



By Shaykh Saleh ibn Abdullah ibn Hamad Al-Usaymee

The Ten Manners is a short matn. A matn is a short Islamic text that teaches us the main points of a subject. This matn teaches ten important manners that we need in our daily lives, such as greeting others, eating, speaking and dressing. We study these manners to follow the Sunnah of Prophet Muhammad ﷺ, respect others and please Allah. These lessons are taught upon The Qur'aan & Sunnah as Understood by the Salaf (Pious Predecessors) of this Ummah.

Bismillah

Bismillah means “In the Name of Allah.” We begin with Bismillah for four reasons:

1. Following the Qur'an: The Qur'an begins with Bismillah. We remember Allah when beginning good actions.
2. Following the Prophets: Prophet Sulayman (peace be upon him) began his letter with Bismillah. (Surah An-Naml 27:30) Prophet Muhammad ﷺ also began his letter to a ruler with Bismillah. (Bukhari)
3. Following the scholars: Muslim scholars began their books and writings with Bismillah. We follow their example when studying.
4. Seeking Allah's blessings: We ask Allah to bless what we do. For example, saying Bismillah before drinking means, “In the Name of Allah, I drink.”

The Basmalah contains three Names of Allah:

- Allah: The One who alone deserves to be worshipped.
- Ar-Rahman: The One whose mercy reaches all His creation.
- Ar-Raheem: The One who gives special mercy to His believing servants.

Allah gives us food, water, rain and many other blessings. We remember that all blessings come from Him.



Before the Ten Manners

What is Adaab? Adaab means good manners. These ten manners are important because we use them often. Prophet Muhammad ﷺ taught good character. (Ahmad)

Why does the author say “Know”? He wants us to pay attention. He also makes dua that Allah guides him and the student to good manners.

1. The Islamic Greeting

Give Salaam to Muslims you know and Muslims you do not know. Salaam is a dua for peace, mercy and blessings. (Bukhari and Muslim)

- Say: Assalaamu alaykum wa rahmatullahi wa barakaatuh.
- Reply: Wa alaykum assalaam wa rahmatullahi wa barakaatuh.
- Three levels of Salaam: Assalaamu alaykum (10 good deeds); add wa rahmatullah (20); add wa barakaatuh (30). (Abu Dawood and Tirmidhi)
- Giving Salaam first is Sunnah. Returning Salaam is required. Return an equal or better greeting. (Surah An-Nisa 4:86)
- The rider greets the person walking; the walker greets the person sitting; the smaller group greets the larger group; the younger greets the older. (Bukhari and Muslim)

2. Visiting and Asking Permission

Ask permission before entering someone's home, office or private room. Stand beside the door, not directly in front. If you are told to come back later, leave politely. (Surah An-Nur 24:27–28)

- Ask permission up to three times. If no permission is given, leave. (Muslim)
- Do not look inside someone's home without permission. (Al-Adab Al-Mufrad)
- Children who reach puberty must ask permission as the adults do. (Surah An-Nur 24:59)



3. Eating and Drinking

Say Bismillah before eating and drinking. Eat and drink with the right hand. When sharing one dish, eat from what is nearest to you. (Bukhari and Muslim)

- If you forget Bismillah, say: Bismillahi awwalahu wa aakhirahu. Meaning: In the Name of Allah at its beginning and its end.
- If the table has different dishes, you may ask someone to pass you another dish.
- If food falls, clean off any dirt and eat it when it is safe. Do not waste food. (Muslim)
- Lick your fingers quietly after eating and before cleaning them. (Bukhari and Muslim)
- After eating or drinking, say Alhamdulillah: All praise belongs to Allah. (Muslim)
- The Qur'an teaches us to eat good food and thank Allah. (Surah Al-Baqarah 2:172)

4. Speaking and Listening

Speak kindly and gently. Lower your voice, look towards the person speaking and listen until they finish. Respect people older than you and do not interrupt.

- Speak good or remain silent. (Bukhari and Muslim)
- Allah commands us to speak good to people. (Surah Al-Baqarah 2:83)
- Lower your voice and do not behave proudly. (Surah Luqman 31:18–19)
- Let older people speak first when appropriate. (Nasa'i)
- Listen carefully during lessons and the Friday khutbah.

5. Sleeping

Before going to bed, make Wudu and lie on your right side. (Bukhari)

- Recite Ayat al-Kursi once. (Surah Al-Baqarah 2:255) Allah gives protection from Shaytaan until morning. (Bukhari)
- Recite Surah Al-Ikhlās, Al-Falaq and An-Nas. Cup your hands, recite, blow lightly into them and wipe over your body, starting with the head and face. Do this three times. (Bukhari)



6. Sneezing

When you sneeze, cover your face with your hand or clothing and make the sound quieter. (Tirmidhi)

- The person who sneezes says: Alhamdulillah. Meaning: All praise belongs to Allah.
- Another Muslim says: Yarhamukallah. Meaning: May Allah have mercy on you.
- The person who sneezed replies: Yahdeekumullahu wa yuslihu baalakum. Meaning: May Allah guide you and make your condition good. (Bukhari)
- Use the left hand for cleaning or unclean things and the right hand for honourable things. (Abu Dawood)

7. Yawning

Try to stop your yawn if you can. Cover your mouth with your hand and do not make loud yawning sounds. (Bukhari; Abu Dawood)

8. Gatherings

A gathering is a place where people meet, such as a lesson or family visit. Show respect and remember Allah.

- Give Salaam when arriving and leaving. (Abu Dawood)
- Sit where there is space and make room for others. Do not take someone's seat. (Abu Dawood; Bukhari)
- Do not sit between two people without permission. (Tirmidhi)
- Do not sit with part of your body in the sun and part in the shade. (Ibn Majah)
- Remember Allah and say Kaffarat al-Majlis before leaving. (Tirmidhi)

Kaffarat al-Majlis: Subhaanaka Allahumma wa bihamdika, ash-hadu an laa ilaaha illaa Ant, astaghfiruka wa atoobu ilayk.

Meaning: How perfect You are, O Allah, and I praise You. I bear witness that none has the right to be worshipped except You. I ask Your forgiveness and turn to You in repentance.



9. The Rights of the Road

The Prophet ﷺ taught us to give the road its rights when sitting or gathering there. (Bukhari and Muslim)

- Lower your gaze: Do not stare at what you should not look at.
- Do not harm others: Do not block the way or throw rubbish.
- Return Salaam when greeted.
- Encourage good actions, such as Salah.
- Forbid wrong actions by giving kind advice.

10. Dressing

Wear clean and good clothing that covers you properly. Allah tells us to dress properly for worship. (Surah Al-A'raf 7:31)

- White clothes are especially recommended. (Abu Dawood and Tirmidhi)
- Boys and men should not let their lower garments go below the ankles. (Bukhari)
- Start with the right side when dressing and making Wudu. (Abu Dawood)
- Start with the left side when taking clothes off.

Final Exam Revision

Can you name the ten manners in order? Can you give the full Salaam, the sneezing replies and Kaffarat al-Majlis? Can you explain the eating, sleeping, visiting and dressing manners? Can you name the five rights of the road?