6

Letters

1

ف	ڤ	*fā*
ق	ڤ	*qāf*

The joined letter ف ڤ *fā* represents f as in English 'fee'. The joined letter ق ڤ *qāf*, which we transcribe as *q*, is pronounced like k or hard c in English, but as far back in the throat as possible. Say 'calm' several times, moving the contact for the hard c back in the throat as far as you can. The result should be *qām* 'to stand up'. The letter ق does not represent an English q or qu in sound.

The short and full forms are used in the manner known to you. The full form of *fā* is shallow like the *bā* group, while the full form of *qāf* is deep with a clockwise swing down and up again, like *nūn*. Both *fā* and *qāf* are dotted above the ring (NB), in both short and full forms. **Write** several:

ف ..... ڤ ..... ق ..... ڤ ..... ف ..... ڤ ..... ق ..... ڤ

ڤ ..... ڤ ..... ڤ ..... ڤ ..... ڤ ..... ڤ ..... ڤ ..... ڤ

Since ق has a dark sound, any neighbouring *a* or *ā* is darkened. Dark *a* and *ā* are dotted in the transcription of the examples given below. **Read and write:**

تفتيش ..... تفتيش	*taftīsh* inspection	فنّي ..... فنّي	*fannī* technical
سفارة ..... سفارة	*sifārą* embassy	سفير ..... سفير	*safīr* ambassador
فرنساوي ..... فرنساوي	*firąnsāwī* French	فرنسا ..... فرنسا	*firąnsa* France
رقم ..... رقم	*rąqm* number	مفتوح ..... مفتوح	*maftūḥ* open
شرق ..... شرق	*shąrq* east	قف ..... قف	*qif* STOP
سوق ..... سوق	*sūq* market	تقرير ..... تقرير	*tąqrīr* report, decision
العراق ..... العراق	*al-9irāq* Iraq	القاهرة ..... القاهرة	*al-qāḥira* Cairo

Open *S37.wav.* **Read, listen and repeat.**

2

ك	ك	*kāf*

The letter ك ك *kāf* represents the sound k as in English 'book'. It is a tall joined letter, with short and full forms used in the manner known to you. The forms shown above are in print; in handwriting the short form is upright, while in the full form the embellishment ـٮ becomes a hook ending the curve (like the dot of ن, see 1/5). The differences are shown below:

handwriting ..... ك ك ..... *print and type* ك ك

Write several handwritten forms (in the short form – first the downstroke, then the 'headstroke'):

ك ..... ك ..... ك ..... ك ..... ك ..... ك ..... ك ..... ك

ك ..... ك ..... ك ..... ك ..... ك ..... ك ..... ك ..... ك

The 'headstroke' of the short form, and the hook of the full form, ensure that this letter does not get confused with ل ل. For *kāf* you will also meet the isolated form ك, but only in print.

In handwriting, the headstroke is treated as a detached form, written after its supporting ligature is

completed, and it occurs only with initial and medial *kāf*, never with the final and isolated forms.

Read and write:

كبير	*kabīr* big	مكتب	*maktab* office
ممكن	*mumkin* possible	بنك	*bank* bank
هناك	*hunāka* there	شركة	*sharika* company

Open *S38.wav*. **Read, listen and repeat.**

There are special handwritten forms for the combinations *kāf-'alif*, *kāf-lām* and *kāf-lām-'alif*. Compare with the printed forms. Write the circle in the middle of the handwritten form *clockwise*:

	handwriting		*print and type*	
kāf-'alif:	كا	كا	كا	كا
kāf-lām:	كل كل	كل كل	كل كل	كل كل
kāf-lām-'alif:	كلا	كلا	كلا	كلا

Open *W19.pps* and watch the handwriting of إمكانية *'imkānīya* , listed below.

Now **read and write:**

إمكانية	*'imkānīya* possibility *W19*	كاتب	*kātib* writer, clerk
مشكلة	*mushkila* problem	كلّ	*kull* every, all
تكليف	*taklīf* cost	كلام	*kalām* speech, speaking

Open *S39.wav*. **Read, listen and repeat.**

Exercise 1 Write these new words:

(a) *'akthar* more (b) *shakl* form (c) *kammīya* quantity (d) *miftāḥ* key (e) *iqtirāḥ* proposal

Exercise 2 Given the word مكتوب *maktūb* 'written' as a model, you can easily read words with the same pattern such as مربوط *marbūṭ* 'connected', معلوم *ma9lūm* 'known', منشور *manshūr* 'published'. Now read these new words, following each model:

(a) كاتب *kātib* writer/clerk. Read عامل worker, سائق driver, ساكن resident.

