



MAJLIS
ATFALUL AHMADIYYA
UNITED KINGDOM

The Four Stage Mechanism

**A NATION CANNOT
BE REFORMED
WITHOUT FIRST
REFORMING
IT'S YOUTH**

Hazrat Khalifatul Masih II ^(ra)

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Introduction

For any syllabus to be taught professionally, it requires a systematic approach and a way of tracking progress. This 4 Stage Syllabus aims to provide a way for local Secretaries of Majlis Atfalul Ahmadiyya to track the progress of their Atfal as the Atfal make their way through the Waqfe Nau Syllabus, which is the official syllabus for Atfalul Ahmadiyya too. Not only track Atfal's progress, it encourages local secretaries to reward Atfal for progressing through the Waqfe Nau syllabus by dividing major parts* of the Waqfe Nau Syllabus into stages and has created a method for giving points for completing different tasks.

Some local Qiadats already have devised their own versions of this and indeed it was after having seen how they run it that we developed this.

This syllabus method provides an overview (or a checklist), so we have included relevant references within the text to help you find the relevant information from the Waqfe Nau Syllabus. The references are quoted after each task, for example: [WQF I, pg 32] means "go to Waqf-e-Nau Syllabus, part 1, page 32".

Some books have been listed as reference in each section. A plethora of information and resources is available on alislam.org in both English and Urdu languages. Contemporary topics (such as social issues) are actively covered in Jamaat magazines such as the Review of Religions magazine, Al-Hakam, Rational Religion website etc. So, we encourage the teachers to have a look at these sources and pick a few that they prefer. These can then be used for further reading or extra-credit work for Atfal. However, it must be ensured that Atfal are aware that Waqf-e-Nau Syllabus is indeed their actual Syllabus.

Finally, the Talim & Tarbiyyat departments of Majlis Atfal-ul-Ahmadiyya are always available for contact and assistance.

We will Insha'Allah be able to help you with research, class planning, external events and engaging activities.

The Waqf-e-Nau Syllabus can be found at:

<https://www.waqfenaintl.org/age-1-7/>

<https://www.waqfenaintl.org/age-7-15/>

<https://www.waqfenaintl.org/age-15-21/>

For more information, contact: Talim@atfal.co.uk

(Note: The four stage Syllabus accompanies the Waqfe Nau Syllabus to help you get through the major parts of the Waqfe Nau Syllabus. It does not cover every single point in the Waqfe Nau Syllabus. The teacher should decide which other points from the Waqfe Nau Syllabus need to be added into the 4 stages based on the needs of the Atfal in your classes.)

Usage Instructions

For Local Secretaries of Majlis Atfalul Ahmadiyya

You should use this checklist syllabus along with the Waqf-e-Nau Syllabus. Also, you will need an excel file that lists all of the four stages and their checklists in a way so you can track which Tifl is at how many points and at what stage. It will make it extremely easy to log each Tifl's progress and it can be displayed in the class to show other Atfal where others stand and so it will serve as a to create transparency and motivate other Atfal who are lagging behind. Make sure you have the excel file tailored to your Qiadat ready. It is available on the Atfal website on the Four Stage Syllabus page, under the Talim department.

How to use this as a Local Secretary Atfal:

- Make a list of Atfal in your class and assign them to each stage based on their current knowledge. For this you may have to do a preliminary test. If a Tifl knows some material from stage 1 and some from stage 2, then they should be assigned to stage 1 first. Only after 'passing' that stage they should move to the next stage.
- Hold regular classes. Divide the Atfal into 4 stages as assigned above. Cover a small amount of material from each category in each class.
- Give regular homework and then check that homework. Keep it short and simple, but ensure that this is not skipped. This is crucial for learning.
- Regularly hold a 'full stage test' for each stage. This will give the Atfal an opportunity to 'pass' the stage and move on to the next one. This 'Test day' can be done once a month.
- As a result, more active Atfal will not be slowed down and will continue to progress (even after stage 4 into the other parts of the Waqfe Nau Syllabus).
- And less active Atfal will get multiple chances to pass the stage, keeping them continuously encouraged.
- Every so often, invite parents to share feedback, give them tailored feedback for each Tifl (show them the excel sheet for their child) and respond to their questions and concerns.

