



The Urdu Courses,
as offered by



Khaana-e-Adab

SCHOOL OF URDU GRAMMAR

Established 1978



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السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

DEAR SIR/LADY,

WELCOME TO KHAANA-E-ADAB, School of Urdu grammar, which was established in 1978.

As the above suggests, this course is grammar orientated, which means that it is through the grammar of the language that I wish to teach to you the beauty of the language of Urdu.

1 - WHAT TO EXPECT !

It is expected by the new student that Urdu will be spoken by him/her within a short space of time. This is NOT so and I would not like to be guilty of misleading you.

This is a rigorous course, in that English as well as Urdu grammar to complement each of the languages with a little bit of Afrikaans for good measure.

The first book deals with "HOW TO READ AND WRITE URDU", known as Urdu Basics A, which comprises more than seven hundred words as vocabulary. An exam known as "Basics A" is written on completion. Spelling tests are given at the beginning of each new lesson to assess your growth and it helps towards memorizing such an amount of words, without having sentences as examples to their usage and context. This advantage is in the later part of the course. Another assistant is the QUIZ, which may be entertained as time will allow. This "game" helps tremendously with memorizing, mental spelling and pronunciation. This is a favourite way with students.

Urdu Basics B, deals with more words, declensions, conjugations, initial instruction and prohibition. An exam known as "Basics B" is written on completion, inclusive of Basics A vocabulary.

The second book deals with the construction of Urdu sentences. The grammar here is of a fairly high standard. If any student does not understand a lesson or any portion of this syllabus, whatever or however trivial it may seem at the time, please do NOT hesitate to ASK, as ASKING is the key to a fuller understanding and meaningful learning. You may ask in class, having the entire class benefit by your question or you may ask in private, the former being preferred. An exam known as Urdu G1 is written on completion, inclusive of Basics A and Basics B vocabulary and Basics B declensions, conjugations, initial instruction and prohibition.

The third book deals with the various tenses of the Urdu language. This is without any doubt, the trickiest part of this course, as Urdu tenses as well as English tenses are taught. This type of tutoring is sorely lacking at secular institutions as seen by myself, resulting in the finer points of the languages being lost. This is the stage where the student begins to converse in Urdu with a certain amount of confidence, is able to write short compositions and can even attempt a letter - but there is still much to learn. An exam known as "Urdu G2" is written on completion inclusive of Basics A, Basics B and Urdu G1.

The fourth and final book of this syllabus deals with many of the intricacies of the Urdu language, idioms, phrases, clauses and figures of speech. Up until the end of Urdu G2, written homework is insisted upon but the emphasis changes in Urdu G3, where the concentration now shifts to actual speech. Written homework is an added bonus for those students who wish to excel. Urdu G3 culminates in Date-writing, Letter-writing and a fore-taste of Urdu poetry with works of "ALLAAMAH IQBAAL and GHAALIB" being included as well as the works of other great poets.

This time NO WRITTEN EXAM.

2 - BENEFIT ? YOU BE THE JUDGE !

The student is approached by his/her grandchildren to assist them with their Urdu homework some time in the not so distant future. The student has never seen such Urdu and is faced with one of two options; "Sorry my child, I am unable to assist you." - or - "I HAVE LEARNT ALL THE GRAMMAR OF URDU THAT THERE IS TO BE LEARNT. NOW ALL I NEED IS AGOOD DICTIONARY TO HELP ME WITH THE VOCABULARY WHICH I DO NOT REMEMBER OR WHICH I DID NOT HAVE THE OPPORTUNITY TO LEARN."

THIS, IT IS HOPED WILL ASSIST LARGELY TO A MERGING AND UNDERSTANDING OF THE GENERATION GAP AS WE KNOW IT, EACH ENJOYING THE OTHER'S URDU.

The older generation ALWAYS has a lot more to offer than meets the eye !

3 - ?

I did not quite understand what it was that the teacher said. What am I required to do ?

What, as a student wishing to know more, is my responsibility ?

ASK ! ASK ! ASK ! { ASK the teacher - NOT the student ! }

ASK ! - The ONLY successful key to a fuller understanding of anything.



