



NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI-ABUJA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ADMINISTRATION
2022_1EXAMINATION..

COURSE CODE: PAD 409 CREDIT UNITS: 3

COURSE TITLE: Conduct of Government Business

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 coherent and orderly Manner

TIME ALLOWED: 2^{1/2} Hrs

Q1a. Defines the term governance (10 Marks)

Q1b. Enumerate and discussed the Branches of Government (10 Marks)

Q1c. Identify and explain at least two functions of the branches of Government (5 Marks)

Q2a. Explain the terms drafting , minuting, memo writing, and official letter writing (10 Marks)

Q2b. Identify and explain the procedure for writing a good speech (5 Marks)

Q3. An organisation, we aver, is a collection of human beings referred to as staff or employees, coming from different backgrounds with their attendant ethics, in line with this discuss the code of conduct in public service (15 marks)

Q4a. Trace and discuss the various stages involved in policy making and implementation (10 Marks)

Q4b. Discuss the impact of the environment in policy making and implementation (5 Marks)

Q5a. Define of Communication (5 Marks)

Q5b. Examine the Functions of Communication (5 Marks)

Q5c. Explain the process of Communication (5 Marks)