10 Best Practices for Writing a *Digestible* Audit Report

1. Reference everything
2. Include a reference section
3. Use figures, visuals, and text stylization
4. Note key statistics about the entity audited
5. Make a "Findings Sandwich"
6. Ensure every issue includes the 5 C's of Observations
7. Include Detailed Observations
8. Always perform a Quality Assurance check
9. Avoid blame – state the facts
10. Be direct and avoid soft statements

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