



The Institute of Internal Auditors, Singapore

The Secretariat
10 Anson Road
#10-13A International Plaza
Singapore 079903
Tel: 6324 9029
Fax: 6220 5972
Email: iiasg@singnet.com.sg

1 April 2008

Dear Members

1 Day Seminar

Report Writing

28 April 2008 by Dr James Roth

What you will gain from this seminar:

YOUR OPPORTUNITY TO LEARN AND PRACTICE...

- The thought process for developing value-added audit findings.
- The three steps in the “smart” writing process – and why keeping them separate is the key to success.
- Two powerful models that can cut your writing time in half.
- Effective Self-Editing: read what you wrote, not what you *think* you wrote; get the fog out and the action in; keep it short, simple, and *clear*.
- Trends and Innovations in Audit Reporting: how leading edge auditors are writing user-friendly audit reports

Course Description

Audit report writing does not have to be frustrating or time-consuming. Techniques of good business writing – some of which are the opposite of what we learned in school – can make it easier and produce dramatically better results. Auditors practicing these techniques have cut their writing time in half, had fewer revisions to make later, and produced far more readable, business-oriented reports.

Writing is a skill learned by doing. In this hands-on workshop you'll practice the techniques you learn by developing an audit comment step-by-step, as well as complete several short exercises in specific skills. You will emerge a better writer. You will see the difference in your next audit report. And your skills will grow as you continue to apply the techniques you've learned.

About the Speaker

James Roth, PhD, CIA, CCSA, is president of AuditTrends, a training firm devoted to identifying and communicating the best of current internal audit practice. Jim has three decades of progressive internal audit and teaching experience. His publications include nine AuditTrends seminars and twelve major works for the IIA International.

Jim is uniquely qualified to teach this session. Before becoming an internal auditor, he earned a PhD in English Literature and taught University level writing classes, including business writing, for ten years. An energetic and motivating speaker, Jim is one of the profession's most highly rated presenters. For more information, visit www.auditrends.com.

Who Should Attend

Internal auditors at all experience levels.

Details of the administrative arrangements are as follows:

Date : 28 April 2008

Time : 9.00 am to 5.00 pm
(Lunch and refreshments provided)

Registration : 8.30 am

Venue : **Grand Plaza Park Hotel**
Coleman Room, Level 1
10 Coleman Street
Singapore 179809

CPE credit : 7 hours

Fee : S\$600 (IIA / ISACA Member)
S\$780 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 19 April 2008

Please return the reply slip together with your cheque made payable to "**The Institute of Internal Auditors Singapore**". **No invoice will be issued.**

Yours sincerely
Lena Kuok
for Education Committee

REPLY SLIP

To: The Institute of Internal Auditors, Singapore
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1 Day Seminar

Report Writing

28 April 2008 by Dr James Roth

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. IIA reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____
IIA / ISACA member(s) @ S\$600 and _____ non-member(s) @ S\$780.

Participants will be awarded 7 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<

COURSE OUTLINE

Introduction

Unlearning bad habits: school writing vs. business writing

Why is writing hard? Barriers you **can** remove

How to distinguish quality writing from personal style in audit report writing

The Thought Process: Developing Audit Findings

How to develop effective findings and recommendations:

- the five attribute approach
- participative reporting

Exercises:

Develop findings using the five attribute approach

Interview to develop recommendation with your customer

The Writing Process: Getting It Down On Paper

How to make good writing easy:

- Use the “smart” writing process
- Follow a good pattern

The three steps in the “smart” writing process – and why keeping them separate is key to success

An approach to outlining so simple and helpful you'll **want** to use it

The paragraph model: use it and cut your writing time in half

How to focus your writing on your most important readers

Exercises:

Plan and organize audit comments

Write audit comments without editing

Trends and Innovations in Audit Reports

- Trends and new approaches
- Positive comments
- Management Action Plan format

Self-Editing

How to read what you wrote, not what you think you wrote

Getting the fog out - short sentences, simple words

The four step approach to powerful self-editing

Exercises:

Self-edit to reduce fog factor