

Let us take the weak verb دَعَا which has a weak letter in the end.

- ماضٍ key: دَعَا. The plural will be دَعَوْا instead of دَعَاؤُ. Weak letter (Alif) is gone to relax so you too take it easy by saying دَعَوْا, instead of دَعَاؤُ Rest of the forms can be made in a similar way, i.e., سَأُو → سَأَوْ.
- مضارع key: يَدْعُو. Alif is replaced by Waw for ease! i.e. يَدْعُو instead of يَدْعَا, You can make the rest of مضارع forms easily!
- امر key: اُدْعُ. You can make this from مضارع form, يَدْعُو. Drop the first letter (ي) and make the last one Sakin. Waw disappeared; too weak to take an order. You get دَعُ. Arabic words don't start with a Sakin, so we add Hamzah in the beginning: اُدْعُ. You can now make the other forms!
- نعت key: دَعَتْ. Instead of دَعَاتُ, we say دَعَتْ to make it easy. دَعَتْ → دَعَتْ.

(The boxes show the 3 verb keys and the 3 noun keys)

He called upon :دَعَا¹⁸⁹

فعل أمر فعل نهى، اسم فاعل، اسم مفعول، Name of action		فعل مضارع	فعل ماضٍ
Call upon!	ادْعُ	He calls upon/ will call upon	دَعَا
Call upon! (you all)	ادْعُوا	They call upon/ will call upon	دَعَوْا
Don't call upon!	لا تدعُ	You call upon/ will call upon	دَعَوْتَ
Don't call upon!	لا تدعُوا	I call upon/ will call upon,	دَعَوْتُ
The caller	دَاعٍ	You all call upon/ will call upon	دَعَوْتُمْ
The one called upon,	مدْعُو	We call upon/ will call upon,	دَعَوْنَا
To call upon	دُعَاء	She calls upon/ will call upon	دَعَتْ

Spoken Arabic

نَعَمْ، دَعَا الله.	هَلْ دَعَا الله؟
نَعَمْ، دَعَوْا الله.	هَلْ دَعَوْا الله؟
نَعَمْ، دَعَوْتُ الله.	هَلْ دَعَوْتُ الله؟
نَعَمْ، دَعَوْنَا الله.	هَلْ دَعَوْنَا الله؟

After the class try to have dialogues among yourselves using:

- فعل مضارع: هَلْ تَدْعُونَ الله؟ نَعَمْ، تَدْعُو الله.
- فعل أمر: اُدْعُ رَبَّكَ! سَوْفَ اُدْعُو رَبِّي.
- اسم فاعل/اسم مفعول: هَلْ اُنْتُمْ دَاعُونَ؟ نَعَمْ، نَحْنُ دَاعُونَ.

Just like دَعَا, you can make the complete table for تَلَا (he recited). You can find other verbs too on this style.