

Reviewing Other People's Report Writing Course

Learn to efficiently review and provide constructive feedback on audit report drafts to ensure clarity, accuracy, and effectiveness.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://sdfm.graduateschool.edu/courses/reviewing-other-peoples-report-writing>



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Course Outline

Module 1: Structured Review

- Understand the role and responsibility of the reviewer in the audit reporting process.
- Learn an eight-step structured review process for evaluating audit report drafts.
- Identify and analyze communication problems in draft reports.
- Apply Government Auditing Standards (Yellow Book) to guide the review process.

Module 2: Applying Review Steps

- Implement the structured review process on actual audit report drafts.
- Recognize issues related to clarity, conciseness, and logical organization.
- Assess compliance with applicable standards and guidelines.
- Develop recommendations for improving report quality.

Module 3: Feedback

- Learn techniques for providing constructive oral and written feedback to report authors.
- Address common challenges in delivering feedback effectively.
- Encourage collaborative revisions to improve report quality.
- Balance technical accuracy with readability and audience needs.