



NAAR NEDERLAND

HANDLEIDING

English



www.naarnederland.nl

1. INTRODUCTION

As of 15 March 2006, certain foreign nationals wishing to settle in the Netherlands for a prolonged period who require a provisional residence permit will have to take the civic integration examination abroad. This requirement applies to persons between the ages of 18 and 65 who wish to form a family with someone in the Netherlands or to be reunited with family members already living in the Netherlands. Religious leaders coming to the Netherlands for employment, such as imams or preachers, will also have to take the civic integration examination abroad.

This self-study package will enable you to learn the basics of the Dutch language and familiarize you with Dutch society. It will also help you prepare for the exam. This user's guide will explain the three parts of the exam and tell you about what you are required to do in each part. It will also give you advice about which language skills you will need for the exam and how you can prepare for each exam.

In addition to using this self-study package, your partner, who is already living in the Netherlands, can also help you prepare for the exam. Read this user's guide, look at the material it contains together and plan a study schedule. Think about which order you are going to do the lessons in and how quickly you are going to do them. Keep your partner informed about your progress and ask him or her for advice.

2. THE EXAM

What will it test you on?

The civic integration examination abroad consists of three separate tests. You need to pass all three tests in order to pass the exam. If you fail one of the three parts, you will need to repeat the whole examination.

1. *Kennis van de Nederlandse Samenleving Test (KNS) (Knowledge of Dutch Society)*

The *Kennis van de Nederlandse Samenleving* section contains questions that will test your knowledge of Dutch society. You will have to answer questions in Dutch about photographs.

2. *Toets Gesproken Nederlands Test (TGN) (Spoken Dutch)*

This part will test your oral skills (listening and speaking) in Dutch. The required level of listening and speaking is A1. This level is based on the *Raamwerk voor Moderne Vreemde Talen* (Common European Framework of Reference for Languages).

3. *Geletterdheid en Begrijpend Lezen Test (Literacy and Understanding Written Texts)*

The Dutch language is written using Latin script. For the *Geletterdheid en Begrijpend Lezen* test, you must be able to read Dutch at the A1 level of the *Raamwerk voor Moderne Vreemde Talen*.

3. CONTENTS OF THIS PACKAGE

This package will help you to prepare independently for the three tests. It contains the following self-study materials:

- this user's guide with audio CDs
- the DVD or video of the film *Naar Nederland*
- the *Naar Nederland* photo book with an audio CD

- the *Naar Nederland, Nederlands voor anderstaligen* workbook with audio CDs
- the DVD containing practice exercises
- a log-in code for the online practice exercises
- 2 TIN codes (test identification number) for the TGN practice test
- 2 TIN codes (test identification number) for the GBL practice test

4. PREPARING FOR THE KNS TEST

The film *Naar Nederland*

The KNS test is about your knowledge of the Netherlands. Everything you need to know is included in the film, which is entitled *Naar Nederland*. The film shows how people in the Netherlands live, their habits and customs, and how they interact with each other. You will also be given some practical tips which will be handy when you live in the Netherlands. The film is around 110 minutes long and is divided into the following subjects:

1. Geography and housing
2. History
3. Politics and constitution
4. The Dutch language and how to learn it
5. Education and bringing up children
6. Health care
7. Work and earning money
8. How can I take the exam at the embassy?

The photo book with 100 questions

There is a photo book and an audio CD with the film *Naar Nederland*. In the photo book, you can see 100 numbered photographs with images from the film. The photographs appear in the same order as you hear them on the CD, and there is a question for each photo. These questions are in Dutch. You also need to be able to answer these questions in Dutch. In the photo book and on the CD, you can read and listen to all the questions and answers. You will need to know all these answers when you do the exam.

The exam consists of 30 questions – all of these are chosen from the 100 questions in the photo book and on the CD.

Instructions

The same film is on all the DVDs in the package. DVDs 1, 2 and 3 are compatible with PAL/SECAM. DVDs 4, 5 and 6 are compatible with NTSC. You should choose the system that is used in your country. To find out which this is, you should consult the manual for your DVD player or look on the www.naarnederland.nl website.

