

Schedule

SECTION 1. (Day 1 Morning)

Registration	Registration
Overview & Introduction	Course Description, Classroom Rules, Procedures Comments on Communication, Writing, In-Class Exercises, Extended Writing Assignments, Course Requirements
Part 1. Introduction to Reports and Report Writing	What Is an Appraisal Report? What Is the Intended Use of the Appraisal Report? What Is Jargon? What Is the Goal of the Appraisal Report? What Is Required in a Written Appraisal Report? Recommended Format for a Narrative Appraisal Report The Valuation Process and the Integration of the Components of a Narrative Report Effective Communication in Appraisal Reports Review Quiz MORNING BREAK
Part 2. Writing Correctly for Narrative Appraisal Reports	Effective Writing Creating Effective Sentences Possessives and Apostrophes The Right Word Review Quiz MORNING BREAK

SECTION 1. (Day 1 Morning), cont.

Part 3. Punctuation for Appraisal Reports

Commas
Semicolons
Colons
Hyphens
Capitalization
Language
Practice Test—Section 1
LUNCH

SECTION 2. (Day 1 Afternoon)

Part 4. Planning the Appraisal Report

Create an Outline, Focus on the Subject
Organize, Analyze, and Conclude
Be Considerate of the Intended User
Common Report Writing Shortfalls
Violations of Appraisal Standards
Creating a Credible Report
Deductive and Inductive Reasoning Used in Analysis and Writing
Review Quiz

Part 5. Introduction to Arbour Bridge Case Study

Overview of Case Study
Types of Communication Used in Appraisal Reports
AFTERNOON BREAK
5.2 Extended Writing Assignment—Property Rights Statement
Using General and Specific Data in Appraisal Reports
Analysis
Summary
Conclusion

SECTION 2. (Day 1 Afternoon), cont.

Part 6. Thesis Statements for Narrative Appraisal Reports
What Is a Thesis Statement?
Why Does an Appraisal Report Need a Thesis Statement?
Weak & Strong Thesis Statements
Creating a Strong Thesis Statement in an Appraisal Report
AFTERNOON BREAK
Part 7. Paragraphs for Narrative Appraisal Reports
What Is a Paragraph?
Paragraph Structure
Effective Communication in Paragraphs
Types of Paragraphs, Coherence
Editing Paragraphs
7.10 Extended Writing Assignment—Overview of Improvements Paragraph
Summary
Practice Test—Section 2

SECTION 3. (Day 2 Morning)

Part 8. Conclusions for Narrative Appraisal Reports

Review/Evaluate 5.2 & 7.10 Extended Writing Assignments

MORNING BREAK

What Is a Conclusion?

Characteristics of Effective Conclusions

Characteristics of Ineffective Conclusions

8.2 Extended Writing Assignment—Office Rental Market

Conclusion

MORNING BREAK

Review/Evaluate 8.2 Extended Writing Assignment

Part 9. Reporting Numbers. Using Tables, Charts, Graphs, and Other Exhibits in an Appraisal Report

Six Rules for Using Numbers in Business Writing

Design Considerations for Presenting Complex Number-Related Topics

Techniques

Effective Communication Using Exhibits

LUNCH

SECTION 4. (Day 2 Afternoon)

Part 10. Reporting Highest and Best Use Approach in the Arbour Bridge Case Study

Practice Test—Section 3

Highest and Best Use Statements

Effective Communication of Highest and Best Use Analysis

10.3 Extended Writing Assignment—Conclusion to the
Highest and Best Use of the Site as Though Vacant Analysis

AFTERNOON BREAK

10.4 Extended Writing Assignment—Legal Permissibility
Discussion for Highest and Best Use of the Property as
Improved Analysis

Review/Evaluate 10.3 and 10.4 Extended Writing
Assignments

AFTERNOON BREAK

Part 11. Reporting the Cost Approach in the Arbour Bridge Case Study

Cost Approach Considerations

Steps of the Cost Approach

Effective Communication of the Cost Approach

Communication Errors Observed by Reviewers

11.3 Extended Writing Assignment—Depreciation Analysis

SECTION 5. (Day 3 Morning)

Part 12. Review of Cost Approach and Writing Assignment

Practice Test—Section 4
Evaluate/Review 11.3 Extended Writing Assignment
MORNING BREAK

Part 13. Reporting the Income Capitalization Approach in the Arbour Bridge Case Study

Income Capitalization Approach Considerations
Steps in Direct Income Capitalization
Effective Communication of the Income Capitalization Approach
Common Errors Observed by Reviewers
13.2 Extended Writing Assignment—Income Capitalization Approach
MORNING BREAK
Review/Evaluate 13.2 Extended Writing Assignment
LUNCH

SECTION 6. (Day 3 AFTERNOON)

Part 14. Reporting the Sales Comparison Approach in the Arbour Bridge Case Study

Practice Test—Section 5
Characteristics of the Sales Comparison Approach
Details of the Sales Comparison Approach Outline
Effective Communication of the Sales Comparison Approach
Communication Errors Observed by Reviewers
14.3 Extended Writing Assignment—Explanation of Adjustment
AFTERNOON BREAK

Part 15. Reporting the Sales Comparison Approach the Arbour Bridge Case Study (cont.)

14.4 Extended Writing Assignment—Qualitative Analysis
AFTERNOON BREAK
Review/Evaluate Extended Writing Assignment 14.3
Practice Test—Section 6

SECTION 7. (Day 4 Morning)

Part 16. Writing Convincing Reconciliations

Review/Evaluate 14.4 Extended Writing Assignment
MORNING BREAK
Reconciliation Considerations
Steps for the Reconciliation
Effective Communication of the Reconciliation,
Common Errors Observed by Reviewers
16.2 Discussion Topic—Reconciliation
Review Quiz

Part 17. Writing Effective Letters of Transmittal

Should Reports Contain a Letter of Transmittal?
Guidelines for a Letter of Transmittal—What Should Be
Included in the Letter?
Review Quiz
MORNING BREAK

Part 18. Other Information Appraisers Need to Know about Report Writing

Form Reports
Scope of Work and the Appraisal Report
Plagiarism and the Appraisal Report
Documentation, Adding ZOOM to Reports—Little Things
Mean a Lot
Steps that Assure Success, Questions to Ask
LUNCH

SECTION 8. (Day 4 Afternoon)

Part 19. Exam Content Review	
	Course Evaluations Instructor Review—Preparing for the Exam Self-Study—Content Covered in the Course AFTERNOON BREAK
Exam	
	Exam Preparation Exam