



**NATIONAL OPEN UNIVERSITY OF NIGERIA,  
UNIVERSITY VILLAGE, PLOT 91 CADASTRAL ZONE NNAMDI AZIKIWE  
EXPRESSWAY JABI, ABUJA NIGERIA  
FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF PUBLIC ADMINISTRATION  
2025\_1 EXAMINATION...**

**COURSE CODE: PAD 330**

**COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION**

**CREDIT UNITS: 3**

**TIME ALLOWED: 3 Hrs.**

**INSTRUCTIONS:**

- 1. Attempt four (4) questions in All, Question one (1) and any other three (3).**
- 2. Question number 1 is compulsory and carries 25 marks, while the other questions carry 15 marks each.**
- 3. Present all your points in coherent and orderly manner.**

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Q1a. Explain the Functions of an Office in Public Administration practices. (15 Marks)

Q1b. Discuss the two main classifications of office. (10 Marks)

Q2a. Discuss the Official Writing Style in civil services

Q2b. Describe the basic Features of Official Writing Style. (15 Marks)

Q3a. Define the concept of Draft/Drafting (7.5 Marks)

Q3b. Highlight Five (5) Features of good draft (7.5 Marks)

Q4. Provide (15) Official abbreviations commonly used in official correspondence (15 Marks).

Q5a. Explain the term File (6 Marks)

Q5b. Examine the Importance of Files (5 Marks)

Q5c. Identify the two main purposes of file classifications (4 Marks)