

# URDU FOR ALL

An Introduction to Urdu Script



*Editor*

**Roop Krishen Bhat**

**National Council for Promotion of Urdu Language  
New Delhi**

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(Ministry of HRD, Department of Secondary & Higher Education, Govt. of India)  
West Block – 1, Wing No. 6, R.K.Puram, New Delhi – 110066.  
Phones: 26109746, 26169416, 26103381, 26103938, 26179657  
Website : [www.urducouncil.nic.in](http://www.urducouncil.nic.in) E-mail : [urducouncil@rediff.com](mailto:urducouncil@rediff.com)

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Government of India

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## An Introduction to Urdu Script

*Editor*

**Roop Krishen Bhat**

### *Resource Persons*

**Mr. Nazir Hassan**

Northern Regional Language Center, Patiala.

**Dr. K.S. Mustafa**

Urdu Teaching and Research Centre, Solan.

**Mr. Abdur Rasheed**

Urdu Correspondence Course, Jamia Millia Islamia, New Delhi.

**Dr. M.K. Kaul**

Urdu Teaching and Research Centre, Lucknow.

**Dr. Neil Arun Doshi**

Michigan University, U.S.A

**Dr. Mukul Priyadarshani**

Lady Shri Ram College for women, Delhi.

**Dr. Usha Sharma**

District Institute of Education and Training, Moti Bagh, New Delhi.

**Ms. Tabassum Naqi**

Dept. of IASE, Jamia Millia Islamia, New Delhi

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Website : [www.urducouncil.nic.in](http://www.urducouncil.nic.in) E-mail : [urducouncil@rediff.com](mailto:urducouncil@rediff.com)

## FOREWORD

National Council for Promotion of Urdu Language, an autonomous organisation under the Ministry of Human Resource Development, Department of Secondary & Higher Education, Govt. of India, has been set up to promote, develop and propagate Urdu language. Urdu is one of the important national languages of India and is spoken throughout the country. There are large number of Indians who know the language, can speak it, but do not know the script. In order to further popularize Urdu language and its script NCPUL started six month's certificate course in Urdu through English and Hindi medium on Distance education mode in 2001, which has now been upgraded to one year Diploma Course. This Course received an overwhelming response throughout the country with thousands of learners getting themselves enrolled in this course.

It has been the endeavour of the Council to prepare linguistically oriented courseware to suit the objectives of the course. Different materials have been developed and used for this course so far. Based on the experience of past several years of running this course and suggestions and opinions of learners and other concerned experts, the courseware is revised from time to time. The present material is part of an effort towards that direction to provide the best possible learning material to the learners. "Urdu For All - An Introduction to Urdu script" hopefully shall meet all requirements of Urdu writing system and make learning process interesting.

I am thankful to all experts who have been associated in preparation of this learning material. I am thankful to my colleagues Dr. Roop Krishen Bhat, Ms. Shama Yazdani and Ms. Zeshan Fatima for taking the responsibility of getting this material developed in the shortest possible time. I hope that the students and other well wishers of Urdu will find this book very useful.

(Dr. M. Hamidullah Bhat)  
Director

# Introduction

This text is intended primarily for use in distance-learning of Urdu courses focusing on teaching of reading and writing of the Urdu script. Each of the twenty lessons offered here is complemented by a corresponding lesson in the accompanying collection of Response Sheets. Together, the Response Sheets and this manual will provide the learner with a comprehensive knowledge of the basic rules governing the Urdu script.

## Organization of Lessons

The explicit aim of this book is to introduce the Urdu Script to a beginner and alleviate many of the difficulties faced by the novice learner, to whom the Urdu script may seem rather complicated. Structured in a way that deviates from traditional methods of Urdu pedagogy, this text presents the script in a simplified manner determined by linguistic principles and not by the alphabetical order that usually dictates the sequence in which Urdu letters are introduced.

In the **20 lessons** here covering the entire Urdu alphabet, a Roman script transcription of Urdu sounds has been used in order to facilitate correct pronunciation. Learners should pay particular attention to Roman transcription that illustrates the correct pronunciation of Urdu sounds. Though certain lessons in this manual include notes about the writing of the script, the Response Sheets supplementing this manual offer a more thorough introduction to writing in Urdu. Students should devote time to studying the step-by-step hand movements in the Response Sheets that show how the script is handwritten.

The symbols of *izāfat* in Urdu are not normally included in the primers of Urdu, however, being an integral part of Urdu writing system we consider it necessary to include it here.

It should be noted that, for the sake of brevity, the glossaries at the end of each lesson offer a single definition for words that sometimes have more than one meaning. In every case in this manual, only the most commonly used definitions of words have been provided.

## **Speech Sounds of Urdu**

The ten vowel sounds in Urdu which are same as in Hindi and some what similar to English donot pose much problem to the learners, however, learning of consonants demands more attention both in reading and writing.

There are **six sounds** specific to Urdu language which are not part of Hindi speech system. These sounds are represented by the letters **ze**, **zhe** (Lesson 1); **khe** (Lesson 4); **fe**, **qaf** (Lesson 7); and **ghain** (Lesson 13). Learners in general and Hindi speakers in particular are advised to practice the correct pronunciation of these sounds and spend extra time on Lesson 20.

## **General characteristics of Urdu Script:**

A learner should observe that:

- i) The Urdu script is cursive, and is written from right to left.
- ii) Each Urdu letter has a name that begins with the sound that the letter represents.
- iii) Some, but not all letters of the Urdu alphabet are grouped together on the basis of their similar shapes. There are several distinct groups of letters in Urdu, and a small set of other, individual letters (consonants and vowels) not belonging to a group. Within any one group, letters share the same fundamental shape and are distinguished by the number of dots placed above or below the letter.

iv) Several Urdu graphemes represent same sound i.e.

- the letters **te** and **toe** represent the sound **t**
- **se**, **sīn** and **swād** represent the sound **s**
- **he** and **chhoṭi he** represent **h**
- **zāl**, **ze**, **zoe** and **zwād** each represent **z**

All these letters are covered in detail in this manual and need not be further discussed here. At this point, students should simply be aware that they should memorize the correct spellings of words, as the incorrect spellings of homonyms may result in miscommunication.

v) Urdu letters can be divided into two groups: **connectors** and **non-connectors**.

a) **Connectors** are those letters that join with following letters in words. Some connectors join directly with other letters, while other **connectors** join with a short connecting line, called a "**cog**" or **shosha**.

Urdu is not a linear script, and connecting letters are often placed above or below each other. Students should therefore observe both how letters connect (i.e. with or without a **shosha**) and where letters join with each other.

b) **Non-connectors** are those letters that do not connect with following letters in words. Though non-connectors never join following letters (whether connectors or non-connectors), they do join with preceding connectors. There are nine non-connectors in the Urdu alphabet.

vi) Urdu letters do not distinguish between upper and lower-case forms i.e. block and small letters. However, Urdu letters differ in shape when joined with other letters; in other words, **variants** of an individual letter are used in specific situations, governed by the

groups or individual letters that are being joined. Urdu letters change their shape depending on their position in a word, i.e.: if the letter is in the:

- **initial position** -- at the beginning of a word where it is connected to the following letter.
- **medial position** - in the middle of a word, where it is preceded by a letter and connected to a following letter.
- **final position** - at the end of a word, where it is connected to a preceding letter.
- Letters that are **not connected on either side** take on the **full form or independent form** of the letter. Many, but not all letters in the final position of a word take the full form.

The rules presented here are intended to serve as a general guideline, and will systematically be dealt with in the following lessons.

