

**A DISCOURSE ANALYSIS OF THE
FEDERAL CIVIL SERVICE ENGLISH IN
NIGERIA**

**NAME: MARY OBERU ARIBIAH
B.A. ED. (Hons); M.A. (LAGOS)**

MATRICULATION NO.: 850301109

**A THESIS SUBMITTED TO THE SCHOOL OF POST-GRADUATE
STUDIES IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
THE DEGREE OF DOCTOR OF PHILOSOPHY IN THE DEPARTMENT
OF ENGLISH, UNIVERSITY OF LAGOS.**

FEBRUARY, 1999

SCHOOL OF POSTGRADUATE STUDIES
UNIVERSITY OF LAGOS

CERTIFICATION

This is to certify that the thesis:

Submitted to the
School of Postgraduate Studies
University of Lagos

For the award of the degree of
DOCTOR OF PHILOSOPHY (Ph.D)
is a record of original research carried out

By

in the Department of

IBIAH, MARY OBERU

AUTHOR'S NAME

SIGNATURE

27/2/99

DATE

A. Adejumo

1ST SUPERVISOR'S NAME

SIGNATURE

27/2/99

DATE

Dr V.O. Awonusi

2ND SUPERVISOR'S NAME

SIGNATURE

28/2

DATE

DR OKO OKORO

1ST INTERNAL EXAMINER

SIGNATURE

24/2/99

DATE

Dr V.O. Awonusi

2ND INTERNAL EXAMINER

SIGNATURE

28/2

DATE

Dr. A. L. Oyeleke

EXTERNAL EXAMINER'S
NAME

SIGNATURE

24.2.99

DATE

Dr. K. King-Aribisala
P.G. SCHOOL REPRESENTATIVE

SIGNATURE

24/2/99

DATE

DEDICATION

To my late mother – **IQUO OTUSI**, who when I turned seven and was leaving home to the boarding house dragged me into her room, held on to my ears and charged me as follows:

***"I am blind but
you must see".***

May God grant her eternal rest in His bosom.

ACKNOWLEDGEMENTS

For the successful completion of this research effort, I am immensely grateful to the following members of staff of the Department of English, University of Lagos. Firstly, there were initial difficulties with my supervision. The promptness with which Professor Abiodun Adetugbo accepted to supervise me and the single minded commitment he has shown in guiding me thoroughly throughout the development and conclusion of this work are unforgettable. His personal attendance at all seminars and other meetings concerning my progress in spite of his busy schedule has been a veritable source of inspiration to me.

Secondly, Dr. V.O. Awonusi's indefatigable insistence that I fully comply with the technicalities of thesis writing even when I at first hesitated to see them clearly will continue to be part of me in all my subsequent academic endeavours. His incisive vetting of the thesis has been invaluable.

Thirdly, Dr. Adeyemi Daramola, who was part of the initial official team that supervised me, has maintained his guidance throughout my research effort. Dr Daramola confirmed to me the relevance of the Systemic Functional Theory and insisted that I immerse myself in the nuances of this theory before proceeding with my research. His continuous intellectual support has been of tremendous help to me. He erected a sign-post that should guide me well into the future.

Throughout the years of this research, my husband, Okeru Abiom Okeru Aribiah, who himself is an academic of high standard, has been my greatest motivator. I am eternally grateful to him for his ceaseless guidance, financial support, tolerance and total commitment to my overall success in life. I cannot

thank God enough for blessing me with Oberu as a husband. To God be the Glory. My children namely; Omot, Obonugwa, Agan and Offiong taught me the Roman numerals and kept the study clean at all times for my use. I thank them sincerely for these and for also bearing with me through the years of study. I appreciate the concern of my father Elder U.I. Okpora, who always insisted on knowing my "school fees" and their possible settlement. I acknowledge the assistance of Mr. G.S. Barma, the Chief Executive Officer in the Office of the Head of Service, who made some of the data for this research readily available to me. He saved me from the delays of the Civil Service bureaucracy. I must thank Mr. O. Aransiola for assisting me in the computerization of this work. May I thank all the members of staff of the English Department of this University for the concern they have shown in one way or another for the successful completion of this work. I cannot thank all of you enough.

TABLE OF CONTENTS

<u>CHAPTER 1</u>	<u>PAGES</u>
1.0. GENERAL INTRODUCTION	1
1.1. Introduction	1
1.1.1. A Brief History of the Federal Civil Service in Nigeria	5
1.1.2. Nigerianisation of the Civil Service	7
1.1.3. The Structure of the Federal Civil Service	9
1.1.4. Requirements for the High Office	11
1.1.5. Code of Ethics on Government Business	12
1.1.5.1 Discipline	14
1.1.5.2 Courage and Good Conduct	14
1.1.5.3 Honesty, Tact and Loyalty	15
1.1.5.4 Courtesy and Avoidance of Delay	16
1.1.5.5 National Consciousness and Good Image of the Service	17
1.2. Basic Techniques of Clear Writing and Forms of Official Communication	18
1.2.1 Style of Writing	19-20
1.3. Post-Independence Federal Civil Service	20
1.4. The English Language Use in the Federal Civil Service	22
1.5. Research Problem	25
1.6. Objective of the Study	28
1.7. The Scope of the Study	29
1.8. Methodology	30
1.8.1. Research Data	31
1.8.2 Grouping of Expressions	34
1.9. Conclusion	36
Notes	38
 <u>CHAPTER 2</u>	 <u>PAGES</u>
2.0. THEORETICAL FRAMEWORK	40
2.1. Introduction	40
2.1.1. The Concept of Discourse Analysis	41
2.1.2. Systemic Functional Theory	46
2.1.2.1 The Metafunctions	47
2.1.2.2 The Grammatical Categories	47
2.1.2.3. Context of Situation (COS)	48
2.2. Structure, Lexis and Reference in Systemic Functional Theory	50
2.2.1. Lexis	50
2.2.2 Referential Meaning	50

2.2.3.	Personal Reference	51
2.2.4	Deictics	51
2.2.5.	Comparative References	52
2.2.6	Nominal Group	52
2.2.7	Deictic	52
2.2.8	Numerative	54
2.2.9	Epithet	55
2.2.10	Classifier	56
2.3.	Mood and Modality	57
2.3.1.	Residue	60
2.3.2.	Predicator	61
2.3.3.	Complement	61
2.3.4.	Adjunct	62
2.4.	Process	64
2.4.1.	Material Processes	64
2.4.2	Mental Processes	65
2.4.3.	Relational Processes	66
2.4.4	Behavioural Processes	66
2.4.5.	Verbal Processes	66
2.4.6.	Existential Processes	67
2.5.	Other Concepts	67
2.5.1.	Lexical Relation	68
2.6.	Sense Relations	71
2.7.	Collocation	72
2.8.	Semiotics	73
2.9.	Register and Genre	75
2.10.	Ideological Issues	77
2.11.	Conclusion	80
	Notes	82

CHAPTER 3

PAGES

3.0.	THE USE OF ENGLISH IN THE FEDERAL CIVIL SERVICE: THE PRE-INDEPENDENCE PERIOD I.	84
3.1	Introduction	84
3.2	Expressions Below the Clause	84
3.3.	Lexical Items	85
3.4.	The Honorifics	92
3.5	Abbreviatives	94
3.5.1.	Directives	95
3.6.	Titles	102
3.7.	Symbols	105
3.8.	The Salutation and Complimentary Closes	108
3.8.1.	Salutations	108

3.8.2.	Complimentary Closes	110
3.9	The Instructives	112
3.10.	The Nominal Group of Texts: 3.1 and 3.2	117
3.11	Analysis of Text 3.1	119
3.12.	The Nominal Group in Text 3.2	124
3.13.	Conclusion	135
	Notes	137

CHAPTER 4

PAGES

4.0.	THE USE OF ENGLISH IN THE FEDERAL CIVIL SERVICE: PRE-INDEPENDENCE PERIOD II	139
4.1	Expressions Above the Clause	139
4.2.	Introduction	139
4.3.	A Clausal Analysis of Text 4.1	141
4.4	A Clausal Analysis of Text 4.2	150
4.5	The Lexical Relations	170
4.6	The Processes	172
4.7.	The Participants	173
4.8.	The Context of Situation of Text 4.1 and 4.2	174
4.9	The Instructives	178
4.10	The "If" Clauses	181
4.11.	Ideational Function of the Instructives	195
4.12.	The Use of Modal Auxiliaries	199
4.13.	An Analysis of Text 4.10: Significant Features of a letter	200
4.14.	Conclusion	210
	Notes	212

CHAPTER 5

PAGES

5.0.	THE USE OF ENGLISH IN THE FEDERAL CIVIL SERVICE: THE POST INDEPENDENCE PERIOD	214
5.1.	Introduction	214
5.2.	Significant Expressions in the English Language Use of the Federal Civil Servants -Post Independence Period	215
5.3.	Expressions Below the Clause	216
5.3.1	The Lexical Items	216
5.3.2	The Use of Salutations and Complimentary Closes	227
5.3.3	The Instructives	235
5.3.4	The Phrases	244
5.4.	Expressions Above The Clause	256
5.5.	The Context of Situation of the Use of the	

	Instructives Numbered (a) to (r).	264
5.6.	Conclusion	267

<u>CHAPTER 6</u>	<u>PAGES</u>
6.0. TITLES AND OTHER ABBREVIATIVE EXPRESSIONS	269
6.1. Introduction	269
6.2. The Use of Titles in the Civil Service	269
6.2.1 Chieftaincy Title	278
6.2.2. Professional Title	280
6.2.3. National Honours	281
6.2.4. Military Title	281
6.2.5. Religious Title	282
6.2.6. Political Title	283
6.2.7. Marital Title	284
6.3. Abbreviated Designations	285
6.4. Expressions of Foreign Origin	288
6.5. The Use of Symbols	291
6.6 The Use of Acronyms	296
6.7. Conclusion	300

<u>CHAPTER 7</u>	<u>PAGES</u>
7.0. SUMMARY OF FINDINGS	302
7.1. Introduction	302
7.2. Summary of Meanings of the Significant Expressions	303
7.3. Motivational Indices	306
7.3.1 Governance	307
7.3.2 Ideology	308
7.3.3 General Attitude of the Civil Servants	309
7.3.4 Economic Situation	310
7.3.5 Global Influence	312
7.3.6 Replication	312
7.3.7 Nature of Work	313
7.3.8. The Level of Education and Speciality of the Civil Servants	313
7.3.9. Conformity with the Rules and Regulations	314
7.4. Conclusion	314
7.5. Recommendations and Conclusions	316
7.5.1. Introduction	316
7.52. Recommendations	316

	7.5.3.	Administration of the Country	317
	7.5.4.	Ideological Issues	317
	7.5.5.	Attitudinal Adjustments	319
	7.5.6.	Economic Conditions	319
	7.5.7.	Global Influence	320
7.6.		Conclusion	321
		References	325
		Appendices	333

LIST OF TABLES

Table No.	Title	Page
1.1.	Nigerianisation of the Higher Rank Officers of the Western and Federal Civil Services 1955-63	8
1.2	Federal Civil Service Document Pre-Independence Document	33
1.3	Federal Civil Service Document Post-Independence Document	33
2.1.	Correspondence between Systemic Functional Theory's Semantic, Grammatical and Contextual Configuration	49
2.2.	Finite Verbal Operator	59
2.3.	Modal Operators	59
2.4.	Structure of the Residue	60
2.5.	Material Process	65
2.6.	Material Process	65
3.1.	Antonyms	87
3.2.	Hyponymous Relationships of Members of the Junior staff	88
3.3.	Gender Classification of Titles	92
3.4.	Analysis of the Most Frequently Used Expression	114
3.5.	A Single-Word Analysis	119
3.6 to 3.9	Double-Word Analysis	120
3.10.	Triple-Word Analysis	121
3.11 to 3.12	Multiple-Word Analysis	121-122
3.13 to 3.14	Single-Word Analysis	124-125
3.15 to 3.25	Double-Word Analysis	125-128
3.26 to 3.30	Triple-Word Analysis	129-130

3.31 to 3.36	Multiple-Word Analysis	130-132
3.37	Levels of Word Analysis	133
4.1 to 4.6	Clausal Analysis of Text 4.1	141-146
4.7 to 4.20	The Clausal Analysis of Text 4.2	151-164
4.21.	Expression and Functions	196
4.22	Activities of the Civil Servants	197
4.23.	Participants and Role Relationship	198
5.1.	With immediate effect	246
5.2.	For the avoidance of doubt	246
5.3	With utmost dispatch	247
5.4	Without further delay	247
5.5.	Hereby firmly prohibited	248
5.6.	Warned in your own interest	249
5.7.	Strongly recommended	251
5.8.	Strongly worded	252
5.9	Stern measures	252
5.10.	Strict enforcement	253
5.11.	Compulsory retirement	253
5.12.	Severe disciplinary action	255
5.13.	Stringent control	256
5.14.	Please! treat as urgent	257
5.15	Please! act immediately	258
5.16	Ensure strict compliance	259
5.17	This government will not tolerate	260

5.18	Clausal Analysis of Text (r)	262
5.19	Clausal Analysis showing NP, VP and Double Negation	263

LIST OF FIGURES

<u>Figure No.</u>	<u>Title</u>	<u>Page</u>
1.1.	Organisational Structure of the Nigerian Civil Service	10
2.1.	Discourse as Text Interaction and Context	43
3.1.	Hyponymous Relationships of both Junior and Senior staff	88
3.2.	Hyponymous Relationships of all Staff	89
4.1.	Summary of the Processes	172
4.2.	Summary of the Participants	173
4.3.	Institutional Structure	204
4.4.	Staff Structure	205
4.5.	Summary of the Textual Features	209
6.1.	Organisational Structure of Today's Civil Service	286

ABSTRACT

This research work is an examination of the use of the English language in the Nigerian Federal Civil Service before and after Nigeria's independence on October 1st, 1960. The pre-independence period covers 1914 to 1959 while the post-independence period covers 1960 through till the time of writing. The pre-independence civil service was part of the colonial administration that had a civilian government. The post-independence period has seen, so far, more of military than the civilian government. The present study assumes that the Federal Civil Service in Nigeria (as part of the central government) constitutes a language community. Language being dynamic, it is also assumed that many changes have been introduced to English language use in the civil service since 1960. Its form during the pre- and post-independence periods as a meaning potential, is the focus of this study, while the written form has been chosen for examination to delimit the scope of research. More importantly, it is more easily accessible than the spoken form that was not recorded over time.

Written texts which are significant usages form our data base which have been analysed using the concept of discourse analysis. The concept is made applicable by the use of the Systemic Functional Theory (hereafter, SFT) as theoretical framework. On the whole, SFT's metafunctional concepts have been used for the purpose of explaining the meaning of the texts as realised in their grammar and contextual paradigms. The study shows that the texts of the pre-independence period feature the language of **persuasion** depicting the colonial mood of governance. On the one hand, the English used during this period was courteous and civilised. On the other hand,

the examination of the texts of the post-independence period reveal the **forceful nature** of English usage; that is, harsh, and non-courteous. This forcefulness depicts the period's military mood of governance, thus showing other factors notwithstanding, that the English language use of the government at the centre affects immensely English language use in the Federal Civil Service in Nigeria.

The analyses reveal the meanings of the texts and the factors that motivate the Civil Servants to use the expressions function as their sociolinguistic markers. The study has shown the factors as the nature of the government at the centre; the civil service ideology; the nature of work carried out in the civil service; the level of educational attainment of the civil servants; the existence of and conformity with the rules and regulations; the general attitude of the civil servants to work; economic factors and the global influence on the English language use. The study, on the basis of these findings, recommends the strengthening of the use of the English language in the Federal Civil Service, such that English has an improved instrumental function in the Nigerian Federal Civil Service.

CHAPTER 1

1.0. GENERAL INTRODUCTION

1.1. INTRODUCTION

The possession of language, more than any other attribute, distinguishes human beings from other animals. To understand our humanity one must understand the language that makes us human unlike the expressive noises of lower animals. When we know a language, we can speak and be understood by others who speak the same language. This means that we have the capacity to produce the sounds that signify certain meanings and to decode the sounds produced by others.

According to Lyons J. (1981:3) the definitions of language are not difficult to find. The examination of a few of them gives some indication of the properties that linguists tend to think of as being essential to language. Sapir E. (1921:8) defines language as “a purely human and non-instinctive method of communicating ideas, emotions and desires by means of voluntarily produced symbols”. Bloch and Trager (1942:5) define language as “a system of arbitrary vocal symbols by means of which a social group co-operates”. Hall (1968:158) tells us that “language is the institution whereby humans communicate and interact with each other by means of habitual use of oral auditory arbitrary symbols”.

Robins (1979^a:9-14) does not give a formal definition of language. He lists and discusses a number of salient facts that must be taken into account in any seriously intended theory of language. He notes that languages are “*symbol*

systems” based on “*arbitrary conventions*”. He also lays emphasis on flexibility and adaptability. Adetugbo A. (1980) in his inaugural lecture, identifies the essential properties of language such as “uniquely powerful communication system that is both stimulus and medium independent, arbitrary, abstract and creative”. Chomsky (1979:88) sums it up by positing that “language serves essentially for the expression of thought”.

It performs a number of first, second and foreign language functions. Native-speaker varieties of English include British, Australian, Canadian, American and New Zealand. Awonusi (1994:75) observes that these varieties have about 253 million speakers. There are also second language varieties of English, such as Nigerian English, South African English, Indian English etc.

Today, English has been established as Nigeria’s most important language because its use covers diverse areas in Nigeria such as government, education, politics, commerce, law, mass media etc (cf. Brosnahan, (1963) and Sybil, (1979). The Federal Civil Service is an important institution that uses English as the language of communication. This is because as a government establishment, it is charged with the responsibility of administering the country’s economic, political, educational and socio-political programmes. The English language was and still is the language of transacting government business in the Federal Civil Service.

The various ways in which the English language is used in Nigeria require a brief mention here. A language register is defined by Halliday and Hasan (1985:41) as “a variety of language according to the use”. In other words, what one speaks or writes at any particular time depends on what one is doing and the nature of the

activity in which the language is functioning is register. The English language functions therefore as a formal register in the Federal Civil Service. The Federal Civil Service is an inherited one. Nigeria was one of the British colonies. Consequently, this establishment was administered as the British Home Service, with English as medium. In effect, by inheriting the Civil Service, Nigeria inherited the language of the civil service which was and still is the English language. The Civil Service became a fertile ground for the British to use English in Nigeria, a situation which has remained the same till today.

Chapter 3 and 4 of this research work feature discussions on the English language use in the Nigerian Federal Civil Service before Nigeria became independent in 1960. The actual period covers 1914 to 1959. Chapter 5 and 6 of the research work cover the period from 1960 till date. It is expected that there should have been changes in the use of English in the establishment since 1960. This is so because after independence, the status of the Civil Servants had changed, which means that their roles had also changed. They were from then on servants to the Nigerian populace and not to the Crown- the Queen of England. More importantly, diachronic changes in the use of English should be expected because language is dynamic.

On 16th January, 1966, barely five years after independence, the Armed Forces assumed the reins of government throughout the Federal Republic of Nigeria. Consequently, certain provisions of the constitution of the Federation and the former Regions were **suspended with immediate effect**. The Head of the Federal Military Government then seized all the functions vested on the President

and the Prime Minister. Of the thirty-eight (38) years since independence, Nigeria has seen only about nine (9) non-consecutive years of civilian regime. The ultimate consequence is that the military has attempted directly and indirectly to use the English language to depict their mood and pace of governance. This state of affairs has brought continually new usages of the English language into the service over the years. In spite of these changes, the pre-independence responsibility of the Federal Civil Service in the task of governance remains the same up till today. The rules and regulations, the financial instructions and the Code of Ethics have also remained the same.

It is necessary to describe, in a nutshell, the place of the Civil Servants in the Nigerian Society today. This should assist us in determining the meaning of the expressions that have been in use in the service since 1960. *The image of the Civil Service among the general public in Nigeria could be described as neutral. On the one hand, observations reveal that the Civil Service is not especially admired or respected [cf. Longe, (1995:80)].* On the other hand, as our study reveals, the pre-independence Civil Service featured the elites in the society and in the body politic of Nigeria as members of staff or "servants". Most young men and women in Nigeria before 1960 looked forward to being civil servants at the completion of the school certificate examination or a degree course. Today, the above-mentioned school leavers and graduates would only reluctantly take up Civil Service jobs as the last resort. They regard such jobs as temporary, pending the availability of better and more prestigious jobs, preferably in the private sector where they are paid better salaries and offered more attractive conditions. If this situation does not work out as

thought, they become frustrated and adopt a lukewarm attitude towards government work. Civil Servants are no longer proud to introduce themselves to their contemporaries in the private sector as civil servants at social gatherings. The primary reasons for this situation are that the job is not challenging and its remuneration is poor. Those of them who could find a more challenging job do not hesitate to leave the service. The responsibility and influence that the pre-independence Civil Servants wielded have diminished therefore to a ridiculous level. There is hardly any dignity in labour or office.

Historically, no clear record is available concerning the beginning of the use of the English language in Nigeria. Suggestions have been made by Brosnahan 1963, Sybil 1979, and Thomas 1975 that points to the fact that early communications in English were made by Europeans, especially the English, around the 1550s (Spencer, 1971:8). These Europeans came into Nigeria as explorers, traders, missionaries and colonizers. This research work is the study of the use of English by Civil Servants in the Federal Civil Service before and after Nigeria attained independence on October 1st 1960. However, the language has changed tremendously in Nigeria where its Nigerianisation and standardisation have become significant (see Akere, 1995 and Awonusi, 1987).

1.1. A BRIEF HISTORY OF THE FEDERAL CIVIL SERVICE IN NIGERIA

Since this research work is an examination of the use of English in the Nigerian Federal Civil Service before and after Nigeria's independence, it is necessary that a brief history of this establishment should be provided. Among the Europeans that came to

Nigeria as explorers, traders, missionaries and colonisers were the British. Balogun (1983: 67-87) and McIntyre (1966) observe that the British government formally assumed the responsibility of the administration of Nigeria on the New Year's day in 1900¹. On that day, the British took over all the territories that were administered for commercial enterprises. They carved them into three protectorates; namely, the Southern, the Northern, and the Lagos Colony. Each protectorate was, to all intents and purposes, governed as separate and autonomous entity (cf. The Colonial Office List, (1950: 101).

It is not stated clearly when the Federal Civil Service was established but we can infer from the records available that the amalgamation of the three protectorates marked the beginning of the Federal Civil Service. In 1914, the three protectorates were disbanded and Nigeria was administered as a unitary state. Balogun (1983: 68 - 69) states that the unitary system was controlled from somewhere. There was the Governor-General who was the representative of the Queen². The fact that the Federal set-up was not noticeable by the Nigerian populace was because almost all the senior members of staff of the Federal Service were the British. In fact, Balogun op. cit. informs us that as late as 1948, the civil service was still dominated by the Europeans. Out of 22,071 posts in the senior categories, Nigerians occupied only 172. The British occupied the other senior posts. The amalgamation process brought about the establishment of the "Nigerian Secretariat" as the administrative headquarters. This was the office that the Governor-General operated from. This office marked the beginning of the Federal Civil Service.

1.2. THE NIGERIANISATION OF THE CIVIL SERVICE

The Civil Service as an organisation in England and in other British West African countries is not very different from the Federal Civil Service in Nigeria. The Federal Civil Service is the central government and it is centrally located while the State or Regional governments also have Civil Services to serve them. English remains the medium.

Table 1.1 below shows the staff ratio of both the Nigerian and the British members of staff. It shows that in fact up to 1957, there was no high-rank Nigerian staff in the Federal Civil Service until in 1958. The figure changed in 1958 because a deliberate effort was made to ask the British government to consider the possibility of appointing Africans into the administrative service outside the Secretariat posts³. Subsequently, African cadets who fulfilled certain conditions among them, that is, the possession of the requisite qualifications were appointed as administrative officers. Their acceptability to the Chiefs of the areas to which they were posted was another challenge that they had to face. It is to be pointed out that although the Africans were appointed as administrative officers, they were placed at the lowest level of the administrative cadre.

Table 1.1

**Nigerianisation of the Higher Rank Officers of the
Western and Federal Civil Services, 1955 - 63**

Year	% Nigerians in Western Nigeria Civil Service	% Nigerians in Federal Civil Service
1955	54.0	
1956	56.0	
1957	64.2	
1958	74.9	48.1* ⁴
1959	83.0	64.0
1960	86.5	74.0
1961	89.3	78.0
1962	89.5	87.0
1963	89.5	87.0

Sources: Report of the Public Service Commission, Western Region (Various years):
Reports of the Federal Civil Service Commission (various years).

The British high-rank members of staff were appointed to take up those posts in the service for which sufficient suitable and qualified Nigerians were not available. As could be observed on the table above, from 1955 to 1957 no Nigerian occupied a senior post in the Federal Civil Service. This situation was different in the Western Nigeria Civil Service. During the same period (1955-1957), well over 50% of Nigerians occupied senior posts. It should also be borne in mind that while the Western Nigeria Civil Service was a Regional government, the Federal Civil Service was and still is the Central government. The recruitment process, as Bradbury (1950) points out, brought in large numbers of men who had been exposed to a general liberal education at Oxford and Cambridge Universities.

1.3. THE STRUCTURE OF THE FEDERAL CIVIL SERVICE

The Chief Secretary to the Government was at the top of the Service. There were the blue-collar workers and the white-collar members of staff. The blue-collar members of staff were the industrial Civil Servants while the white-collar Civil Servants formed the administrative staff.

These groups may be classified as follow:

- (a) the professional and technological group: e.g. architects, doctors, lawyers, builders, teachers, artists etc.
- (b) non-professional specialist groups e.g. economists, biologists, sociologists etc.
- (c) the administrative class e.g. holders of University degrees, especially in the liberal arts.
- (d) the ancillary groups e.g. secretaries, typists, clerical staff & messengers.

The administrative structure is hierarchical in nature. The lowest-rank members of staff are the messengers and cleaners while the highest-rank member of staff is the Chief Secretary to the Government. In today's civil service, the highest-rank civil servant is called the Head of Service.

The members of staff within this hierarchy, most especially the administrative staff are those who write memoranda, letters, circulars, minutes, file notes and briefs. It is from these writings that we are able to draw out the usage of the English language that we consider as significant. The diagram below gives a fair

idea of the structure.

THE ORGANISATIONAL STRUCTURE OF THE NIGERIAN CIVIL SERVICE.

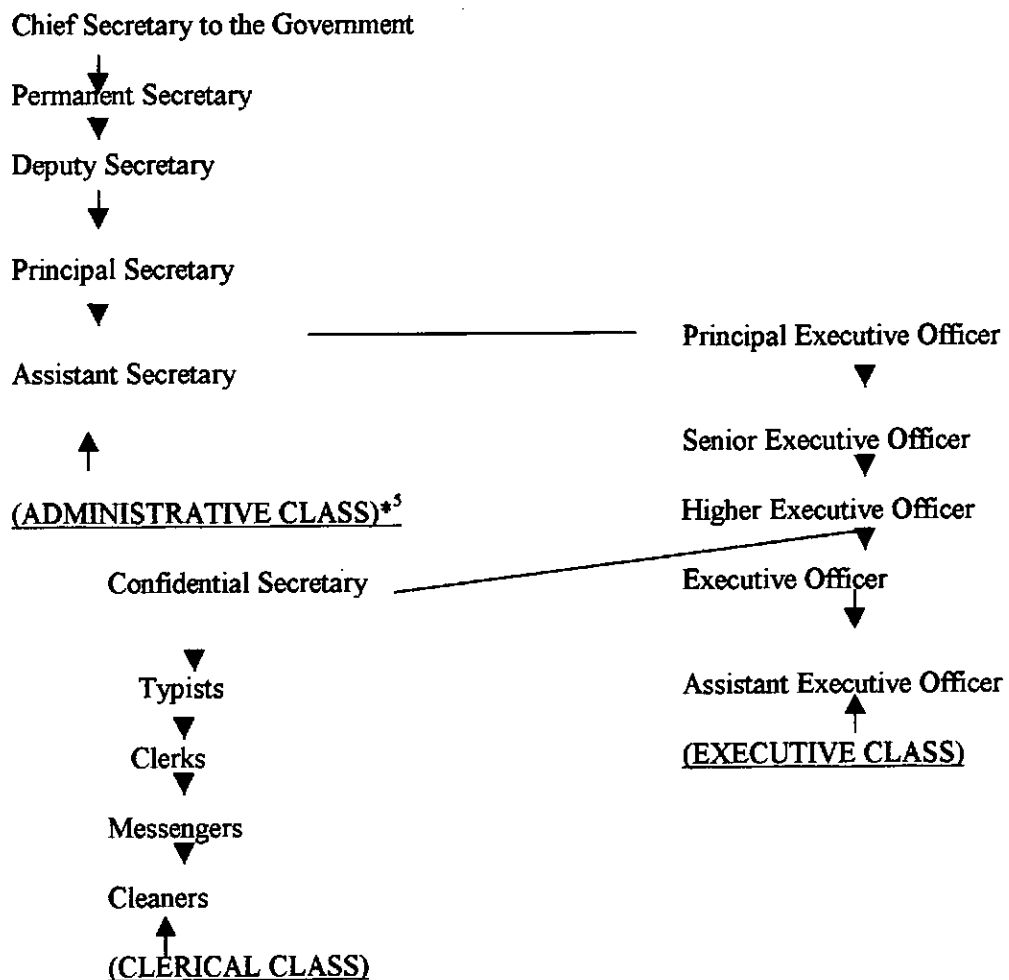


Fig. 1.1

Adapted from the Federal Government Scheme of Service (1961:17)

Fig.1.1 shows the administrative class at the top, the Executive class at the middle then the clerical staff at the bottom.

Figure 1.1 shows the topmost Civil Servant as the Chief Secretary to the Government and the lowest in rank civil servant as the cleaner. It also shows at a glance the three basic cadres of members of staff who administer government business. The horizontal lines mark the relationship between functions and

remunerations of the members of staff. The functions performed by the Assistant Secretary aspiring to become a Principal Secretary are about the same responsibilities assigned to the Principal Executive Officer (P.E.O.). Yet the P.E.O. is almost at the top of his cadre. In the same way, the responsibilities assigned to the Confidential Secretary in terms of the importance are about the same as those assigned to the Executive Officer. The salaries of the Officers on the posts indicated by the horizontal lines are about the same. Of all the three cadres the most superior is the administrative cadre.

1.4. REQUIREMENTS FOR THE HIGH OFFICE

The highest-ranking officers of the Civil Service were drawn from the administrative class and for the most part possessed no professional qualifications. They were recruited exclusively from the Universities through a competitive examination, normally at the age of twenty-three or twenty-four (cf. McIntyre, (1966).

The Colonial Civil Service had its corps of professional officers variously classified in what was known as the professional grades as in chapter one, section ~~Three~~ (1.13). Despite the absence of a formal rule preventing the choice of a professional officer for a high administrative office, there was a great gulf fixed between the professional grades and the administrative class. Rarely was the professional officer selected for the high administrative office. Beyond doubt, the administrative class of the Civil Service was, and is intended to be the controlling class in the daily conduct of government business in the Civil Service. This fact,

coupled with the strict segregation of the professional grades led some people to conclude that the administrator was in his right place in the Civil Service in being "at the top".

1.5. CODE OF ETHICS ON GOVERNMENT BUSINESS

The above topic has become necessary for discussion because for the analysis of our texts the existing code of ethics in the Civil Service needs to be understood. We state that some usages of the English language are too forceful and that 'servants' attempt to personalise the service through the use of language. We should be able to say if such use of language agrees with the code of ethics of the service or not.

In brief, this is how the code of ethics came into being in the Civil Service. Mr. M. A. Tokunboh, a Permanent Secretary in the Colonial Civil Service started his career as a young administrative officer. As a dedicated Civil Servant, he felt that there was the need for a Civil Service handbook. In this handbook, he highlighted, among other issues, how government business should be done to ensure an efficient and effective administration capable of winning public confidence. He specified the style of writing that "servants" should follow. He went on to establish code of ethics for conducting government business. He considered the code of ethics as moral rules that Civil Servants should obey so as to give better service to the country.

The Colonial Tokunboh Code of Ethics which was subsequently revised by the Federal Ministry of Establishments and Services Matters in 1972, still remains

largely the same. The Code of Ethics today is only a reprint in which the following expressions were eliminated.

(a) Colonial Administration

This referred to the type of government in Nigeria before Nigeria became independent on October 1st 1960. It was the British colonial government. This type of government was civilian.

(b) Nigerian Secretariat

In all the British West African countries, that is, all the countries that the British colonised, they had administrative headquarters. These administrative headquarters were referred to as Secretariats. Nigeria had her own administrative headquarters referred to as the Nigerian Secretariat. There was a direct link between this Secretariat and the Home Office in England.

(c) Lagos colony

During the colonial regime, Nigeria was at a point divided into the Southern and Northern protectorates. Lagos was then named as a Colony. This division was done for administrative purposes.

(d) Colonial Office

In England, there was an office in charge of the administration of all the British colonies. This office was called the Colonial Office.

(e) Home Service

This refers to the Civil Service in England. The British administered the Federal Civil Service in Nigeria in the same way as the Home Service was administered.

(f) **Her Majesty**

This was an address form used specially for the Queen of England who was the Head of all the colonies including Nigeria.

(g) **The Honourable**

This was also an address form for top-ranking civil servants such as Judges of the law courts and the Director of Medical Services. The summation of the major stipulations in the Code of Ethics by Tokunbo (1961: 6) is as follows "Civil Servants should constantly think of how they can improve themselves to give better service to the country" (cf. Federal Ministry of Establishment and Staff Matters, (1972). (Hereafter, FME&SM)

1.1.5.1. DISCIPLINE

The Civil Servants must be well-disciplined. Rules and regulations should be adhered to by members and the interest of the Service must be paramount. Senior Officers prescribe codes of conduct which they themselves comply with. Those who wish to lead other people, they thought, should always remember that effective leadership involves exemplary character, hardwork and transparent integrity. Junior officers should, according to these codes, be familiar with government regulations and rules regarding good conduct. They must learn to obey lawful orders and established authority.

1.1.5.2. COURAGE AND GOOD CONDUCT

Courage is one of the greatest assets of the best Civil Servants. The

exhibition of this quality by them takes many forms. A particular person who is working hard on a very busy post may show it. There is really no reason to fear hardwork. A Civil servant should acquire the courage of working hard. Another type of courage involves doing what is morally right even though one does not stand to gain personally from such an action. Civil Servants should do the right thing, especially if it will enhance the reputation of the Service and the country. They should, at all times, resist the temptation not to do the right thing that will enhance the reputation of the service from whatever quarters. Where the prior consent of a superior authority is necessary, civil servants should be courteous in getting it.

Good conduct is one of the criteria for promotion. The other criteria are: the possession of the approved qualifications, merit and relative seniority. However, and rightly, lack of the necessary qualifications should not bar experienced officers with proven merit from being recommended for promotion. That should also be so, if they are sufficiently senior to their competitors and demonstrate satisfactory performance of their duties.

1.1.5.3. HONESTY, TACT AND LOYALTY

Civil Servants should be honest and faithful in performing their duties and in their dealings with members of the public. They should realise that they are paid salaries for the duties which they perform. This means that they should be conscientious and demand or receive nothing in money or in kind from anyone in the performance of their duties.

"Tact" means skilfulness in handling a difficult situation without offence to the people involved. That is very necessary in the Service. Civil Servants should show their skills in dealing with people by creating an impression of willingness to be of assistance. This enhances the efficiency of the office and gives the public some satisfaction.

1.1.5.4. COURTESY AND AVOIDANCE OF DELAY

Civil Servants are expected to be polite to their colleagues and members of the general public they serve. This is because polite instructions are usually more easily obeyed. Members of the public always cherish courtesy and consideration from Civil Servants. Courtesy in the office and to the general public makes it easier to get on with other people. A heavy schedule of duties or any other circumstance cannot justify bad temper by Civil Servants.

If a Civil Servant is hard-working, he is unlikely to delay action on files or projects. However, some schedules of duties are extremely tedious. There are either too many people to interview and/or too many files to deal with. His time should be devoted to official work. If he is ill, he may be unable to concentrate on his work. In such a case, he should consult a doctor first and then return to work later unless where he is placed on a sick leave. If he is going to be away for a day or two, he should let his boss know as soon as possible. Any urgent work in his schedule may then be taken over by some other officers (cf. Medina, 1981).

1.1.5.5. NATIONAL CONSCIOUSNESS AND GOOD IMAGE OF THE SERVICE

The ideas held by people influence their actions. The interest of any group should not be pursued at the expense of what is best for the country. Attempts by some people or an ethnic group to turn public offices and resources to themselves or members of their group always tend to weaken and damage the bonds of nationality. Sometimes, civil unrest may arise from the indifference to or disguised encouragement of nepotism, favouritism and their associated vices.

The government of the Federation is the largest employer of labour. The Civil Service has a leading role to play therefore in the social and economic affairs of the country. Nigerian civil servants have proved their mettle in successfully grappling with the problems arising from the rapid social and economic development of the country. A deterioration of standards should not be tolerated. In achieving this goal on which a good image of the civil service depends, Nigerians, particularly those at the top, should continue to provide honest and conscientious leadership to the young civil servants and the populace as a whole.

In the interest of the nation, the training institutions in the Federal Service should be open to Civil Servants in the Regions or States as the case may be. The FME&SM (1950) stresses the fact that where expedient, Federal staff may attend training courses in the Regions or States. It would be extremely rewarding if the training of some Federal and State personnel could be held jointly to promote a community of experience for such trainees. The main point in this paragraph is that no insularity or aloofness should be allowed to blur the good image of the Service.

The code of ethics on government business could be inferred in the language used by the Civil Servants. Our analyses in chapters 3,4, 5 and 6 have shown how the examination of texts reveals the courteous nature and the uncivilised nature of the language of the Civil Servants. The use of titles to show respect, dignity of labour and of office has been identified. How the use of titles has become counter-productive has been explained also. It is the adherence to the code of ethics on government business that has, in part, caused Civil Servants to write documents the way they do. It is also the manifestation of the provisions of the Code of Ethics in the Civil Service language that has necessitated the discussion of the existent Code of Ethics on government business.

1.2. BASIC TECHNIQUES OF CLEAR WRITING AND FORMS OF OFFICIAL COMMUNICATION

It is necessary to state the stipulated techniques of writing in the civil service because we need to analyse series of texts. Tokunbo (1972) organised and published the basic techniques of clear writing and forms of official communication (cf. Tokunbo, (1972:32-45). He felt that there should be standardization in the basic principles and procedures for the production of minutes and all other correspondence. He then went on to set guidelines for the preparation and treatment of such papers.

1.2.1. STYLE OF WRITING

Tokunbo (1972:32) defines style as **“the distinctive manner of writing”**.

He maintained that schedule officers should have a good style. Without it, they will be severely handicapped in projecting their views in a manner to be clearly understood and to carry due weight. He enumerates basic techniques of clear writing as follows:

- (a) Thinking clearly: as a rule, clear thinking results in clarity of language use and logical presentation of facts.
- (b) Grammar: weak or indifferent grammar mars the quality of good writing. Special care is necessary in the use of punctuation marks. He stressed the need to avoid over-worked expressions and stilted phraseology.
- (c) Courtesy: all communications from public servants to persons inside or outside the public service must be polite. Even the reply to a discourteous writer should be couched in courteous terms.
- (d) Letter writing: Demi-official letters may be written to officers in other Ministries when the writer is on familiar terms with them and the style adopted is usually “Dear.....” Ending with “Yours.....” so that the writer can fill in the name and epistolary formula by hand. Official letters to non-Government bodies are slightly more formal. They open with “Dear Sir” and close with “Yours faithfully” or (when the addressee is personally known to the writer) Dear “Mr...” and with “Yours sincerely”.

The wordings in letters should always be as brief as is consistent with clarity and should avoid superfluous and flowery expressions. The style should be

courteous, dignified but not too stiff, brusque or over-formal and slangy. Witticisms and colloquialisms must not be used. The expression "*I am directed.....*" should not be used unless it really applies. When dealing with routine matters, it is unnecessary to use these words. All paragraphs except the first should be numbered consecutively. Letters addressed to persons who are not in Government service should always have a formal beginning and ending. The customary salutation is "Sir" or "Gentlemen" ("Madam" or "Mesdames") with the ending "I am, Sir (Sirs) or Madam (Mesdames), Your Obedient Servant". On rare occasions when a letter is required to commence with the words "I have the honour to....." the endings should be equally formal "I have the honour to be, Sir, Your Obedient Servant".

Letters to Government servants concerning official business do not require salutation or closing phrase but the style of writing should also be as described above. Letters to Government officers concerning personal matters of an official nature should have, however, a formal salutation and ending. For example, an officer applying for leave on grounds of urgent private affairs would frame his letter with the formal salutation and closing phrase.

1.3. POST-INDEPENDENCE FEDERAL CIVIL SERVICE

As a matter of policy, today's Federal Civil Service recruits its staff from all over the country (cf. The Nigerian Constitution, 1979:106). In all the departments of the establishment, the English language is the official language of communication. This situation, as far back as the pre-independence era, gives rise to the acceptance

of the "Federal Character Policy". The policy ensures equal representation of people from all the States and ethnic groups in national matters. This underscores the reason why the "Federal Character Policy" has been entrenched in the Nigerian Constitution. The position of the Federal Civil Service as part of the central government, its responsibilities and the use of English in the establishment make it one of the best social establishments worthy of study by researchers of various persuasions. The main responsibility of the civil service is to assist in formulating and implementing the policies approved by Government. Every civil servant is required to do this whatever his personal or private opinions or attitude may be. The civil service is indispensable when there is military rule. Under the military rule or a sudden change of government, the civil service continues its traditional role mentioned above. The civil service ensures therefore that the orderly administration of the country is continuous.

Nevertheless, it is relevant historically to remark that as in most, if not in all areas of our colonial experience, the Federal Civil Service is the brainchild of the British. They established the Federal Civil Service as an important part of the government in the centre. It has also the responsibility of controlling and streamlining the activities of all the other establishments under her control. These other establishments include parastatals such as agencies, institutions, corporations and authorities.

1.4. THE ENGLISH LANGUAGE USE IN THE FEDERAL CIVIL SERVICE

Today, as in the past, English has been established as Nigeria's most important language because its use covers diverse areas in Nigeria such as in government, education, politics, commerce, law, mass media, social communication etc (cf. Brosnahan, (1963); Sybil, (1979); Bamgbose, (1971:36); Bamgbose, et. al (1995). The Federal Civil Service is therefore no exception as an important institution that uses English since it is charged with the responsibility of administering the country's economic, political, educational and socio-political programmes. From the pre-independence era (when the administrators were mostly the British) until today, the English language has continued to be the language of administration in the Federal Civil Service. Indeed, it became one of the vital grounds on which the British rulers planted and perfected the English language use the way they wanted it. This factor contributes immensely to the unique approach to the use and practice of English in this establishment. The colonial influence reflected in the language use in the Federal Civil Service underscores the fact that this influence was enormous during that period.

As Sautoy (1957:47-125) stresses that a sound knowledge of the English language was a prerequisite for the choice of the administrators who were sent from Britain to administer the colonies. Even among native speakers of the language, emphasis was placed on its good use. The Secretary of State for the colonies recruited officers who had special flair for languages especially English. Sautoy (1957 op. cit.) stresses further that "if qualification in the English language was not

insisted upon the good quality of Service was bound to sink".

From the colonial period and until now in Nigeria, a school leaver who failed the English Language at the G.C.E. Ordinary Level examination is not given a certificate but just a statement of result. Consequently, such a school leaver is not likely to be employed into the service. The few who were employed were given lower level jobs and less payment than their counterparts until such time that they were able to pass their Combined Confirmation Examination (C.C.E.). The passing of this examination meant that such a staff's appointment was then confirmed. The staff was also then promotable. In the Combined Confirmation Examination, the English Language was and still is the only compulsory subject (cf. Federal Government Scheme of Service, 1961:19).

For the administrative officer cadre, that is, officers who possess a university degree, there is an examination that they have to pass before being confirmed as holding permanent positions in the Service. This examination is known as the Civil Service Examination (C.S.E.). Again, the English language is the only compulsory subject in the examination^{*6}.

In the Federal Civil Service, interviews for the appointment of new staff, confirmation of the old ones and the advancement of all staff are usually conducted periodically. Both applicants and serving officers' levels of expressions in the English language carry ten (10) percent of the total scores for the interview. A sound knowledge of the English language may then be regarded as very necessary for a successful career in the Civil Service (Medina, 1981:29).

In conclusion, it has to be stressed that without a good knowledge of the

English language, circulars, memoranda, briefs, letters, minutes writing will be impossible. The transaction of government business will be hampered by lack of good communication skills. It is on record that there are some 400 native languages in Nigeria but as at today none of these native languages has attained the status of being used as the official language. English language has continued to enjoy this "pride of place"^{*7} of being used as the official language. The debate on which of the native languages should be adopted as the official language or the national language is still going on. Jowitt (1995) has highlighted a few problems of choice. Political problems arise because Nigerians perceive language use as a mark of ethnic identity. There is the problem of acceptability. The question is: will all Nigerians accept one language of one ethnic group as the national language? When people perceive language as a mark of ethnic identity, it is difficult for them to accept the language of one ethnic group as a national language. They would rather prefer a neutral language. This is perhaps why the English language is preferred as a national language in Nigeria. There is also the problem of implementation of the decisions arrived at concerning the choice of one native language. Some of these decisions concern the use of the language of the community in teaching at the primary school level. Another is the use of a native language in conducting the business of the State Houses of Assembly. The inability to solve the above mentioned problems have continued to strengthen the use of English as the official language in Nigeria.

1.5.

RESEARCH PROBLEM

Practically, in the daily performance of duties by the Civil Servants, they express themselves in a way significant to the establishment. Certain usages of the English language have come to be associated with the Federal Civil Servants. Adekunle (1995) says that the choice of an expression is because of the availability of the language. One is tempted to question whether there were no other languages but the English language. Longe (1995:80) observes that "civil servants English is one kind of language use in a work situation. In other words, it is one of the varieties of English that may be referred to as register since register is generally defined as language in situation".

In support of Longe (1995 op. cit.), certainly the expressions by the Federal Civil Servants are made in a work situation that we may refer to as a context of use. Typical of the colonial and postcolonial Civil Servants is the use of some significant expressions. The use of these expressions in the Civil Service is significant to the researcher. The expressions are considered significant because in a write-up to a friend, or a relative or even to other establishments such as privately-owned companies, the expressions would be different. A letter or memorandum to a friend will not feature these expressions. We are now suggesting that these expressions were used in the establishment because of the mood and mode of government then. The interpersonal discourse of these expressions would also be different from the interpersonal discourse of the expressions used in a letter to a friend or other companies outside of the Civil Service. Considering the use of address forms including the salutations and complimentary closes, those of a letter to a friend or

relative will certainly be different. We should also expect the lexical entries in a letter to a friend or relative to be different.

A few of those expressions in typical civil service documents are as follow:

Pre-Independence Expressions

(a) **Lexical Entries**

respectful	honoured	obedient
faithful	sincere	humble
grateful	accept	service

(b) **Abbreviations** **Full forms**

k.i.v.	keep in view
f.f.a.	for further action

(c) **'If' Clauses**

"I should be glad if you reply early"
"It would be highly appreciated if you could respond promptly"

(d) **Honorifics**

Her Majesty
The Honourable

Post-Independence Expressions

(a) **Lexical Entries**

dissolved	disbanded	forthwith
disciplined	abrogate	impose
decisively	power	repealed

(b) **Phrases**

"with immediate effect"
"with utmost despatch"
"severe disciplinary action"

(c)	<u>Titles</u>	<u>Types</u>
	The Ntufam	chieftaincy
	Professor	professional
	Alhaji	religious
	Senator	political

The question is: are these ways of expression and many more used as a result of the situation/context the users find themselves? We are suggesting here that as a result of the type of government at the centre and the closeness of the Federal civil service to such a government, the language use of such a government could affect the Federal civil service use of language. Moreover, what the civil servants themselves do and their levels of education could also affect their language use. Malinowski (1923,1935), by studying the natural environment (Trobriand Island) before the resident's language (Kiriwinian) shows that context precedes the text. This is because where one is, and what he is doing, could determine the meaning of what he says. Consequently, in this study we investigate civil servants' daily chores so as to understand the significant expressions which have come to be associated with them before and after independence.

1.6. OBJECTIVES OF STUDY

It is speculated that as a result of the type of government at the centre and the closeness of the civil service to such a government, the language use of such a government could affect the civil service use of language. Besides, the nature of duty of civil servants and their level of education could also affect their language use.

Many researchers have used the Systemic Functional Theory (henceforth, SFT) to describe language use. Bamgbose (1971) has used the Scale and Category Theory (the earlier form of SFT) to describe aspects of Yoruba language. Longe (1995) has used relevant analytical categories in the theory to describe the officialese aspects of the Civil Service English. Adegbija (1995) also used relevant analytical categories in SFT to discuss the sensitivity of coup speeches to the dominant socio-cultural constraints and values in the Nigerian society. Daramola (1990) has used analytical categories in the theory to describe the referential and lexical cohesion in Yoruba language.

For this research work, my tasks are as follows: (a) to use the relevant analytical categories in the SFT to explain the meanings of the significant expressions of the Federal Civil Servants. (b) to explain the motivation for the use of the expressions within the context of the Federal Civil Service.

1.7. THE SCOPE OF THE STUDY

This research work covers the period of the existence of the Federal Civil Service before and after 1960 when Nigeria became independent. The period before independence covers 1914 to 1959 while the period after independence covers 1960 through till today. The periods are particularly preferred since the written form of the expressions is examined. The materials for the examination are readily available in the written form than in the spoken form⁸.

1.8.

METHODOLOGY

The examination of the English language usage in the Federal Civil Service demands the knowledge of the situation or environment under which the expressions are made. It is a basic fact that the English language used in the Federal Civil Service is so done in a work situation or environment.

This research work is an examination of the written form of the English language as provided for in a number of official documents. A textual analysis method is used. Some of them are identified and explained below:

(a) **Memoranda**

These documents carry daily information from one office or staff to another. They are usually short paragraphs of written instructions or any kind of information.

(b) **Circulars**

These are documents which carry information in and around the divisions, units, parastatals in the Federal Civil Service. Circulars request for, give, clarify information in any organisation too.

(c) **Minutes**

These are daily written opinions on matters in the Ministry. They are usually suggestions, actions, instructions, questions, answers, requests, directives, decisions, observations, recommendations, etc of the Civil Servants. They could emanate from the superior officer to the subordinate officer or vice versa. These interchanges of information are meant for the formulation and implementation of the policy decisions of the government. Minutes could be found in files or on loose sheets.

(d) **Letters**

These are writings in reply to, or questioning on issues concerning government business. Letters convey information within and outside the Ministry.

(e) **Briefs**⁹

These are position papers written by schedule officers on any matter usually pointing out the intricacies of a matter to be discussed at the top management level.

The briefs assist the top management to arrive at final and most objective decisions.

(f) **File Notes**

File notes are a simple form of making a quick written record of something that has happened and are often invaluable. They are made as frequently as possible when verbal discussions are held by telephone or otherwise. The gist of the discussion is summed up in a few words and recorded on the last page of the file or is written on a loose sheet and sent to the Registry. Such notes are always initialled and dated. Since file notes are written in longhand, it is felt that they are better left in that form. These are attached as appendices.

1.8.1. RESEARCH DATA

Since an object of discourse analysis is text or speech, this is a study of written texts because colonial civil servants are no more in existence for verbal interaction. Besides, recorded speeches of the colonial period are not available to us, while written texts of the colonial era are available and stored in special libraries. These could be found in the Federal Ministry of Establishment, the Federal Civil Service Commission, and also at the National Archives. Post-colonial

correspondence in 'closed-volumes' of files that have existed for more than ten years are also transferred to the libraries mentioned above. Samples of current materials are obtainable from the Federal Ministry of Health where I have access to research into and to report on "non-secret" files as a participant observer. Having identified the information-rich sources to locate our data, we proceeded to collate correspondence relating to intra-governmental affairs. We excluded correspondence between the private sector, individuals and other non-official sources because most are not couched in the language of the civil service.

A total of 379 documents have been examined for their relevance to the study, substantiveness, clarity of language within the context of the civil service, originality, (i.e. not mere repetition of earlier correspondence), and authoritativeness, (i.e. originality from the top hierarchy of the civil service). 252 documents meet the criteria and they fall into the following categories:

Federal Civil Service Documents

Table 1.2

Pre-Independence Period

	Type of Document	Number	%
1.	Circulars	20	20
2.	Memoranda	15	15
3.	Official Letters	18	18
4.	Minutes	17	17
5.	Briefs	15	15
6.	File notes	15	15
Total		100	100

Table 1.3

Post-Independence Documents

	Type of Document	Number	%
1.	Circulars	72	47
2.	Memoranda	20	13
3.	Official Letters	20	13
4.	Minutes	18	11
5.	Briefs	12	9
6.	File notes	10	7
Total		152	100

The preponderance of circulars in the collection is explained by the role they play as the primary source of new instructions or directives on what government requires to be done, how it is to be done, and the penalty for default. Important circulars that signal a change of direction in the activities of the civil service are initiated from the highest level, that is, the Office of the Head of Service. The circulars serve as an interface between the cabinet or the presidential decisions and the civil service as the implementor of those decisions. Therefore, circulars best capture language changes that are replicated in the routine correspondence of the civil service. The more unstable the government, the more the changes in direction and consequently the more the frequency with which circulars emerge from the office of the Head of Service. It is through these circulars that the language of the group wielding political power is transmitted to the documents of the civil service.

