

Course Schedule

SECTION 1. (Day 1 Morning)

Introduction

Registration
Classroom Rules and Procedures
Introduction (recap/Part 1, course structure, writing assignments, appendix, exam, grading parameters)

Part 1. Narrative for Residential Appraisal Reports

Form Reports
Similarities Between the Narrative Report and a Form...
Overview of the Format for a Narrative Appraisal Report
Integration of the Parts of the Appraisal; How Much Detail Is Enough?; A Concluding Thought
MORNING BREAK

Part 2. Effective Report Writing

Preview to the Appendix
The Writing Process; The Reader
Universal Writing Principles
Word Choices
Sentence Structure Tips
Paragraph Tips
MORNING BREAK
Correct Punctuation
Numbers; Presenting Data Effectively; Documentation

Part 3. Critique Writing Assignment 1: Market Area and Neighborhood Analysis Conclusion

Analysis Reminders: Market Area and Neighborhood Analysis Conclusion
Review Writing Assignment 1: Market Area and Neighborhood Analysis Conclusion
Things to Consider
Effective Communication Tips; Miscellaneous Language-Use Examples
LUNCH
Class Critique (Market Area and Neighborhood Analysis Conclusion)
In-Class Editing: Market Area and Neighborhood Analysis...
AFTERNOON BREAK

SECTION 2. (Day 1 Afternoon)

Part 4. Reporting the Sales Comparison Approach

Analysis Reminders: Sales Comparison Approach
Review Writing Assignment 2: Sales Comparison Approach
Things to Consider
Effective Communication Tips; Miscellaneous Language-Use
Examples

Part 5. Reporting Site Value Opinion

Analysis Reminders: Site Value Opinion
Review Writing Assignment 3: Site Value Opinion
Things to Consider
Effective Communication; Miscellaneous Language-Use
Examples
In-Class Writing
AFTERNOON BREAK
In-Class Writing
Questions, Wrap-up

SECTION 3. (Day 2 Morning)

Part 6. Critique Writing Assignment 2: Sales Comparison Approach

Communication Errors in the Sales Comparison Approach
Class Critique
MORNING BREAK
In-Class Editing: Sales Comparison Approach

Part 7. Critique Writing Assignment 3: Site Value Opinion

Class Critique
MORNING BREAK
Class Critique (cont.)
In-Class Editing: Site Value Opinion
LUNCH
Practice Test: Sections 1, 2, 3

SECTION 4. (Day 2 Afternoon)

Part 8. Reporting the Cost Approach

Analysis Reminders: Cost Approach
Review Writing Assignment 4: Cost Approach
Things to Consider
Effective Communication Tips; Miscellaneous Language-Use
Examples

Part 9. Reporting Highest and Best Use Analysis

Analysis Reminders: Highest and Best Use
Review Writing Assignment 5: Highest and Best Use
Analysis
Things to Consider
Effective Communication Tips; Miscellaneous Language-Use
Examples
In-Class Writing
AFTERNOON BREAK
In-Class Writing
AFTERNOON BREAK
In-Class Writing
Questions, Wrap-up

SECTION 5. (Day 3 Morning)

Part 10. Critique Writing Assignment 4: Cost Approach

Optional Grammar Exercise/Class Critique
MORNING BREAK
In-Class Editing: Cost Approach

Part 11. Critique Writing Assignment 5: Highest and Best Use Analysis

Class Critique
MORNING BREAK
In-Class Editing: Highest & Best Use Analysis
Practice Test: Sections 4, 5
LUNCH

SECTION 6. (Day 3 Afternoon)

Part 12. Reporting the Income Capitalization Approach

Analysis Reminders: Income Capitalization Approach
Review Writing Assignment 6: Income Capitalization Approach
Things to Consider
Effective Communication Tips; Miscellaneous Language-Use Examples

Part 13. Reporting the Final Reconciliation and Opinion of Value

Analysis Reminders: Final Reconciliation and Opinion of Value
Review Writing Assignment 7: Final Reconciliation and Opinion of Value
Things to Consider
Effective Communication Tips; Miscellaneous Language-Use Examples

Part 14. Writing the Letter of Transmittal

Overview
Review Writing Assignment 8: Letter of Transmittal
Things to Consider
Writing Assignment 8: Letter of Transmittal
AFTERNOON BREAK
In-Class Writing
AFTERNOON BREAK
In-Class Writing
Questions, Wrap-up

SECTION 7. (Day 4 Morning)

Part 15. Critique Writing Assignment 6: Income Capitalization Approach
Optional Grammar Exercise/Class Critique In-Class Editing: Income Capitalization Approach MORNING BREAK
Part 16. Critique Writing Assignment 7: Final Reconciliation and Opinion of Value
Class Critique In-Class Editing: Final Reconciliation and Opinion of Value MORNING BREAK
Part 17. Critique Writing Assignment 8: Letter of Transmittal
Class Critique In-Class Editing: Letter of Transmittal Practice Test: Sections 6, 7 LUNCH

SECTION 8. (Day 4 Afternoon)

Part 18. Exam Content Review
Course Evaluations Course Review AFTERNOON BREAK EXAM In-Class Writing/Editing
Deadline to Submit the Exam and Writing Assignments—5:00