Rewarding and Further Resources

Some points have been allocated for each item in this syllabus. The purpose of these points is to act as encouragement for Atfal to complete these tasks. This also allows an understanding of the level of depth/difficulty for each item.

The teacher should arrange a system where these points can be redeemed for rewards (for example whenever someone achieves 50% of the marks in a particular stage or any other way the local Atfal Nazim/teacher wishes to reward).

Moreover, these can be used to test whether a Tifl has 'passed' a stage or not. For example Atfal might be required to collect at least 80% of the points in each category in order to pass the stage.

Finally, it should be noted that these points are purely meant as a suggestion; the teachers can modify these & introduce further points based on the specific needs of the Atfal in their class and can add additional sections into the learning material.



Stage One

Holy Qur'an

- 1. Memorise Surah Al-Kauthar [5 pts]
- 2. Memorise Surah An-Nasr [5 pts]
- 3. Memorise Surah Al-Asr [5 pts]
- 4. Surah Al-Ikhlâs [5 pts]

Salaat (wqf1, p.32)

For this stage, only Arabic of Salaat is required:

- 1. Names & number of rakaat of the five daily prayers. [2 pts]
- 2. Complete Arabic of Azaan [WQF II, pg 15] [10 pts]
- 3. Niyyah [20 pts]
- 4. Thanaa [20 pts]
- 5. Surah Al-Fatihah [20 pts]
- 6. Rukoo [20 pts]
- 7. Tahmeed [20 pts]
- 8. Sajdah [20 pts]
- 9. Jilsah [20 pts]
- 10. Tashah-hud [20 pts]
- 11. Duroid Shareef [20 pts]
- 12. Concluding prayers [20 pts]

Ahadith & Prayers

Learn the following:

- 1. First 10 Ahadith from the syllabus with translation [see below] [20 pts]
- 2. First 5 prayers from the syllabus with translation [see below] [20 pts]

Islamic Teachings

Learn the following:

- 1. The Kalima. [WQF I, pg 16] [2 pts]
- 2. The five Pillars of Islam. [2 pts]
- 3. The six Articles of Faith. [2 pts]
- 4. Any 10 Attributes of Allah. [WQF II, pg 26] [5 pts]
- 5. Correct use of: Bismillah, Assalam-o-Alaikum, Alhamdulillah, Jazak'Allah, Astaghfirullah, Subhan'Allah, Masha'Allah. [WQF I, pg 15] [5 pts]

History

Learn the following:

- 1. Names of father & mother of the Holy Prophet (saw). [WQF I, pg 27] [2 pts]
- 2. Date & place of birth of the Holy Prophet (saw). [WQF I, pg 27] [2 pts]
- 3. Name of the Promised Messiah (as). [WQF I, pg 18] [2 pts]
- 4. Date & place of birth of the Promised Messiah (as). [WQF I, pg 29] [2 pts]
- 5. Names of the Khulafa-e-Rashidin & Ahmadiyyat. [WQF I, pg 18] [2 pts]

Poems & Literature

Learn the poems:

- 1. Ho Fazl Tera Ya Rab (complete). [WQF I, pg 29] [10 pts]
 - 2. No-ne Halaan-e-Jamaat (6 couplets). [WQF II, pg 134] [10 pts]
- Read:
- 3. Points to Ponder (complete). [Alislam: search "Points to Ponder"] [10 pts]

Projects

- 1. Write a letter to Huzoor Aqdas (aba). [5 pts]
(5 points for each letter)
- 2. Make an A3 poster on the topic: Atfal Pledge. [20 pts]
- 3. Narrate any 5 incidents from Abid Khan Sahib's Diaries
[www.pressahmadiyya.com/personal-accounts/ or www.atfal.org.uk/talim-reading-challenge/] [10 pts]

Additional Tasks

Be sure to set additional tasks specific for your Qiadat to assist with participation in other Atfal initiatives.

