By the same author

Ibridi'ī URDU READER
Hindustān — Aaj aur Kal (Tr.)
Urdū Naqš o Naqm ke Namāne (Ed.)
DISTRACTING WORDS (Tr.)

LESSONS IN URDU SCRIPT

by

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20. Key

INTRODUCTION AND COMPILER'S NOTE

Para 1. This work is meant for those who wish to learn the Urdu script through the medium of English and are already familiar with the widely-spoken speech called ‘Hindustānī’. Urdu is a literary form of this speech. It is written and read from right to left.

Para 2. Urdu script is a script of circles and crescents, curves and dots. The subtle beauty of this script, the finer points in connecting together different letters and even the proportionate drawing of the detached forms of the letters themselves, especially in the nastāʿītq (a fine round hand) form, can be fully appreciated only when one learns to write with a reed-pen. For this purpose alone the letters of the Urdu alphabet, as they are customarily arranged, and the letters formed to serve as symbols for the aspirated sounds have been given at the end of the Lessons on a graph-paper. (The place for nūn-e-ghunna which is employed for getting nasalised vowel sounds in Urdu is after  (nūn), the 32nd letter of the Urdu alphabet while the place for do chashmī he which is used to obtain aspirated sounds in Urdu is after  (he), the 34th letter of the Urdu alphabet; hence they have been shown in parentheses.) It should be added, however, that this work is an attempt to serve only as a guide in learning the nastāʿītq way of the Urdu script as it is today and by no means seeks to serve as a guide in
Para 3(a). There are thirty seven letters in the Urdu alphabet derived from Persian, Arabic and Hindi. Apart from the sounds which it gives, each letter of the Urdu alphabet has been given a distinct name. In Urdu, there is no conception of writing the letters as 'capital'. The letters ș \textit{alif} and ș \textit{barī ye} serve as vowels; ș vād/vār and ș \textit{chhoft ye} are semi-vowels as they are employed to give consonantal sounds too; ș \textit{re} never occurs initially and ș \textit{zhe} is of rare occurrence. Of the other letters, \textit{hamza} is mostly employed as an orthographical mark. In pronunciation ș \textit{aen} and ș \textit{hamza} are equated with ș \textit{alif}; ș \textit{goe} with ș \textit{te}; ș \textit{ge} and ș \textit{quād} with ș \textit{sin}; ș \textit{he} with ș \textit{he}; ș \textit{zāl}, ș \textit{goe} and ș \textit{quād} with ș \textit{ze}. Thus the consonantal sounds used in Urdu are much less than what its alphabet provides for. This is of course apart from the aspirated sounds for which letters have been devised as there are no separate letters for them in Urdu.

Para 3(b). The letters of the Urdu alphabet change their forms as they occur in the beginning, middle or the end of a word, mostly by dropping out a part of their detached forms, as shown in Table X given at the end of the Lessons. There are some letters, however, which do not or just slightly change their detached forms in combinations e.g. \textit{bā}, \textit{zā}, \textit{zara}, \textit{zār}, \textit{zār}, \textit{zār}, \textit{zār}, \textit{zār}, \textit{zār}, \textit{zār}, \textit{zār}, called non-connectors which do not unite with letters following them i.e. towards the left of them. These non-connector letters are used in their detached forms when they occur at the beginning of a word. When they are placed medially or finally in a word after a non-connector then too their detached forms are used.

Para 3(c). In Urdu a word is not divided by a hyphen (-); hence a word cannot be broken into two parts — one part in one line and the other in the next. For the same reason and in order to maintain the symmetry of the written page some letters, mainly those which are of a horizontal or of a sloping line e.g. \textit{ā}, \textit{ṣ}, \textit{s}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, \textit{ṣ}, etc., are slightly extended; for instance the letters \textit{kāf} and \textit{be} when extended may be written as \textit{kā} and \textit{be} respectively even when they occur medially.

Para 4. Diacritical marks with the English letters have been used on account of the feeling that some English letters do not sufficiently represent the corresponding Urdu letters and that the Urdu-speaking people usually equate some letters of the Urdu alphabet with others in pronouncing their sounds, as pointed out above. Thus five compounds have been used to render the consonants of the Urdu alphabet in the Roman characters as in vogue in English viz. \textit{ch} for \textit{ṣ}, \textit{gh} for \textit{ṭ}, \textit{kh} for \textit{ṭ}, \textit{sh} for \textit{ṭ} and \textit{zh} (pronounced as s in vision) for \textit{ṣ}. These are besides the compounds employed for transcribing the aspirated consonants viz. \textit{bh} for \textit{ṭ}, \textit{ph} for \textit{ṭw}, \textit{th} for \textit{ṭ}, \textit{gh} for \textit{ṭ}, \textit{jh} for \textit{ṭ}, \textit{chh} for \textit{ṭw}, \textit{dh} for \textit{ṭw}, \textit{gh} for \textit{ṭw}, \textit{ph} for \textit{ṭw}, \textit{kh} for \textit{ṭ} and \textit{gh} for \textit{ṭw}. To distinguish between the aspirated consonant \textit{ṭ} and the velar fricative \textit{ṭ}, \textit{kh} has been employed for the former while a short dash has been placed under \textit{kh} (\textit{kh}) to represent the latter. Similarly for the aspirated consonant \textit{ṭ} the transcription is \textit{gh} while for \textit{ṭ} (a velarised voiced fricative) it is \textit{gh}. Ten letters are distinguished by diacritical marks viz. \textit{d} for \textit{ṭ} (an unaspirated voiced retro-
Para 5  Besides the marks used for indicating the occurrence of a hemistich or a couplet after a sentence, or the name of a poet in a sentence or a couplet as mentioned in the Notes and Addenda, diacritical marks generally used in Urdu are zabar, zer, pesh, mad, jazm, tashdīd and the marks for nasalsation and nunnation. In this work we have adopted two such marks more to denote the presence of the vowel sounds ā (as oo in fool) and ē (as ee in feel); in the Urdu script for the former an inverted comma has been placed on the semi-vowel letter ṭhō (‘ā’) and for the latter a short bar has been placed under the two dots of the semi-vowel letter chhōṭ ye (‘ē’). Thus the transliteration of the ten vowel-sounds of Urdu as adopted in this work is as follows:

<table>
<thead>
<tr>
<th>Vowel-Sounds and their Transliteration</th>
<th>Initial</th>
<th>Non-Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>ً</td>
<td>a</td>
<td>as in ago or as u in but</td>
</tr>
<tr>
<td>ً</td>
<td>ā</td>
<td>a in father, rather, transfer</td>
</tr>
<tr>
<td>ْ</td>
<td>i</td>
<td>as i in sin</td>
</tr>
<tr>
<td>ْ</td>
<td>ī</td>
<td>as ee in seek, feel</td>
</tr>
<tr>
<td>ُ</td>
<td>u</td>
<td>as ū in full</td>
</tr>
<tr>
<td>ُ</td>
<td>ū</td>
<td>u in rude or as oo in fool</td>
</tr>
<tr>
<td>ِ</td>
<td>e</td>
<td>as a in pale</td>
</tr>
<tr>
<td>ِ</td>
<td>ē</td>
<td>as e in at, man, gap, and have</td>
</tr>
<tr>
<td>َ</td>
<td>o</td>
<td>as o in note, more</td>
</tr>
<tr>
<td>َ</td>
<td>āu</td>
<td>as au in auto</td>
</tr>
</tbody>
</table>

Para 6 (a). The letters of the Urdu alphabet have been arranged in groups containing letters which have one elementary form and as they occur initially, medially or finally in a word come to have, more or less, a similar form. There are groups however, which are comprised of only one letter and that could not be avoided for they are somewhat unique in formation or behaviour when they are combined. Thus Group I is comprised of a letter ً alif only; Group II includes ه، ث، س، ط، ي and ى; Group III includes ز، ﺪ، ﺑ، ج and ﻣ; Group IV includes ﺔ، ﺗ، ﻟ، ر، ﺔ and ﻤ; Group V includes ﺔ، ﺔ، ﺔ، ﺔ and ﺔ; Group VI includes ﺔ and ﺔ; Group VII includes ﺔ and ﺔ; Group VIII includes ﺔ and ﺔ; Group IX includes ﺔ and ﺔ; Group X includes ﺔ and ﺔ; Group XI includes ﺔ and ﺔ;
Para 6 (b). A rectangle placed around a letter indicates that that letter does not occur very often in Urdu or that it does not have much significance in the phonemical system of Urdu.

Para 7. In the Notes and Addenda are given the names of vowels etc. as they are called by the grammarians, and other orthographical and punctuation marks as used in Urdu. A passage has also been provided with its transcript which will serve as a useful exercise in reading. Care has been taken that almost all the letters of the Urdu alphabet and some of the remarks made in the Notes are exemplified in this passage.

Para 8. The compiler of these lessons has heavily drawn on “A Grammar of the Hindustani Language” of Duncan Forbes (London, 1855). The following works have also been consulted:
2. “A Phonetical and Phonologial Study of the Word in Urdu” by Dr. Masud Husain Khan, Aligarh Muslim University.

The compiler humbly records his indebtedness to all these works.

Para 9. The compiler records his gratitude to Professor M. Mujeeb at whose kind suggestion the work of preparing these Lessons was undertaken. To Professor Masud Husain Khan he is grateful who kindly read the work in manuscript and made valuable suggestions.

Mohammed Zaki
LESSON 1

and mad

Table 1

<table>
<thead>
<tr>
<th>VI</th>
<th>V</th>
<th>IV</th>
<th>III</th>
<th>II</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination with ( \text{alif} ) as the following letter</td>
<td>Transliteration</td>
<td>Name</td>
<td>Letter (Detached Form)</td>
<td>Group No.</td>
<td></td>
</tr>
<tr>
<td>finally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( \text{a} )</td>
<td>( \text{alif} )</td>
<td></td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( \text{b} )</td>
<td></td>
<td></td>
<td>II (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( \text{p} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( \text{t} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( \text{n} )</td>
<td></td>
<td></td>
<td>II (b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( \text{y} )</td>
<td></td>
<td></td>
<td>II (c)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Para 1. Eight letters of the Urdu alphabet arranged in Groups I and II are introduced in this lesson. In Table 1 Column I are given

the number of groups of the letters of the Urdu alphabet and in Column II the letters belonging to these groups; the arrows on the letters and their combinations indicate the initial points in their formation. The \( \text{nugtas} \) i.e. the dots, though essential part of the letters, are placed after the formation of the main body of the letter/word. Column III gives the names of these letters while Column IV shows the power or transliteration as adopted for each letter in these lessons. The form of \( \text{nugta} \) (= dot) is that of a small square placed thus (○).

Para 2. The first group has only one letter viz. \( \text{alif} \) which is a vertical line-like figure, drawn downwards from its initial point. In Urdu it is employed as a long vowel i.e. as a letter of prolongation extending the sound of the letter preceding it. It gives the sound of \( \text{a} \) as in the English words father, rather, transfer etc. It has been transliterated as \( \text{a} \).

Para 3. The letters of sub-group II (a) have one elementary form \( \text{p} \) which, by just change of dots becomes \( \text{be}, \text{pe}, \text{te} \) and \( \text{ge} \). To obtain the letter \( \text{fe} \) of this sub-group, a form resembling that of the type-written \( \text{p} \) of the English alphabet is placed over this elementary form.

