



**NATIONAL OPEN UNIVERSITY OF NIGERIA,
UNIVERSITY VILLAGE, PLOT 91 CADASTRAL ZONE NNAMDI AZIKIWE
EXPRESSWAY JABI, ABUJA NIGERIA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2024_2 EXAMINATION**

COURSE CODE: PAD 409

COURSE TITLE: CONDUCT OF GOVERNMENT BUSINESS

CREDIT UNITS: 3

TIME ALLOWED: 3Hrs

INSTRUCTIONS:

- 1. Attempt four (4) questions in All, Question one (1) and any other three (3)**
- 2. Question number 1 is compulsory and carries 25 marks, while the other questions carry 15 marks each**
- 3. Present all your points in coherent and orderly manner**

Q1a What do you understand by this concept 'Report' (5 Marks)

Q1b Explain Bentlys (1978) view on the concept of report.(10 Marks)

Q1c list five characteristics of a good report. (10 Marks).

Q2 What are the features and limitations of Clifford Constitution of 1922.

Q3 What is communication? and what are Channels Communication in government Business

Q4,What are the objectives of e-government in Nigeria.

Q5. Write short notes on the following,

- a, Information and Communication technology.**
- b, Paperless Administration**
- c, Public service reforms**
- d, Public service**