Stage Two

Holy Qur'an

- 1. Memorise Surah Al-Fil & Surah Al-Kafiroon. [10 pts]
- 2. Memorise Surah Al-Lahab. [5 pts]
- 3. Memorise Surah An-Nasr. [5 pts]
- 4. Memorise Surah Al-Falaq & Surah An-Nas. [10 pts]
- 5. Memorise first 10 verses of Surah Al-Baqarah. [WQF II, pg 28 &33] [10 pts]

Salaat (wqf1, p.32)

For this stage, Translation of Salaat is required:

- 1. The method of Ablution. [WQF I, pg 36] [10 pts]
- 2. Niyah [20 pts]
- 3. Thanaa [20 pts]
- 4. Surah Al-Fatihah [20 pts]
- 5. Surah Al-Ikhlâs [20 pts]
- 6. Rukoo [20 pts]

Ahadith & Prayers

Learn the following:

- 1. First 20 Ahadith from the syllabus with translation [see below] [20 pts]
- 2. First 10 prayers from the syllabus with translation [see below] [20 pts]

Islamic Teachings

Learn the following:

- 1. The Atfal Pledge.[WQF II, pg 20] [10 pts]
- 2. The etiquettes of eating.[WQF II, pg 24] [5 pts]
- 3. The etiquettes of the mosque and Salaat.
[WQF II, pg 16] [5 pts]
- 4. Any 20 Attributes of Allah. [WQF] [10 pts]

History

- 1. Read the first 50 pages of the book “Life of Muhammad (pbuh)” by the Hazrat Khalifatul Masih II (ra). [AlIslam: search “Life of Muhammad”]
[25 pts]
 - 2. Read about the life of Hazrat Abu Bakar (ra). [10 pts]
 - 3. Read about the life of Hazrat Umar Faruq (ra). [10 pts]
 - 4. Read about the life of Hazrat Usman Ghani (ra). [10 pts]
 - 5. Read about the life of Hazrat Ali Murtaza (ra). [10 pts]
- For points 2 to 5: Go to Al-Islam search “Basics of Religious Knowledge”, page 234 onwards

Poems & Literature

- 1. Learn the first 10 couplets of the Qaseeda.
[www.atfal.org.uk/talim-learn-qasida] [15 pts]

Projects

- 1. Write a letter to Huzoor Aqdas (aba). [5 pts]
(5 points for each letter)
- 2. Make an A3 poster on the topic: The Holy Quran. [20 pts]
- 3. Write a 400-500 (or change based on age) word article on the topic: Truthfulness. [20 pts]

Additional Tasks

Be sure to set additional tasks specific for your Qiadat to assist with participation in other Atfal initiatives.

Stage Three

Holy Qur'an

- 1. Memorise the last 20 Surah. [20 pts]
- 2. Memorise first 17 verses of Surah Bakarah. [10 pts]
- 3. Memorise verse 256 of chapter 2 (Ayat-ul-Kursi). [10 pts]
- 4. Memorise verses 285-287 of chapter 2. [10 pts]

Salaat (wqf1, p.32)

For this stage, Translation of Salaat is required:

- 1. Tahmeed [20 pts]
 - 2. Sajdah [20 pts]
 - 3. Jilsah [20 pts]
 - 4. Tashah-hud [20 pts]
 - 5. Durood Shareef [20 pts]
 - 6. Concluding prayers [20 pts]
 - 7. Full Salaat Test. [100 pts]
- this is a complete thorough test of the whole Salaat and its translation.

Ahadith & Prayers

Learn the following:

- 1. First 30 Ahadith from the syllabus with translation [see below] [20 pts]
- 2. First 15 prayers from the syllabus with translation [see below] [20 pts]

Islamic Teachings

Learn the following:

- 1. The etiquettes of meeting. [WQF II, pg 30] [5 pts]
- 2. The etiquettes of school and study. [WQF II, pg 28] [5 pts]
- 3. Any 5 revelations of the Promised Messiah (as). [WQF II, pg 105] [10 pts]
- 4. The names of “Ashrah-Mubashara”. [WQF II, pg 117] [10 pts]

History

- 1. Read the first 100 pages of the book “Life of Muhammad (pbuh)” by the Hazrat Khalifatul Masih II (ra). [Alislam: search “Life of Muhammad”] [25 pts]
 - 2. Read about the life of Hazrat Khalifatul Masih I (ra). [10 pts]
 - 3. Read about the life of Hazrat Khalifatul Masih II (ra). [10 pts]
 - 4. Read about the life of Hazrat Khalifatul-Masih III (rh). [10 pts]
- For points 2 to 5: Go to Al-Islam search “Basics of Religious Knowledge”, page 234 onwards.