4 - DURATION !

The duration of this course is decided by the conduct of the class as a whole. Students are encouraged to assist each other where possible by asking as many questions about their work in class as is possible, causing everyone gain, and also to meet with one another on a private basis to assess one another and enjoy Urdu at their own growth-rate. The course, all going well, is planned over a period of not longer than four years for adults and not longer than seven years for children. The course can however take longer if there is consistent absenteeism, late-coming and homework shirking, of which KHAANA-E-ADAB and all its staff members absolve themselves.

AS A POST-GRADUATE PUT IT; "LEARN QUICK, FORGET QUICK!"

5 - ABSETEEISM !

Absenteeism is a very big damage causing factor, especially if the student is absent for some flimsy reason. This requires the teacher to redo the lesson, which annoys the regular students who try their level best and feel strongly (and rightly so) that their time AND money is being wasted. The onus is thus on the absentee to catch up with the work that has been missed, by contacting another student of the same class. The lessons of this syllabus are planned in such a manner that the lesson lost will be part of some new lesson or the other, at some stage or the other. This enhances the student's sense of responsibility towards the efforts of others in the same class, which is part and parcel of ADAB.

6 - DROPOUTS !

Dropouts are caused by many factors. V.I.Z. : The wrong reason for taking up the course - Too embarrassed to ask in class when not understanding, causing loss of valuable information and then not being able to grasp the new lessons - Interested only in superfluous learning - Joining the course to impress someone - Joining the course under peer pressure - Absent too often to catch up - No help at home - Discouraged by Urdu literate personalities when making a mistake whilst attempting to speak - etc.

The greatest damage caused by dropouts, is that they demoralize whole classes of students who wish to really learn AND excel.

7 - PROBLEMS ?

No matter how large or small, no matter what it may be, discuss it with the teacher, promptly.

8 - HOMEWORK !

Homework is without any doubt the most important part of learning. Divide your homework by four days and you should be able to complete and enjoy without feeling as if it were the burden of last minute rushing, which normally ends in a dismal mess. When absent, please consult another student of the same class as yourself (who is not a family member or personal friend), telephonically or by some other means, as he/she may have been absent for the very same reason as yourself. Do NOT contact the teacher in this regard, for he/she does not keep track of your homework mentally, and may at best guess.

9 - THE QUIZ !

The QUIZ is directed at enabling the student to memorize quickly, words, their pronunciation, their spelling, their sound to the ear, getting the tongue around some difficult words, etc. The class is divided into two sectors, A and B. The teacher will ask any question at random about any part of the work done so far, the first one to answer correctly allows his/her team to start with any fresh Urdu word of their choice, by simply saying it for five points. Let us assume that team A started. Team B must supply the meaning of the said word within thirty seconds to gain five points. After supplying a correct answer, team B must now utter a new Urdu word (which has not been used as yet), starting with the last letter of the word used by team A. Failure to answer correctly within the specified time, will result in gaining NO points, and team B will forfeit their turn. Team A will then attempt the same. Urdu synonyms gain ten points and Urdu sentences gain twenty points. The result of competing in this manner, is that every student studies the vocabulary so as to excel in the QUIZ, for their points are displayed on the "whiteboard" for all to see. This culminates in study without the teacher's insistence.

SPEAK URDU !

DO NOT BE AFRAID OF WHO YOU ARE !

You are different !

ALLOW YOUR DIFFERENCE TO IMPACT POSITIVELY ON YOUR IMMEDIATE ENVIRONMENT AND YOU'LL FIND THAT YOUR BEING DIFFERENT CAN CAUSE NEW BEAUTY TO SURFACE !

10 - URDU SPOKEN IN CLASS !

Urdu is spoken in class only at the level of the lessons as they are done. The main reason why Urdu is not spoken in class at the outset, is that spoken Urdu is governed by dialect or culture and NOT grammar. Urdu as you will gradually learn, is probably the only language which can house in its sentences, words from any other language, and no one will complain, but this is not the target of the course as offered by KHAANA-E-ADAB. This sometimes results in unhappy students but those who persevere, are the truly happy ones.