1.8.2. GROUPING OF EXPRESSIONS

For ease of analysis of data and their subsequent interpretation, they have been grouped using a number of parameters such as time, syntactic categories like clauses below and those above the clause. In effect, the pre-independence data analysis found in chapter 3 and 4 feature analysis below and above the clause. Chapter 5 and 6 also feature analysis of the post-independence data below and above the clause.

Beside the grammatical analysis at the levels mentioned above, the contextual analyses have been also carried out in order to determine the full meanings of the expressions and why they are so used. The data have been grouped as follows:

I Pre-independence Data

- (a) the lexical items
- (b) the honorifics
- (c) the abbreviations
 - (i) the directives
 - (ii) the titles
 - (iii) the symbols
- (d) the salutations and complimentary closes
- (e) the instructives
- (f) the two texts (two official letters)
- (g) the clauses
 - (i) the 'if' constructions
 - (ii) the modal constructions

II Post-independence Data

- (a) the lexical items
- (b) the salutations and complimentary closes
- (c) the instructives
 - (i) prepositional phrases
 - (ii) verbal group phrases
 - (iii) the noun phrases
 - (iv) the full clauses
- (d) the titles
- (e) the abbreviation of designations
- (f) the expressions of foreign origin
- (g) the use of symbols
- (h) the use of acronyms

Expressions numbered (d) to (h) of the post-independence period have also been analysed grammatically and contextually for their meaning potentials. The difference between the expressions grouped as directives and those grouped as instructives is not significant. This is because in terms of functions of the civil servants, both the directives and the instructives are expressions that convey responsibilities, comments, appeals and information etc to members of staff. They indicate to the civil servants what to do. The little difference between both groupings is that the directives specially grouped under the abbreviations are standard directives. These are almost always abbreviated and all members of staff understand their full forms and their meanings while the instructives are analysed mainly as sentence fragments or full clauses. These are not usually abbreviated.

1.9. CONCLUSION

In this chapter, we have stated the main focus of this research work. It contains also how the research work has been carried out and the linguistic theory that has been used as a theoretical framework. The general expectations and the relevance of the research work have been mentioned. The periods covered in this research work have been mentioned. The “mode” of language examined has also been mentioned. The reasons why this “mode” has been chosen have been given.

In this chapter also, a brief history of the Federal Civil Service has been provided highlighting the nature of government business done on a daily basis. The organisational structure of the establishment has been drawn and explained. The code of ethics for government business has been explained and the reasons why the

code of ethics was established have been given. This chapter then serves as a map for this research work to follow. We believe that this 'map' has so far, been well drawn.

NOTES

1. Prior to 1900, the Europeans who came as traders, explorers and missionaries were interested in the commercial exploitation of Nigeria. They formed companies such as United African Company, National African Company, Royal Niger Company. These were the French, the Portuguese, the British etc.
2. In this research work, the Queen of England who was the ultimate ruler of England including the colonies is sometimes referred to as the Crown. It was she who finally signed the documents that granted Nigeria her independence in 1960. Nigeria still remains as a member of the Commonwealth, and the Queen of England is still the Head (see McIntyre, (1952).
3. Throughout the British West Africa all the colonies had their central offices. These offices were later called secretariats. There were the Nigerian Secretariat, the Ghana Secretariat etc. The Chief Secretary to the Government usually had his office in the secretariat. This Secretariat formed a link between the office of the Secretary of State for the colonies in London and the Governor-Generals in the colonies.
4. The amalgamation of the protectorates and the work of the Walwyn Committee in 1942 brought about the recruitment of qualified Nigerians into the Federal Civil Service. This was the only terms of reference given to that Committee in 1942. Subsequently, the "Nigerianisation of the Civil Service" process also made an impact in bringing in more Nigerians into the high-ranking posts in the Service.
5. Right from the colonial period, the administrative cadre in the Civil Service enjoyed a "pride of place". This was, and it is still so because this class is the topmost class of the Civil Service. They know the rules and regulations more than the other groups. Recruitment into this class is usually very strict. Only applicants with good honour degrees are admitted into this class. In fact, all the members of this class must pass the Civil Service examination. A few years ago, graduates who had a pass degree or third class honours degree had to be recruited as Executive Officers.
6. It is the aim of upholding the British standard of English handed down by the Oxford and Cambridge Universities graduates in the Colonial Civil Service that caused the government to make the examination in the English language compulsory.
7. There has been this question as to which of the about 400 indigenous languages in Nigeria would be studied and used as an official language. This indigenous language is supposed to replace completely the English language in Nigeria. In other words, this chosen indigenous language would then perform all the functions performed by using the English language. The three largest ethnic groups; namely, Hausa, Yoruba and Igbo languages are studied in Nigerian Secondary schools but

none has received so much prominence and acceptance as the sole indigenous language to be used as an official language in the way the English language is used.

Each of these ethnic groups is lobbying for its own language to be used as the official one. The minority ethnic groups would not support the use of any of the three languages mentioned above. They would rather support the use of the English language that is non-native to Nigeria. This is because of the interrelationship of these languages and the political significance of a particular language (cf. Jowitt, 1995). The debate within Nigeria on the language question is still going on up till today.

8. Before 1960, it will be recalled that the electronic devices that exist now for the storage and retrieval of information/data were not yet developed fully even globally. We, in the colonies, were able to store information and data successfully in the written form.

9. To be able to write an objective brief, the schedule officer has to do a lot of groundwork. He has to get all the necessary information in connection with the case in point. His level of grammatical knowledge has to be high. This is because writing briefs needs the thorough understanding of the issues involved. He has to have the ability to summarise these issues without distorting the meaning and facts. He should not also be partial in his general view of the case he is handling. He needs to uphold the Service Code of Ethics strongly.

CHAPTER 2

2.0. THEORETICAL FRAMEWORK

2.1. INTRODUCTION

This chapter contains a description of the theory used to analyse the data for this research effort. Firstly, for this research work, we have used Halliday's Systemic Functional Theory (henceforth, SFT) as a conceptual framework. The relevant concepts within the theory are discussed in this chapter. Also, other relevant concepts that have featured so prominently in our analyses are discussed.

As mentioned in our objective of study in section 1.6.1 above, there are other researchers who have used some of the analytical categories of the SFT for the purpose of describing some aspects of language use. Our analyses being textual, the language of the Civil Service attracts the previous works on similar texts. Adegbija (1995) discusses "discourse tacts" in his analyses of the Military Coup speeches in Nigeria. These "discourse tacts" embody both the functional and the contextual realizations of the SFT.

The SFT has been chosen because it has been used to analyse various texts in various languages and registers. Most importantly, its textual orientation is discursal in nature and application which suits best for the analysis of our texts available for this research work.

2.1.1. THE CONCEPT OF DISCOURSE ANALYSIS

Several definitions have been given to explain what discourse analysis means. Unfortunately, no single definition is all embracing. A few of these definitions are given below. Brown and Yule (1988:1) define discourse analysis as "the analysis of language in use" while to Stubbs (1983: 1) it is "the study of the organisation of language above the sentence or above the clause, and therefore the study of larger linguistic units such as conversational exchanges or written texts". For Carter (1979), discourse analysis is more embracing linguistically as its "analysis is polyvalent. It is used to refer to a level of language analysis and to the context in which all texts are invariably embedded".

Stubbs' concern about the analysis of "larger linguistic units" extends beyond just sentences while Carter focuses on "context" as a necessary component of discourse analysis because any language in use functions within a context. According to him, it is the context of use that gives the meaning to the single or larger units of linguistic performance.

Carter introduces the term "text" which Stubbs may have referred to as "larger linguistic units". We can deduce from these definitions that "text" is "language that is functional". By functional, we mean language that is doing some "job" in some context as opposed to isolated words or utterances. This is not to regard isolated words and particularly utterances as meaningless. Indeed, utterances may be functional textually as minitexts. Any instance of living language that is playing some part in a context of a situation is referred to as a "text" (cf. Halliday and Ruqaiya Hasan, (1985: 10-11). A text is made up of words and sentences

whose importance is in its meaning"¹. These meanings are coded in words and structures. A text is essentially a semantic entity. A text, more than other linguistic units, has to be considered from two perspectives: both as a product and as a process. A text is a product in the sense that it is an output. It is something that can be recorded and studied. It has a certain construction that can be represented in systematic terms. It may be spoken or written. It is a process in the sense of a continuous process of semantic choice by people as they produce discourses. Each discourse is therefore a movement through the network of meaning potential with each set of choices constituting the environment for a further set (cf. Thibault, (1991); Hodge, (1988)).

Van Dijk (1997:3) in an attempt to reduce all that we know about discourse analysis into a useful definition, highlights closely-related concepts such as "language", "communication", "interaction", "society", and "culture". He emphasizes the fact that discourse studies should deal with both the properties of text and talk and with what is called "context". "Context", as he defines it is the other characteristics of the social situation or the communicative event that may systematically influence text and talk. He sums it up by saying that "discourse studies are about text and talk in context".

Unlike what discourse is today, a few decades ago, the mainstream of linguistic study was in its "syntactic age". It was the normal practice to argue against grammar as a comprehensive tool for the study and analysis of language. It was not regarded then as contributing significantly towards an understanding of the nature and function of language. The current pre-occupation is mainly with

discourse analysis as a discipline perhaps within "text and talk linguistics". Some scholars, in a similar way to the syntactic age assume, unfortunately, that this, that is discourse, can be carried out without grammar or even that it is somehow an alternative to grammar. This is, however, an illusion. A discourse analysis that is not based on grammar, Halliday argues, is not any analysis at all but simply a running commentary on a text (cf. Halliday, (1985:xvii). A rewarding analysis of discourse would have an analytical paradigm - preferably a grammar. Systemic Functional Theory has in it useful grammatical tools that can provide the necessary concepts for meaningful analysis of discourses. The figure below illustrates to us that discourse is a social practice which involves 'saying' or 'doing'; that is, something that may constitute a text.

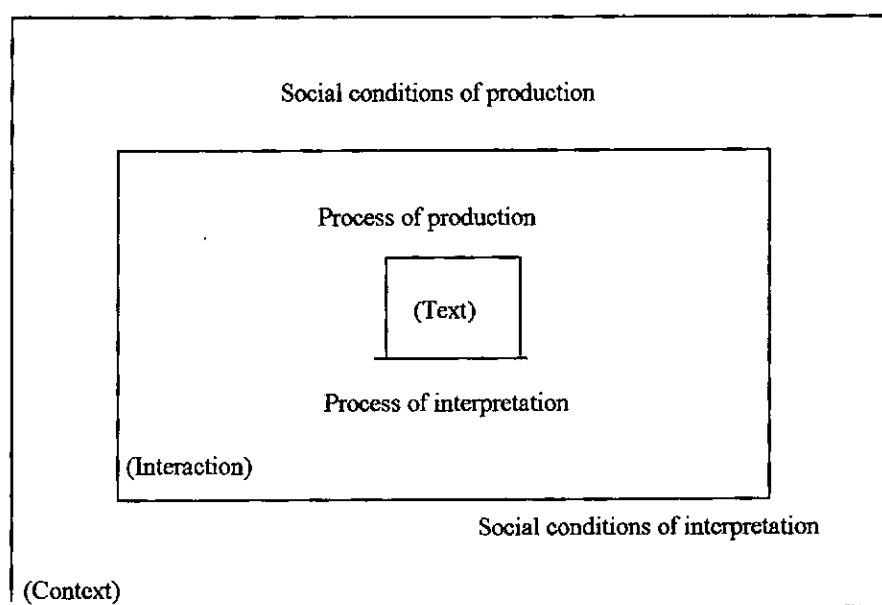


FIG. 2.1 DISCOURSE AS TEXT, INTERACTION AND CONTEXT

Adapted from Fairclough (1989:25).

In seeing language as discourse and as social practice, one is committing oneself neither just to analysing texts, nor processes of production and interpretations, but also to analysing the relationship between text, processes, and their social conditions. One is also considering the immediate conditions of the situational context and the more remote conditions of institutional and social structures in order to provide comprehensive meanings to them. Using the bracketed items in Fig. 2.1, the relationship between texts, interactions and contexts can be explained. The interaction represents the text while the meaning of the text is determined by the consideration of the context in which the interaction is carried out. In effect, a text can be regarded as a product rather than a process. This product is in turn determined by the social conditions that affect its production process and also, the process of interpretation of the product. For a text (which is also a product of interaction) to be contextually explained, the social conditions of its production, the processes of its production and interpretation have to be considered. The concept of context that necessarily includes social conditions of production and interpretation of a text is strongly upheld by Halliday (1985). Interaction by two or more people that represents a text is also part of Halliday's interpersonal concept, as shown in Fig. 2.1, as a visual representation. People internalize what is socially produced and made available to them and use such internalised "members resources"*² to engage in social practice, including discourse. It is not just the nature of these cognitive resources that is socially-determined but also the conditions of their use. For instance, different cognitive strategies are conventionally expected when someone is reading a poem on the one hand, and a

magazine advertisement on the other. It is important to take account of such differences when analysing discourse from a critical perspective (see also Fairclough, 1989; Macdonell, (1991) and Gumperz, (1992).

Discourse involves social conditions that can be specified as social conditions of production and social conditions of interpretation. These social conditions, moreover, relate to two different levels of social organization. The level of the social situation and the level of the society as a whole constitute a wider matrix for the discourse. What we mean in essence is that, in summary, these social conditions shape the “members resources” people bring to production and interpretation which in turn shape the way in which texts are produced and interpreted. In addition to this brief understanding of discourse analysis, the SFT and its concepts are enunciated below.

2.1.2. SYSTEMIC FUNCTIONAL THEORY

A diachronic approach has been adopted for this study of the use of English in the Nigerian Federal Civil Service. This method permits us to concentrate on the study of forms of language use at different periods in the establishment (cf. Hartman and Stork, 1976; Corder, 1987). It affords us the opportunity of a significant study of the use of English in the Civil Service before and after Nigeria's independence.

For this research work, the Systemic Functional Theory is used for explaining the significant features of the English language of the Federal Government Civil Servants. This theory is chosen for this work because its semantic, grammatical and contextual configuration components provide a fine array of useful analytical tools for the study of Civil Service English use. These analytical tools are abstractions that are used as a guide for the study of discourse.

The Systemic Functional Theory to which Halliday has given its present shape owes its origin in part to the influence of Firth (1957) and Malinowski (cf. Malinowski, 1930 and Halliday, (1985). Halliday is said to have developed some of Firth's ideas that he put into a coherent form by opening up new directions in their application (see Daramola, 1992).

The S.F.T. is a theory of meaning as choice. Language users, albeit unconsciously, most of the time, choose to say what they say from the several options available to them in the language system they use as conditioned by the relevant extralinguistic parameters. A very important component of the Systemic Functional Theory is function. It is the theory's functional component as represented by the metafunctions that set it apart, in large measure, from all other

major linguistic theories.

2.1.2.1. THE METAFUNCTIONS

SFT's metafunctions which are regarded as semantic are as follows:

- a. "Ideational" – This concerns the construction of experience through language. It involves recognition, grasping and understanding the processes around.
- b. "Interpersonal" – This concerns the participants in discourse thereby presenting language as doing something by and to people;
- c. "Textual" – This component complements the other two by creating what is commonly referred to as relevance, that is relevance to the environment. Accounts for thematic organisation and information structure. It handles cohesion within and between sentences.

All languages in use, according to the theory, have their "wordings" and "grammar". Meanings are interpretable in terms of these three strands of metafunctions; ideational, interpersonal and textual.

2.1.2.2. THE GRAMMATICAL CATEGORIES

The above metafunctional categories are specifically "realised" in the following grammatical categories numbered (a) to (c) below. Grammatical system or categories of transitivity, mood and theme correspond respectively to the three main metafunctional categories.

- a. "Transitivity" is the grammar of process and the attendant circumstances.

- b. “Mood and modality” express the role relationship between the participants in the universe of discourse. The expression of attitude, proposition, possibilities, probabilities, familiarities etc, are all realised under the mood and modality component of the grammatical categories.
- c. “Theme” relates to meanings in messages as relevant in the communication process, that is, to the organisation of the clause as a message. The theme in English as in many other languages is what comes first in the clause.

2.1.2.3. THE CONTEXT OF SITUATION (COS)

Malinowski's (1923:70) “Context of Situation” (COS) refers to “the context in which the user of any language or participants find themselves”. By this is meant that the context of situation is a universe of discourse concerning what people say and what is going on when they say what they say. These contexts, for Firth, are always culturally determined (see Lyons J, 1968:289). From the perspective of meaning as “function in context” then, there are different contexts in which an item (including lexical item) can function. For Halliday, C.O.S. is a concept within the S.F.T. that complements the grammatical realisations of the metafunctions to make any analysis a complete one. The Context of Situation explains that “a piece of language becomes completely meaningful by a consideration of the relevant contextual meaning” (cf. Halliday and Ruqaiya Hasan, (1985:6 - 7) and Van Dijk, (1997:3).

Like the metafunctions and the grammatical categories, C.O.S has three categories that are referred to as Field, Tenor and Mode. These are also used to analyse texts. Other than grammar, one can use these categories to account for the discourse data being analysed. "Field" – is referred to by Halliday (1985:38) as the message in a discourse. The on-going activities and the particular purpose that language is serving within a particular context.

"Tenor" refers to the relationship between the participants in discourse and generally, the position of the interlocutors. In Halliday *et al.* (1964), "Tenor" is referred to as 'Style'. It is however broader than style. "Mode" refers to discourse as being organised through a channel of communication. The two main channels of communication recognised are the spoken and the written channels. Other mediations are obtainable in the telephone and faxes in the modern age.

The grammatical systems are realised in the lexicogrammar of the clauses, and the contextual configuration is described from the relevant knowledge of the linguistic environment especially the "cultural" context. The metafunctions, their grammatical categories and the contextual configurations tend to correspond to one another as earlier mentioned and as represented diagrammatically below in Table 2.1

(1)	(2)	(3)
Metafunctions	Grammatical Categories	Contextual Configuration
Ideational Interpersonal Textual	Transitivity Mood/Modality Theme	Field Tenor Mode
(1)	(2)	(3)

Table 2.1

Correspondence between systemic functional theory's semantic grammatical and contextual configuration

2.2. STRUCTURE, LEXIS AND REFERENCES IN SYSTEMIC FUNCTIONAL THEORY

The meaning of a text may be accounted for structurally using the S.F.T. by an analysis of its Generic Structure Potential (G.S.P). This means that each clause can be explicated by considering its structure along with other clauses in the text. It is the configuration of meaning expressed in these clauses, which gives it away as belonging to a particular structure and subsequently its meaning. Certain structures are organised therefore as either obligatory or optional elements and these will represent such texts universally (See Halliday and Hasan 1985).

2.2.1. Lexis

Lexical relations concern the organisation of the wordings or lexis in a piece of discourse. The examination of the lexis or the wordings of a discourse presents a comprehensive meaning more than each word being meaningful on its own.³ An instantial meaning of a lexical item means what it means in that particular text alone. Lexical relations can be divided into many parts such as synonyms, hyponyms, meronymys, antonyms, homonyms, homophones etc. These terms are fully defined in 2.5.1.1 below.

2.2.2. REFERENTIAL MEANING

The concept of reference in language is manifold. Its origin might have been concerned with exophoric meaning, that is, the need for language users to make reference to an entity beyond the immediate environment. Lyons (1977:174) defines

the term reference as "the relationship which holds between an expression and what that expression stands for in a particular occasion of its utterance". Reference in discourse according to S.F.T. is nevertheless, specific. It may be divided into three parts e.g. personal, deictic and comparative.

2.2.3. PERSONAL REFERENCE

This concept concerns speech roles or the place of the participants in a speech event. The first and second personal reference (i.e. "I" and "you") are not cohesive in S.F.T. because they are concerned merely with the speech role of both speaker and addressee. Some discourse analysts such as Stubbs (1983) and Brown and Yule (1988) regard them however, as cohesive. It is the third person reference which may be either singular or plural, animate or inanimate that are referential and cohesive in S.F.T. This is because they refer to the 'other role' other than that of the speaker and the addressee. The meaning of a piece of discourse is therefore established by the referential interconnectedness or linkages established among the parts of a text.

2.2.4. DEICTICS

Deictics refers to the demonstratives, mainly, 'that' and 'this', in their meaning potential. The third one is becoming archaic as in 'you' or 'yonder'. Demonstrative deictics concern proximity and they establish such meaning. The reference in their use is made to an entity within the universe of discourse whereby 'this' suggests something nearby and 'that' suggests something further away from

the speaker and perhaps the listener. They enable speakers or users of the English language to call other people's attention to items near or far from both the speaker / user and listener / responder.

2.2.5. COMPARATIVE REFERENCE

Comparative reference establishes the relations of contrast. That is, referentially it brings into focus two different entities that have different properties. Such words as 'longer', 'better', establish the concept of comparative reference in English.

2.2.6. NOMINAL GROUP

The nominal group structure refers to a structure that has a NOUN (nominal) or PRONOUN (pronominal) as the headword, with or without modifiers. This structure as a whole has the function of specifying language elements as follows:

- (i) a class of thing and
- (ii) some categories of membership within this class.

Membership within this class is typically expressed by one or more of the functional elements such as Deictic, Numerative, Epithet and Classifier. These functional elements are explained as follows:

2.2.7. DEICTIC

Deictic is the element which indicates whether or not some specific subset of

the “thing” is intended and if so, which? “Thing” refers to participants grammatically. It is either specific or non-specific. Specific Deictics are the subsets specified by one or two possible Deictic features, either

- (i) demonstrative, i.e. by reference to some kind of PROXIMITY to the speaker or writer: “This”, “these”, indicating “near me” while “that” “those” indicates “not near me” or
- (ii) by possession i.e. by reference to PERSON as defined from the standpoint of the writer or speaker e.g. my, your, our, his, her, its, their, together with the possibility of an interrogative in both these categories e.g. demonstrative: *which* and the possessive: *whose*. All of these have the function of identifying a particular subset of the “Thing” that is being referred to.
- (iii) One more item in this class is the word *the*. The word *the*, is a specific determinative element. It is a Deictic of a peculiar kind. It is identifiable in structures of English but one may not easily identify it in terms of meaning because its presence is often taken for granted by many users of the language. The information more often than not is somewhere around where one can recover it. So, whereas *this memo* means - one knows which memo, the one you wrote or received and – “your memo”, the one she wrote or received. “The memo”

may mean simply – no one knows which memo. Hence, *the* as a word is usually accompanied by some other element(s) that supplies the information required. For example: *The long memo.*

- (iv) Non-specific Deictic: This category conveys the sense of all, or none, or some unspecified subset e.g. “some memos” or “a memo”. If there is no Deictic element, the nominal group is non-specific. A nominal group may have no Deictic element in its structure but this does not mean that it has no value in the Deictic system. It means that the value selected is realised by a form having no Deictic in the expression. There may be a second deictic element in the nominal group. This is the one that adds further information to the identification of the subset in question. These are referred to as post-deictic or deictic₂.

2.2.8. NUMERATIVE

The numerative element indicates some numerical feature of the subject, either quantity or an order either exact or inexact. Qualifying or quantitative numerative specify either an exact place in the order i.e. ordinal numerals, e.g. ‘the second memo’ or inexact place e.g. “a subsequent memorandum”. On the one hand, an in-exact numerative expression may be exact in the context e.g. “the next memorandum”. On the other hand, an exact numerative expression may be made

inexact by sub-modification as in “about five memoranda”.

2.2.9. EPITHET

The epithet indicates some quality of a subset e.g. “new”, “unestablished”. This may be an objective property of the “Thing” itself or it may be an expression of the speaker’s subjective attitude towards it. The objective property of the “Thing” is experiential in function whereas the expression of the subjective attitude towards the “Thing” has an interpersonal meaning in the nominal group. The principal difference between the epithet qualifying the “Thing” is that the experiential epithets are potentially defining, whereas, interpersonal ones are not. Attitudinal epithets tend to precede experiential ones. They also tend to be reinforced by other words or other features all contributing to the same meaning e.g. “*a terribly disturbing long memo*”. In this example, the following explanation could be given:

- (i) ‘*a*’ functions as a deictic that is non-specific in nature.
- (ii) ‘*terribly disturbing*’ appears to be an expression of the speaker’s subjective attitude towards the memorandum. This expression therefore has a variable interpersonal quality in terms of meaning potential. This is because it may be subjective by one person but objective by some other person’s reckoning for some reasons. ‘*terribly*’ as an epithet in turn further amplifies the immediately following epithet that is, ‘*disturbing*’.
- (iii) ‘*long*’ as an epithet has an objective property of the ‘memo’. Length of memos is usually specific in the Civil Service. There is usually no doubt about this. The speaker could not have given a wrong description of the memo concerning the

length. The objectivity nature of the epithet in the interpretation of its meaning brings out its experiential property. Overall the expression “*a terribly disturbing long*” indicate the quality of the ‘memo’.

(iv) ‘memo’ remains as the ‘Thing’. All other epithets serve objectively or subjectively to define or indicate the quality of it.

2.2.10. CLASSIFIER

The classifier indicates a particular subclass of the “Thing” in question e.g. “new” conditions, “unestablished” worker. Sometimes the same word may function either as epithet or as Classifier with a difference in meaning e.g. “long memo” may indicate the title of a memo or may mean that it is just a lengthy memo running into several pages. The difference between Epithet and Classifier is not a very sharp one. Having identified the nominal group functions of Deictic, Numerative, Epithet, Classifier and Thing, the classes of words that most typically realise these functions grammatically are also identified as follows:

Function:	Deictic	Deictic	Numerative	Epithet	Classifier	Thing
	↓	↓	↓	↓	↓	↓
Word Class:	determiner	adjective	numeral	adjective	Noun or adjective	Noun

There are other possibilities, e.g. numeral occurring as Classifier, as in *first memo* or an embedded nominal group as possessive Deictic e.g. “the day before yesterday’s memorandum”. There is also a class of verbs that may function as Epithet or classifier e.g.

(i) present (active) participle, V-ing as in-

“a mailing clerk”

(ii) past (passive or intransitive active) participle,

V-en, e.g. lost, as in "a lost cause".

When functioning as Epithet, these forms usually have the finite meaning to which they are most closely related: The present participle means "which is (was/will be)...ing", the past participle means "which has (had/will have) been...ed".

When functioning as Classifier, they typically have the sense of a simple present active or passive: present (=active) "which...is", past (=passive) "which is...ed". It is natural that the more lasting attribute should tend to have a classifying function, for example: the underlined verbs in the following:

(i) a stopping train ("a train which stops")

(ii) a travelling Secretary ("a Secretary who travels")

(iii) a tied note ("a note which is tied")

2.3. MOOD AND MODALITY

In SFT, the element that is chosen as a theme in a clause is determined by the choice of mood. Modality concerns the way in which a speaker can express his attitude towards a situation in interpersonal communication. Usually it is realised in English by the presence of modal auxiliaries and/or adverbials such as "possibly" or "certain". Mood consists of two parts, namely:

- (a) The subject, which is a nominal group and exists as the Head or Actor. It is the main referent. After the subject, all other information thereafter in the clause refers mostly to the subject. The nominal group contains the noun

that we can refer to as the Head or Actor. Let us consider this sentence.

(1) “John loves beating other boys”

“John” exists here in a simple clause as the Subject, the Head and the Actor.

All that is said after John as the subject, refers to John. Sometimes, the subject could be premodified by a definite article or/an epithet such as:

(2) “The tall John loves beating other boys”

The nominal group may also have a pronoun (pronominal) as the headword with or without modifiers.

- (b) The finite element is part of verbal group. The finite element is one of a small number of verbal operators expressing tense e.g. is, has or modality such as can and must. Sometimes, the finite element and the lexical verb are fused into a single word e.g. loves, containing. This situations happens when the verb is in simple past or simple present tense, active (voice), positive (polarity) and neutral (contrast).

From the above discussion, it may be said that the subject and the finite are closely linked together and both combine to form one constituent that is called the Mood. The finite element also has the function of making the proposition finite. It relates the proposition to its context in the speech event. This can be done in two ways: First, by making reference to the time of speaking and second, by making reference to the speaker’s attitude. The time of speaking refers to the use of verbal operators mentioned above which could be termed primary tense, that is, the past present or future at the moment of speaking. Primary tense could also be referred to as Temporal Operators (cf. Halliday, 1985); Joos, (1964); O’Donnel, (1974) and

Palmer (1979).

Another way in which proposition can be made finite is by using modal operators. Modality means the speaker's judgement of probabilities or obligations which are involved in what he is saying. Modal operators are classed as low, median and high. The tables below illustrate the examples of Temporal and Modal operators.

Table 2.2 Finite Verbal Operator

Temporal operators

Past	Present	Future (inference)
did, was, had, used, to	does, is, has	Will, shall, would, should

Table 2.3

Modal Operators

Low	Median	High
can, may, could, might	is to, was to	must, ought to, need to, had to

It follows that finiteness is expressed by means of a verbal operator, which is either temporal or modal. While the temporal operators indicate the time reference/inference of the speaker, the modal operators not only indicate the time reference but also and most importantly, they indicate the possibility/probability

mood of the speaker. Furthermore, the intensity of the possibility and the probability expressed are marked with the use of such terms as low, median and high. After marking out the subject and finite elements which determine the mood in a clause, the remainder is called "residue".

2.3.1. RESIDUE

Residue is what remains in a clause after the mood element has been determined. The residue may consist of three functioning elements; namely, predicator, complement and adjunct. There can be only one predicator; one or two complements and a number of adjuncts, up to, in principle, about seven (cf. Halliday, 1985:78) op. cit. See a typical example of a residue with an indefinite number of adjuncts in section 2.3.4 below. The sentence used as an example reads,

(3) The Secretary is reading the memo to the workers.

Table 2.4

Structure of the Residue

The Secretary	is	Reading	the memo	to the workers
Subject	Finite	Predicator	Complement	Adjunct
Mood		Residue		

The mood consists of the subject and finite elements as found in *The*

Secretary and is on the table above. The rest of the clause could be regarded as the residue. In the above clause, the finite element, which is “is” is both a temporal operator (present) and a modal operator that is median. The median elements here are identified as is reading which are operating modally in this clause as present and continuous elements. It follows that after the mood, the remaining elements existing in this clause are regarded as the residue. This is because all the subsequent information or details within the residue concerns the subject that is part of the mood.

2.3.2. PREDICATOR

The predicator is present in all non-elliptical major clauses. It is realised by a verbal group minus the temporal or modal operator which, as we have seen, functions as finite in the mood element. The Predicator itself is non-finite and there are non-finite clauses containing a predicator but no finite element. That part of the clause that makes a statement about the subject could be regarded simply as the predicate e.g.

(4) The Minister wrote a memo.

(5) The Secretary is reading.

The predicate specifies time reference; voice i.e. active or passive; the process i.e. action, event, mental process and relational process.

2.3.3. COMPLEMENT

A complement is an element within the Residue that has a potential of being

subject but is not (cf. Halliday, (1985:79). It is typically realised by a nominal group
e.g.

(6) "The Secretary of State gave the workers the new conditions of service". In this sentence there are two complements i.e. the workers and the new conditions of service.

Either of these could function as a subject in a clause similar to this one above.

2.3.4. ADJUNCT

An Adjunct is an element that has not got the potential of being subject. It is typically realised by an adverbial group or a prepositional phrase. A prepositional phrase, however, has its own internal structure, containing a complement within it.

Sentence 7 below is an example.

(7) "The Secretary of State gave the workers the new conditions of service yesterday/ in the Nigerian Secretariat, /however/such conditions/were usually/resisted by the workers/because they were somehow/subversive in nature."

In this clause, one could pick out adjuncts such as

- (a) the adverbial group - 'yesterday'
- (b) prepositional phrases -
 - (i) "in the Nigerian Secretariat"
 - (ii) 'by the workers'
 - (iii) 'in nature'
- (c) conjunctive adjuncts -
 - (i) 'however',

(ii) 'such conditions',

(iii) 'usually'

(iv) 'because' and

(v) 'somehow'

Conjunctive adjuncts tend to occur at some points in the clause which are significant for textual organisation such as:

(a) clause initial - as part of the textual theme;

(b) clause final - as afterthought

(c) between Theme and Rheme and

(d) between Mood and Residue.

2.4. PROCESS

In the Systemic Functional Theory, 'transitivity' is the grammar of process and its attendant circumstances. Halliday (1985:101-134) explains that a fundamental property of language is that it enables human beings to build a mental picture of reality in order to make sense of their experience of what goes on around them and inside them. It turns out that our most powerful conception of reality is that it consists of "goings-on", "of doing", "happening", "feeling", "saying" and "being". These are all processes that may be organised in the semantic system and are expressed through the grammar of the clause. The process consists of three components:

- (i) the process itself;
- (ii) participants in the process;
- (iii) circumstances associated with the process.

These provide the frame of reference for interpreting our experience of what goes on in our immediate or distant environments. There is in "doing", "a doer" and "a location" where the "doing" takes place. The processes are identified and explained as follow:

2.4.1. MATERIAL PROCESSES:

The material processes are the processes of doing - "doing something". They express the notion that some entity "does" something - which may be done "to some other entity". Every process has an ACTOR. Some processes also have a second participant that may be called a GOAL. For example,

(8) "The Minister wrote the memo" and

(9) The Minister danced.

may be represented as follow:

Table 2.5 MATERIAL PROCESS (i)

The Minister	Wrote	the memo
Actor	Process(material)	Goal

Table 2.6 MATERIAL PROCESS (ii)

The Minister	danced
Actor	Process(material)

The implication is that in both cases (i) and (ii) the Minister did something.

2.4.2. MENTAL PROCESSES:

The mental processes are the processes of feeling, thinking, and perception.

The mental process differs from the material process in the following respects:

- (i) In the clause of mental process, there is always one human participant who "senses" – that is, feels, thinks, or perceives e.g. "The employees liked the new conditions of service".
- (ii) a participant in a material process is always a thing but in a mental

process, it could be a fact. Grammatically and semantically speaking, a fact can be sensed, felt, seen or thought.

2.4.3. RELATIONAL PROCESSES:

The Relational processes are those of being, e.g. 'Civil Servants are obedient'. The central meaning of clauses of this type is that something is. There are a number of distinct ways of being, expressed as different types of relational process in the clause as follow:

- (i) intensive - "x is a"
- (ii) circumstantial - "x is at a"
- (iii) possessive - "x has a"

Each of these comes in two modes

- (i) attributive - "a is attribute of x"
- (ii) identifying - "a is the identity of x"

2.4.4. BEHAVIOURAL PROCESSES:

These are processes of physiological and psychological behaviour like breathing, dreaming, smiling, and coughing. Grammatically, they are intermediate between material and mental processes. The behavior is typically a conscious being like the sener, but the process functions more like one of doing.

2.4.5. VERBAL PROCESSES:

These are processes of saying. The sayer can be anything that puts out a

signal, like a circular letter. It follows from what is said above that unlike mental processes, verbal processes may not require a conscious participant e.g. '

(10) "The Secretary warned the messenger";

referring to verbal warning.

2.4.6. EXISTENTIAL PROCESSES:

These represent that something exists or happens. There is need for a subject. The existent may be a phenomenon of any kind and is often, in fact an event e.g.

(11) "There was a clash between the senior and junior civil servants".

2.5. OTHER CONCEPTS

Considering the categories set up in S.F.T. such as the metafunctions, their grammatical realisations and contextual relevance, if properly applied, it appears to us that an adequate explanation of discourse of the English language of the Federal Civil Servants may be given. However, in this era of multidisciplinary approach to explaining language, in order to capture in full all the possible meanings of our texts, we have to use other minor but relevant linguistic concepts. The relevant concepts necessary for the explanation of our texts are identified as follow:

- (a) Lyon's Concept of lexical and sense relations
- (b) Firth's Concept of Collocations

- (c) Saussure's Concepts of Semiotics
- (d) Halliday and Ruqaiya Hasan's idea of register and genre and also
- (e) The general concept of ideology.

2.5.1. LEXICAL RELATION

The Greek "lexis", meaning "word", has spawned a number of derivatives in modern vocabulary studies (or lexicology). The word "lexis" is used as a general and more technical term for vocabulary or "diction" in the descriptions of language comprising the level of FORM (cf. Halliday, 1985:xix-xx). He recognises the combination of both terms, that is, lexis and grammar as LEXICOGRAMMAR. According to Halliday, lexis is the most important means we possess for expressing or encoding our ideas and experience (see Halliday, 1985:310-318).

Lexicologists and other linguists commonly use the term "lexical item" or "lexeme" instead of simply "word". This is because from a lexical point of view, words have different FORMS. These FORMS are felt to be the "same word" and would be so cited in a lexicon. Consider for example,

laugh
laughed
laughing

are all forms of the lexeme "laugh".

A distinction is sometimes made between lexemes which have lexical meanings and those that have grammatical meanings. These are the content or full words on the one hand, and form or functional or empty words on the other. Words

with lexical meaning are typically (by far the biggest category) nouns, verbs, and adjectives. They make reference to objects and experience in the world. Functional words such as conjunctions and prepositions etc are regarded as closed class categories. They indicate grammatical relationships (see Quirk et.al.(1985:71-75) and Lyons J, (1977:177-196).

Lexical relations deal with the organisation of words, that is, the selection and representation of words in a piece of discourse or text. The most important words of a discourse present the meaning of the discourse because these words are the content words or lexical items that carry meaning. No doubt, each word has its own meaning or meanings as cited in a dictionary. However, according to Lyons (1977:570-572) and Halliday and Hasan (1985:80), words are more meaningful within their contexts of use in a text. An Instantial meaning of a lexical item means what it means in that particular text alone.

Lexical relations can be divided into these parts:

(a) REPETITION

A compound word consists of two or more similar elements e.g. bye-bye. The repetition of the same lexical unit creates a relation simply because a similar experiential meaning is encoded in each repeated occurrence of the lexical unit. It is also possible to have a repetition where the morphologically distinct forms of the same lexical unit occur e.g. "item suggested" and "suggestion" are really two distinct morphological forms of the same lexical unit but can be treated as a case of repetition.

(b) SYNONYMS

The experiential meaning of the two lexical items is identical e.g. 'buy' and 'purchase'. This does not mean that there is a total overlap of meanings between them. It simply means that, so far as one kind of meaning goes, they "mean the same" (cf. Lyons J, (1977:292). It is difficult to find many instances of absolute synonyms, so in reality one is looking for relations of near synonymy between words. A rough test for synonymy is whether words are mutually substitutable with little effect on meaning.

(c) HYPONYMS

Fairclough (1989:116) explains that hyponymy is the case where the meaning of one word is included within the meaning of another word. Hyponym is a relation that holds between a general class and its subclasses. The item referring to the general class is its superordinate while that referring to the sub-class is its hyponym. For example, cabbage, pea and sprout are (co-) hyponyms of vegetable.

(d) MERONYMY

The term meronymy refers to a part-whole relation as in the case of tree, branches, and root, where branches and root are co-meronymys, naming parts of the superordinate tree (cf. Halliday and Hasan, (1985:81). The parts belong to the whole. This is unlike in hyponymic relation where each item forms a different entity from the general class.

(e) **HOMONYM**

This term refers to a word which has both the same sound, and spelling as another though different in meaning or origin e.g the noun "bear" and the verb "bear" are homonyms (of each other) (cf. Wales, (1989:220).

(f) **HOMOPHONE**

A homophone is a word that sounds the same as another but is different in meaning, origin, or spelling e.g. "knew" and "new"; "know" and "no" are homophones (of each other) (cf. Procter, (1978:539).

(g) **ANTONYMS**

The standard technical term for oppositeness of meaning between lexemes is antonymy. This is a word that is opposite in meaning to another word. e.g. "pain" is the antonym of "pleasure". "male" is also the opposite of "female" (cf. Lyons J, (1977: 271). Antonymy is meaning incompatibility - the meaning of one word is incompatible with the meaning of another (cf. Fairclough, 1989).

2.6. SENSE RELATIONS

Lyons J. (1977:270) describes sense relations of words as "relation of sense holding with sets of lexemes". In effect, one lexeme may have many senses or meanings. These form the class of words known as **polysemy**. Likewise, many

words can have one core meaning. Haynes (1989:22) stresses the fact that the examination of the semantic choice of items in a text could give out the meaning of the text or 'place a text'.

2.7. COLLOCATION

Collocation is a frequently used term in lexicology. It is derived from the work of Firth (1957) and developed especially by Halliday from the 1960s onwards. According to Halliday (1985) and Wales (1989:76) collocation refer to "the habitual or expected co-occurrence of words". It is a characteristic feature of lexical behaviour in language testifying to its predictability as well as its idiomaticity.

Firth (1957a:197) suggests that the part of the meaning of lexemes which depends not upon their function in particular contexts of situation, but upon their tendency to co-occur in texts is what he refers to as collocation. For example, he says further that one of the meanings of "night" is "dark" because of its collocability with "dark". These are expected co-occurrences.

Associations or collocations are most commonly made contiguously. For example, Adjective + Noun: "old man", "saucy postcard"; some collocations could also be made proximately in phrases such as "herd of cows"; "as cool as a cucumber" (cf. Firth, 1957a:228).

On the one hand, habitual collocations are a recognisable feature of different registers e.g. "soaring prices"- language of commerce and industry; "devout Christian or Muslim" - language of religion. On the other hand, poetic effect often

depends more on the exploitation of the non-habitual or the unusual collocations. For example, in Shakespeare's Macbeth, we have collocations such as "The multitudinous seas incarnadine". The simple meaning of collocation as regards words remains as "a word which goes together with another word or words in a way which sounds natural".

2.8. SEMIOTICS

The concept of "semiotics" derives initially from the concept of the sign which was developed years ago in the work of Ferdinand de Saussure (cf. Halliday and Ruqaiya Hasan, (1985). Semiotics can therefore be defined as the "general study of signs" (cf. Wales, (1989:416-418).

Semiotics comes from the Greek root sema meaning, "sign". It is the science and the analysis of SIGNS and sign systems. It also refers to meanings which are specifically involved with communication between human being in different societies and cultures. It is necessary to explain sign system because the data for this research work includes signs and symbols which carry meaning themselves. Barthes (1953) has stressed that almost anything in our society can be a meaningful sign in our community even if they are ideologically coded. We can assign a stranger to a certain social group or class, even a political party, on the basis of clothes, hair style, accent and make of his or her car etc. Our work of arts such as paintings, drawings, carvings and indeed actions are all meaningful message carriers. In this respect, semiotics may be analyses of the messages of photography, myth,

advertising and television as the written discourse of literature, and is concerned equally with how "meaning" is produced (cf. Wales, 1979:229).

In effect, signs are the focus of study in semiotics and the analysis of their systems and meanings in different cultures. The word sign is sometimes used interchangeably with symbol to denote something that stands for, or refers to something else in a meaningful way. We talk of signs of rain, or animal tracks as signs, or words as signs of ideas, or mathematical or astrological signs. Almost anything in our society can be a significant sign e.g. a Rolls Royce is a sign of wealth and prestige. Rainbow-coloured hair is a sign of adolescent rebellion against the values of the establishment.

Signs have no significance however, unless users recognise them as signs. The meaning of a sign has to be learned by the community although their values can change. The other types of signs such as icons^{*4} and indices show varying degrees of motivation. They are also sometimes termed natural signs while symbols are termed artificial signs. However, even icons need some form of interpretation in the way that symbols do, and may be culture-specific (e.g. male and female signs on public notices). All signs have in common a form and a referent or "significatum" (see Halliday, (1978).

Halliday modified the definition of semiotics and said that rather than consider it as the study of signs, he would consider it as **the study of sign-systems**. In other words, it is the study of "meaning" in its most general sense (cf. Halliday, 1973; Halliday et.al., 1964).

Linguistics then, is a kind of semiotics. It is an aspect of the study of

meaning. There are many other ways of meaning other than through language. Language may be the most important, the most comprehensive and the most all-embracing way of meaning. However, there are many other modes of meaning in any culture which are outside the real spoken or written language. These include art forms such as sculpture, music, dance and so forth. There are other modes of cultural behaviour that are not classified under the heading of forms of art such as modes of exchange, dress, structure of the family, and so forth. These are all bearers of meaning in the culture. Indeed, we can define culture as a set of semiotic systems, a set of systems of meaning, all of which interrelate with one another (cf. Barnet, 1953; Fairclough, 1991c; Dowling, 1990).

There is the term 'social' that is meant to suggest two things simultaneously. One is "social" which is used in the sense of the social system that is synonymous with culture. When Halliday mentions "social-semiotic" in the first instance, he is referring to the definition of social system, or a culture, as a system of meanings. He also becomes specific by interpreting the word "social" to indicate that he is concerned particularly with the relationships between language and social structure. He considers the social structure as one aspect of the social system (cf. Fisher, 1991; Fowler et. al. 1979).

2.9. REGISTER AND GENRE

It is necessary for us to define what a language register and genres are. A language register can be defined as "a variety of language according to the use" or

“a variety of a language used in a particular situational context” (cf. Halliday and Ruqaiya Hasan (1985:41). In other words, the register is what one is speaking or writing at the time depending on what one is doing and the nature of the activity in which the language is functioning. Whereas in principle, at least, any individual might go through life speaking only one dialect (i.e. variety of language according to the user), it is not possible to go through life using only one register. The register reflects another aspect of the social order and social processes. It also reflects the different types of social activity that people commonly engage in. It is true to say that dialects are saying the same thing in different ways whereas registers are saying different things (cf. Halliday & Ruqaiya Hasan 1989:29). Genre can be also said to be a kind of register in use. In effect what one is doing, the environment one is, who one is talking to, etc will determine the full meaning of what one is saying*⁵.

There are registers that are regarded as "closed register". They are those whose total number of possible messages are fixed and finite; that is, it is not necessary to send the message. All one needs to transmit is an index number. This kind of register is, of course, an extreme case because we refer to it as **RESTRICTED LANGUAGE**. It is restricted in the sense that it is a kind of register in which there is no scope for individuality, or for creativity. The range of possible meanings is fixed. Most registers are those that we frequently use in our daily lives*⁶.

2.10. IDEOLOGICAL ISSUES

Fairclough (1989:149) stresses that ideologies are closely linked to language. Moreover, the exercise of power is achieved through the ideological working of language. Fairclough *op. cit.* for example, gives us the insight into the fact that the language used in administration could reveal the ideology of the administrators. The analysis of the language use for the administration of the civil servants and the nature of governance can reveal the ideological framework of the rulers.

Ideology has been defined in a number of ways. For example, Wales (1989:229) opines that "any system of values based on mode of thinking, prejudices, cultural and social assumptions, which amounts to a pervasive, unconscious world view" is ideology (cf. Wales, (1989:229) while William (1976:49) states that in Britain, ideology is interpreted to mean "any social policy which is in part or in whole derived from social theory in a conscious way". The Marxist tradition regards ideologies as "ideas which arise from a given set of material interest in the course of the struggle for power" (cf. Wales, (1989:228).

These variable meanings of ideology are not just randomly generated. They correspond to different ideological positions and have been generated in the course of discussions on the context of situation of use of a language event (cf. Kress, (1979:10). The meaning of any word is not an isolated and an independent thing. Words and other linguistic expressions enter into many kinds of relationships. The meaning of a single word depends very much on the relationship of that word to others. It follows that instead of the vocabulary of a language consisting of an

ordered list of isolated words each with its own meaning, it consists of clusters of words associated with “meaning systems” (cf. Thompson, (1990:127); Billing, (1990:45).

In some cases, what is ideologically significant about a text is its vocabulary items per se: for instance, “subversive” and “solidarity” belong respectively to “right” and “left” ideologically and the occurrence of either one will tend to ideologically “place” a text. In other cases, it is the way words co-occur or collocate (see also Kress and Hodge, 1979).

Some words are ideologically significant as soon as one sees them in a text. A word like “socialism” has one true and “literal” meaning. It is an “absolute” belief in the common ownership of the means of production, distribution and exchange. Many words have various meanings but on a close examination, there is usually a core meaning. We sometimes have “over-wording” which is an unusually high degree of wording. It often involves many words, which are near synonyms. The major meaning relations are synonymy, hyponymy and antonymy. The lexical items which fall under the above- mentioned word relations can very well reveal the ideological framework of the institution which the language is used.

Ideologies are closely-linked to language because using language is the commonest form of social behaviour and it is the form of social behaviour where we rely most on “common sense” assumptions. Nevertheless, despite its importance for language, the concept of “ideology” has very rarely featured in discussions of language and power within linguistics (cf. Hacker et.al. (1991); Hall, (1968).

The exercise of power in modern society is increasingly achieved through

the development of ideology and more particularly and practically through the ideological working of language (cf. Fairclough, 1991:2 (a) and (b)). It is important to emphasise that power is just a matter of language use. Power exists in various modalities, including the concrete and unmistakable modality of physical force. It is a fact, if a sad fact, that power is often exercised through depriving people of their jobs, resources and homes. The colonial regime in Nigeria in the early 1950s reminds us of these deprivations. Ideology may arise from a given set of material interest in the course of the struggle for power. It follows that the colonial ideology may have been thought of during the competition between the British, French and German for the scramble for Africa. By 1914, these three Western powers had cornered all the parts of Africa as they could.

The meaning of ideology is not an isolated and independent thing. Words and other linguistic expressions enter into many sorts of relationships such as relationship of similarity, contrast, overlap in inclusion etc.*⁷ Common sense gives us not only meaning systems, but also what we might call the “interactional routines”. These are routines that appear during interactional role relationship exchanges.

Fairclough (1989:85) states that where ideology becomes commonplace it apparently ceases to be ideology but the effect of ideology. He continues that an ideology is truly effective only when it is disguised. This notion on ideology is typical of the British colonial ideology. The British did not come out openly to demonstrate their ideology. One had to watch their use of language and events closely in order to understand what their ideology was.

2.11. CONCLUSION

The concepts within the Hallidayan Systemic Functional Theory which have been used for the analysis of the expressions in the English language of the Federal Civil Servants, have been discussed in this chapter. A few of the other linguistic concepts also used by Halliday have been discussed. They are the concept of collocation, ideology, semiotics and sense relatedness of lexical items. The concept such as the 'Context of Situation' (COS) as first used by Malinowski the great anthropologist- but natural/accredited linguist has been highlighted. It has been found out that the basic ideas connected with the COS brought forward by both Malinowski and Halliday are the same. These ideas further culminate into the concept of 'register' as propagated by Halliday and Ruqaiya Hasan. It is interesting to note that while Malinowski discovered his own COS in the 30s, Halliday built on Firth's ideas of COS in the 70s. When one examines closely the grammatical concepts in Halliday's SFT, and those of Quirk *et. al.* (1985), there seem to be no conflict of ideas at all. The harmony of these basic facts makes the analysis of the researcher very interesting and reassuring.

Most importantly, we observe that right from our introduction of this research work, our statement of the problem, our objective of study, our theory and methodology, a central idea seems to emerge. This revolves around the fact that there is a language shift as a result of a shift or change in the political structure. We can identify our central idea therefore, as "the Federal Civil Service English is influenced by the language of those in political authority in Nigeria". All of these background information as provided here, though as brief as they are, are useful in

our understanding of our analysis of the English use in the Nigerian Civil Service.

NOTES

1. A text may be written or spoken, Gumperz (1982), for example, concentrates on conversational analysis that is larger than the analysis of a sentence grammar. Sinclair and Coulthard (1975) analyse the types of discourse such as classroom, doctor and patient interchanges, while Burton (1980) analyses dramatic dialogues.

2. "Members resources" (MR) refer to the individual as a member of a sociosemiotic process. By virtue of his membership, he is a "meaner", one who means by his acts of meaning and those of other individual meaners. The social reality is created, maintained in good order and continually shaped and modified (cf. Halliday, (1985); Fairclough, (1989:24).

The environmentalist defines what is grammatical as, by and large, what is acceptable and sees language as "resource", that is resource for meaning. Men and women develop resources in the course of, and for the purpose of significant and meaningful interaction with one another.

In other words, "members resources" means human beings developing language (resources) and making meaning out of it for the purpose of interaction among themselves. "Members" are the people while "resources" are the language events.

3. Core meaning in any text is usually the central meaning an analyst derives after the examination/analysis of a text. For example, after the examination of a group of words, usually, one thread of meaning seems to emerge which he considers as the core meaning.

4. An icon is one of three major types of sign: one that resembles in its form the object to which it refers. An obvious kind of resemblance, and most common is the visual one. Examples of iconic signs would be photographs, certain map symbols, and roads signs, all with varying degrees of iconicity, depending on the (accuracy) of representation.