(b) كبير *kabīr* big. Read كثير much, صغير small, فقير poor, قريب near, قليل little/few.

(c) استقبال *istiqbāl* reception. Read استكشاف exploration, استثمار investment, استعمال use, استنكار rejection, استقلال independence.

(d) تفتيش *taftīsh* inspection. Read تقسيم partition, تحسين repair, تعليم tuition.

(e) مكتب *maktab* office. Read مطبخ kitchen, متحف museum, مشغل workshop, مصنع factory, ملعب playground/playing-field.

(f) ممثّل *mumaththil* representative. Read مفتّش inspector, مدرّس instructor, محرّك engine.

The answers to these exercises follow paragraph 6 below.

Signs

3

ً ة ا ً ء	***tanwīn***

Now that you have learned the alphabet, here are two curiosities for you. The first one, shown in the box above, is called *tanwīn* (in full, *fatḥa tanwīn*; we can use the shorter name), which is expressed in English as 'nunation' (= 'providing with n'). *tanwīn* is suffixed to certain words. Here it is in action. **Read and write** these examples:

عادةً *9ādatan* usually فورًا *fowran* immediately

ابتداءً من *ibtidā'an min* with effect from

Open *S40.wav*. Read, listen and repeat.

tanwīn ً... is added alone after a final *non-alphabetical* letter (e.g. ة or ء); following any final *alphabetical* letter, a *silent* (NB) *'alif* is added to the ً... sign. The combination ءً is pronounced *-'an*, اً as *-an*, and ةً as *-atan*. In handwriting, the dots of ة are always written in this context. *tanwīn* occurs only at the end of a word, and it marks, among other things, countless *adverbs*, i.e. words qualifying verbs or adjectives. When *tanwīn* is added to the endings *-ī*/*-īya* the forms ـيًا\...ـية ً are pronounced *-īyan*/*-īyatan* respectively. In print and in handwriting, alas, the ً... is often omitted.

The *n* sound is never written with ن in this special form.

There are in fact three *tanwīn*s, one for each of the short vowels *a*, *i* and *u*; but you will hardly ever see the last two, and they need not concern us here (should you need them, they are explained in the Annex at 20/3). *tanwīn* is a detached form (1/3) in handwriting.

Open *W20.pps* and watch the handwriting of مثلاً *mathalan*, listed below.

Now **read and write:**

رسميًا *rasmīyan* officially كثيرًا *kathīran* greatly

قليلاً *qalīlan* a little مثلاً *mathalan* for example *W20*

خاصةً *khāṣṣatan* especially

Open *S41.wav*. Read, listen and repeat.

Letter variant

4

ى *'alif maqṣūra*

This variant is our second curiosity. In some words you will see a final *yā*, without the dots, which is not pronounced *-ī* at all, but which sounds *-a*, the same as final *'alif*. This form is called *'alif maqṣūra*. It occurs only in a few words. Pronounce it *-a*. This curiosity can be confusing, since final letter ي proper (*yā*, pronounced *-ī*), is often printed and handwritten without its dots; you will, for example, see لبنانى and مصرى for لبناني and مصري *lubnānī* and *miṣrī*. In this book final *yā* is always written ي and *'alif maqṣūra* is always written ى. Two things are worth noting for reading other texts:

- final ى is much more likely to be *yā*, sounded *-ī*, than *'alif maqṣūra*, sounded *-a*
- *'alif maqṣūra* occurs only at the end of a word, nowhere else.

Read and write:

إلى *'ila* to على *9ala* on

مستشفى *mustashfa* hospital

Open *S42.wav*. Read, listen and repeat.

Exercise 3 Which way, right or left, to (a) school, (b) hospital, (c) airport, (d) market ? Read the words aloud:



The answers to this exercise follow paragraph 6 below.

