

Reviewing Other People's Report Writing Course

Learn to efficiently review and provide constructive feedback on audit report drafts to ensure clarity, accuracy, and effectiveness.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/reviewing-other-peoples-report-writing>



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Course Outline

Module 1: Government Auditing Standards over Audit Reports and the Review Process

- Understand Generally Accepted Government Auditing Standards (GAGAS) requirements over audit report development and content.
- Apply these standards when performing a review of the audit report.

Module 2: Report Review Strategy

- Understand report review strategies.
- Review components of the audit report for flow and accuracy.

Module 3: Report Structure and Readability

- Ensure a report is understandable and can be easily read using the Plain Writing Act of 2010.
- Use the HOCs and LOCs model.
- Use the BLUF model.
- Use the 5 Elements.
- Correctly target the intended audience.

Module 4: Report: Elements, Transitions, Polishing Techniques and Feedback

- Understand how report objectives should link to findings.
- Understand placement of transitions within paragraphs.
- Provide effective feedback.