

HUBBARD COMMUNICATIONS OFFICE
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GenOcon

HCO BULLETIN OF SEPTEMBER 23, 1959

How to Write an Auditor's Report.

When writing an auditor's report, please give the following details:-

1. Preclear's name
2. Auditor's name
3. Date of session
4. Time length of session
5. Total number of hours processing PC has had with this auditor, or on this process
6. Process (write commands in full)
7. State if an E Meter was used in the session
8. For communication processes, state if PC drew answers
9. Under "results" state the following:-
 - (a) PC's attitude
 - (b) Emotional changes
 - (c) Communication changes
 - (d) Physical changes
 - (e) Cognitions
 - (f) PC's goals for the session
 - (g) Whether or not goals attained
 - (h) E Meter readings at beginning and end of session and describe reactions briefly.
10. Any other observations of PC by the auditor not listed above.
11. Auditor's comments, opinions, and/or suggestions (clearly labelled as such).

All HGC auditors' reports should now be written in duplicate. The carbon copies to be kept by the local org. for filing. The top copies to be written on flimsy paper and airmailed every week to HCO WW Research Project Supervisor at St. Hill with the flimsy graphs.

Good auditors' reports are a valuable source of data for research and dissemination. They help here enormously.

KAYE THOMSON

HCO WW Research Project Supervisor.

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Correcting HCO Bulletin of August 13, 1959

Suggested HCA Course Schedule from Academy, Washington, D.C., is now reported as not working out with only one week each of Comm. Course and Upper Indoc.

Schedule is now corrected to read 2 weeks Comm. Course, 2 weeks Upper Indoc, and 4 weeks Theory and Practice.

L. RON HUBBARD

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