Alphabet

5 Here is the whole alphabet, in its Arabic order. Read from the middle outwards, as always with parallel Arabic and English columns. The fourteen sun letters are transcribed in **red**:

←	→
ا	*'alif*
ب ت ث	*bā* ***tā thā***
ج ح خ	*jīm ḥā khā*
د ذ	***dāl dhāl***
ر ز	***rā zayy***
س ش	***sīn shīn***
ص ض	***ṣād ḍād***
ط ظ	***ṭā ẓā***
ع غ	*9ayn ghayn*
ف ق ك	*fā qāf kāf*
ل م ن	***lām*** *mīm* ***nūn***
ه و ي	*hā wow yā*

Special letters, and signs not found in the alphabet, are usually listed so:

آ, ء, أ and إ	with ا	ئ ؤ ى	with ا or ي
ة	with ه	ى	with ي
ؤ	with ا or و	ً... and ّ...	are disregarded.

The deep letters ج ح خ س ش ص ض ع غ ق ل م ن and ي are often written higher in their isolated full form than in their joined full form.

Using the order shown, you can look up a proper name or a department etc. in a list such as a telephone book or a street index; and of course use the Arabic-English vocabulary list in this book. You can also use a dictionary, provided you use one of the newer ones which list alphabetically by *words*: examples are Steingass' 'Arabic-English Dictionary', published by Khayat (Beirut), or a later edition of 'Al-Mawrid', Arabic-English, published by Dar al-Ilm li-l-Malayin, (Beirut). A good Arabic-English/English-Arabic dictionary of this kind, with transcription, is the 'Arabic Dictionary' by N. Awde and K. Smith, published by Bennett and Bloom (London).

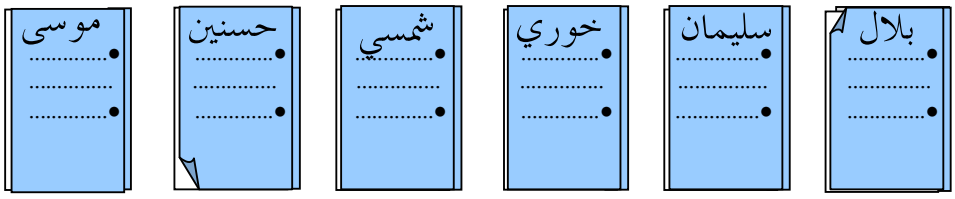
Remember to ignore the prefixed article ...ال when searching (see 2/5).

The initial form ﻫ is used instead of the isolated form ه for *hā* heading a list in a directory, dictionary etc., avoiding confusion with the Arabic numeral ٥ ('5'), which we study in Lesson 7.

Older Arabic-English dictionaries list Arabic headwords under their *root*; to use these dictionaries you have to know Arabic grammar well.

Exercise 4 Put these customer files in their correct alphabetical order:

(a) (b) (c) (d) (e) (f)



Match the transcription to the names: *mūsa, bilāl, ḥasanayn, shamsī, sulaymān, khūrī.*

Three new files are to be opened in the names (g) *zaydān,* (h) *'abū bakr* and (j) *nūrī.* Write these names, and put them in Arabic alphabetical order with the others.

The answers to this exercise follow paragraph 6 below.



Arabic Transcription

6 There is no standard Arabic transcription for foreign words, but the following principles seem generally to be accepted.

There is seldom any distinction between foreign long and short vowels. ا is used for long and short a, و for long and short u and o, and ي for long and short e and i.

v is usually transcribed with either ف or the artificial letter ڤ; p with ب or the Persian/Urdu letter پ; g with ك, غ or ج, and ch with the Persian/Urdu letter چ. Many proper names show their national origin:

فيينا \ ڤيينا	*viyēna* Vienna	باريس	*bārīs/pārīs* Paris
جنيف	*jinēv* Geneva	روما	*rōma** Rome
تلفون \ تليفون	*tilifōn** telephone	كمبيوتر	*kampyūtir* computer
أوتوبيس	*'ōtōbīs** bus	أوتيل	*'ōtēl** hotel

* see 2/3 for long o in loan words transcribed with و.

Remember that in Egypt ج is pronounced like hard English g (see Lesson 5), so in Egypt you mostly see چ for j in foreign names: چكارتا Jakarta.

