



**FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF PUBLIC ADMINISTRATION  
NATIONAL OPEN UNIVERSITY OF NIGERIA  
2023\_1 POP EXAMINATION**

**COURSE CODE :PAD 330**

**COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION**

**CREDIT UNIT : 3CREDITS**

**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 15marks each**

**4. Present your points in coherent and orderly manner.**

**TIME ALLOWED : 3HRS**

**Question One:** Enumerate seven forms of Official Communication in the Civil service and explain five **(25 Marks)**

**Question Two: A)** What is Handing Over Notes and what does it contain? **(7.5Marks).**

**B) Explain** the function of an office **(7.5 Marks) = (15Marks).**

**QUESTION Three:** The concept of DISCIPLINE and INDISCIPLINE in relation to an organization is very important. Discuss **(15marks)**

**Question four:** Describe an office and state its functions? **(15 Marks)**

**Question Five:** What is a draft as a means of communication in an office? **(7.5marks).**

State its features **(7.5Marks).**