Para 4. Column V of Table 1 shows how we derive the sounds \( \text{b}, \text{p}, \text{t} \) etc. by connecting the letters of Group II with \( \text{alif} \). As regards the first combination in this Column (\( \text{p} \)), it should be remembered that to get the sound \( \text{a} \) at the beginning of a word (or a syllable) as in the English words arc, aims, argue etc. we need to write two \( \text{alifs} \); but \( \text{alif} \) is a non-connector i.e. it does not connect with letters to the left of it. In order to get this sound only one \( \text{alif} \) is written but over it is placed the
sign (ـ) called mad (=extending); thus ﺮ (dignity) = ﺮ. Similarly we can form words by using the letters, as given in Column II, after the combinations worked out in Column V; e.g. ﺮ (db=water), ﺮ (bap=father), ﺮ (bd= a thing; a point) etc. This shows that when these letters occur finally in a word after alif the non-connector letter, these are written in their detached forms, as given in Column II.

Para 5. A perusal of Column V will show that all the letters of Group II behave in the same way i.e. when placed initially they are not written in full; only the form (ـ) is retained of them with the difference in the number and the placement of nuqtas (dots) of course, and then alif is added to it to give the basic form of these combinations. While drawing this basic form it should be noted that the letter alif is written upwards in combinations.

Para 6 (a). The letter ﺶ of II (o) is treated here as a consonant transliterated as y. It behaves like the other letters of Group II in combinations and two dots are placed under the elementary form of these combinations when it occurs initially in a word or a syllable.

Para 6 (b). When ﺶ is placed finally in a word or syllable it behaves simply as a long vowel giving the sound of ee as in the English words seek, feel, or the sound of i as in police, caprice etc. In that case it has been transliterated as i. Thus placing ﺶ after the letters ﺲ, ﺸ, ﺱ, ﺲ, etc. we get ﺶ ﺲ, ﺶ ﺲ, ﺶ ﺲ, ﺶ ﺲ etc. as worked out in Column VI. The basic or elementary form of the letters of Group II in such combinations, it will be noticed, is ﺶ. The last combination

in this Column i.e. ( ﺶ + ﺶ ) gives us the sound ﺶ y, the first ﺶ being used as a consonant and the second (i.e. towards the left of the first) employed as a long vowel extending the sound of the first ﺶ. Thus placing the combinations worked out in Column V before the combinations of Column VI we can get the words ﺶ (db=of the colour of water), ﺶ (bmy=founder), ﺶ (pam=water) etc. To get the sound of initially in a word we have to employ the letter ﺶ alif before the letter ﺶ (= ﺶ ) unconnected with each other as alif is a non-connector.

Para 6 (c). When ﺶ behaving as vowel at the end of a syllable is placed medially in a word a bar is introduced below the two nuqtas (dots) provided for ﺶ under the basic or elementary form ﺶ for combinations thus getting the form ﺶ which in combinations with other letters of Group II has been shown in Column VI. We can now form

\[ \begin{align*}
bu & = \text{ـ} + \text{ـ} + \text{ـ} \\
\text{ـ} & = \text{ـ} + \text{ـ} + \text{ـ}
\end{align*} \]

etc. The form ﺶ then, will also be the form for the letters ﺶ, ﺶ and ﺶ when these occur medially. To sum up, when the letters of Group II (which are of a horizontal or a sloping line) are connected an incursion (known as shoşa) is provided for each letter in the line. When more than one letter of this Group come together, for the sake of distinction an upward bold dash is given to the middle one terminating in a sharp point vertically as will be observed in the words ﺶ and ﺶ above and in words given in Question 4 (d) of the Exercise below.
Exercise 1

1. Write down all the letters introduced in this lesson ten times each.

2. Copy down the combinations of the letters of Group II with the letter \( \textit{alif} \) as given in Column V of Table 1.

3. Form words beginning with \( \textit{alif} \) accompanied by \( \textit{mad} \) (i.e. \( \text{ُ} \)) by placing the letters of Group II after it whose transliterations are:

\( \text{āb; āp; ān.} \)

4. Read and write the following words:

(a)

(b)

(c)

(d)

\( \text{(bīdā; bīnā; pūdā; pūnā; pūlā respectively)} \)

5. Connect the following letters to form words:

\[ \text{ت + ی + ین = تین} \]
\[ \text{ی + ب + ب = یب} \]
\[ \text{ب + ی + س = بیس} \]

(12)

---

LESSON 2

\( \text{١، ٢، ٣ and ٤ and } \) 

Table 2

<table>
<thead>
<tr>
<th>VII</th>
<th>VI</th>
<th>V</th>
<th>IV</th>
<th>III</th>
<th>II</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combinations with ( \text{کی} ) when ( \text{کی} ) is placed</td>
<td>Combination with ( \text{لا} ) as the following letter</td>
<td>Transliteration or Power</td>
<td>Name</td>
<td>Letter (Detached Form)</td>
<td>Group No.</td>
<td></td>
</tr>
<tr>
<td>j</td>
<td>jum</td>
<td>ج</td>
<td>III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ch</td>
<td>che</td>
<td>چ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h</td>
<td>he</td>
<td>خ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>kh</td>
<td>khe</td>
<td>ک</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v</td>
<td>vāv</td>
<td>و</td>
<td>XIII</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Para 1. In this lesson are introduced five letters of the Urdu alphabet.

In the Table the arrows show the initial points in writing these
letters and their combinations. The scheme of the Table is the same as adopted in Table 1 Lesson 1.

Para 2. It will be noticed that the elementary form of the four letters comprising Group III is ج which is a letter by itself. It has been put in a rectangle here for it is generally equated with the letter ج he to be introduced in Lesson 7. (In Arabic it is an unvoiced pharyngeal fricative).

Para 3 (a). In combination when these letters occur finally i.e. at the end of words they are written in their detached forms; thus

\[ \text{bij} = ج + ج + س \]
\[ \text{nich} = ج + ج + ل \]
\[ \text{pich} = ج + ج + ب \]
\[ \text{chik} = ج + ج + ت \]

etc. The incursion ـ provided for the semi-vowel letter ج chhoft ye in the words given above, when it precedes the letters of Group III is to be noted. Similar incursion is provided for other letters of Group II (a), (b) and (c) as introduced in Lesson 1 when they precede the letters of Group III. The initial points of these letters are indicated by arrows in Column II. These initial points also serve as the points of contact of these letters with the letters preceding them.

Para 3 (b). When these letters occur initially or medially in a word only the initial part ج of their detached form is employed; thus

\[ \text{jaf} = ج + ج + س \]

(14)

\[ \text{वा} + । + । + वां \]
\[ \text{वां} + । + वां \]
\[ \text{बां} + । + बां \]

etc. (Also see Para 4 (b) below.)

Para 4 (a). The fifth letter in Column II of Table 2 is ج vao/vaw. The initial part । of ج is like a button or just a big circular dot. It is a consonant producing the sound of v as in the English words vacant and vacancy etc. Like the letter | alif introduced in Lesson 1, ج vao/vaw is a non Connector and retains its detached form in all combinations; thus

\[ \text{vach} = ج + ج + ج \]
\[ \text{vaw} = ج + ج + ج \]
\[ \text{baw} = ج + ج + ج \]
\[ \text{taw} = ج + ج + ج \]

etc. (Also see Para 4 (b) below.)

Para 4 (b). ج vao/vaw is also employed as a vowel to prolong the sound of its preceding consonant. As a vowel it may give the sound of o as in more, note etc. or of oo as in fool or as of u as in
rule, rude etc. When it is to give the latter vowel-sound it has been transliterated as ชะ, and in the Urdu script an inverted comma (‘) has been placed over ชะ to make it ชะ while in the former case it is transliterated as ชะ and in the Urdu script it has been left as it is ชะ; thus

\[ j̄ = j̄ \] and \[ j̄ = j̄ \]

\[ k̄ = k̄ \] and \[ n̄ = n̄ \]

Para 5. Column V of Table 2 gives the combinations of the letters of Group III with the letter ชะ. Similarly we can get the combinations of other letters (introduced earlier and to be introduced later) with ชะ vāo/vār; thus

\[ b̄o = b̄ + w̄ \]

\[ n̄o = n̄ + w̄ \]

\[ ȳo = ȳ + w̄ \]

etc. We can now form words like ชะ (bonā=to sow), ชะ (toā=a parrot), ชะ (kān=blood), ชะ (jān=the month of June), ชะ (jānā= a shoe), etc. As regards the last entry in Column V the sound we get is ชะ, the first working as a consonant transliterated as ชะ and the second ชะ employed as a vowel transliterated as ชะ. The same combination will be pronounced as ชะ if the second has an inverted comma (‘) over it ชะ.

Para 6. In Column VI are given the combinations of the letters of Group III ( ชะ, ชะ, ชะ ) and XIII ( ชะ ) with the letter ชะ while in Column VII are given their ( 16 )

combinations with the semi-vowel letter ชะ when it is placed medially and finally in a word.

Exercise 2

1. Write down all the words as worked out in Para 3 (a), 3 (b), 4 (a) and 4 (b) of this lesson.

2. Read the following words and write the letters separately used in them:

\[ \text{باتا-بیا-تےا-تیا-تےا-تیا} \]

3. Combine the following letters to form words to be transliterated as

\[ k̄h̄ = \text{pop bāpā tāpā jānā chāt̄ o kān} \]

\[ n̄ + \text{w} + \text{b} = n̄ + \text{w} + \text{b} = n̄ + \text{w} + \text{b} \]

\[ b̄ + \text{w} + \text{w} = b̄ + \text{w} + \text{w} = b̄ + \text{w} + \text{w} \]

\[ n̄ + \text{w} + \text{w} = n̄ + \text{w} + \text{w} = n̄ + \text{w} + \text{w} \]

\[ \text{b̄ + w} + \text{w} = \text{b̄ + w} + \text{w} = \text{b̄ + w} + \text{w} \]

( 17 )
LESSON 3

Table 3

<table>
<thead>
<tr>
<th>VIII</th>
<th>VII</th>
<th>VI</th>
<th>V</th>
<th>IV</th>
<th>III</th>
<th>II</th>
<th>I</th>
</tr>
</thead>
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<td>Combination with ئ</td>
<td>Transliteration</td>
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<td>Letter</td>
<td>Group No.</td>
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<td>finally medi ally</td>
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<td>ب</td>
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<td>ب</td>
<td>e</td>
<td>bart</td>
<td>ب</td>
<td>XVI</td>
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</tr>
</tbody>
</table>

Para 1. In this lesson are introduced three letters of the Urdu alphabet comprising Group IV, four letters comprising Group V and one letter comprising Group XVI. The scheme of Table 3 is the same as adopted in earlier Tables, the arrows showing the initial points in drawing the letters.

