FBQ1: As a field of action, public administration refers to the mechanics and structures through which government policies are___
Answer: Implemented

FBQ2: Administration is a universal concept and is also of____ importance.
Answer: Universal

FBQ3: Administration has a long history which dates back to the beginning of the history of mankind, with research revealing administrative tasks and practices since recorded____
Answer: History

FBQ4: In both public and private establishments, large numbers of___ have to be supervised, coordinated and controlled
Answer: Employees

FBQ5: Scientific Management theory was propounded by____
Answer: Frederick Taylor

FBQ6: Bureaucratic theory was formulated by____ who is fondly referred to as the father of bureaucracy and bureaucratic theory.
Answer: Max Weber

FBQ7: _____is the machinery for implementing government policy
Answer: Public administration

FBQ8: Public administration is a broad discipline that covers a variety of issues which touches on maximizing the use of scarce resources to satisfy human___
Answer: Needs

FBQ9: The maximization of profit is the overriding goals of___ administration
Answer: Private

FBQ10: Public administration is a distinct field of administration, which is very important for the success of any____
Answer: Government

FBQ11: For a government to protect persons and property against violence, to collect taxes, and control traffic and health hazards, it must make___
Answer: Regulations

FBQ12: The hiring and firing of workers in private administration is Swift and__
Answer: Merciless

FBQ13: In public service, administrative officials perform a considerable portion of their task through____ which could either be in oral or in written forms
Answer: Communication

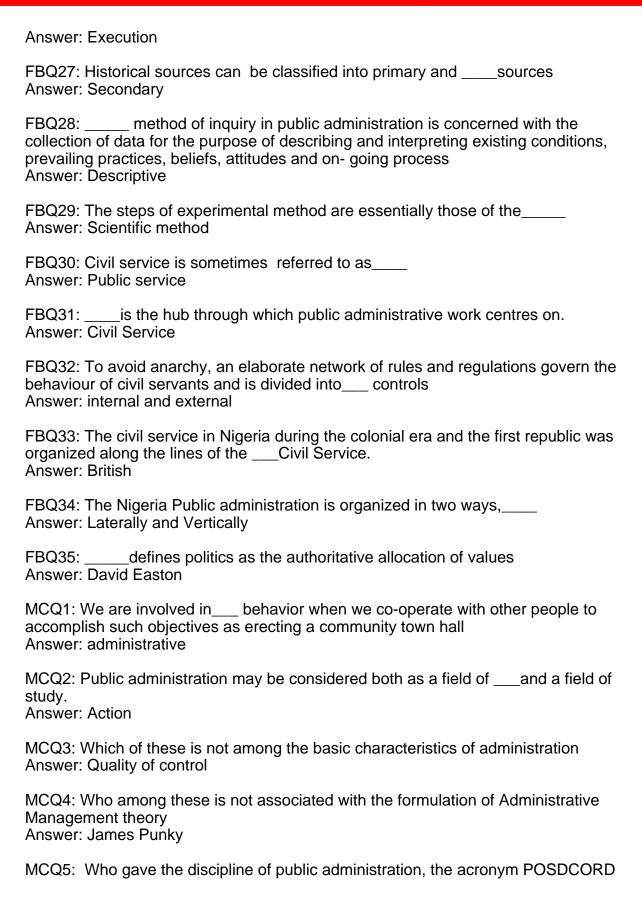FBQ14: ____are views, opinions, advice, information, or directives expressed in writing

during the course of day â€" to â€" day work in the office.
Answer: Minutes

FBQ15: The___ may be the President of the nation, the Governor of a state, the Vice Chancellor of a University, a Minister of State, a State Commissioner
Answer: chief executive

FBQ16: A___ is the political head of a government ministry at the federal level in Nigeria
Answer: Minister

FBQ17: A___ is the political head of a government ministry at the state level in Nigeria
Answer: Commissioner

FBQ18: In the study of public administration _____ and administration go hand in hand
Answer: Policy

FBQ19: Public administration has evolved over time and it has played a key role in the organization of the structures of___ and its usefulness to other disciplines cannot be overemphasized.
Answer: Government

FBQ20: The new public administration â€" 1970 to the present emphasized that public administration should be studied along with science and___
Answer: Society

FBQ21: Political science and___ are the major influences on the present stage of development of public administration.
Answer: Management

FBQ22: Public administration performs a variety of functions which complement the activities of the various_____ of government.
Answer: Branches

FBQ23: Public administration exists in a peculiar socio â€" economic and political environment that affects its behavior and___
Answer: Performance

FBQ24: The most fundamental and important function of public administration is to maintain the___ government in power.
Answer: Incumbent

FBQ25: Working to increase the number of the nationâ€™s friends and reducing the number and strength of its enemies is the primary responsibility of _____ ministry in Nigeria
Answer: Foreign Affairs

FBQ26: In its formulation and _____of public policy, the government bureaucracy may not necessarily confine itself to the expressed and organized interests of the masses.