5. It could be argued, in fact that there was a theory of context before there was a theory of text. The anthropologist Bronislaw Malinowski (1923, 1935), and in particular his theory of the context of situation is closely-related to Halliday's Context of Situation. As an anthropologist, he was able to study the Trobriand islanders who were mainly fishermen and gardeners. He was able to study these people's language by studying what they did and how they lived.

6. It was the practice and still is the practice for clerks especially and the newly-employed staff to make a list of these abbreviations and their full forms for their study. The list was, and still is, being pasted on the wall close to the Clerks, Clerical Assistants, Messenger' table in their offices for ease of reference and study. For the newly-employed senior staff, the list was not so displayed. This is because

the training of the officers gave them a better background to adopt and adapt these “new” conventions.

7. The dictionary meaning is a kind of citation but the meaning of a word in discourse has to be determined after taking due cognisance of the linguistic inputs and the extralinguistic environment of the text which obviously include the context of use of the text.

CHAPTER 3

3.0. THE USE OF ENGLISH IN THE FEDERAL CIVIL SERVICE: THE PRE- INDEPENDENCE PERIOD I

3.1. INTRODUCTION

Having discussed the relevant background concepts to the thesis, in this chapter, the analysis of the lexical items and expressions drawn from our pre-independence period data is provided. For explanatory purposes, the discoursal features identified for the analyses of our data are explicated among others, as follow: the contextual configuration components of field, tenor and mode. These correspond with the metafunctional components which are ideational, interpersonal and textual. The grammatical categories such as transitivity, mood and modality, and the theme are used as to analyse the significant expressions. Also used for the explanation of the lexical expressions mentioned below is Lyon's concept of lexical relations.

3.2. EXPRESSIONS BELOW THE CLAUSE

The significant expressions drawn for our analysis have been grouped as presented below. They are not examined as full clauses.

- (a) the lexical items
- (b) the abbreviations such as

- (i) the honorifics;
- (ii) the directives;
- (iii) the titles
- (iv) the symbols
- (c) the salutations and complimentary closes
- (d) the instructives
- (e) the nominal group of words;

3.3. LEXICAL ITEMS

Ouirk et.al. (1985:69-71) discuss lexical relations such as repetition, synonymy, hyponymy, meronymy, homonymy, homophony, and antonymy. Moreover, Lyons J. (1981:195) and Halliday (1985:310-318) state that words are more meaningful within their contexts of use in a text or discourse. In some cases, during the examination of words, there is usually a central meaning which seems to run through the threads of discourse. In effect, when considering the meanings of words ideationally, interpersonally and textually, one central meaning appears to be dominant. This dominant meaning is referred to as “core meaning”. A full discussion on lexical relations is given in chapter two section 2. ^ .1.

There are words that consistently occurred in the writings of the Federal Civil Servants. These words are drawn from memoranda, letters, minutes, circulars, file notes and briefs. We have also considered ideological issues so that we can adequately explain and account for why the Federal Civil Servants wrote the English language the way they did. We accept ideology as ideas that arise from a given set

of material interests in the course of struggle for power. We also accept that the exercise of power is achieved through the ideological workings of language. We should accept therefore, that for the art of rulership or governance there must be an ideological framework. Therefore ideology may account for the use of some of the lexical items, as will be shown shortly. Some of the lexical items drawn from governmental documents are listed below:

servant	sir
humble	obedient
faithful	respectful
sincere	served
honour	handymen
unestablished	permanent
junior	senior
daily-rated	accept
remain	yours
grateful	appreciated
madam	

These words could be grouped according to their sense relations as follows:

(a) Synonyms

obedient
humble
faithful
sincere
respectful
honour
grateful

Table 3.1

(b) Antonyms

Word	Opposite
Madam	Sir
Junior	Senior
Permanent	Unestablished/daily-rated

(c) Hyponyms

servants	} Superordinate of Staff
handymen	
unestablished	
junior	
senior	
permanent	
daily-rated	

Table 3.2 Hyponymous Relationship of Members of the Junior Staff

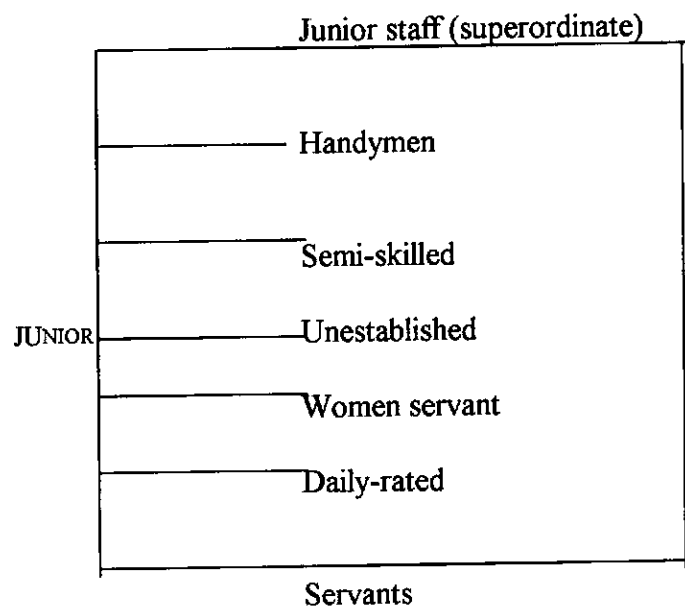


Fig. 3.1 HYPONYMOUS RELATIONSHIP OF BOTH JUNIOR AND SENIOR MEMBERS OF STAFF

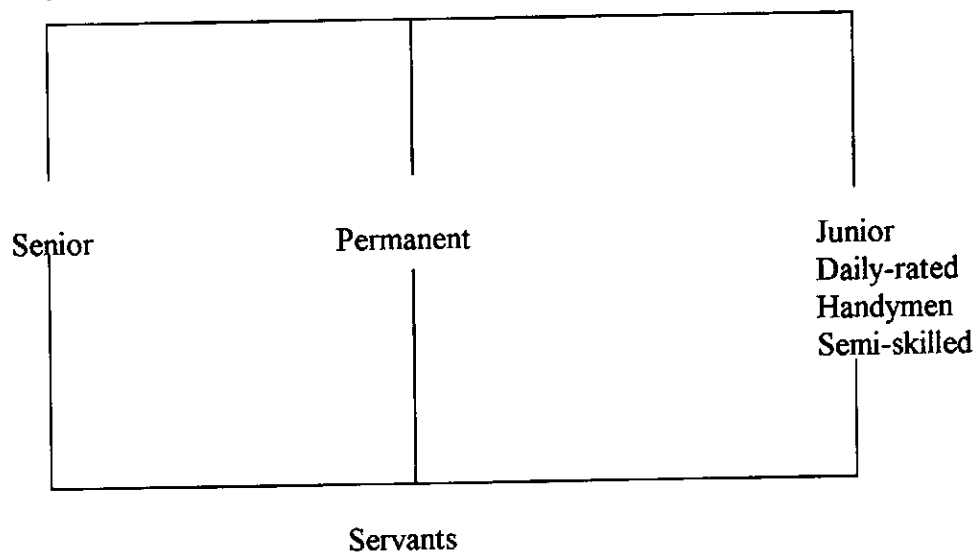
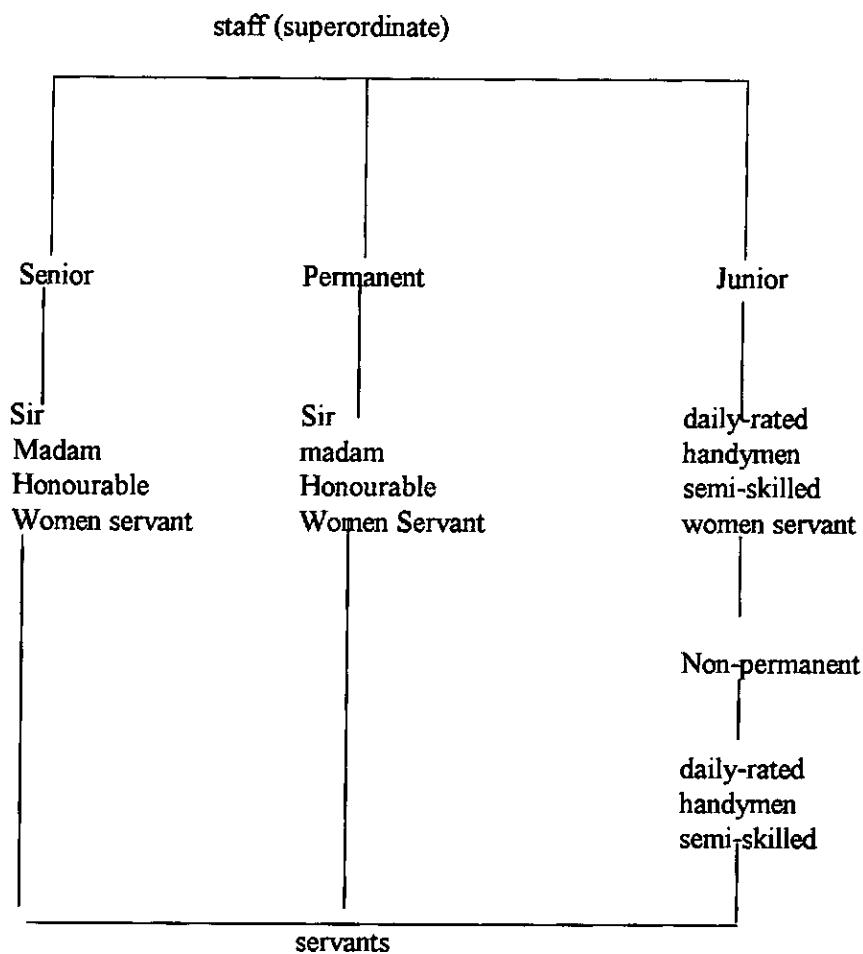


Fig. 3.2 Hyponymous Relationship of all Staff



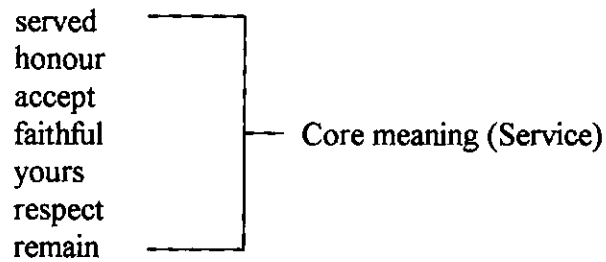
In figures 3.1 and 3.2 including tables 3.1 and 3.2 above that show the hyponymous relationship of all staff, the following explanations can be given. The figures and tables also highlight the different address forms for senior members of staff. While some are addressed as “Sir” or “Madam”, others are addressed as “Honourable”. There is also gender distinction observed in the use of the address forms, apparently to show the gender mix in the service. Fig 3.2 above highlights the different address forms for senior members of staff. It also shows the power (\pm authority) and sex (\pm male) relationship between the interlocutors.

Figures 3.1 and 3.2, further show that the junior members of staff were referred to in different ways. There were many nomenclatures for this category of staff. We can also observe the fact that all the senior members of staff were permanent staff as against the junior members of staff who were mostly non-permanent staff. The superior and subordinate roles of these staff can be discerned. The status roles and speech roles of these categories of staff can also be discerned.

We can observe that the antonymic and hyponymic entries are all classifying the Federal Civil Servants, be they male or female, junior or senior, permanent or casuals. It is to be noticed further that the hyponymic relationship of all staff as shown indicates that all the members of staff are “servants”.

Our resort to the context of situation as discoursal feature allows us to explain that the ultimate power, the Head of the Colonies was the Queen of England. It follows from our sketches that all the above mentioned categories of staff in the colonial Civil Service were all 'servants' of the Crown who was the Queen of England. This was the colonial power relationship that obtained at that period.

Our discussion on the lexical items below reveals to us that the Sir/Madam was the British who was “respected”, “honoured” and “appreciated”. The British in turn had to respect the Queen who could be described as ++ power/authority (++). When we examine closely the meaning of the synonyms including other words not mentioned yet such as



we can draw out a meaning referred to by Lyons *op. cit.* and Haynes (1989:22) as the “core meaning”. There is the very basic meaning that runs through all these words. The idea of “service” to the Crown is central from the word “servants”. Most importantly, on the examination of the synonyms enumerated in (a) above the ideas of “service” and “loyalty” are very much central to the meanings of the words considered individually. “Service” here means service to the people. The civil service exists to serve the people. This accounts principally for why the words used in the civil service English should demonstrate this duty to the public. Within the context of the colonial civil service, the ruled/native, who was the Nigerian, had to be obedient, humble, faithful, sincere, respectful, grateful and honour the ruler.

It is in view of these semantic choices and practices in the set-up that the colonial ideology, which is identified as that of “subservience” has been determined. History informs us that the colonial ideology was pre-determined in England. The above discussion confirms Fairclough’s *op. cit.* feeling that “power struggle is asserted through the ideological workings of language”. It also confirms the fact that the lexical items in a text can ideologically place a text.

3.4. THE HONORIFICS

Honorifics are simply titles or expressions that show respect for someone. They are sometimes used as address forms and salutations. Their explanations highlight the gender classification and the context that they are used. In the colonial civil service, there was the prolific use of honorifics. They were used in letters and minutes. Some of the honorifics are as follow:

Chief
Sir
Madam
The Honourable
Your Excellency
His Excellency
Her Excellency
Her Majesty
His Majesty
Your Majesty

There is a gender distinction in the use of the address forms or honorifics.

Table 3.3
GENDER CLASSIFICATION OF THE TITLES

Male	Female	Neutral
His Honour	Madam	Your Majesty
His Excellency	Her Excellency	The Honourable
Sir	Her Excellence	Your Excellency
His Excellence	Her Majesty	Chief
His Majesty		

Chief, in the colonial government stood for the Chief Secretary to the Government and not title conferred on Nigerians by natural rulers. He was the topmost civil servant. He was the Head of the Federal colonial government. His office was situated in the Nigerian Secretariat in Lagos. Honorifics were used as address forms to show respect for, and loyalty to sovereignty, top-office holders like Governor-Generals, Commissioners, Chief Secretaries of State, District Officers and high-ranking administrative officers in the Ministries etc. Others such as "Sir/Madam", "Your Majesty" and "Her Excellency" were also used as salutations in letters.

The Queen of England conferred "Sir" as a title, once every year on deserving officers. Deserving officers were those officers who distinguished themselves in the actual performance of their duties. They were also those who demonstrated exceptional loyalty to the Crown. Those who maintained impeccable records of service to Crown were recommended yearly to the Crown for the conferment of the title "Sir". The salutations and address forms were normally used among colleagues. This was a style of the interpersonal discourse of the address forms as at that time. In effect, the colonial ideology of "subservience" was also reflected in the use of address forms in governance. This is so when we consider the fact that during the colonial era in the "service", those colleagues who these address forms were used for were mostly the British.

A Governor-General was addressed as "His Excellency" and his wife "Her Excellency". A Governor was addressed as "His Excellency" while actually performing the duties of a Governor and an officer deputising for him was similarly

addressed in the absence of a Governor-General or Governor. Judges of Supreme Courts usually bore the local designation of ‘His Honour’. The title ‘Honourable’ was used locally by members of the executive and legislative councils of all Crown colonies. Owing to the necessity of preserving space, it became necessary to omit all retired officers’ titles except those who received the honour of knighthood. The use of abbreviated forms of the titles was finally resorted to. This practice was preferred because it saved time, paper and energy of the writer. He did not have to write the full forms at all times. The following were some of the most frequently used abbreviated forms of address.

	<u>Abbreviation</u>		<u>Full form</u>
(a)	H.E.	-	His / Her Excellency
(b)	H.M.	-	His / Her Majesty
(c)	H.H.	-	His / Her Honour
(d)	Y.E.	-	Your Excellency

It became the usual practice to publish these abbreviations and their full forms once in a while for the notification of the people. This publication was in the form of an internal memorandum. The use of these honorifics also highlighted the type of governance which was the civilian colonial regime.

3.5. ABBREVIATIVES

In the Federal Civil Service, there was, and still is, the prolific use of short forms of expressions as directives, abbreviated titles, symbol, complimentary closes

etc. The short forms function as directives. They are usually written in longhand. The general list of the abbreviations including acronyms and designations of staff was usually published by the Federal Ministry of Information for members of staff to read and understand. This practice facilitates efficient communication in the service. See appendix for a comprehensive list of these abbreviations. Some of these expressions which feature as directives are as follows:

3.5.1. DIRECTIVES

	<u>Abbreviation</u>		<u>Full form</u>
(a)	't.y.'	-	thank you.
(b)	'p.a.'	-	put away.
(c)	'R.I.P.'	-	Rest in Peace
(d)	'f.f.a'	-	for further action.
(e)	'k.i.v.'	-	keep in view.
(f)	'b.f.a.'	-	before further action.
(g)	'f.a.a.p.'	-	for appropriate action please.
(h)	'pls. p. c.'	-	please process and comment..
(i)	'n.f.a. & p.a.'	-	no further action and put away.
(j)	'f.y.i. & n.a.'	-	for your information and necessary action.

Some of the meanings and communicative potentials of the abbreviations are indicated below.

(i) 't.y.' – (thank you)

Ordinarily, this expression indicates appreciation for something good such as a job well done or a point well made, that is, during a discussion. Contextually, usually this abbreviated form of directive was so used with the subject 'I' being omitted. As short an expression as this abbreviation is, it functions as a full directive. Where a subordinate officer had raised a memorandum requesting for the approval of the boss to carry out some important duties, the boss needs not repeat those duties, he just approves their execution by saying 'thank you'. The subordinate officer understood that he should go on to execute those duties.

(ii) 'p.a.' - (put away)

At the end of every action in files, the files were usually put away. When the officer was finally satisfied that a particular action had been completed he normally indicated in writing that the file should be put away. The file was then taken to the file registry until it was needed again.

(iii) 'R.I.P. – (Rest in Peace)

In some cases, message was passed round in files about an official's death. In such cases, colleagues reacted by wishing their dead colleague a peaceful rest. Some officers in putting away a file write R.I.P. This carries the same meaning as that in (ii) above.

(iv) **'b.f.a.' – (before further action)**

In a situation where an officer had been instructed to carry out certain action before other actions should follow, this expression was usually used. The implication was that should the officer handling the file delay in taking action as instructed, he would cause bottlenecks in the daily transaction of government business. This would be an offence that carried stiff penalties. Any officer who liked keeping a clean record of his career would certainly avoid this offence.

(v) **'k.i.v.' – (keep in view)**

In some cases, actions in files could not be completed immediately. There could be the need to request for more information before appropriate action was taken. This could result in writing a letter requesting for the information. There could also be a situation where action was to be taken at a future date. In both situations, there was the need to 'stay action' on decision making. It was under these circumstances that the officer handling the matter/file would indicate 'k.i.v.'. Normally, the date the file was k.i.v.'ed was indicated and the date for the file to be represented was also indicated. In a few cases, while the file was put on 'k.i.v.' events happen that it was no more necessary to revisit the file. In fact, the matters therein would have been over-taken by events. In such circumstances, the officers in the file registry still had to represent the file to the officer who put in on 'k.i.v.'. It was this officer who would indicate that the file should be put away.

(vi) 'f.f.a.' - (for further action)

When action was to be taken by many officials, probably in different sections or departments in one Ministry, as soon as the first official completed his own action, he would pass the file to another official with the directive - 'f.f.a.'.

(vii) f.a.a.p.'- (for appropriate action please)

This directive was used in the same way as 'f.f.a.'. Sometimes, interpersonally, when a subordinate officer did not apply the civil service rules appropriately while treating the issues in the file, the superior officer to whom the file was passed would react on the file indicating 'f.f.a.'. By way of indicting the subordinate officer, he would pass the file to a more competent officer (probably of a lower rank) to handle the issues indicating to him 'f.a.a.p.'. Of course, this shortcoming would leave a wrong impression on the superior officer about the subordinate officer. This wrong impression was usually reflected while the superior officer was assessing the subordinate officer for purposes of promotion and advancement .

(viii) 'pls. p.c.' – (please process and comment)

This directive was usually given when an issue in the file was being considered for the first time. The most important significance of this directive is that it was used as a test on the competence of the subordinate officer in charge. This is because he was expected not only to deal with the issue or issues in the file, but also to make his mark as a good schedule officer by presenting the issues

logically according to the rules. The superior officer always gave this directive to the subordinate officer.

(ix) **'n.f.a. & p.a.' – (no further action and put away)**

When matters had dragged for too long, the emanating issues from the matters had become an "ill wind" which blew nobody any good. The most superior officer usually the head of the department connected with the resolution of the issues would just decide to end the issues by indicating in writing 'n.f.a. & p.a.'. In some cases the above directive would serve as 'let the sleeping dog lie' only for the dog to wake up later to become as ferocious as the lion. When the head of department had thought he had ended the matter, an aggrieved person may protest by way of petitioning to the highest authority such as the Chief Secretary to the Government. The whole matter was revisited. In some cases, the head of department became indicted thereby making the issue more complex and dangerous.

In most cases anyway, when a lot of issues had been completely and competently treated, the superior officer was usually duly informed accordingly by sending him the file. After going through the file satisfactorily, he would so indicate by using the above directive.

(x) **'f.y.i. & n.a. - (for your information and necessary action)**

This directive is very close to that in (vi) above. They were all directives used in files. The only difference is that the above directive (f.y.i. & n.a.) was also used in circulars. The necessary action could only have meant appending a signature

indicating that the circular or memorandum had been seen and noted. The directive could also be used to pass on to another officer his own duties. He was expected to treat the issues that were his duties in the file.

Some of the contextual issues of these directives have been mentioned indirectly above. These issues are now discussed below in their proper perspectives.

(a) FIELD

We can explain further the use of abbreviations using the SFT concept of **COS** which has the following components as the basis for explanation. The field of discourse concerning the expressions indicates that they are directives in abbreviated form in a government institution stating procedures to be followed in a typical bureaucratic set-up such as the Federal Civil Service. We can identify them as stereotyped expressions used as a matter of routine. Looking at the text numbered (i) to (x), we find that the field of discourse tends to determine the transitivity patterns, that is, the type of processes involved such as “material process of doing”. This is signalled by these bracketed words (put, process, write, keep, action, comment) while the “mental process of feeling” is signalled by the use of the words such as these bracketed words (think, information). There is also the ‘behavioural process’ indicated by the use of the word ‘rest’. They are mainly in the present tense in the declarative form. The structure of the vocabulary is basically that of simple present tense words such as ‘action’, ‘please’, ‘further’. Also, there are simple declarative words like ‘*keep*’, ‘*think*’, ‘*rest*’, ‘*put*’, ‘*process*’ and ‘*comment*’. All are typical English usage in an administrative set up.

(b) TENOR

The tenor of discourse of the expressions indicates the written interactions between government officials. These could come from the superior to the subordinate officer and vice versa. They are usually used to pass information, actions, and orders amongst government officials. The tenor of discourse tends to determine the pattern of mood, for example, the use of the word 'please' most likely by a subordinate officer to a superior officer. The use of the directive – 'thank you' as a mark of courtesy from either the superior officer to the subordinate officer or vice versa also could determine the pattern of mood. The (iii) directive 'Rest in Peace' evokes emotive feelings denoting a pensive and sympathetic mood.

(c) MODE

The mode of discourse of the expressions is written -- usually in files passed from one official to another. The method was likely to encourage "passing the buck"¹ from one official to another thereby causing bottlenecks in the transaction of government business.

The non-finite forms of the directives such as "thank you" meaning "I thank you" or "I am saying keep in view" is not noticeable. Also, the complete elimination of naming of persons such as "second person" or "third person" highlights the fact that designations are really shortened forms of expressions. Designations such as "H.E.O." meaning -- Higher Executive Officer or "S.A.S" meaning Senior Assistant Secretary are usually used as referents. In these cases the use of the second or the third persons reference becomes unnecessary. Moreover, the endorsement at the

foot of the directives replaces the finite form usage. There is no need to say, "I am" the giver of the directive. The elimination saves space and repetition.

On the one hand, the designation at the beginning of the directive signifies the officer being addressed, that is, the officer to take whatever action. On the other hand, the designation at the end of the directive indicates the giver of the directives.

This endorsement at the end of the directive states the name and rank of the endorser and, of course, the date of the endorsement.

Considering the representation at Fig. 2.1 under the heading: discourse as text, interaction and context and also the discussion above, the analysis of the directives has brought into a sharp focus the fact that:

- (a) The meaning of the directives in the form of abbreviations can be explained within the semantic component of the Systemic Functional Theory.
- (ii) The function of the directives from the analysis of the processes involved are mainly the material process of "doing things" or "getting things done" and
- (iii) The text/directives are examinable within the two linguistic environments, that is, the linguistic and extralinguistic environments.

In effect, in getting at the meaning of the directives used, the relationship existing between the text/directives, processes and their social conditions of use have been exhaustively examined.

3.6. TITLES

Another major category of abbreviations is that of titles. The following titles were usually abbreviated when they were used as designations in files while giving

directives to Officers.

	<u>Abbreviations</u>		<u>Full form</u>
(i)	H.E. O,	-	Higher Executive Officer
(ii)	H.E. O ¹ ,	-	Higher Executive Officer ¹
(iii)	H. E. O ² .,	-	Higher Executive Officer ²
(iv)	H.E. O ³ ,	-	Higher Executive Officer ³
(v)	S.A.S.,	-	Senior Assistant Secretary
(vi)	C.A.,	-	Chief Accountant
(vii)	H.E.,	-	His/Her Excellency

Situational features for these abbreviations can be identified as follow:

(a) FIELD

The Field of discourse specifies the practice of identifying a person without addressing the person by his or her proper names. The hierarchical nature of the social set-up is highlighted not only in the use of designation but also by further indicating the order of seniority within the same rank. There is also a sense of division of labour*² established. The management function of organising can be inferred. The organisational function ensured the continuity³ nature of government work.

(b) TENOR

The civil servants had to identify themselves with the use of designations. Proper names were not used. In effect, whether a particular schedule officer was

present or dead, the work went on since there were other schedule officers with the same designations. This practice stressed the continuity³ nature of government work.

Even though the "H.E O." was lower in rank than the "S.A.S." and so could not initiate the giving of directives to the "S.A.S" but he could minute up files to the "S.A.S" for further directives or/and approval. In such cases, files could move from the subordinate officer up to the superior officer and even to His / Her Excellency. The superior officer usually on his or her supervisory capacity could receive files from the subordinate officer reporting on the earlier directives given to him or her. In this way, we can conclude that both the superior and the subordinate officers in the course of carrying out their duties used these titles. The Federal Civil Service being a hierarchical set-up developed and used titles and designations for purposes of identification of officers and the performance of duties. All these titles and designations were usually written in files, memoranda, circulars etc. The Tenor of discourse signifies the method and mood of carrying out government business. It has also signified the people involved, and their attitude to one another.

(c) **MODE**

The titles were usually written. We note in some cases the combination of the capitalised form of the English alphabets with the Roman figures such as H.E.O² and H.E.O.³. They were used to indicate the particular officer who was to perform a particular function. This practice saved time, energy and paper of the writer.

3.7. SYMBOLS

These are signs in the form of inscriptions in documents or at the front of or title page of files and documents. Symbols are really artificial signs or icons. They need to be interpreted within a specific context for people to understand them. This is why in the Federal Civil Service, symbols are given specific meanings that are made known to all members of staff. The signs also instruct, direct, inform and explain matters on hand. They instruct on the urgency or none need for urgency of matters in question. A few symbols were developed and used as part of the language of communication in the Federal Civil Service. These conveyed meanings and facilitated the performance of the day-to-day activities in the establishment. Some of the symbols are as follow:

SYMBOLS

- | | | |
|-------|-------|-------------------------|
| (i) | “X” | - (urgent) |
| (ii) | “XX” | - (today) |
| (iii) | “XXX” | - (immediate/now) |
| (iv) | “NOW” | - (same as above (iii)) |
| (v) | “O” | - (please circulate) |

These symbols are classified as ‘signs’. The symbols numbered (i) to (v) are signs, which carry specific meanings.

We explain these meanings in the following manner:

(a) FIELD

These symbols serve to determine the pace for carrying out government business. They, that is, these signs, in themselves saved time and paper and they functioned to urge officers to expedite action on matters on hand. They are pointers to the exact place and action to be carried out. On a more critical look, the field of discourse serves to imply that bottlenecks⁴, bureaucracy and “passing the buck” were common features in the colonial Civil Service. In an attempt to eliminate them therefore, the symbols had to be developed and used in order to remove these negative features that were common. It is only when the context of situation of the use of these short forms of expressions, the directives, the abbreviation of titles and the use of symbols is considered that their uses become meaningful.

The repetitive nature of the work in the Service encouraged the use of short forms of expressions of thoughts, information and directives. The main advantage of the development and use of these short forms is that they saved the time, the paper and the energy of officers because they do not have to write out the full forms of the words and phrases at all times. These short forms were usually typed and circulated to all members of staff to learn so as to understand them when they see them in use. Civil Servants had to understand them so as to avoid the problems associated with lack of proper communication in the organisation.

(b) TENOR

All the symbols are used mainly by superior officers while giving instructions to subordinate officers, the aim being to expedite action on matters on hand. They

are very near to orders that had to be carried out not only as a matter of urgency but also as a must. But they do not function as commands that denote rudeness. Interpersonally, these directives, information and comments come from mainly the superior officers to the subordinate ones. For example, a Senior Assistant Secretary (S.A.S.) would send a file to an Assistant Secretary (A.S) with the symbol-‘XX’ at the front cover of the file and then in the relevant page inside the file the S.A.S would also direct the A.S. to “process and comment before further action” (p & c.b.f.a.). In effect, the S.A.S. would have saved not only his energy, not having to make many sentences as directives, he has also saved time and space. Yet, his directive has been understood to the fullest. In a few cases, the replies to the directives, comments, information and the very routine statements could come from the subordinate officers to the superiors. For example, the A.S. after processing and commenting could route the file up to the S.A.S. stating that the work had been done and the file was thereby sent back “f.f.d. pls”. - meaning "for further directives please". In effect, the use of symbols also highlighted the power (\pm authority) relationship between the interlocutors. It became necessary for Civil Servants to learn and know these short forms, abbreviations and symbols if government business was to be conducted smoothly.

(c) **MODE**

The symbols are written. All the signs are usually written in red ink and boldly too, so as to catch the eye and call for immediate attention. The symbols could appear both inside and outside the files and correspondence with the same red

coloured ink used inside or outside the files as markers.

Commenting generally on the use of the abbreviations such as the directives, titles and symbols, there is one common factor that they all share. They are administrative signs used as a means of saving time, energy and paper. They also point to the routine nature of the work in the Civil Service. We cannot say that they constitute a “restricted register” because their meanings are made known to all members of staff. Even some people who are not members of staff know them.

3.8. THE SALUTATIONS AND COMPLIMENTARY CLOSES

The salutations and complimentary closes are features of letters. They feature in official letters. As grammatical features in letter writing, they complement each other. This is because where a salutation is used, a complimentary close has to be also used. As discussed below, in the colonial civil service, the use of the salutations and complimentary closes in letter writing was not optional. In the post-independence civil service, it is specified when the use of these features is mandatory.

3.8.1. SALUTATIONS

In the Federal Civil Service, certain address forms were also used as salutations. Salutations are usually used as openings in letters. The status of the addressee determined the type of salutation to be used. Besides gender distinction, there were

other types of address forms that were used as salutations in the colonial Civil Service. For opening letters, circulars, memoranda (internal memo pads), salutations such as mentioned below were used.

- (i) The Honourable
- (ii) Madam
- (iii) Sir
- (iv) Your Excellency
- (v) Your Majesty
- (vi) His Excellency
- (vii) Dear Sir/Madam

The most important point to note is that where a salutation was used, it followed that there had to be a complimentary close. Where the salutation, e.g. "The Honourable" was used as a title, there was usually complimentary close also. Salutations could be explained interpersonally as a mark of respect from the writer to the receiver of the correspondence. The tenor of discourse explains the mandatory nature of salutations. This is especially so if a title such as "Sir" was conferred on an officer. It then becomes mandatory that he should be addressed as such at all times especially in official matters. The salutations numbered (i) to (vi) were usually used for a selected few. The last one (vii) could have been used for just anybody as a mark of respect or as a matter of routine. We also note the power (\pm authority) and sex (+ male) relationship between the civil servants in the use of salutations and complimentary closes mentioned above. The power relationship serves to remind us that the civil service is a hierarchical organisation.

The salutations, except the last one, are almost no more in use in today's service. Occasionally the last one is used as a matter of routine. It is used especially in letters written in an examination room to show all the mandatory features of an

official letter. The colonial type of salutations also serves to remind us that the colonial Civil Service was civilian, and that the Crown was the Queen of England.

3.8.2. COMPLIMENTARY CLOSES

Very typical of the colonial Federal Civil Service was the special way letters were ended with complimentary closes. In fact, it is no longer mandatory today that there should be a complimentary close neither is it also mandatory that there should be a salutation in all letters emanating from the service. There was a distinct way that letters were ended in the colonial Civil Service. Letters especially featured salutations and complimentary closes. What is observed today in most letters is the address of the writer at the top left-hand corner of the letter or circular with the signature and the designation or name of the writer at the lower right-hand corner. The address of the addressee still remains at the top right-hand corner of the letter. Where the salutation is used, it followed that the complimentary close had to be used. The most frequently used ones in the colonial service were as follow:

- (a) "I am, Sir,
Your Obedient Servant"
- (b) "I have the Honour to be,
Sir,
Your Obedient Servant."
- (c) "Yours faithfully"
- (d) "While I remain,
Your faithful Servant".

The full texts that some of these complimentary closes appear have been given in texts 4.2, 4.4 and 4.5 below in chapter four.

Firstly, the graphological arrangement of the words calls for attention. There is no record to show that the Crown demanded it that way except that those officials saw it that way and also joined in the practice. The Field of discourse indicates that the four expressions are complimentary closes. It was a way of ending letters. There was a basic regard for the Crown. Besides, and most important was the fact that Civil Servants were public servants who were paid with the public funds thereby acknowledging the superiority of the public/society who was the indirect employer of the Civil Servants. Civil servants were supposed to be primarily servants of the "society". Up till today, the Civil Service still remains the greatest servant of the society in Nigeria. This is so when we think of the fact that all the public utilities are under the control of government. They are organised and run by the Civil Servants both at the centre (Federal), State and Local levels*⁷.

In effect, this expression "Obedient Servant" was not reserved only for the Crown during the colonial period, but also for the people in part. Service was to the "society" not to individuals but respect was to the "Crown". This was supposed to make Civil Servants to be more interested in their jobs and in the "Service" as an entity. "Your obedient servant" was a kind of pledge to the public and to the Crown. A letter was written and ended that way. The writer pledges to both the receiver and to the Crown directly to be obedient, dedicated and to serve with all good intent and purpose.

In our discussion of lexical choice that was linked to colonial ideology, we suggested that the lexical items in a text could "place a text" because the study of the meaning of the lexical items could reveal the meaning of the text. On

examination of the lexical items, we are able to identify the colonial ideology as that of “subservience”. The point that is not made is that although the idea of service was in the main to the Crown, there was also regard for the society as a whole. The “colonial master” in his position as the ruler; in order to assert control on others; and by controlling the natives demanded **respect** and **honour** at all costs. He felt that in order to achieve his objectives, he had to have the natives to **honour** and, in fact, to worship him. His objectives at that time were twofold: he was to rule Nigeria as a colony and also to try to organise the people to be useful to themselves (cf. Ejiogu, (1986:7) and Ambrose, (1985:4). Both British and Nigerian civil servants used the complimentary closes in basically the same way. This is why it is true that loyalty and respect was first to the Crown and secondly to the society. The above discussion highlights the true situation during the colonial period of the civil service as revealed through the analysis of the use of the complimentary closes.

3.9. THE INSTRUCTIVES

This section features the analysis of the most frequently used expression in the Civil Service and the nominal groups drawn from texts 3.1 and 3.2. The analyses of the longer stretches of utterances are done with specific consideration of two distinct environments; namely, the extra-linguistic environment and the linguistic environment. For example, Daramola (1992) shows that analysis within an SFT approach can be done at interclausal and textual levels.

Reference is signalled in or outside the text by its phoric property (phoric

direction). There are two directions namely endophoric and exophoric. The latter equate with situational reference. Endophora is reference made to the context of situation while exophora (is grouped under extralinguistic referential environment because meaning could be recovered outside the text) refer to the immediate environment of the text where its referential meaning can be retrieved (see also Halliday and Hasan, 1976; Halliday, (1977, 1985a); Brown and George Yule, (1983) and Daramola, (1990). Several scholars have examined texts from the above-mentioned perspectives (cf. Osisanwo, (1990); Adejare, (1991) and Daramola, (1992) .

The use of the SFT for the analysis of the texts chosen enables us to explicate fully the meaning of the expressions both from the linguistic and extralinguistic environments. Consider for example "I am directed to..." as used by the Federal Civil Servants when conveying major/important information, directives, orders, notices, to people or organisations within or outside the Civil Service. This expression is identified as a combination of the nominal group and the finite although it is neither a complete clause nor a sentence. Data from texts 3.1 and 3.2 show that such expressions occur in subjective positions consistently. The subject and finite are closely linked together while the residue falls into another sub-category (cf. Halliday, 1985: 44-75). The expression is analysed within an SFT framework as follows:

I	am	directed	to
Subject	Finite	Predicator	Infinitive
		Residue	
Mood			

Table 3.4 : AN ANALYSIS OF THE MOST FREQUENTLY USED EXPRESSION

The presence of the mood element, consisting of subject plus finite realises the feature - “indicative”. Within the indicative, what is significant is the order of subject and finite. In this particular expression **I am directed to....** the order of subject before finite realises “declarative” feature.

The residue consists of functional elements of three kinds:

(i) Predicator

(ii) Complements (in a full clause)

(ii) Adjunct which may be indefinite in number up to, in principle, seven (cf.

Halliday, 1985: 78-79).

As shown in table 3.4, “directed” exists as a predicator and past tense verb followed by the to-infinitive. The above analysis could stand as the linguistic environment of the text realised from the lexicogrammar of the text. Linguistically, the Mood consists of the Subject **I** and the finite element **am** both of which reveal the nature of the Actor in the utterance. The residue also reveals the Action of the Actor which is not complete here. The meaning of the text can only be realised fully

if the extra-linguistic environment of the text is considered. This is because it is impossible to analyse a minimal text with meaning without a recourse to the context of situation (COS) (Halliday and Hasan, 1985:78). The expression as it stands literally means that somebody is declaring that he is being given instruction as to what to do, probably, a directive to carry out an order.

The contextual values for the meaningful interpretation or the decoding of the expression have to be discussed as they enable any analysis to give all the necessary contextual meanings relevant to the expression including ultimately, its relation to the context of culture (COS) (cf. Daramola, 1990).

(a) FIELD

For this expression, the general field is “colonial administration” while the specific field is “the carrying out of an order within the colonial ideological framework”. All correspondence to people inside or outside the Federal Civil Service in form of letters and sometimes circulars had to begin with this expression when the main message in the letter or circular was to be conveyed. Tokunbo (1972:45) stipulates that this expression should not be used in conveying purely routine information.

Two ideological factors that may be used to explain the use of the expression “I am directed to....”. First is the idea of ‘servitude’⁵ which is hinged on the colonial principle that Governor came to the colonies with the rules and regulations, predetermined in England and which had to be passed down to the members of staff.

Secondly, the other ideological factor was the anonymity⁶. The civil servants were considered as servants of rules and regulation because the rules were there to be carried out. Who the civil servant was, was not important but his position in the establishment was. The civil servant thus was “faceless” because the rules and regulations that were handed down from England guided and directed him hence the use of the expression “I am directed to...”. As practised, any reply to any correspondence was directed also to the post/position of the civil servant. This also explains why the caption or the naming of offices on the doors outside in the Service never reflected the names of officers but their post/positions for the easy location of such officers and their functions.

(b) TENOR

In the texts being analysed, (3.1 and 3.2) the role relationship is that of two top civil servants writing to each other. One is right to assume that the writer of the first letter is a top civil servant because he could sign for the Chief Secretary to the Government. The second letter was a reply to the first and was written by the Chief Secretary to the Government himself. One could then conclude that the set of relationship here is that of superior officer (+ authority) versus a subordinate one (- authority). It is noticed that the two officers used the expression - **I am directed to...** . During the colonial period, the Chief Secretary to the Government who was the topmost civil servant was a British. So this perhaps explains the tone of the Chief Secretary’s reply directing his subordinate in a rather harsh but courteous manner on what he should do. Furthermore, the ideological factor that explains the

use of the expression - "I am directed to...." is realised. There is the idea of 'service', which made the civil servants, irrespective of rank, implementers of colonial ideology.

Considering the extralinguistic features involved here, it was usually easy for the staff using this expression to exonerate himself from blame if the message he was conveying was not a pleasant one. An example is a letter of "sack". He would always defend himself by saying that he was "only directed" to do that which he did, giving the impression that left to him alone, he would not have done the unpleasant thing.

(c) MODE

The mode of expression chosen for this research work is writing. The texts being analysed are circular letters written by two top civil servants including the topmost civil servant - The Chief Secretary to the Government. All the texts reproduced in full in this thesis are typed in single line spacing for ease of reference.

3.10. THE NOMINAL GROUP OF THE TEXTS: 3.1 AND 3.2

For ease of reference, the full version of the two texts analysed below are given as follow:

Text 3.1

CIRCULAR

**00339/S.21/176
Nigerian Secretariat,
Lagos.
2nd May, 1947.**

I am directed to forward for your information a memorandum containing Government's decisions upon a number of questions arising out of the application of the new conditions of service to unestablished daily rated Government servants.

**A.W.L. SAVAGE
for Chief Secretary to the Government.**

Text 3.2

M.P. 00339/S.19/1

No. 47/1947

CIRCULAR

I am directed to refer to the memorandum on Unestablished and Daily Rated Government Servants forwarded under cover of my circular letter No. 00339/S.21/176 of the 2nd May and to forward a further memorandum indicating the principles under which the actual conversion of such persons may now proceed. Should any difficulty arise in interpreting this memorandum, the matter should be referred to the Commissioner of Labour for guidance.

1. I am to take this opportunity to say that my letter under reference should have been issued under the reference 0339/S.19/122 and not S.21/176. It will be appreciated, therefore, if further correspondence on this subject may indicate the latter reference.

**G. Beresford-Stooke
Chief Secretary to the Government**

**Nigerian Secretariat,
Lagos, 22nd May, 1947.**

3.11. ANALYSIS OF TEXT 3.1

Additional linguistic features identified in the text came into sharper focus when the nominal group, as an example, is analysed as shown below. This is because the nominal group appears very common in the texts. Examples include:

<u>Nominal Group</u>	<u>Occurrence in the Clause</u>
(i) I (in 'I am directed')	Subjectively
(ii) your information	Predicatively
(iii) a memorandum	Predicatively
(iv) government's decisions	Predicatively
(v) a number of questions	Predicatively
(vi) the application	Predicatively
(vii) the new conditions of service	Predicatively
(viii) daily-rated government servants	Predicatively

7THE NOMINAL GROUPS IN TEXT 3.1

Table 3.5 A SINGLE-WORD ANALYSIS

I (in I am directed)
Subject

Table 3.6

DOUBLE-WORD ANALYSIS (II) TO (V)

your	information
Premodifier	Thing
Deictic Possessive	abstract

Table 3.7

a	memorandum
Premodifier	Thing
Deictic (non-specific)	concrete

Table 3.8

the	applications
Deictic	Thing Concrete
(specific)	

Table 3.9

government's	decisions
Classifier	Thing
Possessive	Abstract

Table 3.10**TRIPLE-WORD ANALYSIS**

daily-rated	government	servants
Premodifiers		Thing
Epithet	Classifier	Animate

Table 3.11 MULTI-WORD ANALYSIS (VII) TO (VIII)

a	number	of	questions
Premodifiers			Thing
Deictic (non-specific)	Classifier	Preposition	abstract

Table 3.12

the	new	conditions	of	service
Premodifiers				Thing
Deictic (specific)	Epithet	Classifier	preposition	abstract

In the first text, that is, text 3.1 there is a long clause with only one Actor who is the subject. The Actor is the initiator of the actions in the clause. The most significant feature here is the THING. The THING may be an abstract, concrete or animate entity. There are four abstract THINGS in tables 3.5 to 3.12. There are also two Concrete THINGS while two animate THINGS exist in tables 3.5 and 3.10. It is observed that all the THINGS be they abstract, concrete or animate are related in terms of the meaning relationship with the subject-matter of the discourse. The abstract THINGS such as 'information', 'decisions', 'questions' and 'service' all concern the concrete THINGS such as the 'memorandum' and its 'applications' within the civil service. The animate THINGS who are the Actor and the 'servants' are those whom the 'memorandum' and its 'applications' are concerned. All other elements to the left of the THINGS within the tables such as *epithets*, *classifiers*, *deictics* and *prepositions* premodify the THINGS.

These Nominal Groups (NG) are made more meaningful considering how they relate to the verbal wordings with which they co-occur. The single-word NG **I** as has been analysed is followed by the verbal wording **directed**. This organisation of language in a syntagmatic order provides meaning to **I** because we know in more

explicit term what direction its meaning potential is directed. Followed immediately by the infinitive **to forward**, we know further that the NG **your information** is predictable linguistically in the context. **A memorandum** is an extension of the **information**. What the memorandum contains is provided further. The verbal element **containing** again, predictably, is indicative of this meaning potential. In a similar progressive form as **containing** so is **arising** which is connected with **the application**.

3.12. THE NOMINAL GROUPS IN TEXT 3.2

<u>Nominal Group</u>	<u>Occurrence in the clause</u>
I am (in I am directed)	Subjectively
I am (in I am to take)	"
the memorandum	Predicatively
under cover	"
the principles	"
any difficulty	"
this memorandum	"
the matter	"
for guidance	"
this opportunity	"
not S.21/176	"
further correspondence	"
this subject	"
the 2nd May	"
a further memorandum	"
the actual conversion	"
of such persons	"
the latter reference	"
unestablished and daily-rated government servants	"
my circular letter No. 0339/S.21/176	"
the Commissioner of Labour	"
my letter under reference	"
the reference 00339/S.19/122	"
it will be appreciated	Subjectively

Table 3.13 SINGLE WORD ANALYSIS

I am (in I am directed)
Subject

Table 3.14

I am (in I am to take)
Subject

Table 3.15**DOUBLE WORD ANALYSIS**

The	memorandum
Deictic	Thing
Specific	Concrete

Table 3.16

under	cover
Preposition	Thing
Modifier	Abstract

Table 3.17

the	principles
Deictic	Thing
Specific	Abstract

Table 3.18

any	difficulty
Deictic (unmarked)	Thing Abstract

Table 3.19

this	memorandum
Deictic Demonstrative (nearness)	Thing Concrete

Table 3.20

the	matter
Deictic	Thing
(Specific)	abstract

Table 3.21

for	guidance
Preposition	Thing
	Abstract

Table 3.22

this	opportunity
Deictic Specific Proximity (nearness)	Thing Abstract

Table 3.23

not	S.21/176
Negation	Numerative Cardinal Numeral
	Thing

Table 3.24

further	correspondence
Deictic Proximity (future)	Thing

Table 3.25

this	subject
Deictic Determiner Demonstrative Proximity (nearness)	Thing

Table 3.26

TRIPLE WORD ANALYSIS

the	2 nd	May
Deictic	Ordinal	Thing
Specific	Numerative	

Table 3.27

a	further	memorandum
Deictic (Non-specific)	Epithet	Thing (concrete)

Table 3.28

the	actual	conversion
Premodifiers		Thing
Specific Deictic	Epithet	abstract

Table 3.29

of	such	persons
Premodifiers		Thing
Preposition	Predeterminer	

Table 3.30

the	latter	reference
Premodifiers		Thing
Deictic Specific	Epithet	

Table 3.31

MULTIPLE WORD ANALYSIS

unestablished	and	daily-rated	government	servants
Premodifiers				Head
Epithet ₁	Conjunction	Epithet ₂	Classifier	Thing

Table 3.32

my	circular	letter	No. 0339/S.21/176
Premodifiers		Head	Post modifiers
Deictic (possessive) (pronoun)	Epithet		Numerative Cardinal Numeral Referential- Specific

Table 3.33

the	Commissioner	of Labour
Premodifier	Head	post modifiers
Deictic Specific		preposition Thing

Table 3.34

my	letter	under	reference
Premodifier	Head	post modifiers	
Deictic Possessive		Preposition	Thing

Table 3.35

the	reference	00339/S.19/122
Deictic Specific	Thing	Postmodifier cardinal numeral
		Thing Numerative

Table 3.36

It	will	be	appreciated
Thing Abstract (inanimate)	Verbal operators		
	Finite		Process (mental)
	Temporal		
	Future (inference)	Present	

For the analysis of text 3.2 above, there are a total number of twenty-three (23) tables grouped as follows:

Table 3.37

ANALYSIS	NUMBER OF TABLES
Single word	2 (3.13 – 3.14)
Double word	11 (3.15 – 3.25)
Triple word	5 (3.26 – 3.30)
Multiple word	6 (3.31 – 3.36)
Total	23

Table showing levels of word analysis

For the single word analysis in table 3.13, the single word nominal group (NG) **I** is followed by the verbal wording **directed**. **I** exists grammatically as the Actor and in the subjective position. All the other information in the clause indicate the actions of the Actor. The NG **I** also exists grammatically as the assertive **I** because of the repeated use of **I** in the same clause in table 3.14.

In tables 3.15 to 3.25 featuring the analysis of the double word NG, we note the various types of premodifiers such as: the **deictics**, the **prepositions** and one negative premodifier. We also note that some of the deictics are specific in qualifying the ‘Things’ which are abstract, concrete or numerative. The specific deictics further strengthen the actions of the Actor indicated by the use of the assertive **I** in table 3.13 and 3.14. The use of the specific deictics also emphasizes the meaning of the ‘Things’ they qualify. The specific deictics in tables 3.19 and 3.22 indicate another feature such as the ‘nearness’ of the ‘Thing’ further heightening the effect of the assertive **I**. The negated numerative ‘Thing’ features

the cardinal numerals. It is a combination of the capitalized English numeral and Arabic figure including the use of the English punctuation marks such as the fullstop and the slant. These features of writing are sign systems that are discussed under semiotics in section 2.80. In the civil service, the files are usually marked with these signs for the purpose of identification of the information in them. These signs function as titles and reference markers to files.

In tables 3.26 to 3.30, the items are grouped as the triple word NG. Besides the deictic elements are the epithets. They all have objective property of the 'Things' they qualify. They all also serve as premodifiers of the 'Things'. We are left therefore in no doubt as to the quality and therefore, the meaning of the 'Things'. The multiple word analysis are as presented in tables 3.31 to 3.36. In the analysis, we have an instance whereby two epithets appear under one NG qualifying the same "Thing". They are marked as Epithet¹ and Epithet² such as **unestablished and daily-rated**. Both epithets have objective property and therefore are experiential in nature. Their use further explains the meaning of the 'Thing' such as **servants**. The epithets explain the category, the status and the implied functions of the **servants**. In this analysis, we have the "Heads" as the main 'Things'. Minor 'Things' post-modify the 'Head'. In effect, the 'Head' is pre and postmodified by other grammatical elements such as the epithets. The pre and postmodifiers emphasise the importance and meaning of the 'Head'.

Since the above analyses cover expressions below the clause, the full comments on texts 3.1 and 3.2 are given after the clausal analyses of the texts in chapter 4 following immediately. So far, the nominal group expressions are drawn out as

single word, double word, triple word and multiple words. But for the single word (nominal) all others have the THING pre or post modified by other grammatical elements. Text 3.2 shows the humble attitude of the Chief Secretary. He still uses the expression **I am directed to** in spite of his apex position on the service hierarchy and does not assume that he should be understood as he makes reference to the last correspondence on the same issue *the memorandum onunder cover.....No. 00339/21/176*. He prepares the way to pointing out the mistake in referencing earlier made by repeating the wrong reference number. We also note his repeated use of modal auxiliaries such as **if, may, should and will** demonstrate his positive interpersonal behaviour and respect for his staff. We realise that in his exercise of authority and competence as the topmost civil servant, he is courteous but firm. His use of the **if** clause in demanding for the correct procedure to be followed is both tactful and courteous. As the overall boss, he anticipates further possible mistakes. He competently offers a solution should such mistakes arise such as *the matter should be referred to the Commissioner of Labour for guidance*.

3.13. CONCLUSION

In this chapter, the analysis done so far covered two distinctive linguistic environments; namely, the linguistic and the extralinguistic. What interests us most is the fact that courtesy and humility were demonstrated very much through the language use of the Federal Civil Servants. This is revealed when the TENOR component of the SFT is applied to the analysis. The mood/modality aspect of the grammatical category when applied, also reveals the courteous ways in which the

Civil Servants addressed one another. The consideration of the extralinguistic environment of the texts as discussed in this chapter reveals also through language use, the primary motive of setting up the Federal Civil Service. One becomes aware also of the duties and obligations of the 'servants' under laid down rules and regulations including the laid down code of ethics.