Initial s followed by a consonant other than w is transcribed as ... اس *is-*:

اسكتلندا *iskotlanda* Scotland but: سويسرا *swīsira* Switzerland

When reading a commercial sign, remember that it is possibly not Arabic at all, especially if it has no recognisable Arabic pattern. Try reading it aloud. There used to be a shop sign in the Arabian Gulf which read فيش اند چيپس; local people quickly realised what was on offer, and that you could also wash it down with a cool فانتا, a سيڤن آپ or a كولا بيبسي.

Answers to exercises

1 (a) أكثر (b) شكل (c) كمّية (d) مفتاح (e) اقتراح

2 (a) *9āmil, sā'iq, sākin* (b) *kathīr, ṣaghīr, faqīr, qarīb, qalīl*
(c) *istikshāf, istithmār, isti9māl, istinkār, istiqlāl* (d) *taqsīm, taḥsīn, ta9līm*
(e) *maṭbakh, matḥaf, mashghal, maṣna9, mal9ab* (f) *mufattish, mudarris, muḥarrik*

3 (a) مدرسة *madrasa,* left (b) مستشفى *mustashfa,* right (c) مطار *maṭār,* right
(d) سوق *sūq,* left

4 (f) *bilāl* (b) *ḥasanayn* (d) *khūrī* (e) *sulaymān* (c) *shamsī* (a) *mūsa*
(g) زيدان goes before (e), (h) أبوبكر goes first, and (j) نوري goes last.

Tests

1 Read aloud and translate:

(a) صناعة (b) مطار (c) مسؤول (d) وزارة (e) إدارة (f) سوق
(g) اجتماع (h) شركة (j) مستشفى (k) خبر (m) مثلاً (n) أو

2 Rewrite the word, filling in the missing letter:

(a) م..لّم (b) م..تب (c) فور... (d) تـ..سيس (e) ابتـ..ائي

3 You certainly know these international brand names. Read them aloud:

(a) كوداك (b) آي.بي.إم. (c) موبيل (d) ميشلين (e) *بيجو

*(e) difficult. Every letter in the transcription of this French name is at best an approximation.

Summing up

We have now completed the alphabet, and studied a few common non-alphabetical signs and letters. *Keep writing.* Perhaps your main objective in following this book is to learn how to read, but it is writing which will fix things in your memory. We now move on to handling variable forms that words can take.

*

6

Letters

1



The joined letter ف ـفـ *fā* represents f as in English 'fee'. The joined letter ق ـقـ *qāf*, which we transcribe as *q*, is pronounced like k or hard c in English, but as far back in the throat as possible. Say 'calm' several times, moving the contact for the hard c back in the throat as far as you can. The result should be *qām* 'to stand up'. The letter ق does not represent an English q or qu in sound.

The short and full forms are used in the manner known to you. The full form of *fā* is shallow like the *bā* group, while the full form of *qāf* is deep with a clockwise swing down and up again, like *nūn*. Both *fā* and *qāf* are dotted above the ring (NB), in both short and full forms. **Write** several:

ف ـفـ ف ـفـ ق ـقـ ق ـقـ ف ـفـ ف ـفـ

ق ـقـ ق ـقـ ق ـقـ ق ـقـ ق ـقـ ق ـقـ

Since ق has a dark sound, any neighbouring *a* or *ā* is darkened. Dark *a* and *ā* are dotted in the transcription of the examples given below. **Read and write:**

تفتيش تفتيش	*taftīsh* inspection	فنّي فنّي	*fannī* technical
سفارة سفارة	*sifārą* embassy	سفير سفير	*safīr* ambassador
فرنساوي فرنساوي	*firąnsāwī* French	فرنسا فرنسا	*firąnsa* France
رقم رقم	*rąqm* number	مفتوح مفتوح	*maftūḥ* open
شرق شرق	*shąrq* east	قف قف	*qif* STOP
سوق سوق	*sūq* market	تقرير تقرير	*tąqrīr* report, decision
العراق العراق	*al-9irāq* Iraq	القاهرة القاهرة	*al-qāḥira* Cairo

Open *S37.wav.* **Read, listen and repeat.**

2



The letter ك ـكـ *kāf* represents the sound k as in English 'book'. It is a tall joined letter, with short and full forms used in the manner known to you. The forms shown above are in print; in handwriting the short form is upright, while in the full form the embellishment ـٮ becomes a hook ending the curve (like the dot of ن, see 1/5). The differences are shown below:

handwriting ـكـ ـكـ *print and type* ك ـكـ

Write several handwritten forms (in the short form – first the downstroke, then the 'headstroke'):

ك ـكـ ك ـكـ ك ـكـ ك ـكـ ك ـكـ

ـكـ ـكـ ـكـ ـكـ ـكـ ـكـ ـكـ

The 'headstroke' of the short form, and the hook of the full form, ensure that this letter does not get confused with ل ـلـ. For *kāf* you will also meet the isolated form ك, but only in print.

