

Volume 7

Annex 7.103a: The MUSOM Academic  
Operating and Development  
Implementation Guidelines -  
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**The MUSOM Academic  
Operating & Development Implementation  
Guidelines- 2019**

**MUSOM Operating Guide to  
Academic/Administrative/Financial/Research/Innovation**



**MU SCHOOL OF  
MANAGEMENT**

Approved by MUSOM Governing Council on 22 of the July 2019

A handwritten signature in black ink, appearing to be "P. Singh".

**Mid-Western University School of Management (MUSOM)  
Surkhet, Karnali Province, Nepal**

- j. Maintains the records of all functions and proceedings undertaken based on respective institutional policy and continuously report the senior authority about the status and progress underway.

### 8.2.2 MUSOM International English Language Teaching and Testing System [MIELTTS]

For  
The Students of BBA

*Prepared by*

**Mr. Chhetra M. Timilsena**

The Coordinator,

Centre for Communication and International Collaboration  
Mid Western University School of Management (MUSOM),  
Surkhet, Karnali Province, Nepal

*Submitted to:*

MUSOM Governing Council Members  
The Director & Coordinators of MUSOM  
MUSOM Faculty Members  
MUSOM BBA & MBA Students  
MUSOM Stakeholders

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#### **Acknowledgements**

The Project Proposal of the Curriculum of MUSOM INTERNATIONAL ENGLISH LANGUAGE TEACHING & TESTING SYSTEM (MIELTTS) is guided by the **MUSOM Operational Plan (MOP) 2019'**. As MUSOM strongly believes in scientific process for promotion of skill based management education. This project plan is to fulfill the 'Strategic Plan Number 10' under MOP 2019 entitled "Developing Centre for Communication and International Collaboration". I am very grateful to Dr. Narayan Prasad Paudel, the Secretary of Governing Council of MUSOM for his rigorous support in both professional and personal level. Similarly, I would like to express my deep gratitude to Dr. Sushil Kumar Shahi, the Acting Director of MUSOM for the assignment of the role of Coordinator of Communication and International Collaboration.

As my primary role is to work for the promotion of Language and Communication Skills of BBA and MBA students. I am also assigned to coordinate international collaboration by means of Faculty and Student Exchange Programs, Research and Publication as well. Here, this project proposal has incorporated the Curriculum of "MUSOM INTERNATIONAL ENGLISH LANGUAGE TEACHING & TESTING SYSTEM [MIELTTS]" which is prepared considering various National and International Experts, Teachers and

Universities along with my experience of Foreign Expert of English in People's Republic of China, I have prepared The Draft Curriculum of MIELTTS.

Similarly, I am really acknowledged with the British Council and the American Embassy more specifically to the RELO and NELTA from where I got the opportunities of getting numerous Workshops and Trainings. Personally I am thankful to Mr. Janak Bahadur BC who encouraged me for the promotion of Academic Writing and facilitated in the International Connectivity. I am always grateful to Mr. Petrus Paulus from South Africa, who helped me in my difficult times, frustration and tiredness. I have to pronounce the name of Mr. David Deckor from Loss Angles, Who taught me American Accents for one month and Ms. Amber who checked my overall language and gave comments and feedback from the perspectives of native speakers of English, Mr. Neil from Australia and Mr. Erick from US also supported me. Finally, I would like to thank to the MBA Coordinator, the BBA Coordinators who always encourage and support me from their sides. I am very happy to all the teaching and non teaching staffs and students of MUSOM for their cooperation and support. Any Constructive Suggestions will be utilized as feedback and implemented for the betterment in time to come.

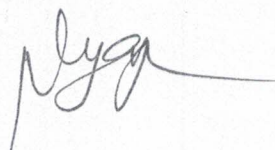
*Mr. Chhetra M. Timilsena*

### **Background**

There are two parameters while considering about language and communication skills in the academia. The former is to do with the language and communication in users' mother tongue, and the later is about the ability of users in the second-language. We are pursuing the Bachelor in Business Administration (BBA) which is more professional and international in nature. Our students either attempt for the higher studies or hook up in the basic needs of the market, both in and across the country. Along with the fundamental knowledge and skills of communication, the students have to develop language skills and aspects to qualify their levels.