NOTES

1. Usually, the practice of "passing the buck" should not have arisen if "Servants" were sincere and dedicated to duty. Sometimes one finds "Servants" who shift their responsibilities to other officials especially to the junior ones. This usually happens if the officer passing the buck is lazy, unsure of himself, lacks initiative, and the will to act. Such officers may not go far in the Service. They hardly will be rewarded for excellence. No officer wants to fall into this category of staff. In most cases, human beings would want to earn the fattest pay but will not want to work for it. This is why the rules and regulations and the code of ethics are enforced and the punishment for violations are also stipulated.
2. The notion of division of labour in the Civil Service is settled by the drawing up of a schedule of duties for each post. The schedule of duties acts as a guide though. There are always ad-hoc duties that are not scheduled. The rising up to situations such as this by some officers show a mark of excellence that is usually rewarded by way of accelerated promotion or a more concrete reward at the end of a year.
3. To make for the continuity in the Service, designations are used instead of names of officers. Any officer could be called upon to perform the duties of someone who is indisposed by way of death or illness etc. This practice also strengthens the anonymity factor in the Service. It confirms a situation whereby the "Servant" is not known but his post/designation is .
4. Where the bad practice of passing the buck is so pronounced, "Servants" do not show dedication to duty. They are not proud of their post / job, and there are bound to be bottlenecks in the organisation. This is a situation where things are not done. Too many delays occur and unperformed duties pile up. This situation encourages favouritism. People who are desperate because they are suffering as a result of delays are prepared to bribe schedule officers so as to be attended to. This situation is strongly abhorred in the Federal Civil Service.
5. The idea of "servitude" is not seen as a derogatory term at all. Without Service, the world cannot move. In the British Home Service, it is the same idea of service to the nation. There is nothing degrading or derogatory in serving one's nation. "Service" is seen to be the most central word and terminology in this research work. The researcher sees service as "getting things done" for the benefit of humanity.
6. Strongly enshrined in the Civil Service Rules and Code of Ethics is the anonymity factor. The main reason for stressing the "facelessness" of Civil Servants is to encourage maximum dedication to duty. Divided loyalty in the Service attracts a very heavy penalty. If this factor is not enforced strictly, there will be chaos and total confusion in the country.
7. The Constitution of the Country has specified duties of the Federal, State, and

Local government. There are certain public utilities that are to be provided by the Federal government. The Federal Civil Service has this responsibility of seeing to it that these duties are carried out. Some are delegated to Agencies, Commissions, parastatals etc. However, the fact remains that the Federal Civil Service remains as the supervising body to see to it that the terms of reference given to these other bodies are carried out. This practice started long before Nigeria became independent.

CHAPTER 4

4.0. THE USE OF ENGLISH IN THE FEDERAL CIVIL SERVICE: THE PRE- INDEPENDENCE PERIOD II

4.1. EXPRESSIONS ABOVE THE CLAUSE

4.2. INTRODUCTION

The analyses in chapter 3 were on pre-independence texts. We marked these as the pre-independence period I. In this chapter, we are still on the analyses of pre-independence texts marked as period II. Texts in period I featured analysis below the clause while texts for period II feature analysis above the clause. Grammatical categories such as transitivity, mood and theme are used as a main analytical tool in our clausal analysis. The first letter which is marked as Text 4.1 in this chapter has been marked as 3.1 in chapter three. A continuation of its analysis here is to reach a depth of analysis as is necessary from Group to Clause analysis. For easy reference text 4.1 is repeated here in full.

Text 4.1

CIRCULAR

00339/S.21/176
Nigerian Secretariat,
Lagos.
2nd May, 1947.

I am directed to forward for your information a memorandum containing government's decisions upon a number of questions arising out of the application of

the new conditions of service to unestablished daily rated Government servants.

A.W.L. SAVAGE

for Chief Secretary to Government.

4.3. A CLAUSAL ANALYSIS OF TEXT 4.1.

Table 4.1

	I	am	directed to forward	for your information
Transitivity	Actor	Process (relational) (intensive)	Process (material)	Range
Mood	Subject	Finite (present)	Residue	
	Mood			
Theme	Theme		Rheme	

Table 4.2

	a memorandum	containing	government decisions
Transitivity	Goal	Process (Material)	Complement ---- Range
Mood	Subject	Finite (V-ing)	Residue
	Mood		
Theme	Theme ₁ (topical)		Theme ₂

Table 4.3

	upon a number of questions
Transitivity	-----→ Complements -----→
Mood	Residue
Theme	Rheme

Table 4.4

	arising	out of the application
Transitivity	Complements	
Mood	Finite (V-ing)	Subject
Theme	Theme 3 (topical)	

Table 4.5

	of the	new	condition of	service
Transitivity	Premodifier	Epithet	Classifier	Subject
Mood	----->			
Theme			Theme (4) (topical)	

Table 4.6

	to	unestablished	and	daily-rated	government	servants
Transitivity	Preposition	Epithet ₁	Conjunction	Epithet ₂	Classifier	Subject
Mood						
Theme	Theme			Theme ^s (topical)		

In SFT the concept of transitivity, mood and theme are grammatical concepts. As mentioned in chapter two section two (2.1.1) above, Halliday (1985:XVII) argues that a discourse analysis that is not based on grammar is not any analysis at all but simply a running commentary on a text. We also recognise the fact that linguistic discussions must have a grammatical base. Meaning is derived from the analysis of the lexicogrammar of the clause. The foregoing discussion accounts for why we have chosen to use grammatical concepts of transitivity, mood and theme for our clausal analysis of text 4.1. The full discussion of the grammatical categories / concepts and their correspondences are given in chapter two (2.1.1).

Beginning with table 4.1 below, we note that there are two processes here. They are the relational process (**am**) that is identifying and intensifying in quality. This corresponds with the assertive **I** discussed in section 3.12 above. The second process is the material process of doing. This is **directed to forward**. So far, this discussion involves two civil servants, that is, the 'the assumed director' and the staff being directed. The next items in the clause, such as **for your information** are classified as range. This means '*continuation of*'. In fact, we could also classify it as an adjunct. It gives further information on what is to be done.

The mood is an active mood. It features the assertive **I** and the intensive and identifying **am** all in the present tense. The speaker is the Actor in terms of role relationship. The theme is what comes first in the clause while the rheme or residue is the part which the theme is developed. The "initiator of the action" becomes the theme while all other elements that follow becomes the rheme or residue. In table 4.2, the transitivity system reveals a Goal as a **memorandum**. Some processes that

is, “of doing” have a second participant called the Goal. The first participant in this clause is the Actor in table 4.1. The Goal that acts as a subject also does something although indirectly. It ‘contains’ something that is, **government decisions**. A complement is an element that has a potential of being a subject but it is not. Here it exists as a continuation of the residue and part of the theme of the clause. The mood in this case does not feature an animate element so we cannot comment on attitudes and role relationships of the participants.

There is one important element here in table 4.2., that is, the theme that is ‘topical’. The topical theme is that which constitute the main message of the clause. In this case the ‘*director*’ is asked to forward a **memorandum** (theme topical). What follows are range/complements about **the memorandum** (see table 4.3, 4.4, 4.5. and 4.6). When we examine the theme/topical themes, we can identify the main message of the clause as follows:

Topical Themes/Themes

government decisions

application

new conditions of service

daily-rated government servants

Considering the meaning of the themes, a reader of this circular could understand that the memorandum is about government decisions on conditions of service of workers. The transitivity concept indicates the participants in the process who write the memorandum. A senior officer is writing on behalf of the Chief Secretary to the Government. The mood concept does not indicate overtly the

mood of the workers. It only indicates the assertive manner of the 'director' demonstrated by the use of the assertive **I** and the intensive identifying **am**.

We notice that the Actor being the initiator did not need to refer to earlier correspondence. He goes on to mention the main process of "doing" that is, **the forwarding of the memorandum**. All the other structures such as the range, residue, and complements give information about the memorandum that is the main issue in the clause. Text 4.1 is a predominantly long and complex clause. The length of the clause accounts for why the range, residue and complements are also long.

This sentence construction confirms the fact that the subject/Actor being mentioned first exists subjectively. It is regarded also in SFT as the "topic". All other elements that follow after the subject/Actor are regarded as "*comments*" or the information on the subject/Actor. The information appear predicatively. The term "*topic and comment*" or "*subject and predicate*" or "*theme and rheme*" are always used in describing the clause structure such as that of text 4.1. The processes involved in the clause are material processes of "doing" and a relational process of "being" which is intensive in nature. Somebody is being 'directed' to do something. In this case, he is directed to **forward** a memorandum. The memorandum exists as the Goal. The topical themes in the clause are then built by way of comments around the Subject and the Goal. In effect, the themes are all referring to the memorandum which is the Goal.

4.4. CLAUSAL ANALYSIS OF TEXT 4.2

For ease of reference, text 4.2 that has already been given as text 3.2 is repeated here. It is a circular letter that contains four main clauses. Like text 4.1, a continuation of its analysis is done so as to reach a depth of analysis necessary from group to clause analysis.

Text 4.2

M.P. 00339/S.19/1

No. 47/1947

CIRCULAR

I am directed to refer to the memorandum on Unestablished and Daily Rated Government Servants forwarded under cover of my circular letter No. 00339/S.21/176 of the 2nd May and to forward a further memorandum indicating the principles under which the actual conversion of such persons may now proceed. Should any difficulty arise in interpreting this memorandum, the matter should be referred to the Commissioner of Labour for guidance.

1. I am to take this opportunity to say that my letter under reference should have been issued under the reference 0339/S.19/122 and not S.21/176. It will be appreciated, therefore, if further correspondence on this subject may indicate the latter reference.

G. Beresford-Stooke
Chief Secretary to the Government

**Nigerian Secretariat,
Lagos, 22nd May, 1947.**

Table 4.7

	I	am	directed to refer to	the memorandum
Transitivity	Actor	Process (relational) (intensive)	Process process (material) (material)	Goal
	Subject	Finite Present	R e s i d u e	
Mood	Mood			
Theme	Theme (Topical)		Rheme	Theme ₂ (Topical)

Table 4.8

	on	unestablished	and	daily-rated	government	servants
Transitivity	Premodifiers / Adjunct					Subject
Mood	Preposition	Epithet ₁	Conjunction	Epithet ₂	Classifier	
Theme	Rheme				Subject	Theme (Topical)

Table 4.9

	forwarded	under cover of	my	circular	letter
Transitivity	Process (material)	Adjunct	Deictic (possessive)	Classifier	Subject
Mood	-----→ Residue -----→				
Theme ₁	Rheme			Theme (Topical)	

Table 4.10

	No. 00339/S.21/176	of	the	2 nd	May
Transitivity	Numerative	Preposition	Deictic Specific	Numerative Ordinal Numeral	Thing
Mood	-----→ Residue -----→				
Theme ₁	Rheme			Theme ₂ (Topical)	

Table 4.11

	and	to forward	a further	memorandum	indicating	the principles
Transitivity	Conj.	Process (material)	Epithet Non-specific	subject	Process (relational)	Subject ₂ Head
Mood	Complement			subject	Finite V-ing	
	Mood					Residue
Theme	Rheme		Theme topical			Theme (Topical)

Table 4.12

	under which	the	actual	conversion	of such	persons
Transitivity	Connective	Deictic Specific	Epithet	Subject	Pre-determiner	Subject ₂ Head
Mood	-----→					
Theme ₁	Rheme				Theme (Topical)	

Table 4.13

	may	now	proceed
Transitivity	Modal operation (low) probability	Adverbial Time (Present)	Process (material)
Mood	----->		
Theme	Rheme		

Table 4.14

	should	any	difficulty	arise	interpreting	this	memorandum
	A D J U N C T						
Transitivity	Modal Operator (median)	Deictic (unmarked) (unrestrictive)	Subject abstract	Process (existential)	Process (mental)	Deictic Demonstrative	Subject
Mood							Subject
Theme	Mood						Theme Topical

Table 4.15

	the	matter	should	be referred to	the Commissioner of Labour	for guidance
Transitivity	Deictic Specific	Subject	Modal (median)	Process (material)	Actor	Goal
Mood	Mood			Finite	Classifier	Subject
				Residue		
Theme	Rheme				Theme (Topical)	

Table 4.16

	I	am	to take	this	opportunity	to say	that my	Letter
Transitivity	Actor	process ¹ (relational) (intensive) (identifying)	process ² (material)	Deictic Demonst rative	Subject (abstract)	process ³ (verbal)	Deictic (possessive)	Head Goal
Mood	Subject	Finite Present	Residue					
	Mood							
Theme	Theme(Topical)		Rheme					Theme (Topical)

Table 4.17

	under reference→		should have been	issued	under	the	reference
Transitivity	Adjunct		Modal operator	Process (material)	preposition	Deictic specific	Subject ₂
	Preposition	Subject			Range		
Mood	Mood						
Theme ₁	Theme ₂ (Topical)					Theme (Topical)	

Table 4.18

	03339/S/19/122	and not		S.21/176
Transitivity	Classifier	Connective		Classifier
Mood	Numerative cardinal numeral	Conjunction	negative	Numerative Cardinal Numeral
	-----→ Range -----→			
Theme	Rheme			

Table 4.19

	It	will be	appreciated	therefore, if	further	correspondence
Transitivity	Subject ₁	Process (relational) intensive	Process (mental) perception	Adjunct Connective	Epithet	Subject ₂
Mood	Subject	Finite Future (inference)	past	Range		
	Mood					
Theme	Theme (topical)				Theme (Topical)	

Table 4.20

	on	the	subject	may	indicate	the	latter	Reference
Transitivity	Preposition	Deictic Specific	Subject ₁	Modal Operator	Process material	Deictic Specific	Epithet	Subject ₂
Mood	A d j u n c t			Range				
	Mood							
Theme							Theme (Topical)	

The analyses done in tables 4.7 to 4.20 feature the use of SFT grammatical terms such as the processes, the mood and the theme/rheme. The residue and the topic/comment terminologies as analytical tools are also used. The residue is further stretched by using terms such as range, complements and sometimes with horizontal arrows to show the continuous structure of the clause. We now pick out the specific number of the grammatical items as follow:

(a) Actors and Goals

The analyses of text 4.2 show that a total number of three Actors and three Goals feature in the text. In this circular letter, the initiators and the doers of the actions are the Actors. The main initiator and the doer of the action is the Actor that is, **Chief Secretary to the Government**. There is first an '*assumed director*' that is inferred by the use of the expression **I am directed**. The Chief Secretary is claiming that '*the assumed director*' is directing him. This syntagmatic arrangement has been discussed in chapter 3.7.0 above. Here the main Actor identifies himself by using the assertive **I** and the intensive **am** see table 4.7. He goes straight as expected to mention his terms of reference and his Goal which is **the memorandum**. As also predicted, memoranda in the Civil Service discuss matters concerning the workers. These workers are referred to as **servants** premodified with their specific statuses as in table 4.8 such as **daily-rated** and **unestablished**. The Actor further uses sign language such as the cardinal numeratives in table 4.10 such as **No. 00339/S.21/176 and S.21/176** for purpose of proper referencing and identification. He is the main and immediate director here. He determines the proper processes that should **proceed**. As a good Actor, he pre-empts possible difficulties that could arise and

offers a solution in tables 4.14 and 4.15 such as **should any difficulty arise, the matter should be referred to the Commissioner of Labour for guidance**. In doing this, he names another Actor and Goal that are, the **Commissioner of Labour** (as Actor) and **guidance** (as Goal). This introduces a third instance of status relationship. As in the second there is the idea of superior versus subordinate roles relationship. This same assessment can be said to exist between the three Goals so far – **the memorandum** being the most superior followed by the **letter** and **guidance**.

As the overall boss, he (the Chief Secretary to the Government) still uses the assertive (intensive identifying existential process) that is, **I am**. He does this while pointing out incorrect procedures (see tables 4.16, 4.17 and 4.18) for referencing such as **my letter under reference should have been issued under the reference 0339/S/19/122 and not S.21/176**. We note also the element of courtesy in his language use. He uses the modal item such as **should** that shows courtesy and a good sense of humility. It is also considered contextually as proper administrative procedures. In his (the main Actor) previous courteous manner, he recommends the proper procedure for referencing such as **it will be appreciated therefore, if further correspondence on the subject may indicate the latter reference** (see tables 4.19 and 4.20). Here, he drops the assertive **I am** and uses the dummy **it** that is less assertive. He uses the **if** clause and the modal **may**. He also uses lexical item such **appreciated** (grammatically a mental process) to courteously drive home his point.

(b) Topical Themes

The analysis of the thematic constituents of the clauses shows that there are a total number of fifteen (17) topical themes. These themes constitute the main message in the clauses. The topical themes are the items in the clause around which the meaning or message of the clause revolves. We can identify these themes as follows:

I am (2)	memorandum (3)
letter (2)	government servants
2nd May	the principles
Such Persons	Commissioner of Labour
It	reference (2)
latter reference	further correspondence

We can further identify the '**memorandum**' as the main topical theme. All other themes complement it. Firstly, it appears three times. All other themes refer, interpret, explain and concern the '**memorandum**'.

(c) Processes

Consider the specific material processes such as

refer, (2)	take
issue,	indicate,
directed `	proceed
forward (3)	write

These processes of doing reveal the functions of the civil servants such as the **writing** of letters that require **reference** to earlier correspondence or issues of any kind. 'Servants' could also **forward** written memorandum, briefs, circulars and matters already treated in files. They **take** decisions which affect the nation directly

or indirectly. They **issue** circulars of varied nature daily. They **indicate** proper procedures and **proceed** to doing things that they are directed to do. They also use their initiatives to facilitate good governance of the country. These lexical items are used frequently in giving directives by way of minuting in files.

The processes involved in the analysis are classified as follow:

(i) **Material Process**

A total of ten (10) material processes of doing are identified and mentioned above. All the processes indicate the sort of work the civil servants do and underscores the fact that the civil service is a place where 'things' are done daily. The material process of doing such as **directed** could be a verbal process if '*told*' or '*instructed*' replaces it. It could also be a mental process if it is replaced by '*informed*'.

(ii) **Relational Processes**

Three (3) relational processes are also identified such as.

will be (intensive)

I am (identifying and intensive)

indicating (circumstantial)

In an administrative set up such as the civil service there are statutory provisions that are mostly permanent. The central meaning around these processes is that something *is*. This situation account for the use of the above expressions.

(iii) **Mental Processes**

Two (2) mental processes are identified such as:

appreciated and **interpreting**. The point to be made here is that only human

beings (such as the civil servants) are directly involved in the mental processes such as those mentioned above. Civil servant *think* and *interpret* rules and regulations. They *appreciate* good interpersonal relationships. They *appreciate* good governance.

(d) Verbal process

There is one verbal process such as: 'to say'

(e) The text has four (4) long and complex clauses.

We have noticed how the circular is structured. First, the Actor refers to the earlier correspondence. Secondly, he mentions the main material process of doing that is, **forwarding a further memorandum**. This is the main objective of issuing this circular. The adjunct that is, **should any difficulty arise in interpreting this memorandum** is very significant because the Actor does not presumably, want any more mistakes. The adjunct intones a subtle warning and the Actor offers a solution thereafter. He points out subtly the earlier mistake and directs appropriately. He stresses but courteously on what should be done as already mentioned above. Our discussions in the following chapters five and six reveal a departure from this structure. This is especially so in the aspects of interpersonal as a function in SFT.

(f) The mood aspect of the clause needs a brief discussion. Even though there is evidence to show that the Chief Secretary to the Government is unhappy with the manner of referencing, he points this out in a subtle manner using modals – such as **may** in table 4.13 and 4.20 **should** in table 4.14, 4.15 and 4.17. We note also the

modal construction in table 4.19 that reads **it will be appreciated** showing extreme politeness while directing on the correct way of referencing.

4.5. THE LEXICAL RELATIONS

The following lexical relations exist in the two texts 4.1 and 4.2:

(a) REPETITION

WORDS	FREQUENCY OF OCCURRENCE
memorandum	5
government	6
unestablished	2
daily-rated	2
servants	3
reference	3
Nigerian secretariat	2
forward	2
further	2

The meaning of a text could be explicated through the examination of the arrangement of words in the text. The lexical items that feature in a text also could reveal the meaning of the text when examined. The examination of texts 4.1 and 4.2 reveal the frequencies of occurrence of these lexical items above. It is easy to decipher from the occurrence of these items the subject matter of the texts as **memorandum**. Its origin could also be identified as that from **government** and obviously concerning **government servants** of a particular category such as the junior servants. The occurrence of the **Nigerian Secretariat** would suggest to us that this memorandum was written and taken up during the colonial era.

(b) SYNONYMS**MEANING**

unestablished

daily-rated

government servants

such persons

Civil Servants

memorandum

the matter

this subject

the principles

government decisions

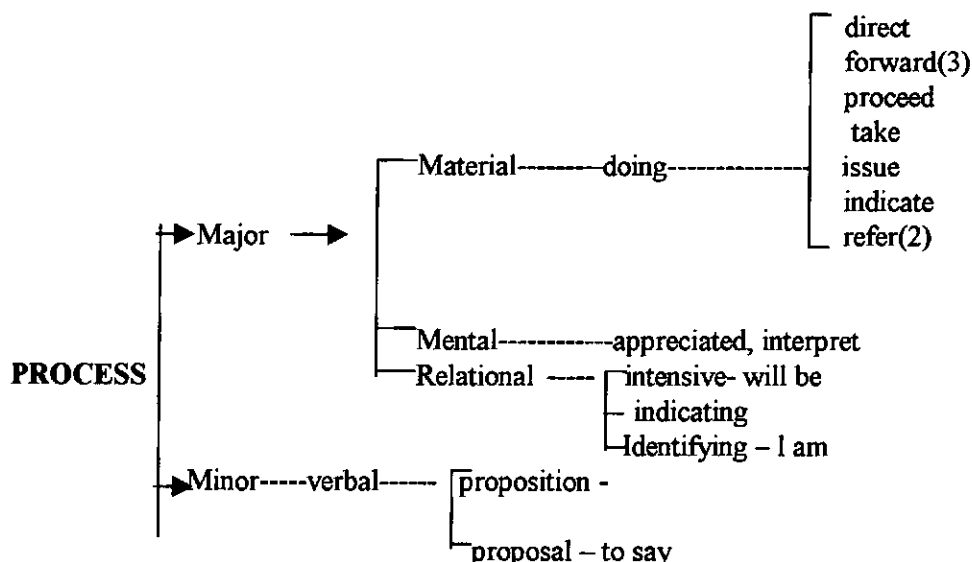
Conditions of service

The repetition of the words in (a) above results from the fact that the circular letter being examined is a reply to an earlier letter. References had to be made to the first letter for purposes of recall, clarity and good communication. The first set of synonyms refers to civil servants while the second set refers to condition of service. The civil servants are the target audience. The conditions of service exist in the “memorandum” as the subject matter of discussion in the letters. All the synonyms under conditions of service refer to the same subject-matter. This is how lexical words form meaningful relationships.

4.6. THE PROCESS

Fig. 4.1 Summary of Processes Involved

The processes in the text can be summarised in the scheme as follow:

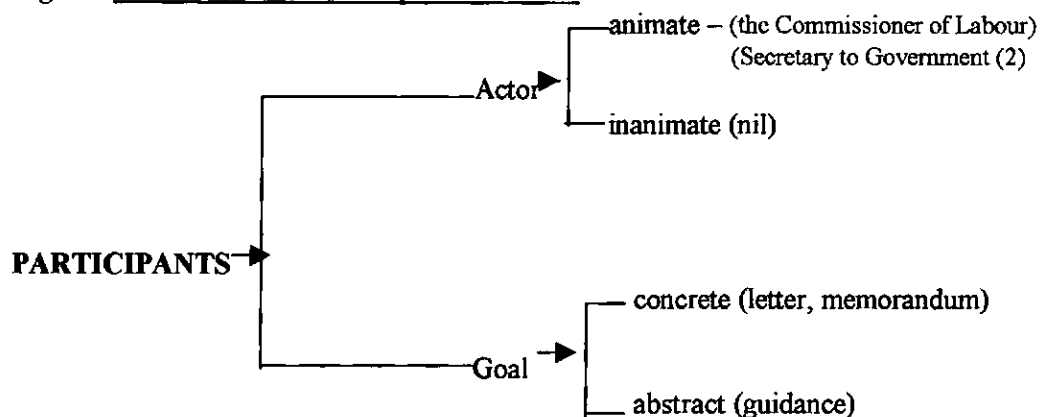


Schemes enable us to see phenomena in perspectives. Here we may divide or group the processes into two general ones – Major and Minor. These processes are involved because the civil service is a place of ‘doings’. Hence we have more major processes than the minor ones. It is necessary to know these ‘doings’ so as to understand the language use in this establishment. So far in this research work, the material process of doing out number all other processes. It is the knowledge of these processes that has assisted us in understanding the expressions in the civil service English.

4.7. THE PARTICIPANTS

People involved in these processes in the scheme are as follow:

Fig. 4.2 Summary of the Participants Involved



Three major participants are involved in the texts. There are the two overt participants such as the Secretary to the Government (repeated two times). There are also two assumed participants. The first is the persons to who the circular is directed. The second is the “assumed director” directing the Secretary to Government. The major participants are therefore, Secretary to the Government repeated two times and the civil servants. In terms of hierarchy, the “assumed director” would be ranked first, followed by the Secretary to the Government and lastly the civil servants. The ranks of the participants also determine their role relationships. The Goals here constitute the subject- matter of discourse. They also highlight the meaning alternatives of the subject-matter. They are devices which also serve to make the texts coherent. This in turn facilitates the good understanding of the texts especially by readers.

4.8. THE CONTEXT OF SITUATION

Using the Context of Situation (COS) as a tool of discourse analysis the context of use of the two letters under the three concepts provided by Halliday are as follow:-

(a) FIELD

The field of discourse of the two letters reveals that the language in use was that of “administration of Government business” in the Federal Civil Service. The analysis of the text 4.1 and 4.2 then stands as part of the analysis of the use of English in the Nigerian Federal Civil Service before her independence in 1960.

Signatories to the two letters were British - an indication of a period of Colonial Civil Service. Considering the repetition of the nomenclature/identity such as “Nigerian Secretariat”, it could be explained that before 1960 Nigeria was not the only British colony in Africa. There were other countries that the British also ruled as colonies such as Ghana, Sierra Leone, Gambia etc, all of these countries including Nigeria were often regarded as the Anglophone West Africa. It then became necessary for Nigeria, as a colony, to be so identified in order to avoid confusion. This fact accounts for the use of the nomenclature or identity. Worthy of note is the opening instructive *I am directed to* ----- which had been identified as the most commonly used expression. It is a clause highlighting the major process, that is, the material process of “doing”. Somebody, that is a Civil Servant, had been asked to do one thing or another. Here, both the “director” and the person being directed are all involved in the process of “doing”. The consistent use of the clause in any correspondence by

even the topmost officer points to where the power ultimately resided. This material process of "doing" reveals that the Crown and the nation were put first and foremost. The clause also explains the colonial ideology earlier mentioned as that of "subservience".

The prolific use of symbols in the form of reference numbers in the letters highlights the 'sign' system that was developed and used for ease of reference and easy flow of communication. The issue of symbols in the form of reference serves to facilitate the storage of information and recall. It ensures that the addressee is not mistaken about what is being discussed. It ultimately ensured continuity in the service.

The material process of "doing" which has been discussed, in turn, explains the fact that the Federal Civil Service was/is a place where things are done, that is, "getting things done" in the interest of the nation. The planning and the implementation of government policies were the daily duties performed by members of staff. All of these acts of doing depict the Civil Service as an active organ of government.

(b) TENOR

Tenor or role relationship in this context show two top government servants writing to each other. The term *implicatures* is used to account for what a speaker or writer can imply, suggest, or mean as distinct from what the speaker or writer literally says or writes. In explaining the language use in the two circular letters, we, as discourse analysts are free to consider the language use in many ways in order to bring out all possible meanings. In doing this, we consider the grammar of the discourse itself, the context of use, the role and statuses of the participants in the language event and also the conventional implications. In this analysis of the two circular letters, two top government

servants wrote circular letters. As Gann and Peter Duigan (1978:33) put it, "while in the Colonial Civil Service, only officers of nearly of the same rank could write and sign on behalf of their immediate superior officer, this situation was not the same after Nigeria became independent".

In fact, in today's Civil Service, even junior Civil Servants of a certain level can write and sign for the Honourable Minister or Permanent Secretary as the case may be. In effect, seeing signatures on behalf of the topmost officer does not indicate how close or how removed in rank the signatories are from the topmost officer. This may be indicative of lack of dignity of office, the lack of respect in the Service and the lack of dignity of labour that manifests in the use of English in the Federal Civil Service today.

An analysis of the mood and modality component (SFT) shows the subtle manner of Chief Secretary while reprimanding a colleague who followed a wrong procedure in referencing. For example, he writes **I am to take this opportunity to say that my letter under reference should have been issued under the reference 00339/S./19/122 and not S.21.176. It will be appreciated therefore, if further correspondence on the subject matter may indicate the latter reference** (see text 4.2). In doing this, he uses such words (modal) as "should" "will appreciate" "if" "may". This subtle manner in which he couched his reprimand demonstrates dignity, respect, civilisation, mastery of the language, politeness and dedication to duty. In effect, his colleague was to infer the seriousness of his mistake, that is, not following the proper procedure in issuing the circular. The consistent use of modal auxiliaries by the Chief Secretary to the Government while giving directives shows his courteous attitude. For

example, in text 4.2 he uses such modal auxiliaries such as:

**should any difficulty arise
the matter should be referred
conversion.....may now proceed
my letter under reference should have been issued**

He also uses the clauses that show courtesy such as **it will be appreciated, if.....may indicate the latter reference**. It also shows positive attitude towards his work and towards his colleagues both the superiors and the subordinates. The "if" clauses serve also as elements contributing to the harmonious qualities of the text. This was the way the colonial English was written to show regard for the Crown and Service.

The MODE of discourse shows, and strikingly so, the absence of the salutation and complimentary close that are important features in letter writing. The explanation is simple. Circulars, according to Sautoy (1957) are not official letters. In fact, circulars are usually written sometimes in a memorandum pad. They can appear in the form of loose minutes in loose sheets or on any small piece of paper. They are very rarely written on letter-headed sheets especially within the departments. These two circulars were not written on letter headed sheets.

Moreover, the two circulars were more of internal correspondence for the internal circulation of information and directives. It was usually optional to have salutations and complimentary closes in circular letters meant for internal circulation. It would have been mandatory to list the target audience at the left-hand corner of the paper if the circular was for circulation to all the parastatals. The same procedure is followed if the information was for Chief Executives of different ranks and also for the entire staff. Under the above conditions, it may be considered unnecessary to enumerate all the

recipients because this may lengthen the circular. Secondly, whoever was not so enumerated may feel at best, unconcerned.

The analyses of texts 4.1 and 4.2 would have been incomplete if the contextual considerations were ignored. It is true that the two signatories are identified in the text. However without the consideration of the context of the texts, the role relationships inherent in the texts and their implications notwithstanding would have rendered the analyses incomplete. The role relationships demonstrate to us through the language use by the Chief Secretary to the Government that even in the exercise of authority, one could be polite and courteous.

4.9. THE INSTRUCTIVES

The longer stretches of utterances grouped, named and enumerated below as instructives have been extracted from the collection of data for this research work.

The full forms of the data are attached as appendices.

- a. **“I am to request the favour of your early comments”.**
- b. **“I am directed to enquire whether you are now in a position to give a reply to my letter number...”**
- c. **“I shall be grateful for the favour of an early comments on the proposal”.**
- d. **“I am to ask you to be so good as to let me have your considered comments thereon at your convenience”.**
- e. **“It would appear that you have some difficulty in differentiating**

between General Labour and Special Labour.

- f. “May I move you”.**
- g. “You may wish to in due course”.**
- h. “The delay in replying is regretted”.**

The expressions numbered (a) to (h) above function as follow:

- (a) request
- (b) request
- (c) request
- (d) request
- (e) observation
- (f) persuasion
- (g) request
- (h) apology

Let us consider further the use of expressions such as the following:

- (i) “I am to request.....”**
- (ii) “I am to ask...”**
- (iii) “I am to add that...”**

In these expressions, the use of **I** is significant for a few reasons. Firstly, the writer has identified himself. This identification synchronises the person with position. The responsibility falls on him. The focus is on his person first of all before the materials, events and activities in the full clause. Secondly, the expression, **I am to request** is a polite way of expression. The expression **I am to ask** is rather neutral. It is neither a polite nor a rude way of expression. The expression **I am to**

add is an expression that is also neutral in terms of politeness. It is only indicating an addition to the materials, events and activities within the full clause. An expression such as:

(iv) **“You may wish to ...”** shows even more regard and respect for the addressee. The writer does not use the imposing or assertive **I**. There is a shift of responsibility to and respect for the reader. It is the use of two modal auxiliaries, that is, ‘may’ and ‘wish’ simultaneously that indicates the extreme politeness inherent in the expression. Moreover, expression such as

(v) **“May I move you”** shows an extreme politeness in the sense that the writer is appealing and persuading the reader to do something. This is done through the use of the word ‘may’ as a modal auxiliary before the imposing **I**. **May** as a modal signifies respect and politeness. The writer is indirectly appealing to his reader to do what he (the reader) should do. **May** is used along with the material process **move** which appears metaphorical here. To **move** someone suggests **to act or do**. This expression is found mostly in file notes. It functions as a polite directive (persuasive in nature) from a subordinate officer to a superior officer. It shows positive interpersonal behaviour among members of staff in an organisation where this expression is used. The expression such as

(vi) **“It would appear that you have”** indicates politeness in language behaviour. The use of ‘would’ indicates neither past nor future but shows politeness. The whole of the expression **it would appear that** which occurs before **you** indicates politeness. It is a polite way of pointing out things to a reader. The expression, that is, **It would appear that** shows extreme respects for the reader.

Interpersonally, the writer and the reader's status roles as revealed in their linguistic performance can be described as cordial and significant. On the whole, in terms of organising a politeness cline, we could rate the expressions numbered (i) to (vi) above beginning with the most polite to the less polite expressions as follows:

"You may wish to..."

"It would appear that you..."

"May I move you to"

"I am to request...."

"I am to ask"

"I am to add that..."

4.10. THE "IF" CLAUSES

On the examination of our data for this research work, we find the prolific use of the 'if' clauses by the colonial civil servants. They are significant because of their grammatical functions and their meaning potentials. The following texts 4.3 to 4.7 contain the full versions of the 'if' clauses that are analysed below:

Text 4.3 A MINUTE

Gen. 52

Continuation Sheet No.

P.A.S. (Pol).

I have extracted Mr. Tokunboh's report from back cover as I should like to read it at leisure. Meanwhile will you please consider to what suitable policy file pp.11 – 14 with a copy of paragraph 4 on pp.8/9 should be extracted (cf. A on p.14)? When that has been done will you please return this file to me for re-inclusion of Mr. Tokunboh's report.

1. A.C.3. has seen the minutes, but I should be grateful if the file to which you extract them might be referred for information to Mr. Devy on his resumption of duty, i.e. any time after the 25th of August.

W.R.T. Mikne,
2nd August, 1950.

Text 4.4 AN OFFICIAL LETTER

**The Secretariat,
131, Apapa Road,
Ebute Metta,
15th August, 1949.
Ref. No. RSSU/SEC/1**

**The Civil Service Commissioner,
Nigerian Secretariat,
Lagos.**

Sir/

I am directed to request you to clarify for the information for men on Special Labour Grades.

For example, on page 12 of "Report on Unestablished and Daily-Rated Government Servants" S.P. No. 8/1947, it is written, Special Labour Grade III, 4×3 2 years. Opinions differ tremendously on the application of the incremental formula that can be adopted. Some are of the opinion that if a man was appointed on or before 1/1/43 as a Daily-Rated man and was converted to Special Labour Grade II on 1/1/46, he would not stop for another 3 years but would continue to enjoy his 2d yearly increment as from 1/1/47 (i.e. he would be on 3/2d per day on 1/1/47) because he had already completed three years. Others are also of the opinion that such man would still wait until 1/1/49 before he would be on 3/2d per day.

As my Union does not want to be mistaken in this respect, it will be highly appreciated if you would kindly give an early reply to this letter and clarify the position fully for the guidance of my Union.

**I have the honour to be,
Sir,
Your Obedient Servant,**

General Secretary.

Text 4.5 A MEMORANDUM

MEMORANDUM

Unestablished and Daily Rated Government Servants

The publication of the report on unestablished and daily rated Government servants has been followed by further representations from a number of departments and unions.

2. The further representations received have now been analysed and the following represent the final decisions taken by Government on the report.

In view of this I wish to ask whether, as the point at issue must be of general application in all areas where wage rates have been revised since the Miller Report came into effect, the Labour Department is contemplating issuing a general circular on the subject. If so, I should be glad to know when this circular may be expected.

As I have received further representations from the Oil Palm Research Station labour force on this question I should be glad if the matter could receive your earliest possible attention.

(Sgd.) F.W. Toovey.
OFFICER-IN-CHARGE.

Text 4.6 A LETTER

-----1371/51

P.00339/S.19/C.11

/T/4

2nd March, 1950

The Honourable
The Commissioner of Labour,
Lagos.

Dear Sir,

Reference your letter No. Jc/37 of the 20th February last forwarding a thesis by Mr. Tokunboh on Wage Policy, I am to ask you to be so good as to let me have your considered comments thereon at your convenience.

Yours faithfully,

183

T.V. SCRIVERNOR
Civil Service Commissioner

Copy to: Ad. Sec.

I should be glad if you would press for an early decision on the above matter.

T.V. SCRIVERNOR

Text 4.7 A LETTER

No. Jc/37.
Department of Labour,
Lagos, Nigeria.
20th February, 1950.

The Honourable
The Chief Secretary to the Government,
Nigerian Secretariat,
Lagos.

Dear Sir,

Mr. M.A. Tokunboh: Wage Policy.

Mr Tokunboh, a Labour Officer of this department who is at present taking a course of study outside Nigeria has written an address to anyone in particular but he has asked me to forward a copy to you: which I now do.

3. If I may comment, I am in some doubt as to the propriety of this action if it is to be construed as an address to Government on high policy advanced by a relatively junior member of this Department, particularly as at this juncture I have not the time to study it and comment properly. However, from a first quick reading, I would say that, although there is much in it with which I am not in agreement, it reflects considerable credit on Mr. Tokunboh and shows clearly that he has considerable abilities well worthy of encouragement.

Yours faithfully,

COMMISSIONER OF LABOUR.

The "if" clauses are also drawn from letters, memoranda, circular, minutes and file notes. They occurred consistently in the writings of the Federal Civil Servants

who served before Nigeria became independent. Some of these expressions are numbered (i) to (m) below:

- i. **"I should be grateful if the file to which you extract them might be referred for information to Mr. Devy"**
- j. **"It would be highly appreciated if you would kindly give an early reply".**
- k. **"I should be glad if the matter could receive your earliest possible attention".**
- l. **"I should be glad if you would press for an early decision".**
- m. **"If I may comment, I am in some doubt as to the propriety of this action"**

The "if" clauses numbered (i) to (m) above function as follow:

- (i) request (expressed in "grateful")
- (j) request (expressed in "appreciated")
- (k) request (expressed in "glad")
- (l) request (expressed in "glad")
- (m) comment (expressed in "comment")

The common use of "ifs" in the expressions serves grammatically as conjunction, joining two clauses. It also serves to make the clauses conditional clauses-meaning-"on condition that" or "accepting that". These expressions were used to achieve even better results than the language of compulsion which is typical of today's Civil Service language as is seen in chapter 5 below. Beginning with the expressions numbered (a) to (h), in section 4.0.9 above, both the writer and addressee know for certain that some actions had to be carried out. In that case, those were actions that

concerned the day-to-day performance of duties.

The TENOR of discourse is that the expressions were from government officials to other officials in the same establishment and in some cases to government parastatals or even to the private sector establishments. Expressions such as (a) to (h) may come from subordinate officials to more superior ones and those of equal status in the main. However, in many routine correspondence, some of these expressions also come from superior officers to subordinate ones. The writers of these expressions ask for certain actions to be carried out. They ask for "comments", "replies", "approvals", to be given on a particular issue or some issues of significance to their work.

Respect for seniority in office also made subordinate officers to use very courteous language while requesting for actions to be performed. It is also on record that the British used and perfected the use of English in the Federal Civil Service. The use of these courteous expressions is a mark of civilisation. Civil Servants at that time were respected. They formed the elite class in Nigeria. Most young men and women looked forward to when they would be working class men or women. Senior Civil Servants (mostly the British) were held in high esteem. It was from among them that the Queen of England, on the recommendation of the Governor General would once in a year confer on them the title "Sir" in recognition of their dedicated service to the Crown.

Medina (1981:22) mentions that the Federal Civil Service in Nigeria was run in the same manner as the Civil Service in England. It became clear then why the English language use was made to conform with the standard code. The expressions

numbered (f) and (g) in section 4.Ø.9 above are persuasive in nature with the use of the modal auxiliary **may** (two times) in the two expressions. This written form allowed references to be made on past requests for actions still being expected. It also allowed the storage of such documents for ease of further reference and recall.

The FIELD of discourse that also refers to “what is happening” highlights the processes involved in the texts numbered (a) to (h) in section 4.Ø.9 above. Prominent among the processes is the material process of ‘doing things’, ‘getting things done’, which is purely administrative in nature. The early “comments (3)”, the “replies (2)” to letters, “move”, “differentiate” and the persuasions are all actions. These are material processes. The uses of the finite form of verbs and the second person reference make the text more direct and purposeful. Even though the expressions are more of directives which are fully expressed than those mentioned, there is a strong element of courtesy in the use of language as clearly revealed through the use of modals such as ‘should’, ‘would’, ‘may’, ‘wish’. The modal auxiliaries function to make the expressions persuasive rather than compelling.

Some of the expressions are so couched in such a way that meaning is inferred. Consider the expression such as **I am directed to enquire whether you are now in a position to give a reply to my letter number...** Obviously, the reply to that letter was being awaited for quite sometime until a request for a reply had to be officially made. Even under this situation, the language of the request was subtle. Most importantly, the feeling of annoyance because of the failure to reply to the letter was not reflected in the language use. We can only infer that the request for

the reply to the letter was done with at least some feeling of uneasiness. The rule for good style of writing stipulated by Tokunbo op. cit. in section 1.2.8.1 on courtesy in writing was obeyed. There was dignity and respect for labour as demonstrated in the language used for requests. In the expression numbered (e), the reprimand there is not expressed in such a direct and most obvious manner. It is done in a very civilised language. There is in the expression numbered (h) the behavioural process of “regret” in form of apology.

The role-relationships under the term TENOR reveal the attitudes of the participants in the text. The servants were treated with respect. No servant could afford to be rude to another servant. In effect, the respect to the Crown which was extended to fellow Civil Servants could be observed and confirmed in the use of language in the establishment. There were some uses of language which connoted a rather slower pace of work and events even though they were considered to be synonymous with thoroughness². Five of such expressions are drawn from the texts reproduced in full below for the purpose of analysis.

Text 4.8 A LETTER

1638/S.2/15
21st January, 1959.

**The Secretary,
Federal Public Service Commission,
Lagos.
*Dear Sir,***

Secondments.

With reference to your endorsement No. FC. 2081/S.6/249 of 19th November, 1958, I have to inform you that the records of the officers concerned are no longer kept in this office. The matter has therefore been referred to the Northern Region

Ministry of Health for comments.

2. A further correspondence will be addressed to you in due course.

Yours faithfully,

**Chief Medical Adviser to the
Federal Government.**

Text 4.9 AN ENDORSEMENT³

Ref. No. 1838/S.2/15A.

Lagos, 21st January 1959.

Copy to:-

The Permanent Secretary,
Ministry of Health,
Northern Region, Kaduna.

For information and favour of
your early comments. Copies of the
relevant correspondence are enclosed.

C.M.A.F.G.

Text 4.10 A FILE NOTE

Gen. 52

Continuation Sheet No.

C.S.C.

You may wish to see para. 4 p8.

I think the members of the C.S.C. now appreciate that policy regarding unestablished staff is a matter for P.A. branch though we should be glad if the advice of the C.S.C is taken seriously.

Keep in contact.

(Sgd.)

Ad. Sec.

Text 4.11 A MINUTE

Minutes from p.8

This is a tricky problem, and I doubt whether a division of labour between our respective Branches of the Secretariat can be achieved quite so simply as P.A.S. Pol. seem to suggest. The file containing the quotation from C.S.'s minute ("A" on p.9) is not available, and I do not clearly recollect the context, though it had, I fancy, something to do with a discussion between Captain Miller and myself about two years ago in the F.S.'s office. I have less than no desire to have anything to do with policy regarding Unestablished Staff, but I think that it is important to distinguish between Unestablished Staff and Wages Policy. Wages Policy is clearly a matter that concerns your Branch, the Finance Branch and Dev. Sec. Even more than it concerns the Civil Service Commission, not only because there are large numbers of Daily Paid and Unestablished workmen employed all over Nigeria by non-Government concerns, but also because Wages Policy is obviously a factor of prime importance.

The full clauses with the significant expressions are underlined as follow:

- (i) & (ii) "I am to ask you to be so good as to let me have your considered
comments thereon at your convenience"
- (iii) "A further correspondence will be addressed to you in due course".
- (iv) "Another copy which is attached is for easy reference and to
request the favour of an early reply."
- (v) "You may wish to see paragraph 4, page 8"

Such usages like'

- (i) **“considered comments”**
- (ii) **“in due course”**
- (iii) **“your convenience”**
- (vi) **“favour of an early comments”**
- (vii) **“may wish”**

could be interpreted to mean as follow:

(i) “considered comments”

Our resort to the context of situation of use of this expression enables us to explain that officers who took decisions were thorough in doing so. They were sometimes referred to as “seasoned civil servants”. They were those who knew the rules and regulations which guided them in arriving at decisions. They had the interest of the “service” at heart. Our contextual considerations also allow us to observe that officers took pains to read and understand the issues in the file before taking a decision. Some officers were noted for asking for two to three closed-volume files for reading. This enabled them to know the intricacies of the issues. After going through all these procedures mentioned above, the comments given by such an officer were referred to as “considered comments”. ‘Considered’ here premodifies ‘comments’ which is the Thing.

(ii) “in due course”

It is easy to misunderstand the meaning of this expression especially when we listen or read today’s expressions in the civil service. This expression was not

intended to signify an open-ended time (unlimited). No personal idiosyncrasies were brought in to undermine the effectiveness of the rules and regulation. It was clear to ‘servants’ that ‘in due course’ was a courteous way of requesting for an action to be taken. The degree of urgency was determined by the business that the official had on hand to perform. The rules and regulations were there to inform the schedule officer which of the matters were more urgent than the other. The ability of an officer to determine which of the duties to perform first in the interest of the service usually sets him apart as an efficient and a dedicated officer. This prepositional phrase is used as an adjunct.

(iii) “your convenience”

This expression means the same as that in (ii) above. It does not mean that matters could be left untreated until such a long time. It is used as a mark of courtesy. Matters were treated normally according to the pace stipulated by the civil service rules. One of the rules states that “no officer must keep a file for more than two working days without treating the issues in it”. The deictic (possessive) “your” premodifies the abstract Thing – ‘convenience’.

(iv) “favour of an early comments”

This is a polite request for a reply to some issues. It is also like (ii) and (iii) above. They are alike because they are not declarative constructions which tend to issue commands and therefore very forceful. The use of the expressions in (i) to (v) is a mark of good behaviour demonstrated in language use. Again, in this expression

one could infer that there is some feeling of disgust due to the delay or refusal of the recipient of a former letter to send in a reply until another copy was sent. Yet the presumed second letter was also written in a polite manner.

(v) “may wish”

The use of the modal auxiliary “may” shows politeness which is void of force. It is not a command either. Unfortunately though, people tend to interpret these courteous expressions to mean a very slow pace in the transaction of government business. The fact is that there was dignity of labour as a result of which “Servants” were committed to their duties. It also intoned adherence to precedence and long-standing experience in arriving at the appropriate decisions.

(vi) “..... use your good office to let me have”

This expression meant the recognition of dignity of office and the obvious expectation from a relaxed and confident official. It is by way of trying to cope with the Nigerians at the later stage towards the attainment of independence that the colonial government came up with a more explicit method of getting things done fast by way of developing and using symbols such as a maximum of three Xs. This was meant to expedite action on issues that needed prompt attention.

In the expressions numbered (i) to (m) above, there are some significant uses of lexical items. Let us consider the use of ‘I’ as in “I should...” in expressions (i), (k) and (l) three times. The use of I means that the writer has identified himself as the

main focus before any other materials, events and activities. He is very polite in his identification and acceptance of responsibility. This is understood through his use of the modal that immediately follow such as 'should' that indicates politeness and respect for his reader. Let us consider further the other expressions such as **It would be highly appreciated if ...** The writer shows a high level of respect for his reader. This he does by dropping the 'I' at the beginning of the sentence and using the dummy 'it' followed by the modal 'would'. The maximum politeness is indicated by the use of the whole lexical items including the conditional 'if' before the main event in the clause, that is, the request.

Lastly, in the expression such as **if I may comment**, the writer is so unassuming. He drops the lexical item 'I' at the beginning of the clause and starts the sentence with the conditional marker 'if'. By doing this, he first of all seeks for permission to make his point. He does not call it a point instead he would rather see it as a comment. The expression functions as an appositive in a complex clause. His reader knows actually that he is making a point. The politeness is considered as extreme through the use of the following set of lexical items (**I am in some doubt as to..**) before his main point. This expression then comes before his request for permission. The writer does not assume airs of superiority yet he still makes his point. He is questioning the propriety of a particular action. This is a very important question put in such an extremely polite way. In terms of the politeness cline, we can say that these expressions rank as follow beginning from the most polite to the less polite.

"If I may comment, I am in some doubt as to"

“It would be highly appreciated if you could....”

“I should.....” (three times)

From our discussion above, we may see how language played an important role in shaping the Service in terms of the attitude of the people in the Service. Long before independence, these expressions were void of rude expressions found in today's Civil Service language. The Civil Service at that time was made up of people who were civilised and this civilisation was seen in the English language use.

4.11. IDEATIONAL FUNCTIONS OF THE INSTRUCTIVES

Besides the lexical expressions, we have discussed a few long stretches of expressions in the English language written by the Federal Civil Servants (see section 4.9 and 4.10 above). This section is a further discussion of the functions of these expressions. Still from our data, there are other expressions enumerated below that serve different ideational functions. These are expressions drawn from letters, memoranda, circulars, minutes in files and briefs that were written by Civil Servants who served under the colonial regime. It may be cumbersome to bring their full texts here:

Table 4.21

EXPRESSION AND FUNCTIONS

<u>Expressions</u>	<u>Functions</u>
(n) "I am directed to write"	(authority/directive)
(o) "You may wish to approve....please"	(application)
(p) "May I move you to read from..."	(Directive/request)
(q) "I am to take this opportunity to state that..."	(declaration)
(r) "I am, Sir, Your Obedient Servant"	(Complimentary close)
(s) "I should be glad if you reply early"	(request)
(t) "it would appear that you have some difficulty in replying....."	(observation)
(u) "May I inform you...."	(reporting/informing)
(v) "May I refer to..."	(reporting/reminder)
(w) "I am to add that...."	(justifying/amplifying)
(x) "... Your considered opinion in due course"	(appealing/request)
(y) "it would appear that you are hesitating to"	(observation)
(z) "could you please use your good office to..."	(request)

We have observed in table 4.21 above the functions of the expressions used. These expressions were used in the giving of instructions from one civil servant to another. The functions of the expressions do not denote a forceful way of giving instructions. The demand for an unquestioned obedience of the instructions is not denoted either in these instructions. Appeals, reminders, applications, requests, information and reports are denoted in the expressions.

Furthermore from the expressions in table 4.21, the activities of civil servants are made known as follow:

Table 4.22

Activities	
(n) ----	am (existence), write (writing)
(o) ----	approval
(p) ----	read (reading)
(q) ----	state
(r) ----	am (existential)
(s) ----	reply
(t) ----	reply (replying)
(u) ----	inform
(v) ----	refer
(w) ----	am (existential), add (addition)
(x) ----	consideration
(y) ----	hesitation
(z) ----	request

Activities of the Civil Servants

We may even analyse these expressions in terms of writer versus addressee's response as follow:

Table 4.23

Writer	Addressee
(n) am write (writing)	-----
(o) (please)	approve
(p)move	read
(q) am, take	-----
(r) am, (obedient)	-----
(s) glad	reply
(t) (appear)	replying
(u) inform	-----
(v) refer	-----
(w) am, add	-----
(x) -----	consider (opinion)
(y) -----	hesitating (hesitation)
(z) (please)	use (good office)

Participants Role-Relationships

The participants role-relationships may be clearly demonstrated by the groupings above. The words in brackets are not processes or activities. They are either epithets or nominals.

