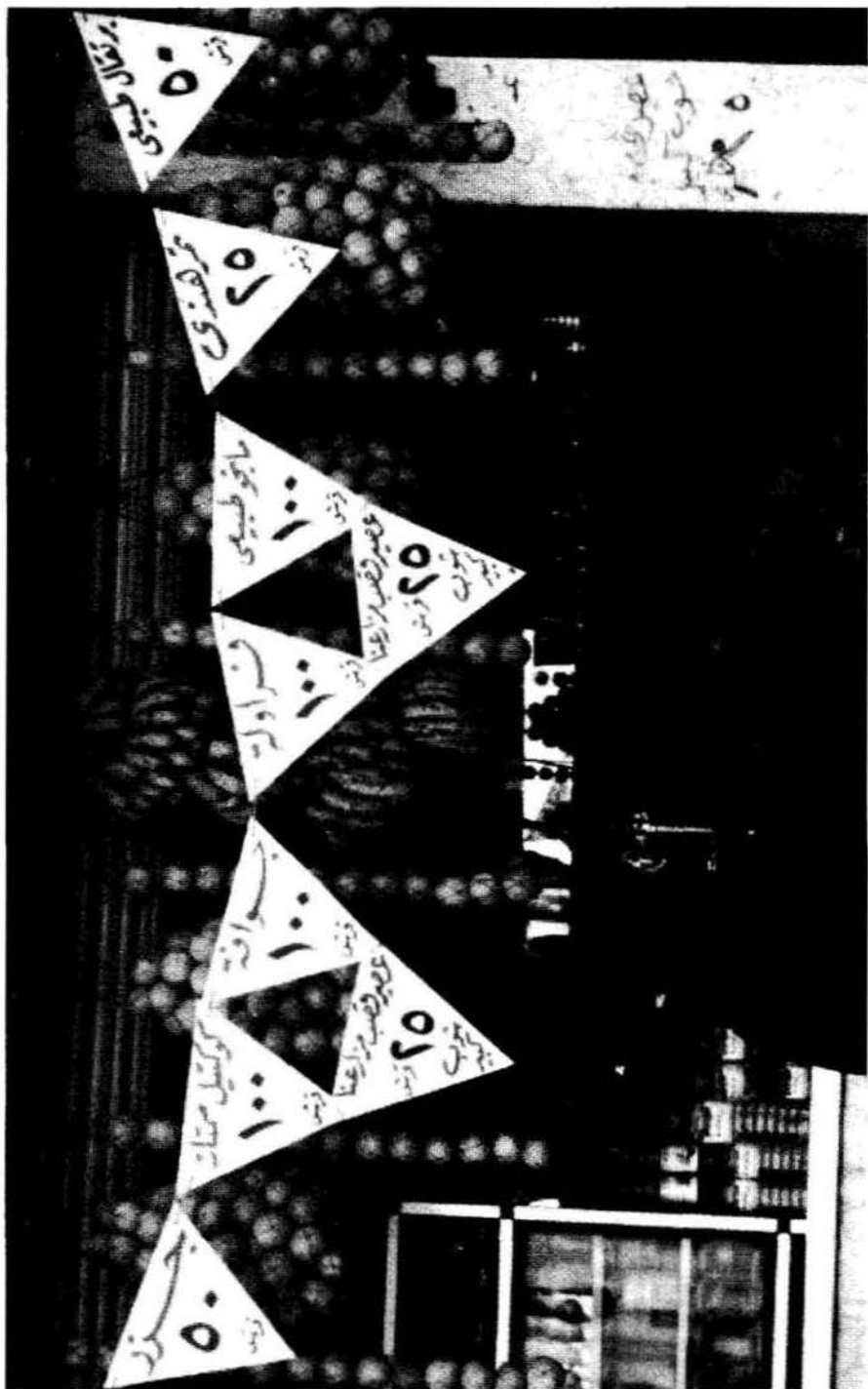


## Activity 11

juice	عصير aṣīr
natural	طبيعي ṭabīʿī
oranges	برتقال butuqāl
carrots	جزر jazar
strawberries	فراولة farāwla
mangos	مانجو māngo
guavas	جوافة gawāfa
tamarind	تمر هندي tamr hindī
sugar cane	قصب qaṣab

Look at the photo of the juice stall opposite and the word list above. Then see if you can work out how much these juices cost.

