COURSE SYLLABUS

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 (Live Online) and onsite training are 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: Government Auditing Standards over Audit Reports and the Review Process

- Understand Generally Accepted Government Auditing Standards (GAGAS) requirements over audit report development and content.
- Apply these standards when performing a review of the audit report.

Module 2: Report Review Strategy

- Understand report review strategies.
- Review components of the audit report for flow and accuracy.

Module 3: Report Structure and Readability

- Ensure a report is understandable and can be easily read using the Plain Writing Act of 2010.
- Use the HOCs and LOCs model.
- Use the BLUF model.
- Use the 5 Elements.
- Correctly target the intended audience.

Module 4: Report: Elements, Transitions, Polishing Techniques and Feedback

- Understand how report objectives should link to findings.
- Understand placement of transitions within paragraphs.
- Provide effective feedback.