4.12. THE USE OF MODAL AUXILIARIES

Of striking importance is the frequent use of the modal auxiliaries in table 4.21, for example:

may (4 times)
should (once)
would (2 times)
could (once)

The use of these modals reflects polite and courteous relationships exhibited in the language use of the Civil Servants. The use of adjuncts such as "please", and "in due course" attached at initial, medial positions, and at the end of some of the clauses show courtesy. These usages do not contain elements of force or compulsion that could cause disaffection. It is assumed therefore that the Civil Servants demonstrated respect for one another within the hierarchical structure of the Civil Service. The cordial relationship that is shown in the language use made the job interesting to many people. It also earned the Civil Servants respect from the outsiders. The relationship stood as a civilised behaviour.

It is to be noted that up to 1957, there were no Nigerians in the high-rank posts in the Federal Civil Service because Nigerians were untrained and therefore not fit for such posts (see table 1.1 in chapter 1). It is expected that these expressions were made by the Oxford and Cambridge universities' graduates in liberal arts as mentioned in Chapter One section 1.0.2 and 1.0.3 above. These expressions were subsequently passed down from generation to generation of the Civil Servants. Bradbury (1950) is convinced that the administrators of the colonies had it as a responsibility to bring to bear all the resources of western civilisation so as to

overcome the natural handicaps of the colonies. The administrators, in addition, were to establish a sound economy and guide the people to better social and political maturity. It must be borne in mind that the Civil Service was synonymous with "service". Language used in a situation where services are rendered becomes a necessary tool for good government and better service to the nation. The civilised Oxford and Cambridge university-trained personnel brought civilisation even through language to the Federal Civil Service which Nigeria continues to enjoy until today⁴. The procedures and practices at the British Home Civil Service were transferred to the Federal Civil Service in Nigeria. Among the practices was the use of English to achieve beneficial results in the Civil Service and the country as a whole.

4.13. AN ANALYSIS OF TEXT 4.12: SIGNIFICANT FEATURES OF A LETTER

This is a letter written on behalf of the Chief Secretary to the Government to the Director of Medical Services. Both of them were in Lagos. The Director was a subordinate officer to the Chief Secretary to the Government in terms of the hierarchy in the Federal Civil Service. The full text of the letter is as follows:

Text 4.12

**No. P. 7632/6
Nigerian Secretariat,
Lagos, Nigeria.
19th September, 1947.**

The Honourable,

**Posting of department officers for
duty with other departments**

I am directed to enclose herewith a copy of proposals made by the Director of Public Works for regulation of the conditions upon which officers are posted for duty with departments other than their own. In this connection, the Director has written as follows:-

“The desirability of having such rules can hardly be overstressed. The advantages to both the Head of the Department to which the officer is posted, to the officer himself and the interest of the work are considerable. The Head of the Department to which this officer concerned is posted is assured that by periodic inspection of Senior Officers submission of designs and reports, the Engineer is receiving adequate professional assistance and acting in accordance with approved principles and practice. The officer posted can feel that by maintaining close contact with the parent Department, his abilities and services are not overlooked and that he can rely on senior and specialist officers for advice and support. The interests of the work are assisted by the availability of all Departmental facilities, e.g. Stores, Workshops, Headquarters Laboratory, Drawing Office etc. Without the expense of trying to build up small separate organisations which at the best must be inferior in equipment and staffing.”

2. I am to request the favour of your comments on the proposals.

Yours Faithfully,

for Chief Secretary to the Government.

This text is discussed below:

The letter begins with a reference number symbolically represented as:

(a) "No. P. 7632/6"

This reference number ensures that the letter had a file for record purposes. It was expected that when a reply was given to this letter, the same reference number would be quoted so that the addressee was not mistaken about what was being discussed. The use of the identification such as:

(b) "Nigerian Secretariat"

reminds us that the letter was written under a particular context of situation. This situation was the Colonial Civil Service. The British had other colonies such as Ghana, Gambia and Sierra Leone. It became necessary, therefore, that the particular secretariat should be named because those other countries also had secretariats. The secretariat was normally the colonial head office where the Chief Secretary to the Government had his office. Today no such identification is needed.

(c) "The title "Honourable"

was used for certain higher-ranking officers not just any higher-rank officer. The Director of Medical Services was one of those so addressed. This was also typical of the colonial service. It serves two purposes. First as a title and, secondly, as a salutation. In this letter, it serves as a salutation.

(d) "Parent Department"

This refers to the original department that the staff was employed into before any subsequent redeployment. Our contextual consideration reveals that the implications are that the officer involved drew his monthly salary from his parent department. He earned his promotion also in his parent department. His parent department determined his career progression. The parent department in turn considered seriously the job evaluation report sent in, in respect of the officer by the department that officer was deployed to. The term parent department is no more in use in today's civil service because all officers are employed centrally by the Federal Civil Service Commission. It is easy to "pool" them for effective control and utilization. Interpersonally, it is easy to determine the seniority of these officers and therefore their status roles even in language performance.

(e) "posting of..... other departments"

This is the subject title of this letter. It serves as a reference that has some relationship with other wordings within the text. In fact, in the reply to this letter, the subject title should be quoted for ease of reference.

The writer begins with

(f) " I am directed to"

Certain features of the Civil Service writing were significant and therefore worthy of note. The contextual considerations under the field, tenor and mode reveal further the meanings of the usage in the text. Usually, the above declaration demonstrates to us that

some action requires to be carried out. It is a material process of "doing". The discussion in section 3.4.0 on this expression is still valid for the explanation of this text.

(g) the repetition of the subject title in the first paragraph and the following items wordings:

regulations (once)

proposals (twice)

conditions (once)

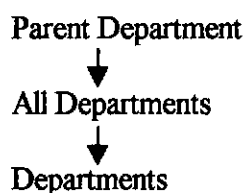
such rules (once)

approve principles and practice (twice)

all refer to the "conditions of service" in the civil service. These wordings therefore share synonymous relationship with 'conditions of service'.

(h)

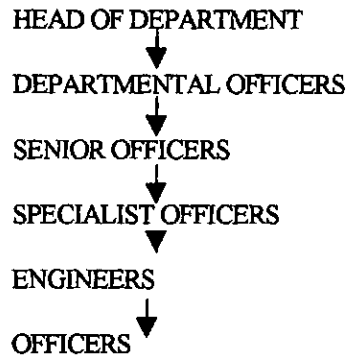
Fig. 4.3. INSTITUTIONAL STRUCTURE



In the colonial service, the parent departmental structure was considered as the best arrangement for the proper utilization and supervision of members of staff. As the name implies, members of staff regarded their parent departments as their main controller. It is simply understood that just as we come to the world through our parents, so members of staff came into the service through their parent departments. The discussion in (d)

above is still valid. The parent department was regarded as the most important department. "all departments" and "departments" are all offsprings of the parent department. The "pooling system"⁵ practiced in today's service has erased the parent departmental structure.

Fig.4.4. STAFF STRUCTURE



The above sketch shows the hyponymous relation of staff in the departments/ministries referred to in this letter.

(i) The following prepositional phrases:

"in this connection"

"in accordance with"

"at the best"

also function as adjuncts and connectives to create textual harmony.

(j) Formal markers such as

"and" (10)

"but"

function as conjunctions to ensure the easy flow of the sentences.

(k) Effects of the special punctuation marks

Most prominent in this text is the use of the inverted commas open and close (“”) and the indentation of the exact speech/proposal made by the Director of Public Works himself. These two devices make the graphological features of the letter significant. The graphological features have the effect of emphasising and highlighting the Director’s proposal. It makes it direct, undistorted by reported speech or summarisation. The speech is presented as it was provided.

The other punctuation marks such as:

"commas" and "semi-colon"

"fullstops"

indicate a relationship between what has been said and what is about to be said. They also serve as markers of short breaks, numeratives and stops.

(l) Abbreviations are also used such as

"etc" "e.g.". meaning - 'ecetera' and 'for example'.

The use of the short forms saves time, space, paper and energy of the writer. These are the reasons for their preference by the Chief Secretary to the Government. The last paragraph begins with a number indicating the end of the first and the beginning of the second and by who **“I am to request.....proposals”**.

This is a request for the reply to this letter.

The language is so couched with courteous expressions such as:

"request"

"the favour"

They indicate the cordiality of the role-relationship even when the writer was the superior officer to the addressee.

(m) the use of the features such as:

the salutation

the complimentary close and

the elimination of the name of the Chief Secretary to the Government.

In a strictly official letter written on a headed paper to probably a person outside the Civil Service, these three features also would have been present. In some cases, to show the cordial relationship existing between the writer and the recipient, these features are omitted. The Chief, to further show that his addressee was sure of the source of the letter and the cordial relationship existing between both of them, might just have signed his name also knowing that his addressee knew his signature and full name well enough.

(n) Pronominal expressions

A few pronouns are used to refer to some unnamed persons such as:

"I"

"their"

"himself"

"his"

"your"

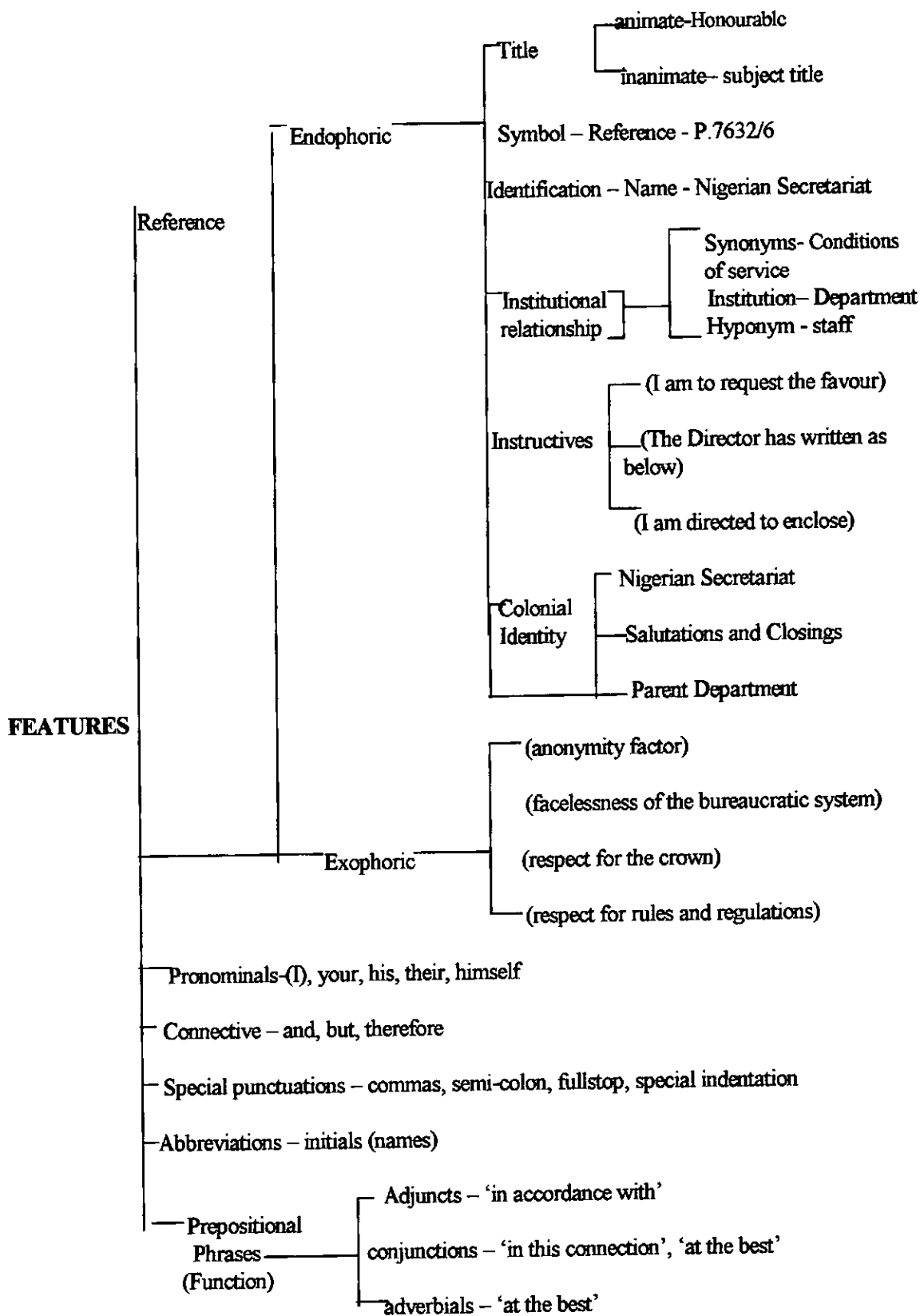
The referential use of these pronouns makes for concord and coherence in text 4.10.

They also function as cohesive devices. They are all personal pronouns.

(o) Use of the Preposition

The use of the last preposition “for” in the expression - Chief Secretary to Government in the letter means that the writer of the letter was not the Chief Secretary to the Government himself but someone else writing on his behalf. Usually, that writer was an officer very close in rank to the Chief Secretary to the Government. This meant that the officer could assume both the status and speech roles of the Chief Secretary to the Government in his absence⁶.

Fig. 4.5 A SUMMARY OF THE TEXTUAL FEATURES OF TEXT 4.10



For Text 4.10, the summary of its features has been represented in Fig. 4.5. In SFT, the inherent features in the text could signal meaning. This is referred to as textual meaning. From figure 4.5 above, we could identify the features of the text that are meaningful in terms of: the title, identification, the declarative instructives and the pronominals. Meaning could also be signalled not directly from the text but from outside of the text. This is referred to as the exophoric meaning. When we begin to explain the meaning of texts extra-textually we are definitely considering contextual issues. This is why such factors as anonymity, facelessness, influence of rules and regulations in a bureaucratic system are highlighted in the figure being discussed.

The lexicogrammar of the text reveals functional features such as the connectives, special punctuations, abbreviations and the prepositional phrases. Besides the date, other features such as identification and symbol could easily reveal that this text is a pre-independence text. The other grammatical features could appear in both the pre- and post-independence texts.

4.14.

CONCLUSION

The interpersonal analysis of the two circular letters reveals the status roles of the writers of the circulars and their relationship with each other. The clause analysis of the two circulars reveals the linguistic features of the expressions that the Civil Servants got stuck to in their use of the English language. In our analyses so far, this is our first attempt to analyse lengthier and fuller texts. Our discussion on the contextual issues of the two circular letters highlights aspects of the Colonial Civil Service that are discussed in Chapters 1 and 2 of this thesis. Our discussion on

the contextual issues reveals to us not only the meanings but also the reasons why the Colonial Civil Servants chose to use the significant expressions.

For the analysis of the official letter, consideration has been given to the grammatical items in the letter/text. The meanings which are extra-textual have been also considered under contextual issues. The discourse markers have been identified and their functions explained. All these features including the contextual issues and the discourse markers reaffirm that the language of the Civil Service is a register on its own.

In terms of processes, we have observed that the material process of “doing” are more than the other processes. Concerning the participants, as revealed, civil servants are the “Actors”, They are “animate” as reflected in Fig.4.4. We have been able to arrive at the conclusion that the language use in the colonial civil service featured courteous expressions. The interpersonal relationships were cordial. The language of administration of government business was persuasive rather than that of compulsion as we are about to discuss in chapters 5 and 6 following.

It will be recalled that Tokunbo (1961) subsequently revised in 1972 drew up a Code of Ethics for civil servants. He also provided in writing guidelines for a good style of writing in the service. Tokunbo served in the colonial civil service and so knew the importance of being a civil servant. He stressed the importance of discipline and courtesy in the service. In fact to quote Tokunbo (1972:32) statement *all communications from civil servants to persons outside the public service must be polite. Even the reply to a discourteous writer should be couched in courteous terms.* Indeed, the colonial service English as discussed in chapter 3 and 4 demonstrates a commendable level of positive language behaviour.

NOTES

1. The Theme is the element which serves as the point of departure of the message in SFT. It is that with which the clause is concerned. The remainder of the message is the part in which the theme is developed. This is called in Prague school terminology as the RHEME. As a message structure therefore, a clause consists of a theme accompanied by a Rheme (cf. Halliday, (1985:38).

2. Courteous usages of language such as: "in due course", "at your convenience", "it would appear that---", "if I may---" in the colonial service were considered as a mark of civilization manifested in language use. In the post-independence service, unfortunately, these usages are considered as "too slow" and "lukewarm" attitudinal expressions. The expressions are seen as one of the causes of institutional bureaucracy, bottlenecks and redtapism. It is felt that the expressions do not serve to urge members of staff enough to expedite action on issues. In fact, people still regard these expressions as colonial practice carried over to the post-independence service.

3. In government documents or write-ups, some specific persons require to be informed officially on the issues involved. In this case, the writer has to endorse the write-up to that specific person. The procedure is a little different from mere sending of a copy of the document to him. In this case, the writer just indicates copy to Endorsement means a new reference number is given, the date is repeated, the name or designation of the recipient and his address are indicated usually at the right hand corner below the main write-up. His attention is officially drawn to the issues involved. The sender signs his signature again.

4. Initially, the Oxford and Cambridge University trained graduates occupied the administrative cadre of the service. This cadre was and is still the most enviable cadre in terms of administration and control of men and material in the service. These graduates were mostly the British but soon after the Nigerians also graduated from these universities. The University of Ibadan, then a London University College began to turn out graduates into the service. These graduates read, in the main, Classics and Liberal Arts (cf. Balogun, (1983). Eventhough these graduates have left the service but they still left behind the positive language behaviour no matter how insignificant.

5. "Pooling system" refers to a practice whereby all cadres of staff are controlled from one point. A register is maintained that has all the names of all these staff. It is supposed to ensure efficient use of staff, better control of records on staff, better discipline of staff and better growth of staff in the service.

6. In the colonial service, if another member of staff signed on behalf of probably a more senior officer, it would be correct to assume that the officer signing on behalf of the superior officer is very close in rank to the superior officer. This assumption may be wrong considering the practice in the post-independence service.

In fact an Assistant Executive officer could sign for the Honourable Minister or Permanent Secretary. The gap in terms of (+) authority and responsibility becomes too wide. This could cause a breakdown in institutional administrative structures.

CHAPTER 5

5.0. THE USE OF ENGLISH IN THE FEDERAL CIVIL SERVICE: THE POST- INDEPENDENCE PERIOD

5.1. INTRODUCTION

In Chapters three and four of this research work, aspects of the use of English by the Federal Civil Servants before Nigeria attained her independence (around 1914 to 1959) have been examined. This chapter sets out to examine English usage in the post-independence period.

We note that as a result of the attainment of independence, the status of the civil servants changed from that of a dependent to an independent civil service. This means that their language roles also changed from that reflecting subservience to that reflecting independence. They were from then on servants to the Nigerian populace and not to the Crown – the Queen of England.

We also must note the continuous military intervention in the governance of the country after independence. The language of the military is forceful. The expressions in a purely military correspondence are outright commands. Their instructions are also commands. To them, a **Commander** is an officer given a specific duty to do. It is to be expected that when the military is in control of the central administration of the country, there is bound to be a shift in the language use. The shift in language use referred to here, is a shift from the colonial civil

service language use to the military language use within the civil service. This is because there is the tendency for the civil service to align their language use to that of the authority at the centre. Whatever style of language used by the authority at the centre tends to set the model that the civil service tries to copy. This is irrespective of the fact that the language in the General Orders is not the same as the language of the central authority. We are suggesting here that this shift in language use could be caused by the adherence to the military ideological framework. Their nature of work and possibly, their level of education could also cause it.

5.2. SIGNIFICANT EXPRESSIONS IN THE ENGLISH LANGUAGE USE OF THE FEDERAL CIVIL SERVANTS: POST-INDEPENDENCE PERIOD

There are expressions in the English language use of the post independence Federal Civil Servants that the researcher considers as significant. They are significant in the sense that they are different from the pre-independence data. These expressions are contained in our corpus. Some of these expressions reflect a shift in political power to that of military power. The expressions are divided for analytical purposes, as follows:

- (a) the lexical items
- (b) the use of salutations and complimentary closes
- (c) the instructives
 - (i) prepositional phrases
 - (ii) the verbal group phrases
 - (iii) the noun phrases
 - (iv) the full clauses

Titles and other Abbreviative Expressions

- (d) The use of titles
- (e) Abbreviation of designations
- (f) Expressions of foreign origin
- (g) The use of symbols and
- (h) The use of acronyms

In this chapter we have discussed expressions enumerated in (a), (b) and (c) i-iv). Titles and other abbreviative expressions are discussed in chapter 6. We begin our discussions in this chapter with the expressions that are below the clause.

5.3. EXPRESSIONS BELOW THE CLAUSE

5.3.1. THE LEXICAL ITEMS

The lexical items below are drawn from the briefs, minutes, memoranda, letters, circulars and file notes which are attached to this work as appendices. They are drawn from the texts marked 5.1 to 5.3. Some of the lexical items exist in the texts reproduced below while some can be found in the appendix.

Text 5.1

A CIRCULAR LETTER

No. 9/1979
 Federal Ministry of Establishments,
 Management Services Department,
 P.M.B. 12648,
 Ikoyi, Lagos.
 13th June, 1979

Ref. No. B. 62470/S./Vol II. / 302

**The Secretary to the Federal Military Government,
 The Inspector-General of Police,
 All Federal Permanent Secretaries and Heads of
 Extra-Ministerial Departments,
 All Secretaries of State Military Governments,
 All Permanent Secretaries of State,
 Ministries of Health,**

The Executive Secretary,
National Universities Commission,
All General Managers of Parastatals,
All Directors of Administration to
University Teaching Hospitals.

**IMPLEMENTATION OF DECREE NO.5 1978 IN RELATION TO 50%
COMMISSION ON EARNING AT DENTAL CENTRES PAYABLE
TO DENTAL SURGEONS**

As a result of the provision of Decree No.5 Regulated and other Professions (Miscellaneous Provisions) Decree 1978 which has prohibited Private Practice by Professionals in the Public Service and the consequent decision recently taken by the National Council of Health, the payment of 50% of revenue earned at Dental Centres to Dental Surgeons has been abolished with effect from 1st April, 1979.

2. You are required to bring the content of this Circular to the attention of those affected.

(Sgd) B.I. ASEM,

*for Permanent Secretary,
Federal Ministry of Establishments*

Text 5.2 A MEMORANDUM

MEMORANDUM

*Ref. No. 59148/ Vol. III/525
Cabinet Office
Tafawa Balewa Square,
Lagos.
8th March, 1985*

**All Permanent Secretaries and Heads of
Extra-Ministerial Departments.**

PUBLIC OFFICERS AND RELIGIOUS SYMBOLS

It has been observed that some public officers freely display religious stickers and bills with inscriptions such as "Only Jesus can Save", "Mohammed is the only Prophet" in government offices, institutions of higher learning and other government-owned buildings and property in the country. This action cannot be justified on any grounds. Such stickers, bills or inscription must be removed

immediately. Public officers who are identified to be responsible for symbols not removed should be severely disciplined.

2. Certain religious sects are also known to be in the habit of blaring religious slogans through microphones and other public address equipment within or around the premises of Government offices regardless of the extent to which such action may cause disturbance to other members of the public at large or give offence to those who do not share the same faith with them. This practice must also stop forthwith.

3. Heads of Departments are required to ensure that positive steps are taken to remove all religious stickers, advertisements and slogans from government offices and other public places. All Government institutions and agencies should ensure that their premises are not used for such displays.

4. The contents of this circular should be brought to the attention of all your staff as well as those of the parastatals under your Ministry. Erring staff should receive swift punishment as the Government will not tolerate a situation which may provoke a confrontation or clashes between different religious groups and denominations.

G.A.E. LONGE, CFR

Secretary to the Federal Military Government

Text 5.3 AN OFFICIAL LETTER

**No. FC. 19723/T1/84
Federal Public Service Commission,
Private Bag No. 12586,
Lagos, Nigeria**

10th June, 1977

**Alhaji S.A. Musa,
Permanent Secretary,
Federal Ministry of Health,
Lagos.**

**Appointments to the Post of Director (F.D.L.S)
and Director, National Health Planning**

Thank you for your letter reference No. C./2960/22 of 13th May, 1977 which arrived here while I was away on duty abroad. Action is now being taken to place

the various issues raised in the letter before the Commission and you will be kept informed of developments.

3. I have checked on the matter of Messrs. Addison, Usoro and Bankole who were recommended for promotion to the post of Assistant Chief Scientific Officer last year. Please find herewith attached copy of our letter No. FC. 2006/S.13/8 of 15th March, 1977, in which your Ministry was advised to clear with the Ministry of Establishments the over-establishment which would arise if the promotion of the three officers was approved. We sent a reminder on the matter vide our letter No. Fc.2006/S.13/10 of 5th April, 1977, but up till now, your Ministry has not replied.

4. I should be grateful if you would now please confirm that the Ministry of Establishments has agreed that your post of Deputy Scientific Officer, Grade Level 13 should be over-established by one with effect from 1st December, 1976, so that action may be finalised on your recommendation for the promotion of Messrs. Addison, Bankole and Usoro.

Kofo Olawoye (Mrs.)

**Ag. Secretary,
Federal Public Service Commission.**

The following lexical items found to be in consistent use in the writing of the

Federal Civil Servants include the following:

(a)	abrogated	compelled
	dismissed	cancelled
	warned	must
	dissolved	prohibited
	disbanded	expeditiously
	imposed	suspended
	penalized	power
	forthwith	repealed
	decrees	abolish
	reiterated	disciplined
	urgent	decisively

It is to be pointed out here that some of these lexical item such as

- (b)
- urgent
 - must
 - dismissed
 - disciplined
 - penalized
 - suspended

were also found in the pre-independence data.

Ideationally, when the words in group (b) were used in the colonial period, the urgency and seriousness attached to them were not in doubt or ignored. **Urgent** as a lexical item meant the act of calling for immediate attention while **discipline** was specific in terms of the act of misconduct and the resultant punishment. Similarly, the few cases of **dismissal** (that is, when a staff must leave the service usually as a result of gross disobedience to the rules) were very clear. **Penalties** for offences were also clear and strictly adhered to. **Must** as a word was used mainly to emphasize issues and not to force issues. To **suspend** a staff meant that the staff must have been involved in a serious wrongdoing that must have been investigated. If he was found not guilty, he would be recalled to office.

In the post-independence period there seems to be semantic shift in meanings of the words. These words are now used as mere threats that are often ignored resulting in the use of more and more threats in an attempt to ensure compliance. On the examination of the above-mentioned words, the following strands of meanings seem to emerge.

There is a feeling that a situation or an issue has been determined or ended by force as shown in examples below:

- (c)
- abolished
 - abrogated
 - repealed

suspended
prohibited
cancelled
dissolved
disbanded

There is a feeling that somebody or something is being punished or damaged. The following lexical items refer to the type of punishment meted out to the Civil Servant who disobeyed the rules and regulations. They include:

(d) warning
 dismissal
 suspension
 disciplined
 impose
 compelled

The first three words indicate actual types of punishments in a bureaucratic set-up such as the Federal Civil Service. The lexical items in group (a) and (b) above inform us of a place where law and order have broken down. It is a place where desperate attempts are being made to restore law and order to no avail.

(e) The fifth group of lexical items such as:

must
urgent
expeditiously
decisively
forthwith
reiterated

denotes a forceful demand for a faster pace in 'doing things'. Bureaucratic bottlenecks need to be eliminated not necessarily with commands or forceful language but rather by better ways of administration. On the long run, the use of language of compulsion may not achieve the desired results. In fact, it may be

counter-productive because people do not like to be ordered to do things. The language that persuades someone to do something is always preferred. As interpersonal relationships deteriorate because of the excessive use of forceful language, the material process of 'doing things' which is the essence of the service also deteriorates.

Still examining the lexical items in group (c) above, there is the feeling of a situation or something being determined or ended by force. Somebody or something is being punished or damaged. There is evidence of a forceful quest for a faster pace in 'doing things'. A central meaning seems to emerge. This core meaning is **power** that is, **force, strength, control over others, right to govern, to give orders and to be obeyed**. This central meaning is, in fact, one of the consistently used lexical items in the Federal Civil Service English since independence that is, **power**.

Contextually, the general field of discourse is still the language of administration of government business. Within the language of administration, we can see the outright introduction of military influence into the civil service. The entire running of the society disregards niceties and courtesy. Language use during this period is that of compulsion rather than that of persuasion. The expectation by the military government of an unquestioned obedience rather than dialogue and consensus in the determination of interpersonal and intergroup relationships is a mark of an uncivilized language. It is actually the militarization of the Civil Service language and the society at large. Decisions they (the military) reach are expected to be final. The decisions are not subject to further questions but must be obeyed. This is considered as a total invasion into the language of the civil service by the

language of the armed forces. The overall implication is that the simple civil service instructions have metamorphosed into quasi-military orders.

There is a significant irony when this issue of language invasion is considered seriously. It is the fact that this process of metamorphosis is being entirely created by the civil servants themselves who run the ministries as civilians. In fact, they are those who issue these circulars, briefs, letters, minutes, memoranda etc that feature these lexical items. This situation can also be attributed to the change in the status of the present-day 'servant' as against the 'servant' of the pre-independence era. The change in status, of course, would manifest in the change of status roles in the linguistic performance. There is also the feeling of the average civil servant that to show loyalty to the government in power, the service must align itself also to the language use of the government in power. Some civil servants may feel that using these lexical entries that denote faster pace in "getting things done" may yield good results. This does not mean that they are not aware of basic techniques in writing the civil service English as published by Tokunbo (1972). There are a few post colonial civil servants who have not forgotten these basic techniques of writing. This accounts for why occasionally we find the normal style of writing in our data. We consider some of these as a colonial practice carried over to the independent civil service.

It is necessary at this juncture to discuss the origin of the militarization of the Civil Service English. We can have a very good idea of what the military language is by looking at the coup speeches made to the Nigerian citizenry. These speeches are usually well-constructed military addresses in the military style of

writing. *"Since they are condemning the incumbent government for failing to live up to the people's political expectation, they further create disenchantment among the populace concerning the old regime. They aim at justifying a yearning for change in leadership. They allow the citizenry to infer that the coup speech is the beginning of salvation for the citizenry from the incumbent oppressive regime. The speaker is the expected saviour. This speech is therefore, potently and tactfully written to create this maximum effect. The military language is at its best here"* (see Adegbija (1995:260-268). It is a great departure from the original language of the civil service. We highlight below a few of the military language expressions drawn from this masterpiece of a language - the coup speeches. Some of the highlights are drawn from Adegbija (1995:260-268) while some are drawn from the Text of the maiden broadcast by new Head of State Gen. Sani Abacha on Thursday, November 18, 1993 titled **"Our mission in government"** (see The Guardian newspaper of Friday, November 19, 1993 page 7). The full text of this maiden broadcast is attached as appendix.

A Active forms

We are fully in control --- (Orkar)
 The FMG decrees -----
 I make the following declaration---
 I declare martial law over---
 People are warned in their own interest--- (Abacha)
 This government will not tolerate indiscipline---(Garuba)
 I hereby abolish --- with immediate effect.
 We will not condone nor tolerate any act of indiscipline (Abacha)

B. Passive Forms

Doubtful loyalty will be penalized -- (Nzeogwu)
 Workers not on essential duties are advised to ---
 People are warned -- (Garuba) All -- are hereby dissolved.

The constitution is suspended.
 The National Guard is here disbanded.
 Decrees -- are also hereby abrogated.
 All Commissioners sacked --- (Dimka).
 A curfew is hereby imposed on --
 All seaports -- are closed forthwith, (Dongoyaro)
 The accounts of FEDECO are hereby frozen.
 For the avoidance of doubt, you are warned.
 The decrees on ---- are hereby repealed (Abacha)
 Any consultative committee is hereby proscribed (Abacha)
 All processions, political meetings and associations are banned (Abacha)
 Decree 61 of 1993 is hereby abrogated.
 The problems must be addressed firmly, objectively and decisively (Abacha)

On the textual examination of the lexical entries in these speeches, it is observed that today's civil servants also use these words as if the service is a military service. This is because the governing body is the military. The Civil Service receives direct instructions from the Federal Military Government. The influence of the military on the civil service is so consuming that its manifestation in language use is not surprising. This is so especially when we consider the fact that of the many years after independence in 1960 only about nine (9) years saw a non-consecutive reign of the civilian government. The years remaining have continued to witness the rule by the military.

On further examination of the coup speeches, we note the source of invasion of the military language in the civil service. We notice also the fact that people find the military language too forceful and therefore detest it. We further note that in spite of the warnings, threats and force, there is a grammatical structure in most of the utterances.

Adegbija (1995:260-268) explains that "*although a few active sentences are*

used (as in A above) in such authoritative manner, the general preference seems to be for passive forms. Generally, if the active and personalized forms had been used in the passive column of the above examples, they would have created an impression of arrogance, pride and brute force. On the other hand, the passive and impersonal forms serve several crucial grammatical functions. First the principle of positioning the most critical message near or in the first and last positions provides the desired emphasis. It does this without giving a denotation of rudeness, arrogance, totalitarianism or self-centeredness. Active forms are quite capable of creating such an impression. The passive forms also serve to indicate and evoke collective responsibility and authority, that is crucial for the Nigerian psyche as far as the successful manipulation of discourse is concerned".

What a civil servant may not know are the distinctions between the active and passive forms and the reasons for using either of the two forms or both. They do not seem to understand the denotative meanings behind the use of the military language. The damage it has done to the service is enormous. Civil Servants may not attribute this damage to the use of the language of the military. When people especially the civilians are ordered or commanded to do things, the commander "puts their back up". The result is that nothing is done. Even if they are done, they are done in such a haphazard manner. Dedication to duty is destroyed while good interpersonal relationship and courtesy are thrown to the winds.

The civil service was never a place where orders were **imposed**, neither was it a place ruled by **decrees** that could be **abrogated** or **repealed** at anytime. Civil Servants knew the "dos and don'ts" in the system and the punishment for the

violation of those rules. They did not need to be threatened with penalties or warnings. They needed no reminders to do a thing **with immediate effect** or **forthwith** or **with utmost dispatch**.

5.3.2. THE USE OF SALUTATIONS AND COMPLIMENTARY CLOSES

While some expressions are being introduced, the use of some is being neglected. It is observable in our data that there is a significant neglect in the use of some forms of salutations and complimentary closes in official letters written by the post-independence Civil Servants. The use of salutations and complimentary closes such as **“The Honourable”**; **“Sir/Sirs or Madam/Mesdames”**; **“I have the Honour to be Sir, Your Obedient Servant”**; **“I am Sir, Your obedient Servant”** and **“While I remain, Your faithful Servant”** is not strictly adhered to as stipulated by Tokunbo (1972). This could be attributed to the fact that some older civil servants that served under the colonial ‘servants’ deliberately do not desire to perpetuate the colonial way of writing. They now consider them as old expressions. This practice is noticed in texts 5.4 and 5.5 below.

However, the use of some form of salutation and complimentary close is also observed in a few of the data examined. This could be attributed to the fact that some older civil servants who served under the colonial ‘servants’ after independence deliberately desire to perpetuate some forms of the old way of writing. This style is noticed in texts 5.6 below.

Text 5.4 **AN OFFICIAL LETTER**

FEDERAL CIVIL SERVICE COMMISSION
NEW SECRETARIAT PHASE II, IKOYI, LAGOS
...PROMOTION.....DIVISION/SECTION
.....

P.M.B. No...12586.....

Telegram...STAFF.....

Telephone.../////.....

No. Ref FC.6241/S.11/Vol.

III/578

Date 13th November, 1990.

The Honourable Minister,
Federal Ministry of Health,
Federal Secretariat,
Ikoyi – Lagos.

Mr. M.G.U. Umesi: Regularisation
of Appointment in the Grade of Senior
Personnel Assistant Salary Grade Level 07

With reference to your letter No. SMH. 671/S.4/429 of 29th June 1990, and further to our letter Ref. No. FC. 6241/S.11/Vol. III/573 of 23rd October 1990, I am directed to request you to forward your recommendation together with the credentials of Mr. M.G.U. Umesi to enable the Commission finalise action on his appointment.

I am to add that Mr. Umesi should obtain and complete the Application for Appointment Form FCSC 2 to enable us open a file for him in the Commission.

(D.T. Olubajo)
for: Chairman.

Text 5.5 **AN OFFICIAL LETTER**

CABINET OFFICE
PUBLIC SERVICE ADMINISTRATION.... DIVISION
LAGOS

P.M.B No.....

Telegrams.....

Telephone...51010/252...

Ref. No. 58598/S.2/III/519

Date 18th January, 1979.

The Permanent Secretary,
Federal Ministry of Health &
Social Welfare
Administrative Division,
Headquarters,
Lagos.

FOR THE ATTENTION OF MR. A. O. ODIGIE

PROMOTION OF OFFICERS TO POSTS ON SALARY GRADE LEVEL
14 & 15

I am directed to refer to your letter No. C.2960/III of 30th November, 1978 and to say that the briefs and the Confidential Reports on all the officers recommended for promotion have been carefully examined.

2. It is observed that although Mr. L.O. Ibok's latest (1977) Confidential Report clearly indicates inter alia that this Officer's "efficiency would appear to have passed the peak" and that he was "not fitted" for promotion, nevertheless the Board recommended him for promotion.

3. It is further observed that the latest, that is, 1977 Confidential Report of Dr. P. Okungbowa also contains adverse remarks as follows: "This officer needs to show respect for constituted authority. He would be able to concentrate more on his work if he avoids getting mixed up with intrigues and tribal sentiments." It will not appear that the Board took these remarks into consideration before making the recommendation for the promotion of Dr. Okungbowa.

4. In the light of the foregoing, I am to request you to comment on the adverse comments Contained in the Reports of Mr. Ibok and Dr. Okungbowa with respect to the recommendations for their promotion, and until we hear from you the recommendations for their promotion will be kept in abeyance.

J. G. OJO
for Secretary to the Federal
Military Government.

Text 5.6 AN OFFICIAL LETTER

OFFER OF APPOINTMENT TO THE PENSIONABLE
ESTABLISHMENT

No.....
Miss Ibe Appolonia U.

Health.....Dept.

20/8/.....1981

Sir./Madam,

In the light of the information quoted in your application for appointment dated 10th Aug. 1981 and subject to your passing a medical examination conducted by a Government Medical Officer as to your fitness for employment in the Government Service and showing evidence of successful vaccination, I have the honour to offer you appointment as acleaner..... at a commencing salary of =N= 1,200.... Per annum in the Government salary scale.....GL 01..... on the following conditions:-
years or for such longer period as may be deemed advisable.

(b) That within the probationary period, if it is established to the satisfaction of the Head of Department in which you are serving that you are not qualified for efficient service, your appointment may be terminated at any time in accordance with paragraph (c) below without any compensation other than fee transport, for yourself only to place from which you were engaged, and that such free transport will be granted only if your conduct has been good and you claim it within two months of the date of the termination of your appointment.

(c) That at any time, unless you are dismissed, you may terminate your engagement by a month's notice in writing or with the consent, in writing, of your Head of Departments, by the payment of a month's salary in lieu of notice.

(d) That while you remain on probation, unless you are dismissed the Government may, at any terminate your engagement by a month's notice in writing or by payment of a month's salary in lieu of notice.

(e) That as long as you remain the Government Service you will liable to be employed in any part of the Republic of Nigeria.

(f) That you will be subject in all respects to all conditions of service stipulated in General Orders and other Government regulations and instructions.

2. If you wish to accept this offer I am to request that you will, not later than..... return the attached form No. Gen. 75 with the Medical Certificate thereon duly completed by the Medical Officer..... and with the Acceptance, Agreement and Declaration thereon each duly completed with your own signature witnessed, where indicated, by a Government Officer.

3. I am to add that when presenting yourself to the Medical Officer for examination you should produce this letter as your authority for seeking his signature to the Medical Certificate on form No. Gen. 75 attached.

I am, Sir,

Yours obedient servant,

.....

for Head of Department.

OFLA/GFC 426

Text 5.7 **AN OFFICIAL LETTER**

**WEST AFRICAN HEALTH SECRETARIAT
EDMOND CRESCENT (OFF CITY WAY)
PRIVATE MAIL BAG 2023,
YABA, NIGERIA**

Telephone: 44077, 44088

Our Ref. HS/P. 21

Telegrams: WAFSEC YABA

Cables: WAFSEC LAGOS

Date: 8th March, 1976.

**The Secretary,
Federal Public Service Commission,
Through
The Permanent Secretary,
Federal Ministry of Health,
Broad Street,
LAGOS.**

Sir,

Mr C. Achikeh, Executive Officer, WAHS

I wish to refer letter No. 51230/381 of 24th April, 1975 addressed through you to the above-named officer by the Secretary, Federal Public Service Commission approving his secondment to this Secretariat as Executive Officer for two years. Mr. Achikeh assumed duties in this Secretariat with effect from 1st May, 1975.

Mr. Achikeh has now given notice of his intention to resign his appointment with effect from 30th May, 1976, and submitted an application (which is forwarded herewith), to revert to the Federal Public Service thereafter.

Whilst we are sorry to lose his services, this Secretariat has no objection to Mr. Achikeh's application which is recommended for your favourable consideration.

I wish to take this opportunity on behalf of the Assembly of Health

Ministries of West Africa, which is the governing body of this Secretariat to thank you for making available the services of Mr. Achkeh and to express the hope that the Secretariat can count on your cooperation in providing similar assistance in the future.

**I have the honour to be Sir,
Your obedient servant**

**(Sgd) Dr. N.A. de Heer
Regional Secretary**

There is an official letter and document that feature two specific old ways of expressions. There is a letter, that is, text 5.6 above offering appointment to a staff on a pensionable post-dated 20/8/81. This letter features the old form of salutation and complimentary close. The reason is clear. It is a standard format that is usually replicated as and when necessary. The new information to be communicated is merely typed in. This standard format existed as far back as the colonial period. It is considered now as a colonial way of writing which is still used in the independent Civil Service. A very significant number of our data such as the official letters feature in them the salutations and the complimentary closes such as **"Dear Sir/Madam and Yours faithfully"**. Our major observation is that the post-colonial civil servants no longer use the salutations such as **"Gentlemen"** (**"Mesdames"**) or **"Your Majesty"** or **"His Honour"** with the ending **"I am, Sir (Sirs) or Madam (Mesdames), Your Obedient Servant"** or the complimentary close as in text 5.7. This is so even when they write to persons who are not in the Government service. This neglect is against Tokunbo's (1972:45) stipulations as regards letter writing. It is to be noted that the writer of one of the letters, that is, text 5.7 above was an expatriate 'servant' who was probably still very much used to the colonial way of

writing letters. In this sense, we still regard this use as a colonial practice carried over to the present.

Interpersonally, salutations and complimentary closes are used as marks of courtesy. They are considered as civilized ways of addressing people. They mean and show honour to the addressee. That was strictly the style of the writing of the pre-independence period. That style of writing pointed to the superior and subordinate speech roles, attitudes, propositions and also the statuses of the writers and the receivers of the letters.

Moreover, the context of situation of use/neglect of these two stylistic features in official letters reveals to us much more in terms of the attitudes of the writers. "Servants" after 1960 feel they (the salutation and complimentary close especially the typical colonial type mentioned in sections 3.8. 1. and 3.8. 2. above) are marks of colonialism. They feel that the colonial language does not, in fact, reflect the superordinate and subordinate structures or the actual power sharing. It is felt that this structure is far too removed from the actual situation in the Ministries. The consideration that the Crown is so far away and, in fact, no more in existence after 1960 automatically cause these niceties and courteous gestures to be dropped in an attempt for them to feel liberated.

There is more to learn from the neglect of the two features of the letter. When we go through the Code of Ethics of the Civil Servants and then notice the neglect of the use of the salutation and complimentary close in official letter writing as stipulated, the following interpersonal discussions could arise. The Civil Servant feels he is not even a "servant" to the society whom he lives on their taxes and

natural resources. He feels that the colonial way of writing did not reflect the reality. He detests making himself inferior to the society. In fact, the civil servant feels he is in "control" and on top of the society. He does not see why he must remain an obedient servant to the society. The individual Civil Servant sees himself as being rather served by the society. This situation is one of the causes of bureaucratic bottlenecks and redtapism in the civil service.

We cannot but feel that there is the element of personalization of relationships when, in fact, within the civil service it is the society and not the individual that should matter. He, the servant is a servant to the society and to whom another servant whether subordinate or superior is also a servant. This is what it should be. The civil service ideological factor of "facelessness" seems to have been thrown overboard at this point in time. The "faceless" civil servant that we discussed earlier on refers to one whose individuality and personality are always submerged by the greatness of the society. However, at this juncture, the individual Civil Servant drops the real forms of salutations and complimentary closes because he feels that he is dropping the colonial strings of "servitude". He forgets that the rules and regulations still remain the same and that a departure from them could only lead to the breakdown of law and order in both language and duties.

For the continued existence of the establishment such as the Civil Service, there is the need for good communication. The language use should be in consonance with the Code of Ethics. However, when the language use does not reflect the Code of Ethics, it is in fact to be expected that the breakdown of law and order may have been caused by a breakdown in language use. In this case, the

examination of our texts has shown that the intrusion of the military language into the Civil Service English language has caused the sour nature of interpersonal relationships. This situation does not argue well for both the existence of the Civil Service and the English language as the sole language of communication.

5.3.3. THE INSTRUCTIVES

The examination of our data has revealed many new expressions in the post-independence Civil Service. These expressions are further classified as instructives. Some of these expressions are drawn out as full clauses while others are drawn out as phrases and sentence fragments. Other texts featuring the instructives can be found in the appendix. Texts 5.8 to 5.16 which reproduced below feature most of these phrases and sentence fragments. They have been grouped and named for purposes of analysis.

Text 5.8 A CIRCULAR LETTER

CIRCULAR

Ref. No. B.6321/II/259
**Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Ikoyi, Lagos.
17th February, 1987.**

**To:
The Principal Secretary
State House,
The Secretary to the Federal
Military Government,
The Inspector-General of Police,
All Permanent Secretaries and
Heads of Extra-Ministerial**

Departments

RETIREMENT OF OFFICERS UNDER SECTION 4 (2) OF THE PENSIONS ACT

Section 22 (1) of the Pensions Act read in conjunction with Table B of Schedule I of that Act Entitles an employee on pensionable employment in the public sector as of right, to maximum pension of 70 per cent "highest pensionable emolument earned by him at any time during the course of his service". It should be emphasised that an officer who has served for 35years is not obliged to retire on that count alone but under the Act, service in excess of 35years is not pension earning. Having regard to this fact and the prevailing economic situation in the country, Government considers it expedient to invoke Section 4 (2) of the Pension Act No 102 of 1979 in respect of officers who have served for more than 35years. Consequently Government has decided that all such officers should be required to retire from Service.

2. You are accordingly directed to advise officers affected by this decision to submit their letters of retirement. Thereafter, they should proceed on three months pre-retirement leave with effect from March 1987. In addition, officers with accumulated leave should be allowed to enjoy such leave. Officers on contract should be allowed to complete the full period of their contracts, and those who have given notices of retirement prior to the issuance of this Circular should be excluded from this exercise.

3. In exceptional cases, an affected officer may be allowed to continue in the Service on the strong recommendations of his Permanent Secretary/Head of Department provided such an officer is still below the compulsory retirement age of 60years.

(Sgd.)

A.M. WAZIRIN FIKA
Head of the Civil Service of the Federation

Text 5.9 FEDERAL TREASURY CIRCULAR

FEDERAL TREASURY CIRCULAR

**Federal Ministry of Finance,
Treasury Department,
Management Services Division,
Mosaic House,**

Lagos.
17th February, 1984.

No. A4 and B4 1984
(File No. MS/0089/38/IV/35

To:

The Secretary to the Federal Military
Government and Head of Federal Civil
Service.

The Inspector-General of Police,
All Permanent Secretaries and Heads of
Extra-Ministerial Departments.

**PROHIBITION OF THE USE OF CORRECTION FLUID
ON ACCOUNTING RECORDS AND DOCUMENTS**

The indiscriminate and fraudulent use of correction fluid e.g. "TIP-EX" or "LIQUID PAPER") on payment vouchers, and other Accounting books, documents and records such as Vote Books, Cash Books, Revenue Collectors Cash Books, Imprest Cash Book, Revenue, Receipt Books, Group Registers, Personal Emolument Cards, Cheque Summary Registers, Vouchers Schedules, etc., has of recent been subject of serious objection and very adverse comments in Internal Audit and Inspectorate Reports.

2. Through the use of correction fluid, forgeries have been cleverly contrived and expertly executed resulting in fraud and colossal loss of government funds.

3. The use of correction lotion on accounting records and documents contravene the provisions of Financial Regulations Nos. 315 and 608 which do not permit of alterations and erasures on such records and documents and it is hereby firmly prohibited.

4. It will be appreciated if you will please bring the contents of this circular to the notice of your Accounts and Internal Audit Staff for their information, guidance and compliance stressing that severe disciplinary action will be taken against any officer found guilty of contravention.

(Sgd.) **LL IYEMYI,**
Accountant-General of the Federation

Text 5.10 AN OFFICIAL LETTER

**Cabinet Office,
Lagos
18th July, 1997**

Ref. No. 59369/121

To:

**The Inspector-General of Police
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments.**

MEMBERSHIP OF SECRET SOCIETIES: BAN FOR PUBLIC OFFICERS

Following recent meetings of the Supreme Military Council and the National Council of States, it has been decided that *all public officers* be forbidden and are hereby forbidden from becoming members or continuing to be members of Secret Societies. Broadly speaking, the term Secret Societies is defined inter alia as those societies by whatever other name called:

- whose membership is not known or made public;
- whose proceedings are kept secret and whose minutes are not kept;
- whose list of officers is not published or made known;
- whose objectives, etc. are not made public;

2. For the avoidance of doubt, since cultural or purely traditional religious societies are not normally secret by membership or in the conduct of their affairs, they are ipso facto, excluded from belonging to secret societies.

3. The activities and tenets of such societies or organisation are clearly incompatible with the role of public servants in serving the national interest or with the ideal of open government and the principle of public accountability. Besides, they undermine discipline within the Public Service and erode confidence in public institutions with grave consequences.

4. Membership of secret societies is, with immediate effect an act of misconduct and steps are being taken to amend CSR.04201 accordingly. From now on, no public officer shall become a member of any secret society and any public servant who is already a member of such societies should renounce his/her membership. Public officers who are already members of such societies and who do not renounce their membership should resign their appointment or retire as appropriate.

**S.B. Agodo
Permanent Secretary**

Text 5.11 AN OFFICIAL LETTER

**51230/549
STAFF**

FC.1045/T'/65

1ST February, 77.

The Secretary to the Federal

**Military Government,
Cabinet Office,
Lagos.
(for the attention of Mr. K.F. Adebolu)**

**Vacancy for Director (F.D.L.S.) and Director
(National Health Planning)**

Further to my letter No. FC. 1045/T1/63 of 19th January, 1977, I am directed to inform you that the Commission is anxious to interview the candidates shortlisted in the Federal Ministry of Health's letter No. C. 2960/3 of 22nd December, 1976 to fill the vacant posts of director (Food Drugs and Laboratory Service) and Director (National Health Planning Unit) in the Federal Ministry of Health.

5. I should be grateful if you would forward your comments to this office without further delay.

**(S. E. LOTO)
for Secretary,
Federal Public Service Commission.**

**FC. 1045/T'/65A
Federal Public Service Commission,
Lagos.**

**Copy to:-
The Permanent Secretary,
Federal Ministry of Health,
Broad Street,
Lagos.**

1st February, 1977.

For information with reference to your letter No. C.2960/10 of 5th January, 1977.

**(S. E. LOTO)
for Secretary,
Federal Public Service Commission.**

Text 5.12 AN ADMINISTRATIVE BRIEF

**BRIEF FOR THE PERSONNEL MANAGEMENT BOARD (SENIOR
STAFF COMMITTEE) ON THE ACTING APPOINTMENT OF
MR. O. G. AKILAPA:**

Aged 40 years, Mr. O.G. Akilapa, an Assistant Chief Programmes Officer in the Department of Population Activities joined the Federal Civil Service on the 15th August, 1977 and was promoted to his present post on 1st December, 1988.

2. Mr. Akilapa has been strongly recommended for an acting appointment as Chief Programmes Officer on grade level 14 for his high sense of responsibility, devotion to duty and dedication to service over the years.

6. The Department of Population Activities has indicated and it has been confirmed that there are six (6) vacancies on the post of Chief Programmes Officer grade level 14.

7. Based on the above, the Personnel Management Board (SSC) is hereby implored to ratify the acting appointment of Mr. O.G. Akilapa as Chief Programmes Officer on grade level 14.

**DEPARTMENT OF PERSONNEL MANAGEMENT,
FEDERAL MINISTRY OF HEALTH
IKOYI – LAGOS.**

DECEMBER, 1991.

Text 5.13 A MINUTE

FCH/C.17/Vol.1/2

MINUTE

Perm Sec./

With reference to the Head of State's strongly worded observations in Council concerning the appointment of one of the Heads of Department in this Ministry, I hereby direct that in future, I should be kept fully consulted when appointments or confirmation of appointments of Heads of Divisions, Assistant Directors and Directors are being considered.