Now the International English Language Testing System (IELTS), Test of English as Foreign Language (TOEFL), Pearson Test of English (PTE) and Cambridge Advance English (CAE) are administrated by the world reputed organizations for those students who wish to apply for the higher education at the colleges/universities in English medium. It is not only in the case of students but also for the people who wish to work in those countries as foreign laborers, they also have to qualify their understanding and use of English language. In this regard, we need not to highlight the importance and use of English in Academia as a subject and a medium.

We believe while our students peruse their future in both higher education or job market, English proficiency will be the main key for their professional success to support them both in and across the country. This Centre attempts to promote language skills of the students based on the mentioned Courses of MIELTTS. Our students will easily face the IELTS, TOEFL, PTE and CAE test after completing the course, designed by the Centre for Communication and International Collaboration of MUSOM. This Centre through the MIELTTS curriculum exposes the students to the skills and aspects of English language and Communication. The course has to get received the credentials from the Mid-Western



University School of Management. The qualified students who successfully complete the course requirement will receive the certificate.

Course Contents of the 'MIELTTS' are as follows"

1. English Language Skills
2. English Language Aspects
3. English Academic Uses

The allocation of the MUSOM English Teaching & Testing System (METTS) in terms of the Semesters classes of BBA.

SN	Semester and Time Duration	Language Area (Skills and Aspects)	Teaching Learning Pedagogy/methodology/ techniques/	Remarks/ Teaching & Testing
1.	First Semester: 15 hours	Listening	a. Listening for ear training and with type-script b. Listening for test format (listening comprehension, and specific information)	a. Listening form the Audio Text b. Practice in Group and Pair
2.	Second Semester: 15 hours	Speaking	a. Pronunciation of individual words and in connected speech b. Teaching for accuracy, appropriateness and Fluency, c. Speaking practice for introduction, topic and in-depth interview, d. Public Speaking, Presentation Skills, Debate Skills, e. Body Language/Non Verbal Communication.	a. Every student has to submit the audio project with supportive evidence and backups. b. Listening and Watching English News/Interviews. c. Pronunciation practices for Accuracy, Appropriateness and Fluency. d. Speaking Practice in group and Pair. e. Every Individual Student has to submit their video project with supportive evidence and backups.
3.	Third Semester: 15 hours	Vocabulary Power	a. Teaching various aspects of words, b. Practices of synonyms and antonyms of the words, c. Using the word in a specified context.	a. Teaching 10 Academic Words Everyday and Assigning them 10 more Vocabularies for Home Assignment. b. Practicing Every new words with its aspects such as Meaning, Pronunciation, Spelling, Form, Use, Synonyms & Antonyms etc. and use of those vocabulary in their regular writing assignment.
4.	Fourth Semester: 15 hours	Structural Pattern/Grammar	Fundamentals of English Grammar: Tense, Structural pattern of Sentences, Types of Sentences, Sentence Transformation, Voice, Narration	a. Test of Grammar b. Collection of sample writing (school level student) and correction the collected writing. c. Presentation at MUSOM
5.	Fourth Semester: 15 hours	Reading	Reading aloud, Scanning, Skimming, Reading for every words and Sentences, Reading for comprehension, Reading for Pleasure etc, Critical Reading, Intensive & Extensive Reading	a. Reading Practices by Loud Reading Vs. Silent Reading b. Reading Practices of paragraphs, letters, emails, essays, stories and novels. c. Reading Test will be taken to qualify the students.
6.	Fifth Semester: 15 hours	Writing	Writing practices above sentence level/in paragraph and discourse level. Teaching sub-skills of writing, Process of Academic Writing	a. Writing Practices through steps and process of Writing. b. Writing Paragraphs, Emails, Letters, Essays and Stories. c. Writing Test
7.	Seventh Semester: 15 hours	Phrasal Verb/Popular Idioms/Proverbs	Teaching Phrasal Verb and Using them in Every day Conversation and Writing Practice of Popular Idioms and Proverbs of English.	a. Practicing Phrasal verbs for everyday use. b. Using Idioms and Proverbs for speaking and writing
8.	Eighth Semester: 15 hours	Figures of Speech	Some fundamentals of creative, literary and critical language; exposure from famous English Poems, Stories, Essays and Novel.	Some common types of figures of speech are practiced such as alliteration, anaphora, antithesis, apostrophe, assonance, irony, metonymy, onomatopoeia, paradox, personification, pun, simile etc.
All Area of English Language each semester 15 Hours (Total 120 hours for the entire BBA Program; 8th Semester)				