Poems & Literature

- 1. Learn the first 20 couplets of the Qaseeda. [www.atfal.org.uk/talim-learn-qasida] [15 pts]
- 2. Read: Noah’s Ark (20 pages). [Alislam: search “Noah’s Ark”] [10 pts]
- 3. Read: Ten Proofs of God’s Existence (complete). [Alislam: search “Ten Proofs of God’s Existence”] [15 pts]
- 4. Read: Hazrat Ahmad (as), by Hazrat Musleh Maud (ra) (complete). [Alislam: search “Hazrat Ahmad”] [15 pts]

Projects

- 1. Write a letter to Huzoor Aqdas (aba). [5 pts] (5 points for each letter)
- 2. Write an essay on the topic (500 words): Importance of Salaat. [20 pts]
- 3. Write an essay on the topic (500 words): Respecting one's parents. [20 pts]
- 4. Make an A3 poster on the topic: Islam and Science. [20 pts]

Additional Tasks

Be sure to set additional tasks specific for your Qiadat to assist with participation in other Atfal initiatives.

Stage Four

Holy Qur'an

- 1. Memorise Surah Al-Ghashiya. [10 pts]
- 2. Memorise verses 191-195 of chapter 3. [10 pts]
- 3. Memorise chapter 62 (Surah Al-Jumuah, 12 verses). [10 pts]
- 4. Memorise Surah Al-Ala. [10 pts]

Salaat (wqf1, p.32)

By now the Tifl must know the whole Salaat.

Now learn these additional prayers with translation:

- 1. The prayer for Funeral.[WQF I, pg 48] [10 pts]
- 2. Dua-e-Qunoot. [WQF I, pg 47] [10 pts]

Ahadith & Prayers

Learn the following:

- 1. All 40 Ahadith from the syllabus with translation [see below] [20 pts]
- 2. All 26 prayers from the syllabus with translation [see below] [20 pts]

Islamic Teachings

Learn the following:

- 1. Five Fundamental Morals.[WQF II, pg 73] [5 pts]
- 2. Obedience to parents. [WQF II, pg 87] [5 pts]
- 3. The names of the 6 Authentic books of hadith. [WQF II, pg 104] [5 pts]
- 4. The names of 10 prophets mentioned in the Holy Quran. [WQF II, pg 103] [5 pts]
- 5. Any 10 revelations of the Promised Messiah (as). [WQF II, pg 105] [10 pts]

History

- 1. Read the first 200 pages of the book “Life of Muhammad (pbuh)” by the Hazrat Khalifatul Masih II (ra). [Alislam: search “Life of Muhammad”] [25 pts]
 - 2. Read about the life of Hazrat Khalifatul-Masih IV and V (rh). [10 pts]
 - 3. Read about the life of Hazrat Khalifatul-Masih V (aba). [10 pts]
- For points 2 to 5: Go to Al-Islam search “Basics of Religious Knowledge”, page 234 onwards

Poems & Literature

- 1. Read: Jesus in India (20 pages). [Alislam: search “Jesus in India”] [10 pts]
- 2. Learn poem: Mein Apne Piyaro ki nisbat. [WQF II, pg 71] [10 pts]

Projects

- 1. Write a letter to Huzoor Aqdas (aba). [5 pts] (5 points for each letter)
- 2. Write an essay on the topic (500 words): Importance of Salaat. [20 pts]
- 3. Write an essay on the topic (500 words): Respecting one’s parents. [20 pts]
- 4. Make an A3 poster on the topic: Islam and Science. [20 pts]

Additional Tasks

Be sure to set additional tasks specific for your Qiadat to assist with participation in other Atfal initiatives.

