# OUTLINE OF REPORT ON AUDITING INTERNSHIP- PHASE 1

# (FOR STUDENTS IN AUDITING MAJOR)

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LIST OF ABBREVIATIONS

LIST OF TABLES AND FIGURES

# INTRODUCTION

**CHAPTER 1: CHARACTERISTICS OF THE ORGANIZATION AND OPERATIONS OF XYZ AUDIT FIRM (2.5 points)**

* 1. **History of development of XYZ Audit Firm**

(name, address of the auditing firm, some cornerstones in the development process of XYZ, main results of recent performance)

# Operations of XYZ Audit Firm

(fields of operations of XYZ)

# Management of XYZ Audit Firm

**CHAPTER 2: ORGANIZING AUDIT PRACTICE AT XYZ AUDIT FIRM (4.0 points)**

* 1. **Organizing an Audit Team**
  2. **Audit Process**
     1. Planning the audit
     2. Implementing the audit
     3. Completing the audit

# Audit files

* 1. **Audit quality control**

**CHAPTER 3: ASSESSMENTS AND RECOMMENDATIONS FOR IMPROVING ORGANIZATION AND OPERATIONS OF XYZ AUDIT FIRM (2.5 points)**

* 1. **Assessments of the organization and operations of XYZ Audit Firm**

## Strengths

(strengths in performance results, management, organizing an audit, audit quality control; specify reasons of the strengths: external factors or internal factors)

## Limitations and causes

(weaknesses in performance results, management, organizing an audit, audit quality control; specify reasons of the strengths: external factors or internal factors)

# 3.2. Recommendations for improving the organization and operations of XYZ Audit Firm

*(Propose recommendations associated with identified limitations and causes)*

CONCLUSION REFERENCES

APPENDIX (If available)

# Assessment and grading policy:

* The form of the report: 1 point
* The content of the report: 9 points

The report must be included three chapters with a minimum of 30 pages