



Designing and Writing Message-Based Audit Reports (Iia Handbook Series)

Sally F. Cutler

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For more than 10 years, Sally Cutler has helped auditors write functional reports that meet the needs of their organization and the report readers. Using the knowledge gained while working with auditors, Cutler developed this handbook which offers a wealth of tactics for designing, writing, and delivering audit reports. It provides a multitude of tips and resources, including:

- Strategies for enhancing the reporting process and increasing delivery times.
- Methods of delivery and distribution, and formats for reports.
- Practical writing advice on clarity, readability, tone, coherence, and common grammar and punctuation problems.
- Report templates, examples, reporting process models, and checklists.
- Strategies for reporting in an electronic workpaper environment.
- Tactics for handling special needs of second-language writers and readers.
- Insight into the future of audit reports.

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