BTS
Training & Consultancy

Audit

Writing Audit Reports That Get Results

Website: **www.btsconsultant.com**

Email: **info@btsconsultant.com**

Telephone: **00971-2-645263**
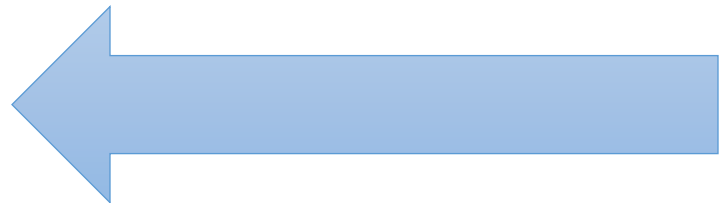
Writing Audit Reports That Get Results

Introduction:

This course is for all individuals who desire to improve their audit report writing skills. It covers general writing topics such as the building blocks of writing to achieve results, determining audience and purpose, mind-mapping, transparent structure, cutting the clutter, making sentences make sense, subject/verb agreement, parallel construction, efficient editing and active/passive voice. It will also cover topics specific to audit reports by evaluating audit report writing samples, creating an audit Issue and Recommendation (I&R), agreement with antecedents, proofreading your report, and effective emails.

Who Should Attend?

Internal Auditors, Financial & Operational Auditors, Finance Personnel, External Auditors, Audit Managers and Supervisors, IT Auditors, Senior and In-Charge Auditors, Team Leaders and Directors

Course Objectives:

By the end of this course delegates will be able to:

- How to analyze your audience and organize your ideas to meet their needs

- Learn what you must include in your reports to meet S-OX requirements

- Know techniques and tips to edit your work and the work of others

- Learn how to develop a report issuance process

Course Outline:

The Building Blocks of Writing to Achieve Results

- Discover the building blocks of writing to achieve results in audit reports

- Use the building blocks for evaluating all forms of writing in audit reports

- Fixing the Macro before addressing the micro

- Understanding the importance of following a writing process in audit report writing

Writing Basics: Determining Audience and Purpose

- Review the principles of good writing

- Identify your audience

- Be clear about your purpose

- Identify the essential information the audience needs given your purpose

- Determine how to communicate as clearly and concisely as possible

- Understand the importance of word choice

- Seek feedback before you send to the reader

- Writing from a viewing point vs. a point of view

Mind-mapping: Organizing for Results

- Learn a method for thinking critically, organizing logically, and prioritizing strategically

- Establish a desired result

- Generating ideas and information related to audience and purpose

- Organizing, discussing, and prioritizing ideas and information

- Presenting a final mind-map and receiving feedback

Transparent Structure: Making Reading Easy

- Learn and practice using a wide range of graphic tools that help make organizational structure transparent to the reader

- Formatting documents to make reading and comprehension easier

- Creating visually appealing audit reports

Cutting the Clutter

- Demonstrate the importance of clarity and conciseness

- Enhance the readability of reports

- Learn how to become a better editor of your own writing

- Identify redundant words

Making Sentences Make Sense

- Emphasize the importance of making every thought in writing clear to the reader

- Communicating ideas clearly

- Identify run-on sentences and learn to edit from the viewpoint of the reader

Writing Findings and Recommendations

- Understand the Deming quality management concept as it applies to report writing

- Identify the five components of a well-written Finding and Recommendation

- Practice organizing your thoughts before your write

- Write a Finding and Recommendation from the view point of the reader

Fixing the Micro

- Realize the importance of noun/pronoun agreement

- Realize the importance of subject/verb agreement

- Recognize the importance of parallel structure in sentence formation and bulleted items

- Become familiar with using a grammar reference manual

Editing

- Review the six most common editing problems

- Review the six most useful editing techniques

Proofreading

- Review the seven most common proofreading problems

- Review the six most useful proofreading techniques

- Identify common errors in an audit report