

# PHILIP VASSALLO, ED.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

E-MAIL: PHIL@PHILVASSALLO.COM ♦ OFFICE: 1-732-721-7577 ♦ MOBILE: 1-732-718-3361 ♦ FAX: 1-732-727-7491

WEBSITE: WWW.PHILVASSALLO.COM ♦ BLOG: WORDSONTHELINE.BLOGSPOT.COM

TWEETS: WWW.TWITTER.COM/PHILVASSALLO ♦ REVIEWS: WWW.LINKEDIN.COM/IN/PHILVASSALLO

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## Audit Report Writing

<b>Audience</b>	Managerial, technical, or auditing staff who draft work papers and write audit reports on programs or business units for internal and external clients or regulatory agencies
<b>Duration</b>	Two days
<b>Description</b>	This interactive program guide participants through the audit report-writing process. Working on a case study, participants will employ a useful, memorable process for creating work papers and drafting and polishing evaluation reports.
<b>Scope</b>	<ul style="list-style-type: none"><li>• Determine factors affecting the validity and reliability of a finding</li><li>• Assess the appropriate level of detail</li><li>• Create a department-specific template to facilitate the writing process</li><li>• Draft work papers based on objective observations</li><li>• Employ formatting devices to improve the visual appeal of a document</li><li>• Develop a clear, concise vocabulary for documenting audit reports</li></ul>
<b>Format</b>	This course can be delivered in a paper or computer-assisted format.
<b>Materials</b>	<ul style="list-style-type: none"><li>• <i>Audit Report Writing</i> course manual</li><li>• <i>The Art of On-the-Job Writing</i> by Philip Vassallo</li></ul>
<b>Enrollment</b>	Limited to 12 participants
<b>Consultant</b>	Philip Vassallo, Ed.D.
<b>Assessment</b>	Pre-course customized <i>4S Writing</i> assessments of participant-submitted samples (add one-half consulting day)