In handwriting, the headstroke is treated as a detached form, written after its supporting ligature is

completed, and it occurs only with initial and medial *kāf*, never with the final and isolated forms.

Read and write:

كبير	*kabīr* big	مكتب	*maktab* office
ممكن	*mumkin* possible	بنك	*bank* bank
هناك	*hunāka* there	شركة	*sharika* company

Open *S38.wav*. Read, listen and repeat.

There are special handwritten forms for the combinations *kāf-'alif*, *kāf-lām* and *kāf-lām-'alif*. Compare with the printed forms. Write the circle in the middle of the handwritten form *clockwise*:

	handwriting		*print and type*	
kāf-'alif:	كا	كا	كا	كا
kāf-lām:	كل كل	كل كل	كل كل	كل كل
kāf-lām-'alif:	كلا	كلا	كلا	كلا

Open *W19.pps* and watch the handwriting of إمكانية *'imkānīya* , listed below.

Now **read and write:**

إمكانية	*'imkānīya* possibility *W19*	كاتب	*kātib* writer, clerk
مشكلة	*mushkila* problem	كلّ	*kull* every, all
تكليف	*taklīf* cost	كلام	*kalām* speech, speaking

Open *S39.wav*. Read, listen and repeat.

Exercise 1 Write these new words:

(a) *'akthar* more (b) *shakl* form (c) *kammīya* quantity (d) *miftāḥ* key (e) *iqtirāḥ* proposal

Exercise 2 Given the word مكتوب *maktūb* 'written' as a model, you can easily read words with the same pattern such as مربوط *marbūṭ* 'connected', معلوم *ma9lūm* 'known', منشور *manshūr* 'published'. Now read these new words, following each model:

(a) كاتب *kātib* writer/clerk. Read عامل worker, سائق driver, ساكن resident.

(b) كبير *kabīr* big. Read كثير much, صغير small, فقير poor, قريب near, قليل little/few.

(c) استقبال *istiqbāl* reception. Read استكشاف exploration, استثمار investment, استعمال use, استنكار rejection, استقلال independence.

(d) تفتيش *taftīsh* inspection. Read تقسيم partition, تحسين repair, تعليم tuition.

(e) مكتب *maktab* office. Read مطبخ kitchen, متحف museum, مشغل workshop, مصنع factory, ملعب playground/playing-field.

(f) ممثّل *mumaththil* representative. Read مفتّش inspector, مدرّس instructor, محرّك engine.

The answers to these exercises follow paragraph 6 below.

Signs

3

ً ة ا ً ء	***tanwīn***

Now that you have learned the alphabet, here are two curiosities for you. The first one, shown in the box above, is called *tanwīn* (in full, *fatḥa tanwīn*; we can use the shorter name), which is expressed in English as 'nunation' (= 'providing with n'). *tanwīn* is suffixed to certain words. Here it is in action. **Read and write** these examples:

عادةً *9ādatan* usually فورًا *fowran* immediately

ابتداءً من *ibtidā'an min* with effect from

Open *S40.wav*. Read, listen and repeat.

tanwīn ً... is added alone after a final *non-alphabetical* letter (e.g. ة or ء); following any final *alphabetical* letter, a *silent* (NB) *'alif* is added to the ً... sign. The combination ءً is pronounced *-'an*, اً as *-an*, and ةً as *-atan*. In handwriting, the dots of ة are always written in this context. *tanwīn* occurs only at the end of a word, and it marks, among other things, countless *adverbs*, i.e. words qualifying verbs or adjectives. When *tanwīn* is added to the endings *-ī*/*-īya* the forms ـيًا\...ـية ً are pronounced *-īyan*/*-īyatan* respectively. In print and in handwriting, alas, the ً... is often omitted.

