ON 27TH SEPTEMBER, 2019
WE BRING YOU

AUDIT REPORT WRITING

Persuasive communication is an essential skill and high-quality audit reports are a key communication tool.

Book now on events.iiauganda.org

FEE
MEMBERS
UGX 200,000
NON-MEMBERS
UGX 250,000
AT
HOTEL AFRICANA

The Institute of Internal Auditors Uganda
Audit Report Writing

About This Course

Course Description
Persuasive communication is an essential skill for auditors at all levels, and high-quality audit reports are a key communication tool. By participating in this course, auditors in all sectors and at all levels will learn what goes into an effective audit observation and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to executives and board-level readers. By honing these skills, they can distinguish themselves in their current positions and prepare themselves for advancement.

This is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the basics of audit report writing.

Course Objectives
- Recognize the importance of thinking before writing.
- Understand the needs of readers and writers.
- Understand the five components of the audit report.
  - Recognize the importance of identifying cause and impact of audit observations.
  - Identify advantages and disadvantages of three report formats.
  - Apply one of the audit report formats.
  - Identify how to improve writing quality.
  - Identify how to develop reports that are accurate, objective, clear, concise, constructive, complete, and timely.

Copyright © 2017 by The Institute of Internal Auditors, Inc., (“The IIA”) strictly reserved. Any preproduction of The IIA name or logo will carry the U.S. federal trademark registration symbol ®. No parts of this material may be reproduced in any form without the written permission of The IIA.
Course Topics

The Audit Report Writing Task
Audit report guidance
Why audit reports are written
Uses and readers of audit reports
Audit report limitations

Components of Audit Observations
Components of an audit observation
Types of criteria
Condition summaries
Levels of cause and effect
Recommendations and action plans

Audit Report Structure
Elements of a typical audit report
Audit report formats
Comparisons of audit report structures

Quality of Reporting
Writing-quality guidance and issues
Coherence
Tone
Objectivity
Sentence clarity: modifiers, pronouns, and parallel structure
Active and passive voice
Technical terminology
Readability and conciseness
Verb usage
Course Information

Course Duration: 1 Day
CPE Hours Available: 8
Knowledge Level: Basic
Field of Study: Communications and Marketing
Prerequisites: None
Advance Preparation: None

Delivery Format: eLearning (Group-Internet-Based); On-site Training (Group-Live); Seminar (Group-Live)