



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2020_1 EXAMINATION

COURSE CODE: PAD330

COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION

CREDIT UNITS: 3 CREDIT

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 25marks, while the other questions carry 15marks each.**
- 4. Present all your points in coherent and orderly Manner**

TIME ALLOWED: 3Hrs

Q. 1 As a secretary taking down minutes, at what point is it unnecessary to minute on a matter? Itemize the forms and content of a minute **(25 MRKS)**

Q. 2 Explain how a Nominal index is different from a Numerical index with an example.

(15 MRKS)

Q. 3 Office layouts are based on certain principles. Identify at least seven of the principles. **(15 MRKS)**

Q. 4 Identify and discuss the five (5) techniques for clear writing. **(15 MRKS)**

Q. 5 Outline the ingredients in a Handing Over note and state how the note should be distributed at the end. **(15 MRKS)**

Q. 6 There are basically three (3) file classification systems. Identify and discuss them each **(15 MRKS)**