2. This means, therefore, that it will be hardly sufficient for these matters to be concluded and brought to me mainly for information.

**Peter M. Ogbang,
Hon. Commissioner.
22/3/78**

Text 5.14 AN OFFICIAL LETTER

**Cabinet Office
Tafawa Balewa Square,
P.M.B. 12571,
Lagos.**

Ref. No. 58845:S.1/247

3rd September, 1985

**To:
All Federal Permanent Secretaries
And Heads of Extra-Ministerial
Departments
All Secretaries to State Governments.**

**PATRONAGE OF THE NIGERIAN NATIONAL SHIPPING LINE (NNSL)
AND THE NIGERIAN AIRWAYS LIMITED**

The Nigerian National Shipping Line (NNSL) and the Nigerian Airways Limited has over the years expanded their cargo carrying capacity and extended their services to most parts of the world.

They are therefore in a position to give adequate and satisfactory service to Federal and State Ministries, Parastatals and Government-Owned Companies. Henceforth all shipping and air-freighting transactions by Federal and State Ministries and agencies should therefore be undertaken through the Nigerian National Shipping Line (NNSL) or the Nigerian Airways, as the case may be in line with the decision of Government contained in the Federal Ministry of Transport Circular No. T.1326/S.19/C2/174 of 7th September 1983, copy of which is attached here for ease of reference.

2. Please draw the attention of the parastatals and agencies under your Ministry's supervision to the contents of this circular and ensure strict compliance.

**G.A.E. LONGE, CFR
Secretary to the Federal Military Government**

Text 5.15 A CIRCULAR LETTER

CIRCULAR

***FC. 5000 Vol. V/262*
Federal Civil Service Commission
New Secretariat,
Ikoyi, Lagos.
10th April, 1987.**

To:
The Principal Secretary to the President,
The Secretary to the Federal
Military Government,
The Head of the Civil Service of the Federation,
All Federal Permanent Secretaries
and Heads of Extra-Ministerial
Departments
All Permanent Secretaries/ Secretaries
of State Civil Service Commissions.

**RECRUITMENT OF SUBORDIANTE STAFF INTO
FEDERAL DEPARTMENTS LOCATED IN THE STATES**

Despite the clear guidelines laid down in Cabinet Office's Circular No. CO.57798/II/140 of 28th March, 1982 and the concern expressed in our Circular No. Fc.5000/Vol. IV/48 of 2nd April, 1985 about the need for Permanent Secretaries and Heads of Extra-Ministerial Department to ensure strict enforcement of these guidelines, complaints of violation of these guidelines continue to be received in this Commission.

2. In order, therefore, to ensure strict compliance with these guidelines in the recruitment of junior staff into Federal Departments situated in States, the Commission hereby directs that all Federal Ministries and Extra-Ministerial Departments having establishments in the State should forward immediately returns.

3. For the avoidance of doubt the guidelines are re-stated hereunder :

(i) That vacancies occurring in the establishments must be filled by State's offices directly and with loyal indigenes. The assistance of the relevant State Civil Service Commission was to be sought in that regard;

4. It is hoped that you will please impress upon your Officer the importance of conforming with these guidelines since the Commission will take stern measures against officers who contravene them in future.

A. MUSA MAGAJI
Permanent Secretary

Text 5.16 A CIRCULAR LETTER

CIRCULAR

Telegram : NAYOUTH
Telephone : 849101 832294

National Youth Service Corps.
Directorate Headquarters
Babs Animashaun Road,

Surulere,
P.M.B. 12673,
Lagos.
21st July, 1980.

Ref. No. NYSC.13/Sec/Vol.12/1336

**The Secretary to the Federal Government;
The Federal Head of Service;
The Permanent Secretary, Federal Ministry of
Social Development, Youth, Sports, and
Culture;
All Secretaries to the State Government;
All Head of Service, State Governments;
All Permanent Secretaries to the State
Ministries of Education;**

**All Secretaries, Central School Boards;
All NYSC Chief Inspectors.**

**POLICY ON DEPLOYMENT OF NATIONAL YOUTH SERVICE CORPS
MEMBERS TO PRIMARY ASSIGNMENT**

This is a follow-up to my letter to all the State Governments on the above subject Ref. No. NYSC.13/Sec/Vol.12/1204 of 24th June, 1979. For ease of reference, I quickly reiterate here the policy.

(a) Decree No. 24 of 23rd May, 1973 which established the NYSC Scheme states the functions of the Directorate.

(i) The Directorate shall assign members of the Service Corps to the programmed work in the States as provided by the Directorate.

(ii) Co-ordinate the work of State Committees in furtherance of the objects of the Decree

(b) This same Decree established State Committees of NYSC and in Section 6(e) of the same States one of the principal functions of the Committee as "Deploying members of the Service Corps within the State". I add at this juncture that all the NYSC State Committees have been appointed by the various State Governments. understandably therefore, the Committee comprises men and women of proven integrity in whom the Government s repose much confidence.

(c) Placement of corps members is therefore the ultimate responsibility of the Directorate but this responsibility has been delegated in part to the NYSC State Committee to execute.

The responsibility cannot and should not therefore, be redelegated.

(Sgd) S.S. Ayanda
for Director
National Youth Service Corps

5.3.4. THE PHRASES

The first sets of expressions numbering (a) to (d) below are prepositional phrases. The second set numbering (e) to (h) belong to the verbal group. The third group numbers (i) to (m). They are noun phrases. The clauses numbering (n) to (q) stand as full clauses except the last of them that is, (q) that appears to be requesting for an object after the last word. The last full clause is numbered (r). It is not that a few of these expressions were totally absent in the pre-independence data. The point to be made here is that even though these few expressions such as:

compulsory retirement

severe disciplinary action

were also found in our pre-independence data, the frequency of use was minimal. Besides, they now have different or extended meanings attached to them. Our explanations reflect the extended or different meanings attached to them.

The expressions are as follow:

- a) with immediate effect**
- b) for the avoidance of doubt**
- c) with utmost dispatch**
- d) without further delay**

- e) **hereby firmly prohibited**
- f) **warned in your own interest**
- g) **strongly recommended**
- h) **strongly worded**
- i) **stern measures**
- j) **strict enforcement**
- k) **compulsory retirement**
- l) **severe disciplinary action**
- m) **stringent control**
- n) **please! treat as urgent**
- o) **please! act immediately**
- p) **ensure strict compliance**
- q) **this government will not tolerate**
- r) **the responsibility cannot and should not therefore, be redelegated.**

We examine them one by one as follows: The contextual analysis comes at the end of the sentence numbered (r).

(a) " with immediate effect"

The above phrase is basically a prepositional phrase. Using grammatical concept, the phrase is analysed as follows:

Table 5.1

with	immediate	effect
Preposition	Epithet	Thing (abstract)

In terms of sense relations, this phrase signifies a sense of time. It is urging for the fastest time within which an action should take place. It functions as an adjunct in most clauses that it appears.

(b) "for the avoidance of doubt"

Table 5.2

for	the	avoidance	of	doubt
Preposition	Deictic (specific)	Classifier	preposition	Thing (abstract)
Prepositional phrase(1)			Preposition phrase(2)	

The two prepositional phrases here could function as an adjunct, a connective or a premodifier in a complex clause as the case may be. In most cases, it serves as pre-modifier or an appositive expression in a complex clause. The expression serves as a reminder, as a repetitive maker, as an amplifier or as a clarifier of issues in a text. It also serves to force in the meaning of issues and directives in a text on people or there may be consequences for not complying with the directives. In this sense it may then serve as a threat. In terms of word classes and functions, the words function as shown in the table:

(c) "with utmost dispatch"

Table 5.3

with	utmost	dispatch
Preposition	Epithet	Thing (abstract)

This is also a prepositional phrase. Sense relatedness of word classes denotes the greatest degree or fastest time within which to complete or carry out an action. It also denotes a threat. Some action has to be taken at the fastest possible time or else someone may have to give explanations for the delay. It serves grammatically as an adjunct - an intensifying adjunct.

(d) "without further delay"

This is identified as a prepositional phrase. The lexical items functions as follow:

Table 5.4

without	further	delay
Preposition	Classifier	Thing (abstract)

Both the preposition and the classifier serve to intensify the abstract 'Thing' or phenomenon. Both also premodify the abstract 'Thing'. The sense relationship denotes the urge to do something not later than planned. It also denotes a situation where there has been avoidable delays earlier on inspite of incessant reminders and 'warnings' for a thing or action be done or carried out much earlier. The above

prepositional phrase can serve as an adjunct within the same context.

(e) **"hereby firmly prohibited"**

Table 5.5

hereby	firmly	prohibited
		Process
Adverb	Epithet	(verbal)

In the systemic functional theory, there are processes within the semantic system expressed in the grammar of the sentence. The processes consist of what is going on in terms of 'doings', 'sayings', 'happenings', 'feelings' and 'being'. In the above adverbial phrase, something is being done through the use of words. We identify therefore the process here as a verbal process. There is an overt element of force considering the choice of the three lexical items. We are left to believe that probably unless the speaker does not use forceful language, he may not get things done as and when he wants them done. We also believe that in terms of status relationship, on the one hand, the speaker should be the superior officer addressing his subordinate staff. On the other hand, it could be a subordinate staff trying to exercise the authority he does not have or not entitled to. This situation accounts therefore, for why he must use forceful language believing that it will ensure compliance.

(f) **"warned in your own interest"**

This sentence fragment stands as a verb phrase. It can be divided into two

parts. One part as a verbal process while the other part remains as prepositional phrase. In effect, within the verb phrase there is a verb and a prepositional phrase. It falls into the following word classes.

Table 5.6

warned	in	your	own	interest
verb phrase				
Verb	Prepositional phrase			
Process (verbal)	Preposition	Deictic Possessive	Deictic possessive	Thing (abstract)

The verb phrase serves to inform in a threatening manner (evident by the use of the word “warned”) of something bad that may happen if staff A does not perform duty B. It states the reason why staff A must perform duty B or else! The readers are left to assume that the addressee is refusing to see why he should comply with force. We can also see elements of interpersonal relationship in the verb phrase. A superior 'servant' may have been addressing a subordinate 'servant' with some airs of superiority. In the civil service, there is the written warning and the verbal warning. The written warning is usually a penalty for a more serious offence. This is usually documented. Verbal warning is usually given for very minor offences and probably for a first offender. This may not be documented. If the warning is written, then it ceases to be a verbal process of ‘saying’ but a material

process of 'doing'.

In addition, Adegbija, (1995, 267) also drew out this verb phrase from Abacha's military coup speech. He classified it under 'survival tacts'. He analysed that such a warning springs from a context in which the speaker S perceives that danger exists. The addressee A apparently does not so perceive it and S informs A of this danger, normally in A's interest. However, he goes on to explain that the posture of creating the impression that the warnings offered are in the addressees' interest is suspect. This is so because the covert intention of the speaker, is actually, to guarantee survival for himself and those he represents. In appearing to protect the interest of Nigerians to whom the coup speech is usually directed, the speaker is actually performing acts that can guarantee survival for himself and his group.

This primary intention of "warning in the interest of Nigerians" is not different from the intention of Civil Servants as they use the same sentence fragment as the civil service English. This is due to the fact that the Civil Servant feels no more secure in his job. The adverse economic situation gradually has gripped the Civil Service. Employment, promotions, upgradings, transfers and secondments are no more automatically approved as and when required or applied for. It may be correct to assume that these adverse situations have caused Civil Servants to also adopt these 'survival tacts' which they also keep passing down to the younger generations in the Civil Service. It is true to say that some of the younger generations have never really seen and served under a proper civil administration. In fact, they see the earlier and courteous style of writing as old fashioned and colonial relics that they must not regress to. This discussion still borders on the context of

the expression.

(g) 'strongly recommended'

Table 5.7

strongly	recommended
(intensifying)	Process
adverb	(material)

Since this is the language of administration of government business, there are two possible meanings that could be accorded this phrase. One is on the positive side. A positive action such as a promotion, an approval for some good and beneficial turn of event could be 'strongly recommended'. Secondly, on the unpalatable side, a dismissal, suspension, demotion in rank could also be "strongly recommended". Examined from both ways of the usage of the phrase, the intensifying word 'strongly' could be unnecessary in a relaxed organization where things are done normally. There is yet a strong element of force/power here signalled by the use of the adverb- 'strongly'. The phrase remains as verb phrase because the headword is a verb. "Power" here is also synonymous with that identified as the core meaning of the lexical items examined, in chapter 5.3.1 above.

(h) "strongly worded"

Table 5.8

strongly	worded
Adverb (intensifying)	Process (material)

The above verbal phrase shares the same explanation as that in (g) above.

The process involved in both phrases is the material process of 'doing'. On each occasion, something is being done or has been done or had been being done.

(i) "stern measures"

Table 5.9

stern	measures
Intensifying Epithet	Thing Abstract

This refers to very firm or hard decisions against certain behaviours or actions. We are left to believe that this is the language of administration. Such an administrative set-up must be a very difficult set-up to run. It denotes a set-up where law and order have broken down and so 'stern measures' have to be taken to bring back law and order. It could also point to the style of writing within the set-up as occasioned by the style of rulership of the governors. It gives an impression of a set-up that is not enjoying good working relationship among the workers.

The meaning of the last lexeme in the expression signifies that it is a noun phrase. The intensifying epithet that premodify the 'Thing' serve to realize the harsh and forceful nature of the expression.

(j) "strict enforcement"

Table 5.10

strict	enforcement
Epithet (amplifying)	Thing Abstract

We are given the impression that the use of language in the Federal Civil Service serves as an armour to propagate dictatorship as a way of administration. The simple and straight-forward rules and regulations of the civil service that serve as simple instructions are now made to become military orders that must be 'enforced'. Yet, as if to the contrary, the service remains as a civilian service.

(k) "compulsory retirement"

Table 5.11

compulsory	retirement
Epithet (amplifier)	Thing (abstract)

The epithet modifies and amplifies the 'Thing'. Normally, retirement is a way

of leaving the service gracefully. It does not need to be modified or amplified. This was the order of things during the colonial civil service. Today, retirement has become a "bitter pill" served by the adverse conditions in the service and more especially the language use. Contextually, these conditions have been and are being manipulated by the government of the day. The colonial service had no frequent cause to deal with issues of compulsory retirement – (when a 'servant' must leave the service whether he likes it or not). **Compulsory retirement** is chosen as a significant expression especially because the action that follows it is not as consistent as in the colonial civil service. In the colonial service, a 'servant' could be retired compulsorily although it was very rare. On the one hand, compulsory retirement in the colonial service was a form of punishment given to a 'servant' who misbehaved. It was always associated with the commission of a serious act of misconduct.

On the other hand, in today's service, there are 'servants' who never commit any act of misconduct yet are retired compulsorily. For example, during the General Mohammed and General Buhari "purge exercises", officers who never got to the age of retirement nor the stipulated length of service were compulsorily retired. One wonders whether the meaning of compulsory retirement is really understood. There are more discussions below under the contextual explanations of the longer expressions numbered (a) to (r).

(l) "severe disciplinary action"

Table 5.12

severe	disciplinary	action
Epithet ₁	Epithet ₂ Classifier	Thing (abstract)
pre – qualifiers		

Grammatically, the above noun phrase consists of two epithets that serve as qualifiers to the abstract 'Thing'. The explanation that goes for (k) above also goes for it. The Federal Service is a place where actions are carried out- a place of 'doing'. If a particular act of 'doing' has to be mentioned, that is, the act of discipline, there would be no need to further amplify it with **severe**. It was not the severity of it that ensured compliance to rules and regulations in the colonial civil service that today's civil service is a continuation of. This is an expression that was also found in our pre-independence data. But, there is a difference in meaning here. In the colonial civil service, **severe disciplinary action** was very specific and very clear. It referred to the ultimate punishment which was dismissal from the service. Such an occurrence was also rare. But in today's civil service, this expression is used as a general threat. It is used for the purpose of threatening that some action will be taken by the supposed disciplinarian who is also a 'servant'. Whatever action it is, is not specified. The result is that the threat is often ignored. It does not raise

any fear as in the colonial period. In fact, it means now that one ought to obey some instructions, if not, some unspecified action will be taken. Since the specificity of the action to be taken is lost, the expression now becomes a general warning which could be repeated as many times as possible. This could even be done verbally these days.

(m) **"stringent control"**

Table 5.13

stringent	control
Epithet (amplifier)	Thing (abstract)

Again, for this noun phrase, the adjective or Epithet functions as an amplifier that further heightens the effect of control. It gives us the impression of total control. The idea of **power corrupts and absolute power corrupts absolutely** is intoned here. The total control which people detest as an administrative style is being manifested in the language use of the administrative set-up.

5.4. EXPRESSIONS ABOVE THE CLAUSE

So far in this chapter, we have been discussing expressions that are not full clauses when extracted from the data in which they feature. Nevertheless, the explanation of their meanings also covers their particular meaning and function within the clause that they feature. Expressions numbered (n) to (q) are elliptical

clauses. They are further discussed as sentences with "assumed" Actor. The clauses give commands. The last clause (q) is used transitively because it requires an object. They are further analysed as follow:

(n) "please! treat as urgent"

The words fall into the following classes and functions.

Table 5.14

	please!	treat	as	urgent
Subject (elliptical)	Interjection (request)	process (material)	Connective	Classifier Abstract

This sentence normally appears in minutes form in files. The speaker/writer is requesting rather harshly - in fact, contextually commanding the subordinate staff to perform some obligations in the file. Instructors have become used to using commands. Even when interjections like "please!", "thanks!", are used, they are so used for record purposes. If one reads through the actual demands of the writer within that context, one will have cause to believe that the use of the interjection is not real. It is not also a proper request. The situation does not augur well for the development and the sustenance of good interpersonal relationship. In some cases, the interjection is placed at the end of the sentence as an after-thought.

(o) "please! act immediately"

This elliptical clause is usually found in most cases in files as minutes or file

notes. Occasionally, it is found in official letters. The explanation above goes also for this clause. The words may be analysed into the following classes and functions.

Table 5.15

	please!	act	immediately
Subject (elliptical)	Interjection (request)	Process (material)	Adverb (intensifying)

In the civil service, clauses in (n) and (o) denote as follows. Contextually, they could mean that the subordinate officer who is being addressed is fond of delaying action in files and so he is being, in a way, reprimanded or indicted. It could also mean that there are sensitive issues involved that should be treated or acted upon which the superior officer is carefully avoiding. He wants to be exonerated from blame especially if the issues were unpleasant. It may mean that the superior officer wants to favour persons involved in the issues in the file and so wants to ensure that the matter is concluded at the fastest possible time before possible complications set in. It may even be a matter that concerns him which means that he has vested interest in it. For example, he may have some monetary claims to make but the papers have to be scrutinized and processed first before payment. He wants the money fast. He is tempted to command his subordinate staff to expedite action on his file. Even when people know that using a forceful language in giving instructions does not hasten matters/actions, they are just used to that way of writing and they go on issuing commands that no one obeys.

(p) "ensure strict compliance"

This is another command. One is tempted to think always of a military barracks type of language, yet, the fact remains that the civil service is purely a civilian set-up. This style of writing does not correspond with the ideology of the set-up, the inherited service, the personnel in the set-up, the type of work that goes on here and the rules and regulations that obtains in this organization. In this case, the interjection-'please' is totally omitted making it a direct command.

Table 5.16

	ensure	strict	compliance
Subject/actor	Process	Epithet	Thing
Elliptical	(material)	(amplifying)	(abstract)

To de-emphasize or tone down the forceful nature of the language use, the writer could have eliminated the epithet 'strict'. There is no need to amplify the 'thing' to 'get things done' in the establishment. The discussion of the context of situation of use of these expressions gives us their full meanings in detail.

(q) " this government will not tolerate"

This elliptical clause appears to be requesting for an object after the last word. We can mark this object as 'X'. Its word classes and functions are stated as follow:

Table 5.17

This	government	will	not	tolerate
Deictic	Thing	Process	Negation	process
Determiner	(concrete)	(relational)		(behavioural)
Demonstrative		(intensive)		
Proximity				
(nearness)				

There are two processes involved in this sentence:

The first is the relational process of “being” which is negated. The intensive will is a typical relational process. The central meaning of the sentence is that there is something, that is, ‘X’ which government will not tolerate. ‘X’ is anything which government detests such as indiscipline or a chaotic situation.

The second process is the behavioural process. This process is intermediate between material and mental process. The core meaning is that the behavior is typically a conscious being like a sensor but the process functions more like that of ‘doing’. In this case, the behavior, that is, the government who is the one who will not ‘tolerate’ a chaotic situation is obviously and consciously ‘doing’ something directly or indirectly. The intensive and emphatic will and the negation serve to make the sentence very forceful. This sentence has featured in all military coups speeches so far in this country. This is the register that it originated from and gradually found its way into the civil service English. Coup speeches contain commissive sentences, which the speaker places himself and those he represents under obligation to create a secure future. This sentence is one of those commissive

ones with the same intention by the writer (cf. Adegbija, (1995:240).

This sentence creates the inference that the speaker and his group will be dependable. He will ensure that all is well. He is trustworthy, and will provide a secure anchor for the populace including the civil service. The Civil Servant goes on to imitate the speaker by using the same sentence. We must not forget the responsibility charged to the Federal Civil Service. The service is to formulate policies and see to the day-to-day implementation of these approved policies. Its position and function are very crucial therefore, to the government of the day. These account for the close contact of the military government with the Federal Civil Servants. Governments, both military and civilian come and go but the civil service remains.

(r) "The responsibility cannot and should not therefore, be redelegated."

This is a full clause that is grammatically analysed as follows:

Table 5.18

CLAUSAL ANALYSIS OF TEXT (r)

	the	responsibility	cannot	and	should	not	therefore,	be redelegated
Transitivity	Deictic Specific	Subject	modal negation emphatic	Conjunction	Modal	Negation	Conjunction Adjunct Connctive	Verb main (present) verb auxiliary -ed
Mood	Mood							Residue
Theme	Theme ₁ (topical)							theme ₂ (topical)

Table 5.19:

CLAUSAL ANALYSIS SHOWING NP,VP AND DOUBLE NEGATION IN (P)

the	responsibility	cannot,	and	should	not	therefore,	be	redelegated
Deictic Specific	Thing (abstract) subject	Modal (present) (negation)	conj.	Modal (past) (median)	negation	adjunct conjunct	process (relational)	Process (material)
NP		Double Negation (intensifying)				connective	VP	

The analysis of the clause in table 5.18 shows one subject and the modal elements constituting the mood. The adjunct serves to connect the mood and the residue. There are two topical themes while in table 5.19 the same clause consists of one abstract 'Thing'. The negated modal elements and the adjunct connect the NP with the VP. There are two processes involved such as - the relational process of "being" (be) and the material process of "doing" (redelegation).

In this clause, the double use of the negated modals, one intensifying the other makes the clause very forceful and very emphatic. It also makes the clause appear as a very forceful directive that is so final. No questions should be asked. The directive must be carried out without any further discussion on the issue involved.

5.5. THE CONTEXT OF SITUATION OF USE OF THE INSTRUCTIVES NUMBERED (a) TO (r)

In this research work, the analysis of language in use has always been done considering two environments; namely, the linguistic and the extralinguistic environments. For the analysis of the expressions numbered (a) to (r), this same procedure has been adopted. For the analyses and discussions of the contextual issues involved in these expressions, Halliday's concept of context of situation consisting of field, tenor and mode are used as a guide. The socio-political aspects of language and are concerned with how social meaning is negotiated, constructed and conveyed (cf. Saville-Troike, 1987:66). Given the concern with these issues,

what is said, who says it, when and why it is said are very important questions that the answers to them determine the relevance of a particular communicative encounter and the kind of social interactions it generates.

It is unfortunate that the overall adverse situation in the country weighs heavily on the Civil Service. The hard economic situation has been progressively unfavourable. Salaries paid to those already employed are below subsistence level. Nigeria's population figure is rising and the rural-urban migration is intensive bringing to the cities sociological problems. In chapter one, we discussed the importance of the Federal character representation as a principal consideration for the employment of staff into the civil service. Unfortunately, as the above adverse situation worsens, the Civil Servants have to fight for the survival of the fittest. Rules and regulations are sometimes bent so as to favour a particular person or group. The "faceless" Civil Servant now is forced to "show up his face". He refuses to remain anonymous. The society he is supposed to serve now serves him. He feels insecure in his job because under the military government, he could be retired compulsorily any year irrespective of mandatory years of service or his age in the service. When orders are given the expectation is that the orders would be obeyed. Skepticism creeps in when the orders are flouted without "severe and immediate" consequences. In a set-up described as above, the enforcement of rules and regulations becomes an impossible task. Under this situation, it is a welcome relief (so it seems) that the military with its forceful language will get things going by force since doing things in the normal way has failed. However, the Civil Service routine still has to be followed. This takes time. The elimination of bureaucratic

bottlenecks is not done overnight.

Let us consider the expression: **for the avoidance of doubt**. It is very commonly found in circulars and letters emanating from the Civil Service these days. It is true to say that this expression is copied from the military. The excerpt from past coup speeches in this paper contains this expression. It is the military way of writing. In the colonial civil service, there was no 'doubt' about any aspects of the service. The information in letters, circulars and files were explicit. Their intentions were also explicit. A legitimate government does not have to adopt "survival tacts" in order to stay in power.

In fact, this expression in itself denotes that the speaker is of doubtful character and with doubtful intentions too. As Nzeogwu, in his speech, states **Doubtful loyalty will be penalized**. This could be interpreted to mean that he knew perhaps that he and his group were of doubtful integrity and he went on to preempt the citizenry reaction by making this threat. As the military succeed in capturing power and are able to permeate the body politic of the populace so they also permeate the civil service with their forceful language. Frustration sets in on the part of those giving the orders especially when the orders are not obeyed. The tendency is for the givers of the orders to give harsher orders out of frustration because of their inability to effect their earlier orders. The direct result therefore, is that the language gets shriller as the givers of the orders become more desperate. The expressions numbered (a) to (r) in this chapter could be contextually accounted for with the above explanations.

By way of summary, it has been observed that a few of the post-

independence period texts still feature the use of modal auxiliaries that denote courtesy and therefore foster good interpersonal relationships among ‘servants’. Texts 5.9 and 5.11 feature sentences that are courteous. Still, if we examine the ‘if’ clause in text 5.11 containing two modal auxiliaries such as **should** and **would**, we note that the courteous nature of the clause is consumed by the immediately following forceful adjunct – **without further delay**. In such cases where ‘if’ clauses and other clauses containing modal auxiliaries are used in the post independence service English, they are considered in the main, as colonial style of writing carried over to the independent civil service English language use.

5.6. CONCLUSION

So far as the discourse analyses of **texts and talks in context** go, Van Dijk (1997:3) stresses that there are related concepts that should be upheld and used for analysis. These concepts include language, communication, interaction, society and culture. In deed, in our analyses in this research work, the above five concepts have been adequately exploited for the analyses and explanations of the civil service English. The “language” is the English language which is the language of “communication” within the service. There is a maximum level of ‘interaction’ both at level of linguistics and extralinguistic parameters. There is also maximum ‘interpersonal interaction’ within the service. The ‘society’ and ‘culture’ are not treated in isolation either. It is within the ‘society’ and ‘culture’ that the context of situation as part of the SFT is evolved. The Civil Service is part of the Nigerian

society and culture that inform our explanations of the significant expressions. In effect, our discussions embrace the five concepts stressed by Van Dijk (1997) above.

It could be summarized that the more shrill a language, the more it breeds resentment and opposition and still, the people become skeptical of the importance of the language with which they are addressed. Governments come and go but the civil service remains with its functions unchanged. Gradually, things are changing in terms of the restructuring of the service so as to bring back sanity into the service. Permanent Secretaries are now supposed to be permanent. The idea of the country returning to the civilian regime is widely supported in the country. We are suggesting here that if these processes of restructuring could be continued and the civilian regime of government installed at the centre, perhaps, the language use will also return to what it used to be.

Nevertheless, so long as these adverse situations exist, they will continue to weaken the ability of the internal mechanism for 'getting things done' within the civil service, that is, the rules and regulations. The structure for authority and the flow of this authority through the channels of communication, if not properly streamlined, will also continue to undermine the total commitment to the formal expectations of the civil service which include the proper use of the civil service English.

CHAPTER 6

6.0. TITLES AND OTHER ABBREVIATIVE EXPRESSIONS

6.1. INTRODUCTION

The discussion in this section features the analyses of these grouped and named significant expressions as follow:

- (a) The use of titles in the civil service**
- (b) Abbreviation of designations**
- (c) Expressions of foreign origin**
- (d) The use of symbols and**
- (e) The use of acronyms**

After going through the data of the post-independence period for this research work, the above aspects of language use also strike the researcher as being worthy of a thorough examination. We have, accordingly, discussed below the linguistic issues and the extralinguistic issues involved here. Appropriate meaning of the expressions and why they are used have been arrived at. The discussions are as follow.

6.2. THE USE OF TITLES IN THE CIVIL SERVICE

In today's Civil Service, titles that were never used in the pre-independence era are now in use. In the colonial civil service, officers had stamp pads that bore

their names. This was mainly their initials and then their surnames. No decoration of names was allowed. In fact, it was difficult to know if the name was a man's or a woman's. What usually followed under the name was the official designation of the officer. If the officer had no stamp pad which bore his name, it was normal for that officer to write his or her name in longhand in the same manner as above. These days, even chieftaincy titles are written before or after the names. The women have become fond of indicating that they are married by prefixing or suffixing the title – 'MRS' to their names. This style is new in the service. Texts 6.1 to 6.7 reproduced in full reflect the use of these titles in the post-colonial civil service English.

Text 6.1 A CIRCULAR LETTER

CIRCULAR

**Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.
23rd January, 1979**

Ref. No. B.62442/XIV/906

**The Secretary to the Federal
Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and Heads
of Extra-Ministerial Departments
All Secretaries to State Military Governments,
All Permanent Secretaries to State's Ministries
of Establishments,
The Executive Secretary,
National Universities Commission.**

HOURS OF WORK FOR CIVIL SERVANTS

Please refer to sub-paragraph I (ii) of my Circular Letter No. B.62442/XIII/605 of 9th March, 1976, which allowed workers in the Lagos area to

resume duty at 8.00 a.m. rather than 7.30 a.m. as stipulated for all other areas of the country.

2. The Federal Military Government has decided that there is no further justification for the concession in respect of working hours in the Lagos area, and has therefore directed that with effect from Monday, 29th of January, 1979, the working hours of public servants in the Lagos areas shall be the same as in all other areas of the country, that is, from 7.30 a.m. to 3.30 p.m.

3. Paragraph I(ii) of my Circular No. B.62442/XIII/605 of 9th March, 1976, and paragraph I(iii) of my Circular letter No. B.62442/XIII/616 of 26th March, 1976 are therefore hereby cancelled.

4. All Heads of Ministries/Departments are requested to bring to the attention of all their staff the withdrawal of this concession on hours of work for public servants in the Lagos Area and to ensure that they resume duty promptly at 7.30 a.m.

(Sgd) MRS F.Y. EMMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

Text 6.2 AN ADMINISTRATIVE BRIEF

BRIEF FOR THE PERSONNEL MANAGEMENT BOARD
(SENIOR STAFF COMMITTEE) ON THE ACTING
APPOINTMENT OF DR. (MRS) A.O. AFOLABI:

Aged 39 years, Dr. (Mrs.) A.O. Afolabi, an Assistant Chief Programmes Officer on grade level 13 in the Department of Population Activities has been strongly recommended for an acting appointment as Chief Programmes Officer on grade level 14.

2. Dr. (Mrs.) Afolabi joined the Federal Civil Service on the 1st June, 1983 and was promoted to her present post on 1st July, 1990.

3. The reasons for recommending Dr. (Mrs.) Afolabi for an acting appointment are her high sense of responsibility, devotion to duty and dedication to service over the years.

4. The Department of Population Activities has indicated and it has been confirmed that there are six (6) vacant posts of Chief Programmes Officer.

5. Based on the above, the Personnel Management Board (SSC) is hereby

implored to ratify the acting appointment of Dr. (Mrs.) Afolabi as Chief Programmes Officer on grade level 14.

**DEPARTMENT OF PERSONNEL MANAGEMENT,
FEDERAL MINISTRY OF HEALTH
IKOYI – LAGOS.**

DECEMBER, 1991.

Text 6.3 A CIRCULAR LETTER

CIRCULAR LETTER

Ref. No. C.2870/Vol.II/531
**Federal Ministry of Health,
Medical Services and Training,
New Secretariat,
Ikoyi, Lagos.
23rd August, 1983.**

- 1. Alhaji Shehu A. Musa, CFR,
Secretary to the Government
of the Federation,
Executive Office to the President,
Tafawa Balewa Square,**
- 2. Mr. G.A.E. Longe, CFR,
Head of the Civil Service
of the Federation,
New Secretariat,
Ikoyi, Lagos.**

**HEALTH CARE FOR SENIOR CIVIL SERVANTS
IN CREEK HOSPITAL, IKOYI**

The Federal Ministry of Health sincerely regrets any inconvenience experienced by Senior Civil Servant as a result of the denial to them of medical treatment at the Creek Hospital, Ikoyi with effect from 1st August, 1983. The Ministry wishes to assure them that it is actively looking into the solution to the problem of providing satisfactory medical attention to all Federal Civil Servants and their families in co-operation with other ministries and departments of the Federal Government.

2. In the meantime however, I am happy to say that it has been agreed by all parties concerned that eligible Civil Servants and their families should continue to receive care in Military Hospitals as before. Senior Civil Servant should therefore resume visit to military hospitals for medical attention and treatment.

3. Kindly bring the contents of this circular letter to the attention of officers in your Ministry/Department.

(Sgd.) C.A. ORIMALADE, OON (Dr.)
for Permanent Secretary

Text 6.4 A CIRCULAR LETTER

CIRCULAR LETTER

Ref. No. C.2828/72
**Federal Ministry of Health,
Hospital Services and Training
Department,
New Secretariat,
Ikoyi, Lagos.
8th September, 1988.**

All Directors-General and

All Heads of Extra-Ministerial Departments.

REFUND OF MEDICAL EXPENSES

The authority for refunds to officers for medical expenditure is contained in CSR 10201, 10202 and 10203.

2. Following the re-organisation of the Civil Service with full professionalisation of the Ministries which have also gained a lot of financial autonomy, this Ministry has reviewed the mechanism for paying refunds to deserving officers.

3. While it is clear that the provision of the CSR stated above are still adequate it has become clear that to facilitate early refunds to officers and minimise hardship, the funds could be decentralised with good advantage. However, to maintain standards this Ministry will have to approve all refunds to the details of amounts to be refunded before any Ministry or relevant parastatal pays the refund to any of its deserving officers.

4. To avoid unnecessary delays, applications should provide contactable addresses of the hospital/clinics and doctors that treated them. Medical reports, bill *showing the break down* of charges and the receipts of settlement of the bills should be provided.

5. Please note that mortuary fees are not refundable medical expenditure. The Federal Government Financial Regulation 2603 clearly indicates what the estates of deceased officers are entitled to from Government.

6. The purpose of this circular is to advise you to make financial provision for this purpose as it is expected that funds for refunds will be decentralised as from the next financial year.

(Sgd) DR. T. C. O. CHIORI, MNI.
*Director, Hospital Services and Training
for Hon. Minister*

Text 6.5 AN OFFICIAL LETTER

FEDERAL CIVIL SERVICE COMMISSION
NATIONAL ASSEMBLY COMPLEX, MAITAMA, ABUJA
.....PERSONNEL.....DIVISION/SECTION
.....

P.M.B. No....17.....

Telegrams.....

No. Ref. FC.2036/S.6/C.2/99

Telephone.....

Date...8th Sept., 1997.....

Dear Sir/Madam

u.f.s. **G.E. Umoh (Mrs.)
(Chief Personnel Assistant),
The Director (L/O),
Liaison Office,
Federal Civil Service Commission,
Ikoyi – Lagos.**

PROMOTION TO GRADE OF CHIEF PERSONNEL

ASSISTANT, SALARY GRADE LEVEL 13

I am pleased to inform you that the Senior Management Committee of the Federal Civil Service Commission at its meetings held on the 15th, 16th, 27th, and 28th of May, 1997, approved your promotion to the grade of Chief Personnel Assistant, salary Grade Level 13, with effect from 1/1/97.

2. Congratulations.
3. Notice of this decision will be published in the Official Gazette shortly.

yours faithfully

**(NTUFAM EYO-NSA WHILLEY)
Director (Personnel Management)
for: Chairman.**

Text 6.6 A CIRCULAR LETTER

CIRCULAR

**Office of the President,
Budget Department,
Federal Secretariat, Phase I
Ikoyi, Lagos.
3rd December, 1982.**

Ref. No. BDM.11916/Vol.II/304

All Ministers and Special Advisers

**The Secretary to the Government
of the Federation**

**The Head of the Civil Service of the
Federation**

**All Federal Permanent Secretaries,
and Heads of Extra-Ministerial
Departments**

LIFTING OF THE EMBARGO ON EMPLOYMENT IN THE PUBLIC SECTOR

During his 1983 Budget Speech on 3rd November, 1982, Mr. President

indicated that the embargo on employment would be lifted. In this connection, you are hereby informed that all employers are to resume recruiting the personnel required for the efficient and effective performance of their organisations, in accordance with existing rules and regulations binding on such recruitments.

2. This circular amends in this regard the previous circular No. BDM. 11916/Vol II/209 of 3rd September, 1981 on the Enforcement of some Austerity Measures to minimise government expenditure.

(Sgd.) CHIEF T. A. AKINYELE
Director of Budget/Special Adviser
to the President on Budget Affairs

Text 6.7 A CIRCULAR

CIRCULAR (CONTD.)

6. The Circular amends my previous Circular Ref. No. NYSC. 144/S/SEC/202 of 3rd September, 1979, and No. NYSC. 144/SEC/Vol. II/415 of 21st December, 1979, and it becomes effective with the deployment of corps members for the 1980-81 service year. Let me remind Employers that those corps members so deployed to them shall not be paid the monthly allowance by the NYSC but instead, shall receive their salaries which I expect will be more than the NYSC allowance and all other benefits from their employers. It is illegal for any In-Service Trainee corps member to receive both his NYSC monthly allowance as well as his salary and it is at the same time illegal for any Employer to pay salaries to any In-Service Trainee corps member while such corps member is being paid his monthly allowance in his State of service. Since he has been deployed to his Employer on grounds of In-Service Training, he is only entitled to his salary whether more or less than the NYSC allowance.

7. I am to count on your maximum co-operation as we endeavour to foster a sense of integration and national unity through the programme of National Youth Service Corps.

(Sgd) P.K. OBASA, LT-COLONEL,
Director, National Youth Service Corps

Below are some of the titles used in the post colonial civil service: Some of them are all drawn from the data reproduced above.

Ntufam	Alhaji
Chief	Engr.
Arch.	Maj. Gen.
Senator	Rev.
Deaconess	Professor
OON	Dr.
Mni	CFR
Lt. Gen.	Mrs./ Dr.(Mrs.)
Sir	Elder

These decorations and titles could be classified as follow:

(a) Chieftaincy title

Ntufam
Chief

(b) Professional title

Professor
Engineer
Architect
Doctor
Mni -Member of the National Institute of Policy and Strategic Studies

(c) National Honours

CFR - Commander of the Federal Republic
OON - Officer of the Order of the Niger.
SIR – (indicates respect or Knighthood)

(d) Military title

Major-General
Lieutenant-General

(e) Religious title

Alhaji
Reverend
Deaconess
Elder

(f) Political title

Senator

(g) **Marital title**

Mrs. / Dr. (Mrs.)

In texts 6.1 to 6.7, in which some of these titles appear, they serve as identification marks of the writers and the referents. They are used as prefix or suffix to the writer's name. It is necessary to know the meaning of these titles so that their contextual meanings will also be understood. We begin with the title numbered (a):

6.2.1. **CHIEFTAINCY TITLE**

'**Ntufam**' has its origin from the Cross River State. In Ikom, a town in the State, there is a deity that is the strongest and most popular of all the deities. It is the deity (as believed) that protects the citizens of the area from all kinds of dangers. This deity also brings good things to the people. When an illustrious son of the area or even a non-indigene has demonstrated a commendable interest and love beyond reasonable doubt towards the development of the area, the High Chiefs can meet and confer such a title as **Ntufam** on him. It means "the owner, controller, and protector of the people". The man who performs the equivalent functions of this particular deity is respected as the deity. It is the highest honour that Ikom people can ever confer on anybody. Such a person so honoured is not perceived as an ordinary person. **The Ntufam** according to the tradition of Ikom people, is not a title that can be given to many people. It is a very special title of honour. The consideration of the extralinguistic environment of the text has allowed us to give the above explanation.

Chief as a title can be conferred on any man or woman. This is very common in Nigeria. Normally, there are different citations attached to it. This could be the Chief of any good turn of events or deeds such as:

good harvest
community development
philanthropic gestures etc.

The holders of this title are well-respected among their people and they feel very proud of themselves. In fact, they feel they are superior to the man with no chieftaincy title. They exchange greetings in particular way. In some areas, in the eastern part of Nigeria, a man with no chieftaincy title is regarded as a failure and almost a useless man in the society he hails from.

Probably, the colonial service saw through the implications of allowing the use of these forms of identification in the service. They never allowed the use of such prefix or suffix. The truth is that when civil servants identify themselves as **Chiefs**, they expect to be respected as if they are in their villages. They start to assume false status and speech roles. For example, they expect the staff under them or even superior than them to call at their offices every morning to greet them and wish them well. When this expectation is not met, they feel insulted and unhappy. Their interpersonal relationship with other members of staff runs into confusion. A staff may be a Chief in his community but a junior staff in the ministry. There may be some of his community members who are his superior officers in the service. Relationship in this case of status inconsistency sours. There was a particular case where a paramount ruler was a staff under many superior officers to him but who

were his subjects at home. Since this paramount ruler insisted on retaining his identity as the paramount ruler even in the office, there was a lot of confusion. Moreover, in the Federal civil service, "Chief" is one kind of designation within the hierarchy of staff. There are Chief Personnel Officers, Chief Architects and Chief Medical Officers etc. In a situation whereby a staff addresses himself as "Chief", there may be confusion in determining which kind of Chief he is. There was therefore a Federal government circular directing that no staff should identify himself or herself except with his or her official designation. The circular stated that the introduction of other forms of identities would lead to status inconsistency that could disturb the flow of authority within the service. For those who understand the meaning and also respect the title such as "The Ntufam" in the civil service, relating with such an officer may be difficult. This is so especially if "The Ntufam" himself expects the respect and honour that accompanies his title.

6.2.2. PROFESSIONAL TITLE

The use of professional titles such as Professor, Engineer, Architect, Doctor, Member of the National Institute (Mni) were not found in the Colonial Service. This may be because there were non or just too few of these professionals. On the whole, these titles are more tolerated than the chieftaincy titles. The circular restraining the use of chieftaincy titles did not include professional titles.

The last of these titles, that is, 'Mni' meaning, "Member of the National Institute of Policy and Strategic Studies" is given to any Nigerian who attends this

institute. They are supposed to be the elites. There is this hidden code that 'old students' from this institute (mostly members of the Armed Forces) in both the public and private sectors should support one another. Placing the 'Mni' as postfix calls attention to the calibre and quality of the person who should expect special affinity with fellow cohorts or members of that institute. The obvious purpose is to maintain a special interpersonal relationship on mutual support and consideration among themselves. They meet regularly and they believe that they have input in the running of the country.

6.2.3. NATIONAL HONOURS

<u>Honours</u>	<u>Meaning</u>
CFR	Commander of the Federal Republic
OON	Officer of the Order of the Niger
SIR	(indicates respect or knighthood)

Again, the Civil Service does not particularly frown at the use of these honorary titles as marks of identification. Except the last one “Sir”, all others are used as postfixes. Their use should not affect staff status and speech roles and interpersonal relationships.

6.2.4. MILITARY TITLE

In the Federal Civil Service, titles such as Major-General, Lt.-General are used especially when the military is in control of the government at the centre. This use cannot be questioned. This is because in the military, it is the style of writing.

This is where full authority and power are exercised at all times. Daily activities depend on authority and powers which definitely depend on the rank or title that the soldier wears. In fact, without such identification, the content of the message is invalid. It is the military style of writing.

Self-identification is a vital process in the military. The announcer/writer has to identify himself fully. He has to mention his full rank in the force and his full names without which whatever he says or writes will not be taken seriously. The language of the military is one which titles must be fully written. When they come in contact with the Civil Service, the identification manner cannot be different.

6.2.5. RELIGIOUS TITLE

In this era of religious diversity and religious intolerance, people have become very sensitive when undue religious sentiments are brought into matters that concern the populace. The usual and best alternative in such situations is to eliminate religious considerations from such matters in the interest of peace.

As far back as 1985 a circular was issued prohibiting the display of religious tracts and posters on doors or buildings belonging to the government. Government premises were to be avoided when religious plans are made (see text 5.2 above). Indeed, recently, Lagos State banned the use of school premises for religious purposes such as worship, prayer meetings etc.

Alhaji, Reverend, Deaconess and Elder are used in recent times as prefixes to people's names in the Civil Service. Government views this practice in the same light as the use of Chieftaincy titles. Government views the use of titles within the

service as a bad practice. This is because to government *"who the civil servant is does not matter, what matters is his or her position in the service"*. This view is manifested in staff being addressed as Assistant Secretary abbreviated as: A.S. The Permanent Secretary is abbreviated as P.S. or Perm. Sec. etc. Decoration of names by way of prefixing or surfixing unofficial titles is not allowed. The reasons are not far-fetched. Alhaji, as a title, is taken very seriously by some Moslems who have acquired it. Some of them cannot serve amicably with another Moslem or a non-Moslem because they consider them as infidels. The same line of reasoning goes with the use of the title Reverend or Deacon. Where a Reverend or Minister is seen as God himself, it is also doubtful if such a titleholder can relate with others as equal Civil Servants. The ordinary member of his church who is at work his superior may find it difficult to give him instructions. There could be confusion in interpersonal relationships. Certain titles command deference. Where a person with such a title is the subordinate staff, expectations may clash, inconsistent status and speech roles may be demonstrated in the language use. Language use may be affected adversely.

6.2.6. POLITICAL TITLE

Civil Servants sometimes forget their rules and regulations. They are not supposed to take part in active politics. This is why they are always asked to resign their appointments should they want to participate in active politics. It is not allowed in the service that a staff should prefix any political title such as Senator, Councillor etc. to his name.

6.2.7. MARITAL TITLE

The use of marital title such as Mrs. or Dr. (Mrs.) as prefix or postfix is not particularly frowned at in the Civil service. However, it is a mark of identification that is unnecessary. There is no evidence in our data to show that the male staff prefix or postfix 'Mr.' to their names.

On the whole, contextually, the fact remains that Nigerians in general love the use of titles. They feel that the more titles prefixed to a name, the more reputable, and consequently, the more the quality and quantity of attention or hearing such a person can command. Moreover, interpersonally, the feeling of importance is also involved here. Even when people are given honorary titles such as Doctor of Letters, they go on to prefix it to their names each time they write important letters. Generally, Civil Servants are supposed to follow strictly the status roles and interpersonal relationships as entrenched in the rules and regulations and the bureaucratic structure of the establishment. The anonymity factor and the facelessness ideology of the Civil Servant do not encourage the use of these (allowable and non-allowable) prefixes and postfixes of titles. It is the feeling of importance and undue call for attention that make the civil servants use these titles. Also, they think that probably, the insecurity that they have not achieved in their job could be made up for by the use of titles. The feeling that *if I am not important here in the service, in my village, my church, my profession, I am important* surrounds these Civil servants. There is also the feeling that "I am not just a civil servant, I am also "this" or "that" intoning that he is, status wise, better and more

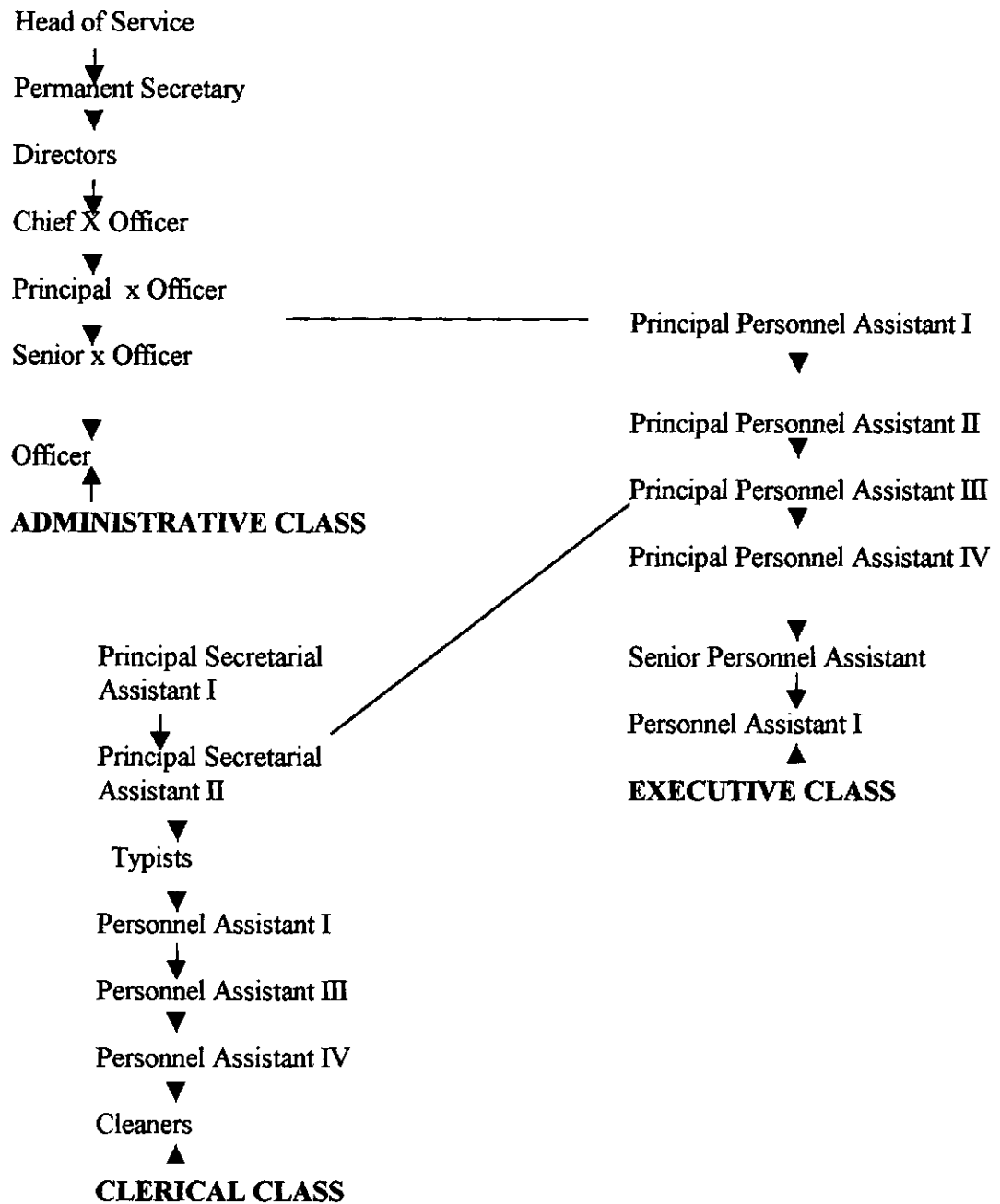
important than the average civil servant. He feels that he can live a more prestigious life as a non civil servant. It is within this context that the reasons for using these titles can be understood. This consideration to the context of situation of use of the titles too reveals the full meaning and why the titles are so used.

6.3. ABBREVIATED DESIGNATIONS

Civil servants are never addressed by name while instructions are being given by way of minuting in the files or memoranda. It is their designations within the service that are used as a mark of identification. The style of writing or minuting has not changed up till today. That which has changed is the designations themselves. Today, the highest civil servant is called "The Head of Service". The Permanent Secretary is the next and followed in rank by the Directors of each department. The structure of the civil service is still the same only the designations have been changed because the nomenclatures have also changed. The structure given as Fig. 1.1 can be redrawn to show the change only in nomenclatures with the structure remaining the same. The fig 6.1 below reflects these changes.

Fig. 6.1

**ORGANISATIONAL STRUCTURE OF
TODAY'S NIGERIAN CIVIL SERVICE.**



Adapted from the Federal Establishment Circulars (1976 p.25)

In fig.6.1, it can be observed that the structure has remained the same as that

on fig. 1.1. The following new abbreviated titles or designation could be accounted for by looking at the changes in nomenclatures highlighted in fig. 6.1 above. The Permanent Secretary is usually abbreviated as PS or Perm. Sec. In some cases the full form, that is, Permanent Secretary undergoes the process called "clipping". This denotes the subtraction of one or more syllables from a word that is also available in its full form. The subtraction may occur at the following positions:

- (a) the beginning of the word e.g. "phone" for "telephone".
- (b) the end of the word e.g. "memo" for "memorandum" and "Perm. Sec." for "Permanent Secretary"
- (c) both ends of the word (rare though) e.g. "flu" for "influenza".