### Notes on Printed and Written Urdu Script

- i) So as to ensure neat and legible handwriting, it is important that students develop the habit of writing Urdu words in one smooth movement. Diacritical marks and dots above or below words are only added once the basic shapes have been written.
- ii) There are several calligraphic styles for printing and writing in Urdu, the most common of which is ***khate-e-nastaliq*** (used here). There is a significant difference between printed and handwritten Urdu and rather than imitating printed script, students should practice the handwriting style as described in the Response Sheets.
- iii) In Urdu print text, diacritical marks are frequently omitted. Keeping in view that this manual is for the beginners care has been taken to include all diacritical marks in this text. Readers must therefore be able to determine the correct pronunciation of a word (as well as its meaning) by the context in which it appears.



It is expected that this book would provide the learner with sufficient insight into the writing system of Urdu language. Teach them all basics about reading and writing of Urdu and prepare them to read and write, small sentences on their own and enter the second phase of the course.

This course material has been developed by eminent linguists and language teachers who have been directly involved in the teaching of Urdu for the past several decades in various prestigious institutions of the country, in various workshops conducted by the Council. They are **Mr. Nazir Hassan, Mr. Abdur Rasheed, Dr. K.S. Mustafa, Dr. M.K. Kaul, Mr. Neil Arun Doshi and Ms. Tabassum Naqi.**

**Dr. Mukul Priyadarshani, Dr. Usha Sharma** along with **Mr. Abdur Rasheed** besides providing necessary academic inputs for the Hindi version also helped us in translation.

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## Urdu Alphabet and Roman Transcription

Name	Letter	Transcription
alif	ا	used in writing vowels only
be	ب	b
pe	پ	p
te	ت	t
ṭe	ٹ	ṭ
se	ث	s
jīm	ج	j
che	چ	ch
he	ح	h
<u>khe</u>	خ	<u>kh</u>
dāl	د	d
ḍāl	ڈ	ḍ
zāl	ذ	z
re	ر	r
ṛe	ڑ	ṛ
ze	ز	z
zhe	ژ	zh

sīn	س	s
shīn	ش	sh
swād	ص	s
zwād	ض	z
toe	ط	t
zoe	ظ	z
ain	ع	vowel letter
ghain	غ	gh
fe	ف	f
qāf	ق	q
kāf	ک	k
gāf	گ	g
lām	ل	l
mīm	م	m
nūn	ن	n
vāo	و	v
chhoṭī he	ہ	h
chhoṭī ye	ی	y / ī
bārī ye	ے	y / e, ai

# Lesson 1

*alif* |

Sound	Name of the letter	Letter
Used in writing vowels only	alif	

The letter *alif* | gives the sound of  $\bar{a}$  a long vowel.


*alif* | is the first letter of the Urdu alphabet. Written as a simple, vertical line from top to bottom. In the medial and final position of a word, it gives the sound of the long vowel  $\bar{a}$  as in English *car*.

Final

|  
 $\bar{a}$

Medial

|  
 $\bar{a}$

In the initial position, *alif* | as a long vowel is written with the help of a symbol called *mad* . This symbol is put above alif | i.e.

$\bar{a}$

|



*re* ʃ group

In the table below, four consonantal letters have been introduced. These are non-connectors, these consonants do not join with following letters in words.

Sound	Name	Letter
r	re	ر
ṛ	re	ر̣
z	ze	ز
zh	zhe	زھ

(as in English *vision*)

Note how *alif* ا is written with *mad* م in its initial position:

آ

In the examples below, *alif* ا as a long vowel ā in the initial, medial and final positions is written in words using *re* ʃ group letters.

Final	Medial	Initial
آ	راز	آز
āra	rāz	ār



In the examples below, *re* ُ group letters are used in the initial, medial and final positions.

Final	Medial	Initial
آزار	آڑا	راز
āzār	ārā	rāz

**Glossary:**

saw

آرا

cover

آڑ

crooked

آڑا

grief

آزار

secret

راز



## Lesson 2

### *dāl* د group

The three letters belonging to the *dāl* د group are non-connectors.

Sound	Name of the letter	Letter
d	dāl	د
ḍ	ḍāl	ḍ
z	zāl	ز

Note the difference between the shapes of the *dāl* د and *re* ر group



Like all non-connectors, the *dāl* د group letters do not change their shape in initial, medial and final positions:

Final	Medial	Initial
داد	دادا	دار
dād	dādā	dār

**Further examples:**

دار

dār

دارا

dārā



**vāo** و

**vāo** و represents two distinct sets of sounds:

- 1) As a semi-vowel it gives the sound of *v* (as in English *vote*)
- 2) As a long vowel it gives the sounds of *o* (as in English *role*);  
*ū* (as in English *loot, boot*); and *au* (as in English *moss*).

**vāo** و as a semi-vowel:

In the following examples, **vāo** و gives the sound of *v*. Note that the letter does not change in the initial and medial forms:

Final (Final forms of <b>vāo</b> will be dealt with in lesson 19)	Medial	Initial
	آواز	وار
	āvāz	vār

As mentioned above, *vāo* ۱ indicates the long vowel sounds *o*, *ū* and *au*.

### Forms of *vāo* ۱ as *o*:

In the following examples, *vāo* ۱ represents the sound *o*. Note the initial, medial and final positions:

Final	Medial	Initial
و	روز	اور
do	roz	or

Please, observe how, in the initial position, *vāo* ۱ is written with the help of *alif* ا.

### Forms of *vāo* ۱ as *ū*:

In the following examples, *vāo* ۱ represents the sound *ū*. Note how an *ulṭā pesh* ٴ, a symbol resembling an English inverted comma, is placed above *vāo* ۱ to make the sound *ū*.

Final	Medial	Initial
وٴ	دور	اودا
rū	dūr	ūdā

## Forms of *vāo* ۱ as *au*.

For the long vowel *au*, a *zabar* [ـَ] is added to the preceding letter, in order to signal the sound *au*.

Final	Medial	Initial
رَو	دَوَر	أَوْر
rau	daur	aur

### Further examples:

زور	آرُو	آزاد
zor	ārū	āzād
آرُو	رُو	دور
ārū	roḍ	ḍor

### Glossary:

appreciation	داد	gallows	دار
proper name	دارا	grandfather	دادا

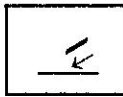
wave	رَو	flock	ڈار
attack	وار	purple	اودا
sound	آواز	distant	دور
free	آزاد	face	رُو
peach	آڑو	direction	اور
stress	زور	day	روز
thread	ڈور	two	دو
road	روڈ	and	اور
desire	آرزو	period	دور



# Lesson 3

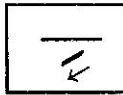
## Short Vowels

You have already learnt four vowels i.e.  $\bar{a}$ ,  $o$ ,  $\bar{u}$  and  $au$ . In this lesson, three short vowels will be introduced namely,  $a$ ,  $i$  and  $u$ . These vowels are indicated by symbols, placed above or below letters..



zabar

**Zabar** [ـَ] is used above letters for the short vowel  $a$  (as in English *come*).



zer

**Zer** [ـِ] is used below letters for the short vowel  $i$  (as in English *till*).



pesh

**Pesh** [ـُ] is used above letters for the short vowel  $u$  (as in English *full*).

In the following examples, observe how, in the initial position only, the short vowels described above are indicated with the help of *alif* ا. In other words, an *alif* is used in with *zabar*, *zer* or *pesh* in the initial position of a word, when a word begins with a vowel sound.

