

CONTENTS

<i>Preface</i>	<i>vii</i>
<i>Acknowledgments</i>	<i>xi</i>
<i>About the Author</i>	<i>xiii</i>
<i>About the Institute of Internal Auditors</i>	<i>xiv</i>
SECTION ONE: FROM VENI, VIDI, VICI TO SOX	1
CHAPTER 1	
Process-Driven Reporting	5
CHAPTER 2	
The Latest Standards	25
CHAPTER 3	
New Rules and New Tools	43
SECTION TWO: GOING WITH THE FLOW	55
CHAPTER 4	
New Looks for Audit Reports	57
CHAPTER 5	
The Value-Added Spoken (and E-Mailed) Word	76

SECTION THREE: REPORT WRITING 101, ER, MAKE THAT 404	91
CHAPTER 6	
Critical Word Choices	95
CHAPTER 7	
Structured Sentences	113
CHAPTER 8	
Paragraphs, Punctuation, and Capitalization	129
CHAPTER 9	
Graphics and Editing	140
SECTION FOUR: IT'S A FLAT WORLD AFTER ALL	149
CHAPTER 10	
It's a Flat World After All	151
APPENDICES	165
APPENDIX A	
Professional Standards	167
APPENDIX B	
Find the Flaws	222
APPENDIX C	
Bibliography	229
Index	231