11 - STUDENT COMMUNICATION !

Students who try to communicate with one another, at whatever level, are the ones who gain Urdu onto their tongue at an early stage, much to their glee. Do not be afraid to try to speak with one another in Urdu even by replacing the words you may not know or remember, with words from ANY other language, for Urdu welcomes this. Have fun in making mistakes and laugh WITH one another, not AT one another and no damage will be done. Try to remember that Urdu has many colours and the grammatical one is the only one with true gain for your personal gratification. The greatest reason being that Urdu literature is written grammatically correct in as far as is humanly possible. The first step to an independent knowledge of Urdu is to understand it. Once this has been achieved, the rest will be accomplished in its own way and time.

Preserve a language - Preserve its culture !



12 - STUDENT PARTICIPATION !

Students as a class are encouraged to keep in contact with one another on a regular basis and assist each other as far as is possible, which in the long term is bound to benefit everyone. For example : 1 - Do your homework together. 2 - Try to converse with each other in Urdu at your own levels. 3 - Study together and test one another's knowledge. 4 - Try to assist with problem areas where possible or see the teacher together about it, etc.

The best student in any class is the teacher.

13 - THE BENEFITS OF LEARNING GRAMMAR !

The benefits of studying such a course are numerous, of which a few are : * My esteemed Ustaad and mentor, the late ALHAAJ SOOFIE HAZRAT IMAAM AHMED MUHAMMAD ESSACK KARJIKER (May the Almighty and His most beloved Prophet (S.A.W.) be pleased with him) always used to say in Urdu, the translation of which is as follows; " THOSE WHO TREAT URDU WITH CONTEMPT ARE DEPRIVED OF THE TRUE ESSENCE OF ISLAAM. " [This does NOT mean that they are bad Muslims] * All Urdu literature is at YOUR disposal. * The knowledge gained, leaves no doubt. * The knowledge gained, is thorough. * The student gains a sense of independence and self-sufficiency. * No language can be mastered truly, without mastering its grammar. * YOU can teach it to others without any hesitation and by doing this, gain an immeasurable amount of knowledge, more, much much more than what you had bargained for. As the saying goes; " The best student in a class is the teacher. " * Not knowing the grammar of Urdu, depreciates its value in the eyes of man at large, causing some very serious errors in translations, to the detriment of the author's or poet's efforts to refresh or rekindle, and the non-Muslim, knowing that Urdu is the ONLY language brought about by the Muslims, ends up not respecting the Muslims, for they do not value that which has been brought about by their fore-fathers, themselves. * Urdu without any doubt, becomes the easiest way to learn the Arabic language, which is the mother of Urdu, the latter being the daughter. Urdu consists of at least 80/85% of Arabic words in its vocabulary. * This course's vocabulary consists of Arabic, Persian, Hindi and Turkish words, with some words from other languages as well. In fact, the word Urdu is of Turkish origin, which means ARMIES or ARMY ENCAMPMENT.

14 - WHERE CAN I USE MY URDU ?

Anywhere in the world, especially in India, Pakistan and Arabia. Suffice to say that; " DUBAI is the business world's center and Urdu is its business language. "

15 - TRANSLITERATION ?

Transliteration is any Muslim person's greatest enemy, for it disables the Muslim from reciting the Glorious Qur'aan in its pristine form. This results in the student saying that; "The Glorious Qur'aan is available in English transliteration, so I do not have to go to madrasah. I do not have to have ablution when touching it." The problem is that should one perform ablution to touch the Glorious Qur'aan, which has no Arabic text in it, then this is tantamount to giving the English or other script, the same status as the Arabic script. YOU BE THE JUDGE.

**FOR THIS COURSE HOWEVER,
TRANSLITERATION IS OUT !**

16 - ON GRADUATION !

A badge with the school logo is presented to the graduate on three conditions;

- 1 - The graduate must have completed the entire course as set by Khaana-e-Adab.
- 2 - The graduate must be in possession of a G2 certificate.
- 3 - The graduate must understand that the badge is at all times, the property of Khaana-e-Adab, who reserves the right to retrieve the badge from any such graduate who is found guilty of public misbehavior, and is wearing the badge at the time. Such a student/graduate will forfeit his/her right to the badge.