The support languages are printed on the DVDs: Chinese, Dari, Dutch, English, French, Indonesian, Kurdish (Kurmanji), Moroccan Arabic, Pashto, Portuguese, Riff Berber, Russian, Spanish, Standard Arabic, Standard Somali, Thai, Turkish, Urdu and Vietnamese. Play the DVD on which you see your support language listed. You can set your chosen support language using the menu function on your DVD player. You can also choose whether you watch the whole film or just some sections.

To prepare for the test thoroughly, you should follow these steps:

1. Watch the film several times in your own support language, until you are familiar with the contents.
2. Then watch the film in Dutch.
3. Watch each section of the film in your own language and then in Dutch.
4. For each section, practise using questions from the photo book.
5. Listen to the questions on the CD. Repeat the answers.

6. Then put the answers out of sight and just look at the photos. (In the exam, you will only be able to refer to the photo book while you are listening to the questions).
7. Practise all the questions until you can pronounce all the answers correctly.
8. Mix the questions up as you are practising; do not just follow the same order.
9. Speak out loud when you are practising; speak slowly and clearly.
10. Practise on the telephone with your partner or with someone else who speaks Dutch. Pay particular attention to your pronunciation; speak clearly and not too quietly.
11. Also practise the start of the exam. You will hear: 'Zeg de naam van de stad en het land waar u nu bent'. Then, you need to say the name of your town and your country.
12. Watch the film once more in Dutch. Now that you know the questions, you will understand much more.

Preparing for the KNS test can be done more quickly than preparing for the two language tests. It is best to combine your preparation for all the parts of the test. Many words used in the film *Naar Nederland* may also come up in the language tests. By watching and listening to the Dutch version of the film, you will also get to know the sounds of the Dutch language.

5. PREPARING FOR THE LANGUAGE TESTS

Using the workbook and e-learning

If you follow the Dutch lessons in the package, you will learn to read, listen and speak all at the same time. This will help to prepare you for both the language tests – the TGN and GBL tests.

Before you can start preparing for the TGN and GBL tests, you need to know how to read and write. The Dutch language uses Latin script, just like English, Spanish, French and Portuguese. The first 20 lessons will teach you Latin script and all the sounds in the Dutch language. You will learn how to make words from letters and how each letter sounds. You will also learn what Dutch words sound like. People who can already read and write and are familiar with Latin script from their own language can begin at lesson 21. However, we still recommend that you read lessons 1 – 4 and lesson 20. In these lessons, you will practise Dutch sounds and letters.

You can follow the lessons in two ways:

1. You can follow the lessons in the workbook using the audio CDs that accompany the workbook.

Together, the 65 lessons make up a self-study course in Dutch. They will teach you to read, listen and speak. You will need a CD player to follow this course.


2. You can follow the lessons using a computer.

If you have a computer, you can use the practice program for the computer. This program includes the same lessons as the book. You can install the practice program on your computer (use the DVD for this) or you can use the practice program online (use the log-in code for this). The advantage of the online practice program is that your partner can also see the progress you are making. It also allows you to repeat the exercises as many times as you want.

Of course, you can also combine both methods.

Instructions for using the workbook

General

- Read or look at the instructions above each exercise very carefully. Look at the picture in the example.
- Not everyone has to do all the exercises. If you cannot read or write, or have had a limited level of education, you can skip the orange-coloured blocks. You do not need to do the fill-in exercises marked with an orange star either. 

- We recommend working with a pencil. Then you can correct the exercises and do them again.
- Do the lessons with someone who knows the Dutch language. That way, you can check whether your pronunciation is correct.
- Your partner can help you translate the words. In this manual you find the word list for your support language. On www.naarnederland.nl, you (or your partner) can download and print other support languages.

For those who cannot read and write or those who use another form of script.

- In lessons 1 to 20, you will learn Latin script, all the sounds in the Dutch language and your first Dutch words. When you have completed these lessons, you can now read Dutch at beginner's level.
- From lesson 21 onwards, you will learn to read, understand and pronounce Dutch words and sentences. After lesson 65, you can complete both practice tests.















For those who are already familiar with Latin script.

