

Reader-Centered Audit Writing™

a Write to the Top® workshop

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 constructive audit documents that drive action

Write attention-getting documents

Design audit reports for visual impact
Analyze and plan for your readers
Write a good executive summary
Overcome writer's block

Influence your reader

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

Avoid gobbledygook
Streamline sentences for conciseness
Choose between long and short reports

Write for results

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?

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

Write to the Top®

BETTER
COMMUNICATIONS

Better Communications®
200 Fifth Ave., 4th Floor
Waltham, MA 02451
T 781 895 9555
F 781 899 8002
E info@bettercom.com

www.writetothetop.com



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