



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION

2019_2 EXAMINATION

COURSE CODE: PAD409

COURSE TITLE: Conduct of Government Business

CREDIT UNITS: Three (3)

INSTRUCTION:

- 1. Indicate your Matriculation Number clearly**
- 2. Attempt Question One (1) and any Other Three (3) Questions – Four Questions in all**
- 3. Question One (1) is Compulsory and Carries 25 marks, while the Other Questions Carry 15 marks each.**
- 4. Present all your points in Coherent and Orderly Manner**

TIME ALLOWED: 2 1/2 Hours

- Question 1.** a. Discuss communication within the context of Government Business. (6 marks)
- 1b. Identify and discuss Four (4) functions of Communication. (12 marks)
- 1c. List and Discuss Seven (7) Processes of Communication in the Public Service. (7 marks)
- Question 2.** a. Enumerate Five (5) Circumstances to guard against when Drafting and Minuting. (5 marks)
- 2b. Identify five (5) circumstances that would not require a minute to be taken. (5 marks)
- 2c. Discuss Five (5) hints of writing good Memoranda. (5 marks)
- Question 3.** Identify and discuss three (3) broad categories of Council Memoranda. (15 marks)
- Question 4.** Discuss how copy-cat syndrome affects governance in Nigeria. (15 marks)
- Question 5.** There are seven schedules in the Nigerian Constitution. Highlight what five (5) of the Schedules contain. (15 marks)
- Question 6.** Using annotated diagram, explain the Public Policy Making process. (15 marks)