Para 2. The seven letters of Groups IV and V are all consonants and non-connectors; while letter ئ bart ye makes Group XVI and serves as a long vowel giving the sound of a as in the English words pale, hale etc. As it is employed as a vowel it prolongs the sound of the consonant letter preceding it. When it is placed medially it is denoted by the incursion with two dots beneath it ئ like the letter ئ chhoṭi ye as introduced in Lesson 1 with the difference that no bar is placed under the two dots. The form of this incursion varies in combinations just like those of letters ب be, پ pe and ئ chhoṭi ye etc. when placed medially before various letters. At the end of a word it maintains its detached form ئ; thus:

\[
\begin{align*}
\text{âte} & = \text{اب} + \text{اء} + \text{ت} + \text{ء} = \text{ء} + \text{ج} + \text{ت} + \text{ء} \\
\text{pech} & = \text{پ} + \text{ء} + \text{چ} + \text{ئ} + \text{ے} = \text{پ} + \text{چ} + \text{ئ} + \text{ے} \\
\text{jeb} & = \text{ج} + \text{ب} + \text{ی} + \text{ئ} + \text{ے} = \text{ج} + \text{ب} + \text{ی} + \text{ئ} + \text{ے} \\
\text{jate} & = \text{ج} + \text{ا} + \text{ت} + \text{ہ} + \text{ئ} + \text{ے} = \text{ج} + \text{ا} + \text{ت} + \text{ہ} + \text{ئ} + \text{ے} \\
\text{chen} & = \text{چ} + \text{ن} + \text{ہ} + \text{ئ} + \text{ے} = \text{چ} + \text{ن} + \text{ہ} + \text{ئ} + \text{ے}
\end{align*}
\]

To get the sound of ئ at the beginning of a word as in the English words able, ape etc., we have to employ the letter ئ alif before ئ bart ye; thus:

\[
\begin{align*}
\text{ech} & = \text{ا} + \text{ء} + \text{چ} + \text{ئ} + \text{ے} + \text{ی} = \text{ا} + \text{ء} + \text{چ} + \text{ئ} + \text{ے} + \text{ی}
\end{align*}
\]
Para 3. The letters of Group IV have one elementary form which is itself a letter, softer and more dental than the English d; transcribed as d. The letter zāl is a very soft-sounded one but in pronunciation it is usually equated with the letter ze of Group V; hence it has been placed here in a rectangle. The difference between r and ṭ as introduced in Lesson 2 should be carefully noted; ṭ has an angular top while r has it round. dāl, ṭāl and zāl maintain their detached forms when they occur initially or after the other non-connector letters even if placed medially otherwise they take the form which in the final stage of its construction resembles the detached form of the letters re, ṭe, ze of Group V; thus

\[
\begin{align*}
\text{dāb} & \rightarrow \text{dār} = \text{دا ب} \quad \text{ب} + \text{ا} + \text{ر} \\
\text{dādā} & = \text{دا ر ر} \quad \text{ر} + \text{ا} + \text{ر} + \text{ا} \\
\text{dāj} & = \text{د و ج} \quad \text{ر} + \text{ا} + \text{ج} \\
\text{bed} & = \text{ب ي د} \quad \text{ب} + \text{ي} + \text{د} \\
\text{dēr} & = \text{دو ر} \quad \text{ر} + \text{ك} + \text{و} \\
\end{align*}
\]

Para 4. The elementary form of all the letters of Group V is ṭ which is itself a letter transcribed as r and it is always distinctly uttered. As regards other letters of this Group no word begins with ṭe while ṭe zhe giving the sound of s as in the English words vision and pleasure, is of rare occurrence, more so in the initial and final positions. All these letters in the medial and final positions take the form ṭ. After the non-connector letters, like the letters of Group IV they retain their detached forms; thus

\[
\begin{align*}
\text{tāre} & = \text{تا ر} \quad \text{ت} + \text{ا} + \text{ر} + \text{ا} \\
\text{ṭār} & = \text{طار} \quad \text{ب} + \text{ا} + \text{ي} + \text{ت} + \text{ا} \\
\text{hār} & = \text{هار} \quad \text{ت} + \text{ا} + \text{ر} + \text{ا} \\
\text{zhāzh} & = \text{زحز} \quad \text{ز} + \text{ا} + \text{ز} + \text{ا} \\
\text{ṭāt} & = \text{تات} \quad \text{ت} + \text{ا} + \text{ت} + \text{ا} \\
\text{jār} & = \text{جاري} \quad \text{ج} + \text{i} + \text{ت} + \text{ا} \\
\text{toṭā} & = \text{توتار} \quad \text{س} + \text{و} + \text{ت} + \text{ا} \\
\end{align*}
\]

\[
\begin{align*}
\text{idle talk} & = \text{ضغظ} \quad \text{ض} + \text{غظ} + \text{ض} + \text{غظ} \\
\end{align*}
\]
Para 5. Column V of Table 3 shows the combinations of the letters of Groups IV and V with \( \text{the} \) \( bāt \) ye when the vowel sound e occurs medially and finally. Column VI shows the combination of these letters with \( \text{alif} \) giving us \( ā, ā, ā, ū, ū, ū, ū, ū, ū, ū \). Column VII shows their combinations with \( w \) \( wāv/wāv \); thus giving us \( dū, dū, dū, dū, dū, dū \) etc. if the letter \( w \) \( wāv/wāv \) is given an inverted comma over it. As regards the last entry in this Column against the letter \( \text{the} \) \( bāt \) ye it should be noted that \( w \) here becomes a consonant as \( w \) is always a vowel; thus to get the word \( wād \) we have to employ \( w \) before the consonant. Column VIII shows the combinations of the letters of Groups IV and V with \( \text{the} \) \( chhaṭ \) ye when it is placed medially and finally.

Exercise 3

1. Write down all the letters introduced in this lesson ten times each.

2. Write down all the words as worked out in Para 2, Para 3 and Para 4.

\[ \text{a thorn} = \text{خار} \]

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(23)
LESSON 4

\[ \text{ض، ش، م، و، س، } \]

Short-Vowel Marks—\textit{zabar, zer and pesh—}

\textit{izāfat—} Orthographical Marks : \textit{jazm and tashdīd}

Table 4

<table>
<thead>
<tr>
<th>VIII</th>
<th>VII</th>
<th>VI</th>
<th>V</th>
<th>IV</th>
<th>III</th>
<th>II</th>
<th>I</th>
<th>Group No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combinations</td>
<td>Combination with ی</td>
<td>Combination with ( \ddot{\text{a}} )</td>
<td>Combination with ( \ddot{\text{i}} )</td>
<td>Transliteration</td>
<td>Name (Detached Form)</td>
<td>Letter</td>
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</tr>
<tr>
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<td>medially</td>
<td>finally</td>
<td>medially</td>
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</tbody>
</table>

Pará 1. In this lesson are introduced six consonants, the three primitive or short vowel-marks—\textit{zabar, zer and pesh—and two}

(24)
orthographical marks, jazm and tashdid, used in Urdu. The scheme of Table 4 is the same as adopted in earlier Tables. The arrows mark the initial points in the formation of letters; Columns V and VI give their combination with 'a' alif and 'a' zayn respectively while Column VII gives their combinations with 'a' chhoft ye and 'a' bari ye placed medially and finally.

Para 2. Letters of Group VI viz. 'a' sin and 'a' shia are sibilants and have two initial forms, the incurvated or indented 'a' and the protracted 'a'. In combinations with other letters, when they occur initially or medially in a syllable or a word only the initial part 'a', or 'a' if one likes to draw it that way, is retained; when they occur finally in a word they are written in their detached forms. It should be remembered however that when they occur at the beginning of a word (or medially after a non-connector letter) and are immediately followed by the letters of Group V viz. 'a' s, 'a' z, etc. as introduced in Lesson 3, the final incurvation of the initial part 'a' is left out; thus

\[
\text{ris} = \text{ris} + \text{ri} + \text{is} = \text{ris} + \text{ri} + \text{is} = \text{ris} + \text{ri} + \text{is} = \text{ris} + \text{ri} + \text{is}
\]

Para 3. The letters 'a' qoed and 'a' zoed which make Group VII are placed in rectangles as in pronunciation 'a' is equated with 'a', and 'a' is equated with 'a' ze of Group V as introduced in Lesson 3. In combinations their initial form 'a' is retained when they occur at the beginning and in the middle of the word but the upward pointed edge is omitted when they are immediately followed by the letter 'a' re of Group V; thus

\[
\text{ris} = \text{ris} + \text{ri} + \text{is} = \text{ris} + \text{ri} + \text{is}
\]

Their point of contact with the preceding letter is to be carefully noted.

Para 4. The letters 'a' s and 'a' z of Group VIII are respectively equated in pronunciation with 'a' te as introduced in Lesson 1, and with 'a' ze as introduced in Lesson 3; hence they are shown in rectangles. Their elementary form 'a' resembles the type-written small b of the English alphabet. It will be recalled that it has been used in a miniature form in the formation of letters 'a' te as introduced in Lesson 1 and 'a' dal and 'a' re as introduced in Lesson 3. It shall also be noticed that the initial part 'a' of 'a' is just like the letter 'a' alif while the rest of it has some portion of the initial part 'a' of the letter 'a'. These two letters — 'a' s and 'a' z — are typical in the Urdu alphabet; they are connectors but unlike other connector-letters which change or leave out some of their detached forms in combinations they retain their detached forms whether they are placed initially, medially or finally in a word.

Para 5. The mark 'a' indicates the short vowel zabar (above; upon). It is placed over a letter and gives the sound of 'a' as in the word ago or that of u as in the English word but. It has been transliterated as a; thus 'a' (ban=forest) and 'a' (ran=a battle).

Para 6 (a). The mark 'a' indicates the short vowel zer (under; beneath). It is placed under a letter and gives the sound of i
as in the word sin. It has been transliterated as i; thus (dln=day) and (nib).

Para 6 (b). zer is also used to indicate the union or the state of construction of two substantives or of an adjective with a substantive so that the two come to form one set. Thus it shows the genitive case or the addition of an adjective. In all such cases it is placed under the last letter of the governing noun and is known as izf(at) (addition). It is pronounced just like a short e. zer, when used as the mark of izf(at) has been transliterated as-e- written between two words; thus

\[
\text{zer-e-darakh\textasciitilde}=\text{under a tree;}
\]
\[
\text{ab-e-hay\textasciitilde}=\text{water of life; immortality;}
\]
\[
\text{an\textasciitilde}-surt\textasciitilde}=\text{the red pomegranate.}
\]

NOTE: For the mark (^) on the letter غ in دوخفت and on ر in فرخز see Para 10 (a) below.

Para 7. The mark ^ indicates the short vowel 'pesh (=before; in front). It is placed over a letter and gives the sound of u as in the word full. It has been transliterated as u; thus (chup=silent) and (rut=season).

Para 8. To get the sounds of short vowels — zabar, zer and pesh — at the beginning of a word we have to employ the letter I alif; thus (anaj=corn), (ijazat=permission) and (umasi=seventy nine).

Para 9. It may be noted here that there is a tendency to affect the short vowels when they occur before or after the letters چ as introduced in Lesson 2 and as will be گ as introduced in Lesson 7 where some such examples have been given (Lesson 7 Para 3 (b)).

Para 10 (a). The consonant which has any of the short vowels accompanying it or which is followed by any long vowel or semi-vowel letter (I and ۹, and ج and ۹) is called mutaharrik (=moving). If in the middle or at the end of a word, a consonant has no vowel/vowel-letter with it, it is called sakin (=stationary, still or inert); to denote its inertness the mark ^ like an inverted v called jazm (=amputation; cutting short; keeping silence) is placed over it. jazm, then, is the mark placed on a letter to indicate that there is no short vowel on that letter nor that letter is followed by any vowel or semi-vowel letter. Thus in the word جز (banjar=barren) the ج is moving or moveable by zabar; the ج, unaccompanied by any vowel, is still, inert or stationary; it is just resting and serving as a landing ground for its preceding moving consonant ج; the ج is moving by zabar; and ج, the last letter is inert, the landing ground for its preceding moving letter ج. As a general rule, the last letter of a word is sakin or inert and as such the mark jazm is unnecessary over it.

Para 10 (b). In Urdu initial consonantal cluster i.e. where more than one letter is inert or stationary does not occur. As such no word begins with a letter marked by jazm; thus the words prachar, prajā etc. become parchār and parjā in Urdu. Even the words beginning with sibilants or with the hissing sound for instance station, stop etc. borrowed from English are modified as یست and یستا (as in bus stop) respectively in Urdu, beginning with ۹ alif.

