

Quran Program Student Handbook

2023-2024





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INTRODUCTION:

All praise and thanks belong to Allah, and peace and blessings of Allah be upon the best of mankind along with his family and companions.

Allah is perfect in His essence, His names, and His attributes. He has no rival and there is nothing like Him. His attributes are the loftiest and most beautiful of all.

One of Allah's attributes is speech. He speaks when He wants to and says what He wants; there is no limit to His words. Allah says,

"Say, 'If the ocean were ink for the words of my Lord, the ocean would run out, before the words of my Lord run out,' even if We were to bring the like of it in addition to it" [18:109].

His speech is the best speech. Its excellence, compared to human speech, is like the excellence of the Creator to the creation.

The Quran is the speech of Allah. He spoke the words of the Quran with letters and sounds; from Him the Quran came and to Him it will return. The Trustworthy Spirit (Jibreel) heard it from Allah, brought it down, and conveyed it to our Prophet.

It was revealed to the best nation in the best and most comprehensive language, in the noblest night and place. By way of the Quran, we were removed from darkness to light, and from ignorance to knowledge. Allah says,

"A Scripture that We revealed to you, that you may bring humanity from darkness to light—with the permission of their Lord—to the path of the Almighty, the Praiseworthy" [14:1].

Busying oneself with the Quran is better than the temporal and materialistic things of this world. The Prophet said, "Who from amongst you would like to go out every morning to Buthan or al-'Aqiq and return with two large she-camels without being guilty of sin or without severing the ties of kinship?" We said, "Messenger of Allah, we would like to do that." Upon this he said, "Do you not go out in the morning to the masjid and teach or recite two verses from the Book of Allah, the Majestic and Glorious? That is



better for you than two she-camels, and three verses are better (than three she-camels), and four verses are better for him than four (she-camels), and so on" (Muslim).

Allah made it easy for His servants. Hence there is no difficulty or hardship for them; the Quran is memorized by Arabs and non-Arabs, males, and females, young and old, rich, and poor. Even elderly, blind people, and those with disabilities can memorize it! Allah says,

"We made the Quran easy to remember. Is there anyone who would remember?" [54:22].

Have you dreamt to be able to read the Quran in Arabic? Have you dreamt of reading or reciting it masterfully? Well, those dreams can become a reality. And guess what? You don't have to travel overseas to do it. You can do it right here in South Jersey or from the comfort of your home.

Take advantage of this opportunity and do not procrastinate. There are limited seats available in each level, so hurry to register. If you have children, one of the best gifts you can give your child is to have them memorize the Quran in their childhood. What they memorize now, will stick with them for the rest of their lives. They will forever be thankful for that gift. For those of you that have already enrolled in the program, we thank you for enrolling in this blessed program. We ask Allah to make the path of mastering His speech easy, and to make you from the people of the Quran.

Mission Statement:

To significantly increase the number of *huffāz* of Allah's speech from various age groups in our community, who can not only recite it masterfully, but embody its teachings.

Vision Statement:

QARI seeks to be the number one *hifz* program nationally and the hub of $qir\bar{a}$ ' $\bar{a}t$.



Director of Quranic Studies:

Shaykh Rashid Ahmadi grew up just outside of Sacramento in a religious household. He completed memorizing the Quran at age 16. After his high school graduation, he was admitted to the world-renowned Islamic University of Madinah (IUM).

During his 14-year stay in the Prophet's scity, he earned 4 degrees: an Associates in Arabic, a Bachelors in Hadith & Islamic Studies, a Post Graduate Degree in Dawah, and a master's in teaching Arabic to speakers of other languages (TASOL). Additionally, Shaykh Rashid benefited greatly from traditional studies with numerous major scholars, studying classical texts in figh, hadith, tawhid, etc.

As a hafiz of the Quran, Shaykh Rashid has a passion for the various modes of recitation. He has ijazahs (licenses) in Qira'at Naafi', Ibn Kathir, 'Aasim and Abi Ja'far.

During Shaykh Rashid's stay in Madinah, he was blessed to work in the Prophet's Masjid as a translator/interpreter for the Friday prayer services. This position was under the supervision of Shaykh Abdur-Rahman al-Sudais, the Imam of Majid al-Haram in Makkah.

Shaykh Rashid is a co-founder of QARI and the Director of Quranic Studies.

