



**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_2 EXAMINATIONS.**

COURSE CODE: PAD 330

COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION

CREDIT UNITS: 3

TIME ALLOWED: 2^{1/2} 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.

Q1a. Define the Concept of an Office (10 Marks)

Q1b. Office is Beyond a Building. Discuss (15 Marks)

Q2a. Describe the Techniques of Clear Writing in Public Administration (7 Marks)

Q2b. Outline Four (4) Basic Techniques of Clear Writing (8 Marks)

Q3a. List and Explain Seven (7) Forms of Official Communication (14 Marks)

Q3b. Define the term Minute/Minuting (3 Marks)

Q3c. Outline three (3) Features of a good Minute (3 Marks)

Q4a. Explain the concept of Handing over Notes (6 Marks)

Q4b. Describe the Nine (9) Features of Handing over Notes (9 Marks)

Q5a Define the Expressions (2 Marks)

Q5b. Provide 13 Examples of the frequently used Expressions in government business. (13 Marks)