The *n* sound is never written with ن in this special form.

There are in fact three *tanwīn*s, one for each of the short vowels *a*, *i* and *u*; but you will hardly ever see the last two, and they need not concern us here (should you need them, they are explained in the Annex at 20/3). *tanwīn* is a detached form (1/3) in handwriting.

Open *W20.pps* and watch the handwriting of مثلاً *mathalan*, listed below.

Now **read and write:**

رسميًا *rasmīyan* officially كثيرًا *kathīran* greatly

قليلاً *qalīlan* a little مثلاً *mathalan* for example *W20*

خاصةً *khāṣṣatan* especially

Open *S41.wav*. Read, listen and repeat.

Letter variant

4

ى *'alif maqṣūra*

This variant is our second curiosity. In some words you will see a final *yā*, without the dots, which is not pronounced *-ī* at all, but which sounds *-a*, the same as final *'alif*. This form is called *'alif maqṣūra*. It occurs only in a few words. Pronounce it *-a*. This curiosity can be confusing, since final letter ي proper (*yā*, pronounced *-ī*), is often printed and handwritten without its dots; you will, for example, see لبنانى and مصرى for لبناني and مصري *lubnānī* and *miṣrī*. In this book final *yā* is always written ي and *'alif maqṣūra* is always written ى. Two things are worth noting for reading other texts:

- final ى is much more likely to be *yā*, sounded *-ī*, than *'alif maqṣūra*, sounded *-a*
- *'alif maqṣūra* occurs only at the end of a word, nowhere else.

Read and write:

إلى *'ila* to على *9ala* on

مستشفى *mustashfa* hospital

Open *S42.wav*. Read, listen and repeat.

Exercise 3 Which way, right or left, to (a) school, (b) hospital, (c) airport, (d) market ? Read the words aloud:



The answers to this exercise follow paragraph 6 below.

Alphabet

5 Here is the whole alphabet, in its Arabic order. Read from the middle outwards, as always with parallel Arabic and English columns. The fourteen sun letters are transcribed in **red**:

←	→
ا	*'alif*
ب ت ث	*bā* ***tā thā***
ج ح خ	*jīm ḥā khā*
د ذ	***dāl dhāl***
ر ز	***rā zayy***
س ش	***sīn shīn***
ص ض	***ṣād ḍād***
ط ظ	***ṭā ẓā***
ع غ	*9ayn ghayn*
ف ق ك	*fā qāf kāf*
ل م ن	***lām*** *mīm* ***nūn***
ه و ي	*hā wow yā*

Special letters, and signs not found in the alphabet, are usually listed so:

آ, ء, أ and إ	with ا	ئ\ىٔ	with ا or ي
ة	with ه	ى	with ي
ؤ	with ا or و	ً... and ّ...	are disregarded.

The deep letters ج ح خ س ش ص ض ع غ ق ل م ن and ي are often written higher in their isolated full form than in their joined full form.

Using the order shown, you can look up a proper name or a department etc. in a list such as a telephone book or a street index; and of course use the Arabic-English vocabulary list in this book. You can also use a dictionary, provided you use one of the newer ones which list alphabetically by *words*: examples are Steingass' 'Arabic-English Dictionary', published by Khayat (Beirut), or a later edition of 'Al-Mawrid', Arabic-English, published by Dar al-Ilm li-l-Malayin, (Beirut). A good Arabic-English/English-Arabic dictionary of this kind, with transcription, is the 'Arabic Dictionary' by N. Awde and K. Smith, published by Bennett and Bloom (London).

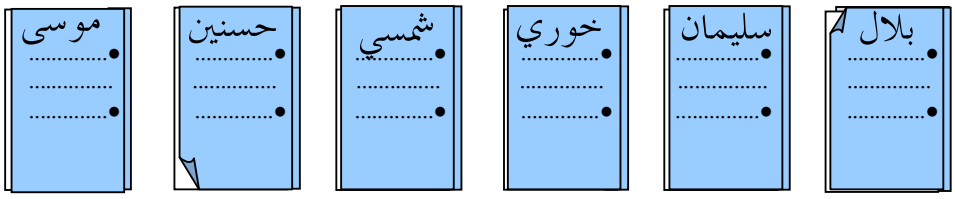
Remember to ignore the prefixed article ...ال when searching (see 2/5).