*Final	Medial	Initial
--	دَر	اَز
--	dar	az
--	رِدا	--
--	ridā	--
--	دُر	اُردُو
--	dur	urdū

\*Note that in Urdu, the short vowels i.e. *zabar*, *zer* and *pesh* do not occur in the final position of the word.

It should be noted that all vowels in the initial position are written with the help of alif ا. The vowels covered thus far would all occur in the initial position as:

اُو	اُو	او	اُ	اِ	اِ	اَ
ū	au	o	u	i	a	ā



Further examples:

Final	Medial	Initial
زَر	دَرَاذ	دَر
zar	darāz	dar
رَوَا	وَر	دَرَا
ravā	var	zarā



jazm

The symbol *jazm* is used for consonant clusters. For example, in the word *dard* دَرْد the jazm symbol indicates that there is no vowel sound between the letters *re* ر and final *dāl* د.

Examples:

Final	Medial	Initial
وَارِد	زَرِد	دَرِد
vārd	zard	dard

**Glossary:**

a little	دَرا	door	دَر
ward	واژڈ	from	اَز
yellow	زَرَد	a cloak	رِدا
pain	دَرَد	bead	دُر
fear	دَر	gold	زَر
permissible	رَوا	drawer	دَراز
		bridegroom	وَر



## Lesson 4

*jīm* ج group

Letters of the *jīm* ج group, introduced in this lesson, are connectors, meaning that they join with following letters. Note that the basic shapes of both the full forms and the variants are the same, and that the placement of dots distinguishes individual letters.

Variant	Sound	Name	Letter
ج	j	jīm	ج
چ	ch	che	چ
ح	h	he	ح
خ	<u>kh</u>	<u>kh</u> e	خ

Like most connectors, letters in the *jīm* ج group take the variant in the initial and medial positions, and the full form in the final position. Below, note the way in which *alif* ا joins with the variant; the letter *alif* ا is written from bottom to top, in one smooth movement.

ج = ا + ج

Examples:

جاڑج  
jārj

جار  
jār

جاڑا  
jārā

جا  
jā

خار  
khār

چاڈر  
chādar

چار  
chār

راجا  
rājā

As discussed earlier, *alif* ا, *vāo* و, *re* ر group and *dal* د group letters are non-connectors, meaning that they do not join with letters that follow. However, these letters do join with preceding connecting letters. Observe, for instance, how *vāo* و joins with *jīm* ج group letters:

Examples:

چورا  
chūrā

چوڑا  
chāūrā

چور  
chor

جوڑا  
jorā

جو  
jo

اچار  
achār

آج  
āj

راجو  
rājū

حور  
hūr

رِوَاج  
rivāj

رُخ  
rukh

دُوْج  
dūj

رُوْح  
rūh

Among non-connectors, letters in the *re* ر group and *dāl* د group change their shapes when joined with preceding, connecting letters.

The letters of *dāl* د group when joined with the preceding letter assume a different variant as:

Final

ر

Medial

ر

Initial

د

Examples:

وَاحِد  
vāhid

جُدَا  
judā

خُدَا  
khudā

حَد  
had

When joined with the preceding letter, the letters of *rē* ﺭ group take the variant as :

Final



Medial



Initial



Examples:



akhir



charch



khar



jar

Compare the following words to differentiate the medial variants of *dāl* ﺩ and *rē* ﺭ when joined with the preceding letter:



jurā



judā

Note how *jīm* ج group letters join with other letters from the same group:

جج

jaj

حج

haj

چچا

chachā

Further examples:

دوزخ

dozakh

خو

khū

جو

jau

چرخا

charkhā

چرخ

charkh

خرچ

kharch

Glossary:

George (a proper name)

جارج

go (imperative)

جا

king

راجا

winter

جاڑا

church	چرچ	four	چار
end	آخِر	sheet	چادر
joined	جُڑا	thorn	خار
father's younger brother	چچا	who, which	جو
pilgrimage to the holy place Mecca	حج	pair	جوڑا
judge	جج	thief	چور
jar	جار	wide	چوڑا
soul	روح	powder	چورا
the second day of lunar month	دوئج	hour	حور
face	رُخ	today	آج
barley	جو	pickle	آچار
hell	دوزخ	limit	حد
expenditure	خرچ	God	خدا
sky	پرخ	separate	جدا
		single	واحد
		donkey	خَر



root

جَو

spinning wheel

چرخا

habit

خَو

custom, practice

رِواج



## Lesson 5

*s̄in* س group

In this lesson two letters are introduced which are similar in shape and are differentiated with dots.

Variant	Sound	Name	Letter
س	s	s̄in	س
ش	sh	sh̄in	ش

Examples:

رُوس rūs	داس dās	دَس das	اُس us	اَس ās
جاسُوس jāsūs	جوش josh	رَوِش ravish	رأس rās	اوس os
شاد shād	سارا sārā	سارَس sāras	سَرْد sard	ساس sās

شَرَر

sharar

سَزَا

sazā

آسْرَا

āsra

سَدَا

sadā

شَوخ

shokh

سَچ

sach

سُورَج

sūraj

خَرَاش

kharāsh

*sīn* س and *shīn* ش are written in this way also:

*sīn* س and *shīn* ش Both variants are interchangeable:

خَرَاش / خَرَاش

سَزَا / سَزَا

### Further Examples:

وَرِزِش

varzish

سَرْحَد

sarhad

شَشْدَر

shashdar

سُسَر

susar

شُور

shor

حَسَد

hasad

حِس

his

دَرَس

dars





*tashdīd*

This symbol is called *tashdīd* ّ. It is placed above those letters which are pronounced twice i.e. geminates. For example in this word:

سَچّھا = ا + چ + چ + س  
sachchā

In the above word, the consonant چ is pronounced twice. In writing this word, one چ is deleted and a *tashdīd* ّ is put above the letter.

سَچّاد

sajjād

حَسّاس

hassās

رَسّا

rassā

اَدّا

addā

### Glossary:

/ slave

داس

/ hope

آس

/ Russia

رؤس

/ that

اُس

/ dew

اوس

/ ten

دس

truth	سچ	suitable	راس
naughty	شوخ	cold	سُزْد
father-in-law	سُسر	way	رَوِش
dumbfounded	ششدر	zeal	جوش
physical exercise	وَرِزِش	spy	جاسوس
lesson	دَرَس	mother-in-law	ساس
sense	حِس	swan	سارَس
envy	حَسَد	complete	سارا
noise	شور	happy	شاد
stand	اُڏا	shelter	آسرا
rope	رَسا	always	سدا
sensitive	حَسّاس	punishment	سزا
frontier/boundary	سَرحد	spark	شَرَر
proper name	سَجاد	scratch	خِراش
		sun	سُورج



## Lesson 6

*swād* ص group

This group has two letters, which are differentiated with the help of dots. It is to be noted that the letters *sīn* س and *swād* ص are homophonous and give the sound of *sas* in English *seat*.

*zwād* ض is also homophonous with *z* and *z* letters and gives the sound of *ze z* as in English *zeal*.

Letters in the *swād* ص group often indicate words of Arabic origin.

Examples:

Variant	Sound	Name	Letter
ص	s	<i>swād</i>	ص
ض	z	<i>zwād</i>	ض

Further examples:

صَدَا  
sadā

صَدْر  
sadr

ضَرُورٌ  
zarūr

حَاضِرٌ  
hāzīr

حُضُورٌ  
huzūr

ضِدٌّ  
zīd

Please note that when the variants of **ص** and **ض** letters join with the **ر** group, they are written without any cog i.e. without any connecting line. In other cases, or illustrated above, a cog is required.

