



1. Speak clearly and in a manner that is easy to understand. Hence, do not speak ambiguously or unclearly. Similarly, be to the point and do not mumble.

2. Always speak to people from the front. Do not stand or sit behind them and speak to them.

3. When a person is speaking to you, give them your complete attention.

4. Do not interrupt a person who is speaking until he completes what he needs to say.

5. Think before speaking.

6. Be moderate in your speech i.e. do not exaggerate and do not speak more than is necessary.

7. Refrain from engaging in discussions which neither hold benefit for one's Deen nor one's dunya (worldly life).

8. Speak in a cultured, respectable manner e.g. use terms (euphemisms) such as "answer the call of nature", "passed away" etc.

9. Speak the truth, but do not speak it harshly and hurtfully.

10. Never engage in gheebat (backbiting) and slander.

11. Do not argue with a person who is stubborn and will not accept the truth.

12. Females should ensure that their voices are not unnecessarily heard by males. If there is a need for a woman to speak to a male (e.g. the woman of the home answers the phone and a male is on the line), she should be brief, to the point, and speak as unattractively as possible.

13. Do not adopt the style of speech of the disbelievers and impious people.