COURSE SYLLABUS

Writing Audit Reports by Objectives Course

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

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



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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
- Understand the traditional finding model (criteria, condition, effect, cause)
- Analyze real audit examples

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
- Apply a formula for writing well-defined audit objectives

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
- Compare how findings differ based on results-focused vs. process-focused objectives

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
- Use a design matrix to document the audit plan

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
- Use a story conference approach to reach team consensus on audit messages
- Apply Yellow Book (Government Auditing Standards) report 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
- Write captions that tell the story of the audit finding