Program Advisor:

The renowned Shaykh Mohammad Sayed Lasheen, who hails from a family that is known for their commitment to serving Allah, by way of teaching the Quran for decades. Shaykh Mohammad memorized the Quran at the age of ten. By age seventeen he had mastered all ten minor $qir\bar{a}$ at with licenses in each and was appointed a teacher at the Prophet's Masjid to certify other huffaz of the Quran. He has also obtained a bachelor's degree from the renowned IUM and a master's degree from Cairo University in Egypt, both in the sciences and $qir\bar{a}$ at of the Quran. The Shaykh is also certified in the ten major $qir\bar{a}$ at. Shaykh Lasheen currently teaches at the Prophet's Masjid and



has students from all over the world. The Shaykh has been training Quran teachers for over two decades. He currently trains all of QARI's instructors.

Instructors:

Brothers

1- Shaykh Rashid Ahmadi

Click here for his bio.

2- Ustadh Imran Duka:

QARI's first hafidh, Imran Duka, started his hifdh journey with QARI in August of 2017. Imran finished memorizing the entire Quran on December 30, 2019. Shaykh Imran has ijazas in qira'at Naafi' and qira'at 'Aasim. Shaykh Imran has participated in a number of Quran contests locally and at the national level and has won several, alhamdulillah. His most notable accomplishment came in 2023 when he won 1st place in the prestigious North America Imam Shatibi Quran Competition in Minnesota. Ustadh Imran has been an instructor at QARI Since 2020. He has a deep passion for the Quran and qira'aat. In his spare time Imran loves to play basketball.

3- Ustadh Sulaiman Ahmadi:

QARI's second hafidh, Sulaiman Ahmadi, enrolled in QARI's Quran program in 2017. Ustadh Sulaiman finished memorizing the entire Quran on May 21, 2021, at the age of 10, masha Allah. He has been competing in local and national Quran competitions since he was 8 years old. He won 2nd place in the 2023 IHF Quran Contest (entire Quran category) in Philadelphia. Ustadh Sulaiman has an ijaza in qira'at 'Aasim. Ustadh Sulaiman has been an instructor at QARI since 2021. He also leads tarawih prayers in the South Jersey/Philadelphia area. In his free time, he enjoys being a kid!



Sisters:

1- Shaykha Marjaan Ali:

Shaykha Marjaan is a graduate from Taibah University in Madinah with a degree in Islamic sciences. She has been involved in dawah work and teaching Quran for over a decade. She has completed memorizing the Quran by the blessing of Allah and has ijazas in all ten minor and major Qira'aat, alhamdulillah. Shaykha Marjaan joined QARI in 2023.

2- Ustadhah Umm Abdur-Razaaq:

Umm Abdur-Razaaq is a certified Quran and Qaidah Noraniyah instructor. She has been teaching for over two decades. Umm Abdur-Razaaq completed memorization of the Quran in 2012. She has been with QARI since 2019.

3- Ustadhah Safiyyah Wyatt:

Ustadha Safiyyah Wyatt completed the memorization of the Quran at the age of 14. She began working with QARI in 2018 and has since received an *ijaza* in *riwayah* Hafs. Ustadha Safiyyah is enrolled in an Islamic Academy where she is studying Islamic theology, jurisprudence, hadith, and other branches of Islamic knowledge.

4- Ustadhah Aasiyah Fouse:

Ustadhah Aasiyah began teaching Quran in 2022, after completing the memorization of the Quran in the QARI program. Before QARI, she studied Quran and completed the study of Tajweed and Jazariyyah in Daar Al-Quran Al-Madinah. She has a degree in Early Childhood Education and is currently working on solidifying her hifdh with Shaykh Mohammad Lasheen.



QARI Application Process:

All prospective students are required to fill out an enrollment application online. Please click on the following link to access the form: https://forms.gle/c1nXnoxW1fB44LyUA

Once you submit the form, we will contact you to schedule you for an interview. Shortly after the interview, you will receive an email informing you of the status of your application.

