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A2 Writing Exam Summary

A printable Schrijven A2 guide with task types, rubrics, sentence patterns, and example answers

A2

LEVEL

Schrijven

SKILL

4 tasks

TASKS

40 min

TIME

Study target

Use 25/37 points as a practical pass target. That is based on a 65% assumption because the exact pass threshold is not clearly confirmed here.

Practise with feedback in the course

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A2 Writing Exam Overview

Study target

Use 25/37 points as a practical pass target. That is based on a 65% assumption because the exact pass threshold is not clearly confirmed here.

The writing exam lasts 40 minutes and normally has 4 tasks.

One task is a form. The other tasks are usually emails, free writing, short messages, or a note.

Correspondence, free-writing, and note tasks can receive up to 10 points each.

A form task can receive up to 7 points.

A full practice set is scored out of 37 points.

Clear Dutch that answers the assignment is more important than long or difficult sentences.

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Task Types

Formulier

Max points: 7

You fill in personal details, choose options, and answer one or two short open questions.

- sportschool inschrijven
- schadeformulier
- melding bij de gemeente
- Fill in every required field.
- Invent realistic details when the task says you may.
- Use short clear answers for open questions.
- Check spelling in names, places, phone numbers, and email addresses.

E-mail

Max points: 10

You write a practical email to a student, colleague, teacher, boss, or another known person.

- afspraak verzetten
- boek lenen
- vrije dag vragen
- Start with a simple greeting.
- Explain why you write.
- Answer every bullet in the task.
- End with a short closing and your name.

Vrij schrijven

Max points: 10

You write at least three sentences about a familiar topic, often for a local newspaper or course.

- een feest
- kleren
- weekend
- Write at least three full sentences.
- Use the prompt questions as a plan.
- Keep the topic personal and concrete.
- Use simple connectors such as en, maar, want, and omdat.

Briefje of bericht

Max points: 10

You leave a short note or message with practical instructions for another person.

- bericht voor collega
- korte mededeling
- taken doorgeven
- Write who the message is for.
- Give each action in a complete sentence.
- Use polite, direct language.
- Do not forget the greeting or ending if the task provides one.

40-Minute Timing Plan

0-3 min Scan all tasks

Mark the form, the easiest task, and any task with many bullet points.

3-10 min Finish the form

Fill in every field first. The form is worth fewer points, so do not spend too long.

10-34 min Write the 10-point tasks

Spend about 8 minutes per email, short text, or note. Answer every bullet before improving style.

34-40 min Check and repair

Check greetings, dates, word order, spelling, and whether every assignment point is answered.

Scoring Rubrics

Correspondence, free writing, and notes - 10 points

Criterion	Points	Description
Adequaatheid/begrijpelijkheid	0-3	The answer matches the task and the reader can understand it.
Grammatica	0-2	Sentences are grammatically clear enough for A2.
Spelling	0-2	Common words, names, dates, and endings are spelled well enough.
Woordgebruik	0-2	Vocabulary is practical, appropriate, and not too repetitive.
Coherentie	0-1	The text hangs together with simple connectors such as en, maar, want, and omdat.

Important

If adequaatheid/begrijpelijkheid scores 0, all other criteria automatically score 0.

Formulier - 7 points

Criterion	Points	Description
Adequaatheid/begrijpelijkheid	0-3	The form is filled in correctly and the answers match the form questions.
Spelling	0-2	Personal details and short answers are spelled clearly.
Woordgebruik	0-2	The words are appropriate for the form and the situation.

Important

If adequaatheid/begrijpelijkheid scores 0, spelling and woordgebruik automatically score 0.

Sentence Patterns

Start an email

- Hallo Amber,
- Beste meneer Jansen,
- Ik schrijf u, omdat ik een vraag heb.
- Ik stuur deze e-mail, omdat ik niet kan komen.

Give a reason

- Ik kan niet komen, want ik ben ziek.
- Ik wil graag ruilen, omdat mijn dochter jarig is.
- Ik heb het boek snel nodig voor mijn toets.
- Ik moet naar de dokter.

Ask or propose

- Kunnen wij vrijdag om 10.00 uur afspreken?
- Kunt u mij alstublieft een nieuwe datum geven?
- Mag ik het boek tot maandag lenen?
- Kan ik op dinsdag werken?

Write a note

- Hallo Fariha, wil je straks de winkel stofzuigen?
- Hang de kleren alstublieft aan het rek.
- Doe de deur op slot als je klaar bent.
- Alvast bedankt!

Common mistakes

- Writing only keywords instead of complete sentences.
- Forgetting one bullet point from the assignment.
- Spending too much time on the 7-point form.
- Using a greeting but no closing in an email.
- Writing a reason that is not clear to the reader.
- Making the answer too long and creating extra grammar mistakes.

Example Answers

Email - afspraak verzetten

E-mail, 10 points

You have an appointment with Amber tomorrow. You cannot come and want a new appointment.

- Say you want to move the appointment.
- Give a reason.
- Suggest a new date.

Example answer

Hallo Amber,

Ik wil onze afspraak van morgen graag verzetten. Ik kan niet komen, want ik moet naar de dokter. Kunnen wij vrijdag om 10.00 uur afspreken?

Groeten, Samira

Free writing - feest

Vrij schrijven, 10 points

Write at least three sentences about a party that you celebrate every year.

- Why do you celebrate it?
- Who comes to the party?
- What do you do at the party?

Example answer

Ik vier elk jaar mijn verjaardag. Mijn familie en mijn vrienden komen bij mij thuis. Wij eten taart, drinken koffie en praten met elkaar. Ik vind dit feest heel gezellig.

Note - taken voor collega

Briefje, 10 points

Write a short note for a colleague with three things she must do in the shop.

- Vacuum the shop.
- Hang clothes on the rack.
- Lock the door.

Example answer

Hallo Fariha,

Wil je straks de winkel stofzuigen? Hang ook de kleren aan het rek. Doe daarna de deur op slot.

Alvast bedankt! Groeten, Samira

Final Checklist

- I answered every bullet in the task.
- I used complete sentences for emails, notes, and free writing.
- My form has no empty required fields.
- My email has a greeting and ending.
- My reason is clear.
- My dates, names, and times are easy to read.
- I used simple connectors where useful.
- I checked spelling and word order before finishing.

Ready for more A2 writing feedback?

Continue with writing lessons, practical prompts, AI feedback, and mock exams so you can practise forms, emails, notes, and short texts.

[A2 writing prompts](#) [AI feedback](#) [Rubric practice](#) [Mock exams](#)

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