

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://www.graduateschool.edu/courses/written-communication-for-auditors>



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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