- In lessons 1 to 4, you will learn all the sounds of the Dutch language and in lesson 20 you will learn all the letters of the alphabet in Dutch.
- From lesson 21 onwards, you will learn to read, understand and pronounce Dutch words and sentences. After lesson 65, you can do both the practice tests.

Instructions for e-learning

- Look at or read the instructions above each exercise carefully. You can listen to this in your own language by clicking on the loudspeaker icon. Look carefully at the examples at the start of the exercise.
- Follow the lessons with someone who knows Dutch, for example your partner or someone in your immediate environment. They can check whether your pronunciation is correct. This person can also log into the online practice programme to see how far you have progressed with your lessons.

Instruction icons for exercises

	read / see		sound
	repeat / read / aloud		click / drag / choose
	listen to		count
	choose		left to right
	circle		top to bottom
	draw a line		question
	complete a word / fill in		opposite

6. TECHNICAL INSTRUCTIONS FOR E-LEARNING

Starting *Naar Nederland* e-learning

The computer program for *Naar Nederland* can be used in two ways: (1) online and (2) using the *Naar Nederland* - e-learning DVD.

1. E-learning online

To use the e-learning online method, you will need a computer with internet access.

- open your web browser
- go to the website www.naarnederland.nl
- click on the inloggen e-learning button
- enter the code, which you will find on the inloggen e-learning sheet
- follow the instructions on the screen

2. Use the e-learning DVD

To use the DVD, you will need a computer with a DVD player.

- Insert the *Naar Nederland* – e-learning DVD into your DVD player.
- The e-learning program will start automatically. This may take a few minutes.
- Then follow the instructions on your screen.

After you have started the e-learning program, the screen will open with your personal settings.

On this screen, you can (1) enter your name, (2) choose your support language and (3) choose your learning route.

You can choose from three different study routes.

Study route 1: for those unable to read and write, those who use a different type of script in their own language, and those who have had less than six years education.

Study route 2: for those who have had a few years of secondary education and are already familiar with Latin script.

Study route 3: for those who have completed secondary education or higher and are already familiar with Latin script.

If you are not sure, it is better to choose study route 1. You can always switch your study route if you feel that you are learning too fast or too slowly.

For questions about the e-learning program, you can also refer to the *Naar Nederland* website.

You will find the answers to the most frequently asked questions by clicking on the e-learning *Naar Nederland* link.

7. THE TGN AND GBL PRACTICE TESTS

Once you have completed all the lessons, you will know enough Dutch to be able to do the practice tests. It is important to know what type of questions you will have to answer in the real exam. In the exercises in the workbook and the computer program, you will have practiced those types of questions. As the final part of your preparation, you can do two practice tests which are just like the tests in the real exam.

General information about the practice tests

The real exam will take place on the telephone. A voice-recognition computer will tell you what you need to do and record your answers. Part 8 of the film *Naar Nederland* shows you how this will happen.

The TGN and GBL practice tests are a little shorter than the real tests, but apart from that they are the same. The practice tests let you experience what the real exams will be like. The TGN practice test shows you whether you can speak and understand enough Dutch to take the real TGN test. The GBL practice test shows you whether you can read enough Dutch to do the real GBL test. After you have done the practice test, you will also be given an estimate of your chance of passing on www.naarnederland.nl. You can do the TGN practice test with the TIN codes for TGN that are included in this self-study package.

You can do the GBL practice test by using the TIN codes for GBL included in this package.