Examples:

ضَرَرٌ  
zarar

إِصْرَارٌ  
isrār

ضَرُورٌ  
zarūr

While reading the following examples, note that the words are pronounced similarly, but their meanings are different:

صَدَا  
sadā = sound

سَدَا  
sadā = always

## Glossary:

/ present	حاضر	/ head, president	صَدْر
/ necessary	ضَرُور	/ sound	صَدَا
insistance	إصرار	/ stubbornness	ضِد
damage	ضَرَر	/ your Honour (honorific address)	مُضَوَّر





## Lesson 7

*fe* ف *group*

Letters in the *fe* ف group have different full forms. The variant forms are identical, and are distinguished by the number of dots above the letter.

Variant	Sound	Name	Letter
ف	f	fe	ف
ق	q	qāf	ق

A note on pronunciation: It should be observed that *qāf* ق represents a "post-velar" sound. In other words, the sound *f* is pronounced further back in the throat than *k*. To make the sound *f*, the back of the tongue presses against the uvula "the soft palate" above the throat.

Examples:

Final

حَرْف

harf

Medial

وَفَا

vafā

Initial

فَرْق

farq

وَرَق

varaḳ

وَقْتُت

vaqt

قَاش

qāsh

Further examples:

فَرَار

farār

فَوْج

fauj

أَف

uf

قَدْر

qadr

قَرَار

qarār

قَد

qad

چَاقُو

chāqu

فِرَاق

firaq

سِرْف

sirf

أَفْسَر

afsar

فَرَض

farz

سَفَر

safar

Glossary:

rest	قَرَار	loyalty	وَفَا
respect	قَدْر	a slice	قَاش
only	صَرَف	time	وَقْت
separation	فِرَاق	letter	حَرَف
knife	چاقو	leaf	وَرَق
duty	فَرَض	ah; oh (interjection)	أَف
officer	أَفْسَر	army	فُوج
travel	سَفَر	absconding	فِرَار
difference	فَرَق	height	قَد



## Lesson 8

*lām* ل and *mīm* م

*lām* ل and *mīm* م are two distinct letters; though they are introduced together here, they should not be considered as belonging to the same group.

Variant	Sound	Name	Letter
ل	l	lām	ل
م	m	mīm	م

### Example:

Final	Medial	Initial
سِل sil	أَلِف alif	لَاؤ lāḍ
آم ām	شِمَال shimāl	مَال māl

Further examples:

دام

dām

قسم

qism

دل

dil

دلدل

daldal

لاچ

lālach

قلم

qalam

Glossary:

heart

دل

caress

لاڈ

land

قسم

wealth

مال

cost

دام

name of an Urdu letter

الف

marsh

دلدل

north

شمال

pen

قلم

slab

سیل

greed

لاچ

mango

آم



## Lesson 9

*kāf* ك group

Note that the first variant viz., ك is used when the letter is followed by *alif* ا and *lām* ل. The second variant ك is written with the rest of the letters.

Variant	Sound	Name	Letter
ك / ك	k	kāf	ك
گ / گ	g	gāf	گ

Regarding the variants of the *kāf* ك group, compare the two words:

كāم  
kām

كār  
kar

Examples:

Final

شک

shak

فکر

fikr

جگ

jag

Medial

مُکّا

mukka

شکل

shakl

سِگار

sigar

Initial

کام

kām

کل

kal

گال

gāl

Further examples:

راگ

rāg

ڈاک

dāk

آگ

āg

گول

gol

گم

gum

ادرک

adrak

مُلک

mulk

کمر

kamar

لوگ

log

ساگ

sāg

چوگ


chūk

کالا

kālā

Note that the ک and گ are identified with the help of a

line known as *markaz*. First the main body of the letter is written, ل

and then a *markaz*  is placed above the body from right to left.

ک

ل

گ

ک

ل

### Glossary:

worry

فکر

work

کام

cigar

سیگار

lost

گم

doubt

شک

blow with the fist

مٹکا



people	لوگ	error, miss	چوک
country	مُلک	jug	جگ
post	ڈاک	greens (leafy vegetables)	ساگ
shape	شکل	fire	آگ
black	کالا	musical tune	راگ
do (imperative)	کر	round	گول
tomorrow/ yesterday	کل	waist	گمر
cheek	گال	ginger	اَدْرک



# Lesson 10

*be* ب group

Letters in the *be* ب group have three variants, which are used in the initial and medial positions of the word. The particular usage of each variant is discussed in this lesson.

Variant	Sound	Name	Letter
ب / ب / ب	b	be	ب
پ / پ / پ	p	pe	پ
ت / ت / ت	t	te	ت
ط / ط / ط	t	te	ط
س / س / س	s	se	س

## Variant usage:

The use of particular *be* ب group variants is determined as follows:

ٲ This variant is used when the letter of the *be* ٲ group  
 is followed by *alif* ا, *dāl* د group letters, *re* ر group  
 letters, *kāf* ک group letters and other letters from the *be* ٲ  
 group.

For instance:

بگرا

bakrā

پر

par

پتلا

patlā

بارش

bārish

ٲ The second variant is used when the *be* ٲ group  
 letter is followed by letters from the *sīn* س, *swād* ص and, *fe*  
 ف groups, and letters to be introduced in following lessons, (namely  
*chhoḥīye* می, *barīye* ے, *ain* ع group letters and *toe* ط  
 group letters).

For instance:

بَس

bas

پوتا

potā

توپ

top

➤ The third variant is used when the *be* ب group letter is followed by a letter from the *jīm* ج, *mīm* م and letters to be introduced in later lessons, (namely *chhoḥī he* د and *do chashmī he* ذ).

بُخَار

bukhār

بم

bam

Note that the letters *sīn* س, *swād* ص and *se* ش are all homophonous, giving the sound of *s*, as in the English word *saw*.

Examples:

Final

گب

kab

Medial

خبر

khabar

Initial

بگرا

bakrā

جواب

javāb

آبشار

ābshār

بَس

bas

سَبَب

sabab

صَبْح

subh

بَم

bam



گپ

gap

چپل

chappal

پاس

pās

رُپ

rūp

آپس

āpas

پوپ

pop

چپ

chup

چچپا

chipchipā

پمپ

pamp



سخت

sakht

ستارا

sitārā

تالا

tālā

بُت

but

اِتْوَار

itvār

تَوَل

tol

وَقْتُت

vaqt

خَتْم

khatm

تَحْت

takht



چِمِطَا

chimṭa

لَطُو

laṭṭū

طَب

ṭab

نَط

naṭ

کَٹوَرَا

kaṭorā

ٹوکرَا

ṭokrā

چَاٹ

chāṭ

چَاٹَکھ

chaṭakh

ٹَمَاٹَر

ṭamāṭar



سَمَر

samar

ثَوَاب

savāb

ثَابِت

sābit

Further examples:

دَوْلَت

daulat

خَبَر

khabar

بَچَپَن

bachpan

دوست

dost

بَدْبُو

badbū

مُفْت

muft

حُكُومَت

hukūmat

اُسْتَاذ

ustād

دَوَات

davat

بُخَار

bukhār

تَلَوَار

talvār

اِقْبَال

iqbal

اَسْپِتَال

aspatāl

رُخْصَت

rukhsat

دَرَاخْت

darakht

## Glossary:

end	ختم	goat	بگرا
throne	تخت	enough	بس
tub	ٹب	bomb	بم
spinning top	لٹو،	near	پاس
when	گب	pope	پوپ
answer	جواب	pump	پمپ
cause	سبب	lock	تالا
time	وقت	weight	تول
beauty	رؤپ	news	خبر
silence	چپ	waterfall	آبشار
hard	سخت	morning	صبح
image	بت	slipper	چپل
tongs	چمٹا	mutual	آپس
acrobat	نٹ	sticky	چچھا
tomato	ٹماٹر	star	ستارا



leave	رُحَّت	bowl	گھورا
tree	دَرَحْت	prove	ثابِت
prosperity	اِقْبَال	fruit	شَمْر
hospital	اَسْپِتال	virtue	ثواب
thin	پتلا	childhood	بچپن
a large basket	ٹوکرا	free	مُفت
rain	بارش	bad smell	بد بو
feather	پر	wealth	دَوْلت
a gun	توپ	friend	دوست
grandson	پوتا	rule	حُکومت
gossip	گپ	teacher	اُستاد
sunday	اتوار	inkpot	دَوَات
crack	چکچ	sword	تلوار
lick (imperative)	چاٹ	fever	بُخار



# Lesson 11

nūn ن

Variants of the letter *nūn* ن, introduced in this lesson, are similar to *be* ب group variants and follow the same rules.