Both the clipped form and the abbreviated form of words/names are normally considered as informal usage (cf. Quirk et. al 1985:1580). The clippings and abbreviations aid the writer to economize his expressions in the sense that he can condense information that he presents within a short time in a small space.

The symbol x, which follows some of the designations or in between them, represents the exact schedule of duty of that officer. For example: in a Ministry, there are many directors performing different functions such as personnel, finance, planning etc. It is then possible to have Director (Personnel Management) abbreviated DPM. It is also possible to have a Director in charge of planning, research and statistics abbreviated - DPRS etc.

The same explanation goes for Chief x Officer where x is the specific responsibility such as Chief Planning Officer abbreviated CPO. The same also goes for Principal Research Officer abbreviated PRO, or Senior Budget Officer

abbreviated- SBO. Under Directors, of course, there are Deputy Directors abbreviated - DD. There are also Assistant Directors abbreviated - AD.

Stylistically, these abbreviated titles, or designations are short, their use saves the time of the writer. It also saves paper and energy of the writer. We should not forget that the Civil Service is a place where things are being done on a daily basis. Most of these things are routine things. The routine nature of work in the civil service has necessitated the use of these shortened forms of expressions. The shortening of these long designations is therefore a welcomed development. We discussed more on these abbreviations earlier on in sections 3.0.4 and 3.2.0. The discussions are still valid for these new designations. They are new in the sense that the citations are different but the structure has remained the same and their functions too have remained the same.

6.4. EXPRESSIONS OF FOREIGN ORIGIN

There are certain note-worthy expressions which are found in the data just examined. Most of these expressions were not found in the data of the pre-independence period but are found in those of the post-independence period. They can be found in the texts already reproduced in chapters 5 and 6. Tokunbo (1972) presents a list of some of these foreign expressions and their meanings. This list is from time to time updated to reflect more of these foreign expressions (see appendix). These expressions seem to belong to different nations. They are frequently used in government business. They may be used in all formal minutes and

correspondence but must be underlined or italicized. Some of them are as follow:

empasse
ad-hoc
ex-gratia
en-bloc
in-lieu
inter alia
mutatis mutandis
pro rata
status quo ante
ipso facto

These expressions can be grouped as follow according to their origin and their meanings.

EXPRESSION

ORIGIN

empasse	French
en-bloc	French
in-lieu	French
ad-hoc	Latin
ex-gratia	Latin
inter alia	Latin
mutatis mutandis	Latin
status quo ante	Latin
pro rata	Latin
ipso facto	

EXPRESSION

MEANING

empasse	stale-mate, deadlock
en-bloc	as one unit, wholesale
in-lieu	in place of
ad-hoc	for this special purpose
ex-gratia	as an act of grace
inter alia	among other things
	among other persons
mutatis mutandis	with necessary changes
status quo ante	the existing condition
pro rata	calculated according to the rate - fair share.
ipso facto	proved by the know fact

These expressions appear to show erudition. Semantically, all the expressions have specific meanings especially in the language of administration. As mentioned in chapter one of this research work, most of the senior officers were graduates of Oxford and Cambridge Universities who studied classics. Here in Nigeria, most of the first groups of indigenous Senior Civil Servants were graduates from the University College, Ibadan, which was then a college of the University of London. They also studied classics and demonstrated it in their language use in the Civil Service where they worked. Some of the present serving civil servants worked under these classics students who must have retired from the service years back. The present serving civil servants still are proud to use these expressions as and when necessary. Some of these expressions of foreign origin such as:

ex-gratia
pro rata
en-bloc
ad-hoc

existed in the English language use of the pre-independence civil service. During this period, the meaning of the expressions as given were strictly adhered to. In the post colonial civil service, the use of these expressions and how they are understood do not demonstrate that there is the understanding of the proper meaning of them. For example, the expression **ex-gratia** meaning **as an act of grace** was not an open-ended or limitless act of grace. In the colonial service, the particular **act of grace** was stipulated in the rules and regulations. However, today, as a result of personal considerations, pressures and parochial nature of some officers, civil servants still use this expression to cover these acts of misdemeanour mentioned above. One then

wonders if the officers concerned here actually understand the meaning of “ex-gratia”.

When **ad-hoc** committees remain almost forever, **pro rata** calculations are wrongly made in favour of the applicant, **en-bloc** payments / refunds or deductions are misinterpreted and implemented in favour of the affected officer, one has cause to wonder if the schedule officers do understand the meaning of these expressions.

The consideration of the context of use of these expressions has allowed us to explain the demonstration of knowledge or lack of knowledge of the meaning of these expressions. It is possible to also consider the fact that there is proper knowledge of the meaning of these expressions but the abuse of the use of these expressions by the civil servants is deliberate. This consideration is strongly believed to be true because the misinterpretations are usually made in favour of friends, relations and kinsmen of the civil servants who misinterpret and wrongly implement these provisions.

6.5. THE USE OF SYMBOLS

The use of symbols is not new in the Civil Service. Nevertheless, the point being made here is that before independence, a maximum use of three 'Xs' was observed. In today's service up to a maximum of five (5) 'Xs' have been observed. They are found both inside and at the top of files. Also observed is the symbol -"X ed" meaning the paragraph marked "X". Texts 6.8 to 6.10 reproduced below illustrate the use of these symbols,

Text 6.8 AN OFFICIAL LETTER

Tel: Lagos

Telegrams:

**All communications should be
addressed to:-**

No. FC.1045/T1/80

**Federal Public Service Commission,
Private Bag No. 12586,
Lagos, Nigeria
6th May, 1977**

**The Permanent Secretary,
Federal Ministry of Health,
Broad Street,
Lagos.**

**Appointments to the Posts of Director (F.D.L.S.)
and Director, National Health Planning**

I am directed to refer to paragraph 4 of your letter No. SMH.277/218 of 30 August, 1976 and the subsequent interview held in this Office on April 7th 1977 to fill the vacancies in the above posts and to inform you that the Commission has approved the appointment of Dr. A. Akoh as Director (F.D.L.S.) salary Grade Level 16. It also directed that the post of Director, National Health Planning should be re-advertised both locally and abroad.

1. The Commission also feels that the three vacant posts of Assistant Director in the Food, Drugs and Laboratory Services should be filled and it has therefore directed that you should submit the claims of serving officers for its consideration while it would also like Mr. Akoh's runner-up at the interview (Dr. E.O. Arene) to be considered along with your officers.

**(J.A. AKINYEMI)
for Secretary
Federal Public Service Commission.**

Text 6.9 A FILE NOTE

SAF

Agreed I have slightly amended the minutes which may be faired for issue.

2. I think para 7 is shoddy to put it mildly and I can't accept it lightly. The typist should be disciplined for his/her tardiness or negligence bordering on misconduct.

PAS (Adm)

Pl. let us finalise immediately and take disciplinary action on the typist concerned.
See paragraph 'Xed'.

SAF

6/11/78

Text 6.10 A FILE MINUTE

Perm. Sec. XXXXX

DMST

SAF

DPHS

DNHP

DFDLS

Attached a.b.c are five copies of stenciled minutes of the meeting of the
Central Departmental Promotion Board for your signature

Pls.

PAS(Adm.)

06/1/78

During the colonial era, the meaning of the symbol 'X' inside files and at the
top of files was understood. Recall our discussion in section 3.2. This was because
it was made clear to all staff. The knowledge that

x	meant urgent
xx	meant today
xxx	meant immediate

was common place. When an "immediate" or "At once" slip is attached to a piece of

work, it means that it should be handed personally to the officer required to take the necessary action. He should, after completing his action, return it by hand to the officer who has ordered that the work should be done. This classification takes precedence over all others.

The next in importance is the slip "today". This takes precedence over a slip marked "urgent" and an unclassified work. The emphasis on this slip is that the job should be completed and submitted to the officer classifying the work before the office closes for that day.

"Urgent" slip is superior to all unclassified work. It also denotes that such work should be completed and submitted to the superior officer as early as possible, say within 24 hours. Today, we observe the use of up to five (5) 'Xs' and yet no explanation is given. The members of staff are left to infer that the matter being referred to is desperately urgent. This is believed to be synonymous with the shrill manner of giving instructions as pointed out above. The forceful nature of giving instructions includes the use of symbols to shout down such orders. In fact, the core meaning that the examination of the lexical items reveals is still running through these threads of discourse. The core meaning is still 'power'. Even with the use of ten (10) 'Xs' in a file, the Civil Servant who has all along resented commands and forcefulness in giving instructions will not perform that job immediately. Language is such a powerful tool in getting people to do things.

The paragraph marked 'X', that is, the 'X ed' paragraph simply serves to draw attention to a particular matter being referred to. Textually, it is a way of referring to matters worthy of note. It could be a forward or backward reference. It

facilitates reading and comprehension. It is also a good guide to the development of thoughts and good decision-making. It helps to place the reader in context of the matter or issue being discussed. The Civil Service accepts this as a good style and therefore welcomes its use. This has become part of the service's way of writing. Unlike the prolific use of 'Xs' that indicate nothing as a rule, 'Xed' paragraph as a symbol is taught to all new entrants into the service as an appropriate way of writing.

The use of five (5) 'Xs' as a symbol to indicate the urgency of matters is not popular in the Civil Service. It rather indicates the attempt to establish individual idiosyncrasies. Such inventions will normally not be accommodated within the Civil Service language. Some Civil Servants use bold ball-pen for writing notes in the file. This is personal to them. In some cases, it is just funny. It is not a serious and permanent practice.

In most cases, the 'Xs' and also the paragraph marked 'X', that is, the 'Xed' paragraphs are so marked with red ink. These serve to further intensify the intended effect, that is, the urgency with which the matter should be treated. Another reason why the red ink is used is that it calls the attention of the eye quicker than if blue or black ink was used. Red ink also denotes danger. The message registers too harsh and hard on the receiver when the two modes of expediting action are combined simultaneously. They denote 'forcefulness' as a way of giving simple guides and instructions.

6.6. THE USE OF ACRONYMS

Acronyms are words formed from the initial letters (or larger part) of words that make up a descriptive phrase or a proper name. Quirk *et al.* (1985:1581) explain that new acronyms are freely produced especially by scientists and administrators. Acronyms are particularly produced for the names of organizations. There are two main types of acronyms. Firstly, one type is pronounced as sequences of letters called “alphabetisms”, e.g. “SSS” for “State Security Service” or “NDLEA” for “National Drug Law Enforcement Agency” or CSR for “Civil Service Rules”. Secondly, there are the types of acronyms that are pronounced as words e.g. “SON” for “Standards Organisation of Nigeria” or W.A.I.T.R for “West African Institute for Trypanosomiasis Research”. There are more examples of these below. The use of acronyms helps the writer or speaker to condense information in line with the law of the economy of expression. There is the saving in space, time, paper and the energy of the writer or speaker when acronyms are used (see also Bamiro, (1994:45-60). The pre-independence data examined in this research work features one or two acronyms such as:

COLA meaning - Cost of Living Allowance

The post-independence data feature many more acronyms. There is a prolific use of acronyms in the writings of the civil servants of today. Texts 6.11 and 6.12 that feature most of them are reproduced below.

CIRCULAR LETTER

**FEDERAL MINISTRY OF
ESTABLISHMENTS,
PENSIONS AND
GRATITUDES DIVISION,
INDEPENDENCE BUILDING,
LAGOS.
14TH July, 1977**

Ref. No. PEN. 35548/309

TO:

**The Secretary to the Federal Military Government,
All Federal Permanent Secretaries and Heads of Extra-Ministerial
Departments,
All Permanent Secretaries to State Ministries of Establishments,
The Executive Secretary, National Universities Commission.**

**PAYMENT OF RETIRING BENEFITS TO EMPLOYEES WITH
MIXED SERVICES**

During the meeting of the National Council on Establishments held in Port Harcourt in January, 1977, members expressed their difficulties in computing pension benefits using the officers Statement of Aggregate Pensionable Emolument (SAPE). In the past, liability incurred by employers on the retiring benefits of their employees with mixed services (i.e. those who served in more than one public service in pensionable circumstance) has always been apportioned on total pensionable earnings in one public service proportion to overall pensionable earnings in all the Public Services where an employee served. This is referred to as the S.A.P.E. method that is, apportionment based on Statements of Aggregate Pensionable Emoluments. The method, although cumbersome and time-consuming, with resultant delay in payment of retiring benefits, was compatible with the pensions formula which operated up to March 31, 1974.

Signed
**D.W.W. Mbanefo (Mrs.)
for Permanent Secretary**

Text 6.12 A MINUTE

**MEETING THE TRAINING NEEDS OF STATE PUBLIC SERVICE
BY ASCON**

You would recall that the Administrative Staff College of Nigeria was established by Decree No. 39 of 1973 to provide higher management training for the development of Senior Executives in the public and private sectors of the Nigerian economy. Since the inception of the College, it has organised many management courses, seminars and conferences for top executives drawn from both the public and private sectors, including state civil services and parastatals.

3. In order to realise this objective, a Committee was set up by the Federal Government to review the role and programme of ASCON, and to prepare career development programmes for all cadres in the Public Service. The final report of the Committee will be cleared with the National Council on Establishments before it is submitted to the Government.

4. You are therefore hereby requested to forward your training proposal for the career development of all officers on Grade Level 08 and above in the various cadres in your Public Service for the consideration of the Committee. Any other useful ideas and proposals which you feel will guide ASCON in its efforts to meet or complement your training needs will also be welcome.

(Sgd.) MRS. F. Y. EMANUEL
Permanent Secretary,
Federal Ministry of Establishments,

Many of these acronyms are still being developed and used. These are pronounced as one word. Some of them are as follow:

SAPE – Meaning	Statement of Aggregate Pensionable Emolument
POWA - Meaning	Police Officers Wives' Association
FEDECO - Meaning	Federal Electoral Commission
NIPOST -Meaning	Nigerian Postal Service
NAOWA - Meaning	Nigerian Army Officers Wives' Association
NEPA - Meaning	National Electric Power Authority
FEPA - Meaning	Federal Environment Protection Agency
ASCON – Meaning	Administrative Staff College of Nigeria
WAFSEC - Meaning	West African Secretariat

LUTH - Meaning	Lagos University Teaching Hospital
SAP - Meaning	Structural Adjustment Programme
WAI - Meaning	War Against Indiscipline.
NAFDAC - Meaning	National Agency for Food and Drug Administration and Control

Some of these acronyms are parastatals of government while some are ad-hoc organisations formed by the government. Others are social organisations formed by social groups. The formations are classified as follow:

(a) Government Parastatals/Agencies

NIPOST
NEPA
FEPA
ASCON
WAFSEC
LUTH
NAFDAC

(b) Ad-hoc Organisations

FEDECO
SAP
WAI
SAPE

(c) Social Organisations

POWA
NAOWA

The first time each of these acronyms appears, it is written in full then the acronym is put in bracket, thereafter the acronym continues to be used. There is no need to write out the full forms of the acronyms any more. This practice saves, space, time and the energy of the writer.

The formation and use of acronyms can be attributed very much to the

influence of the American-trained graduates serving in the civil service. Acronym formation is much an American style of writing. According to Bamiro (1994:59) acronyms account for a good number of lexical innovations in other varieties of English especially the American English. He asserts that owing chiefly to the influence of the American mass media, many Americanisms are making an incursion into Nigerian English. This development underscores the point that the Civil Service English is also influenced by global factors. Societal influence in language is tremendous. As more and more American trained graduates come in contact with the Civil Service, so they come with the American style of writing.

Moreover, as civil servants are continually being exposed to the media, journals, conferences, seminars, in-service training especially abroad and economic relations with other nations, so they are influenced in language use. This is so especially because English is the language of all of these above-mentioned “institutions”. We also agree with Quirk *et al.* *op.cit.* that acronyms are freely produced by administrators. It is expected that the administrators of government business will have to produced acronyms due to the repetitive nature of their work. The economy of expression is a practice that will be of tremendous help to these administrators.

6.7. CONCLUSION

The global influence on the English language use definitely affects also the English language use in the Nigerian Federal Civil Service. As stated in my

objectives for carrying out this research work, it has been found out that there are reasons why the Federal Civil Servants chose to write the English language in their own way. Moreover, the meanings of both, the old and new expressions in the English language use have been given. In this chapter, the expressions that are not accepted and the reasons why they are rejected have been given. Those expressions that the service encourages their use and the reasons for the encouragement have also been given. The identification and the determination of the meanings and the reasons for the choice of such expressions, are what we consider therefore, as the paradigms which could establish the existence of other varieties of language use in other social settings. These same reasons have also been used to support the existence of the Federal Civil Service as a language community that has its own distinct status.

CHAPTER 7

7.0. SUMMARY OF FINDINGS

7.1. INTRODUCTION

In chapters three and four of this research work, attempt is made to analyse the significant expressions in the English language use of the Federal Civil Servants who served before 1960 when Nigeria became independent. In chapters five and six, attempt has also been made to analyse the expressions in the English language use of the Federal Civil Servants after independence. Both periods are referred to as pre- and post-independence periods. The data examined and analysed in chapters five and six are therefore those of the post-independence period. Chapter Seven, being the last chapter, features the summary of findings and recommendations.

We recall our main task in this research work, that is, to use the relevant analytical categories of the SFT to explain the meanings of the significant expressions of the Federal civil servants and the motivation for their use within the context of the Federal civil service. Accordingly, we have identified the significant expressions, grouped them and examined them using the relevant analytical categories of the SFT. Two most important facts have emerged. Firstly, we realise that the expressions of the pre-independence civil servants were courteous. Language at that time tended to persuade members of staff to “do things”. We also realise that the expressions of the post-independence civil servants are rather forceful. Language has so far tended to compel members of staff to “do things”.

Secondly, after considering the totality of the issues discussed in this thesis in terms of the meaning potentials and the motivational factors, we finally realise the central thesis. This is the fact that **the language of the Federal civil service is influenced by the language of those in political authority.**

7.2. SUMMARY OF MEANINGS OF THE SIGNIFICANT EXPRESSIONS

(i) In addition to SFT, Firth's concept of collocation of words and Lyon's lexical relations of words are used to analyse some lexical entries. On the textual analyses of the lexical items in order to explain their meaning, we are able to identify the civil service ideologies such as "anonymity" and "facelessness". We are also able to identify the colonial ideology as that of "subservience". The military ideology has also been identified as "power" and "force". These identifications go to underscore Fairclough's (1991) assertion that *the lexical items in a text could place a text and that the ideology inherent in a text can be determined through the examination of the lexical items in the text.* Most importantly, the examination of the texts of both the colonial and post-colonial civil services presents a common "core meaning" identified as "service".

(ii) The analysis of the use of abbreviatives as a style of writing underscores the nature of the activities carried out in the Civil Service. These have been explained through the use of the SFT grammatical concept such as the processes. The material process of 'doing' is the most dominant of the six processes. The use of

abbreviations such as directives, symbols, titles, designations and acronyms become significant because we understand them as *"frequent signals as to what is to be done or should be done, and by who"*. The use of these abbreviations enables the writer to condense information in line with the law of economy of expression. There is the saving in space, time and the energy of the writer. This explains the fact that the Civil Service is a place where activities are carried out on a daily basis. This is the transaction of government business. This nature of work encourages especially the use of the abbreviations; the use of the instructives; the specific forms of salutations and complimentary closes.

(iii) The analytical categories such as the mood and modality system of the SFT have allowed us to explain the meaning of the "if" clauses which function as requests, appeals, reminders, observations and directives. We have also been able to conclude that the use of the modal auxiliaries in the "if" clauses results in the use of language that is courteous and void of compulsion. The use of the "if" clauses demonstrates the use of the language of persuasion. This also results in the existence of cordial relationships among staff. The "if" clauses are therefore synonymous with courtesy. We are convinced that there was dignity of labour and office as a result of the prolific use of such "if" clauses especially during the pre-independence period of the Federal Civil Service.

(iv) The analyses of the most frequently used instructive such as **I am directed to..** using concepts of the SFT like the processes, the interpersonal and the context of situation reveal the meaning of this instructive as follows:

(a) it is the colonial way of writing carried over to the independent civil

service;

(b) it is the instructive that the civil service ideological factors such as 'anonymity' and 'facelessness' are also embedded in;

(c) it is the lexical item 'directed' in this instructive that signals the 'ultimate director' in the civil service. The 'ultimate director' during the colonial civil service period was the Queen of England while during the post-independence period it is the Nigerian populace;

(d) it means that every civil servant receives instructions from the 'ultimate director' who in turn is guided by the rules and regulations as stipulated in the civil service Rules and Regulations. The supremacy of the rules and regulations in the civil service is therefore underscored.

(v) Our SFT's ideational and contextual analyses of the uses of honorifics and the colonial type of titles reveal that the style of government during the colonial era was civilian. The use of the honorifics meant respect for constituted authority. Thus, it signals good language behaviour and encourages good interpersonal relationships among members of staff. The post-independence civil service has seen mostly the military type of government and implicationally depicts the military mood of governance characterised by the forceful nature of language use. The implication of the language situation in the colonial civil service is that it depicted the colonial mood of governance characterised by the language of persuasion.

(vi) Our analyses of the use of titles and the neglect of the use of some forms of salutations and complimentary closes in the post-independence civil service have revealed some elements of personalization in the service. "Servants" of today's

service do not want to be anonymous, faceless and have the honour to remain faithful servants. The society that they are supposed to serve now serves them. They now seek their nearly-lost relevance to the society with the use of unapproved titles that do not conform with the code of ethics and the ideology of the service.

(vii) Our analyses of the post-independence civil service English language use such as expressions below and above the clause and the instructives using SFT's metafunctional, grammatical and contextual concepts as analytical tools reveal them as rather being too forceful. Simple civil service instructions have metamorphosed into quasi-military orders. We are attributing this language behaviour to the influence of the military that controls the central government of which the Federal civil service is a part.

(viii) Saussure's semiotic concept has been used to analyse the symbols in this research work. The symbols serve to convey meanings that serve to expedite action on issues so as to cut down on the causes of bureaucratic bottlenecks.

7.3. MOTIVATIONAL INDICES

The study has identified the significant expressions in the English language use of the Federal Civil Servants and the motivation for their use. We have earlier on indicated that central to this research work is the fact that the Federal civil service English is influenced by the English of those in political authority that the service receives instructions from directly. This fact becomes the main motivational

factor. All other factors are subsidiary. The motivational factors include as follow:

7.3.1 GOVERNANCE

Since 1960, the civilians have ruled Nigeria for about nine (9) years intermittently. There is therefore no opportunity for them to build an enduring system of language use devoid of military language register. The military have been in the fashion of intervening with force to take over the functions of leadership. This situation has continued till today. It has been observed that the language of the government at the apex determines the language of administration of government business. During the colonial administration, the language used in the Federal Civil Service depicted the colonial mood and ideology. The language of the colonial civil service as discussed in chapters three and four was that of persuasion and not that of compulsion as discussed in chapters five and six. The mood then was a relaxed one. The language used showed respect and dignity of labour and office.

With the military government at the centre and in control of the policies and programmes of the country, it is expected, perhaps, that the language use will surely reflect that of the military. Our discussions in chapters 5 and 6 confirm this standpoint. This is why and how the forceful language of the military found its way into the Federal Civil Service. In fact, the language use in the service may perhaps be said to have become more military than the military. The very shrill nature of language use as discussed in this work found their way into the Federal Civil Service because of its close contact with the military.

In this research work, we have discussed also the shift in power structure from the colonial to the civilian and then to the military. We have also discussed how the civil service tries to align the language of the service to that of the authority at the centre. All other reasons for the use of the significant expressions are of minor effect. Without cognizance of the power structure, all other reasons may not have accounted for the use of these significant expressions.

The core meaning that is derived from the examination of the lexical items is “power” which is undoubtedly associated with the military power. Gradually, lexical entries in the language of the Civil Service have been replaced with the forceful, harsh and perhaps rude lexical items typical of those of the military. The military feels that their types of lexemes denote a faster pace in ‘doing things’ but semantically, they are rather too forceful. It is in considering the above discussion that we conclude that the type of government at the centre could determine the type of language use in the Federal Civil Service.

7.3.2 IDEOLOGY

The ideas or modes of thinking which characterise a class or a political system is manifested in linguistic behaviour and constitutes a code. This is simply referred to as the ideology of that class or political system. On the one hand, the analysis of the lexical items and the honorifics in the pre-independence data reveal the colonial ideology as that of “subservience”. This ideology was determined in England and practised in Nigeria. On the other hand, the military has no other

system of values besides 'power' and 'control'. Our discussions in chapter 5 and 6 above reveal this value system and its application. It is through this system that they are able to seize the total control and administration of the country at the centre. They indicate this ideology from the beginning. Their very first address to the nation in the form of coup speech puts this across to the nation succinctly.

In this research work, the lexemes drawn from our data highlight these ideological realizations/manifestations that are also regarded as core meanings. "Subservience" and "power" had/have been the weapons for total control and administration. "Getting things done" in the Civil Service since 1960 depends on the use of power through language. This is the military's way of life and the way they see the world. As a result of the militarisation of the civil service language use, the military is also gradually transferring the military ideology - that is, 'power' as a way of life into the civil service. This transfer can be observed in the use of the English language in the service as highlighted in the discussions hereafter. The identification of the colonial or/and military ideologies as a way of running the affairs of government at the centre is one of our findings in this research work. It is these ideologies that have resulted in the use of the language of persuasion depicting the colonial mood and the forceful nature of language depicting the military mood in the civil service today.

7.3.3 GENERAL ATTITUDE OF THE CIVIL SERVANTS

Considering interpersonal relationships, the mood and modality, and the

tenor of discourse of all the texts as organised in chapters three and four, there is a clear and positive interpersonal language behaviour. There are no data that denote rudeness, compulsion or insult. Even when strong reprimands were given, they were conveyed in a courteous way. This was the nature of the colonial civil service English use.

It is believed that the education and training a person receives should prepare him or her for a useful life devoid of setbacks that further sets the other citizenry back. The rules and regulations are there as guide towards good attitude development. Some negative attitudes that some civil servants develop manifest in language use in the service. The feeling of self-importance as discussed that manifests in 'Servants' using unaccepted titles that they feel boosts their ego. This demonstration of personal idiosyncrasies mentioned also manifests in the language civil servants use. These negative attitudes were /are really not necessary.

We discussed the attempt by the Civil Servants to personalise relationships and status roles. They see themselves as being superior to the society that they should serve. This is demonstrated by carefully avoiding the use of some forms of salutations and complimentary closes in official documents such as letters and memoranda. They rebel against being "obedient servants". They rebel against "having the honour to be faithful servants". Yet, this same people want to be almost worshipped by forcing other people to address them as "Chief", "Alhaji", "Rev", "Ntufam" etc.

7.3.4 ECONOMIC SITUATION

The discussion on the economic situation as regards the Civil Service and its influence in the language use is important. The mode of recruitment into the Federal Civil Service is stated in chapter one of this research work. At the beginning, to a large extent, equality and fairness in the recruitment exercise were achieved. The Federal character policy is still in place but the fact is that as unemployment figure rises, the pressure on recruitment is so enormous that non-bureaucratic norms are forced to be adopted. Ethnic considerations have over-shadowed ethical norms.

Moreover, the pressure on existing facilities is also enormous. Members of staff no more have job satisfaction. Worse still, the military came up with their policy of 'compulsory retirement' which was rare in the service. The staff strength on the ground is eventhough more than the number recommended. In some integral part of the service, for example, the State governments, the payment of salaries and allowances has become impossible. This demoralizing situation has caused members of staff to develop lukewarm attitude to their duties. They are frustrated because even those who are paid are not paid 'living wages'. This situation accounts also for the forceful use of language to ensure compliance with instructions. When the instructions are not obeyed, the instructor, out of frustration, resorts to using harsher and harsher language.

The reality of the frustrating situation does reflect in the language use. Some of those shouts of commands could be as a result of frustrating economic situation. Yet, in the colonial service, for an officer to be in a state of 'financial

embarrassment' was a serious misconduct. This suggests that members of staff were paid "living wages" and all things being equal, they were supposed to live on that wage satisfactorily. In today's civil service, almost all members of staff are suffering from "financial embarrassment" thereby committing serious misconducts which no one can punish the other for except by the use of forceful language.

7.3.5 GLOBAL INFLUENCE

With the gradual exposure to the media such as the print media - journals, books, reviews etc and the electronic media - television, radio, telephone, fax, computers etc in Nigeria, the use of English in the service has been also influenced. For example, the use of acronyms as discussed is very typical of the Americans. Through exposure, this style of writing gradually finds its way into the service. Through this medium too, words and group of words of foreign origin mentioned have continued to creep into the service. The civil Service welcomes these usages.

7.3.6 REPLICATION

The Federal Civil Service is inherited from the British. It is to be expected therefore, that certain aspects of the service will also be inherited as well. One of such aspects is the English language use. Even though the civil service of today has seen many changes in language use, there are still usages that have remained unchanged. The introductory clause such as "*I am directed to --*" is still in everyday use although the context of use has changed. The use of abbreviations such as some

of the 'if' clauses, directives, acronyms and designations have remained unchanged till today in the Civil Service. Such unchanged usages are considered as replications or colonial carry-over. In effect, replications or carry-overs could account for certain usages of the English language in some social settings such as the Nigerian Civil Service.

7.3.7 THE NATURE OF WORK

The nature of work done in the Federal Civil Service also determines the nature of the use of English. The textual examination of our data reveal that the repetitive nature of work done in the process of the administration of government business encourages the use of short or abbreviated forms of expressions of thoughts, designations, directives, and titles. It also encourages the use of symbols and acronyms. In effect, the activities of an establishment could determine their nature and style of language use.

7.3.8 THE LEVEL OF EDUCATION AND SPECIALTY OF THE CIVIL SERVANTS

Before independence, most of the civil servants were the British. Subsequently, Nigerians were trained to occupy positions of responsibility. As expected, the British standard of the written English was used in the service. The analyses of our texts demonstrate the transitivity and modality systems that were diligently observed. The educated Nigerians were specifically trained and guided to write the British standard of English. Observably, the data available for this research

work show no significant errors in the English language use that could have called for a section on error analysis. This positive observation is attributed to the level of education of the civil servants.

Following from the above reason, it is not surprising then to observe the use of expressions as showing erudition. We consider, therefore, the level of education of the civil servants as one of the reasons why they chose and use the analysed significant expressions in this research work.

7.3.9 CONFORMITY WITH THE RULES AND REGULATIONS

The rules and regulations of an establishment could determine the language behaviour in that establishment. In conformity with the rules and regulations sometimes referred to as General Orders (G.O.) during the colonial regime, the typical civil servant has to be anonymous in his words and deeds. The civil servant is (as revealed by the analyses in chapter three and four) directed by the rules and regulations of the service. The civil servant is, so to say, a servant of the rules and regulations. The discussion above underscores the reasons why the civil servant has to use certain significant expressions such as the directives, the honorifics, the salutations and complimentary closes and the abbreviatives.

In fact, if a newly-employed officer uses a different type of expression, his superior officer usually would not hesitate to correct him by directing him to use the civil service English. We consider therefore, that the conformity with the rules and regulations as one of the reasons why the civil servant wrote English the way we find it in our data for this research work.

7.4. CONCLUSION

The findings of this research work could be divided into two aspects. The first is concerned with the meanings of the relevant expressions that have been discussed after the texts have been analysed rigourously. A few examples are as follow: firstly, the analyses of the lexical items have revealed the ideologies of the civil service as an establishment. Secondly, the use of the 'if' clauses results in the use of language that is courteous and void of compulsion. We are convinced that there was dignity of labour and office as a result of the prolific use of the 'if' clauses especially during the pre-independence period of the Federal Civil Service. Thirdly, the analysis of the most frequently used instructive such as "*I am directed to*" also revealed the 'ultimate director' as the Queen of England during the colonial service and the Nigerian populace as the 'ultimate director' in the independent service.

The second aspect is concerned with the contextual analyses of why these expressions are developed and used. A few of the motivational factors are as follow: The continuous intervention of the military in the art of governance at the centre has resulted in language shift from that of the civilian to that of the military within the Federal Civil Service. Secondly, the repetitive nature of the work of the civil servants has necessitated the development and use of the symbols, the abbreviations and acronyms. It is possible for one to see through the two periods of the existence of the civil service and the changes in the English language use. The improvement in the educational qualifications of the civil servants has improved their ability to write good English. This is why we have not observed any significant errors in our data.

The global influence on the civil service has resulted in the introduction of positive innovations in the use of English in the Federal Civil Service. This situation underscores the very dynamic nature of language. No two social settings may be completely alike. There may be some similarities between them but we believe that some of the reasons that make the civil servants to develop and use the significant expressions could also account for the use of English in other social settings.

7.5. RECOMMENDATIONS AND CONCLUSION

7.5.1. INTRODUCTION

The findings of this research work have necessitated the making of the following recommendations. Addressing the issues raised in these recommendations will go a long way in improving the English language use and its functions in the civil service. The researcher has seen nothing basically wrong with the colonial ways of expression. Language was courteous, and civilized. Interpersonal relationships that were fostered by the proper use of English were commendable. Proper use of language demonstrated the proper use of grammar. Denotations and connotations of the words used were all clear.

However, after the colonial era, the independent civil service has continued to experience the use of a rather forceful language void of courtesy thereby introducing unfavourable interpersonal relationships. The use of commands and forceful language in the process of 'getting things done' hardly ensures compliance

and cooperation; instead, it induces the staff to adopt a lukewarm attitude to work.

7.5.2. RECOMMENDATIONS

The following recommendations are useful suggestions that need attention if the continued use of English in the establishment is to contribute in enhancing the image and daily activities in the service.

7.5.3. ADMINISTRATION OF THE COUNTRY

Nigeria is a democratic country. Her constitution stipulates a representative type of government. Just as the Civil Service has its main functions, that is, the formulation and implementation of approved policies, the military also have theirs, that is, the guarding and protection of the country from outside invasion. Governing of the country at the centre is certainly not the function of the military. They are not trained in the art of government. It will be beneficial to Nigeria if the different bodies/institutions concentrate on performing their statutory functions as entrenched in the country's constitution. When an institution which is not responsible for governing the country does so, it results in confusion, instability, and it becomes a cog in the wheel of development. This situation invariably manifests in the use of language in the establishment. The language of a confused and frustrated person cannot be void of force and desperation.

Besides, each institution has a language register. The military has its own language register. Being **fully in control** of the country's affairs therefore certainly

means a close contact with the civil service and consequently, the transference of the military type of the English language into the civil service.

7.5.4. IDEOLOGICAL ISSUES

Each institution has its own ideology - that is, its mode of thinking, doing things and viewing things. On the one hand, in the civil service, the main ideology revolves around 'service' to the nation, 'anonymity' and 'facelessness'. The civil servant should be seen not heard. Who the civil servant is in the establishment does not matter but his position, and function in the establishment. He is the servant of the public, hence the name - 'public servant'. This ideology is clearly reflected in the English language of the civil service such as- *I am directed to—*.

On the other hand, as revealed, the working ideology of the military is 'power'. This is the only way they know to handle matters of administration. Their language is forceful. We also have come to realize that most people, especially civilians rebel against the language of compulsion in giving instructions. The military ideology does not go on well in the service. The civil service ideology should be allowed therefore, to remain as it was. Procedures must take their normal course. Shouting forceful instructions to be obeyed does not hasten these procedures; rather, there are in-built checks and balances which could hasten procedures. This is the nature of bureaucratic establishments.

7.5.5. ATTITUDINAL ADJUSTMENTS

This is a very serious issue to which the civil servant must give a serious thought. Thinking of self first within the service is never the right attitude to work. While it is accepted that the economic situation and wrong prioritization of government plans and programmes have worked against the welfare of the average civil servant, it should not and never induces the civil servant to find other ways to boost his ego. The use of unaccepted titles has a counter-productive effect on the service. These titles should be forgotten.

More importantly, the feeling that he (the civil servant) is superior to the society is "an ill wind that blows nobody any good". The researcher wishes that the society did not sense this feeling. In the colonial regime, allegiance was directed by the servants to the Crown but in today's service allegiance is, of course, to the Nigerian society. The typical colonial salutations and complimentary closes in official letters should be made to come back to use. They serve a purpose both grammatically and psychologically. Instead, the use of chieftaincy titles and religious titles should be stopped because of the adverse effects mentioned and discussed in section 6.0.2. The change in these incorrect attitudes will also reflect in the language use. It will result in the use of a civilized language that will bring back good working attitudes and good interpersonal relationship within the service.

7.5.6. ECONOMIC CONDITIONS

It is observed that the economic conditions in most nations are not without

7.5.7.

GLOBAL INFLUENCE

So far, instances of global influence on the English language of the civil service have been positive in this research work. The service does not frown at the use of acronyms neither does it discourage the use of words or phrases of foreign origin. If the State of finances permit, the exchange programmes that the staff of Nigerian public service used to run with other nations should be resumed. 'Ministries' libraries need to be well developed. Staff interest in reading should be re-awakened so as to further improve the standard of English use especially among the junior staff.

7.6.

CONCLUSION

The conclusions to be drawn from the discussions in this research work are that the colonial Federal Civil Service was established by the British who ruled Nigeria as one of her colonies, and as such, it was run the same way the British Home Civil Service was run. The language used in the Federal Civil Service was, and still is, the English Language.

The significant expressions in the written English language of the Federal Civil servants during these two periods have been identified, grouped and analysed. Focusing on the objectives set out to be carried out in this research work, it has been possible to identify the full meaning of the above-identified expressions. It has also been possible to account for why they were developed and used in this

establishment. When we consider the totality of the issues discussed in this thesis, we finally realize the **central thesis** which is *the fact that the language of the Federal Civil Service is influenced by the language of those in political authority*. Besides knowing the meaning of these significant expressions, the following factors account for why they were developed and used. These factors are: ideological factors; nature of governance; the nature of work performed in the establishment and the level of education of the civil servants. Other factors are: the conformity with the rules and regulations; the general attitude to work by the civil servants; economic situation in the service and the global influence on the English language use.

It has been observed that there is a major difference in language use in the service when the two periods of existence of the civil service are considered. While the language use during the pre-independence period was courteous and persuasive depicting the colonial mood, the language use during the post-independence period harsh, shrill, forceful and compels depicting the military mood. The difference between the colonial ideology, the military ideology and the Federal civil service ideology has been discussed. The colonial ideology has been identified as that of 'servitude'. The post colonial civil service ideology has been identified as 'service' while that of the military has also been identified as 'power'.

Recommendations have been made which it is hoped, will be of great interest to the present day civil servants. The recommendations in this chapter border on issues such as the necessity to allow those chosen by the people to rule Nigeria; the importance of working within the ideological framework of 'serving the

nation' and the adoption and adaptation of the right attitudes to work. Other recommendations border on issues such as the need for government to cushion the effects of harsh economic condition in the service so as to create and maintain good working environment for staff and the need to encourage global interactions among public servants.

In the attempt to find out the meanings of the use of language by the Federal Civil Servants, we believe that the findings may be used to organise them systematically in order to strengthen its existence as a variety of language use in a social setting. It is also the business of discourse analysis to endeavour to investigate any language in use. This variety of language is a valid one which is attractive enough to a discourse analyst. The strengthening of this variety of English use may enhance the functions performed by the use of the English as the sole means of communication in the service. In addition, the motivational factors may also serve as paradigms for the study of language in other social settings.

Longe (1995:80-109) discusses the features that characterise the civil service English. He seems to adopt a synchronic approach of study. We are also studying the civil service English but considering it at two historical periods of time, that is, the pre- and post-independence periods. This is a diachronic approach. In effect, in terms of coverage, this research work is an extension of or an addition to the work of Longe (1995).

We also believe that the present Federal Civil Servants (who inherited some of these expressions from their predecessors) who will have the opportunity to read this work may find it very interesting as a tool they use daily consciously or

unconsciously. They would now have the opportunity of comparing the English language use in the service during the pre- and the post-independence periods. Being an analysis of a corpus language they use and which appear to them to be simple, its complexity as a resource for meaning has become glaring as a source of data. Finally, this study may serve as a useful reference material for them and future researchers.

The broad aim of carrying out this research work is to ensure that first and foremost, the meanings of the English language used in the civil service in Nigeria are analysed and explained. The diction of users of English in the Civil Service should reflect expressions that show some commendable level of civilization. Most importantly, this should aim at ensuring that the goals and objectives of using the English language as the medium of communication are maintained. We believe that the findings may be used to organize the significant expressions systematically in order to further strengthen the existence of the civil service English as a language register and also the function it performs as the major means of communication in the Federal Civil Service.

All in all, it is hoped that this research work will be of great interest to the past and present civil servants. It is also the researcher's fervent hope that this study may serve as a useful reference material for future researchers.

14

320

21/11/95

CIRCULAR

No. 1/1995

Federal Civil Service Commission,
Federal Secretariat,
Ikoyi - Lagos.

10th November, 1995

Ref. No. FC.4054/S.1/V/797

The Principal Secretary to the
Head of State, Commander-in-Chief,

Principal Staff Officer to the
Chief of General Staff,

The Secretary to the Government
of the Federation,

All Honourable Ministers,

All Federal Directors-General,

All Heads of Extra-Ministerial
Departments/Agencies.

FEDERAL CIVIL SERVICE COMMISSION:
POWERS OF APPOINTMENT, PROMOTION AND DISCIPLINE
IN THE SERVICE.
DELEGATION OF AUTHORITY.

The Head of State, Commander-in-Chief of the Armed Forces of Nigeria
has approved the return to status quo ante in respect of the constitutional
responsibilities of the Federal Civil Service Commission for recruitment i.e
appointment, promotion and discipline of all persons employed in the Federal

Civil Service pending the outcome of Government decision on the Report of the Review Panel of the Civil Service.

2. In exercise of the powers conferred on the Federal Civil Service Commission by the Constitution, the Commission has decided to delegate some of its powers as follows:

- (a) Appointment, promotion and discipline of officers on GL.01 - GL.06 to Ministries/Extra-Ministerial Departments;
- (b) Appointment and promotion to posts graded on GL.12 - GL.14 to Ministries/Extra-Ministerial Departments;
- (c) Discipline of officers on GL.07 - GL.14 to Ministries/Extra-Ministerial Departments.

3. The Commission will retain the power to appoint and promote to all posts graded on GL.07 - GL.10 within the Service. Appointments, promotion and discipline of officers on GL.15 - GL.17 shall be undertaken by the Federal Civil Service Commission on the recommendation of Ministries/Extra-Ministerial Departments via the Head of Civil Service of the Federation.

4. Institutional Framework

(i) Junior Staff Committee

(a) There shall be in the Headquarters of each Ministry/Extra-Ministerial Department a Junior Staff Committee to be chaired by the most Senior Director in the Ministry/Extra-Ministerial Department with 6 other members not below GL.12 selected to represent each Department of the Ministry/Extra-Ministerial Department, and an officer not below GL.10 in the Personnel Management Department as Secretary. In selecting the members of the Committee, due regard must be given to geographical spread.

(b) In the States, there shall be a local Junior Staff Committee for all the Federal Ministries/Extra-Ministerial Departments in each State to be chaired by the most Senior Officer within the State and not less than 6 other members not below GL.12 and a Secretary not below GL.10. The membership must also reflect geographical spread in addition to representation of the various Departments in the field. Where a Ministry/Extra-Ministerial Department is not represented on the Committee, the most Senior officer of that Ministry/Extra-Ministerial Department should be co-opted when matters affecting the Ministry/Extra-Ministerial Department are being discussed.

(ii) Senior Management Committee

- (a) In each Ministry/Extra-Ministerial Department, there shall be a Senior Management Committee to be chaired by the Director-General with all the Directors in the Ministry/Extra-Ministerial Department as members. The Director of Personnel Management shall be the Secretary of the Committee and a Civil Service Commissioner shall be an Observer.
- (b) No meeting at which the Observer is not present shall be valid.

(iii) Quorum

- (a) The quorum for the meetings of the Junior Staff Committee and the Senior Management Committee shall be 6 or 2/3 of the members, provided 2/3 shall be to the nearest whole number, but not below 3.

5. Responsibilities

(i) Junior Staff Committee

- (a) The Junior Staff Committee shall be responsible for the appointment, promotion and discipline of all officers on GL.01 - GL.06. Appeals from the Committee shall lie with the Senior Management

Committee and, thereafter, to the Federal Civil Service Commission.

(b) All decisions by the Junior Staff Committee shall be formally presented to the Director-General for implementation, and a copy forwarded to the Federal Civil Service Commission for record purposes and Gazette action within 2 weeks.

(ii) Senior Management Committee

- (a) The Senior Management Committee of the Ministry/Extra-Ministerial Department shall be responsible for:
- (i) appointment and promotion of all officers to posts graded GL.12 - GL.14;
 - (ii) discipline of all officers on GL.07 - GL.14;
 - (iii) making recommendations in respect of promotions to posts graded GL.07 - GL.10 to the Federal Civil Service Commission;
 - (iv) making recommendations in respect of appointments, including secondments and transfer, promotions and discipline of officers on GL.15 - GL.17 to the Commission via the Head of the Civil Service of the Federation.

6. (a) The Commission shall have power to review, confirm, modify, reverse or otherwise vary the decisions of the Senior Management Committee in relation to any of the powers delegated with a view to ensuring the extant rules and regulations are complied with.
- (b) At a meeting of the Senior Management Committee, if the Observer points out that a particular decision is irregular or improper, such an observation shall be recorded, and the decision shall not be implemented until formally cleared by the Federal Civil Service Commission.

(c) Where in respect of an disciplinary matter, the Director-General of a Ministry/Extra-Ministerial Department is unavoidably physically absent from a meeting of the Senior Management Committee and later does not agree with a decision arrived at in his absence, he shall add his comments to the decision and forward same to the Commission for determination provided, nothing new shall be introduced by him. Where it is desirable for new matters to be introduced and considered, he shall cause his comments to be circulated to all members of the Committee and the officer concerned before a final decision is taken on the matter.

7. For the avoidance of doubt, all appointments including Secondment and Transfer, to posts graded on GL 07 and GL 10 shall be handled by the Federal Civil Service Commission.

8. The current irregular practice of appointing officers with NCE, JIND or University degrees to posts grade below those approved in the schemes of the Service for such qualifications in order to circumvent the Commission's power and evade the application of Federal character must stop as the Commission will not at a later stage entertain any request for regularising such appointments. The Internal Auditors and Auditor-General of the Federation and his Staff are hereby reminded that no such officer shall be paid without a letter of appointment from the Civil Service Commission.

9. For every Senior Staff Committee meeting, the Commission must be given at least 2 weeks clear notice and the notice must be accompanied by the agenda and the papers to be discussed at the meeting.

10. In the interim, the office of the Secretary to the Government of the Federation should perform the functions of the Head of the Civil Service of the

Federation as provided for in this circular.

11. The minutes of every Junior Committee and Senior Management Committee should be circulated to members within 2 weeks of the meeting.

12. The maturity periods for promotion are as follows provided an officer satisfies all the criteria for promotion:-

GL.01 - GL.06 - 2 years

GL.07 - GL.14 - 3 years

GL.15 - GL.17 - 4 years

13. Officers who matured during the period of the embargo i.e. 30th August, 1994 to 30th September, 1995 should be considered for promotion to take effect from 1st October, 1995 if they satisfy all necessary criteria and there are vacancies. Thereafter, 1st of January shall be the effective date of promotion throughout the Civil Service.

14. Promotion exercises shall be carried out at least once every year and must be concluded on or before 31st December of the year so that they can take effect from 1st January of the following year.

15. This circular takes immediate effect and should be given the widest publicity within the Ministries/Extra-Ministerial Departments.

(SHUAIB KAZAURE)

Chairman

Federal Civil Service Commission.

CIRCULAR

Ref. No. SSD. 1387/S. 7/XVI/525

Federal Civil Service Commission,
Management Services and Training
Department,
Phase II,
Federal Secretariat,
Ikoyi, Lagos.

11th October, 1988

The Principal Secretary to the President,
All Ministers,
The Secretary to the Federal Military
Government,
The Inspector-General of Police,
All Directors-General,
All Heads of Extra Ministerial Departments,
All States Departments of Establishments
and Training,
All States Civil Service Commissions.

COMBINED CONFIRMATION/PROMOTION EXAMINATION FOR
CLERICAL OFFICERS, STOREKEEPERS, ETC.
CLERICAL ASSISTANTS AND THE ADVANCEMENT TEST TO
SUB-CLERICAL/SUB-TECHNICIAN GRADES MESSENGERS CADRE
REVISED SUBJECTS, SYLLABUSES AND PASS MARKS

As a result of a recent discussion at the last National Council on Establishments meeting approval has been given to improve the syllabuses, subjects covered and pass marks for the above-mentioned Clerical examinations throughout the Civil Service of the Federation. It was also agreed that Clerical Assistants should write separate examinations as distinct from Clerical Officers.

2. Details of the subjects to be taken at each level are as follows :

Clerical Officers.—G.L. 04 (with WASC or GCE O/L who have spent at least one year in the service).

- (i) English Language
- (ii) General Paper
- (iii) Civil Service Rules
- (iv) Financial Regulations
- (v) Office Procedure or Special Papers.

Clerical Assistants.—G.L. 03 (with S. 75 Certificates or those who have passed the Sub-Clerical/Sub-Technician Examination and have spent at least two years on the post).

- (i) English Language
- (ii) General Paper
- (iii) Civil Service Rules
- (iv) Financial Regulations
- (v) Office Routine or Special Papers
- (vi) Elementary Maths.

Sub-Clerical/Sub-Technician—G.L. 02
(Messenger Cadre) (with First School
Leaving Certificate who have spent at
least three years in the service).

- (i) English Language
- (ii) General Paper
- (iii) Office Routine or Special Papers
- (iv) Elementary Arithmetic.

The Pass marks agreed on are :

Clerical Officer	Confirmation level	50 per cent Average with at least 50 per cent score in English and 40 per cent score in each of the other subjects.
	Promotion	65 per cent Average with at least 50 per cent score in English and 40 per cent score in each of the other subjects.
	Accelerated promotion level	75 per cent Average with at least 50 per cent score in English and 40 per cent score in each of the other subjects.
Clerical Assistants	Promotion level	60 per cent Average with at least 50 per cent score in English and 40 per cent score in each of the other subjects.
Sub-Clerical/ Sub-Technician Grades (Messenger Cadre)	Promotion level	60 per cent Average with at least 50 per cent score in English and 40 per cent score in each of the other subjects.

3. The new pass marks should take effect in all the Civil Services (Federal and States) from January, 1989. This circular supersedes the existing provisions contained in Establishments Circular No. 13A/1981.

(Sgd) ASON BUN
 Director-General (MSE&T)
 for Chairman
 Federal Civil Service Commission

CIRCULAR

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.

9th March, 1976

Ref. No. B. 62442/XIII/605

To :

The Secretary to the Federal Military
Government,
The Inspector-General of Police,
All Federal Permanent Secretaries
and Heads of Extra-Ministerial
Departments,
All S.M.Gs to State Governments,
All Vice-Chancellors,
All Permanent Secretaries to States
Ministries of Establishments,
All General Managers of Parastatals.

HOURS OF WORK FOR CIVIL SERVANTS

The Federal Military Government has decided that :

(i) A five-day working week for government offices throughout the Federation should be introduced with effect from the 1st April, 1976.

(ii) The new working hours should be 7.30 a.m. to 3.30 p.m. except in the Lagos area where, as a temporary measure because of the special traffic situation, the working hours should be 8.00 a.m. to 3.30 p.m. in the meantime.

(iii) The introduction of the five-day working week in the public sector throughout the Federation should not interfere with existing working hours in the private sector.

(iv) The five-day working week in the public sector is without prejudice to shift duties and operation of essential services in the public sector such as the supply of water and electricity and the running of hospitals which may require 24-hour service every day of the week.

(v) Moslem workers in the Public Sector who attend mosques on Fridays must return to their offices after their prayers.

(Sgd) G. A. E. LONGE,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

Ref. No. B.51705/VI/T/26

Federal Ministry of Establishments,
Management Services Division,
Independence Building,
Lagos.

21st February, 1976

The Secretary to the Federal
Military Government,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments.

**ABOLITION OF DEPARTMENTAL ACCELERATED ADVANCEMENT TESTS
FOR CLERICAL AND TECHNICAL STAFF UNDER CSR NOS. 05302 TO 05306**

Following the recommendations of the Public Service Review Panel, the Departmental Accelerated Advancement test and equivalent tests designed for clerical and technical staff in posts graded on pre-Udoji salary Scales D & E have been abolished with effect from 1st October, 1975.

2. For the purpose of salary progression, candidates who passed such tests prior to that date, but have not been advanced, should be regarded as earning their pre-Udoji salaries at the time of taking the tests and advanced on that basis in accordance with the provisions of the relevant Civil Service Rule. Thereafter, they should convert from the salary points gained by advancement to Grade Level 04 as provided in the Udoji Salary Conversion Table. For example, a candidate who was appointed Clerical Officer with effect from 1st May, 1973 on a salary of N516 p.a. in scale D1, 2, 3 and scored 50 per cent in a test taken on 1st June, 1974 while earning a salary of N528 p.a. should be advanced to N644 p.a. in scale D2 with effect from 1st May, 1975, and later converted to N1,130 p.a. in Grade Level 04 with effect from the same date.