TIN codes

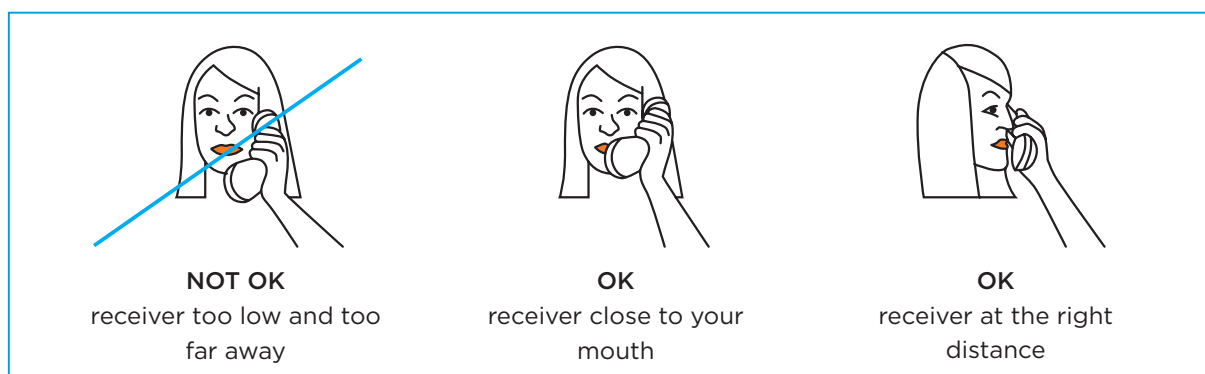
In order to take the practice test, you need two numbers – the telephone number and a test identification number (TIN code). You can call the speech-recognition computer using the telephone number. Then, you use the TIN code to tell the computer to start taking the test with you. In the practice test, you have to enter this code yourself. In the real exam, a member of staff at the embassy will do this for you. You also need the TIN code to look up the result of your practice test on the website.

This package includes the TGN practice test and a separate sheet with the telephone number and TIN code for the TGN practice test. The GBL practice test consists of a number of printed sheets with a telephone number and a TIN code for the GBL practice test.

Please note: this package includes two TGN practice tests and two GBL practice tests. You can do two practice tests for each of the tests. Only use the TIN codes when you think that you have done enough preparation.

How to do a practice test

- First read these instructions through slowly and carefully, then you will know what to expect in the test. You can use these instructions if you are going to call the computer, but this is not really necessary. The computer will tell you exactly what you need to do.
- The best type of telephone to use is a landline with push-button numbers. If you use a mobile telephone, the quality of the connection may not be good enough. It is better not to use Skype or another type of internet connection. If you call using a mobile telephone or with Skype, it is possible that your connection will be cut off while you are taking the practice test, or that the sound quality is not good enough. It is also possible that you will not receive a score for the practice test. That is due to the variable quality of the telephone connection. A landline will usually have the best sound quality for making a practice test.
- It is important that your voice can be heard clearly. Speak clearly and loudly.
- Choose a quiet place to call from. Make sure no-one disturbs you. Make sure there is no loud background noise.
- Hold the receiver in the right position, as shown in the picture.
- If the computer cannot hear you clearly enough, it will ask you to hang up. Then you can try again, but you will need to use a new TIN code.



Please note: you can only use a TIN code for a practice test once. If the connection is interrupted for some reason, you cannot use the same TIN code again.

Please note: you will only get a result if you complete the whole test.

If you hang up before the end of the test, it will not count. To make sure the computer knows that you are there, always give an answer of some kind. If you do not know the answer to a question, then say "Ik weet het niet."

Getting your results

After you have done a practice test, you can look up your results on the internet. Go to the website www.naarnederland.nl and click on the button 'Uitslag oefentoets TGN/GBL bekijken'. The website will ask you for the TIN code of your practice test (only enter the eight-digit TIN code). Then you will see how much you scored in the practice test. This result will give you an idea of whether you are good enough to pass the real TGN or GBL test.

Please note: even if your score in the practice test is good enough, that does not mean that you will definitely pass the official exam too.

Extra TIN codes

If you have used all the TIN codes in this package and you would like to do more practice tests, you can order a package of four more TIN codes. You will receive:

- two TIN codes for two TGN practice tests
- two TIN codes for two GBL practice tests
- a user's guide

You can order the package of extra TIN codes on the website www.naarnederland.nl.

The TGN practice test

The TGN test consists of an introduction and five parts (parts A, B, C, D and E). In some exercises, there is more than one correct answer. The test lasts around 15 minutes.

This is what happens in the introduction.