Prayers in the Syllabus

These are mostly taken from the Waqf-e-Nau syllabus, approximately in the same order. Their Arabic, English transliteration and English Translation is available in the Waqf-e-Nau syllabus.

1. When starting a meal بِسْمِ اللّٰهِ وَعَلَىٰ بَرَكَاتِهِ اللّٰهِ
2. After finishing a meal الْحَمْدُ لِلّٰهِ الَّذِي اَطْعَمَنَا وَسَقَانَا وَجَعَلَنَا مِنَ الْمُسْلِمِيْنَ
3. On going to sleep اَللّٰهُمَّ بِسْمِكَ اُمُوْتُ وَاٰخِرُ
4. On waking up الْحَمْدُ لِلّٰهِ الَّذِي اَحْيَانَا بَعْدَ مَا اَمَاتَنَا وَاِِلَيْهِ النُّشُوْرُ
5. For parents رَبِّ اَرْحَمُهُمَا كَمَا رَبَّيْتَانِي صَغِيْرًا
6. On acquiring knowledge رَبِّ زِدْنِي عِلْمًا
7. When entering a mosque بِسْمِ اللّٰهِ وَالصَّلَاةُ وَالسَّلَامُ عَلٰى رَسُوْلِ اللّٰهِ
اَللّٰهُمَّ افْتَحْ لِيْ اَبْوَابَ رَحْمَتِكَ
8. When leaving a mosque بِسْمِ اللّٰهِ وَالصَّلَاةُ وَالسَّلَامُ عَلٰى رَسُوْلِ اللّٰهِ اَللّٰهُمَّ افْتَحْ لِيْ اَبْوَابَ فَضْلِكَ
9. After Ablution اَللّٰهُمَّ اجْعَلْنِيْ مِنَ التَّوَّابِيْنَ وَاجْعَلْنِيْ مِنَ الْمُتَطَهِّرِيْنَ
10. When entering the house اَللّٰهُمَّ اِنِّيْ اَسْأَلُكَ خَيْرَ الْمَوْتِمْ وَخَيْرَ الْمَخْرَجِ بِسْمِ اللّٰهِ وَكَبَّرْنَا
وَبِسْمِ اللّٰهِ خَرَجْنَا وَعَلَى اللّٰهِ رَبِّنَا تَوَكَّلْنَا
11. After leaving the house اَللّٰهُمَّ اَعُوْذُ بِكَ اَنْ اَضَلَّ اَوْ اُضَلَّ اَوْ اَزِلَّ اَوْ اُزَلَ اَوْ اُظْلِمَ
اَوْ اُظْلَمَ اَوْ اُجْهَلَ اَوْ يُجْهَلَ عَلَيَّ
12. At the beginning of a journey سُبْحَانَ الَّذِي سَخَّرَ لَنَا هٰذَا وَمَا كُنَّا لَهُ مُقْرِنِيْنَ -
وَإِنَّا اِلَى رَبِّنَا لَمُنْقَلِبُوْنَ