Variant	Sound	Name	Letter
ن / ز / ن	n	nūn	ن

Compare the variants of *nūn* ن as used in the following words:

نام نوک نمک

Examples:

Final	Medial	Initial
کان	جَنَّتْ	ناک
kān	jannat	nāk

جان  
jān

انكار  
inkār

نوك  
nok

خون  
khūn

جنم  
janam

نمک  
namak

**Further examples:**

انسان  
insān

انجام  
anjām

نفرت  
nafrat

بدن  
badan

صابن  
sābun

تمننا  
tamannā



## *nūn ghunna* ن

In Urdu, nasalization of vowels is shown as follows.

Final

ن

Medial

ن̣

ن̣

ن̣

As shown above, if nasalization occurs in the medial position of a word, the variants of ن are used with an inverted *jazm*, i.e., [ن̣]. When nasalization occurs in the final position of a word, the Urdu letter ن is used without a dot i.e., ن. This letter, indicating nasalization, is known as *nūn ghunna*.

Examples:

Final

ماں

mā̃

Medial

بانس

bāṣ

جواں

javā

سانس

sās

The rule stating that all words beginning with a vowel are written with *alif* ا holds for nasalized vowels as well. Read the following examples:

آنگن

āgan

پانچ

pāch

آنگور

āgūr

اوپچا

ūchā

آچ

āch

آنت

āt

اوت

ūt

آسو

āsū

آبار

ābār

**Glossary:**

paradise

بَہت

name

نام

denial

انکار

point

نوک


mother	ماں	salt	نمک
young	جواں	ear	کان
camel	اوٹٹ	birth	جَتم
courtyard	آنگن	blood	خون
tear	آنسو	life	جان
five	پانچ	hate	نفرت
intestines	آنت	end	انجام
high	اونچا	human	انسان
flame	آنج	wish	تمنا
heap or pile	انبار	body	بدن
grapes	انگور	soap	صابن
nose	ناک	bamboo	بانس
		breath	سانس





## Lesson 12


*chhoṭī ye*  and *barī ye* 

The letters introduced in this section function as both long vowels and semi-vowels; close attention needs to be paid to the variants of these two letters, as they take different initial, medial and final forms.




- 1) The letter *chhoṭī ye*  gives the sound of the vowel *ī* (as in English *peel*) as well as the semi-vowel *y* (as in English *yak*).





When *chhoṭī ye*  is used for *ī*, and joined with other letters, it takes a *kharā zer*, along with dots "i".

- 2) The letter *barī ye*  gives the sound of two different vowels: *e* (as in English *bay*) and *ai* (as in English *ash*).

As distinct from the *e* sound, when *barī ye*  is used for the *ai* sound, it takes *zabar* [ ˆ ] above the preceding letter.

Reading the table below, pay close attention to the ways in which

the variants of both *chhoṭī ye*  and *barī ye*  change in a manner similar to the *be*  group, with respect to following letters:

	Variant				
	Final	Medial	Initial		
					
Sound	y	Name	<i>chhoṭī ye</i>	Letter	

Examples of *chhoṭī ye* as a semi-vowel *y* :

Final	Medial	Initial
*	 dayār	 yād
	 kevrā	 yaum



پیار

piyār

یمن

yaman

\* As a semi-vowel *y*, *chhoṭī ye* ی does not occur in the word final position.



Examples of *chhoṭī ye* ی as a long-vowel *ī* :

Final

بستی

bastī

Medial

تین

tīn

Initial

ایشار

īsar

دادی

dādī

جیون

jīvan

ایشور

īshvar

بجلی

bijlī

نیم

nīm

اتحاد

ijād



*barīyē* ← as a long vowel e:

Final

اُجالے

ujāle

Medial

دینا

denā

Initial

ایک

ek

نچے

nīche

دیش

desh

ایشیا

eshiyā

بڑے

barē

بچنا

bechnā

اتجنت

ejant



barī yē ے as a long vowel ai:

Final

ے

mai

Medial

مَینا

mainā

Initial

اَیٹم

aitam

شَے

shai

جَیسا

jaisā

اَیسا

aisā

لَے

lai

پَیمان

paimān

اَیمن

aiman

### Glossary:

day

یوم

God

اپشور

name of a plant

کیوڑا

selflessness

اپشار

which bears a  
strong-scented  
flower

country

ویار

myna (bird)	مَینَا	love	پیار
like	جیسا	neem (tree)	نیم
liquor	مے	invention	اتحاد
atom	ایٹم	an inhabited place	بستی
promise	پیمان	life	جیون
fortunate	ایمَن	memory	یاد
grandmother	دادی	one	ایک
electricity	برقی	to give	دینا
below	نیچے	Asia	ایشیا
big	بڑے	agent	ایجنٹ
object	شے	country	دیش
rhythm	لے	to sell	بیچنا
Yemen (country)	یَمَن	light	اُجالے
		as, like this	ایسا



## Lesson 13

ain ع group

The *ain* ع group is particular in the sense that the first letter of the group, *ain* ع, can give the sound of any vowel. The second letter of the group, *ghain* غ is a consonant giving the sound gh:

Variant	Sound	Name	Letter
ا / آ / ع	vowel letter	ain	ع
غ / غ / غ	<u>gh</u>	<u>ghain</u>	غ

A note on pronunciation: *ghain* غ is a "voiced velar fricative" meaning that it is pronounced with the back of the tongue neary closing the passage at the top of the throat.

The variants of the letters are different in initial, medial and final positions:

**Final**

منع

manā

**Medial**

بعد

bād

**Initial**

عام

ām

تیغ


tegh


بغل

baghal

غم

gham

In the final position of a word, note that when *ain* ع group letters are preceded by a connector, the final position variant  is used.

When the *ain* ع group letter is preceded by a non-connector, the full form  is used.

The letter ع in Urdu is pronounced as a vowel combined with other vowels in the word. It generally merges with the sound of a preceding or a following vowel.

عَوْرَت

aurat

عِيد

īd

عَادَت

ādat

عَقْل

aql

عَيش

aish

عِرَاق

irāq

شِعْر

sher

عُرْف

urf

عَرَب

arab

شُرُوع

shurū

بِجَعَلَى

jālī

مُعَمَّمَا

moammā

**Glossary:**

prohibit

مَنْع

common

عَام

sorrow

غَم

after

بَعْد

alias	عُرْف	armpit	بُغْل
after	بَعْد	sword	تَيْغ
couplet	شِعْر	habit	عَادَات
an Arab	عَرَب	Id festival	عِيد
enigma	مُعَمَّا	woman	عَوْرَت
fraudulent	بِجَعْلِي	luxury	عَيْش
start	شُرُوع	wisdom	عَقْل
		name of a country	عِرَاق





## Lesson 14

*hamza* ﺀ

*hamza* ﺀ is used to indicate the occurrence of two vowels in a sequence; *hamza* ﺀ is always placed on the second vowel. With the exception of certain combinations, it is always "seated" above any one of the variants of the *be* ب group; in other words, *hamza* ﺀ is written with the help of a variant.

