

**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi - Abuja**

**FACULTY OF MANAGEMENT SCIENCES**

**DEPARTMENT OF ADMINISTRATION**

**EXAMINATION 2018**

**COURSE CODE: PAD409**

**COURSE TITLE: CONDUCT OF GOVERNMENT BUSINESS**

**CREDIT UNIT: 3**

**INSTRUCTION: Question one is compulsory and carries 25 marks. Choose any other three which carries 15 marks each. Write legibly and endeavour to be coherent.**

**TIME ALLOWED: 21/2 Hours**

**Question 1**

a. The constitution can be said to be the apparatus for governance 5 marks

b. Narrate the constitutional development in Nigeria 1922-1954 with their constitutional achievements 20 marks

**Total: 25 marks**

**Question 2**

a. Public Administration can be said to be a concept, advance your reasons 5 marks

b. Give an outline of ten differences between public and private administration 10 marks

**Total: 15 marks**

**Question 3**

a. Outline the form of a good Memo 71\2marks

b. Differentiate between a minute and a Memo 71\2 marks

**Total: 15 marks**

**Question 4**

a. Explain the term public policy 5 marks

b. Name and explain the distinctive characteristics of public policy by Sambo (1999:283)

10 marks

**Total: 15 marks**

**Question 5**

a. Give a tacit definition of communication 5 marks

b. State the major functions of communications 5marks

c. State and explain the communication process in an organization 5marks

**Total: 15marks**

**Question 6**

State and explain two institutional mechanisms for instilling ethics in the Nigerian public service. Each carries 71/2marks. **Total: 15marks**