Para 10 (c). When the consonantal cluster, as explained above, occurs
finally, and it is generally so, the letter preceding the last letter
is given the sign jazm (ْ) over it, assuming that as a rule
the last letter of the word is always with a jazm which is omitted
in writing; thus:

\[\text{durust} = \text{just; correct; right;}
\]

\[\text{dost} = \text{friend;}
\]

\[\text{tursh} = \text{sour;}
\]

\[\text{dard} = \text{pain;}
\]

\[\text{bardāšt} = \text{toleration etc.}
\]

Para 10 (d). When the consonantal cluster occurs medially, all the
letters thus clustered are given the sign jazm (ْ) over them;
thus:

\[\text{dasikhat} = \text{signature; initials;}
\]

\[\text{justa} = \text{search etc.}
\]

Para 11. When a letter is to be pronounced twice keeping the same
position in a word, the mark َ, called tashdīd (=strengthening)
is placed over it. Thus in the word ِبِكْرَشَّان, where the first syllable ends with َءَلَح and the next begins
with َءَلَح, instead of writing it as ِبِكْرَشَّان, the two ches are thrown into one and the sign َ on ِبَح
indicates this. It will be noticed that tashdīd includes jazm for, the letter bearing the mark tashdīd is at first stationary
or inert and then is moveable by the vowel-mark over it. Whenever a letter with a tashdīd is followed by a letter of prolongation (i.e. ِ and َ and ِ) the short vowel-mark over

(30)

it is not placed generally. The formation of the mark tashdīd is
like the initial part of the letter َ sin of Group VI. Generally it does not occur on the final letter of the word in Urdu.
It should be noted, however, that tashdīd is not to be used in verbs;
thus ِبَنَائِ (bunā = to weave) etc. are to be written with two nuns.

Exercise 4

Write down the following words carefully noting

(a) the placement of the short-vowel marks, the signs of jazm
and tashdīd;

(b) the forms of all the letters introduced so far when they
precede/follow each other; and

(c) the varying form of the incuration shosha provided for
the letters of Group II ( َ, َ, َ, َ) etc. when
they precede the letters of other Groups i.e.

( َ ) when they precede the letters of Group I, Group II
(a), (b) and those of Group IV ( َ, َ, َ, َ);

( َ ) when they precede the letters of Group III ( َ, َ, َ, َ,
etc.)

( َ ) when they precede the letters of Group XIII ( َ, َ,
Groups XVI ( َ, َ), VI ( َ, َ, َ), VII
( َ, َ, َ) and VIII ( َ, َ, َ) and

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**LESSON 5**

The Diphthongs *au* and *ae*

Table 5

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<tr>
<th>VII</th>
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<td>Combination with</td>
<td>Combination with</td>
<td>Transliteration Or Power</td>
<td>Name</td>
<td>Letter (Detached Form)</td>
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<tr>
<td>حکیم</td>
<td>چہرہ</td>
<td>جہاز</td>
<td>دم</td>
<td>ک</td>
<td>کاف</td>
<td>XI</td>
</tr>
<tr>
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<td>جم</td>
<td>باڑ</td>
<td>گ</td>
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<td>لام</td>
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</table>

Para 1. In this lesson are introduced three consonants and the two diphthongs *au* and *ae*. Column I of Table 5 gives the number of the group of the letters of the alphabet; Column II gives the letters in their detached or unconnected forms, Column III the names and Column IV the transcription adopted for them. Column V gives their combinations with the letter ʾalif. Column VI gives their combinations with the semi-vowel letter ُاء/واء to show the distinction between the sounds ُوَ and *au*. 

(32)
Column VII gives their combinations with the vowel-letter ـ to show the distinction between the sounds e and ae. The presence of arrows denotes the initial points in the formation of these letters and their combinations.

Para 2. All the three letters, as introduced here, retain their detached forms when they occur finally in a word. In their initial and medial positions their elementary form ـ is retained. To make it ـ we have to introduce a line slanting towards left to meet the initial point in its formation as indicated by arrows in Column II. To make it ـ ـ and ـ giving the sound of k (as in the English word kite) and g (as in the English words get and give) respectively, take special form ـ when they precede the letters ـ and ـ l as introduced in this lesson otherwise all these three letters behave alike in combinations. In the formation of ـ ـ where ـ kaf is followed by ـ alif, the pen stops at the top of alif, made upwards (as in the case of alif followed by other connector-letters) and then the slanting top is formed. It thus requires two sweeps of pen. The word ـ ـ (kalā=art) will require three sweeps of pen, the alif, drawn upwards, being the second, the slanting top of ـ the third. When ـ, ـ and ـ occur medially and finally preceded by connector-letters, their point of contact should be carefully noted here: ـ bal, ـ pakar, ـ nikās, ـ jākar, ـ saknā, ـ bigār etc. Among the copyists and scribes there is a tendency to extend the medial ـ and ـ towards left upwards before the letters of Group V (ـ, ـ, ـ etc.) as in the word ـ (karīgar = an artisan) instead of writing it as ـ.

Para 3. Column VI (b) illustrates how to get the sound kau, gau and lau by introducing the vowel mark zabār ـ over ـ, ـ and ـ respectively followed by the semi-vowel letter ـ vādār as introduced in Lesson 2. Without this vowel mark they would be ko, go and lo respectively as given in Column VI (a). Similarly we can get the sounds bau, pau, daw etc. by placing the vowel-mark zabār on the consonant preceding the letter ـ vādār when used as a vowel. To get the sound au we have to employ ـ alif moveable by the short vowel zabār before the semi-vowel letter ـ as in the word ـ (aūzār = tools).

Para 4. The vowel letter ـ bātī ye as introduced in Lesson 3, when preceded by a consonant moveable with the short vowel zabār gives the sound of a as in the English words man, gap, have etc. This has been transliterated as ae. Column VII (b) illustrates how the sounds kae,gae and lae are obtained by introducing the short vowel-mark zabār ـ over ـ, ـ and ـ followed by the vowel-letter ـ bātī ye. Without this vowel mark they will be ke, ge and le as given in Column VII (a). Similarly we can get the sounds bae, pae, dae etc. by placing the vowel-mark zabār on the consonant preceding the vowel letter ـ bātī ye. To get the sound ae at the beginning of a word we have to employ the letter ـ alif moveable by the short vowel zabār before the vowel letter ـ bātī ye as in the word ـ (aūsā=such).
Exercise 5
Copy down the following words carefully noting the letters introduced in this lesson as they occur initially, medially and finally:

Exercise 5
Copy down the following words carefully noting the letters introduced in this lesson as they occur initially, medially and finally:

LESSON 6
غ ع م ق ت

Table 6

<table>
<thead>
<tr>
<th></th>
<th>VIII</th>
<th>VII</th>
<th>VI</th>
<th>V</th>
<th>IV</th>
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<tbody>
<tr>
<td>Comb. with</td>
<td>Comb. with</td>
<td>Comb. with</td>
<td>Transliteration</td>
<td>Name</td>
<td>Letter</td>
<td>Group</td>
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<td></td>
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<tr>
<td>f</td>
<td>f</td>
<td>'aen</td>
<td>ghān</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fā</td>
<td>mā</td>
<td>'aen</td>
<td>ghān</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Para 1. Five consonants are introduced in this lesson—two letters comprising Group X, one letter comprising Group XII and two letters comprising Group IX of the letters of the Urdu alphabet. The scheme of Table 6 is the same as adopted in earlier tables; the arrows indicate the points where the pen starts from in the formation of letters.
Para 2. The initial ghunțî (the round or button-like point) of گ fe and қ qâf is just like that of the letter  viagra/vâr as introduced in Lesson 2; the remaining part of the letter گ fe is formed like ب bey, پ pe etc. and the rest of the letter қ qâf is constructed like the letter ن nâm as introduced in Lesson 1. The initial round points of ین and қ remain closed when they occur initially or preceded by a non-connector letter in a word. When қ qâf occurs finally it generally remains closed. The initial points in the formation of ین and د dâl, indicated by arrows in Table 6, serve as their points of contact too with letters preceding them.

Para 3. In the formation of the letter ڦ mîm first a dot is made and in the same sweep of pen the rest of the letter is drawn. In combinations, when it occurs initially and medially only its initial part ڦ is retained. Its initial point, as indicated by an arrow in Table 6 Column II, serves as its point of contact with the letter preceding it; thus

\[
\begin{align*}
\text{ما} & = \ddot{\text{م}} + ٌ + ٌ \\
\text{مَرْچُسُم} & = \ddot{\text{م}} + ٌ + ّ + ٌ \\
\text{مَتُنْسُم} & = \ddot{\text{م}} + ٌ + ّ + ٌ \\
\text{بَن} & = \ddot{\text{م}} + ٌ + ٌ
\end{align*}
\]

etc.

Para 4. The letter غ 'aen (in Arabic a pharyngeal voiced fricative representing the effort made by the throat in pronouncing a vowel at the beginning of a word or a syllable) falls with ۱ alîf in Urdu depending for its sound on the accompanying vowel.

In transcription it is shown by an inverted comma (‘ ). As it has little significance in the phonetical system of Urdu it has been put in a rectangle in the Table. The letter غ ghâen (a velarised voiced fricative) gives the sound made in gargling. In has been transcribed as gh. Except their tops the letters غ and ۱ are formed like the letters ۱ jam, ۱ che etc. of Group III. In combinations when they occur initially or after non-connector letters in a word, only the tops of their detached forms غ and ۱ are retained. When these are placed medially in a word after the connectors their tops take different forms غ and ۱ respectively. When they occur as the last letter in a word preceded by a connector letter their forms are

\[
\begin{align*}
\text{غ} & \quad \text{۱}
\end{align*}
\]

respectively, the arrows indicating their points of contact with the letter preceding them. The difference between these forms of غ and ۱ and the letters of Group III (ج, خ, ج etc.) as introduced in Lesson 2, should be carefully noted; thus

\[
\begin{align*}
\text{عَام} & = ('\ddot{\text{ا}}m = \text{common}), \\
\text{عِبَار} & = ('\ddot{\text{i}}\text{t}b\ddot{\text{a}}r = \text{faith; honour etc.}), \\
\text{عَدَل} & = ('\ddot{\text{a}}\text{d}l\ddot{\text{a}}l = \text{court}), \\
\text{عَورَة} & = ('\ddot{\text{a}}\text{ur} = \text{a woman}), \\
\text{غَدَر} & = ('\ddot{\text{g}}\text{h}d\ddot{\text{r}} = \text{disorder}), \\
\text{غَدَّر} & = ('\ddot{\text{g}}\text{h}d\ddot{\text{r}} = \text{a rebel}), \\
\text{غَلِب} & = ('\ddot{\text{g}}\text{h}d\ddot{\text{i}} = \text{overpowing; paramount}), \\
\text{غَذَد} & = ('\ddot{\text{g}}\text{h}d\ddot{\text{z}} = \text{food; diet}), \\
\text{غَنَت} & = ('\ddot{\text{g}}\text{han} = \text{blessing}), \\
\text{غَنْتَ} & = ('\ddot{\text{g}}\text{n}t = \text{a graden}), \\
\text{غَرَغ} & = ('\ddot{\text{g}}\text{hr}\ddot{\text{a}} = \text{a lamp}), \\
\text{غَمَّان} & = ('\ddot{\text{g}}\text{m} = \text{known}), \\
\text{بَغَدَد} & = \text{Baghdad, name of a city}), \\
\text{بَلَغ} & = ('\ddot{\text{b}}\text{l}\ddot{\text{lh}} = \text{a major person}), \\
\text{بَعْلَد} & = ('\ddot{\text{b}}\text{a} = \text{afterwards}), \\
\text{بَغَال} & = \text{the}
\end{align*}
\]
Exercise 6

1. Write down the words given in Para 4 of this lesson.

2. Read and write the following words carefully noting the initial, medial and final positions of the letters introduced in this lesson:

<table>
<thead>
<tr>
<th>VII</th>
<th>VI</th>
<th>IV</th>
<th>III</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination with</td>
<td>Combination with</td>
<td>Combination with</td>
<td>Transliteration</td>
<td>Name</td>
</tr>
<tr>
<td>he</td>
<td>he</td>
<td>he</td>
<td>Or Power</td>
<td>Letter</td>
</tr>
<tr>
<td>he</td>
<td>he</td>
<td>he</td>
<td></td>
<td>Group No.</td>
</tr>
<tr>
<td>XIV</td>
<td>XIV</td>
<td>XIV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Para 1. In this lesson is introduced the letter ُ he comprising Group No. XIV. It is a velarised aspirate giving the sound of ُ as in the English words hand, ken, hope etc. It should be mentioned here that it is with this letter that ُ he as introduced in Lesson 2, is equated with in pronunciation. The arrow in Column II of Table 7 indicates the initial point in its formation. It is written in one sweep of pen so as to make a circle leaving the initial projection. It will be noticed that initially the pen is moved in the same way as it did in the formation of the letter ُ dal as introduced in Lesson 3.

