Writing Audit Reports by Objectives Course

Learn to write clear, objective-driven audit reports that effectively communicate findings and results.

> Group classes in Washington, DC and onsite training is available for this course.
> For more information, email onsite@graduateschool.edu or visit:
> https://sdfm.graduateschool.edu/courses/writing-audit-reports-by-objectives

CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: How Report Structure Serves Various Audiences
- Identify key audiences for audit reports
- Structure audit reports to meet audience needs
- Elements of effective audit findings

Module 2: How Auditing and Reporting Form a Coherent Process
- Understand auditing and reporting as a unified process
- Role of audit objectives in planning
- Developing audit objectives through survey work

Module 3: How Objectives Determine Finding Content
- Differences between result-oriented and process-oriented objectives
- Components of findings driven by objectives
- Write effective objectives for audits

Module 4: How an Audit Plan is Built from Objectives
- Selecting audit scope and methodology
- Identifying and gathering appropriate data
- Formulating subobjectives for comprehensive audits

Module 5: How to Move from Data to Findings
- Analyzing data to derive meaningful findings
- Constructing a clear and concise findings synopsis
- Meeting audit quality and content requirements

Module 6: How to Use Advance Organizers for a Coherent Report
- Using topic sentences and captions effectively

- Implementing visual aids to enhance readability
- Structuring reports for clarity and coherence