Variant

غَائِب

=

ﻮ

ghaib

آئِي

=

ر

āi

رَائِي

=

ﺀ

rāij

In the above examples, note how **hamza** ﷲ always occurs in the medial position, above a variant written according to the rules in lesson 10.

**Example:**

گاو

gāu

Here **vāo** و is preceded by a connecting letter **gāf** گ. A variant and **hamza** ﷲ are inserted between the two in order to denote the presence of a vowel sequence.

**Compare with:**

گو

go

Here **vāo** و join with **gāf** گ. The absence of **hamza** ﷲ with a variant means that there is only one vowel.

In words where *vāo* و, *Chhotīye* ی or *barīye* ے are preceded by a non-connector, then a *hamza* ا is placed directly above the second vowel, without any variant.

**Examples:**

آئی

āī

چارپائی

chārpāī

آؤ

āo

گاؤ

gāo

**Further examples:**

آئیں

āē

آئے

āe

چائے

chāe

جائیے

jāiye

روپیے

roiye

سوپیے

soiye

مُمبئی

mumbai

دوائی

davāī

جائز

jāiz

گئی

gai

کئی

kai

تیس

teis

نئے

nae

گئے

gae

مئی

mai

### Glossary:

sleep (honorific  
imperative)

سوئیے

come

آؤ

cry (honorific  
imperative)

روئیے

cot

چارپائی

go (honorific  
imperative)

جائیے

came  
(feminine singular)

آئی

legitimate

جائز

tea

چائے

medicine

دوائی

came

آئے

twenty three

تیس

let come (plural)

آئیں

w

فئے

many

گئی

appearance

غائب

went (feminine  
singular)

گئی

avalent

راج

May

مئی

ng (imperative)

گاؤ

gone

گئے



آؤ

چارپائی

آئی

چائے

آئے

آئیں

# Lesson 15

*chhoṭī he* د

The letter *chhoṭī he* د introduced here, represents both a consonant and a vowel. As a consonant, it is pronounced as *h* (as in English *hall*). As a vowel, it gives the sound of the vowels *a* and *e*.

**Sound**

h, a, e

**Name**

chhoṭī he

**Letter**

د

**Variant**

**Final**

د

**Medial**

د

**Initial**

د / د

**Examples:**

**Final**

جگہ

jagah

**Medial**



ناہر

nahar

**Initial**

ہل

hal

The first variant of initial position,  is used with the letters of *alif*, ا, *dāl* د group, *re* ر group, *kāf* ک group and *lām* ل. With the remaining letters the second variant  is used.

Note that the letters *chhoṭī he* ه and *he* ح (covered in lesson 4) are homophonous for "h" sound.

Compare:




hal  
plough



hal  
solution

*chhoṭī he* ه as a vowel:

*chhoṭī he* ه is pronounced as a vowel only in the final position of a word. Note that when the final variant of *chhoṭī he* ه is used as a vowel, a hook  below the variant is not used.

Compare:



ke



kaih

**chhotī he** ڊ as a vowel representing the sound of a :

ناغہ	نغمہ	عُمدہ	پَرودہ
nāgha	nāghma	umda	parda

**chhotī he** ڊ as a vowel representing the sound of a vowel e:

اگرچہ	چُنّاچہ	تا کہ	بلکہ	کے
agarche	chunāche	tāke	balke	ke

**Further examples:**

قلعہ	غُنچہ	عہدہ
qila	ghuncha	ohda
ہمیشہ	جُمعہ	ذریعہ
hamesha	juma	zariya
اَفْرِیقہ	کولکتہ	پٹیا لہ
afriqa	Kolkata	patyala



## Glossary:

so that	تا کہ	plough	ہل
so	چنانچہ	canal	نہر
although	اگرچہ	place	جگہ
bud	غُنچہ	curtain	پردہ
fort	قلعہ	close day	ناغہ
means	ذریعہ	excellent	عُمدہ
Friday	جُمعہ	song	نغمہ
always	ہمیشہ	post	عہدہ
solution	حل	that	کہ
		but	بلکہ



## Lesson 16

toe **ط** and zoe **ظ**

As explained below, letters **toe ط** and **zoe ظ** are each homophonous with different letters of the Urdu alphabet. Language learners will need to take special care to memorize the correct spelling of Urdu words using homophonous letters such as **toe ط** and **zoe ظ**.

Sound	Name	Letter
t	toe	ط
z	zoe	ظ

Examples:

Final	Medial	Initial
خَط	وَطَن	طَاقَت
<u>khat</u>	vatan	tāqat

لَفْظ

lafz

نَظَر

nazar

ظَالِم

zālim

toe ط and zoe ظ have no variants.

The letter toe ط is homophonous with te ت and zoe ظ is homophonous with zwād ض, zāl ذ and ze ز

Compare:

نَظَر / نَذَر

nazar/nazr  
sight / gift

تِين / طِين

tīn / tīn  
soil / three

Further examples:

نُقْطَة

nuqta

ظَاهِر

zāhir

غَلَط

ghalat

حِفَاظَة

hifāzat

إِنْتِظَام

intizām

تَلَفُّظ

talaffuz

دَسْخَط

dastkhat

طَرِيقَه

tariqa

خَطَرَنَاك

khatarnāk

**Glossary:**

pronunciation	تَلْفُظ	strength	طَاقَت
arrangement	اِنْطِظَام	motherland	وَطَن
protection	حِفَاظَت	letter	خَط
dangerous	خَطَرَنَاك	cruel	ظَالِم
method	طَرِيقَه	sight	نَظَر
signature	دَسْخَط	word	لَفْظ
offering	نَذَر	wrong	غَلَط
soil	طِين	evident	ظَاهِر
three	تِثْن	dot	نُقْطَه



## Lesson 17

### *do chashmī he* دھ

Unlike Hindi, there are no separate letters for aspirated consonants in Urdu. To indicate aspiration, a symbol called *do chashmī he* دھ is used with a letter.

1) *do chashmī he* دھ with non-connectors:

دھ

rh

دھ

dh

دھ

dh

Example:

رادھا

Note how *do chashmī he* دھ joins with a following letter, even though it indicates aspiration for the previous letter.