Para 2. When the letter ُ occurs at the beginning of a word it takes
the form of a semi-circle opening upwards with an extending slanting stroke downwards to the left of it and a hook beneath as shown in its combinations with the letters $\ddot{\imath}$ vāořāv, $\ddot{\imath}$ chhoř $\ddot{y}$ e and $\ddot{\imath}$ bāř $\ddot{y}$ e in Columns VI, VII and VIII of Table 7 respectively; thus $\ddot{\imath}$ hata $\ddot{k}$ = insult, $\ddot{\imath}$ hichk $\ddot{i}$ = hiccup, $\ddot{\imath}$ hast $\ddot{i}$ = being, existence, $\ddot{\imath}$ hažm = digestion, $\ddot{\imath}$ hafr = seven, $\ddot{\imath}$ himmat = courage, $\ddot{\imath}$ hidostān = India, $\ddot{\imath}$ hosh = sense and $\ddot{\imath}$ hrā = diamond. It should however be noted that the extended slanting stroke of this form $\ddot{\imath}$ is dropped when $\ddot{\imath}$ is followed by the letter $\dot{\imath}$ alif as shown in Column V of Table 7, and the letters of Group IV (ruz, rūz, rū, rūz), Group V (l, l, l, l) and Group XI (k, k, k, k, k); thus $\ddot{\imath}$ hār = a garland; a defeat, $\ddot{\imath}$ hīdāyat = instruction; guidance, $\ddot{\imath}$ hīran = a deer, $\ddot{\imath}$ hāl = a plough etc.

Para 3. (a) When $\ddot{\imath}$ occurs medially in a word preceded by a non-connector letter the same form $\ddot{\imath}$ is used but after the connector letters the semi-circle is open downwards to take the form $\ddot{\imath}$ $\ddot{\imath}$; thus $\ddot{\imath}$ bahār = spring, $\ddot{\imath}$ jahāz = a ship etc.

Para 3 (b). It has been mentioned earlier (Lesson 4 Para 9) that there is a tendency to affect the short vowels when they occur before or after the letters $\imath$ khe as introduced in Lesson 2 and $\ddot{\imath}$ khe as introduced in this lesson. Below are given some such examples:

A. affected zabar

(i) kaehnā for kahnā (कहना = to say)

(ii) māehfil for mahfil (महफ़िल = a congregation; a dancing party)

B. affected zer

(iii) mīhrbānt for mīhrbānt (میہربان = kindness; affection)

(iv) mēhnat for mīhnat (مینا = labour)

C. affected pesh

(v) shohrat for shurhāt (شریعت = reputation)

(vi) tohfa for tuhfa (تخفیف = a gift) etc.

It is to be noted that ae used in transcription in examples (i) and (ii) above, which have been adopted for $\ddot{\imath}$ bāř $\ddot{y}$ e preceded by zabar in this work, has not the same length as it has in aesa (اِسَ = such). (Please see Lesson 5 Para 4). Similarly, e and o used in transcription in examples (iii) and (iv), and (v) and (vi) respectively, do not have the same length as e adopted for $\ddot{\imath}$ bāř $\ddot{y}$ e and o adopted for $\ddot{\imath}$ vāo in this work.

Note: The same affectation of zer and pesh occurs in the case of medial $\ddot{\imath}$ 'aen e.g. e'tehār for i'tibār (الثالث = faith, honour etc.) and bo'īd for hū'īd (الوداد = distance, remoteness).
Para 4. When ٌ occurs finally in a word after non-connector letters it retains its detached form ٌ; thus

(i) ٌ (ādh = a sigh),
(ii) ٌ (rāh = road),
(iii) ٌ (voh = he/she/that),
(iv) ٌ (shāh = a king),
(v) ٌ (zinda = alive),
(vi) ٌ (qaṭra = a drop).

At the end of a word after the connector-letters ٌ  he assumes a different form ٌ thus

(vii) ٌ (kharāba = a ruin),
(viii) ٌ (ālūcha = a kind of plum),
(ix) ٌ (seh = three),
(x) ٌ (dārogha = the inspector of police),
(xi) ٌ (ke = that, which, who etc.)*
(xii) ٌ (jagah = place).
(xiii) ٌ (āla = an instrument)
(xiv) ٌ (luqma = a morsel),
(xv) ٌ (qāna = grain),
(xvi) ٌ (qehqaha = a burst of laughter),
(xvii) ٌ (hamsāya = a neighbour),
(xviii) ٌ (tohsū = a gift).

(The word given as example No. (xvi) contains five letters viz. ٌ، ٌ، ٌ، ٌ، ٌ and ٌ).

It will be noticed that the transliteration of some of the words given above as exemplifications does not end on ٌ (the power assigned to ٌ). It is because of the fact that ٌ, when it occurs finally in a word may be perceptible or sounded* in which case it is indicated by ٌ in transliteration as in words No. (i), (ii), (iii), (iv), (ix) and (xii) given above; and it may be imperceptible or unsounded** merely conveying the sound of the short vowel on its preceding letter in the word. In such cases it has been left out in transliteration in the Roman character as in words No. (iv) – (vii), (x), (xi) and (xiii) – (xviii) given above.

Para 5. In some cases, when it occurs at the end of a word ٌ takes the form ٌ i.e. the form of two hes combined (as in word No. (xvi) given above) although only one ٌ is being used; for instance

ٌ beh from the word ٌ (behna = to flow),
ٌ teh and ٌ (teh karnā = to fold up),
ٌ keh from the word ٌ (kehna = to speak) and
ٌ seh from the word ٌ (sehnā = to tolerate).

It will be noticed that all these words happen to be the cases of affected zabar as discussed in Para 3 (b) above.

Para 6. It should be noted that when taking the end ٌ izāfat as discussed in Lesson 4 Para 6 (b), the perceptible ٌ is marked

*called ٌ (gāhir = manifest), ٌ jāl = conspicuous)
or ٌ (maljūfī = pronounced).

**called ٌ (makh fā = mute), ٌ (mukhtafī = conceded) or ٌ (maktāb = scribed).
with zer as شاه نطالب (shāh-e-naepāl = the king of Nepal), خیابان (āh-e-gharib = the sigh of a poor man) and (rah-e-dushnār = a difficult path) whereas when the imperceptible ݊ takes the sign ݊ the letter ݊ hamza is placed over it as will be discussed in Lesson 10 Para 2.

Para 7. It may also be mentioned here that when it occurs at the end of certain loan words from Arabic it is generally with two dots placed over it ݊ sounded like the letter ݊ tā. In (Persian and) Urdu this letter ݊ of Arabic is usually converted into ݊ há or ݊ tā and pronounced accordingly; for instance

شیرث (ishāra, the sound of final ݊ being imperceptible = hint),

اراده (irāda, the sound of final ݊ being imperceptible = intention).

ریحان (rahmat; in Urdu rehmat = a gift of the divine mercy) and

حکمة (bikmat = wisdom; the function of a physician).

Exercise 7

1. Write down all the words and sets of words given as exemplifications in paragraphs 2—6.

( 46 )

2. Write down the words in Urdu whose transliterations are:

behtar mehtar berehmār dehlī lāhūr naunihāl
nahrā bāhar manohar malāh lāhū fēhrān hijīe
āhāt girhā hadīlā bāhā hārā hae māh

3. Write down the following words which end on imperceptible ݊ :

فاشر - فیشر - مقتدر - راز - معمار -
شامیان - خوئد - خاید - جوهر - تخت - حضر -
بیکر - بیمار - بستر - بستر - جامع - جامع -

4. Write down the following words which end on perceptible ݊ :

آئ - چھئ - رائ - مائ - وائ - پائ - لائ -
کوئ - موه - بس - وئ -
Lesson 8

Nasalisation

Para 1. Nasalisation is an important feature in Urdu. The device for nasalisation in Urdu is the use of the letter н н as introduced in Lesson 1. When н is so used it is called н-n-э-hunna or the nasalised н н. nasunna* literally means ‘talking through the nose’ or ‘a sound emitted through the nose’. Its effect is that where it occurs it makes the preceding vowel come through the nose. The letter н н becomes г-гнна i.e. it assumes a nasal sound when it occurs at the end of a word and preceded by a long vowel (or a mad as introduced in Lesson 1 Para 4) and then its н (nuqta = dot) is not placed. It has been indicated by the letter н with a dot above it (н) in transliteration; thus zabání = tongue (language), zubán = time, zamán = earth, nahí = no, khabá = mother.

If, however, the word (Persian) at the end of which н is so placed in composition that it becomes moveable by the zer of izf at, as discussed in Lesson 4 Para 6 (b), it ceases to be nasal and resumes its original sound н; e.g., 

Para 2. When nasalisation is needed medially in a word the н (nuqta = dot) of н is placed but over it is introduced the mark of н ( ) and it continues to be pronounced as the letter н in the English words sink and song. The mark of н-э-hunna, it will be noticed, is like a semi-circle opening upwards. Thus (angrez = the English people), (baré = Bengal), (bahtí = the flute), (páinch = five), (jángal = a wood; forest), (chánd = the moon), (kañval = lotus), (láñk = Ceylon), (meñdák = a frog), (sáñp = a snake) etc.

