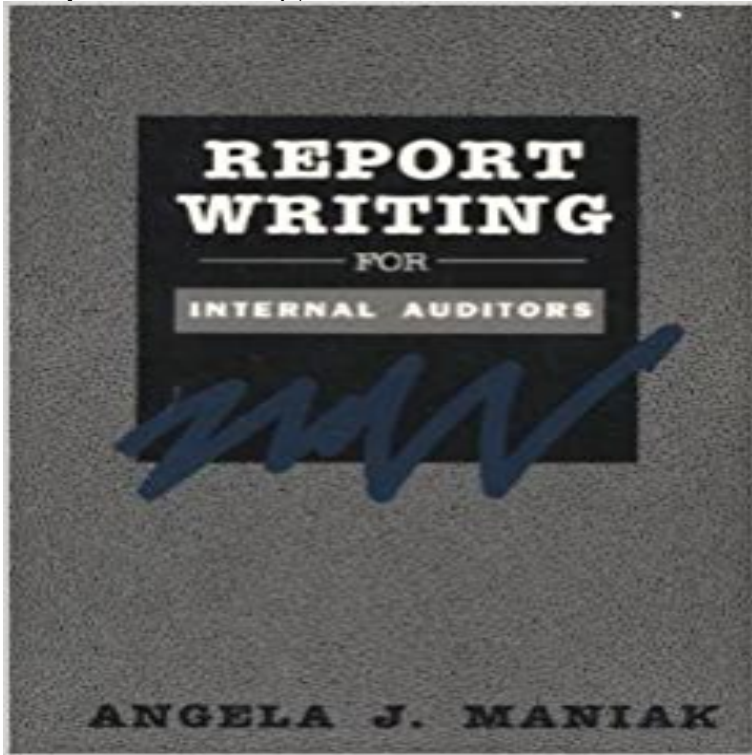


# Report Writing Internal Auditors



An effective, easy-to-use writing tool designed specifically for internal auditors in any size bank. This practical, concise manual gives readers guidance on structuring reports, choosing appropriate tone and style, and adapting reports to the needs of bank management. Even managers will find it useful to review relevant chapters to evaluate the quality of their departments reports and learn how to give constructive feedback to writers. This work offers practical solutions for meeting the most unique challenges of writing an organized, readable report. Readers will learn how to: Use discipline logic to develop the content of a report; Present negative issues constructively; Select the appropriate amount of information to report to senior management; Write a balanced report.

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