

Reader-Centered Audit Writing™

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What outcomes can you expect?

In this workshop specially designed for auditors, teams and individuals will learn our Reader-Centered approach to writing audit documents. By applying our six-step process, you will create consultative audit reports that win cooperation. Learn how to

- present findings and recommendations in a professional manner
- reinforce the quality of your audit with an effective report
- complete reports up to 50% faster
- avoid sounding negative when giving constructive criticism
- encourage action with persuasive suggestions
- improve relations with the auditee with the *Interpersonal Checklist For Auditors*
- develop strategic thinking skills
- strategically review audit report drafts.

The focus: creating business documents that drive action

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| Write attention-getting documents | <ul style="list-style-type: none"> • Design audit reports for visual impact • Analyze and plan for your readers • Write a good executive summary • Overcome writer’s block |
| Influence your reader | <ul style="list-style-type: none"> • Adopt the “you” attitude • Choose the right words, content, and tone • Use the positive approach • Organize and transition ideas effectively • Sound objective, non-judgmental |
| Streamline your message | <ul style="list-style-type: none"> • Avoid gobbledygook • Streamline sentences for conciseness • Choose between long and short reports |
| Write for results | <ul style="list-style-type: none"> • Edit for results using checklists • Critique constructively • Check for logic |

Continuing education credits

Certified Public Accountants can receive nine Continuing Professional Education (CPE) credits for this workshop.

What books and materials do you receive?

1. Books: *Write to the Top®: Writing for Corporate Success* (Random House) and the *Instant-Answer Guide to Business Writing* (iUniverse), by Deborah Dumaine, founder of Better Communications®
2. Better Communications’ workbook, with additional exercises tailored to your needs
3. Laminated tip card: The Six Steps to Reader-Centered Writing® and the *Focus Sheet™*

NASBA Accredited: Earn nine CPE credits for this course.

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