Answer: Execution

FBQ27: Historical sources can be classified into primary and ____sources
Answer: Secondary

FBQ28: _____ method of inquiry in public administration is concerned with the collection of data for the purpose of describing and interpreting existing conditions, prevailing practices, beliefs, attitudes and on- going process
Answer: Descriptive

FBQ29: The steps of experimental method are essentially those of the_____
Answer: Scientific method

FBQ30: Civil service is sometimes referred to as____
Answer: Public service

FBQ31: ____is the hub through which public administrative work centres on.
Answer: Civil Service

FBQ32: To avoid anarchy, an elaborate network of rules and regulations govern the behaviour of civil servants and is divided into___ controls
Answer: internal and external

FBQ33: The civil service in Nigeria during the colonial era and the first republic was organized along the lines of the ___Civil Service.
Answer: British

FBQ34: The Nigeria Public administration is organized in two ways,____
Answer: Laterally and Vertically

FBQ35: _____defines politics as the authoritative allocation of values
Answer: David Easton

MCQ1: We are involved in___ behavior when we co-operate with other people to accomplish such objectives as erecting a community town hall
Answer: administrative

MCQ2: Public administration may be considered both as a field of ___and a field of study.
Answer: Action

MCQ3: Which of these is not among the basic characteristics of administration
Answer: Quality of control

MCQ4: Who among these is not associated with the formulation of Administrative Management theory
Answer: James Punky

MCQ5: Who gave the discipline of public administration, the acronym POSDCORD

which means planning, organizing, staffing, directing, coordinating, reporting and budgeting?
Answer: Gulick and Urwick

MCQ6: The key tenet of scientific management is that human beings are adjunct to the____
Answer: machine

MCQ7: To understand organization one needs to understand the procedures and activities of the bureaucracy, since___ gives meaning to organization.
Answer: bureaucracy

MCQ8: ____theory tries to establish what relationship exists between motivation and job satisfaction, and how these affect efficiency and productivity in the organization.
Answer: Human Relations

MCQ9: Public administration is concerned with the study of how a country's administration is organized and how it___
Answer: functions

MCQ10: One of the identified importance of Public Administration is its ability to absorb the work of___
Answer: governments

MCQ11: Maslow perceived human desire to be based on all of these except
Answer: appreciation

MCQ12: One of these is not among the qualities of good administrator
Answer: craftiness

MCQ13: Public administration is an___ part of government, the means by which the purposes and goals of government are realized.
Answer: action

MCQ14: Government activities have not only grown in size and complexity and such complexity demands different kinds of____ for various activities
Answer: expertise

MCQ15: In ancient___ Chung Cheng, (that is, Impartial Judge) is a forerunner of our present day Civil Service Commission
Answer: China

MCQ16: In order to settle disputes between parties, government must conciliate and____
Answer: negotiate

MCQ17: In spite of the obvious advantages of oral communication and personal contact, it is inevitable that___ officials in the civil service have to communicate frequently through the written word.

Answer: senior

MCQ18: The study of public administration grew out of awareness that the machinery of government especially the_____ branch, its institutions and its procedures has to be organized in the most efficient way
Answer: executive

MCQ19: Which of these tends to emphasize formal relationships and separation of powers among the three tiers of government, legislature, executive and judiciary
Answer: Institutional Approach

MCQ20: The second World War marked the development of_____ among academic studies of public administration.
Answer: Comparative approach

MCQ21: Public administration takes place in the full glare of the public___
Answer: eye

MCQ22: In the ex â€" colonial societies of Asia and Africa,___ is often the largest employer of labour
Answer: Government

MCQ23: Historical sources may be classified into two major categories, namely, documents and___
Answer: relics

MCQ24: ___ is a purposive course of action followed by an actor or set of actors in dealing with a problem or matter of concern
Answer: Public policy

MCQ25: Â Every administrator or chief executive spends considerable portion of his time in all except
Answer: Rigmaroles

MCQ26: In modern organizations, the one man with authority and responsibilities of all the activities in an organization is referred to as the___
Answer: Chief executive

MCQ27: One of these is not an obstacle to development administration
Answer: Complexity of the civil service rules

MCQ28: The_____ of enquiry into public administration is interested in the accurate assessment of the characteristics of whole populations of people.
Answer: Survey method

MCQ29: Which of these comes last in the process of policy formulation and implementation?
Answer: Evaluation

MCQ30: The growth and development of public administration in Nigeria is influenced by all the following factors except _____
Answer: Religious fanaticism

MCQ31: Technical issues that require the knowledge or expertise of a special category of persons for decision making are best handled by ____
Answer: Committees

MCQ32: African bureaucracy manipulates ethnic sentiment in order to get ____
Answer: Promoted

MCQ33: Â In ____ top civil servants often play political roles as mayors or councillors
Answer: France

MCQ34: Part of the ineffectiveness of African public administration arises from excessive ___ politics within them
Answer: Bureaucratic

MCQ35: Development administration is concerned with plans, policies, programmes and projects which focus on nation building and ____development
Answer: socioeconomic