1. one orange juice
2. two tamarind juices
3. one strawberry juice
4. one juice cocktail
5. two guava juices
6. two carrot juices
7. three mango juices
8. four sugar cane juices



## Answers to the Activities

## Activity 1

ج + ا = جا

م + ه = مه

ب + ض = بض

ش + ك = شك

ف + ل = فل

ك + ل = كل

ل + ا = لا

ط + س = طس

ت + ع = تع

ب + ي = بي

## Activity 2

سكان = سكان

جهات = جهات

حفار = حفار

شكل = شكل

بحل = بحل

أحبك = أحبك

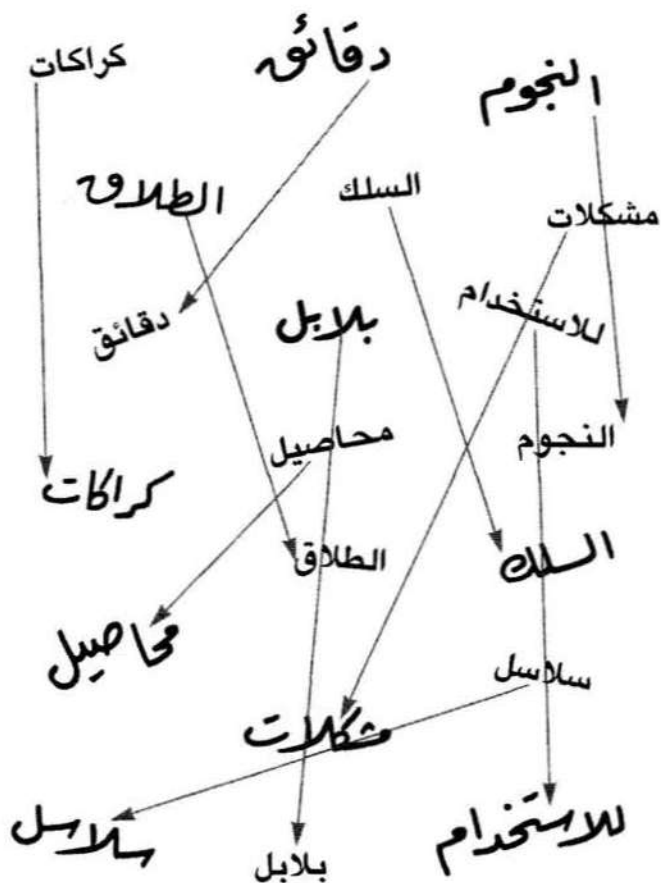
تسلل = تسلل

سبائك = سبائك

مشاغل = مشاغل

الجمال = الجمال

## Activity 3



## Activity 5

1. Riyad Sabri (رياض صبري); Bahraini (بحريني)
2. Nadya Badawi (نادية بدوي); Tunisian (تونسية)
3. Muhammad Khalid (محمد خالد); Iraqi (عراقي)

## Activity 6

Minya	80km
Luxor	450km
Beni Suef	30km
Cairo	140km
Asyut	200km
Al Fayoum	60km

## Activity 7

- a) مينا القاهرة mīna al-qāhira (Mina of Cairo)  
 b) دكتور عمرو عبد الفتاح duktūr amr عبد al-fattāh (Dr Amr Abd al-Fattah)

## Activity 8

- Pizza and ice cream = 750 (550 + 200)  
 Spaghetti and kebab = 710 (290 + 420)  
 Tuna mayonnaise and cappuccino = 480 (365 + 115)

## Activity 9

كريت (Crete) سردينيا (Majorca) سيدني

ناميبيا (Peru) بيرو (Mauritania) موريتانيا

مدريد (Madrid) لندن (London) عمان (Oman) أنينا

أجاسي سامبراس بيتر شوماخر

ليفربول (Liverpool) أسوان (Aswan) ليدز جلدجو



*Activity 10*

1. Yes (top of window: middle poster: نيو يورك)
2. Abu Simbel (أبو سمبل)
3. Bali (بالي)
4. 3 nights (٣ ليال)
5. Tokyo (طوكيو), Osaka (اوزاكا) and Vienna (فيينا)

*Activity 11*

1. one orange juice = 50
2. two tamarind juices = 50 ( $25 \times 2$ )
3. one strawberry juice = 100
4. one juice cocktail = 100
5. two guava juices = 200 ( $100 \times 2$ )
6. two carrot juices = 100 ( $50 \times 2$ )
7. three mango juices = 300 ( $100 \times 3$ )
8. four sugar cane juices = 100 ( $25 \times 4$ )



part



# Arabic alphabet

*Summary table*

This reference table presents a summary of the 28 handwritten and printed Arabic letters in alphabetical order. The letters are shown in their various forms.