In-Person Schedule at MACA (Voorhees Masjid):

Sun. 2-3 PM & 4-5 PM Wed. 5-6 PM & 6-7PM

Zoom Schedule:

Tues & Thurs 4-8 PM (hourly time slots)

Practical Tajweed Session via Zoom:

Sat. 12-1 PM

Tuition and Scholarships:

Private Sessions, 2x per week, half an hour session (online): \$100/month per student

Group sessions, 2x per week + 1 weekly tajweed session (online):

\$100/month per student

Sibling discounts:

- \$90, 1st sibling
- \$85, 2nd sibling and thereafter

Tuition must be promptly paid on the first day of every month. Students will automatically be removed from the program if tuition is delayed by more than a month without communicating with the payments department in writing.

No student will be turned away due to financial restrictions.

Scholarships:

Students are eligible to receive a tuition scholarship on a need basis, dependent on performance in the program.



To receive a scholarship, students are required to maintain the following requirements:

- Minimum of 80% grade average
- No violations of absence policy and code of conduct
- Students are required to memorize the following minimum amount per month based on how much they have memorized:

Amount Memorized	Minimum Number of Pages Student Must Memorize Per Month
0-1 juz (Juz 30)	2 pages
1-2 juz (Juz 29)	3 pages and 3 lines
3-5 juz (Juz 26-28)	4 pages
6-10 juz (Juz 21-25)	5 pages and 3 lines
11-15 juz (Juz 16-20)	8 pages
16-20 juz (Juz 11-15)	10 pages and 6 lines
21-25 juz (Juz 6-10)	12 pages
26-30 juz (Juz 1-5)	20 pages

Inability to meet and maintain the above requirements will result in loss of scholarship or dismissal from the program.

For more information on tuition payments or scholarships, contact payments@theqari.org.



Rules & Regulations

Emergency/Information Form:

The Emergency/Information form will be completed at the time of registration. If at any time you wish to update this form, please see Shaykh Rashid.

Code of Conduct:

To provide a safe and optimal learning environment, certain rules have been established and MUST be followed. Disciplinary action will be taken if rules are ignored. The program director will inform students/parents of any infractions that may occur. If the student continues to behave inappropriately after the initial warning, he/she will be excused without any refund. All students should adhere to the following rules:

Respect, Civility, and Responsibility:

All members of the program must:

- Demonstrate honesty and integrity.
- Respect and treat others fairly, and with dignity.
- Show proper care and regard for facility property and the property of others (students/parents/guardians will be responsible for any damage caused).
- Use appropriate and respectful language with instructors and all members of the program.
- Respect all members of the program, especially persons in authoritative positions.
- Seek assistance from instructor(s), if necessary, to resolve conflict peacefully.

Safety:

All members of the program **must not**:

- Engage in foul language.
 - Includes but not limited to: cursing/swearing words, racial slurs, insulting or degrading remarks
- Engage in bullying.
- Cause injury to any person
 - Physical: playing roughly or fighting
 - o Emotional: taunting or verbal fighting/arguments

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(Fighting, the use of offensive language, or any other demonstration of inappropriate behavior will not be tolerated under any circumstances. Students who bring weapons, alcohol, drugs, or other illegal items to the program will be immediately dismissed from the program and the police will be notified).

- Use electronic devices during instruction time.
 - Includes but is not limited to phones, tablets, laptops, portable gaming devices.
 - Must not cheat on their assignments.

Uniform/Attire:

- Students are expected to dress in a clean, tidy and modest manner:
 - Boys/Men: Thobes or long loose pants and shirts with sleeves covering shoulders.
 - Girls/Women: Abayas or long dresses/skirts, long sleeves, hijabs covering hair completely.
- Modest attire must be always worn during instruction time and when entering and leaving the facility.
- Students are required to wear attire correctly and responsibly.

Parent Responsibilities:

Parents play an integral role in the progression of their children and can support the efforts of program instructors in maintaining a respectful and thriving learning environment for all students.

Parents are responsible for:

- Engaging in their child's homework and progress
 - o Check child's log before and after each session.
 - Work on homework throughout the week.
- Communicate regularly with instructors.
 - o Follow WhatsApp group guidelines.
 - No posting of any kind except what is related to the group.
 - No photos, videos, forwards, etc.
 - No messaging Instructors privately non-class related questions.
- Ensure that their child attends class regularly and on time.



- Notify instructors immediately regarding their child's absence or late arrival.
- Assist their child in dressing appropriately for class.
- Encourage their child in following the rules of behavior.

