

The Auditor's Essential Guide to Asking Better Questions & Getting Better Answers

Asking the right questions is essential for auditors. It's the key to gathering the information you need to make informed decisions and provide valuable insights to your clients. But asking good questions is not always easy. It takes practice, skill, and a deep understanding of the audit process.



Ask, Get, Perform: The Auditors Essential Guide to Asking Better Questions, Getting Better Answers, and Performing Better Audits by Robert Berry

★★★★☆ 4.6 out of 5

Language : English
File size : 2967 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 179 pages



This book provides a comprehensive guide to asking better questions and getting better answers. It covers everything from planning and preparation to follow-up and documentation.

Planning and Preparation

The first step to asking better questions is to plan and prepare. This involves:

- **Understanding the audit objectives.** What are you trying to achieve with this audit?
- **Identifying the key risks.** What are the areas where there is the greatest risk of fraud or error?
- **Developing a question list.** This list should include specific questions that you will ask during the audit.

Asking the Questions

Once you have planned and prepared, it's time to start asking the questions. There are a few key things to keep in mind when asking questions:

- **Be clear and concise.** Don't ask vague or open-ended questions.
- **Be specific.** Ask questions that are directly related to the audit objectives.
- **Be polite and respectful.** Remember that you are asking someone for their time and cooperation.

Listening to the Answers

It's just as important to listen to the answers as it is to ask the questions. When someone is answering your question, pay attention to what they are saying and ask follow-up questions to clarify their response.

Following Up

Once you have asked your questions and listened to the answers, it's important to follow up. This may involve:

- **Asking for additional information.** If you don't understand something, ask for more information.
- **Verifying the answers.** Check the answers you've received against other sources of information.
- **Documenting the answers.** Make sure to document the answers you've received so that you can refer back to them later.

Asking better questions is an essential skill for auditors. By following the tips in this book, you can improve your questioning skills and get the information you need to make informed decisions and provide valuable insights to your clients.

Free Download your copy of The Auditor's Essential Guide to Asking Better Questions & Getting Better Answers today!



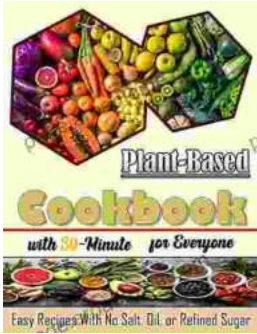
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