



NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI - ABUJA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2019_1 EXAMINATION

COURSE CODE: PAD409

CREDIT UNIT: 3

COURSE TITLE: CONDUCT OF GOVERNMENT BUSINESS

TIME ALLOWED: 2½ HOURS

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 25 marks, while the other questions carry 15 marks each.

4. Present all your points in a coherent and orderly Manner

Question 1

(a) Explain the concept of government and governance **(5 marks)**

(b) Trace the constitutional development in Nigeria from 1922 – 1960 **(20 marks)**

Question 2

(a) Explain the term File Notes in the conduct of government business **(5 marks)**

(b) What should a hand over note contain? **(10 marks)**

Question 3

(a) What is record keeping? **(5 marks)**

(b) What are the typologies of general records? **(5marks)**

(c) What is the purpose of good record keeping? **(5 marks)**

Question 4

What are the essential differences between Public and Private Administration? **(15 marks)**

Question 5

(a) Define an Outline in servicing meetings under the conduct of government business **(5 marks)**

(b) “An Outline is set out in skeletal Para graphic form that contains the following”. Itemize and explain. **(10 marks)**

Question 6

Write short notes on the following:

(a) The Constitution **(3 marks)**

(b) Agenda of a meeting **(3 marks)**

(c) Policy Monitoring and Evaluation **(3 marks)**

(d) The Communication Process **(3 marks)**

(e) Prayer as a Communication tool in the conduct of government business **(3 marks)**