Para 3. When nasalisation precedes the letter б be, it seems to produce the sound of the letter м m in pronunciation; thus 

* The final н in н н is imperceptible, hence no н in transliteration.
For the letter н see Lesson 7 Para 7.
Exercise 8

1. Write down all the words given as exemplifications in this lesson.

2. Write down the following words twice each:

- باس - بان - نگر - نار - گنر - گنر
- گنر - گنر - آنلر - آنلر - آنلر - آنلر
- آنلر - آنلر - سولف - سولف - جان - جان
- انشنا - انشنا - انشنا - انشنا - انشنا - انشنا

Table 8 (a)

<table>
<thead>
<tr>
<th>III</th>
<th>II</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ص</td>
<td>د</td>
<td>ف</td>
</tr>
</tbody>
</table>

Table 8 (b)

<table>
<thead>
<tr>
<th>V</th>
<th>IV</th>
<th>III</th>
<th>II</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplifications</td>
<td>Transliteration Or Power</td>
<td>Names</td>
<td>Aspirated Sounds and their composition</td>
<td>Serial No.</td>
</tr>
<tr>
<td>Final</td>
<td>Medial</td>
<td>Initial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بح</td>
<td>بھ</td>
</tr>
<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بف</td>
<td>بھ</td>
</tr>
<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بح</td>
<td>بھ</td>
</tr>
<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بف</td>
<td>بھ</td>
</tr>
<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بح</td>
<td>بھ</td>
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<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بف</td>
<td>بھ</td>
</tr>
<tr>
<td>نکر</td>
<td>بیکر</td>
<td>دبیکر</td>
<td>بح</td>
<td>بھ</td>
</tr>
</tbody>
</table>
these are true cases of aspiration i.e. they are ‘spitted out’ with one effort and the omission of aspiration from them will lead to a change of meaning as illustrated below:

| (bāp = father) as distinguished from (bhāp = steam) |
| (pal = a moment) | (phal = fruit) |
| (tāl = beating time in music) | (thāl = a large flat plate of brass etc.) |
| (tāl = canvas; mat) | (thāh = style) |
| (jārā = winter) | (jhāra = cleansing; search of a person) |
| (chāl = gait) | (chhāl = bark of a tree) |
| (dān = charity) | (dhān = the rice plant) |
| (dāl = a branch) | (dhāl = slope; shield) |
| (kāl = famine) | (khāl = a hide; skin) |
| (gun = property; merit) | (ghun = a weevil; the dust or powder of decayed wood or grain) |

Para 1. The aspirated consonantal sounds have no separate letters in Urdu; these are obtained by using  do chashmā (two-eyed) he at the end of certain consonants. Thus  do chashmā he may be called the aspirated consonant-forming device. (It should be noted, however, that sometimes it is employed as a medial form of the letter  he as introduced in Lesson 7. The ordinals (bārhān, bārhān = twelfth) and (terhān, terhān = thirteenth) derived from words ending on  he viz. bārhe (bārah = twelve) and terhe (terah = thirteen) respectively illustrate this point. These ordinals should have been written as  and  respectively employing the form of the letter  as introduced in Lesson 7 Para 2, but there is a general practice to write these with  do chashmā he.)

The consonant and  at the end of it together are pronounced with one effort and counted as one letter; thus  etc. as given in Column II of Table 8 (b). All of

\*In dictionaries even the initial  is given the form of  which is incorrect.
Para 2. The detached form of  ﾉ is obtained by two sweeps of pen as indicated in Table 8 (a) Column II and Column III. Column I of this Table gives its detached form when it is employed to obtain the aspirated sound of a non-connector letter as  ﾉ,  ﾉ, and  ﾉ; the arrows indicate the points where the pen starts from in its formation. It will be noticed that the initial part  ﾉ of  ﾉ, as shown in Column II of Table 8 (a), is like the letter  ﾉ dāl as introduced in Lesson 3 while the latter part  ﾉ of  ﾉ, as shown in Column III of Table 8 (a), resembles the initial part of the letter  ﾉ suād as introduced in Lesson 4. The initial point in the formation of  ﾉ as indicated in Column I of Table 8 (a), serves as its point of contact with its connector-letter preceding it as in  ﾉ,  ﾉ, etc drawn in two sweeps of pen. The first sweep will make the initial part of the connector-letter and the initial point  ﾉ of  ﾉ and the second sweep will form the latter part  ﾉ of  ﾉ. The final point  ﾉ serves as its point of contact with its following letter as in  ﾉ,  ﾉ,  ﾉ, dhan etc.

Para 3. In Column II of Table 8 (b) are given the aspirated consonant-letters and their compositions. In Column III are given their names; & used in transliteration of these names is to be pronounced as  ﾉ in the English words man and gap etc. as explained in Lesson 5 Para 4. Column IV gives the powers assigned to these aspirated consonants while Column V contains the examples showing these aspirated consonants as they occur initially, medially and finally in words or syllables. The stroke ( — ) in Column V against any aspirated consonant indicates that it does not occur in that position.

Para 4. With the exception of  ﾉ rhae which does not occur finally and  ﾉ rhae which does not occur initially all the aspirated consonantal sounds, as given in Table 8 (b) may occur initially, medially or finally as exemplified in Column V of the Table. In the case of  ﾉ dhae in the final position there is a tendency to convert it into  ﾉ rhae; for instance  ﾉ gadh generally becomes  ﾉ gāth (gāth = a fort)

Para 5. Of the other aspirated consonantal sounds used in Urdu  ﾉ (nhae) occurs only medially and finally and that too in a few words such as  ﾉ (unheī = those; them),  ﾉ (manī = face),  ﾉ (mēnī = ruin),  ﾉ (n'anhnā=little; young) and  ﾉ (unhattār = sixty nine). The use of  ﾉ rhae is restricted to the medial position mainly to the ordinals as  ﾉ (gu'r̥hāni = eleventh),  ﾉ (pāndhār̥hān = fifteenth),  ﾉ (satār̥hān = seventeenth),  ﾉ (attār̥hān = eighteenth). The use of  ﾉ mh is also restricted to the medial position, and to a few words only e.g.  ﾉ (tumheī = to you),  ﾉ (tumhār̥ā = your). The use of  ﾉ lhae in the medial and initial positions is also restricted to only a few words. It occurs initially in the word  ﾉ (hesān = stickiness); the adjective derived therefrom is  ﾉ (hesār̥ = gummy; sticky), and the verb commonly used is  ﾉ (lāsā = to daub). Instances of  ﾉ lhae in the medival position are  ﾉ (kāl̥hā = the hip),  ﾉ (kol̥hā = an oil press) and the ordinal  ﾉ söl̥hān from  ﾉ söl̥ (solah =sixteen) which ends on the letter  ﾉ.

Note:  ﾉ rhae,  ﾉ lhae,  ﾉ mhae and  ﾉ nhae have not been included in the Table as the omission of aspiration from words containing these sounds will not lead to a change of meaning.
Para 6. The words given as exemplifications in Column V of Table 8 (b) are:

bhārat (India), sabhā (a meeting; assembly), shubh (auspicious), phal (a fruit), guphā (a cave), thāl (a large flat plate of brass etc.), kathā (a narrative), nath (a nose string), ḍhākār (a lord; master), baṭṭāhak (the act or state of sitting; a meeting hall), pīth (the back), jhāl (a lake), bujkānā (to extinguish), samajh (intelligence), chhaṅt (a sieve; a strainer), bāchhrā (the young of an animal; a calf), rīchh (a bear), dhan (riches), bandhan (binding; fastening), buḍh (knowledge; Wednesday), dhāl (slope; shield), buḍṭha (old), gadh (a fort), gaṛhā (a pit), asāṭh (the fourth Hindu solar month—June-July), khāl (parched grain or rice), paṅkhā (a fan), tākh (sugarcane), gharṭi (a space of 24 minutes; a watch), kaṅgāl (a comb used by women, notched on both sides), stīṅgh (a lion) respectively.

Exercise 9

1. Write down the following pair of words carefully noting the difference in their meanings:

<table>
<thead>
<tr>
<th>Kāthṣ</th>
<th>Kāthṛi</th>
<th>Kāthāri</th>
<th>Kāthār</th>
<th>Kāthāre</th>
<th>Kāthārer</th>
<th>Kāthār</th>
<th>Kāthār</th>
<th>Kāthāre</th>
<th>Kāthārer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pāṭh</td>
<td>Pāṭhir</td>
<td>Pāṭhri</td>
<td>Pāṭhāri</td>
<td>Pāṭhār</td>
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</tr>
</tbody>
</table>

2. Write down the following words carefully noting the aspirated consonantal sounds as they occur initially, medially and finally:

Bhāvanā, Bhāvan, Bhāvan, Bhāvan, Bhāvan, Bhāvan, Bhāvan, Bhāvan, Bhāvan, Bhāvan.

(56)
Para 1. The letter ش hamza comprising Group XV in this work (a consonant glottal stop in Arabic) is used as an orthographical mark and represents a vowel-sequence in Urdu. No word begins with it. It is a substitute employed in the middle of words for the letter اء and is used to indicate a new syllable mainly between two vowels when one of them ends a syllable and the other indicates the next one. It gives the sound of the letter 'e' as in the English word poetry. Its function may be further illustrated by the hyphen (—) which indicates separation of two vowels as in the English word co-ordinate. Its form is like that of the English letter s drawn in a free hand in one sweep of pen and is written between the two vowels (long or short) a little above the body of the word. It should be noted that some scribes write it just like the initial part (١) of the letter ع. The presence of hamza is indicated by an apostrophe ( ‘ ) in transcription. When such vowel sound is needed between the vowel-letters اء and ِ, no space is left for the hamza in the body of the word as in َُاءَ (jā'o = go), َُاءَ (ā'ū = may, if I come), otherwise a vacant space in the form of َُاءَ (shosha = incurvation) as provided for the letters of Group II (etc.), is left for it in the body of the word as in َُاءَ (kijī'e = please do), َُاءَ (dā'era = a circle), َُاءَ (jā'eda = advantage), َُاءَ (jā'Iz = lawful etc.), َُاءَ (jā'Iyo = go), َُاءَ (go'it = she went), َُاءَ (sūt = a needle), َُاءَ (te'tis = twenty three). There are cases however, where hamza occurs followed by the letter ِ, but preceded by letters other than اء and still no space is provided for it in the body of the word e.g. َُاءَ (lakhnādu = Lucknow). َُاءَ (ra'tūf = Rana) etc. Words where no space is left for hamza in the body of the word may include َُاءَ / َُاءَ (sū'ar / su'ar = a pig). َُاءَ (su'arg / su'arg = Indra's paradise of deified mortals and gods). For the function of the semi-vowel letter ِ in the last two words see Lesson 14 Para 1 (c).

Para 2. The letter ش hamza is also employed for إضانة ِ izāfat as discussed in Lesson 4 Para 6 (b) if the governing noun ends on the imperceptible ِ he as discussed in Lesson 9 Para 4, or on the semi-vowel letter ِ ekharī ye as introduced in Lesson 1. In that case hamza is indicated by the letter e like the zer of izāfat (as discussed in Lesson 4 Para 6 (b)) with the addition of the apostrophe ( ’ ) placed over the last letter of the governing word; thus َُاءَ = qara'ē-āb [a drop of water], َُاءَ = darwāza'ī-balāna [the high gate], َُاءَ = balandī'ī-himāla [the height of the Himalayas], َُاءَ = wali'ī-kāmil [a perfect saint].

*The final letter ِ he in the name of this letter is imperceptible; hence no h in transliteration.

(58)
It is to be noted that since the letter ۰ he in such cases is imperceptible it has been omitted in transliteration of these sets of words; ۰ chhoṭi ye is employed as a long vowel represented by ۰ in transcription. It should also be noted that hamza thus placed for ۰ izāfat is always pronounced with the short vowel zer (made shorter) although the zer is not expressed in writing. Further, hamza thus placed over the semi-vowel letter ۰ has no space provided for it in the body of the word whereas a space for it is provided with ۰ in the aorists whose roots end with ۰ alif and ۰ wáyárā and as in the words ۰ ۰ (d'ī=it/she came and ۰ ۰ =wept).

Para 3. Hamza surmounted on the vowel letter ۰ bātī ye as introduced in Lesson 3 (۰ ), is employed in forming genitive, adjectival and prepositional compounds* when the governing word ends on the letter ۰ alif or ۰ wāyárā. In transliterating such compounds the letter hamza is indicated by the mark of apostrophe ( ’ ) on the last letter of the governing word followed by the letter e adopted for ۰ bātī ye in transcription; thus

۰ =ṣadā e balaid (a loud voice),
۰ =justja e nākām (unfruitful search),
۰ =bātē e bām (on the roof),
۰ =rā e zamtn (surface of the ground).