2) *do chashmī he* دھ with connectors:

*do chashmī he* دھ joins with connecting letters, showing

aspiration. Pay careful attention to the ways in which aspiration is indicated in the *be* ب, *jīm* ج and *kāf* ك groups:

- a) Aspiration for letters in the *be* ب group, is indicated as follows:

bh	بھ
ph	پھ
th	تھ
ṭh	ٹھ

- b) Aspiration in the *jīm* ج group is indicated as follows:

jh	جھ
chh	چھ

- c) Aspiration in the *kāf* ك group is indicated as follows:

kh	کھ
gh	گھ

Examples:

Final

بُدھ

budh

Medial

اَندها

ādhā

Initial

دَهن

dhan

رادھا

rādhā

موڈھا

mōḍhā

ڈھول

ḍhol

مُجھ

mujh

بُجھنا

bujhnā

جھنڈا

jhāḍā

رَچھ

rīchh

بَچھرا

bachhṛā

چھری

chharī

پَکھ

pākh

پَنکھا

pākhā

کھیر

khīr

سُونگھ

sūgh

گَنگھا

kāghā

گھری

gharī

چُبھ

chubh

گوبھی

gobhī

بھالو

bhālū

—

گپھا

guphā

پھول

phūl

راتھ

rath

ماتھا

māthā

تھن

than

مٹھ

math

بایٹھنا

baiṭhnā

ٹھگ

thag

### Glossary:

drum

ڈھول

wealth

دھن

reed stool

مؤنڈھا

blind

اندھا

flag

جھنڈا

Wednesday

بدھ



cauliflower	گوبھی	to extinguish	بُجھنا
pinch	چُھ	me	مُجھ
flower	پھول	stick	چھڑی
cave	گہا	calf	چھڑا
udder	تھن	bear	راچھ
forehead	ماتھا	a sweet dish	کھیر
four-wheel carriage	رتھ	fan	پنکھا
robber	ٹھگ	feather	پنکھ
fist	مٹھی	watch	گھڑی
convent	مٹھ	comb	کنگھا
to sit	بیٹھنا	smell (imperative)	سونگھ
		bear	بھالو



## Lesson 18

*izāfat* has grammatical relevance in Urdu which normally indicates "possession" (genitive marker) i.e. it conveys the meaning of **کا، کی، کے** 'of' and is represented by three different symbols. All these symbols are pronounced as **e**.

1) *izāfat*— **zer** ✓

a) If the governed noun (the noun that always comes first), of compound word ends in a consonant letter the symbol **zer** is put below the last letter of the first word.

Forexample:

\* دَرِدِ دِل

darde-dil

دِل کا دَرِد

dil kā dard

\*One way of understanding the meaning of such compound nouns is to consider the *izāfat* as signalling a relationship that would be conveyed in English by 's an apostrophe followed by s. For instance, the compound noun **دَرِدِ دِل** is made up of two words, **دَرِد** meaning **pain** and **دِل** meaning **heart**, the

*izāfat* connecting the two nouns (in this case, a *zer*) joins the two words to give the meaning *pain of the heart* or equally the *heart's pain*.

**Further examples:**

مَوْجِ دَرِيَا

mauje-daryā

رَا زِدِل

rāze-dil

عَرَقِ كَلَاب

araqe-gulāb

شَاخِ كَل

shākhe-gul

- b) If the governed noun of compound word ends with the letter *ain* ع, *zer*, is placed below the letter *ain* ع.

**Forexample:**

شَمَعِ مَحْفِلِ

shame-mahfil

مَحْفِلِ كِي شَمَعِ

mahfil kī shama

Other example:

اطلاع عام

ittilāe-ām

- c) If the governed noun of compound word ends in the letter *chhoṭīye* کی, a *zer* is placed below *chhoṭīye*

Forexample:

بیماریِ دل

bīmāriē-dil

دل کی بیماری

dil kī bīmārī

Further examples:

گرسیِ صدارت

kursiē-sadārat

خوبیِ قسمت

Khūbiē-qīsmat

## 2) *izāfat*— *hamza* ✍

If the diacritic mark *hamza* is put above the last letter of governed noun of a compound word, the symbol is known as *izāfat - hamza*. *izāfat - hamza* is of three types.

- a) If the noun of compound word ends with *chhoṭī he* ڊ (as a vowel). The symbol *hamza* is put above the letter.

Forexample:

نغمہ شادی

naghmae-shādī

شادی کا نغمہ

shādī kā naghma

جذبہ دل

jazbae-dil

قطرہ خون

qatrae - khūn

Note: If the last letter of the noun ends in *chhoṭī he* ڊ (as a consonant), The *izāfat - zer* will be used.

**Examples:**

ماہِ نَو

māhe-nau

راہِ وَفَا

rāhe-vafā

- b) If the first noun of a compound word ends with the letter **baṛīye** a symbol as **hamza** is used.

**Example:**

شے لَطِيف

shae-latīf

- c) If the governed noun of a compound word ends in the letters **alif** and **vāo** the letter **baṛīye** ے is added along with **hamza**

**Forexample:**

صَدَاۓ وَطْن

sadāe-vatan

وَطْن کی صَدَا

vatan ki sadā

Further examples :

سزائے موت      بوئے گل      آبروئے وطن  
sazāe-mot      būe-gul      ābrūe-vatan

It may be noted that in some printed materials the use of *hamza* on *baṛīye* ﷲ is generally avoided.

3) *izāfat* of *alif-lām* ال :

In the Arabic compound words the *izāfat* of *alif-lām* is also used in between the (first word) and governing compound nouns.

a) Silent *alif-lām* ال

If the governing noun of compound word begins with these consonants i.e., *te* ت, *toe* ط, *dāl* د, *sīn* س, *shīn* ش, *se* ث,

*swād* ص, *zwād* ض, *ze* ز, *zāl* ذ, *zoe* ظ, *lām* ل, *re* ر and

*nūn* ن letters (known as *hurūf-e-shamsī* حُرُوفِ شَمْسِي), these

consonants are geminated and the symbol *pesh* is put above the last letter of the first word for short vowel *u*. In such compounds *alif-lām* is not pronounced.

**Example:**

دَارُ السَّلْطَنَتِ = سَلْطَنَتِ + اِل + دَار  
 dārus-saltanat = saltanat + اِل + dar

i.e., سَلْطَنَتِ كِي جَاہِ saltanat kī jagah (capital)

**Further Examples:**

عَبْدُ اللّٰهِ  
abdullah

نِزَامُ الدِّينِ  
nizāmud-dīn



b) *alif* silent but *lām* pronounced:

If the governing noun (second word) of compound word begins with the rest of the consonants i.e., *alif* ا, *be* ب, *barī* he ح, *chhoṭī* he ڌ, *jīm* ج, *khe* خ, *ain* ع, *ghain* غ, *fe* ف, *qāf* ق, *kāf* ک, *mīm* م, *vāo* و and *chhoṭī* ye ی letters (known as *hurūf-e-qamrī* حُرُوفِ قَمْرِي), these consonants are not geminated.

In such compounds *lām* is pronounced while *alif* is silent.

**Example:**

دار الحکومت = دار + ال + حکومت  
dārul hukūmat = hukūmat + ال + dār

i.e., حکومت کی جگہ hukūmatkī jagah (Capital)

**Other examples are as follows:**

عید الفطر  
īdul-fitr

بین الاقوامی  
bainul-aqvāmī

c) *alif-lām* preceded with the letter *vāo* :

In few compound words the last letter *vāo* of the noun (first word) is pronounced as short vowel *u*.

**Example:**

أَبُو الْكَلَامِ

abulkalām

d) *alif-lām* preceded with the letter *chhotī ye*:

If the first word ends with *chhotī ye*, the letter is silent and the symbol *zabar* is put on the preceding letter giving the sound of *a*

**Forexample:**

حَتَّىٰ إِلَّا مَكَانَ

hattal imkan

e) When symbol *zer* is used after the prepositions *alif* remains silent and is pronounced as *i*.