13. When returning from a journey آيِبُونَ تَائِبُونَ عَابِدُونَ سَاجِدُونَ لِرَبِّنَا حَامِدُونَ
14. Funeral prayer اللَّهُمَّ اغْفِرْ لِحَيَّتِنَا وَمَيِّتِنَا وَصَغِيرِنَا وَكَبِيرِنَا وَذَكَرِنَا وَأُنثَانَا وَشَاهِدِنَا وَعَابِنَا اللَّهُمَّ مَنْ أَحْيَيْتَهُ مِنَّا فَأَحْيِهِ عَلَى الْإِيمَانِ وَمَنْ تَوَفَّيْتَهُ مِنَّا فَتَوَفَّهُ عَلَى الْإِسْلَامِ اللَّهُمَّ لَا تَحْرِمْنَا أَجْرَهُ وَلَا تَفْتِنَا بَعْدَهُ
15. At the end of Azan اللَّهُمَّ رَبِّ هَذِهِ الدَّعْوَةُ الشَّامَّةُ وَالصَّلَاةُ الْقَائِمَةُ آتِ مُحَمَّدًا الْوَسِيلَةَ وَالْفَضِيلَةَ وَالذَّرَجَةَ الرَّفِيعَةَ وَابْعَثْهُ مَقَامًا مَحْبُودًا الَّذِي وَعَدْتَهُ إِنَّكَ لَا تُخْلِفُ الْبِعْدَاءَ
16. For the sick اللَّهُمَّ رَبَّ النَّاسِ مُدْهِبِ الْبَاسِ اشْفِ أَنْتَ الشَّافِي لَا شَافِيَ إِلَّا أَنْتَ شِفَاءً لَا يُعَادِرُ سَقَمًا
17. Prayer for Sajdah-e-Tilawat اللَّهُمَّ سَجَدَ لَكَ رُوحِي وَجَسَدِي وَجَنَانِي
18. For the love of Allah اللَّهُمَّ إِنِّي أَسْأَلُكَ حُبَّكَ، وَحُبَّ مَنْ يُحِبُّكَ، وَالْعَمَلَ الَّذِي يُبَلِّغُنِي حُبَّكَ اللَّهُمَّ اجْعَلْ حُبَّكَ أَحَبَّ إِلَيَّ مِنْ نَفْسِي، وَأَهْلِي، وَمِنَ الْمَاءِ الْبَارِدِ
19. At the end of Salaat اللَّهُمَّ أَنْتَ السَّلَامُ وَمِنْكَ السَّلَامُ، تَبَارَكْتَ ذَا الْجَلَالِ وَالْإِكْرَامِ
20. On entering a washroom اللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْخُبْثِ وَالْخَبَائِثِ
21. On leaving a washroom الْخَبَثُ لِلَّهِ الَّذِي أَذْهَبَ عَنِّي الْأَذَى وَعَاقَانِي وَابْقَى فِي مَنْفَعَتِهِ
22. Entering a cemetery السَّلَامُ عَلَيْكُمْ يَا أَهْلَ الْقُبُورِ يُغْفِرُ اللَّهُ لَنَا وَلَكُمْ أَنْتُمْ سَلَفُنَا وَنَحْنُ بِالْآخِرِ وَإِنَّا إِنْ شَاءَ اللَّهُ بِكُمْ لَكَاحِقُونَ
23. On seeing one's reflection اللَّهُمَّ كَمَا أَحْسَنْتَ خَلْقِي فَأَحْسِنْ خُلُقِي
24. On breaking fast اللَّهُمَّ إِنِّي لَكَ صُمتٌ وَبِكَ أَمْنٌ وَعَلَيْكَ تَوَكَّلْتُ وَعَلَى رِزْقِكَ أَفْطَرْتُ
25. On seeing a new moon اللَّهُمَّ أَهْلَهُ عَلَيْنَا بِالْأَمْنِ وَالْإِيمَانِ وَالسَّلَامَةِ وَالْإِسْلَامِ رَبِّي وَرَبُّكَ اللَّهُ هَلَاكُ خَيْرٌ وَرُشْدٌ - هَلَاكُ خَيْرٌ وَرُشْدٌ - أَمْنٌ بِاللَّهِ الَّذِي خَلَقَكَ
26. On wearing new clothe اللَّهُمَّ لَكَ الْحَمْدُ أَنْتَ كَسَوْتَنِيهِ أَسْأَلُكَ مِنْ خَيْرِهِ وَخَيْرِ مَا صَنَعَكَ لَهُ وَأَعُوذُ بِكَ مِنْ شَرِّهِ وَشَرِّ مَا صَنَعَكَ لَهُ

Ahadith in the Syllabus

1

حَيْرُ الزَّادِ التَّقْوَى

Khair-uz-zadit-taqwa

The best provision for the journey to the hereafter is
righteousness.

2

الْغِنَى غِنَى النَّفْسِ

Al ghinaa ghinan-nafs

True wealth is the wealth of the heart.