Para 5. Some nouns (loans from Arabic) in their plural forms end on the letter ۰ hamza preceded by the letter ۰ alif and in such cases it is not written over the body of the word or over any other letter. In transliteration it is indicated by apostrophe on the letter a adopted for the letter ۰ alif; thus ۰ umārā’ (plural of ۰ amr =princes; the rich; ۰ hakamā’ (plural of ۰ hakam =wise men; philosophers; physicians.

Para 6. ۰ hamza surmounted on ۰ alif (۰ ) or on ۰ (۰ ) may occur on a few loan words from Arabic. In such cases ۰ alif and ۰ wāyār are not pronounced; thus

(i) ۰ (fur’āt = boldness; bravery),
(ii) ۰ (mura’āssir = touched; impressed),
(iii) ۰ (mu’addab = polite; respectful) and
(iv) ۰ (mu’azzīn = the crier in a mosque who calls the people to prayers).
Exercise 10

1. Write down all the words given as exemplifications in Para 1, Para 4, Para 5 and Para 6 of this lesson.

2. Write down all the words in the state of construction as given in Para 2 and Para 3 of this lesson.

Para 1.

<table>
<thead>
<tr>
<th>Names</th>
<th>Figures</th>
<th>Names</th>
<th>Figures</th>
</tr>
</thead>
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</tr>
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<td>pandrah</td>
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<td>do</td>
<td>2</td>
</tr>
<tr>
<td>solah</td>
<td>16</td>
<td>tin</td>
<td>3</td>
</tr>
<tr>
<td>satrah</td>
<td>17</td>
<td>char</td>
<td>4</td>
</tr>
<tr>
<td>atkharah</td>
<td>18</td>
<td>pahch</td>
<td>5</td>
</tr>
<tr>
<td>unts</td>
<td>19</td>
<td>chhae</td>
<td>6</td>
</tr>
<tr>
<td>bis</td>
<td>20</td>
<td>saat</td>
<td>7</td>
</tr>
<tr>
<td>ikkus</td>
<td>21</td>
<td>atth</td>
<td>8</td>
</tr>
<tr>
<td>ba'ls</td>
<td>22</td>
<td>nau</td>
<td>9</td>
</tr>
<tr>
<td>te'ls</td>
<td>23</td>
<td>das</td>
<td>10</td>
</tr>
<tr>
<td>chaubis</td>
<td>24</td>
<td>gtyarah</td>
<td>11</td>
</tr>
<tr>
<td>pachelns</td>
<td>25</td>
<td>barah</td>
<td>12</td>
</tr>
<tr>
<td>chhabbis</td>
<td>26</td>
<td>terah</td>
<td>13</td>
</tr>
</tbody>
</table>

(ginti = the Cardinal Numbers)
(a'shāriya = decimal)--The word sānh.
Para 2. The arrows in the column of figures indicate the points where the pen starts from in the formation of figures.
Para 3. Zero is known as ستار. It is to be noted that just a small dot (•) serves as zero in Urdu and the figures are compounded in the same way as in English. In figures, twelve will be written as (١٢) and not as (١٠١) for the latter will be twenty one. Similarly, nineteen hundred and seventy will be (١٩٧٠) and not (١٩٤٩) for it will be seven thousand and nineteen.

Para 4. The letter 廊坊 as introduced in Lesson 10 is employed for decimal which is known as دیگ (asliyra from عشر a tenth); thus 25.89 (٢٥٨٩) will be read as ٣٠ ٨٩ (٢٥٨٩) (twenty five decimal eight nine).

Para 5. The numbers above one hundred are formed as in English but the conjunction and is not expressed: e.g. یکسرائیک (ek sau ek = one hundred (and) one). Further, پانس (pandh sau= five hundred) is generally pronounced as پانس (pandh sau). A hundred thousand is expressed as لاکھ; a million = دس لاکھ: ten million = گروہ (khor—crore); a hundred million = گروہ (khor—ten crores), a thousand million = ١٠ لاکھ (Arab or sau khor=a hundred crore), a hundred thousand million = دس لاکھ (Arab or sau khor=a hundred crore).

Para 6. In Urdu the year is generally indicated by placing the word سال under the figures; thus ١٣٠٠ = 1970 A.D. The initial part of 公 (١٣) after the word میں stands for the word میں (naw = the Christian era). The scribes generally ignore the dot of نہ in writing this word.

Exercise 11

1. Write in figures:

2. Write in words:

١٣٠٠ - ١٣٠٠ - ١٣٠٠ - ١٣٠٠ - ١٣٠٠
LESSON 12
khā'r zabar and tanwīn

Para 1 (a). The primitive or the short vowels—zabar, zer, pesh—as introduced in Lesson 4 are called ārāb and also known by their Arabic names fatḥa, kasra and zamma respectively. It should be mentioned here that there is a general practice to omit these signs, as well as the marks juzm and tashdīd, in the printed books and manuscripts.

Para 1 (b). The letters ١ alif, ٢ bār, ٣ ye, and the semi-vowel letters ٤ rā and ٥ chhōt ye are called hurūf-e-i'llat = vowel letters.

Para 2. In some words (loans from Arabic) the letter ١ alif used for prolongation of the preceding consonantal sound, as introduced in Lesson 1, is sometimes omitted and in that case this omission is indicated by the vowel-mark zabar written perpendicularly known as kharā zabar = vertical zabar on the consonant which should otherwise have been prolonged by a written ١ alif. In transliteration it is treated as a simple ١ alif = ā; thus ١ rā for ١ rāḥman = most compassionate (God), ١ lām for ١ lāhāz = therefore etc. Thus the vertical zabar represents the vowel-letter ١ alif which is omitted.

Para 3. In some words (Arabic) such vertical zabar may occur on the letter ٧ wāw. In such cases ٧ wāw is not pronounced, only the zabar is pronounced to prolong the sound of the preceding consonant as the letter ١ alif would have done. In transliteration such vertical zabar is also indicated by ā; thus صلوات (salāt = prayer) and زكاة (zakāt = a portion of a Muslim’s property given in charity agreeably to the Qurān).

Para 4 (a). If the vowel-points zabar, zer, pesh as discussed in Lesson 4, of the last letter of nouns (loans from Arabic) are doubled, that indicates the presence of these vowel-points as well as the sound of an inert ١ nūn. This takes the form of ١ in or ١ an and it is known as (tanwīn = nunnation), indicated in transliteration by a short dash under the letter ١ n (n). Thus ١ bāb, ١ bābī and ١ bābāg. The formation of two peshes on ١ , the last letter of the word ١ bāb = chapter; gate) is to be carefully noted. Doubling of the short vowel-mark zabar requires the letter ١ alif at the end of the word which does not, however, prolong the sound of the final syllable. In Urdu, words with tanwīn seldom occur; they are limited to the use of a few adverbial expressions; e.g. ١ ijtishāq = by chance), ١ tāṣībāq = approximately), ١ bākra (bākra = immediately; positively), ١ khusūsaq (khusūsaq = particularly), ١ qāmaq (qāmaq = generally), ١ qūdrāq (qūdrāq = at once), ١ sālaq (māsalāq = according to law), ١ ṭuṣqāq (maṣṣaṣāq = for instance), ١ nāṣqāq (nāṣqāq = lineally) and ١ nāṣqāq (nāṣqāq = certainly).

Para 4 (b). Doubling the short vowel-mark zabar does not require ١ alif while deriving adverbs from nouns (Arabic) ending on the letters ١ hamza as introduced in Lesson 10 or ١ of Arabic as introduced in Lesson 7 Para 7; e.g. ١ ibtidā‘āq = in the beginning) from the word ١ ibtidā‘āq = (ibtidā‘āq = beginning)
Para 4 (c). Deriving adverbs from nouns (Arabic) ending on ِّ (forwards), as introduced in Lesson 13 Para 1 (i.e. where ِّ is not pronounced and ِّ | alif is pronounced to extend the sound of the preceding consonant), does not also warrant the introduction of ِّ | alif and yiny (budan from the noun ِّ | alif in nunnation; thus ِّ | alif (budan = guiding; the way of salvation). It may be noted that this word has been written here with ِّ | alif as the initial letter; in the dictionaries it is written with ِّ | alif (do chashm he, as introduced in Lesson 9) as it is written in Arabic.

Exercise 12
1. Write down the words as given in Para 2 and Para 3.
2. Write down each word twice as given in Para 4(a) in this lesson.

Para 1. The letter | alif with the sign ـ mad over it, as introduced in Lesson 1 Para 4, is known as | alif-e-mem-dada = extended alif). This should be distinguished with | alif-e-maqsur (alif-e-maqsur = shortened alif) which is surmounted on the letter ِّ | alif (ِّ | alif) and occurs at the end of some nouns (loans from Arabic). In such cases ِّ | alif is not pronounced. Only | alif is pronounced extending the sound of the preceding consonant. In transliteration it is treated as single alif (a); thus ـب (fatwa = the written verdict of the Muhammadan Law Officer of a court, according to the Shar — the Muhammadan Law), ـب (da'wa = plaint; claim; law-suit), ـب (udna = low; inferior; humble), ـب (al' = paramount; superior etc.), ـب (musa = Moses) and ـب (isa = Christ).

Para 2 (a). The letter with the short vowel-marks — zabar, zer and pesh — or the one which is extended by the vowel letters — | alif and ـ | harf ye or by the semi-vowels — | vao and | ehao harf ye — is called | muharrak (muharrak = moving/movable) and the letter with the sign juzm is known as | sakin (sakin = inert or stationary).

Para 2 (b). It has been mentioned in Lesson 4 Para 10 (b) that in Urdu initial consonantal cluster does not occur i.e. more than one-
moveable consonant sound does not occur at the beginning of a word in Urdu. There are, however, a few exceptions where the words begin with two consonants, the first having no vowel; e.g. 끼 (kyā = what; whether), יק (kyōh = why) and قياس (gyān = knowledge). In all these cases, it should be noted that the second letter is ے chhota ye, the semi-vowel.

Para 2 (c). When the consonantal cluster occurs i.e. where two or more letters with the sign jazm (or inert letters) occur together in a word, as discussed in Lesson 4 Para 10 (c), the first alone is called ں sākin and the others are termed ے mauqīf (stopped); e.g. in the word ںرس (dost = friend) the ں is termed as sākin but the ے and ں are termed mauqīf.

Exercise 13

Write down all the words given as exemplifications in this lesson at least twice each.

(i) نیب (khwāb/khāb = dream)
(ii) نیجا (khwāja/khāja = a master; a gentleman)
(iii) نیاچو (khwāh makhwāh/khāh makkāh = perforce; willy nilly)
(iv) نیب (khwāish/khāish = desire)
(v) نیفرد (khwād/khurād = self)
(vi) نیفرد (khwād/khurd = younger)
(vii) خیر و نوش (khayr o naush/khur o naush = food and drink)
(viii) خوش (khush = happy)
(ix) خوش‌شاد (khushamad/khushamad = flattery)
(x) خوشی (khush/khesh = a kinsman; a son-in-law)

Para 1 (b). In examples (i), (ii), (iii), (iv) and (x) above, vāv almost loses its entity and is just passed over and superseded by the sound of the following alif (or  in the case of example (x)) whereas in examples (v), (vi), (vii), (viii), and (ix) vāv just indicates that the letter preceding it smells of the vowel-mark pesh. Therefore it is called vāv-e-islām-e-ţammā = vāv smelling of or having a slight sound of the short vowel pesh.

Para 1 (c). Instances where vāv is just passed over and superseded by the sound of the following vowel letter alif, or in other words where it just indicates the short vowel pesh on its preceding letter may also be traced in the following words:

(i) سوامی (swāmi/suāmi = master; lord)
(ii) سواگ (swāng/suāng = acting; a play)
(iii) سوار (swār/suār = a pig)
(iv) سوارک (swārk/suārk = Indra's paradise of deified mortals and gods)
(v) رهوان (dhyāni/dhuāni = smoke)
(vi) روان (rwāni ruāni = hair of the body).

