

Schedule

SECTION 1. (Morning Day 1)

Overview	
	Registration Classroom Rules and Procedures
Introduction	
	Introduction
Part 1. Introduction to Appraisal Reporting	
	What Is an Appraisal Report? What Is the Function of a Report? Report Reminders Review Quiz Break
Part 2. The Appraisal Report—Case Study	
	Case Study Introduction Case Study Overview and Valuation Assignment Exercise 1 Morning Break
Part 3. Page 1 of the URAR	
	Market Area or Neighborhood Analysis A Neighborhood Analysis Helps to... Neighborhood Section Exercise 2 Site Comments Exercise 3 Improvements Section Exercise 4 Lunch

SECTION 2. (Afternoon Day 1)

Part 4. A Convincing Style

Stay Out of the Report
Don't Hedge Conclusions Unnecessarily
The Passive Voice
Past or Present Verb Tenses
Keep It Simple
Strive to Be Specific and Precise
Review Quiz
Afternoon Break

Part 5. Punctuation Review

Commas
Semicolons
Colons
Hyphens
Review Quiz

Part 6. Reporting the Sales Comparison Approach

Explaining the Sales Comparison Analysis
Afternoon Break
Examples of Support for Adjustments
Exercise 5
Homework Assignments
Practice Test

SECTION 3. (Morning Day 2)

Part 7. Writing Correctly	
	Subject/Verb Agreement Parallel Structure Possessives and Apostrophes Word Choice Review Quiz Break
Part 8. Writing Sample Review	
	Reviewing Criteria Exercise 6 Morning Break
Part 9. Reporting the Cost Approach	
	Usefulness of the Cost Approach Reporting the Three Parts of the Cost Approach Practice Test Lunch

SECTION 4. (Afternoon Day 2)

Part 10. Reporting the Income Capitalization Approach	
	Usefulness of the Income Capitalization Approach Reporting the Income Capitalization Approach
Part 11. Convincing Reconciliations	
	A Form Report Presents an Integrated Logical Argument Proofreading: The Final Step for a Convincing Report The Sales Comparison Approach Reconciliation Exercise 7 Afternoon Break Writing the Reconciliation Section of the URAR Exercise 8 Review Quiz Afternoon Break
Part 12. Content Review	
	Course/Individual Review, Exam Prep
Exam	
	Exam (60 min. multiple choice)