17 - POSTGRADUATION !

A course designed to invite the postgraduate { who is capable of translating and understanding, but is unable to converse freely }, to study Urdu poetry. This is to assist in conversing in the various types of Urdu, which poets toy with. This course was started in 1998 and is showing quick results.

The most important aspect of keeping Urdu alive and on your tongue, is to READ, READ and READ.

READ material in Urdu, of interest to yourself, and relate it to someone else in Urdu. In this manner, Urdu is bound to stay on your tongue. Listen to the radio, listen to Na'ats, Mushaa'irahs, Ghazals, Songs, Geet, attend Urdu lectures etc. and avail yourself to public functions.

BE PART OF THE WHOLE, FOR IN IT LIES YOUR SUCCESS !

HOPING SINCERELY THAT YOU WILL ENJOY THIS COURSE AND BENEFIT OTHERS.

YOURS IN ISLAAM,

Ustaad Rawoof

Chishti Nizaami Qamari
Maqaami Afriqui
PRINCIPAL

السّلام عليكم ورحمة الله وبركاته

Dear parent/s

29th March 2012

I sincerely hope that this letter finds you in good stead surrounded by meaningful joy.

Firstly, allow me to thank you for allowing your child/children to study Urdu at **KHAANA-E-ADAB**. It is our endeavour that they learn not only Urdu as a language but learn and understand, how to use it as a grounding for the purpose of understanding the delicate balances between our beloved Deen of Islaam and our cultural value system. This stems from the Adab which they will have received at home. The helping hand in nurturing them towards this all-important goal is what **KHAANA-E-ADAB** is all about. The syllabus is designed in such a way that those who complete the course are the ones who know what Urdu is really all about. Learning Urdu starts at the end of this course for it is merely a situation where as someone in India described it in 2004 as: "This man teaches his students to dismantle a car, put it together again and THEN DRIVE IT." This obviously takes time. Your support in this regard is paramount. I thank you again.

MODUS OPERANDI

1. On entry, the learner is at once taught how to read and write. They leave the first class knowing something new already. There will now be a gradual build-up until the end of the course, one brick at a time [see Content - 409 pages].
2. The best way that you as the concerned parent can help is to follow what they are learning diligently so that you are abreast of what we are trying to achieve at **KHAANA-E-ADAB**. [Use the CDs to help you understand how to help them.]
3. They are informed that they will face a spelling test at the start of EVERY LESSON until they reach page 51. Please ensure that they learn their work for the next period. Their marks help to build a bank of vocabulary **and** their confidence.
4. Our year at **KHAANA-E-ADAB** starts from the beginning of February to the end of January [the next year]. This means that the monthly fees are payable at the beginning of each month with the fees for December and January [of the next year] being due at the same time [the present December]. It is hoped that you understand why. If there are any questions about this, please feel free to enquire about it. **N.B.** Urdu classes are closed, mid-December to mid-January only!
5. There are a total of 4 exams which you will be informed about during the course.
The first exam will be about the first 51 pages in **Urdu Basics {Book 1 of 4}**. A minimum mark of 60% is required for a certification. Each exam will cost R 50.00 to cover material used. There are no hidden charges after this.
The second exam will be about the full book **{Book 1 of 4}**. A minimum mark of 60% is required for a certification.
The third exam will be about the second book, **Urdu G1 {Book 2 of 4}**.
This is the only exam with NO English words on the exam papers. A minimum mark of 60% is required for certification.
The fourth exam will be about the third book, **Urdu G2 {Book 3 of 4}**.
A minimum mark of 60% is required for a certification.

The last and final book **Urdu G3 {Book 4 of 4}** will not be followed by a/any exam.

YOU ARE WELCOME TO PERUSE THIS SYLLABUS BY APPOINTMENT ONLY.

Here, all the student has to do is be present at every lesson. Absenteeism here is going to cost dearly.

A badge is issued to the successful graduate.

Thank you for taking time to read this.

Yours in Islaam

Ustaad Rawoof

Chishti Nizaami Qamari

Principal