For example:

بِالْكُلِّ

bilkul

بِالِرَادَةِ

bilirāda

بِالْآخِرِ

bil ākhir

Glossary:

heart's ailment      بیماریِ دل

fortune      خوبیِ قسمت

presidential  
chair      گرسیِ صدارت

song of marriage      نغمهٔ شادی

drop of blood      قطرهٔ خون

feeling of  
the heart      جذبۂ دل

secret of the heart      رازِ دل

wave of the river      موجِ دریا

branch of a flower      شاخِ گل

rose essence      عرقِ گلاب

centre of attraction      شمعِ محفل

general  
information      اطلاعِ عام

a proper name	نِظَامِ الدِّينِ	path of faith	رَاهِ وِفَا
to the best of one's ability	حَتَّىٰ الْاِمْكَانِ	newmoon	مَاهِ نُو
a proper name	عَبْدُ اللّٰهِ	delicate thing	شَيْءٍ لَطِيفٍ
international	بَيْنَ الْاِقْوَامِ	voice of the country	صِدَائِ وَطْنِ
(the festival of) Eid	عِيدِ الْفِطْرِ	smell of flower	بُوَيْ رُكْلِ
at last	بِالْآخِرِ	honour of the country	اَبْرُوْءِ وَطْنِ
intentionally	بِالْاِرَادَةِ	death	سَزَاةِ مَوْتِ
totally	بِالْكُلِّ	punishment	



## Lesson 19

vāve - atf و

In a few Perso - Arabic compound words, the letter **vāo و** in between nouns or adjectives, gives the sound of **o** (as in English **note**) and is known as **vāve - atf** which works as a conjunction.

Forexample:

آب و ہوا	ābo - havā
آب اور ہوا	ābaurhavā

Other examples:

خرید و فروخت

kharīdo-farokht

خط و کتابت

khato-kitābat

آمد و رفت

amado-raft

گم و بیش

kamo-besh

درد و غم

dardo-gham

مال و اسباب

mālo-asbāb

شام و سحر

shāmo-sahr

شب و روز

shabo-roz

عجیب و غریب

ajībo-gharīb

Note : Frequently learners either mispronounce **vāve - atf** as **v** rather than **o**, or alternatively, they pronounce the **o** separately from the two nouns (as if the **o** was a separate word). Care should be taken to pronounce the **o** sound as though it is the last syllable of the first noun. Hence : **ābo-havā**, and not **āb-o-havā** or **āb-v-havā**.

Additional points pertaining to **vāo** و.

- a) In a few Persian borrowed words, the letter **vāo** و is pronounced as a short vowel **u** after the letter **kh** خ

Examples:

خورشید

khurshīd

خوش

khush

خود

khud

- b) In a few words, **vāo** و is silent when followed by **alif** ا. For instance خواب is pronounced **khāb**

Example:

خواهش

khāhish

درخواست

darkhāst

تختواه

tankhāh

- c) **vāo** و as a semi vowel **v** occurs in the final position in only a few words.

عَضْوَةٌ

azv

لَغْوَةٌ

laghv

نَحْوٌ

nahv

tanvīn اُ

In few borrowed Arabic words the **tanvīn** اُ (the letter **alif** with two **zabar** symbols) is suffixed to nouns for making adverbs. This suffix is pronounced as **an** (as in English **run**) and it is known as **tanvīn**.

Forexample:

مَجْبُورًا = أَ + مَجْبُورٌ  
(forcibly) majbūran an majbūr

Other examples:

أُصُولًا

usūlan

اِحْتِيَاظًا

eh̄tiyātan

اِتِّفَاقًا

ittifaqan

عُمُومًا

umūman

خُصُوصًا

khusūsan

تَقْرِيْبًا

taqrīban

يَقِيْنًا

yaqīnan

مَثَلًا

maslan

فَوْرًا

fauran



## Glossary:

essentially	أصُولاً	climate	آب و ہوا
nearly	تقریباً	coming and going	آمد و رفت
specially	خصوصاً	correspondence	خط و کتابت
generally	عموماً	buying and purchasing	خرید و فروخت
immediately	فوراً	belongings	مال و اسباب
for example	مثلاً	pain and grief	درد و غم
certainly	یقیناً	approximately	گرم و بیش
self	خود	strange	عجیب و غریب
happy	خوش	day and night	شب و روز
sun	خورشید	accidentally	اتفاقاً
salary	پنخواہ	cautiously	احتیاطاً

limb	عَضْوَةٌ	application	دَرخواست
evening & morning	شام و سحر	hope	خوابش
compulsarily	مَجْبُوراً	grammar	نحو
		nonsense	لغو



## Lesson 20

In Urdu, the distinction between pairs of sounds is extremely important, and the incorrect pronunciation of a word may result in a miscommunication. In the examples below, grouped under easily confused consonant pairs, note and understand the differences in the meaning and the spelling of words that might be similarly pronounced by the learner.

ک / ق

k

q

قَوَل / کَوَل

kaul/qaul

قَمَر / کَمَر

kamar/qamar

قَدَم / کَدَم

kadam/qadam

نُقْطَه / نُکْطَه

nukta/nuqta

مُقَرَّر / مُکَرَّر

mukarrar/muqarrar

ز، ذ، ض، ظ / ج :

j

z

زنگ / جنگ

jāg / zāg

زن / جن

jan / zan

زال / جال

jāl / zāl

ذلیل / جلیل

jalīl / zalīl

سزا / سجا

sajā / sazā

بازی / باجی

bājī / bāzī

گزار / گج

gaj / gaz

راز / راج

rāj / rāz

نظم / نجم

najm / nazm

خ / کھ :

kh

kh

خان / کھان

khān / khān

خال / کھال

khāl / khāl

خار / کھار

khār / khār

خول / کھول

khol / khol

خانہ / کھانا

khānā / khāna

غ / گ :

g

gh

ساغر / ساگر

sāgar / sāghar

غل / گل

gul / ghul

**Glossary:**

waist

گمر

step

قدم

saying

قول

name of a plant

کدم

surname

گول

moon

قمر

poem	نظم	appointed	مقرر
star	نجم	repeat	مكرر
secret	راز	dot	نقطہ
kingdom	راج	point	نقطہ
a yard for measurement	گزر	name of an Urdu letter	ذال
elephant	گج	net	جال
thorn	خار	wretched	ذلیل
saltiness	کھار	glorious	جلیل
mole	خال	lady	زن
skin	کھال	person	بجن
surname	خان	rust	زنگ
mine	کھان	war	جنگ
house	خانہ	game	بازی
food	کھانا	elder sister	باجی
cover	خول	punishment	سزا
open (imperative)	کھول	decorated Arabs	سجا

a cup of wine

انگر

noise

غل

sea

ساگر

flower

گل



## Traditional Order of Urdu Alphabet

ا  
ب  
ج  
د  
ر  
س  
ص  
ط  
ع  
ف  
ق  
ک  
گ  
ن  
و  
ہ  
ی  
ے  
پ  
چ  
ڈ  
ڑ  
ش  
ض  
ظ  
غ  
ت  
ح  
ز  
ث  
ٹ  
خ  
ث



# Punctuation Marks, Abbreviations and Numerals

## Punctuation Marks:

Full Stop	—
Comma	‘
Semi-colon	؛
Inverted Comma	“ ”
Colon	:
Question Mark	؟
Mark of Exclamation	!

## Abbreviations:

After the date	۱۵ / اگست	/
For the year	۲۷	—
Stands for isvi i.e. year of the Christian calendar	۲۰۰۵ء	ء

Stands for hijri i.e. year  
of the Muslim calendar

هـ ١٠١٥

٥

Before writing a verse

٩

Stands for pen name  
of a poet

١

Used for respect with the  
name of Prophet  
Mohammad

٢

Used for respect with the  
names of companions  
of the Prophet.

٣

Used for respect with  
the names of Muslim  
deceased saints

٤

**Numerals:**

١	٢	٣	٤	٥	٦	٧	٨	٩	٠
1	2	3	4	5	6	7	8	9	0