

# Written Communication for Auditors Course

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

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.graduateschool.edu/courses/written-communication-for-auditors>



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## Course Outline

### Module 1: Understanding Readability and Usefulness

- Write clearly for target audiences
- Explain the readability model (HOCs and LOCs)
- Optimize the audit writing process for readability

### Module 2: Understanding Audit Writing as Part of Job Process

- Link audit objectives to clear findings and recommendations
- Create persuasive findings using all finding elements
- Maintain logical flow and coherence throughout audit reports

### Module 3: Designing a Deductive, Reader-Focused Style

- Organize documents using a message-first approach
- Utilize headings and subheadings effectively
- Apply bullet points appropriately for clarity

### Module 4: Creating Unified and Coherent Paragraphs

- Write deductive paragraphs featuring clear topic sentences
- Ensure paragraph unity and coherence
- Use the "known/new" contract for smooth transitions

### Module 5: Writing Clear Sentences

- Control sentence length and manage concept load
- Maintain strong subject-verb-object cores
- Avoid common sentence pitfalls and passive voice misuse

### Module 6: Reviewing Effectively

- Conduct structured reviews of audit documents

- Identify and correct organizational, content, and grammatical issues
- Ensure appropriate professional tone

### **Module 7: Controlling Punctuation and Grammar**

- Apply rules for punctuation (comma, colon, semicolon, hyphen)
- Correct common grammatical errors (agreement, pronouns, parallelism)
- Improve overall clarity and correctness in writing