Failure to adhere to any of the above will result in suspension or expulsion from the program at the discretion of the instructors and director.

Behavior Contract:

If a student breaks a rule, the first time they will get a warning. If inappropriate behavior continues, a timeout will be used. Continued disruptive behavior will result in notification of the parent/guardian. If the student continues to break the rules, the student will be required to meet with the program director and parents to discuss the behavior. These rules will strictly be enforced to guarantee each child has a positive experience in a safe and tranquil environment.

Student Drop-off and Pick-up (Minors Only)

All students are expected to be in class five minutes prior to start time. If students need to depart early, parents should inform the program director and make the necessary arrangements. If someone else will be picking up a student, a parent MUST inform the program director in writing. Any child that is left after program hours is not the responsibility of QARI staff and will result in an extra cost billed to the parents/guardians. The fee for lateness in pickup is \$10 per every ½ hour.

General Policies:

- 1. Parents/guardians should arrive at least 5 minutes before pick-up time, and any lateness will result in the incurring of an extra cost.
- 2. Students will be dismissed immediately at the end of their session. The students will not be under the supervision of the teacher once dismissed.
- 3. Cell phones must not be used in class. While we understand that cell phones are a necessity, they are not allowed to be used during class hours. If a student is caught using their cell phone, it will be confiscated and returned to the student's parent or guardian.



- 4. Hand-held game systems are not allowed during regular program days. Staff are not responsible for lost or stolen devices.
- 5. Students are not allowed to run around in the masjid.
- 6. Students will be dropped from the program if they have more than three absences per month.
- 7. Students are responsible for completing their homework assignments in a timely manner.
- 8. Students who come to class without having their homework assignments completed will not recite to a teacher and consequently receive a zero.
- 9. Students will be evaluated at the end of the year. Any student who does poorly on the evaluation will be subject to removal from the program at the discretion of the director.

Absence Policy:

Consistent attendance is crucial to the success of each student and demonstrates respect for oneself and others. The intent of the Quranic Studies Program's attendance policy is to provide opportunities for all students to reach their fullest potential. We ask that students/parents of students make an earnest effort to show up for every class and to avoid scheduling events or activities that conflict with class hours.

To be a student in the Quranic Studies Program at QARI, students are required to adhere to the following policies regarding attendance:

- No more than 1 excused absence per month in weekly tajweed session
- No more than 2 **excused** absences per month in the memorization sessions
- No excessive tardiness

Unexcused Absences:

- 1. All absences will be considered unexcused if not cleared by the Director of Quranic Studies within 24 hours.
- 2. Absences such as oversleeping, skipping class, showing up and not reading, leaving before class is over without permission, etc. will be considered unexcused.



3. Students are allowed three unexcused absences per year. Four unexcused absences will lead to removal from the program.

Excused Absences:

Contact must be made between parent/student and the instructor within 24 hours of absence. Messages after 24 hours will **NOT** be excused i.e. absence will be unexcused.

The following constitutes an excused absence:

- 1. Medical illness or injury
- 2. Death in the family
- 3. Situations beyond the control of the student and/or circumstances that prevent the parent from getting the student to class.

Tardiness:

Tardiness exceeding **thirty minutes** will be counted as a half day **unexcused** absence.

Extended Leave:

Extended leave which may include extenuating circumstances, religious trip (ex. Umrah or Hajj), and family trips must be approved by the director of the program.



Medications

If possible, we encourage the parents to give their child any medication prior to the program. However, if a student needs to take medication during the program day, parents must be sure that the child self-medicates at the proper time. The staff is not able to dispense medication of any kind.

Health & Safety

If a student is ill or has a fever, we strongly recommend that they stay home for the duration of their illness. If we are made aware of a contagious disease that was brought to program, we will notify the parents as soon as possible, such as chicken pox, strep throat, lice or pink eye.

We will respect the parent's confidentiality in reporting the illness. Please keep in mind, a signed doctor's note will be required for a student to return to the program if they were out due to a contagious disease/illness. If a child becomes ill during the program, a parent will be notified and asked to pick up the child. If a parent is unavailable, the emergency contact will be called.

We are working to provide a safe learning environment for your child. We are confident that you will be pleased with our program, but should you have any questions or concerns regarding the Quran program, please feel free to email us at Quran@theqari.org.