3

إِنَّمَا الْأَعْمَالُ بِالنِّيَّاتِ

Inna-mal a'maalu bin-niyyaat

Deeds are judged by motives.

4

سَبَابُ الْمُسْلِمِ فُسُوقٌ

Sibaab-ul-muslimi fusooq

Abuse by (or of) a Muslim is an evil.

5

مَنْ لَا يَرْحَمُ لَا يُرْحَمُ

Man laa yarham, laa yurham

The one who doesn't show mercy will not be shown mercy.

6

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

Khairu-kum man ta'allamal-qur'aana wa allamahu

The best among you is the one who learns the Quran and teaches it to others.

7

الْحَيَاءُ خَيْرٌ كُلُّهُ

Al-hayaau khairun kulluhu
Modesty is the best virtue.

8

السَّعِيدُ مَنْ وُعِظَ بِغَيْرِهِ

As-sa'eedu maw-wu'iza bi-ghairi-hi
A pious person learns from others (other's mistakes).

9

لَيْسَ الْخَبْرُ كَالْمُبَايَنَةِ

Laysal-khabaru kal-mu'ayana
Hearing is not like seeing.

10

النَّاسُ كَأَسْنَانِ الْمُبْشَطِ

An-naasu ka asnaa-nil-musht
People are like the teeth of a comb.

11

اسْتَعِينُوا عَلَى الْحَوَائِجِ بِالْكِتْمَانِ

Ista-eenu alal ha-waa-iji bil-kitmaan
To fulfil your needs, seek help in secret.

12

مَنْ قُتِلَ دُونَ مَالِهِ فَهُوَ شَهِيدٌ

Man qu-ti-la doona maa-li-hi fa-huwa sha-heed
The one who dies protecting their property is a martyr.

13

الْحَرْبُ خُدْعَةٌ

Al-harbu khud'a
War is the name of tactics.

14

الْمُسْلِمُ مِرْآةُ الْمُسْلِمِ

Al-muslimu mir'aa-tul muslim
A Muslim is a mirror of another Muslim.

15

الْمُسْتَشَارُ مُؤْتَمَانٌ

Al musta-shaa-ru mu'-taman

.A person who is consulted becomes a trustee

16

الْمَجَالِسُ بِالْأَمَانَةِ

Al majaa-lisu bil-amaa-na

All get-togethers (of people) are based on (their mutual) trust.

17

الْمَرْءُ مَعَ مَنْ أَحَبَّ

Al mar'u ma'a man ahabba

A person is with the one who he loves.

18

الْبَلَاءُ مُوَكَّلٌ بِالْمَنْطِقِ

Al ba-laa'u mu-wakka-lun bil-man-tiq

Talking without thinking can result in trouble.

19

خَيْرُ الْأُمُورِ أَوْسَطُهَا

Khairul umoori aw-satu-ha

Best work is one that is done in moderation.

20

الدَّالُّ عَلَى الْخَيْرِ كَفَّاعِلِهِ

Ad-daal-lu alal khairi ka faa-ili-hee

The one who urges others to do good,
gets the reward like a doer.

21

عِدَّةُ الْمُؤْمِنِ كَأَخْذِ الْكَفِّ

Idda-tul mu'mini ka akh-dhil-kaff

The promise of a believer is as certain as a thing in the hand.

22

لَيْسَ مِنَّا مَنْ غَشَّانَا

Laisa minna man ghashha-na

The one who deceives us is not from us.

23

سَيِّدُ الْقَوْمِ خَادِمُهُمْ

Sayyi-dul qawmi khaa-di-mu-hum

The chief of the people is one who serves them.

24

لَا يَشْكُرُ اللَّهَ مَنْ لَا يَشْكُرُ النَّاسَ

Laa yash-kur-ullah-a ma-lla yash-kur-un naas

One who is not thankful to people is not thankful to Allah.

25

الْيَدُ الْعُلْيَا خَيْرٌ مِنَ الْيَدِ السُّفْلَى

Al ya-dul ul-yaa khai-rum min-al yad-is sufflaa

The upper hand is better than the lower hand. (The hand that gives is better than the hand that receives).