Step	This is what you need to do	This is what happens	This is what you hear
1	Enter the telephone number (<i>this is at the top of your test form</i>)	The computer answers in Dutch.	<i>"Dank u voor het bellen met het toetsysteem van Ordinate. Toets uw ToetsIdentificatieNummer in."</i>
2	Enter your TGN TIN code into your telephone (<i>this is at the top of your test booklet</i>)	When you have checked the TIN code carefully, the computer will check that the quality of the connection is okay.	<i>"We testen eerst het geluid. Zeg alstublieft de naam van de stad en van het land waar u nu bent."</i>
3	Say the name of the town and country clearly. <i>You can also say a different town or country. If you do not speak loudly enough, you will be asked to repeat it.</i>	The computer will check whether your voice can be heard clearly.	Volg nu de instructies bij deel A tot en met E.

The test will then begin automatically.

Part A: Repeating

You will hear a number of sentences. After each one, repeat the sentence exactly as you hear it. For example, a voice says "Dat is een mooi verhaal" and then you say "Dat is een mooi verhaal".

Try to use the same words, but also to say them in the same way. Speak quickly, and do not hesitate.

Part B: Questions

You will hear a number of short questions. Briefly answer each question.

For example, a voice says *“Als je thee zet, gebruik je dan heet water of gebruik je koud water?”* and then you say *“heet water”* or *“heet”*.

Or you hear *“Een auto, heeft die twee wielen of vier wielen?”* and then you say *“vier”* or *“vier wielen”*.

Part C: Repeating (the same as part A)

You will hear a number of sentences. After each one, repeat the sentence exactly as you hear it.

For example, a voice says *“Dat is een mooi verhaal”* and then you say *“Dat is een mooi verhaal”*.

Deel D: Opposites

You will hear a number of words. You say the opposite of each word.

For example, you hear *“hoog”* and then you say *“laag”*

Or you hear *“niet”* and then you say *“wel”*.

Part E: Retelling stories

You will hear a short story, which you will need to retell in your own words. You will have 30 seconds to do this. Say as much as you can.

For example, who is in the story? What happened? Where did it happen? And how did it end? You will have to retell two stories.

At the end of the test, you will hear: *“Dank u voor het bellen. U kunt nu ophangen.”* Then you can hang up.

The GBL practice test

The GBL practice test consists of an introduction and five parts (parts A, B, C, D and E). The GBL practice test lasts around 20 minutes.

This is what happens during the introduction:

Step	This is what you need to do	This is what happens	This is what you hear
1	Enter the telephone number (<i>this is at the top in your test booklet</i>)	The computer answers in Dutch.	<i>“Dank u voor het bellen met het toetsysteem van Ordinate. Toets uw ToetsIdentificatieNummer in.”</i>
2	Enter your GBL TIN code into your telephone (<i>this is at the top of your test booklet</i>)	When you have checked the TIN code carefully, the computer will check that the quality of the connection is okay.	<i>“We testen eerst het geluid. Zeg alstublieft de naam van de stad en van het land waar u nu bent.”</i>
3	Say the name of the town and country clearly. <i>You can also say a different town or country. If you do not speak loudly enough, you will be asked to repeat it.</i>	The computer will check whether your voice can be heard clearly.	Volg nu de instructies bij deel A tot en met E.

The test will then begin automatically.