( 74 )

Para 2. vāv is also used as a letter of conjunction between two nouns governed by the same verb or between two adjectives qualifying the same noun. In such cases it is known as vāv-e-ţaff = vāv of conjunction. It is transliterated as o written between two words; e.g. (sul o bulbul = the rose and the nightingale) and (tar o taza = fresh and ripe).

Exercise 14

1. Write down all the words given as exemplifications in this lesson.
2. Write the words which may be transliterated as

(i) khāš o ōm; jān o māl; amn o gharb; nek o bad;
(ii) khsh poshák; hašt khsh; khşrid.
Lesson 15

Numerical Value of the Letters

Arabic — alif-vašl

Tarikh: Shamsi and Qamarî letters

Para 1. As mentioned in the Introduction, the letters of the Urdu alphabet have been taken from Arabic, Persian and Hindi. Eight letters viz. ع, ﺃ, ﴿, ﺔ, ﺔ, ﺔ, ﺔ, ﺔ and ﺔ are peculiar to Arabic. Words containing any one of them are generally borrowed from Arabic. Words containing ﻃ, ﺔ, ﻃ, ﺔ, ﻃ or ﻃ may be Persian or Arabic with the exception of the words ﺔ (kharrahit = snoring), ﺔ (kharrahit = old; crafty, wicked etc.), ﺔ (ghaشرق = cooing of pigeons) and ﺔ (furred = a run; a fluttering in the air). The few words containing the letter ﺔ e.g. ﺔ (zhala = hail), ﺔ (mizgan = eyelashes) and ﺔ (pashmurda = faded) are purely Persian. Words containing any of the letters ﻃ, ﺔ, ﺔ, ﺔ or ﻃ may be Persian or Indian but not Arabic. Words containing any of the letters ﻃ, ﻃ, ﻃ and ﻃ, and those having the aspirated sounds ﻃ, ﻃ, ﻃ, ﻃ, etc. are purely Indian. The rest of the letters are common to Arabic, Persian and Hindi. The twenty-eight letters of the Arabic alphabet have been arranged into eight words according to the numeral value of the letters ranging from one to one thousand as follows:

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<tr>
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<td>1</td>
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</tr>
<tr>
<td>100</td>
<td>ﺔ</td>
</tr>
</tbody>
</table>

Para 2. Of the other letters of the Urdu alphabet ﻃ, ﻃ, ﻃ, ﻃ and ﻃ have the same numeral value as ﺔ, ﺔ, ﺔ, ﺔ, ﺔ respectively. The letter ﺔ hamza is taken to be an orthographical mark in Urdu. There has been a difference of opinion in the fixation of its numerical value. These numeral values of the letters of the Urdu alphabet are mainly used to compose “Tarikh” (tarikh = chronogram) i.e. to record any event. The practice is to form a brief sentence or a phrase, the numeral value of all the letters of which when added together give the year (of the hijri era)* in which the event took place e.g.

*The hijri era begins from A.D. 622, the year of the migration (hijrat) of the Prophet of Islam from Mecca.
Para 3. These twenty-eight letters of the Arabic alphabet have been divided into five classes according to the vocal organs employed in uttering them:

1. Gutterals viz. غ، ع، ن، ص and
2. Palatals viz. ك، ق، ب and
3. Linguals viz. ض، ش، ض، س، ز، ر, and
4. Dentals viz. ل، ط، ز، ث، ت, and
5. Labials viz. م، ف، ب and

The fourteen letters of the third and fourth classes are called شمسي (shamsi = solar) letters because the word شمس (shams = the sun) happens to begin with one of them and the letters of the other classes are called قمري (qamuri = lunar) because the word قمر (qamar = the moon) happens to begin with one of them. In Urdu there are some nouns (borrowed from Arabic) which are 'in a state of construction' with another substantive or preposition which precedes them. If the following substantive begins with one of the 'solar' letters the ل of the definite article ال (al = the) of Arabic, though written, is not pronounced and the initial letter of the noun is marked with tashdīd and the last letter of the preceding substantive word assumes the vowel-mark pesh over it: thus دار اسلام (dār as-lām = Dar el Islam) is pronounced as dārūs-salām, not as dār al-salām; similarly نظام الدين (nizām al-dīn = system of the faith) is pronounced as nizāmu’din, not as nizām al-dīn. In both these cases ال is written but not pronounced. When the noun begins with the letter ل, the ل of the article ال (al = the) coincides with it as in علم المغرب (‘ilm al-lugḥah = lexicography). If the noun in such a 'state of construction' begins with any of the 'lunar' letters the ل of the article ال is pronounced, the last letter of the preceding substantive assuming the vowel-mark pesh over it: thus (baitul muqaddas = Jerusalem) and شاکرالجامیع (shaekhul jam’ā = vice-chancellor of a university) etc. When the noun is in such a 'state of construction' with a preposition the same rule applies with the difference that the last letter before the final ل of the preposition may assume a zāy beneath it; thus بحث (bātul = totally; entirely; wholly), في الجزء (fil ‘ajb = commonly), بريز (big zurūr = positively), في الآن (fil hāj = at present), نسبي (nasbi = as a matter of fact; in truth), قضي (quṣṣā = unanimously). In all such constructions, it will be noticed that the ل of the definite article ال is not pronounced. Such ل is known as رابط (rābat = link) and over it is given the mark vaṣṭa. It should be mentioned, however, that it is seldom that this mark, or for that matter, the short vowel-marks and the marks jām and tashdīd are given in the printed books or manuscripts. In transliteration no provision is made for such ل and ل of the definite article ال, nor for ك, the last letter of the preposition in construction with its following noun.
Exercise 15

Write down all the words given as exemplifications in this lesson at least twice each.
### TABLE X

#### THE URDU

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#### ALPHABET

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**THE URDU**

**ALPHABET**

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### Table X Continued.

#### The Urdu

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</table>

Note 1. The parentheses around the figures in Column VII indicate that the letters against them in Column II had originally no value but afterwards received the same value as the cognate Arabic letters. The 35th letter *hamza* is taken to be an orthographical mark in Urdu. There has been a difference of opinion in the fixation of its numerical value.

### Alphabet

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<tr>
<td>n</td>
<td>nūn</td>
<td>ن</td>
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<tr>
<td>v, o, ū etc.</td>
<td>vādārāv</td>
<td>و</td>
<td>33</td>
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<tr>
<td>h</td>
<td>he</td>
<td>ھ</td>
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<tr>
<td></td>
<td>hamza</td>
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<td>35</td>
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<tr>
<td>y, ی</td>
<td>chhott ye</td>
<td>ی</td>
<td>36</td>
</tr>
<tr>
<td>e</td>
<td>bart ye</td>
<td></td>
<td>37</td>
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</tbody>
</table>

Note 2. All the letters when they occur medially in a word after the non-connectors — | | | | | and ں — are written in their initial forms and if they occur finally preceded by these letters they are written in their detached forms.
Para 1 (a). The semi-vowel letter چ chhoṭi ye used as a long vowel to give the sound of ee as in feel and transliterated as i, as introduced in Lesson 1 Para 6 (b) and (c), is known as یاء مرفع (yāʾe maʿrūf = ye the known).

Para 1 (b). The vowel-letter ب bari ye used as a long vowel to give the sound of a as in pale and transliterated as e, as introduced in Lesson 3 Para 2 is known as یاء مجهول (yāʾe maḥjūl = ye the unknown).

Para 1 (c). The vowel-letter ب bari ye preceded by a letter moveable with the short vowel zabar to give the sound of the diphthong ae, as introduced in Lesson 5 Para 4 is known as یاء مرفع (yāʾe maʿrūf = ye which is smooth, embraced, dissolved or immersed).

Para 2 (a). The semi-vowel letter و vāo/vāv with an نتیجہ (ulṭā pesh = inverted pesh) over it employed to give the sound of oo as in fool and transliterated as u, as introduced in Lesson 2 Para 4 (b) is known as و ا مرفع (vāv-e maʿrūf = vāo the known).

Para 2 (b). The semi-vowel letter و vāo/vāv, when used to give the sound of o as in more and transliterated as o as introduced in Lesson 2 Para 4(b) is known as و ا مجهول (vāv-e maḥjūl = vāo the unknown).

Para 2 (c). The semi-vowel letter و vāo/vāv, when preceded by a letter moveable with the short vowel zabar to give the sound of the diphthong eu as introduced in Lesson 5 Para 3, is known as و ا واسع (vāv-e lin = vāo which is smooth, embraced, dissolved or immersed).

Para 3. The punctuation marks, as employed in Urdu, are
(i) (‘) inverted comma for the English comma (,)
(ii) (:) colon as the colon in English (:)
(iii) (—) a small dash for the full stop in English (.)
(iv) (؟) note of interrogation for the note of interrogation in English (?)
(v) (!) note of exclamation as in English (!)
(vi) " " marks of quotation for the English marks of quotation (“ ”)
(vii) ( ) parenthesis as in English ( )
(viii) [ ] square bracket as in English
(ix) (—) underline i.e. the line drawn above the words to which particular attention is invited.
(x) (* ) Asterisk—used as a reference to notes at the bottom or on the margin of the page
(xi) (...) dots to show that some words in the passage have been omitted

Para 4 (a). As there are no capital letters in Urdu a diacritical mark has been devised to denote the proper nouns or the ‘pen-name’ of poets or authors by which they are generally known. This mark is placed above the body of that word and may be called کسی کی نشان (takhallus kā nishān = mark of the poetical surname). Thus the mark ۲ on the word دانکر ہیو زیادہ نواب میرزا (navāb mirzā)
Para 4 (b). To indicate that a sentence is to be followed by a couplet (rime, a verse; a couplet), the mark following the last word of the sentence may be called 

Para 4 (c). (srie) = poetry; a verse; a couplet) the mark used as the mark of a poem that is to follow. The letter of a poem that is to follow. The letter is denoted by colon (colon). The following passage, with its transcript, will serve as an example of the exercise in reading. Care has been taken that almost all the letters of the Hindi alphabet are exemplified in this passage.

Para 5. The following passage, with its transcript, will serve as an example of the exercise in reading. Care has been taken that almost all the letters of the Hindi alphabet are exemplified in this passage.
bht. yahān jarah jarah kī qudratī chūzeī pāeī hain.
saeñkron bāras se mukhtalīf (=different) mazhaboñ kē mānne
vāle yahān ābād hain: hindā, musalmān, sikh, 'isā'ī vaghāera.
āj kā hindustān jāesā hae us ke banāne meīn sab hī kā ḥiṣṣa hae.
is kī ījaṣūgāt aur taraqrīt kī koshish kārnā un sab logoñ ka faż hae
jo ise apnā vajān samajhīte hain.
hindustān meīn bahut sī zabāneñ aur boliyāñ bōlt jāti hain. in meīn
se ek urdū bht hae. urdū zabān hindustān kī meīn pāeī hu't aur
yahān parvān charhī. is kī māshhūr shā'īroñ (=poets) aur nāqī
(=prose) likhīn vāloñ meīn se kuchh kē nām yeh hain : mird, ghālib,
sar sayyad, mūhammad hūsaen āzād, hāli, chakbāst, prem chand,
iqībāl, abul kalām āzād, 'abdul mājīd dāryā ābādī, rashid
āhmād sidduqī, dākītār 'ābid hūsaen, professaar mūhammad mūjib,
raghpurī sahā'e firāq, kirishn chandī, 'ismat chughtā'ī aur
rājnīdar sīgh hādī.