

Aisi Mori and Dane William Attended *Written Communications for Auditors* Training in Texas

Our Office constantly monitors its staff to ensure that they maintain their Continuing Professional Education (CPE) hours as required by the Generally Accepted Government Auditing Standards (GAGAS), which is the US government auditing standard for which our Office is required by law to adhere to. Up until November 2012, all the staff have met this CPE requirement except two. Auditors Aisi Mori and Dane William were short on their CPE hours therefore, they were sent to Dallas, Texas, to attend the *Written Communications for Auditors* training held from November 28 – 30, 2012. The course was instructed by a prominent former professor from the University of Maryland, Kevin Dungey. There were 16 participants who were mostly from the state of Texas.

The training was an advantage for the two Auditors because it enhances their writing abilities. The training focused primarily on communicating the contents of our reports clearly and effectively to our readers. Seven modules were presented during the three day training covering the following topics: understanding readability and usefulness; understanding audit writing as part of job process; designing a deductive, reader focused style; creating unified and coherent paragraphs; writing clear sentences; reviewing effectively; and controlling punctuation and grammar. The seven modules aimed at achieving the following objectives: to assess the strengths and weaknesses of report messages and structures; develop a strong link from objectives, to findings, to recommendations; use all four elements of a finding as a critical thinking process; master the message-first style; control paragraph unity and coherence; recognize common sentence problems; become familiar with common grammar and punctuation problems, and develop objective criteria for writing and reviewing audit documents.

Both Auditors Aisi and Dane completed the training and gained more knowledge on writing a report. They each earned 24 CPE hours which satisfied the requirement at least for the year 2012. As a result, our office will be more productive and resourceful to the FSM National Government and other stakeholders in the delivery of our audit products.