COURSE SYLLABUS

Written Communication for Auditors Course

Develop the skills to write professional, clear, and compliant audit documents that align with Government Auditing Standards.

> 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/written-communication-for-auditors



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

Course Outline

Module 1: Understanding Readability

- Write to the needs of target audiences
- Understand the HOCs and LOCs model of readability
- Enhance readability of written products

Module 2: Understanding Writing – The Job Process

- Use all the elements of a finding to create credible and persuasive findings
- Understand the importance of clear writing to effective audit objectives
- Recognize the importance of creating a logical link among objectives, findings, and recommendations

Module 3: Designing a Reader-Focused Style

- Use a message-first (deductive) structure to organize information for the reader
- Use the SMART framework for effective goal planning
- Apply chunking and labeling to make documents readable
- Use bulleted and numbered lists effectively
- Apply other document design techniques to meet federal plain writing standards
- Understand Plain Writing Act of 2010

Module 4: Creating Unified and Coherent Paragraphs

- Ensure proper paragraph unity and coherence by maintaining the known/new contract
- Construct helpful topic sentences
- Revise paragraphs with the help of the paragraph x-ray technique
- Understand criteria for paragraph length

Module 5: Writing Clear Sentences

- Manage concept load in sentences

- Use the sentence core to deliver key information
- Avoid five common sentence pitfalls
- Recognize and properly use active and passive voice

Module 6: Effective Review Process

- Complete a structured review of audit documentation and its importance
- Use different methods for completing a thorough review
- Provide prompt and useful feedback using checklists and references

Module 7: Audit Report Package

- Develop and use SMART goals
- Understand the GAGAS and GAAP requirements for auditor communication