



# Radical Reporting

**Sara I. James**

## Course Objectives

The course helps participants produce clear and compelling writing. It does so through engaging them in intensive analysis of logic, language and the very purpose of written communication. The course is extremely practical and tailored to each client, using their own written work sensitively in examples and exercises. After attending this course, participants will be able to communicate more effectively to a variety of audiences through:

- going to the root of their own thoughts, objectives and assumptions;
- recognising bad habits that make written communication hard to read and understand; and
- using proven techniques to produce clearer, more concise writing.

They will then be able to produce reports that meet the business' or client's needs, having practised:

- analysing both the overall structure and the individual components of a report for maximum effectiveness; and
- reviewing their own and others' work in a focussed, efficient and productive way

## Who should attend?

Anyone who needs to produce reports with clear, concise content. This course is particularly popular with audit, risk and fraud teams, as well as with departments that want to revise their current report structures and templates.

## Course description

- 1) Clarity – the theory:
  - The link between clear thinking and clear writing
  - How well do businesses currently communicate?
  - Good writing and the link to performance (yes, there is one!)
  - Advice from professional bodies – how useful is it?
- 2) Clarity – the practice: How can we say the same thing in fewer words?
  - Cutting wordy phrases
  - Active and passive
  - Zombie nouns
- 3) Grammar, punctuation and usage
  - Why do good grammar, punctuation and usage matter?
  - The logic of grammar and the legal implications of poorly constructed sentences
- 4) Reports
  - What is the purpose of a report?
  - Organising your own thoughts for greater effect
  - Structuring a successful report
  - Findings, issues and recommendations
  - The executive summary
- 5) Reviewing and editing
  - What makes the reviewing process work well?
  - What are both parties' responsibilities?
  - The editorial process in publishing – useful advice for reviewing reports

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## Price

€ 350

€ 250 (members IIA Greece)



## Venue

virtual seminar via  
tele-conference

## Curriculum vitae

**Sara I. James** holds a PhD from the University of Virginia and has over 25 years' teaching, writing and publishing experience in the US and Europe. She has also worked in a variety of organisations and sectors, including at executive level. With ISO9001 experience and Chartered Institute of Internal Auditors (CIIA) qualifications under her belt, she spent several years in Group Internal Audit at a major financial institution, where she was in charge of training for the global function.



Since starting her own business, Getting Words to Work, Sara has provided writing skills training to numerous audit teams in the public and private sectors worldwide. She has worked closely with the CIIA (UK and Ireland) to produce its 2009 guidelines on communicating with clients, contributed to Audit & Risk magazine, and spoken at internal audit conferences internationally. Sara is also a member of the Institute's Technical Guidance Working Group.



The Institute of  
**Internal Auditors**

Greece

**ΕΛΛΗΝΙΚΟ ΙΝΣΤΙΤΟΥΤΟ ΕΣΩΤΕΡΙΚΩΝ ΕΛΕΓΚΤΩΝ**

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