General Memorization Tips:

- o Correct your intention.
- Have the resolve to memorize.
- o Ensure you are locked in/fully focused.
- o Sit in a quiet room.
- Use a stopwatch/timer.
- o Listen to the passage you are memorizing (Shaykh al-Hussary).
- o Memorize three lines at a time.
- o Memorize in your mind.
- Make sure you know how to read the passage fluently in accordance with the rules of tajweed before memorizing.
- Start off by memorizing six lines in thirty minutes and gradually increase the amount as it becomes easier.
- o Memorize at the same time and place. Work on building a routine and
- o a habit
- o Give yourself two days off from memorizing and revision.
- o Revision must always be given PRIORITY!
- O Your previous five lessons (Recent Revision) must be reviewed daily and recited to someone. The amount of (Old Revision) you must review daily (five days a week) is mentioned below:

Amount Memorized	Amount of Revision
Al-A'alaa to an-Naas	2 pages
Naba to Tariq	3
Juz 29-Saff	4 pages
Mumtahinah-Ahqaf	10 pages
Juz 21-25	1 juz
Juz 16-20	1.5 juz
Juz 11-15	2 juz
Juz 6-10	2.5 juz
Juz 1-5	3 juz

This revision must be recited to someone at home.



In-depth Memorization Tips:

Introduction:

Many of you are aiming to improve your relationship with the Quran, but you don't know where to start. If that's you, then you have come to the right place in sha Allah. One way to improve your relationship with the Quran is to read it or recite it more often. If you can't read it properly and fluently, you're not going to recite it that often. Some might say, "Well, the main purpose is to ponder over the Quran, and embody its teachings, so reciting it properly in a melodious tone is not important." This statement is incorrect. Yes, we are required to ponder over it and embody its teachings. Someone who just recites it and doesn't implement its teachings is not from the people of the Quran. However, we should also strive to recite like our Prophet recited or close to it. Allah States:

"Recite the Quran slowly and distinctly." [73:04].

'Aishah (May Allah be pleased with her) reported:

The Messenger of Allah said, "The one who is proficient in the recitation of the Qur'an will be with the honorable and obedient scribes (angels) and he who recites the Qur'an and finds it difficult to recite, doing his best to recite it in the best way possible, will have a double reward."

The Prophet # also said,



"The one who does not recite in a nice melodious tone is not from us." (Collected by Imam Bukhari)

So, all these texts indicate that along with implementing its teachings and pondering over it we should also be striving to read and recite it beautifully in accordance with the rules of tajweed.

Also, there is no conflict between learning how to read it properly and acting upon it. Acting upon it is levels, and the lowest level is to learn how to read it proficiently.

So, if you want to improve your relationship with the Quran, it has to start with learning how to read and recite it properly,

Here are some pointers regarding improving your *qiraa'ah*, memorizing, and reviewing.

Tips for Improving Your Reading:

First tip: Listen, listen, listen, and listen! I can't stress the importance of listening enough for beginners. Every time you get into your car, play Juz Amma. When you are at home and doing chores play the Quran. Before you go to bed, play the Quran. Do this on a consistent basis and you'll see the positive results of this regular habit.

Second tip: Allocate thirty minutes five days a week. Choose a time that you'll be able to stick to. So, you don't want to do thirty minutes after Fajr one day, after Asr the next day and after Isha the next day. Try to create a routine. If you are a morning person, then choose immediately after Fajr if that works for you and stick to that. So, for five days (and these can be any five days) you want to sit down and take five lines for example, and this is going to vary from person to person, some of you might be able to do more. Go to muqri.com and select the reciter that you like and the chapter. It also gives you the option to repeat the verse for you as many times as you want. I would start with five times and try to mimic the reciter entirely. Don't move on to the next verse until you can read it proficiently. If you miss a day. Make it up. That's why we said, five days a week. Do this for a year, and the results will be amazing.



Third tip: Listening and allocating thirty minutes to improving your reading on a consistent basis is very important. However, that is not enough! Especially if you want to be from the *maharah* (those who recite it masterfully) of the Quran as mentioned in the hadith. You need a teacher, a qualified teacher preferably someone that is certified to teach the Quran. A teacher will detect mistakes that you won't be able to detect on your own. A teacher will guide you through your journey of mastering the Quran. Moreover, having a teacher will motivate you even more, especially when you are down and want to give up. Now imagine a team without a coach! It would be disastrous. There is no famous reciter that is at the expert level, except that he had a shaikh or a teacher. If you implement these tips, your reading of the Quran will significantly improve in sha Allah.