<p>Part A: Words</p> <p>There are columns of words in the test booklet. Read the words in each column aloud. You can start when you hear the tone.</p>	<table border="1"> <tr> <th colspan="2">Voorbeeld Woordrij A</th> </tr> <tr> <td></td> <td>en de ook bal wil zee ham boom</td> </tr> </table>	Voorbeeld Woordrij A			en de ook bal wil zee ham boom		
Voorbeeld Woordrij A							
	en de ook bal wil zee ham boom						
<p>Part B: Sentences</p> <p>There are sentences in the test booklet. Read the sentences aloud after you hear the tone.</p>	<table border="1"> <tr> <th colspan="2">Voorbeeld Zin A</th> </tr> <tr> <td>A</td> <td>Mijn zoon is een lieve jongen.</td> </tr> </table>	Voorbeeld Zin A		A	Mijn zoon is een lieve jongen.		
Voorbeeld Zin A							
A	Mijn zoon is een lieve jongen.						
<p>Part C: Texts</p> <p>There are texts in the test booklet. Read the texts aloud after you hear the tone. Read at a normal speed, not too slowly and not too quickly. Try not to make any mistakes. You have 30 seconds for each text. It is possible that you will not finish each text. Do not worry about that.</p>	<table border="1"> <tr> <th colspan="2">Voorbeeld Tekst A</th> </tr> <tr> <td></td> <td>Tamar gaat naar de tandarts. Zij heeft pijn aan haar kies. Tamar is bang voor de tandarts. De tandarts kijkt in haar mond. Tamar heeft gelukkig alleen maar een gaatje. Ze is blij als de tandarts klaar is. Ze heeft nu geen pijn meer.</td> </tr> </table>	Voorbeeld Tekst A			Tamar gaat naar de tandarts. Zij heeft pijn aan haar kies. Tamar is bang voor de tandarts. De tandarts kijkt in haar mond. Tamar heeft gelukkig alleen maar een gaatje. Ze is blij als de tandarts klaar is. Ze heeft nu geen pijn meer.		
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<p>Part D: Complete the sentences</p> <p>There are sentences in the test booklet. Choose the right word from the three words given at the end of the sentence. After you hear the tone, read the sentence aloud, with the right word at the end. You say: <i>"Het is mooi weer. De zon schijnt."</i></p>	<table border="1"> <tr> <th colspan="2">Voorbeeld Zinnen A</th> </tr> <tr> <td>A</td> <td>Het is mooi weer. De zon ... loopt regent schijnt</td> </tr> </table>	Voorbeeld Zinnen A		A	Het is mooi weer. De zon ... loopt regent schijnt		
Voorbeeld Zinnen A							
A	Het is mooi weer. De zon ... loopt regent schijnt						
<p>Part E: Texts with questions</p> <p>There are texts in the test booklet with questions. First read the text and the questions to yourself after you hear the tone. You can use a pen or pencil to make notes in the test booklet. After you hear the tone again, you hear the questions. Then answer each question with a short answer. The answer to question a. is <i>"woensdag"</i>. The answer to question b. is <i>"bus"</i> or <i>"met de bus"</i></p>	<table border="1"> <tr> <th colspan="2">Voorbeeld Tekst A</th> </tr> <tr> <td></td> <td>Mevrouw Jansen wacht samen met mevrouw Bol op de bus naar de stad. Er is vandaag markt in de stad. Elke week gaan mevrouw Jansen en mevrouw Bol samen naar de markt. Wat gaan ze vandaag kopen? Niets. Ze gaan naar de markt, omdat het leuk is. Dat doen ze elke woensdag.</td> </tr> <tr> <td></td> <td><u>Vragen</u> a. Op welke dag gaat mevrouw Jansen naar de stad? b. Hoe gaat mevrouw Jansen naar de stad?</td> </tr> </table>	Voorbeeld Tekst A			Mevrouw Jansen wacht samen met mevrouw Bol op de bus naar de stad. Er is vandaag markt in de stad. Elke week gaan mevrouw Jansen en mevrouw Bol samen naar de markt. Wat gaan ze vandaag kopen? Niets. Ze gaan naar de markt, omdat het leuk is. Dat doen ze elke woensdag.		<u>Vragen</u> a. Op welke dag gaat mevrouw Jansen naar de stad? b. Hoe gaat mevrouw Jansen naar de stad?
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At the end of the test, you will hear:

"Dank u voor het bellen. U kunt nu ophangen."

Then you can hang up.

8. MORE INFORMATION

The website www.naarnederland.nl includes useful references to various websites with more information. You can also find all the most frequently asked questions about this package on that website.

Ministry of Foreign Affairs

For questions about registration, payment and procedures during the civic integration examination abroad, you can contact the civic integration line of the Ministry of Foreign Affairs.

The telephone number from within the Netherlands is (070) 348 48 44 (9:00 - 12:30)

The telephone number from abroad is + 31 70 348 48 44 (9:00 - 12:30)

E-mail: exameninburgering@minbuza.nl

Website: www.minbuza.nl

Please note: you cannot arrange an appointment to take the exam by calling the civic integration line. You can only do that by calling the embassy or consulate general.