



# Report Writing for the Internal Auditor



+971 4 556 7171  
800 7100 (within UAE)



[www.meirc.com](http://www.meirc.com)



[meirc@meirc.com](mailto:meirc@meirc.com)



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## Why Attend

In today's environment, the audit department is frequently measured on the quality of its primary output: the audit report.

In many cases the effectiveness of the audit itself can be impacted by the quality of the audit report.

As such, it is critical that the report is professional and communicates the desired message in a clear, concise and unambiguous way.

This course will enable auditors to write and structure persuasive and impactful audit reports that will call their readers to action.

## Course Methodology

This course uses a mixture of presentations, discussions, case studies, videos, role-plays and interactive exercises to transform participants' knowledge into hands-on practice.

## Course Objectives

By the end of the course, participants will be able to:

- Distinguish barriers to effective written communication and how to overcome them
- Structure the audit report for impact
- Present audit findings in a clear and concise manner
- Identify the target audience and adapt their writing accordingly
- Produce an organized and structured audit report draft

## Target Audience

This course is suitable for all internal and IT auditors who are required to produce and edit audit reports.

## Target Competencies

- Drafting audit reports
- Gathering data
- Presenting data
- Editing audit reports
- Presenting reports

## Course Outline

- Introduction to report writing
  - Value of the audit report
    - Measuring return
    - Ensuring a "needs" fit
    - Maintaining quality control
  - Elements of written communication
  - Barriers to written communication
  - Constructs of written communication
    - Clear writing techniques
  - The writing act
    - Preparing to write
    - Writing the first draft
- The audit report findings and structure
  - Audit findings and their presentation
  - Structuring an audit report
    - Areas to cover
    - Determine the audience



- Likely findings
  - Technical appendices
  - Summarizing working papers into reportable narrative
  - Use of planning worksheets
- Differing types of reports
- Drafting the audit report
  - Analyzing the prospective audience
    - Who the audience is
    - Number of readers
    - Organizational status
    - Knowledge background
    - Attitude to audit
    - Personal agendas
    - Hot topics
    - Key stakeholders
  - Writing the draft
    - Scheduling time
    - Writing as you go
    - Structuring your thoughts
    - Draft quickly and polish later
    - Use of clear writing techniques
  - Evaluation of the draft
    - Checking for substance and strategy
    - Capturing and maintaining the reader's attention
- Editing the audit report
  - Editing the report
    - Bottleneck
    - Causes of auditor frustration
    - The "Kilroy was here" syndrome
    - Editing for substance, readability, correctness and style
  - Editing others' work
    - Applying appropriate levels of editing
    - To change or not to change?
    - Build the writer's pride of authorship
  - Building a desire to write well
- The final audit report
  - Production of the final version
    - Polishing the report
    - Deciding distribution
    - Management responses
    - Audit replies
  - Selling the report
    - Writing the summary
    - Supporting evidence
    - Conducting report presentations
    - Responding to questions



## Location & Date

20 - 24 Oct, 2019

English

Dubai

Double Tree Hilton – Business Bay Hotel

## Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

Attending this course will grant participants 30 CPE credits from the following associations: The Institute of Internal Auditors (The IIA), Information Systems Audit and Control Associations (ISACA) and the Association of Certified Fraud Examiners (ACFE).



## Courses in Auditing and Governance, Risk and Compliance

Dates	Course Name	Language	Location	Fees
30 Jun - 4 Jul, 2019	Risk-Based Internal Audit	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	IT Auditing and IT Fraud Detection <b>PLUS</b>	English	Dubai	US\$ 4800
25 - 29 Aug, 2019	Governance, Risk and Compliance (GRC)	Arabic	Dubai	US\$ 4800
1 - 5 Sep, 2019	Enterprise Risk Management	Arabic	Dubai	US\$ 4800
15 - 19 Sep, 2019	Internal Control: Compliance, Operational and Financial	Arabic	Dubai	US\$ 4800
22 - 26 Sep, 2019	Corporate Governance: Principles, Policies and Best Practices	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Forensic Accounting and Fraud Control	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Certificate in Advanced Governance, Risk and Compliance (GRC)	English	Dubai	US\$ 5100
27 - 31 Oct, 2019	Risk-Based Internal Audit	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Governance, Risk and Compliance (GRC)	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	IT Auditing and IT Fraud Detection <b>PLUS</b>	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	Enterprise Risk Management	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	High Impact Internal Audit Leadership <b>PLUS</b>	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Internal Control: Compliance, Operational and Financial	English	Dubai	US\$ 4800
8 - 12 Dec, 2019	Corporate Governance: Principles, Policies and Best Practices	Arabic	Dubai	US\$ 4800



# Meirc Timeline

