



# Communicating Results Effectively (1-day Course)

## About This Course

### *Course Description*

Persuasive communication is an essential skill for auditors at all levels, and high-quality audit reports are a key communication tool. By participating in this course, auditors in all sectors and at all levels will learn what goes into an effective audit observation and how to communicate the results of those observations in ways that meet professional standards, elicit management action, and convey crucial messages to executives and board-level readers. By honing these skills, they can distinguish themselves in their current positions and prepare themselves for advancement.

This is a hands-on course that focuses on communication, organization, and structure, and includes case study activities for practicing the basics of audit report writing.

### *Course Objectives*

- Recognize the importance of thinking before writing.
- Understand the needs of readers and writers.
- Understand the five components of the audit report.
- Recognize the importance of identifying cause and impact of audit observations.
- Identify how to improve writing quality.
- Identify how to develop reports that are accurate, objective, clear, concise, constructive, complete, and timely.

## Course Information

*Course Duration:* 1 Day

*CPE Hours Available:* 8

*Knowledge Level:* Basic

*Field of Study:* Communications and Marketing

*Prerequisites:* None

*Advance Preparation:* None

*Delivery Format:* eLearning (Group-Internet-Based); On-site Training (Group-Live); Seminar (Group-Live)



## Course Topics

### *The Audit Report Writing Task*

- Audit report guidance
- Why audit reports are written
- Uses and readers of audit reports
- Audit report limitations

### *Components of Audit Observations*

- Components of an audit observation
- Types of criteria
- Condition summaries
- Levels of cause and effect
- Recommendations and action plans

### *Quality of Reporting*

- Writing-quality guidance and issues
- Coherence
- Tone
- Objectivity
- Sentence clarity: modifiers, pronouns, and parallel structure
- Active and passive voice
- Technical terminology
- Readability and conciseness
- Verb usage