26

التَّائِبُ مِنَ الذَّنْبِ كَمَنْ لَا ذَنْبَ لَهُ

At-taa-i-bu mina-dhham-bi ka-man laa dham-ba lah

A person who sincerely repents for their sins becomes like one who has never sinned.

27

إِذَا جَاءَكُمْ كَرِيمٌ قَوْمٍ فَأَكْرِمُوهُ

Idha jaa-a-kum kareem-u qaw-min fa-akri-mooh

When some respected person of another nation visits you give respect to them.

28

الْيَمِينُ الْفَاجِرَةُ تَدْعُ الدِّيَارَ بِلَا قَوْمٍ

Al-ya-meen-ul faa-ji-ra-tu ta-da-ud-diyaa-ra ba-laa-qii'

The false oath causes the places of abode to become void.

29

انْقُذُوا النَّارَ وَكَوَيْشِقِ تَمْرَةٍ

Itta-qun naara wa laaw bi-shiqqi tam-ra-tin

Save yourself from hell, even if it be by giving a fragment of a date (as sadaqah).

30

الدُّنْيَا سِجْنٌ لِلْمُؤْمِنِ وَجَنَّةٌ لِلْكَافِرِ

Ad-dunya sij-nul-lil mu'-mini wa janna-tun lil-kaafir

This world is a prison for the righteous believer and heaven for a non-believer.

31

الرَّاجِعُ فِي هَيْبَتِهِ كَالرَّاجِعِ فِي قَيْئِهِ

Ar-raa-ji-u fee hiba-tihi kar-raa-ji-u fee qay-ih

The one who takes back his gift is like the one who licks his own vomit.

32

لَا يَحِلُّ لِمُؤْمِنٍ أَنْ يَهْجُرَ أَخَاهُ فَوْقَ ثَلَاثَةِ أَيَّامٍ

Laa yahil-lu li mu'mi-nin ay-yah-jura akhaa-hu faw-qa thalaa-tha-ti ay-yaam

It is not permissible for a Muslim to sever relations with another Muslim brother for more than three days.

33

إِيَّاكُمْ وَالظَّنَّ فَإِنَّ الظَّنَّ أَكْذَبُ الْحَدِيثِ

Iyyakum waz zanna fa 'inna zzanna akdhabul hadith

Avoid suspicion because suspicion is the worst form of falsehood.

34

أَفْشُوا السَّلَامَ بَيْنَكُمْ

Afshus-salaa-ma bay-na-kum

Spread greetings of peace on each other.

35

الطُّهُورُ شَطْرُ الْإِيمَانِ

At-tu-hoo-ru shat-rul ee-maan

Cleanliness is part of faith.

31

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إِيَّائِكُمْ وَالْحَسَدَ فَإِنَّ الْحَسَدَ يَأْكُلُ الْحَسَنَاتِ

Iyaa-kum wal hasada fa-innal hasada ya'kul-ul hasa-naat
Beware of jealousy, jealousy consumes virtue.

37

الْجَنَّةُ تَحْتَ أَقْدَامِ الْأُمَّهَاتِ

Al-janna-tu tah-ta aq-daam-il umma-haat
Paradise lies under the feet of the mother.

38

كُلْ بِيَمِينِكَ وَمِمَّا يَدُوكَ

Kul bi ya-mee-ni-ka wa mim-maa ya-leek
Eat with your right hand and and eat from 'that which is' in front of you.

39

لَا يَدْخُلُ الْجَنَّةَ قَاطِعٌ

La yadkhalul jannata qati'
One who boycotts will not enter paradise.

40

لَا يُؤْمِنُ أَحَدُكُمْ حَتَّى يُحِبَّ لِأَخِيهِ مَا يُحِبُّ لِنَفْسِهِ

La yuminu ahadukum hatta yuhibba li' akhlihi ma yuhibba li nafsih
None amongst you can be a true believer unless he likes for his brother what he like for himself.

It is also vitally important that you and the members of your Majlis take every opportunity to increase your religious knowledge, rather than focusing solely upon secular education.

(National Qaideen Forum 2019, Majlis Khuddamul Ahmadiyya UK)