You will find details of the discretionary vowel and doubling signs in the *extra* section on pages 14–15.

The *extra* section on pages 42–43 covers how to write the Arabic hamza (ء).

<b>final</b>	<b>medial</b>	<b>initial</b>	<b>isolated</b>	<b>letter</b>
ا	ا	ا	ا	ألف alif printed (naskh)
ا	ا	ا	ا	handwritten (ruq'a)
ب	ب	ب	ب	باء bā' printed (naskh)
ب	ب	ب	ب	handwritten (ruq'a)
ت	ت	ت	ت	تاء tā' printed (naskh)
ت	ت	ت	ت	handwritten (ruq'a)
ث	ث	ث	ث	ثاء thā' printed (naskh)
ث	ث	ث	ث	handwritten (ruq'a)

final	medial	initial	isolated	letter
ج	ج	ج	ج	جيم jīm printed (naskh)
ج	ج	ج	ج	handwritten (ruq'a)
ح	ح	ح	ح	حاء ḥā' printed (naskh)
ح	ح	ح	ح	handwritten (ruq'a)
خ	خ	خ	خ	خاء khā' printed (naskh)
خ	خ	خ	خ	handwritten (ruq'a)
د	د	د	د	دال dāl printed (naskh)
د	د	د	د	handwritten (ruq'a)
ذ	ذ	ذ	ذ	ذال dhāl printed (naskh)
ذ	ذ	ذ	ذ	handwritten (ruq'a)
ر	ر	ر	ر	راء rā' printed (naskh)
ر	ر	ر	ر	handwritten (ruq'a)

<b>final</b>	<b>medial</b>	<b>initial</b>	<b>isolated</b>	<b>letter</b>
ز	ز	ز	ز	زای zāy printed (naskh)
ز	ز	ز	ز	handwritten (ruq'a)

س	س	س	س	سین sīn printed (naskh)
س	س	س	س	handwritten (ruq'a)

ش	ش	ش	ش	شین shīn printed (naskh)
ش	ش	ش	ش	handwritten (ruq'a)

ص	ص	ص	ص	صاد ṣād printed (naskh)
ص	ص	ص	ص	handwritten (ruq'a)

ض	ض	ض	ض	ضاد ḍād printed (naskh)
ض	ض	ض	ض	handwritten (ruq'a)

ط	ط	ط	ط	طاء ṭā' printed (naskh)
ط	ط	ط	ط	handwritten (ruq'a)

<b>final</b>	<b>medial</b>	<b>initial</b>	<b>isolated</b>	<b>letter</b>
ظ	ظ	ظ	ظ	ظاء zā' printed (naskh)
ظ	ظ	ظ	ظ	handwritten (ruq'a)
ع	ع	ع	ع	عين ayn printed (naskh)
ع	ع	ع	ع	handwritten (ruq'a)
غ	غ	غ	غ	غين ghayn printed (naskh)
غ	غ	غ	غ	handwritten (ruq'a)
ف	ف	ف	ف	فاء fā' printed (naskh)
ف	ف	ف	ف	handwritten (ruq'a)
ق	ق	ق	ق	قاف qāf printed (naskh)
ق	ق	ق	ق	handwritten (ruq'a)
ك	ك	ك	ك	كاف kāf printed (naskh)
ك	ك	ك	ك	handwritten (ruq'a)

<b>final</b>	<b>medial</b>	<b>initial</b>	<b>isolated</b>	<b>letter</b>
ل	ل	ل	ل	لام lām printed (naskh)
ل	ل	ل	ل	handwritten (ruq'a)
م	م	م	م	ميم mīm printed (naskh)
م	م	م	م	handwritten (ruq'a)
ن	ن	ن	ن	نون nūn printed (naskh)
ن	ن	ن	ن	handwritten (ruq'a)
ه	ه	ه	ه	هاء hā' printed (naskh)
ه	ه	ه	ه	handwritten (ruq'a)
و	و	و	و	واو wāw printed (naskh)
و	و	و	و	handwritten (ruq'a)
ي	ي	ي	ي	ياء yā' printed (naskh)
ي	ي	ي	ي	handwritten (ruq'a)