Tips for Memorizing:

Have you heard people say, "I am getting too old to memorize." While that might be true for a small group of people. Most people can't memorize because they don't employ the correct methodology when it comes to memorizing. So, they fail. And then they blame their ability to memorize. You have the ability to memorize.

Allah states:

"Indeed, We have made the Quran easy to learn. Is there anyone who would learn" [54:17].

So, we'll give you some pointers that will make memorizing the Quran extremely easy. Here are the tips:

Tip one: Don't memorize a substantial amount before learning how to read it properly. I mentioned the word substantial because you are required to have a few chapters memorized no matter what so that you can recite them in your prayers. What I am referring to here is the one who wants to take on the endeavor of memorizing the entire Quran. Or half of it or five juz. The first thing you want do is improve your reading and then begin memorizing.



Tip two: allocate a time and place that is conducive to memorizing. So, you're not going to memorize at the auction, for example. Or any place that is just too loud and you won't be able to concentrate. Find a quiet place.

Tip three: Create a routine. So, the time that you've chosen for memorizing, make sure you stick to it. Don't memorize one day after Fajr and another day after Asr, and another day after Isha. Routine is key!

Tip four: Give yourself a specific amount of time for memorizing. I give myself a minute to memorize a line. So, take out your stopwatch and give yourself a minute to memorize and another minute to review and you are done. If you give yourself fifteen minutes to memorize a line, guess what? It's going to take you fifteen minutes. So, try to give yourself something reasonable. Two minutes per line is more than reasonable. But if you need a little more, especially at the beginning, no problem.

Tip five: FOCUS, FOCUS, FOCUS!!! If you are not focused, you will not be able to memorize! Simple as that. And a lot of us when we begin memorizing. Our minds wander, and we zone out. And we find ourselves on the same line for thirty minutes!

So, if you are memorizing half a page (eight lines). It will take you sixteen minutes. So, you want to be entirely focused during those sixteen minutes. Thinking about nothing else. At the beginning you'll find yourself zoning out but after some time and practice, in sha Allah, you'll be able to entirely focus on what you are memorizing and block everything else out.

Tip five: when you are memorizing don't enunciate every word. That takes a lot of time. Rather read it in your mind. If you do that, you'll repeat a line about thirty times in a minute. So that's about 60 times in two minutes. If you repeat something sixty times while being focused, you'll certainly memorize it!

Tip six: Review the new lesson for at least a week. And then it becomes part of the daily revision. I have my students do it for a month.



Tips for Revision:

Memorizing is easy, retaining is the challenging part. Many memorize the Quran, but a few retain it. That's because they didn't employ the correct methodology for reviewing.

Tip one: Make sure that you have completely memorized the new lesson i.e., with no memorization mistakes. If what you have memorized is weak, revision will be a nightmare. But if it's strong, revision will be a breeze.

Tip two: Adhere to the following schedule if you're memorizing from the back:

Amount Memorized	Amount of Revision
Al-A'alaa to an-Naas	2 pages
Naba to Tariq	3
Juz 29-Saff	4 pages
Mumtahinah-Ahqaf	10 pages
Juz 21-25	1 juz
Juz 16-20	1.5 juz
Juz 11-15	2 juz
Juz 6-10	2.5 juz
Juz 1-5	3 juz

You might be wondering how does one review three juz daily, is that even possible? Yes, it's possible. If you do *hadr* which is a fast-paced recitation, you'll finish a juz in twenty minutes. So, three juz in an hour. However, you can cut the time in half if you employ my next tip:



Tip 3: Review in your mind. As we mentioned earlier enunciating takes time. Reading in your mind is much faster. When we read books, novels etc., we don't read out loud. We read silently. If you recite silently, you'll be able to finish a juz in about ten minutes or less. So, three juz in thirty minutes.

Tip 4: Recite what you have memorized in your obligatory prayers. And the voluntary night prayers.

Finally, seek Allah's aid and purify your intentions. These are some tips to help you strengthen your relationship with the Quran. We hope you find these helpful. We ask Allah to aid you in learning and memorizing His book.