3. Clerical Officers, technical staff and other categories of staff holding posts graded in Grade Level 04 are not required to pass an advancement test for progression along the scale as such movement will be by annual increments. They will, however, be required to pass departmental confirmation tests, details of which will be set out in the schemes of service for the various grades in due course.

4. With regard to Clerical Assistants and technical staff in Grade Level 03 posts, they will be eligible to take the proposed departmental confirmation tests set for Clerical Officers and other staff on Grade Level 04. Those who pass will be qualified for promotion to the appropriate post in Grade Level 04.

5. Results of advancement tests conducted under the old regulations between 1st October 1975 and the date of this Circular Letter will be accepted as valid for the purpose of confirmation in respect of Grade Level 04 posts and, promotion, for posts in Grade Level 03.

6. It will be appreciated if the contents of this Circular Letter are given wide publicity among the categories of staff concerned.

(Sgd) V. A. UGNADE,
for Permanent Secretary,
Federal Ministry of Establishments

13 -

CIRCULAR

Cabinet Office,
Special Service Department,
Lagos.

9th August, 1976

Ref. No. 10/132

To :

All Permanent Secretaries and
Heads of Extra-Ministerial
Departments of the Federal
Military Government.

SECURITY AND TRANSMISSION OF CLASSIFIED DOCUMENTS

Experience has shown that some of the guidelines contained in Chapter 5 of the Federal Republic of Nigeria Security Instructions as regards the transmission of classified documents are not generally known, and are accordingly not being adhered to. In addition to drawing attention to some of the more obvious short-comings, this circular seeks to ensure that minimum security standards are maintained in the manner classified official letters are enveloped, waxed and sealed before transmission.

X 2. It is reiterated that classified letters and files must not be handed over to messengers unless the letters and files have been enclosed in either locked security boxes or sealed double envelopes. But an official who is authorised to handle classified documents and who may have a need to be conversant with the contents of the documents, can transmit classified letters and files by hand. For this purpose, messengers, and similar lower-grade officials, are not regarded as authorised officials.

3. Regrettably, it has been discovered that a few Government institutions in Lagos still post classified letters to addressees within and outside Lagos. Surely, messengers, despatch riders and drivers ought to be utilised for the transmission of classified letters within Lagos. And as regards addressees outside Lagos, the method of transmission (i.e. the diplomatic mail bag service in the cabinet office has been spelt out in my Circular reference No. 23/vol. iv/517 dated 6th January, 1976.

4. An envelope containing secret or top-secret correspondence should be waxed and sealed as illustrated in the attachment to this Circular. Therefore, it should be enclosed in a second envelope which does not need to be waxed and sealed. It is not considered essential that an envelope containing confidential correspondence should be enclosed in a second envelope. However, it should be noted that the attached illustrations are minimum requirements and that nothing prevents a Ministry or Department from attempting to ensure greater security for its classified documents.

5. Please ensure that the contents of this Circular are disseminated to all Schedule Officers and staff of Confidential and Secret Registries.

(Sgd) S. B. Acobo,
for Secretary to the
Federal Military Government

CABINET OFFICE

LAGOS.

25th January, 1988

Inspector-General of Police,
All Ministers,
Head of the Civil Service of the
Federation,
Governor, Central Bank of Nigeria,
Permanent Secretaries,
Heads of Extra-Ministerial Departments
and Chief Executives of all Statutory
Corporations and State-owned Companies.

MISUSE OF GOVERNMENT VEHICLES

Contrary to the provisions of existing Government circulars on the use of Government vehicles, it is observed that Government vehicles are still being misused on a considerable scale. In order to stop this act of indiscipline, the President, Commander-in-Chief of the Armed Forces has directed that henceforth, Government vehicles *are not* to be used on weekends and on public holidays. To ensure effective and immediate enforcement of this directive, the Inspector-General of Police, is by copy of this circular being requested to instruct all police formations to stop and question occupiers of Government vehicles found plying the roads during weekends or on public holidays. Where satisfactory explanations cannot be offered for using Government vehicles at such times, the police are authorised to impound such vehicles with a report sent to the Office of the President on the first working day after such impoundment.

2. Where it becomes necessary for Government vehicles to be used over weekends or on public holiday in the public interest, prior permission should be sought and obtained in writing from the Cabinet Office, Office of the President, Tafawa Balewa Square, Lagos.

3. In order to avoid any embarrassment, you are hereby requested to please bring the provisions of this circular to the attention of all officers in your Ministry or Department.

(Sgd) S. OLU FALAE,
Secretary to the Federal
Military Government

Federal Civil Service Commission,
New Secretariat,
Ikoyi.

2nd April, 1985

FC. 5000/Vol. IV/48

To : The Secretary to the Federal Military
Government and Head of Service.

All Permanent Secretaries and Heads of
Extra-Ministerial Departments of the
Federal Military Government

All Permanent Secretaries/Secretaries of
State Civil Service Commissions.

**RECRUITMENT OF SUBORDINATE STAFF INTO
FEDERAL DEPARTMENTS LOCATED IN THE STATES**

In its circular No. FC.5000/S.1/457 dated 15th February, 1982, this Commission reminded Ministries and Extra-Ministerial Departments of the guidelines which were to be followed in the recruitment of junior staff into Federal Government establishments located in the States. The main ingredients of the guidelines were as follows :

(i) that vacancies occurring in the establishments must be filled by the States' Offices directly and with local indigenes. The assistance of the relevant State Civil Service Commission was to be sought in that regard ;

(ii) that if there was need to employ staff other than local indigenes, the prior approval of this Commission was to be obtained ;

(iii) that whenever any complaint arose regarding deviation from the guidelines, Ministries and Extra-Ministerial Departments could be called upon to give full, detailed and documented explanation ; and

(iv) that sub-paragraphs (i) and (ii) above did not apply to Lagos in view of its cosmopolitan nature and the fact that it was the headquarters of most Federal establishments.

The attention of State Governments was drawn to the laid-down guidelines in Cabinet Office's circular No. CO.57798/11/140 of 28th March, 1982.

2. The Commission discussed this matter recently and expressed disappointment that the spirit and letter of the above-mentioned circulars were not being observed satisfactorily. It has, therefore, re-affirmed that responsibility for ensuring that Federal Government establishments located in the States enforce the Commission's guidelines rests squarely on Permanent Secretaries and Heads of Extra-Ministerial Departments to whom the Commission has delegated the power of appointment and discipline in respect of officers on salaries Grade Level 01-07.

3. Accordingly, the Commission has decided and directed :

(i) that you should be reminded that the Commission and Cabinet Office circulars referred to above are extant. Henceforth, any violation of their provisions would be seriously viewed ;

(ii) that with effect from 1st January, 1985, all appointments of junior staff into the various cadres in Federal establishments in the States (with the exception of Lagos) should be made in accordance with the laid-down guidelines ; and

(iii) that in an attempt to ensure strict compliance with the terms of the circulars, members of the Commission on tour would require Federal establishments located in the States to submit their nominal rolls in respect of junior staff for inspection.

4. I am counting on your co-operation in the implementation of these policy guidelines on the employment of junior staff.

S. B. AGODO,
Permanent Secretary

CIRCULAR LETTER

Ref. No. B. 62334/S.12/III/391

Federal Ministry of Establishments,
Independence Building,
Lagos, Nigeria.

8th May, 1974.

To: The Secretary to the Federal
Military Government;
All Permanent Secretaries and
Heads of Extra-Ministerial Departments
of the Federal Military Government.

LEAVE CONDITIONS OF EXPATRIATE OFFICERS

I am directed to invite your attention to this Ministry's Circular No. 12/1973 and to request that paragraph 4 of the Circular be amended as follows:—

"The old leave entitlement (i.e. 7-day-a-month) shall be retained in respect of contract officers who had assumed duty on or before 24th November, 1973; but any subsequent renewal of such contracts will reflect that five-day system".

(Signed) D. W. W. Mbanefo (Mrs).
for Permanent Secretary

X

Ref. No. 58838/Vol. III/343
Cabinet Office
Tafawa Balewa Square,
Lagos.
6th February, 1985.

To : All Permanent Secretaries and Heads of Extra-Ministerial Departments.

RENT FOR OFFICIALS' QUARTERS

I am directed to inform you that at a recent briefing of the Military Governors by the Chief of Staff, Supreme Headquarters, it was agreed that Federal Government Ministries and Agencies should pay to respective State Governments rents for quarters deducted from Federal Government staff living in State Government quarters.

- X 2. Immediate steps should be taken to implement the above decision.

G. A. E. LONGE, CFR
Secretary to the Federal Military Government

Ref. No. FC. 6092/S.12/22

Federal Civil Service Commission,
New Secretariat,
Ikoyi, Lagos.

11th March, 1985

To : The Secretary to the Federal Military
Government and Head of Service,
All Permanent Secretaries and Heads of
Extra-Ministerial Departments of the
Federal Military Government.

SECONDMENT AND TRANSFER PROCEDURE

This Commission has observed cases of non-compliance with the provisions of its circular-letter No. FC. 4039/55 of April, 1977, in the processing of applications for inter-service secondment and transfer. It is necessary, therefore, to restate that by the provisions of that circular-letter, the Commission delegated its powers, as regards secondment and transfer, to Permanent Secretaries and Heads of Extra-Ministerial Departments only in respect of inter-Ministerial and inter-Departmental applications. *The conduct of inter-Service secondment and transfer, no matter to what grade, is still the responsibility of this Commission in accordance with C.S.R. 02601.*

2. The attention of all Ministries and Extra-Ministerial Departments is also invited to the provisions of Legal Notice No. 24 of 1977 and of the Federal Civil Service Commission Notes for Guidance No. 5 containing the conditions under which the Commission's powers have been delegated, and the procedures which should be adopted in exercising those delegated powers.

S. E. AGODO,
Permanent Secretary

CIRCULAR

Ref. No. B. 63304/LX/159

Cabinet Office,
Tafawa Balewa Square,
Lagos.

20th March, 1985

To : The Inspector-General of Police ;
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments ;
All Secretaries to State Military Governments ;
All Permanent Secretaries to State Ministries
of Establishments ;
The Executive Secretary, National Universities Commission ;
All Directors of Administration in the
Teaching Hospitals.

ELIGIBILITY TO MATERNITY LEAVE: MARRIED FEMALE OFFICERS

My attention has been drawn to a circular purported to have been issued from this office with the reference No. B. 63304/VIII/11/3 of 21st December, 1984 containing a provision in paragraph 1(xii) thereof that "All married officers shall continue to enjoy 18 weeks maternity leave with full pay". This circular, if it exists, is at variance with my circular Ref. No. B 63304/VIII/112 of 21st December, 1984 and was not only unauthorised but in error for the simple reason that married female officers never did enjoy the facility of 18 weeks maternity leave with full pay.

2. Any married female officer who commenced her maternity leave on 1st January, 1985, cannot have spent 18 weeks by now. If they commenced before that date, the period of leave should not have been amended. For avoidance of doubt, the attention of married female officers should be invited to the correct position immediately. However, I do not believe that any competent officer in charge of leave arrangements would have approved maternity leave of 18 weeks in place of the original 12 weeks, when even the erroneous circular did no more than maintain the status quo.

X 3. Any female officers who stay a longer period on maternity leave than they are entitled to because they did not know of this circular or any other reason should have the consequential overpayment of salary deducted from their salaries forthwith.

G. A. E. LONGE, CFR
Secretary to the Federal Military Government

CIRCULAR

No. 2/1985
Office of the Head of the
Civil Service of the Federation,
Establishments and Training
Departments,
Federal Secretariat,
Ikoyi, Lagos.
30th April, 1985

Ref. No.B. 21600/IV/540

To :

The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to State Military Governments
and Heads of State Civil Services,
All Permanent Secretaries of State Ministries/
Departments of Establishments,
The Executive Secretary,
National Universities Commission,
All General Managers of Parastatals,
All Directors of Administration in the
University Teaching Hospitals,
All Vice-Chancellors.

**PENSIONABILITY OF THE PERIOD OF NATIONAL
YOUTH SERVICE CORPS**

The National Council on Establishments has approved that break in an officer's service occasioned by NYSC service should be condoned and counted towards pensionable service subject to the following—

(i) The period must not exceed the one year required by the NYSC regulation. Extensions imposed for disciplinary purpose will continue to be treated as non-pensionable ; and

(ii) the period of study preceeding the NYSC service does not exceed the normal time required for the course as indicated in Establishment Circular 2/1980.

2. Serving officers who desire to take advantage of the provision of this circular should forward their request in the normal way not later than a year from the date of the issue of this circular.

M. A. BADEMOSI,
Permanent Secretary,
Establishments and Training Department

28th May, 1985

To: Inspector-General of Police,
All Permanent Secretaries and
Heads of Extra-Ministerial Departments,

THE USE OF THE NAME OF THE HEAD OF STATE ON INVITATION TO FUNCTIONS

X It has been observed that various organizations including Government agencies issue invitations to functions indicating that the Head of the Federal Military Government, Commander-in-Chief of the Armed Forces, Major-General Muhammadu Buhari, CMC, will perform the opening ceremony or deliver an address without having obtained his prior approval. This is to clarify beyond doubt that the express permission of the Head of State must be obtained before his name is used in such a manner.

2. Government agencies must not assume that they may use the name of the Head of State in their invitation cards and other documents merely because he has indicated his willingness to deliver an address on the occasion of an official ceremony. They must obtain prior express permission.

G. A. E. LONGE, CMC
Secretary to the Federal Military Government

Ref. No. B.63717/23
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Ikoyi, Lagos
23rd November, 1987

To :
The Principal Secretary, State House ;
The Secretary to the Federal Military
Government ;
Inspector-General of Police ;
All Federal Permanent Secretaries and Heads
of Extra-Ministerial Departments.

**MOVEMENT TO ABUJA : FURNITURE
LOAN AND RE-LOCATION ALLOWANCE**

It has come to light that some civil servants who were in the Ministries/Departments that have moved or are programmed to move to Abuja were subsequently posted to other Ministries or did not move to Abuja after they had collected furniture loan and re-location allowance.

2. I am to state that the furniture loan and re-location allowance were designed to facilitate the movement of the affected staff to Abuja. Any one who was posted out of the affected Ministries or who did not move to Abuja does not qualify for the loan. Where such a civil servant has already collected the loan and/or allowance, he/she should be made to refund it en bloc immediately.

3. The Head of the Civil Service of the Federation requests all Permanent Secretaries and Heads of Ministerial Departments to ensure that officers/employees who received furniture loan and re-location allowance for the purpose of moving to Abuja and who were subsequently posted to other Ministries/Departments or did not move to Abuja refund the loan and allowance en bloc or be compelled to move to Abuja and stay there for a minimum period of three years. They should confirm, in writing, not later than 3 months from the date of this letter, that action as indicated above has been completed.

Sgd. A. O. ORAFOR,
for : Head of the Civil Service of
the Federation

CIRCULAR

Head of the Civil Service of the
Federation,
New Secretariat,
Ikoyi, Lagos.

20th December, 1979

Ref. No. H/S/PS.1/6314/10

To :

The Secretary to the Government of the Federation,
All Secretaries to the Governments of the States,
Heads of the Civil Services of the States,
All Permanent Secretaries and Heads of
Extra-Ministerial Departments of the Government
of the Federation,
The Executive Secretary,
National Universities Commission,
All Directors of Administration,
University Teaching Hospitals.

**APPOINTMENT OF PUBLIC OFFICERS TO POSTS
OUTSIDE THE PUBLIC SERVICE**

For the avoidance of doubt, I am directed by the President of the Federal Republic of Nigeria, Alhaji Shehu Shagari to inform you that the nature of the duties and responsibilities of positions outside the public service to which political appointments are made are incompatible with the continued retention of such appointees as public officers in any form, including secondment outside the public service. In the circumstances, in order to retain the apolitical nature of the public service, any public officers who are offered appointment as Ministers/Commissioners, Secretary to the Government, Chairmen or members of Statutory Boards of other political positions shall be required to resign or retire from service, as the case may be, before they accept such political appointment or they shall be deemed to have resigned or retired from the public service, as the case may be, on the day prior to their assumption of duty.

(Sgd) G. A. E. LORGE,
Head of the Civil Service of the
Federation

CIRCULAR

Ministry of External Affairs,
Permanent Secretary's Office,
Lagos.

16th July, 1980

Ref. No. NK/1/T
To All Permanent Secretaries,
and Heads of Extra-Ministerial
Departments.

GOVERNMENT POLICY ON THE AWARD OF SCHOLARSHIP
BY FOREIGN GOVERNMENTS/ORGANISATIONS

The Federal Government has viewed with concern the unorthodox practice whereby foreign Governments/Organisations and even individuals award scholarship to Nigerian nationals without due recourse to the appropriate arms of the Government.

2. In order to streamline such kind gestures from abroad, the Executive Office of the President has directed that all future scholarship awards to our nationals should be channelled through the Ministry of External Affairs in conformity with the accepted practice and procedure all over the world.

3. The essence of this letter is to request for your understanding and co-operation in implementing the directive. In this connection, I also attach herewith, for your information and records, a copy of the Note No. PSO/21/9 of 16th July, 1980 addressed to all the Diplomatic and Consular Missions as well as International Organisations accredited to Nigeria.

(Sg./) J. N. UKECHU,
Permanent Secretary.

Note No. PSO/21/9

The Ministry of External Affairs of the Federal Republic of Nigeria presents its compliments to the Diplomatic and Consular Missions as well as International Organisations in Nigeria and has the honour to draw their attention to the practice whereby foreign governments organisations or individuals offer scholarship to Nigerian national(s) directly or sometimes through non-governmental body.

Without prejudice to its earlier Note Verbale No. S.2186/77 dated 8th December, 1977 the Ministry wishes to state, for information and strict compliance, the decision of the Federal Government that scholarship award to any Nigerian national regardless of the discipline, course contents and duration should henceforth be channelled through the Ministry of External Affairs of the Federal Republic of Nigeria.

The Ministry wishes, therefore, to implore all Diplomatic and Consular Missions as well as International Organisations accredited to the Federal Republic of Nigeria for full co-operation as any act contrary to the wish of the Nigerian Government in this connection will be viewed with disfavour.

The Ministry of External Affairs of the Federal Republic of Nigeria avails itself of this opportunity to renew to all the Diplomatic and Consular Missions as well as International Organisations accredited to Nigeria the assurances of its highest consideration.

To All Missions and International
Organisations Accredited to the
Federal Republic of Nigeria.

Lagos 16th July, 1980.
(stamped) Ministry of
External Affairs,
Lagos

MINUTES OF MEETING OF THE PERSONNEL MANAGEMENT BOARD
ON PROMOTION OF OFFICERS TO POSTS ON GL. 15 AND ABOVE
IN THE FEDERAL MINISTRY OF HEALTH, HELD IN THE BOARD
ROOM OF THE HONOURABLE MINISTER, ON FRIDAY, 28TH JUNE, 1991

Present

- | | | | | | |
|----|---------------------------------------------------------------|---|---------|---|----------|
| 1. | Prof. Olikoye Ransome-Kuti | - | HMH | - | Chairman |
| 2. | Dr. S.K. Gyoh | - | DC | - | Member |
| 3. | Dr. T.C.O. Chiorf | - | DHS & T | - | " |
| 4. | Dr. S. Muhammed | - | DPM | - | " |
| 5. | Prof. E. E. Essien | - | DFDAC | - | " |
| 6. | Dr. J.D.A. Makanjuola | - | DPR & S | - | " |
| 7. | Mr. S. A. Opebanwo | - | DF & S | - | " |
| 8. | <u>Representative of the Federal Civil Service Commission</u> | | | | |
| | Commissioner Alhaji S. Sulaiman | - | | - | Observer |

Absent

- | | | | | | |
|-----|--------------------|---|----------|---|------------------------|
| 9. | Dr. G. A. Williams | - | DDC & IH | - | On official Assignment |
| 10. | Dr. O. A. Sorungbe | - | EPHC | - | " " " " |
| 11. | Dr. O.E.K. Kuteyi | - | DPA | - | " " " |

Assessor for candidates

- | | | | | | |
|----------------------|------------------------|---|--------------------------------------------|---|-----------|
| 12. | Dr. O.F.A. Ashley-Dejo | - | Chief Consultant
(Port Health Services) | - | DC & IH |
| 13. | Dr. P. Okungbowa | - | CC(Nutrition) | - | PHC |
| <u>In Attendance</u> | | | | | |
| 14. | Mrs. F. O. Fatokun | - | AD/APD | - | Secretary |
| 15. | Mr. M. A. Apesin | - | Chief Personnel Officer | | |

The meeting started at 10.45 a.m. with the Honourable Minister presiding.

The Chairman apprised members that the purpose of the meeting was to interview officers who were eligible for promotion to posts on GL. 15 and GL. 16 in the Ministry. Thereafter, he invited the DPM to introduce the subject.

Responding, the DPM took members through the briefs of candidates to be interviewed and gave the break down of vacant positions to be filled as follows;

- (a) 1 post of Assistant Director GL. 15 in the Department of Primary Health Care.

...../2

clear to his staff that merit and loyalty, not family, religion or place of origin, are decisive factors for advancement.

(viii) FLEXIBILITY AND DECISION-MAKING

45. Much of the work of Schedule Officers involves taking decisions or supplying information to aid decision-making. The art of making decisions is usually preceded by the following :—

- (i) Thorough mastery of the problems.
- (ii) Knowing the facts about the problems under consideration.
- (iii) Analysis of the facts collected.
- (iv) Examining whether available precedents fit into the problems under consideration.
- (v) Determining the conclusions in the light of the facts and other considerations.
- (vi) Giving an idea of probable effect of the conclusions if implemented.

CHAPTER 5

GENERAL SOURCES OF INFORMATION

An important asset to most Schedule Officers is accurate information based on facts and figures. Obsolete and incorrect information do not help officers to make sound decisions. Besides, such factors as maturity and sound judgement, are easily undermined by mis-information.

2. Schedule Officers should do all they can to be well informed so that their efficiency could be enhanced. Early in their careers, they should familiarise themselves with the sources of information in the Service. Some sources are as follows :—

1. Civil Service Rules.
2. Financial Instructions.
3. Circulars and Circular Letters of Ministries and Departments.
4. Treasury Circulars.
5. Official Gazettes of the Federal and States Governments of Nigeria.
6. The Revenue, Expenditure and Capital Estimates of the Federal and States Governments of Nigeria.
7. Laws of the Federation of Nigeria.
8. Laws of the various Nigerian States.
9. Notes for Guidance No. 1 (Pensions and Gratuities).
10. Notes for Guidance No. 2 (Dismissal and Termination of Appointment).
11. Notes for Guidance No. 3 (Federal Public Service Commission).
12. Notes for Guidance No. 4 (Public Service Commission Organization).
13. Policy Circulars of the Federal Public Service Commission.
14. Public Service Manuals.
15. Reports of Commissions of Enquiries.
16. Government White Papers.
17. Sessional Papers.
18. Staff List of Federal and States Governments.
19. Establishments and Staff Handbooks.
20. Guide to Careers.

21. Publications of Institutes of Administration and Management.
22. Publications by Organisation and Methods Unit.
23. Annual Reports of Ministries/Departments.
24. Digests of Statistics.
25. Annual Abstract of Statistics.
26. Industrial Survey.
27. Nigerian Trade Summary.
28. Central Bank of Nigeria Monthly Report.
29. Economic and Financial Review by the Central Bank of Nigeria.
30. The Nigeria Year Book.
31. Telephone Directories.
32. News Letter.
33. The above list is not exhaustive. The reader may include other sources discovered by him.

CHAPTER 6

OFFICIAL ABBREVIATIONS

Abbreviations commonly used in official correspondence, but rarely in communications with the general public (except in telegrams or cables), include the following :—

a.b.c.	at back cover
a/c	account
a.f.c.	at front cover
Ag.	Acting
A.I.E.	Authority to incur expenditure
A.S.	Assistant Secretary
a.y.c.	at your convenience
b.c.	back cover
B/F	Brought Forward
b.o.f.	back of file
B.U.	Bring Up : Brought Up
B.U.F.	Bring Up File
C.B.	Confidential Branch
c.c.	carbon copy
C.C.O.	Chief Clerical Officer
C/F	Carried Forward
Cap.	Chapter (usually of the Laws)
c/o	care of
Conf.	Confidential
Cons.	consideration
cont'd	continued
D.A.V.	Department adjustment voucher
d/d	dated
Dept.	Department
D/O	Demi-official (letter)
D.S.	Deputy Secretary
D.V.E.A. Book	Departmental Vote Expenditure Accounts Book
N.E.P.A.	National Electric Power Authority

OFFICIAL ABBREVIATIONS—continued

e.g.	for example
Enc.	Enclosure
E.O.	Executive Officer
E.T.A.	Estimated time of arrival
etc.	and so on
E.T.D.	Estimated time of departure
f.f.a.	for further action
F.I.	Financial Instructions
f.i.o.	for information only
f.n.a.	for necessary action
F.R.	Full rate
f.u.a.	for usual action
f.y.c.	for your consideration (or convenience)
f.y.i.	for your information
G.C.A.	Government Coastal Agency (or Agent)
G.E.C.	General Executive Class
G.O.	General Orders
H. of D.	Head of Department
H.E.	His Excellency
H.E.O.	Higher Executive Officer
Hon.	Honourable ; Honorary
Hqrs	Headquarters
h/X	herewith
i.a.w.	in accordance with
i/c	in charge of
i.d.c.	in due course
i.e.	("ID EST") that is ; in other words
i.f.o.	in favour of
i.r.o.	in respect of
i.v.o.	in view of
k.i.v.	keep in view
L.P.C.	Last Pay Certificate
L.P.O.	Local Purchase Order
L.S.	(in loco sigili) the place of the seal
L.T.	Letter telegram
misc.	miscellaneous
mylet.	my letter
mytel.	my telegram
n.a.	not applicable (or necessary action)
N.A.	Native Authority
n.a.t.	necessary action taken
N.B.	Nota Bene (take notice)
N.B.C.	Nigerian Broadcasting Corporation
N.E.T.	Nigerian External Telecommunications Limited
n.f.a.	no further action
N.P.A.	Nigerian Port Authority
N.R.C.	Nigerian Railway Corporation
O.C.	officer in charge
O.C.B.	officer in charge of Confidential Branch
O.K.	All correct ; agreed
O. & M.	Organisation and Methods

OFFICIAL ABBREVIATIONS—continued

P.A.	(i) Put away ; (ii) Personal Assistant
P.A.S.	Principal Assistant Secretary
para.	paragraph
P.E.O.	Principal Executive Officer
Permsec (or Perm. Sec.)	Permanent Secretary
Pp (or pp.)	pages ; papers
P.P.	Personal Papers (personal file)
P.P.S.	Principal Private Secretary
P.S.	Postscript, i.e. written afterwards
P.S.	Principal Secretary
P.T.O.	Please turn over
P.U.	Put up (papers of suggestions to an officer)
P.V.	Payment Voucher
q.e.d.	which was to be demonstrated (proved)
recd.	received
Ref.	Reference
R.S.V.P.	Repondez s'il vous plait (Reply if you please)
R.V.	Receipt Voucher
S.A.S.	Senior Assistant Secretary
Sec.	Secretary (or Section)
S.C.O.	Senior Clerical Officer
S.E.O.	Senior Executive Officer
s.f.c.	submitted for consideration
s.f.i.	submitted for information
S.F.M.G.	Secretary to the Federal Military Government
s.f.s.	submitted for signature
S.I.V.	Stores issue voucher
S.R.V.	Stores Receipt Voucher
"T"	Temporary
T/y or T.y.	Thank you
u.f.s.	Under flying seal (to pass through a higher authority)
U.S.	Under Secretary
N.A.C.	Nigerian Airways Corporation
N.N.S.L.	Nigerian National Shipping Line
W.A.E.C.	West African Examinations Council
w.r.t.	with reference to
Yourlet	Your letter
Yourtel.	Your telegram (or cablegram).

356

EXPRESSIONS

2. Expressions which are frequently used in Government business are listed below. They may be used in all formal minutes and correspondence but must be underlined. Non-English words or phrases used in official correspondence should always be underlined, e.g. :

<u>ad infinitum</u>	without end
<u>ad valorem</u>	according to value
<u>et. eq</u>	and the following (and what follows)
<u>idem (id)</u>	the same

<i>inter alia</i>	among other things
<i>in toto</i>	entirely
<i>ipso facto</i>	by that very fact, therefore
<i>pari passu</i>	on an equal footing
<i>per se</i>	by itself ; considered apart
<i>prima facie</i>	at the first glance
<i>pro rata</i>	proportionately
<i>sine die</i>	indefinitely
<i>status quo</i>	existing state of affairs
<i>ultra vires</i>	beyond their powers
<i>vide</i>	see
<i>viz</i>	namely ; to wit

3. When used in this handbook the words in the first column have the meanings shown in the second column.

Assistant Secretary	Administrative Officer in Grade Level 08 or Level 09.
Brief	Written submission, usually in the form of a minute.
Cable	Cablegram.
Departments	Includes all Ministries and sub-divisions thereof.
Filing Cabinets	Racks, shelves or other repositories for files.
Flimsies	Carbon copies of outgoing letters.
Graded	Top Secret, Secret and Confidential.
Head of Department	Includes all Permanent Secretaries.
Ministries	Include all Extra-Ministerial Departments.

CHAPTER 7

BASIC TECHNIQUES OF CLEAR WRITING AND FORMS OF OFFICIAL COMMUNICATION

As there is an infinite variety of subjects ranging from the administration of the Ministry's own staff to matters requiring specialized or technical knowledge, it is impossible to cover all aspects of the work done by Schedule Officers, but since the bulk of it is the production of minutes and correspondence for which the basic principles and procedures are standardized, this chapter is confined to setting out guidelines for the preparation and treatment of such papers.

2. Much of the time of most officers is devoted to drafting and minuting ; it is, therefore, of cardinal importance that they should be familiar with the basic techniques of clear writing. 'Clear writing' in this context means not only legibility but also clarity of style.

What is Style ?

3. Style may be defined as the distinctive manner of writing. Schedule Officers should have good style. Without it, they will be severely handicapped in projecting their views in a manner to be clearly understood and to carry due weight.

BASIC TECHNIQUES OF CLEAR WRITING

(i) *Think clearly.*—As a rule, if your thinking is clear, clarity of language cannot be in doubt. No useful purpose can be served by looking for an 'impressive opening' when the points in issue in a problem have not been grasped. It is a good idea to think first and write afterwards.

(ii) *Assemble facts.*—While thinking about a problem, jot down the main points and go over them later, putting down suitable references, if any.

(iii) *Arrange points in logical sequence.*—After thinking about the subject and checking your sources, put the main points in logical sequence. Get your references handy.

(iv) *Committing views to paper.*—If you have to write up your minute or draft for a copy typist, then write boldly and legibly. If you are in doubt about any passage, get it explained to the typist. It is essential to speak deliberately, clearly and coherently to a stenographer, while dictating. Before directing the final draft of your script, correct any grammatical mistakes or any words mis-spelt.

4. The principles covered above apply to drafting, minuting, letter-writing and other forms of official communication.

DRAFTING

5. A draft is a proposed reply, circular or other document, put up by an officer to a higher authority. If the proposed reply or suggested circular serves the prescribed purpose, it is considered good and approved. A draft may be amended by filling in the gaps in the efforts of the officer or by the incorporation of additional facts by the senior officer.

6. A bad draft (e.g. one which does not show an appreciation of the point at issue or one hastily put up without taking pains) may be rejected and scrapped.

When to Draft

7. Where an item of correspondence is of a routine nature and calls for a routine reply, a letter ready for signature should be put up to the senior officer for signature. Sometimes, the writer of a minute has to submit a draft reply embodying a recommendation in his minute. Draft replies suggested for consideration may reduce substantially the length of a minute.

8. When a draft has been approved, it is sent to a typist to be produced in the correct form for issue. The act of typing the letter in this form is known as 'fairing' and the finished document is known as a 'faired draft'.

9. Features of a good draft are as follows :—

(a) *Clarity of thought and expression.*—Say exactly what you wish to say in simple and direct language. Avoid repetitions.

(b) *Accuracy.*—Verify all facts and figures before writing.

(c) *Grammar.*—Weak or indifferent grammar mars the quality of a draft. Special care is necessary in the use of punctuation marks. Avoid over-worked expressions and stilted phraseology.

(d) *Courtesy.*—All communications from public servants to persons inside or outside the Public Service must be polite. Even the reply to a discourteous writer should be couched in courteous terms.

10. Typed drafts of minutes, briefs, letters, etc. should, as a rule, have headings which give an idea of the matter in the drafts. Reasonable spacing is used in typed drafts so that there is ample space for amendments. Drafts should be typed only on one side of the typing sheet or sheets used. For economy, the reverse of used, clean sheets with discarded typed-scripts at the front may be used for typing drafts.

11. Discarded papers containing classified information should never be used for drafting.

precipitate reiterated SCME OFFICIAL ABBREVIATIONS

a.b.c.	at back cover
A/C	Account
a.f.c.	at front cover
AIE	Authority to incur expenditure
a.y.c.	at your convenience
b.c.	MX back cover
b.o.f.	back of file
B.U.	bring up, or brought
C.B.	Confidential Branch
C.c.	Carbon copy
D/O	Demi official (Letters)
f.a.	for further action
f.i.o.	" information only
f.n.a.	" necessary action
f.u.a.	" usual action
f.y.c.	" your consideration
f.y.i.	" " information
i.a.w.	In due course
i.e.	In other words
i.f.o.	in favour of
i.r.o.	in respect of
k.i.v.	keep in view
l.p.c.	last pay certificate
n.a.f.	necessary action taken
n.f.a.	no further action
o/c.	office in-charge
O. & M	Organization and methods
o.k.	all correct; agreed
PP.pp	Pages; papers
P.U.	Payment Voucher
q.e.d.	which was to be demonstrated
R.SVP	Reply if you please
s.f.c.	Submitted for consideration
s.f.i.	" " information
s.f.s.	" " Signature
s.i.v.	Stores issue Voucher
s.r.v.	" Receipt Voucher
T	Temporary
T/Y	Thank you
u.f.s.	under flying seal
w.r.t.	With Reference To
viz.	namely; to wit
vide	see
ultra vires	beyond their powers
status quo	existing state of affairs
sine die	indefinitely
prima facie	at the first glance
in toto	entirely

XXX VIII

1135/81

No. FC. 2031/S. 6/249

19 November, 1958.

Copy to:-

The Chief Medical Adviser to the
Federal Government,
Lagos.

For information and favour of your
early comments.

M. G. L.
(H. A. OBU)

for Secretary,
Federal Public Service Commission.

22 NOV 1958

E.O.

Pages 12-14

Submitted for a comment please.
for
advised

D.B.B.

Please resubmit - personal
files of the officers listed at p. 14.

2. Early attention required.

23/12/58 *E.O.* The list of the officers mentioned in the
H.O. may be found in attached list.

XL

H.Ex.O

The C.A.'s inquiry at foot of P9
There are two pharmacists on
secondment to the University College, Ibadan.

1. Mr. U. Sywe
2. ✓ E. C. Ekanem.

Pages 13 and 31 in files
Nos 11543 and 12517 respectively refer.

8/1/58
9/12/58.

Acct II
C.A.

As above file ref. p. 9.

to
10/xii/58
9/1/59

XLI

(7)

S.P.B. 29/7/58
Lx 01

Page 12

Submitted for your review please.

24/7/58

S(T & D)

Please attach personal files
of the officers listed on page 12A and
resubmit very early.

Recd 29/7/58
Jle

29/7/58

Lx 01

There is no trace of the p/files.
Presumably they might have been
transferred to the N.R.

19/1/59
Jle

DDC & IIR

401

DPHC

DFDAC

DF&J

Ag. DIS-T

AD (H)

Pls. the two minutes
are submitted for
your signature.

Ref
AD/APD

7/11/90.

DD/APD

Pls. the Board
meeting PMB is scheduled
to hold on Wednesday,
14th Oct. 1990 and
it is to consider conduct
appointment interview to
be part of AD Admin.
purging series at LAM.
(2) please agree that a

Circular be sent to
members accordingly


for

AD/APD

8/11/90

CPO ^{if}

Pls send copy in the
circulars.


9/11

DD(APD)

Via

AD(APD)

Two sets of Minutes a.b.c. have
been vetted and signed.

2 Submitted J.F.D. plz.

~~DD~~

CPO (APD)

16/11/90

Hex. 0 XXXXII

Ex. 03

Ex. 01

Pages 18-19 submitted for
information please.

CE

Page 18/19 referred for
your information please.

2. It confirms your
suggestion that Mr. Ladende
may be recommended for
the vacant post of
Hospital Secretary (General
Hospital). P. 18 xed.

to
22/4/59

Recd

then connect to B. to Ladende transfer to HCH

b. 23
- 59.

EO

X
Page 99-107 in / 6 CR106 mfr.

22/4/59

HEXO

NFA in paper to Ladende & P.A.

364

Noted to 23/4/59

~~EO~~

US (Adm)

Attached herewith are
files of Dr. Olaye and Dr.
Miss Odunsi for further
action - pl.

14/11
- HEO (R)

Prim. Sec. I,

Pp. 136-7 fyi w.r.t p. 135. I have informed
Records thro' their P. files. ²²
W. (A),
15/11/79.

cc, CB

Re spk v. early.

WJO
Prim. Sec I
15/11/79

DCMA. SHO to take action on CMA's para 2 pl. Sent 20/8/68.
 P.H.O. S.H.P.
 S.H.O. KAL 22/8/64.

Page 64 et seq. f.1, pl.
 2. Re last named officer
 to forward circular
 to Perm Sec. Lagos State - 71

-Case (7)
 19/8/68

Perm Sec., Lagos State,
 Pages 64 + 65 are referred
 f. y. i. please as directed by the
 C.M.A above. See 'Xed' paragraph.

(8)

KAL
 S.H.O.
 22/8/64.

PEO

FOR OFF	DATE	BY
14/8/68		
15/8/68		
16/8/68		
17/8/68		
18/8/68		
19/8/68		
20/8/68		
21/8/68		
22/8/68		
23/8/68		
24/8/68		
25/8/68		
26/8/68		
27/8/68		
28/8/68		
29/8/68		
30/8/68		
31/8/68		

Re issue a circular to all doctors
 asking for those interested but with
 requisite qualification to apply.
 We should however file with
 a copy of the circular - 11/64-6

SHO Noted (4) KAL 27/8/68
 21/8/68. Action taken
 as above & file noted for
 disposal, pl.

E.O. please P.A. KAL 27/8/68 PEO 26/8/68

Federal Ministry of Finance,
Lagos, Nigeria.

25th April, 1958.

To All Permanent Secretaries and
Federal Heads of Departments

1838/S.2

Secondment of Government Officers
Financial Arrangements

I am directed to forward for your
information a copy of a letter which has been sent
to Statutory Corporations and other non-government
bodies about reimbursable charges for seconded
Federal Government Officers.

[Signature]

Permanent Secretary
Ministry of Finance.

O.B. ALAKIJA

Pls. X X
CA @ YEC/5/58
Smt. Aut. S. 6/5/58
Aut II 20/5-
Pp 6-8

Fi. Pl. & F. Fin.

PE I ✓ 14/5
PE II ✓ 14/5
Ld. CC. 14/5
Ex B. 22/5

29 APR 1958
647

367

5008

Y.E. Ref: Y.E's minute at p.4. I submit from p.5 for information
and for direction sheet A/ on p.8 may stand.

My p.3 M.C.L. has, I fear, created a great deal of bother, and I must
say that I regard it as wholly unnecessary! In the first place p.2
on p.1 clearly implied that considered comments by the M.C.L. would
follow. In the second it seems to me sufficiently obvious that in
asking for these comments, we were interested not in Dr. Stenhouse's
statements as such, but in his ability as a labour officer.

Agreed. R.I.P. Jan

1078750

6/8

11/7/8

P.A.S. (P.L.)

Before this file is P.A. we should make

sure to get the most of p.p. 6-11 into a
file in which it will not be lost sight of.

11/7/8

A.S.P.A.

I think this has already been

done?

For see P00339/59/07 will

11/7/8

360-113

37

X X VI

2nd March, 50

The Honourable
The Commissioner of Labour,
L a g o s.

Reference your letter No. Jc/37 of
the 20th February last forwarding a thesis by
Mr. Tokunboh on Wage Policy, I am to ask you to
be so good as to let me have your considered comments
thereon at your convenience.

Yours

T. V. SCRIVENOR

Civil Service Commissioner.

Ad. Sec.

From p. 1. I have read Mr. Tokunboh's
memorandum with interest. It is a creditable
production, but it does not perhaps get us very much
further towards an acceptable wage policy, and I
disagree with a good many of his basic assumptions.
I do not think that there is any need to analyse it
seriously unless or until H.C.L.'s comments, for which
I have asked above, indicate that it would be desirable
to do so, & I do not think that we need send any formal
acknowledgement to Mr. Tokunboh, who is still in the U.

2.3.50.

C.S.C. 369


See 1/2 in H.E. under
like to see letter R.21

senior grade. Besides, no junior post is involved.

7. With the best of intentions, this advert. will not appear in the press before the middle of November^{and}, the closing date for applications may run to the later part of December. In this way, interviews may not be held until January, and successful applicants may not report for work until close enough to the end of the current financial year. The effect of this exercise on our present financial predicament can therefore, only be minimal.

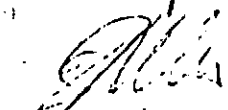
8. If you are unable to completely agree with the conclusions in the foregoing paragraph you may wish to consider a reduction of the number of posts to be advertised. In this case, I would suggest posts (i) - (iii) and all the posts in the list dealing with drug control.

9. I would appreciate your further directive, please.


(D. A. AKOH),
Director (FDLS),
21st October, 1977.

SIF

The adverts may be
allowed publication in view
of the strong case made by
DFDLS pt.


2/11/77

SEO II (Hm)

PAS (Adm) Ex. 26/100

Pl forward the adverts at b.c to the Commission for publication in the Gazette, local newspapers and the Magazine West Africa.
Please act immediately.

Sy (J2)
SIF

24/10/77

370

GOVERNMENT OF AKWA IBOM STATE OF NIGERIA

Telegram: 083/204091
Our Ref: MHL/P/4/373
Your Ref:



MINISTRY OF HEALTH
Public Health Division
P.M.B. 1030
41A UDO STREET
UYO

6th December, 1990

The Honourable Minister
Federal Ministry of Health
Federal Secretariat (Phase II)
Ikoyi - Lagos.

SMH 671/S.4/II



APPOINTMENT AS PRIMARY HEALTH CARE
ZONAL CO-ORDINATOR, ZONE "A"

* With reference to your letter dated 29th November, 1990 (Ref: SMH/671/S.4/Vol.II/429) I accept with delight my appointment as the Primary Health Care Zonal Coordinator for Health Zone A. I look forward to a period of expansion for primary health care services in the zone.

2. It is however observed that my appointment is on salary grade level 15. Since I am presently serving as a Director in the State Civil Service on salary grade level 16, I am requesting that my present salary and fringe benefits should be made personal to me as it shall be detailed in my Last Pay Certificate (IPC).

Thank you.

Dr. Jones J. Utuk
Director of Public Health Services

D/PMH
D/PHC
Please advise HMLH
JAG
12 DEC 1990
For. urgent.

ocess.

As soon as a file for this letter is submitted the file enters main file regarding file as there are many forms uncompleted actions that needed attention.

FED. MINISTRY OF HEALTH	LAGOS
Received	M. John: 14/12/90
Registered	
Submitted	14/12/90

ALHAJI S. SULAIMAN
Commissioner

523

Telephone : 684181



Federal Civil Service Commission
Private Mail Bag No. 12586
Room 1123
Federal Secretariat
Ikoyi, Lagos

16th Aug. 1991.


The Honourable Minister,
Federal Ministry of Health,
New Secretariat,
Ikoyi.

Attention: Director (Personnel)

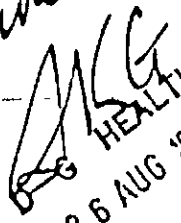
MINUTES OF MEETING OF THE PERSONNEL
MANAGEMENT BOARD ON PROMOTION OF OFFICERS
TO POSTS ON GL. 15 AND ABOVE IN THE FEDERAL
MINISTRY OF HEALTH, HELD IN THE BOARD ROOM
OF THE HONOURABLE MINISTER, ON FRIDAY, 28TH
JUNE, 1991

Please refer to your letter Ref. No. SMH.671/S.4/III/522
of 16th August, 1991 and find enclosed the minutes duly
signed as accepted.

HMH


S. Sulaiman,
Commissioner.

Ministerial Approval
hereby given


HEALTH
26 AUG 1991

UG 1991 MB
Here & also refer to the minutes of the meeting held on 28th June, 1991.
2. As all members have signed, and the Commissioner has consented to the minutes, I am finally passing it for the Hon. Minister & your consideration, for the conclusions take effect.
- 22/7/8

Unestablished and Daily Rated Government Servants

The previous memorandum on this subject indicated the final decisions which had been taken by Government in respect of the major issues raised on the subject of Unestablished and Daily Rated Government servants.

2. Government has now approved that the following principles should be applied in implementing the approved proposals regarding classification and conversion:

(a) Classification of Labour.

Completed lists of gradings forwarded by Heads of Department in accordance with paragraph 4 of Circular No. 28/1947 have been examined by the

(b) Rates of Wages.

A close examination by Heads of Department of the manner in which effect should be given to the principle of "weighting" has shown that in certain areas and in respect of certain grades, it is not possible to distinguish clearly in all cases between wages originally offered as suitable for a particular class of work in a particular area and those which represent the receipt of an increment or increment above the minimum. In these circumstances Government has agreed to the following conversion rules which, as far as is possible give effect to the "weighting" principle and preserve relative differences in existing wages as between daily rated servants employed in the same area and in the same grade:-

(i) No employee shall receive less on conversion than he is now receiving by way of basic wage plus C.O.L.A.

(ii) An employee in receipt of a basic wage plus C.O.L.A. which is less than the minimum of the time scale applicable to the grade and area in which he is employed should convert to the minimum of that scale.

(iii) An employee in receipt of a basic wage plus C.O.L.A. which falls between the minimum and maximum of the time scale applicable to his grade and area should convert to the same rate in the new time scale or, if inapplicable, to the nearest rate above.

(iv) An employee in receipt of a basic wage plus C.O.L.A. which is higher than the maximum of the time scale applicable in his case will remain on his present rate unless or until transferred to a grade or area carrying a maximum salary greater than his present earnings.

(v) If under (b) or (c) two or more different wage rates convert to the same rate and if the highest of those rates shows an advance on conversion, the highest rate should be advanced to the next step in the scale.

For the record

Our mission in government

● *Text of Maiden broadcast by new Head of State, Gen. Sani Abacha on Thursday, November 18, 1993*

Fellow Nigerians,

1. Sequel to the resignation of the Former Head of the Interim National Government and Commander-in-Chief of the Armed Forces, Chief Ernest Shonekan and my subsequent appointment as Head of State and Commander-in-Chief, I have had extensive consultations within the Armed Forces hierarchy and other well meaning Nigerians in a bid to find solutions to the various political, economic and social problems which have engulfed our beloved country and which have made life most difficult to the ordinary citizen of this nation.

2. Chief Ernest Shonekan took over as Head of State and Commander-in-Chief of the Nigerian Armed Forces at a most trying time in the history of the country. Politically, economically, and socially, there were lots of uncertainties. Things appeared bleak, and the atmosphere was heavy with uncertainties. However, driven by a belief in himself, his country men, and love for his country, he accepted to face the challenges of our time. I will therefore like to take this opportunity to pay tribute to him for his selfless service to the nation. He showed great courage at taking on the daunting task of heading the Interim National Government even a greater courage to know when to leave.

3. Many have expressed fears about

the apparent return of the military. Many have talked about the concern of the international community. However, under the present circumstances the survival of our beloved country is far above any other consideration. Nigeria is the only country we have. We must therefore solve our problems ourselves. We must lay a very solid foundation for the growth of the democracy. We should avoid any ad hoc or temporary solutions. The problems must be addressed firmly, objectively, decisively and with all sincerity of purpose.

4. Consequently, the following decisions come into immediate effect:

a. The Interim National Government is hereby dissolved.

b. The National and State Assemblies are also dissolved.

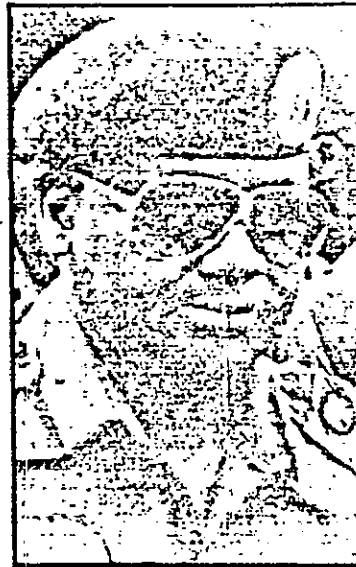
c. The State Executive Councils are dissolved. The Brigade Commanders are to take over from the Governors in their States until Administrators are appointed. Where there are no Brigade Commanders, the Commissioners of Police in the State are to take over.

d. All Local Governments stand dissolved. The Directors of Personnel are to take over the administration of the Local Governments until Administrators are appointed.

e. The National Electoral Commission is hereby dissolved.

f. All former Secretaries to Federal Ministries are to hand over to their Directors General until Ministers are appointed.

g. The two political parties are hereby dissolved.



● Gen. Abacha

h. All processions, political meetings and associations of any type in any part of the country are hereby banned.

i. Any consultative committee by whatever name called, is hereby proscribed.

j. Decree 61 of 1993 is hereby abrogated.

5. A Provisional Ruling Council (PRC) is hereby established. It will comprise:

a. The Head of State, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria as Chairman.

b. The Chief of General Staff as Vice Chairman.

c. The Honourable Minister of Defence

d. The Chief of Defence Staff

e. The Service Chiefs

f. The Inspector General of Police

g. The Attorney General and Minister of Justice

h. The Internal Affairs Minister

i. The Foreign Affairs Minister

7. Also a Federal Executive Council will be put in place.

8. Our security system will be enhanced to ensure that lives of citizens, property of individuals are protected and preserved. Drugs trafficking and other economic crimes such as 419 must be tackled and eliminated.

9. On the current strike throughout the nation following the increase in the price of fuel, I appeal to all the trade unions to return to work immediately, we cannot afford further dislocation and destruction of our economy.

10. On the closed media houses, government is hereby lifting the order of proscription with immediate effect. We, however appeal to the media houses that in this spirit of national reconciliation, we should show more restraint and build a united and peaceful Nigeria.

11. Fellow Nigerians, the events of the past months, starting from the annulment of June 12 presidential election, culminating in the appointment of the former Head of State, Chief Ernest Shonekan, who unfortunately resigned yesterday, are well known to

you. The economic downturn has undoubtedly been aggravated by the ongoing political crisis.

12. We require well thought-out and permanent solutions to these problems if we are to emerge stronger for them. Consequently, a constitutional conference with full constituent powers will be established soon to determine the future constitutional structure of Nigeria. The constitutional conference will also recommend the method of forming parties which will lead to the ultimate recognition of political parties formed by the people. While the conference is on, the reorganisation and reform of the following major institutions will be carried out:

(a) The Military (b) The Police (c) The Customs (d) The Judiciary (e) NITEL (f) NNPC (g) NEPA (h) The Banking Industry (i) Higher Educational Institutions.

13. This regime will be firm, humane and decisive. We will not condone nor tolerate any act of indiscipline. Any attempt to test our will, will be decisively dealt with, for the International Community, we ask that you suspend judgment while we grapple with the onerous task of nation building, reconciliation and repairs. This government is a child of necessity with a strong determination to restore peace and stability to our country and on these foundations, enshrine a lasting and true democracy. Give us the chance to solve our problems in our own ways.

14. Long Live the Federal Republic of Nigeria.

Court Voids Press Decree 43

● *Continued from Page 6*

Decree later in time amends the earlier Decree to the extent of the inconsistency.

On the Interim Government (Basic Constitutional Provisions) Decree No. 61 of 1993, he conceded with commendable candour that the former

officer acted with the 2nd defendant's authority, was briefed of the facts by the 2nd defendant who was away that the commencement date of the 1989 constitution is in issue in this case. If indeed decree 56 of 1992 was not the last on the issue, the 2nd defendant would have briefed his officers. When Mr. Jegede informed the court that Decree

tion.

The laws applicable in Nigeria have a regime of superiority between themselves; resulting in an hierarchy to be observed when considering and resolving the issue of inconsistency. Constitutional laws which are grund norms as the basic or

quire that power.

My answers to the questions posed in the originating summons are as follows:

Question 1: Whether the Federal Military Government was competent to enact the Newspapers Decree 1993 No. 43 notwithstanding the fact that the legislative powers of a state had, during the period