



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)**