The initial form هـ is used instead of the isolated form ه for *hā* heading a list in a directory, dictionary etc., avoiding confusion with the Arabic numeral ٥ ('5'), which we study in Lesson 7.

Older Arabic-English dictionaries list Arabic headwords under their *root*; to use these dictionaries you have to know Arabic grammar well.

Exercise 4 Put these customer files in their correct alphabetical order:

(a) (b) (c) (d) (e) (f)



Match the transcription to the names: *mūsa, bilāl, ḥasanayn, shamsī, sulaymān, khūrī.*

Three new files are to be opened in the names (g) *zaydān,* (h) *'abū bakr* and (j) *nūrī.* Write these names, and put them in Arabic alphabetical order with the others.

The answers to this exercise follow paragraph 6 below.



Arabic Transcription

6 There is no standard Arabic transcription for foreign words, but the following principles seem generally to be accepted.

There is seldom any distinction between foreign long and short vowels. ا is used for long and short a, و for long and short u and o, and ي for long and short e and i.

v is usually transcribed with either ف or the artificial letter ڤ; p with ب or the Persian/Urdu letter پ; g with ك, غ or ج, and ch with the Persian/Urdu letter چ. Many proper names show their national origin:

فيينا \ ڤيينا	*viyēna* Vienna	باريس	*bārīs/pārīs* Paris
جنيف	*jinēv* Geneva	روما	*rōma** Rome
تلفون \ تليفون	*tilifōn** telephone	كمبيوتر	*kampyūtir* computer
أوتوبيس	*'ōtōbīs** bus	أوتيل	*'ōtēl** hotel

* see 2/3 for long o in loan words transcribed with و.

Remember that in Egypt ج is pronounced like hard English g (see Lesson 5), so in Egypt you mostly see چ for j in foreign names: چكارتا Jakarta.

Initial s followed by a consonant other than w is transcribed as ... اس *is-*:

اسكتلندا *iskotlanda* Scotland but: سويسرا *swīsira* Switzerland

When reading a commercial sign, remember that it is possibly not Arabic at all, especially if it has no recognisable Arabic pattern. Try reading it aloud. There used to be a shop sign in the Arabian Gulf which read فيش اند چيپس; local people quickly realised what was on offer, and that you could also wash it down with a cool فانتا, a سيڤن آپ or a كولا بيبسي.

Answers to exercises

1 (a) أكثر (b) شكل (c) كمّية (d) مفتاح (e) اقتراح

2 (a) *9āmil, sā'iq, sākin* (b) *kathīr, ṣaghīr, faqīr, qarīb, qalīl*

(c) *istikshāf, istithmār, isti9māl, istinkār, istiqlāl* (d) *taqsīm, taḥsīn, ta9līm*

(e) *maṭbakh, matḥaf, mashghal, maṣna9, mal9ab* (f) *mufattish, mudarris, muḥarrik*

3 (a) مدرسة *madrasa,* left (b) مستشفى *mustashfa,* right (c) مطار *maṭār,* right

(d) سوق *sūq,* left

4 (f) *bilāl* (b) *ḥasanayn* (d) *khūrī* (e) *sulaymān* (c) *shamsī* (a) *mūsa*

(g) زيدان goes before (e), (h) أبوبكر goes first, and (j) نوري goes last.

Tests

1 Read aloud and translate:

(a) صناعة (b) مطار (c) مسؤول (d) وزارة (e) إدارة (f) سوق
(g) اجتماع (h) شركة (j) مستشفى (k) خبر (m) مثلاً (n) أو

2 Rewrite the word, filling in the missing letter:

(a) م..لّم (b) م..تب (c) فور... (d) تـ...سيس (e) ابتـ...ائي

3 You certainly know these international brand names. Read them aloud:

(a) كوداك (b) آي.بي.إم. (c) موبيل (d) ميشلين (e) *بيجو

*(e) difficult. Every letter in the transcription of this French name is at best an approximation.

Summing up

We have now completed the alphabet, and studied a few common non-alphabetical signs and letters. *Keep writing.* Perhaps your main objective in following this book is to learn how to read, but it is writing which will fix things in your memory. We now move on to handling variable forms that words can take.

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